

City of Rochester, NH
Preamble for September 1, 2020 Regular City Council Meeting

Good Evening, as Chairperson of the (City Council, Planning Board, Police Commission, ZBA, etc), I am declaring that an emergency exists and I am invoking the provisions of RSA 91A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID - 19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone: At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call -in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to a **O O R Z W K H S X E O - L L F Q W R Q O L V D H Q W K H U H Z L O O** public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857 - 444 - 0744 Conference code: 843095

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603 - 332 - 1167.

c.) Public Input: Due to the ongoing situation with COVID - 19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- x Mail: City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (must be received at least three full days prior to the anticipated meeting date)
- x email PublicInput@rochesternh.net (must be received no later than 4:00 pm of meeting date)
- x Voicemail 603 - 330 - 7107 (must be received no later than 12:00 pm on said meeting date in order to be transcribed)

Please include with your correspondence the intended meeting date for which you are submitting. All correspondence will be included with the corresponding meeting packet (Addendum).

d.) Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

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City Clerk's Office

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 name (and/or ward), also please state whether there is anyone in the room with you
 during this meeting, which is required under the Right -to -Know law. (Additionally, Council
 members are required to state their name and ward each time they wish to speak.)

Regular City Council Meeting
 September 1 , 2020
 Meeting Conducted Remotely
 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: August 4, 2020
 consideration for approval P. 11
 - 5.2 Special City Council Meeting: August 18 , 2020
 consideration for approval P. 37
6. Communications from the City Manager
 - 6.1 & L W \ 0 D Q D J R e p o r t V P. 43
7. Communications from the Mayor
 - 7.1. Proclamation : Shop Small P. 65
8. Presentation of Petitions and Council Correspondence
 - 8.1 Gudim Land Purchase P. 67

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9. Nominations, Appointments, Resignations, and Elections

10. Reports of Committees

10.1 Appointments Committee P. 73

10.1.1 **New Appointment:** Trevon Scott ± Recreation & Arena Commission, Regular Member ± Term to expire 1/2/2021 **consideration for approval**

10.1.2 **New Appointment:** Lance Whitehill ± Planning Board, Alternate Member ± Term to Expire 1/2/2022 **consideration for approval**

10.1.3 **New Appointment:** Paul Giuliano ± Planning Board, Alternate Member ± Term to Expire 1/2/2021 **consideration for approval**

10.1.4 **Appointment:** Peter Bruckner ± Planning Board, Elevate from alternate to regular member ± Term to Expire 1/2/2021 **consideration for approval**

10.1.5 **Re - Appointment:** Nancy Carignan ± Recreation & Arena Commission, Regular Member ± Term to Expire 1/2/2023 **consideration for approval**

10.2 Codes & Ordinances Committee P. 75

10.3 Community Development P. 81

10.3.1 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 Plan **first reading and consideration for adoption** P. 85

10.4 Fidelity Committee P. 87

10.5 Finance Committee P. 93

10.5.1 **Committee Recommendation:** To upgrade part -time FOHUN W\SLVW SRVLWLRQ LQ WD[FR O HFWRL time **consideration for approval** P. 95

10.6 Planning Board P. 97

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10.7 Public Safety P. 109

10.7.1 **Committee Recommendation:** to approve temporary and permanent rules and regulations for installation of V-sign for Canoe and Kayak Launch
consideration for approval P. 111

10.7.2 **Committee Recommendation:** To Install Caution /Tractor signs in each direction at 290 -298 Chestnut Hill Road
consideration for approval P. 112

10.7.3 **Committee Recommendation:** To accept the signage and lighting placement per plan submitted by Waste Management for the newly relocated Rochester Neck Road
consideration for approval P. 114

10.8 Public Works P. 121

10.6.1 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY 2021 Paving Rehabilitation Program
first reading and referral to public hearing P. 127

10.6.2 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY 2021 Sidewalk Replacement Program
first reading and referral to public hearing P. 129

10.6.3 **Committee recommendation:** To approve Oak Street in Gonic for concrete sidewalk replacement
consideration for approval P. 123

11. Old Business

12. Consent Calendar

13. New Business

13.1 Resolution Accepting \$518.85 Forfeiture Funds from the State of New Hampshire and Supplemental

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Appropriation in Connection Therewith first reading and
consideration for adoption P. 131

13.2 Resolution Accepting \$59,325.00 CARES Act Funds from
the State of New Hampshire and Supplemental
Appropriation in Connection Therewith first reading and
consideration for adoption P. 137

13.3 Resolution Deauthorizing \$11,974.16 from Granite Shield
Grant Funds first reading and consideration for adoption
P. 141

14. Other

15. Non - Public/Non - Meeting

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

15.2 Non - Public Session ± Personnel, RSA 91 - A:3, II (a)

16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
August 4, 2020
Meeting Conducted Remotely
6:34 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hainey
Councilor Hamann
Councilor Hutchinson
Councilor Lachapelle
Councilor Lachance
Councilor Rice
Councilor Walker
Deputy Mayor Lauterborn
Mayor McCarley

OTHERS PRESENT

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

Minutes

1. Call to Order

Mayor McCarley called the Regular City Council meeting to order at 6:34 PM. The following preamble was read prior to the Public Hearing immediately preceding the Regular meeting:

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any

person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744

Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

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- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Kelly Walters, City Clerk, called the roll for the Regular meeting. All Councilors were present. In addition, all Councilors indicated that they were alone in the location from which they were connecting remotely, and/or mentioned whom may be passing through the room on occasion.

2. Opening Prayer

Mayor McCarley asked for a moment of silence before the start of the meeting.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

4. Roll Call

The roll call was taken following the preamble earlier in the evening. All Councilors were present.

5. Resolution Authorizing Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00 *first reading and referral to public hearing*

Councilor Walker **MOVED** to read the resolution for a first time and refer to a public hearing. Councilor Bogan seconded. The **MOTION CARRIED** by a unanimous roll call vote with Councilor Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00

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

That the amount of Four Hundred Ninety Thousand Dollars (\$490,000.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated costs related to the COVID-19 pandemic response. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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.

6. Recess to Public Hearing

Mayor McCarley recessed to the Public Hearing at 6:37 PM.

7. Reconvene Regular City Council Meeting

Mayor McCarley reconvened the Regular City Council Meeting at 6:46 PM.

8. Acceptance of Minutes

8.1 Regular City Council Meeting: July 7, 2020 *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the minutes of July 7, 2020 Regular Meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voting in favor of the motion.

8.2 Special City Council Meeting: July 21, 2020 *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the minutes of the July 21, 2020 Special Meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilor Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

9. Communications from the City Manager

9.1 City Manager's Report *forthcoming*

City Manager Cox stated that although the report was not included in the packet, a copy had been distributed to all Councilors prior to the meeting. He stated that the standard report, which were absent from the report, would be issued within the next few days.

10. Communications from the Mayor

Mayor McCarley asked for an amendment to the agenda for the evening so she could introduce a resolution strongly encouraging the use of face masks during the pandemic.

Councilor Lachapelle **MOVED** to **AMEND** the agenda to allow the introduction of a masking resolution. Councilor Belken seconded the motion. The **MOTION CARRIED** by a roll call vote of 11 to 2. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Abbott, Bogan, and Mayor McCarley voted in favor of the motion. Councilors Walker and Lachance voted against the motion.

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a roll call vote of 11 to 2. Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Lachapelle, Gray, Bogan, Hamann, Belken, and Mayor McCarley voted in favor of the motion. Councilors Walker and Lachance voted against the motion. Councilor Lachapelle read the resolution for a first time by title only as follows:

Resolution requesting all residents and visitors, in the strongest of terms, to wear appropriate face coverings while in public. All business owners and places of public accommodation, to the extent not already covered within guidance issued by the Governor, are requested to develop policies and procedures, including appropriate signage or notices, urging or requiring visitors to wear face coverings.

WHEREAS: The condition known as coronavirus disease 2019 ("COVID-19"), which is caused by the novel coronavirus (SARS-CoV-2), is presently affecting individuals throughout the United States and the State of New Hampshire; and

WHEREAS: COVID-19 is potentially fatal, predominantly but not exclusively for those at high risk; and

WHEREAS: Continuing study into COVID-19's non-fatal effects increasingly reveals damage, including long-term irreversible damage, to various human organs, including the lungs, heart, and possibly the brain and other organs or organ systems; and

WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in

New Hampshire with respect to COVID-19 (novel coronavirus);
and

WHEREAS: The Governor, the federal Centers for Disease Control and Prevention ("CDC"), President Trump, and the World Health Organization ("WHO") have issued or recommended further restrictions aimed at minimizing exposure to the novel coronavirus, including social distancing, hygienic practices (e.g., handwashing), and, now, face coverings; and

WHEREAS: Having had the opportunity to study the virus for several months, the CDC has confirmed that the virus spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., shouting, chanting, singing); and

WHEREAS: The CDC has also confirmed that a significant number of those infected with the virus are either asymptomatic or pre-symptomatic, yet can still readily transmit the virus to others unknowingly; and

WHEREAS: Multiple independent studies confirm, and agree, that widespread wearing of face coverings helps drastically reduce transmission of the virus to others by (i) reducing the amount of viral load exhaled or expelled into the air surrounding an infected person, and (ii) reducing the distance which that viral load travels or can travel; and

WHEREAS: Face coverings, and particularly medical grade ones, may also help protect the wearer to some degree; and

WHEREAS: Guidance from medical experts across the country strongly recommends the wearing of face coverings when in public, and particularly where a person is not able to maintain adequate distance from another person; and

WHEREAS: It is incumbent upon every resident and visitor in the City of Rochester to take all measures reasonably possible to protect the public health; and

WHEREAS: The purpose of this resolution is to ensure public awareness of the importance of face coverings, as well as ensure business owners are aware that they have the right, as a property owner or possessor, to control the manner of use of their property.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND ROCHESTER CITY COUNCIL THAT:

All residents and visitors within the City of Rochester who are medically able to are hereby requested, in the strongest of terms, to wear appropriate face coverings while in public. Face coverings should cover the nose and mouth of the person wearing it.

AND, BE IT FURTHER RESOLVED THAT:

All business owners and places of public accommodation, to the extent not already covered within guidance issued by the Governor, are requested to develop policies and procedures, including appropriate signage or notices, urging or requiring visitors to wear face coverings.

Councilor Lachapelle **MOVED** to **ADOPT**. Councilor Hutchinson seconded the motion. Councilor Gray made a parliamentary inquiry regarding whether or not a motion to send the resolution to committee would take precedence over the current motion. He suggested this matter be heard at the Codes & Ordinances Committee or be discussed first at a workshop meeting. City Attorney O'Rourke confirmed that a motion to send to a subcommittee takes precedence over the main motion, but it would require a second and is debatable. Councilor Lauterborn said that if the motion is passed, the resolution should be posted publicly on the website, bulletin boards, and all city buildings. Councilor Lachapelle clarified that the resolution is requesting that residents and visitors wear masks, but it is not a requirement. Mayor McCarley agreed that this is not a mandate but rather a strong recommendation. Councilor Hainey stated that she didn't feel the item to be heard at a subcommittee; it is a recommendation and not a mandate.

Councilor Gray **MOVED** to refer that the matter be sent to a committee. Councilor Lachance seconded the motion. Councilor Gray suggested having this heard and discussed in committee to give the public an opportunity to weigh in. He also stated that there needed to be more detail and specifics included. The **MOTION FAILED** by a roll call vote of 11 to 2. Councilors Walker and Gray voted in favor of the motion. Councilors, Hamann, Hutchinson, Belken,

Lachance, Abbott, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted against the motion.

The original **MOTION CARRIED** by a 10 to 3 roll call vote. Councilors Bogan, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Abbott, Belken, and Mayor McCarley voted in favor of the motion. Councilors Gray, Walker, and Lachance voted against the motion.

11. Presentation of Petitions and Council Correspondence

12. Nominations, Appointments, Resignations, and Elections

12.1 Resignation: Deborah Casey – Supervisor of the Checklist Ward 3

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation with regret and to send a letter of thanks to Ms. Casey. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley voted in favor of the motion.

13. Reports of Committees

13.1 Fidelity Committee

Councilor Hutchinson reported that the next meeting of the Fidelity Committee would be held on August 13th at 6:00 PM via zoom.

Councilor Lachance asked Mayor McCarley if her intent was to discuss the City Manager's evaluation at a non-public session. Mayor McCarley said that the evaluation is distributed to Council to complete and then submit to the Mayor. The Mayor will then tabulate the results and records all the comments, and these results will be placed in a packet for Council. The City Manager may or may not be called in for further discussion on the matter.

13.2 Finance Committee

- 13.2.1 **Committee Recommendation:** To approve the \$9,966 purchase of a trailer for the Fire Department for storage of PPE **consideration for** approval

Councilor Lachapelle **MOVED** to **APPROVE** the Finance Committee's recommendation to purchase of a trailer for the Fire Department, for the proposed storage of PPE supplies, in the amount of \$9,966. Councilor Walker seconded the motion. The **MOTION CARRIED** by an 11 to 2 roll call vote. Councilors Rice, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hailey, Abbott, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Walker and Gray voted against the motion.

13.2.2 Committee Recommendation: To approve the conversion of the Economic Development Microloan Program into a grant consideration for approval

Councilor Lachapelle **MOVED** to **APPROVE** the Finance Committee's recommendation to approve the conversion of the Economic Development Microloan Program into a grant. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 to 1 roll call vote. Councilors Hailey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Bogan, Hamann, Belken, and Mayor McCarley voted in favor of the motion. Councilor Gray voted against the motion.

13.3 Planning Board

Councilor Walker reported that the Planning Board had met the night prior and one of the items which had passed was the 56-lot subdivision development at 828 Portland Street. The Homeless Center of Strafford County presented their design review, which was passed. It now needs to go back for design and permitting.

Mayor McCarley asked if the Homeless Center was on track for design and groundbreaking. Councilor Walker reported that there needed to be some revisions made, but the center was on track and did intend to break ground on schedule.

13.4 Public Works

13.4.1 Committee Recommendation: To deny roadway access to abutting Barrington Development through the Stillwater Circle Neighborhood consideration for approval

Councilor Walker **MOVED** to **DENY** the roadway access to abutting Barrington Development through the Stillwater Circle Neighborhood. Councilor Hamann seconded the motion. Councilor Lachapelle asked for a legal opinion

from the City Attorney on an email which had been distributed to Council in regards to the subdivision in question. City Manager Cox said there had been some confusion regarding whether or not the City had requested to have a gate. City Manager Cox stated there was no formal request made by the city; the conversation between staff and the developer had been in regards to an emergency access roadway. Councilor Walker and City Manager Cox both reported that the residents of Stillwater Circle who had spoken had not been in favor of even an emergency gate or "crash gate." City Manager Cox said there is no legal requirements for the City to have such a gate. There are also no restrictions or complications to landowners on the Rochester side of the property. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

13.4.2 Committee Recommendation: approve the removal of the Oak tree at the front of City Hall
consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation for the removal of the Oak tree at the front of the City Hall building. Councilor Hamann seconded the motion. Councilor Bogan spoke in opposition of the tree being removed. She stated there was not a valid reason for the tree to be removed if the primary concern was grass not growing beneath it. She suggested planting shade grass seed or shade plants beneath the tree. Councilor Walker said that it was not only the difficulty with the grass growing, but also the trip hazard posed by the acorns which fall as well as the tree blocking out a large portion of building frontage after money had been spent to provide lighting to the building face. Councilor Gray suggested bringing the item back to committee to discuss ways of trimming the tree and maintaining it to reduce the issues rather than cutting it down. Councilor Hutchinson inquired about the cost of the tree removal. It was stated that there is not an estimate available yet. Councilor Lachapelle asked if the sidewalk had been affected due to the tree roots. City Manager Cox said that there had been issues with a drain line underneath the walkway where roots had infiltrated the pipes. The **MOTION CARRIED** by a 7 to 6 roll call vote. Councilors Belken, Hamann, Rice, Lachapelle, Walker, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Gray, Lauterborn, Hainey, Hutchinson, Abbott, and Bogan voted against the motion.

13.4.3 Resolution Authorizing \$132,000.00 Expenditure from the RSA 162-k TIF Fund for the Innovation Drive Water-Sewer Line Extension Project
first reading and consideration for adoption

Councilor Walker **MOVED** to read the resolution by title only for the first time. Councilor Lachapelle seconded the motion. Councilor Hutchinson relayed a message which had been received by City Attorney who had lost power and was no longer connected to the meeting. Attorney O'Rourke stated that in the body of the resolution, the amount is listed as \$120,000 and should be listed as \$132,000. He stated that there needed to be a motion to amend the amount to \$132,000. Councilor Walker **MOVED** to **AMEND** the amount in the body of the resolution to \$132,000. Councilor Hutchinson seconded the motion. It was clarified that the resolution needed to be read for a first time by title only prior to any amendments being made. Councilor Walker rescinded his motion and Councilor Hutchinson rescinded his second. Mayor McCarley accepted the removal of the motion without a roll call vote. The original motion made by Councilor Walker and seconded by Councilor Lachapelle to read for the first time by title only was brought back to the table. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Lachapelle, Walker, Gray Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

**Resolution Authorizing \$132,000.00 Expenditure from the RSA
162-k TIF Fund for the Innovation Drive Water-Sewer Line
Extension Project**

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

That the amount of One Hundred Thirty Two Thousand Dollars (~~\$120,000.00~~) **(\$132,000.00)** is hereby authorized to be expended from the RSA 162-k TIF Fund to pay for the costs associated with the so-called Innovation Drive Water-Sewer Line Extension Project.

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

Councilor Walker **MOVED** to **ADOPT** and **CORRECT** the resolution to reflect the correct amount of \$132,000. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Lauterborn, Abbott, Hutchinson, Hainey, Rice, Lachapelle, Walker, Gray, Hamann, Bogan, Lachance, Belken, and Mayor McCarley voted in favor of the motion.

13.5 Public Safety

13.5.1 **Committee Recommendation:** To install a “blind driveway” sign at 122 Governors Road for traffic travelling from the town of Farmington into Rochester *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Committee’s recommendation to install a “blind driveway” sign at 122 Governors Road, for traffic traveling from the town of Farmington into Rochester. Councilor Walker inquired if there had been discussion of the cost of the blind driveway sign being covered by the resident to whom it would benefit as has been requested in the past. Councilor Hamann clarified that this had not been discussed at the meeting. Councilor Walker stated that the sign and post averages around \$70. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Walker, Hamann, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

13.5.2 **Committee Recommendation:** To remove the “no thru truck” signs on Autumn Street at the Highland Street end *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Committee’s recommendation. Councilor Lachapelle seconded the motion. Councilor Walker cautioned about having “no thru trucks” signs in such close proximity to a state road. He stated the signs also have to list weights. Peter Nourse, Director of City services, said that these large trucks must stay within a mile of designated routes (one being 202) unless they are going a terminus. He gave further details on the municipality’s role in these sign designations. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Bogan, Gray, Hamann, Rice, Lauterborn, Hailey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Belken, and Mayor McCarley voted in favor of the motion.

13.5.3 **Committee Recommendation:** To install a streetlight at the corner of Whitehall Road an Hillcrest Drive *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Committee’s recommendation. Councilor Lachapelle seconded the motion. Councilor Walker asked if the motion conformed to the City streetlight policy. Councilor Hamann confirmed that this does conform. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Lachapelle, Rice, Walker, Hailey, Abbott, Bogan, Gray,

Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley voted in favor of the motion.

13.5.4 Committee Recommendation: To add an additional pedestrian warning sign at the crosswalk near Church Street at the discretion of DPW *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Lachapelle seconded the motion. Councilor Lachapelle clarified that the area where the sign will be placed is at the end of Church Street where Pickering Road begins. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hailey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

13.5.5 Committee Recommendation: To approve the two new crosswalk locations on Charles Street and Congress Street as designed by DPW *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Hailey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

13.5.6 Committee Recommendation: To approve the dam safety signs to be installed on the side of the North Main Street Bridge *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Lachapelle seconded the motion. Councilor Lachance asked what the sign would contain. Councilor Hamann said they were given a copy of the sign in committee which warns kayakers and boaters of the dam up ahead. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Gray, Walker, Hutchinson, Belken, Lachance, Abbott, Hamann, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle announced that the Codes & Ordinance meeting will be held on August 3 at 6:00 PM.

14. Old Business

14.1 **Discussion:** NHMA Policy Positions for Conference October 2, 2020

Councilor Lauterborn gave background on how this process has worked in previous years; she stated that the Council would offer one vote to support the policies and allow Councilor Hainey to cast Rochester's single vote and she would then use her own judgement to vote on amendments introduced at the conference. Councilor Lauterborn said that the two themes this year were maximizing local control and to lobby against legislation that reduces State financial support or increases local costs. Councilor Hainey said that if there were any policies that Rochester wants to bring forward, they would need to be submitted to the Municipal Association by August 21. Councilor Hainey directed Council to page 143 under "Labor & Employment" listing restrictions on a municipality's ability to privatize or use contracted services. She also referenced a policy on page 145 under "NH Retirement System" which further restricts a municipality's ability to employ NH retirement system retirees in part-time positions. She gave reasoning on why she felt Rochester should not support these two policies. It was clarified that the NHMA policies as set forth are opposing these two restrictions and therefore Rochester should support this opposition.

Councilor Walker clarified that if he votes yes, it would be in favor of restricting the municipality's ability to privatize or use contracted services. Councilor Lauterborn said that in this case, Councilor Hainey would vote no at the conference. She said the NHMA votes to oppose this legislation. Councilor Hainey in this case would not support opposing restrictions. ***There was no initial motion or second to this motion.* The **MOTION FAILED** 5 to 8. Councilors Gray, Rice, Lauterborn, Hamann, and Hutchinson voted in favor of the motion. Councilors Belken, Hainey, Lachapelle, Bogan, Lachance, Abbott, Walker, and Mayor McCarley voted against the motion.

Councilor Hainey referred again to page 145 regarding further restrictions on a municipality's ability to employ NH retirement system retirees in part-time positions. She said she felt it would harm the retirement system in the funding, making it that you can hire part-time employees which would cost municipalities more in the long run by filling full-time positions with part-time employees. Councilor Lauterborn said that the state already has restrictions on this to prevent employees from retiring and collecting a pension while simultaneously returning to their previous job. Councilor Hainey withdrew her opposition to this policy upon further discussion.

Councilor Belken directed Council to page 143 regarding Substance Misuse

Prevention and Response. Councilor Belken took objection with the use of the term “enforcement” within this section and inquired if this was a possibility to change this wording. Councilor Rice disagreed with Councilor Belken and said that the State should support enforcement and clarified that enforcement is not necessarily negative and gave examples. Councilor Hutchinson asked if the funding referenced for enforcement could potentially support LEAD (Law Enforcement Assisted Diversion) and suggested they receive further information on what programs this would fund and what enforcement entails. Mayor McCarley said that LEAD is currently being funded with grant money as opposed to State funds. Councilor Lauterborn stated that Councilor Hainey could ask for clarification at the conference on what “enforcement” means.

Councilor Walker **MOVED** to allow Councilor Hainey to cast Rochester’s vote at the NHMA conference. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Gray, Belken, Hainey, Rice, Lauterborn, Hamann, Lachapelle, Hutchinson, Bogan, Lachance, Abbott, Walker, and Mayor McCarley voting in favor of the motion.

15. Consent Calendar

No discussion.

16. New Business

16.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 – 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *first reading and referral to public hearing on August 18, 2020*

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only and to refer the matter to a public hearing on August 18, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

Resolution Granting Community Revitalization Tax Relief to the Property Located at 10- 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project

Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:

Whereas, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief Incentive"; and

Whereas, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

Whereas, Scenic Salinger, LLC, owner of the so-called 10-14 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so- called 10-14 North Main Street; and

Whereas, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 10-14 North Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated July 29, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10-14 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10-14 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10-14 North Main Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on August 17, 2020; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10-14 North Main Street property.

16.2 Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year 2019-2020 pursuant to the provisions of Section 7-64(c) of the General Ordinances of the City of Rochester *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 roll call vote with Councilors Walker, Hamann, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

**RESOLUTION FOR SUPPLEMENTAL APPROPRIATION TO THE
CONSERVATION FUND FOR FISCAL YEAR 2019-2020
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 2019-2020 fiscal year operating budget of the City of Rochester, the sum of Twenty Eight Thousand Fifty Three Dollars (\$28,053.00); from annual excess Land Use Change Tax funds for fiscal year 2019-2020 (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 2019-2020.

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, 2020.

Councilor Lachapelle **MOVED** to **ADOPT**. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Lauterborn, Lachapelle, Hainey, Bogan, Rice, Gray, Abbott, Lachance, Belken, Hutchinson, Hamann, Walker, and Mayor McCarley voting in favor of the motion.

**16.3 Resolution Establishing Polling Places and Times for
the September 8, 2020 State Primary Election *first
reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution in its entirety. Councilor Walker seconded the motion. The **MOTION CARRIED** Councilors Bogan, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Belken, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution as follows:

**Resolution Establishing Polling Places and Times for the
September 8, 2020 State Primary Election**

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

That the following polling places are hereby established for the City of Rochester for the upcoming September 8, 2020 State Primary Election.

WARD 1: East Rochester Elementary School
773 Portland Street, East Rochester

NEW: **WARD 2: Chamberlain Street School**
65 Chamberlain Street, Rochester

WARD 3: Gonic Elementary School
10 Railroad Avenue, Rochester

WARD 4: McClelland Elementary School
59 Brock Street, Rochester

WARD 5: Rochester Community Center
150 Wakefield Street/Community Way,
Rochester
Located on the Chestnut Hill Road Side of Building

WARD 6: Elks Lodge #1393
295 Columbus Avenue, Rochester

Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day.

Councilors Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Gray referenced an asterisk which was net to the ward 3 polling place and asked if it should be removed. City Clerk Kelly Walters confirmed this was not needed and the resolution can be adopted with the removal of the asterisk. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Abbott, Lachance, Walker, Hutchinson, Lachapelle, Hainey, Lauterborn, Rice, Hamann, Gray, Bogan, and Mayor McCarley voting in favor of the motion.

Councilor Lachapelle asked if there would be signage placed at the old ward 2 polling place directing voters to the new location. Ms. Walters confirmed that there would be signage placed at St. Mary's Church directing voters to the new polling location as well as postcards going out to all voters within the ward alerting them of the change in polling place.

16.4 Resolution Approving Cost Items Associated with proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Municipal Employees Association SEIU Local 1984 (Support Personnel All City Department) *first reading and consideration for approval*

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 roll call vote with Councilors Bogan, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Belken, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

**RESOLUTION APPROVING COST ITEMS ASSOCIATED
WITH PROPOSED CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE
BARGAINING AGREEMENT WITH
ROCHESTER MUNICIPAL EMPLOYEES
ASSOCIATION SEIU LOCAL 1984
(Support Personnel All City Departments)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the ROCHESTER MUNICIPAL EMPLOYEES ASSOCIATION (RMEA) Local 1984

Bargaining Unit, covering the period July 1, 2020 to June 30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: RMEA LOCAL 1984 – JULY 2020**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2021 operating budget of the City.

RMEA COST DATA - 7/6/2020 TA

EXHIBIT A: RMEA LOCAL 1984 - July 2020

City Health Contribution	80/20	80/20	80/20	80/20
	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Health Plan				
Projected Health Increase			3.5%	3.5%
Projected Pay Adjustment				
	Current FY20	FY21	FY22	FY23
Wages				
Base Wage	1,819,839	1,904,475	1,982,560	2,074,739
Longevity	10,740	11,690	12,540	12,980
Total Wages	1,830,579	1,916,165	1,995,100	2,087,719
Dollar Change		85,586	78,935	92,619
% Change		4.68%	4.12%	4.64%
Benefits				
FICA	113,496	118,802	123,696	129,439
Medicare	26,543	27,784	28,929	30,272
Health Insurance	342,934	359,051	371,618	384,624
Opt Out	9,600	9,600	9,600	9,600
Dental	9,900	9,900	9,900	9,900
Disability Insurance	18,344	19,197	19,984	20,913
Life Insurance	2,839	2,971	3,093	3,237
Total Rollups	410,161	428,503	443,124	458,546
Dollar Change		18,343	14,620	15,423
% Change		4.47%	3.41%	3.48%
Totals				
Total Wages Benefits and Rollups	2,240,740	2,344,669	2,438,224	2,546,265
Dollar Change		103,929	93,555	108,042
% Change		4.64%	3.99%	4.43%

41 Total Employees - 80% full-time

Councilor Lachapelle **MOVED** to **ADOPT** the motion. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Abbott, Lachance, Walker, Hutchinson, Lachapelle, Hainey, Lauterborn, Rice, Hamann, Gray, Bogan, and Mayor McCarley voting in favor of the motion.

16.5 Resolution Authorizing Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00 *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for the second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote with Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a second time by title only as follows:

Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00

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

That the amount of Four Hundred Ninety Thousand Dollars (\$490,000.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated costs related to the COVID-19 pandemic response. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Lachance asked what method the school department had used to come up with these figures and asked if the amount specified was proposed to carry the schools through the entire year and questioned why the price points on certain items were so high. Kyle Repucci, superintendent, confirmed that the amounts quoted were set to carry the schools through the entire year. Superintendent Repucci also stated that many of the items listed are in high-demand and he trusts that City staff did their due diligence and research to make a financially sound decision. Councilor Gray took issue with authorizing this expense so close to the

passing of the budget, especially not knowing what is to come with the upcoming school year. Councilor Hutchinson questioned the seemingly over-inflated prices of many of the items on the list and inquired if there were multiple bids taken. He felt the amounts were excessive and should be investigated further before authorization. Councilor walker agreed that the prices seemed to be far above market rate for these items. Councilor Rice asked if the purchases would be made throughout the year or in one lump sum at the beginning of the year. He also asked if any unexpended funds would be returned to the School Department's general fund to be spent as they determine, or if the funds would be specific to COVID-19 expenditures. Superintendent Repucci said that certain items such as face masks and face shields were time sensitive and needed to be ordered up front before the start of the school year. He also clarified that the school department does not have any intention of spending this money on anything besides COVID-19 related items.

There was lengthy discussion about how the products would be ordered, whether or not they would be all used, the unknown nature of the upcoming school year and number of students attending, and how the items would be paid for. Councilor Lauterborn suggested that the School Department fund these items out of their own budget for now and then give an accounting of the COVID-related costs down the road for supplemental appropriation if needed. Superintendent Repucci clarified that these items are required in order to prepare the schools for the students and staff to be able to begin the school year safely. Councilor Lachapelle asked if these funds would be reimbursable. Mayor McCarley stated that it is unknown, but likely the City will be reimbursed. Councilor Gray clarified that he was not suggesting not funding the purchase for the schools, but rather delaying the funding to explore finding room in their budget to fund these items.

Councilor Lachance **MOVED to TABLE** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 9 to 4 roll call vote. Councilors Abbott, Walker, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, and Hutchinson voted in favor of the motion. Councilors Rice, Hainey, Lachapelle, and Mayor McCarley voted against the motion.

16.6 Resolution Authorizing \$20,000.00 Appropriation from the Economic Development Special Reserve Fund for

Water Street Paving *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 roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Authorizing \$20,000.00 Appropriation from the Economic Development Special Reserve Fund for Water Street Paving

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

That, in accordance with §7-63 (A) (2), the amount of Twenty Thousand Dollars (\$20,000.00) is hereby appropriated from the Economic Development Special Reserve Fund to pay for the costs associated with paving portions of Water Street associated with the City's Development Agreement for the so-called Scenic/Salinger Project which is part of the economic revitalization of the City's historic downtown.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous Councilors Lachance, Hutchinson, Gray, Abbott, Hainey, Lauterborn, Hamann, Lachapelle, Bogan, Belken, Walker, Rice and Mayor McCarley voting in favor of the motion.

17. Other

No Discussion.

18. Non-Public/Non-Meeting

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

Councilor Lauterborn **MOVED** to enter a Non-Public Session, under RSA 91-A:3,II (d) at 8:54 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voting in favor of the motion.

Councilor Lauterborn **MOVED** to exit the non-public session at 9:21. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 10-0 roll call vote with Councilors Abbott, Rice, Walker, Hainey, Lachapelle, Bogan, Gray, Belken, Hamann, Lauterborn, and Mayor McCarley voting in favor of the motion. Councilors Lachance and Hutchinson were not present at the time of the vote.

Councilor Lauterborn **MOVED** to seal the minutes of the non-public session as disclosure could render the proposed action ineffective. Councilor Walker seconded the motion. The **MOTION CARRIED** with Councilors Lachance, Lauterborn, Hamann, Belken, Gray, Bogan, Lachapelle, Hainey, Walker, Rice, Abbott, and Mayor McCarley voted in favor of the motion. *Councilor Hutchinson was not present at the time the vote had been taken.*

19. Adjournment

Mayor McCarley **ADJOURNED** the Regular City Council meeting at 9:22 PM.

Respectfully Submitted,

Kelly Walters
City Clerk

*Intentionally
left blank...*

City Clerk's Office

**City Council Special Meeting
August 18, 2020
Meeting Conducted Remotely
6:41 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hainey
Councilor Hamann
Councilor Hutchinson
Councilor Lachapelle
Councilor Lachance
Councilor Rice
Councilor Walker
Deputy Mayor Lauterborn
Mayor McCarley

OTHERS PRESENT

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

Minutes

1. Call to Order

Mayor McCarley called the Special Meeting to order at 6:41 PM. The following preamble had been read prior to the Public Hearing, immediately preceding the special meeting:

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744

Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara had taken the roll prior to the Public Hearing meeting immediately preceding the Special Meeting. All Councilors were present. All Councilors indicated that they were alone in the location from which they were connecting except for Councilor Gray who stated his spouse was present.

2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 10- 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor.

Resolution Granting Community Revitalization Tax Relief to the Property Located at 10- 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project

Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:

Whereas, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief Incentive"; and

Whereas, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

Whereas, Scenic Salinger, LLC, owner of the so-called 10-14 North Main

Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so- called 10-14 North Main Street; and

Whereas, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 10-14 North Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated July 29, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10-14 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10-14 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10-14 North Main Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;

III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on August 17, 2020; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10-14 North Main Street property.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Lauterborn stated that the Community Development Committee had met the night prior with the developers for this project and the committee had voted unanimously to support the 7-year tax deferment. Mayor McCarley expressed her support for the project; she stated this has been ongoing for years and she is pleased to see this developer investing in the downtown area to provide not only commercial opportunities but housing as well. Mayor McCarley addressed the criticisms toward the 79-E Program and said that the purpose is to revitalize and bring back the downtown which will be beneficial for the City. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor

3. Adjournment

Mayor McCarley **ADJOURNED** the Special Meeting at 6:46 PM.

Respectfully Submitted, Cassie Givara, Deputy City Clerk

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left blank...*

City Clerk's Office

City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER
31 Wakefield Street xRochester, NH 03867
(603) 332-1167
www.RochesterNH.net

CITY MANAGER'S REPORT August, 2020

Contracts and documents executed since last month:

- x Department of Public Works
 - o DWGWTF ±Grant and Loan amendment P. 44
 - o River Street Pump Station upgrade ±construction contract P. 45
 - o Notice of Award for Bid 2401 ±ACV Environmental Services B. 46
 - o Notice of Award for Bid 2413 ±Strategic Environmental services B. 47
 - o Construction Contract change order ±Biosolids dewatering facility & carbon building P. 48
 - o SUR ±culvert replacement Sullivan Farm Road P. 49
 - o Wright Pierce Engineering Assistant P. 50
- x Economic Development
 - o HUD Certificate of Consistency ±Lead paint hazard control grant program P. 51
 - o CDBG Annual Action Plan & CARES act funds grant agreement P. 52
 - o CDBG ±CAP Weatherization Program Rochester Child Care fire doors P. 53
 - o CDBG ±CAP Weatherization Environmental review P. 54
- x Government Channel
 - o Connectivity Point Contract P. 55
- x IT
 - o System Engineering ±Additional RAM P. 56
- x Legal Department
 - o Sale of 1014 North Main Street P. 57

Other documents included for information:

- x BerryDunn ±Election Grant documents B. 58
- x MRI Agreement for Salary Market Review P. 60

The following standard reports have been enclosed:

- x Monthly Overnight Travel Summary none
- x Permission & Permits Issued none
- x Personnel Action Report Summary P. 63



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
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08/27/2020



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 30, 2020

SUBJECT: DWGWTF – Grant and Loan Amendment Documents
Rt 202A Water Main Extension & Water Storage Tank Design

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

Attached please find the NH Drinking Water & Groundwater Trust Fund Grant and Loan amendment documents for signature. The additional DWGWTF Grant of 1,644,000 and MTBE Grant \$993,000 were accepted and the associated supplemental appropriations were completed at the 6/16/2020 Special City Council Meeting. .

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

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

08/27/2020



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

INTEROFFICE MEMORANDUM

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

FROM: Michael Bezanson, PE, City Engineer

DATE: August 11, 2020

SUBJECT: **River Street Pump Station Upgrade Engineering Services Construction Administration Contract (PO 4611)**

CC: Peter Nourse, PE, Director of City Services

Attached is one (1) original Contract Amendment No. 1 for Construction Phase Engineering Professional Services for the River Street Pump Station Upgrade project. This contract amendment is between the City and Brown and Caldwell for construction administration, survey and related services in the amount \$4,000. Funds are available for this contract amendment in the following account line:

- Sewer Fund CIP account line: 55026020-772000-21536

A memorandum from Brown and Caldwell is attached with details on the reason an amendment is required.

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 Amendment No. 1 should be returned to DPW for distribution. Thank you.

Signature Kathryn L Ambrose

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

Digitally signed by Kathryn L Ambrose
DN: C=US, OU=Deputy City Manager/Finance
Director, O=City of Rochester, CN=Kathryn L
Ambrose, E=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my
legally binding signature
Date: 2020.08.12 10:20:55
Foxit PhantomPDF Version: 9.7.0

Attachments: Memorandum from Brown and Caldwell July 21, 2020
Amendment No. 1 to Engineering Construction Phase Services Contract



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

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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 *MSB*

DATE: August 18, 2020

SUBJECT: Recommendation to Award Bid #21-01
Former Kane Gonic Brickyard Soil Remediation Project

CC: Peter Nourse, PE, Director of City Services

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #21-01 to ACV Environmental Services, Inc. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$213,735.00; however, no City funds will be expended for the completion of this project. The awarded contractor will establish a direct reimbursement arrangement for the entire cost of the project with the New Hampshire Petroleum Reimbursement Fund, administered by NHDES.

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 Notice Of Award document should be returned to me at DPW for distribution.

Signature_____

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Attachment: Notice Of Award for Bid No. 21-01



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

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

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

DATE: August 18, 2020

SUBJECT: Recommendation to Award Bid #21-13
Wallace Street Site Soil Remediation Project

CC: Peter Nourse, PE, Director of City Services

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #21-13 to Strategic Environmental Services, Inc. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$193,990.00. The funds are available in the following Public Works General Fund CIP account line: 15013010-771000-19568. This project's expenses will be reimbursed by NHDES Brownfields grant funds up to \$200,000.

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 Notice Of Award document should be returned to me at DPW for distribution.

Signature_____

Katie Ambrose
Deputy City Manager/Director of Finance & Administration

Attachment: Notice Of Award for Bid No. 21-13

08/27/2020



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: Dana Webber, Assistant City Engineer

DATE: August 25, 2020

SUBJECT: Biosolids Dewatering Facility and Carbon Building Contract 19-32
Methuen Construction Change Order No. 2

Please sign the attached Change Order No. 2 for the Biosolids Dewatering Construction Contract, The change order has been reviewed by DPW Engineering and the Consulting Engineer.

This contract amendment is between the City and Methuen Construction. The change in contract value is a net decrease (credit) of \$136,669.25. Funds for this contract were allotted in the following account line:

- Sewer Fund CIP account line: 55026020-772000-20571

A summary of the changes with backup is provided within the change order.

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature on the bottom of Page 1. The signed change order should be returned to DPW for distribution. Thank you.

Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

Attachments: Change Order No.2



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
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08/27/2020



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: August 26, 2020

SUBJECT: SUR Construction
Sullivan Farm Road – Drainage Concern / Culvert Replacement
\$59,376.75

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

Attached please find (1) one copy of the SUR Construction Co, estimate for the 36" culvert replacement project on Sullivan Farm Road. The pricing for this project is per bid pricing in Bid #17-30 "Equipment Rental and Construction Services". The pricing in the bid document is good through 12-31-2020.

The funds will come from the Corrective Drainage Accounts in the CIP as follows:

15013010-771000-19522 = \$9,168.37
15013010-771000-20529 = \$50,208.38

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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08/27/2020



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER / DIRECTOR OF FINANCE & ADMIN
FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*
DATE: August 11, 2020
SUBJECT: Wright Pierce
Engineering Assistance – Stream Gage Equipment
Annual Estimated Services \$7,000.00
CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the Wright Pierce Scope of services. This scope is for annual professional technical support associated with the WTP Stream Gage Stations

This service is budgeted for annually in the Water Treatment Plant Account as follows:

51601073-533002

If you have any question, please email or 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)

Date: July 29, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: New Hampshire Housing Finance Authority Certification of Consistency with the
Consolidated Plan

I have been asked to review New Hampshire Housing Finance Authority certification of consistency and proposed lead-based paint hazard control project to verify that they are consistent with W K H & L W \ R I 5 R F K 2025 Consolidated Plan. The project will provide lead remediation in Rochester residences and other homes statewide. This is consistent with the goals and activities outlined in the Consolidated Plan. To reduce lead poisoning and to remove lead-based paint from homes constructed prior to 1978.

Please sign the attached certification of consistency with the Consolidated Plan and return to Julian Long. Please contact Julian with any questions or concerns. Thank you very much.

Date: July 31, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Annual Action Plan and CARES Act Funds – Grant Agreements

Please see attached the FY 2021 Community Development Block Grant (CDBG) Grant Agreement and the CARES Act CDBG Grant Agreement with the U.S. Department of Housing and Urban Development. The FY 21 CDBG funding allocations were approved by the City Council at the May 5, 2020 City Council meeting, and the CARES Act funding allocations were approved by the City Council at the July 7, 2020 City Council meeting. Both grant agreements require the signature of the City Manager as the City of Rochester authority.

Please sign by hand and do not sign via stamp.

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

Date: July 31, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Request for Release of Funds – Community Action Partnership of
Strafford County, Rochester Child Care Center, and Lead Remediation

Please see attached the completed Request for Release of Funds for the Community Action Partnership of Strafford County's weatherization program, the Rochester Child Care Center's fire doors project, and the lead remediation grants program. The City Council approved CDBG funding to this activity at the May 5, 2020 City Council meeting.

The Request for Release of Funds requires the signature and date 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.

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

RE: FY 2021 Strafford CAP Weatherization Environmental Reviews

There are several environmental reviews for Community Action Partnership of Strafford County's weatherization program for the City Manager's review and signature. Most are for general weatherization retrofits for manufactured homes located in a variety of locations throughout the city. City Council approved funding for this activity at the May 5, 2020 City Council meeting.

Thank you very much, and please contact Julian with any questions or concerns.



City of Rochester, New Hampshire
OFFICE OF THE CITY MANAGER
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(603) 332-1167
www.RochesterNH.net



INTEROFFICE MEMORANDUM

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

FROM: Celeste Plaia, Rochester Government Channel Coordinator

DATE: August 20, 2020

SUBJECT: **Purchase Order, use of Comcast Grant**

CC: City Manager Blaine Cox

The Rochester Government Channel is requesting a PO and signature for contract with Connectivity Point, for the work related to upgrades that will allow for a workflow of Teams remote meeting integration with Council Chambers equipment.

Please see the attached quote and contract signed by the City Manager, for the Purchase Order request.

The funding source for this project will be from the Comcast PEG Access equipment grant, CIP project #20501.

Signature:

Attachment:

- Signed contract from Connectivity Point



City of Rochester, New Hampshire
INFORMATION TECHNOLOGY SERVICES
31 Wakefield St • Rochester, NH 03867
www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: July 31, 2020

SUBJECT: Systems Engineering – Additional RAM - \$5,400

CC:

The City Manager will be receiving two contracts electronically through DocuSign for execution. For reference only, please find copies of the contracts for additional RAM.

There is sufficient funding in the following accounts (PO's have already been submitted in the system):

15013010-19521
55016010-19521
55026020-19521
15011050-20594

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 *Kathryn L Ambrose*
Katie Ambrose, Finance Director

Digitally signed by Kathryn L. Ambrose
DN: cn=US, ou=Deputy City Manager/Finance
Director, o=City of Rochester, cn=Kathryn L.
Ambrose, e=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my
legally binding signature
Date: 2020-07-31 16:58:31



City of Rochester, New Hampshire


OFFICE OF THE CITY ATTORNEY

31 Wakefield Street • Rochester, NH 03867

(603) 335-7599

www.RochesterNH.net

Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney 
Date: July 28, 2020
Re: Sale of 10-14 North Main Street

On July 29, 2020, the City has a planned closing with Chinburg Associates to sell the two City-owned properties at 10 and 12-14 North Main Street. In order to complete the sale, the City Manager must sign the Deed, the authorization for e-filing with the DRA, and the HUD statement.

Election Grant Agreement Packages ~~08/21/2020~~

- due 8/28

Instructions to complete the Grant Agreement

- | | |
|------------------|---|
| Line 1.3 | This will be the specific City, Town or Unincorporated Place |
| Line 1.4 | This will be the specific address of the City, Town or Unincorporated Place |
| Line 1.5 | This will be the specific phone number of the City, Town or Unincorporated Place |
| Line 1.8 | This will be the specific price maximum as defined on Attachment B |
| Line 1.11 + 1.12 | This will be signed and dated by the person authorized to signed on behalf of the City, Town or Unincorporated Place by the governing body. |
| Line 1.13 | This will be signed by the Deputy Secretary of State after the signed agreements are received from the respective City, Town or Unincorporated Place. |

Please return the signed agreement to BerryDunn at Vote@berrydunn.com, no later than Friday, August 28, 2020. If the City, Town or Unincorporated Place does not wish to participate in the grant, please notify BerryDunn via email at Vote@berrydunn.com.

See the listing below for what is included in a completed signed agreement:

- Signed Form P-37
 - o This includes the pages of provisions that are dated and initialed
- Signed Attachment A
- Signed Attachment F
- Evidence that the City, Town or Unincorporated Place complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option must also attach evidence demonstrating the authority to sign. This can be supported by providing copies of Board minutes.

FORM NUMBER P-37 (version 12/11/2019)

Notice: This agreement and all of its attachments shall become public upon submission to Secretary of State. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name State of New Hampshire Secretary of State		1.2 State Agency Address State House Room 204, 107 N. Main Street Concord, New Hampshire 03301	
1.3 Contractor Name <i>City of Rochester</i>		1.4 Contractor Address <i>31 Wakefield St Rochester, NH 03867</i>	
1.5 Contractor Phone Number <i>(603) 335-7500</i>	1.6 Account Number DC20101CARES	1.7 Completion Date December 31, 2020	1.8 Price Limitation <i>\$59,325.02</i>
1.9 Contracting Officer for State Agency David Scanlan		1.10 State Agency Telephone Number (603) 271-3242	
1.11 Contractor Signature <i>Blaine Cox</i> Date: <i>8-24-20</i>		1.12 Name and Title of Contractor Signatory <i>Blaine Cox, City Manager</i>	
1.13 State Agency Signature Date:		1.14 Name and Title of State Agency Signatory David Scanlan, Deputy Secretary of State	



Katie Ambrose
Director of Finance &
Administration

Rochester, New Hampshire
31 Wakefield Street
Rochester, NH 03867
Tel. (603) 335-7609
Fax (603) 335-7589
kathryn.ambrose@rochesternh.net

To: Blaine Cox, City Manager
From: Katie Ambrose, Deputy City Manager & Dir. of Finance & Admin.
Date: August 20, 2020
Subject: MRI Agreement for Salary Market Review

Attached please find an agreement with Municipal Resources, Inc. to conduct a Salary Market Review of 25 non-union positions to cost \$6,250. Sufficient funding is available with \$5,000 in 11063151-532200 HR Contracted Services with \$1,250 to be transferred from 11080050-584000 General Overhead Contingency. Due to the specialized nature of this service, I approve of waiving three quotes for the project and recommend entering into the agreement.

Thank you and please contact me if you have any questions.

Kathryn L. Ambrose, Deputy City Manager/Director of Finance & Administration

Enclosure: MRI Agreement for Salary Market Review

08/27/2020

120 Daniel Webster Highway
Meredith, NH 03253



Municipal Resources
www.municipalresources.com

tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

August 19, 2020

SUBMITTED VIA EMAIL: diane.hoyt@rochesternh.net

Mr. Blaine Cox
City Manager
31 Wakefield Street
Rochester, NH 03867

RE: Letter Proposal Agreement for Salary Market Review of 25 Specific Positions

Dear Blaine,

Municipal Resources, Inc. (MRI) is pleased to submit this letter proposal/agreement to conduct a Salary Market Review of 25 specific positions in the City of Rochester. The parameters of the study are listed in the Scope of Work.

SCOPE OF WORK

A salary market review will be conducted to include 25 classified non-union positions. The survey will include data from approximately ten comparable communities as mutually agreed to by MRI and the City. Data collected will be analyzed comparing city minimum and maximum pay ranges to the average and 75th percentile of communities surveyed. Available job descriptions will be reviewed in order to understand the essential functions of the positions being surveyed, which assists to gain comparable matches. Once the data is analyzed, recommendations will be made regarding if changes should be made to Classifications within the current grade structure and if the pay scale is appropriate. MRI will meet with City staff as needed to ensure the goals of this study are met. A brief report will be prepared which will include Findings and Recommendations. A presentation will be made to the City Manager or City Council if desired. The duration of the project is approximately two months.

08/27/2020

FEES AND CHARGES

Our services for this project will be provided on a lump sum basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee not to exceed **\$6,250**; payment to be made as follows:

\$3,125 upon execution of contract; and

\$3,125 upon submission of the final report

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

MRI PERSONNEL IN CHARGE

I will serve as the Principal-in-charge of this engagement, interfacing directly with the client. Additional team members will be assigned and participate as needed.

Sincerely,

Carol M. Granfield, ICMA-CM
Project Manager, Senior Management Consultant
Director of Human Resource Services

UNDERSTOOD AND APPROVED AS CONTRACT AGREEMENT

Authorized By:

Date:

DocuSigned by:
Blaine Cox
B4F9B7BC7D0C4EB...

8/20/2020

Blaine Cox, Rochester City Manager

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
AFSCME	VARIOUS		39	X													AVERAGE 2.87%
CITY MANAGER	MATTHEW C GOLDEN WYATT	PUBLIC INFO & COMMUNITY ENGAGEMENT MGR	1	X			X										
DPW	TOBEY MAGOON	FT CUSTODIAN	1	X												X	
DPW	BRIAN MITCHELL	LEO	1	X						X							
DPW	WENDY DECTROTEAU	FT CUSTODIAN	1	X						X							
DPW	THOMAS MARTINEAU	LEO	1													X	GRADE 4 COLLECTION
DPW	JOSEPH SANBORN	LEO	1													X	GRADE 4 COLLECTION
DPW	RUSSELL YORK	MAINTENANCE TECHNICIAN	1	X			X										
ECONOMIC DEV	JULIAN LONG	COMMUNITY DEVELOPMENT	1	X													ALLOCATION CHANGE
FIRE	MATT FURTNEY	FIREFIGHTER	1	X							X						
FIRE	VARIOUS		19	X													AVERAGE 3.97%
FIRE	JOSEPH RILEY	FIREFIGHTER	1	X							X						
IT	LEWIS RICKER	IT TECHNICIAN	1	X					X								
LEGAL	NICOLE GARCIA	VICTIMS ADVOCATE	1	X												X	FY21 APPROVED HOURS INCREASE
LEGAL	JENNIFER CARROLL	LEGAL ASSISTANT 1	1	X						X							
LEGAL	KAYLIN BERNIER	LEGAL ASSISTANT 1	1	X			X										
LIBRARY	BRIAN SYLVESTER	LIBRARY DIRECTOR	1	X						X							
LIBRARY	MARIE LEJEUNE	INTERIM DIRECTOR	1	X												X	
MIDDLE MANAGERS	VARIOUS		17	X													AVERAGE 3.68%
PD	JOSEPH OSWALT	PATROL OFFICER	1	X								X					
PD	ALEXANDER TURGEON	PATROL OFFICER	1	X								X					
PD	TIMOTHY COSTIN	PATROL OFFICER	1	X								X					
PLANNING	SETH CREIGHTON	INTERIM DIRECTOR	1	X												X	WORKING OUT CLASS
RECREATION		HEAD LIFEGUARD	1		X	X		X									
RECREATION		HEAD CAMP COUNSELOR	3		X	X		X									
RECREATION		CAMP COUNSELOR	1		X	X		X									
RECREATION	SAMANTHA MERCHANT	SUPPORT STAFF	1		X	X	X										
RECREATION		POOL ATTENDANT	1		X	X	X										
TAX	CAROLINE LEWIS	GREETER	1		X	X											
TAX	CHRISTINE CYR	CLERK TYPIST 1	1							X							
TAX	JOCELYN ROBINSON	CLERK TYPIST 1	1		X		X										
TAX	ANN DUPUIS	CLERK TYPIST 1	1		X				X								
TEAMSTERS	VARIOUS		20	X	X												AVERAGE 3.59%

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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08/27/2020



SHOP SMALL PROCLAMATION

- Whereas,** the government of Rochester, NH celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 30.7 million small businesses in the United States, they represent 99.7% of all firms with paid employees in the United States, are responsible for 64.9% of net new jobs created from 2000 to 2018; and
- Whereas,** small businesses employ 47.3% of the employees in the private sector in the United States; and
- Whereas,** 62% of U.S. small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business; and
- Whereas,** 65% of U.S. small business owners said it would be most helpful to their business to have their “regulars” return and start making purchases again; and
- Whereas,** three-quarters of U.S. consumers are currently looking for ways to Shop Small® and support their community; and
- Whereas,** Rochester, NH supports our local businesses that create jobs, boost our local economy, and preserve our communities;

Now, Therefore, I, Caroline McCarley, Mayor of Rochester, NH, do hereby proclaim:

NOW IS THE TIME TO SHOP SMALL

And urge the residents of our community, and communities across the country, to support small businesses and merchants now and throughout the year.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 1st day of September, in the year of our Lord, Two Thousand Twenty.

Caroline McCarley
Mayor

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City Clerk's Office

Jeffrey B. Gudim
131 Pickering Road
Rochester, NH 03839
1(603)948-9494
Jbcmg4@metrocast

August 11, 2020

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

Dear Mr. Cox,

I am writing to you to ask for your guidance. I have been a resident of Rochester, NH since 1995 and homeowner in Rochester, NH since 2006. My current home has been in my family since the 1980's. I obtained ownership in 2012. For approximately 40 years my family and I have been taking care of a small portion of land which is owned by the city. Tax map 141 parcel 39 is my property and tax map 141 parcel 38 is the property that the city owns. I have included photos for your review.

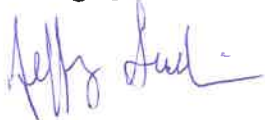
The portion of land I have been maintaining is 0.172 Acre that abuts my property. The guidance I need is to find out the proper procedure on how I can obtain ownership of the property, my family and I have been maintaining. I have not been able to locate the proper procedures from the city on how to begin this process.

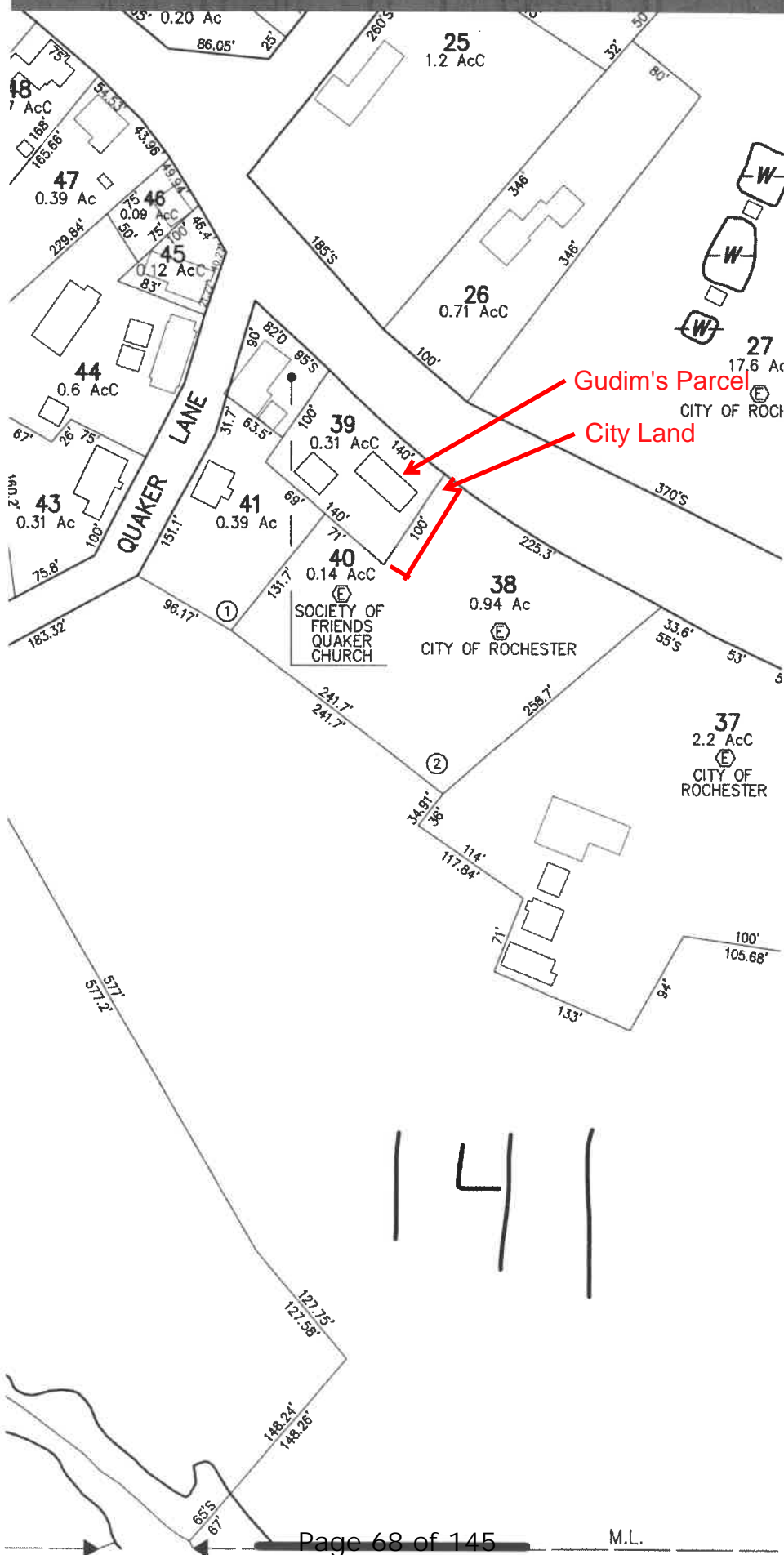
Please accept this letter as a request to obtain the property and I request a meeting to review my options. I can be reached via phone or email; my information is listed below.

Thank you for your time in this matter.

Sincerely,

Jeffrey B. Gudim
1(603)948-9494
Jbcmg4@metrocast.net













Appointments Committee Meeting

August 18, 2020

Remote via Microsoft Teams

5:30PM

Committee Members Present

Donna Bogan, Chair

James Gray, Vice Chair

Thomas Abbott

Laura Hainey

Committee Members Absent

Jeremy Hutchinson

The meeting was called to order at 5:30p.m. on August 18, 2020

Trevon Scott – Recreation and Arena Commission – (New Member)

Trevon is a UNH graduate with a degree in Recreation Management and Policy, and a lifelong resident of Rochester. He currently holds a rec and arena position in Concord. He is interested in this position because he wants to make sure all residents have access to many diverse programs available.

Councilor Bogan moved, with a second by Councilor Hainey to recommend Mr. Scott. Motion carried unanimously to recommend Trevon Scott with a term to expire on 01/02/2021

Lance Whitehill – Planning Board (New, Alternate)

Lance is fairly new to Rochester and wants to be an active member of the community. He has over five years' experience as an associate landscape architect. He is also the Engineering NCOIC at Pease where he manages construction projects, performs inspections and quality control.

Councilor Hainey moved, with a second by Councilor Gray to recommend Mr. Whitehill. Motion carried unanimously to recommend Lance Whitehill with a term to expire on 01/02/2022_.

Paul Giuliano – Planning Board (New, Alternate)

Paul has been attending or watching all Planning Board meetings and is very interested in becoming involved. He is currently a member of REDC and an alternate on the ZBA. Currently Paul is the Technical Programs Manager at Great Bay Community College, bringing new welding programs to the city.

Councilor Hainey moved, with a second by Councilor Abbott to recommend Mr. Giuliano. Motion carried unanimously to recommend Paul Giuliano with a term to expire on 01/02/2021.

Nancy Carignan was unanimously recommended for re-appointment on the Recreation and Arena Commission with a term to expire on 01/02/2023.

Peter Bruckner was unanimously recommended for Planning Board Regular Member Status, from Alternate Member Status, with a term to expire on 01/02/2021.

Appointments Committee Minutes

Page 2

Tabled to Next Meeting:

Terry Garland **Zoning Board of Adjustment** (Elevate from Alternate Member Status to Regular Member Status)

Susan Delemus **Zoning Board of Adjustment** (Elevate from Alternate Member Status to Regular Member Status)

Meeting adjourned at 6:24p.m.

Respectfully submitted,

Donna Bogan, Chair

Codes and Ordinances Committee

Councilor Peter Lachapelle, Chair
Councilor Elaine Lauterborn, Vice Chair
Councilor Tom Abbott
Councilor Chris Rice
Councilor Laura Hainey



Others Present

Terence O'Rourke, City Attorney
Jenn Marsh, Economic Development

CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday, August 6, 2020

31 Wakefield Street, Rochester, NH

Meeting conducted remotely

6:00 PM

Minutes

1. Call to Order

Councilor Lachapelle called the Codes & Ordinances meeting to order at 6:00 PM and read the following preamble:

Good Evening, as Chairperson of the Codes & Ordinances Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744 Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara took the roll call. All Councilors were present and indicated that they were alone in the location from which they were connecting remotely.

2. Public Input

Ray Barnett, resident (via conference line), addressed the committee regarding impact fees and the suggestion of exempting the school portion for elderly residents. Mr. Barnett also referenced the noise ordinance discussion on the agenda and a recent incident in his neighborhood regarding early morning construction vehicle noise from a cement truck at 5:45 AM.

3. Acceptance of the Minutes

3.1 February 6, 2020 *motion to approve*

Councilor Lauterborn clarified that the February 6, 2020 meeting had been cancelled due to inclement weather. The minutes erroneously supplied in the packet were from the September 2019 meeting which had been already accepted at the March 5, 2020 meeting. No motion or action is necessary for this item.

3.2 March 5, 2020 *motion to approve*

Councilor Hainey **MOVED** to **ACCEPT** the minutes of the March 5, 2020 meeting. Councilor Abbott seconded the motion. Councilor Lauterborn made a correction to a passage on page 12 of the packet which indicated that Councilor Walker had made a motion. Councilor Walker had not been present and it had, in fact, been Councilor Lachapelle who made the motion. Councilor Lauterborn **MOVED** to **AMEND** the minutes as stated. Councilor Lachapelle seconded the motion. There was a brief discussion on the adjusted start time of meetings and at which meeting the decision had been made. Councilor Hainey **MOVED** to **ACCEPT** the minutes as amended. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Lauterborn, Abbott, Lachapelle, Rice, and Hainey all voting in favor.

4. Temporary amendment to 275-29.13 regarding Political Signage

Councilor Lachapelle gave some brief background information on this item. He stated that this item had come forward from Councilor Lachance who wanted to allow political signs to be placed in the right-of-way due to restrictions COVID-19 places on electioneering and soliciting door to door.

City Attorney O'Rourke clarified that the City does not have authority to declare an emergency which would allow this change in the signage ordinance; only the Governor and the State legislature would have such authority. Councilor Hainey recalled a time where the City did allow political signage to be placed on public property and asked for clarification on what is considered a right-of-way. Attorney O'Rourke said that public property is considered a right-of-way and that the current rules have been in place since at least the 2014 rezoning. He stated that regardless of the City ordinances, in 2015 the Supreme Court ruled that a City cannot have an ordinance that distinguishes between the contents of a sign; you cannot say that political signs are allowed in a right of way but other signs are not allowed. This Supreme Court ruling reaffirmed that the City's ordinance was correct. Attorney O'Rourke clarified that the way the current ordinance is written, a sign placed in the right-of-way will be removed regardless of its content. He stated that the zoning ordinance can regulate criteria such as size of signs, duration they can be placed, and other dimensional criteria, but not the content of the signs themselves.

Councilor Hainey asked if it would be possible to change the ordinance to temporarily allow only political signage to be placed in City right-of-ways from August through November and prohibit other types of signage. Attorney O'Rourke stated that this is not permissible. It was clarified that there is no action needed on this agenda item at this time.

Ray Varney, resident (via conference line), spoke about the great deal of time and effort which had been put into developing the City's sign ordinance. He cautioned against making changes which would allow for "snipe" signs and other signage to clutter the City's right-of-ways.

5. Proposed Amendment to Chapter 80: Outdoor Dining

Councilor Lachapelle referenced the recent changes to the ordinance which City Council had made to allow for extended hours at downtown restaurants and asked Jenn Marsh, Economic Development, if there were any additional recommended changes at this time. Ms. Marsh said there

were some minimal changes which could be considered and will be brought back to Council in the future. She inquired about a recent staff meeting in regards to allowing entertainment at downtown establishments. Attorney O'Rourke said that staff from multiple departments had met to discuss the entertainment aspect. The primary concern was spacing; taking ADA compliance into consideration and ensuring that there is no obstruction of walkways and sidewalks as well as minimizing potential for driver distraction. Attorney O'Rourke said that, with the approval of Director of City Service Nourse, the City would be looking into making North Main Street downtown a single lane for next spring and summer. It will be attempted, and if it works well and is received favorably, it can be considered as a permanent change with extended sidewalks and larger areas for tables and seating. Attorney O'Rourke said that the change would also allow for any downtown business, not only restaurants, to consider outdoor seating or entertainment.

Councilor Rice asked what systems and methods (jersey barriers, etc.) would be utilized during the first year when this single lane is being trialed. Attorney O'Rourke said although they have not finalized details, the parking spaces would be eliminated and blocked off to allow for seating and entertainment space. There may be allowances for certain businesses to maintain parking spaces if needed as long as space allows.

Councilor Hainey asked if there was any discussion on closing North Main Street downtown to traffic entirely and only keeping it open for pedestrian use. Attorney O'Rourke said that this option had been brought up by BZLS director Jim Grant. This option will be considered and discussed further over the winter; if enacted, the street would be closed down only for certain parts of the day, likely during the evening dining hours. Director Nourse of DPW will need to review this further as far as traffic patterns are concerned and where the traffic would need to filter if it cannot continue straight onto North Main Street.

Councilor Lachapelle asked if the road is narrowed to a single lane if the jersey barriers would be eliminated to allow for something more aesthetically pleasing. Attorney O'Rourke confirmed that if the trial is successful and is turned into a permanent approach, the barriers would be removed and the sidewalks would be expanded with the trees removed or relocated.

Councilor Lachapelle suggested that the further changes to the outdoor dining ordinance be worked on further by staff and changes be submitted no later than March or April at the latest, hopefully much sooner so it can go to full Council by early 2021.

6. Discussion: Chapter 275-28.3 Noise Ordinance

Councilor Lachapelle referenced a complaint which had been made regarding a cannon being set off repeatedly in Gonic on July 4. Attorney O'Rourke reported that the Rob Lynch, Compliance Officer, had made contact with the owners of the cannon and informed them that their activity was not allowed due to the City's noise ordinance amongst other reasons. The owner of the cannon had indicated that the cannon was moved out of state and would not be used again.

Attorney O'Rourke addressed Mr. Barnett's concern about construction vehicle noise which had been brought up during public input. Per Director Grant of BZLS, the City ordinance states that construction activity within 300 feet of residential units is restricted to the hours of 7:00 AM to 6:00 PM Monday through Friday and 8:00 AM to 6:00 PM on Saturdays, although these hours can

potentially be modified on a case by case basis by Planning Board approval. Attorney O'Rourke said that although the police could be called for these incidents, the proper avenues would either be BZLS or the Planning department to address the issue. It was suggested that Mr. Barnett be contacted in regards to this discussion.

7. Other

Attorney O'Rourke referenced the re-codification of the City Ordinances which had been completed within the recent past. He said that the ordinances still contained many acronyms and terminology which is not in current use or is outdated. He suggested that each month, the Codes & Ordinances Committee review several chapters of the Code of Ordinances to clean them up and make suggested changes. The entirety of the suggested changes would then be presented to full Council in a packet form when the review is completed.

Councilor Lachapelle agreed that this review was a good idea and asked if relevant staff would be consulted for their recommendations as well. Attorney O'Rourke confirmed that both he and relevant staff would be reviewing the chapters and sending their recommendations to the Codes & Ordinances Committee for discussion. Councilor Rice stated that he thought 3-5 chapters is manageable for each codes meeting, but cautioned that they should focus on related chapters at each meeting so the committee can tackle all ordinances from each department at the same time without having to revisit or jump around.

Councilor Lauterborn spoke about a similar project of cleaning up and organizing the ordinance which had been done approximately 12 years ago. She said it had been an enormous undertaking, and the ordinances had been further cleaned up and clarified with the recodification in 2018. She supported taking on this project of reviewing the codes chapter by chapter over time in order to make it more understandable and current.

Councilor Abbott asked City Attorney O'Rourke to address Ray Barnett's public input comments in regards to impact fees. Attorney O'Rourke said that the impact fees are set by the Planning Board, and the Codes & Ordinances is not the appropriate board for discussion on the matter. He stated that although he was not certain without review if impact fees were assessed against residential development, fees are assessed for commercial and industrial development which do not bring children into the City and which are still subject to the school portion of the fees. Councilor Abbott stated that he recalled other cities had suggested waiving impact fees for particular demographics and had been told it was an age discrimination issue and was not permissible. Attorney O'Rourke agreed. Councilor Rice agreed that it was not only the elderly population affected, but that there are other residents without children who could also argue against having to pay these impact fees and it would be a slippery slope to start the process of waiving these fees only for certain demographics. Councilor Lachapelle clarified that if there were to be any further discussion on impact fees, it should be done at the Planning Board level.

Councilor Rice inquired if there was a City policy in order to ensure that citizens received follow up when they reached out to the City with concerns. Attorney O'Rourke said that there may be individual department policies, but he was unaware of any city-wide policy. Councilor Lachapelle said that he felt this would be a City Manager directive as opposed to something determined by City ordinance. Attorney O'Rourke referenced complaint forms specifically in Building, Zoning and

licensing department which would trigger a follow up by the compliance officer.

Councilor Lachapelle stated that the next meeting would be Thursday, September 3, 2020 at 6:00 PM via Microsoft Teams.

8. Adjournment

Councilor Lachapelle **ADJOURNED** the Codes & Ordinances Committee meeting at 6:50 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
 Donna Bogan, Vice Chair
 Doug Lachance
 Laura Hailey
 Palana Belken

Meeting Date:	Monday, August 17, 2020	
Members Present:	Elaine Lauterborn Palana Belken Donna Bogan Laura Hailey	Members Absent: Doug Lachance
Guests/Staff:	Julian Long, Rochester Community Development Coordinator Jennifer Marsh, Rochester Economic Development Specialist Nicole Rodler, Rochester Police Department Matt Assia, Chinburg Properties Jeff Duchesne, Chinburg Properties Eric Chinburg, Chinburg Properties Mandy Lancaster, Waypoint NH	

Council Lauterborn read the emergency declaration preamble and called the meeting to order at 6:01 p.m. Councilor Bogan made a motion to approve the June 15, 2020 committee meeting minutes, and Councilor Hailey seconded the motion. The motion passed unanimously.

PUBLIC INPUT	No public input was received.
79 E APPLICATION – Virtual Site Tour	<p>Mr. Assia explained that Chinburg Properties will be renovating 10-14 North Main Street (the Scenic and Salinger block) to create market-rate housing in the form of studio, one-bedroom, and two-bedroom apartments. He added that they will be able to preserve the buildings' historic façade and that the project has already been approved by the Rochester Planning Board and Rochester Historic District Commission.</p> <p>Mr. Chinburg stated that the project is not eligible for historic tax credits and that, plus continually rising construction costs, means the project is reliant on 79 E approval for financial feasibility.</p> <p>Councilor Hailey asked how many years of tax relief Chinburg Properties is applying to receive. Mr. Assia replied that they are requesting seven years.</p> <p><i>Motion was made by Councilor Hailey and seconded by Councilor Bogan to recommend that the City Council approve the 79 E application for 10-14</i></p>

	<p><i>North Main Street for the full seven year period.</i> The motion passed unanimously.</p> <p>Ms. Marsh informed the committee that the application would be presented for a public hearing and second reading at the August 18th City Council workshop meeting.</p>
WAYPOINT NH – Proposed Drop-In Youth Center Project	<p>Ms. Lancaster introduced herself to the committee and stated that Waypoint NH provides a range of services for homeless and at-risk youth, including rapid rehousing and programming to prevent youth from entering chronic adult homelessness. She added that Waypoint has conducted a grant-funded program at Spaulding High School in past. In the near future, Ms. Lancaster will be submitting a proposal to the Waypoint board of directors for a drop-in center in Rochester for at-risk youth.</p> <p>Ms. Rodler stated that Waypoint has worked for a while with local partners (e.g., Rochester Youth Reach) so the center will be a fully collaborative project.</p> <p>Councilor Lauterborn asked if Waypoint has any physical office locations in Rochester and how the agency is funded. Ms. Lancaster replied that Waypoint has been able to colocate with the Rochester School District, in buildings such as Spaulding High School, and also meets with youth clients in various easily-accessed Rochester locations (e.g., Rochester Commons, Dunkin’ Donuts, etc.). Waypoint NH is funded through a variety of federal funding sources.</p> <p>Councilor Lauterborn asked where Waypoint receives its referrals. Ms. Lancaster replied that referrals come from the local schools, police departments, family members, self and peer referrals, and the statewide 211 resources hotline.</p> <p>Councilor Hainey asked if Waypoint NH’s primary mission is to locate housing for homeless youth. Ms. Lancaster replied that Waypoint provides housing location assistance as well as other supports, such as washers, dryers, harm reduction, and counseling services. She added that the proposed center will have paid staff persons to oversee operations.</p> <p>Ms. Lancaster stated that Mayor McCarley had mentioned the city-owned 38 Hanson Street property as a potential location for the center. She stated that at the present moment, Waypoint NH is asking for general city support and consideration for Community Development Block Grant (CDBG) funding. Councilor Lauterborn replied that Mr. Long will ensure that Waypoint receives a CDBG app for FY 2022 funding consideration and that she supports 38 Hanson Street as a suitable location for the center.</p>
FY 2020 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT	<p>Mr. Long provided an overview of the Consolidated Annual Performance and Evaluation Report (CAPER) for the FY 2020 program year. The public service agency projects met or exceeded goals, despite COVID-19-related closures, but several public facilities activities have been delayed or postponed due to COVID-19 and other factors. Mr. Long stated that HUD has expressed</p>

<p>– Review and Approval</p>	<p>understanding that COVID-19 will have impacted FY 20 performance and that he anticipated the delayed activities will be completed in FY 2021.</p> <p>Councilor Hainey requested an update on the CDBG policies being drafted as corrective action in response to the August 2019 HUD site visit. Mr. Long stated that HUD has required several rounds of revisions that have considerably lengthened the draft policies but that what should be the final round of revisions has just been submitted to HUD for review and approval. Once approved, the Rochester CDBG program should not need to undertake policy and procedures drafting of this scale and nature in the future.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Belken to approve the FY 2020 CAPER.</i> The motion passed unanimously.</p>
<p>FY 2021 CARES ACT CDBG FUNDS – Planning and Administration Allocation</p>	<p>Mr. Long explained that, when City Council voted to approve the committee’s recommendations for the city’s CARES Act CDBG funding, the planning and administration allocation was not included in the resolution. The Finance Department has requested that a formal resolution for this allocation be presented to City Council for approval.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Belken to recommend that \$29,942.80 (20% of the CARES Act CDBG grant) be allocated to planning and administration activities.</i> The motion passed unanimously.</p>
<p>PROJECTS PROGRAM REPORT</p>	<p>Mr. Long gave a brief overview of in-progress CDBG projects. Most facilities projects have continued to experience delays due to the ongoing COVID-19 pandemic. However, the Riverwalk Committee kayak launch and Gonic Pool recreation area pavilion recently were completed.</p>
<p>OTHER BUSINESS</p>	<p>Councilor Lauterborn expressed the hope that the committee would be able to tour 10-14 North Main Street in person in the near future.</p>

The meeting was adjourned at 6:47 p.m.

Next Meeting – Monday, September 21st, at 6:00 p.m., remote teleconference

Topics – CDBG Projects, Program Report

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City Clerk's Office

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal
Year 2021 Plan

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

WHEREAS, the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act eligible projects and has unallocated prior year CDBG funds

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

WHEREAS, the Mayor and City Council passed an amended CDBG Block Grant Funds Plan for FY2021 to reflect the programming of the CARES Act funds;

WHEREAS, the Mayor and City Council recognize that funds must be allocated to planning and administrative activities related to the use of the CARES Act funds;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the following allocation: Twenty Nine Thousand Nine Hundred Forty Two and 80/100 Dollars (\$29,942.80) or Twenty Percent (20%) of the CARES Act CDBG Grant to planning and administrative activities;

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government; and

FURTHERSTILL, 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 establish special revenue, lapsing, multiyear fund accounts (as necessary to which said sums shall be recorded

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City Clerk's Office



**Fidelity Committee
of the
Tri-City Joint Mayors' Task Force on Homelessness
Remote Meeting Via Zoom
August 13, 2020
5:00 PM**

MAYORS

Mayor Caroline McCarley
Mayor Robert Carrier
Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
(Chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh
(Vice Chairman)

Dina Gagnon

Others Present: Crystal Paradis, Somersworth Council. Susan Gaston, Dover Welfare. Dave Carpenter, Dover Planning. Lindsey Williams, Dover Council. Tory Jennison, IDN. Julian Long, Rochester Economic Development.

MINUTES

1. Call to Order

Chairman Hutchinson called the meeting to order at 5:00 PM. Cassie Givara, Deputy City Clerk of Rochester, took a visual roll call of members all of whom were present. Additionally, Mayor Carrier, Mayor Hilliard, and Mayor McCarley were all present.

2. Public Input (3-minute maximum and/or submit a statement)

No Discussion.

3. Communications from the Mayors

Mayor Hilliard also spoke about the recent brush fires which had occurred in Somersworth in the area of a homeless encampment. He spoke about how the issue was handled by the Fire Department with education of the homeless community to try to prevent similar incidents and to avoid the need for relocation or involving the police. He spoke about the potential issues faced when these encampments are broken up and the residents are moved into other areas.

3.1 Update: Location for Permanent Shelter

Mayor Hilliard reported that he had a meeting scheduled with the CEO of Frisbee Hospital on August 27th to discuss potential locations for a permanent shelter and will report back to the Committee in September. He anticipates this will be the first of several meetings to get the discussion started. Mayor Hilliard stated that he was excited about the potential of such a shelter being possibly located in Somersworth, although Dover and Rochester had some prospects as well.

Mayor McCarley spoke about the upcoming meeting with the Frisbee CEO and stated that although the potential for using County land for a permanent shelter has slipped further down the list, it is still being considered and discussed and has not yet been discounted.

Mayor Carrier reported that he has been regularly attending City meetings with social service agencies, city staff and business owners and he has been advocating for the Fidelity Committee's mission and soliciting for assistance with sourcing a location for a homeless shelter. Mayor Carrier addressed the volunteer-driven warming centers from the previous winter and stated that some of those regular volunteers may not be willing or able to assist this year due to COVID; the cities and social services organizations will need to find other viable options.

Vice Chair Marsh thanked the Mayors for their continued work in trying to secure a permanent shelter space, but acknowledged that with winter fast approaching, it is best to look at alternate sheltering options rather than focusing all efforts on the permanent shelter which is likely not going to be resolved this season.

4. Communications from the Chairs

Vice Chair Marsh spoke about his experience as the Rochester Welfare Director. He reported that they have started to see an increase in requests for assistance, but it is not yet at the level which was anticipated when COVID began.

Mr. Marsh spoke about the regular weekly meetings which have continued to have with local resource agencies where the organizations collaborate and discuss changes and coordination of efforts. He reported that there has been an increase in single people without dependents experiencing homeless, some of whom have never owned a home or rented in the area, but find themselves homeless here in part to the peer support and available resources.

There was a brief discussion regarding school reopening and the criteria going into these decisions as well as the need for local welfare and social services agencies to monitor these decisions. Mr. Marsh spoke about the potential unintended consequences this may cause with parents needing to stay home with their children and the financial, economic and mental consequences which may follow.

Chair Hutchinson addressed the potential sun setting of the Fidelity Committee (item 6 on the agenda). He acknowledged that operations have been difficult with the remote meetings during COVID and that it has been difficult to maintain the same momentum. Chair Hutchinson lauded the Committee for their work in executing the Master Plan on Homelessness, but acknowledged more work needs to be done in developing action items and proposals from the strategies within the Master Plan to be presented and adopted by the tri Cities.

The complicated nature and enormous scale of many of the strategies was discussed. Items such as "Affordable Housing," while not insurmountable, are not simple fixes and involve moving parts within the municipalities and local industries, ordinance and zoning change, as well as cultural change.

Chair Hutchinson clarified that there was no timeline put in place on the work contained with the Master Plan; there was no expectation that there would be immediate solutions and rather it was a groundwork set in place to be built on over time.

Chair Hutchinson asked, as the summer draws to an end and the potential of a permanent shelter become more likely to be revisited in the following year, that the Committee shift their focus from less urgent items within the Master Plan to sheltering solutions for cold weather.

Chair Hutchinson spoke about the loss of eviction protections and the uncertain nature if there will be legislation to put those protections back in place. With strategies in the Master Plan dealing directly with landlord outreach and eviction prevention.

5. Continued Review of Master Plan

No discussion.

5.1 Master Plan proposals under the purview of "Municipal roles"

The Committee had a brief discussion regarding the importance and involvement of city staff and policy makers such as Councilors and Mayors at the Fidelity meetings. It was stated that although the experience and expertise of social service organizations and support services is invaluable in developing the policies and carrying out the actions contained within the Master plan, it is important to have attendees presents who will be able to directly present to the governing bodies once the policies have been developed.

There was a discussion about certain actions and strategies within the plan which may involve City departments such as planning, zoning and economic development in order to effect change and to ensure that actions are carried out properly and within guidelines and ordinances. It was discussed that there may be a need to reach out to city employees to solicit attendance at meetings or to discuss proposals for buy-in.

5.2 Follow up of Recovery Friendly Workplace proposal

Chairman Hutchinson asked for a brief synopsis of the Recovery Friendly Workplace which had been presented at the prior meeting. The Committee discussed the Recovery Friendly Workplace and what is entailed in establishing the program within departments of a municipality or private organizations. John Burns and Mary Boisse from SOS Recovery were mentioned as resources for those wanting to receive more information or needing assistance to establish the program.

Barbara Holstein gave details on organizations and business in the tri-city area which have already established the Recovery Friendly Workplace.

There was a discussion in Committee about the possibility of a proposal being presented to all three Councils in regard to the Recovery Friendly workplace. Mayor Hilliard addressed the resources available in Somersworth which would allow for such a presentation to be filmed and then distributed for presentation at each of the respective city Council meetings. He suggested a resolution to be presented to each Council which would a recommendation to review and examine the implementation of a Recovery Friendly workplace within each City. The committee discussed the logistics of developing the presentation and the recommendation to the Councils. It was determined that it would be discussed at the next meeting.

6. Discussion: Fidelity Committee's Future - determining course of action

Betsey Andrews Parker emphasized the ways in which the Committee has been successful; including homeless-specific changes or additions to the cities' Master Plans and CDBG. Ms. Andrews Parker said that it was in large part to the Master Plan that she was able to obtain \$500,000 in emergency housing money. She also spoke about the additional outreach workers she was able to submit for through a grant which may not have been plausible without the work of the Master Plan. She stated that CAP has been able to use \$142,000 of CARES funds for emergency housing assistance within the last 3 weeks. She emphasized that there are many successes which have resulted from the Master Plan and the Fidelity Committee and that the work has been valuable.

Ms. Andrews Parker reiterated the need for an executive summary or a status report, whether it be through the municipalities or social service agencies, to detail the work which has already been done and accomplished by the Committee as well as the work which is ongoing. This summary could also outline the next steps and the gaps which still need to be filled. It was discussed that the executive summary

would be added or discussion to upcoming agendas and there would need to be a determination of who could undertake this project.

7. Other

Barbara Holstein reported that the Strafford Regional Planning Commission has received grants from Tufts in relation to organizations and their need for COVID-related assistance and relief. She stated that SRPC wants to get more involved with homeless relief and assistance efforts and this grant money may very well be able to be utilized. Ms. Holstein said that SRPC may also be able to help with supplying data for the committee and for an executive summary when it is developed.

The next meeting of the Fidelity Committee will be held on September 10th at 6:00 PM via Zoom or Microsoft Teams.

8. Closing Public Input

No Discussion.

9. Adjournment

Chairman Hutchinson **ADJOURNED** the meeting at 6:50 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk, Rochester

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left blank...*

City Clerk's Office

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Finance Committee

Meeting Minutes

Meeting Information

Date: August 11, 2020

Time: 6:30 P.M.

Location: Meeting Conducted Remotely
Rochester, New Hampshire

Committee members present: Mayor McCarley, Deputy Mayor Lauterborn, Councilor Walker, Councilor Gray, Councilor Bogan, Councilor Lachance, and Councilor Hamann.

City staff present: City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan, Tax Collector Doreen Jones.

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

Mayor McCarley called the Finance Committee meeting to order at 6:30 PM and read the following preamble:

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744 Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

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c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

In addition to the above listed methods, the City Council will be allowing the public to come to City Hall and speak via video conferencing software for Public Input. In an effort to adhere to CDC guideline, please enter only at the front Wakefield Street entrance and exit on the side door closest to the Police Department. We ask that you adhere to 6-foot social distancing protocols while inside the building. Hand sanitizer and face masks will be available at the Wakefield Street entrance.

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara took the roll call. All Councilors indicated they were present and alone in the location from which they were connecting to the meeting.

2. Public Input

No callers were present on the line and no residents were present in City Hall to speak during public input.

3. Unfinished Business-None

No Discussion.

4. New Business-

4.1 Assessing Software Conversion-Update Memo from Chief Assessor Rice

Deputy City Manager Ambrose referenced a status report submitted by Chief Assessor Jonathan Rice in the finance meeting packet. Chief Assessor Rice had reported that the experience working with Vision (new software developer) has been excellent and they are on schedule to go live in October. The department has been very pleased with the software and the features it offers.

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Councilor Lachance inquired about a recent email he'd received in regards to an issue with the "Monarch Software" being used in Strafford County. A resident had reported that he sold a property in March and received a water bill for that property several months later. Councilor Lachance said that Strafford County no longer manually mails deeds to local assessor's offices, but rather the assessors need to check this aforementioned software for updates on ownership of properties. Finance Director Ambrose confirmed that the assessing department is regularly checking this software and it is up-to-date. She briefly detailed the miscommunication which had caused the billing error with the particular resident Councilor Lachance referenced.

***There was a brief pause of the meeting and discussions due to technical difficulties experienced on the conference line.*

4.2 Tax Collector's Office- Clerk Typist PT Position Upgrade to FT

Finance Director Ambrose gave some background on this item. She stated that there is a recently vacant position for a part-time Clerk Typist in the tax office. Before the position is posted, Doreen Jones, Tax Collector, had requested that the position be posted as a full time position to assist with the needs of the tax office. Currently, staff including part-time employees, have been working additional hours due to the large workload. Finance Director Ambrose said that those looking for part-time work aren't typically willing to take on these additional hours which would be requested in this position, and this causes turnover. The cost and time associated with turnover was discussed; new employees need to be trained by current staff and also need to receive certification and training from the State to perform certain functions.

Ms. Jones spoke about the backlog of work the department is experiencing and the large volume which the tax office is receiving daily, causing staff to work long hours and sometimes weekends. She pointed out that the backlog in the tax office causes issues with the finance department because they are not able to complete their month-end balancing until the work in the tax office is entered. She said it also effects water and sewer shut offs with the delay between payments being received and when they are recorded.

City Manager Cox clarified that Ms. Jones had put in the request for additional staff hours before COVID, but the need has been magnified since the pandemic occurred and he supports the request for additional hours.

Councilor Gray suggested that if the increased need is due to COVID, that additional staff could be taken from other departments or previous staff could be hired back temporarily. He stated that it is only 45 days into the new budget and there should be other mitigating measures before a new position with benefits is approved.

Councilor Lachance said that he believed the tax office has been understaffed for quite a few years and it is not plausible to shift employees from other departments to fit this need, which he did not feel is entirely COVID-related. Councilor Lachance stated he would support two full-time positions if that is what the tax office needs.

Mayor McCarley stated that when the budget was being discussed and adjusted, the City did not know what the financial outlook would be going forward and it is reasonable given the circumstances that the needs are being reevaluated due to these unusual circumstances.

Councilor Gray stated that he felt spending an additional \$44,000 on a position with salary and benefits would essentially be exceeding the tax cap and was lack of proper financial management. He

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reiterated that he felt there could be other mitigating measures explored such as hiring multiple part-time staffers without benefits. Councilor Lauterborn agrees that taking this money from contingency would add almost \$45,000 not only to this year's budget, but also to every budget moving forward as this position will be renewed.

Councilor Lachance **MOVED** to recommend to full council the upgrade of the clerk typist position in the tax office to full time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 5 – 2 roll call vote with Councilors Walker, Bogan, Hamann, Lachance, and Mayor McCarley voting in favor and Councilors Lauterborn and Gray voting opposed.

5. Reports from Finance & Administration

5.1 Monthly Financial Report Summaries July 31, 2020,

5.1 (a) July 31, 2020 Revenues

5.1 (b) July 31, 2020 Expenses

No Discussion on the financial reports.

6. Other

No discussion.

7. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee Meeting at 6:56 PM. Councilor Bogan seconded. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Lachance, Gray, Bogan, Lauterborn, and Mayor McCarley all voting in favor.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

City of Rochester Planning Board
Monday August 3, 2020
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on August 17, 2020)

Members Present

Nel Sylvain, *Chair*
Tim Fontneau
Robert May
Mark Sullivan
Dave Walker

Members Absent

Mark Collopy, excused
Daniel Rines, excused
A. Terese Dwyer, excused

Alternate Members Present

Donald Hamann
Peter Bruckner

Staff: Seth Creighton, *Interim Director of Planning & Development/Chief Planner*
Crystal Galloway, *Planning Secretary*

(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. and made the following statement:

Good Evening, as Chairperson of the Planning Board I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

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Phone number: 857-444-0744
Conference Code: 843095

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email crystal.galloway@rochesternh.net or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present with the exception of Mr. Rines, Ms. Dwyer, and Mr. Collopy who were excused. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

III. Seating of Alternates

Mr. Bruckner voted in place of Mr. Collopy.

IV. Communications from the Chair

There were no communications from the Chair.

V. Approval of Minutes

A motion was made by Mr. Walker and seconded by Mr. May to approve the July 6, 2020 meeting minutes. The motion carried unanimously by a roll call vote.

VI. Consent Agenda

A. Golden Oaks Development, LLC, Freedom Drive

B. 119 Flagg Road Development, LLC, Matildas Way

C. Robert & Denise Higgins, 28 Western Avenue

D. City of Rochester, 145 Airport Drive

E. Cornerstone VNA, 178 Farmington Road

F. Waste Management of NH, Inc., Rochester Neck Road

A motion was made by Mr. Walker and seconded by Mr. Bruckner to approve the consent agenda. The motion carried unanimously by a roll call vote.

VII. Continued Applications

A. Thomas & Dianne Aubert, 828 Portland Street

Christopher Berry of Berry Surveying & Engineering explained the changes to the phasing plan that were a result of discussions from the last meeting. He said he also met on site with Planning Staff to review the drainage concerns of the abutter and said no deficiencies were found, but they did find the planting pots that were referenced and told the Board the applicant will have them cleaned up.

Mr. Berry said Public Works has asked that additional street lamps be added to every major intersection and corner.

Mr. Berry said they have received approval from New Hampshire DES for sewer management of the site and domestic water supply.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said staff supports the waiver requests and recommends the Board approve the subdivision.

Mr. Bruckner asked about the street lights. Mr. Berry explained the street lights will be the City's new LED standard lamps, they are 10 feet tall, and are down lit.

A motion was made by Mr. Walker and seconded by Mr. Bruckner to close the public hearing. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Mr. May to approve the three waiver requests. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Mr. May to approve the subdivision. The motion carried unanimously by a roll call vote.

VIII. New Applications

A. Homeless Center for Strafford County, 202 Washington Street

Christopher Berry of Berry Surveying & Engineering presented the preliminary site plan to construct a homeless shelter. He said they've conducted a full existing conditions plan for the site which will be included in the full site review application. Mr. Berry said the driveway location gives over 400 feet of site distance and a traffic and site distance analysis has been completed and is ready to submit to NH DOT.

Mr. Berry explained the parking and buffer requirements for the highway commercial zone. He went on to explain the shelter has been in operations in Rochester for many years, he said they are not a shelter that takes people in off the street, they are a family style shelter with the goal of helping people get on their feet and move on with their lives.

Mr. Sylvain opened the public hearing. Mr. Creighton read the following two letters that were received:

Good afternoon,

My one big concern with the homeless shelter going in at this location is the impact it may have on the children that currently reside in the Highland Commons community. The location for the school bus pick up and drop off is at the corner of Fillmore Blvd and Washington Street. In the Park N Ride they have to walk past to catch the bus, the children have already seen and come in contact with shady behavior, witnesses to drug deals and people living in their cars. As a parent I worry about the possible increase to this activity especially if they plan to shuttle people to the park n ride. I feel that the location of the bus stop of the children that live in this community should be adjusted so that they do not need to walk past the park n ride or close to Washington St.

Thank you for this consideration,
Catherine Stewart
124 Fillmore Blvd.

On behalf of Waste Management of NH, I provide this letter of reference and support for the Homeless Center for Strafford County (Homeless Center) who has a site plan review application before the Rochester Planning Board for a new facility proposed at 220 Route 202 (Washington Street).

For almost 20 years WMNH has provided the building structure and other support for the Homeless Center to operate a homeless shelter at our 9 Isinglass Drive property in Rochester. Over the years the Homeless Center has provided critical services to many of our community members. During the two most recent year's the Homeless Center has housed between 40-85 individuals and placed 24 family units in permanent housing. During their stay at the Homeless Center many of the residents have been helped with other life skills like resume writing, interview preparedness, money management and parenting.

Over the past 24 months, there have been zero calls for police support and just two calls for emergency medical care. These statistics are extremely low given the diverse and difficult backgrounds the residents often have while being a testament to the quality operation provided by the Homeless Center staff from intake to occupancy to placement and discharge.

WMNH has had no major issues with their tenancy and we hardly notice their occupancy in amongst our other operations. The Homeless Center keeps tidy grounds, often using residents to make sure the property is well kept. The building is maintained in good condition by volunteers and staff and we find that the programming is well established so that rules and regulations are well expressed to those that the Homeless Center helps with support.

As part of the Rochester Rotary Club, I, along with many of my fellow Rotarians, have volunteered hundreds of hours over the years covering a morning shift. During this time, I have had the opportunity to interact with many of the residents. With very few exceptions, the residents are extremely appreciative of the important services provided by the Homeless Center and are just looking to move forward in a positive manner for themselves and their families; simple goals that we all share.

Unfortunately, WMNH site use plans near the current Homeless Center require that the existing lease period be the last we can provide. I am completely confident that the Homeless Center has the experience and organizational structure to operate a quality and much needed shelter at 220 Route 202 with no adverse impact to the local community. WMNH strongly supports the Homeless Center and we encourage the Planning Board to rule favorably on their application.

Sincerely,
Robert Magnusson,
Sr. District Manager Waste Management of NH, Inc.

There were no further comments from the public; Mr. Sylvain brought the discussion back to the Board.

Mr. Bruckner asked more about the nature of the facility and whether there would be individual rooms. Mr. Berry said it will be very similar to a garden style apartment.

Mr. Bruckner said he is concerned with people walking down Washington Street to the nearby shopping center. Mr. Berry told the Board it is in the plan for the shelter to purchase a vehicle to shuttle the residents. Mr. May asked if there will be a separate school bus stop at the shelter. Mr. Berry explained because the shelter serves all of Strafford County not all residents will be in the Rochester school system but they will work with the bus company and the schools to determine.

Mr. Walker asked what the current number of residents are to what they are proposing. Mr. Berry said they currently have between 30 to 40 residents and they are not proposing any additional. Mr. Sylvain asked if they have any type of security at night. Mr. Berry said there is always 1 to 2 employees on site around the clock.

A motion was made by Mr. Walker and seconded by Mr. Bruckner to close the design review. The motion carried unanimously by a roll call vote.

B. Jeffrey & Nikki Metayer, 185 Salmon Falls Road

Joel Runnals of Norway Plains Associates explained the proposed 2-lot subdivision. He said they are proposing to use the existing driveway as a shared drive for both lots.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said staff recommends the Board accept the application as complete and approve with the conditions set forth.

A motion was made by Mr. Walker and seconded by Mr. Fontneau to accept the application as complete and close the public hearing. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Mr. Fontneau to approve the subdivision. The motion carried unanimously by a roll call vote.

C. Jessica Moyer & Adam Reeves, 58 Estes Road

Joel Runnals of Norway Plains Associates presented the plan for a 2-lot subdivision. He explained they will not need NH DES subdivision approval due to municipal utilities on site.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Senior Planner, Michelle Mears said staff has no concerns and recommends the Board approve the subdivision.

Mr. Walker asked about the driveway and the fact that it crosses over the boundary line. Mr. Runnals said the driveway is existing but believes the new owners will not allow the driveway to be over the boundary line any longer.

A motion was made by Mr. Walker and seconded by Mr. Fontneau to close the public hearing and accept the application as complete. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Mr. Fontneau to approve the subdivision. The motion carried unanimously by a roll call vote.

D. Bonfire Behavioral Health, LLC, 35E Industrial Way

Mr. Creighton explained the application is lacking a lot of information and there are too many questions for staff to make a determination. He said Staff is recommending the Board find the application incomplete and denial.

There was a brief discussion whether or not the applicant would be able to resubmit. Mr. Creighton said they would be allowed to resubmit at a later date.

A motion was made by Mr. Sylvain and seconded by Mr. May to deny the application. The motion carried unanimously by a roll call vote.

E. SDJ Development of Rochester, LLC, Fillmore Boulevard

Mr. Creighton told the Board the application for a modification is incomplete and the applicant has not been responding to Staffs emails. He said he recommends the Board deny the application.

A motion was made by Mr. Walker and seconded by Mr. Fontneau to deny the modification application. The motion carried unanimously by a roll call vote.

IX. Other Business

Mr. Sylvain informed the Board there was a discussion at the Public Works Committee regarding street lights for phase three of Millers Farm off Norway Plains Road. He said after checking into things further is it was discovered Eversource never put in the poles, calls have been made and they have now agreed to install the light poles.

Mr. Creighton told the Board there will be a public hearing on the Downtown Master Plan at the workshop meeting. He said they will also be reviewing a new ordinance for murals.

X. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Fontneau to adjourn at 8:21 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Secretary

City of Rochester Planning Board
Monday June 15, 2020
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on, 2020)

Members Present

Nel Sylvain, *Chair*
Mark Collopy, *Vice Chair*
Terry Dwyer
Robert May
Daniel Rines
Mark Sullivan
David Walker

Members Absent

Tim Fontneau, absent

Alternate Members Present

Peter Bruckner
Donald Hamann

Staff: *Shanna B. Saunders, Director of Planning & Development*
Seth Creighton, Chief Planner
Michelle Mears, Senior Planner
Crystal Galloway, Planning Secretary

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The Planning Secretary conducted the roll call. All Planning Board members were present with the exception of Mr. Rines who was excused. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

III. Seating of Alternates

Mr. Bruckner voted in place of Mr. Fontneau.

IV. Communications from the Chair

A motion was made by Mr. Sylvain and seconded by Mr. Walker to recommend Peter Bruckner be made a full voting member of the Board. The motion carried unanimously by a roll call vote.

V. Downtown Master Plan Public Hearing

Steve Whitman of Resilience Planning and Design explained the process they used to gather the information. He said the secret to the success of the final draft was the Committee; saying he's never had a larger more active group of people than ones in Rochester.

Mr. Whitman explained the existing conditions analysis going back to the last Master Plan in 2003 which shows the City being very busy, especially in the last four years.

Mr. Whitman said the four things that resulted from community outreach events were 1) the public wants a multi-pronged redevelopment strategy, 2) they want a safe, clean walkable environment, 3) they want to build off the existing assets, and 4) they want additional programming and events.

Mr. Whitman said the key elements for success are people, history, the river, arts and culture, and the economy.

Senior Planner Michelle Mears told the Board the City has started implementation with the reconstruction of the Scenic and Salinger buildings, which will be an \$8 million dollar investment in downtown. She said Economic Development is working on redeveloping the former Hoffman building. Ms. Mears told the Board because of the Covid-19, outdoor dining has been expanded into parking spaces on North Main Street which has been a huge opportunity to see if it works. The City is looking at the Ordinance to see if any changes need to be made. She went on to talk about the Union Street parking lot redesign and said she is hopeful it will be in next year's capital improvement plan. Finally, Ms. Mears talked about the importance of having a connection to the Riverwalk so that people living downtown have access to amenities.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Sullivan said he's not sure how implementation will be achieved when there are so many other Departments involved. Chief Planner Seth Creighton said staff has been talking to the City Manager about this and there is a lot more the City can do interdepartmentally, and added that the Mayor intends to form another subcommittee.

Mr. Hamann suggested a document be posted for reference on what's being implemented. Ms. Mears said staff can add it to the Planning Departments web page under the Downtown Master Plan.

Mr. Bruckner said the implementation plan is broken down into seven categories by topic and he's looking forward to seeing the whole thing spread out over a time.

Mr. May said he's impressed with the document and it's one of the best he's seen during his many years of being on a Planning Board.

A motion was made by Mr. Bruckner and seconded by Mr. May to adopt the Downtown Master Plan. The motion carried unanimously by a roll call vote.

VI. Opening Discussion/Comments

A. Public Comment

There was no one present on the line from the public to speak nor did anyone submit any written correspondence ahead of the meeting.

B. Discussion of general planning issues

There were no issues to be discussed.

VII. Approval of minutes

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the August 3, 2020 meeting minutes. The motion carried unanimously by a roll call vote.

VIII. Suggested Zoning Amendment - Murals

Mr. Creighton said this is the first presentation of the draft Murals Ordinance. He said currently they fall under the Sign Ordinance which none of the murals would be allowed because they are far too large. Mr. Creighton said they would be only allowed in the commercial zone and the neighborhood mixed use zone. He said staff would look at the design and require a maintenance plan.

Mr. Walker asked who would approve the murals. Ms. Mears said if it's on private property it would be staff approval, if it's in the Historic Overlay the Historic District Commission and the Arts and Culture Commission. Mr. Hamann asked if there would be a permit fee. Ms. Mears said there would not be a fee because the City is trying to attract artists.

Mr. Collopy asked if there would be any notification to abutters. Mr. Creighton said presently they are not. Mr. Collopy said he is ok with Staff doing the reviews, however he would like the abutters notified so they have some input.

There was discussion whether or not applicants should go before the Planning Board for review. Mr. Sylvain said he feels the Board should review them with recommendations from Staff and the Arts and Culture Commission.

There was discussion regarding which zones murals would be allowed. Ms. Mears told the Board they would mainly be in the commercial zones.

Mr. Creighton said Staff received good direction from the Board and will bring a second draft back once the changes are made to the document.

IX. Review of July 2020 Surety and Inspections

Mr. Creighton reviewed the inspections completed by the Department of Public Works with the Board. He went on to say not much has changed with the surety since they last saw it.

B. Recommendation to release surety bond for WM Hauling Company in the amount of \$238,054.16, Maps 262 & 267 Lots 22 & 23

Mr. Creighton told the Board the project has been completed and staff has reviewed the as-built plans.

A motion was made by Mr. Walker and seconded by Mr. Collopy to release the surety bond in full. The motion carried unanimously by a roll call vote.

C. Recommendation to release surety bond for WM LFG Supplemental Treatment System in the amount of \$51,908.47, Map 267 Lots 2 & 3

A motion was made by Mr. Walker and seconded by Mr. Collopy to release the surety bond in full. The motion carried unanimously by a roll call vote.

D. Discussion regarding the Village at Clark Brook surety

Mr. Creighton explained a letter was sent in January alerting the developer that the surety bond was due to expire in March, the developer didn't respond. He said another attempt was made in June, still no response. Mr. Creighton asked the Board to give staff some direction as to whether a certified letter should be sent and to withhold all permits.

Mr. Sullivan suggested contacting the issuer of the bond to see if it automatically renews. Mr. Walker said the Board needs to be consistent with how other developers were handled.

The Board discussed whether or not a cease and desist order should be served until a continuation bond is put in place.

A motion was made by Mr. Walker and seconded by Mr. Collopy to issue a certified letter to the developer only after verifying with the bond company that there isn't an auto renew in place. The motion carried unanimously by a roll call vote.

X. Other Business

Mr. Sylvain welcomed Shanna B. Saunders as the new Director of the Planning Department.

XI. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Collopy to adjourn at 8:10 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Secretary

*Intentionally
left blank...*

City Clerk's Office

Public Safety Committee
Meeting Minutes
August 19, 2020
6:00 PM
Meeting Conducted Remotely

MEMBERS PRESENT

Councilor Don Hamann, Chair
Councilor Peter Lachapelle, Vice
Councilor Palana Belken
Councilor Jeremy Hutchinson
Councilor Chris Rice

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Gary Boudreau, Deputy Police Chief
Mark Klose, Fire Chief
Dan Camara, GIS Asset Mgmt. Tech.
Jenn Marsh, Economic Development

Minutes

Councilor Hamann brought the Public Safety Committee meeting to order at 6:00 PM and he read the following statement:

Good Evening, as Chairperson of the Public Safety Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

- a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre- registered online, otherwise, the meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken during the meeting.

Phone number: 857-444-0744

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email lisa.clark@rochesternh.net or call 603-335-7572.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the Public Safety Committee are encouraged to do so by the following methods:

- **Mail:** Lisa Clark-Public Safety Committee, 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** lisa.clark@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-335-7572 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. Each member will state their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Councilor Lachapelle	Ward #3 Present
Councilor Belken	Ward #2 Present
Councilor Hutchinson	Ward #1 Present
Councilor Rice	Ward #5 Present
Councilor Hamann	Ward #5 Present

1. Public Input

Councilor Hamann asked Ms. Marsh if there were any members of the Public waiting in the virtual lobby that wanted to speak. Ms. Marsh stated that there was no one in attendance on the conference line.

2. Draft Safety Rules & Regulations Signage for Kayak Launch

Ms. Marsh stated that included in the Committee's packet was the draft of the safety rules and regulations to be put up on a sign at the Rochester Riverwalk Canoe and Kayak Launch. She stated that there is a revised document that included a few minor spelling and grammar changes. Ms. Marsh stated that she had sought feedback on the draft from Chief Klose, Deputy Chief Boudreau, the Recreation Department, the DPW and she stated that she had asked the NH Marine Patrol to review the content for correct references to RSA's. Ms. Marsh stated that that she is looking for approval of both a temporary sign and a

permanent sign to be put up at the launch. The temporary sign to be used while the permanent is being manufactured. Councilor Lachapelle stated he read through the draft and thought it looked great.

Councilor Lachapelle made a motion to recommend that the full City Council approve the temporary and permanent sign for Rules and Regulations to be posted at the canoe and kayak launch. Councilor Rice seconded the motion.

Councilor Rice asked if there was language referencing trash carried in should be carried out. Ms. Marsh stated that it is item #13 on sign. Councilor Hutchinson asked if Ms. Marsh could screen share the revised document. Ms. Marsh shared the document and explained that the only edits were grammatical and spelling. (***the revised version is attached to these minutes***)

A Roll call vote was taken on the motion.

<i>Councilor Lachapelle</i>	<i>Ward #3 Yes</i>
<i>Councilor Belken</i>	<i>Ward #2 yes</i>
<i>Councilor Hutchinson</i>	<i>Ward #1 yes</i>
<i>Councilor Rice</i>	<i>Ward #5 yes</i>
<i>Councilor Hamann</i>	<i>Ward #5 yes</i>

3. Old Milton Road (backside of Dunkin Donuts) - Safety Concerns – Held In Committee

Mr. Bezanson stated that he had opportunity to make initial contact with the Dunkin Donuts staff, but had not reached the decision maker as of yet. He requested that this be held in Committee as he continues to work on the issue.

4. Millers Farm Drive - Streetlight Request – Held in Committee

Councilor Hamann stated that this item had been held in Committee. He stated that the Planning Board Chair had contacted him and stated that the issue is resolved and the Councilor asked Mr. Bezanson if it was. Mr. Bezanson stated that last meeting he was under the misunderstanding that the contractor had installed all of the required lighting per Planning Board requirements. He stated that in fact the Planning Board had requested two fixtures in Phase 3 of this subdivision and those are not yet installed. Mr. Bezanson stated that the street acceptance was contingent on the installation of these lights. Mr. Bezanson informed the Committee that the Developer's contractor and Eversource will be working to expedite those installations.

5. 290, 295, 298 Chestnut Hill Road – Signage Request – Tractor Crossing/Pedestian

Councilor Hamann summarized the issue. He stated that Mr. Torr had contacted

the City in reference to a sign request. He asked Ms. Marsh if Mr. Torr was on the conference line as anticipated. Ms. Marsh said that he was not. Councilor Hamann explained that he had spoken with Mr. Torr who has property on both sides of Chestnut Hill Road. Mr. Torr had explained to the Councilor that when he is traveling back and forth to properties, both on foot and on farming equipment, he is experiencing difficulty due to traffic. He has requested a caution sign for tractor or pedestrian in the area. The Committee discussed and expressed support of the request. Councilor Lachapelle asked Mr. Bezanson if this was the correct application for a pedestrian sign. Mr. Bezanson displayed the tractor sign and pedestrian signs that are recommended for use for this type of concern. ***(Signage pictures are attached to these minutes)***. Councilor Hamann suggested getting these signs up as soon as possible, but would like to know Mr. Torr's preference. Councilor Rice asked if it was a request for 2 or 3 signs as Mr. Torr's properties bordered Chestnut Hill and Betts Road. Councilor Hamann stated that it was for one in each direction on Chestnut Hill Road. The Committee discussed a recommendation in advance of a discussion with Mr. Torr for which sign he preferred.

Councilor Lachapelle made a motion to recommend the full Council approve the installation of Mr. Torr's preferred sign going in each direction on Chestnut Hill Road. Councilor Rice seconded the motion.

A Roll call vote was taken on the motion.

<i>Councilor Lachapelle</i>	<i>Ward #3 Yes</i>
<i>Councilor Belken</i>	<i>Ward #2 yes</i>
<i>Councilor Hutchinson</i>	<i>Ward #1 yes</i>
<i>Councilor Rice</i>	<i>Ward #5 yes</i>
<i>Councilor Hamann</i>	<i>Ward #5 yes</i>

6. E911 Update

Deputy Chief Boudreau stated there are no updates at this time. He stated there is still a list of Streets to work on, but there are no meetings scheduled at this time.

7. Emergency Management Update

Chief Klose stated that NH is experiencing drought conditions which was reported by Homeland and Emergency Management. He stated that the issue is on the radar and there are concerns for fire conditions. He stated that Rochester has had some small manageable brush fires and he stated they had assisted Berwick ME with a brush fire in that Community. Chief Klose stated that on August 4, 2020 a tropical storm moved through and from 5pm to 9:30pm there were 45 calls for downed trees and down electrical lines. He stated we did use mutual aid to cover these calls. He further stated that on the 5th there were

additional calls due to storm damage as well.

8. **Covid-19 Statistics Update**

Chief Klose informed the Committee that there was only one reported active case of Covid-19 in Rochester at this time. He stated that Strafford County has reported 13 active cases. There were no new deaths reported today state wide and only 12 current hospitalizations. The Chief noted that as students return to schools this will be monitored closely. Councilor Hutchins asked if the Chief knew the current testing rate for the County or State. The Chief stated that he is not subject to that information. He stated that they will not release those statistics to him as the Emergency Management Director. He stated that he has stopped into the Brock Street testing site and they report very little activity for testing. Councilor Lachapelle stated he believes that facility has been closed. The Chief stated he would check into that and get back to the Committee.

9. **Other -**

2018 Donation of Four Wheeler by NH Forest and Lands – Chief Klose stated that this was a City Council Approved / Accepted Donation back in 2018 that did not occur. He stated he had the opportunity to discuss this with a retired employee of NH Forest and Lands and was informed that the ATV was not likely available anymore and in fact they really did not know where it is now. He did not know if the City Council needed to be informed that this donation did not occur or if any internal action is needed to document that the donation was not received. There was discussion about a need for a motion and the Committee decided to take no action and to bring it to the full Council as a part of the Committee's report.

Dry Hill Road – Request for No Outlet Sign - Mr. Bezanson stated that the DPW Staff had been contacted to put a "No Outlet" sign on Dry Hill Road. The sign was requested on the portion that is to the west of Rt 202. Mr. Bezanson explained that the Class VI portion of the road is not maintained but this road does not end, it connect to Pond Hill Road in Barrington. Mr. Bezanson explained the terrain does get rough and a four wheel drive vehicle would be needed but it does continue to Barrington. Deputy Chief Boudreau stated that he believes there is a gate. Mr. Bezanson stated that he believed there is a gate and that a gate may be present on an unmaintained Class VI Road, but not locked. Mr. Bezanson stated that he had done some research to find any precedent of a no outlet sign in use for an unmaintained Class VI road that actually does have access. He stated that he did not find anything. The Committee discussed and took no action at this time.

Speed Trailers – Councilor Rice asked if there is Citizens access to the data collected by the speed trailers. Deputy Chief Boudreau stated that there is not,

but noted he was not opposed to sharing. Councilor Rice suggested passing the information through the new P/R person working at City Hall. Deputy Chief displayed on screen the results that are available for sharing and stated that they could be shared on either the PD website or the City website.

Waste Management (WM) – Rochester Neck Relocation Street Lights &

Signage - Mr. Bezanson explained that the Public Works and Buildings Committee had done a site walk for this project area on August 13, 2020. He stated that WM will soon be requesting acceptance of the newly relocated road. Mr. Bezanson explained that he would like the Public Safety Committee to recommend the approval of the designed signage and street lighting plan that has been submitted. He displayed the submitted plan on the monitor. The planned showed the new road location with recommended street signs and the lighting at the Isinglass Trails parking area. He stated that at the parking area the PD had recommended lighting. Mr. Bezanson explained that the typical wattage is 45W, but for this application they have proposed the two lights with 65 watt bulbs. He stated that he would like a motion as so that he can work with Eversource and WM on the light and sign installations. **(The graphic / Map is attached to these minutes).**

Councilor Lachapelle made a motion to recommend that the full City Council approve the signage and lighting as proposed. Councilor Belken seconded the motion.

A Roll call vote was taken on the motion.

<i>Councilor Lachapelle</i>	<i>Ward #3 Yes</i>
<i>Councilor Belken</i>	<i>Ward #2 yes</i>
<i>Councilor Hutchinson</i>	<i>Ward #1 yes</i>
<i>Councilor Rice</i>	<i>Ward #5 yes</i>
<i>Councilor Hamann</i>	<i>Ward #5 yes</i>

GIS Maps – Mr. Bezanson stated that a Councilor had requested access to some of the GIS maps and tools for looking at various street locations and City infrastructure to assist with decision making. He explained he had been working with City Staff and introduced Dan Camara to explain. Mr. Camara stated he had created a map on the internal GIS System for use by the City Councilors and others. He stated he had also created some instructions for use to share with the Committee and others. He explained it had layers for looking at the streets, sidewalks, and numerous other infrastructure features. He displayed the maps on the monitor and showed some of the capabilities. The Committee liked the map and thought it would be very useful.

Mr. Torr 290, 295, 298 Chestnut Hill Road – Ms. Clark stated that Mr. Torr had

called the trouble shooting line as he was unable to connect via the vast conference line. She stated that he preferred the tractor sign to the pedestrian sign for use in his area. Councilor Hamann stated that he would convey that information in the recommendation at the City Council meeting.

New DPW Facility 209 Chestnut Hill Road – Councilor Hamann explained that he is the City Council Representative on the DPW Building Committee that meets biweekly regarding the facilities construction. He also stated that earlier in the day he had participated in the Public Works and Buildings Committee site walk for this construction project. Councilor Hamann asked that Chief Klose look into the issue of fencing around the new gas pump structure at the facility. He stated that the consultants are awaiting a fencing waiver from the Fire Department. He stated that it has been a pending issue at the bi-weekly meeting for a while. He noted that the fuel island is monitored by cameras and that the new State of NH Fuel Facility is not fenced either. Chief Klose state that he had not been aware of the issue, but he would look into it. Councilor Belkin asked if there was fencing around the current structure at the DPW. It was confirmed that there was not. The Chief stated that it may be a condition of new NFPA Standards and he would get back to the Councilor after consulting with staff.

Councilor Hamann adjourned the meeting at 6:49 PM.

These minutes respectfully submitted by Lisa J. Clark, Administrative and Utility Billing Supervisor.



ROCHESTER RIVERWALK CANOE AND KAYAK LAUNCH

SAFETY RULES AND REGULATIONS

WARNING: Please note that paddling and boating are potentially hazardous recreational activities. The risk of injury from canoeing and kayaking can be significant including the potential for serious injury, disability, paralysis and death. There are no lifeguards or safety personnel at this launch or anywhere on the river.

1. **MOTOR BOAT RESTRICTIONS:** No person shall use or operate a motorboat or any boat equipped with an outboard motor with a manufacturer's rated capacity in excess of 7.5 HP, nor shall any person exceed a headway speed of 10 MPH with any powerboat equipped with an outboard motor on Cocheco River within the City limits of Rochester. RSA 270:89
2. **SWIM AT YOUR OWN RISK:** There are NO LIFEGUARDS ON DUTY. Water quality varies with water flow and branches, logs, and debris may move after flood events. The muddy water may hide hidden objects and obstacles that prove hazardous.
3. **LAUNCH HOURS:** Boat launch hours are open dawn till dusk.
4. **STAY IN THE STREAM CHANNEL:** River flows through private land, do not trespass.
5. **KNOW YOUR STREAM CONDITIONS & YOUR PADDLING CAPABILITIES:** The River is normally a slow moving waterway, but can change with weather conditions. Take precautions and make sure your skill level is up to river conditions.
6. **PLAN YOUR TRIP:** Familiarize yourself with the waterway before beginning. If you choose to travel downstream please note the signs on the arched bridge noting a Dam ahead, DO NOT travel under the bridge towards the Dam. There are no other public boat launches at this time, please use this launch to remove your water craft.
7. **PERSONAL FLOATION DEVICES (PFD)-** Saf-C 403.01
 - Children 12 years of age and younger **must wear** a personal flotation device at all times.

- No person shall use a boat on the public water unless it is equipped as follows: (1) Recreational boats less than 16 feet in length, or canoes, kayaks or one-person sailboats of any length, shall have at least one of the following types on board for each person; type I, II, III or V PFD.
 - Recreational boats 16 feet or more in length, except canoes and kayaks, shall have at least one PFD of the following types on board for each person; type I, II, III or V PFD.
 - Recreational boats 16 feet or more in length, except canoes or kayaks, shall have at least one Type IV PFD on board in addition to the PFD's required above.
 - All PFD's shall be (1) U.S. Coast Guard approved; (2) In serviceable condition; (3) Readily accessible; and (4) Of the appropriate size, within the weight range and chest sizes marked on the PFD, for the person who intends to wear them.
8. **WEAR PROPER CLOTHING AND FOOTWEAR:** Footwear is extremely important. The river bottom is muddy and contains pointed logs and sharp metal or glass objects. River shoes or old sneakers are best footwear for water sports.
 9. **BEWARE OF HAZARDS:** As with any outdoor area, there are things that you must be aware of. Low hanging branches, branches in water, submerged obstacles, trash or sharp objects on the river bottom. Also present are natural hazards such as hanging wasp nests, snakes, snapping turtles, poison ivy and human hazards such as broken glass, rusty metal and lines in branches with leftover fishing hooks attached.
 10. **TAKE A CANOE/KAYAK SAFETY CLASS:** There are classes available online.
 11. **FISHING LICENSE REQUIRED:** Please follow all State of NH Fish and Game Regulations when fishing.
 12. **NO ALOCHOLIC BEVERAGES:** Possession or consumption of liquor on city property is prohibited per City Ordinance, 167-9.
 13. **BE A GOOD STEWARD:** Don't litter. Carry in and carry out. Do not disturb wildlife or plants.

IN CASE OF EMERGENCIES: 911. All other State Police inquiries please call 603-293-2037.

Your location is known as Hillsdale Drive along the Cocheco River, Rochester, NH

GPS Location: 43.316238, -70.985989

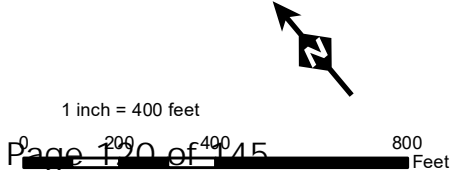
For general inquiries or more information on other Rochester activities please contact the Rochester Recreation Department: www.RochesterRec.com

By using the Rochester Riverwalk kayak launch, you agree to follow all Riverwalk Kayak Launch rules and regulations and release the City of Rochester from all liability in respect to any and all injury, disability, death or loss or damage to person or property associated with the use of this launch. For more information about the Rochester Riverwalk please visit: www.RochesterNH.net/riverwalk-committee





- Legend
- Proposed Sign
 - Planned Street Light
 - New Parking Lot
 - Approximate Road Realignment
 - Waste Management Property



Date: 8/19/2020
Author: DC - DPW, Rochester
Source: NHGRANIT, City of Rochester

Road Realignment
Rochester Neck Road
Waste Management
Rochester, NH

Public Works and Buildings Committee

Meeting Minutes

August 20, 2020

Meeting Conducted Remotely

MEMBERS PRESENT

Councilor David Walker, Chairman
Councilor Jim Gray- Vice Chairman
Councilor Don Hamann
Councilor Chris Rice
Councilor Doug Lachance

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management
Jennifer Marsh, Economic Development
David Green, Chief Operator Wastewater Treatment
Mark Allenwood, PE Brown & Caldwell Engineers

MINUTES

Councilor Walker called the Public Works and Building Committee to order at 7PM and he read the following statement:

“Good Evening, as Chairperson of the Public Works and Buildings Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A: 2, III (b). Federal, State and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same room.

Providing public access to the meeting by telephone: At this time, we welcome members of the public accessing this meeting remotely. In order for any public attendee to be allowed to comment during the public input portion of our meeting, you must have registered before the meeting with your name and the telephone number that you will use to call in. You may register now online [here](https://bit.ly/35Ru0Wu) or by coping or typing the following address into your browser:

<https://bit.ly/35Ru0Wu>. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum do apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

The public can call-in to listen at the below number using the conference code.

Phone Number: 857-444-0744

Conference Code: 843095

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Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, are encouraged to do so by the following methods:

- Mail: Rochester Public Works & Buildings Committee 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
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Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Committee members are required to state their name and ward each time they wish to speak. “

<i>Councilor Hamann</i>	<i>Ward 5</i>	<i>Present</i>
<i>Councilor Gray</i>	<i>Ward 6</i>	<i>Present</i>
<i>Councilor Rice</i>	<i>Ward 5</i>	<i>Present</i>
<i>Councilor Lachance</i>	<i>Ward 1</i>	<i>Present</i>
<i>Councilor Walker</i>	<i>Ward 4</i>	<i>Present</i>

1. Public Input

Councilor Walker asked Ms. Clark if there were any members of the Public Waiting in the virtual lobby that were waiting to speak. Ms. Clark stated that there were none.

2. FY2021 Paving Program

Mr. Nourse displayed on the monitor and reminded the Committee of the streets listed for paving as part of the previous years (FY20) plan. Those streets included Chapman, Johathan, Huckins, Columbus ave from Lowel to Knight, the Cross Road from Milton Rd to Stacy Drive, and Salmon Falls Road. He stated that work should begin on Salmon Fall Road next week. Mr. Nourse informed the Committee that after working with the Finance Office and with the City Manager approval he is seeking a one million dollar supplemental for the FY2021 Paving Rehab Plan. Mr. Nourse noted that the FY2020 Paving Rehab funding was cut from the budget due concerns of the Covid-19 Pandemic

and possible revenue shortfalls.

Councilor Hamann made a motion to recommend the Full City Council approve a supplemental appropriation in the amount of one million dollars for Pavement Rehabilitation. Councilor Rice seconded the motion.

A Roll Call Vote was taken:

Councilor Rice	Ward 5	Yes
Councilor Lachance	Ward 1	Yes
Councilor Walker	Ward 4	Yes
Councilor Gray	Ward 6	No
Councilor Haman	Ward 5	Yes

Councilor Walker asked what roads were going to be paved. Mr. Nourse stated that the Pavement Conditions Index (PCI) recommendations list is not ready and he stated that we do have a few months before we have to make the street list final. Councilor Walker asked if Mr. Nourse could have that list ready for the September City Council Meeting. Mr. Nourse stated that he could.

3. FY2021 Sidewalk Program

Mr. Nourse display the City's sidewalk condition index graphic on the monitor. He stated that like the paving funds the Finance Department and the City Manager have approved him requesting a \$250,000 supplemental appropriation for the FY2021 Sidewalk Rehabilitation Program. He stated that this funding was also cut from the FY2020 Budget due concerns of the Covid-19 Pandemic and possible revenue shortfalls.

Councilor Hamann made a motion to recommend the Full City Council approve a supplemental appropriation in the amount of \$250,000 for Sidewalk Replacements. Councilor Rice seconded the motion.

A Roll Call Vote was taken:

Councilor Haman	Ward 5	Yes
Councilor Gray	Ward 6	No
Councilor Rice	Ward 5	Yes
Councilor Lachance	Ward 1	Yes
Councilor Walker	Ward 4	Yes

Councilor Walker asked what sidewalks were being recommended. Mr. Nourse stated that in FY20 the Committee and Council approved the Sidewalk Replacement Funds be used to replace many sidewalks in East Rochester. At the time it was either East Rochester or the long run of Oak Street in Gonic. He then displayed a map that laid out the sidewalks in the poorest conditions. He stated that many of the poorest condition sidewalks fall into bigger CIP Project areas that is in the 5-7 Year CIP Program. Mr. Nourse stated that Oak Street, Walnut Street, Pine Street and Railroad Avenue as the streets for consideration as they have no future planned work. Mr. Nourse stated that Oak Street is in rough shape and he would like replace it with concrete sidewalks.

Councilor Walker asked the cost difference for bituminous (paved) sidewalks. Mr. Nourse stated that there is an approximated 15% premium but the concrete last much longer. Councilor Walker stated that he preferred bituminous for Oak Street. There was a short discussion on locations and bituminous vs. concrete. Councilor Gray noted that he was not in favor of the supplemental appropriations and he was not going to pick areas for sidewalks when he is not in favor of funding them at this time.

Councilor Hamann made a motion to recommend the Full City Council approve Oak Street for concrete sidewalk replacement. Councilor Lachance seconded the motion.

A Roll Call Vote was taken:

Councilor Haman	Ward 5	Yes
Councilor Gray	Ward 6	No
Councilor Rice	Ward 5	Yes
Councilor Lachance	Ward 1	Yes
Councilor Walker	Ward 4	Yes

4. Update Four Rod Road and &Portland Street Culvert Projects.

Four Rod Road Culvert Project - Mr. Nourse displayed the graphics for this culvert repair project. He stated that this culvert was 45' corrugated metal pipe culvert was installed in 1965 and it is classified as bridge due to the span being greater than a 10 foot span under the road. He stated that this is the only NHDOT Red Listed Bridge in the City and the plan is to repair it with a cured in place polymer coating that is sprayed on approximately 2.5" thick inside of the culvert to the entire surface. Mr. Nourse stated that this should extend the life of the culvert another 15 or more years. There was detailed discussion regarding the polymer application. Councilor Walker asked if this repair would satisfy NHDOT and allow for the bridge to be removed from the red list. Councilor Gay asked if detouring traffic during application would further ensure the integrity of the polymer application. Mr. Nourse stated he would look into that. Mr. Nourse explained that the project had gone out to bid earlier in the day and there was an approximate shortfall in funding of \$30,000. Mr. Nourse explained that there is funding in the Corrective Drainage CIP to cover that short fall and as the project timeline includes work to be completed in the preferred low water conditions, he plans to proceed if there are no objections. There were no objections

Portland Street Twin Culvert Project -

Mr. Nourse described the twin culverts on Portland Street near the intersection with Flower Lane. He stated that these two 36" corrugated metal pipes are failing and that the current orientation or alignment doesn't follow the streams natural directional flow. He stated this project will replace the metal pipes with reinforced concrete pipes, address the natural orientation with the stream, and the pipes will be installed longer than the existing pipes to leave room for future sidewalks in the area. Mr. Nourse stated that this bid

opening occurred earlier in the day and there was a short fall of approximately \$65,000 that will use the Corrective Drainage CIP to cover. He stated that this project award is also important due to the timing of low water flow in the stream. Mr. Nourse did stated that using these fund is the responsible thing to do in order to move these projects forward, but he did say if we have an major drainage problems occur over the winter or next spring, we may need to consider an appropriation at that time. Councilor Gray mentioned that he has been made aware of drainage problems in this area. Councilor Lachance asked if there would be road closures. Mr. Nourse stated that yes, there would be a traffic detour plan. Councilor Hamann asked the approximate start date. Mr. Nourse state that both the Four Rod Road and the Portland Street Culvert Projects would start next month. Councilor Lachance asked if the Director needed any Committee action. The Committee agreed on the plan to proceed and no that actions were needed.

5. Non Public RSA 91-A:3, II (c)

Councilor Hamann made a motion to enter Non Public session siting RSA 91-A:3, II (c) at 7:34PM. Councilor Rice Seconded the Motion

A Roll Call Vote was taken:

Councilor Hamman	Ward 5	Yes
Councilor Gray	Ward 6	Yes
Councilor Rice	Ward 5	Yes
Councilor Lachance	Ward 1	Yes
Councilor Walker	Ward 4	Yes

The Committee reconvened

Councilor Lachance made a motion to leave non-public session at 8:17PM. The Motion was seconded by Councilor Rice.

A Roll Call Vote was taken:

Councilor Hamman	Ward 5	Yes
Councilor Gray	Ward 6	Yes
Councilor Rice	Ward 5	Yes
Councilor Lachance	Ward 1	Yes
Councilor Walker	Ward 4	Yes

Councilor Walker made a motion to seal the minutes indefinitely citing it may render a proposed action ineffective. Councilor Rice seconded the motion.

A Roll Call Vote was taken:

Councilor Hamman	Ward 5	Yes
Councilor Gray	Ward 6	Yes
Councilor Rice	Ward 5	Yes
Councilor Lachance	Ward 1	Yes
Councilor Walker	Ward 4	Yes

6. . Other.

Councilor asked all Committee Member if they had any items to bring up for discussion.

There were no others for discussion.

Councilor Lachance made a motion to adjourn at 8:24 pm. Councilor Rice seconded the motion. The motion passed unanimously.

A Roll Call Vote was taken:

Councilor Hamman	Ward 5	Yes
Councilor Gray	Ward 6	Yes
Councilor Rice	Ward 5	Yes
Councilor Lachance	Ward 1	Yes
Councilor Walker	Ward 4	Yes

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

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY
2021 Paving Rehabilitation Program**

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

That the amount of One Million Dollars (\$1,000,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Paving Rehabilitation Program. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY
2021 Sidewalk Replacement Program**

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

That the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Sidewalk Replacement Program. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

**Resolution Accepting \$518.85 Forfeiture Funds from the State of New Hampshire and
Supplemental Appropriation in Connection Therewith**

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

That the amount of Five Hundred Eighteen and 85/100 Dollars (\$518.85) in State of New Hampshire Forfeiture Funds is hereby accepted. Further, that the amount of Five Hundred Eighteen and 85/100 Dollars (\$518.85) is hereby appropriated as a supplemental appropriation to the Rochester Police Department Operating Budget and that the funding for this supplemental appropriation shall be derived in its entirety from the Forfeiture Funds.

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



08/27/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

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 Accepting \$59,325.00 CARES Act Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith

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

That the amount of Fifty Nine Thousand Three Hundred Twenty Five Dollars (\$59,325.00) in State of New Hampshire CARES Act Funds is hereby accepted. Further, that the amount of Fifty Nine Thousand Three Hundred Twenty Five Dollars (\$59,325.00) is hereby appropriated as a supplemental appropriation to the City Clerk's Operating Budget to pay for increased election costs associated with the response to the COVID-19 pandemic and that the funding for this supplemental appropriation shall be derived in its entirety from the CARES Act Funds.

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



08/27/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

Resolution Deauthorizing \$11,974.16 from Granite Shield Grant Funds

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

That the amount of Eleven Thousand Nine Hundred Seventy Four and 16/100 Dollars (\$11,974.16) in previously accepted Granite Shield Grant Funds is hereby deauthorized. No funds will be returned, the Police Department will reduce its request under the Grant for reimbursement.

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



08/27/2020

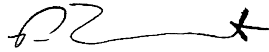
City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

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