



City of Rochester, NH Preamble for June 2, 2020 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 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).*

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City Clerk's Office



**Regular City Council Meeting
June 2, 2020
Council Chambers
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: May 5, 2020 *consideration for approval* P. 9**
 - 5.2 City Council Special Meeting: May 19, 2020 *consideration for approval* P. 29**
- 6. Communications from the City Manager**
 - 6.1 City Manager's Report P. 35**
- 7. Communications from the Mayor**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
- 10. Reports of Committees**
 - 10.1 Fidelity Committee P. 57**
 - 10.2 Public Works P. 63**
 - 10.2.1 *Committee Recommendation:* To accept the donation of banners supporting the graduating**

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class of 2020 and approval for the banners to be hung on light posts downtown **consideration for acceptance** P. 64

10.2.2 Committee Recommendation: To approve the DPW plan to pave Salmon Falls Road this season and to continue with the FY2020 paving in late fall or early next paving season **consideration for acceptance** P. 67

10.2.3 Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith *first reading and refer to public hearing June 16, 2020* P. 77

10.2.4 Committee Recommendation: To approve the removal of the black posts around the downtown trees **consideration for acceptance** P. 71

11. Old Business

11.1 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00 *second reading and consideration for adoption* P. 79

12. Consent Calendar

13. New Business

13.1 Discussion: Final Budget adjustments *motion to accept the Committee of the Whole budget adjustments* P. 83 & 85

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- 13.2 Resolution Authorizing Supplemental Appropriation from General Fund Unassigned Fund Balance in the amount of \$350,000.00 for the Purchase of 55 North Main *first reading and refer to public hearing June 16, 2020* P. 87**
- 13.3 Acceptance of Donation of Jersey Barriers from SUR Construction, estimated value \$2,000 *motion to accept***
- 13.4 City of Rochester Dog Warrant (April 30, 2019 to April 30, 2020) *motion to send Warrant to the Police Department for Action***
- 13.5 Resolution Authorizing Transfer of Water Fund Operating Funds into Multi-Year Funds in the amount of \$25,500.00 *first reading and consideration for adoption* P. 89**
- 13.6 Resolution Authorizing Transfer of Sewer Fund Operating Funds into Multi-Year Funds in the amount of \$118,500.00 *first reading and consideration for adoption* P. 95**
- 13.7 Reaffirming Existing Filing Fee structure (ZBA) *consideration for approval *backup forthcoming***
- 14. Other**
- 15. Adjournment**

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Regular City Council Meeting
May 5, 2020

**Regular City Council Meeting
May 5, 2020
Council Chambers
7:00 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
Mark Sullivan, Deputy Finance Director
Julian Long, Community Development
Coordinator/Grants Manager

Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:00 PM and read the following preamble:

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.

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.

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.

Kelly Walters, City Clerk, called the roll. All Councilors were present. In addition, all Councilors indicated that they were alone in the location from which they were connecting remotely.

2. Opening Prayer

Mayor McCarley called for a moment of silence to reflect on the impact of COVID-19.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, took a roll call under the preamble earlier in the meeting.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: April 7, 2020 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of April 7, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call of 13 to 0. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

5.2 Special City Council Meeting April 28, 2020

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes of April 28, 2020. Councilor Walker seconded the motion.

The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

6. Communications from the City Manager

6.1 Employee of the Month Award

City Manager Cox announced that the members of the Emergency Operation Center [EOC] have been selected as the Employee of the Month for May. City Manager Cox read a letter from the Employee Recognition and Achievement Committee who made this recommendation. City Manager Cox shared one of the many letters received by the public as well. The members are as follows:

- Fire Chief Klose
- Adam Hughes
- Rob Lynch
- Bob Veno
- Julia Libby

6.2 City Manager's Report

The City Manager's Report is as follows:

Contracts and Documents Executed Since Last Month:

- Department of Public Works
 - Brown & Caldwell NPDES – Engineering Support Task Order
 - Colonial Pines Sewer Project - Turnpike Encroachment Permit
 - Wright Pierce - Water Audit & Demand Analysis
- Economic Development/Community Development
 - CDBG FY20 Environ. Review CAP Weatherization – Briar Ridge Estates
 - CDBG FY20 Environ. Review CAP Weatherization – StonyBrook
 - CDBG FY21 Environ. Review CAP Weatherization – Goodwin Comm Health
 - CDBG FY21 Environ. Review CAP Weatherization - RHA
 - Prep Partners P & S Addendum
- Finance Department
 - MPS Service Agreement
- Information Technology
 - ABB – Fiber Connection

- Police
 - Vest Grant Application Authorization Request

Standard Reports:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued -none
- Personnel Action Report Summary

6.3 Discussion: Housing Assistance Relief microloan proposal

City Manager Cox referred to a letter, which can be found in the City Council packet, relative to the proposed Residential Housing Relief Micro-Loan Program which was discussed at the April 21, 2020 City Council workshop. In this letter, staff asked the following two questions to guide their analysis:

1. Does the proposed program provide any services that the City's existing welfare program does not already provide?
2. Is there a need currently identified that is not being met?

City Manager Cox informed the Council that the City staff determined that the answer to both of these questions is no. He added that it was determined that the program is not needed at this time. The existing welfare program is positioned to meet the verified needs that exist.

Councilor Hutchinson questioned how the verified need had been determined? Secondly, he asked if residents are aware of the programs currently offered by the Welfare Department; in particular the residents who have never used such services in the past. City Manager Cox replied that the Welfare Department has specific guideline from the State as to how to operate the department in terms of offering services. City Manager Cox spoke briefly about the Welfare programs which are in place at this time.

Councilor Hutchinson again questioned how it can be determined that there is not a verified need that exists and how residents can find out about the services offered if they have not had to use such services in the past. He gave an example of someone who has lost their job for the first time in life due to COVID-19. City Manager Cox replied that the Welfare Program has been in place for well over a hundred years. He stated that it is a general assistance program. He said if it is a matter of publicizing the existing Welfare Program, City staff can follow up with that recommendation. City Manager Cox stated that in his years of service, he

has not been aware of a lack of knowledge about the Welfare Program. Councilor Hutchinson reiterated that there has not been a thorough analysis to confirm if there is a need for a Residential Housing Relief Micro-Loan program in Rochester. He said it was City staff, who are employed and have job security, who were the ones answering these two questions.

Councilor Rice informed the City Council that his constituents have been in favor of this program and a possible expansion of the program if it is implemented. He added that more clarification should be in place for guidelines about how this should be implemented and if \$500,000 is enough funding for such a program. He said although many of his constituents are homeowners verses renters, there is a consensus that the program is a necessity for renters during the pandemic. He said this may not be a need at this time but the City should be prepared for when/if this need arises.

Councilor Hainey said her constituents are a mix of homeowners and renters. She reported that no constituent has voiced concerns to her against proceeding with such a program. She added that she does have one concern about the program which is that the people needing to borrow this money are not in a position to pay back the loan. She questioned why the City would loan money and put these renters in a hardship situation rather than using a program which is already in place to seek a grant (which does not need to be paid back). She said a better option is to ensure the Welfare Department is fully staffed and to fully fund the Department. She added that it is important to inform the public of such programs.

Councilor Belken took issue with generalizing the public that would apply for such loans as "people who could not pay the money back". She said during this pandemic, groups of people are being impacted who have never been in this type of situation before. Lastly, if the City Council is not supporting this program than she agreed that the Welfare Department should be fully funded and staffed. She cautioned the City Council about not being prepared to have such a program in place before the need arises.

Mayor McCarley referred to an article in the newspaper following the April 21st meeting. She said if this (increased need for renter assistance program) becomes a problem, the Welfare Department must let the City Council know. The Welfare Department is already obligated to offer housing assistance to residents who qualify for that assistance. She reiterated that the Welfare Department would let the City Council know if this becomes a problem and such a program becomes necessary. Currently, landlords are not reporting any issues with collecting rent; however, the landlords do acknowledge it could become a problem in the near future if the situation does not improve.

City Manager Cox reiterated that the Welfare Department is legally obligated to assist residents who qualify for housing assistance; regardless of whether or not the Welfare Department has the funding on hand or if it needs to seek a supplemental appropriation from the City Council. The Welfare Director has the statutory obligation/ability to get funds as needed.

Councilor Lachance said this program already exists through the Welfare Department as a grant program and that changing it from a grant program to a loan program would not be as effective. He agreed that the information should be made available to the public. He stated that he would not vote in favor of a resolution for housing relief microloans.

7. Communications from the Mayor

Mayor McCarley referred to the two proclamations, which are available in the City Council packet as follows:

7.1. Proclamation: Arbor Day April 24, 2020

7.2. Proclamation: Public Works Week May 17-23, 2020

Mayor McCarley asked the City Clerk to announce some important dates as they relate to the upcoming elections.

City Clerk Walters announced that the last day to change your party affiliation is June 2nd. The filing period for the September 8, 2020 Primary Election will be open from June 3rd to June 12th.

The two upcoming elections are as follows:

- September 8, 2020 State Primary Election
- November 3, 2020 State General Election/Presidential Election

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

No discussion.

10. Reports of Committees

10.1 Community Development Committee**10.1.1 Resolution Adopting a FY 2021 Rochester CDBG
"Action Plan For The City Of Rochester, N.H." and
Approving And Appropriating The FY 2021
Community Development Budget for The City Of
Rochester [Click Here for Annual Action Plan](#)
*second reading and consideration for adoption***

Councilor Lauterborn **Moved** to read the Resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors 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 second time as follows:

**RESOLUTION ADOPTING AN FY 2021 ROCHESTER CDBG
"ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." AND
APPROVING AND APPROPRIATING THE FY 2021
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2021 (July 1, 2020—June 30, 2021) "Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City's CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Fifty Four Thousand Five Hundred Dollars (\$254,500.00) be, and hereby is, approved and appropriated for fiscal year 2021 (July 1, 2020—June 30, 2021. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 50,900.00
Public Service Agencies	\$ 38,175.00

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Housing/Public Facilities/Infrastructure \$ 165,425.00

Total \$ 254,500.00

III. Further, that Nine Thousand Five Hundred Nine Dollars and Seventy Four Cents (\$9,509.74) in prior year unexpended CDBG funds be repurposed for use in the FY 2021 Action Plan year.

IV. Further, that Ninety Eight Thousand One Hundred Ninety Eight Dollars and Sixteen Cents (\$98,198.16) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans' repayments, be appropriated for continued use in the FY 2021 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2021 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2021 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Fifty Four Thousand Five Hundred Dollars (\$254,500.00) shall be drawn in their entirety from the above-mentioned FY 2021 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

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

Councilor Lauterborn said this adoption would allow agencies to receive funding starting on July 1, 2020; however, this resolution will be sent back to the City Council for an Amendment sometime in July because of the anticipated additional funding related to COVID-19 and the CARES Act. Councilor Lauterborn **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

**10.1.2 Resolution Adopting a FY 2020-2025 CDBG
"Consolidated Plan for The City Of Rochester,
N.H." [Click Here for Consolidated Plan](#) *first
reading and refer to public hearing***

- [Click for revised Consolidated plan with proposed amendments](#)

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

**RESOLUTION ADOPTING AN FY 2020-2025 CDBG
"CONSOLIDATED PLAN FOR THE CITY OF ROCHESTER, N.H."**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the five-year 2020-2025 "Consolidated Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic & Community Development, in connection with the City's CDBG program, including the goals, objectives, and concepts set forth therein;

II. The budget for Year 1 of the FY 2020-2025 "Consolidated Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.," which is contained and detailed in the *Resolution Adopting an FY 2021 CDBG "Action Plan for the City of Rochester, N.H."*, may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2021 budget adopted for the Office of Economic & Community Development for the Rochester CDBG Program;

Furthermore, in the event that federal funding for any Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or

the City Manager's designee in the Office of Economic & Community Development, is authorized to proportionately reduce the amounts for the relevant budgetary categories, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

Councilor Lauterborn explained that an amendment would be needed to replace the original plan with the revised consolidation plan. Councilor Lauterborn described the changes in the document (200 pages). She said there are no substantive changes to the plan; however, there are additions to the plan which add language relative to COVID-19 and emergency services responses to the pandemic as well as reasons why the language is needed in order to expend the funding. Councilor Lauterborn **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion.

Councilor Lauterborn **MOVED** to **AMEND** the resolution by replacing the original plan with the revised consolidated plan which is outlined on this evening's agenda ([link](#)). Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Rice, Walker, Belken, Bogan, Lachpaelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous 13 to 0 roll call vote. Councilors Hainey, Abbott, Lauterborn, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn stated that a new application has been created and sent out to the agencies who stated an interest in applying for additional funding due to COVID-19. The applications are expected to be received by the end of the month. As Chair of the Committee, she will call a meeting in order to discuss those applications. She anticipated that the request for funding would be sent to the City Council sometime in June.

10.2 Finance Committee

Mayor McCarley said there are no action items from the Finance Committee meeting. She said the Committee discussed the impact that COVID-19 has had on this year's budget as well as how it may impact the Fiscal Year 2021 budget cycle. She said the Finance Department indicated that the City is in good shape for now and will be seeking reimbursements from the State directly related to COVID-19 expenses. She said the City

received a letter today relative to the City's eligibility for reimbursements up to approximately \$700,000.

Mayor McCarley said the Committee briefly discussed City assessments and how abatements may affect next year's budget. Mayor McCarley said the Assessing Department and Finance Department are working on budget adjustments and it will be discussed more at future Workshops.

11. Old Business

11.1 Ordinance Amendment Relative to Sewer User Rates *second reading and consideration for adoption*

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

ORDINANCE AMENDMENT RELATIVE TO SEWER USER RATE

THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 200, Section 23 of the General Ordinances of the City of Rochester, entitled "Wastewater Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Wastewater Rates" and by replacing such portion of the ordinance with the following:

200.23 Wastewater Rate and Fee Schedule

Quarterly Wastewater Rates

Residential Customers without exemption:	\$7.43	per 100 cu. ft. of water use
Residential Customers with exemption:	\$4.94	per 100 cu. ft. of water use
Commercial and industrial customers:	\$7.43	per 100 cu. ft. of water use
High Volume Customer (i.e. customers using more than 5,000 units **monthly)	\$6.68	per 100 cu. ft. of water use

Unmetered Residential Customers:

Per quarter per unit without exemption:	\$229.47
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Per quarter per unit with exemption:	\$114.72
Sewer-Metered Customers:	\$7.43 per 100 cu. Ft.
Minimum Fee:	
Per quarter per unit without exemption:	\$34.31
Per quarter per unit with exemption:	\$27.31
Septage Discharge:	\$55.00 per 500 gal. or portion thereof
RV Septage Discharge:	\$16.00 flat fee
Graywater Disposal	\$30.00 per 2000 gal. or portion thereof

II. That this ordinance amendment shall take effect on July 1, 2020

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

Councilor Walker questioned the need to pass these rate increases at this time. He asked if the vote could be delayed a few months. Mayor McCarley said she was going to suggest that the effective date be delayed until January 2021.

Councilor Lachance asked what law regulates that the user rates be paid for by those utilizing the services. Mark Sullivan, Deputy Finance Director, replied that the Water and Sewer Ordinances generate the basis for utilizing the user fees to cover the operating services and debt service.

Councilor Lachance asked if there is anything in the City's ordinances that prohibits the Council from utilizing other funds rather than using user fees (solely) to offset some of that cost. Mr. Sullivan explained that when the revenues do not cover the expenses of each fund, then money is taken from the General Fund and a deficit is shown in each of those funds. The money must be paid back to the General Fund. The auditors have said that the City must be cognizant of the deficit and not allow the figure to grow too large. He added that the City recently went out to bond for areas of the sewer and water departments and the deficit will continue to increase. This must be watched closely to make sure the deficit is not too great on the General Fund Cash needs.

Councilor Lachance stated that all residents receive benefits from the City's clean drinking water and sewer system. He gave examples of going out to eat and his own gym membership and said maybe it is time to rethink the way some of these services are funded, especially with the onset of COVID-19. Councilor Lauterborn disagreed with statements made by Councilor

Lachance. She said the gym owner would pay for the water and sewer rates and the members would pay for a membership. She indicated that she owns a private septic tank and it cost thousands of dollars to replace such a septic tank if it fails. She added that she would not expect the taxpayers to cover that cost, as she does not pay for public water and sewer services.

Councilor Rice questioned if these resolutions could be postponed until a later date or is this tied in with the fiscal year budget cycle. Mayor McCarley stated that the Utility Advisory Board and the Finance Committee spent a lot of time working on bringing forth these proposed amendments because in the past the City Council has fallen behind in raising the user rates enough to cover the expenses. She confirmed that the rate increases can be delayed; however, they must eventually be raised as the Deputy Finance Director has explained. She indicated that if these rate increases were implemented on January 1, 2021, the first bills would not become due until about March 1, 2021. Councilor Rice wished to confirm that even if these Amendments passed this evening, the City Council could still seek to delay the implementation again if needed. Mayor McCarley replied that is correct; however, the Finance Department pulled together projections for the budget with the rate increases in mind, so there may be other adjustments that need to be made as a result.

Councilor Lauterborn said there is never a good time to increase the user rates and that is why the City is now in this position. The City has an obligation to maintain safe water and sewer systems. She spoke in favor of amending the effective date for January 2021.

Councilor Lachapelle **MOVED** to **AMEND** the Amendment to the City Ordinances effective date to January 1, 2021. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 vote. Councilors Lachapelle, Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

Mayor McCarley called for a vote on the motion as Amended. The **MOTION CARRIED** by a vote of 9 to 4. Councilors Walker, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, and Mayor McCarley voted in favor of the motion. Councilors Rice, Belken, Hutchinson, and Lachance voted against the motion. The Amendment shall take effect as follows:

- **II. That this ordinance amendment shall take effect on ~~July 1, 2020~~ January 1, 2021**

11.2 Ordinance Amendment Relative to Water User Rates *second reading and consideration for adoption*

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

ORDINANCE AMENDMENT RELATIVE TO WATER USER RATE

THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 260, Section 17 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

260.17 Water Rate and Fee Schedule

Quarterly Water Rates

Residential Customers without exemption:	\$5.83	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.52	
Commercial and industrial customers:	\$5.83	

Unmetered Residential Customers:

Per quarter per unit without exemption:	\$155.96
Per quarter per unit with exemption:	\$77.96

Minimum Fee:

Per quarter per unit without exemption:	\$22.14
Per quarter per unit with exemption:	\$17.76

II. That this ordinance amendment shall take effect on July 1, 2020

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment to the Sewer Ordinance. Councilor Walker seconded the motion. Councilor Lachapelle **MOVED** to **AMEND** the Amendment to the City Ordinances effective date to January 1, 2021. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 vote. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

Mayor McCarley called for a vote on the motion as Amended. The

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MOTION CARRIED by a vote of 9 to 4. Councilors Hainey, Lauterborn, Abbott, Lachapelle, Walker, Gray, Bogan, Hamann, and Mayor McCarley voted in favor of the motion. Councilors Hutchinson Rice, Belken, and Lachance voted against the motion.

The Amendment shall take effect as follows:

- **II. That this ordinance amendment shall take effect on ~~July 1, 2020~~
January 1, 2021**

12. Consent Calendar

No Discussion.

13. New Business

13.1 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00 *first reading and refer to public hearing*

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

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Six Hundred Thousand Dollars (\$600,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring

technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Six Hundred Thousand Dollars (\$600,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

13.2 Resolution Authorizing Acceptance And Appropriation Of Certified Local Government Grant Award *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 13 to 0 roll call vote. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Hainey, Abbott, Lauterborn, Hutchinson, Lachance, Gray, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF CERTIFIED LOCAL GOVERNMENT GRANT AWARD

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

WHEREAS, that a Certified Local Government (CLG) grant in the amount of Twenty Thousand Dollars (\$20,000.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Twenty Thousand Dollars (\$20,000.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created

for the purpose of carrying out an updated survey of historic properties in the historic district for consideration for the National Register of Historic Places;

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor (last name) asked how much funding is included in the grant. Councilor Lauterborn confirmed that the amount was for \$20,000. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Bogan, Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

13.3 Supplemental Appropriation to the Rochester Business Microloan Program in the amount of \$50,000.00 (2nd round) *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 12 to 1 roll call vote. Councilors Hamann, Walker, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion. Councilor Hutchinson voted against the motion.

Supplemental Appropriation to the Rochester Business Microloan Program in the amount of \$50,000.00

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

That the amount of Fifty Thousand Dollars (\$50,000) is hereby appropriated as a supplemental appropriation to the Rochester Business Microloan Program for the purpose of paying costs associated with the short-term, microloan program to be administered by the Director of Economic Development Special Reserve Fund to assist downtown businesses during the COVID-19 pandemic

emergency. The funding for this supplemental appropriation shall be derived in its entirety from the Economic Development Fund.

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. Councilor Lauterborn referred to the first round of the microloan program, which was approved by the City Council about a month ago. She said the original proposal set the lending rate at 75% of the Wall Street Journal (WSJ) Prime Lending Rate and now the application stipulates the lending rate is set at "0". The closing costs were to be kept to a minimum and now there are no closing costs included on the application. She said the application does not match what the City Council adopted a month ago. Michael Scala, Director of Economic and Community Development, stated that the original proposal was to set the lending rate at 75% of the WSJ, which is similar to what is offered through the Job Loan applications. He said after hearing input from the City Council and subsequent evaluation of some of the other programs being offered, it led to the decision to extend the first payment due date and to reduce the interest rate to "0". He said the interest rate would have been a fairly minimal cost over the course of the two years. He said these changes were made to the first loan funding application and this second proposal is being made with that same intention. Attorney O'Rourke agreed that the proposed plan was in the original agenda bill submitted by Mr. Scala; however, the original resolution and the resolution before the City Council this evening clearly state that the program would be administered by the Director of Economic Development, and it does not set an interest rate. He said the resolution gives the Director of the Economic Development Department the authority to set up this program. He said in addition, Mr. Scala took guidance from the Finance staff and the City Manager. Councilor Lauterborn read from the previous set of minutes as follows: "*Councilor Lauterborn had no objection to extending the due date of the first payment out to 120 days; however, she supported the language included in the packet that stated these loans would be set for a 24-month term with a fixed APR interest rate set at 75% of the Wall Street Journal Prime Lending Rate. She questioned if this is what the Council is voting for now. Mayor McCarley said that is correct.*"

Mr. Scala apologized and said he felt he did have that flexibility to adjust the rate if needed. He gave reasons why he made changes to the application.

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May 5, 2020

Mayor McCarley said she might have misunderstood when Councilor Lauterborn asked that specific question at the last meeting.

Councilor Lauterborn said this proposal was presented one way and then it was reported to the newspaper differently the next day. Mr. Scala again apologized for the misunderstanding and reiterated that he thought he had more leeway, especially during the pandemic, in order to assist small businesses.

Councilor Gray stated his objection to this proposal as he did with the first proposal. He gave reasons why he would vote against it. He added that the City is not a bank and this places the City in direct competition with the banks.

Councilor Gray asked if this funding was money generated from the Waste Management Host Fees and not by money generated from taxes. Mayor McCarley replied that is correct.

Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a 7 to 6 roll call vote. Councilors Lachance, Belken, Hamann, Hainey, Lachapelle, Bogan, and Mayor McCarley voted in favor of the motion. Gray, Rice, Lauterborn, Hutchinson, Walker, and Abbott voted against the motion.

14. Other

Councilor Lachance asked if Councilor Hutchinson was seeking action on a resolution for the Residential Housing Relief Micro-Loan Program this evening. Councilor Hutchinson said a vote would be good to indicate support or not for the program.

Councilor Lachance **MOVED** to **ADOPT** the resolution. Councilor Hutchinson seconded the motion. Mayor McCarley requested that the resolution be shown on the screen for the public's view. City Attorney O'Rourke shared his screen with the proposed resolution and read the resolution in its entirety as follows:

**Supplemental Appropriation in the Municipal
Welfare Department Budget in the amount of \$500,000.00
for the Residential Microloan Program**

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

That the amount of Five Hundred Thousand Dollars (\$500,000.00) is hereby

appropriated as a supplemental appropriation to the Welfare Department for the purpose of paying cost associated with the short-term microloan program to be administered by the Director of Municipal Welfare to assist City residents with housing cost during the COVID-19 pandemic emergency. The funding for this supplemental appropriation shall be derived in its entirety from the 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 transaction completed in this Resolution. All projects will be assigned a unique account number for tracking and reporting purposes.

City Attorney said the City Council could move to accept what he read as a first reading and refer the matter to a public hearing. It must be referred to a public hearing since the funding is derived from the Unassigned Fund Balance.

Attorney O'Rourke said the City Council would need to suspended the rules in order to add the resolution to the Agenda and then the City Council could potentially accept what he read (resolution) into the record as the first reading. Councilor Rice **MOVED** to add the resolution relative to housing microloans to the Agenda. Councilor Hutchinson seconded the motion. The **MOTION FAILED** by a 9 to 4 roll call vote. Councilors Hutchinson, Rice, Belken, Lachance, voted in favor of the motion. Councilors Gray, Hailey, Lauterborn, Abbott, Lachapelle, Walker, Bogan, Hamann, and Mayor McCarley voted against the motion.

Mayor McCarley said during these difficult times of COVID-19, she hoped that the elected officials would not be hung-up on getting individual councilors on the record for various issues as the City Council works through COVID-19 together.

15. Adjournment

Mayor McCarley **ADJOURNED** the Regular City Council meeting at 7:45 PM.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

**Special City Council Meeting
May 19, 2020
Council Chambers
6:39 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hainey
Councilor Hamman
Councilor Hutchinson
Councilor Lachance
Councilor Lachapelle
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
Kyle Repucci, Superintendent
Paul Lynch, School Board Chair

Minutes

1. Call to Order

Mayor McCarley called the Special City Council Meeting to order at 6:39 PM. She read the preamble prior to Public Hearing immediately preceding the Special Meeting as follows:

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.

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.

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.

2. Roll Call

Deputy City Clerk Cassie Givara had taken the roll call at the Public Hearing immediately preceding the Special Meeting. All Councilors had been present and indicated that they were alone in the location from which they were connecting.

3. Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00 *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. Mayor McCarley read the resolution for a second time by title only as follows:

Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00

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

Pursuant to New Hampshire RSA Chapter 34, that One Million Six Hundred Sixty Four Thousand Seven Hundred Eighty Seven Dollars (\$1,664,787.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Walker stated that he did not agree with the fund transfer and viewed it as a way around the tax cap.

Mayor McCarley invited a representative from the school department to address the concern which had been brought forward in regards to this resolution. Kyle Repucci, Superintendent of Schools, addressed the Council. Superintendent Repucci reported that bonding was finalized in April and the School Department had just received the final figures. Mr. Repucci said that there is now a savings in debt service of \$512,924.00 in the FY21 budget due to the bonding interest rate coming in lower than budgeted. Due to this savings, Mr. Repucci stated that they are now recommending the transfer be reduce by this amount for a new total of \$1,151,863.00.

Councilor Lachance **MOVED** to **AMEND** the resolution according to the new figures supplied by the superintendent. Councilor Bogan seconded the motion. Councilor Lachance stated that it makes good fiscal sense to plan for the future and use cash as opposed to bonding as often as possible; therefore it is appropriate to have a capital reserve fund for future expenditures as opposed to using bonding.

Councilor Walker asked how the money from these capital reserve funds is expended. It was clarified that the School Board needs City Council approval for all expenditures from the Capital Reserve fund.

Councilor Walker asked City Manager Cox if the money in the Capital Reserve fund is factored into the calculation of the tax cap. City Manager Cox answered that the capital reserve fund is moved outside of the tax cap calculations; it only comes into play in the tax cap calculations when it is used to offset the school's debt service.

Mayor McCarley called for a vote on the amendment to the motion. The **MOTION CARRIED** by a 13 to 0 vote with Councilors Hainey, Lauterborn,

Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor.

Councilor Gray said that the issue with moving the money into a capital reserve fund is that the City already has the undesignated fund balance established if it is determined that funds need to be moved into the school department; Council has the authority to authorize such requests. Councilor Gray said that there is also a perception by some that this transfer into the capital reserve fund is a way around the tax cap. He spoke about the unexpended money from School Department supplemental appropriations being placed back into the capital reserve fund each year; this is then being used in budget calculations, which increases the amount allocated the following year.

Councilor Walker asked how many votes it would take to use money from the undesignated fund balance versus the capital reserve fund. City Manager Cox answered that it requires a 2/3 vote to expend money from the undesignated fund balance and a 3/4 vote to expend money from the Capital Reserve fund.

Mayor McCarley addressed Councilor Gray's statements regarding unused funds from the School Department's supplemental appropriations. She clarified that the unexpended funds from a supplemental appropriation are returned back to the undesignated fund balance, and the school may request half of that amount back; however, there is no guarantee that the school will receive this amount back. Council votes on the decision each time this occurs.

Paul Lynch, Chair of the School Board, stated that the process of requiring the 3/4 vote is an effort to encourage a partnership between the School Board and the City Council in order to collaborate and work together for mutual understanding of the goals to be accomplished with each appropriation.

The amended **MOTION CARRIED** by an 11 to 2 roll call with Councilors Belken, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Lachance, Abbott, Bogan, and Mayor McCarley voting in favor and Councilors Gray and Walker voting opposed. The Resolution as Amended is as follows:

**Resolution Authorizing Transfer from the General Fund Unassigned
Fund Balance to the School Building Capital Reserve Fund in the
amount of 1,151,863.00**

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

Pursuant to New Hampshire RSA Chapter 34, that One Million One Hundred Fifty One Thousand Eight Hundred Sixty Three Dollars (1,151,863.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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.

4. Adjournment

Mayor McCarley **ADJOURNED** the Special City Council Meeting at 6:54 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 • Rochester, NH 03867

(603) 332-1167

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CITY MANAGER'S REPORT

June 2, 2020

Contracts and documents executed since last month:

- Department of Public Works
 - HTA Granite Ridge Task Order **P. 36**
 - Memo BC Rt. 11 Pump Station Contract **P. 37**
 - USGS Joint Funding Agreement FY2021 **P. 38**
 - WP Vernal Pools Wetlands Delineation **P. 39**
- Economic Development
 - CLG Grant Award **P. 40**
 - BFA – Letter of Commitment - LDI Project **P. 41**
 - FY20 CDBG Subcontract – RCCC **P. 42**
 - FY20-25 Con Plan **P. 43**
 - FY21 – CDBG Contracts – RCCC- Share Fund – CRH **P. 44**
 - FY21 – CDBG Contracts – TCC - DALC - HCS – SNMW **P. 45**
 - FY21 Environmental Reviews – multiple projects **P. 46**
 - FY21 Environmental Reviews – Briar Ridge Home **P. 47**
- Finance Department
 - SUR Construction Agreement **P. 48**
 - Vision CAMA Agreement **P. 49**
- Legal Department
 - 55 North Main Street **P. 50**
 - CMGC Agreement **P. 51**

Other documents included for information:

- DOT Letter – Rt. 11 Resurfacing **P. 52**
- UNH Letter – painted turtles **P. 53**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued -none
- Personnel Action Report Summary **P. 55**



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
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INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: May 20, 2020

SUBJECT: Hoyle Tanner & Associates
Task Order #11 Granite Ridge Survey & Planning
Amount = \$33,553

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

Attached please find (1) one copy of the Hoyle Tanner & Associates Task Order # 11. This is for work associated with the Granite Ridge Development (TIF) and includes Survey & Planning as described in the scope of services section of this task order/agreement.

This project was discussed with the Finance Department and approved for this amount of work to proceed.

The funding is available in the following account line.

Granite Ridge TIF District Phase 2 61083010-771000-16577 = \$33,553

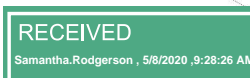
If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

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

05/28/2020



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INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: May 5, 2020 *LJC*

SUBJECT: Brown & Caldwell Engineers Contract
Final Design, bidding and CWSRF Loan Application
Rt 11 Pump Station \$32,830.00

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

Attached please find (1) one copy of the Brown and Caldwell Engineers contract for engineering services related to the Rt11 Pump Station Upgrade Project. This project design is nearly completed and this contract will take us to final design, bidding and includes assistance with submitting the CWSRF loan application which is due 6/30/2020. This scope of services was discussed and approved for continuation with the Finance Department at the 5/1/2020 weekly meeting.

The funds are available in the following accounts:

61086020-772000-18545 = \$4,006.92
55026020-771000-20559 = \$28,823.08

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

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



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05/28/2020



INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: May 20, 2020

SUBJECT: United States Department of Interior
US Geological Survey
Annual Joint Funding Agreement
Amount = \$15,700

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

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

Water Account 51601073-533000 \$7,850
Sewer Account 52602074-559000 \$7,850

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

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

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

05/28/2020



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RECEIVED
Samantha.Rodgerson , 5/13/2020 , 3:36:24 PM

INTEROFFICE MEMORANDUM

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

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

DATE: May 8, 2020

SUBJECT: Wright Pierce
Vernal Pools and Wetland Delineation
Contract Amount \$9,684

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 Engineering Amendment for services related to the Round Pond and the Vernal Pools & Wetlands Delineation.

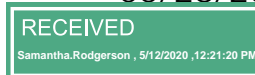
This was discussed previously with the Finance Department as project to proceed as this is time sensitive to spring conditions.

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

55016010-771000-13523 Berry River / Round Pond \$9,684

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

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



Date: May 12, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: Award Acceptance Documents for Certified Local Government (CLG) Grant

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Division of Historical Resources for the awarded CLG Grant. City Council voted to approve acceptance of the awarded grant at the May 5, 2020 City Council meeting.

The grant award acceptance requires the signature of the City Manager ***before a notary*** before submittal. Please sign the attached acceptance ***before a notary*** as the authorized official and return the signed documents to Julian.

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

MEMO

TO: Blaine Cox, City Manger

CC: Terence O'Rourke, City Attorney; Samantha Rogerson, Senior Executive Assistant

FROM: Michael Scala, Director of Economic Development

DATE: May 19, 2020

RE: BFA Letter of Commitment – LDI Project

Attached please find the Letter of Commitment between the NH Business Finance Authority (BFA) and the City of Rochester. This letter describes the terms of the loan between the City and BFA in connection with LDI Solutions Project within the Granite State Business Park.

This document requires the signature of the City Manager representing the City as Guarantor and has been reviewed and approved by City Attorney O'Rourke.

Please returned the signed version to Mike Scala.

Michael Scala

Michael Scala
Director of Economic Development



Date: May 12, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Contract – Rochester Child Care Center – D. M. Burns Security

Please see attached the signed copy of the contract between the City of Rochester and D. M. Burns Security for the Rochester Child Care Center fire sprinkler installation project. City Council approved funding for this activity at the May 7, 2019 City Council meeting.

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

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



Date: May 7, 2020

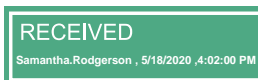
To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020-2025 Consolidated Plan

Please see attached the SF-424 forms and CDBG certifications for the CDBG Consolidated Plan for FY 2020-2025. This plan was approved by the City Council at the May 5, 2020 City Council meeting, and these forms are required by the U.S. Department of Housing and Urban Development to be submitted with the plans. The SF-424 applications and the certifications require the handwritten signature of the City Manager as the City of Rochester authority.

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



Date: May 18, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Contract – Rochester Child Care Center, SHARE Fund, Cross
Roads House

Please see attached the signed copy of the FY 2021 Community Development Block Grant (CDBG) contract between the City of Rochester and Rochester Child Care Center, the city and SHARE Fund, and the city and Cross Roads House. City Council approved funding for these activities at the May 5, 2020 City Council meeting.

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

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

Date: May 26, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Contract – Tri-City Coop, Dover Adult Learning Center, Homeless Center for Strafford County, and Strafford Nutrition Meals on Wheels

Please see attached the signed copy of the FY 2021 Community Development Block Grant (CDBG) contract between the City of Rochester and Tri-City Coop, the city and Dover Adult Learning Center, the city and the Homeless Center for Strafford County, and the city and Strafford Nutrition Meals on Wheels. City Council approved funding for these activities at the May 5, 2020 City Council meeting.

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

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



Date: May 15, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

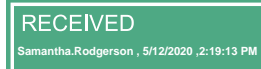
Re: FY 2021 CDBG Environmental Reviews – CAP Weatherization and
Historic District Commission Façade Program

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental reviews for:

- FY 2021 public service and economic development activities
- Homeless Center for Strafford County – New Shelter Kitchen project
- Rochester Child Care Center – Fire Doors project
- Triangle Club – Electrical System Upgrades project
- Community Action Partnership of Strafford County’s weatherization program
- New Hampshire Housing Finance Authority – Lead Remediation program

The City Council approved funding to these activities at the May 5, 2020 City Council meeting.

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



Date: May 12, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the plumbing repair in a manufactured home located in Briar Ridge Estates mobile home park, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

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

DATE: May 15, 2020

RE: SUR Construction Proposal

Attached please find SUR Construction's proposal for jersey barriers. These will be used to section off portions of Main Street to provide for outside dining starting on the 18th, and will be funded out of Covid-19 funds.

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

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: SUR Construction Agreement



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 332-7589

MEMO

TO: Blaine Cox

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

DATE: May 21, 2020

RE: Vision Government Solutions Inc. - CAMA Software Agreements

The CAMA software advisory committee has recommended Vision Government Solutions Inc. (VGSI) as the successor software to our current CAMA software provider. Attached please find four agreements with VGSI and their corresponding proposal (does not require signature). I recommend entering into these four agreements which have been reviewed by Assessing, Finance, Legal and IT staff and would enable a timely conversion to the new CAMA system.

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

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: CAMA Statement of Work

Master Software License and Services Agreement

GIS Agreement

Software Maintenance Agreement

Vision 8 CAMA Proposal



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, Deputy City Manager
From: Terence O'Rourke, City Attorney 
Date: May 21, 2020
Re: Purchase of 55 North Main Street

On May 12, 2020, in Non-Public Session, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with George Kelly to purchase 55 North Main Street for \$350,000.00. The Purchase and Sales Agreement has been finalized between myself and the Seller's attorney. The City Manager's signature is required to make the document effective.



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, Deputy City Manager
From: Terence O'Rourke, City Attorney *mo*
Date: May 21, 2020
Re: Settlement of Dispute with CMGC Building Corp.



The City and CMGC Building Corp. engaged in settlement negotiations related to a dispute regarding the fire that occurred at the Annex Building during the rehabilitation project. The City has not and will not admit to any wrongdoing, but enters into the agreement in order to bring finality to the project. In exchange for releases and indemnification, the City will pay over to CMGC Building Corp. the amount of \$60,000.00. The City Manager must sign the Settlement Agreement to end the dispute.

05/28/2020



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner



William Cass, P.E.
Assistant Commissioner

ROCHESTER-FARMINGTON
42243
NH Route 11 resurfacing and safety improvements

Bureau of Highway Design
Room 200
Tel. (603) 271-2171
Fax (603) 271-7025

May 6, 2020


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

Dear Mr. Cox:

I am writing as a reminder of the upcoming NHDOT project to resurface a segment of NH Route 11 in Rochester and Farmington, which is scheduled for this construction season. The resurfacing will start in Rochester near the Tractor Supply Store driveway and extend northwest approximately two miles to the vicinity of the Family Care of Farmington medical offices in Farmington. Within the 0.6-mile portion of the work in Rochester, the project will also create a two-way left turn lane to provide a refuge for vehicles waiting to turn left into driveways. This two-way left turn lane is being added as a safety countermeasure in response to the serious crashes that have occurred on this segment of Route 11. A safety study was conducted by the NHDOT at the request of Cornerstone VNA, which confirmed the history of serious crashes at Cornerstone's and other nearby driveways, and recommended the modification to the highway's lane configuration. This new turning lane will be created within the footprint of the existing road by reconfiguring the existing 12-foot lanes and 10-foot shoulders to provide 11-foot lanes, 5-foot shoulders, and a 12-foot two-way left turn lane, similar to the lane configuration implemented near Rochester Neck Road in Gonic in 2019. The only road widening to be undertaken by this project will be to widen the highway opposite Cornerstone VNA's driveway so that a wide shoulder can be preserved for the existing COAST bus stop.

The project start date has not yet been determined. A project pre-construction meeting will be arranged by the contractor once they are ready to commence, to which the City will be invited. In the meantime, please feel free to contact me with any project questions.

Sincerely,


Michael J. Dugas, P.E.
State Highway Safety Engineer

MJD

cc: C. Lentz – Strafford RPC
B. Schutt – NHDOT District 6 Engineer

S:\Highway-Design\TOWNS\Rochester\42243\Letters\BCox 6may20.docx

Dear City of Rochester:

I am Ben Phillips, a graduate student in the Natural Resources/Wildlife Conservation program at the University of New Hampshire. I, along with Dr. Jennifer Purrenhage and Dr. Rebecca Rowe, are investigating painted turtle populations in southeastern New Hampshire. Our research will help identify best practices for landowners and resource managers to support healthy turtle populations. I am writing to request permission to access a pond on your property to perform this research. The painted turtle population in the pond on your property was surveyed by Mike Marchand and Dr. John Litvaitis in 2001 or 2002. Resurveying these same locations nearly 20 years later provides a rare opportunity to directly document population change over time. In conducting this research, we will be utilizing non-lethal techniques (funnel traps) to capture turtles. Once captured, turtles will be marked, measured, and immediately released at the location that they were captured. I will need to sample your pond several times between June and October 2020 in order to obtain an accurate representation of the population.

I understand you may have reservations about allowing someone onto your property at this time due to COVID-19 concerns. I can assure you that I will take every step possible to mitigate any spread of the virus. I have been and will continue to follow social distancing guidelines in order to minimize my risk of infection. For the duration of my research, I will take my temperature every morning and self-monitor for a cough or shortness of breath. If I present any COVID related symptoms I will self-isolate until I can be tested for the virus. As an added precaution, I will always wear a cloth mask on your property. My field assistant will follow these guidelines as well.

Please Note: Painted turtles are NOT listed as endangered species and our research will therefore not impose any future land-use restrictions. Also, funnel traps will be placed in the water and will be of no danger to children or pets.

Please sign the included reply letter and return as soon as possible. Replies can be sent via mail or email. Thank you for your time. Your approval is instrumental in the success of this work. I hope you will consider participating in this exciting research study.

Feel free to contact me via phone or email with any questions you have.

Sincerely,



Ben Phillips
Graduate Student, University of New Hampshire
Telephone: 717-669-7337
e-mail: bmp1029@wildcats.unh.edu



Please check one of the boxes, make any corrections to your personal info, and sign on the line below. Reply letters can be sent via email or mail:

Email: bmp1029@wildcats.unh.edu

Mail: Ben Phillips
24 Lowell Street
Woburn, MA 01801

Thank you very much for your time and consideration. This project will not be possible without the participation of landowners like yourself.

PAINTED TURTLE RESEARCH REPLY LETTER



I grant permission to the University of New Hampshire painted turtle researchers (Ben Phillips and a field assistant) to access wetlands on the property listed below.



I do not grant permission to the University of New Hampshire painted turtle researchers (Ben Phillips and a field assistant) to access wetlands on the property listed below

(Please check one box)

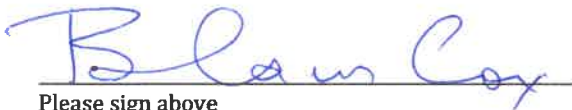
Owner Name: City of Rochester

Owner mailing address: 31 Wakefield Street Rochester, NH 03867

Pond Coordinates: 43.268377, -71.003869

Telephone #:

Email Address:



Please sign above

Comments:

[illegible]

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left blank...*

City Clerk's Office



**Fidelity Committee
of the
Tri-City Joint Mayors' Task Force on Homelessness
Remote Meeting Via Zoom
May 14, 2020
6:00 PM**

MAYORS

Mayor Caroline McCarley
Mayor Karen Weston
Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
(chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh

Dina Gagnon

Others Present: Ashley Desrochers, Public Health Network. Julian Long, Rochester Economic Development. Dave Carpenter, Dover Planning. Tory Jennison, Integrated Delivery Network. John Burns, SOS. Lindsey Williams, Dover City Council.

MINUTES

1. Call to Order

Chairman Hutchinson called the Zoom meeting of the Fidelity Committee to order at 6:02 PM. Rochester Deputy City Clerk Cassie Givara took a visual roll call of meeting participants. Mayor McCarley of Rochester and Mayor Hilliard of Somersworth were excused. All other Committee members as listed above were present.

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

Tammy Whalen, Connections for Health, spoke about the importance of having a clear, consistent message and publicizing information regarding the positive things the Committee and other organizations have accomplished in order to combat the large amount of misinformation circulating.

Mayor Carrier reported that he'd had a remote meeting with the Governor as well as multiple other City Mayors and State leaders. He spoke about the ongoing opioid crisis in the state, especially effecting the larger cities. Mayor Carrier spoke of the fact that although the opioid epidemic is currently taking a backseat to coverage of COVID-19, the problem is still prevalent.

3. Communications from the Mayors

Mayor Carrier said that he has been attending weekly meetings with the State and regular emergency operations meetings within the City of Dover. He stated that COVID-19 recommendations and statistics are changing day to day and the situation is constantly evolving. He reiterated that although COVID-19 is on the forefront and overshadowing most other issues, the problem of homelessness and opioid dependency are still significant and need to be prioritized as well.

4. Communications from the Chair

Chairman Hutchinson referenced a discussion from the last Fidelity meeting in which the long-term effects of COVID-19 were discussed, such as unemployment and housing insecurity. He stated that this is going to likely increase as the current situation progresses; with people out of work and unable to meet financial obligations. Chairman Hutchinson reported that several councilors in Rochester had attempted to bring a housing relief proposal to Rochester, and although it had not been successful it would still be a priority for him to work towards assisting those affected when the need inevitably arises.

The Chairman asked Todd Marsh, Rochester Welfare director and Somersworth Committee member, to report back to the Committee with any noticeable trends or changes which he sees coming into the welfare department; the Fidelity Committee will be able to take these statistics and make stronger recommendations and be proactive with suggestions to the Councils and City administration.

Betsey Andrews Parker introduced Tory Jennison, who was recently reassigned to the State EOC (Emergency Operations Center) and could likely give updates.

Tory Jennison reported that for 6 weeks, the EOC has been working on shelter and support for isolation quarantine within vulnerable populations. The State has set up two isolation quarantine sites for vulnerable populations, one in Dover and one in Laconia. There has also been some investment in emergency and transitional shelters to assist with sanitizing, hand washing stations, as well as technical assistance with infection control due to the fact that it has not been an issue they have needed to focus on in the past.

Ms. Jennison said that the shelters, like all other populations, are currently practicing social distancing and limiting interactions and taking in fewer residents. This causes a backlog in other areas of assistance when there is not the same access to shelter and regular service. She spoke of the outreach the State is coordinating to provide food for various homeless encampments.

Ms. Jennison addresses the Committee in regards to the State's efforts to develop a transition plan for people to get out of these encampments and into shelters. They are exploring what can be done to make more housing available and more mental health options available. It was acknowledged that this is a complex population and it will require more access and integration to care coordination.

Mayor Carrier asked if there was any way to use the available COVID-19 relief money to supplement or enhance programs which have already been started prior to the pandemic. Ms. Jennison said there are, in fact, multiple funding streams coming in and the EOC is trying to determine how the funds can best be used. She said that the need is increasing and will continue to increase as COVID progresses, but those working in these services and organizations are so entrenched in the day-to-day that they don't necessarily have time to deal with the behind the scenes and funding aspects while COVID is ongoing. She suggested that the Fidelity Committee use this time to show leadership in identifying the funding and recommending how the money should be used and distributed.

Ms. Andrews Parker said that the housing money from the CARES act has not been released yet, although the CARES act passed in March. She also emphasized the fact that cold weather will come sooner rather than later. The Committee should not lose sight of the fact that there is still no solution for a regional shelter. There is \$500,000 available, and no community has stepped forward with property or a plan to utilize these funds, which may very well require zoning changes or loosening of variances in order to come up with a solution.

Charlie Reynolds referenced the encampments which Ms. Parker had reported had been disbanded recently and inquired where this had taken place. Ms. Andrews Parker said that there were several areas in Dover, but would not state for the record where this had occurred. Mr. Reynolds indicated if encampments had indeed been broken up, there needs to be an understanding of why it happened and to develop another approach. Ms. Andrews Parker said the issue had been initiated by property owners calling to complain about encampments. The problem that arises during COVID-19 is where to move these people once the encampment has been broken up.

Chairman Hutchinson asked Ms. Andrews Parker about the types of requests for assistance which had been coming into CAP. Ms. Andrews Parker spoke about the requests for rent assistance and assistance with utilities. She also said there is an issue with the temporary increase in unemployment benefits and whether or not the additional funding is being counted as income. This is making some people ineligible for assistance despite the fact that they are now paying out of pocket for insurance and benefits.

Mr. Marsh indicated that Rochester welfare has not been seeing the volume of requests for rent assistance which he would have expected due to COVID-19, which is concerning. He surmised that these requests were expected in May, but will likely be coming in more heavily in June and July. Mr. Marsh also reported that Rochester City Manager Blaine Cox had organized a meeting on May 26, 2020 to discuss

extreme cold weather centers in an effort to get ahead of it and be prepared. Mr. Marsh acknowledged it wasn't a solution to the \$500,000 referenced by Ms. Andrews Parker, but is a step in the right direction and a way to keep the issue on everyone's radar.

Ashley Desrochers, Public Health Network, said that she could assist with getting statistics and data to the Committee, although currently there are still many unknowns and the situation is constantly evolving.

John Burns, SOS, spoke about the medically assisted treatment and recovery program which SOS is currently helping support. This is a low-barrier mobile unit available in Dover each Wednesday from 12:30pm – 2:30 pm staffed by an SOS recovery support worker as well as a registered nurse and telehealth connection to a doctor. There are two tents, one for recovery intake and the other for the medical aspect such as suboxone or buprenorphine treatment, as well as medical consultation. Behavioral Health services are also available. Mr. Burns stated that he had initially reached out to Rochester's City administration about locating this mobile unit within the City, but had received pushback on the logistics and operations. Dover's administration agreed readily and the setup has been a success, treating approximately 4-5 people each Wednesdays.

There was a brief discussion regarding the potential future expansion of this service into Rochester. Mr. Burns stated that if they could source another medical provider to offer services, he would like to revisit the discussion with Rochester (where there is a greater need) about potentially locating a mobile health unit in the City.

5. Discussion: Recovery Friendly Workplace Initiative

It was the consensus of the Committee to put the agenda item for Recovery Friendly Workplace on the back burner for the time being and revisit it in the future.

6. Review: Current state of resources/operations for homeless community during COVID-19

No discussion.

7. Proposal of Master Plan strategies for draft policy initiatives

No discussion.

8. Other

Mr. Marsh asked Ms. Andrews Parker for her perspective on what will be needed moving forward in the regards to cold weather shelters and warming centers. Ms. Andrews Parker praised the volunteer driven operations of the prior winter's warming centers, but asserted that this format would not continue to work. There is the same core group of volunteers and there is such a high prevalence of burn out

for those continually helping. There are also issues with consistency; not knowing when the centers would open and in which town, how to publicize the centers opening, and the limitations of how long the facilities could be used due to other scheduled events taking place at these properties. Ms. Andrews Parker said that if it needed for be done this upcoming winter in a similar way with all 3 communities sharing the workload, there would need to be a regular schedule and a paid staff to support the operations. She spoke about fundraising and sustaining funding for centers and the time and effort it takes to source and train volunteers.

Mr. Marsh spoke about the potential of each of the 3 cities contributing from their budget in order to fund a staff position for warming centers. There was a discussion regarding the reasonable cost of such a position with benefits and the possibility of amending the welfare budgets to increase the emergency homeless services line items to allow for a greater contributions. Ms. Andrews Parker committed to providing data and numbers on the cost of a staff position for further workup.

There was a discussion regarding the ideal circumstance of finding a property for a long-term shelter. Ms. Andrews Parke stated that the main criteria would be that it must be located close to transportation; on a bus route. She said that any other shortcomings could be built upon and worked with if there was a location to start. Mayor Carrier acknowledged that it appears as though none of the 3 cities wants to have the shelter within their borders; but perhaps there is a possibility of a shelter on "neutral" ground such as county-owned land. Each City could provide budgeting for such a facility, regardless of the location. The County's land on County Farm Road in Dover was discussed. Ms. Jennison stated that there is an issue with that location having no direct access to a bus route. The county may be open to having a conversation about use of the land, but there may be increased cost and potentially effected services caused by having the shelter in a more remote, less accessible location.

Chairman Hutchinson asked Julian Long, Rochester Economic Development specialist, if there would be anything available in CDBG for staffing. Mr. Long stated that staff can be paid through CDBG, but it is considered a public service and there is a 15% cap for the grant. This ends up being approximately \$30,000 - \$40,000 which is normally split between multiple organizations. It is not feasible to use the entire grant for one staff member, but a portion could be used along with other funding sources to equal a full salary.

Dave Carpenter, Dover, spoke about the possibility of reconfiguring the way certain agencies are funded through CDBG and potentially using public service funds in a different way in order to fund a staff member. There was a discussion in Committee regarding how different organizations are funded.

There was a discussion regarding existing locations, such as 38 Hanson Street in Rochester, which may not be ideal for a shelter location as it stands currently, but which could be further developed for that cause. Lindsey Williams, Dover Council, speculated that infrastructure investment could be an item which to potentially be

put in the Cities' respective budgets in order to work on renovations and development of such existing structures with the goal of a permanent shelter.

The Committee decided to focus the next meeting on developing a plan for a permanent shelter, including potential locations and staff as well as budgeting. Chairman Hutchinson stated that he would explore the potential of the use of 38 Hanson Street in Rochester. Mr. Marsh said there are pros and cons to linking the homeless services line item to specific properties, but as far as the budget process is concerned, now is the time to make adjustments so the money is in place when it is needed.

9. Closing Public Input

Ms. Andrews Parker reported that CAP is starting up their summer meals program on Monday May 18th starting in Rochester. There will be a schedule posted on social media of the other locations and times; they do travel to the schools and several other locations in many local communities.

The next meeting will be Thursday June 11th via Zoom, 6:00 PM.

10. Adjournment

Chairman Hutchinson **ADJOURNED** the remote meeting of the Fidelity Committee at 7:32 PM.

Respectfully Submitted,

Cassie Givara

Deputy City Clerk, Rochester

Public Works and Buildings Committee
Meeting Minutes
May 21, 2020
Council Chambers

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
Michael S. Bezanson, PE City Engineer
Daniel Camara, GIS / Asset Management
Richard Davee, Wright Pierce Engineers
Dylan Thisse, Wright Pierce Engineers
Samantha Rodgers, Senior Executive Assistant
Erin Kelly, Gerard St
Roxanne Bienek, Howard Brook Drive
Traci Blaisdell, Howard Brook
Christopher Annis-Barrington Subdivision

MINUTES

Chairman Walker called the called the Public Works and Buildings Committee to order at 7:00 PM. 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

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.

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*)
- 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).*

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."

Chairman Walker took a roll call attendance with all members of the Committee in attendance.

1. Public Input

Councilor Walker checked in with Samantha Rodgers to see if there were any members of the public that wished to speak at this time. Ms. Rodgers stated that there were several callers on the line and that if they wished to speak they would need to enter "5*" on their phones.

Banner Donation Spaulding High School - Erin Kelly stated she is a resident, a teacher and Class Advisor speaking on the behalf of Spaulding High School Class of 2020. She stated that class of 2020 would like to gift the with City banners for display on the light post in the downtown. A pdf representation was displayed and is attached as ATTACHMENT A to these minutes. Ms. Kelly stated that the banners were to show support for the 2020 Spaulding High School's graduating class, and that the design is such that they could be used for this year's and future year's graduating classes. The Committee members express their support for Spaulding Class of 2020.

Councilor Hamann motioned to recommend that the full City Council except the Donation and approve the hanging of the banners for the Month of June. The motion

was seconded by Councilor Rice. A roll call vote was taken.

Councilor Gray – Yes Councilor Hamann – Yes Councilor Lachance – Yes
Councilor – Rice – Yes Councilor Walker - Yes

City Manager Cox stated that if there is no objection from the Committee he will initiate the display of the banners prior to acceptance of the gift at the June 2, 2020 full City Council meeting. There were no objections.

Howard Brook Drive – Roxanne Bienek addressed the Committee. Ms. Bienek describe the poor conditions of the pavement on this City road. She suggested that the Committee Members drive the road and consider it for repair and paving. Tracy Blaisdell of Howard Brook Drive also called in to discuss the poor pavement conditions on Howard Brook Drive.

2. **Howard Brook Drive (Item 11 on agenda moved up)**

Mr. Nourse displayed photos from March 4, 2020. He stated that these photos were taken at a time that displays the conditions during the freeze thaw and this is the most extreme time for the heaving of pavement. He concurs with the resident that the roadway is in poor condition. Mr. Nourse stated that the Pavement Condition Index (PCI) indicates that this road may come up in the recommendations for paving in 2025. He stated that this would be a complete reclaim and pave. Councilor Lachance asked the number of roads in this poor condition and if this is a through road. Mr. Nourse stated there are many roads in poor condition and that this is a Cul-de-sac is locate off Estes Road that is also in poor condition. Councilor Walker stated that Estes Road is a connector road and that when we pave Estes Road we may pave Howard Brook. The Committee discussed costs of paving. Mr. Bezanson stated that Howard Brook may cost as much as 2-3 hundred thousand dollars. Councilor Gray explained that the City Council uses the PCI for prioritization and recommendations regarding paving.

3. **Still Water Circle Proposed Roadway Connection from Barrington Subdivision**

Mr. Nourse displayed a graphic of the proposed subdivision. He stated that he brought this item in as informational and for discussion. He stated that there is a developer proposing a Barrington subdivision off Green Hill Road in Barrington of 75 residential units. Mr. Nourse stated that based on the 12/17/2019 Barrington Planning Board meeting, the Town of Barrington is requiring a second egress or exit from the subdivision and the preferred route and least costly for the developer would be through Stillwater Circle in Rochester. He stated that the road would require sale or access through City property which was deeded to the City of Rochester as green space from the Stillwater Circle Subdivision. Mr. Nourse stated that the legal department has reviewed the deed for conditions and states that there are no restrictions that would prohibit the City to use this property as a roadway. Mr. Nourse stated that the minutes from the December meeting also indicate that Barrington Fire & Police Chief would like this to be a non-gated through road. He stated that the Barrington minutes indicate if gated that the light

and gate might be best maintained by Rochester. Mr. Nourse recalled that the Rochester Planning Commission and Police Department suggested that if access was permitted through the Stillwater Subdivision the preference was a gate for emergency access only. The Rochester staff have noted that if non gated access was permitted the traffic from this subdivision to Rt. 125 would be through the Stillwater Circle Subdivision as it is the most direct route. Mr. Nourse read a letter from Deputy Police Chief Boudreau that stated some anticipated traffic issues through this quiet family neighborhood should there be ungated access. Councilor Lachance asked for DPW thoughts. Mr. Nourse stated he too has concerns regarding open ungated access to this community. He also stated if the subdivision were built it might be possible for the City of Rochester to supply the Barrington subdivision with water. Councilor Lachance asked the City Manager to weigh in. Mr. Cox stated that he would support the City Departments as there seems to be more negatives for the City of Rochester than positives. Councilor Lachance suggest that this go to a public hearing. Councilor Walker stated that he would support a closed gate if this was considered. Councilor Rice also supported a closed gate if that is the route taken. Councilor Rice asked if there was sewer in Stillwater. Mr. Nourse determined later in the discussion that there is not City sewer on Stillwater. Councilor Gray suggested that if the Stillwater subdivision was to come before the planning board with today's rules and level of planning, they too would likely be required to have a second egress which they do not have now. He also stated we would prefer not to have close gates due to plowing and maintenance issues. Councilor Lachance asked if the subject of tying into the water had been discussed with the developer. Mr. Nourse stated that it had not. Councilor Walker suggested holding this item in Committee for a future public hearing. Councilor Haman suggested that the gated second egress would be beneficial to the Stillwater Circle subdivision. There was discussions about issues with egress during the historic Mother Day Flood in 2006 or 2007. Mr. Nourse stated that a bridge repair project was completed in 2014-15. The Developer Christopher Annis call in and addressed the Committee. He stated he might be interested in City water. He stated that the Town of Barrington was opposed to a gate even if it was a crash gate or a pre-emption controlled gate. Councilor Walker explained his belief that the residents of Rochester would oppose anything but a gated access. Mr. Annis suggested providing a traffic study to determine the traffic impacts. Councilor Walker suggested a public input item or hearing at a Public Works Committee meeting. There was a brief discussion on how to hold the meeting. Councilor Walker suggested a meeting when the Covid-19 restrictions are lifted, hopefully for June meeting.

4. Council Infrastructure & Finance Agency Stimulus Solicitation

Mr. Nourse stated that a recent solicitation had been received from NHDES for shovel ready projects. He stated that the Department had completed surveys and supplied information on 12 projects totaling approximately 38 million dollars in value. Mr. Nourse stated that he would like the Committee to know that the Department continues to

be very active in soliciting for any available grants on the City's behalf. Councilor Walker asked what projects were sent. Mr. Nourse stated the submissions included the Woodman Area Reconstruction Project, the Rt 202A Water Main Extension Project, the Colonial Pines Phase #3 Sewer Extension Project, the Cocheco Well Iron & Manganese Treatment Upgrades Project, the Rt. 11 Sewer Pump Station Project, the Water Treatment Residuals Management Project, The Tara Estates Sewer Pump Station Upgrade Project, the Wastewater Lagoon #1 Upgrade Project, the Wastewater Septage Receiving Facility Project, and the Water Treatment Plant Electrical Improvements Project.

5. Roadway and Pavement Work

Mr. Nourse stated that the approved funding for FY2020 paving totaled \$1.9 million dollars and that they had previously approved the roads to be paved. He stated the roads to be paved included several roads and a significant portion of Salmon Falls Road stretching from Stonewall Drive to the Somersworth Town Line. Mr. Nourse stated that due to cash flow concerns related to the Covid-19 Pandemic the Finance Department has asked DPW to stretch that funding between late this paving season and early next. He stated that the best way to do that would be to pave Salmon Falls Road this fall and complete the remaining roads late this season or in the spring. Mr. Nourse stated that he was checking in with the Committee for agreement of this plan. Mr. Nourse noted that the schedule could be flipped doing the other Roads first and Salmon Falls later. The Committee was in agreement to complete Salmon Falls first.

Councilor Lachance made a motion to recommend that the full City Council approve the DPW plan to pave Salmon Falls Road this season and to continue with the FY2020 Paving in late fall or early next paving season. The motion was seconded by Councilor Haman. A roll call vote was taken

Councilor Gray – Yes

Councilor Hamann – Yes

Councilor Lachance – Yes

Councilor Rice – Yes

Councilor Walker - Yes

6. DPW Facility

Mr. Nourse stated that when the Covid-19 Pandemic crisis came to light the project DPW Facility Project needed to slow down to ensure that the City was able to bond the project up front at reasonable rate. He stated that this had occurred and the City had secured an excellent bond rate of 1.9% and the project is back on track with site work starting up this week. He stated that the first structure to be built will be the salt shed. Mr. Nourse explained that there is a group or panel that meets bi-weekly to discuss the project and progress and to make decision as needed. Mr. Nourse stated that Councilor Hamann is on the panel as well as the architect, the contractor and DPW Staff. He explained that currently there are some decisions to be made regarding building and roof colors and he asked if the Committee wanted to be part of the decision making or if it was ok to allow those decision to be made by the panel. Mr. Nourse stated that the architects will be supplying renderings of different color schemes for the panel soon and that the roof color was needed within the next couple of weeks. Mr. Nourse stated that the panel was

considering some neutrals colors for the roof and would make that decision if the Committee was ok with them doing so. Councilor Gray & Councilor Walker stated the panel making the decision would be appropriate. Mr. Nourse displayed the salt shed building renderings and he explained that the same roof color would likely be selected for the main building.

Councilor Walker asked for a sight walk on 5/26/2020 at 9AM. Councilor's Lachance, Rice, Hamann stated that they would be in attendance as well. Councilor Gray stated he would try to attend, it would depend on the State of NH Legislative schedule.

The Committee was in agreement that the panel could make the decisions on the roof and building color. Mr. Nourse stated he would provide the renderings once obtained but understands he has the ok for the panel to make the decision regarding color.

Mr. Nourse stated that he would schedule a ground breaking if it was the desire of the Committee but he was unsure as to whether they would want to proceed given the current Covid-19 Pandemic conditions on gatherings and CDC recommendations for social distancing. Councilor Walker and the Committee thought it was a good idea and that the distancing could be achieved. Mr. Nourse advised the Committee that staff is still exploring the possibility of natural gas at the site.

7. **Rt202A Water Line Extension**

Mr. Nourse stated that this is a very ambitious and complex project to install approximately 20,000 feet of water main and services and an atmospheric water storage tank. He stated that there are several funding sources including State of NH Drinking Water & Groundwater Trust Fund grant and loan, MtBE Trust Fund Grant, private contributions and bonding. He discussed the tank location on the backside of the Highfield Common Development. Mr. Nourse stated that the original project estimate and funding was \$8,866,000 and it is now \$12,754,000. A difference of \$3,888,000. He explained that increases are due to refined survey work which enable the engineers to better detail the actual costs. He said this means that the original estimates were based on conceptual plans and now that the survey work has been completed, with actual elevations, we are better able to estimate costs. He stated other contributing factors are; as advancing the Highfield Developer's build schedule, an increase scope of work requested in the right of way by NHDOT, additional cost for services due to ledge and distances from the main, and the volatility of the construction market costs. Mr. Nourse stated that in order to proceed the City Council will need to gross appropriate the entire amount of the project. He stated that he would like a motion of support to proceed with the project to appropriate the funds as described it the coming agenda bill at the June 2, 2020 meeting. Mr. Nourse stated that staff had petitioned and secured additional funding from the MtBE Fund in the amount of \$993,000, and from the Ground Water Trust Fund in the amount of \$1,644,000 leaving the City to account for \$1,251,000 which will need to be appropriated in cash as it will be used for private contributions to be used and

reimbursed by residents, if they choose to tie in, and the developer. Mr. Nourse discussed each component of the funding sources at length. There was discussion about project schedule and the developer's ability to meet the schedule. Mr. Nourse discussed the requirements that are being requested by NHDOT. The demands will place a significant impact on the cost of the project, they conflict with the preferred locations and wetland impacts of NHDES and there is likely to be some unhappy residential unbuffers due to the clearing and right of way changes. The cost due to the NHDOT request has a current estimate of \$278,000. He explained that if meets and bounds survey is required as has been discussed that could go up another 1-2 hundred thousand. Mr. Nourse stated that DOT is putting the City in a difficult position with the unbuffers due to the extensive clearing of trees, moving stone walls and required pole re-locations. Mr. Nourse stated that NHDES was contacted and is not willing to do any inter-departmental advocating for the City of Rochester. Mr. Nourse is looking for any ideas from the Committee members to assist with NHDOT and suggested a public meeting requesting that NHDOT attend so they can explain these impacts to the property owners. Councilor Gray suggested a meeting with himself, City Staff, and the NHDOT Engineers and Management Staff. He stated that he would reach out to the Governor's Office as well. He stated that it would need to be set up as a virtual meeting due to the Covid-19 restrictions. Richard Davee of Wright Pierce Engineering stated that cost impacts are significant but that the larger issue is the location of the water main and the amount of tree clearing that NHDOT is requiring in this rural area. Mr. Davee stated for the NHDOT's requested clearing and increase paving in the project area is not necessary for the Water Line Extension Project. Mr. Davee stated that he anticipates many upset unbuffers in the project area and that the City is going to have to deal with this not the State of NH.

Councilor Gray made a motion to recommend that the full City Council continue to support the Rt202A Water line extension project and to appropriate the addition \$3,888,000. The motion was seconded by Councilor Hamann. A roll call vote was taken

***Councilor Hamann – Yes Councilor Lachance – Yes Councilor Gray – Yes
Councilor Rice – Yes Councilor Walker - Yes***

8. Granite Stated Business Park Water Loop Project Update

Mr. Nourse stated that the project is completed and the water interconnection from Whitehall through Shaw Drive to the Granite State Business Park is complete. He stated that there is some wetland and pavement restoration left to do but the water line is in and functioning. This project was necessary to complete a loop and supply the necessary fire flows to the industrial park. Councilor Walker suggested that staff check the patch on Whitehall Road. Mr. Nourse stated he would look at it.

9. Colonial Pines Project Update

Mr. Nourse stated that phase 2 is in progress and that we have connected approximately

65 homes to the new sewer line. He stated that because the City has decided to go with Clean Water State Revolving Fund loan (CWSRF) we will need to bid Phase 3 of the project instead of issuing a change order to the current construction contractor. This is required by CWSRF rules. He stated that this will be bid in 2020 and constructed through 2021. Mr. Nourse stated that Phase 4 will likely be bid in 2021 but he would like to discuss this phase a little further. He displayed a graphic showing the year of build for the homes in the Colonial Pines subdivision. He noted that phase 2 & 3 were in the older sections of the development and phase 4 has some sections that were build much later, some in the 1990's and 2000's. Mr. Nourse stated that when the previous customer surveys were completed a significant portion of the homes on Meadow Lane did not respond. He said that of those that did some said they were not interested and some are more than 100 feet from the line and were not interested in tying in. Mr. Nourse stated that costs could be saved and suggested sending out another survey before designing and extending the sewer on to Meadow Lane as part of phase 4. Councilor Gray suggested sending out the survey and if there was no interest from Meadow Lane then you could make it an unfunded phase 5 and put it in the out years of the CIP. Councilor's Walker and Hamann thought the survey would be good idea.

10. Strafford Square Project Update

Mr. Nourse stated that we have nearly completed the complicated right of way acquisition and easement process. He stated there is just one left to be executed and that a tentative verbal agreement has been made with that last one. Mr. Nourse explained that the next step would be to bid the underground work and then construction project. He stated that this is dependent on the cash flow status of the City and he stated there is a slight possibility of the underground beginning this year. Councilor Walker state his approval of beginning as soon as possible. Mr. Nourse stated that he would continue to work with the Finance Department to determine when the next phase would be put out to bid.

11. Peaslee Road

Mr. Nourse stated this was on the agenda at the request of Councilor Walker back in March. He said he believed that the northern section was paved a while back when a subdivision occurred and 4-5 homes were built. He stated that he assumes that the section paved was a condition of this subdivision. Mr. Nourse stated rest of the road with 2-3 homes on it remains dirt. He stated that the road base is ledge and clay and he does not recommend paving as it would be very costly. He stated that it needs to be boxed out and all of the existing materials removed. Councilor Walker suggested it was added to the agenda due to cars having difficulty during mud season. Councilor Gray suggested that this road should be discussed and weighed for priority when discussing all roads for paving. Councilor Walker stated he would like this item to stay in Committee and asked Mr. Nourse to supply the Committee with the cost to gravel and perform annual maintenance on the dirt portion of road. Mr. Nourse stated that would bring that

information back and stated he was sure it is a minimal number as it was a load or two of gravel annually and staff time to spread it.

12. Other.

Downtown Rochester Rise up Request – Remove black posts around tree bases –

Councilor Rice stated that back in February the Committee consensus was to that it was ok to have these posts removed but the Committee had suggested that the Rise Up Representatives get approval from the Downtown Historic Commission. Councilor Rice stated that the Rise-up folks had done that and that they now would like the PWC to approve as well. Councilor Gray suggested that we should have a letter or recommendation from the Historic Commission. Councilor Rice suggested the Meeting Minutes. **(See attached).**

Councilor Lachance made a motion that to have the full City Council approve the removal of the black post around the downtown City Trees. The motion was seconded by Councilor Rice. A roll call vote was taken.

***Councilor Gray – Yes Councilor Hamann – Yes Councilor Lachance - Yes
Councilor Rice – Yes Councilor Walker – Yes***

Drainage Letter from Ward #1 – Councilor Gray stated there was a letter from a Ward 1 constituent regarding concerns for maintenance of the City’s drainage swales, and ditches. Councilor Gray states that per Planning Board approvals there are drainage structures that once roads are accepted become the City’s responsibility to maintain and some that remain on private property for the home owners or associations to maintain. Mr. Nourse stated that the Public Works Department is responsible and does spend a significant amount of time maintaining ditches, swales and storm water infrastructures on City streets. He stated that we are always working on it and are responsive if there are issues reported to us. Councilor Walker asked about Mr. Leonard street Sandina Drive. Mr. Nourse stated that he had received the email today and would have to get back to the Committee next month.

Councilor Hamann made a motion to adjourn at 9:07 pm. Councilor Walker seconded the motion. The motion passed unanimously. A roll call vote was taken

***Councilor Gray – Yes Councilor Hamann – yes Councilor Lachance – Yes
Councilor Rice – Yes Councilor Walker - Yes***

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

Public Works and Buildings Committee

Site Walk / Meeting Minutes

May 26, 2020 9AM

Council Chambers

MEMBERS PRESENT

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

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service
JP Parnas, Weston & Sampson Engineers
Kurt Kargela, Hutter Construction

The site walk began at 9AM. Mr. Nourse led the group through the property and was able to point out approximate location of the facilities incorporated in the project. He pointed out the wetland mitigation and endangered plant species protection areas that have been set up. The group walked to the back of the property to look at the standing storage structure that will be kept in its current location. Mr. Nourse did inform the group that the panel will be selecting the roof color and he expects that it will be a neutral gray tone.

The site walk was completed at 9:47AM.





HISTORIC DISTRICT COMMISSION

Minutes

City of Rochester

Wednesday March 11, 2020

City Hall Annex (second floor conference room)

33 Wakefield Street, Rochester, NH

(These minutes were approved on April 15, 2020)

Members Present

Molly Meulenbroek, *Chair*
Martha Wingate, *Vice Chair*
Marilyn Jones
Nancy Dibble
Matt Winders, *Alternate*

Members Absent

Peter Bruckner
Mayor, Caroline McCarley

I. **Call to Order.** Ms. Meulenbroek called the meeting to order at 7:00 p.m.

II. **Approval February 12, 2020 Meeting Minutes**

The minutes from **February 12, 2020** were approved by a motion from Mrs. Jones and seconded by Mrs. Meulenbroek. All voted in favor.

III. **Community Development Block Grant Sign and Façade Program**

IV. **Joanne Piazzai**

This was a previously approved Community Development Block Grant Sign and Façade Program and Mrs. Piazzai is requesting to be reimbursed the full amount of funds.

A motion was made by Mrs. Jones and seconded by Mrs. Dibble to approve the application as submitted.

V. **Planters in Downtown**

Todd Radict the owner of Skele-Tone Records and Christopher Rice City Councilor presented the idea for planters in downtown: black poles installed in 1984 as a decoration. It served its purpose. They suggest planter box system (triangle that could be removed at the end of the season). They do not want them on the ground because they would be trampled and wouldn't be seen. The multifaceted approved with local organization and students (school board is on board). They will reach out to businesses to purchase sponsorships to go into fund to pay for the boxes. They plan to work with the wood shop at SHS to build them. They are working a planting plan. The first portion of the court house to Wakefield Street. They want to remove the black poles all at once. All the poles would need to be repainted, 28 need to be straightened with new caps. They plan to show the sign sponsors. The planters and flowers would make a statement and help the bees. Other cities have done this. Mrs. Meulenbroek state that from a design perspective you cannot just put soil around the tree trunk because it would rot the crown of the tree. She mentioned that they should reference Weirs Beach: top of the trash barrels would have flowers. Triangle shape, one side can be taken apart and can be attached to the tree. They mentioned that there is no design for the planters yet and that will be discussed.

Mrs. Meulenbroek mentioned that the group should consult Urban Tree about protecting the tress and UNH Cooperative Extension. Consider floating pots. Mr. Rice stated that the first step is to get approval for removal of post.

Mrs. Jones made a motion to allow for the removal of post and Mrs. Wingate seconded.

VI. Hilltop School Recap

Mrs. Jones gave an overview of the Hilltop School meeting.

VII. Administrative Approval

None.

VIII. Certified Local Government Grant

The Planning and Development Department submitted a grant with update the original survey. Mrs. Mears will be submitting to NH Division of Historical Resources for a grant to update the survey that was last completed in 1983.

IX. Adjournment

A motion was made by Mrs. McCarley to adjourn the meeting at 8:25 pm. All voted in favor.

Respectfully submitted,

Martha Wingate
Vice Chair

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City Clerk's Office

Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith

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

The City of Rochester hereby accepts a grant from the NHDES DWGWTF in the amount of One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) and a grant from the MTBE Remediation Bureau Fund in the amount of Nine Hundred Ninety Three Thousand Dollars (\$993,000.00).

It is further resolved that the amount of Three Million Eight Hundred Eighty Eight Thousand Dollars (\$3,888,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works Water CIP fund for the purpose of paying costs associated with the Route 202A Water Main Extension

The cash funds for this supplemental appropriation shall be derived as follows: Nine Hundred Ninety Three Thousand Dollars (\$993,000.00) from an MtBE Remediation Bureau Grant, One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) from an NHDES DWGWTF Grant, and One Million Two Hundred Fifty One Thousand Dollars (\$1,251,000.00) from the Water Fund Retained Earnings Account.

Still further, the City Manager and Deputy City Manager are hereby authorized to execute all documents necessary to complete the above transactions on behalf of the City.

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

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City Clerk's Office

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority
Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital
Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System
(NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Six Hundred Thousand Dollars (\$600,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Six Hundred Thousand Dollars (\$600,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

**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 ☐
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

OPERATING BUDGET SUMMARY

AS OF 5-26-20

Appropriations:

	<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
City	\$ 33,076,916	\$ 33,084,415	\$ 7,499
City Grants and Donations	\$ 70,000	\$ 70,000	\$ -
Community Center	\$ 889,241	\$ 889,241	\$ -
County Tax	\$ 6,941,353	\$ 6,941,353	\$ -
Overlay	\$ 350,000	\$ 350,000	\$ -
Estimated Veteran's Credits	\$ 675,125	\$ 675,125	\$ -
State Property Tax	\$ 5,160,517	\$ 5,160,517	\$ -
School	\$ 72,715,554	\$ 72,202,630	\$ (512,924)
School Federal Grants	\$ 3,210,000	\$ 3,210,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
Water Works	\$ 6,760,052	\$ 6,710,052	\$ (50,000)
Sewer Works	\$ 8,356,303	\$ 8,341,303	\$ (15,000)
Arena	\$ 408,531	\$ 408,531	\$ -
Tax Incremental Financing Districts	\$ 1,218,358	\$ 1,218,358	\$ -
Sub Total	\$ 141,731,950	\$ 141,161,525	\$ (570,425)

Revenues:

City	\$ 10,548,884	\$ 10,548,884	\$ -
Use of Fund Balance	\$ 1,000,000	\$ 1,000,000	\$ -
City Grants and Donations	\$ 70,000	\$ 70,000	\$ -
Community Center	\$ 889,241	\$ 889,241	\$ -
School	\$ 39,212,470	\$ 38,699,546	\$ (512,924)
School Federal Grants	\$ 3,210,000	\$ 3,210,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
Water Works	\$ 6,760,052	\$ 6,710,052	\$ (50,000)
Sewer Works	\$ 8,356,303	\$ 8,341,303	\$ (15,000)
Arena	\$ 408,531	\$ 408,531	\$ -
Tax Incremental Financing Districts	\$ 1,218,358	\$ 1,218,358	\$ -
Amount to be Raised by Taxes	\$ 68,158,111	\$ 68,165,610	\$ 7,499
Sub Total	\$ 141,731,950	\$ 141,161,525	\$ (570,425)

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City Clerk's Office

AS OF 5-26-20

CAPITAL BUDGET SUMMARY

	<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
Capital Appropriations:			
City	\$ 8,567,000	\$8,412,000	\$ (155,000)
School	\$ 2,179,500	\$1,883,500	\$ (296,000)
Water Works	\$ 1,675,000	\$ 1,410,000	\$ (265,000)
Sewer Works	\$ 1,960,000	\$ 1,420,000	\$ (540,000)
Arena	\$ -	\$ -	\$ -
Community Center	\$ -	\$ -	\$ -
Tax Incremental Financing Districts	\$ -	\$ -	\$ -
Total Appropriations	\$ 14,381,500	\$ 13,125,500	\$ (1,256,000)
Source of Revenues			
General Fund			
Bonding and/or other Borrowing	\$ 8,874,500	\$8,478,500	(\$396,000)
Operating Budget	\$ 1,845,000	\$1,790,000	(\$55,000)
Other Sources	\$ 27,000	\$ 27,000	\$0
Subtotal General Fund Revenues	\$ 10,746,500	\$ 10,295,500	(\$451,000)
Enterprise Funds & Tax Incremental Financing			
Bonding and/or other Borrowing	\$ 3,170,000	\$ 2,395,000	(\$775,000)
Operating Budget	\$ 465,000	\$ 435,000	(\$30,000)
Subtotal Enterprise Funds & Tax Incremental Financing	\$ 3,635,000	\$ 2,830,000	(\$805,000)
Total Revenues	\$ 14,381,500	\$ 13,125,500	\$ (1,256,000)

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation from General Fund Unassigned Fund Balance in the amount of \$350,000.00 for the Purchase of 55 North Main

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

That the sum of Three Hundred Fifty Thousand Dollars (\$350,000.00) be, and hereby is, appropriated to pay for the costs associated with the City's acquisition of the property located at 55 North Main Street, Rochester. The entirety of this supplemental appropriation shall be derived 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 accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

**Resolution Authorizing Transfer of Water Fund Operating Funds into
Multi-Year Funds in the amount of \$25,500.00**

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

That the amount of Twenty Five Thousand Five Hundred Dollars (\$25,500) is hereby transferred from various Water Fund operating accounts identified in Exhibit A into multi-year accounts. The \$25,500 originated from previously adopted FY20 Water Fund Operating & Maintenance Budgets.

Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects will not be completed by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts preserves the appropriations. This action eliminates re-appropriation in the FY21 Water O&M or CIP budgets. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement 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.

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City Clerk's Office

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.****AGENDA SUBJECT Transferring FY20 Water Fund O&M Appropriations to New Multi-Year Account**COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES xx ☐ NO ☐FUNDING RESOLUTION FORM? YES x ☐ NO ☐

AGENDA DATE	
DEPT. HEAD SIGNATURE	Mark Sullivan-Deputy Finance Director
DATE SUBMITTED	5-26-20
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED 3

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	FY20 Water Fund O&M appropriations
ACCOUNT NUMBER	New Multi Year, Non-Lapsing Accounts
AMOUNT	\$25,500
APPROPRIATION REQUIRED YES x <input type="checkbox"/> NO <input type="checkbox"/>	YES

City Council

SUMMARY STATEMENT

Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects will not be completed by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts preserves the appropriations. This action eliminates re-appropriation in the FY21 Water O&M or CIP budgets. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement Project

WATER FUND FY20 O&M PROJECTS			
O&M Project	Amount	Reason	
Actuated Control Valves	\$9,500.00	unable to guarantee completion by 6/30	
Clearwell & intake inspection	\$10,000.00	unable to guarantee completion by 6/30	
Washington Street VFD	\$6,000.00	unable to guarantee completion by 6/30	
Total	\$25,500.00		

RECOMMENDED ACTION

Council Approval Recommended

WATER FUND FY20 O&M PROJECTS Exhibit A

O&M Project	Amount	Reason
Actuated Control Valves	\$9,500.00	unable to guarentee completion by 6/30
Clearwell & intake inspection	\$10,000.00	unable to guarentee completion by 6/30
Washington Street VFD	\$6,000.00	unable to guarentee completion by 6/30
Total	\$25,500.00	

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City Clerk's Office

**Resolution Authorizing Transfer of Sewer Fund Operating Funds into
Multi-Year Funds in the amount of \$118,500.00**

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

That the amount of One Hundred Eighteen Thousand Five Hundred Dollars (\$118,500) is hereby transferred from various operating accounts identified in Exhibit A into multi-year accounts. The \$118,500 originated from previously adopted FY20 Sewer Operating & Maintenance Budgets.

Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects will not be completed by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts preserves the appropriations. This action eliminates re-appropriation in the FY21 Sewer O&M or CIP budgets. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement 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.

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City Clerk's Office

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.****AGENDA SUBJECT Transferring FY20 Sewer Fund O&M Appropriations to New Multi-Year Account**COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES xx☐ NO ☐FUNDING RESOLUTION FORM? YES x☐ NO ☐

AGENDA DATE	
DEPT. HEAD SIGNATURE	Mark Sullivan-Deputy Finance Director
DATE SUBMITTED	5-26-20
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED 3

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	FY20 Sewer Fund O&M appropriations
ACCOUNT NUMBER	New Multi Year, Non-Lapsing Accounts
AMOUNT	\$118,500
APPROPRIATION REQUIRED YES x <input type="checkbox"/> NO <input type="checkbox"/>	YES

City Council

SUMMARY STATEMENT

Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects will not be completed by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts preserves the appropriations. This action eliminates re-appropriation in the FY21 Sewer O&M or CIP budgets. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement Project

SEWER FUND FY20 O&M PROJECTS			
O&M Project	Amount	Reason	
Pickering Ponds Dam Evaluation	\$8,000.00	unable to guarantee completion by 6/30	
UV Disinfection System Evaluation	\$10,000.00	unable to guarantee completion by 6/30	
Crack Sealing PS Pavement	\$12,000.00	unable to guarantee completion by 6/30	
Underground Storage Tank Repairs	\$4,500.00	unable to guarantee completion by 6/30	
New Garage Doors Mech Bldg	\$20,000.00	unable to guarantee completion by 6/30	
Turblex Blowers on Site maintenance	\$19,200.00	unable to guarantee completion by 6/30	
Phos Removal Pilot Study/Permit Req	\$24,750.00	unable to guarantee completion by 6/30	
Gridbee mixers selectors	\$20,000.00	unable to guarantee completion by 6/30	
Total	\$118,450.00		

RECOMMENDED ACTION

Council Approval Recommended

SEWER FUND FY20 O&M PROJECTS EXHIBIT A

O&M Project	Amount	Reason
Pickering Ponds Dam Evaluation	\$8,000.00	unable to guarantee completion by 6/30
UV Disinfection System Evaluation	\$10,000.00	unable to guarantee completion by 6/30
Crack Sealing PS Pavement	\$12,000.00	unable to guarantee completion by 6/30
Underground Storage Tank Repairs	\$4,500.00	unable to guarantee completion by 6/30
New Garage Doors Mech Bldg	\$20,000.00	unable to guarantee completion by 6/30
Turblex Blowers on Site maintenance	\$19,200.00	unable to guarantee completion by 6/30
Phos Removal Pilot Study/Permit Req	\$24,750.00	unable to guarantee completion by 6/30
Gridbee mixers selectors	\$20,000.00	unable to guarantee completion by 6/30
Total	\$118,450.00	