

**Rochester City Council Workshop  
May 15, 2018  
Council Chambers  
7:02 PM**

**COUNCILORS PRESENT**

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

**OTHERS PRESENT**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Terence O'Rourke, City Attorney  
Gregg DeNobile, resident  
Jim Grant, BZLS  
Peter Nourse, DPW  
Chief Paul Toussaint, Rochester PD

**MINUTES**

**1. Call to Order**

Mayor McCarley called the meeting the City Council Workshop meeting to order at 7:02 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present.

**2. Public Input**

Mayor McCarley invited members of the public to come forward and speak.

Gregg DeNobile, resident, referenced the earlier public hearing to amend Chapter 42 in regards to development signs. He said that he knew the hearing had been canceled, but inquired why the "City" was trying to change Chapter 42 when it had just been considered for amendment a month ago.

Mr. DeNobile also wanted to follow up on the police budget which had been presented recently. He indicated his house had been broken into and robbed and he wanted to endorse adding another police officer. Mr. DeNobile said it was a wake-up call for him to witness how many calls the officers received while at his house and what they have to deal with on a regular basis.

Mr. DeNobile then talked about the school budget in regards to the tax cap.

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

None

### **4. Communications from the Mayor**

Mayor McCarley presented a new budget meeting schedule to Council. The Mayor suggested a change where Council would complete all the budget sessions on May 29, have the Regular City Council meeting on June 5, and then hold the Public Hearings on the budget on the 12th followed directly by a Committee of the Whole meeting for budget adjustments and changes. This will allow the Finance team to take everything into consideration and Council can come back to vote on Budget on June 19, 2018.

Councilor Lauterborn expressed concern with waiting to have the Public Hearing until June 12. She felt it was late in the game to get the public's input.

Mayor McCarley said Council has several options, including having the Public Hearing on May 29<sup>th</sup> prior to hearing all the budget presentations. It was then decided that the Public Hearings on the budget would be held on June 5, 2018, followed by a Committee of the Whole meeting on June 12, 2018 for budget adjustments, and the Special Meeting on June 19, 2018 to vote on the final budget.

### **5. Budget Presentations**

#### **5.1. Building, Zoning, and Licensing Services**

Jim Grant, Director of Building, Zoning and Licensing Services, gave an overview of the projects his department is working on and a summary of what they hope to accomplish over the course of the upcoming fiscal year.

**5.1.1. Operating Budget**

**5.1.2. Capital Budget**

Mr. Grant went over the first item on page 53 of the CIP book, new batteries for the Priuses. The typical battery life is 7-8 years and the current batteries are entering their 11<sup>th</sup> year. Although the batteries are still functional, the purpose of the hybrid vehicles is to get better gas mileage and the mileage decreases as the batteries age.

The other CIP item is the purchase of a pick-up truck better suited than the current vehicle for traveling into and on job sites.

Councilor Walker questioned the \$35,000 amount on the CIP item for a new pick-up truck. Mr. Grant remarked that the smaller pick-ups, such as a Toyota Tacoma, are going for around \$32,000 currently. Councilor Walker inquired why the Building, Zoning, Licensing Department needed a truck specifically, as opposed to a sedan. Mr. Grant said that a truck is better suited for visiting work sites and dilapidated properties.

Councilor Varney stated that he believed the Prius batteries shouldn't need to be replaced until they are depleted. Councilor Lauterborn expressed concern about replacing batteries on older cars and having BZLS come back the following year asking for new vehicles.

**5.1.3. Issues & Options**

Mr. Grant said that the only Issues & Options items this department had is the hiring of a part-time compliance officer. The department has noticed a lot of positive improvements with the current full-time compliance officer and they feel that having a part time officer on staff to document the violations and take care of the smaller issues would free up the senior compliance officer for court and larger cases.

Councilor Keans inquired what type of certifications would be required for candidates applying for the part-time compliance officer position and whether someone with these qualifications would be available and looking for anything other than full-time.

Mr. Grant indicated that the certifications would not be required prior to the hire date, they'd be a condition of employment to obtain within a year. He also stated that people of various backgrounds could be qualified for the job, such as former law enforcement, fire inspectors, or retired builders.

Councilor Abbott stated that the City takes permit money from the people who are following the rules and doing things as they are supposed to do them, and we are utilizing the permit money to deal with the people who are not following the guidelines. Councilor Abbott expressed concern about instances when inspections become backlogged or a compliance officer is out of the office, and the people following the rules are unable to get the services for which they paid. Mr. Abbott stated he doesn't believe the people following the rules should have to subsidize those who are not.

Mr. Grant clarified that it would be a possibility to hire a person for a "dual purpose" position right from the start. They may be able to hire someone with certain certifications for field inspections to free up the other compliance officer for other things to prevent these backlogs.

## **5.2. Public Works**

Peter Nourse, Director of City Services, introduced the members of his middle management team and department heads and thanked them all for the work they do.

### **a. Operating Budget**

Mr. Nourse indicated that per the City Manager's directive, the budget increases are no more than 2% and summarized a few of the items that might generate more questions.

Councilor Varney inquired if Public Works included 1/3 of salary of the new position in the O&M budget and if this salary was \$71,000 plus benefits. Mr. Nourse said that sounded correct because there was \$24,000 accounted for in each of the 3 major budgets.

Councilor Keans passed along a concern she'd heard in the past from constituents that the City of Rochester only uses salt as opposed to salt and sand when treating the roads in winter. She also inquired if there was a

difference in material used based on the temperature. Mr. Nourse indicated that the City does use a mix of both sand and salt depending on where it is being placed and they do have someone who keeps an eye on the upcoming weather conditions and temperatures.

Councilor Keans asked about salt run off from the roads and the potential environmental impacts. Mr. Nourse said it was bound to happen to an extent, but it's not prevalent and the safety of the driving public is the departments' top concern.

### **b. Capital Budget**

Mr. Nourse summarized the request for \$60,000 in funds for asset Management software which would be split across the highway, water, and sewer budgets.

Councilor Varney inquired if this would be the end of investments in this kind of software for quite a while. Mr. Nourse said that this would be the end of investment for many years.

Mr. Nourse discussed the CIP request for work on the design of the Columbus/Summer intersection to add a travel lane to reduce traffic bottlenecks.

Councilor Varney asked if the Columbus/Summer intersection was a project that the City wanted to undertake when there were other projects that were still not completed. Councilor Varney indicated he didn't believe this intersection was one of the top priorities and wondered if it could be pushed back a few years.

Mr. Nourse stated that at this point, the project is just in the design phase and is not a critical project. He indicated that the idea was to take a look at the project and perhaps in the future start it in conjunction with the Wakefield Street project due to their close proximity and potential for securing the same contractor.

Councilor Keans asked if the above mentioned project involved the purchase of land. Mr. Nourse said the City would need to purchase some land off of Columbus Avenue for the additional lane.

Mr. Nourse discussed the CIP request for the Pavement Preservation Program which is requested annually to "keep good roads good."

Councilor Varney noted that the \$250,000 authorized for pavement preservation and crack sealing the previous year had not yet been spent. He inquired if that money would be used this fall, and the funds authorized for fiscal year 2019 would be used the following year. Mr. Nourse said that the funds would be combined and they would carry the department into 2019.

Peter Nourse summarized the CIP request for sidewalk replacement projects in the amount of \$200,000.

Councilor Varney said there was \$300,000 authorized from previous years that had not been used. Councilor Varney inquired if this would be combined with the current year request for a \$500,000 total for sidewalks. Mr. Nourse indicated they would have to look into it to see how the money would be allocated this year.

Councilor Walker inquired if the sidewalk on Franklin Street was included in the budget for this year. Mr. Nourse confirmed that Franklin Street is part of the current year project. Councilor Walker inquired if sidewalks in the development on Jeremiah Lane would be included. Mr. Nourse stated he would have to get back to Council after this was addressed by the Public Works Committee.

### **c. GRDD TIF**

Mr. Nourse talked about the CIP request for funds to establish a water interconnection between Whitehall Road and Airport Drive. The money being requested is for the design of the project.

Councilor Torr asked if this was a City project or a TIF project. Mr. Nourse indicated it was a TIF project but the TIF is unable to pay for the entire project.

## **5.3. Public Buildings and Grounds**

### **5.3.1. Operating Budget**

Mr. Nourse summarized several projects included in the O&M budget for Buildings & Grounds, including \$10,000 for a fire safety assessment done by the Fire Department on City Hall and the Opera House.

Councilor Varney requested clarification on the \$10,000 fire safety assessment. Mr. Nourse said it had been a request by the fire department to evaluate the building to locate and address fire hazards.

Councilor Keans inquired if Mr. Nourse was going to discuss street lights. Mr. Nourse went to the portion of the budget that covered lights and the electricity used for those lights. Councilor Keans asked if the bill included "usage units" like a residential bill. Lisa Clark, Public Works Office Manager, stated that some of the lights are on meters and some are flat rate.

### **5.3.2. Capital Budget**

Mr. Nourse summarized a \$75,000 staff request for City Hall sound proofing due to numerous daytime rehearsals upstairs at the Opera House. Councilor Varney said that there would be far less daytime activity at the Opera House now that the Rochester Performance Arts Center is open downtown. Councilor Varney stated that the summer youth programs which had occurred at the Opera house would now be held at the RPAC.

Councilor Lauterborn inquired which City offices would be located on the second floor with the Opera House. Mr. Nourse stated that the Legal Department was at one end and Finance was at the other end of the hall.

Mr. Nourse detailed a CIP request for a new HVAC system at the Police Station firing range. The firing range backdrop is currently made out of chopped rubber which gets sucked up into the HVAC unit and causes fumes. They are looking to purchase a new unit which can tolerate that type of atmosphere.

Councilor Keans asked Police Chief Toussaint, who was present, how much usage the police station firing range handles. Chief Toussaint confirmed that the range at the police station is used frequently and the department does not have to go to the Gonic range as often. The Gonic range is primarily being used for long gun/rifle training and practice. The department does trainings and yearly qualifications at the range located at the station while officers are on duty, cutting back on overtime and man hours. Councilor Keans asked if other communities use the range. Chief Toussaint confirmed that Rochester has an agreement with the City of Dover to use

Rochester's indoor range and simulator for their "Use of Force" classes, and Dover also utilizes the outdoor Gonic range.

## **5.4. Community Center**

### **5.4.1. Operating Budget**

Mr. Nourse discussed the budget item for replacing the carpeting in the Community Center foyer to improve the appearance of the inside of the building. Councilor Varney suggested that Council discuss this item again when they talk to Recreation because his understanding was that the department was going to be moving out of the Community Center into the Arena and now it seems like that isn't the plan.

Mr. Nourse reported that DHHS has requested a lease extension for 18 months, which per their contract will increase their rent by 2%, netting the City an additional \$400 a month.

### **5.4.2. Capital Budget**

While discussing the \$35,000 CIP request for Air Conditioning units in the recreation offices, Mr. Nourse clarified that his understanding was that the department head would be relocating to an office at the Arena but the staff would stay at the Community Center.

A CIP request for lighting upgrades for 1700 lighting fixtures in the Community Center was discussed. Some fixtures will be replaced entirely with LEDs, others will be given conversion kits. This will lead to a cost savings and less energy consumption.

Councilor Varney asked for an estimate of how much money Mr. Nourse thought could be saved with these lighting upgrades. Mr. Nourse indicated his understanding was the pay back would be in 5 years but would need to verify that information.

Councilor Varney inquired how much the City was augmenting the Community Center budget with the General Fund. Mr. Nourse indicated he

thought the subsidy to the Community Center was about \$125,000 per year. The projects that are being added, in term of debt service, are just going to be added to the \$125,000.

## 5.5. Water Works

### 5.5.1 Operating Budget

Mr. Nourse discussed the \$15,000 increase in inventory purchases. This increase it to reflect the purchase of 100 MXUs which are the radio reeds contained in some of the water meters. In the past these purchased out of the CIP budget, but they have moved them to the operating budget. MXUs are approximately \$150 each, accounting for the increase.

Councilor Varney inquired how many of these MXUs the Department had in inventory. Mr. Nourse stated that 20% of the water meters in the field have MXUs. Lisa Clark, indicated that at any time they could have between 0 and 50 in inventory. The number fluctuates.

Mr. Nourse discussed the increase in taxes reflected in the budget. The City of Rochester owns reservoir property in Farmington which was taken out of current use causing a significant increase in the taxes. The City has appealed it to Farmington's BZLA but they do not expect to have an answer prior to July. The Rochester City attorney is currently working on the matter.

Councilor Walker referenced the \$12,000 which Mr. Nourse said could come out of the repair and maintenance line because it is included in the CIP. Councilor Walked **MOVED** to remove \$12,0000 from line item #543000. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 5.5.1. Capital Budget

Councilor Varney **MOVED** to change the CIP request on page 100 for Water Department Asset management software from \$90,000 to \$60,000. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mr. Nourse summarized the CIP request on page 102 for \$63,000 cash to replace #57, which is the small 2010 pickup used by the meter reader which has reached the end of its useful life. They would like to replace this with a full size pick-up truck, the cost to be split 50/50 between water and sewer.

Councilor Walker inquired why there was a need for a truck. Mr. Nourse stated that it was useful in the field for transporting and carrying meters in the bed.

There is also a request for a new water vehicle. There are 6 staff members and only 3 vehicles currently. The staff members have varied and separate jobs in the field on any given day and are not able to always work independently of each other with the limited number of vehicles.

## **5.6. Sewer Works**

### **5.6.1. Operating Budget**

Commissioner Nourse presented the operating budget for Sewer Works. No questions raised by Council.

### **5.6.2. Capital Budget**

Commissioner Nourse detailed the CIP request for replacement of the wiper piston assemblies for the ultraviolet disinfection system.

Councilor Walker inquired about the item which had been included on the Sewer O&M budget for repairs to the UV disinfection system and wondered why there were repair costs on one budget and replacement costs on another. Mr. Nourse clarified that the CIP item is just addressing repairs on the wiper piston assemblies. The O&M budget UV project is for a complete cycle evaluation. Mr. Nourse indicated that the system will need to be replaced eventually. Councilor Walker asked why the department would be spending money to repair something that would be replaced in a year. It was clarified by the water department that the system replacement would not occur for at least 4 – 5 years.

Mr. Nourse discussed the CIP request for funds to build a Wastewater Treatment septage receiving facility. This would be a larger facility than what is currently used to receive and separate septage, and it would also help with odor control. Currently only Rochester originated septage is received, but this new facility might give the opportunity to make Rochester a regional receiver for the area and could result in a revenue stream.

Councilor Varney noted that the total cost of \$2.6 million was significant and asked if the City could make do with what they have currently. Mr. Nourse concurred that the revenue source was not something that would pay down the project, it was just an added benefit. This facility would just be a proper, larger enclosure, reducing odors and diverting much of the septage that currently goes to the lagoons.

Councilor Walker stated that he saw many high dollar bonded projects in the budget and wondered what this would do to the interest payments on the water and sewer rates. It was determined this would be a question best answered by the Finance department.

Councilor Varney inquired if Council could get a look at the debt service schedule sooner rather than later to have time to evaluate. Blaine Cox indicated that it could be expedited and brought to the Council the following week.

Councilor Keans asked about the CIP request on page 104 for a Watershed Management Program. She asked what it consists of; who would take care of these lands and maintain them? Councilors Keans thought perhaps the City would need to outsource this item to a Forester or other expert. Mr. Nourse explained that the plan is to further investigate the watershed area and better manage it. It has been said that water treatment begins at the source and there are many items that come into play such as timber harvesting, controlling erosion of soils, and managing invasive species. The plan is, in fact, to bring in an outside expert such as a Forester.

## **6. Department Reports**

No Discussion.

## **7. Non-Meeting/Non Public Session**

None.

## **8. Adjournment**

Councilor Varney **MOVED** to **ADJOURN** the meeting at 8:47 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk