



**Regular City Council Meeting  
April 5, 2022  
Council Chambers  
6:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 City Council Regular Meeting: March 1, 2022 *consideration for approval* P. 11**
  - 5.2 City Council Special Meeting: March 15, 2022 *consideration for approval* P. 41**
- 6. Communications from the City Manager**
  - 6.1 City Manager's Report P. 43**
- 7. Communications from the Mayor**
  - 7.1 **Proclamation:** Arbor Day – April 29, 2022 P. 63**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
- 10. Reports of Committees**
  - 10.1 Appointments Committee P. 65**
    - 10.1.1 **Reappointment:** Jonathan Shapleigh – Rochester Economic Development Commission, Seat E, Regular Member *term to expire 1/02/2025* *consideration for approval* P. 66**
  - 10.2 Codes and Ordinances Committee P. 67**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

- 10.2.1 Committee Recommendation:** To approve the amendments to Chapter 80-26 “Outdoor Dining Establishments – Site Design Standards” subsection (A) regarding maximum height of enclosure systems *consideration for approval* P. 68
- 10.2.2 Committee Recommendation:** To approve the amendments to Chapter 80-26 “Outdoor Dining Establishments – Site Design Standards” subsection (B) regarding permits for outdoor games/activities *consideration for approval* P. 68
- 10.2.3 Committee Recommendation:** To approve the amendment to Chapter 80-27, Section (D) regarding outdoor heating devices *consideration for approval* P. 69
- 10.2.4 Committee Recommendation:** To approve the amendment to chapter 7-58 “Audit of City Accounts” as detailed by City Staff *consideration for approval* P. 69
- 10.2.5 Committee Recommendation:** To approve the amendment to chapter 7-80 “Bonds Required” as detailed by City Staff *consideration for approval* P. 70
- 10.2.6 Committee Recommendation:** To approve the amendments to Chapter 7-64 “Conservation Fund” as recommended by City Staff *consideration for approval* P. 74
- 10.3 Community Development Committee P. 87**
- 10.3.1 Resolution Adopting a FY 2023 Rochester CDBG “Action Plan for the City of Rochester, N.H.” and Approving and Appropriating the FY 2023 Community Development Budget for the City of Rochester** *first reading and refer to public hearing 4/19/22* P. 97
- 10.3.2 Committee Recommendation:** To approve the Public facilities naming policy *consideration for approval* P. 103
- 10.4 Finance Committee P. 109**
- 10.4.1 Committee Recommendation:** To accept of the Community Outreach Facilitator position job description, classification, and pay grade *consideration for approval* P. 117
- 10.4.2 Resolution Authorizing Allocation of \$143,083.00 from ARPA Funds for the Community Outreach Facilitator Program** *first reading and consideration for adoption* P. 121
- 10.4.3 Resolution Authorizing Allocation of \$85,044.00 from ARPA Funds for Employee Premium Pay** *first reading and consideration for adoption* P. 127

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

- 10.4.4 Resolution Authorizing Allocation of \$1,400,000.00 from ARPA Funds for Employer Assisted Child Care Cooperative *first reading and consideration for adoption* P. 133
- 10.4.5 Resolution Pursuant to RSA 34:1 Establishing a Fire Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith *first reading and refer to public hearing 4/19/22* P. 139
- 10.4.6 Resolution Pursuant to RSA 34:1 Establishing a City Buildings Renovations Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith *first reading and refer to public hearing 4/19/22* P. 141
- 10.4.7 Resolution Pursuant to RSA 34:1 Establishing a Public Works Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith *first reading and refer to public hearing 4/19/22* P. 143
- 10.4.8 Resolution Authorizing \$50,000.00 Appropriation from the General Fund Unassigned Fund Balance for the Creation of a History of Rochester *first reading and consideration for adoption* P. 145
- 10.4.9 **Committee Recommendation:** To accept the donation of two pallets of N95 masks from Walmart at an estimated value of \$14,500 *consideration for approval* P. 114
- 10.5 Planning Board P. 147
- 10.6 Public Safety P. 155
- 10.6.1 **Committee Recommendation:** To install a crosswalk across Portland Street to Carole Court with the appropriate signage, at the technical discretion of DPW *consideration for approval* P. 155
- 10.6.2 **Committee Recommendation:** To install a streetlight on the pole at the entrance of the new Department of Public Works at the technical discretion of DPW *consideration for approval* P. 159
- 10.7 Public Works P. 163
- 10.7.1 **Committee Recommendation:** To authorize Supplemental Appropriation in the amount of \$500,000 from the General Fund Unassigned Fund Balance for the Paving Rehabilitation Program to include Winkley Farm Lane, Fiddlehead Lane, Bickford Road and other PCI selected streets *refer to Finance Committee* P. 165

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**11. Old Business**

- 11.1 Resolution Authorizing Change of Funding from Bond to General Fund Unassigned Fund Balance in the amount of \$3,710,641 *second reading and consideration for adoption* P. 199**
- 11.2 Resolution Authorizing Transfer of General Fund Unassigned Fund Balance in the amount of \$1,000,084 to the Economic Development Special Reserve Fund *second reading and consideration for adoption* P. 203**
- 11.3 Resolution Authorizing Supplemental Appropriation to the General Fund Capital Improvement Project (CIP) Fund in the amount of \$1,565,000.00 and to the Water Fund CIP Fund in the amount of \$1,235,000.00 for the so-called Woodman Area Reconstruction Project and Borrowing Authority Pursuant to RSA 33:9 *second reading and consideration for adoption* P. 207**

**12. Consent Calendar****13. New Business**

- 13.1 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan for the Wastewater Treatment Facility (WWTF) Secondary Clarifier Project in the Amount of up to \$600,000.00 *first reading and consideration for adoption* P. 213**
- 13.2 Resolution Authorizing Supplemental Appropriation to the Sewer Capital Improvements Plan (CIP) Fund in the amount of \$990,000.00 for the Wastewater Treatment Facility (WWTF) Secondary Clarifier Project *first reading and refer to public hearing 4/19/22* P. 215**
- 13.3 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan for the Ledgeview Drive Pump Station Upgrade Project in the Amount of up to \$885,500.00 *first reading and consideration for adoption* P. 221**
- 13.4 Resolution Authorizing Supplemental Appropriation to the Department of Public Works Sewer Capital Improvements Plan (CIP) Fund in the amount of \$1,265,000.00 for the Ledgeview Drive Pump Station Upgrade Project *first reading and refer to public hearing 4/19/22* P. 223**
- 13.5 Resolution Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Critical Flood Risk Infrastructure Grant Program (CFRING) Grant for Gonic Dam/Gonic Sawmill**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Dam Project in the Amount of up to \$150,000.00 *first reading and consideration for adoption* P. 229**

**13.6 Unsealing of Non-public minutes *Motion to unseal the following* :**

**13.6.1 March 2, 2021, RSA 91-A:3, II(d) Land**

**13.6.2 April 6, 2021, RSA 91-A:3, II(d) Land**

**13.6.3 April 20, 2021, RSA 91-A:3, II(d) Land**

**13.6.4 June 1, 2021, RSA 91-A:3, II(d) Land**

**13.6.5 July 6, 2021, RSA 91-A:3, II(d) Land**

**13.6.6 August 3, 2021, RSA 91-A:3, II(d) Land**

**14. Non-Public/Non-Meeting**

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

**15. Adjournment**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Regular City Council Meeting  
March 1, 2022  
Council Chambers  
6:30 PM**

**COUNCILORS PRESENT**

Councilor Beaudoin  
Councilor Berlin  
Councilor Desrochers  
Councilor Fontneau  
Councilor Gilman  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Larochelle  
Councilor Malone  
Councilor Rice  
Deputy Mayor Lachapelle  
Mayor Callaghan

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Julian Long, Community Development  
Coordinator

**COUNCILORS ABSENT**

**Minutes**

**1. Call to Order**

Mayor Callaghan called the meeting to order at 6:30 PM.

**2. Opening Prayer**

Mayor Callaghan requested a moment of silence for the people of Ukraine.

**3. Pledge of Allegiance**

Jason Collopy, Eagle Scout, led the Pledge of Allegiance.

**4. Roll Call**

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

**5. Acceptance of Minutes**

### **5.1 Regular City Council Meeting: February 1, 2022, consideration *for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of February 1, 2022. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

### **6.1 City Manager's Report:**

#### **Contracts and documents executed since last month:**

##### **Department of Public Works**

- Change order, WWTP Carbon Storage Facility – Apex Construction
- Notice of Bid Award, WWTP Aeration sidewall blower – Apex
- Scope of Services, Katie Lane Stormwater Watershed – S.U.R.
- Lease renewal – DHHS
- Scope of Services, Demolition of 38 Hanson – S.U.R.
- Scope of Services, GSBP public infrastructure – S.U.R.
- Task Order , WWTF – Brown & Caldwell

##### **Economic Development**

- FY22 CDBG Environ. Review – CAP Weatherization, February 1
- FY22 CDBG Environ. Review – CAP Weatherization, February 2
- FY22 CDBG Environ. Review – CAP Weatherization, February 15
- FY22 CDBG-CV Contract – Waypoint NH 7
- Fair Housing activity certification form – Gafney Home Project

##### **Finance**

- Tax Map Maintenance Proposal – CAI Technologies

##### **IT**

- Licensing Proposal – Central Square, Actian Software, PD Cruiser tablets.

##### **Police Department**

- Animal Shelter agreement – Pope Memorial Humane Society
- Grant application – NH Dept of safety, Body Worn and Dashboard Camera grant

### **Standard Report(s)**

- Personnel Action Report Summary

Councilor Beaudoin stated that he was disappointed that the demolition of 38 Hanson Street and Barker Court had not been sent out to bid. He said the City could have saved a significant amount of money. Mayor Callaghan said this matter would be addressed under Finance.

## **7. Communications from the Mayor**

Mayor Callaghan read a proclamation for Jason Collopy, who has recently obtained the title of Eagle Scout. Mayor Callaghan spoke about all the achievements Mr. Collopy has accomplished; including overseeing an entire project for the Middle School during the pandemic, which successfully brought to completion twelve quality picnic tables for their outdoor learning area.

Mayor Callaghan invited fellow City Councilors to join him at 9 AM on March 18, 2022, for a tour of the Scenic/Salinger Chinburg Properties building. He requested a headcount for any Councilors interested in attending. He said the opening date for this building is set for April 1, 2022.

Mayor Callaghan read a statement against the war in Ukraine brought on by Russia. He requested prayers for peace in Ukraine.

## **8. Presentation of Petitions and Council Correspondence**

No discussion.

## **9. Nominations, Appointments, Resignations, and Elections**

No discussion.

## **10. Reports of Committees**

### **10.1 Appointments Committee**

**10.1.1 Planning Board (Seat B) Reg/Member (Expires 1/02/2024)  
Susan Rice (New) *consideration for approval***

Councilor Gray said the Committee recommended Susan Rice for Seat B of the Planning Board as stated above. Mayor Callaghan nominated Susan Rice to serve on the Planning Board, as a Regular Member, with a term to expire on 1/2/2024 (Seat B). Councilor Hamann nominated David Walker for the same seat (Seat B). Councilor Desrochers seconded the nomination.

Councilor Lachapelle **MOVED** that nominations cease. Councilor Fontneau seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

A vote was taken by secret ballot. City Manager Cox announced that David Walker received 8 votes and Susan Rice received 5 votes.

Councilor Rice **MOVED** to reconsider the vote taken. Councilor Gray called for a point of order and said that a call for reconsideration can only be requested from someone on the prevailing side of the issue. Councilor Rice responded that he believed he was on the prevailing side, and added that it was a secret ballot vote, so it was not known how any Councilors voted. He clarified that the reason he wished to have the vote reconsidered is because there was no call for discussion on the matter. Councilor Malone seconded the motion to reconsider. The **MOTION FAILED** by a roll call vote of 4 to 9. Councilors Berlin, Hainey, Malone, and Rice voted in favor of the motion. Councilors Desrochers, Gray, Fontneau, Hamann, Lachapelle, Laroche, Beaudoin, Gilman, and Mayor Callaghan voted against the motion.

**10.1.2 Planning Board (Seat G) Reg/Member (Expires 1/02/2023)  
Keith Fitts (Elevation from Alternate – current Seat M) *consideration for approval***

Mayor Callaghan nominated Keith Fitts to the Planning Board as a Regular Member, with a term to expire 1/2/2023 (Seat G). Councilor Hainey nominated Susan Rice for the same seat (Seat G). Councilor Rice seconded the nomination. Councilor Rice **MOVED** that nominations cease. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Hainey spoke about the need for diversity on the Planning Board and gave details about Ms. Rice's qualifications.

Councilor Desrochers stated that the Planning Board voted to recommend both Dave Walker and Keith Fitts to the Planning Board based on their qualifications and experience.

Councilor Berlin was impressed with the professionalism and resume of Ms. Rice, which could not be compared to any other candidate.

Councilor Laroche said past practice of the City Council is to only elevate Alternate Members of the Planning Board to the Regular Membership of its board. Councilor Beaudoin agreed.

Councilor Rice said on December 1, 2015, the City Council voted to send a former City Councilor, who lost the election, to serve on the Planning Board as a Regular Member without first being appointed as an Alternate Member. He added that the person in question had only been the City Council representative to the Planning Board prior to that appointment.

Councilor Berlin pointed out that there are no rules to prevent someone from being appointed as a Regular Member without first being appointed as an Alternate member. He reiterated that Ms. Rice has served extensively on other land use boards and has a lot of experience. He listed her qualifications.

Councilor Desrochers **MOVED** to **TABLE** the appointment. Mayor Callaghan said the motion to table is not valid without a "second" to the motion. There was no second on the motion to table.

Councilor Fontneau gave a brief history of Planning Board appointments and the protocol for new appointments to start at the Alternate level. He said that Ms. Rice's resume clearly speaks for itself; however, in his twenty years of serving on the Planning Board, there were very few circumstances where a new candidate would be placed in a Regular position if there was *an* Alternate Member serving on the board who had requested to be elevated. He added that the Planning Board took a vote to recommend both Mr. Walker and Mr. Fitts to be appointed as Regular Members of the Planning Board.

Mayor Callaghan stated his support for Mr. Fitts and briefed the City Council about the Planning Board Chair attending the last Appointment

Review Committee meeting and making a clear recommendation for Keith Fitts.

Councilor Hainey agreed but said the Planning Board Chair only spoke about one of these candidates and not both of them. Mayor Callaghan called for the vote.

A vote was taken by secret ballot. City Manager Cox reported that Mr. Fitts received 8 votes and Ms. Rice received 5 vote.

**10.1.3 Historic District Commission (Seat H)  
Alt/Member (Expires 01/02/2025)  
James Connor (New) *consideration for approval***

Mayor Callaghan said the remaining appointments could be voted upon as a group. Councilor Rice objected and requested that the votes be taken individually. He further requested that a roll call be taken. Councilor Berlin seconded the request for a roll call vote. Councilor Fontneau objected to calling a roll call if there is only one nomination for each position. Councilor Rice agreed, however, he requested the remaining appointments not be grouped together.

Mayor Callaghan nominated James Connor to serve on the Historic District Commission as an Alternate Member, with a term to expire on 1/2/2025 (SEAT H). Councilor Rice stated that there had been some confusion over alternate memberships on the HDC and questioned if this recommendation was written correctly. It was determined that the wording was correct.

Councilor Lachapelle **MOVED** to cease nominations. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Rice **MOVED** that the Clerk cast one ballot for Mr. Connor. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.4 Zoning Board of Adjustments (Seat F)  
Alt/Member (Expires 1/2/2024)  
James Connor (New) *consideration for approval***

Mayor Callaghan nominated James Connor to serve on the Zoning Board of Adjustments as an Alternate Member, with a term to expire on 1/2/2024. Councilor Rice **MOVED** that nominations cease and the clerk

cast one ballot for Mr. Connor. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.5 Economic Development Commission (Seat G)  
Reg/Member (Expires 1/2/2023)  
Tim Jones (New) *consideration for approval***

Mayor Callaghan nominated Tim Jones to serve on the Economic Development Commission as a Regular Member, with a term to expire on 1/2/2023 (Seat G). Councilor Desrochers **MOVED** to cease nominations and to have the Clerk cast a ballot for Mr. Jones. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a majority vote.

**10.1.6 Planning Board (Seat K), Alt/Member (Expires  
1/02/2025)  
James Hayden (New) *consideration for  
approval***

Mayor Callaghan nominated James Hayden to serve on the Planning Board as an Alternate Member with a term to expire on 1/2/2025 (Seat K). Councilor Lachapelle seconded the motion. Councilor Rice **MOVED** to cease nominations and that the Clerk cast one ballot for Mr. Hayden. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous vote.

**10.1.7 Planning Board (Seat N) Alt/Member (Expires  
1/02/2023)  
Michael McQuade New, *consideration for  
approval***

Mayor Callaghan nominated Michael McQuade to serve on the Planning Board as an Alternate Member with a term to expire on 1/2/2023 (Seat N). Councilor Lachapelle seconded the motion. Councilor Rice **MOVED** that nominations cease and the Clerk cast one ballot for Mr. McQuade. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.8 Planning Board (Seat L) Alt/Member (Expires  
1/02/2024)  
Matthew Richardson (New) *consideration for  
approval***

Mayor Callaghan nominated Matthew Richardson to serve on the Planning Board as an Alternate Member with a term to expire on 1/2/2024

(Seat L). Councilor Lachapelle seconded the nomination. Councilor Rice **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Richardson. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.9 Planning Board (Seat M), Alt/Member (Expires 1/02/2025)**  
**David Walker (New) *consideration for approval***

Councilor Desrochers nominated David Walker. Councilor Rice stated that David Walker was already appointed. Councilor Berlin nominated Susan Rice to serve on the Planning Board as an Alternate Member with a term to expire on 1/2/2025 (Seat M). Councilor Rice seconded the nomination. Councilor Rice **MOVED** that nominations cease and the Clerk cast one ballot for Ms. Rice. Councilor Gray informed the City Council that Ms. Rice was asked if she would consider accepting an alternate membership on the Planning Board and, at that time, she replied no. He wished to **AMEND** the motion to be contingent upon Ms. Rice accepting the position. The **MOTION to AMEND CARRIED** by a unanimous voice vote. Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.10 Library Trustees (Ward 2) Reg/Member (Expires 1/02/2025)**  
**Samantha Gee Reappointment: *consideration for approval***

Mayor Callaghan nominated Samantha Gee to the Library Trustees for Ward 2, with a term to expire on 1/2/2025. Councilor Rice **MOVED** that nominations cease and the Clerk cast one ballot for Ms. Gee. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.2 Codes and Ordinance Committee**

**10.2.1 *Committee Recommendation:* to accept the changes and deletions in section 1.4 "Remote Participation during Council and Board Meetings" as detailed by City staff *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order:

## **SECTION 1.5 REMOTE PARTICIPATION DURING COUNCIL AND BOARD MEETINGS**

### **a) INTRODUCTION / PURPOSE**

The City Council strongly encourages board members to be physically present for all board and committee meetings. The Council recognizes, however, that extenuating circumstances may occasionally prevent a member from being physically present at a meeting. Therefore, to promote full participation of board members while ensuring access and transparency for the public as required by NH RSA 91-A:2 Access to Governmental Records and Meetings, the Council authorizes remote participation in board meetings subject to the following procedures and requirements.

### **b) PERMISSIBLE REASONS FOR REMOTE PARTICIPATION**

Remote participation is not to be used solely for a board member's convenience or to avoid attending a particular meeting in person. Any Board member who is unable to physically attend a meeting of the board may make arrangements to remotely participate in the meeting under the following conditions:

1. Personal illness or disability;
2. Out-of-town travel;
3. Unexpected lack of child-care;
4. Family member illness or emergency;
5. Weather conditions;
6. Military service;
7. Employment obligations; or
8. A scheduling conflict.
9. As determined by the Chair

### **c) PROCEDURE FOR REMOTE PARTICIPATION**

1. *With the exception of an emergency*, a member of the board requesting to participate in a meeting remotely shall notify the board chair (the "Chair") as soon as practicable, but in no case less than 2 business days prior to the scheduled meeting.

2. The Chair will contact the board staff liaison as soon as possible and state they have allowed board member to participate remotely (state meeting date) based on criteria laid out in this document.

3. The staff liaison will contact the Government Channel Coordinator or designee to arrange technical logistics, based on currently available technology.

4 Staff liaison, the requesting board member, and the Government Channel Coordinator will arrange for a test prior to said meeting. While technological issues may arise that may be beyond staff control, this will ensure the best possible experience.

5. The remote participant(s) shall join the remote meeting 15 minutes prior to scheduled meeting time.

6. The Chair shall announce the remote participant *prior* to the Call to Order and follow this suggested script: "Board member (name) is participating in this meeting remotely. (name) are you there? (participant- "yes I am here") (name) was it reasonably impractical for you to be physically present at this meeting? (participant) – yes, it was impractical for me to be physically present)."

7. The Chair may decide how to address technical difficulties that arise when utilizing remote participation, but whenever possible, the Chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear, or be heard clearly by all persons present at the meeting location.

8. A member participating remotely shall notify the chair if leaving the meeting before it is adjourned or rejoining the meeting after a period of absence.

9. All votes taken during such a meeting shall be by roll call.

10. Participation by remote communication will be noted in the official board minutes. Any interruption to or discontinuation of the member's participation will also be noted in the minutes.

#### **~~e) CONDITIONS / Authority~~**

~~(State-NH RSA 91-A:2):~~

~~— III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.~~

~~— (a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when~~

~~such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the \_\_\_\_\_ meeting.~~

~~(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included \_\_\_\_\_ in \_\_\_\_\_ the \_\_\_\_\_ minutes \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ meeting.~~

~~(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting \_\_\_\_\_ location \_\_\_\_\_ specified \_\_\_\_\_ in \_\_\_\_\_ the \_\_\_\_\_ meeting \_\_\_\_\_ notice.~~

~~(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as \_\_\_\_\_ expressed \_\_\_\_\_ in \_\_\_\_\_ RSA \_\_\_\_\_ 91-A:1.~~

~~(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.~~

#### **~~d) Additional Conditions~~**

~~A board member considered present through remote participation will be permitted to vote on any action item at the meeting except:~~

~~\_\_\_\_\_ Any item for which the member was not participating remotely during the entire discussion and deliberation of the matter preceding the vote; and~~

~~Any item that was being discussed when an interruption to the electronic communication occurred, if the board's discussion was not suspended during the interruption. A brief loss of simultaneous communication,~~

~~such as a few seconds, will not disqualify the member from voting on the matter under discussion.~~

~~Per RSA-91 A:1 All votes taken during such a meeting shall be by roll call vote.~~

~~A board member may participate remotely in a closed session of the board provided the member provides assurance to the board that no other person is able to hear, see, or otherwise participate in the closed session from the remote location.~~

~~The City of Rochester staff will not be held liable for failed technology or things beyond our control that would interfere with the remote communication.~~

~~Board member wishing to engage in remote participation shall adhere to following procedures: section (d).~~

### ~~**e) PROCEDURE FOR REMOTE PARTICIPATION**~~

~~1. With the exception of an emergency, a member of the board who desires to participate in a meeting remotely shall notify the board chair at least one week in advance of the meeting.~~

~~2. At the time of this writing, because current mode of phone call in only allows one member at a time, remote participation will be on first come first serve basis, when criteria is met.~~

~~3. Meeting Chair will contact the City Manager's office as soon as possible and state they have allowed board member to participate remotely (state meeting date) based on criteria laid out in this document.~~

~~4. City Manager's office will send participant call in phone number along with a copy of this policy / procedure document and arrange tentative "test date" for phone call. City Manager's office shall notify Government Channel Coordinator.~~

~~5. Previous to the meeting, the Chair will inform board members of the request and intention to allow remote participation of such board member.~~

~~6. A test a few days prior to the meeting should be performed to ensure that the caller's device will suffice, and that they can hear on their device at their remote location. While not always possible, it is recommended a land line phone be used with external speaker.~~

~~7. The participant shall initiate the phone call in to designated phone number at 6:45pm eastern standard time or 15 minutes prior to the meeting start. Caller should be aware of not to be near televised or live streaming audio during the meeting.~~

~~8. The chair shall announce the remote participant after the Call to Order and follow suggested script: "Board member (name) is participating in this meeting by telephone. (name) are you there? (participant—"yes I am here") (name) was it reasonably impractical for you to be physically present at this meeting? (participant)—yes, it was impractical for me to be physically present)."~~

~~9. The meeting chair may decide how to address technical difficulties that arise when utilizing remote participation, but whenever possible, the chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If, however, the technical difficulties distract from or impede the orderly progress of the meeting, a majority of the members physically present may vote to end the remote participation.~~

~~9. A member participating remotely shall notify the chair if leaving the meeting before it is adjourned or rejoining the meeting after a period of absence.~~

~~10. All votes taken during such a meeting shall be by roll call.~~

~~11. Remote participant may partake in non public and non meetings sessions, but in most cases will require participant to end the call to Council Chambers, call into Council conference room, and call back into Council Chambers, if required to do so per voting reasons of Council rules of Order.~~

~~12. Participation by remote communication will be noted in the official board minutes. Any interruption to or discontinuation of the member's participation will also be noted in the minutes.~~

~~13. Any telephone costs associated with remote participation shall be borne by the remote participant.~~

Councilor Rice seconded the motion. Councilor Lachapelle explained that the City Attorney proposed an entire revamp to the Rules of Order for Remote Participation. He said it is geared towards our new practice of utilizing Teams software, in certain circumstances, for remote participation at City Council and other meetings. Councilor Rice commented that the new language is less redundant, and it addresses both telephonic and Teams technology. Mayor Callaghan called for a vote on the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.2 Committee Recommendation: to approve the change to section 1.5 of the Rules of Order, removing #14 "Other" from "Order of Business" consideration for approval**

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order:

**Section 1.56 Order of Business**

- (a) **The order of business for Regular meetings of the City of Rochester shall be as follows :**
- 1. Call to Order**
  - 2. Pledge of Allegiance**
  - 3. Prayer**
  - 4. Roll Call**
  - 5. Approval of the minutes of the previous meeting(s)**
  - 6. Communications from the City Manager**
  - 7. Communications from the Mayor**
  - 8. Presentation of Petitions and Council Correspondence [and Disposal thereof Reference or Otherwise]**
  - 9. Nomination, Appointment, and Elections**
  - 10. Report of Committees**
  - 11. Old Business [Items Remaining from Prior Meetings]**
  - 12. Consent Calendar**
  - 13. New Business**
  - ~~**14. Other**~~
  - (15) 14 Adjournment**

Councilor Beaudoin seconded the motion. Mayor Callaghan called for a vote on the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.3 Committee Recommendation: To change the wording in section 4.1 "Agenda Preparation" to "calendar days" and to change the meeting submission deadline from seven days to eleven days *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order as follows:

**SECTION 4.1 AGENDA PREPARATION**

The agenda for each Council meeting shall be prepared by the Mayor, the Deputy Mayor and the City Manager in conjunction with the City Clerk. Any Councilor may place an item on the agenda provided that the items be submitted in writing or email to the City Clerk, the Mayor, the Deputy Mayor or the City Manager ~~eleven seven-(117)~~ calendar days prior to the meeting of Council. The City Clerk shall provide Council members with copies of the agenda at least five (5) calendar days prior to the meeting of the Council.

Councilor Malone seconded the motion. Councilor Lachapelle said this was brought to the Committee's attention that the Rules of Order was not clear if the meaning of days meant calendar days or business days, thus that part of the amendment is being proposed.

Councilor Lachapelle explained the second part of the proposed change of allowing eleven days versus only five days. He said this is to resolve some scheduling conflicts with the current Mayor and Deputy Mayor. Mayor Callaghan said it gives City staff a few extra days to gather materials as well.

Councilor Hainey questioned if the timeframe would work for Committees to get their items on the agenda on time. Councilor Lachapelle clarified that it does not currently always work with the five days. He said if a Committee meets too late in the month to meet the agenda deadline, that the items are added to the following months' meeting Agenda. He listed other benefits of the change. Councilor

Hainey said with the Community Development Committee in particular, the timeline is stringent. She said there are timelines/deadlines to which they need to adhere. City Manager Cox explained that an urgent item could always be added to a Special meeting following the Workshop in the middle of the month. Councilor Fontneau asked if an item could be added to the agenda (if urgent) by a 2/3<sup>rd</sup> vote of the City Council. It was determined that it could be.

Councilor Rice disagreed that this would give staff more time. In the case of the Public Safety Committee, the secretary would have had only one day to transcribe the minutes and get material to the City Clerk for this agenda. He questioned if the City staff does have more time then the packet could be completed a day earlier. Councilor Gray gave reasons why he did not support the eleven-day cut-off. Councilor Rice requested a roll call vote. Councilor Malone seconded the request. The **MOTION CARRIED** by a roll call vote of 10 to 3. Councilors Beaudoin, Hamann, Desrochers, Lachapelle, Hainey, Larochelle, Gilman, Fontneau, and Mayor Callaghan voted in favor of the motion. Councilors Rice, Berlin, and Gray voted against the motion.

Councilor Hainey asked for reassurance that urgent items would still be added to the agenda. Mayor Callaghan replied yes.

Councilor Rice said that RSA 91-A states that the final agenda must be posted at least 24 hours in advance. He said agendas could be revised if necessary. Councilor Gray stated that the individual City Councilors could not achieve this unless approved by the Mayor or a majority of the City Council in order to accomplish revisions.

**10.2.4 Committee Recommendation: To require the suspension of the rules and a 2/3 vote in order for a resolution to be read in its entirety *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order (changes in red):

**SECTION 4.12 ORDINANCES AND RESOLUTIONS**

Every Resolution, including those which propose to change the Ordinance, shall be placed on the City Council Agenda in accordance with ~~Rule~~ **Section** 4.1. Any Resolution shall receive a First Reading

during the first meeting in which it appears on the Agenda. Following the First Reading, the Council shall take one of the following actions:

1. Vote to disapprove the Resolution.
2. Refer to a Public Hearing if required by law.
3. Refer to an appropriate standing committee, or to the City Council sitting as a Committee of the Whole, for further review. Any Resolution proposing a change to the Ordinance, which did not originate in the Codes and Ordinances Committee, must be referred to said committee prior to a vote of approval. Resolutions referred to Public Hearing per action #2 may also be referred to committee.
4. If actions #2 and #3 do not apply to the Resolution, the Council may proceed to a vote of approval.

For a Resolution which is not subject to action #1 or #4, it shall receive a Second Reading at the next meeting during which it appears on the City Council Agenda. Following the Second Reading, for any Resolution referred to a standing committee, the chairperson of said committee shall deliver a report detailing the review of the Resolution. After the committee report is delivered, the City Council shall entertain any motions to amend. Following disposition of the motions to amend, the City Council shall vote on final approval or disapproval of the Resolution.

**All Resolutions shall be read by title only for the First and Second Reading. Any Councilor desiring a Resolution to be read in its entirety shall Motion as such and said Motion shall require a second. In order to be successful, said Motion must receive a 2/3 vote of approval from the entire City Council.**

Councilor Rice seconded the motion. Councilor Lachapelle explained that the only time the resolution is read in its entirety is for the resolution accepting polling places. He said in that instance, a motion would be made to suspend the rules and to read the resolution in its entirety. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.5 Committee Recommendation: To delete section 4.13 "Codes and Ordinances Committee, Ordinance Enrollment" in its entirety *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order:

**SECTION 4.13 CODES AND ORDINANCES COMMITTEE, ORDINANCE ENROLLMENT**

~~It shall be the duty of the Codes and Ordinances Committee to examine every ordinance that shall have passed the several readings required, and if found correctly enrolled, officially made part of the general ordinances of the City of Rochester and/or the official record of the City Council and to report the same to the Council.~~

Councilor Beaudoin seconded the motion. Councilor Lachapelle said this change has been recommended by the City Attorney. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.6 Committee Recommendation: to approve the changes to section 1.1 "Regular Meetings," moving the start time of Council meetings from 6:30 PM to 6:00 PM consideration for approval**

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order:

**SECTION 1.1 REGULAR MEETINGS**

Regular meetings of the City Council shall be held in the Council Chamber in City Hall on the first Tuesday of each month, at ~~6:30~~ **6:00 o'clock** PM, except when a state general election or a regular municipal election is held on said first Tuesday of the month of November. The November meeting date in the year in which a regular municipal election is conducted shall be the Wednesday following said municipal election, in accordance with Section 52 of the City Charter. The November meeting date in the year in which a state general election is conducted shall be the second Tuesday of that month, unless the City Council shall otherwise direct. The inaugural meeting date following the regular municipal election shall be the first Tuesday after January 1. If any such date shall fall upon a legal holiday or upon the day on which a special state or municipal election is conducted the City Council shall vote to conduct said meeting on the day following or on the Tuesday following that holiday or Election Day.

Councilor Rice seconded the motion. Councilor Gray stated he would vote against the motion. Councilor Beaudoin stated that Councilor Gray also serves as a State Senator and it would be respectful to keep the meeting time at 6:30 PM. Councilor Lachapelle said he does respect Councilor Gray and his Senate seat; however, he has witnessed Councilor Gray attending meetings as early as 5:30 PM. Councilor Lachapelle said there has to be a more specific reason made by Councilor Gray for him (Councilor Lachapelle) to change his mind. The **MOTION CARRIED** by a majority voice vote.

**10.2.7 Committee Recommendation: To approve the addition of a new section 1.3 to the Rules of Order regarding non-public meeting materials *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order (the addition of the following section):

**SECTION 1.3 NON-PUBLIC SESSIONS**

Items being considered for action in a non-public session shall be submitted and dealt with in accordance with Council Rules of Order sections 4.1, 4.2, and 4.3. Therefore, all supporting documentation, contracts, or proposals being considered during non-public session shall be submitted to council members at least five calendar days in advance of consideration. Such documentation shall be distributed in a confidential manner.

Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a majority voice vote.

**10.2.8 Committee Recommendation: to approve the change to section 4.19 "Functions of Public Safety Committee" to add verbiage to include "Ambulance Service" *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the following Amendment to the City Council Rules of Order:

**SECTION 4.18 FUNCTIONS OF PUBLIC SAFETY COMMITTEE**

Functions shall include: Police, Fire, Parking, Traffic, Street Signs, Street Lights, Animal Control, and Public Health Services, **and Ambulance Services.**

Councilor Rice seconded the motion. Councilor Lachapelle said he noticed the actual amendment was not included in the packet material this evening; however, he described the changes as shown above. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle stated that concludes the Codes and Ordinances action items. He said the Committee shall meet again this coming Thursday.

### **10.3 Finance Committee**

#### **10.3.1 Resolution Authorizing Change of Funding from Bond to General Fund Unassigned Fund Balance in the amount of \$3,710,641 *first reading and refer to public hearing on 3/15/22***

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time and refer the matter to a Public Hearing on March 15, 2022. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous vote. Mayor Callaghan read the resolution for the first time by title only as follows:

#### **Resolution Authorizing Change of Funding from Bond to General Fund Unassigned Fund Balance in the amount of \$3,710,641**

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

That the amount of Three Million Seven Hundred Ten Thousand Six Hundred Forty One Dollars (\$3,710,641) is hereby authorized as a change of funding from previously adopted Bonding authority to General Fund Unassigned Fund Balance. Thirteen (13) capital improvement projects have been identified (Exhibit A attached) for funding change.

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.

**10.3.2 Resolution Authorizing Transfer of General Fund Unassigned Fund Balance in the amount of \$1,000,084 to the Economic Development Special Reserve Fund *first reading and refer to public hearing on 3/15/22***

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time and refer the matter to a Public Hearing on March 15, 2022. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous vote. Mayor Callaghan read the resolution for the first time by title only as follows:

**Resolution Authorizing Transfer of General Fund Unassigned Fund Balance in the amount of \$1,000,084 to the Economic Development Special Reserve Fund**

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

That the amount of One Million Eight Four Thousand Dollars (\$1,000,084) is hereby authorized to be transferred from the General Fund Unassigned Fund Balance to the Economic Development Special Reserve Fund. The funds are hereby appropriated exclusively for economic development activity. Ineligible use of funds are ancillary administrative, marketing, conference, or travel expenses that may be related to the primary economic development activity.

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.

**10.4 Planning Board**

No discussion.

**10.5 Public Safety**

- 10.5.1 *Committee Recommendation:* to remove the "2 hour parking" from Columbus Avenue to 34 Hanson Street with the stipulation to come**

**back when the building is built for committee review *consideration for approval***

Councilor Rice wished to amend the Committee's recommendation after he conducted more research. He **MOVED** to **APPROVE** the Committee Recommendation. Councilor Malone seconded the motion. Councilor Rice **MOVED** to **AMEND** the motion as follows: to remove the existing "2 hour parking" sign(s) on Hanson Street, from Columbus Avenue to approximately 50 Hanson Street. To add (at the discretion of DPW) 2- hour parking signs with arrows pointing, from 38 Hanson Street, and Central Avenue, on the opposite side (*down towards Parson Main*). (*With the stipulation to come back when the building is built for Committee review*). Councilor Malone seconded the motion. The **MOTION** to **AMEND CARRIED** by a unanimous voice vote. Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

## **10.6 Public Works**

**10.6.1 Committee Recommendation: To approve Estes Road, Howard Brook Drive, Jessica Drive, Sandina Drive, Marcy Drive and McNeil Drive for paving as part of the 2022 Paving Rehabilitation Program as presented by the DPW *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee's Recommendation to approve Estes Road, Howard Brook Drive, Jessica Drive, Sandina Drive, Marcy Drive and McNeil Drive for paving as part of the 2022 Paving Rehabilitation Program as presented by the DPW. Councilor Lachapelle asked if the recommendation were made by DPW staff. Councilor Hamann replied yes. Mayor Callaghan asked Councilor Hamann to expand on how the determination of which streets should be re-paved was made. Councilor Hamann said the City hired a consultant for the Road Surface Program which assists in the process of selecting the roads most in need of re-pavement. The **MOTION CARRIED** by a unanimous voice vote.

**10.6.2 Resolution Authorizing Supplemental Appropriation to the General Fund Capital Improvement Project (CIP) Fund in the amount of \$1,565,000.00**

**and to the Water Fund CIP Fund in the amount of \$1,235,000.00 for the so-called Woodman Area Reconstruction Project and Borrowing Authority Pursuant to RSA 33:9 *first reading and refer to public hearing on 3/15/22***

Councilor Hamann **MOVED** to read the resolution by title only for a first time and refer the matter to a Public Hearing on March 15, 2022. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous vote. Mayor Callaghan read the resolution for the first time by title only as follows:

**Resolution Authorizing Supplemental Appropriation to the General Fund Capital Improvement Project (CIP) Fund in the amount of \$1,565,000.00 and to the Water Fund CIP Fund in the amount of \$1,235,000.00 for the so-called Woodman Area Reconstruction Project and Borrowing Authority Pursuant to RSA 33:9**

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

That the sum of One Million Five Hundred Sixty Five Thousand Dollars (\$1,565,000.00) be, and hereby is, appropriated as a supplemental appropriation to the General Fund CIP Fund and One Million Two Hundred Thirty Five Thousand Dollars (\$1,235,000.00) to the Water Fund CIP Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called Woodman Area Reconstruction Project.

**Further**, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Eight Hundred Thousand Dollars (\$2,800,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, 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. All projects will be assigned a unique account number for tracking and reported purposes.

**11. Old Business**

No discussion.

**12. Consent Calendar**

No discussion.

**13. New Business**

**13.1 Resolution Authorizing Acceptance of Granite Shield 2021 Substance Abuse Reduction Initiative Grant in the amount of \$5,000.00 and Supplemental Appropriation in Connection Therewith *first reading and consideration for acceptance***

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

**Resolution Authorizing Acceptance of Granite Shield 2021 Substance Abuse Reduction Initiative Grant in the amount of \$5,000.00 and Supplemental Appropriation in Connection Therewith**

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

**WHEREAS**, that the Granite Shield 2021 Substance Abuse Reduction Initiative Grant in the amount of Five Thousand Dollars (\$5,000.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

**FURTHER**, that the sum of Five Thousand Dollars (\$5,000.00) be, and hereby is, appropriated to the Police Department operating budget with the entirety of the supplemental appropriation being derived from the forfeiture; 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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

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

**13.2 Resolution Authorizing the Submittal of an Application for an Economic Development Agency (EDA) American Rescue Plan (ARPA) Construction Grant in the Amount of \$2,500,000.00 *first reading and consideration for acceptance***

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

**RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR AN ECONOMIC DEVELOPMENT AGENCY (EDA) AMERICAN RESCUE PLAN (ARPA) CONSTRUCTION GRANT IN THE AMOUNT OF \$2,500,000.00**

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

**WHEREAS**, the City desires to apply for an EDA ARPA grant in the amount of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) to construct a road off of Innovation Drive within the Granite State Business Park. This road would provide access to a new proposed sewer pump station, as well as provide frontage and water and sewer infrastructure for the lot(s) located at 91 Innovation Drive, and is hereby accepted by the City of Rochester;

**WHEREAS**, the aforesaid grant requires a 20% cash match by the City

City of Rochester  
Draft

Regular City Council Meeting  
March 1, 2022

of Rochester in the amount of Five Hundred Thousand Dollars (\$500,000.00), to the EDA ARPA grant by the City of Rochester;

**FURTHER**, that the City Manager is authorized to enter into a grant agreement and any other contracts with the EDA that are necessary to receive and administer the grant funds detailed above; and

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. Councilor Beaudoin stated that he would vote against this motion. He understood what the funding was earmarked for and the cost will end up being over \$1,000 dollars per foot. He gave reasons why he felt this would be a waste of taxpayer dollars. Councilor Rice asked if this was part of the original ARPA funds. Mayor Callaghan replied no, this is a new grant. Mayor Callaghan said Councilor Beaudoin makes a good point; however, New Hampshire residents need to know that (New Hampshire) is a donor state. He said the State of NH pays more money to the Federal Government than it gets back. Councilor Desrochers agreed and said if the City does not accept the grant than another community will. Councilor Beaudoin requested a roll call vote. Councilor Rice seconded the request. The **MOTION CARRIED** by a 12 to 1 Roll call vote. Councilors Hainey, Gray, Malone, Gilman, Fontneau, Laroche, Rice, Desrochers, Berlin, Hamann, Lachapelle, and Mayor Callaghan voted in favor of the motion. Councilor Beaudoin voted against the motion.

**13.3 Resolution Authorizing Acceptance and Appropriation of American Rescue Plan Act Victim Services Grant Award in an amount of \$25,836.00 for FY 2023 *first reading and consideration for acceptance***

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

**RESOLUTION AUTHORIZING ACCEPTANCE AND  
APPROPRIATION OF AMERICAN RESCUE PLAN ACT VICTIM  
SERVICES GRANT AWARD IN AN AMOUNT OF \$25,836.00 FOR  
FY 2023**

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

**WHEREAS**, that an American Rescue Plan Act Victim Services grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

**WHEREAS**, the aforesaid grant requires a 20% cash match by the City of Rochester in the amount of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), by City of Rochester's Legal Department;

**FURTHER**, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the American Rescue Plan Act Victim Services grant;

**FURTHER**, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2022 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

**FURTHER**, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Rice seconded the motion. Councilor Rice asked about the specific funding. Mayor Callaghan said it would be funded for the prosecution office and/or the Legal Department. Julian Long, Economic Development Grant Coordinator, addressed the City Council. He said

this would fund the Victims Witness Advocate, which is based out of the Prosecutor's Office. He explained that person would assist the witnesses of crimes, in order to assist them to gain restitution if possible and to offer support through the entire witness process. The **MOTION CARRIED** by a unanimous vote.

### **13.4 Lot Restoration of 154 Milton Road *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the Lot Restoration of 154 Milton Road. Councilor Rice seconded the motion. Councilor Rice asked if anyone knew when this lot was merged. Councilor Hamann recalled it was in the 1960's. City Manager Cox explained that the lot had been involuntarily merged and that is why it falls under that statute (RSA 674:39aa). He said the deed book and page references 1965. Councilor Gray explained why many lots were merged during that timeframe and the legislation has recently renewed the exemption relative to these lots and that is why these types of un-mergers will be brought forward. City Manager Cox gave details about language that should be included with the vote. Councilor Rice **MOVED** to **INCLUDE** the following with the original motion: to add a condition that the dividing lot line of the 100 ft frontage lot will need to be located 10 feet from the existing structure to make sure that structure does not become non-conforming to the side setback line. Councilor Lachapelle seconded the motion. Councilor Lachapelle confirmed his second to that motion as amended. The **MOTION CARRIED** by a unanimous vote.

### **14. Other**

Councilor Rice stated reasons why he would like to remove the Agenda item "Prayer" from the City Council Rules of Order (Section 1.6) and change it to "moment of silence". Mayor Callaghan spoke in favor of the opening prayer and said he would invite different denominations to hold the prayer. It was determined that a 2/3<sup>rd</sup> vote would be needed in order to add this to the Agenda this evening. The City Council briefly discussed the matter.

Councilor Lachapelle said the matter could be reviewed next month at the Codes and Ordinances meeting, as it is too late for this week's agenda.

Councilor Rice **MOVED** to suspend the rules of order in order to add this item "an Amendment to the Rules of Order – Section 1.6" to the Agenda. Councilor Berlin seconded the motion. Councilor Beaudoin said this is a discussion that should be held in the Codes and Ordinances Committee. Councilors Desrochers and Fontneau agreed. Councilor Rice said all members of the Codes and Ordinances Committee are present this evening and the discussion could take place now. Councilor Hamann disagreed. Councilor Larochelle said the discussion could take place now with a 2/3<sup>rd</sup> vote of the City Council. Mayor Callaghan called for a vote on the motion and explained that a "yes" vote would allow the discussion to continue. Councilor Malone asked if this could still be discussed at the Codes meeting, if the vote failed. Mayor Callaghan replied yes.

Mayor Callaghan asked the Clerk to take a roll call. The **MOTION FAILED** by a roll call vote of 2 to 11. Councilors Rice and Berlin voted in favor of the motion. Councilors Gilman, Gray, Hainey, Larochelle, Lachapelle, Fontneau Hamann, Beaudoin, Desrochers, Malone, Mayor Callaghan voted against the motion.

Councilor Rice requested that the Mayor only allow yes/no votes and no other comments, such as one Councilor demonstrated this evening.

## **15. Adjournment**

Mayor Callaghan **ADJOURNED** the meeting at 7:41 PM.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**City Council Special Meeting  
March 15, 2022  
Council Chambers  
6:01 PM**

**COUNCILORS PRESENT**

Councilor Berlin  
Councilor Desrochers  
Councilor Fontneau  
Councilor Gilman  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Hunt-Hawkins  
Councilor Hutchinson  
Councilor Lachapelle  
Councilor Rice  
Deputy Mayor Lachapelle  
Mayor Callaghan

**OTHERS PRESENT**

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

**Councilors Excused**

Councilor Beaudoin

**Minutes**

**1. Call To Order**

Mayor Callaghan called the City Council Special Meeting to order at 6:01 PM.

**2. Roll Call**

Deputy City Clerk Cassie Givara took the roll. All Councilors were present except for Councilor Beaudoin, who was excused.

**3. Trustees of the Trust Fund Reappointments**

Mayor Callaghan requested a motion to vote on both candidates in a single motion instead of separately. Councilor Fontneau **MOVED** to approve the reappointment of both Robert Pallas and Brett Johnson to the Trustees of the Trust Fund, as regular members, with terms to expire 1/2/2025. Councilor

Lachapelle seconded the motion. The **MOTION CARRIED** by a majority voice vote.

Councilor Gray indicated that the Appointments Committee had met prior to the Council meeting this evening and, although the Trustees appointments were not on their agenda, they unanimously supported the appointment of both members. Councilor Rice asked who had been present at the Appointments Committee meeting. Councilor Gray responded that it had been himself, Councilor Berlin, and Councilor Hailey.

**3.1 Reappointments of Robert Pallas: Trustees of the Trust Fund, Seat A, term to expire 1/2/2025 *consideration for approval***

**3.2 Reappointment of Brett Johnson: Trustees of the Trust Fund, Seat B, term to expire 1/2/2025 *consideration for approval***

Mayor Callaghan called for a vote on the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **4. Adjournment**

Mayor Callaghan **ADJOURNED** the City Council Special Meeting at 6:02 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk



## *City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER  
 31 Wakefield Street • Rochester, NH 03867  
 (603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

### **CITY MANAGER'S REPORT March 2022**

Contracts and documents executed since last month:

- **Department of Public Works**
  - Change order #13, New DPW – Hutter Construction **P. 44**
  - Change order #14, New DPW – Hutter Construction **P. 45**
  - Scope of Services, Old Dover Rd landfill groundwater – Ransom Consulting **P. 46**
  - Change order, Rt 202A Water Main Ext – D&C Construction **P. 47**
  - Contract, Opera House Code review & remediation – Weston & Sampson **P. 48**
  - Certificate of substantial completion, new DPW – Hutter Construction **P. 49**
- **Economic Development**
  - FY22 CDBG-CV Contract – My Friend’s Place **P. 50**
  - VOCA Grant Application **P. 51**
  - FY23 VOCA Grant Acceptance **P. 52**
  - NH CDFA Contract for Easter Seals project **P. 53**
  - NH CDFA Contract – Gafney Home project **P. 54**
  - FT22 CDBG Environ. Review – CAP Weatherization 3-29 **P. 55**
  - FY22 CDBG Environ. Review – CAP Weatherization 3-30 **P. 56**
- **Finance**
  - MLS Data subscription , Assessing- CoStar **P. 57**
- **IT**
  - Student enrollment – Certified Network Defender **P. 58**
  - System engineering quote – Azure DNS **P. 59**
- **Police Department**
  - Contract – Watchguard body worn cameras **P. 60**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 61**



City of Rochester, New Hampshire  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

03/31/2022



---

## INTEROFFICE MEMORANDUM

---

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

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

**DATE:** January 6, 2022

**SUBJECT:** Hutter Construction  
New DPW Construction – Change Order #13  
\$135,851.55

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

---

Attached for signature please find (1) one copy of Hutter Construction Change Order #13. Hutter Construction was awarded the Construction Contract for the New DPW per lowest bid for Bid#20-29. The original bid amount was \$17,674,000.00. The total of changes to date equal \$448,662.83. The total construction contract amount through change #13 is \$18,122,662.83. This increase in the amount of \$135,851.55 is for addition cost associated with items not included in the bid and outside the original scope of the contractor contract. The changes include purchase and installation of additional equipment air regulators, additional heat pump, floor scrubbing machine, outdoor canopy lighting, modifications to domestic hot water loop, purchase and installation of 3000lb capacity lift in garage, and changes to front entry lighting.

The funds are available in the following CIP DPW Building Account Lines:  
15013010-772000-20584 = \$67,925.79  
55016010-772000-20584 = \$33,962.88  
55026020-772000-20584 = \$33,962.88

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)



*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

03/31/2022



---

## INTEROFFICE MEMORANDUM

---

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

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

**DATE:** March 14, 2022

**SUBJECT:** Hutter Construction  
New DPW Construction – Change Order #14  
\$104,445.00

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

---

Attached for signature please find (1) one copy of Hutter Construction Change Order #14. Hutter Construction was awarded the Construction Contract for the New DPW per lowest bid for Bid#20-29. The original bid amount was \$17,674,000.00. The total of changes to date (including this change) equal \$553,107. The total construction contract amount through change #14 is \$18,227,107.83. This contract increase in the amount of \$104,445.00 is for addition costs associated with modification required to the remote canopy catwalks.

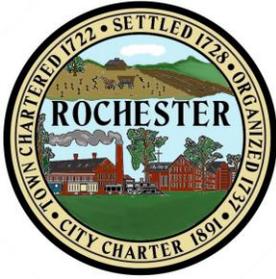
The funds are available in the following CIP DPW Building Account Lines:

15013010-772000-20584	= \$52,225.50
55016010-772000-20584	= \$26,111.25
55026020-772000-20584	= \$26,111.25

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)



*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

03/31/2022



---

---

## INTEROFFICE MEMORANDUM

---

---

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

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR

**DATE:** March 4, 2022

**SUBJECT:** Rochester Old Landfill Groundwater Permit #198705045  
Annual Permit Management Contract  
Ransom Consulting, Inc. Amount \$21,000

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

---

Attached please (1) one copy of the annual scope of service for professional services for Ransom Consulting Inc. Ransom has been the professional consultant of record since the issuance of this Groundwater Monitoring Permit #198705045 for the Old Dover Road Landfill site in 2006. Ransom has all required history and documentation for the permit requirements and does all required sampling, testing, monitoring and reporting to the State of NH DES.

This contract has been reviewed by the City Engineer the following DPW accounts will be used.

13010057-533002 = \$19,000.00

13010057-533000 = \$2,000.00

**If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.**

---

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



*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

03/31/2022



---

## INTEROFFICE MEMORANDUM

---

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

**FROM:** Dana Webber, PE, Assistant City Engineer

**DATE:** February 24, 2022

**SUBJECT:** Route 202A Water Main Extension and Storage Tank  
**D&C Construction Change Order No. 1**

**CC:** Michael Bezanson, PE, City Engineer  
Lisa Clark, Administrative Supervisor

---

Attached please find (1) a final electronic copy of Change Order #1 for the Route 202A Water Main Extension and Storage Tank Construction Contract. As described in the change order document the cost of message boards exceeds the allowance in the Contract by \$600. Wright-Pierce has reviewed and approved the increase in contract value. While this is a small change order, timing to approve is critical. The Contractor will not place the order until CO#1 is executed and pricing could continue to increase.

Funds are available for this award in the following Water CIP account lines:

- 55016010-771000-20635

See the attached change order for new contract value and location for City Manager approval at the bottom of page 1.

Katie - If you have any questions, please contact me. If not, please sign below and pass on to the City Manager for signature. Once completed, please return documents to DPW for Distribution.

---

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



*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

03/31/2022



---

---

**INTEROFFICE MEMORANDUM**

---

---

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

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

**DATE:** February 24, 2022

**SUBJECT:** Weston & Sampson Engineers  
City Hall & Opera House Code Review & Remediation  
Amount \$66,800

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

---

Attached please find (1) one copy of the Weston and Sampson Contract for City Manager signature. This contract is for the City Hall & Opera House Code Review and & Remediation. This scope of work includes documentation of existing conditions, building codes review, designs with cost estimate for remediation, bidding and construction administration. Weston & Sampson was selected for City Infrastructure projects per the City's Request for Qualifications process, RFQ 21-19. This process is completed every 5 years.

The funds are available in General Fund Contingency Account as follows:

11080050-584000

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)



*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

03/31/2022



---

## INTEROFFICE MEMORANDUM

---

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

**FROM:** LISA CLARK, ADMINISTRATIVE SUPERVISOR *ljc*

**DATE:** February 25, 2022

**SUBJECT:** Hutter Construction  
New DPW Facility Bid #20-29  
Certificate of Substantial Completion 1/22/2022

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

---

Attached please find (1) one copy of the Certificate of Substantial Completion for Hutter Construction Company in regards to the New DPW. The project was substantially complete on January 22, 2022.

If you have any question, please call, if not please 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)

Date: February 23, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG-CV Contract – My Friend’s Place

Please see attached the signed copy of the FY 2022 Community Development Block Grant (CDBG) CARES Act contract between the City of Rochester and My Friend’s Place homeless shelter. City Council approved funding for this activity at the February 1, 2022 City Council meeting.

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

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

Date: March 3, 2021

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: Victims of Crime Act Assistance Grant Application

Please see attached the Victims of Crime Act Assistance grant application requesting continued funding for the part-time Victim Witness Advocate staff person for the City of Rochester's Legal Department. This application has been reviewed and approved by City Attorney Terence O'Rourke and City Prosecutor Andrea Mitrushi. The application requires the signature of the City Manager as the authorized City authority.

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

Date: March 10, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2023 VOCA Grant Acceptance Documentation

Please see attached the grant award and attached grant exhibits for the ARPA VOCA grant awarded to the Legal Department. City Council accepted this grant award at the March 1, 2022 city council meeting.

The grant award (“Grant Agreement G1 City of Rochester”) must be signed on the first page, under Section 1.11, and initialed and dated on every page at the lower right. The grant exhibits (“2023 ARPA City of Rochester Exhibits”) must be signed and dated on p. 10, p. 11, p. 13, p. 14, p.15, p. 17, p. 19, and p. 23 of the PDF. In addition, every page in the exhibits packet must be initialed and dated at the bottom right of the page.

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

Date: March 25, 2021

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: Request for Signature on NH CDFR Contract for Easter Seals Project

Please see attached the preliminary contract between New Hampshire Community Development Finance Authority and the City of Rochester related to the award of Community Development Block Grant CARES Act funds for the construction of affordable housing for senior residents by Easter Seals NH. The contract requires the signature of the City Manager on the first page, as well as initials on the bottom right of each subsequent page of the contract.

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

Date: March 29, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: Request for Signature on NH CDFR Contractor Contract for Gafney Home Project

Please see attached the contract between Strafford Regional Planning Commission (SRPC) and the City of Rochester related to the award of Community Development Block Grant CARES Act funds for the renovation of the Gafney Home to create affordable housing for senior residents. The contract establishes SRPC as the grant administrator for the Gafney Home project.

The contract requires the signature of the City Manager and a witness on page 8 of the contract. The contract has been reviewed by the Grants Manager and the City Attorney.

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

Date: March 29, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental reviews for the weatherization of a manufactured home located in the northwest of the city and the weatherization and window replacement in a manufactured home located in the eastern-central region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: March 30, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Review

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the windows and flue replacement in a manufactured home located in the northwest of the city and the weatherization and window replacement in a manufactured home located in the northwestern region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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



# *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

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

DATE: March 23, 2022

RE: CoStar Subscription Form

---

Attached please find the subscription form for commercial MLS data with our provider CoStar. The current contract is about to expire. This new agreement reflects an annual \$1,908 increase which includes access to additional data and analytics.

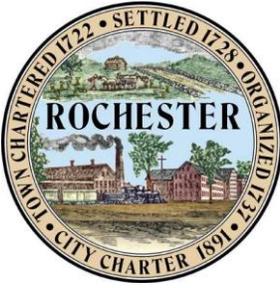
Feel free to let me know if you have any questions. If you concur, please sign and return to my attention for distribution.

---

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: CoStar Information Subscription Form



## *City of Rochester, New Hampshire*

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

[www.rochesternh.net](http://www.rochesternh.net)

---

---

### INTEROFFICE MEMORANDUM

---

---

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

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** March 21, 2022

**SUBJECT:** EC Council – Certified Network Defender – \$3958.20

**CC:**

---

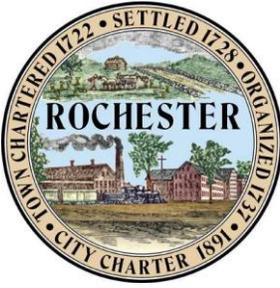
Attached please find two Student Enrollment Forms (Sonja Gonzalez and Andrew Watkins) for Certified Network Defender classes.

There is sufficient funding in the IT Staff Development 11020050-532001.

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

Signature \_\_\_\_\_

Katie Ambrose, Finance Director



## City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

[www.rochesternh.net](http://www.rochesternh.net)

---

---

### INTEROFFICE MEMORANDUM

---

---

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

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** March 4, 2022

**SUBJECT:** Systems Engineering – SE DNS service - \$50/mo

**CC:**

---

Attached please find one copy of the quote for Rochester – Azure DNS. This is a contract for monthly services that can be terminated at any time so meets the City's Finance policy requirement for non-appropriation.

There is sufficient funding in the IT O&M account 11020050-534003 Software Maintenance/Licensing.

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

Signature \_\_\_\_\_

Katie Ambrose, Finance Director

03/31/2022



*City of Rochester, New Hampshire*  
23 Wakefield Street . Rochester, NH 03867  
603-330-7128  
[www.rochesterpd.org](http://www.rochesterpd.org)



---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO: CITY MANAGER BLAINE COX, FINANCE DIRECTOR KATIE AMBROSE**  
**FROM: CHIEF GARY BOUDREAU**  
**DATE: MARCH 10, 2022**  
**SUBJECT: WATCHGUARD BODY WORN CAMERA CONTRACT**  
**CC: file**

---

Katie

Please see the attached quote and contract for review for our purchase of the WatchGuard body worn cameras. Motorola/WatchGuard utilizes an online form for signatures which can be found here for our project contract. [OnlineViewer \(salesrun.com\)](http://OnlineViewer.salesrun.com) There is a vehicle information part on this form which does not need to be filled out. I have also attached a PDF copy of the contract as well.

**Finance Notes: Available funding CIP account 15012010-773150-22519**

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ASSESSING	DAVID HOLLIS MCMULLEN	ASSESSOR I	1	X			X											
B&LS	JESSICA CHAVEZ-ANGULO	ADMINISTRATIVE ASSISTANT II	1	X						X								ANNIVERSARY DATE 01/04/2021
CITY CLERK	DIANE MOSES	PT SEASONAL CLERK	1			X		X										
CITY MANAGER	CELESTE PLAIA	GOVT CH COORDINATOR	1	X							X							ANNIVERSARY DATE 02/21/2006
COMMUNICATIONS	ELLEN SPICER	PER DIEM DISPATCHER	1			X				X								
COMMUNICATIONS	MEHAK HILL	COMMUNICATIONS SPECIALIST	1	X			X											
DPW	P ALAN DEWS	CONSTRUCTION INSPECTOR	1		X		X											
DPW	KEITH HERSOM	MEDIUM EQUIPMENT OPERATOR	1	X												X		LEO TO MEO
DPW	STEVEN WHEELER	CUSTODIAN	1	X					X									
DPW	JOSEPH PROVENCHER	MEDIUM EQUIPMENT OPERATOR	1	X						X								
DPW	WILLIAM WHITTEN	CUSTODIAN	1		X		X											
DPW	JUSTIN RENNER	LIGHT EQUIPMENT OPERATOR	1	X			X											
FIRE	JEREMY PODER	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 03/01/2021
FIRE	CHAD FOSS	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 02/11/2019
FIRE	LILAH CHERIM	FIREFIGHTER	1	X													X	RETURN FROM DEPLOYMENT
FIRE	JOHN BOODEY	FIREFIGHTER	1	X													X	CORRECTION CBA ADJUSTMENT
FIRE	CAMDEN MCLEAN	FIREFIGHTER	1	X													X	CORRECTION CBA ADJUSTMENT
FIRE	JEREMY PODER	FIREFIGHTER	1	X													X	CORRECTION CBA ADJUSTMENT
IT	ANDREW WATKINS	DEPUTY CIO	1	X											X			
LIBRARY	MELISSA DOUCETTE	LIBRARY ASSISTANT	1	X						X								
POLICE	KEVEN MILLER	PATROL OFFICER	1	X													X	MILITARY DEPLOYMENT
POLICE	THOMAS BUTCHER	PATROL OFFICER	1	X													X	
POLICE	ERIC BILODEAU	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 03/18/2019
POLICE	ERIC BILODEAU	PATROL OFFICER	1	X						X								
POLICE	NICHOLAS ALEXANDER	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 04/04/2016
POLICE	DWAYNE HATCH	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 04/14/2014
POLICE	DOUGLAS CRAWFORD	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 04/15/2019
POLICE	MATTHEW KIMBALL	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 04/26/2020
POLICE	NICOLE RODLER	PT TEMP DISPATCHER	1		X												X	
RECREATION	ARTHUR JACOBS	RECREATION SERVICES SUPERVISOR	1	X						X								
TAX	LINDSAY PARKER	ADMINISTRATIVE TECHNICIAN I	1		X												X	BACK TO REGULAR HOURS
WELFARE	JODI CARNES	WELFARE INTAKE WORKER	1	X						X								
<b>Vacant Full time</b>	<b>Vacant Part time</b>																	
Assistant City Engineer	School Crossing Guard																	
Fire Chief	Evidence Tech																	
Deputy Finance Director																		
Police Officer																		
Public Safety Communications																		
Senior Planner																		
Wastewater Pump Station Maintenance																		
MEO																		
Assessor II																		
																		Recruitment involves finding the right people for the City of Rochester. To ensure we maximize our opportunities involves finding the best people by using online platforms such as : Indeed, NHMA,our website, UNH and other NH College job boards, professional membership platforms, and networking. We continue to seek other outlets using internal posting and applicable social media platforms. Beyond the accessible outlets to advertise, it is important to work with hiring managers to asses the best oppertunity to engage with prospective candidates, this may take some networking with professional peers and job fairs. HR takes pride in the commitment it takes to strategically plan and sucesfully recruit for the City of Rochester. Actively reviewing Fire Chief resumes. Actively in process of interviewing Police Officers- Police Department, and Communications- Police Department

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

[www.RochesterNH.net](http://www.RochesterNH.net)

03/31/2022



### PROCLAMATION

WHERE AS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHERE AS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and

WHERE AS, ARBOR DAY is now observed throughout the nation and the world; and

WHERE AS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHERE AS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHERE AS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHERE AS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHERE AS, Rochester has been recognized for twenty-one years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

NOW THEREFORE, I, Paul Callaghan by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim that April 29, 2022 is ARBOR DAY in the City of Rochester and I do support our community's efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 5th Day of April in the year of our Lord, Two Thousand and Twenty-Two

Paul Callaghan  
Mayor

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



*City of Rochester, New Hampshire*

CITY COUNCIL –  
APPOINTMENTS REVIEW COMMITTEE

31 Wakefield Street • Rochester, NH

03867 (603) 332-1167

[www.RochesterNH.net](http://www.RochesterNH.net)

**Appointments Review Committee**

March 15, 2022

City Hall Chambers – Conference Room

5:30 PM

**Committee Members Present:**

James Gray, Chair

Laura Hainey, Vice-Chair

Dana Berlin

**Committee Members Absent:**

Ashley Desrochers

Amy Malone

**Minutes**

Chair Gray called the meeting to order at 5:30 PM on March 15, 2022.

Reappointment(s):

**Jonathan Shapleigh – Rochester Economic Development Commission (Seat E, Regular Member) Term to Expire 1/2/2025**

The Committee reviewed the statement of interest received from Jonathan Shapleigh and discussed his reappointment. Mr. Shapleigh is the current co-chair of the REDC and has been serving as a member of the Commission since 2012. The Committee unanimously recommended the reappointment of Mr. Shapleigh to the REDC, Seat E, with a term to expire 1/2/2025 by a voice vote of 3-0.

The Committee reviewed the statements of interest for reappointment to the Trustees of the Trust Fund that are scheduled for a vote by City Council this evening. The committee unanimously supported, by a 3-0 voice vote, the approval by Council of the following candidates:

- **Robert Pallas: Trustees of the Trust Fund, Seat A, term to expire 1/2/2025**
- **Brett Johnson: Trustees of the Trust Fund, Seat B, term to expire 1/2/2025**

Chair Gray **ADJOURNED** the Appointments Review Committee meeting at 5:35 PM

Respectfully submitted,

James Gray, Chair



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

**STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP**

**POSITION DESIRED:** REDC Vice Chair

NEW \_\_\_\_\_ RE-APPOINTMENT X REGULAR \_\_\_\_\_ ALTERNATE \_\_\_\_\_

NAME: Jonathan Shapleigh

STREET ADDRESS: 122 Old Dover Road, Rochester, NH

ZIP 03867

TELEPHONE: (H) (603) 387-4205 (W) \_\_\_\_\_ E-MAIL j.shapleigh@icloud.com

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

No training sessions were completed in 2021.  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Codes and Ordinances Committee**

Councilor Peter Lachapelle, Chair  
Councilor Steve Beaudoin Vice Chair  
Councilor Skip Gilman  
Councilor Ashley Desrochers  
Councilor Tim Fontneau



**Others Present**

Mayor Paul Callaghan  
Terence O'Rourke, City Attorney  
Katie Ambrose, Finance Director  
Mark Sullivan, Deputy Finance Director

**CODES AND ORDINANCES COMMITTEE**  
Of the Rochester City Council  
**Thursday, March 3, 2022**  
**Council Chambers**  
**6:00 PM**

**Minutes**

**1. Call to Order**

Chair Lachapelle called the Codes & Ordinances meeting to order at 6:00 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present. Additionally, Mayor Callaghan was present.

**2. Public Input**

There was no one present for public input.

**3. Acceptance of the Minutes**

**3.1 February 3, 2022**

Councilor Beaudoin **MOVED** to **ACCEPT** the minutes of the February 3, 2022 Codes and Ordinances Committee meeting. Councilor Gilman seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**4. Discussion: Chapter 80 – Outdoor Dining ordinance (*addendum A*)**

Chair Lachapelle referenced an email received by Bill Elwell, resident, with some suggested changes to the ordinance. Attorney O'Rourke stated that the majority of the suggestions were grammatical and were not substantive changes; therefore, they did not need to be reviewed in

detail by the Committee to make these minor changes.

Chair Lachapelle reported that he, along with Councilor Beaudoin, had met with City staff as well as local business owners, in order to review the outdoor dining situation. Due to continuing development on North Main Street, there will likely be a construction crane stationed in at least one lane, which would potentially cause the breakdown lane to be used as a travel lane for traffic. This lane had previously been used for outdoor dining. He stated that the businesses are aware that if these barriers and dining areas are constructed prior to the developer submitting plans, they may need to be removed to accommodate construction.

Chair Lachapelle directed the Committee to the proposed change to Chapter 80-26, section A, which is suggested to be amended as follows:

- A. Outdoor dining establishments shall be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system as approved by the City Manager or his/her designee; **The enclosure system is defined as the out object that impedes passage or access for people or vehicles.** Special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and ensure public safety; the minimum height of the enclosure system shall be ~~30~~ **36** inches and the maximum height shall be ~~36~~ **48** inches, measured from the lowest point of the public space being utilized.

Chair Lachapelle **MOVED** to recommend to full Council the amendment to Chapter 80-26, section A as listed above. Councilor Beaudoin seconded the motion. Councilor Beaudoin explained that the Liquor Commission has a *minimum* height requirement of 36 inches to differentiate between public spaces and areas where alcohol is being served. This amendment will ensure compliance with the Liquor Commission standards as well as making the language less narrowly restrictive in regards to height requirements. The **MOTION CARRIED** by a unanimous voice vote.

Chair Lachapelle referenced the proposed to amendment to Chapter 80-26, section B with the following suggestions:

- B. Outdoor dining establishments shall not have live entertainment of any type located outside unless the establishment has applied for and received a special event permit pursuant to RSA 286 and Chapter 123 of this Code. **Any outdoor games or activities not related to the conduct of outdoor dining service, that are designed to be conducted within the Area, must be included in the Site Plan required by §80-15 of this Chapter with specific details on location, intensity, and hours of use. If, after the issuance of an Area Service Agreement, an applicant desires to add games or other activities to the Area, such games and activities will only be permitted upon application to the Licensing Board for a Special Event Permit.**

Chair Lachapelle **MOVED** to recommend the amendments to Chapter 80-26, section B as listed above. Councilor Beaudoin seconded the motion. Mayor Callaghan inquired if the permit would have to be applied for daily/each time the event was planned. Attorney O'Rourke stated that the length of the permit would depend on the businesses' application to the licensing

board and would take into consideration location of the activity, noise level, and other factors. He clarified that the amendment is stating that if the business had not already included these events as part of their original application, they would need to obtain a special events permit to host these types of activities. Chair Lachapelle stated that the March 1<sup>st</sup> deadline for applications had been extended to March 15<sup>th</sup> and there was a potential it would be extended further if needed. Councilor Desrochers speculated that if there were a permit fee for each application, this might be prohibitive for some businesses. Chair Lachapelle clarified that the provision is already in the ordinance that requires a special events permit for live entertainment; the change this evening is to add this requirement for hosting games and outdoor activities as well. The **MOTION CARRIED** by a unanimous voice vote.

Chair Lachapelle directed the Committee to the proposed changes in Chapter 80-27, section D, with the following proposed amendments:

§ 80-27 Rules and regulations.

Outdoor dining establishments shall agree at all times to comply with all local laws, rules, regulations and orders, including but not limited to the following:

- \*
- \*
- \*

D. A place of assembly inspection and updated place of assembly permit shall be required from the Fire Department, and the Fire Department shall review/approve means of egress as part of the Technical Review Group process. **Any outdoor heating devices or open flames of any kind must be approved by the Fire Department.**

Chair Lachapelle **MOVED** to recommend to full Council the amendments to Chapter 80-27, section D as outlined above. Councilor Beaudoin seconded the motion. Councilor Beaudoin explained that many of these heating devices have the potential to be tipped over if not properly anchored. However, the devices could be approved if they are anchored to a secure surface (other than City sidewalks) such as a deck. The **MOTION CARRIED** by a unanimous voice vote.

##### **5. Proposed Amendments to Chapter 7-58 “Audit of City Accounts” and Chapter 7-80 “Bonds Required” (*addendum B*)**

Katie Ambrose, Finance Director, referred the Committee to the proposed amendment as follows:

§ 7-58 Audit of City accounts.

An independent audit of all accounts of the City shall be made annually by certified public accountants selected by the City Council **upon recommendation by the City Manager** and experienced in municipal accounting in accordance with the provisions of Section 46 of the Rochester City Charter.

She explained that current practice is that these items go out to bid, and then the City Manager enters into an agreement with the organization to which the bid is awarded. The proposed amendment just clarifies the City Manager’s role in the process. Councilor Beaudoin **MOVED**

to recommend the amendment to Chapter 7-58 as proposed by City Staff. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Finance Director Ambrose directed the Committee to the proposed amendments to Chapter 7-80 as follows: **(addendum B)**

~~§ 7-80 Bonds required; amount.~~

**All City officials as are required by the New Hampshire Department of Revenue Administration or other obligee shall be bonded under coverage provided by the City's risk management provider.** ~~All City officials as are required to give bonds for the faithful discharge of their duties shall file the same with the City Clerk within 30 days after their election or appointment, in the amounts following:~~

~~\_\_\_\_\_ A. \_\_\_\_\_ Tax Collector: amount required by New Hampshire Department of Revenue Administration.~~

~~\_\_\_\_\_ B. \_\_\_\_\_ City Treasurer: twenty thousand dollars (\$20,000.).~~

~~\_\_\_\_\_ C. \_\_\_\_\_ City Clerk: twenty thousand dollars (\$20,000.).~~

~~\_\_\_\_\_ D. \_\_\_\_\_ Chief of Police: five hundred dollars (\$500.).~~

~~\_\_\_\_\_ E. \_\_\_\_\_ Deputy Chief of Police: three hundred dollars (\$300.).~~

~~§ 7-81 City Council may require bond.~~

~~\_\_\_\_\_ Other officers may be required to give bond as the City Council may determine.~~

~~§ 7-82 Form of bonds.~~

~~\_\_\_\_\_ All bonds shall be drawn by the City Solicitor or approved by him/her as to legal form and proper execution before the same are presented to the City Council for approval and shall conform as near as possible to the following form:~~

~~\_\_\_\_\_ KNOW ALL MEN BY THESE PRESENTS:~~

~~\_\_\_\_\_ That we of Rochester, County of Strafford and State of New Hampshire, as principal, and \_\_\_\_\_ as surety, are holden and stand firmly bound and obliged unto the City of Rochester, a municipal corporation in said county and state, in the sum of \_\_\_\_\_ dollars, to be paid to the City of Rochester, its successors or assigns, to the payment of which, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally firmly by these presents.~~

~~\_\_\_\_\_ Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_~~

~~\_\_\_\_\_ The condition of the above obligation is such that whereas said \_\_\_\_\_ has been duly elected the \_\_\_\_\_ of such City of Rochester for the year 20\_\_\_\_ now, therefore, if the said \_\_\_\_\_ shall faithfully perform all the duties incumbent upon him/her as \_\_\_\_\_ and shall serve all processes lawfully directed to him/her and perform all other things whatever which a \_\_\_\_\_ may or ought by law to do and shall really and truly account to said City for all money coming into his/her hands as said \_\_\_\_\_ then this instrument shall be null and void, otherwise to remain in full force and effect.~~

~~\_\_\_\_\_ Signed, sealed and delivered \_\_\_\_\_ In the presence of us,~~

Director Ambrose explained that the ordinance is no longer applicable based on how the City now approaches the bonding of officials; the City currently has blanket coverage under their risk provider.

Councilor Beaudoin suggested that the statutory reference that requires this bonding be

included in the ordinance. Councilor Beaudoin **MOVED** to recommend the amendments to chapter 7-80 with the addition of the reference to the relevant RSA. Councilor Fontneau seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 6. Proposed Amendments to Chapter 7-63 of the General Ordinances of the City of Rochester “Economic Development Special Reserve Fund” (*addendum C*)

Chair Lachapelle pointed out a change which he and Councilor Beaudoin had found within the document to a year cited incorrectly. The amendment should be completed as follows:

### A. Statement of purpose.

- (1) .... It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year ~~2023~~ 2034....”

Chair Lachapelle **MOVED** to recommend the amendment to Chapter 7-63 as listed above. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mark Sullivan, Deputy Finance Director, directed the committee to the second paragraph of subsection A in Chapter 7-63, to which the following verbiage is being proposed:

- (2) Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in Subsection B of this section for capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a nonrecurring nature in support of economic development as determined by the City Council. Ineligible uses of Economic Development Special Reserve funds are administrative, marketing, conferences, or travel expenses....

Councilor Fontneau **MOVED** to recommend the changes to Chapter 7-63, subsection A (2) as outlined above. Councilor Desrochers seconded the motion. Councilor Beaudoin referenced NH RSA 47:1(b) “Special Revenue Funds” which already states these ineligible uses; however, he stated that it is not a bad idea to reiterate this within the City ordinances. The **MOTION CARRIED** by a unanimous voice vote.

Mr. Sullivan stated that previous Councils had expressed concerns that the money being put in the fund was not being used for the purposes for which they were originally intended. The proposed verbiage would lay out the eligible uses. He then spoke about the proposed addition to the end of subsection B, to read:

Further, the proceeds from any City owned land sales, with the exception of all TIF 162-K development zones, shall be allowed to be directly received into the Economic Development Special Reserve Fund unless City Council directs otherwise.

He clarified that this verbiage would allow the proceeds for any land sales, other than those within a TIF district, to be put into the Economic Development fund unless the Council directs otherwise.

Chair Lachapelle **MOVED** to recommend the amendments to Chapter 7-63 regarding the Economic Development Special Reserve Fund. Councilor Fontneau seconded the motion. Councilor Beaudoin referenced NH RSA 47:1(b) “Special Reserve Funds” which states,

*“Any surplus in such fund shall not be deemed part of the general fund accumulated surplus nor shall any surplus be expended for any purpose or transferred to any appropriation until such time as the legislative body shall have voted to appropriate a specific amount from said fund for a specific purpose related to the purpose or source of the revenue.”* and goes on to state, *“The provisions of this section shall be limited to those municipal activities funded primarily through user fees including, but not limited to, municipal airports and solid waste facilities.”*

Councilor Beaudoin felt that revenue generated from the sale of property did not fall within the definition in the State RSA. He spoke about the potential sale of two Rochester schools in anticipation of a proposed new school being developed, as well as the sale of two downtown lots; the total amount of revenue from all these sales, which would be significant, would be automatically placed into the Economic Development Special Reserve fund if this amendment is approved. He speculated that the Council could vote to have the money deposited into the General Fund; although this would take a 3/4 vote of the Council and a public hearing to do so. Councilor Fontneau agreed that the proposed wording allowed authority that was too broad and he did not feel that the funds from all sales should be placed in the special reserve fund. Chair Lachapelle clarified that the way the amendment is written would still allow Council the authority to direct the money where they see fit. Deputy Director Sullivan stated that the intent of this new verbiage was to allow the money to be placed in the Economic Development Special Reserve Fund, but to still allow Council the authority to decide if they would like the money directed elsewhere. He suggested a change in the verbiage to clarify the intent, and if desired, it could be revised that the money comes to Council first for control on where the money would be directed.

Councilor Beaudoin stated his understanding was that the Economic Development fund was an “in and out” account, where land/property purchases are made using this funding and when there is a sale made, the proceeds are returned to the fund. Throughout the process, Council has final oversight of the money. He said that he agreed with the intent of this addition to the ordinance he just felt it needed to be reworded. Councilor Desrochers expressed concern that rewording the ordinance to give Council full oversight, as opposed to a collaborative or supportive approach, could potentially impede or delay development in the City.

Mayor Callaghan referenced the last sentence of the proposed addition which states “...unless City Council directs otherwise.” He said that this decision would already come before Council. Mr. Sullivan stated that current practice is that the Council already needs to approve purchase and sales agreements. At the time of that approval, the Council could vote on where the money is to be placed upon completion of the sale which would allow for Council control.

Councilor Beaudoin asked the City Attorney for his interpretation of the portion of RSA

47:1-b, which indicates that these funds “...shall be limited to those municipal activities funded primarily through user fees including, but not limited to, municipal airports and solid waste facilities.” Councilor Beaudoin speculated that property sales did not fall under the umbrella of user fees. Deputy Finance Director Sullivan stated that host fees, which are also not user fees, are the primary source of revenue for the Economic Development fund. Councilor Beaudoin surmised that host fees fall under the referenced “solid waste facilities.” Attorney O’Rourke agreed that host fees are not user fees. He clarified that the wording in the RSA states that these fees are “primarily” funded through these activities, but does not make a definitive requirement. He stated that the fees generated from a property sale could potentially be classified as user fees and summarized the reasoning. Attorney O’Rourke did not feel that the proposed wording is in violation of the state RSA.

Finance Director Ambrose suggested the wording be changes as follows:

Further, the proceeds from any City owned land sales, with the exception of all TIF 162-K development zones, shall may be allowed to be directly received into the Economic Development Special Reserve Fund unless upon direction of City Council directs otherwise.

Attorney O’Rourke agreed with the suggested revision to the wording and said that it would trigger Council approval for fund distribution each time a property is sold. He equated it to the tax deeded property auctions to which Council needs to approve and suggested in this process, the Council would vote on a resolution stating where they would want these monies saved.

Councilor Beaudoin read the portion of 7-63, section 2 (b) which reads:

“...transfer to said City of Rochester Economic Development Special Reserve Fund unappropriated host community fees in an amount not to exceed the difference between the total amount of host community fees received from Waste Management of New Hampshire, Inc., during such fiscal year and the amount of such host community fees previously appropriated by the Rochester City Council during such fiscal ...”

Councilor Beaudoin stated that if the proposed changes were approved, this above listed section would need to be reworded in order to accommodate the intent. Mr. Sullivan clarified that the referenced provision allows any excess host fee funds brought in above the budgeted amount to be transferred into the Economic Development Fund; however, he said that this option has not been utilized since 2015.

Chair Lachapelle **WITHDREW** his original motion. Councilor Fontneau withdrew his second. Chair Lachapelle **MOVED** to recommend the addition of the verbiage to Chapter 76-3 as suggested by Finance Director Ambrose above. Councilor Fontneau seconded the motion. Councilor Beaudoin stated that he would vote against the motion because he felt the ordinance still did not comply with the state RSA and that there is not a clear distinction between host fees and user fees. The **MOTION CARRIED** by a majority voice vote.

## 7. Proposed Amendments to Chapter 7-64 of the General Ordinances of the City of Rochester “Conservation Fund” (*addendum D*)

Mr. Sullivan explained the current practice of Chapter 7-64 regarding the Conservation Fund is a complicated process involving multiple departments and steps. Currently, the first \$25,000 raised from land-use change tax, collected through the Assessing Department, stays in the General Fund; the next \$10,000 generated goes to the Conservation fund, then all remaining money beyond that first \$35,000 stays with the General fund. At the end of the fiscal year, the City needs to look at what was billed and collected in that fiscal year, but also what carried over from prior fiscal years. The Finance Department has to annually present to Council to report the excess money generated, and a resolution needs to be approved to transfer that money from the General Fund into the Conservation Fund. Mr. Sullivan gave further details on the current process and the steps involved. He said that the suggested amendment to the ordinance would allow this first \$25,000 to remain with the Conservation Fund, where it will be of better use. It would also make the process more efficient and allow for fewer potential errors in bookkeeping. The current process also makes it impossible to determine how much is actually in the Conservation Fund until the entire process is complete at the end of the year. He suggested the following amendments:

~~C.— Establishment of annual Conservation Fund budget. The City Manager shall include in the budget prepared and submitted to the City Council annually, pursuant to Section 40 of the Rochester City Charter, an appropriation to the Conservation Fund in an amount hereinafter provided for, the source of funds for which appropriation shall be specified as being drawn in their entirety from revenues received by the City during such budgetary period from the so-called "current use change tax" provided for in RSA 79-A:7, or the corresponding provision of any recodification of such statute. Said appropriation shall be in an amount equal to all revenues, in excess of twenty five thousand dollars (\$25,000.), projected in the budget to be received by the City during such budgetary period from the so-called "current use change tax." In the event that the funds received by the City from the so-called "current use change tax" shall exceed the amount projected in the budget to be received from such source during such budgetary period, the City Manager shall, prior to the close of the fiscal year in question, present a supplemental appropriation in the amount of the excess receipts funds so received and identifying such excess receipts as the source of funding for such supplemental appropriation. The City Council shall act on such supplemental appropriation in the ordinary course. [Amended 8-6-2002]~~

C. All revenues collected related to Current Use Tax Warrants provided by RSA 79-A:7 shall be recorded in the Conservation Fund pursuant to RSA 79-A:25-Disposition of Revenues. The Finance Department shall provide to City Council by July 31<sup>st</sup> of each year the fund balance status of Conservation Fund, and prior fiscal year activity. City Council reserves the right to adjust percentages of future collected revenues placed in the Conservation Fund, or establish a not to exceed fund balance amount.

Councilor Beaudoin **MOVED** to recommend the amendments and additions to Chapter 7-64 as detailed by City Staff. Councilor Desrochers seconded the motion. Councilor Beaudoin asked for clarification on how the process would work if approved. Mr. Sullivan stated that current use taxes collected through the assessing department would be automatically placed in the Conservation Fund. However, there is a stipulation that the Conservation Commission is not able to expend any funds until

they have been approved by City Council. Council is also able to control the percentage of funds being put into the account. There was discussion on whether or not a public hearing would be required if Council opted to change the percentage going into the Conservation Fund. Attorney O'Rourke stated that he would look into this and return with the information. The **MOTION CARRIED** by a unanimous voice vote.

## 8. Other

Chair Lachapelle reported that a couple years prior, the Codes and Ordinances Committee and City Attorney had come up with a list of Ordinances which needed to be reviewed and potentially amended. The relevant departments had reviewed the chapters and made suggested edits. However; there are more comprehensive and complicated chapters related to the Department of Public Works which remain to be reviewed. These chapters will likely take several meetings and there may be meetings which only include one chapter in order to minimize the meeting length.

## 9. Adjournment

Chair Lachapelle **ADJOURNED** the Codes and Ordinances Committee at 6:48 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

**Amendments to Chapter 80 of the General Ordinances of the City of Rochester**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 80 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~ additions in RED):

**§ 80-26 Site design standards for establishments with alcohol service.**

Outdoor dining establishments with alcohol service should meet the following site design standards:

- A. Outdoor dining establishments shall be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system as approved by the City Manager or his/her designee; **The enclosure system is defined as the out object that impedes passage or access for people or vehicles.** Special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and ensure public safety; the minimum height of the enclosure system shall be ~~30~~ **36** inches and the maximum height shall be ~~36~~ **48** inches, measured from the lowest point of the public space being utilized.
- B. Outdoor dining establishments shall not have live entertainment of any type located outside unless the establishment has applied for and received a special event permit pursuant to RSA 286 and Chapter 123 of this Code. **Any outdoor games or activities not related to the conduct of outdoor dining service, that are designed to be conducted within the Area, must be included in the Site Plan required by §80-15 of this Chapter with specific details on location, intensity, and hours of use. If, after the issuance of an Area Service Agreement, an applicant desires to add games or other activities to the Area, such games and activities will only be permitted upon application to the Licensing Board for a Special Event Permit.**

**§ 80-27 Rules and regulations.**

Outdoor dining establishments shall agree at all times to comply with all local laws, rules, regulations and orders, including but not limited to the following:

\*  
\*  
\*

- D. A place of assembly inspection and updated place of assembly permit shall be required from the Fire Department, and the Fire Department shall review/approve means of egress as part of the Technical Review Group process. **Any outdoor heating devices or open flames of any kind must be approved by the Fire Department.**

**Amendments shall be effective upon passage.**

§ 7-58 **Audit of City accounts.**

An independent audit of all accounts of the City shall be made annually by certified public accountants selected by the City Council upon recommendation by the City Manager and experienced in municipal accounting in accordance with the provisions of Section 46 of the Rochester City Charter.

Article X  
**Bonds of City Officials**

§ 7-80 **Bonds required; amount-**

~~All City officials as are required by the New Hampshire Department of Revenue Administration or other obligee shall be bonded under coverage provided by the City's risk management provider. All City officials as are required to give bonds for the faithful discharge of their duties shall file the same with the City Clerk within 30 days after their election or appointment, in the amounts following:~~

- ~~A. Tax Collector: amount required by New Hampshire Department of Revenue Administration.~~
- ~~B. City Treasurer: twenty thousand dollars (\$20,000.).~~
- ~~C. City Clerk: twenty thousand dollars (\$20,000.).~~
- ~~D. Chief of Police: five hundred dollars (\$500.).~~
- ~~E. Deputy Chief of Police: three hundred dollars (\$300.).~~

~~§ 7-81 City Council may require bond-~~

~~Other officers may be required to give bond as the City Council may determine.~~

~~§ 7-82 Form of bonds-~~

~~All bonds shall be drawn by the City Solicitor or approved by him/her as to legal form and proper execution before the same are presented to the City Council for approval and shall conform as near as possible to the following form:~~

~~KNOW ALL MEN BY THESE PRESENTS:~~

~~That we of Rochester, County of Strafford and State of New Hampshire, as principal, and \_\_\_\_\_ as surety, are holden and stand firmly bound and obliged unto the City of Rochester, a municipal corporation in said county and state, in the sum of \_\_\_\_\_ dollars, to be paid to the City of Rochester, its successors or assigns, to the payment of which, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally firmly by these presents.~~

~~Scaled with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_~~

~~The condition of the above obligation is such that whereas said \_\_\_\_\_ has been duly elected the \_\_\_\_\_ of such City of Rochester for the year 20\_\_\_\_ now, therefore, if the said \_\_\_\_\_ shall faithfully perform all the duties incumbent upon him/her as \_\_\_\_\_ and shall serve all processes lawfully directed to him/her and perform all other things whatever which a \_\_\_\_\_ may or ought by law to do and shall really and truly account to said City for all money coming into his/her hands as said \_\_\_\_\_ then this instrument shall be null and void, otherwise to remain in full force and effect.~~

~~Signed, sealed and delivered \_\_\_\_\_ In the presence of us,~~

Formatted: Heading 4

Formatted: Heading 4, Indent: Left: 0", First line: 0", Space Before: 0 pt, After: 0 pt

Formatted: Heading 4

Formatted: Heading 4

Formatted: Heading 4, Left

Formatted: Heading 4, Left

Formatted: Heading 4, Left

Formatted: Heading 4, Left

Formatted: Heading 4

Formatted: Heading 4

**§ 7-63. Economic Development Special Reserve Fund. [Added 9-6-2016]**

A. Statement of purpose.

(1) The City of Rochester currently serves as the "Host Community" for the Turnkey Recycling and Environmental Enterprises Waste Disposal Facility (TREE) currently operated by Waste Management of New Hampshire, Inc., and located on the Rochester Neck Road. By virtue of its status as Host Community for TREE, the City of Rochester, in addition to incurring significant expenses in connection with such facility, receives significant financial benefits in the form of real property taxes, user fees (in the form of so-called "host community fees") and various other benefits relative to the cost to the City and its inhabitants of the disposal and/or recycling of various solid waste, including reduced and/or eliminated fees for the disposal and/or recycling of solid waste generated within the City of Rochester. It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year 2023. When such facility is filled to its permitted capacity, it is anticipated that the City will experience a loss in revenues, and the City and its inhabitants will experience increased costs associated with the disposal and/or recycling of solid waste, particularly in the form of reduced and/or lost user fees and reduced property tax revenues, as well as increased costs associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well-being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to ensure the existence and/or expansion of a vibrant economic base for the City and its inhabitants.

(2) Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in Subsection B of this section for capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a nonrecurring nature in support of economic development as determined by the City Council. **Ineligible uses of Economic Development Special Reserve funds are administrative, marketing, conferences, or travel expenses.** The special reserve fund established in Subsection B of this section shall be known as the "City of Rochester Economic Development Special Reserve Fund." No expenditure from said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner in which it is anticipated that such appropriation is related to the economic development of the City of Rochester.

B. There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA

:1

Formatted: Font: Bold, Font color: Blue

Formatted: Font: Bold

§ 7-63

§ 7-63

47:1-b, such special reserve fund to be known as the "City of Rochester Economic Development Special Reserve Fund." Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than one hundred thousand dollars (\$100,000.) from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc., from the so-called "host community fees" payable to the City pursuant to the provisions of the Host Agreement between the City and Waste Management of New Hampshire, Inc., or of any successor to such agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said City of Rochester Economic Development Special Reserve Fund unappropriated host community fees in an amount not to exceed the difference between the total amount of host community fees received from Waste Management of New Hampshire, Inc., during such fiscal year and the amount of such host community fees previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation requirement provided for herein and any other appropriation of such fiscal year's host community fees by the City Council during such fiscal year).

**Further, the proceeds from any City owned land sales, with the exception of all TIF 162-K development zones, shall be allowed to be directly received into the Economic Development Special Reserve Fund unless City Council directs otherwise.**

Formatted: Font: Bold, Font color: Blue

Formatted: Font: Bold

**Agenda Item Name:** Updating Conservation Fund Ordinance- Administrative Code 7-64

**Date Submitted:** 10-6-21

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

**E-mail Address:** mark.sullivan@rochesternh.net

**Meeting Date Requested:** 10-12-21

**Issue Summary Statement:** The City's Conservation Fund ordinance 7-64 is written in a way that requires a lot of manual financial tracking and analysis. These manual calculations can increase risk of errors, and creates challenges when a request for Conservation Fund balance is requested. Current Use Taxation RSA 79-A, and RSA 79-A:25 provide allowances for a more efficient and streamlined process. Attached is documentation of the current process, future process (pros & cons), Current Use taxation revenues and expenses FY16 through FY22, as well as recommended language for an ordinance change.

**Recommended Action:** Endorse pursuing the change to 7-64.

**CURRENT USE TAX PROCESS-CURRENT STATE****Annual Budget**

Current Use Revenues	\$35,000	General Fund Revenues
Transfer to Conservation Fund	\$10,000	Manual Transfer to Conservation Fund upon budget adoption
<b>Net Gain GF</b>	<b>\$25,000</b>	

**Warrant Process**

Assessor creates the CUT Warrants, with appropriate state filing documents.

Assessor sends warrants to Tax Collector Office.

Tax Collector send notice to property owner, and files state forms.

Tax Collector forwards CUT Warrants to Finance Office.

Finance Office records the CUT as Revenue & an Accounts Receivable (AR).

Tax Collector processes payments when received- Payment receipt batch bookkeeping relieves the AR, and debits cash account.

**Fiscal Year End Analysis**

At the end of each fiscal year Finance Office calculates the actual cash payments received during the fiscal year.

This calculation requires a look back to prior fiscal year Accounts Receivable that remained unpaid in prior year, but paid in current.

Finance recaps the payment activity and determines the amount collected in excess of the budgeted \$35,000.

Finance office prepares a supplemental resolution for Council to transfer the excess collections to Conservation Fund.

Once Council Adopts the supplemental resolution Finance performs multi-step bookkeeping to transfer the funds to Conservation Fund.

**Issues**

Too many bookkeeping steps, both automatic and manual, which increase risks for error, confusion.

Finance staff time to manage entire process and calculate the precise CUT for the supplemental resolution can be significant.

Current fund balance reporting is complicated, and an up to date fund balance number takes time to produce.

Tax Collector performing multiple steps in overall process.

Conservation Fund not realizing full revenue streams, takes longer to build fund balance.

## **CURRENT USE TAX PROCESS-PROPOSED FUTURE STATE**

### **Warrants**

Assessor creates the CUT Warrants, with appropriate state filing documents.

Assessor sends warrants to Tax Collector Office.

Tax Collector sends notice to property owner, and files state forms.

Tax Collector enters a special revenue recording batch to New Special Conservation Fund Reserve Account.

Tax Collector processes payments when received- Payment receipt batch bookkeeping relieves the AR, and debits cash account.

### **Use of Funds**

100% of Current Use revenues recorded into the Current Use Fund.

Finance updates Council in July of each year on fund balance.

Council can deliberate on changing future revenue percentage directed to Conservation Fund.

### **Pros**

Much more efficient and accurate process. Conservation Funds realizes 100% of revenue.

100% Revenue recognition is important to build fund balance, especially in soft collection years.

### **Con**

General Fund does not receive the annual \$25k in revenue.

## CURRENT USE REVENUE STREAMS-TRANSFERS TO CONSERVATION FUND

FISCAL YEAR	REVENUES RECOGNIZED	GENERAL FUND RETAINED	CASH TRANS TO CONSV FUND	FUND BALANCE CONSV FUND	CONSERVATION FUND USE OF FUNDS	USE OF FUNDS NOTES
FY16	\$68,580	\$25,000	\$57,400	\$106,486	\$13,660	Consulting Services-Guthier Farms
FY17	\$169,805	\$25,000	\$97,195	\$102,118	\$100,000	Contribution Guthier Farms Purchase- \$228k- (\$128k GF Unassigned)
FY18	\$123,800	\$25,000	\$77,290	\$118,408	\$0	
FY19	\$69,420	\$25,000	\$72,867	\$254,275	\$0	
FY20	\$51,000	\$25,000	\$10,000	\$264,275	\$4,600	Appraisal 104 Crow Hill Road property
FY21	\$118,314	\$25,000	\$38,053	\$115,728	\$182,000	Purchase 104 Crow Hill Road property
FY22	\$112,728	\$25,000	\$137,314	<b>\$253,042</b>	\$0	
<b>TOTALS</b>	<b>\$713,647</b>	<b>\$175,000</b>	<b>\$490,119</b>		<b>\$300,260</b>	

**Note:** FY17-Guthier Farms purchase Conservation Fund was inadequately funded, remaining balance originated from General Fund Unassigned Fund balance.

**Section 79-A:24**

79-A:24 Repealed by 1991, 163:43, XXXIII, eff. May 27, 1991. –

**Section 79-A:25****79-A:25 Disposition of Revenues. –**

I. Except as provided in paragraph II, all money received by the tax collector pursuant to the provisions of this chapter shall be for the use of the town or city.

II. The legislative body of the town or city may, by majority vote, elect to place the whole or a specified percentage, amount, or any combination of percentage and amount, of the revenues of all future payments collected pursuant to this chapter in a conservation fund in accordance with RSA 36-A:5, III. The whole or specified percentage or amount, or percentage and amount, of such revenues shall be deposited in the conservation fund at the time of collection.

III. If adopted by a town or city, the provisions of RSA 79-A:25, II shall take effect in the tax year beginning on April 1 following the vote and shall remain in effect until altered or rescinded pursuant to RSA 79-A:25, IV.

IV. In any town or city that has adopted the provisions of paragraph II, the legislative body may vote to rescind its action or change the percentage or amount, or percentage and amount, of revenues to be placed in the conservation fund. Any such action to rescind or change the percentage or amount, or percentage and amount, shall not take effect before the tax year beginning April 1 following the vote.

Source. 1973, 372:1. 1988, 120:2. 1991, 281:19, 20, eff. Aug. 17, 1991.

**Section 79-A:25-a****79-A:25-a Land Use Change Tax Fund. –**

I. Towns and cities may, pursuant to RSA 79-A:25-b, vote to account for all revenues collected pursuant to this chapter in a land use change tax fund separate from the general fund. After a vote pursuant to RSA 79-A:25-b, no land use change tax revenue collected under this chapter shall be recognized as general fund revenue for the fiscal year in which it is received, except to the extent that such revenue is appropriated pursuant to paragraph II of this section. Any land use change tax revenue collected pursuant to this chapter which is to be placed in a conservation fund in accordance with RSA 79-A:25, II, shall first be accounted for as revenue to the land use change tax fund before being transferred to the conservation fund at the time of collection.

II. After any transfer to the conservation fund required under the provisions of RSA 79-A:25, II, the surplus remaining in the land use change tax fund shall not be deemed part of the general fund nor shall any surplus be expended for any purpose or transferred to any appropriation until such time as the legislative body shall have had the opportunity at an annual meeting to appropriate a specific amount from said fund for any purpose not prohibited by the laws or by the constitution of this state. At the end of an annual meeting, any unappropriated balance of land use change tax revenue received during the prior fiscal year shall be recognized as general fund revenue for the current fiscal year.

Source. 1991, 156:1. 1992, 122:1, eff. June 30, 1992.

**Section 79-A:25-b****79-A:25-b Procedure for Adoption. –**

I. Any town may adopt the provisions of RSA 79-A:25-a to account for all revenues received pursuant to this chapter in a land use change tax fund separate from the general fund in the following manner:

(a) In a town, the question shall be placed on the warrant of a special or annual town meeting by the selectmen, or by petition under RSA 39:3, and shall be voted on by ballot. The question shall not be placed on the official ballot.

(b) The selectmen shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality

associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well-being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to ensure the existence and/or expansion of a vibrant economic base for the City and its inhabitants.

- (2) Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in Subsection **B** of this section for capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a nonrecurring nature in support of economic development as determined by the City Council. The special reserve fund established in Subsection **B** of this section shall be known as the "City of Rochester Economic Development Special Reserve Fund." No expenditure from said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner in which it is anticipated that such appropriation is related to the economic development of the City of Rochester.
- B. There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA 47:1-b, such special reserve fund to be known as the "City of Rochester Economic Development Special Reserve Fund." Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than one hundred thousand dollars (\$100,000.) from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc., from the so-called "host community fees" payable to the City pursuant to the provisions of the Host Agreement between the City and Waste Management of New Hampshire, Inc., or of any successor to such agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said City of Rochester Economic Development Special Reserve Fund unappropriated host community fees in an amount not to exceed the difference between the total amount of host community fees received from Waste Management of New Hampshire, Inc., during such fiscal year and the amount of such host community fees previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation requirement provided for herein and any other appropriation of such fiscal year's host community fees by the City Council during such fiscal year).

**d.**

- A. Purpose. The Rochester City Council recognizes that the proper utilization and protection of the City's natural resources and the protection of its watershed resources are important to the well-being of the City of Rochester and its inhabitants, and to that end the City has adopted the provisions of Chapter 36-A of the New Hampshire Revised Statutes Annotated providing for the establishment of a Conservation Commission. The Rochester City Council further recognizes that realizing the goals of properly utilizing and protecting its natural resources and protecting its watershed resources requires the development and implementation of a systematic program designed to maintain and care for such resources, which program implementation is enhanced when the Conservation Commission is provided with a regular

source of revenue. Therefore, it is the purpose of the Rochester City Council in adopting this section to establish a mechanism whereby the Conservation Commission is provided with a source of funding which can be utilized to aid in the accomplishment of the goals of properly utilizing and protecting the City of Rochester's natural resources and protecting its watershed resources. [Added 5-4-1999]

03/31/2022

B. Establishment of Conservation Fund. Pursuant to the provisions of RSA 36-A:5, I, a Conservation Fund is established by the City of Rochester. Funds appropriated to said Conservation Fund by the Rochester City Council, and any gifts received pursuant to the provisions of RSA 36-A:4, shall be placed in said fund and allowed to accumulate from year to year. The City Treasurer shall have custody of all moneys in the Conservation Fund and shall pay out the same only upon the order of the Conservation Commission. Money may be expended from the Conservation Fund by the Conservation Commission for the purposes specified in Chapter 36-A of the New Hampshire Revised Statutes Annotated without further approval of the City Council. The disbursement of Conservation Fund moneys shall be authorized by a majority of the Conservation Commission. Prior to the use of such funds for the purchase of any interest in real property, the Conservation Commission shall hold a public hearing with notice in accordance with RSA 675:7.

~~C. Establishment of annual Conservation Fund budget. The City Manager shall include in the budget prepared and submitted to the City Council annually, pursuant to Section 40 of the Rochester City Charter, an appropriation to the Conservation Fund in an amount hereinafter provided for, the source of funds for which appropriation shall be specified as being drawn in their entirety from revenues received by the City during such budgetary period from the so-called "current use change tax" provided for in RSA 79-A:7, or the corresponding provision of any recodification of such statute. Said appropriation shall be in an amount equal to all revenues, in excess of twenty five thousand dollars (\$25,000.), projected in the budget to be received by the City during such budgetary period from the so-called "current use change tax." In the event that the funds received by the City from the so-called "current use change tax" shall exceed the amount projected in the budget to be received from such source during such budgetary period, the City Manager shall, prior to the close of the fiscal year in question, present a supplemental appropriation in the amount of the excess receipts funds so received and identifying such excess receipts as the source of funding for such supplemental appropriation. The City Council shall act on such supplemental appropriation in the ordinary course. [Amended 8-6-2002]~~

C. All revenues collected related to Current Use Tax Warrants provided by RSA 79-A:7 shall be recorded in the Conservation Fund pursuant to RSA 79-A:25-Disposition of Revenues. The Finance Department shall provide to City Council by July 31<sup>st</sup> of each year the fund balance, status of Conservation Fund, and prior fiscal year activity. City Council reserves the right to adjust percentages of future collected revenues placed in the Conservation Fund, or establish a not to exceed fund balance amount.

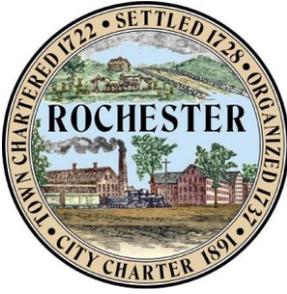
§ 7-65 Budget line items for merit salary increases or pay adjustments.

[Added 6-1-2004]

A. Purpose. The purpose of this section is to implement the authority of the Mayor and City Council to take proper care that no money shall be paid from the City treasury unless previously granted and appropriated, and to secure a just and prompt accounting for expenditures made pursuant to appropriations as provided for in RSA 47:6, as well as to promote the well-being of the City in

# Rochester City Council

## Community Development Committee



### MEETING MINUTES

**Laura Hainey, Chair**  
**Harlan "Skip" Gilman**  
**Tim Fontneau**  
**Amy Malone**  
**John Larochelle**

<b>Meeting Date:</b>	Monday, March 21, 2022	
<b>Members Present:</b>	Laura Hainey Skip Gilman Tim Fontneau John Larochelle Amy Malone	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Julian Long, Rochester Community Development Coordinator Todd Marsh, Welfare Director	

Councilor Hainey called the meeting to order at 6:00 p.m. Councilor Malone pointed out that Ms. Mandy Lancaster from Waypoint NH was listed twice under "Guests/Staff," and Mr. Long stated that he would correct the minutes. Motion was made by Councilor Malone to approve the February 28, 2022 meeting minutes and was seconded by Councilor Gilman. The motion passed unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>FY 23 CDBG GRANT APPLICATIONS– Funding Recommendations</b>	<p>Councilor Fontneau entered the meeting at 6:05 p.m.</p> <p>Mr. Marsh discussed the FY 2023 CDBG grant applications with the committee members and the Welfare Office's knowledge and experiences with the applicant non-profit agencies.</p> <p>Councilor Malone declared her conflict as an employee of Waypoint NH.</p> <p>The committee discussed their funding priorities and came to a consensus on the following funding recommendations for the Public Service Agency funding subcategory:</p> <p>Waypoint NH - \$4,000  SHARE Fund - \$5,584.45  My Friend's Place - \$12,500  HAVEN - \$2,000  Strafford Meals on Wheels - \$3,000  CASA of NH - \$1,000  Dover Adult Learning Center - \$5,000</p>

Fair Housing - \$200  
MY TURN - \$1,000

The committee also agreed that any Public Service Agency funding amounts received from HUD in excess of \$34,284.45 should be split equally between SHARE Fund and My Friend's Place.

**Motion was made by Councilor Hainey to approve the above funding recommendations and forward to the City Council for approval, and the motion was seconded by Councilor Malone.** The motion passed unanimously.

**Motion was made by Councilor Hainey to award \$4,000 in CDBG Public Service Agency funds to Waypoint NH, and the motion was seconded by Councilor Larochele.** Councilors Hainey, Fontneau, Gilman, and Larochele voted yea. Councilor Malone abstained.

The committee proceeded to discuss the Public Facilities and Housing Rehabilitation requests. Councilor Malone asked if the Homeless Center for Strafford County's solar panel project would be eligible for tax credits, and Mr. Long replied that the municipality would not be able to receive tax credits for the project.

**Motion was made by Councilor Larochele to not fund the Homeless Center for Strafford County solar panels project, and the motion was seconded by Councilor Fontneau.** The motion passed unanimously.

**Motion was made by Councilor Fontneau to not fund the Paradise Estates water system project, and the motion was seconded by Councilor Malone.** Councilor Larochele expressed support for the motion. The motion passed unanimously.

The committee discussed their funding priorities and came to a consensus on the following funding recommendations for the Public Facilities and Housing Rehabilitation funding subcategory:

Recreation Department – Pickleball Court, Teen Recreation Area, and Security Cameras - \$75,000  
Community Action Partnership for Strafford County (Strafford CAP) – Housing Rehabilitation - \$65,000

**Motion was made by Councilor Fontneau to approve the above funding recommendations and forward to the City Council for approval, and the motion was seconded by Councilor Gilman.** The motion passed unanimously.

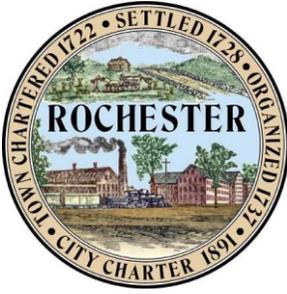
**Motion was made by Councilor Fontneau to allocate an additional \$10,000 to Strafford CAP and an additional \$23,565.95 to the**

	<p><b>Recreation Department projects, and the motion was seconded by Councilor Malone.</b> The motion passed unanimously.</p> <p><b>Motion was made by Councilor Hainey that any Public Facilities and Housing Rehabilitation funding amount received from HUD in excess of \$148,565.95 be awarded to the Recreation Department projects, and the motion was seconded by Councilor Malone.</b> The motion passed unanimously.</p>
<p><b>FY 23 MUNICIPAL GRANT APPLICATIONS – Funding Recommendations</b></p>	<p>The committee discussed the FY 2023 municipal funding grant requests. Councilor Malone asked about the reporting requirements for the municipal grants, and Mr. Long stated that the existing CDBG reporting form could be adapted for the municipal grant recipients. Councilor Fontneau discussed conversations with the East Rochester Library regarding its attempts to expand its reach into the wider community</p> <p>East Rochester Library - \$7,500  SOS Recovery Center - \$45,000  EasterSeals NH - \$9,000  Cornerstone VNA - \$28,826  Community Action Partnership of Strafford County - \$10,000  Cooperative Alliance for Seacoast Transportation - \$199,500</p> <p><b>Motion was made by Councilor Hainey to approve the above funding recommendations and forward to the Finance Department for inclusion in the draft FY 2023 City budget, and the motion was seconded by Councilor Malone.</b> The motion passed unanimously.</p>
<p><b>FY 23 DRAFT CDBG ANNUAL ACTION PLAN – Second Review and Approval</b></p>	<p>Mr. Long gave a brief overview of the plan and explained that the Community Development Committee’s CDBG funding recommendations would be incorporated into the draft Annual Action Plan before the plan is submitted to the full City Council.</p> <p><b>Motion was made by Councilor Hainey to approve the draft FY 2023 Annual Action Plan and submit to City Council for review and approval, and the motion was seconded by Councilor Larochele.</b> The motion passed unanimously.</p>
<p><b>PUBLIC FACILITIES NAMING POLICY – Revised Draft</b></p>	<p>Councilor Larochele suggested that the numbered items in the policy paragraphs be changed to bullet points to increase readability, and the other committee members agreed. Mr. Long stated he would revise the draft policy accordingly.</p> <p><b>Motion was made by Councilor Hainey to approve the draft policy, as amended, and submit to City Council for review and approval. The motion was seconded by Councilor Malone.</b> The motion passed unanimously.</p>
<p><b>COMMUNITY DEVELOPMENT PROGRAM REPORT</b></p>	<p>Mr. Long gave a brief overview of recent CDBG program activities. He noted that there is a proposed rule that would change the Davis-Bacon Act, which mandates minimum wage rates for laborers on federally-funded construction project. Mr. Long stated he is review the proposed updates and, if warranted, may submit a comment on behalf of the city before the rule is finalized.</p>
<p><b>OTHER BUSINESS</b></p>	<p>There was no other business.</p>

The meeting was adjourned at 8:43 p.m.

**Next Meeting** – Monday, April 18, 2022, at 6:00 p.m., Isinglass Conference Room, City Hall Annex, 33 Wakefield St.

**Topics** – Community Development Program Report



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Laura Hainey, Chair**  
**Harlan "Skip" Gilman**  
**Tim Fontneau**  
**Amy Malone**  
**John Larochele**

<b>Meeting Date:</b>	Monday, February 28, 2022	
<b>Members Present:</b>	Laura Hainey Skip Gilman Tim Fontneau John Larochele Amy Malone	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Julian Long, Rochester Community Development Coordinator Rad Nichols, COAST Deanna Strand, Dover Adult Learning Center Bob Arnold, Community Action Partnership of Strafford County Susan Ford, My Friend's Place Mandy Lancaster, Waypoint NH Tracy Hardekopf, Homeless Center for Strafford County Laurie Duff, Easter Seals Mandy Lancaster, Waypoint NH	

Councilor Hainey called the meeting to order at 6:00 p.m. Motion was made by Councilor Larochele to approve the January 24, 2022 meeting minutes and was seconded by Councilor Malone. The motion passed unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>FY 2023 GRANT APPLICATION PRESENTATIONS</b>	<p>Mr. Long provided a brief overview of the Community Development Block Grant (CDBG) program, which are federal funds through the U. S. Department of Housing and Urban Development for activities and projects benefitting low to moderate income residents. The grant caps awards for operating expenses (as opposed to bricks-and-mortar projects) at 15% of the overall annual grant award.</p> <p>Some organizations presented in-person before the committee in the Cocheco Conference Room, and some organizations presented via Zoom video conferencing. All committee members were present in-person in the Cocheco Conference Room, as was Mr. Long.</p> <p><u>Rad Nichols, COAST (Zoom)</u></p>

Mr. Nichols stated that COAST's municipal funding grant request was updated to reflect the COAST Board of Directors' final formula budget allocations. This amount is slightly less than the November 2021 estimate. COAST provides public transportation throughout the Seacoast region.

Councilor Fontneau asked if the funding request is for general operational support. Mr. Nichols replied that the funding will support COAST's operational costs for Rochester route services and ADA services, as well as proportional costs for capital needs.

Councilor Hainey asked about COAST's other funding sources. Mr. Nichols replied that COAST receives federal funding through the Department of Transportation that covers about 60% of the organization's operational budget. He added that COAST also receives about \$35,000 per year through the state.

Councilor Hainey asked about the current cost for bus fare. Mr. Nichols replied that the cost is \$1.50 per trip or 75 cents for elderly residents or residents with disabilities. Mr. Nichols also added that COAST is piloting a free bus transfer program.

Deanna Strand, Dover Adult Learning Center (Zoom)

Ms. Strand stated that Dover Adult Learning Center (DALC) is requesting CDBG funds for its HiSET (high school-equivalency) testing preparation program. Ms. Strand mentioned that DALC also provides educational services for non-native English learners, dual-enrolled youth, post-secondary transition services, and other educational services for adult learners. Rochester students are served at DALC's Rochester location within First Church Congregational on South Main Street.

Councilor Malone asked how DALC receives its referrals and promotes its programs. Ms. Strand replied that DALC works with high schools and local non-profit agencies, along with its website and catalog, to advertise programs and services. Councilor Malone asked how many ESL students are from Rochester, and Ms. Strand replied that there have been about 65 students from Rochester from 2017 to 2022.

Bob Arnold, Community Action Partnership (Zoom)

Mr. Arnold stated that Community Action Partnership of Strafford County (CAP) has served over 10,000 households since the start of the COVID-19 pandemic. Assistance has included services for homeless residents, emergency rental assistance, fuel assistance, and food assistance. The number of Rochester residents served has been over 450 residents.

Councilor Malone asked how many Rochester residents have received weatherization program assistance. Mr. Arnold replied that over 100 Rochester residents have received weatherization assistance this year.

Councilor Fontneau asked how much funding has been spent on Rochester weatherization in total, and Mr. Arnold replied that it is about \$1.3 million.

Susan Ford, My Friend's Place (Zoom)

Ms. Ford stated that My Friend's Place has been open since 1989 as a homeless shelter that serves men, women, and children and provides case management services. This year, about 36% of all clients are Rochester residents. In addition to emergency shelter, My Friend's Place has several transitional housing units. Ms. Ford mentioned that the shelter helps save the city money by providing sheltering services that the city would otherwise have to pay for through motel room stays.

Councilor Malone asked what My Friend's Place's case management looks like. Ms. Ford replied that there is a full-time case manager who does an initial assessment of each client in terms of identification document needs, health and mental health needs, disabilities, job readiness, etc. Councilor Malone then asked how many clients successfully exit the shelter into permanent housing. Ms. Ford replied that recently it was about a third of clients.

Councilor Fontneau asked if the shelter only has one bed. Ms. Ford says there is one main shelter that has expanded its capacity in recent years, as well as four apartments for transitional housing. Councilor Fontneau asked about the impact of lack of affordable housing on the shelter. Ms. Ford replied that recently the shelter has seen a change from homeless single clients to homeless families.

Tracy Hardekopf, Homeless Center for Strafford County (in person)

Ms. Hardekopf stated that the shelter is seeking to install solar panels to reduce its energy costs, currently about \$500 to \$700 per month, especially as the shelter's agreement with Waste Management that previously covered such costs has ended. Councilor Larochelle asked where the shelter is located, and Ms. Hardekopf stated that the new shelter is located at 202 Washington Street.

Councilor Malone asked how many people the shelter serves and how the shelter building is used during the off-season. Ms. Hardekopf replied that the Homeless Center for Strafford County is in discussions with Friends Forever International to allow its usage of the shelter building during the off-season. Ms. Hardekopf added that current budgetary constraints prevent the shelter from being open year-round.

Councilor Hainey asked whether the shelter serves only Rochester residents. Ms. Hardekopf replied that the shelter serves everyone but focuses on Strafford County residents. Ms. Hardekopf also mentioned that the shelter offers an aftercare program that helps resident maintain permanent housing once they exit the shelter.

	<p>Councilor Malone asked whether the solar panels projects would provide tax credits for the city, and Ms. Hardekopf stated she was uncertain and would check. Mr. Long also said he would research the question.</p> <p><u>Laurie Duff, Easter Seals (Zoom)</u></p> <p>Ms. Duff stated that Easter Seals provides home health care services and an adult day program. This year Easter Seals served 136 individuals in home care 24 individuals in adult day program, and 45 individuals living with dementia. Ms. Duff also mentioned that the COVID-19 pandemic has increased demand for services.</p> <p>Councilor Fontneau asked whether the municipal funding request is for general operational expenses. Ms. Duff replied that the funds will go toward uncompensated care for both in-home services and the adult day program.</p> <p><u>Mandy Lancaster, Waypoint NH (in person)</u></p> <p>Ms. Lancaster stated that Waypoint NH serves youth who are either unstable housed or homeless. The Waypoint NH CDBG funding request is to support its outreach team. Provided services include food, clothes, rapid rehousing, other housing assistance, and general case management services.</p> <p>Councilor Hainey asked about the number of Rochester youth served, and Ms. Lancaster replied that Rochester youth are about 25% of Waypoint NH's total clients. Last year there were between 40 and 125 Rochester individuals, based on current data, and Ms. Lancaster mentioned that Waypoint NH hopes to have more accurate and specific numbers next year.</p> <p>Councilor Fontneau asked whether Waypoint NH is a new program. Ms. Lancaster stated that Waypoint is expanding within Rochester at the moment due to identified need. There are now four full-time Waypoint staff dedicated to outreach. Councilor Fontneau asked about Waypoint NH's other funding sources, and Ms. Lancaster replied that it comes from federal grants, Frisbie Memorial Hospital grants, and fundraising and donations.</p>
<p><b>FY 23 CDBG GRANT APPLICATIONS</b></p>	<p>The committee discussed the grant presentations and funding considerations. The committee agreed to postpone making its funding recommendations until after hearing from the Welfare Director at the March meeting.</p>
<p><b>FY 23 MUNICIPAL GRANT APPLICATIONS</b></p>	<p>The committee discussed the grant presentations and funding considerations. The committee agreed to postpone making its funding recommendations until after hearing from the Welfare Director at the March meeting.</p>
<p><b>FY 23 DRAFT CDBG ANNUAL</b></p>	<p>Mr. Long gave a brief overview of the draft Annual Action Plan and encouraged committee members to contact him with any questions.</p>

<b>ACTION PLAN – First Review</b>	
<b>PUBLIC FACILITIES NAMING POLICY – Draft</b>	Councilor Hainey gave a brief overview of the history of the desire for a formalized public facilities naming policy. The committee members discussed the draft policy and the suggested revisions offered by an interested resident. Councilor Larochelle suggested that it should be clarified whether all objectives must all be met or whether just any objective must be met. Mr. Long stated he would incorporate the suggested revisions and present a revised draft of the policy at the March committee meeting.
<b>COMMUNITY DEVELOPMENT PROGRAM REPORT</b>	Mr. Long gave a brief overview of recent CDBG program activities. He mentioned that both the Gafney Home and Easter Seals affordable housing projects have received preliminary awards of state CDBG CARES Act funds, in the respective amounts of \$500,000 and \$1,000,000.
<b>OTHER BUSINESS</b>	Mr. Long stated that he met with Government Channel Coordinator Celeste Plaia to discuss the ability to record committee meetings but that the City Hall Annex will not have the technological capability to do so in the near future.

The meeting was adjourned at 8:44 p.m.

**Next Meeting** – Monday, March 21, 2022, at 6:00 p.m., Cochecho Conference Room, City Hall Annex, 33 Wakefield St.

**Topics** – FY 23 CDBG Grant Applications, FY 23 Municipal Grant Applications, FY 23 Draft CDBG Annual Action Plan, Public Facilities Naming Policy, Community Development Program Report

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**RESOLUTION ADOPTING AN FY 2023 ROCHESTER CDBG  
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND  
APPROVING AND APPROPRIATING THE FY 2023 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 2023 (July 1, 2022—June 30, 2023) “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 Twenty Eight Thousand Five Hundred Sixty Three Dollars (\$228,563.00) be, and hereby is, approved and appropriated for fiscal year 2023 (July 1, 2022—June 30, 2023). 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	\$ 45,712.60
Public Service Agencies	\$ 34,284.45
Housing/Public Facilities/Infrastructure	\$ 148,565.95
<b>Total</b>	<b>\$ 228,563.00</b>

III. Further, that Twenty Five Thousand Dollars (\$25,000.00) in prior year unexpended CDBG funds be reallocated to FY 2023 Housing/Public Facilities/Infrastructure activities outlined in the FY 2023 Annual Action Plan

IV. Further, that One Hundred Seventy Six Thousand Two Hundred Sixty Two Dollars and Sixty Six Cents (\$176,262.66) 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 2023 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 2023 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2023 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Eight Thousand Five Hundred Sixty Three Dollars (\$228,563.00) shall be drawn in their entirety from the above-mentioned FY 2023 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.



# City of Rochester Formal Council Meeting

## AGENDA BILL

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

AGENDA SUBJECT
----------------

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

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

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

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

### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

### FINANCE & BUDGET INFORMATION

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

### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
----------------

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

LEGAL AUTHORITY
-----------------

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]



*City of Rochester, New Hampshire*  
 31 Wakefield Street • Rochester, NH 03867  
 (603) 335-7522  
[www.RochesterNH.net](http://www.RochesterNH.net)



## **City of Rochester Public Facilities Naming Policy**

### ***Purpose***

The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks, recreational areas, and other City facilities. The responsibility for naming City parks, recreational areas, and other City facilities lies with the City Council. The City Council will rely on the Recreation & Arena Advisory Commission, for the naming of parks and recreational facilities, and the Public Works & Buildings Committee, for the naming of buildings and other City facilities.

### ***Objectives***

The objectives of this policy are to:

- ensure parks, recreation areas and facilities are easily identified and located.
- ensure that given names to parks, recreation areas and facilities are consistent with the values and character of the area or neighborhood served.
- encourage public participation in the naming, renaming, and dedication of parks, recreation areas and other City facilities.
- encourage the donation of land, facilities, or monies by individual, commercial entities, and/or groups.

### ***Criteria for Naming of Parks, Recreation Areas, and City Facilities***

City parks, recreation areas, and other City facilities shall generally be named in accordance with:

- geographical or historical features indigenous to the park site or to the immediate vicinity of the site (*e.g.*, a local hill or river).
- commonly recognized subjects of historical significance, such as an event, group, culture, or place.
- deed restriction, in cases where the facilities are donated. Naming shall not conflict with public grant funding policies established by state or federal grant funding programs.

Parks, recreation areas and facilities may be named for an individual under the following conditions:

- where the individual has made a significant gift of land to the City.
- in memoriam for a deceased individual who has made a significant contribution to the City of Rochester's parks and recreation system.
- has made a significant contribution to the protection of natural, cultural, or horticultural resources of the City of Rochester.
- has substantially contributed to the advancement of commensurate types of recreational opportunities within the City of Rochester's parks and recreation system.

City parks, recreation areas, and other City facilities will not normally be named for living persons. Exceptions to this policy may be made by a simple majority vote of City Council as follows:

- the person nominated had made a substantial monetary or service contribution to the specific park, recreation area, or City facility being named.
- the person nominated has made significant contributions to the community over an extended period of time.
- the person nominated has received national recognition.

A proposed name will not be considered if:

- the proposed name is a duplication of an existing park or facility name within the City of Rochester.
- the proposed name may be perceived as offensive to segments of the public.
- the proposed name is of a commercial entity or implies a commercial endorsement (*i.e.*, naming rights).

### ***Criteria for Renaming of Parks, Recreation Areas, and City Facilities***

The intent of naming City facilities is for permanent recognition. The renaming of City parks, recreation areas, and other City facilities is strongly discouraged. City parks, recreation areas, and other City facilities may be changed in name only if the current name becomes ineffectual or inappropriate. The new name is subject to the same criteria outlined above.

### ***Procedure***

- (1) Staff, residents, community leaders, and organizations interested in proposing a name for a park, recreation area, or City facility must submit its request in writing to the Recreation & Arena Advisory Commission (for the naming of parks and recreational facilities) and the Public Works & Buildings Committee (for the naming of buildings and other City facilities). The written request should describe how the proposed name meets the naming criteria outlined in this policy.

- (2) For proposed names of parks and recreational facilities, The Recreation & Arena Advisory Commission shall consult with Recreation & Arena Department staff on the proposed name and then submit a formal recommendation on the request to the City Council. For proposed names of buildings and other City facilities, the Public Works & Buildings Committee shall consult with Public Works Department staff on the proposed name and then submit a formal recommendation on the request to the City Council.
- (3) City Council will solicit public input and comment on the proposed name.
- (4) City Council will adopt the proposed name by majority vote.
- (5) City Council has final approval and may reject any naming or renaming request.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

DRAFT

## Finance Committee

## Meeting Minutes

Meeting Information

Date: March 8, 2022

Time: 6:30 P.M.

Location: 31 Wakefield Street

**Committee members present:** Mayor Callaghan, Deputy Mayor Lachapelle, Councilor Beaudoin, Councilor Gray, Councilor Hainey, Councilor Larochelle, and Councilor Hamann.

**City staff present:** Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan,

**Others present:** Professor Patrick O. Connelly

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

Mayor Callaghan called the Finance Committee meeting to order at 6:30 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present.

**2. Acceptance of Minutes: February 8, 2022**

Councilor Lachapelle **MOVED** to accept the minutes of the February 8, 2022 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**3. Public Input**

There was no one present for public input.

**4. Unfinished Business:****4.1.1 Community Outreach Facilitator Position**

Finance Director Ambrose reminded the Committee that this position had originally been presented to the prior Council as the Community Health Coordinator position. At that time, Council had directed the City Manager to move forward with the development and job description of this position. The Personnel Advisory Board has since met and recommended a classification and pay grade for the position. She advised the Committee that this agenda item only requires a vote on the position's job description, classification and pay grade; the funding is a separate item on the agenda.

DRAFT

Councilor Lachapelle **MOVED** to recommend to full Council the acceptance of the Community Outreach Facilitator position job description, classification, and pay grade as detailed by Finance Director Ambrose. Councilor Larochelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **4.1.2 ARPA Projects-Department Presentation**

Finance Director Ambrose reported that there were three ARPA proposals to be discussed; the first of which is the funding component of the previously discussed Community Outreach Facilitator position. The total request for this position is \$916,000, which would fund the salary for five years, benefits, administrative support, equipment, and a vehicle for the position. However, the City Welfare director had indicated administrative support might not be necessary for the position. In this case, the funding could be reduced to reflect this change, or the total amount could be allocated and the unused portion returned.

Councilor Lachapelle **MOVED** to recommend to full Council the approval of \$916,000 in ARPA funds for the Community Outreach Facilitator position. Councilor Hainey seconded the motion. Councilor Beaudoin spoke against the proposal and stated that he felt these funds should not be used to fund temporary positions, but rather for durable goods and items which would be of more benefit to the public. Councilor Gray asked if the position could be initially funded with ARPA funds, and then funded through the City budget for subsequent years. Finance Director Ambrose confirmed this would be an option. She also reported that this is a pilot program and the person hired would be responsible for reporting to Council the success of the position as well as gathering data to establish the benefit of continuing the position. Council would then assess and decide whether to continue funding the position through the budget once the ARPA funds have been expended. Councilor Gray suggested that the ARPA funds be used to fund the position from the present through June 30, 2022 at which point the Council could fund it through the budget. Councilor Larochelle spoke about the potential benefits of the position, but agreed that it would be better funded through the City budget. Councilor Hamann said that the prior Council had discussed funding the salary of the position through the City budget and using ARPA funds for the startup costs, vehicle, and equipment. Finance Director Ambrose stated that she would need to verify if this funding could be used for start-up and administrative costs as opposed to funding the position itself.

Councilor Hainey emphasized the importance of the position and explained the benefit it would offer to the police department and welfare. She urged the Committee to support the position and expressed concerns that, if delayed and the funding changed from ARPA, the funding could be lost in the shuffle of the budget process. Mayor Callaghan stated that the position itself had been recommended for approval; it was just the method of funding which still needed to be determined. He supported funding the position with ARPA funds, at least at the onset, to have time to evaluate and determine if the position is worthwhile, without expending City funds. Councilor Beaudoin inquired what the cost of start-up, including vehicle and equipment, would be. He suggested delaying a decision on the matter, if it is not urgent, in order to determine if these start up and administrative costs would be eligible uses of ARPA funds. Councilor Hainey

DRAFT

stated that this decision has already been pending for several months and urged the importance of acting on the decision so a hire could be made and start working as soon as possible. Councilor Gray stated that City Staff would be able to gather these answers prior to the April regular meeting at which a vote could be taken on the matter and there would be no need to further delay at the Committee level.

Finance Director Ambrose clarified that the bulk of the funding request covered the cost of salaries for the Community Outreach Facilitator position and the administrative support staff over the course of five years. There is \$10,000 budgeted for a laptop, office equipment, furniture and clothing. \$2,500 for vehicle fuel, and \$45,000 for the vehicle itself. The remainder of the total allocation is all salary and benefits. Councilor Gray **MOVED to AMEND** the original motion to approve the use of ARPA funds for the current fiscal year and to then fund the position through the City budget moving forward. Councilor Beaudoin seconded the motion. Councilor Gray clarified that the intent of his motion is to fund the start-up costs including equipment, salaries and benefits, through June 30<sup>th</sup> of the current fiscal year with ARPA funds. After June 30, he stated that the City Council would determine how to fund the position in the budget process, whether it be with continued ARPA funds or through the City budget. He expounded on the reasons the position should be approved as part of the annual budget process. Councilor Hainey expressed reluctance to approve the decision of having the position in the City budget prior to actually seeing the proposed budget and not having a full picture of the City's needs. There was continued discussions on the benefits and drawbacks of funding the position through the City budget versus using ARPA funds. Councilor Lachapelle stated that once a position is created and included in the City budget, it is difficult to eliminate that position. Using ARPA funds would have less of an impact in this regard. Finance Director Ambrose suggested that the recommendation could be to allocate \$57,500 of ARPA funds for the vehicle, administrative costs, and other associated start up fees. If it is thereafter determined that this is not a permissible use of the ARPA funds, the decision could come back to the Finance Committee before going to full Council for a vote. Councilor Gray recommended increasing the allocation to include funding for personnel through the end of the current fiscal year. Councilor Gray **MOVED to AMEND** his amendment to the motion to approve \$100,000 in ARPA funds for personnel and startup costs for the Community Outreach Facilitator position through June 30, 2022. Councilor Beaudoin seconded the motion.

Councilor Larochelle suggested funding the position for a full year in order to properly evaluate how the position is working. Deputy Finance Director Sullivan cautioned against funding the position through the current budget cycle. He said the proposed budget is nearing completion, and this position is not part of it. If it is recommended as part of the budget, the position could be presented as an "Issues and Options" proposal (not included by the City Manager in the budget) or included by the City Manager, but funded through ARPA. Mr. Sullivan recommended Councilor Larochelle's approach to fund the position with ARPA funds for the first fiscal year, and then gradually reducing the percentage of ARPA funds used over the subsequent fiscal years until it is fully funded through the City budget if desired. If Council wanted to fund the entire position through the O&M in the upcoming budget, they would need to determine how to do so and stay within the tax cap. Councilor Larochelle **MOVED to AMEND** the amendment as detailed by Deputy Finance Director Sullivan; to fund the first year of the position using ARPA funds and to then gradually decrease the percentage of ARPA funds used in subsequent years. Councilor Beaudoin

DRAFT

seconded the motion.

The Committee discussed the potential of withdrawing all prior motions and amendments in order to make a final, clear motion and to clarify the intent and the voting process. Councilor Larochelle declined to withdraw his amendment to the amended motion, and he requested a vote on each motion. The following motions were voted on:

Councilor Larochelle **MOVED** to **AMEND** the amendment as detailed by Deputy Finance Director Sullivan; to fund the first year of the position using ARPA funds and to then gradually decrease the percentage of ARPA funds used in subsequent years with the remainder being funded through the City budget. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a majority hand count vote with 4 yes votes and 3 no votes.

Councilor Gray **MOVED** to **AMEND** the original motion to approve \$100,000 in ARPA funds for personnel and startup costs for the Community Outreach Facilitator position through June 30, 2022. Councilor Beaudoin seconded the motion. The motion was voted on as **AMENDED** by Councilor Larochelle as noted above. The **MOTION CARRIED** by a majority hand count vote with 4 yes votes and 3 no votes.

Councilor Lachapelle **MOVED** to recommend to full Council the approval of \$916,000 in ARPA funds for the Community Outreach Facilitator position. Councilor Beaudoin seconded the motion, which was then amended by Councilor Gray and Councilor Larochelle as noted above. Mayor Callaghan called for a final vote on the motion as amended: to fund the Community Outreach Coordinator position with ARPA funds being used for the first fiscal year starting July 1, 2022 and to decrease the percentage of ARPA funds used each subsequent year there forward. The **MOTION CARRIED** by a majority hand count vote with 5 yes votes and 2 no votes.

Finance Director Ambrose directed the Committee to the “Employee Premium Pay” ARPA proposal. She reported that this was a proposed one-time stipend for employees who had continued to come into work during the pandemic, putting their physical wellbeing at risk. These employees do not work for departments in which they were already eligible for first responder stipends through the CARES act. Finance Director Ambrose stated that there had been staff turnover since the original proposal was made, so it could be reduced from \$92,000 to \$85,044 to reflect the current employees who are eligible. Councilor Lachapelle **MOVED** to recommend to full Council the approval of the Employee Premium Pay ARPA proposal in the amount of \$85,044. Councilor Hainey seconded the motion. Director Ambrose gave further details on the staff members who would be eligible for this position. Councilor Beaudoin spoke against the proposal and stated that those in the private sector who worked throughout the pandemic did not receive bonuses. Councilor Hainey spoke in support of the proposal and praised those employees who continued to work, at a personal risk to themselves. The **MOTION CARRIED** by a majority voice vote.

Finance Director Ambrose spoke about the Employer Assisted Child Care Cooperative proposal request for \$1.4 million. This would cover the feasibility study of approximately \$75,000

DRAFT

to evaluate details of a location, and determine what improvements need to be made prior to opening. The remainder would cover the start-up costs, establishing a childcare program, and establishing the structure and management of the organization. Councilor Hailey inquired if the proposed program will be run by the City. Finance Director Ambrose responded that this would be part of the assessment in the feasibility study; whether the program would be entirely in-house, or if it would be done with support of partners in the community. Councilor Lachapelle **MOVED** to recommend to full Council the \$1.4 million ARPA proposal for “Employer Assisted Childcare Cooperative.” Councilor Hailey seconded the motion. It was clarified that this money would also fund the consultant to conduct the feasibility study, which has not yet been commenced. Councilor Beaudoin reiterated that he did not feel ARPA funds should be used for proposals such as this, but rather for durable goods, infrastructure, and the like. Mayor Callaghan emphasized the great importance of childcare and equated it to the importance of infrastructure; with parents needing reliable, quality childcare in order to continue working and contributing. Councilor Gray stated that there were many existing childcare organizations in the area and said that, although this type of program would be of great benefit to employees, it should be considered how the City starting a childcare facility might adversely affect existing childcare businesses in the City. Finance Director Ambrose said in the research that had already been conducted, they discovered there was higher demand than there was availability for childcare in the City. She stated that existing businesses expressed excitement at the proposal and she reiterated that this could be a supportive and collaborative approach with existing businesses. Council Gray suggested reaching out to more childcare businesses, especially smaller centers, and determining how they might be affected. The **MOTION CARRIED** by a majority hand count vote with 4 yes votes and 3 no votes.

#### **4.1.3 Utilization of General Fund Unassigned Fund Balance-Capital Reserves**

Finance Director Ambrose reported that this item was a carryover from the last Finance Committee meeting, at which the Committee had delayed a vote in order to obtain additional information from Charter Trust. Director Ambrose indicated that the documentation supplied by Charter Trust showed that the earnings would outweigh the management fees if new capital reserve funds were established. Councilor Lachapelle **MOVED** to recommend to full Council the establishment of three new Capital Reserve Funds with an amount of \$500,000 allocated to each. Councilor Beaudoin agreed that based on the information provided, this was a good investment. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Beaudoin asked what the process would be if the original intent of the allocation of these Capital Reserve Funds was changed midway through the schedule and the money was requested to be used for another project. He said that his understanding was that there would need to be a 3/4 vote of Council and a public hearing to change the intent of the money. Finance Director Ambrose confirmed that appears to be the case based on the statute; Council would need to authorize a change of use for the funds because the purpose of the funds is detailed when establishing the funds. She stated she would verify if a public hearing was required and would have this information prior to the full Council vote on April 5, 2022.

#### **5. New Business-**

DRAFT

### 5.1.1 Rochester History Project

Professor Patrick Connelly gave the Committee a brief overview of his mission. Professor Connelly reported that through his 40-years of research he had compiled and written an extensive history of Rochester, reaching from the original native inhabitants through the settlement, chartering, and entry into the 19<sup>th</sup> Century. He stated that, along with the first volume he had completed in 2016, the second volume he has compiled includes a complete town history with novel information not available from any other source and never before seen. Professor Connelly stated he would like the City to support the completion of his project and consider giving financial assistance toward the publishing, as well as space to store the hundreds of books and historic documents used to complete these works. He spoke of the historical benefits which would be experienced having the volumes available; with universities adding the history to their curriculums, high schools using the research, and Rochester becoming a destination for those seeking to learn more about the early history of New England settlements. Professor Connelly stated that he had spoken with the Director of the library and that there was interest in working with the Library Trustees to secure funding for storage space for the volumes of books and documentation he has compiled.

Councilor Hamann asked what degree of funding the professor was seeking. Professor Connelly stated that the single volume of Rochester history which had been published cost the City \$40,000. He requested a similar grant. He spoke of the City's records that he had, at his own cost, preserved and transcribed into an electronic format, for viewing and research without further degradation. He also spoke of the benefit it would be to the City having this information accessible. Councilor Hamann spoke in support of financially supporting the Professor's endeavors, especially with Rochester approaching its tricentennial year. Councilor Beaudoin spoke in support of the preservation of Rochester's history. Councilor Hamann **MOVED** to recommend to full Council an allocation of \$50,000 towards the professor's publication and related projects. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Finance Director Ambrose asked if there would be a recommendation on a funding source. Councilor Hamann suggested the funding could come from Unassigned Fund Balance. Professor Connelly asked for authorization to approach the library director on moving forward with the potential of working with the Library Trustees and securing space for the historic town records. Mayor Callaghan indicated that Professor Connelly could work directly with City Manager Cox on this matter.

### 5.1.2 Walmart N95 Facemasks Donation

Director Ambrose stated that Walmart was interested in donating two pallets of N95 masks to the City of Rochester at a total value of \$14,500. Councilor Lachapelle **MOVED** to recommend to full Council the acceptance of the donation. Councilor Beaudoin seconded the motion. Councilor Beaudoin asked if there was going to be adequate storage for the masks and personnel to transport the pallets. It was confirmed that the logistics had been taken care of. The **MOTION CARRIED** by a unanimous voice vote.

### 5.1.3 Finance Committee Revised Start Time

Mayor Callaghan clarified that the request is to move the start time of the Finance Committee meeting from 6:30 PM to 6:00 PM. Councilor Lachapelle **MOVED** to revise the Finance Committee meeting start time to 6:00 PM. Councilor Hainey seconded the motion. The **MOTION**

DRAFT

**CARRIED** by a majority voice vote.

## **Reports from Finance & Administration**

### **5.2.1 Unassigned Fund Balance Activity Report**

Mr. Sullivan explained to the Committee how to navigate the new report, which will demonstrate where the General Fund Unassigned Fund Balance is in relation to statutory threshold. There was a brief discussion on the information contained within the spreadsheet and how to interpret the data.

### **5.2.2 Monthly Financial Report Summary-February 28, 2022**

Mr. Sullivan gave a brief overview of the financial report. He stated that expenses are trending slightly above budget, but there was nothing of great concern on the general fund side. Both the Community Center and Arena funds had rebounded slightly with revenue collected. Overall, revenue are healthy.

Mayor Callaghan inquired about the Arena special revenue fund and stated that it appeared that ARPA funds were used to stabilize this fund. He inquired about the outlook on this fund going forward . Mr. Sullivan replied that it all depended on how the Arena performs; if they return to normal operations, then their revenues should outweigh their expenses. However, if the arena suffers another bad year, it would compound the amount that is owed to the General Fund. Finance Director Ambrose reported that the arena had also needed significant repairs that were unanticipated. These repairs delayed ice time, which also contributed to lost revenues. .

## **6. Other**

No Discussion.

## **7. Adjournment**

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 7:36 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# FINANCE COMMITTEE

## Agenda Item

03/31/2022

**Agenda Item Name:** New Position – Community Outreach Facilitator

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

**E-mail Address** [kathryn.ambrose@rochesternh.net](mailto:kathryn.ambrose@rochesternh.net)

**Meeting Date Requested:** 3/8/2022

**Issue Summary Statement:**

The Personnel Advisory Board has recommended the approval of the Community Outreach Facilitator position at non-union pay grade 9. This position is an ARPA proposal that was presented to City Council when it was previously titled “Community Health Coordinator”. City Council directed to move forward with the development of the job description and classification, which is now ready for approval.

The funding for this position will be discussed and voted upon separately. Approval of the position will establish the job description and classification.

**Recommended Action:** Recommend to City Council the approval of the Community Outreach Facilitator position with placement at Grade 9 on the non-union classification schedule.

## Community Outreach Facilitator

### Statement of Duties

The Community Outreach Facilitator will conduct public outreach within the community at designated locations each week to interact with and navigate receptive residents experiencing mental health difficulties, including substance use disorders toward available and appropriate provider services. This individual will collaborate with community and regional service providers for the purpose of building working collaborative relationships.

In addition, this individual will be responsible for outreaching to high- risk residents referred by the Rochester Police and/or Welfare department. This individual will work with the welfare department to understand city, county, state, and other resources to assist with coordinating and referral to services.

### Supervision

Works under the general direction of the Welfare Director, establishing own work plan and priorities in accordance with standard practices with substantial responsibility for determining the sequence and timing of action; only unusual cases are referred to the supervisor. Assignments/job functions are subject to additional guidance, instruction, and supervisory review.

Incumbent has substantial independence in planning and organizing the work activities and is expected to solve through experienced judgment most problems of detail by adapting methods or interpreting instructions to resolve the particular problem.

### Job Environment

Administrative work is performed under typical office conditions. Outreach work conditions can be atypical due to increased exposure to complex social service situations, including chronic and situational mental health difficulties. Many persons experience and exhibit forms of stress, frustration, impatience, and anger due to varied temporary or chronic mental health conditions. In addition, The Community Outreach Facilitator may be required to work outside of the standard workday.

May be required to make home visits, including encampment visits to clients only when necessary. These visits should be made in pairs in collaboration with other service providers.

Work requires regular contact with all city departments, county, state, federal and other resources to assist with coordinating and referrals to appropriate mental health, including substance disorder service and other resources needed to maintain or return to maximum self-sufficiency.

Has access to client confidential information that could compromise the individual, public and city reputation with legal and/or financial repercussions.

City of Rochester, N.H.  
Community Outreach Facilitator/Non-union/Grade 9

## Essential Functions

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

- Must maintain appropriate ethics and professional boundaries.
- Educate individuals involving mental health, including substance disorder related resources available based on their expressed needs.
- Conducts remote outreach through virtual platforms when necessary.
- Public relations efforts, including through local cable channels and social media will be coordinated with Welfare Director approval and/or supervision.
- Follow up with individuals as needed or requested by Police Department and/or Welfare Director
- Will conduct targeted outreach at designated locations each week
- Will work cohesively with the welfare department, police, and outside mental health, including substance disorder providers
- Prepare monthly report with program census data and community resource and partnership development.
- Attends applicable trainings and workshops.
- Other similar or related tasks as required

## Knowledge of and skills in:

- Excellent oral and written communications skills, including capacity to communicate complex ideas compellingly to a variety of audiences.
- Understanding complexity and viewing situations from a broad tactical perspective.
- Understanding of how to support all pathways of recovery.
- Conducting research, locating information related to the request and critically evaluating the client needs
- Strong organizational skills
- Use of personal computer equipment and software program

## Ability to:

- Stay abreast of City of Rochester issues and current resources related to the mental health, including substance disorder needs.
- Work with the welfare department, outside resources, and staff at all levels to execute department and organization-wide outreach strategies.
- Ability to effectively collaborate with law enforcement.
- Ability to always maintain professionalism and professional boundaries.

City of Rochester, N.H.  
Community Outreach Facilitator/Non-union/Grade 9

- Work independently with minimal supervision and be self-motivated
- Prioritize workload and manage time efficiently, meet deadlines, multitask, and complete assignments in a timely manner.
- Must be able to maintain strict confidentiality.
- Develop, implement, and manage a relevant program work plan and support all pathways of recovery.
- Conduct research and critically evaluate the research findings.

### **Recommended Education and Experience**

High school diploma or equivalent required.

Associates Degree from an accredited college preferred.

Two (2) years of Community Outreach Coordination experience required.

### **Special Requirements**

Valid driver's license required.

Completion of Recovery coach certification, within first year of hire required.

### **Physical and Mental Requirements**

The incumbent works in an outdoor setting and is required to stand, sit, reach with hands and arms, use hands, climb or balance, and walk up to 1/3<sup>rd</sup> of the time; and talk and listen/hear more than 2/3<sup>rd</sup> of the time. Incumbent occasionally lifts up to 10 pounds, and seldom lifts up to 30 pounds. Normal vision is required for reading. Equipment operated includes office machines, automobile, and computers.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.*

**Resolution Authorizing Allocation of \$143,083.00 from ARPA Funds for the Community Outreach Facilitator Program**

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

That City hereby allocates One Hundred Forty-Three Thousand Eighty-Three Dollars (\$143,083.00) from the ARPA Funds for the purposes of funding the Community Outreach Facilitator position for one (1) year and startup costs associated with the Community Outreach Facilitator program.

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

---

*Intentionally  
left blank...*

---

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.**

<b>AGENDA SUBJECT</b> <b>Allocation of \$143,083.00 from ARPA funds for the Community Outreach Facilitator Program</b>
---

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--

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

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

AGENDA DATE	April 5, 2022		
DEPT. HEAD SIGNATURE	Katie Ambrose, on file		
DATE SUBMITTED			
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	ARPA Funds
ACCOUNT NUMBER	
AMOUNT	\$143,083.00
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Charter
--------------

**SUMMARY STATEMENT**

Finance Committee voted at their March 8<sup>th</sup> meeting to recommend funding the Community Outreach Facilitator position for the first year and all startup costs using ARPA funds. Funding the position for future years would be brought back to the Finance Committee for discussion in FY23.

The \$143,083 allocation is budgeted as follows:

One Year Salary & Benefits:	\$84,083
Vehicle:	\$45,000
Clothing/Office Furniture & Equipment:	\$11,500
Vehicle Fuel:	<u>\$2,500</u>
Total	\$143,083

**RECOMMENDED ACTION**

Allocate \$143,083.00 in ARPA funds to fund the Community Outreach Facilitator position for one (1) year and associated program startup costs.

**Office of Finance & Budget Management****AMERICAN RESCUE PLAN FUNDING PROPOSAL**

This form is a tool to provide policy makers a quick easy to read analysis of important issues pertaining to American Rescue Plan funding. Departments are to complete this form for any projects believed to be eligible under American Rescue Plan funding.

1. **Department:** City Manager **Department Head:** Blaine Cox
2. **Project Name:** Community Health Coordinator Program
3. **Is the Project Already Appropriated in O&M or CIP:** No
4. **Funding Requested:** (Identify funding amount, or change of funding if already appropriated, multi-year components and any annual carrying costs): \$916,000 (over five years) under ARPA expenditure category section 1 Behavioral Health Care and section 3.14 Social Determinants of Health – Community Health Workers or Benefits Navigators.
5. **Description of Project** (Describe the project clearly & succinctly): Establishment of a Community Health Coordinator position and functions within the Welfare Office to connect community members in need to resources and increase overall health outcomes. This position would coordinate with the Police Department to respond and assist on check condition calls and follow up with those involved on these calls that occur after business hours. This would be developed as evidence-based program with the Community Health Coordinator serving as a resource to address the current need for mobile, non-enforcement response for intervention or health services. The allocation for this project would fund through 2026 a new Community Health Coordinator position, administrative support, office equipment, clothing and a vehicle.
6. **Benefits Related to COVID-19 Response, or Recovery:**  
Facilitate access to resources that improve health outcomes, including services that connect residents with health care resources and public assistance programs and build healthier environments.
7. **Implementation Details** (Briefly describe how this project will be implemented, and if any potential barriers exist): Upon allocation of the funds for this initiative, Rochester Welfare and the Police

Department would coordinate to implement an evidence-based program. A job description and classification for the new ARPA funded position would be developed. Following approval of the new position the Community Health Coordinator and Administrative positions would be filled, along with the establishment of an office space and procurement of a vehicle and equipment. This position would collaborate closely both with the Police Department and existing organizations in the community and region. Implementation of this new program would be monitored and assessed before expiration of the funding in 2026.

**8. Supplemental Information** (Note if attached):

**9. Status: City Manager Recommendation: INCLUDED**

**Resolution Authorizing Allocation of \$85,044.00 from ARPA Funds for Employee Premium Pay**

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

That City hereby allocates Eighty-Five Thousand Forty-Four Dollars (\$85,044.00) from the ARPA Funds for the purposes of funding the Employee Premium Pay program.

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

---

*Intentionally  
left blank...*

---

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.**

<b>AGENDA SUBJECT</b> <b>Allocation of \$85,044.00 from ARPA funds for Employee Premium Pay</b>
--

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

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

AGENDA DATE	April 5, 2022		
DEPT. HEAD SIGNATURE	Katie Ambrose, on file		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	ARPA Funds
ACCOUNT NUMBER	
AMOUNT	\$85,044.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

City Charter
--------------

**SUMMARY STATEMENT**

Finance Committee voted at their March 8<sup>th</sup> meeting to recommend approving the Employee Premium Pay ARPA proposal in the amount of \$85,044.

Approval of this allocation would fund one-time \$1,000 stipends and applicable taxes for up to 79 qualifying employees. These employees performed essential functions and were required to be physically present at their jobsite and/or were at heightened risk due to COVID-19.

**RECOMMENDED ACTION**

Allocate \$85,044.00 in ARPA funds for the purposes of funding the Employee Premium Pay program.

**Office of Finance & Budget Management****AMERICAN RESCUE PLAN FUNDING PROPOSAL**

---

This form is a tool to provide policy makers a quick easy to read analysis of important issues pertaining to American Rescue Plan funding. Departments are to complete this form for any projects believed to be eligible under American Rescue Plan funding.

1. **Department:** Finance, Human Resources                      **Department Head:** Katie Ambrose
  
2. **Project Name:** Employee Premium Pay
  
3. **Is the Project Already Appropriated in O&M or CIP:** No
  
4. **Funding Requested:** (Identify funding amount, or change of funding if already appropriated, multi-year components and any annual carrying costs): \$92,000 under ARPA expenditure section 5 Premium Pay.
  
5. **Description of Project** (Describe the project clearly & succinctly): These funds would provide additional premium pay support to the City of Rochester's essential workers. One-time stipends would recognize their contributions to the City during the COVID-19 public health emergency while putting their physical well-being at risk.
  
6. **Benefits Related to COVID-19 Response, or Recovery:**  
While 106 of Rochester's first responders received stipends in June 2020 as funded by the CARES Act, numerous City employees did not qualify who also experienced increased health risks due to their job functions. These stipends would recognize the City of Rochester's essential workers, whose dedication enabled continuity of operations and supported the City's response to the public health emergency.
  
7. **Implementation Details** (Briefly describe how this project will be implemented, and if any potential barriers exist): Finance and Human Resources staff will work with departments and legal counsel to implement a stipend allocation process compliant with the Treasury guidance. This request would fund \$1,000 stipends and applicable taxes for employees performing essential functions whose positions were required to be physically present at their jobsite and/or were at heightened risk due to COVID-19. Identified positions are located in the following departments and divisions: Dispatch, Public

Buildings & Grounds, Tax Office, City Clerk's Office, Water, Wastewater, Welfare, Public Works & Highways.

**8. Supplemental Information** (Note if attached):

**9. Status:City Manager Recommendation: INCLUDED**

**Resolution Authorizing Allocation of \$1,400,000.00 from ARPA Funds for Employer-Assisted Child Care Cooperative**

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

That City hereby allocates One Million Four Hundred Thousand Dollars (\$1,400,000.00) from the ARPA Funds for the purposes of funding the Employer-Assisted Child Care Cooperative.

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

---

*Intentionally  
left blank...*

---

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.**

<b>AGENDA SUBJECT</b> <b>Allocation of \$1,400,000 from ARPA funds for Employer-Assisted Child Care Cooperative</b>
--

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

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

AGENDA DATE	April 5, 2022		
DEPT. HEAD SIGNATURE	Katie Ambrose, on file		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	ARPA Funds
ACCOUNT NUMBER	
AMOUNT	\$1,400,000.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

City Charter
--------------

**SUMMARY STATEMENT**

Finance Committee voted at their March 8<sup>th</sup> meeting to recommend approving the Employer-Assisted Child Care Cooperative ARPA proposal in the amount of \$1,400,000.

Approval of this allocation would fund a facility feasibility study, capital and startup costs to establish a child care program. Program management analysis includes both developing an internal program as well as exploring partnerships with external providers. Program management will ultimately be determined based upon what is most sustainable and beneficial to the City of Rochester and greater community. This project would be intentionally designed to not compete with existing child care providers in Rochester.

**RECOMMENDED ACTION**

Allocate \$1,400,000.00 in ARPA funds for the purposes of funding the Employer-Assisted Child Care Cooperative.

**Office of Finance & Budget Management****AMERICAN RESCUE PLAN FUNDING PROPOSAL**

This form is a tool to provide policy makers a quick easy to read analysis of important issues pertaining to American Rescue Plan funding. Departments are to complete this form for any projects believed to be eligible under American Rescue Plan funding.

1. **Department:** City Manager **Department Head:** Blaine Cox
2. **Project Name:** Employer-Assisted Child Care Cooperative
3. **Is the Project Already Appropriated in O&M or CIP:** No
4. **Funding Requested:** (Identify funding amount, or change of funding if already appropriated, multi-year components and any annual carrying costs): \$1,400,000 under ARPA expenditure category section 3.6 Healthy Childhood Environments – Child Care.
5. **Description of Project** (Describe the project clearly & succinctly): These funds would establish a City of Rochester Child Care Cooperative to provide affordable, accessible and quality childcare for City employees and the Rochester community. Lack of affordable child care has been a significant national issue that was exacerbated by the pandemic, placing even greater stress on families with young children and impacting the greater economy. In addition to stress and financial challenges, insufficient child care contributes to negative economic outcomes, decreased productivity and performance, women leaving the workforce, shorter employee tenure and diminished career potential. As an Employer-Assisted Cooperative, this program would highly attract and retain City employees while supporting existing child care demands within the community. This innovative program could create a model for communities nationwide, and further promote Rochester as a destination to live and work.

The requested allocation would fund a facility feasibility study, capital and startup costs to establish a child care program. Program management analysis includes both developing an internal program as well as exploring partnerships with external providers. Program management will ultimately be determined based upon what is most sustainable and beneficial to the City of Rochester and greater community. This project would be intentionally designed to not compete with existing child care providers in Rochester.

**6. Benefits Related to COVID-19 Response, or Recovery:**

As outlined in the Department of Treasury's Interim Final Rule, "Children's economic and family circumstances have a long-term impact in their future economic outcomes. Increases in economic hardship, material insecurity, and parental stress and behavioral health challenges all raise the risk of long-term harms to today's children due to the pandemic". New or expanded high-quality childcare to provide safe and supportive care for children is an ARPA eligible service to address these challenges.

**7. Implementation Details** (Briefly describe how this project will be implemented, and if any potential barriers exist): Utilizing ARPA funds, the City would provide the facility and startup costs. Program tuition would provide ongoing financial support into the future, and would be structured to support enrollment for low to moderate income families. Enrollment would be open to City employees and community members. Existing facility options have already been identified which would be developed further by the feasibility study before pursuing remodeling and construction. Project analysis would determine if the program would be established as City operated and managed or in partnership with an external provider. Analysis on integrating this program with existing City & Recreation programs will be explored, such as opportunities for developing intergenerational programs to benefit both children and seniors. A board of directors would be established in either management structure to work with the program's director to oversee operations, with opportunities for participating parents to serve on the board.**8. Supplemental Information** (Note if attached):**9. Status:City Manager Recommendation: INCLUDED**

**Resolution Pursuant to RSA 34:1 Establishing a Fire Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of replacing large fire apparatus. The name of such fund shall be the Fire Apparatus Replacement Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said appropriation being derived from the General Fund Unassigned Fund Balance.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the Fire Apparatus Replacement Capital Reserve Fund until such time as the City Council names an agent(s) to carry out the purpose of said Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Fire Apparatus Replacement Capital Reserve Fund in a separate investment account. Appropriations made to the Fire Apparatus Replacement Capital Reserve Fund will be submitted to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the Fire Apparatus Replacement Capital Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund any surplus shall be returned to the General Fund as unanticipated revenue.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Pursuant to RSA 34:1 Establishing a City Buildings Renovations Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of renovating, enlarging, rehabilitating, relocating and/or constructing City buildings and facilities. The name of such fund shall be the City Buildings Renovations Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said appropriation being derived from the General Fund Unassigned Fund Balance.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the City Buildings Renovations Capital Reserve Fund until such time as the City Council names an agent(s) to carry out the purpose of said Fund. The Trustees of the Trust Fund will hold the monies appropriated to the City Buildings Renovations Capital Reserve Fund in a separate investment account. Appropriations made to the City Buildings Renovations Capital Reserve Fund will be submitted to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the City Buildings Renovations Capital Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund any surplus shall be returned to the General Fund as unanticipated revenue.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Pursuant to RSA 34:1 Establishing a Public Works Apparatus Replacement  
Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection  
Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of replacing large Public Works vehicles and equipment. The name of such fund shall be the Public Works Apparatus Replacement Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said appropriation being derived from the General Fund Unassigned Fund Balance.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the Public Works Apparatus Replacement Capital Reserve Fund until such time as the City Council names an agent(s) to carry out the purpose of said Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Public Works Apparatus Replacement Capital Reserve Fund in a separate investment account. Appropriations made to the Public Works Apparatus Replacement Capital Reserve Fund will be submitted to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the Public Works Apparatus Replacement Capital Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund any surplus shall be returned to the General Fund as unanticipated revenue.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing \$50,000.00 Appropriation from the General Fund Unassigned Fund Balance for the Creation of a History of Rochester**

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

That the amount of Fifty Thousand Dollars (\$50,000.00) is hereby appropriated from the General Fund Unassigned Fund Balance to pay for the costs associated with for the creation of a History of the Town of Rochester.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**City of Rochester Planning Board**  
Monday March 7, 2022  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on March , 2022)

Members Present

Mark Collopy, *Chair*  
Robert May, *Vice Chair*  
Peter Bruckner  
Keith Fitts  
Paul Giuliano  
Don Hamann  
Mark Sullivan  
Dave Walker

Members Absent

Ashley Desrochers, *excused*  
A. Terese Dwyer, *excused*

Alternate Members Present

James Hayden  
Matthew Richardson  
Michael McQuade

Staff: Ashley Greene, *Administrative Assistant II*  
Shanna B. Saunders, *Planning Director*

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

---

**I. Call to Order**

Mark Collopy called the meeting to order at 7:00 p.m.

Mr. Collopy introduced the new Planning Board Members, Regular Member Dave Walker, and alternate members James Hayden, Matthew Richardson, and Michael McQuade.

---

**II. Roll Call**

The recording secretary, Ashley Greene, called roll call.

---

**III. Seating of Alternates**

Mr. Collopy asked James Hayden to vote for Terry Dwyer.

---

#### **IV. Communications from the Chair**

None at this time.

---

#### **V. Approval of minutes for February 7, 2022**

*Mr. Walker made a motion to approve the minutes from February 7, 2022. The motion was seconded by Don Hamann. The motion carried by a unanimous voice vote.*

---

#### **VI. Opening Discussion/Comments (up to 30 minutes)**

##### **A. Public comment**

Mr. Collopy opened the floor for any general planning public comments. None seen, brought it back to the board.

##### **B. Discussion of general planning issues**

None at this time.

---

#### **VII. Continued Applications:**

##### **A. Groen Construction, 29 Wadleigh Road (by Jones & Beach Engineers, Inc.) Site plan and conditional use permit to construct a 52-unit 17,455 s.f. apartment building. Case# 137 – 35-1 – HC -21 **Public Hearing ACCEPTANCE/FINAL ACTION\*****

Shanna Saunders stated that the applicant emailed late in the afternoon requesting to continue the application due to the application being incomplete. Ms. Saunders read the email from the applicant.

Robert May asked if the reasoning for the continuance was related to a third party report on the stormwater management requesting changes. Ms. Saunders stated yes, that the applicant would like to make those changes before proceeding with the board.

*Mr. Walker made a motion to continue the application to April 4, 2022 meeting. The motion was seconded by Mr. Hamann. The motion carried by a unanimous voice vote.*

---

## VIII. New Applications:

### A. Victoria Perez, Ko-Go, LLC, 0 Farmington Road (by Norway Plains Associates, Inc.) Site plan for a proposed electric vehicle charging facility. Case# 208 – 16 – GRD – 22 **Public Hearing ACCEPTANCE/FINAL ACTION\***

Scott Lawler, from Norway Plains Associates, presented on behalf of Victoria Perez, Ko-Go, LLC. Mr. Lawler stated the applicant is looking for site plan approval for a six stall Electric Vehicle Charging facility. The charging stations will be located at the front of the property under a canopy. There will be four additional parking spaces in the rear of the lot. Mr. Lawler stated there will be no office on site, and no employees on site. Employees will make routine visits to the site for maintenance. Mr. Lawler stated this charging station is for any electric vehicle and not designated for a certain type of vehicle. Mr. Lawler stated the charging station can be found via an app by electric car users. Mr. Lawler discussed the facility being open 24 hours a day and will have cameras within the site. A small infiltration basin with a sediment forebay will be located at the back of the property, and the stormwater from the impervious surfaces will be collected, discharged into the system, recharge the groundwater within a spillway that discharges that larger storm events and flows towards the wetlands at the end of the property. Mr. Lawler stated there will be two pole mounted light fixtures that will be solar capable, and recessed lights inside the canopy which will meet the City lighting requirements. Mr. Lawler discussed the landscaping plan. Mr. Lawler stated there is no building being erected on the site, therefore there is no need for city water or sewer hookup. Mr. Lawler stated there will be small trash receptacles on the site and will be emptied by the owners when they come to the site.

Mr. Collopy opened the floor for a public hearing. None seen, brought it back to the board.

Ms. Saunders discussed the excitement of the project for the City of Rochester. Ms. Saunders discussed the Variance that was required and granted for the project. Ms. Saunders stated the applicant needs to apply for a Stormwater Permit through the Department of Public Works. Ms. Saunders stated that once the site is up and running the Police Department needs contact information incase security camera footage needs to be obtained. Ms. Saunders stated that staff recommends approval.

*Mr. Walker made a motion to accept the application as complete. Mr. Fitts seconded the motion. The motion carried by a unanimous voice vote.*

Paul Giuliano asked about the property located behind this site owned by Mr. Jones and if he has been heard from. Mr. Lawler discussed that neither him nor the applicant has heard from him, but he was notified via a certified letter and his deed stated that his driveway could be relocated on the parcel as long as it was tied back in by the time it got to the property line. Mr. Lawler stated that he can't imagine that Mr. Jones would have any issues as we are adding a paved 20-24 foot wide access onto Route 11 and currently it is just an 8-10 foot gravel access.

Mr. Collopy asked if the applicant still needs to get approval from NHDOT for the driveway. Mr. Lawler stated that an application has been submitted to the NHDOT, and they are currently awaiting a response.

Peter Bruckner suggested considering solar panels on top of the canopy as it appears to be designed to hold solar panels. Mr. Bruckner asked if this is a future possibility. Mr. Lawler stated that the applicant may consider solar in the future.

Mr. May requested a background on electric vehicles and charging stations, since the last time they had a charging station come to the board it was for Tesla's only. Mr. May asked if the charging station being proposed can charge all vehicles because the client is different or because every electric vehicle can now charge at any station? Victoria Perez, owner of Ko-Go, LLC, discussed the charging capabilities of all electric vehicles. Ms. Perez stated that all electric vehicles besides Tesla are able to charge on Level 3 charging station, and Tesla's are able to charge on Level 2 charging station. Ms. Perez stated that there is ability for anyone to charge at their station, and they also have adapters for Tesla's to be able to charge on the Level 3. Mr. May asked if their company would provide adapters. Ms. Perez stated the owner of the vehicle would need to provide their own to charge on their Level 3 chargers. Lloyd Gifford discussed the adapters and Tesla's plan for an adapter by the end of the year.

Mr. Fitts discussed his ownership of a Tesla and that he is in full support of this project. Mr. Fitts asked if there was a way to get more than 6 chargers for the vehicles that are not Tesla, as there is a Tesla charging station within Rochester. Ms. Perez stated that the future plans could include four additional charging stations in the extra parking spots already located on the site plan. Ms. Perez stated there is also room to expand on the property down the line.

Mr. Giuliano discussed his support for the charging station, but requested that they be a good neighbor to Mr. Jones. Ms. Perez stated that they are trying to be very considerate to all the neighbors, especially when it comes to the lighting and making sure it isn't shining into any windows at night. Mr. Giuliano asked if we need to post a sign for private property to Mr. Jones' driveway. Ms. Saunders stated that it would be up to the property owner to post a sign.

Mr. Collopy asked if there was any proposed signage and what it will be. Mr. Lawler stated that a sign package has not been submitted to the Building and Licensing office, but it will be nicely done.

Mr. Walker asked if the sign proposal is going to be a condition of approval. Ms. Saunders stated that it is not currently a condition of approval but a sign needs a permit and that is listed on the notice of decision.

Mr. Collopy asked if there were any discussions.

*Mr. Walker made a motion to approve the application with the conditions as specified. Mr. Bruckner seconded the motion. The motion carried by a unanimous voice vote.*

**B. Michael Hagan, Hagan's Motor Pool, Inc., 152 Farmington Road (by Norway Plains Associates, Inc.) Site plan for a 3,300 square foot addition off an existing office and service building. Case# 208 – 6-1 – GRD – 22 **Public Hearing ACCEPTANCE/FINAL ACTION\*****

Scott Lawler, from Norway Plains Associates, presented the proposed site plan on behalf of Hagan's Motor Pool, Inc. Mr. Lawler stated the applicant is currently seeking site plan approval and condition use permit for a 3,300 square foot addition off an existing 2,300 square foot office and service building. The lot shares a driveway with Motor City, and also shares a septic system which is located on the adjoining lot. The addition will add an additional 6 service bay areas and will

increase the employees from four to seven or eight. Mr. Lawler stated they will tie into the Municipal water main and abandon the well. Mr. Lawler discussed the parking waiver the applicant is seeking, the site will have a total of 26 parking spaces, 8 of which will be inside the building in the service area. Majority of the parking will be for service bays, four spots per bay. Mr. Lawler stated that because most of the business is set up with appointments, the owner can control the number of customers arriving and leaving. Mr. Lawler stated that due to an increase in 137 square feet of impervious area, a small infiltration basin that will be constructed at the north end of the proposed building. Poll lights and building mounted lights are proposed and meet the City standards for lighting. Depicting street trees and landscaping around the business sign to dress it up. A conditional use permits to allow for an expansion of a site that is greater than 20% impervious coverage within the aquifer protection overlay district and a conditional use permit to allow the storage of bulk motor oils. Owner is looking to capture more of the waste oil, store it, and be able to use it as heating oil. The building façade will be redone, with all new siding. NHDOT driveway permit is required for expansion of use, which has been submitted, and currently awaiting approval.

Mr. Collopy opened the floor for public hearing. None seen, brought it back to the board.

Ms. Saunders went over the staff review. No stormwater permit is needed as it is under the 5,000 square feet. Ms. Saunders stated staff is requesting more information for the spill prevention plan. Staff is recommending approval of Conditional Use Permits and the parking waiver. Ms. Saunders stated staff recommends approval of the application as complete and to approve the proposed project.

*Mr. Walker made a motion to accept the application as complete. Mr. Fitts seconded the motion. The motion carried by a unanimous voice vote.*

Mr. Walker asked where the septic tank will be going in. Mr. Lawler stated the septic tank is currently in place on the adjoining property.

Mr. Bruckner asked about the architectural design and if there are supposed to be more garage doors visible on the drawing. Mr. Lawler stated that the service area, or bays, are inside the building within the one new garage door. Mr. Lawler stated that there will be 3 overhead doors in total upon project completion.

Mr. Giuliano asked what the set back is on the new building. Mr. Lawler stated that there are no set backs in the Granite Ridge District Zone.

Mr. May discussed his concern with the project being in the aquifer protection overlay district and the motor oils that could be spilled. Mr. May questioned the spill prevention plan. Ms. Saunders stated that Department of Public Works is not too concerned. Ms. Saunders stated that the spill prevention plan is in place in case of spillage and what needs to be done if it happens. Mr. May stated that he supports the reusing of the motor oil.

Mr. Sullivan asked about a compliance detail for inspections in the aquifer protection zone. Ms. Saunders stated that per the ordinance there should be a yearly inspection and it can be added into the notice of decision.

Mr. Hayden asked about the drip edge along the retaining wall on the southern corner and if there were any test pits completed. Mr. Lawler discussed test pits being completed not directly in the

back but in the front and it came back with well-draining soils. The drip edge is more of a conveyance, and it is captured down into the infiltration system.

Mr. Hayden asked if the pipe could be added to the final plans.

*Mr. Walker made a motion to approve the parking waiver and the two conditional use permits. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

*Mr. Walker made a motion to approve the application with the inspections and pipe added to the final plan. Mr. Bruckner seconded the motion. The motion carried by a unanimous voice vote.*

---

**IX. Release of Surety:**

**A. Citizens Bank, 10 No Main Street in the amount of \$3,847.00 (plus interest), Map 121 Lot 17**

Ms. Saunders discussed the release of surety in the amount of \$3,847.00 plus interest for Citizens Bank. Ms. Saunders stated the property has been functioning fine for a couple years now.

*Mr. Walker made a motion to release the surety in the amount of \$3,847.00 plus interest for Citizens Bank. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

**B. Intec Automation in the amount of \$65,052.46, Map 221 Lot 1**

Ms. Saunders discussed the release of surety for Intec Automation in the amount of \$65,052.46.

*Mr. Walker made a motion to release the surety for Intec Automation in the amount of \$65,052.46. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

---

**X. Review of October, November, December 2021 and January 2022 surety and inspections**

Ms. Saunders discussed the inspection reports and that the Department of Public Works has hired a new employee that will be taking over most of the inspections, Alan Dews.

Ms. Saunders discussed the surety and there will be surety releases coming up as some finished projects have submitted Asbuilts.

Mr. Walker questioned the performance guarantees that have overdue dates. Ms. Saunders stated that some have been renewed, and there are a couple that will be requesting release. Ms. Saunders stated that she will investigate Pella and The Ridge performance guarantees.

---

## **XI. Other Business**

### **A. Discussion on changing the meeting time**

Mr. Collopy discussed most boards and commission have moved up their meeting times. Mr. Collopy opened of the discussion for time inputs, and stated he is open for 6:30 p.m. for a start time.

Mr. Giuliano discussed employees not having to wait around, and possibly making it easier for the public and presenters.

Mr. May agreed with Mr. Giuliano.

Mr. Collopy discussed his stance on employees are being paid to be at the meetings and the board should make the ultimate decision as they signed on thinking the meeting was at 7 p.m.

Majority of the board agreed the 6:30 p.m. may be more beneficial for the bigger projects coming down the line.

Mr. Collopy declared moving forward meetings will be at 6:30 p.m.

### **B. Planning Update**

Ms. Saunders discussed upcoming Planning Workshop Meetings and the need for attendance for those meetings.

Mr. Collopy discussed one of the topics at the Workshop meeting will be affordable housing and mobile home parks.

Mr. Hamann asked where the City and the staff stand on House Bill 1177. Ms. Saunders stated that she does not believe the City has taken a position on the House Bill, therefore staff has not taken a position. Ms. Saunders discussed the House Bill 1177 and what it is about and if it should be brought to the board for discussion and possibly go to Council for recommendation.

### **C. Other**

None.

---

## **XII. Adjournment**

*Mr. Walker made a motion to adjourn the meeting at 8:00 p.m. Mr. Fitts seconded the motion. The motion carried by a unanimous voice vote.*

---

Respectfully submitted,

Ashley Greene  
Administrative Assistant II

and

Shanna B. Saunders  
Director of Planning & Development

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Public Safety Committee  
Draft Meeting Minutes  
March 16, 2022  
6:00 PM  
Council Chambers**

**Members Present**

Councilor Chris Rice, Chair  
Councilor Dana Berlin  
Councilor Skip Gilman  
Councilor Amy Malone

**Members Absent**

Councilor Peter Lachapelle, Vice Chair

**Others Present**

Councilor John LaRochelle  
Councilor Laura Hainey  
Michael Bezanson, PE, City Engineer  
Deputy Chief Jason Thomas, PD  
Assistant Fire Chief Tim Wilder  
Dan Camara, GIS Asset Mgmt. Technician  
Bob Mayrand, 514 Salmon Falls Road

**Minutes**

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

1. **Approve Minutes from February 16, 2022 Public Safety Meeting.**  
*Councilor Berlin made a motion to approve the minutes from February 16, 2022. The motion was seconded by Councilor Malone. Unanimous voice vote carried the motion.*

2. **Public Input**

Members of the public were present for items that were on the agenda.

3. **Request for Crossing Sign with Light at the East Rochester Elementary School (request was sent by Councilor Hainey)**

Councilor Rice summarized the issue. This request was moved up the agenda so Councilor Hainey could explain the issue, as she had another meeting to attend within an hour. Councilor Hainey said the request is for a crosswalk at the intersection of Portland Street and Carole Court for students attending the East Rochester School. The existing crosswalk across Portland Street worked well for the old school location, but now with the configuration of the new school and the new development across the street, the children get crossed further down. Right now, the students cross the road in an area that currently has no marked crosswalk. There is a new development being built across the road; currently there may be only one student that lives there now, but there will be many more houses built in the future. There are also students north of the School that walk down Portland Street and need a place to cross. Councilor Rice asked Mr. Bezanson if there was a policy that states how many feet between crosswalks. Mr. Bezanson

said no he does not think so; however, back in 2019 the Committee went through an in-depth study of the school routes and crossings for each of the City's schools. In August of 2019 the Committee discussed the East Rochester and Nancy Loud Schools and Mr. Bezanson made mention in that meeting that the Committee may want to consider a crosswalk across Portland Street at Carole Court in the future. He stated that the current request seems appropriate. Councilor Berlin asked whether the presence of the exit road from the school and the development road, Carole Court, created a situation that would warrant a 4-way stop. Councilor Hainey stated that the development is not completed yet, but the road from the school is a one way out used by parents dropping off and picking up and by busses exiting the school. Councilor Berlin questioned whether the intersection would warrant a 4-way stop, especially when the development is completed, which would allow crosswalks to be painted on each leg of the intersection. Mr. Bezanson said there should be a painted crosswalk across Carole Court right now. ADA-compliant pedestrian access ramps currently exist on either side of Carole Court, as well as across Portland Street on the school side. Adding a crosswalk across Portland Street might be as simple as painting the crosswalk and installing the signs for it. The appropriate advanced warning signs are already installed. Councilor Malone asked what the Committee could do next. Councilor Rice said that since this could be completed at minimal cost, they could make a motion to recommend to full Council to install a crosswalk across Portland Street at the discretion of DPW. Mr. Bezanson said he has not talked to the School Department or considered the need for a crossing guard. Councilor Hainey said there currently is no crossing guard. Councilor Berlin said based on the minimal cost and effort we should just do it. Councilor Rice said he can see going to the School Board to see if they have any suggestions and recommendations. Councilor Hainey said they should notify the School Board out of courtesy. **Councilor Berlin made a motion to recommend to City Council to install a crosswalk across Portland Street to Carole Court with the appropriate signage at the discretion of DPW. The motion was seconded by Councilor Malone. Unanimous voice vote carried the motion.** Councilor Rice will email the chairman of the School Board to let him know.

#### **4. Flat Rock Bridge Road/Salmon Falls Road Intersection Safety Concerns (kept in committee)**

Councilor Rice summarized the issue. Mr. Bezanson said they have made some progress with the surveyor on a scope of work, so he has a better understanding regarding costs has been considering how to fund the effort. This effort will be to establish the right-of-way and be definitive about it, which will support future paving of the roadway, ensuring it is located within the right-of-way, and will support any efforts to address line-of-sight issues at the intersection. It could be that this effort needs to wait until a new budget is approved for the next fiscal year.

#### **5. Salmon Falls Road Traffic Issues (kept in committee)**

Councilor Rice summarized the issue. He stated that there were some citizens in the audience that attended last month's meeting to address the Committee

regarding speed and noise on the section of Salmon Falls Road just southeast of Portland Street. They have submitted information to the Committee via email regarding the issues that are occurring in this area and suggested signage. Councilor Berlin stated that he believed that removable speed bumps wouldn't be a good idea, but wanted to revisit the idea of a speed table, which is completely different. He prefaced his comments by acknowledging the idea of setting a precedent: if a speed table is installed at one place, the Committee will likely be addressing requests from many others throughout the City. In light of this, he is requesting criteria for obtaining a speed bump, hump, or table. He passed out an article called Reducing Traffic Speeds, which presented options, including lower posted speed limits, police enforcement, speed watch programs, portable speed display boards, and physical road alterations. Councilor Berlin read a portion of the article describing the differences between a speed bump, hump, and table: speed bumps are 3 to 6 inches high with a length of 1 to 3 feet; speed humps are 3 to 4 inches high and typically 12 feet long; and, speed tables are essentially flat-topped speed humps, usually 22 feet long. The article goes on to say that they all slow traffic, but speed bumps can cause vehicle damage and loss of control, therefore traffic engineers strongly recommend against speed bumps in the public right-of-way. Traffic engineers recommend speed humps only on streets where speed limits are 30 mph or less. Speed tables are used nationwide on roads with less than 40 mph speed limits. In some places fire departments have object to speed humps, but found speed tables acceptable. Properly designed and installed speed tables present minimal problems with plowing and street sweeping. As long as done correctly no legal issues. Councilor Berlin said given all of the information he believes a speed table would work in this area. Again, there should be criteria established to address future requests. Some criteria he believes could be considered are speed limit (maybe less than 35 mph), distance to stop sign/intersection (maybe no less than 150 feet), distance to residential or commercial driveway (maybe no less than 50 feet), greater than 50 percent of motorists travelling more than 5 MPH over the posted speed limit, and cannot be installed on roads of certain length (maybe less than 600 feet). Councilor Rice said he does support this and would also like to see traffic counts as a criteria. Councilor Berlin said behind the Dover High School on Bellamy Road a speed table has been installed that significantly reduced the traffic speed there. He mentioned that he could reach out to see the traffic counts in the area. Councilor Rice also mentioned that the grade of the roadway should be considered, as a significant slope on the road may not be ideal for the installation of a speed table. He admitted that speed humps and speed tables would have a significant initial cost, but they do reduce speed and the payoff could be huge in the long run. Councilor Berlin asked whether other municipalities had existing criteria. Mr. Bezanson said there are some federal guidelines regarding the installation of speed humps and tables; he hadn't yet checked with NHDOT regarding any State guidelines. He stated that there are no speed humps or tables installed in the City of Rochester currently; however, there is one raised crosswalk at The Ridge on the public roadway, Marketplace Boulevard. A raised crosswalk is essentially a speed table with one or more crosswalks installed on top. The City is also planning

to install another raised crosswalk at the Strafford Square roundabout in the northbound slip lane. Councilor Rice said down south they install grooves in the pavement, similar to rumble strips, to alert motorists to slow down in certain areas. Councilor Berlin questioned whether pavement grooves or rumble strips would exacerbate the noise issue in the area. Deputy Chief Thomas said that since this issue was presented at last month's meeting, there has been an emphasis placed on enforcement in the area; during that time 20 cars were stopped and 1 felony arrest was made for being a habitual offender. The speed trailer was out on Salmon Falls Road for 8 days from September 30 to October 7, 2021 near the Walnut Grove Church and the total traffic volume counted was 20,945 vehicles. Average speed recorded was 41 MPH and the posted speed limit is 35 MPH. Highest speed recorded was 81 MPH, which was recorded at 3:00 AM on one of those days. Deputy Chief Thomas said now that the weather is getting better the speed trailer would be coming back out and that they will be putting it in stealth mode, so it is collecting data but not displaying recorded speeds. Assistant Fire Chief Wilder requested that staff be allowed the time to respond to any suggested installations of speed humps or tables and the resulting effects that could have on response times and vehicle wear; there are other solutions such as offset speed tables that would allow fire engines to maneuver around speed tables by crossing the roadway centerline. Councilor Rice admitted that this issue may not have a quick fix, and it might involve a capital improvement project that would need to go through the Public Works & Buildings Committee and the Finance Committee. This is in the discussion stage right now. Mr. Mayrand of 514 Salmon Falls Road was present to discuss the issues of Jake brakes and noise and the speed limit. Councilor Rice said he would allow him to speak, but further information should be communicated during the Public Input portion of the meeting or through email to the Committee members. He also said that none of the ideas presented are off the table yet; the Committee is still discussing possible solutions. The Committee will continue to consider signage that could be installed per MUCTD. This was kept in committee for further discussion to find an appropriate solution for this area.

**6. Concern of Traffic around William Allen School (resident sent email to City Manager)**

Councilor Rice summarized the issue. No action was taken.

**7. Sidewalk Request on Hansonville Road (email was sent to Councilor Lachapelle) (kept in committee)**

Councilor Rice summarized the issue. Mr. Bezanson said that the Department has considered what it would take to install a sidewalk along Hansonville Road between Oak Street and Gear Road. Given the width of the existing right of way, a sidewalk would likely need to be installed immediately adjacent to the roadway, which would necessitate the installation of curbing and closed drainage. The installation of catch basins and drain pipe would likely be costly as there is a lot of exposed ledge in the area. Mr. Bezanson said he doesn't have a cost estimate right now, but the cost is adding up. Kept in committee for further discussion next month.

**8. Safety Issue Crosswalk Columbus Avenue near KFC (Route 125) Request was sent by Councilor Berlin (kept in committee)**

Councilor Rice summarize the issue. Mr. Bezanson stated that there is federal guidance regarding the application of pedestrian crash countermeasures. He referred to 2018 guidance from the Federal Highway Administration that ranks countermeasures for areas based upon roadway annual average daily traffic (AADT), speed limit, and number of lanes that a crosswalk crosses. He stated that, according to the guidance, this particular crosswalk location seems to already have in place all of the countermeasures that should always occur in such a location, with the exception of adequate nighttime lighting levels. Additionally, a Rectangular Rapid-Flashing Beacon (RRFB) installation should always be considered in such a location, according to the guidance. Councilor LaRochelle suggested that the City could explore the use of solar-powered street lights for such situations. Mr. Bezanson said the lighting should be downcast and installed just ahead of the crosswalk as traffic approaches. This was kept in committee for further research into lighting costs and potential solar options.

**9. New DPW 209 Chestnut Hill Road-Street-Light Request at the Entrance to DPW (original request from Councilor Gray)**

Councilor Rice said that it didn't meet the streetlight policy of 3 telephone poles. Mr. Bezanson said there was lighting in the parking lot and that there is a new pole at driveway. ***Councilor Gilman made a motion to install a streetlight on the pole at the entrance of the new DPW at the discretion of DPW. The motion was seconded by Councilor Malone. Unanimous voice vote carried the motion.***

**10. E911 Update**

There was no E911 Update.

**11. Emergency Management Update**

Assistant Chief Wilder said the Fire Department is working with Homeland Security and Emergency Management (HSEM), who oversee the Seabrook Station; Rochester is a host community will be ramping back up training as the COVID-19 pandemic put the City behind about 1 ½ years in training efforts. There will be a graded exercise this year, so there will be joint training with HSEM at the Rochester Middle School.

**12. Other**

**Church Street Speed Limit on Church Street**

Mr. Bezanson said there was a resident on Church Street that requested reduced speed limits on Church Street in Gonic. He said that Councilor Lachapelle was going to bring this issue up to the Committee, but in the Councilor's absence he would introduce the issue for further discussion next month. He pointed out that there is a posted 25 MPH speed limit headed into Gonic from both directions on Pickering Road, as well as from midway down Church Street. There is a posted

30 MPH speed limit inbound on Church on the portion that is closer to Route 125. Councilor Berlin stated that he could be in favor of a 25 MPH speed limit for the entire length of Church Street. Councilor Rice said this issue will be kept in committee to hear the full request from the resident through Councilor Lachapelle and to be discussed next month.

#### **Estes Road Guardrail Request**

Mr. Bezanson said that DPW was contacted by the owner of a house on Estes Road that sits closer to the road than other houses in the area and is located on a curve in the road. Recently a vehicle had a roadway departure and ended up in the owner's front yard. The owner requested measures to prevent this from happening again, including potentially a guardrail. Mr. Bezanson mentioned that given the location of the property owner's driveway, a guardrail may not be able to prevent a vehicle departing the roadway from entering the owner's front yard. He mentioned that this portion of Estes Road is on the paving list for this year and they can look at the crown of the road. Councilor LaRochelle asked whether this has happened more than once. Mr. Bezanson said that owner mentioned that this had happened before. Mr. Bezanson also reported that the Deputy Chief noted a few crashes in the area over the past three years, some of which appeared to be roadway departures, but it is unclear when the last one may have happened at this particular property. Councilor Rice asked the speed limit in the area. Deputy Chief Thomas and Mr. Bezanson said it is posted 35 MPH. Councilor Berlin asked if there was a sign at the curve. Mr. Bezanson said no there were no warning signs in this location. Councilor LaRochelle asked whether the City ever considers installing reflectors along the edge of road in a curve. Councilor Rice said the City Council has approved chevron signs on roadway curves, including a recent installation on Pickering Road. **(kept in committee)**

**Councilor Rice adjourned the meeting at 7:18 PM.**

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

# Reducing Traffic Speeds

## *Speed Limits, Stop Signs, and Physical Road Alterations*

Residents often complain that traffic speeds are too high. Lower speeds can reduce accidents, traffic noise, air pollution, and energy consumption. This article describes various ways to slow traffic on existing roads, and their affects.

### Speed Limits

**Lower Posted Speed Limits** reduce traffic speeds only when accompanied by enforcement, speed watch programs, and/or portable speed display signs. Drivers generally ignore posted speed limits if, in their judgment, the speed is not reasonable.

**Police Enforcement** lowers traffic speeds when police consistently issue tickets. However, cities and towns must commit personnel for a long time. When enforcement ends, drivers will return to the prior speeds.

Residents support and encourage enforcement on “their” street. However, neighborhood speeders are usually the local residents. Community opinion can turn negative when police cite residents.

**Speed Watch Programs** rely on volunteers to use a radar unit, and record speeds. Some neighborhoods set maximum speeds. Police send letters to those whose speeds exceed these maximums.

Speeds typically go down during the watch, but rise when it ends. Residents often find that no significant problem exists. Even though speeders are usually local residents, they usually perceive these programs positively.

RSAs 262 and 263 restrict a governing body’s authority to set speed limits. Within those restrictions, a speed watch might be a low cost initial phase to slow speeders. Later phases can be the physical road alterations described below.

**Portable Speed Display Boards** show the speed limit and the driver’s travel speed. Studies show small speed decreases when the device is present. A few studies show increases as the device challenges some drivers to speed. Recorded data can help police target enforcement times.

### STOP Signs

Some towns install STOP signs as an immediate, tangible, and inexpensive response to residents’ safety concerns. However, officials should note that STOP signs have some negative affects on safety. Speeds usually decrease only within about 100 feet before and after STOP signs. Drivers reach normal or higher speeds by midblock. While accelerating they take longer to stop for an emergency, such a child running into the street.

STOP Signs tell drivers where they must stop. Drivers tend to roll through “speed control” STOP signs. Many traffic engineers conclude that this disregard for STOP signs carries over to important STOP controlled locations.

For these and other reasons, the MUTCD recommends STOP signs only where engineering judgment indicates certain conditions. In Section 2B.05 it states “STOP signs should not be used for speed control.”

Community reaction is usually mixed. Some view STOP signs as a safety improvement. Others view them as limiting movement where they most frequently drive. In addition, air quality worsens, and fuel consumption and noise increase near STOP signs.

### Physical Road Alterations

**Street Narrowing** is the real or apparent reduction of the pavement width. Towns can narrow a road in several ways.

- **Removing pavement surface** lowers speeds only where there is a large width reduction. In some areas, reducing widths to less than 28 feet has increased accidents.
- **Chokers** are curb bulbs or median islands that narrow a street. They lower speeds in their immediate area. After passing them, drivers accelerate to normal speeds. Chokers can increase snow removal costs.

- **Pavement markings** indicate narrower than actual travel lanes. They rarely reduce speeds. Where pavement marking better defines the travel way, speeds have increased

Pavement removal and chokers are costly.

Some towns include them in street beautification projects. Increased streetlights, landscaping, and activity also tend to slow motorists. Improved crossing point visibility and shorter street crossing time might improve pedestrian safety.

**Speed Bumps, Humps, and Tables** are raised areas in the roadway surface across the roadway. Speed bumps are 3 to 6 inches high with a length of 1 to 3 feet. Speed humps are 3 to 4 inches high and typically 12 feet long. Speed tables are essentially flat-topped speed humps, usually 22 feet long.

They all slow traffic. However, speed bumps can cause vehicle damage and loss of control. Traffic engineers strongly recommend **AGAINST SPEED BUMPS**.

Traffic engineers recommend speed humps only on streets where speed limits are 30 mph or less. Nationwide, agencies use speed tables on roads with less than 40 mph speed limits. In some places, fire departments have objected to speed humps, but found speed tables acceptable.

Both affect vehicle speeds along the road length when appropriately spaced. (See ITE, 1999, p. 63) If spacing is too far apart, speed decreases only in the immediate vicinity of the hump or table.

However, speed humps and tables often divert traffic, especially large trucks, to alternate routes. They can be uncomfortable for transit and school bus riders. Because humps and tables slow traffic, they reduce air quality impacts and energy use.

Most people living in the area initially favor speed humps and tables, but some tire of the inconvenience. Some cities require resident petitions and have a clear criterion for speed humps. (See Riverside CA. 1998., pp. 31-33)

Speed humps and tables are geometric design features. Officials should have engineers design their profile and spacing. Properly designed, they have

minimal affect on snowplowing and street sweeping.

**Introducing Curves** on previously straight alignment can take two different forms:

1. Reconstruct the street with a curved centerline alignment and a uniform roadway width;
2. Introduce chokers or barriers on alternate sides of the street to create a serpentine travel path.

Speed changes little at curves if widths are uniform. There is some reduction near chokers and barriers. The closer the spacing the greater the speed reductions.

Engineers should design curves, chokers, and barriers. Vehicle flow and visibility issues can be complex. Pedestrian and bicycle traffic complicates design. Landscaping, often desired in such projects, can create visibility problems.

## Speed Reduction and Costs

Police enforcement reduces traffic speeds, but can be expensive. Speed watch programs and display boards are relatively inexpensive but produce mixed and temporary speed reductions. STOP signs are cheap but reduce speeds only near the signs. The MUTCD and traffic engineers discourage their use for speed control.

Even though low cost, street narrowing by pavement marking is ineffective. Chokers and removing pavement surface have mixed effect on speeds. They have more affect when part of a street beautification project.

Properly designed speed humps and tables reduce speeds and have only initial significant cost. Introducing curves are usually even more expensive, and speed reduction depends on many factors.

### Sources:

- Clark, David E. 2000. *All-Way Stops Versus Speed Humps*. ITE Annual Meeting Compendium. Institute of Transportation Engineers. <http://www.ite.org/traffic/documents/AB00H1902.pdf>
- ITE. 1999. *Traffic Calming: State of Practice*. Institute of Transportation Engineers.
- MUTCD. 2003. *Manual of Uniform Traffic Control Devices*. FHWA. <http://mutcd.fhwa.dot.gov/>
- NCHRP 504. 2003. *Design Speed, Operating Speed, and Posted Speed Practices*. Transportation Research Board. [http://trb.org/publications/nchrp/nchrp\\_rpt\\_504.pdf](http://trb.org/publications/nchrp/nchrp_rpt_504.pdf)
- North Central ITE. 1994. *Neighborhood Traffic Control*. <http://www.ite.org/traffic/documents/Tcir0365a.pdf>
- Riverside CA. 1998 *Neighborhood Traffic Control Program*. <http://www.ite.org/traffic/documents/tcir0364.pdf>

**Public Works and Buildings Committee**  
**City Hall Council Chambers**  
**Meeting Minutes**  
**March 17, 2022**

**MEMBERS PRESENT**

Councilor Donald Hamann, Chairman  
Councilor Jim Gray- Vice Chairman  
Councilor John LaRochelle

**MEMBERS ABSENT**

Councilor Chris Rice  
Councilor Steve Beaudoin

**OTHERS PRESENT**

Peter C. Nourse PE, Director of City Service  
Lisa J. Clark, Administrative Supervisor  
John Sykora, PE Weston & Sampson Engineers  
Sarah Viola Weston & Sampson Engineers

**MINUTES**

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

**1. Approval of February 17, 2022 Meeting Minutes**

**Councilor LaRochelle made a motion to accept the minutes as presented. Councilor Gray seconded the motion. The motion passed unanimously.**

**2. Public Input**

No Public Input.

**3. Sewer System Master Plan (SSMP) – Presentation by Weston & Sampson Engineers**

Mr. Nourse stated that the Sewer System Master Plan development was an approved Capital Improvement Plan (CIP) budgeted project and he stated it is also a requirement of the Administrative Order of Consent in regards to the Great Bay General Permit for Nitrogen Reduction. He also explained that we are awaiting our WWTP NPDES Phosphorus Permit issuance and he noted that standard language in these permit does require a SSMP. Mr. Nourse briefly describe what a SSMP is and stated that it is a holistic process for a Community to grow its sewer system while complying with environmental law. Mr. Nourse explained that a large component of the SSMP involves investigation, quantification and the elimination of Inflow and Infiltration (I&I). Mr. Nourse introduced John Sykora and Sarah Viola as the City's Consultant for the SSMP Project. Mr. Sykora displayed a PowerPoint presentation on the monitors. The first screen defined all acronyms and several terms that would be in use during the slideshow presentation. He explained the term Infiltration in regards to the sewer system means groundwater entry via defective pipes and manholes and he explained Inflow as the surface run off into the sewer system via intentional storm water systems, roof leaders and sump pumps for example. Mr. Sykora explain that Weston & Sampson is working

on the initial part of the SSMP which is the investigations of sewer flows and determining how much Infiltration and Inflow (I/I) is occurring within Rochester's sewer system. Ms. Viola described CCTV, flow meters and other equipment as types of equipment in use for the investigation and she explained that they would be using die testing and smoke testing as well as completing residential surveys with homeowners. Mr. Sykora explained that the Sewer System Master Plans will determine the schedule for planning Capital Improvement Plans based on the areas of the Community that have the highest I/I rates. Eliminating the I/I in a system gains the City back Wastewater System Capacity, improves the Wastewater Treatment Plant control process and reduces unit process stressors. Mr. Sykora explained that Weston & Sampson has broken the sewer system down into 23 separate areas for metering and they are gathering data to support the SSMP. He stated that the Administrative Consent Order for Nitrogen Reduction requires this work and it will likely be requirement of the pending NPDES permit. He also stated it is a good practice for lowering treatment cost. Councilor LaRochelle asked if they could give a ball park dollar amount to the treatment of storm water and ground water entering the sewer system. Mr. Nourse stated that a preliminary estimate is \$500,000 annually in additional chemical and electrical cost. He stated that the pumping and use of other treatment plant equipment in regards increased use is harder to quantify so they do expect that this estimate might be low. Mr. Sykora stated that they are in the preliminary investigation phase and that they will be able to hone in on those costs and will be able to provide a better estimate. Mr. Sykora discussed the cost saving of being proactive to repair in advance of issues vs. the cost to repair if there are breaks and other issues. Councilor Hamann asked about the customer surveys. Ms. Viola explained that customers are given many forms of advance notice, such as door hangers and letters and she stated they would not push back on those that were against providing access. Mr. Nourse discussed the Woodman Area Reconstruction Project that is due to start up soon. He stated that this area has been found to have the highest Inflow concentration in the City and the project will address both groundwater penetrations into the sewer system and the rainwater penetrations from homeowner connections. Councilor Hamann asked for the PowerPoint Presentation to be attached to the minutes. (SEE ATTACHED)

#### **4. Colonial Pines Sewer Extension Project – Phase 3 Update**

Mr. Nourse stated we are currently in Phase 3 of the Sewer System Extension Project. He stated that Phase 1 brought sewer pipe under the Spaulding Turnpike to this neighborhood. Phase 2 installed sewer mains to a portion of the neighborhood streets and connected approximately 100 homes to the system. He stated that the current Phase 3 is in progress and includes installation of approximately 7300 feet of sewer main, 4000 feet of closed drainage pipes, and could connect up to 71 additional homes to the sewer system. He stated that the construction company has run into more ledge than expected, but the project is on schedule to be completed in March of 2023. Mr. Nourse briefly discussed Phase 4 of the project. He stated that the Phase 4 homes are newer and likely have working septic systems and approximately ½ are located outside the 100 foot mandate for connection. He stated that an updated survey will be conducted to determine the need and interest in the sewer system extension. Councilor LaRochelle asked when tie-in to the sewer system is mandated. Mr. Nourse stated that if homes are within 100 feet of the sewer main and have been notified to connect. He stated that those contacts are made when the sewer system is being installed to an area.

5. **Sandina Drive Pavement Conditions**

Mr. Nourse stated that last month the Sandina Drive roadway came up as one of the recommended streets for paving. He stated there was questions as to the age of roadway and about the documentation of the material of the original installation. Mr. Nourse explained that the road was accepted by the City in 1989, he also display pictures of the poor road conditions. Mr. Nourse stated that there is not documentation of the material underlying the street. Mr. Nourse did state that he believed this to be the original pavement and that it has held up for approximately 33 years. He also stated that the reclaim and pave will add a better base under the new pavement. Councilor Gray stated he did not need additional information but expressed he would like to know that we are learning as we go forward about the need for documentation of newly accept streets regarding the construction materials under the pavement. There was a brief discussion regarding the annual paving budget.

6. **Other:**

**Four Rod Road New Pavement** - Councilor Hamann discussed the conditions of new pavement at the intersection of Ten Rod and Four Rod Road and also at the intersection of Ian's Way and Four Rod Road. Mr. Nourse stated he would look at the conditions in the area.

**Ten Rod Road Concrete Curbing** – Councilor Hamann noted that he had been made award of rebar sticking out from the curbing and expressed his safety concerns. Ms. Clark stated she would complete a service request for the rebar to be addressed.

**RT 202A Water Main Extension and Tank Project Update** – Mr. Nourse stated that this is a 13.5 million dollar project to bring water mains to the Rt 202A corridor and its neighboring streets. He stated that the Winkley Farm Lane segment is nearly complete and service taps and hydrant valves are in progress. Mr. Nourse explained that the consultant is meeting with homeowners and working up estimates for cost to the individual homes. He stated that currently they have been in contact with approximately 84% of the abutters. He stated that those estimates will be delivered in mid-April and the homeowners will need to commit to the tie-ins by mid-May. Mr. Nourse stated that there is a ductile iron pipe shortage that is causing delivery issues and could delay the project. Mr. Nourse stated that the project called for trench patching only on Winkley Farm Lane, Fiddlehead Lane and the paved portion of Bickford Road. He stated that the pavement is in such poor conditions that he is recommending paving vs. trench patching. He displayed picture of the roadway that depicted the poor conditions. Mr. Nourse stated that the general contractor for the project has given us and estimate of \$208,000, which includes a trench patch credit, to reclaim and pave Winkley Farm Lane, \$71,000 for Fiddlehead Lane and \$18,000 for the paved portion of Bickford Road. He stated that this work would be scheduled for June 2022. Mr. Nourse explained that there is sufficient contingency budgeted in the project to cover the paving, but he expressed concern for expending the contingency this early in the project due to other possible needs for unforeseen conditions and the high cost of homeowner options. Mr. Nourse stated that an alternate to using the project contingency would be to wait until the FY 2023 Paving funds are appropriated and to pre-select this street vs. using the Paving Conditions Index (PCI) for street selection. He stated that waiting to use the paving funds retards the analytical process used to select streets, we will lose the trench patch credit, and we will pay the escalated cost of the pavement. Mr. Nourse stated that funding is not needed at

this time and he does recommend that we pave it now as we have the contingency, but he did want to consult with the Committee and make the Committee aware that about 1/3 of the contingency will be used early in the project and there could be unforeseen conditions that may require a supplemental appropriation later. Councilor Hamann stated that he agrees that it should be paved to get the road done right. Councilor Gray suggested that he could add the additional funds to FY2023 Paving appropriation to cover the cost or add a ½ million to the current paving account to be used for these roads and any remaining funds be used toward additional streets for paving based on the CPI.

Councilor LaRochelle stated that there is only ¼ of the City Council present and that he believes that Mr. Nourse can make this decision based on his judgement at this point if he is not requesting additional funds. Councilor Gray voice his preference for using the undedicated funds for paving vs. selecting some personnel items.

**Councilor Gray made a motion to recommend that the full City Council approve a supplemental appropriation in the amount of \$500,000 from the General Fund Unassigned Fund Balance for the Paving Rehabilitation Program to include Winkley Farm Lane, Fiddlehead Lane, Bickford Road and other PCI selected streets with City Council approval. Councilor LaRochelle seconded the motion. The motion passed unanimously.**

There was discussion regarding the full City Council sending the discussion to Finance Committee or if doing that would lengthen the process and prohibit the contractor's ability to get the funding approved in time for general contractor to get on the sub-contractor's June paving schedule. Mr. Nourse explained that he could commit to the contractor in advance as he does have the contingency funds available if the full City Council did not proceed with the supplemental appropriation. Mr. Nourse then discussed the progress on the temporary access through the Highfield Commons property. He stated that the road from Eisenhower Drive to the tank site is at the desired sub-base elevation and the water pipe is in place to the tanks site. He stated that the road should be completed in April so that the water pipe can be installed from the tank site down to Bickford Road.

**Strafford Square Utility Relocation Project** – Councilor Hamann asked if the Utility Relocation Project was to start up soon. Mr. Nourse stated that it was and that there is a meeting schedule for next week.

**NHDOT Spaulding Turnpike Blasting** – Mr. Nourse wanted to mention that blasting will be starting on this Turnpike Sound Wall Project and that there is more information posted on the City's website.

**2022 Household Hazardous Waste Day (HHWD)** – Mr. Nourse stated that the annual HHWD for Rochester and 9 surrounding communities will be held Saturday May 21, 2022 from 8:30 – 12:30 at the Waste Management Residential Drop off Center located at 18 Isinglass Road. He stated that the Residential Drop off will be closed for drop off of other trash related items.

**Federal Budget & Congressional Delegated Funding** – Mr. Nourse stated that the Federal Budget has been approved signed by the President. He stated that this budget does include some funding for the Congressional Delegated Spending Projects. He said for Rochester that includes the Wastewater Septage Receiving Facility Project in the amount of \$900,000 and Municipal Alliance for Adaptive Management (MAAM) has

received \$1,000,000 for Adaptive Management Projects.

***Councilor Larochelle motioned to adjourn meeting at 8:14pm. The motion was seconded by Councilor Gray. The motion passed unanimously.***

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

DRAFT

# welcome





transform your environment

# INTRODUCTIONS

- John Sykora, Weston & Sampson
- Sarah Viola, Weston & Sampson

# TERMS & DEFINITIONS

- gpd: gallons per day
- mgd: million gallons per day
- gpdim: gallons per day per inch per mile
- SSO: Sanitary Sewer Overflow
- SSES: Sewer System Evaluation Survey
- Infiltration: Groundwater entry into sewer system via pipe and manhole defects
- Inflow: Surface runoff entry into sewer system via storm system, roof leaders, sump pumps, etc.
- I/I: Infiltration and Inflow
- CCTV: Closed Circuit Television Inspection

# WHAT IS I/I?

Infiltration and Inflow (I/I) is extraneous water that enters a sewer and reduces the useful life and capacity of the sewer system and treatment facility

# WHAT IS INFILTRATION?

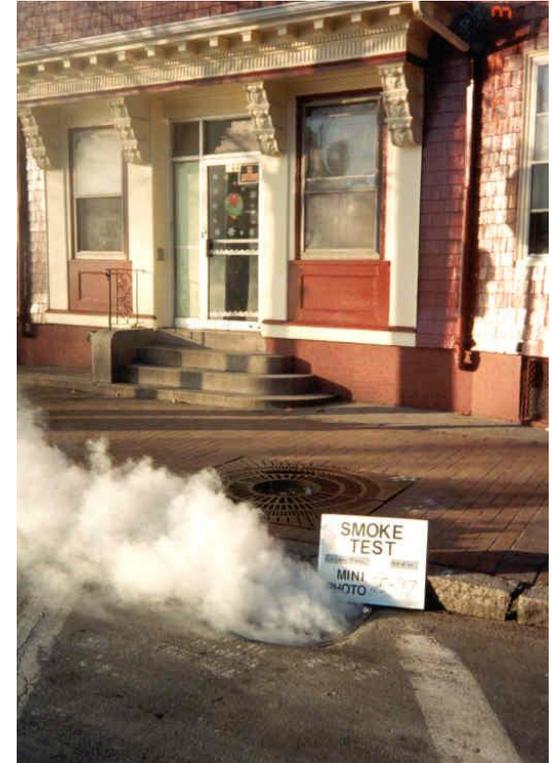
03/31/2022

Groundwater entering through leaking pipe joints, breaks, or manhole defects. This occurs when the system undergoes material and joint degradation, as well as when it is poorly designed and constructed



# WHAT IS INFLOW?

Rainfall entering through direct connections such as roof leaders, yard drains, catch basins, sump pumps, defective manhole covers and frame seals, or indirect connections with storm sewers



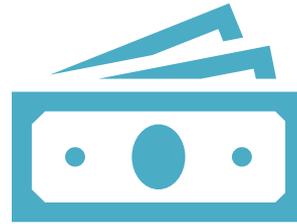
# WHY CONDUCT I/I STUDIES & REMOVAL PROJECTS?



High Flows



Condition



Budgetary



Regulatory



High Flows

I/I removal can reduce these problematic events and gain back WWTF capacity, improve process control, and reduce unit process stressors

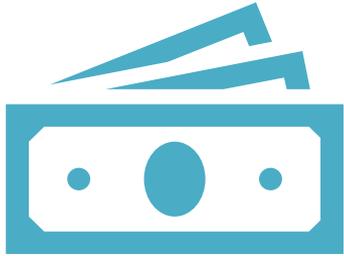




## Condition

A proactive I/I investigation & removal program can gain back reliability & prevent small problems from becoming large problems





## Budgetary

I/I study & removal is a cost-effective method to prevent emergencies, costly reactive repairs, insurance claims, etc. by focusing on high priority areas and working within available budget





I/I study, condition assessment, flow metering & modeling, and associated I/I & CSO removal may be required to address & resolve SSOs, NPDES O&M requirements, enforcement order requirements or other systemic issues



# ADMINISTRATIVE ORDER ON CONSENT

03/31/2022

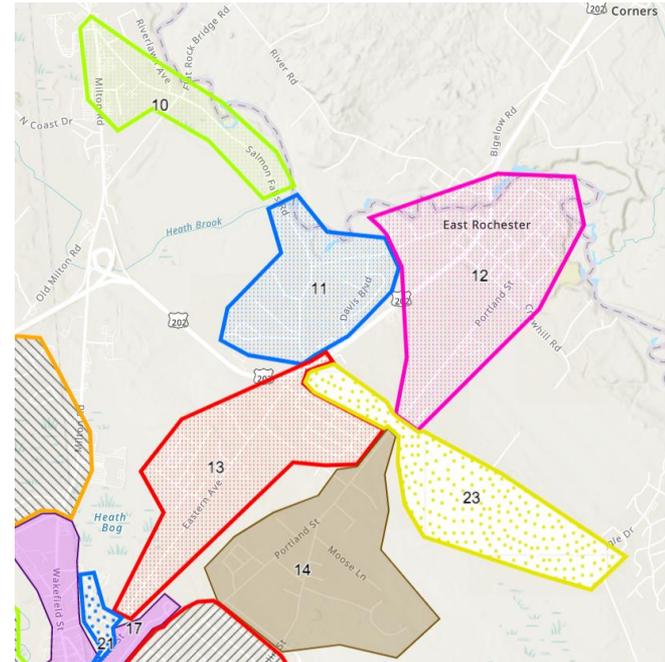
- EPA administered enforcement order – March 2021
- Sets forth requirements to be completed by October 31, 2024
  - Nitrogen Reduction Report
  - Sewer System Master Plan
    - Efforts to reduce sources of inflow and infiltration

# SEWER SYSTEM MASTER PLAN COMPONENTS

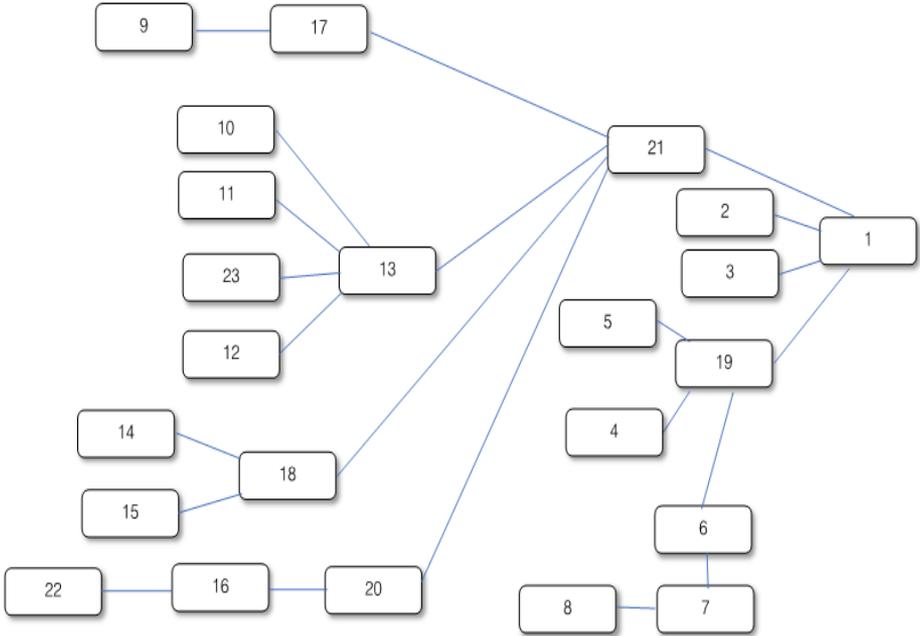
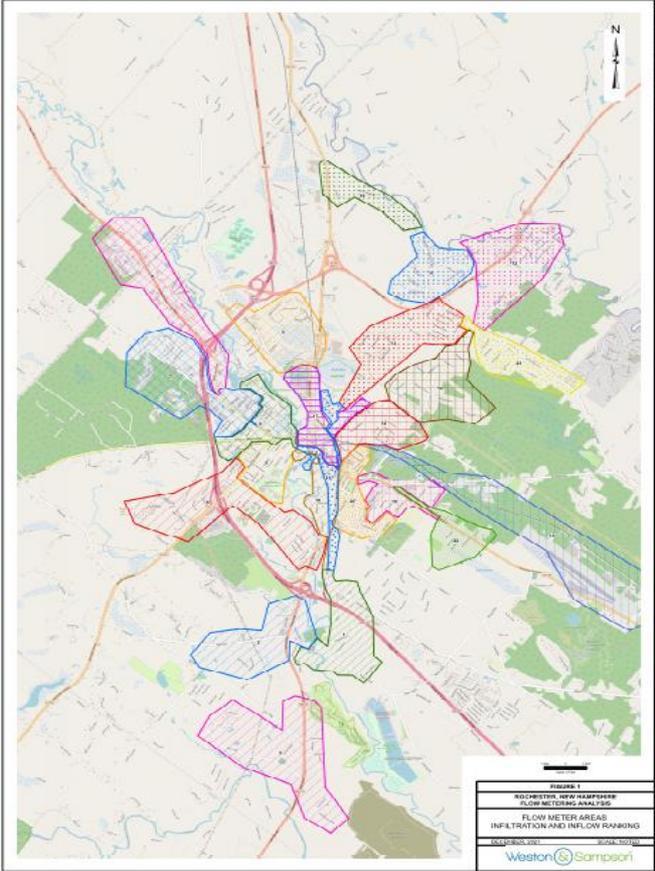
- Subarea Delineation
- Flow Metering and Analysis
- Sewer System Evaluation Survey (SSES) Investigation Plan Development
- Hydraulic Sewer Modeling
- Evaluation of Sewer System Expansion Areas
- Pump Station Upgrade Prioritization Plan Update

# FLOW METERING

- Subarea Delineation-  
Defined 23 separate areas  
for metering
- Collected depth and velocity  
data for roughly 12 weeks
- Installed five rainfall gauges
- Use Flow Monitoring to  
estimate peak Infiltration and  
Inflow rates per subarea



CITY OF ROCHESTER, NH  
CITY-WIDE FLOW METERING



# FLOW METERING ANALYSIS

## INFILTRATION

- Estimated 1.10 MGD of peak infiltration calculated
  - Several metered areas considered excessive, near or over the 4,000 gpdim threshold

## INFLOW

- Estimated 2.83 MGD of peak inflow calculated
  - 5-year, 24-hour storm of 0.18 in/hour intensity
  - 80% of total inflow volume occurs in 43% of total LF

# SIMPLE ASSET MANAGEMENT APPROACH

03/31/2022

1. Inventory System (What do you have?)
2. Mapping/Recordkeeping (Where do you keep it?)
3. Prioritized Capital Plan (What's first and why?)
4. Collect Data (What do you need?)
5. Condition Assessment – FIND IT!
6. Repairs/Improvements – FIX IT!
7. Benchmarking (How is it going?)

# INVESTIGATIONS

03/31/2022

## INFILTRATION INVESTIGATIONS

- Television Inspection
- Manhole Inspections
- Flow Isolation



## INFLOW INVESTIGATIONS

- Smoke Testing
- Internal Building Inspections
- Dye Testing



# SEWER SYSTEM EVALUATION SURVEY

## FLOW ISOLATION

- Estimates infiltration per segment
- Isolates each segment to identify problem areas
- Quick & cost efficient



# SEWER SYSTEM EVALUATION SURVEY

## TELEVISION INSPECTION

- Inspect each municipally-owned sewer segment
- Visually identify defects – infiltration sources and structural
- Document issues
- Develop recommendations for rehabilitation



# SEWER SYSTEM EVALUATION SURVEY

## MANHOLE INSPECTIONS

- Two-person crew
- Inspect each sewer manhole in the project areas
- Visually identify defects – infiltration sources and structural
- Document issues
- Develop recommendations for rehabilitation



# SEWER SYSTEM EVALUATION SURVEY

## SMOKE TESTING

- Simple and effective
- Quick & Inexpensive
- Identify potential sources of inflow
- Visually document defects
- Collaborate with local authorities during field investigations
- Keep public involved



# SEWER SYSTEM EVALUATION SURVEY

## DYE TESTING & FLOODING

- Quick & Inexpensive
- Follow-Up Investigation
- Confirm sources of infiltration and inflow
- Visually document defects



# SEWER SYSTEM EVALUATION SURVEY

## BUILDING INSPECTIONS

- Crew Identification
- Two-person team
- Homeowner approval
- Visually identify potential inflow sources and document defects
- Collaborate with local authorities during field investigations
- Keep public involved



# WHAT IS PRIVATE INFLOW?

- Rainwater that enters the collection system from private property connections:
  - Sump pumps
  - Driveway and area drains
  - Roof leaders
  - Open clean-out
- Identify illicit discharges during building inspection and smoke testing



# SPRING INVESTIGATIONS 2022

03/31/2022



- Focus on Subareas with highest Infiltration & Inflow
  - Focus on CIP project areas this spring
- Spring Investigations
  - Perform CCTV- 50,000 lf
  - Flow Isolation -35,000 lf
  - Roughly 215 manhole inspections
  - Building Inspections – 120 homes

# SUMMER INVESTIGATIONS 2022

03/31/2022



- Summer Investigations
  - Smoke Testing-230,000 lf
  - Approximately half of the city-wide sewerage linear footage
- Reporting

# ROCHESTER'S PLAN

03/31/2022

Annual Program Year	Subarea	Estimated Cost	Area Description	FY Estimated Costs	
Year 1 (2022)	9	\$141,573	Spring 2022 Infiltration Investigations	FY 2022 \$160,000	
	3				
	19				
	14				
	17	TBD	TBD - Infiltration Investigations in Select Areas in 14/17		
	19	\$16,427	Spring 2022 Building Inspections		
	<b>TOTAL</b>	<b>\$160,000</b>		\$160,000	
	2	\$178,113	Summer 2022 smoke testing representing 80% of the city-wide inflow	FY 2023 \$580,000	
	6				
	11				
	12				
	13				
	14				
	19				
21					
9					
17					
22					
23					
<b>Total</b>	<b>\$178,113</b>				
Year 2 (2023)	9	\$356,323	Spring 2023 Infiltration Investigations	FY 2024 \$810,000	
	3				
	2				
	17				
	14	\$44,000	Select Sewer System Expansion Areas Study and Select Pump Station Evaluations		
	<b>Total</b>	<b>\$400,323</b>		\$578,430	
	2	\$389,838	Summer 2023 building inspections representing 80% of the city-wide inflow	FY 2024 \$810,000	
	6				
	11				
	12				
	13				
	14				
	22				
	1				
9					
17					
21					
23					
<b>Total</b>	<b>\$389,838</b>				
Year 3 (2024)		\$310,000	Pump Station Evaluations, Sewer System Modeling and Complete City-Wide Manhole Inspections		
		\$110,000			
	<b>Total</b>	<b>\$420,000</b>		\$809,830	
Year 4 (2025)		\$125,000	Complete Select Sewer System Expansion Areas Study, Update Siphon RODR, SSMP Development		
	9	\$868,898	Infiltration Construction	FY 2025 \$1,355,000	
	3				
	2				
	19				
<b>Total</b>	<b>\$993,898</b>				
Year 5 (2026)	16	\$234,464	Spring 2026 Infiltration Investigations	\$1,353,362	
	18	\$829,646	Infiltration Construction	FY 2026 \$830,000	
	<b>Total</b>				<b>\$234,464</b>
	14				
	17				
	16				
<b>Total</b>	<b>\$829,646</b>		\$829,646		

- 13 Year Program
- Approx. \$1 million/year

Annual Program Year	Subarea	Estimated Cost	Area Description	FY Estimated Costs
Year 6 (2027)	12	\$748,389	Spring 2027 Infiltration Investigations	FY 2027 \$750,000
	8			
	1			
	23			
	15			
	22			
	13			
<b>Total</b>	<b>\$748,389</b>		\$748,389	
Year 7 (2028)	12	\$1,335,839	Infiltration Construction	FY 2028 \$1,340,000
	8			
	18			
	23			
	<b>Total</b>			
Year 8 (2029)	1	\$1,036,066	Inflow Construction	FY 2029 \$1,040,000
	19			
	13			
	21			
	12			
	14			
	23			
<b>Total</b>	<b>\$1,036,066</b>		\$1,036,066	
Year 9 (2030)	22	\$1,348,036	Infiltration Construction	FY 2030 \$1,350,000
	15			
	13			
	21			
<b>Total</b>	<b>\$1,348,036</b>		\$1,348,036	
Year 10 (2031)	4	\$825,597	Spring 2030 Infiltration Investigations	FY 2031 \$830,000
	11			
	10			
	20			
	7			
	5			
<b>Total</b>	<b>\$825,597</b>		\$825,597	
Year 11 (2032)	4	\$1,141,179	Infiltration Construction	FY 2032 \$1,145,000
	11			
	10			
	1			
<b>Total</b>	<b>\$1,141,179</b>		\$1,141,179	
Year 12 (2033)	6	\$1,837,530	Infiltration Construction	FY 2033 \$1,840,000
	20			
	7			
	5			
	<b>Total</b>			
Year 13 (2034)	2	\$853,435	Inflow Construction	FY 2034 \$855,000
	6			
	11			
	17			
	9			
	22			
<b>Total</b>	<b>\$853,435</b>		\$853,435	

# WHERE ARE WE DOING THIS TYPE OF WORK?

03/31/2022

- Over 40 municipalities in New England
- Previous and current CMOM projects in NH:

- Lebanon
- Portsmouth
- Hudson
- Concord



# THANK YOU!

Contact info:

John M. Sykora III

[sykoraj@wseinc.com](mailto:sykoraj@wseinc.com)

603-570-6318

## Questions?

**Resolution Authorizing Change of Funding from Bond to General Fund Unassigned Fund Balance in the amount of \$3,710,641**

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

That the amount of Three Million Seven Hundred Ten Thousand Six Hundred Forty One Dollars (\$3,710,641) is hereby authorized as a change of funding from previously adopted Bonding authority to General Fund Unassigned Fund Balance. Thirteen (13) capital improvement projects have been identified (Exhibit A attached) for funding change.

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.

<b>EXHIBIT A</b>		
<b>CAPITAL IMPROVEMENT PROJECTS</b>		
<b>CIP Project</b>	<b>Location</b>	<b>Amount</b>
Portland St Reconstruction	Public Works	\$59,247
Arena Dasher Boards Replacement	Arena	\$25,000
Network Upgrade & Expansion	IT	\$17,244
Apparatus Replacement Program	Fire	\$345,000
Apparatus Replacement Program	Fire	\$1,940,000
<b>Subtotal City General Fund</b>		<b>\$2,386,491</b>
Alarm Panels DW	School	\$20,000
Asbestos Abatement	School	\$75,000
Door Hardware Upgrade	School	\$125,000
HVAC Upgrades	School	\$350,000
<b>Subtotal School Dept</b>		<b>\$570,000</b>
Pump Station Maint Upgrades	Water	\$54,150
Water Distribution System Upgrade	Water	\$100,000
<b>Subtotal Water Dept</b>		<b>\$154,150</b>
Sewer System Master Plan	Sewer	\$300,000
NPDES Permit Tech Legal Assist	Sewer	\$300,000
<b>Subtotal Sewer Dept</b>		<b>\$600,000</b>
<b>Subtotal CIP's City-School-Water-Sewer</b>		<b>\$3,710,641</b>



## 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 : Changing funding source from Bond to General Unassigned Fund Balance-(13) projects

COUNCIL ACTION ITEM  X  
INFORMATION ONLY

FUNDING REQUIRED? YES  NO   
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES X  NO

FUNDING RESOLUTION FORM? YES  NO

AGENDA DATE	March 1, 2022		
DEPT. HEAD SIGNATURE	Mark Sullivan-Deputy Finance Director		
DATE SUBMITTED	2-14-22		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE-Finance Committee	On 2-8-22 Finance Committee voted 5-1 to endorse the contemplated change in funding recommendation.
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	(13) bonded capital improvement projects
AMOUNT	\$3,710,641
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	NO

## LEGAL AUTHORITY

City Council

## SUMMARY STATEMENT

**Change Funding of bonded Capital Improvement Projects (CIP) to**

**Unassigned Fund Balance:** Recommended funding change is \$3,710,641. The itemized project list is attached (Exhibit A) and includes City, School, Water & Sewer CIP projects. The anticipated interest savings by avoiding bond issues of these projects is estimated at \$510,000. Savings based on 10 year bond at 2.5% interest.

## EXHIBIT A

<b>CAPITAL IMPROVEMENT PROJECTS</b>		
<b>CIP Project</b>	<b>Location</b>	<b>Amount</b>
Portland St Reconstruction	Public Works	\$59,247
Arena Dasher Boards Replacement	Arena	\$25,000
Network Upgrade & Expansion	IT	\$17,244
Apparatus Replacement Program	Fire	\$345,000
Apparatus Replacement Program	Fire	\$1,940,000
<b>Subtotal City General Fund</b>		<b>\$2,386,491</b>
Alarm Panels DW	School	\$20,000
Asbestos Abatement	School	\$75,000
Door Hardware Upgrade	School	\$125,000
HVAC Upgrades	School	\$350,000
<b>Subtotal School Dept.</b>		<b>\$570,000</b>
Pump Station Maint Upgrades	Water	\$54,150
Water Distribution System Upgrade	Water	\$100,000
<b>Subtotal Water Dept.</b>		<b>\$154,150</b>
Sewer System Master Plan	Sewer	\$300,000
NPDES Permit Tech Legal Assist	Sewer	\$300,000
<b>Subtotal Sewer Dept.</b>		<b>\$600,000</b>
<b>Subtotal CIP's City-School-Water-Sewer</b>		<b>\$3,710,641</b>

## RECOMMENDED ACTION

Council Approve Recommendation

**Resolution Authorizing Transfer of General Fund Unassigned Fund Balance in the amount of \$1,000,084 to the Economic Development Special Reserve Fund**

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

That the amount of One Million Eight Four Thousand Dollars (\$1,000,084) is hereby authorized to be transferred from the General Fund Unassigned Fund Balance to the Economic Development Special Reserve Fund. The funds are hereby appropriated exclusively for economic development activity. Ineligible use of funds are ancillary administrative, marketing, conference, or travel expenses that may be related to the primary economic development activity.

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.

---

*Intentionally  
left blank...*

---

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 \$1,000,084 of General Fund Unassigned Fund Balance to Economic Development Special Reserve Fund**

COUNCIL ACTION ITEM  x  
INFORMATION ONLY

FUNDING REQUIRED? YES  NO   
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES x  NO

FUNDING RESOLUTION FORM? YES  NO

AGENDA DATE	March 1, 2022		
DEPT. HEAD SIGNATURE	Mark Sullivan-Deputy Finance Director		
DATE SUBMITTED	2-14-22		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

**COMMITTEE SIGN-OFF**

COMMITTEE-Finance Committee	On 2-8-22 Finance Committee voted 6-0 to endorse the contemplated transaction
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Economic Development Special Reserve Fund
AMOUNT	\$1,000,084
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	NO

**LEGAL AUTHORITY**

City Council

**SUMMARY STATEMENT**

Allow transfer of General Fund Unassigned Fund balance of \$1,000,084 to the Economic Development Special Reserve Fund. This request was presented to the Finance Committee on 2-8-22, and was endorsed by a vote of 6-0. The funds will capitalize the Economic Development Special Reserve Fund to a more adequate level. Expenditure of any funds still require Council approval. The Economic Development Department & REDC are required to submit to Council a short term action plan for use of funds. The action plan must be submitted prior to any expenditures being approved. In addition, administrative, marketing, conference and travel expenses are declared to be ineligible uses of these funds.

The Economic Development Special Reserve Fund has a current balance of \$316,000. This transfer, and the FY23 recurring transfer from Waste Management Host Fee revenues of \$100,000, will capitalize the fund to \$1,500,000. This capitalization will reduce ad hoc Economic Development project funding requests for use of General Fund Unassigned Fund Balance, which Council has been reviewing on a case by case basis. The case by case basis is not a best practice approach to utilizing and controlling General Fund Unassigned Fund Balance.

**RECOMMENDED ACTION**

Council Approval Recommended

**Resolution Authorizing Supplemental Appropriation to the  
General Fund Capital Improvement Project (CIP) Fund in the amount of \$1,565,000.00  
and to the Water Fund CIP Fund in the amount of \$1,235,000.00 for the so-called  
Woodman Area Reconstruction Project and Borrowing Authority Pursuant to RSA 33:9**

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

That the sum of One Million Five Hundred Sixty Five Thousand Dollars (\$1,565,000.00) be, and hereby is, appropriated as a supplemental appropriation to the General Fund CIP Fund and One Million Two Hundred Thirty Five Thousand Dollars (\$1,235,000.00) to the Water Fund CIP Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called Woodman Area Reconstruction Project.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Eight Hundred Thousand Dollars (\$2,800,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, 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. All projects will be assigned a unique account number for tracking and reported purposes.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



### City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
----------------

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

Woodman Area Reconstruction Cost & Funding Breakdown					
		General Fund	Water	Sewer	Total
Base Bid	\$5,915,170.00	\$3,228,445.00	\$1,659,140.00	\$1,027,585.00	\$5,915,170.00
CA Base Bid	\$733,400.00	\$400,300.00	\$205,700.00	\$127,400.00	\$733,400.00
<b>Total Base &amp; CA</b>	<b>\$6,648,570.00</b>	<b>\$3,628,745.00</b>	<b>\$1,864,840.00</b>	<b>\$1,154,985.00</b>	<b>\$6,648,570.00</b>
Available Funds		\$3,115,827.86	\$1,820,708.37	\$1,824,708.36	\$6,761,244.59
Base Short/surplus		<b>(\$512,917.14)</b>	<b>(\$44,131.63)</b>	<b>\$669,723.36</b>	
Alt A Charles St	\$492,385.00	\$84,711.00	\$407,674.00	\$0.00	\$492,385.00
Alt A CA	\$47,600.00	\$8,200.00	\$39,400.00	\$0.00	\$47,600.00
Alt A 5% Cont	\$24,620.00	\$4,236.00	\$20,384.00	\$0.00	\$24,620.00
	<b>\$564,605.00</b>	<b>\$97,147.00</b>	<b>\$467,458.00</b>	<b>\$0.00</b>	<b>\$564,605.00</b>
Alt B Liberty St	\$567,874.00	\$348,945.00	\$218,929.00	\$0.00	\$567,874.00
Alt B CA	\$58,700.00	\$36,100.00	\$22,600.00	\$0.00	\$58,700.00
Alt B 5% Cont	\$28,393.00	\$17,447.00	\$10,946.00	\$0.00	\$28,393.00
	<b>\$654,967.00</b>	<b>\$402,492.00</b>	<b>\$252,475.00</b>	<b>\$0.00</b>	<b>\$654,967.00</b>
Alt C Academy St	\$1,212,600.00	\$399,719.00	\$399,403.00	\$413,478.00	\$1,212,600.00
Alt C CA	\$136,200.00	\$44,900.00	\$44,900.00	\$46,400.00	\$136,200.00
Alt C 5% Cont	\$60,630.00	\$19,986.00	\$19,970.00	\$20,674.00	\$60,630.00
	<b>\$1,409,430.00</b>	<b>\$464,605.00</b>	<b>\$464,273.00</b>	<b>\$480,552.00</b>	<b>\$1,409,430.00</b>
Alt D Congress St Pkg lot	\$72,525.00	\$72,525.00	\$0.00	\$0.00	\$72,525.00
Alt D CA	\$9,500.00	\$9,500.00			\$9,500.00
Alt D 5% Cont	\$3,626.00	\$3,626.00			\$3,626.00
	<b>\$85,651.00</b>	<b>\$85,651.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85,651.00</b>
<b>Total Base +ABCD</b>	<b>\$9,363,223.00</b>	<b>\$4,678,640.00</b>	<b>\$3,049,046.00</b>	<b>\$1,635,537.00</b>	<b>\$9,363,223.00</b>
Current Available Funds		\$3,115,827.86	\$1,820,708.37	\$1,824,708.36	
<b>Short/surplus</b>		<b>(\$1,562,812.14)</b>	<b>(\$1,228,337.63)</b>	<b>\$189,171.36</b>	

Short	\$2,791,149.77
General Fund Supplemental Request	\$1,565,000.00
Water Fund Supplemental Request	\$1,235,000.00
<b>Total Request</b>	<b>\$2,800,000.00</b>

**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

**Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan for the Wastewater Treatment Facility (WWTF) Secondary Clarifier Project in the Amount of up to \$600,000.00**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of up to Six Hundred Thousand Dollars (\$600,000.00) to the NHDES CWSRF Loan program in order to finance the WWTF Secondary Clarifier Project.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of up to Six Hundred Thousand Dollars (\$600,000.00) the NHDES CWSRF Loan program.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF, process disbursements and execute loan documents associated with CWSRF.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing Supplemental Appropriation to the Sewer Capital Improvements Plan (CIP) Fund in the amount of \$990,000.00 for the Wastewater Treatment Facility (WWTF) Secondary Clarifier Project**

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 authorized a supplemental appropriation to the Sewer Capital Improvements Plan Fund in the amount of Nine Hundred Ninety Thousand Dollars (\$990,000.00) for the WWTF Secondary Clarifier project with the funding for said appropriation to be derived as follows: Six Hundred Thousand Dollars (\$600,000.00) from a New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan and Three Hundred Ninety Thousand Dollars (\$390,000.00) from State of New Hampshire ARPA Grant funds.

Further, by adoption of this Resolution, the City of Rochester hereby accepts Three Hundred Ninety Thousand Dollars (\$390,000.00) in ARPA Grant funds from the State of New Hampshire.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



### City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
----------------

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing the Application for and Acceptance of a State of New Hampshire  
Department of Environmental Services (NHDES) Clean Water State Revolving Fund  
(CWSRF) Loan for the Ledgeview Drive Pump Station Upgrade Project in the Amount of  
up to \$885,500.00**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of up to Eight Hundred Eighty Five Thousand Five Hundred Dollars (\$885,500.00) to the NHDES CWSRF Loan program in order to finance the Ledgeview Drive Pump Station Upgrade Project.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of up to Eight Hundred Eighty Five Thousand Five Hundred Dollars (\$885,500.00) from the NHDES CWSRF Loan program.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF, process disbursements and execute loan documents associated with CWSRF.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing Supplemental Appropriation to the Department of Public Works  
Sewer Capital Improvements Plan (CIP) Fund in the amount of \$1,265,000.00 for the  
Ledgeview Drive Pump Station Upgrade Project**

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 authorized a supplemental appropriation to the Sewer Capital Improvements Fund in the amount of One Million Two Hundred Sixty Five Thousand Dollars (\$1,265,000.00) with the funding for said appropriation to be derived as follows: Eight Hundred Eighty Five Thousand Five Hundred Dollars (\$885,000.00) from a New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan and Three Hundred Seventy Nine Thousand Five Hundred Dollars (\$379,500.00) from State of New Hampshire ARPA Grant funds.

Further, by adoption of this Resolution, the City of Rochester hereby accepts Three Hundred Seventy Nine Thousand Five Hundred Dollars (\$379,500.00) in ARPA Grant funds from the State of New Hampshire.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
----------------

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Critical Flood Risk Infrastructure Grant Program (CFRING) Grant for Gonic Dam/Gonic Sawmill Dam Project in the Amount of up to \$150,000.00**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the submission a loan application in the amount of up to One Hundred Fifty Thousand Dollars (\$150,000.00) to the NHDES CFRING Grant program in order to finance portions of the Gonic Dam/Gonic Sawmill Dam Project. The Project is being carried out by Gosport Properties, LLC, owner of the Gonic Dam and Keeper Striper Properties, LLC, owner of the Gonic Sawmill Dam.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CFRING, process disbursements and execute loan documents associated with CFRING

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



March 24, 2022

VIA ELECTRONIC MAIL

Mayor Paul Callaghan  
City of Rochester  
31 Wakefield Street  
Rochester, NH 03867

**Re: Gonic Dams; Gosport Properties, LLC**

Dear Mayor Callaghan:

We represent Gosport Properties, LLC. Gosport is in the process of working with the New Hampshire Department of Environmental Services (NHDES) to remove two dams on the Cochecho River. As you probably know, this has been in the works for about two decades, with significance assistance from the City in the past. We have been involved in a renewed effort to see this project through, although there is much engineering and preparation to be done prior to the actual removal of the sedimentation and removal of the dams.

It appears that we are about to experience an unprecedented availability of federal and State funds to assist with the removal of the dams. Without this funding, Gosport simply would be unable to remove the contaminated sediments and the dams. For this reason, we respectfully request that the City act as fiscal agent for a grant application to the Critical Flood Risk Infrastructure Grant Program. This grant program is administered by the NHDES Watershed Management Bureau and applications are due April 15, 2022. The City has performed the role of fiscal agent in the past with regard to this project. Also, the engineering firm involved is Gomez and Sullivan, with which the City has previously worked to study the potential impacts of removing these dams.

The reason for this request is because private individuals and businesses are not eligible to apply for this grant; municipalities and non-profit organizations are eligible. With the guidance of NHDES, we are narrowing the grant request to two engineering components that have a direct benefit to the public and to the City. The first is engineering to further characterize and manage contaminated river sediments that have accumulated behind the dams due to decades of Rochester's urbanization. The engineering funded by the grant would further inform us about the location, depth, and character of the sediments so that appropriate planning can be done to remove and dispose of them.

The second benefit to the public and to the City involves the City's sewer line that runs under the river above the lower dam. This grant would fund further channel design to protect the sewer line from "scour" when the dams are removed. Gosport has, and will



continue to, incur expenses related to protection of the sewer line, but this grant is an opportunity to gain some assistance with this.

NHDES has suggested that we make this request of the City. Our intent is to apply for up to \$100,000 of grant funds to support the work described above. There is no match requirement for this funding, and we will work with Gosport and Gomez and Sullivan to oversee the grant management and reporting requirements, if our application is successful. We do not foresee any financial or other risk or liability to the City. If, hypothetically, Gosport defaulted on the terms of the grant agreement, work on the project would stop and the grant funds would lapse back to NHDES without any fiscal obligation of the City.

We are available to answer any questions and can be available at for the April 5, 2022 City Council meeting.

Sincerely,

Jason D. Reimers, Esq.

Sincerely,

Tara Kessler, Planner Paralegal

## Terence O'Rourke

---

**From:** Tara Kessler <kessler@nhlandlaw.com>  
**Sent:** Monday, March 28, 2022 12:04 PM  
**To:** Terence O'Rourke  
**Cc:** Jason Reimers  
**Subject:** RE: Gonic Sawmill, Rochester, NH

### Caution: External email.

Hello Terence,

Included below is information related to the request for the City of Rochester to serve as a Lead Applicant for grant funds related to the Gonic Dams. The bolded items are in response to your email last week about the grant program name and amount of the grant request.

- Grant Name: The grant program is the **“Critical Flood Risk Infrastructure Grant Program” (CFRING)**, which is funded by the American Rescue Plan Act (ARPA) and managed by the NH Department of Environmental Services Coastal Program and Watershed Assistance Section. It is specific to 42 communities in NH’s Coastal Watershed, including Rochester, and provides funding for flood resilience and stormwater management projects necessary for saving money, infrastructure, and lives, as well as providing regulatory relief for many coastal watershed communities through planning, assessment, and project implementation. There is no match requirement for this grant.
- Request: For the City of Rochester to serve as the Lead Applicant for a Critical Flood Risk Infrastructure Grant (CFRING) from the NH Department of Environmental Services (DES) in **an amount not to exceed \$120,000** for engineering plans and environmental studies related to the Gonic Dam and Gonic Sawmill Dam on behalf of the owner of the Gonic Dam, Gosport Properties LLC, and the owner of the Gonic Sawmill Dam, Keeper Striper Properties LLC, collectively “Gosport.”

Gosport is in the process of working with DES to remove the two dams on the Cocheco River. The CFRING grant funds would be used to further characterize and manage contaminated river sediments that have accumulated behind the Gonic Dam and Gonic Sawmill Dam due to decades of Rochester’s urbanization. This work would provide more information about the location, depth, and character of the sediments so that appropriate planning can be done to remove and dispose of them. The grant would also fund a hydraulic analysis and channel design to protect the City’s sewer line, which runs under the river in the area above the Gonic Sawmill Dam, from scour when the dams are removed, and associated permitting.

- Reason for Request: Gosport Properties LLC, owner of the Gonic Dam, and Keeper Striper Properties, LLC, owner of the Gonic Sawmill Dam, are private corporations and, therefore, are not eligible to apply for these funds. Per guidance provided by the Grant Program, a municipality may apply for these funds on behalf of a private entity.

If the project is selected for funding, the City of Rochester would need to enter into a grant agreement with DES. The City would then use the grant funds to work with Gosport to complete the proposed project.

- Who would apply for the Grant: BCM Environmental and Land Law, the law firm representing Gosport in connection with this matter, would make the application to DES. It would be possible for a private consultant, such as BCM, to complete and submit the online application, if the City is listed as the Lead Applicant and someone from the City is identified as the point of contact.

03/31/2022

- Who would manage the Grant: BCM, on behalf of Gosport, is prepared to do as much of the reporting and management of the grant as possible, recognizing that the City would be directly responsible for submitting quarterly project status reports/requests for reimbursement to DES.

The grant would require that the City, as Lead Applicant, participate in three meetings with NHDES staff and key stakeholders, including Gosport, BCM, and Gomez and Sullivan, throughout the course of the project (kick-off, mid-level, and wrap up). A final report will need to be completed prior to final disbursement of the grant. BCM is prepared to draft this report and any other project status reports with review/oversight from the City.

Work would need to be completed within 2 years of approval from the Governor and Council.

Please, let me know if you have any questions or require further information for drafting a resolution related to this request.

Regards,  
Tara

**Tara Kessler**  
***Planner Paralegal***

**BCM Environmental & Land Law**  
*Offices in Concord and Keene, New Hampshire*  
*41 School Street, Keene, NH 03431*  
[kessler@nhlandlaw.com](mailto:kessler@nhlandlaw.com)  
Phone 603.352.1928



This Electronic Message contains information from Tara Kessler. This email is intended solely for the use of the individual to whom it is addressed and may contain information that is privileged, confidential or otherwise exempt from disclosure under applicable law. If the reader of this email is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, and copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the listed email address.