

**Regular City Council Meeting  
August 3, 2021  
Council Chambers  
6:30 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Bogan  
\*Councilor Fitzpatrick  
Councilor Gray  
Councilor Hailey  
Councilor Hamann  
Councilor Hunt-Hawkins  
Councilor Hutchinson  
Councilor Jean  
Councilor Lachapelle  
Councilor Rice  
Councilor Walker  
Mayor Lauterborn

**OTHERS PRESENT**

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

**COUNCILORS ABSENT/EXCUSED**

**Minutes**

**1. Call to Order**

Mayor Lauterborn called the Regular City Council meeting to order at 6:30 PM.

**2. Opening Prayer**

Mayor Lauterborn called for a moment of silence.

**3. Pledge of Allegiance**

Mayor Lauterborn led the Pledge of Allegiance.

**4. Roll Call**

Kelly Walters, City Clerk, called the roll. All City Councilors were present. \*Daniel Fitzpatrick was elected and sworn in to office (Ward 2/Seat

A) later in the meeting.

## **5. Acceptance of Minutes**

### **5.1 City Council Regular City Council Meeting: July 6, 2021** ***consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the July 6, 2021, Regular City Council meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **5.2 Special City Council Meeting: July 20, 2021**

Councilor Lachapelle **MOVED** to **APPROVE** the July 20, 2021, Special City Council meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

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

The City Manager's report is as follows:

- Contracts and documents executed since last month:
  - Department of Public Works
  - Engineering services contract - Stantec
  - Lease renewals – Community Center
  - Wetlands monitoring agreement – GZA Geo Environmental Srvc
  - Scope of Services, Code Consulting – SFC Engineering
  - Scope of Services/Estimate – SUR
  - Change Order, River St Pump Station – Apex Construction
  - Scope of Services/Estimate (Woodman St. Area) - SUR
  - Technical assistance task order – Wright Pierce
  - Interconnection agreement, new DPW – Eversource Solar
- Economic Development
  - FY22 Annual Action Plan revised forms and certifications
  - FY22 CDBG contract addendum – Waypoint NH
  - FY22 CDBG contract addendum – SOS and My Friend's Place
  - FY22 Municipal contracts – COAST, Easter Seals, Cornerstone

- FY22 CDBG contract addendum – East Rochester library
- Lease – 13-17 Hanson Street
- Marketing contract – UNH Football yearbook
- FY22 CDBG Environmental Reviews – Housing Rehab/Public Facilities Activities
- Finance
  - Temporary Staffing agreement - Bonney Staffing
  - Audit engagement letter – Melanson Heath
- IT
  - Service agreement/documents – ATOM group IT audit
- Standard Reports:
  - Permission & Permits Issued -none
  - Personnel Action Report Summary

City Manager Cox informed the City Council that Katie Ambrose, Deputy City Manager, will be leading a discussion about the future plans for the Foley Community Center. He asked the City Councilors to reach out to the Deputy City Manager with any ideas/visions they may have for the center. He indicated that a more formal committee (with a few Councilors) would be formed later.

City Manager Cox gave recognition to the Department of Public Works for the work they accomplished at the front entrance of the Rochester Public Library. He said they really “spruced” up the area.

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

Mayor Lauterborn invited Councilor Lachapelle to make an announcement. Councilor Lachapelle announced the Annual City Softball Game is scheduled for August 14, 2021, at 10 AM at Riverside Park. All Rochester residents are welcome to attend/participate.

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

No discussion.

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

### **9.1 Mayoral appointment – Historic District Commission council representative**

Mayor Lauterborn appointed Councilor Hainey to be the City Council Representative on the Historic District Commission. Councilor Walker seconded the appointment. The **MOTION CARRIED** by a unanimous voice vote.

## 9.2 City Council Vacancy

### a. Election: City Council Ward 2, Seat A

Mayor Lauterborn explained the process involved with electing a new Councilor. She said at least one candidate must receive at least 7 votes in order to be elected to the vacant Council Seat. She indicated that after each round of voting occurs, the candidates with the lowest vote count shall be dropped off the list until there are only two candidates remaining. At that point, at least one candidate must still receive the required 7 votes to be elected.

Mayor Lauterborn indicated that whoever is elected this evening would serve until after the election results are finalized at the November Election.

Councilor Lachapelle nominated the following individuals to be elected to the vacant Ward 2 Seat A position: Taylor Poro, Arnold Bennett, Daniel Fitzpatrick, Amy Malone, and Steven Beaudoin. Councilor Rice seconded the nominations.

The first round of votes are as follows:

- Taylor Poro (2)
- Arnold Bennett (1)
- Daniel Fitzpatrick (5)
- Amy Malone (2)
- Steven Beaudoin (2)

The second round of votes are as follows:

- Taylor Poro (2)
- Daniel Fitzpatrick (5)
- Amy Malone (3)
- Steven Beaudoin (2)

The third/last round of votes are as follows:

- Daniel Fitzpatrick (8)
- Amy Malone (4)

**b. Oath of Office: City Council Ward 2, Seat A**

Mayor Lauterborn announced that Daniel Fitzpatrick has been elected to serve as the Councilor for the Ward 2 Seat A position. She congratulated Councilor Fitzpatrick and thanked all of the candidates for stepping forward. City Attorney O'Rourke administered the Oath of Office for Councilor Fitzpatrick.

Mayor Lauterborn appointed Councilor Fitzpatrick to the Codes and Ordinances Committee and the Community Development Committee.

**9.3 School Board Vacancy****a. Election: School Board Ward 4, Seat A**

Mayor Lauterborn said the same process will be taken for the vacant Ward 4, Seat A School Board position.

Councilor Rice nominated Shane Downs and Catherine Stewart to serve on the vacant School Board position (Ward 4 Seat A). Mayor Lauterborn said if there are no other nominations the vote would proceed.

The results of the vote is as follows:

- Shane Downs (11)
- Catherine Stewart (2)

**b. Oath of Office: School Board Ward 4, Seat A**

Mayor Lauterborn announced that Shane Downs has been elected to serve on the School Board (Ward 4 Seat A). Attorney O'Rourke administered the Oath of Office. Mayor Lauterborn congratulated Mr. Downs and thanked both of the candidates for stepping forward.

**10. Reports of Committees****10.1 Appointments Committee**

Councilor Bogan stated that there are two re-appointments and two new appointments. Councilor Bogan nominated all candidates. Councilor Rice seconded the motion. Councilor Hutchinson disclosed that he would recuse himself from voting for Matthew Winders because of a conflict of interest.

Mayor Lauterborn called for a vote on the three candidates below (removing Matthew Winders from the list). The **MOTION CARRIED** by a unanimous voice vote of 13 to 0 to elect Michael King, Meredith Lineweber, and Katie O'Connor, with terms as described below:

- 10.1.1 New Appointment: Michael King – Zoning Board of Adjustments, Regular Member, term to expire 1/2/2023 consideration for approval**
- ~~**10.1.2 New Appointment: Matthew Winders – Zoning Board of Adjustments, Alternate member, term to expire 1/2/2022 consideration for approval**~~
- 10.1.3 Reappointment: Meredith Lineweber – Conservation Commission, Regular Member, term to expire 1/02/2024 consideration for approval**
- 10.1.4 Reappointment: Katie O'Connor – Arts & Culture Commission, Regular Member, term to expire 7/01/2024 consideration for approval**

Mayor Lauterborn called for a vote on the nomination of Matthew Winders by made by Councilor Bogan and seconded by Councilor Rice, with the terms as described below. The **MOTION CARRIED** by a unanimous voice vote of 12 to 0, with Councilor Hutchinson abstaining from the vote.

**New Appointment: Matthew Winders – Zoning Board of Adjustments, Alternate member, term to expire 1/2/2022 consideration for approval**

## **10.2 Finance Committee**

- 10.2.1 Committee Recommendation: To approve the creation of the Library Patron Services Supervisor Position consideration for approval**

Councilor Jean **MOVED** to **APPROVE** the Finance Committee recommendation as described above. Councilor Lachapelle seconded the motion. Councilor Rice asked if this action would have an impact on the budget. City Manager Cox replied that this is part of the re-organization of the Library and the salary is covered in its budget. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.2 Committee Recommendation: To approve the elimination of the position of Legal Assistant II *consideration for approval***

Councilor Walker **MOVED** to **APPROVE** the Finance Committee recommendation as described above. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.3 Committee Recommendation: To approve the amendments to the Non-Union Merit Plan & Non-Union Employee Handbook *consideration for approval***

Councilor Walker **MOVED** to **APPROVE** the Finance Committee recommendation as described above. Councilor Lachapelle seconded the motion.

Councilor Hailey asked whom would conduct the evaluation of non-union members. City Manager Cox replied that the Supervisors of the employee's Department would conduct these evaluations. He added that it is signed off by the director of such department. Councilor Hailey asked what is the range of the Merit Pay Plan. City Manager Cox explained that each employee must receive a mark of 70% or better on their evaluation in order to receive the pay increase. Councilor Hailey asked if they receive a combination of a merit and step increase. City Manager Cox said each year there is an adjustment to the COLA (Cost of Living Adjustment). He added that the employee would also receive the Merit increase, if applicable. Councilor Hailey asked if data was collected to make informed decisions on the evaluation or if the evaluations were based upon "opinion". City Manager Cox replied that the standard evaluation forms have a multitude of factors for information to be collected for each evaluation. The **MOTION CARRIED** by a unanimous voice vote.

### **10.3 Planning Board**

**10.3.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Related**

**to the Dimensional Standards of Table 19-B**  
***first reading and refer to public hearing***

Councilor Walker **MOVED** to read Chapter 275 of the General Ordinances of the City of Rochester and to refer the matter to a Public Hearing. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Walker informed the City Council that this amendment is relative to restrictions for story-height of the buildings in the downtown commercial area. He said anything above five-stories in height would need to be considered a conditional use.

#### **10.4 Public Safety**

**10.4.1 *Committee Recommendation:* To have a City Department, as determined by the City Manager, open and close the Squamanagonic fence daily *consideration for approval***

Councilor Hamann said he would like to make a motion about the Committee's recommendation; however, that motion may be amended after the City Manager gives a short presentation of the matter. Councilor Hamann **MOVED** to have a City Department, as determined by the City Manager, open and close the Squamanagonic Fence daily. Councilor Lachapelle seconded the motion.

City Manager Cox gave a detailed presentation about the existing gate (which is in disrepair). He proposed a new location for the gate. He suggested that rather than repairing the old gate, that a new gate be installed instead, moving it closer to the entrance (near the existing chain link fence) of the parking lot. This would allow folks wishing to play disc golf a small entrance and enough parking along the entrance road; however, it would prevent vehicles from gaining access to the park and staying overnight, which is currently a problem. The gate would be locked for 95% of the time and only be opened up for large events.

Councilor Lachapelle supported the City Manager's proposal. He said the abutters are likely to prefer this solution as well, since the existing gate is too close to Hansonville Road, which is problematic. He requested that the City decide on what times should be set for golfers and that signs be posted. He added that the park is used by many responsible disc golfers and they do a great job cleaning up, even after heavy rain storms. He hoped the City would mow the lawns and keep the park clean as well. He said signage

should include cleaning up after one's dog as well.

Councilor Lachapelle said there were concerns with where the existing gate has been placed and by leaving the gate there (and locked) would cause more problems. He felt that the City Manager came up with a good compromise. He hoped that any vehicles left overnight in the park would be investigated.

Councilor Lauterborn questioned if the goal was to keep vehicles out of the park, not people. City Manager Cox replied that is correct.

Councilor Rice gave reasons why he felt people may not read the signage and see the gate closed and go away. He supported the proposed change to the location of the gate; however, he is in favor of the original idea of having City staff open and close the gate on a daily basis.

Councilor Hainey asked what type of large events are held at this park. Councilor Lachapelle said there are disc golf tournaments and it could be utilized for other events by the girls/boys club possibly or even another type of event. Councilor Lachapelle indicated there will still be unwanted activity happening in the park; however, this will alleviate some of the traffic issues in the park in the evenings.

Councilor Hainey asked where one would go to seek a permit for an event. City Manager Cox replied requests would be vetted through the Recreation Department.

Councilor Hainey asked how many disc golfers are using the park on a regular basis. Councilor Lachapelle indicated that a handful of cars can be seen parked there on a regular basis.

Councilor Hainey asked if there would be adequate parking for those wishing to play disc golf. Councilor Lachapelle replied that there should be ample room unless a golf disc tournament is occurring, which they should have the gate open for such an event.

Chief Toussaint explained that the Police Officers have access to the park on Fridays during the year; however, it is not always utilized. It is currently also used in the month of November for the Police Department. The locked gate will not be a factor for the Police Department, since they do have their own key.

Councilor Gray said there seems to be plenty of room to create more than the proposed 14 parking spaces, if the need occurs eventually.

Councilor Lachapelle agreed that there could be a request for a CIP project in future years that might also include lighting, as long as abutters were properly notified. Councilor Lachapelle hoped to gain some feedback from the disc golfers too.

Councilor Hailey asked if the entrance way is plowed during the winter months. Chris Bowlen, Director of Recreation and Arena confirmed that the Department does plow to the gate in the winter months. He said that some people do use the park in the winter months for disc gold (when possible) and for snowshoeing.

Councilor Hailey asked if there could be a compromise to keep the gate locked in the winter months and opened/closed (by City staff) in the summer months. Mr. Bowlen replied that what the City Manager is proposing is the compromise. He said by moving the gate further down it allows for safer parking outside the gate and prevents City staff from traveling daily to the location to open/close the gate.

Councilor Hunt-Hawkins said the proposal is a great way to start and the City could always assess the functionality of this idea and revisit it later if needed.

Councilor Rice wished to know how much it would cost for this project and where the money would be withdrawn from prior to voting on such a proposal.

City Manager Cox said this is only at the discussion stages and no quotes had been sought as of yet; however, he assumed the cost could be covered through the Department of Public Works budget, and if not, it could likely be covered through contingency.

Councilor Rice was hesitant to spend money without approximate figures of the cost. Councilor Gray said it seems that it would be much smaller in price in comparison to assigning City Staff to open/close the gate on a daily basis.

Councilor Walker **MOVED** to **AMEND** the motion to accept the City Manager's proposal to install a secondary fence with a permanently locked gate (except for larger events) at the location of the existing chain link fence. To include a man-size opening, near the gate, to allow persons to access, but not vehicles. This would include grading and gravel to create more parking along the gravel entrance road. Councilor Gray seconded the motion. Councilor Rice requested that staff provide more information about the cost of the project. The **MOTION CARRIED** to **AMEND** the motion by a

unanimous voice vote. Mayor Lauterborn called for a vote on the main motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

**10.4.2 Committee Recommendation: To install a stop sign at the corner of Melanie and Janet Street at the discretion of DPW *consideration for approval***

Councilor Hamann **MOVED** to approve the Committee recommendation as indicated above. Councilor Lachapelle seconded the motion. Councilor Walker wished to confirm that the stop sign would be essentially stopping travelers on "Melanie" street. Councilor Hamann said that is correct. The **MOTION CARRIED** by a unanimous voice vote.

## **10.5 Public Works**

**10.5.1 Committee Recommendation: to approve the extension of the downtown decorative lighting use until 1:00 AM *consideration for approval***

Councilor Walker **MOVED** to approve the Committee's Recommendation as described above. Councilor Hunt-Hawkins seconded the motion. Councilor Rice said the downtown businesses are permitted to serve alcohol until 1:00 AM and it seems unfriendly to simply turn off the decorative lighting exactly at the same time.

Councilor Rice **MOVED** to **AMEND** the motion to extend the time from 1:00 PM to 1:30 PM. Councilor Bogan seconded the motion. Councilor Rice gave reasons why it makes sense to keep the additional lighting on while patrons are getting to their vehicles. Councilor Bogan agreed and said it is safer and friendlier. Councilor Walker said this is only decorative lighting and currently the lighting is only kept on to 10 PM and folks are safely walking to their vehicles at 1:00 AM when the restaurants close. Councilor Hunt-Hawkins agreed, however, she added that it is brighter lighting than what is supplied by the street lighting. Councilor Rice questioned if current businesses do close early because the lights turn off and it is not seen as friendly once the lights are cut off. Councilor Jean requested to move the vote on the question. The **MOTION CARRIED** to **AMEND** the motion by a 7 to 6 show-of-hands vote, *the voice vote was unclear*.

Mayor Lauterborn called for a vote on the motion as amended (to keep decorative lighting on until 1:30 AM). The **MOTION CARRIED** by a unanimous voice vote.

**10.5.2 Committee Recommendation: to approve a street moratorium waiver for water service at 28 North Main Street *consideration for approval***

Councilor Walker **MOVED** to approve the Committee Recommendation as described above. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**11. Old Business**

**11.1 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the Route 11 Pump Station Upgrade Project *second reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Lauterborn read the resolution for the second time by title only as follows:

**Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the Route 11 Pump Station Upgrade Project**

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

That the amount of Two Hundred Thousand Dollars (\$200,000.00) is hereby appropriated as a supplemental appropriation to the DPW Sewer CIP Fund for the purpose of paying costs associated with the Route 11 Pump Station Upgrade Project. The funding for this supplemental appropriation shall be derived in its entirety from borrowing.

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 Hundred Thousand Dollars (\$200,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA

33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

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

## **12. Consent Calendar**

Mayor Lauterborn reported that there is only one item under the Consent Calendar and it must be amended prior to its adoption, therefore it shall be removed.

### **12.1 Resolution authorizing the acceptance of Donations in an amount of \$900.00 to the City of Rochester in connection with the Riverwalk Committee Calendar Fundraiser first reading and consideration for adoption**

Councilor Walker **MOVED** to read the resolution by title only. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Lauterborn read the resolution by title only as follows:

#### **Resolution authorizing the acceptance of Donations in an amount of \$900.00 to the City of Rochester in connection with the Riverwalk Committee Calendar Fundraiser**

Councilor Walker **MOVED** to **AMEND** the motion. He read from the revised resolution: The Mayor and City Council hereby accept two thousand five hundred dollars (\$2,500) in donations to the Riverwalk Committee Calendar Fundraiser and further authorize cash disbursements related to said fundraiser not to exceed six hundred and fifty dollars with the entirety of the cash disbursements to be derived from said donations. Councilor Jean seconded the motion. The motion as amended is as follows:

#### **Revised:**

#### **Resolution Authorizing the Acceptance of Donations to the City of Rochester in connection with the Riverwalk**

**Committee Calendar Fundraiser first reading and consideration for adoption**

**Resolution Authorizing the Acceptance of Donations to the City of Rochester in connection with the Riverwalk Committee Calendar Fundraiser**

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

The Mayor and City Council hereby accept Two Thousand Five Hundred Dollars (\$2,500.00) in donations to the Riverwalk Committee Calendar Fundraiser and further authorize cash disbursements related to said fundraiser not to exceed Six Hundred and Fifty dollars (\$650.00) with the entirety of the cash disbursements to be derived from said donations.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

Councilor Rice **MOVED** to **ADOPT** the motion. Councilor Bogan seconded the motion. Councilor Walker gave a brief overview of past fundraisers. He confirmed that the money would remain in a non-lapsing account until funds are needed. The **MOTION CARRIED** by a unanimous voice vote.

**13. New Business**

**13.1 Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year 2020-2021 pursuant to the provisions of Section 7-64(c) of the General Ordinances of the City of Rochester first reading and consideration for adoption**

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

**RESOLUTION FOR SUPPLEMENTAL APPROPRIATION TO THE**

**CONSERVATION FUND FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$127,314.00 PURSUANT TO THE PROVISIONS OF SECTION 7-64(c) OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER**

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

As a supplemental appropriation to the 2020-2021 fiscal year operating budget of the City of Rochester, the sum of One Hundred Twenty Seven Thousand Three Hundred Fourteen Dollars (\$127,314.00); from annual excess Land Use Change Tax funds for fiscal year 2020-2021 (account number to be designated/determined by the Finance Director) to the City of Rochester Conservation Fund (account number to be designated/determined by the Finance Director), the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2020-2021.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. The effective date of this Resolution shall be June 30, 2021.

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

**13.2 Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award in an amount of \$25,836.00 for FY 2022 *first reading and consideration for adoption***

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

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF VICTIMS OF CRIME ACT (VOCA) GRANT AWARD IN AN AMOUNT OF \$25,836.00 FOR FY 2022**

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

**WHEREAS**, that a Victims of Crime Act (VOCA) 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), to the Victims of Crime Act (VOCA) grant 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 Victims of Crime Act 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 motion. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**14. Other**

Councilor Hutchinson inquired if any movement has been made about choosing a location in Rochester for the laundry/shower trailers. City Manager Cox said the last update that he is aware of is that the trailers are up in operation on River Street in Dover, NH.

**15. Non-Public/Non-Meeting**

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

Councilor Rice **MOVED** to enter a Non-Public Session under Land, RSA 91-A:3,II (d) at 7:27 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Rice, Walker, Hunt-Hawkins, Bogan, Lachapelle, Hamann, Fitzpatrick, Hainey, Abbott, Gray, Hutchinson, Jean, and Mayor Lauterborn voted in favor of the motion.

Councilor Rice **MOVED** to exit the Non-Public Session at 8:16 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Rice **MOVED** to **SEAL** the minutes of the Non-Public Session because it is determined that the divulgence of this information would likely render a proposed action ineffective. Councilor Lachapelle seconded the motion. Councilors Hainey, Fitzpatrick, Rice, Walker, Hutchinson, Bogan, Lachapelle, Jean, Abbott, Hunt-Hawkins, Hamann, Gray, and Mayor Lauterborn voted in favor of the motion.

**16. Adjournment**

Mayor Lauterborn **ADJOURNED** the meeting at 8:17 PM.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk