



**Regular City Council Meeting
May 3, 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: April 5, 2022 *consideration for approval* P. 11**
- 6. Communications from the City Manager**
 - 6.1 City Manager's Report P. 47**
- 7. Communications from the Mayor**
 - 7.1 **Proclamation:** National Public Works Week , May 15 – 21 P. 59**
 - 7.2 **Proclamation:** Municipal Clerks Week, May 1 – 7* P. 61**
 - 7.3 Recognition of exemplary service (Assistant Chief Wilder)**
 - 7.4 Response to Public Comment from 4/19/22 City Council Public Hearing**
 - 7.5 Report from Investigative Committee**
- 8. Presentation of Petitions and Council Correspondence**
- 9. **Budget Presentation: School Department O&M and CIP*****
- 10. Nominations, Appointments, Resignations, and Elections**
- 11. Reports of Committees**

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City Clerk's Office

11.1 Appointments Committee P. 63

11.1.1 **New Appointment:** Lance Powers – Zoning Board of Adjustments, Seat G, Alternate Member *term to expire 1/02/2025 consideration for approval* P. 65

11.1.2 **Re-Appointment:** Jeremiah Minihan – Historic District Commission, Seat C - Elevation from alternate to regular member, *term to expire 1/2/2024 consideration for approval* P. 66

11.1.3 **Re-Appointment:** Joe Boudreau – Utility Advisory Board, Seat B, Regular member *term to expire 1/2/2025* P. 67

11.2 Codes and Ordinances Committee P. 69

11.2.1 **Committee Recommendation:** To recommend the amendments to Section 4.13 of the Rules of Order regarding “Elections” *consideration for approval* P. 72

11.3 Community Development Committee P. 73

11.4 Finance Committee P. 75

11.4.1 **Committee Recommendation:** to recommend the acceptance of the donation of fire gear from Morning Pride at an estimated value of \$3,700.00 *consideration for approval* P. 77

11.4.2 Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 General Fund Capital Improvements Plan (CIP) Fund in the amount of \$500,000 for Paving Rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road *first reading and refer to public hearing May 17, 2022* P. 83

11.4.3 Resolution Pursuant to RSA 34:11-a Discontinuing the History of Rochester Capital Reserve Fund *first reading and refer to public hearing May 17, 2022* P. 85

11.5 Planning Board P. 91

11.6 Public Safety P. 97

11.6.1 **Committee Recommendation:** To install flashing beacon sign at the intersection of Hansonville Road and Oak Street at the technical discretion of DPW *consideration for approval* P. 97

11.6.2 **Committee Recommendation:** To install an “intersection ahead” sign on Hansonville Road prior to the intersection with Oak street at the technical discretion of DPW *consideration for approval* P. 97

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City Clerk's Office

- 11.6.3 **Committee Recommendation:** To install delineators on Estes Road between Washington Street and Howard Brook at the technical discretion of DPW *consideration for approval* P. 98
- 11.6.4 **Committee Recommendation:** to replace the existing 30 mph speed limit sign on the southern end of Church Street entering from Rt 125 with a 25 mph speed limit sign and to move the existing 25 mph sign to the northern end of Church Street entering Pickering Road *consideration for approval* P. 100
- 11.6.5 **Committee Recommendation:** to install a “stop” sign on Granite Street at the Sheridan Avenue end, with a painted stop bar at the technical discretion of DPW *consideration for approval* P. 100
- 11.6.6 **Committee Recommendation:** to move the current “yield to pedestrians” sign from the left side of Columbus Avenue northbound of the Lowell Street intersection to the right side of the road at the discretion of DPW *consideration for approval* P. 101
- 11.6.7 **Committee Recommendation:** to change the posted speed limit sign on Estes Road between Route 202A and Route 202 from 35 mph to 30 mph *consideration for approval* P. 101

11.7 Public Works P. 103

- 11.7.1 **Committee Recommendation:** to approve the requested pavement moratorium waiver on Union Street for the service tie ins at 73-77 North Main Street with the condition that the pavement patch be made as directed by DPW *consideration for approval* P. 105
- 11.7.2 **Committee Recommendation:** to authorize the City to enter into a lease agreement with Potter House Bakery, and if the City Attorney deems it necessary, to include language within the lease about winter maintenance or removal of the Bridge *consideration for approval* P. 105

12. Old Business

- 12.1 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 *second reading and consideration for adoption* P. 111
- 12.2 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 Ledgerview Drive Pump Station Upgrade Project *second reading and consideration for adoption* P. 117

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- 12.3 Resolution Authorizing \$50,000.00 Appropriation from the General Fund Unassigned Fund Balance for the Creation of a History of Rochester *second reading and consideration for adoption* P. 123
- 12.4 Resolution Pursuant to RSA 34:1 Establishing a Fire Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith *second reading and consideration for adoption* P. 125
- 12.5 Resolution Pursuant to RSA 34:1 Establishing a City Buildings Renovations Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith *second reading and consideration for adoption* P. 127
- 12.6 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 *second reading and consideration for adoption* P. 129
13. Consent Calendar
14. New Business
- 14.1 Amendment to Chapter 275-8 of the General Ordinances of the City of Rochester regarding residential development at the Granite Ridge *first reading and refer to public hearing May 17, 2022* P. 131
- 14.2 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Water System Asset Management Plan project in the amount up to \$100,000, and Supplemental Appropriation to the Water Capital Improvements Fund *first reading and consideration for adoption* P. 149
- 14.3 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Sewer System Master Plan project in the amount up to \$100,000, and Supplemental Appropriation to the Sewer Capital Improvements Fund *first reading and consideration for adoption* P. 155
- 14.4 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Cocheco Well Improvements in the amount up to \$1,680,000 *first reading and consideration for adoption* P. 161
- 14.4.1 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust Funds (DWGTF) Loan for the Cocheco Well Improvements in the amount up to \$2,860,000.00 *first reading and consideration for adoption* P. 163

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14.4.2 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust Fund (DWGTF) Grant for the Cocheco Well Improvements in the amount up to \$560,000.00 *first reading and consideration for adoption* P. 165

14.4.3 Resolution Authorizing Supplemental Appropriation to the Water Capital Improvements Plan (CIP) Fund in the amount of \$5,600,000 for the Cocheco Well Improvements *first reading and refer to public hearing May 17, 2022* P. 167

14.5 Resolution Approving Fiscal Year 2022-2023 Operating Budget for the City of Rochester *first reading and refer to public hearing May 17, 2022 P. 173**

14.6 Resolution Authorizing and Approving Fiscal Year 2022-2023 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith *first reading and refer to public hearing May 17, 2022 P. 177**

15. Non-Public/Non-Meeting

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

16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
April 5, 2022
Council Chambers
6:09 PM**

COUNCILORS PRESENT

Councilor Beaudoin
Councilor Berlin
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
Terence, O'Rourke, City Attorney
Julian Long, Community Development
Coordinator
Mark Sullivan, Deputy Finance
Director

COUNCILORS ABSENT

Councilor Desrochers

Minutes

1. Call to Order

Mayor Callaghan called the meeting to order at 6:09 PM.

2. Opening Prayer

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

3. Pledge of Allegiance

Councilor Beaudoin led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present, except for Councilor Desrochers who was excused.

5. Acceptance of Minutes

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

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of March 1, 2022. Councilor Rice seconded the motion. Councilor Rice mentioned that the minutes of March 1st had not yet been posted online. City Clerk Walters agreed to check on the matter. The **MOTION CARRIED** by a unanimous voice vote.

5.2 City Council Special Meeting: March 15, 2022, consideration *for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the City Council Special meeting minutes of March 15, 2022. Councilor Hamann 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 #13, New DPW – Hutter Construction
 - Change order #14, New DPW – Hutter Construction
 - Scope of Services, Old Dover Rd landfill groundwater – Ransom Consulting
 - Change order, Rt 202A Water Main Ext – D&C Construction
 - Contract, Opera House Code review & remediation – Weston & Sampson
 - Certificate of substantial completion, new DPW – Hutter Construction

- **Economic Development**
 - FY22 CDBG-CV Contract – My Friend's Place
 - VOCA Grant Application
 - FY23 VOCA Grant Acceptance
 - NH CDFA Contract for Easter Seals project
 - NH CDFA Contract – Gafney Home project
 - FT22 CDBG Environ. Review – CAP Weatherization 3-29
 - FY22 CDBG Environ. Review – CAP Weatherization 3-30

- **Finance**
 - MLS Data subscription , Assessing- CoStar
- **IT**
 - Student enrollment – Certified Network Defender
 - System engineering quote – Azure DNS
- **Police Department**
 - Contract – Watchguard body worn cameras

Standard Report(s)

- Personnel Action Report Summary

City Manager Cox announced that he will be presenting his City budget at the City Council Workshop scheduled for April 19, 2022. He added that there will be a budget presentation “retreat” scheduled for May 6th and 7th.

7. Communications from the Mayor

Mayor Callaghan gave Councilor Malone an opportunity to address the City Council.

Councilor Malone spoke about the SleepOut for Homeless youth Event (sponsored by Waypoint). She said the event raised over \$300,000 and gave details about the donations. Councilor Malone reported that some of the homeless youth have since been moved into appropriate housing. She said the event was well attended and that the support from Rochester was amazing. She mentioned that many local businesses participated as well as the following individuals who attended the overnight event: Spaulding High School students, Mayor Callaghan, Several Police Officers including Chief Boudreau and Nicole Rodler.

7.1. Proclamation: Arbor Day – April 29, 2022

Mayor Callaghan read a Proclamation in Honor of Arbor Day and declared April 29, 2022 as Arbor Day in the City of Rochester.

Mayor Callaghan read the following statement:

The City has received allegations accusing Christopher Rice of violating City Policies, which if true, would constitute misconduct in Office. As such, I am forming an Investigating Committee to investigate these allegations to determine if such allegations are well founded. The

Investigative Committee shall report back to the City Council (as a whole) with its conclusions. The members of the Committee are to be Deputy Mayor Lachapelle, Councilor Malone, and Councilor Gilman. I ask that the Investigation Committee produce its results or progress report, to the City Council, no later than May 17, 2022. Also pursuant to my authority under Section 2.8 of the City Council Rules of Order, during the pendency of this investigation, I am removing Councilor Rice as Chairperson of the Public Safety Committee and naming Deputy Mayor Lachapelle as Chairperson.

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 Reappointment: Jonathan Shapleigh – Rochester Economic Development Commission, Seat E, Regular Member term to expire 1/02/2025 consideration for approval

Councilor Gray said the Committee recommended the re-appointment of Jonathan Shapleigh, Economic Development Commission (Seat E) with a term to expire on 1/2/2025.

Mayor Callaghan nominated Jonathan Shapleigh to serve on the Economic Development Commission (Seat E) with a term to expire on 1/2/2025. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Shapleigh. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mr. Shapleigh has been re-appointed to the Economic Development Commission (Seat E) with a term to expire on 1/2/2025.

10.2 Codes and Ordinances Committee

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*

Councilor Lachapelle directed the Council to the proposed change to Chapter 80-26, (sections A and B) and to Chapter 80-27 Section D. He **MOVED** to **APPROVE** all three amendments outlined under Sections 10.2.1, 10.2.2, and 10.2.3 of this agenda. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

- 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.** sSpecial 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. **(Approved as presented)**

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*

- 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. (Approved as presented)**

10.2.3 Committee Recommendation: To approve the amendment to Chapter 80-27, Section (D) regarding outdoor heating devices

consideration for approval

§ 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.**
(Approved as presented)

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*

Councilor Lachapelle referred the Council 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.

Councilor Lachapelle **MOVED** to **APPROVE** the amendment as shown above. Councilor Hamann seconded the motion. Councilor Lachapelle stated that this amendment would simply add the City Manager's roll in this process. The **MOTION CARRIED** by a unanimous voice vote.

10.2.5 Committee Recommendation: To approve the amendment to chapter 7-80 "Bonds Required" as detailed by City Staff *consideration for approval*

Councilor Lachapelle directed the Council to the proposed amendments to Chapter 7-80 as follows:

~~§ 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,~~

Councilor Lachapelle said this amendment would reflect the current practice of the City’s dealing with bonds. Councilor Lachapelle **MOVED** to **APPROVE** the amendment as shown above. Councilor Beaudoin seconded the motion. Deputy Ambrose briefed the City Council about the proposed changes. Councilor Rice asked if there was mention of the DRA requirements in the ordinance. Mayor Callaghan confirmed that the ordinance mentions the DRA requirement, which is part of the amendment outlined in red ink above. The **MOTION CARRIED** by a unanimous voice vote.

10.2.6 Committee Recommendation: To approve the amendments to Chapter 7-64 “Conservation Fund” as recommended by City Staff consideration for approval

Councilor Lachapelle directed the City Council to an amendment to Chapter 7-64 as follows:

~~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 31st 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 Lachapelle **MOVED** to **APPROVE** the amendment as shown above. Councilor Hamann seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

10.3 Community Development Committee

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*

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

**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

City of Rochester
Draft

Regular City Council Meeting
April 5, 2022

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
Total	\$ 228,563.00

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.

Councilor Hainey listed the amounts of money for each category:

FY 23 CDBG Public Service Agencies:

- Waypoint, NH \$4,000
- SHARE Fund \$5,584.45
- My Friend's Place \$12,500
- Strafford Meals on Wheels \$3,000
- CASA of NH \$1,000
- Dover Adult Learning Center \$5,000
- Fair Housing \$200
- MY TURN \$1,000

FY 23 CDBG Housing Rehabilitation/Public Facilities

- Community Action Partnership of Strafford County – Weatherization Program \$75,000
- Recreation Department – Hanson Pines Improvement \$98,565.95

10.3.2 Committee Recommendation: To approve the Public facilities naming policy *consideration for approval*

Councilor Hainey **MOVED** to **APPROVE** the Public Facilities Naming Policy. Councilor Lachapelle seconded the motion. Councilor Hainey stated that public input had been solicited in the creation of this policy. Councilor Rice complimented the work that has gone into creating this policy. He questioned if this policy had been sent to the Codes and Ordinances Committee for review. Councilor Hainey replied no; however, she felt it was a good idea. It was determined that since it was a policy and not an ordinance, it did not need to be sent to the Codes and Ordinance Committee for review. The **MOTION CARRIED** by a unanimous voice vote.

10.4 Finance Committee**10.4.1 Committee Recommendation: To accept of the Community Outreach Facilitator position job description, classification, and pay grade consideration for approval**

Councilor Lachapelle **MOVED** to **APPROVE** the Community Outreach Facilitator position, job description, classification, and pay grade. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

Councilor Lachapelle **MOVED** to read the resolution for a first time. Councilor Malone seconded the motion. Councilor Rice asked for a breakdown of what the \$143,083.00 will fund. Deputy Ambrose gave the following information:

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

Councilor Rice stated that this money would fund the position for one year. He asked if this would continue to be funded through the ARPA Funds or through the City's Operating Budget. Mayor Callaghan said after the first year, it would be sent back to the Finance Committee to determine the next step for financing.

Councilor Rice asked if it is possible that the City may not be able to hire the best candidate if there is a one-year proposal on the table and not the guarantee of future years. City Manager Cox said folks who work in this profession are aware that some positions which are funded through grants for limited timeframes. He said this proposed position is a relatively new job opportunity in this field and that some folks may wish to step up and take a chance in accepting a position as unique as this one.

Councilor Lachapelle asked for a point of order to “vote” upon the reading of the resolution prior to the discussion. City Attorney O’Rourke explained that the City Council adopted a change to the Rules of Order at the March meeting and there is no longer a requirement to vote upon a first reading. He said the Mayor should simply read the resolution and a vote to adopt would proceed after such reading has taken place.

Mayor Callaghan read the resolution by title only as follows:

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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution.

Councilor Hainey expressed concerns over the next year’s funding through the ARPA funds if they are not to be set aside. Deputy Manager Ambrose stated the remaining funds in the account are not committed to any other project at this point. City Manager Cox inquired about the deadline to allocate the ARPA funds. Deputy Manager Ambrose replied that the funds must be allocated by December 31, 2024 and expended by December 31, 2026.

Councilor Hainey reiterated that funds should be held aside for this purpose. Mayor Callaghan replied that this would be reviewed by the Finance Committee. It was determined that the City Council supported accepting the position; it is only a question of deciding on the manner in which it is funded.

Councilor Gray gave reasons why the City Council's past practice has been not to use such funds for "employee" positions but rather for more expensive one-time projects. City Manager Cox recalled that the City Council is using the ARPA funds to slowly move this position into the Operating Budget. He said the ARPA Funds slow down the process for a few years to eliminate a shock to the Tax Cap. Councilor Rice agreed and suggested a progression of slowly moving the position into the budget by supporting a partial amount between the budget and the ARPA funds over the next several years; by year five it can be fully supported by the City's Operating budget without the massive shock to the budget. Councilor Rice said a motion could be made now to allocate the ARPA funds, but not expend them yet. No formal motion was made. Mayor Callaghan called for a vote on the motion to adopt. The **MOTION CARRIED** by a unanimous voice vote.

**10.4.3 Resolution Authorizing Allocation of
\$85,044.00 from ARPA Funds for Employee
Premium Pay *first reading and consideration for
adoption***

Mayor Callaghan read the resolution by title only as follows:

**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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. Councilor Beaudoin spoke against the motion. He said many employees who were working in private industries had to show up each day for work during the pandemic and they did not receive extra pay. He said many folks were unable to work or get paid because they were not permitted inside of homes/buildings during the

pandemic and they did not receive pay either. He said it is unfair to pay out funds to City employees when nothing is being given to the private sector.

Deputy City Manager Ambrose said that there were 106 first responder employees that did receive stipends provided through the CARES Act during the pandemic; however, there were some emergency responders who did not qualify to receive such stipends. She said under the approved guidelines of the grant, it would send a positive message to our employees to express the City's appreciation for those staff that had to physically come into work while the City was shut down and placed their health at risk. She mentioned the custodians who were at risk each time an infection was discovered. She said many employees put their health at risk. Councilor Beaudoin requested a roll call vote. Councilor Fontneau seconded the request for a roll call vote. Mayor Callaghan called for a vote upon the motion to adopt the resolution. The **MOTION CARRIED** by a 9 to 3 roll call vote. Councilors Gray, Fontneau, Hamann, Hainey, Lachapelle, Larochelle, Malone, Rice, and Mayor Callaghan voted in favor of the motion. Councilors Berlin, Beaudoin, and Gilman voted against the motion.

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*

Mayor Callaghan read the resolution by title only as follows:

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.

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

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*

Mayor Callaghan read the resolution by title only as follows:

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.

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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.

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

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*

Mayor Callaghan read the resolution for a first time by title only as follows:

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.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing to be held on April 19, 2022. The **MOTION CARRIED** by a unanimous voice vote.

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*

Mayor Callaghan read the resolution by title only as follows:

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:

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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.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing to be held on April 19, 2022. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**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 refer to a public
hearing***

Mayor Callaghan read the resolution for a first time by title only as follows:

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.

Mayor Callaghan **MOVED** to refer the matter to a Public Hearing to be held on April 19, 2022. Councilor Lachapelle seconded the motion. Councilor Hailey asked if the City received the information it was expecting from the professor. City Manager Cox replied that the City did receive some information; however, the City has not yet received the specific details about the funding that is needed. Councilor Hailey asked if the process should stop until such information is received. Mayor Callaghan said the process should move forward now: however, more information must be received by the Finance Committee prior to the final approval. The **MOTION CARRIED** by a unanimous voice vote.

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

Councilor Lachapelle **MOVED** to **ACCEPT** the donation of two pallets of N95 Masks from Walmart at an estimated value of \$14,500. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Gray gave reasons why he would be bringing forth a recommendation to utilize at least \$1,000,000.00 from the Unassigned Fund balance to the Department of Public Works for road maintenance. He said this would assist in getting the City back on track for road maintenance. City Manager Cox questioned if this recommendation would be made as part of the budget adoption or not. Councilor Gray suggested that the money be transferred as quickly as possible in order to utilize some of those funds in this fiscal year. He said any funds not utilized this fiscal year would simply fall back into the Unassigned Fund balance to be reallocated in the next fiscal year's budget.

10.5 Planning Board

No discussion.

10.6 Public Safety

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*

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's recommendation to install a crosswalk across Portland Street to Carole Court with the Appropriate Signage, at the technical discretion of DPW. Councilor Berlin seconded the motion. Councilor Beaudoin asked where Carole Court is located. Councilor Hainey replied that it is located by the East Rochester School. The **MOTION CARRIED** by a unanimous voice vote.

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*

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's recommendation to install a streetlight on a pole located at the entrance of the new Department of Public Works Facility at the technical discretion of DPW. Councilor Berlin seconded the motion. A discussion ensued about the necessity of this streetlight; however, it was determined that the streetlight is needed for safety reasons. The **MOTION CARRIED** by a

unanimous voice vote.

10.7 Public Works

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*

Councilor Hamann summarized the issue. He **MOVED** to refer the matter to the Finance Committee. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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*

Mayor Callaghan read the resolution by title only for the second time 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

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will be assigned a unique account number for tracking and reported purposes.

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

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*

Mayor Callaghan read the resolution for the second time 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.

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

Councilor Lachapelle **MOVED** to **AMEND** the Resolution to correct the amount of \$1,000,084.00 to \$1,084,000.00. Councilor Hamann seconded the motion to amend.

Councilor Beaudoin **MOVED** to **AMEND** the motion further by referring the matter back to the Finance Committee for further review. Councilor Beaudoin said there are several issues with the way in which the City of Rochester set up the Economic Development fund under 7-63 of the City Ordinances. He said he realizes that the City Attorney is actively making some recommended changes to the ordinance under section 7-63. He said it makes sense to wait until those changes are completed prior to transferring any more money to that fund. He said this is not a time sensitive issue. Councilor Gray seconded the motion.

Mayor Callaghan called for a motion to amend the amount to \$1,084,000.00 prior to taking up the second amendment made by Councilor Beaudoin. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Beaudoin reiterated his request to refer this matter back to the Finance Committee. He said he does support the action in principle. He said this would give the Economic Development Fund an even \$1.5 million dollars, and once Chapter 7-63 is set up properly it will provide better tracking for the Economic Development Fund; however, the action is not time sensitive and it makes sense to wait for the proposed changes to occur prior to transferring any more funds into that account.

Councilor Larochelle asked the City Manager if there would be a negative impact on the Economic Development Fund if the resolution is delayed. City Manager Cox replied no.

City Attorney O'Rourke explained that when Chapter 7-63 was adopted back in 1998, it seemed to be created with a mix/match approach between a Special Revenue Fund and a Capital or Non-Capital Reserve Fund. As a result, there is language from both types of funds in this section of the ordinances and that the City has been operating in this manner for the last 24 years. He said the main purpose of this fund is to take money from one part of the City budget and deposit it into another part of the budget, which is a specific fund related to Economic Development. The plan is to amend Section 7-63 to create a new Non-

Capital Reserve Fund for Economic Development, which will have the same purposes as the ordinance has now; however, it will follow the RSA under Chapter 34 which is the more appropriate RSA to follow for this type of fund. He recommended following through with the resolution as proposed because once Chapter 7-63 has been adopted all the money will be transferred over to the new fund. He said the Finance Department has confirmed that none of the Economic Development Funds would be expended during that timeframe. He gave the following timeline for the adoption of that Amendment: He said an amendment to the City Ordinances of Section 7-63 shall be discussed at the April 12, 2022, Finance Committee meeting. It shall be advanced to the full City Council on May 3, 2022, after which a Public Hearing will be held on May 17, 2022, and finally consideration for adoption will be held at the June 7, 2022, meeting. He said this action would be followed by a final resolution to transfer all the money out of what is now called the Economic Development Special Reserve Fund to the new Non-Capital Reserve Fund for Economic Development. At that point, any remaining funds in the old fund would be deauthorized.

Councilor Gray said this is the first time the proposed plan is being heard by the City Council and Councilor Beaudoin has legitimate concerns. He supported delaying the motion to adopt the resolution. Councilor Beaudoin said the money currently exist in the unassigned fund balance and it could remain there until chapter 7-63 is updated.

Deputy Finance Director Mark Sullivan said there are two issues. The first issues is with the City's ordinance relative to Chapter 7-63, as it currently exist, and as it has existed, over the past two decades. He said the original ordinance is paired up with RSA 47:1 A & B. He said that, with this ordinance, the City has operated under the spirit of meeting all regulatory requirements of this RSA for several decades. During that time, the City has submitted all reporting requirements to the State and has been through yearly audits, and no one had ever questioned that process.

The other issue is to simply decide whether or not to transfer this money into the existing account under the current ordinance 7-63.

Mr. Sullivan said recently, Councilor Beaudoin questioned if the Economic Development Special Reserve Fund is being utilized in the correct manner. He said the City Attorney's testimony supports that Chapter 7-63 could be made better and it should be reviewed.

Mr. Sullivan said if the City Council delays the transfer of these funds there could be an unintended consequence because there are already funds committed on the current balance. He said there is a balance of \$216,000, of which Economic Development is seeking to spend approximately \$47,000 in the near future. He said if this transfer is delayed, then subsequently all activity in the fund should be halted. He questioned if that needs to happen since the City has operated in this manner for so long and it is essentially a bookkeeping maneuver. He said the end result will be a better product that includes better tracking of the Economic Development Fund.

Councilor Beaudoin asked what type of accounting the City Council will be receiving once the transaction has occurred and how frequently the City Council would receive such reporting. Mr. Sullivan said the Economic Development Department must still seek permission from the City Council before any expenditures are made. He said reports would be generated and submitted through the Finance Committee and explained that the transactions are always included; however, these transactions would be separated out in order to show a clear picture of what has been spent and what funds are coming in to the fund (such as a land sale). He said it would be performance-based; the Economic Development Department and Commission would have a defined budget and all activity would be monitored through one account structure versus the way it is currently operating through supplemental appropriations utilizing the Unassigned Fund balance, which has made tracking more difficult through the years.

Councilor Beaudoin **WITHDREW** his motion to amend the motion and Councilor Gray **WITHDREW** his second to that motion.

Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote. The resolution as amended is as follows:

Resolution Authorizing Transfer of General Fund Unassigned Fund Balance in the amount of \$1,084,000 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 Eighty Four Thousand Dollars (\$1,084,000) 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.

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

Mayor Callaghan read the resolution 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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

12. Consent Calendar

No discussion.

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***

Mayor Callaghan read the resolution by title only as follows:

**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.

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

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

Mayor Callaghan read the resolution by title only as follows:

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.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing on April 19, 2022. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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*

Mayor Callaghan read the resolution by title only as follows:

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.

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

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

Mayor Callaghan read the resolution by title only as follows:

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.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing to be held on April 19, 2022. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

Mayor Callaghan read the resolution by title only as follows:

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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. Attorney O'Rourke spoke in support of this project. He said all back-up material has been provided in the packet. He said Gosport Properties, LLC has been working with the State to remove the two dams in Gonic (Cocheco River). He said this grant would allow the company (Gasport Properties LLC) to hire engineers and experts to accomplish two things: The first is to test the sediments behind the dam and the second is to protect the City's sewer lines while the dams are being removed. He said the LLC needed to work with the City to apply for the grant. Mayor Callaghan asked if the City is liable for any of the work. City Attorney O'Rourke replied no. The **MOTION CARRIED** by a unanimous voice vote.

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

Councilor Lachapelle **MOVED** to **UNSEAL** the above-mentioned Non-Public Meeting Minutes. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

14. Non-Public/Non-Meeting

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

Councilor Lachapelle **MOVED** to enter into a Non-Public Session at 7:07 PM under RSA 91-A:3,II (d). Councilor Rice seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote as follows: Councilors Rice, Beaudoin, Hamann, Lachapelle, Malone, Berlin, Hainey, Larochelle, Gray, Gilman, Fontneau, and Mayor Callaghan voted in favor of the motion.

Councilor Lachapelle **MOVED** to exit the Non-Public Session at 7:29 PM. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Rice **MOVED** to seal the minutes because disclosure would render the proposed action ineffective. Councilor Malone seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote as follows: Councilors Hainey, Gray, Malone, Gilman, Fontneau, Larochelle, Rice, Berlin, Beaudoin, Hamann, Lachapelle, and Mayor Callaghan voted in favor of the motion.

15. Adjournment

Mayor Callaghan **ADJOURNED** the meeting at 7:30 PM.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

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City Clerk's Office



City of Rochester, New Hampshire

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

**CITY MANAGER'S REPORT
April 2022**

Contracts and documents executed since last month:

- **Department of Public Works**
 - Engineering Contract, Woodman Area – Wright Pierce **P. 49**
 - Memorandum of License, DPW Solar Array **P. 50**
 - Change order, carbon storage building completion **P. 51**
 - Task Order, Wakefield St Improvements – Hoyle, Tanner, Assoc. **P. 52**
 - Scope of Services, landfill groundwater permit – Nobis **P. 53**
- **Economic Development**
 - FY22 CDBG Environmental Review – CAP Weatherization 4-8 **P. 54**
 - FY22 CDBG Environmental Review – CAP Weatherization 4-22 **P. 55**
 - CDFA Account Access authorization **P. 56**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 57**

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City Clerk's Office



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

209 Chestnut Hill Road Rochester, NH 03867

(603) 332-4096

www.rochesternh.net

INTEROFFICE MEMORANDUM

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

FROM: Dana Webber, PE, Assistant City Engineer

DATE: April 7, 2022

SUBJECT: Engineering Construction Phase Contract
Woodman Area Infrastructure Improvements Bid 22-34

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

Attached please find (1) electronic copy of Engineering Construction Phase Contract between the City and Wright-Pierce for professional engineering services during construction of Woodman Area Infrastructure Improvements Bid 22-34. The contract has been approved by NHDES in draft form. Wright-Pierce has been selected through the qualifications based solicitation for on-call engineering services RFQ-21-19.

The contract amount is \$986,256.00, which includes engineering services related to construction of the base bid work and four bid alternates (A, B, C, D). This project will be funded in part through reimbursements from the Clean Water SRF loan program. Funds are available for this award in the following CIP account lines:

- 15013010-771000-20538 \$499,434.00
- 55016010-771000-20538 \$312,872.00
- 55026020-771000-20538 \$173,950.00

Please date Page 1 and sign Page 6 of the attached CA Contract.

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature.

The signed Contract should be returned to DPW for distribution.

Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration



From the desk of the Director of City Services
City of Rochester, New Hampshire

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, Deputy City Manager
FROM: Peter C. Nourse, Director of City Services
DATE: 7 April 2022
SUBJECT: DPW Facility Solar Array: Memorandum of License, Rochester Solar Holdings, LLC
CC: Terence O'Rourke, City Attorney

Wishcamper Companies, Portland, ME has acquired the DPW solar array from Revision Energy. Wishcamper is a national real estate and solar holding company that has worked with Revision Energy on many solar projects.

Attached for City Manager signature and notarization is the Memorandum of License which takes the form of Exhibit 5 in the PPA agreement, previously signed by the City in March 2021. This form was executed by the City last June with Revision and was not registered. However since ownership of array has transferred this new version needs to be executed which notes Rochester Solar Holdings, LLC (the project holding company, a wholly owned subsidiary of the Wishcamper Companies) as the counterparty.

Revision will continue to provide operating and maintenance services for this array under a five year guaranteed service agreement with Wishcamper. Following that time the City may enter into agreement with Revision for follow-on operating and maintenance services.

Attached license has been reviewed by the City Attorney.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

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

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

DATE: April 8, 2022

SUBJECT: **Carbon Storage Building Construction Completion Contract Change Order No. 2**

CC: Peter Nourse, PE, Director of City Services

Attached is Change Order No. 2 for the Carbon Storage Building Construction Completion Contract project. This Change Order document includes payment for work associated with converting eight manual valves to pneumatically controlled valves in the Carbon Storage Building. No contract time adjustments are made by this Change Order No. 2; and, the total net change in cost to the contract by this Change Order No. 2 is an increase of \$67,133.68. Original awarded contract value was \$908,095.57; total contract value including this Change Order No. 2 and all previous change orders is \$1,141,759.69. Funds for this Change Order No. 2 are available in the following account line:

- Sewer CIP account line: 55026020-772000-20571

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original Change Order No. 2 should be returned to DPW for distribution. Thank you.

Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

Attachment: Carbon Storage Building Const. Completion, Change Order No. 2



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

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

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

DATE: April 14, 2022

SUBJECT: Wakefield Street Infrastructure Improvements Project
Engineering Final Design Task Order

CC: Peter Nourse, PE, Director of City Services

Attached is a Task Order Agreement for Engineering Services for the final design of the Wakefield Street Infrastructure Improvements project. This contract is between the City and Hoyle, Tanner & Associates, Inc. for engineering design services in the amount of \$197,770.00. Hoyle, Tanner & Associates has been selected through the qualifications based solicitation for on-call engineering services RFQ 21-19. Funds are available for this contract in the following account line:

- General Fund Public Works CIP account line: 15013010-771000-21523

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original of this contract should be returned to DPW for distribution. Thank you.

Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

Attachment: Wakefield St Improvements Task Order Agreement with HTA



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



INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMIN SUPERVISOR

DATE: April 18, 2022

SUBJECT: Rochester Old Landfill Groundwater Permit #198705045
Annual Permit Management Contract
Ransom Consulting, Inc. Amount \$10,898.02

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

Attached please (1) one copy of the annual scope of service for professional services for Nobis Group. Nobis has been the consultant of record since the issuance of this Groundwater Monitoring Permit #GWP-200309133-R-001 for the Wallace Street Site (Advanced Recycling) and for the Brown Field Grants associated with the site. Nobis has all required history and documentation for the permit requirements and will complete all required sampling, testing, monitoring and reporting to the State of NH DES.

The following account will be used:

Wallace Street Redevelopment Account # 15011010-771000-09501 = \$10,898.02

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

Date: April 8, 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 hot water heater replacement in a stick-built home located just outside downtown. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: April 22, 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 a completed FY 2022 Community Development Block Grant (CDBG) environmental review for the insulation, heating system upgrade, and chimney flashing repair of a stick-built home located in the north-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 review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Community Development Finance Authority Grants Management System (GMS) Account Access Form

GMS User Information <small>(grant writer for municipality or county)</small>		Applicant Organization Information <small>(municipality or county)</small>	
Name:	Donna Kerwin Lane	Name:	City of Rochester
Address:	60 Ragged Cove Lane	Address:	31 Wakefield St
City/State/Zip:	Conway, NH 03818	City/State/Zip:	Rochester, NH 03867
Phone:	(603)344-7505	Phone:	603-335-7519
E-mail	donnalanebdbg@roadrunner.com	E-mail	Julian Long julian.long@rochesternh.net

GMS Access Roles Requested (Please check all that apply.)

Is this request for a change to an existing account or for the creation of a new account?	Existing	<input type="checkbox"/>		New	<input checked="" type="checkbox"/>
Administrator	<input checked="" type="checkbox"/>	Grant Writer	<input type="checkbox"/>	Viewer	<input type="checkbox"/>

The GMS User must have permission from the Applicant Organization to be associated with that organization within CDFA's Grants Management System. Permission is indicated by signature of the Authorized Official (AO) or CEO of the Organization.

Applicant Organization Signature (The applicant's signature is required.)

By signing this document, I give permission for the above listed GMS User to be associated with my organization for the roles checked above.

AO/CEO Signature: Blaine Cox
DocuSigned by: B4F9B7BC7D0C4EB... City Manager

Title: _____ Date: 04/19/22

For CDFA Information Technology Use Only

Accounts created by: _____	Date: _____	Time: _____	
Notification given by: _____	Date: _____	Time: _____	

Please return this form to: CDFA mlackey@NHCDFA.org
 Once created, all account information will be sent to the applicant. Please allow three business days for account creation. Direct any questions regarding your application for computer access to Missy Lackey mlackey@NHCDFA.org 717-9104

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
BLS	ROBERT LYNCH	COMPLIANCE OFFICER	1	X							X							ANNIVERSARY DATE 01/06/2020
DPW	THOMAS MARTINEAU	LIGHT EQUIPMENT OPERATOR	1	X													X	MEO TO LEO TEMP
DPW	JACOB HOGUE	GIS TECHNICIAN	1	X							X							ANNIVERSARY DATE 03/25/2021
DPW	NICHOLAS GAMACHE	WWTP OPERATOR	1	X											X			SEWER TREATMENT INCENTIVE
DPW	NICHOLAS GAMACHE	WWTP OPERATOR	1	X											X			SEWER COLLECTION INCENTIVE
DPW	EVE PERKINS	CUSTODIAN	1	X												X		CUSTODIAN PT NU TO CUSTODIAN (FT)
FIRE	SAM MORRILL	FIRE LIEUTENANT	1								X							PROMOTION DATE 04/01/2020
IT	JAMES QUINN	SYSTEMS SOLUTIONS ARCHITECT	1	X							X							PROMOTION DATE 12/14/2020
IT	ELIZABETH GREEN	EXECUTIVE SECRETARY	1	X							X							PROMOTION DATE 01/18/2021
POLICE	ERIC BABINE	PT HUD OFFICER	1		X									X				
POLICE	MICHAEL MUNDY	PT PATROL HUD	1		X					X								
POLICE	ROBERT FRECHETTE	PATROL OFFICER	1	X					X									
POLICE	EDWARD CILLEY	EVIDENCE TECHNICIAN	1		X		X											
POLICE	SHAUNA ANDREOLI	ADMINISTRATIVE TECHNICIAN II	1		X		X											
POLICE	LOGAN ALLEN	PATROL OFFICER	1	X			X											
POLICE	DAVID LOMBARDI	PATROL OFFICER	1	X			X											
POLICE	BRIAN-DARRELL DALE	PATROL OFFICER	1	X			X											
POLICE	MANOLIN TERRERO	PATROL OFFICER	1	X			X											
RECREATION	NICOLE LEE	PROGRAM MARKETING COORDINATOR	1		X		X											
RECREATION	HEIDI KEENAN	PROGRAM LEADER -FITNESS	1			X								X				
RECREATION	COLE CULLIVAN	CAMP DIRECTOR	1			X		X										HEAD COUNSELOR TO CAMP DIRECTOR
RECREATION	ABIGAIL WARD	CAMP DIRECTOR	1			X		X										HEAD COUNSELOR TO CAMP DIRECTOR
RECREATION	AMELIA BEATTY	CAMP COUNSELOR	1			X								X				REFEREE/SCOREKEEPER TO CAMP COUNSELOR
RECREATION	ALICIA BEATTY	CAMP COUNSELOR	1			X								X				REFEREE/SCOREKEEPER TO CAMP COUNSELOR
RECREATION	FRANCES CALLAGHAN	POOL ATTENDANT	1			X		X										
RECREATION	ETHAN KRAUSS	CAMP COUNSELOR	1			X		X										
RECREATION	JACKSON PARKER	CAMP COUNSELOR	1			X		X										
RECREATION	JADYN STEVENS	CAMP COUNSELOR	1			X	X											
RECREATION	NORMAN SANBORN	PROGRAM LEADER-TRACK	1			X		X										
RECREATION	NATHAN DEVINE	LIFEGUARD	1			X	X											
RECREATION	HANNAH GALLAGHER	CAMP COUNSELOR	1			X	X											
RECREATION	HUNTER CAMIRE	LIFEGUARD	1			X								X				SUPPORT STAFF 2 TO LIFEGUARD
RECREATION	SHANNON COLSON	HEAD LIFEGUARD	1			X								X				SUPPORT STAFF 2 TO HEAD LIFEGUARD
RECREATION	KENDALL GADBOIS	CAMP COUNSELOR	1			X								X				REFEREE/SCOREKEEPER TO CAMP COUNSELOR
RECREATION	BOB GEE	AQUATIC PROGRAM SUPERVISOR	1			X								X				SUPPORT STAFF 2 to AQUATIC PROGRAM SUPERVISOR
RECREATION	DEBRA SANBORN	SUPPORT STAFF 1	1			X	X											
RECREATION	TAYLOR CORRIVEAU	HEAD COUNSELOR	1			X		X										CAMP COUNSELOR TO HEAD COUNSELOR
RECREATION	ADRIENNE BEATTY	SUBSTITUTE HEAD COUNSELOR	1			X		X										HEAD COUNSELOR TO SUBSTITUTE HEAD COUNSELOR
RECREATION	MAYA LEE	LIFEGUARD	1			X		X										
RECREATION	ETHAN BENT	HEAD LIFE GUARD	1			X		X										LIFEGUARD TO HEAD LIFEGUARD
RECREATION	JUDITH TURGEON	POOL ATTENDANT	1			X								X				SUPPORT STAFF 2 TO POOL ATTENDANT/CAMP SIGN IN/OUT
Vacant Full time	Vacant Part time																	
Assistant City Engineer	School Crossing Guard																	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 opportunity 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
Fire Chief	PT Custodian																	
Deputy Finance Director																		
Police Officer																		
Public Safety Communications Planner I																		
Wastewater Pump Station Maintenance MEO																		
Assessor I																		

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

04/29/2022



PROCLAMATION

WHEREAS, Public Works infrastructure, facilities and services are of vital importance to the health, safety and well being of the people of this community; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of the many city systems and programs such as streets, public buildings, solid waste, recycling, parks, landscaping, public water system, public sewer system, and the general maintenance and operations of those; and

WHEREAS, the health, safety, economic vitality and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these services, as well as their planning, design, and construction of public facilities and utilities, is vitally dependent upon the efforts and skills of public works personnel; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the public's attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I, Paul Callaghan, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim the week of May 15-21, 2022 as "National Public Works Week" in the City of Rochester, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing quality Public Works services and to recognize the contributions which Public Works representatives make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 3rd Day of May in the year of our Lord, Two Thousand and Twenty-Two

Paul Callaghan

Mayor

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

04/29/2022



Proclamation

53RD ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 1 - May 7, 2022

- Whereas,** The Office of the Municipal Clerk is a time honored and vital part of local government that exists throughout the world, and the Office of the Municipal Clerk is the oldest among public servants, and
- Whereas,** The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and
- Whereas,** Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.
- Whereas,** The Municipal Clerk serves as the information center on functions of local government and community; and
- Whereas,** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.
- Whereas,** It is appropriate that we recognize the accomplishments of the Office of the Municipal Clerk and thank them for the vital services they perform, as well as their exemplary dedication to the communities they represent;

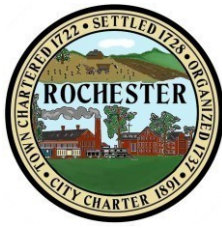
Now, Therefore, I, Paul Callaghan, Mayor of Rochester, do recognize the week of May 1 through May 7, 2022, as Municipal Clerks Week, and further extend appreciation to our City Clerk, Kelly Walters and her staff, and to all Municipal Clerks, and call this to the attention of all citizens

IN WITNESS WHEREOF I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 3rd day of May, in the year of our Lord, Two Thousand Twenty Two.

Paul Callaghan
Mayor

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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

Appointments Review Committee

April 19, 2022

City Hall Chambers – Conference Room

5:30 PM

Committee Members Present:

James Gray, Chair
Laura Hainey, Vice-Chair
Dana Berlin
Ashley Desrochers
Amy Malone

Committee Members Absent:

Minutes

Chair Gray called the meeting to order at 5:31 PM on April 19, 2022.

New appointment(s):

**Lance Powers - Zoning Board of Adjustments, Seat G (New Appointment, Alternate member)
*Term to Expire 1/2/2025***

Mr. Powers previously served eight years on the Rochester Planning Board and attended various trainings throughout his term on the board.

Councilor Berlin **MOVED** to recommend Lance Powers as an Alternate Member (Seat G) on the Zoning Board of Adjustments with a term to expire 1/2/2025. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous 5-0 voice vote.

Re-Appointments/Discussions:

Jeremiah Minihan - Historic District Commission, Seat C – *Term to expire 1/2/2024 (Request to be elevated from an Alternate to a Regular)*

Councilor Hainey **MOVED** to recommend that Jeremiah Minihan be elevated from an alternate member of the Historic District Commission to a Regular Member (Seat C) with a term to expire 1/2/2024. Councilor Berlin seconded the motion. The **MOTION CARRIED** by a unanimous 5-0 voice vote.

Joe Boudreau - Utility Advisory Board, Seat B (Re-appointment Regular Member) *Term to expire 1/2/2025*

Councilor Desrochers **MOVED** to recommend that Joe Boudreau be reappointed as a Regular Member of the Utility Advisory Board (Seat B) with a term to expire 1/2/2025. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous 5-0 voice vote.

Chair Gray **ADJOURNED** the Appointments Review Committee meeting at 5:50 PM.

Respectfully submitted,

James Gray, Chair



04/29/2022

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: Zoning Board

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Lance Powers

STREET ADDRESS: 71 Whitehouse rd.

ZIP 03867

TELEPHONE:(H) _____ (W) 603-817-7249 E-MAIL _____


REGISTERED VOTER: (CIRCLE ONE) YES _____ 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.)

I sat on the Planning Board from 03 through 09 - and left as the Vice chair - we versed in Planning and zoning and State regulations, a 32 year Business owner and almost a lifetime resident. -

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

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: 



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CITY CLERK'S OFFICE
ROCHESTER, NH

STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: HISTORIC DISTRICT COMMISSION

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: JEREMIAH MINIHAN Minihan

STREET ADDRESS: 38 Lois St

ZIP 03867

TELEPHONE:(H) 603 332-2912 (W) _____ E-MAIL JEREMIAH-MINIHAN@GMAIL.COM

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ WARD

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.)

I AM CURRENTLY SERVING AS AN ALTERNATE ON THE HISTORIC DISTRICT COMMISSION. I AM APPLYING FOR A POSITION AS A REGULAR MEMBER

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

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.

certify that I am 18 years of age or older: [Signature]



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**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Utilities Advisory Board

NEW _____ RE-APPOINTMENT REGULAR _____ ALTERNATE _____

NAME: JOE BONDREAU

STREET ADDRESS: 20 PIERCE DRIVE

ZIP 03867

TELEPHONE: (H) 829-4465 (W) _____ E-MAIL ptbondreau@hotmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ WARD _____

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.)

I bring experience of having been a UAB
BOARD member for 4 yrs.

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

UNC COURSE ON UTILITY PRICING 2019

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: J. Bondreau

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City Clerk's Office

Codes and Ordinances Committee

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



Others Present

Mayor Paul Callaghan
Terence O'Rourke, City Attorney

CODES AND ORDINANCES COMMITTEE
Of the Rochester City Council
Thursday, April 7, 2022
Council Chambers
6:00 PM

Minutes

1. Call to Order

Chair Lachapelle called the Codes and Ordinances Committee meeting to order at 6:00 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present except for Councilor Fontneau, who was absent.

2. Public Input

Ray Varney, resident, was present for public input. However, the topic he was present to discuss was included later on the agenda. Chair Lachapelle stated that he would invite him to speak at the time this agenda item is discussed.

3. Acceptance of the Minutes

3.1 March 3, 2022 *motion to approve*

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

4. Proposed Amendment to City Council Rules of Order Section 4.14 "Elections"
(addendum A)

Attorney O'Rourke explained that the proposed change is to make all Council votes public rather than using secret ballot. This would eliminate the secret ballot votes for non-elected

officials, which is the current practice.

Ray Varney, Ward 1 resident, agreed that it made sense to utilize a voice or hand count vote for positions that are appointed by Council. However, he cautioned against elected positions, such as replacement City Council seats, being voted on publicly. He stated this situation could cause hard feelings amongst Councilors who then will need to continue working with each other for the foreseeable future.

Chair Lachapelle recalled that any publicly elected position, such as Councilor or election officials, were required to be voted on publicly. Attorney O'Rourke confirmed that publicly elected positions needed to be voted on publicly, and appointed position could be voted on via secret ballot. Although if the recommended changes are approved, this would eliminate the use of secret ballots. Mr. Varney agreed that the use of secret ballot for appointed officials is unnecessary, but reiterated that he felt use of secret ballots for elected positions was best practice.

Chair Lachapelle acknowledged that there had been suggested edits to section 4.14 submitted by resident Bill Elwell. He stated that these suggested changes would be reviewed for relevance.

Councilor Beaudoin agreed with Mr. Varney that a public vote on elected officials has the potential to cause hard feelings amongst fellow Councilors. However, he felt the Council had an obligation to the public to be transparent in their business and stated that he would support this amendment to eliminate secret ballots.

Mayor Callaghan stated that he had originally recommended this change to the rules of order due to the need for transparency with these votes. He also specified that he did not believe these votes for elected positions were covered under the RSA 91-A "Right to Know" law. Attorney O'Rourke clarified if this change is approved, all votes moving forward would be by public vote; however, appointed positions in which there is only one candidate with no other nominees can still be voted on with a single ballot cast by the City Clerk. Due to an inquiry in Mr. Elwell's suggested edits, it was confirmed that although there is no physical ballot, this vote is still referred to as casting a "ballot."

Councilor Desrochers thanked Mr. Varney for his input and expressed appreciation for both points of view; however, she stated that as a City Councilor she agreed with the need for transparency in these votes.

Councilor Beaudoin **MOVED** to recommend to full Council the amendments to Section 4.13 "Elections" of the Rules of Order. Councilor Gilman seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5. Other

Mr. Varney referred the Committee to the portion of the March minutes referencing Chapter 7-63 "Economic Development Special Reserve Fund." He referenced the suggested addition of a paragraph reading: "Further, the proceeds from any City owned land sales, with the exception of all TIF 162-K development zones, may be allowed to be directly received into the Economic Development Special Reserve Fund upon direction of City Council." He stated that this

additional paragraph is unnecessary because Council will still have oversight and will still need to act on where to distribute these funds. Attorney O'Rourke clarified that the City Council had not voted yet to move forward with these suggested changes and the entire section was being deleted and revised in its entirety. It will be discussed at the April 12, 2022 Finance Committee meeting.

Mr. Varney suggested that, for the sake of transparency, the sale of any City-owned land or property should go to a public hearing prior to the sale in order to allow the public to weigh in and to inform them of the intent. He felt that the residents on Hanson Street should have had the opportunity to give input regarding the sale of 38 Hanson and the affect it would have on their parking areas. Councilor Beaudoin paraphrased a portion of RSA 91-A regarding land which states that divulgence of sale details, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community." He stated that in the case of 38 Hanson where the City owned the property and had the right to sell, or not sell, as they deemed fit, it would have been advantageous to hold a public hearing and allow public input.

Mr. Varney inquired who owned the School Department lands and buildings. Attorney O'Rourke stated that the City owns these lands and buildings, but they are under the control of the School district until a time when they cease to be used for school purposes, at which time the City takes over.

Chair Lachapelle referenced the list of city codes to be reviewed and the remaining DPW chapters. He stated that the Director of City Services would be ready to continue presenting the remaining chapters in late summer. These chapters will likely have multiple amendments and will be spread over several meetings as needed. However, currently there are no other pressing matters; so unless something come up, the May 5, 2022 Codes and Ordinances meeting will be canceled.

6. Adjournment

Chair Lachapelle **ADJOURNED** the Codes and Ordinances Committee meeting at 6:12 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

ADDENDUM A

SECTION 4.14 ELECTIONS BY BALLOT

In all elections ~~by ballot~~ on the part of the City Council, ~~blank ballots and all ballots for persons not eligible shall be reported to the Council~~the members of the City Council shall vote publicly by roll call. To be elected any person seeking election must receive a majority of the votes of those members present and voting. ~~Tally of the ballots shall be reported to the Council and recorded in the minutes. Unless otherwise directed by the Council all ballots shall be destroyed after being reported.~~

A. ~~Boards and Commissions appointments shall be elected by ballot of the City Council with the exception of a single candidate.~~ Single candidates upon nominations ceasing will be elected by City Council voice vote that the City Clerk cast one ballot for that candidate.

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Rochester City Council

Community Development Committee

MEETING MINUTES

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

Meeting Date:	Monday, April 18, 2022	
Members Present:	None	Members Absent: N/A
Guests/Staff:	None	

The meeting for April 18, 2022 was cancelled. No meeting was held for the Community Development Committee in April.

Next Meeting – Monday, May 16, 2022 at 6:00 p.m. in the Isinglass Conference Room in the City Hall Annex (33 Wakefield Street)

Topics – CDBG Projects, Non-CDBG Program Report

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City Clerk's Office

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Finance Committee

Meeting Minutes

Meeting Information

Date: April 12, 2022

Time: 6:00 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, City Attorney Terence O'Rourke

Others present: Professor Patrick O. Connelly. Cliff Newton, resident. Tom Kaczynski, resident. Ray Barnett, resident.

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

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM. City Clerk Kelly Walters took a silent roll vote. All Councilors were present.

2. Acceptance of Minutes: March 8, 2022

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

3. Public Input

Cliff Newton, resident, addressed the Committee in regards to inflation and the need for controlled government spending. He also inquired about the process and balance of the Unassigned Fund Balance. Mr. Newton spoke in opposition of funding for the History of Rochester, proposed later in the agenda.

Tom Kaczynski, resident, commented that the 6:00 PM start time for committee could be too early for the general public. He spoke to the committee regarding government spending, inflation, and how it should affect the tax rate. Mr. Kaczynski also spoke in opposition of the Economic Development fund proposal appearing later on the agenda.

Ray Barnett, resident, spoke to the Committee in regards to an increase in the elderly tax

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exemption. Mr. Barnett also spoke in opposition of several of the proposed ARPA fund projects.

4. Unfinished Business:

4.1.1 Prof. Connelly Rochester History Project

Finance Director Katie Ambrose explained that this item is coming back to Committee to further clarify what the requested \$50,000.00 in funds will be used for, how they will be expended, and requirements and parameters which would go along with the agreement.

Councilor Hainey referenced the two volumes of Rochester history which already exist and asked how these volumes would be incorporated into the proposed history being discussed. She asked for more specifics on details such as if Professor Connelly is billing for his time, how this would be invoiced, and whether or not the City would hold the copyright on the published volume.

Professor Connelly gave a history of the inception of his relationship with the City of Rochester and preservation of documents he had performed under prior mayors while Rochester's historical documents were in his possession. He explained the work he had done to complete the two volumes of Rochester's history prior to the City being chartered. Professor Connelly displayed the two draft versions of his history, which he stated were in the editing process, and said that they would eventually go to press. He explained what he felt would be the benefits to Rochester, scholars, and students when these volumes are published. The Professor stated that the comprehensive information contained in his yet-to-be published volumes cannot be found in the existing histories of Rochester.

Councilor Hainey reiterated her question regarding the money being requested and how these funds would be utilized. She asked if it was the Professor's time being billed, the publishing of the books, or other factors. Professor Connelly stated that he was not being paid for his time and the funding would go towards furthering the research he began 40-years ago. He stated that the money would be put towards more research trips to Rochester, web-based learning tools for the library and the City, the establishment of a Rochester history area at the public library to house the hundreds of research books and documents he had used to complete this history.

5. New Business-

5.1.1 Trustees of Trust History of Rochester Capital Reserve Fund

Finance Director Ambrose reported that the Trustees of the Trust Fund have recommended that the History of Rochester Capital Reserve Fund be closed as they have fulfilled the obligations of managing the fund. This fund currently has a balance \$24,000.00. Ms. Ambrose explained that there would be a public hearing required prior to City Council approval to discontinue the fund, at which point the Trustees would release the funds to the City. Councilor Lachapelle **MOVED** to recommend to full Council that the History of Rochester Capital Reserve Fund be discontinued. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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5.1.2 Donation of Fire Gear

Director Ambrose reported that Chief Plummer had informed staff aware that Morning Pride had offered a set of fire gear for use as a field test. This gear has an estimated value of \$3,700.00. Councilor Lachapelle **MOVED** to recommend to full council the acceptance of the donation of fire gear from Morning Pride at an estimated value of \$3,700.00. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.1.3 Economic Development Non-Capital Reserve Fund

Attorney O'Rourke stated that in the late 1990s, the City had created the current Economic Development Reserve Fund. It was created for non-recurring appropriations in support of Economic Development. However, he stated that the RSA (47:1-B) under which the fund was created covers Special *Revenue* Funds, with the RSA restricting the source of money entering into the fund as well as limiting the use of said funds. The Economic Development fund which was established was named as a special *reserve* fund instead of a revenue fund, and in practice was operating as a reserve fund. Attorney O'Rourke stated that the City had limited the use of money coming out of this fund, but had not necessarily limited the source of money going into the fund in accordance with the RSA. To rectify this discrepancy, City staff is proposing the creation of a new Economic Development reserve fund under 34:1-A. He explained that a non-capital reserve fund under RSA 34:1-A will have limited purposes, but does not have the same restrictions on sources of funding going into the account. Attorney O'Rourke explained that if the Council approves the creation of this fund, the money in the current account would be transferred into the non-capital reserve fund and then funds from the original reserve fund under 47:1-B would be deauthorized, before finally deleting and replacing the supporting verbiage from the City ordinance. He gave a proposed timeline for the approvals and public hearings for the creation of the new fund and deauthorization of the existing fund, which could potentially be completed in just under three months.

Councilor Lachapelle asked for clarification on the process which would take place with the new revenue fund created under RSA 34:1-B; expenditures would need a 2/3 majority vote of the Economic Development Commission if they exceed \$100,000.00, but would only come to Council for approval if the funds requested were over \$100,000.00. Attorney O'Rourke confirmed that this is correct; that under RSA 34:10 the City would name the Economic Development Commission as agents to carry out the objects designated by Council in making these decisions up to \$100,000.00. He stated that the process would then follow the City's spending policy under section 7-38 through 7-40 of the ordinances.

Councilor Beaudoin stated that his understanding was that the money in this new Economic Development Fund would be held by the Trustees of the Trust Fund. He asked if this would include the \$1,084,000.00 which was approved by Council for the Economic Development fund the prior week. Attorney O'Rourke said that the funds referenced by Councilor Beaudoin are in the custody of the Trustees of the Trust fund under the current special reserve fund, and will remain in the custody of the Trustees of the Trust Fund until the Economic Development Commission or the City Council vote to expend those funds. Councilor Beaudoin asked if the Economic Development

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Commission would be able to expend the entirety of their funds without Council oversight as long as they do so in increments under \$100,000.00 each. Attorney O'Rourke stated that the Council oversight is in the appointment of the members of the Economic Development Commission as well as approval of capital going into the fund. Deputy Finance Director Mark Sullivan directed the Committee to the resolution included in the packet, which details how Economic Development needs to come before Council to even have an operating budget to start with. This operating budget would not contain the entirety of funds contained in the revenue account, so they would not be able to spend the referenced total even if it were in increments of \$100,000.00.

Mayor Callaghan asked Deputy Director Sullivan to explain the difference between the budgetary appropriation to this revenue fund which would occur during the budget process versus the appropriations to City departments. Deputy Finance Director Sullivan stated that the appropriations are the same; Council would approve a proposed operating budget and make adjustments as needed. The Economic Development revenue fund would be the same mechanism with a proposed budget to be approved by Council each fiscal year. Councilor Gray asserted that the difference in these scenarios is that City departments report to the City Manager while the REDC does not report back to the Council nor are they required to supply financial statements or reports. He said that in the proposed funding, there would not be any oversight or Council input on how money is being spent. Deputy Finance Director Sullivan reiterated that the Economic Development Commission would need to come before Council to receive an operating budget, otherwise they would not be able to spend any money at all. He pointed out that the Economic Development Commission has not asked for any expenditures for several fiscal years even while money has been transferred into to the fund. He referenced a supplied 5-year accounting showing the money which had been expended from the account and the supplemental appropriations associated to demonstrate that Council does have full control.

Councilor Beaudoin asked if the budget submitted by Economic Development for this revenue fund would need to be itemized showing each expenditure, or if there is a lump sum requested. Deputy Director Sullivan gave an overview of how the budget process works with itemized expenditures/line items to be approved by Council. He explained that certain larger projects have been handled through the Economic Development operating budget when they would have been better handled as expenditures from the special reserve fund had there been adequate appropriations to said account.

Councilor Larochelle asked for further clarification on whether this fund could be used for expenditures relating to conferences and travel for REDC. Mr. Sullivan stated that in theory, the REDC could request a line item for travel within their initial operating budget, however the revenue fund being discussed would not be used for conferences, administrative expenses, or similar expenditures. Councilor Hamann stated that the way the resolution is written implies that the Economic Development Commission could have an approved operating budget, and could then spend above and beyond that amount through individual expenditures from the proposed revenue fund without Council approval. Mr. Sullivan stated that the fund would not work in that way and this scenario would not be possible. He equated this Economic Development Revenue fund to the City's unassigned fund balance; where any appropriations coming out of this fund have to be approved by

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Council. Councilor Lachapelle agreed with Mr. Sullivan's summary and pointed out the verbiage which would allow the Council to dissolve this special revenue fund at any time if they determined it was not serving its purpose.

Councilor Beaudoin inquired why the proposed fund would be in the custody of the Trustees of the Trust fund if there would need to be Council approval for any expenditures requested. He stated that the money could be maintained in the Unassigned Fund Balance as is the current process. Councilor Beaudoin stated that the Trustees meet less frequently than the City Council and the process for appropriations would be quicker if the funds were left in the Unassigned Fund Balance. Attorney O'Rourke clarified that under RSA 34:1-A, the funds are required to be managed by the Trustees. When the money is appropriated, it would be moved from the Trustees to the established account with REDC as the agents authorized to expend the funds without the need to go back to the Trustees. The Trustees will maintain the fund in the meantime so it can be invested appropriately until it is needed.

Councilor Lachapelle **MOVED** to recommend to full Council the establishment of an Economic Development Non-Capital Reserve Fund. Councilor Hailey seconded the motion. Councilor Beaudoin stated that he felt the ordinance needed to be reworded to give more clarity to the process and specify that Economic Development is not able to expend money without Council approval. Councilor Lachapelle pointed out the verbiage which referenced the budget approval process as well as the City's purchasing policy, to which this fund would comply. Councilor Gray stated that there needs to be wording drawing a distinction between the approved operating budget and this proposed revenue fund, from which Council would need to approve of any appropriations.

Attorney O'Rourke explained that the current Economic Development budget is a set amount that would be approved by Council and which the department could use as they determined fit as long as it stays within the confines of that budget. This Economic Development revenue fund would need a 2/3 majority vote of the Economic Development Commission in order for appropriations to be made, which actually makes it more restrictive than other department budgets.

There was continued discussions in Committee regarding the perceived confusion of the wording in the proposed ordinance and the difference between the Economic Development budget, the Economic Development Revenue Fund, and how each can be expended. Councilor Larochelle suggested the matter be referred to a Workshop meeting for further discussion and more clarity prior to a vote. Councilor Lachapelle **WITHDREW** his motion to recommend the creation of the Economic Development Revenue Fund to the full Council. Councilor Hailey withdrew her second. Councilor Lachapelle **MOVED** to keep the item in Committee. Councilor Larochelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Deputy Finance Director Sullivan asked the Committee what additional details they needed to be brought back for the next meeting. Councilor Gray responded that he wanted a representation of the Economic Development budget separate from an accounting of the Economic Development Revenue fund and the amount from which REDC could request appropriations. Mayor Callaghan

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suggested a rewording of the resolution to distinguish between these two amounts of funding. Councilor Beaudoin also asked for rewording of the resolution for clarity.

5.1.1 Public Works Committee \$500,000 Supplemental Appropriation-Paving

Councilor Hamann, Chair of the Public Works Committee, reported that during the 202 water main project, it was discussed that there is a portion of that project budget for patching the roads that would be torn up during the project. However, it had been suggested that by adding a supplemental appropriation to this existing line item for patching, the entirety of these affected roads could be completely paved which, although increasing the current years' budget, would reduce costs in the long run. The streets in question are Bickford Road, Winkley Farm Lane, and Fiddlehead Lane. Councilor Hamann **MOVED** to recommend to full Council the approval of the \$500,000 supplemental appropriation for paving. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Reports from Finance & Administration

5.1.1 Unassigned Fund Balance Audit & Activity Report

Finance Director Ambrose explained that there is a report outlining the budgeted Unassigned Fund Balance versus the Audited Unassigned Fund Balance and she asked Deputy Finance Director Sullivan to go over these reports with the Committee.

Deputy Finance Director Sullivan reported that the auditors had placed the Unassigned Fund Balance at \$25,736,042.00, and their numbers utilize the gap accounting system which includes accruals. He stated that when the City reports the number contained in the Unassigned Fund Balance as \$29,175,647, it is the number reported to the State in the MS-535 financial report. Mr. Sullivan referenced a report in the packet that explained the two different numbers and how these numbers are figured. Deputy Director Sullivan stated that he had also included a report on appropriations coming out of the Unassigned Fund Balance, including those that have been committed and remain unexpended.

He gave a brief summary of the Unassigned Fund Balance; that it is not a single account containing this full amount; it is the difference between current assets including cash/cash equivalents, and also the net effect of all grants, enterprise funds, the net impact of the positions of said funds which come together into an asset base, and additionally it includes liabilities. The Unassigned Fund Balance total comes from the difference between the current assets and current liabilities.

Mayor Callaghan referenced the threshold of the Unassigned Fund Balance contained in the City ordinance, which is 17 – 18%. The City is currently at just under 27%. He asked if the percentage were in the 12% range if the bond rating would be affected. Mr. Sullivan explained how the bond rating is factored; with the fund balance making up 10-15% of the equation. He gave further details

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on how a lower fund balance could potentially lower the bond rating by a couple points, but not significantly. Director Ambrose expounded upon how the percentage of Unassigned Fund Balance impacted the bond rating.

Councilor Gray responded to several of the comments that had been made during public input. He stated that the change from bond funding helps to reduce the tax rate. He explained how the transfer from unassigned fund balance into a capital reserve fund does not benefit the tax rate either, because although the funds are no longer “undesigned” they are still accounted for in the same manner. Councilor Gray emphasized the need for more funding toward City paving which he felt had been underfunded, and he referenced his suggestion for a \$1,000,000.00 appropriation toward paving to catch up and save money in future fiscal years. Councilor Gray also referenced the Community Outreach Coordinator position and explained the reason he felt the fund should be covered by ARPA funds for the first year and then gradually including using budgetary funds to avoid a large hit on the budget all at once.

5.1.2 Monthly Financial Report Summary-March 31, 2022

Deputy Finance Director Sullivan reported that revenues remain strong, with expenses trending to budget. He summarized the year to date financial report.

Mr. Sullivan referenced the “miscellaneous revenues” item in the report, which is noted to be budgeted at \$5,000.00 but contains \$950,000.00 on the report. He stated that this account is typically used for smaller expenses such as bounced check fees, refunds, reimbursements, and other miscellaneous items . However, this account had been used to temporarily house a transfer from the Trustees of the Trustee Fund to the School Department.

6. Other

No Discussion.

7. Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 7:31 PM

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 General Fund Capital Improvements Plan (CIP) Fund in the amount of \$500,000 for Paving Rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road.

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 fiscal year 2022 General Fund Capital Improvements Plan Fund in the amount of Five Hundred Thousand Dollars (\$500,000) for the paving rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road.

Further, for the purposes of funding the expenditures for these paving rehabilitation efforts the Mayor and City Council of the City of Rochester hereby resolve that the funding source shall be General Fund Unassigned Fund Balance. Further, if final expenditures for the rehabilitation of Winkley Farm Lane, Fiddlehead Lane, and Bickford Road result in a surplus of funds said surplus may be allowed to carry forward into the annual pavement rehabilitation Capital Improvements program and be applied to additional pavement rehabilitation efforts.

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

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City Clerk's Office

Resolution Pursuant to RSA 34:11-a Discontinuing the History of Rochester Capital Reserve Fund

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 hereby discontinues the History of Rochester Capital Reserve Fund. The Trustees of the Trust Funds shall pay all monies remaining in said Fund to the City treasury.

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Discontinuing the History of Rochester Fund

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	May 3, 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	History of Rochester Fund
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

NH RSA 34:11-a

SUMMARY STATEMENT

Finance Committee voted at their April 12th meeting to discontinue the History of Rochester Capital Reserve Fund.

The Trustees of the Trust Funds have recommended that this capital reserve fund be closed since the Trustees have fulfilled the obligations related to managing the funds. The balance in the fund as of 10/31/21 was \$25,301.21. If discontinued, the Trustees of the Trust Funds would transfer all monies in the fund to the general fund via the city treasury per RSA 34:11-a.

RECOMMENDED ACTION

Discontinue the History of Rochester Capital Reserve Fund.

Councilor Keans moved to suspend the Rules of the Council to allow for the second reading of the Resolution at this meeting. That motion was seconded by Councilor Grassie and was unanimously passed.

Mayor Green then read the Resolution for the second time, by title only, with no objections to the title-reading expressed by the Council.

Councilor Keans moved that the Resolution be approved as read. That motion was seconded by Councilor Creteau.

Councilor McManus asked if funds had been included in the budget for this purchase. The Mayor responded in the affirmative, noting that the present capital budget included a "Purchase of Property" line-item.

Councilor McManus expressed support for the Resolution, noting that it was important to protect the City's water supply.

Councilor Callaghan asked if a fence would be erected along the 300' buffer zone. The Mayor stated that no plans had been made to erect a fence but that the Council could authorize such action if it so desired. Councilor Callaghan expressed his belief that the Council should consider installing a fence "to protect the City's interests." Mayor Green pointed out that the heavily-wooded areas of the parcel may not be suitable for fence installation.

Councilor Keans' motion was then passed by a unanimous voice vote in favor.

9. History of Rochester Project: Trust Fund

Mayor Green then read the following Resolution for the first time, noting that copies had been distributed at this meeting and that two readings would be required prior to final Council action:

**RESOLUTION ESTABLISHING
THE HISTORY OF ROCHESTER TRUST FUND**

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

That the sum of \$60,000.00 presently appropriated as a non-lapsing account (Account 01-417-962) for the History of Rochester in the 1987-88 operating budget for the City of Rochester is hereby transferred to the Trustees of the Trust Funds for the City of Rochester for the purpose of establishing the History of Rochester Trust Fund. Such trust shall be established and used as follows:

- a. Such principal sum shall be invested by the Trustees and the principal and interest therefrom shall be utilized by said Trustees to support scholarly research, writing, printing, publishing and other related activities, as determined by the Trustees, necessary for the creation of a History of the City of Rochester after 1890 as a continuation of the existing History of the Town of Rochester, New Hampshire 1722-1890, by Franklin McDuffee.
- b. Prior to the publication of any manuscript resulting from the expenditure of the trust funds, such manuscript shall be submitted to the Rochester Historical Society for review and comment.

04/29/2022

- c. The Trustees of the Trust Funds are hereby authorized to enter into any contracts or other agreements necessary to effectuate the purposes of the trust.

The Mayor reported that the Finance Committee had unanimously recommended that the Resolution be approved as submitted.

Councilor Grassie moved that the Rules of the Council be suspended to allow for the second reading of the Resolution at this meeting. That motion was seconded by Councilor Creteau and was unanimously passed.

Mayor Green then read the Resolution for the second time, by title only, with no objections to the title-reading expressed by the Council.

Councilor Grassie moved that the Resolution be approved as read. That motion was seconded by Councilor Hussey and was passed by a majority voice vote in favor, with one member opposed, namely Councilor Germon.

10. Resolution Relative to Acceptance of Donations from Private Sources and Appropriations Relative Thereto

The Mayor then read the following Resolution for the first time, noting that copies had been distributed at this meeting and that two readings would be required prior to final Council action:

RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION

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

That the sum of Nine Thousand Five Hundred Ninety Dollars (\$9,590.00) is hereby appropriated as a supplemental appropriation to the 1989-90 fiscal year capital funds to the School Department for capital projects specified in the following itemization and in the amounts set forth therein, and that the funds for said appropriation be and hereby are allocated from the sources set forth in the following itemization:

1989-90 CAPITAL BUDGET

1989-90 Misc. Capital Projects

<u>Source of Funds</u>	<u>Amount</u>	<u>Proposed Use of Funds</u>
Nash Family Investment Properties	\$2,590	School Dept: Maple Street School Recreational Capital Improvements
Nash Family Investment Properties	\$7,000	School Dept: School Capital Improvements

The Chair reported that the Finance Committee had unanimously recommended that the Resolution be approved as submitted.

Councilor Grassie moved to suspend the Rules of the Council to allow for the second reading of the Resolution at this meeting. That motion was seconded by Councilor Creteau and was unanimously passed.

Mayor Green then read the Resolution for the second time, by title only, with no objections to the title-reading expressed by the Council.

Councilor Grassie moved that the Resolution be approved as read. That motion was seconded by Councilor Hussey and was passed by a unanimous voice vote in favor.

City of Rochester Planning Board
Monday April 18, 2022
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on May, 2022)

Members Present

Mark Collopy, *Chair*
Robert May, *Vice Chair*
A. Terese Dwyer
Keith Fitts
Paul Giuliano
Don Hamann
Mark Sullivan
Dave Walker

Members Absent

James Hayden, *excused*
Peter Bruckner, *absent*
Ashley Desrochers, *absent*

Alternate Members Present

Matthew Richardson
Michael McQuade

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

(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

Mr. Collopy called the meeting to order at 6:30pm.

II. Roll Call

The recording secretary, Ashley Greene, called roll call.

III. Seating of Alternates

Mr. Collopy requested Matthew Richardson to vote for Peter Bruckner.

IV. Communications from the Chair

There were no communications from the Chair.

V. Opening Discussion/Comments (up to 30 minutes)**A. Public comment**

No public comment for general Planning issues.

B. Discussion of general planning issues

No discussion of general planning issues.

VI. Manufactured Housing Park Presentation – Packy Campbell

Business owner and developer Packy Campbell said he wishes to have the Planning Board recommend an amendment to the Mobile Home Ordinance Chapter 135 to the City Council. He said the language he is suggesting gets rid of a prohibition against all mobile home parks in the city. Mr. Campbell said when the ordinance was adopted there hadn't been any new mobile home parks within the city in ten years. Mr. Campbell said there are currently three mobile homes for sale in Rochester, the average price for them is \$215,000 in a park. He said there are five existing houses for sale in Rochester. He said when he started in real estate there were 250 houses on average for sale in Rochester. Mr. Campbell said he asks the Board to change the ordinance in order to help developers because it is the right thing to do and it is desperately needed in the community.

Mr. Sullivan said he is not prepared to vote on anything because the Board is just getting the information, but he said he will continue to listen. Ms. Saunders clarified the difference between a mobile home subdivision and a mobile home park is density.

Mr. Collopy said Mr. Campbell is here at the workshop meeting to discuss the mobile home park issue and and get a dialog started with a land use board.

Mr. Sullivan said it would be helpful for the Board to have all the information on mobile home subdivisions, mobile home parks, and an opinion from the City Attorney speaking to the allegations the city is acting illegally, and have one presentation so the Board can figure out what the next best step is.

Mr. McQuade said being new to the Board he is unfamiliar with the ordinance change in 2014 and asked why the change was originally made. Mr. Walker said it was the density factor that precipitated the change. Ms. Dwyer said she would like to have a packet put together so the Board has time to read through it and bring back to the workshop meeting in June for further discussion.

Mr. Giuliano asked for the City Attorney to weigh in on the testimony from Mr. Campbell before a lot of effort is put in by Planning Staff.

VII. Pollution Tracking: PTAP and 202A water Tank Update – Peter Nourse

Director of Public Works Peter Nourse said the EPA general permit for nitrogen was released in November of 2020 which was issued to twelve communities including Rochester. He said it's a point source permit which means it regulates the level of nitrogen in the effluent in the wastewater treatment facilities. Mr. Nourse said it's widely accepted that two thirds of the nitrogen entering Great Bay comes from nonpoint sources and a large component of that is stormwater runoff.

Mr. Nourse said permittee's collaborate in the reduction of nitrogen through efforts through pollution monitoring, tracking, and reduction planning. Mr. Nourse said part three initiatives are lead by Municipal Alliance Management (MAM) which consists of representatives of the majority of the permitted communities as well as a stakeholder component.

Mr. Nourse explained Part B of the joint adaptive management plan is guiding documents has endorsed a tracking system called PTAPP which is pollution tracking accounting program. He further explained the use of the system for private development is a point of discussion for tonight's meeting. He said the system is online tools and was developed by UNH Stormwater Center and is administered by NHDES.

Mr. Nourse said funding is paid my MAM which Rochester has paid it's component for it's share to keep it going. He said several member communities require it's use for private development and in some cases it's spelled out in their ordinance. In addition to the Great Bay general permit voluntary effort there is a settlement agreement between Conservation Law Foundation and the cities of Portsmouth, Dover, and Rochester. Part of the agreement is that all three cities will adopt and maintain a pollution tracking and reduction system. Mr. Nourse explained the city needs to start using PTAPP because it is very important that it is accounted for in Chapter 218 and the MS 4 Permit.

Renee Bourdeau is a Water Resources Engineer with Geosyntec Consultants and has been working with the City of Rochester for the past ten years assisting with the Stormwater MS4 permit, total nitrogen general permit, and other water and stormwater issues. Ms. Bourdeau explained the amendments that are proposed for chapter 218. Section 11 will require all applicants disturbing more than 20,000 square feet will have to submit a sedimentation and erosion control plan to the Planning Department as required by Public Works. Changes to the Site Plan Regulations Section 4(D) in regard to as-built plans, the applicant must certify pollutant accounting information is consistent with the original calculations. Changes to the Planning Board notice of decision would include specifying the reporting tool to be used, referencing PTAPP; as-built section will reference the post construction pollutant accounting required to ensure calculations align with initial submission; and certification of the calculations will be required as a general and subsequent condition.

Mr. Walker asked for an example of what information a developer would enter into the system. Ms. Bourdeau explained the developer would enter the parcel information along with soil and land use information for the site and structural BMP's.

Mr. Sullivan asked if this is mandatory for the developer. Ms. Bourdeau said it is mandatory under the settlement agreement. Mr. Sullivan asked if Public Works is recommending making this a condition on the notice of decision to the developers. Ms. Bourdeau said yes.

Mr. Collopy said he would like the Board to receive a report whether it be annually or monthly, so they know if action needs to be taken.

A motion was made by Mr. Hamann and seconded by Mr. Fitts to recommend the amendment to Chapter 218 to the City Council. The motion carried unanimously.

Mr. Nourse gave an update on the Route 202 water extension project. He said the project will make water available to approximately 165 households may who have private wells with contaminates such as MBTE. Rick Davy of Wright-Pierce explained where the water tank will be located and explained how it will be constructed.

Mr. Giuliano asked how long construction of the tank will take. Mr. Nourse said construction is scheduled to start this month and completed by November.

Ms. Dwyer asked if there will be safeguards in place for construction of the tank within a neighborhood. Mr. Nourse said the truckers that will be working the site know to go slow and they will have flaggers. He said they will also have an access gate at the end of Eisenhower Drive. Mr. Nourse said they have sent out letters to the all the residents of Fillmore Boulevard, Eisenhower Drive, and Hussey Hill Road to advise them of the construction schedule.

VIII. Surety Release Request for Prep Partners Group, LLC, Warehouse and Distribution Facility in the amount of \$8,043.88

A motion was made by Mr. Giuliano and seconded by Ms. Dwyer to approve the surety release in the amount of \$8,043.88. The motion carried unanimously.

IX. Review of inspections and surety for February and March 2022

Ms. Saunders told the Board there are still several sureties still in default, she said she reached out again to all of them and has heard back. Ms. Saunders said Staff is working on drawdowns from Lydall, Pella Windows, The Village at Clark Brook, and Waste Management. She said bond extensions will be coming in for The Ridge phase II and Highfield Commons.

X. Proposed Zoning Ordinance Change – Electric Vehicle Charging Station

Ms. Saunders reminded the Board of the project on Route 11 for an electric charging station, she said at the time staff had a bit of a quandary because the use didn't fall under a fueling station because it didn't have any of the hazmat issues, but it also wouldn't fall under a parking lot either because there would be traffic coming in and out every few minutes in order to refuel. Ms. Saunders explained the applicant had to go before the Zoning Board of Adjustment first for the use. She said it put the applicant at a disadvantage than any other fueling station because they had to go before two land use boards rather than just one. Ms. Saunders said staff came up with a use that captures EV charging stations and proposes to allow them in zones that fueling stations are permitted in such as downtown commercial, office commercial, granite ridge development, highway commercial, general industrial, recycling industrial. She said the other thing Staff realized is people are going to start adding charging stations to their homes so they should be looked at as accessories to the residential use.

Mr. Walker asked why staff is only proposing levels one and two and not a level three charge. Ms. Saunders explained staff's thought was technology isn't there yet.

Mr. Fitts said looking at the proposed ordinance level three charging wouldn't be something someone would have in their home but suggested adding language that specifies one, two, and three to the last paragraph of the proposed ordinance.

Mr. Sullivan asked what a homeowner does now if they have an electric vehicle. Ms. Saunders explained they pull an electrical permit through the Building Licensing Department.

A motion was made by Mr. Fitts and seconded by Ms. Dwyer to recommend the ordinance with the updated language to specify level one, two, and three level charging to commercial stations only to the last paragraph be forwarded to the City Council for review. The motion carried unanimously.

XI. Proposed Zoning Ordinance Change – Wireless Communication Facility Update

Ms. Saunders explained this change is to update Chapter 275 Section 22.3 which speaks to uses allowed by Special Exception. She said currently if an owner wants to add an antenna or any infrastructure to the existing pad they must go to the Zoning Board for a Special Exception. Ms. Saunders explained applications come in every month or so and staff is trying to find a less taxing way for the applicant to get the projects completed. She said this would only be for replacing infrastructure, not increasing the footprint. Mr. Walker asked why a provision is there for removing the requirement for a removal bond. Ms. Saunders explained state statute prohibits municipalities from requiring a removal bond.

A motion was made by Ms. Dwyer and seconded by Mr. Fitts to recommend the ordinance change be forwarded to the City Council for review. The motion carried unanimously.

XII. Other Business

A. Planning Update

Ms. Saunders announced Ryan O'Connor has been promoted to Senior Planner. She said he will be taking on a more active role in the Planning process.

B. Other

Mr. Sullivan said the Board should look at an ordinance for pedestal solar arrays because right now they are not called out in either the ordinance or site plan regulations.

XIII. Adjournment

A motion was made by Ms. Dwyer and seconded by Mr. Walker to adjourn the meeting at 8:32pm. The motion carried unanimously.

Respectfully Submitted,

Crystal Galloway,
Planner I

and

Shanna B. Saunders,
Director of Planning & Development

DRAFT

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left blank...*

City Clerk's Office

**Public Safety Committee
Draft Meeting Minutes
April 20, 2022
6:00 PM
Council Chambers**

Members Present

Councilor Peter Lachapelle, Chair
Councilor Dana Berlin
Councilor Amy Malone
Councilor Chris Rice

Members Absent

Councilor Skip Gilman (excused)

Others Present

Michael Bezanson, PE, City Engineer
Deputy Chief Jason Thomas, PD
Dan Camara, GIS Asset Mgmt. Technician
Donald Lachance, 67 Oak Street
Roy Stevens -Tara Estates
Bryan Cuddihee, 99 Estes Road

Minutes

Councilor Lachapelle brought the meeting to order at 6:00 PM.

1. **Approve Minutes from March 16, 2022 Public Safety Meeting.**
Councilor Rice MOVED to approve the minutes from March 16, 2022. Councilor Berlin seconded the motion. MOTION CARRIED by a unanimous voice vote.

2. **Public Input**
Flashing Red Light Request on Oak Street and Hansonville Road
Mr. Donald Lachance of 67 Oak Street was present to talk about his concern with vehicles running through the stop sign on Hansonville Road at Oak Street. This was Item #13 on the agenda and was moved up. His driveway is directly across the street from Hansonville Road. He has lived at that location for 40 years and in that time he has had 6 vehicles totaled because drivers thought that his driveway was a continuation of the road. Six to eight months ago his step daughter's car was hit in the driveway and was pushed into his truck, totaling both vehicles. He is requesting a flashing light. Councilor Rice asked Mr. Lachance if his driveway was directly across from Hansonville Road and Mr. Lachance said yes. Councilor Lachapelle said there is a "stop" sign and line there. Councilor Berlin asked if there was any advance warning signage; Councilor Lachapelle said there was not. Mr. Lachance is requesting a flashing stop sign. Councilor Rice asked whether the flashing light on the stop sign on Tebbetts Road at Old Dover Road is hard wired or solar. Mr. Bezanson said they are solar. ***Councilor Rice MOVED to install a flashing LED warning device on the stop sign at the intersection of Hansonville and Oak Street at the discretion of DPW. Councilor Malone seconded the motion. MOTION CARRIED by a unanimous voice vote. Councilor Rice MOVED to install an "Intersection Ahead" sign on***

Hansonville Road at the discretion of DPW warning drivers of an upcoming intersection. Councilor Malone seconded the motion. MOTION CARRIED by a 3 to 1 voice vote.

Estes Road Guardrail Request (kept in committee)

Bryan Cuddihee of 99 Estes Road was present to discuss his concern with accidents near his property. This was Item #8 on the agenda and was moved up. He stated he has lived there since 2008 and there has been 12 to 15 notable incidents. He said the last incident it would have been beneficial to have a guardrail. He said the plans to crown and sign the road would be helpful. The road is scheduled to be paved this summer this leads to more problems because there is already a speeding problem. Councilor Berlin said he didn't want to sound insensitive, but if the City installs a guardrail in front of your house 18,000 other people will want one as well in front of their property. He said he wouldn't be in favor of putting guardrail in front of his property. Mr. Cuddihee said he doesn't necessarily want it in front of his property. Councilor Rice asked the speed limit of the road. Councilor Berlin mentioned the delineators on poles. Mr. Bezanson said that the delineators are not too expensive to install. Deputy Chief Thomas stated that the section in question was 35 mph. He also said that in the last 3 years there have been 5 accidents and 3 specifically to the area in discussion between Washington Street and Howard Brook. Councilor Rice said he is not opposed to a guardrail and is not making a motion, but would like the cost to install for cases going forward. He would like to explore the delineators. Councilor Malone wanted to know the downfalls of installing a guardrail besides if you do one for one will have to do for everyone. Mr. Bezanson said that the on-going maintenance costs can be significant and that the Department is struggling to keep up with maintenance and repair right now. He stated in the upcoming budget they have proposed additional funds for maintenance and repair of guardrail. ***Councilor Berlin MOVED to install delineators on a post at the discretion of DPW. Councilor Rice seconded the motion. MOTION CARRIED by a unanimous voice vote.***

Safety Concerns Near Porter's Pub

Roy Stevens who has been a resident of Rochester at Tara Estates since 2010 was present to voice his concerns regarding safety issues. He said last Wednesday his wife and he were at Porter's Pub and as they were leaving around 3:30 PM his wife fell in a hole where a tree used to be. He said if it wasn't for her holding a plastic box she would have been banged up more than she was. She damaged her glasses. He said there were 2 spots where there were holes. He suggested that the City have someone go and look for safety issues that could be fixed before an accident happens. Councilor Lachapelle said that when people call or if the City sees any issue they respond immediately. Mr. Stevens mentioned that the next morning after his wife fell the City filled in the sidewalk with concrete. Councilor Rice said that he had noticed the concrete filled in on the Hanson Street sidewalk and was glad to know the issue was fixed. Councilor Lachapelle said he will talk to the City Manager about this incident and get back to Mr. Stevens. Mr.

Stevens also discussed an issue in the past with the level of grass below the edge of sidewalk causing a tripping hazard at the South Main Street/Columbus Street intersection, as well as suggesting that the Fire Department lock the brass covers on the hose connections outside of buildings to prevent theft.

3. Flat Rock Bridge Road/Salmon Falls Road Intersection Safety Concerns (kept in committee)

Councilor Lachapelle summarized the issue. Mr. Bezanson said he has the survey scope of work for the intersection finalized, but will need to wait until funds are available in the next fiscal year to act on it.

4. Salmon Falls Road Traffic Issues (kept in committee)

Councilor Lachapelle summarize this issue. He said it's been in committee for a while how should they proceed. Councilor Berlin wanted to know if there was any discussion on the DPW side with the Fire Department and if there and if they had a cost of speed table. Mr. Bezanson said he wasn't aware of a discussion regarding this with the Fire Department and that he doesn't have cost right now. He did say that speed tables can present issues for winter maintenance, however there is a raised crosswalk on Marketplace Boulevard and there is one designed for the Strafford Square Roundabout. Councilor Lachapelle said if you do it once everyone is going to want one. Councilor Berlin said that is why they should come up with a policy with criteria. Councilor Malone said the residents have come multiple times and emailed them some sign suggestions. She said installing signs may be the minimum they can do. Councilor Rice said too many signs leads to sign pollution and regulating truck traffic on that section of Salmon Falls Road may be difficult since this area is within the 2 mile radius of the State highway. He said this is a complex issue and that the speed trailer should be placed in this area. Deputy Chief Thomas said right now the speed trailer is on Chestnut Hill Road and will be moved over to Salmon Falls Road tonight. Councilor Berlin said he looked up the traffic counts for Bellamy Road in Dover where there is a speed table installed and in 2020 there were 5,867 vehicles; and, in 2020 on this portion of Salmon Falls Road there were 5,218 vehicles. **(kept in committee)**

5. Sidewalk Request Hansonville Road (email was sent to Councilor Lachapelle)

Councilor Lachapelle summarized the issue. He stated that there is a safety issue, but the installation of a sidewalk should be referred to the Public Works Committee. Councilor Rice recommended that this not be referred to the Public Works Committee. Councilor Berlin asked if a sidewalk could physically be installed on this portion of roadway. Mr. Bezanson stated that it appeared that there may be sufficient right-of-way width to install a sidewalk; however, the sidewalk would require the installation of curb, installation of closed drainage, removal of ledge, etc. and the preliminary conceptual cost estimate is around \$300,000. No action was taken on this request.

6. Safety Issue Crosswalk Columbus Avenue near KFC- Route 125 (request was sent by Councilor Berlin)

Councilor Lachapelle summarized the issue. Councilor Berlin said at the last meeting the Committee discussed a potentially less expensive street lighting option rather than a rectangular rapid flashing beacon (RRFB). Mr. Bezanson said, yes, that they did talk about a standalone solar light and that he is still working on getting cost estimates. **(kept in committee)**

7. Church Street Reduce Speed Limit (kept in committee)

Councilor Lachapelle summarized the issue. He said there are 25 mph speed limit signs on Pickering Road coming from Route 125 at the corner of Colby Street and at the Urban Compact line near Quaker Lane. Councilor Lachapelle suggested that Church Street should be changed to a 25 mph zone for the entire length. ***Councilor Lachapelle MOVED to replace the existing 30 mph speed limit sign on the southern end of Church Street as you enter from Route 125 with a 25 mph speed limit sign and move the existing 25 mph sign to the northern end of Church Street as you enter from Pickering Road. Councilor Rice seconded the motion. MOTION CARRIED by a unanimous voice vote.*** Councilor Rice asked if the traffic signals on Route 125 at Oak Street and Chesley Hill Road are under NHDOT control. Mr. Bezanson said yes.

8. Safety Concerns at the End of Sheridan & Granite Street (concern came from constituent to Councilor Gray)

Councilor Lachapelle summarized the issue. Mr. Bezanson said there was a City infrastructure improvement project in the area in the 2015-2016 timeframe. The current Woodman Area Improvements project that is about to begin construction does not include any work in this immediate area. The large trees on the corner of Granite Street and Sheridan Avenue were removed around the time of the previous City project and a fence has since been installed by the property owner on the corner; the direction of traffic hasn't changed – it is still one way from Granite to Sheridan. Mr. Bezanson said that it is difficult to see around the corner because of the location of the fence. ***Councilor Rice MOVED to install a “stop” sign at the end of Granite Street at the Sheridan Avenue end, with a painted stop bar at the discretion of DPW. Councilor Malone seconded the motion. MOTION CARRIED by a unanimous voice vote.***

9. Central Avenue at Portland Street Requesting a “Public Parking” Sign

Councilor Lachapelle summarized the issue. No action taken

10. Crosswalk Request by So'Field Apartments on Rochester Hill Road

Councilor Lachapelle summarized the issue. Councilor Lachapelle said Route 108 is State jurisdiction. Mr. Bezanson said there is a Route 108 Complete Street project that NHDOT has in design; this intersection is included and is at the northern end of the project scope. He has been involved in discussions with the State regarding the project; and, moving the COAST bus stops closer to this intersection has been raised. No action taken. Mr. Bezanson will continue to

advocate for bus stops, sidewalks, and a crosswalk at the intersection of Rochester Hill Road (Route 108) and Innovation Drive.

11. E911 Update

No update

12. Emergency Management Update

No update

13. Other

Columbus Avenue-Pedestrian Warning Sign

Councilor Berlin said the “Yield to Pedestrians” sign on the left side of Columbus Avenue travelling northbound just north of the Lowell Street intersection is not easy to see. Mr. Bezanson mentioned that years ago on other approaches to the downtown, these signs were installed on both sides of the roadway, which could have been the case here. ***Councilor Berlin MOVED to move the current “Yield to Pedestrians” sign from the left side of the road to right side of the road at the discretion of DPW. Councilor Malone seconded the motion. MOTION CARRIED by a unanimous voice vote.***

Estes Road Reduce Speed Limit

Following up on previous discussions regarding safety concerns on the portion of Estes Road between Washington Street (Route 202) and Walnut Street (Route 202A), Councilor Rice requested the speed limit be changed in this area to 30 mph. ***Councilor Rice MOVED to change the posted speed limit on Estes Road between Route 202A and Route 202 from 35 mph to 30 mph. Councilor Berlin seconded the motion. MOTION CARRIED by a unanimous voice vote.***

Norway Plains Road-Speed Limit Sign

Councilor Lachapelle read a request from a resident asking for speed limit signs to be posted on Norway Plains Road, citing increased traffic. Councilor Lachapelle asked whether there was any posted speed limit now on Norway Plains Road. Dan Camara said that according to GIS records there are not any speed limit signs on this road. Deputy Chief Thomas noted that the prima facie speed limit for this area would be 30 mph. ***Councilor Rice MOVED to install a 30 mph speed limit sign on Norway Plains Road. Councilor Berlin seconded the motion.*** Mr. Bezanson mentioned the status of the annual sign budget, noting that as we approach the end of the fiscal year he was unsure that there would be available funds remaining. ***Councilor Rice WITHDREW his motion and Councilor Berlin WITHDREW his second.*** Councilor Rice suggested the Committee take up the issue in the new fiscal year and that he may propose an increased sign budget during City Council budget deliberations.

DOT-Road Safety Audit - Washington Street and Estes Road

Mr. Bezanson updated the Committee regarding the Road Safety Audit application

for the Washington Street and Estes Road intersection. NHDOT has contacted DPW and expressed that they understand the safety issues and the available options; and, as such will skip the formal Road Safety Audit process and move right into the project development phase.

Barrington Bridge Replacement Project Detour

Mr. Bezanson stated that DPW was notified by the Town of Barrington that they would be constructing a project for the replacement of the Greenhill Road Bridge and have proposed detouring traffic through Gonic on Hansonville and Flagg Roads. He said that he talked to PD regarding it and they foresee no problems. Councilor Lachapelle asked if it would be happening this summer. Mr. Bezanson said yes, he thought that construction would begin this summer.

Pickering Road – Speed Trailer Request

Councilor Lachapelle asked Deputy Chief Thomas if there was any room to put the speed trailer on Pickering Road; he said he got a complaint about speeding by St. Leo's Church. Deputy Chief Thomas said they could look at the location. Councilor Rice asked about the new signs because they report data. Deputy Chief Thomas said that the new signs just came in and are currently still in the boxes.

Councilor Lachapelle ADJOURNED the meeting at 7:40 PM.

The minutes were respectfully submitted by Laura J. McDormand, Admin. Assistant II.

Public Works and Buildings Committee
City Hall Council Chambers
Meeting Minutes
April 21, 2022

MEMBERS PRESENT

Councilor Donald Hamann, Chairman

Councilor Jim Gray- Vice Chairman

Councilor John LaRochelle

Councilor Steve Beaudoin

MEMBERS ABSENT

Councilor Chris Rice

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service

Lisa J. Clark, Administrative Supervisor

Dan Camara, DPW GIS

Jennifer Marsh, Economic Development

Ed Verge, Evans Road

Alan Brown, Evans Road

Peter Von Zweck, Jacobs Engineering

John Rickerman, Jacobs Engineering

Douglas Miller, Jacobs Engineering

MINUTES

Councilor Hamann called the Public Works and Building Committee to order at 7PM

1. Approval of March 17, 2022 Meeting Minutes

Councilor Gray made a motion to accept the minutes as presented. Councilor Larochelle seconded the motion. The motion passed unanimously.

2. Public Input

No Public Input.

3. Evans Road – Paving Request

Mr. Nourse had pictures of this roadway displayed on the monitor that had been sent in by an abutter. He stated that this is a rural road on the west side of the City that it is approximately 3500 feet long and approximately 90% of the road is a gravel road. Mr. Nourse described the DPW's current practice of grading the road and adding materials as needed during the spring and fall. He stated that the road has been graded once so far this spring and that it will be graded again next week when it is less wet. He stated that there is significant ledge in the area, stone walls, silty and some clay materials that make up the roadway. Mr. Nourse noted that there may be an underground water spring in one section making that area wet. Mr. Nourse stated that this is on the agenda at the request of one abutter for the road to be paved. Mr. Nourse stated that there is not a planned project to do that at this time and he stated that this dirt road has been maintained as such

for many years. Councilor Hamann stated that he had driven the road prior to this evenings meeting and he did not see some of the conditions depicted in the pictures and assumed that staff had been out to grade since the pictures were taken. He stated that he had also driven it prior to grading and it was rough and there was a considerable amount of water on the sides of the road. Mr. Nourse had pictures displayed that he had taken prior to grading and noted the wet areas and some rutting. He stated that there are approximately 15 homes on the road. Councilor Hamann explained that the former Public Works Committee Chairman has informed him that there has been previous request for paving this road and that at that time there was a majority of abutters that preferred to leave it unpaved. Councilor LaRoche recalled in his previous tenure on the City Council there was a demand for paving of Evans Road and that he personally had gone door to door to speak with some of the residents. He stated that it was true many abutter's did not want to have it paved and he stated that the demand had not come from an abutter but from someone that used the road as a cut across to Crown Point Road. He stated that the road is use by many as a short cut or through road and that many of the residents were opposed to paving it as it might increase traffic and speeds. Councilor LaRoche suggested that a survey of the residents be completed. Councilor Hamann asked if some reclaimed materials could be used to keep it smoother longer. Mr. Nourse stated that they likely could use grinding for this, he would look into that. Mr. Nourse agreed that a survey should be done with the abutters of the road. He stated that this had occurred on another dirt road and it was determined by survey that there was only the one abutter that wanted the road paved. Councilor Beaudoin asked if re-established road side trenches/swales would help the conditions. Mr. Nourse stated that it would and noted underdrain may be needed. Councilor Beaudoin stated that he had driven the road and noted a rutting issue at the crest of the hill. Councilor Gray asked if the freeze / thaw conditions and spring rain were causing the current issues of rutting and mud. Mr. Nourse state that yes that was likely the cause. Councilor Hamann suggested that Mr. Nourse send out the survey and depending on the results, the City could look at the road for a future CIP Project. Mr. Nourse agreed stating that these types of projects are budgeted as standalone CIP projects and not part of the Paving Rehab Funds that are used for currently paved roads. The Committee discussed the scope of a project like this. Mr. Nourse stated this would need consulting and a recommendation of construction / paving company. Mr. Verge of 35 Evans Road spoke and noted he lived about 1/2 down Evans Road in the area of the spring. He thanked Councilors Hamann and Gray for getting the discussion started. He stated that he has lived there approximately 20 years. He noted that each spring there is mud and ruts and that make it difficult to travel the road and cause vehicle damage in the long run. He mentioned a year where mail service was suspended for 2.5 weeks as the mail service would not deliver due to road conditions. Mr. Verge stated that he is aware that this is not a quick fix and that it may take a couple of years to get this project going. He stated his intent to keep this request for paving on the horizon as a project. Mr. Verge stated that there has been a lot of turnover in the homes and that he has talked to some of the neighbors. He stated that he believes that the majority of his neighbors may be in favor of paving and he would be ok with a majority ruling on paving. Mr. Verge also discussed the maintenance issues and suggested work on the ditches could be done again and he discussed how difficult it is to keep private ditches clean. Mr. Brown of 51 Evans Road also spoke to the Committee. He stated he

has been there 11 years and he has been working from home the last 2 years. He expressed that he has been discouraged as he has witnessed the grading now and he notes that this year the DPW does not add new materials to the road when it is graded to build up the road after it has been graded down numerous times. He believes conditions would improve greatly with annual grading and adding materials.

Mr. Nourse stated he would start with the survey and get back to the Committee with the results.

4. Pavement Moratorium Request – Union Street

Mr. Nourse stated that this request is from the owner of 73-77 North Main. He stated that the owner is converting the buildings upper floors to residential apartments and the ground floor for commercial space. He stated that to tie in the new water line required they would need to cut into Union Street that had a pavement overlay in 2018, which is one year shy of the 5 year moratorium. He stated that if the Committee and Council approve the waiver to the moratorium the DPW would require the Departments standard pavement patch be made. Councilor Beaudoin stated that he was in favor of the waiver. He stated that the City approved a one year extension to this owner's 79E approval in order to get this project completed and that this water line is required for him to complete this downtown rehabilitation project.

Councilor Beaudoin made a motion to recommend that the full City Council approve the requested pavement moratorium wavier on Union Street for the service tie ins at 73-77 North Main Street with the condition that the pavement patch be made as directed by the Department of Public Works. Councilor Gray seconded the motion. The motion passed unanimously.

5. Potters House – Foot Bridge Request

Mr. Nourse stated that a restaurant establishment on Chestnut Hill Road has requested to install a temporary footbridge across a wet area between the Community Center and his establishment. Mr. Nourse stated that this area is entirely on City property. He had pictures displayed the area. Mr. Nourse explained that the pallets that are on the ground in area are being used as a makeshift bridge to go back and forth. Mr. Nourse stated that he had discussed this with the City's insurance provider, Primex NH, and they stated there would be no objections if the City entered into a lease agreement for the area with the adjacent property owner similar to the lease agreement at Factory Court. Mr. Nourse stated that he understands that the lease would state that they build, install and maintain the bridge. Ms. Marsh confirmed that to be her understanding as well. Councilor Beaudoin asked if there would be wetlands issues. Mr. Nourse stated he would check but did not believe there would be any issues. Councilor Gray inquired about winter maintenance or required removal of the structure. Ms. Marsh stated that this questioned had not come up previously, but could be discussed with the City Attorney and if necessary covered in the lease language. The Committee stated a desire to get this on the next City Council agenda without delaying another month.

Councilor Beaudoin made a motion to recommend the full City Council approve and enter into a lease agreement with Potter House Bakery and if the City Attorney deems it necessary, the lease include language about winter maintenance or removal of the Bridge. The motion was seconded by Councilor LaRochelle. The motion passed unanimously.

6. Water / Sewer Work Force Study

Mr. Nourse stated that this Workforce Study was an FY2021 CIP Project. He stated that the intent of this study was to have a 3rd party review of current workforce structure, resources, and performance to determine what requirements may be needed for the City to meet obligations to the water and wastewater customers as well as to meet regulations now and into the future.

Mr. Nourse discussed that this review is necessary due to Water and Wastewater infrastructure growth over the past few decades, increased environmental regulations and the City's rapidly increasing development requiring infrastructure expansion as this growth occurs. He stated that it has been long known that the City has been understaffed in the Utility Maintenance division where they are maintaining 250 miles of underground water and sewer lines and at the Wastewater Treatment Facility where we are in the process of adding \$15 million in infrastructure. This \$15 million includes the addition of 2 facilities, the Carbon Storage Facility and Biosolids Dewatering Facility. He stated that Carbon Storage Facility is necessary to meet general permit requirements for the reduction of nitrogen. Mr. Nourse stated that additionally the WWTP Draft permit was received this week and it contains a very restricted phosphorus limit and if this limit makes it to the final permit this could result in an additional \$15-\$20 Million in future infrastructure upgrades, plus an additional \$1 million in operations and maintenance (O&M) costs. Mr. Nourse stated that on the water side we know that due to growth and environmental regulation the City's drinking water supply will be exceeded by demand in approximately 10 years. He stated that the distribution system continues to grow and environmental regulations are driving a resource need to treat our water for new contaminants. The revised letter for lead and copper rules may require we place more pressure on our limited resources. Mr. Nourse stated that this was an extensive study that included review and recommendations on staff structure, staffing levels, skill sets and experience levels as well as staff retention and incentives. Mr. Nourse stated that Jacobs Engineering was selected after an in depth qualifications based selection process. He stated that the Jacobs staff consists of engineers and water and wastewater operators. He noted that they currently operate 300 or more facilities for municipalities and that they have performed more than 1000 of the assessments on facilities across the country. Mr. Nourse mentioned that this was a six month review process that began in September 2021 with the final report, which was attached to the agenda packet, presented to the DPW in February 2022. Mr. Nourse stated that some findings and recommendations in the report are to be implemented and are funded in the FY2023 proposed budget. He introduced Peter Von Zweck, John Rickerman, and Douglas Miller of Jacobs Engineer, who are here to provide a brief overview describing the process, findings and recommendations. Mr. Von Zweck discussed the approach to the assessment. He stated that there was a project kicked off workshop meeting with DPW staff to discuss the scope, schedule and logistics for the study. Data was collected included detailing current and pending facility components and structures, current staffing, organization flow charts, position descriptions with pay scales and job functions and schedules. He stated that they then went on to interview all water and sewer staff. He noted that over a 4 day period they had conducted 29 interviews. Mr. Von Zweck summarized the process of analyzing the data and bench marking current practices with similar utilities to identify gaps and opportunities to better address the current and changing conditions in Rochester. Once

all of this had been completed they were able to produce the report findings on what Rochester does well and where improvements should be made and a plan to implement the recommended changes. Mr. Miller spoke to the Committee about interview findings and recommendations. He listed the need for enhanced management at both working force level and the professional management. He stated the need for succession planning and employee retention that could be obtained with compensation updates along with current staff training and development. He stated that due to the growth and the higher degree of maintenance driven by new regulations, Jacobs saw a need to split the two division, Water & Sewer, and work toward strengthening the separated divisions with clear levels of management and additional work force positions. Jacobs suggested adding a Deputy Director that would manage the separate Water and Sewer Utilities Divisions. Mr. Miller stated that a considerable amount of the current City Engineers time is spent on managing Utilities and that his time could better be spent managing the engineering division. Mr. Miller suggested the addition of Superintendents in each Water and Sewer as well as Coordinator for the GIS Division to lead the growing need of GIS and Asset Management. Mr. Miller stated that these positions would lead to an enhance management structure of the divisions and lead to clear paths for growth within the department and succession planning for the future. He spoke about the aging workforce and the need for advance planning for each divisions future personnel needs. Mr. Miller also spoke about the workforce needs. He stated at the Water Treatment Plant there are no trained mechanics working on the various system components, pump, equipment and infrastructure. He stated that Treatment Plant Operators are working on the equipment and with additional infrastructure coming on line this need will be even greater. He mentioned that 29 pump stations in the collection system that are managed at the Wastewater Treatment Facility and only 3 Pump Station Technicians. He stated there is a need for a working Pump Station Lead Position and with the additional facilities coming on line additional operators and maintenance mechanics will be needed there as well. Mr. Miller stated that the current structure of one Utilities Supervisor and combined staff does not allow for focused maintenance on either the Water Distribution System or Sewer Collection System, adding a Supervisor and splitting the Utilities at this level will enhance the abilities to maintain the infrastructure within the systems. He stated that Jacobs also saw a need to add on a Light Equipment Operator to make to balance these divisions with a full crew on each utility. Mr. Rickerman discussed how Jacobs came to these findings and how the bench marking process is then used to compare or confirm those findings. He discussed the data originally collected is then compared to regional and national data collected on similar systems to produce the benchmarking findings. He stated that the data and information used for the benchmarking was collected from the Water Environment Research Foundation, New England Interstate Water Pollution Control Commission Models, Regional and National Peer Utility Surveys and he explained that Jacobs Engineering currently manages over 300 municipal facilities and gives them unique insight as to managing in the most efficient and cost effective way to optimize similar facilities. Mr. Rickerman displayed regional staffing data and explained that differing infrastructure eliminates comparing Rochester staffing levels to communities that do not operate the same size systems or the same types of treatment systems. He mentioned that Rochester's best regional comparisons for staffing are with Portsmouth or Concord and this data confirms that Rochester's has a significantly leaner

work force than those communities. He stated that it is striking to note that even though some of the other communities, such as Dover, do not have comparable facilities, yet they have a similar levels of staffing with much less facilities and infrastructure to maintain. Mr. Rickerman explained that this benchmarking is done separately from the data collection recommendations noted by Mr. Miller and when comparing the results the needs come out nearly the same. He stated that the bench marking process confirms the findings and the recommendations in the report. Mr. Rickerman stated that Jacobs also looked at the compensation data in the regional area. He stated that it was noted during data collection that there is significant turnover of staff in Rochester that occurs soon after they have been trained and certified. He stated again looking at regional peer organizations, Rochester's staff compensation is operating at approximately 18% less than the regional average. Mr. Von Zweck then discussed a possible implementation path for the recommended changes. He stated annual equity adjustments could be made to the employee compensation for next 5 years. He presented a 5 year path to implementing the standup the of the two separate utilities under the direction of the Deputy Director for Utilities.

Councilor Gray stated that his preference for a flatter Management structure. He stated that it appeared that many more supervisory positions were being added than workforce positions. Councilor Beaudoin stated his concern for the cost of this plan to rate payers. Councilor LaRochelle also noted a factor of 5 management positions and expressed his concern as well. Mr. Von Zweck stated that the information collected during the interview process and the benchmarking lead to the recommendations. He stated that the information was driven by the current growth rate, the additional regulations and and required oversight, and he stated that these recommendations are in line with the regional peer community structures. Mr. Miller stated that at the WTP and WWTP they saw the need for the Superintendent positions to see to the future planning, capital improvement planning and System Oversight. He stated that the current Chiefs seem to be balancing both what Jacobs is proposing for the Superintendents and the day to day plant operations and then reporting to the City Engineer, where Jacobs recommend a Deputy Director of Utilities. Mr. Nourse stated that the Departments implementation plan does not follow the Jacobs plan in this instance. He stated that the Departments plan is to upgrade the current Chief Operator positions to be the Superintendents as that is the scope of their current duties. He said a later date when all the new infrastructure has come on line and the other changes are made, we would re-assess to see if there was a need to re-implement the Chief Positions. He stated that these changes are included in the City Manager proposed budget with minimal impacts. Mr. Nourse explained that the recommendations from Jacobs had been considered by the Department and a plan was devised that could implement some of the changes in a more cost effective way. Mr. Nourse explained that the City is looking at approximately \$30 million dollars of additional infrastructure that will be coming on line to meet the EPA's permit requirements. The additional staffing will cost a fraction of that and the current utility rates will need to be adjusted accordingly. He noted that the Communities that have already been issued these permits and have made the system upgrades have significantly higher rates than Rochester and this is the reason why. Councilor Hamann asked if all of the Departments request were in the City Managers Budget. Mr. Nourse stated that the Superintendents & GIS Coordinator is in the City Managers proposed budget but the

Lead Pump Station Technician is not. He stated that if that isn't included in the final budget then it will be pushed back another year, maybe pushing back some of the request planned for next year, but we will continue to plan for the work load that we have and what is coming. Mr. Nourse stated that implementation of these positions does not guarantee that we can fill them. He stated we have positions open that we haven't been able to fill for a year. He noted that the industry is shrinking and the average age is 58. He stated that compensation is an issue with retention. Mr. Nourse mentioned that we spend a considerable amount of time and financial resources training staff only to lose them to higher paying organizations in the area. Jacob discussed the high cost of turn over to an organization. Councilor Beaudoin discussed that job descriptions would help him determine what the implications are. Councilor LaRochelle agreed that this would be helpful. Mr. Nourse stated that those position descriptions have not been developed yet. Once the position changes or addition are approved with the budget they would be created prior to going to the Personnel Advisory Board for approval. He stated that he would use the descriptions from other Communities as an outline to draft our own. The Committee requested the comparable job descriptions & pay scales for the Superintendents, Chief Operators and other proposed positions not provided in the packet.

7. DPW Management Optimization

Mr. Nourse explained that there is a memo in the packet that is from himself to the Deputy City Manager. He states that the memo describes the need to address Management Optimization, succession planning and employee retention. He stated that this memo discusses examples of the existing challenges and recommendations to address those issues. The memo proposes that to improve management of the department a Deputy Management Structure is needed. He stated that based on resources and employees the DPW is the largest department within the City yet it is one of the few, if not only without a Deputy System. He noted that the Deputy Directors positions are common in other DWW structures and the natural division of the organization places Operations and Administration on one side and Technical Services on the other. He mentioned that the previous workforce study presentation supported and also mentioned the need for the Deputy Director for Utilities, or as in this proposal the Deputy of Technical Services. Mr. Nourse stated that the City Manager has supported this need and that these positions are included in the City Managers proposed FY2023 Budget. Mr. Nourse stated that he wanted the Committee to see the memo and all of the documentation that had been submitted, but he noted it was too much information to put in the Issues and Options (I&O) book that is given to City Council. He noted that in the memo the position grade proposals are different. He had originally proposed both Deputy positions as Grade 16 in the Rochester Municipal Managers Group pay scale, but in the Issues & Options they are a Grade 15 for Deputy of Technical Services and Grade 14 for Deputy of Operations and Administration in the City of Rochester Non-Union pay scale. He stated that the memo also discussed the reinstatement of Office Manager Position and removal of the Admin & UB Supervisor position, but after discussions with Human Resource Department this position will be left as is to accommodate recruitment or succession of a qualified internal employee. Mr. Nourse explained that these position changes from the original proposal were results of discussion with the Human Resource Department and while he believes they should both be the same grade (15) as there

should be parity between the two where they have roughly the same qualifications and will be charged with same amount of employees for supervision, they are submitted as a 15 and 14 per recommendation of the Human Resource Department. Mr. Nourse stated that implemented Deputy Positions give staff such as engineers or middle managers a path for growth and promotion. Councilor Beaudoin asked that Non-Union pay scales and others are sent to the Committee. There were further Committee discussion regarding roles and recommendations to the Director with the delegation of direct reports of the two Deputy Directors

8. Other:

Stafford Square – Mr. Nourse stated that the Utility Relocation Phase of the project has resumed work and it is anticipated to be completed in June. He also mentioned that the next phase for the Roundabout Construction has an expected bid opening date in June prior to that month's Public Works Committee Meeting.

WWTP Draft Permit. Mr. Nourse stated that the Draft Permit has been received and that the phosphorus limit is of concern and there will be more to follow. Councilor LaRoche asked questions regarding specifics of the draft permit. Mr. Nourse stated he would send it to him for review.

Rt202 / Estes Road Intersection - Mr. Nourse stated that NHDOT is waiving the Road Safety Audit and will start working with the City on a Highway Safety Improvement Project that will be funded 90% NHDOT and 10% City and will upgrade this intersection.

Paving - Councilor Gray stated that the Finance Committee and Council had agreed to the paving of Bickford Road, Fiddlehead Lane, and Winkley Farm Lane and asked if it was approved for additional funds in FY22 would the department be able to get additional paving completed this year or should additional funding be considered for FY2023. Mr. Nourse stated that additional FY2023 Funds would work best.

Councilor Hamann adjourned the meeting at 8:49

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

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[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

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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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[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

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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.

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City Clerk's Office

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 recorded in 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.

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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 recorded in 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.

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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 recorded in 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.

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City Clerk's Office

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Article 8 Granite Ridge Development (GRD)

§ 275-8.1 Purpose.

Well-planned commercial ~~Zones districts~~ provide many benefits. For the community, tax revenue is maximized, infrastructure burden is reduced, and traffic impacts are minimized. For landowners and developers good planning allows for a process that is coherent, flexible and easy to navigate. ~~The Granite Ridge Development Zone (GRD) is intended to:~~

The Granite Ridge Development Zone (GRD) is intended to:

- Provide landowners and Developers with flexible yet clearly defined requirements.
- Minimize infrastructure cost to the City through good planning for the Zone as a whole rather than based on individual lots.
- Maximize the developable areas on the parcels within the Zone through the development of both commercial and residential projects.
- Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.

~~A. Provide landowners and developers with flexible yet clearly defined requirements.~~

~~B. Minimize infrastructure cost to the City through good planning for the district as a whole rather than based upon individual lots.~~

~~C. Maximize the developable areas on the parcels within the district through creation of flexible dimensional requirements.~~

~~D. Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.~~

A. Purpose and Intent

1. Nonresidential Commercial development remains the primary goal of the GRD, but the addition of Multifamily, and Mixed-Use is designed to allow a mixture of residential and commercial uses on one parcel. Developers will be required to receive Conditional Use approval from the Planning Board prior to project construction. The Zone includes options that enable and encourage greater flexibility in the design of mixed-use projects. Developers will provide a Development Plan outlining the project and how it conforms to the regulations and design standards outlined in this document.
2. Developments are intended to be complementary of one another and to create a sense of community between the mixed uses. Housing and commercial uses can be developed to provide the appropriate use of land, facilitate the economical and efficient provision of public services, promote open space conservation, protect the natural and scenic attributes of the land, and expand opportunities for the development of, outside the traditional residential developments.

B. Conditional Use Permit

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1. Conditional Use approval may be granted by the Planning Board after proper public notice and public hearing provided that the proposed project complies with the following standards:

(a) The Applicant demonstrates that the development complies with the design guidelines outlined in the Design Standards portion of this document, as well as, applicable Site Review Regulations and requirements of §275.21.4. These guidelines encourage components that act as one project and not as two adjacent projects.

(b) The Applicant demonstrates that the development poses no detrimental effects on surrounding properties. Potential areas of impact that need to be analyzed include, but are not limited to, vehicular traffic, noise, visual blight, light pollution, offensive emissions such as dust, odor, or smoke.

§ 275-8.2 Delineation of Granite Ridge Development Zone.

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A. The Granite Ridge Development Zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning, Zoning, and Development and the Director of Building and Licensing Services. The GRD includes parcels of land located on both the easterly and westerly sides of New Hampshire State Route 11/Farmington Road.

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~~A. The zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning and Development and the Director of Building, Zoning, and Licensing Services.~~

~~B. The Granite Ridge Development Zone includes parcels of land located on both the easterly and westerly sides of Route 11/Farmington Road. These parcels will benefit from any improvements to be made to Route 11/Farmington Road. Parcels located on the westerly side of Route 11/Farmington Road may have direct contact with, and benefit from, the service road planned to be built on the westerly side of Route 11/Farmington Road and intersections connecting to this service road, if and when opportunities for construction of this service road and these intersections develop.~~

§275 – 8.3. Permitted Uses

A. Principal Uses

1. Nonresidential uses are allowed as follows:
[1] Any use as allowed within Tables 18B-18E of §275, Attachments 2-5.

2. Housing: (Conditional Use)
- [1] Dwelling, mixed-use
 - [2] Dwelling, development multifamily
 - [3] Dwelling, multifamily

B. Accessory Uses

- (a) Recreational facilities
- (b) Community center
- (c) Maintenance Buildings
- (d) Rental and Sales Offices
- (e) Laundry facilities
- (f) Co-working Space – A space where multiple tenants rent working space and have the use of communal facilities.

§275-8.4. Site Plan Process

A. The Developer shall prepare a Site Plan, which locates the proposed types of nonresidential and residential development, accessory uses, utilities, access roads, open space, and public ways. The parcels comprising the development may be under separate ownership, but shall be treated as one development and shall be bound by the approval granted for the entire Site Plan. If approval is granted, individual lots must be developed as part of the larger Development Plan and phasing outlined below, and not separately. A long term Maintenance Plan may also be required.

- (1) Commercial is the primary use within the GRD, with residential being considered a secondary use. As such, a minimum of fifty-five percent (55%) of total footprint of the project will be reserved for commercial/non-residential use. The remaining forty-five percent (45%) of the total project footprint may be utilized for residential development. By a majority vote, the Planning Board may adjust the final commercial / residential percent allocations subject to Conditional Use details in §275.21.4.
- (2) Dwelling, Mixed-Use (MU) providing that one-hundred percent (100%) of the square footage of the first floor is reserved for a commercial use. Accessory and support uses (e.g. mechanical, storage, etc.) are permitted on the first floor of a mixed-use building, and will be recognized as commercial use. Buildings classified as MU will be exempt from requirements outlined in §275-8.4.A.1 and §275-8.4.A.6.
- (3) A minimum of fifteen percent (15%) of the square-footage of the original parcel shall be reserved as open space and identified as such on the Development Plan. Fifty percent (50%) of the required open space must be usable uplands and reasonably accessible to all property owners/tenants in the project. Any open space provided above fifteen percent (15%) may be mixed wetlands and upland. Amenities constructed for use by the tenants (clubhouse, gym, ball courts, etc.) may be considered part of the “open space” calculation as determined by the Planning Board. The Planning Board shall have the flexibility to negotiate with the Developer when determining the final open space requirement.
- (4) Residential uses require the submission of a plan outlining the number of proposed units achievable under current zoning allowances. This plan should be based upon maps that include plans for open space, parking, roadways, and all nonresidential and accessory buildings associated with the project. The final number of approved units will be subject to Planning Board review, and in some cases may require an analysis of the project’s impact on existing city infrastructure prior to approval.

(5) The minimum size of a residential unit shall be 500 square feet.

(6) No more than fifty percent (50%) of the residential development may be occupied prior to the completion of between twenty-five to fifty percent (25%-50%) of the non-residential structures. By a majority vote, the Planning Board may adjust these percent allocations subject to Conditional Use details in §275.21.4.

(7) The Development Plan may be phased for a term of up to five years (5).

- For purposes of this section, development shall include:

- (a) construction of structures – to include proposed timeline, phasing, and ratio of commercial/residential construction;
- (b) schedule for proposed occupancy and leasing of commercial and residential uses;
- (c) environmental remediation;
- (d) site preparation or demolition;
- (e) roadway utility or recreation and common area design and construction; and
- (f) bonding or other security for site development

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(8) Providing the Developer is making reasonable efforts to develop the site, the Planning Board may extend the initial five (5) year phasing period provided a request for extension is submitted before the expiration of the initial five-year (5) phasing term.

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(9) Residential Development Plan Guidelines.

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- (a) Dwelling layouts shall be so designed that parking is screened from external roadways by landscaping, building locations, grading, or screening. Major topographical changes or removal of existing trees shall be avoided wherever possible, and water, wetlands, and other scenic views from the external streets shall be preserved as much as possible.
- (b) Where possible, it is desirable and encouraged to mix residential and nonresidential uses. This may be achieved through situating the buildings close to each other, or through allowing structures to house residential – preferably on the second or above floor, and nonresidential on the first floor. Creativity and flexibility is encouraged and the development plan may offer another option for mixed-use.
- (c) All residential development must adhere to the architectural design guidelines outlined in section §275-8.5 of this ordinance.

(10) Nonresidential Development Plan Guidelines

- (a) The general character of the nonresidential structures within the development lot is intended to be a pedestrian friendly setting, with emphasis on the natural characteristics of the site. The site design should create a sense of character and cohesiveness through landscaping, façade treatment, and signage.

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§ 275-8.5 Architectural and Design standards.

A. Architecture:

The purpose of these Standards is to promote flexibility in large-scale mixed-use developments by considering project proposals based upon a comprehensive, integrated, and detailed plan rather than the specific constraints applicable to piecemeal, lot-by-lot development under conventional zoning requirements. A mixed-use development should improve the quality of new development by encouraging attractive features and promoting quality site design.

B. Non-residential Site Layout

Planning for mixed-use development on a site encompasses items such as its relationship to surrounding uses, building orientation on the site, pedestrian and vehicular circulation, and efficiency of parking areas, screening of loading and utility areas, and the design of landscaping, signage, and lighting.

(1) Trash and Loading:

- (a) Trash and loading areas should be integrated into building design, and possibly inset and/or screened with architectural features. Orient support uses such as trash enclosures, compactors, truck loading areas, and outdoor storage away from residential uses to the extent practical.
- (b) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off a shared access driveway between sites. The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.
- (c) Trash, delivery, and loading areas shall be well screened from Route 11. The lots situated between Market Place Boulevard and Route 11 call for special treatment because they have double frontages.

(2) Building Design:

- (a) Facade treatment. Building facades fronting on a service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.
- (b) Outdoor seating. If applicable, restaurant proprietors are encouraged to include seasonal outdoor seating in their initial site plan. Seating should be screened from parking and roadways.
- (c) Signage. All provisions of Article 29, Signage, herein shall apply.
- (d) When practical, locate some parking and service functions behind the building. For multi-building projects, organize the site layout to provide functional pedestrian spaces and landscaping amenities.
- (e) All facades, including back and side elevations of a building generally visible from public view or adjacent to residential areas, should be architecturally treated.
- (f) Design multi-building projects to include architecturally sensitive design elements throughout the project.

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- (g) Building elevations should incorporate architectural features and patterns that consider a pedestrian scale.
- (h) Building roofs shall be uncluttered and when flat roofs are visible from public roads, pitched roofs or parapets are required.
- (i) Rooftop and ground- mounted mechanical units and ventilating fans are to either be integrated into the design of the building, or screened from view.
- (j) At least two of these elements should repeat horizontally. Buildings with facades greater than 150 feet in length should include several of the elements listed below, repeated at appropriate intervals, either horizontally or vertically:
- Color change. Recognizable, but not strongly contrasting.
 - Texture change.
 - Material change.
 - Architectural variety and interest through a change in plane such as offsets, reveals, archways or projecting ribs.
 - Wall plane projections or recesses.
- (k) Service and exit doors should be integrated into the architecture of publicly visible elevations.
- (l) Where practical, variations in rooflines or parapets should be used to reduce the scale of non-residential buildings. Roof size, shape, material, color and slope should be coordinated with the scale and theme of the building.
- (m) All exterior building walls and structures shall be constructed with attractive, durable materials such as textured concrete, masonry, stone, brick, clapboard, finishing wood, stucco or glass.
- (n) The exterior walls of buildings should not predominantly utilize the following materials, except as accents:
- Pre-fabricated steel panels.
 - Corrugated metal.
 - Asphalt shingle roofs, except for period architecture.
 - Highly reflective glass.
- (o) Buildings should have clearly defined customer entrance(s) incorporating appropriate architectural elements

(3) Pedestrian Amenities:

- (a) Wherever practical, design attractive, safe, and convenient pedestrian and bicycle connectivity to streets, to include access to residential, commercial, and open space areas.
- (b) Design sites to minimize pedestrian and vehicular conflicts. Where pedestrian circulation paths cross vehicular routes, provide a change in paving materials, textures or colors to emphasize the conflict point. Where applicable, and to encourage outdoor seating, dining, and other amenities, sidewalks should be constructed of concrete and at least 10 feet wide.

(4) Vehicular Circulation and Parking:

- (a) To promote safe pedestrian access, create wide and well-lit sidewalks (concrete) and pathways.
- (b) Strive to minimize driveway cuts on arterial streets by providing vehicular cross-access easements and shared access driveways between adjacent commercial projects.
- (c) Traffic calming devices are encouraged in the interior of a site to enhance safety.
- (d) Landscaped parking areas shall be consistent with Section 5 of the Site Plan Regulations in order to break up the mass of large parking lots.

(5) Outdoor Display Areas:

- (a) On final site plans, identify the location of all proposed outdoor display and sales areas, including what type of items would be sold. Their location should not displace required parking, pedestrian, or landscaped areas.

(6) Signage:

- (a) Signage should refer to Article 29 of the City's Zoning Ordinance.

(7) Landscaping and Grading:

- (a) All landscaping and grading shall be consistent with Section 5 of the City's Site Plan Regulations, while complementing and enhancing project architecture.

(8) Lighting:

- (a) Design lighting to follow all site plan regulations and requirements, and where applicable, include pedestrian scale lighting

(9) Building Design/Architectural

- (a) Where practical, building mass should be broken into smaller elements, consistent with the proportions of the architectural style selected and surrounding uses.
- (b) Reduction of building mass may be achieved by using a combination of the following techniques:

- Variation in the rooflines and form.
- Use of ground level arcades and covered areas.
- Use of protected and recessed entries.
- Use of vertical elements on or in front of expansive blank walls.
- Use of pronounced wall plane offsets and projections.
- Use of focal points and vertical accents.
- Inclusion of windows on elevations facing streets and pedestrian areas.
- Retaining a clear distinction between roof, body and base of a building.
- The City supports the construction of “Solar Ready” structures designed for rooftop solar arrays.

(10) Dimensional Requirements:

(a) Non-residential / Mixed-use Buildings

- (1) Minimum structure setback from external lot line
Side: 50 feet
Rear: 100 feet
- (2) Minimum structure setback from external ROW 300 feet
- (3) Maximum non-residential building height 75 feet.
- (4) Structures over 55 feet shall be placed as close to the center of the lot as practical.

(b) Residential Structures:

- (1) Minimum structure and parking setback from external lot line
Side: 50 feet
Rear: 100 feet
- (2) Maximum residential building height 100 feet.
- (3) Structures over 55 feet will be placed as close to the center of the lot as practical.
- (4) Minimum setback from Route 11: 300 feet

(11) Parking:

- (a) All dwelling units shall require two independently accessible parking spaces per unit, or as determined by Planning Board, and be consistent with Section 10.C of the Site Plan Regulations
- (b) Non-residential uses shall comply with parking requirements defined by Site Plan Regulations.

(12) Utility Standards

- a) All utilities shall be underground.
- b) Utilities into individual sites shall be run from the common utility lines to be placed in the service road right-of-way.
- c) Service connections for utilities for pad sites, if any are created, shall be provided within the service road right-of-way.
- d) Transformer boxes shall be screened and utilize proper landscaping features.

§ 275-8.63 Pavement dimensional regulations.

The setbacks shown in the table below shall apply to pavement used for parking and interior accessways. Driveways into the site from the service road are exempt from these setbacks. These setbacks guarantee a minimum ten-foot-wide area for landscaping around the perimeter of the site (five feet plus five feet for adjoining lots along the side lot lines). This section shall supersede perimeter landscaping buffer requirements (15 feet along the front and 10 feet along the side lot lines) established in the Site Plan Regulations.

	Minimum Property Line Setbacks (in feet)		
	Front	Side	Rear
Pavement	10	5	10

§ 275-8.74 Granite Ridge Development Study.

This article was created pursuant to the March 2009 "Granite Ridge Development Study, Farmington Road, Rochester, New Hampshire," prepared by CLD Consulting Engineers. This study should be referred to for reference in designing, reviewing, and approving proposed site plans and subdivision plans.

§ 275-8.85 Service road regulations.

The following requirements apply to those lots situated on the westerly side of Route 11/Farmington Road, on which the planned service road and access roads leading to or from the service road are to be situated.

- A. Rights-of-way. To the extent practical and appropriate, as determined by the Planning Board, as part of any proposed site plan or subdivision plan, each landowner/developer shall incorporate into his/her plan, on the subject land, a sixty-foot-wide right-of-way for the construction of the service road and/or access road(s). The right-of-way shall traverse the subject lot from the southerly lot line to the northerly lot line, as appropriate, and in the case of any access road, from the easterly to the westerly lot line, as appropriate, in accordance with the layout of the planned service road and access road(s).
- B. Temporary termination. Where the service road has not been built on the lot adjacent to the subject property, a temporary cul-de-sac shall be built on the subject property to provide for an appropriate turnaround and future connection to the service road on that adjacent lot. Appropriate provisions may be established by the Planning Board to facilitate seamless connection of that cul-de-sac in the future to a service road on the adjacent lot, when that road may be constructed. The temporary cul-de-sac shall conform to the City of Rochester Subdivision Regulations.

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- C. Route 11 intersections. As part of any site plan or subdivision plan, the landowner/developer shall incorporate predetermined Route 11 access points into his/her plan.
- D. NHDOT. Developers shall coordinate with the New Hampshire Department of Transportation (NHDOT) regarding the design of the access roads and any intersections with Route 11.

§ 275-8.96 Road design standards.
[Amended 3-5-2019]

- A. Service and access roads shall comply with the following standards:
 - (1) Right-of-way: 60 feet.
 - (2) Lane width (each): 12 feet.
 - (3) Paved shoulder (each): four feet.
 - (4) Sidewalk (bituminous): five feet.
 - (5) Grass strip: five feet (between road and sidewalk).
 - (6) Curb: granite.
 - (a) Sloped: side without sidewalk.
 - (b) Vertical: side with sidewalk.
 - (7) Cross-sectional requirements:
 - (a) Wearing course (minimum): one inch (NHDOT Item 403.11).
 - (b) Bearing course: two inches (NHDOT Item 403.11).
 - (c) Crushed gravel: six inches (NHDOT Item 304.3).
 - (d) Bank-run gravel: 12 inches (NHDOT Item 304.2).
- B. All materials shall be installed in compliance with NHDOT specifications and the City of Rochester Subdivision Regulations.

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§ 275-8.107 Stormwater management requirements.

- A. Stormwater controls for each individual site plan shall be designed in compliance with the New Hampshire ~~Stormwater City Ordinance 218: Stormwater Management and Erosion Control Manual Volume 2~~, in order to ensure adequate stormwater control given the more flexible dimensional regulations, these design guidelines shall be followed regardless of any requirement imposed as part of the New Hampshire Department of Environmental Services alteration of terrain permitting (for 100,000 square feet +/- of disturbed surface).
- B. The Planning Board shall consider proposals for use of innovative stormwater control structures, such as

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porous pavement, bioretention areas, gravel wetlands, etc. If the Board concludes that use of these structures is in order, then:

- (1) It may be appropriate to allow for interior landscaped islands within parking lots to be constructed without perimeter curbing if the curbing would interfere with the routing of the stormwater.
- (2) The Planning Board is hereby empowered to adjust parking requirements specified in Article 26, Roads and Parking, herein.

§ 275-8.118 Utility standards.

- A. All utilities shall be underground.
- B. Utilities into individual sites shall be run from the common utility lines to be placed in the service road right-of-way.
- C. Service connections for utilities for pad sites, if any are created, shall be provided within the service road right-of-way.

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§ 275-8.129 Parking lot interconnections.

- A. Where practical, and not impeded by wetlands or other physical constraints, parking lots shall be interconnected between sites.
- B. Appropriate cross easements shall be developed between properties to accommodate parking lot interconnections.

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§ 275-8.130 Design standards.

- A. Trash and delivery areas. The lots situated between the service road and Route 11 call for special treatment because they have double frontages.
 - (1) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off of a shared access driveway between sites.
 - (2) The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.
 - (3) Trash, delivery, and loading areas shall be well screened from Route 11.
- B. Facade treatment. Building facades fronting on the service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.
- C. Outdoor seating. Restaurant proprietors are encouraged to include seasonal outdoor seating.
- D. Signage. All provisions of Article 29, Signage, herein shall apply.

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§ 275-8.141 Adjustments in requirements.

Since a number of the requirements specified in this Article 8, herein, are design oriented, the Planning Board may adjust any requirements of § 275-8.63, Pavement dimensional regulations, § 275-8.85, Service

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road regulations, § 275-8.96, Road design standards, § 275-8.107, Stormwater management requirements, § 275-8.118, Utility standards, and § 275-8.1310, Design standards, on a case-by-case basis, where it reasonably determines that strict application of any requirement is impracticable due to particular conditions on a given site.

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Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0001-0000	126 Farmington Road	82.50	Adamian Construction & Dev.
0208-0001-0001	116 Farmington Road	34.18	Infinity Properties Rochester
0208-0002-0000	0 Farmington Road	32.00	The Kane Co. Inc.
0208-0004-0000	148 Farmington Road	1.30	John & Carolyn Meader
0208-0005-0000	150 Farmington Road	0.63	Roslyn Stone & Carolyn Meader
0208-0006-0000	154 Farmington Road	1.05	Alkurabli LLC
0208-0006-0001	152 Farmington Road	0.94	Richard Ottino
0208-0007-0000	160 Farmington Road	1.33	160 Farmington Road Realty Trust
0216-0001-0000	20 Farmington Road	15.00	Robert Beranger
0216-0002-0000	22 Farmington Road	2.60	Robert Beranger
0216-0003-0000	0 Farmington Road	2.90	Robert Beranger
0216-0004-0000	36 Farmington Road	17.10	Northgate Investment Properties
0216-0005-0000	46 Farmington Road	1.24	Gene V. Roe
0216-0006-0000	48 Farmington Road	5.62	Casaccio Real Estate Holdings
0216-0007-0000	58 Farmington Road	7.60	Casaccio Real Estate Holdings
0216-0008-0000	60 Farmington Road	6.30	Packy's Investment Properties
0216-0009-0000	68 Farmington Road	20.00	Stratham Industrial Properties
0216-0010-0000	76 Farmington Road	21.00	PSNH
0216-0011-0000	92 Farmington Road	85.00	Stratham Industrial Properties
0216-0017-0000	5 Lydall Way	12.00	State of New Hampshire DOT
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Spinelli Realty Trust
0216-0022-0000	27 Crane Drive	6.35	Black Marble Realty Trust
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Road Trust
0216-0025-0000	47 Farmington Road	2.80	Poulin Realty Acquisition
		382.00	
Secondary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0008-0000	174 Farmington Road	60.00	Diane Smith
0208-0008-0001	176 Farmington Road	11.61	Robidas Properties LLC
0208-0009-0000	178 Farmington Road	4.30	Rochester/Rural District
0208-0010-0000	180 Farmington Road	1.02	WAH Realty Corporation
0208-0011-0000	184 Farmington Road	4.00	Bonnie J. O'Shea
0208-0015-0000	0 Farmington Road	0.29	City of Rochester
0208-0016-0000	0 Farmington Road	1.66	Robert Rowe
0208-0017-0000	127 Farmington Road	8.90	Robert Rowe
0208-0018-0000	17 Sterling Drive	2.02	Raven Realty
0208-0018-0001	18 Sterling Drive	2.85	Raven Realty
0208-0018-0002	27 Sterling Drive	5.04	Axis Property Holdings LLC
0208-0018-0003	23 Sterling Drive	1.55	Raven Realty
0208-0018-0004	0 Sterling Drive	0.64	Raven Realty
0208-0019-0000	123 Farmington Road	1.16	Black Dog Car Wash LLC
0208-0019-0001	115 Farmington Road	1.25	Hermitage Place LP
0208-0019-0002	131 Farmington Road	0.57	JMB Automotive Group LLC

Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0209-0001-0000	105 Farmington Road	1.70	Rudolph Tetreault
0216-0012-0000	4 Little Falls Bridge Road	1.89	Ralph Torr Rev. Trust
0216-0013-0000	0 Little Falls Bridge Road	11.80	State of New Hampshire DOT
0216-0018-0000	95 Farmington Road	3.50	Motiva Enterprises LLC
0216-0018-0001	83 Farmington Road	2.25	Joseph Blanchette
0216-0018-0002	77 Farmington Road	3.60	Rochester Hospitality LLC
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Rose Realty LLC
0216-0022-0000	27 Crane Drive	5.30	Black Marble Realty Trust LLC
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust LLC
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Rod Road Realty Trust
0216-0025-0000	47 Farmington Road	2.60	Poulin Realty Acquisitions LLC
0216-0026-0000	0 Farmington Road	68.00	Donald & Bonnie Toy
0216-0028-0000	23 Farmington Road	1.70	Miles Cook III
0216-0028-0001	25 Farmington Road	0.10	City of Rochester
0216-0029-0000	21 Farmington Road	2.41	Cardinals Seafarer Restaurant
0221-0154-0000	2 Farmington Road	20.80	Jean Edgerly Trust
0221-0156-0000	14 Farmington Road	1.20	Renee & Louanne Cardinal
0221-0157-0000	0 Farmington Road	1.20	Wayne Cardinal
0221-0158-0000	14 Farmington Road	1.30	Rene & Luanne Cardinal
0221-0159-0000	10 Farmington Road	2.45	Lawrence Shapiro Trust
0221-0160-0000	18 Farmington Road	1.32	Michael & Jean Garzillo
0221-0162-0000	18A Farmington Road	6.40	Richard & Phyllis Glidden
0221-0163-0000	20 Farmington Road	3.20	Robert & Karen Beranger
0221-0164-0000	17 Farmington Road	0.91	Rene G Cardinal & Cardinal Way
0221-0165-0000	11 Farmington Road	1.70	Seckendorf Real Estate
0221-0166-0000	9 Farmington Road	1.10	MIB LLC Greenwood Inn
0221-0167-0000	7 Farmington Road	0.30	Basel Alkurabi
0221-0168-0000	3 Farmington Road	14.00	Charles Karacas
		290.15	

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City Clerk's Office

275-21.4

Granite Ridge Development District Residential Housing-275.8

The Commercial footprint of fifty-five percent (55%), and Residential footprint of forty-five percent (45%) may be adjusted to increase the residential footprint percentage. The applicant shall demonstrate that a residential need exists which current market conditions are not adequately serving, or that commercial market conditions have changed which makes the 55% commercial footprint requirement economically unfeasible.

The completion and occupancy allocations of fifty percent (50%) of the residential development that may be occupied prior to the completion of between twenty-five to fifty percent (25%-50%) of the non-residential structures may be adjusted to increase the residential percentage. The applicant shall demonstrate that either residential or commercial market conditions are impacting the ability to comply with the allocation.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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]

Resolution Authorizing the Application for and Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Water System Asset Management Plan project in the amount up to \$100,000, and Supplemental Appropriation to the Fiscal Year 2022 Water Capital Improvements Fund

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 grant application in the amount of up to One Hundred Thousand Dollars (\$100,000) to the State of New Hampshire ARPA grant program in order to finance the Water System Asset Management Plan project.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the grant amount of up to One Hundred Thousand Dollars (\$100,000) from the State of New Hampshire ARPA grant program, and that the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation to the Fiscal Year 2022 Water Capital Improvements Plan Fund in the amount of One Hundred Thousand Dollars (\$100,000) for the Sewer Master Plan project.

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 ARPA, process disbursements and execute documents associated with ARPA.

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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AGENDA SUBJECT

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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"/>

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ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

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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				-	-	-

UEI#

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Authorizing the Application for and Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Sewer System Master Plan project in the amount up to \$100,000, and Supplemental Appropriation to the Fiscal Year 2022 Sewer Capital Improvements Fund

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 grant application in the amount of up to One Hundred Thousand Dollars (\$100,000) to the State of New Hampshire ARPA grant program in order to finance the Sewer System Master Plan project.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the grant amount of up to One Hundred Thousand Dollars (\$100,000) from the State of New Hampshire ARPA grant program, and that the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation to the Fiscal Year 2022 Sewer Capital Improvements Plan Fund in the amount of One Hundred Thousand Dollars (\$100,000) for the Sewer Master Plan project

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 ARPA, process disbursements and execute documents associated with ARPA.

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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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	
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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				-	-	-

UEI#

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Authorizing the Application for and Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Cocheco Well Improvements in the amount up to \$1,680,000

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 grant application in the amount of up to One Million Six Hundred Eighty Thousand Dollars (\$1, 680,000) to the State of New Hampshire ARPA grant program in order to finance the Cocheco Well improvements.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the grant amount of up to One Million Six Hundred Eighty Thousand Dollars (\$1,680,000) from the State of New Hampshire ARPA grant 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 ARPA, process disbursements and execute documents associated with ARPA.

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.

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City Clerk's Office

**Resolution Authorizing the Application for and Acceptance of a State of New Hampshire
Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust
Fund (DWGTF) Loan for the Cocheco Well Improvements in the amount up to
\$2,860,000.00**

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 Two Million Eight Hundred Sixty Thousand Dollars (\$2,860,000) to the NHDES DWGTF Loan program in order to finance the Cocheco Well improvements.

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 Two Million Eight Hundred Sixty Thousand Dollars (\$2,860,000) from the NHDES DWGTF 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, process disbursements and execute loan documents associated with DWGTF.

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.

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City Clerk's Office

Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust Fund (DWGTF) Grant for the Cocheco Well Improvements in the amount up to \$560,000.00

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 grant application in the amount of up to Five Hundred Sixty Thousand Dollars (\$560,000) to the NHDES DWGTF grant program in order to finance the Cocheco Well improvements.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the grant amount of up to Five Hundred Sixty Thousand Dollars (\$560,000) from the NHDES DWGTF grant 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, process disbursements and execute loan documents associated with DWGTF.

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.

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 Water Capital Improvements Plan (CIP) Fund in the amount of \$5,600,000 for the Cocheco Well Improvements

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 Fiscal Year 2022 Water Capital Improvements Plan Fund in the amount of Five Million Six Hundred Thousand Dollars (\$5,600,000) for the Cocheco Well Improvements project.

Further, for the purposes of funding the expenditures incident to the implementation of the improvements 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 Three Million Three Hundred Thousand Sixty Dollars (\$3,360,000) through the issuance of bonds and/or notes, and/or through other legal form(s), and Two Million Two Hundred Forty Thousand Dollars (\$2,240,000) through the acceptance of State of New Hampshire American Recovery Plan Act (ARPA) and State of New Hampshire Department of Environmental Services Drinking Water and Groundwater Trust Fund (DWGTF) grant programs.

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. The complete itemization of funding sources is as follows;

One Million Six Hundred Eighty Thousand Dollars (\$1,680,000) from State of New Hampshire (ARPA) grant funds.

Five Hundred Sixty Thousand Dollars (\$560,000) from New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust Fund (DWGTF) grant program.

Two Million Eight Hundred Sixty Thousand Dollars (\$2,860,000) from New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust Fund (DWGTF) loan program.

Five Hundred Thousand Dollars (\$500,000) through the issuance of bonds, or other notes.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account

numbers as are necessary to implement the transactions contemplated in this Resolution.



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <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				-	-	-

UEI#

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Approving Fiscal Year 2022-2023 Operating Budget for the City of Rochester

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2022 and ending June 30, 2023 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2023 (July 1, 2022 - June 30, 2023), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2023 (July 1, 2022 - June 30, 2023), as amended, the provisions of which are incorporated herein by reference thereto.

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City Clerk's Office

PROPOSED 2022-2023 OPERATING BUDGET-EXHIBIT A

OPERATING BUDGET SUMMARY

Appropriations:		Proposed
City	\$	38,838,989
County Tax	\$	7,254,738
Overlay	\$	350,000
Estimated Veteran's Credits	\$	694,625
School	\$	72,246,585
School Federal Grants	\$	4,415,000
School Lunch	\$	1,900,000
School State Property Tax	\$	3,699,292
City Grants & Special Revenues	\$	297,641
Tax Incremental Financing Districts	\$	1,335,630
Water Fund	\$	7,686,468
Sewer Fund	\$	9,620,843
Arena Special Revenue Fund	\$	431,661
Community Center	\$	941,071
Sub Total	\$	149,712,543
Revenues:		
City	\$	13,330,106
Use of Fund Balance	\$	3,293,250
School	\$	33,245,449
School Federal Grants	\$	4,415,000
School Lunch	\$	1,900,000
City Grants and Donations	\$	297,641
Tax Incremental Financing Districts	\$	1,335,630
Water Fund	\$	7,686,468
Sewer Fund	\$	9,620,843
Arena Special Revenue Fund	\$	431,661
Community Center	\$	941,071
Amount to be Raised by Taxes *	\$	73,215,424
Sub Total	\$	149,712,543

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City Clerk's Office

Resolution Authorizing and Approving Fiscal Year 2022-2023 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith

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

That the capital budget for the City of Rochester for fiscal year 2022-2023 (July 1, 2022 to June 30, 2023) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2023 (July 1, 2022 – June 30, 2023), as amended.

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City Clerk's Office

PROPOSED 2022-2023 CAPITAL BUDGETS-EXHIBIT A

CAPITAL BUDGET SUMMARY

Proposed Capital Appropriations:

City	\$ 8,724,250
School	\$ 1,775,000
Water Fund	\$ 6,817,500
Sewer Fund	\$ 2,467,500
Community Center	\$ 766,000
Tax Incremental Financing Districts	\$ 704,400
Total Appropriations	\$ 21,254,650

Source of Revenues

General Fund

Bonding and/or other Borrowing	\$ 5,780,000
Operating Budget	\$ 3,918,250
Grants	\$ 1,317,000
Other Sources	\$ 250,000
Subtotal General Fund Revenues	\$ 11,265,250

Enterprise Funds & Tax Incremental Financing Districts

Bonding and/or other Borrowing	\$ 6,475,000
Operating Budget	\$ 835,000
Grants	\$ 2,679,400
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	\$ 9,989,400

Total Revenues

\$ 21,254,650

Tax & Spending Cap

- We heard that we have a “Tax & Spending Cap”
- What is the actual wording of our “Tax Cap?”
- What does it specifically stipulate?
- Do these stipulations actually create -
 - a Property Tax Cap?
 - a Spending Cap?



Tax Cap Calculation

- There are 2 factors that allow an adjustment in the amount to be raised through Property Taxes
 - # 1 - Inflation adjustment using the CPI
 - # 2 - Added taxable property values using building permit values minus demolition values



Tax Cap Adjust #1

Charter Section 43-a stipulates ... “a maximum increase in real estate **tax revenues** ... from the prior budget year ... increased by a factor no more than the change in the Nation Consumer Price Index - Urban ...”



Tax Cap Adjust #2

Charter Section 43-a stipulates ... “maximum increase in real estate **tax revenues** ... by applying the prior year real estate tax rate to the net increase in new construction ... Net increase in new construction is defined as ... total dollar value of building permits less total dollar value of demolition permits ...”



Spending Cap?

Charter Section 43-a stipulates: “Total expenditures for any given budget year shall not exceed the amount of funds reasonably calculated to be derived by the tax rate established herein, **increased by the other revenues generated by the municipality.**”

“Other Revenues” = non-property tax revenues



Other Revenues

- Spending is limited only by the amount of available non-property tax revenues
 - Waste Management Host Fees
 - Auto Registration Revenues
 - Grants from federal, state and other sources
 - Unassigned Fund Balance



Charter Section 43-a

- Therefore, **Supplemental Appropriations** outside the Annual Budget process are permissible
 - Fully funded by non-property tax revenues
 - Do not increase the amount to be raised by property taxation



RSA 49-C33

CITY ATTORNEY O'ROURKE



Supplemental Appropriations

Charter Section 44: Supplemental Appropriations and Transfers



Supplemental Appropriations

Reasons for Supplemental Appropriations:

- Grant opportunities not aligned with fiscal year cycle
- Change in scope or unanticipated expenses in previously approved CIP projects
- Economic Development initiatives not aligned with fiscal year cycle
- Transfers to School Capital Reserve Fund
- Other unanticipated needs, emergencies



Supplemental Appropriations

FY22 Supplemental Appropriations

ITEM	SUPPLEMENTAL DESCRIPTION	AMOUNT	SUPPLEMENTAL REASON	PERCENT ALL TOTAL
1	Grant Acceptance	\$6,753,182	ARPA & Other Grant opportunities-off budget cycle	37.78%
2	General Fund Unassigned Fund Balance-Funding Change	\$3,710,641	Changing bond funding sources prior to next bond application-Apr-22	20.76%
3	General Obligation Bonds	\$2,800,000	Woodman-Myrtle project cost escalations	15.67%
4	NHDES CWSRF-DWSRF Loan Program-Sewer	\$1,485,500	Pump Station & Clarifier projects-SRF loan program applications due 6-1-22	8.31%
5	State Adequacy Grant Transferred to School CRF	\$1,296,285	Council approved unanticipated School grant transfer to CRF	7.25%
6	General Fund Unassigned Fund Balance-Econ Dev Fund	\$1,084,000	Investment into the Economic Development Fund	6.06%
7	Enterprise-Econ Dev-TIF Funds-Retained Earnings	\$439,647	Use of retained earnings in funds for projects outside budget cycle	2.46%
8	Other Municipality Contributions	\$301,969	Related to the MAAM agreement with other municipalites	1.69%
9	Other Donations	\$2,500	Unanticipated donation	0.01%
	All Total	\$17,873,724		100.00%



General Fund Unassigned Fund Balance

- Unassigned Fund Balance is a balance sheet calculation.
- Balance sheets track Assets & Liabilities, and measures liquidity.
 - Liquidity can serve as a measure of fiscal health for the municipality and is a factor in bond ratings.
- $\text{Current Assets} - \text{Current Liabilities} = \text{Total Fund Balance}$.



General Fund Unassigned Fund Balance

- Unassigned Fund Balance is the classification name given to the net position of Current Assets minus Current Liabilities, less Restricted, Dedicated & Non-Spendable categories.
- Amounts of the net position remain “Unassigned” until assigned to a new activity.
- Private Sector Accounting designates this same net position as “Working Capital”



General Fund Unassigned Fund Balance

- Utilization of Unassigned Fund Balance is governed by City ordinance §7-62
- Utilization requires a public hearing and 2/3rd affirmative Council vote.



General Fund Unassigned Fund Balance

Summary

- City has a substantial and aging asset base- \$531MM, 49% depreciated.
- City has large annual O&M & CIP cash needs of \$200MM.
- City holds short term cash investments to extent of Unassigned Fund balance, which earn interest.
- City utilizes Unassigned Fund Balance prudently & in compliance with Ordinance §7-62.



General Fund Unassigned Fund Balance

General Fund-Period Ending 6-30-21

- Current Assets: \$58,406,887
- Current Liabilities: \$29,161,081
- Total Fund Balance: \$29,245,806
- Restricted & Non-Spendable (\$70,159)
- Unassigned Fund Balance: **\$29,175,646**



General Fund Unassigned Fund Balance

Major Fund Balance Contributors-6-30-21

Major Contributors	Amount
School Department - Unexpended Appropriations	3,358,802.34
School Department Revenue Surplus	436,419.16
General Overhead - Host Community Fees	761,561.46
Tax Collector - Motor Vehicle Permits	1,943,414.98
City General Fund-Unexpended Appropriations	1,580,768.84
All Other Net Expense & Revenue Changes	(1,071,860.10)
Combined Net Changes	7,009,106.68

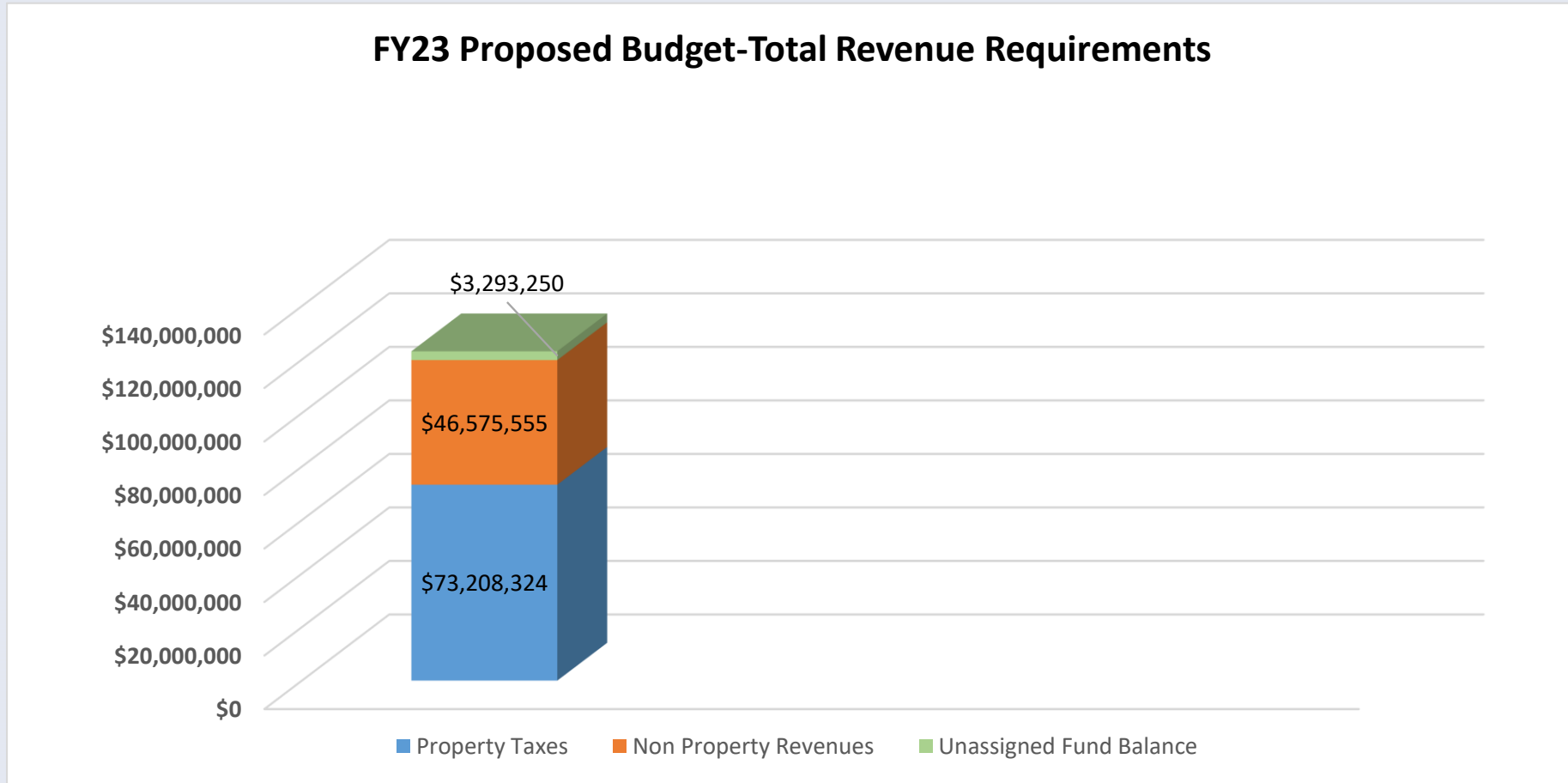
General Fund Unassigned Fund Balance

Use of Unassigned Fund Balance FY17 to FY22

Category	FY22	FY21	FY20	FY19	FY18	FY17
Adopted Use of Unassigned FB	\$3,047,064	\$1,000,000	\$1,325,000	\$1,275,000	\$1,262,981	\$1,942,149
Supplemental Appropriations-Projects	\$500,000	\$2,160,000	\$3,924,966	\$1,113,706	\$1,591,381	\$1,145,823
Change of Funding from Bonding	\$3,710,639	\$17,674	\$2,051,373	\$0	\$0	\$0
School Special Education Costs	\$0	\$0	\$1,038,000	\$0	\$1,200,000	\$0
Transfer to School Capital Reserves	\$0	\$0	\$1,151,863	\$824,762	\$173,504	\$796,326
Transfer of Land Use Change Tax	\$127,314	\$0	\$28,053	\$0	\$0	\$0
Establish City Capital Reserves	\$1,500,000	\$0	\$0	\$0	\$0	\$0
Transfer to Economic Develop Fund	\$1,084,000	\$0	\$0	\$0	\$0	\$0
All Totals	\$9,969,017	\$3,177,674	\$9,519,255	\$3,213,468	\$4,227,866	\$3,884,298



General Fund Unassigned Fund Balance



General Fund Unassigned Fund Balance

Complications of Utilizing Unassigned Fund Balance as Direct Property Tax Relief.

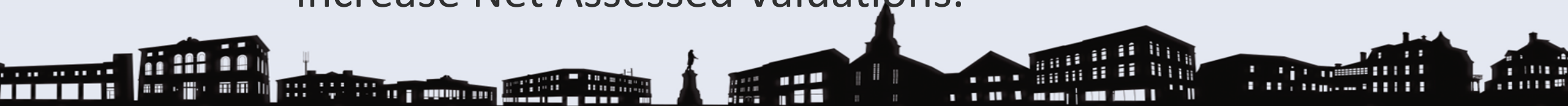
- The Unassigned Fund Balance Tax Relief is for only one fiscal year.
- Next budget cycle the Amount to be Raised by Property Taxes automatically increases.
- Tax Cap Override in the following year a strong possibility.
- Without Tax Cap Override, steep budgetary reductions required in order to supplant the revenue loss.



General Fund Unassigned Fund Balance

Better Utilization of Unassigned Fund Balance: Pay it Forward

- Change projects funded from bonding to cash. This eliminates future Principal & Interest expenses.
- Continue to use as funding source in subsequent CIP budgets & supplemental appropriations.
- Utilize for investments in Capital Reserve Funds.
- Utilize for Economic Development projects that increase Net Assessed Valuations.



Proposed Capital Reserve Funds

- Resolution Pursuant to RSA 34:1 Establishing a **Fire Apparatus Replacement** Capital Reserve Fund of \$500,000
- Resolution Pursuant to RSA 34:1 Establishing a **City Buildings Renovations** Capital Reserve Fund of \$500,000
- Resolution Pursuant to RSA 34:1 Establishing a **Public Works Apparatus Replacement** Capital Reserve Fund of \$500,000



Questions Raised

- Why are these CRF items not included in the upcoming Annual Budget process?
- Are the funding sources for these CRF's different because they are not included in the Annual Budget process?
- Why create these separate capital reserve funds and not simply include in the Annual Budget process?



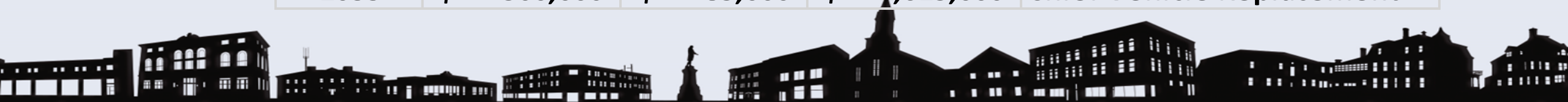
Questions Raised

- Why are these proposed capital reserve appropriations not a part of “a long-range plan?”
- Why would capital reserve fund monies be turned over to the Trustees of the Trust Funds which incur “management fees?”
- How do these management fees compare with interest earned on investing the funds?



Fire Apparatus CRF

<u>Fiscal</u> <u>Year</u>	<u>Annual</u> <u>Contribution</u>	<u>Annual</u> <u>Expenditure</u>	<u>Running</u> <u>Balance</u>	<u>Expenditure Purpose</u>
2022	\$ 500,000	\$ -	\$ 500,000	
2023	\$ 500,000	\$ 225,000	\$ 775,000	Forestry Truck
2024	\$ 500,000	\$ -	\$ 1,275,000	
2025	\$ 500,000	\$ 1,300,000	\$ 475,000	Aerial Replacement
2026	\$ 500,000	\$ -	\$ 975,000	
2027	\$ 500,000	\$ 700,000	\$ 775,000	Tanker/ Pumper
2028	\$ 500,000	\$ -	\$ 1,275,000	
2029	\$ 500,000	\$ 75,000	\$ 1,700,000	Chief Vehicle Replacement
2030	\$ 500,000	\$ -	\$ 2,200,000	
2031	\$ 500,000	\$ 2,000,000	\$ 700,000	Station 3 Apparatus
2032	\$ 500,000	\$ -	\$ 1,200,000	
2033	\$ 500,000	\$ 85,000	\$ 1,615,000	Chief Vehicle Replacement



Questions Answered

After initial creation and first appropriation, all subsequent actions will be a part of the Annual Budget process:

- Annual Contribution to CRF's will require Council action and will be requested during Annual Budget process
- Expenditures from CRF's will be included in 6 Year CIP budgets requiring Council approval during Annual Budget process



Questions Answered

- The source of funding for these capital expenditures are the same –
 - Capital expenditures for Fire Apparatus have traditionally been funded using Unassigned Fund Balance
 - Capital expenditures for Fire Apparatus using a CRF are proposed to be funded using Unassigned Fund Balance



Questions Answered

- These proposed capital expenditures are part of “a long-range plan”
 - Fire Apparatus replacements are included in the 6 Year CIP Plan (FY2023 CIP Book, page 37, 158)
 - City Building Renovations are included in the 6 Year CIP Plan (FY2023 CIP Book, pages 21)
 - Public Works Apparatus replacements are included in the 6 Year CIP Plan (FY2023 CIP Book, page 52, 152-155)



Questions Answered

- Why create Capital Reserve Funds –
 - Level annual funding approach eliminates large swings in funding requests = budget stability
 - Provides department heads a better sense of funding levels into the future for planning purposes
 - Requires department heads to look further into the future with expenditure plans



Trustees of Trust Funds

- CRF statute RSA 34:6 stipulates “The trustees of trust funds of the city shall have custody of all capital reserves.”
- Trustees do not have to turn over CRF monies to their third-party funds management company thus incurring “management fees.”
- Management fees are offset by the rates of return achieved by the third-party management company.



Interest Income

- Monies held by the City in liquid investment accounts currently earn as little as 0.18% or as high as 0.30%
- Trustees of Trust Fund treasury bonds are earning 2.7% - 2.9%
- Net out a 0.50% management fee = return of over 2% on funds held by Trustees



Interest Income

Placing CRF monies with the Trustees of the Trust Fund will garner more Interest Income

Fiscal Year	Begin Balance	Deposit	Net Interest Earned 2%	Withdrawal	End Balance	Cumulative Interest Earned	Activity
FY23		\$500,000	\$10,000	\$0	\$510,000	\$10,000	
FY24	\$510,000	\$200,000	\$14,200	\$225,000	\$499,200	\$24,200	Fire Forestry Vehicle
FY25	\$499,200	\$200,000	\$13,984	\$650,000	\$63,184	\$38,184	Fire Pumper Truck
FY26	\$63,184	\$250,000	\$6,264	\$0	\$319,448	\$44,448	
FY27	\$319,448	\$250,000	\$11,389	\$650,000	-\$69,163	\$55,837	Fire Pumper Truck
FY28	-\$69,163	\$200,000	\$2,617	\$0	\$133,453	\$58,453	
FY29	\$133,453	\$100,000	\$4,669	\$0	\$238,122	\$63,122	
FY30	\$238,122	\$100,000	\$6,762	\$0	\$344,885	\$69,885	
FY31	\$344,885	\$100,000	\$8,898	\$0	\$453,783	\$78,783	
FY32	\$453,783	\$100,000	\$11,076	\$0	\$564,858	\$89,858	
Totals		\$2,000,000		\$1,525,000	\$564,858	\$89,858	



“Buying Down the Tax Rate”

- Question – why not lower the tax rate using Unassigned Fund Balance?
- Answer – ongoing operating expenses should not be funded using non-recurring revenues.



Unassigned Fund Balance is a Non-Recurring Revenue

Non-Recurring revenues are defined as revenues outside of the tax levy that are not reasonably expected to be available at constant levels for spending in the following year(s).

The result could be major swings in the tax rate.



Tax Cap Factor

- Use of a Non-Recurring Revenue, such as Fund Balance, under a Tax Cap is especially problematic
- Once the non-recurring revenue is depleted, the tax levy is not able to be adjusted adequately to make up the loss
- Unless major cuts in services, a tax cap override and major immediate tax rate increase would be needed to meet ongoing costs of operating expenses



New DPW Facility Project

- Total Appropriations \$22,525,000
- Bonded 2020- \$10,525,000
- Balance to Bond-\$12,000,000
- DPW Anticipating \$500,000 surplus, which would be deauthorized.
 - Unexpended appropriations with a bonding funding source cannot legally be bonded and will be deauthorized by Council.



Impact of Landfill Closure

- When is the Waste Management landfill estimated to close?
The year 2034
- What will be lost – **property taxes, host fees, free disposal of solid waste**
- How can the City anticipate & offset the anticipated losses?
Econ Dev Reserve Fund and Econ Dev efforts to foster tax base growth (Assessed Value from TIF's)



Enterprise Funds & Tax Cap

- Appropriations and Supplemental Appropriations for Water & Sewer do not impact the Tax Cap
- Water Fund is an **Enterprise** Fund
- Sewer Fund is an **Enterprise** Fund



Enterprise Fund v. General Fund

- General Fund is supported mostly through property taxes, along with non-property tax revenues
- Enterprise Funds are supported through User Fees charged for the services they provide
- Enterprise Funds are self-supporting



TIF Districts & Property Taxes

- Tax Increment Financing (TIF) districts do not provide tax incentives or tax breaks
- Property Taxpayers in TIF districts pay a full tax bill
- TIF districts simply allow municipalities to dedicate tax revenues to pay for public infrastructure (roads, water, sewer)



“Free Money”

MAYOR CALLAGHAN



Lack of Public Input

MAYOR CALLAGHAN

