

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: March 8, 2022
Time: 6:30 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

- 1. Call to Order**

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

- 3. Public Input**

- 4. Unfinished Business:**
 - 4.1.1** Community Outreach Facilitator Position. Pg. 11
 - 4.1.2** ARPA Projects-Department Presentation. Pg. 15
 - 4.1.3** Utilization of General Fund Unassigned Fund Balance-Capital Reserves. Pg.17

- 5. New Business-**
 - 5.1.1** Rochester History Project. Pg.20
 - 5.1.2** Walmart N95 Facemasks Donation. Pg. 23
 - 5.1.3** Finance Committee Revised Start Time. Pg. 24

Reports from Finance & Administration

 - 5.2.1** Unassigned Fund Balance Activity Report. Pg. 25
 - 5.2.2** Monthly Financial Report Summary-February 28, 2022, Pg.26

- 6. Other**

- 7. Adjournment**

Finance Committee

Meeting Information

Date: February 8, 2022

Time: 6:30 P.M.

Location: 31 Wakefield Street

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

Committee Members Excused: Councilor Larochelle.

City staff present: Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan, Michael Scala, Director of Economic Development, and Assistant Director of Economic Development Jenn Marsh.

Others present: David Walker, Riverwalk Committee.

Agenda & Minutes

1. Call to Order

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

2. Roll Call

Ashley Greene, Administrative Assistant II/Planning Department, took the roll call attendance. All Councilors were present, except for Councilor Larochelle who had been excused.

3. Acceptance of Minutes: January 11, 2022

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the January 11, 2022, Finance Committee meeting. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Public Input

Dave Walker, resident, addressed the Committee regarding Agenda Item 6.1.2, the Economic Development Special Reserve Fund.

Deputy City Manager Katie Ambrose read an email from Ray Varney, resident and Trustee of the Trust Fund, regarding several Agenda items: Agenda Item 5 Riverwalk Fundraising, 6.1.1 Utilization of General Fund Unassigned Fund Balance, and lastly 6.1.2 the Economic Development Special Reserve Fund. *(This email is included as an addendum to the packet online)*

Mayor Callaghan told the Committee that he reached out to Mr. Varney after he received this email. He conveyed that some of the funding for the water and sewer budget (6.1.1) was, in fact, being used to pay for the City's legal fees. He stated that Mr. Varney seemed okay with that fact.

5. Unfinished Business

Riverwalk Fundraising

Finance Director Ambrose stated that this item is returning to Committee not necessarily for further action, but as an opportunity to provide additional information as the process moves forward. She clarified that the Riverwalk Fund has enough money to move forward with the planned activities for this current fiscal year.

Ms. Ambrose clarified what is meant by the fundraising "cap" of \$5,000. She explained that the Riverwalk Fundraising Committee would have a threshold of \$5,000 for donations that could be accepted without Council approval; however, the Committee would be required to come back to the City Council for acceptance of donations once they have reached the \$5,000 threshold. She said it is not a limitation on how much can be received in total; rather, it provides for a Council review prior to accepting funds in excess of \$5,000.

Ms. Ambrose confirmed that the City will eliminate any solicitation activities for the Riverwalk. She said the Riverwalk Fundraising Committee will seek alternate funding sources, such as grant opportunities and by continuing to accept unsolicited donations. Ms. Ambrose said the City Manager's proposed budget for FY 23 includes an annual operating budget (\$2,500) for the Riverwalk.

Councilor Lachapelle asked for clarification that no vote would be taken this evening because the \$2,500 on which the Committee has previously voted would be included in the budget adoption process. Ms. Ambrose replied that is correct.

Councilor Beaudoin asked to clarify if the Riverwalk Committee receives a donation for \$10,000 if it would be required to be approved through the City Council prior to acceptance. Mayor Callaghan said that is correct. Councilor Beaudoin said he agreed with Councilor Hamann's comments that the cap is not necessary and he suggested the City Council could revisit this decision at some point.

6. New Business

6.1.1. Utilization of General Fund Unassigned Fund Balance

Finance Director Ambrose said there is a status update and recommendation, which can be found in this evening's packet materials. She gave a brief overview of the City's approach of utilizing the City's Unassigned Fund Balance, the City's ordinances relative to expending funds, and how

much money needed to be retained. Ms. Ambrose outlined the reasons it is important to support a healthy Unassigned Fund Balance. The current Unassigned Fund Balance is at 26.63 %, whereas the City's General Ordinance Policy establishes a reserve threshold of 8% to 17%.

Ms. Ambrose said the Deputy Finance Director identified some expenditures that are in accordance with the City's policy. She listed the projects being proposed for funding through the General Fund/Unassigned Fund Balance, which cannot be appropriated without Council action. (See Exhibit A).

Councilor Lachapelle said by changing the funding source from "bond" to "cash" on these specific CIP projects that the City would save almost \$500,000 over a ten-year period. Deputy Finance Director Sullivan agreed. He said the City's Interest Rate on some projects is slightly less than 2.5 %; although, the estimate of savings is based conservatively on an interest rate of 2.5%. This is the rate which the City bases all bond projections.

Mr. Sullivan explained why some of the Water and Sewer Projects are included in this proposal. He said the Water/Sewer Funds have significant pending debt, which has been authorized but remains unissued. This includes approximately \$25,000,000 of pending debt for the Sewer Fund and approximately \$15,000,000 on the Water Fund. He said this process would relieve that pressure slightly and have a stabilization effect on the user rates. He explained that the older water/sewer projects were chosen due to them being in a taxable bond status. He said the City Council still has the option not to include those projects; however, it is his recommendation that they be included with Exhibit A. Councilor Lachapelle asked if the remaining balances listed on Exhibit A are exact amounts of the balance due. Mr. Sullivan replied yes, that is what remains that would need to be bonded.

Councilor Beaudoin asked if the funds would be held by the Trustees of the Trust Fund. Mr. Sullivan replied that this is a change in funding source. He said all the projects have already been appropriated by the City Council by bond issue and this would reverse that action by changing the funding source to Unassigned Fund Balance.

Councilor Hainey asked to confirm that these are current projects that have already been approved by the City Council. Mr. Sullivan replied that these have been already approved and some projects have been completed as well. He gave some details of the projects chosen.

6.1.2. Economic Development Special Reserve Fund

Deputy Finance Director Sullivan stated that all of the Economic Development Fund projects and initiatives have been funded through the Unassigned Fund Balance for at least the past five years and potentially longer. The problem is that the City's General Ordinance section 7.63 stipulates that the Economic Development Special Reserve Fund (SRF) provides a minimum of \$100,000 in annual funding from the Waste Management Host Agreement Fees. He said the same ordinance has a provision that allows additional transfers to the SRF from Waste Management Host Fee revenues received in excess of the total annual adopted appropriation. He said the City has been providing the minimum of \$100,000 as stipulated; however, the City has not been transferring these excess

fees. The last time excess fees were transferred from the Waste Management Host Fee revenues to the SRF Fund was FY15. Mr. Sullivan said as a result of not transferring these excess fees, the Economic Development projects have all been funded through supplemental appropriations from Unassigned Fund Balance. Mr. Sullivan said the problem is that this is not how the Unassigned Fund Balance is intended to be used. It is meant to be utilized for unanticipated expenses and emergencies. He stated that if the Economic Development Commission and Department of Economic Development sets up projects and activities, then there should be a dedicated fund for that purpose in order for the funding to be tracked in a more efficient manner. Mr. Sullivan said this would give a clear accounting of how funds are being invested and the outcome of these investments. He said currently the City is funding projects on a case-by-case basis with limited information. Setting up such a fund would put the responsibility on the REDC and Economic Development Department to focus on more beneficial projects for the City and to perform due diligence to negotiate a return on investment. He recommended any revenue from land sales be generated back into this fund to show a clear picture of the work being done.

Mr. Sullivan shared that he has spoken to the Director of Economic Development and the Chair of the REDC about the benefit to presenting the City Council with a 3 to 5 year plan and then periodically report back to the City Council on these projects.

Councilor Beaudoin asked if this method would comply with NH State RSA 47:1 (b) Special Revenue Funds, which stipulates that Economic Development Funds must be approved specifically and individually by the City Council. Mr. Sullivan confirmed that it does comply with the referenced RSA.

Councilor Lachapelle asked if all projects, regardless of size and scope, would need to come before the City Council for approval. Mr. Sullivan explained that this is not set up for smaller projects but rather for land purchases and Economic Development Initiatives. He said there is an operating budget for regular operation expenditures and small projects. The proposed fund would be solely for large scope items.

Councilor Hainey asked if the intention is to wait to see the plan prior to transfer the money. Mr. Sullivan said his recommendation is to transfer the funding with the follow-up plan to be presented to the City Council. He reiterated that the funds cannot be expended without Council approval. Councilor Hainey asked if the intent of this fund would be solely for land purchases. Mr. Sullivan said not necessarily, it could be to fund Economic Development initiatives/activity; however, all expenditures must be approved by the City Council.

Councilor Beaudoin wished to clarify that establishing this account could make it possible to provide the City Council with a full accounting of the account on a quarterly basis. Mr. Sullivan replied yes, the information would be easily accessible to staff.

Councilor Hamann **MOVED** to move forward with this process. Councilor Beaudoin seconded the motion. Ms. Ambrose clarified the motion: **to recommend to the full City Council to transfer \$1,084,000 from the Unassigned Fund Balance to the Economic Development Special Reserve Fund.**

Councilor Beaudoin stated his initial hesitation about approving this idea; however he stated that Deputy Finance Director Sullivan provided clear guidance of how the City Council will have a better understanding of the money being spent and will have full control over expenditures.

Councilor Lachapelle asked if this would bring the level of funding up to the \$1.5 million. Mr. Sullivan replied that is correct. He said the Special Revenue fund currently has a balance of \$316,000 and by virtue of the ordinance it is set to receive another \$100,000 from the Waste Management Host Fees in July 2022.

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

6.1.3. ARPA Projects

Finance Director Ambrose gave a brief overview and status update of the ARPA projects and the process to date.

Ms. Ambrose said up to this point, the Finance Committee had recommended expenditure of over \$3.6 million in APRA Projects, of which \$916,000 was to establish the Community Health Coordinator Position. She added that the City Council voted to move forward with the job description of the Community Health Coordinator Position; however, the funding for that position has not been adopted by Council. Ms. Ambrose said the Personnel Advisory Board is scheduled to meet soon in order to review the job description/classification. Once the job description and classification has been through the Personnel Advisory Committee it will be sent to the Finance Committee.

Ms. Ambrose said the prior City Council's approach to the APRA funds was to first review the City Manager's list of "included" proposals as the priority. Ms. Ambrose said, excluding the funding for the Community Health Coordinator position, there is an uncommitted balance of \$3,417,687 in APRA Funds available. She stated it is up to the Finance Committee now to follow the same approach as the previous City Council or to take a different approach. Ms. Ambrose clarified that the City Council must allocate any funds by the end of 2024 and expend the funds by the end of 2026.

Councilor Beaudoin inquired how the projects are funded and the funding sources. Ms. Ambrose replied that the Treasury has set up guidelines for permissible use of the funds. She said the final guidelines have been recently released and all the projects listed under the City Manager's proposal do meet those guidelines. She said it is up the Finance Committee to look at these recommendations or pursue other projects so long as they meet the Federal guidelines.

Councilor Lachapelle said the Finance Committee has time to review these projects thoroughly. He indicated that he is interested in seeing the final job description for the Community Health Coordinator. He stated that he did not have any recommendations on specific projects this evening. He suggested sending the matter to a workshop setting to include the entire City Council in the discussions.

Councilor Lachapelle asked if this ARPA project document is available to the full City Council. Mr. Sullivan replied that it is available on the City's website or through the Finance office.

Councilor Lachapelle reiterated that it might save time to have the full discussion at a workshop setting. Councilor Gray agreed; however, he said that a lot of thought went into the City Manager's proposed items to ensure that tax cap requirements could be met further down the road if certain items, such as staff positions, were approved. He further explained that the exception to that rule would have been the Community Health Coordinator, which would have an impact on future budgets.

Mayor Callaghan stated he would discuss the ARPA funds with the Agenda Setting Committee and potentially place it on a Workshop agenda within the next few months.

Mr. Sullivan asked for clarification that the Committee had taken action on the proposed projects contained in category (C) under 6.1.1; however, the other two categories (A) and (B) were kept in Committee. Mayor Callaghan confirmed that this is correct.

6.1.4. Impact Fees-Return of Fund-Review

Mr. Sullivan said he completed a full assessment of the Impact Fees refunds with the Assessing Director. Mr. Sullivan said per the City Ordinance, any Impact Fee refunds must be returned to the property owner of record. He gave a brief overview of the discussions that took place by the planning board and a previous Finance Committee meeting at which time the initial data gathered seemed to indicate there were far fewer developers affected by the Impact Fees, and it was reported that approximately 40% of the Impact Fees collected were from individual property owners. However, a closer look at the data has shown that all but three properties charged impact fees have been sold, which indicates that the activity affected small developers. He said the new data shows that 85% of the Impact Fees collected were developer-related and only three individual homeowners retained the properties on which the impact fee was charged. After further consultation with Deputy City Manager Ambrose and Attorney O'Rourke, it was realized that any refunds sent to the property owner of record is taxable income to the homeowner, requiring the City to reach out to the property owner of record and request a tax ID number to report to the IRS. He stated that to avoid any chance of fraud or the appearance of fraud, the City should develop another approach to resolve this issue. This is why the Finance Department has not moved forward with sending notices to individuals impacted by the fees. He speculated that the City may even be required to take a certain percentage of withholdings and suggested that this information should also be forwarded to the Planning Board.

Councilor Beaudoin explained that he felt that these taxes were already paid upfront and wondered what a Tax Attorney would advise in regards to whether or not these refunds are taxable. Mr. Sullivan replied that this decision is pending further discussion with the Tax Attorney to determine how to move forward.

Councilor Hailey asked how many people would receive refunds and what the average

refund would be. Mr. Sullivan replied that approximately 14 property owners were eligible and they would receive refunds with an average of \$4,500 each. Councilor Hainey asked what percentage of would be withheld for taxes. Mr. Sullivan said that if it turns out to be taxable income, the City would withhold 25%.

Mayor Callaghan questioned if the majority of the refunds would be given to individuals or developers. Mr. Sullivan confirmed that the majority of the Impact Fees being refunded would be sent back to the property owner of record, not the developer of the property. Councilor Gray suggested thinking outside the box and gave ideas about possibly depositing the refunds directly towards the tax bill, *or future tax bill*, of the property owner of record. Mr. Sullivan said the manner in which the refunds are returned must follow the City's General Ordinances for Impact Fees, although more discussion could take place about the method in which the refunds are returned. Councilor Gray commented that the City Council could amend its ordinances as well.

Reports from Finance Administration

6.2.1 Monthly Financial Report Summary- January 31, 2022

Deputy Finance Director Sullivan reported that the General Fund non-property tax revenues remain strong. Waste Management host fees remain strong as well. The only soft area of note is interest income. General Fund expenses are trending slightly above budget. Special Revenue funds are improving over the prior month, including the Arena fund which has increased revenue, although their expenses are slightly over budget. Councilor Lachapelle noted that much of the expense reported from the Arena Fund was due to the ice malfunction that occurred last year.

Councilor Hamann referenced item 6.1.1 regarding Utilization of General Fund Unassigned Fund Balance and stated that there were two items on which the Committee has not voted:

- A. List of Capital Improvement Projects
- B. List of Capital Reserve Projects

Finance Director Ambrose confirmed that the first two items discussed were remaining in Committee; however, the Committee could vote on the items referenced by Councilor Hamann.

Councilor Gray **MOVED** to recommend to the full City Council that the two Sewer Items be approved: Sewer System Master Plan (\$300,000) & NPDES Permit Tech Legal Assist (\$300,000), for a total of \$600,000. He said he felt it would have a positive impact on the sewer rates and offset expenses of the taxpayers. Councilor Lachapelle seconded the motion. Councilor Hainey asked if the proposed action would impact the sewer rate. Mr. Sullivan replied yes. He added the remaining items will have an impact on the amount of money needed to be raised by taxes when the bonds are issued.

Councilor Beaudoin asked if the items in section A had already been approved by Council. It was confirmed that they had been approved. He inquired, if the funding source was not changed to unassigned fund balance, they would be kept as bonded debt. Mr. Sullivan said that is correct. The

Committee briefly discussed the matter. Councilor Beaudoin **MOVED to AMEND** the prior motion to include the remaining items listed on section A of the proposed list with a total of \$3,710,641 and a savings of over \$510,000. Councilor Hainey seconded the motion.

Councilor Gray explained that he had not included the two fire department items in his motion in order to continue that conversation with full Council during the upcoming budget process due to the total cost of over \$2,000,000. Mr. Sullivan clarified that the Fire Apparatus Replacement (\$345,000) has already been adopted, funded, and the department has received the truck. He said it is still in a pending/ authorized but unissued status. He added that the other item: Apparatus Replacement Program (\$1,940,000) includes a pumper truck and a ladder truck, for which some funds have already been expended. Delivery is due in May at which point the balance will be owed. He clarified that these items will have no impact on the FY 23 budget request.

Councilor Gray discussed past practice of staggering the purchase of large apparatus over multiple years. He also stated that historically, these large purchases have been temporarily funded through Unassigned Fund Balance pending collection of the bond. This would avoid the expense raised by Councilor Beaudoin earlier because the item would not be bonded. Councilor Beaudoin clarified that the City is already obligated for the \$1.9 million for the two trucks referenced. Mr. Sullivan confirmed that these purchased have already been approved and the trucks are being built currently for May delivery. **The MOTION CARRIED to AMEND by a majority voice vote. The amended MOTION CARRIED to recommend inclusion of the entirety of Exhibit A to full Council by a unanimous voice vote.**

Finance Director Ambrose summarized that the only item which had not been acted upon is the Capital Reserves. These would all be new funds not yet established and they would need a recommendation for funding as well as a recommendation to go to Council for the establishment itself.

Councilor Beaudoin asked if the referenced monies are held by the Trustees of the Trust Fund; he said he thought all reserve funds which are not labeled for appropriation are held by the Trust Fund. Finance Director Ambrose stated that unassigned fund balance is not held by the Trustees of the Trust Fund but rather is unappropriated in the General Fund. However; if the Capital Reserve Funds were established and funded by unassigned fund balance, then they would be under the custody of the Trustees as Capital Reserve Funds. Councilor Beaudoin asked, if the Council decided not approve the three projects being discussed, if the money could be used for other purposes. Ms. Ambrose stated that if not approved, this money would remain as unassigned fund balance and appropriated for other purposes. Councilor Beaudoin suggested that the Trustees be given a timeline of when funds will be needed in order to best invest the monies. Ms. Ambrose stated that this is already part of the process followed by the Trustees. Councilor Hamann suggested the Committee determine the amount of interest which will be accrued on these funds and whether this interest will be equaled or exceeded by the cost of maintaining the fund. Deputy Finance Director Sullivan stated that the City's liquid investment account is 18 basis point to maintain, which is 18/10ths of a percent; so if the money was invested by the Trustees it would likely be more beneficial as far as interest is concerned.

Councilor Hainey inquired if the Trustees of the Trust Fund have looked into other options

besides Charter Trust, which is the company which currently facilitates the investments of the funds. Ms. Ambrose said that in the past the Trustees have explored other options and stated that she would reach out to them for more information for the Committee.

The Capital Reserve Fund item was kept in committee.

7. Other

Councilor Beaudoin referenced the Riverwalk discussion from earlier in the agenda. He suggested that charities are subject to numerous laws and regulations through the state to which they need to adhere and there is a great deal of oversight by the Attorney General; however, the process of establishing a charity is not difficult. He suggested that if there is a Riverwalk Charity formed, it would take the responsibility off the City Council. Councilor Beaudoin stated that in this scenario, the Riverwalk Committee would not need to continuously come to Council for approval of activities and appropriations unless they involve use of public lands, and they would manage their own funds. He requested that the City Attorney investigate this further and determine what would be involved in establishing such a charity.

Deputy Finance Director Sullivan clarified that in his previous summary, he was not stating that a charity could not be formed but rather that it could not be formed by the City of Rochester or the Finance Department, which is not equipped for such a venture. However; if the Riverwalk Committee wanted to independently form a charity and use financial management systems outside of the City of Rochester's systems, they could do so. He questioned whether the Riverwalk Committee would need to become a separate entity to do so, as it is currently a mayor's committee. He suggested the City Attorney look into this. Councilor Lachapelle agreed that the Riverwalk Committee establishing a charity might be a good option and the City Attorney should investigate; however, the Riverwalk Committee should give input regarding whether establishing their own charity is something they even want to do. Dave Walker, Riverwalk Chair, stated that if the City Attorney felt a charity was plausible, he would discuss the potential with the Riverwalk Committee.

Councilor Hainey inquired about grants through the Governor's office that are available for police department body camera purchases. She asked if the Rochester police department had applied for any of these grants and if it could offset the cost of the body camera purchase discussed at the prior Finance Committee meeting. Finance Director Ambrose confirmed that the police department is applying for grants; although the grant funding would not cover the entire cost of the purchase and there is still question on whether a department is eligible to receive funding if the appropriation for the purchase has already been approved in the City budget.

8. Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 7:01 PM

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: New Position – Community Outreach Facilitator

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

E-mail Address kathryn.ambrose@rochesternh.net

Meeting Date Requested: 3/8/2022

Issue Summary Statement:

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

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

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

Community Outreach Facilitator

Statement of Duties

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

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

Supervision

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

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

Job Environment

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

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

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

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

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

Essential Functions

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

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

Knowledge of and skills in:

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

Ability to:

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

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

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

Recommended Education and Experience

High school diploma or equivalent required.

Associates Degree from an accredited college preferred.

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

Special Requirements

Valid driver's license required.

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

Physical and Mental Requirements

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

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

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: American Rescue Plan Act - Presentations

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

E-mail Address: kathryn.ambrose@rochesternh.net

Meeting Date Requested: 3/8/22

Issue Summary: Staff will be presenting on the ARPA proposals for the Community Outreach Facilitator position (formerly titled “Community Health Coordinator”), Employee Premium Pay and the Employer-Assisted Child Care Cooperative. \$3,417,687 of the funds remain uncommitted, which must be allocated by 12/31/2024 and expended by 12/31/2026. If it’s the pleasure of the committee, motions could be made to recommend the allocation of ARPA funds for the specific projects to move them forward to City Council.

Recommended Action: Discussion and motions to recommend to City Council the allocation of ARPA funds for the Community Outreach Facilitator position, Employee Premium Pay proposal and Employer-Assisted Child Care Cooperative proposal.

American Rescue Plan Act-Project Funding Tracking- November-2021

<u>Department</u>	<u>ARPA Project Descriptions</u>	<u>Requested Amount</u>	<u>City Manager Included</u>	<u>City Manager Excluded</u>	<u>Finance Comm Endorsed</u>	<u>Status-Notes</u>	<u>Finance Comm Date</u>	<u>Council Adopted Amount</u>	<u>Adopted Date</u>	<u>Finance Set Up</u>
City Manager's Office	Sheltering-Homeless Initiative	\$1,000,000	\$1,000,000			In-Finance Comm				
City Manager's Office	Community Health Coordinator	\$916,000	\$916,000		\$916,000	Recommend Full Council	9/14/2021			
City Manager's Office	Employer Assisted Child Care Cooperative	\$1,400,000	\$1,400,000			In-Finance Comm				
Finance-Human Resources	Employee Premium Pay	\$92,000	\$92,000			In-Finance Comm				
Water Fund	Water Transmission Main Lining	\$2,000,000	\$2,000,000		\$2,000,000	Recommend Full Council	10/12/2021	\$2,000,000	11/3/2021	11/12/2021
Arena	Lost Operating Revenue Replenishment	\$129,815	\$129,815		\$129,815	Recommend Full Council	9/14/2021	\$129,815	10/5/2021	10/8/2021
Recreation	Lost Operating Revenue Replenishment	\$105,022		\$105,022		In-Finance Comm				
Economic Development	Development of Affordable Housing	\$1,500,000		\$1,500,000		In-Finance Comm				
Economic Development	Economic Development -Data Repository	\$280,000		\$280,000		In-Finance Comm				
Water Fund	Cocheco Well Treatment Upgrades	\$5,600,000		\$5,600,000		In-Finance Comm				
Water Fund	Round Pond Capacity Augmentation	\$1,000,000		\$1,000,000		In-Finance Comm				
Water Fund	Electrical Upgrades	\$1,650,000		\$1,650,000		In-Finance Comm				
Water Fund	RT 202A Water Main Extension Project	\$600,000	\$600,000		\$600,000	Recommend Full Council	10/12/2021	\$600,000	11/3/2021	11/12/2021
Sewer Fund	WWTF Carbon Storage & Sludge Dewatering	\$2,000,000		\$2,000,000		In-Finance Comm				
Sewer Fund	WWTF Secondary Clarifier Upgrades	\$950,000		\$950,000		In-Finance Comm				
Planning	Building Deferred Maintenance Program	\$301,000		\$301,000		In-Finance Comm				
Easter Seals	Champlin Place Development	\$750,000		\$750,000		In-Finance Comm				
TOTALS		\$20,273,837	\$6,137,815	\$14,136,022	\$3,645,815			\$2,729,815		
ARPA SUMMARY		AMOUNTS								
Total ARPA Entitlement Award		\$6,147,502								
Finance Committee Recommendations		\$3,645,815								
Council Adopted		\$2,729,815								
Uncommitted Balance		\$3,417,687								

Commitment Deadline Date: 12-31-24
 Expended Deadline Date: 12-31-26

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Utilization of General Fund Unassigned Fund Balance-Capital Reserve Funds

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

E-mail Address: kathryn.ambrose@rochesternh.net

Meeting Date Requested: 3-8-22

Issue Summary: Follow up discussion from the February 8th meeting regarding Capital Reserve Funds. Finance Committee did not vote on this request, and asked for additional information on investment yields and expenses from Charter Trust.

The City is in a very strong financial position regarding Unassigned Fund Balance. It's prudent to consider using the Unassigned Fund Balance to convert bond authorizations to cash, consider establishing Capital Reserve Funds, and re-capitalizing the Economic Development Special Revenue Fund. A grand total of \$6,294,641 is recommended to be utilized from General Fund Unassigned Fund Balance. Finance Committee has recommended funding \$3,710,641 to convert bonded Capital Improvement Projects to cash and \$1,084,000 to transfer to the Economic Development Special Revenue Fund.

Capital Reserve Funds: Establishing Capital Reserve Funds (CRF) is a prudent use of unassigned fund balance. Utilizing CRF funds will allow the funds to earn interest at a much higher rate than our standard liquid investment rate of .18 %, or 18 basis points (100 basis points = 1%). Charter Trust's most recent management fees were charged at 1%. Initial CRF funding recommendation is \$1,500,000.

The Capital Improvements Plan would be utilized to aid in planning investment duration, funding and expenditures from the CRFs.

Questions from February 8th Finance Committee Meeting

- Interest earnings vs. management fees through Charter Trust and impact of investing over time:

From Charter Trust:

This depends upon the needs for the funds and where bond interest rates are heading. Some assumptions can be provided based on current rates and the expectation for future rates, but these are only assumptions. As for needs, we will base the assumption on how most other municipalities allocate their reserve funds – 75% to bonds/25% money market. We would be primarily investing in US govt. bonds (bonds that are fully guaranteed by the US government). Lately the rates on US treasury bonds have been moving up sharply, which is a good thing for investing new funds. The Fed funds rate is also expected to move up sharply this year, starting next month. Many expect the Fed to increase the rate to .5% from 0% next month. This benchmark rate would immediately impact our money market rate and in turn exceed the management fee right away. That would be just for cash/money market portion of the capital reserve funds though – for example 25% of the total. For the remaining 75% of the funds we would be looking to invest in a ladder of Treasuries maturing over the next several years. Here is a basic visual of Treasury rates today and where they were 30 days ago...we expect them to continue to rise from here: You can see the 2 year is roughly 1.5%, 5 year is 1.9%, and 10 year is just over 2%. So, for the bulk of the funds (ex. 75%) we would be potentially earning 1.5-2% at today's rates.

YIELD CURVE

| TODAY | 30 DAYS PRIOR



- The last time the Trustees have put the professional investment services out to bid or met with other potential investment managers, and results of that analysis:

The Trustees of the Trust Funds interviewed three companies at the end of 2017, Citizens Bank, Independence Financial Advisors L.L.C. and Creteau, Hackett and La Chapelle. The last company did not offer what we needed. The other two were more expensive and did not necessarily specialize in municipalities. The Trustees were very happy with Charter Trust and decided to renegotiate the contract.

Finance Comment: MSullivan: Management fees are anticipated to be in the 1% range of total funds under management. The School Capital Reserve Fund currently incurs a 1% annual management fee on total funds under management. However, during the January-22 Charter Trust Council presentation Charter Trust stated 40 basis points is the management level. Assuming a 1% management fee interest yields in the 2% to 2.5% range would provide a net gain of 1% to 1.5%. This net yield is substantially better than the standard bank investment account yields, which are 15 -18 basis points, or 15%-18% of 1 percent. Even if bank investment account yields improved to 50 basis points the funds placed with Charter Trust would still outperform the traditional bank investment accounts earnings.

Recommended Action: Establish a new Fire Apparatus Replacement Capital Reserve Fund for the purpose of replacing large Fire apparatus and appropriate \$500,000 to the fund from General Fund Unassigned Fund Balance. Establish a new Public Works Apparatus Replacement Capital Reserve Fund for the purpose of replacing large Public Works vehicles and equipment, and appropriate \$500,000 to the fund from General Fund Unassigned Fund Balance. Establish a new City Building Renovations Capital Reserve Fund for the purpose of renovating, enlarging, rehabilitating, relocating and/or constructing City buildings and facilities, and appropriate \$500,000 to the fund from General Fund Unassigned Fund Balance.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Patrick O. Connelly – Rochester History Project

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

E-mail Address: kathryn.ambrose@rochesternh.net

Meeting Date Requested: 3/8/2022

Issue Summary Statement: Professor Patrick O. Connelly will be presenting on his ideas and requests relative to the 300th anniversary of Rochester's Town Charter.

Recommended Action: Discussion

Rochester, N.H. Town History Project Desirables List in Priority Order

Patrick O. Connelly May 12, 2021

Mayor McCarley, as requested please find a list of desirables intended to present, protect but render accessible the trove of documentation and research on the history of our incredible town prior to the 19th Century.

1. First and foremost, secure and controlled space must be found to secure the several hundred book and materials, both bound and loose documents assembled in the quest to share the story of the 64,000 acre township and its inhabitants from Native Abenaki to European settlers. The town has already received a few hundred books that supported my work before 2015 when I returned from a decade of teaching and consultation in China. I believe that they have been accessed and inventoried but not more. Primary source documents need to be conserved and stored away from use. The reason for the transcriptions are to enable use without impairing original documents.

When I decided to provide the town with a bound transcription of the Proprietor's Book and the Town Book and the First Church with a bound copy and transcription of the records of the Rev. Amos Main and the Rev. Joseph Haven, I did believe that I would wind down my work, retire and oversee the possible local continuing research.

At my local briefing in 2016 it was clear that to stop would end the work. I committed to continue transcriptions and decide afterwards how to proceed. In the interim period my research became more focused and productive. Some of the materials, such as some of the 17th Century grants made by the Massachusetts Bay Colony for land in the territory above Dover Head-Line in the future territory of Rochester; was archived beyond NH borders and was misclassified as well. The location and plot of the Whitehall Grant to Waldron and partners documented in Volume I is seen here for the first time in recent history and perhaps not since their inclusion in the original source archives.

It was fortunate that additional research had been done on key areas of my interest and the addition of the Abenaki Diaspora to my early chapters further expanded research to include a relationship with the Cowasuck Band of the Abenaki and additional insight not considered in earlier research. It has added an important dimension to the History and focused appreciation of and awareness of these early inhabitants.

At this moment, the additional library supporting the final research will add some 300 books to the space, some of which are out of print and add important insight into the period in Rochester. The reality of funding this space and control is a subject of another priority.

2. Publication assistance. The two-volume set is intended to provide an introductory history of the 64,000-acre territory through the end of the 18th Century while delivering a complete transcription of the life of the time through Proprietor's Records and Town Books, supplementing missing time periods with miscellaneous loose documents from the trove.

Volume II, mostly complete at this time will span some 660 pages and contains not just transcribed words but actual pages scanned and included to provide a better sense of the workings of the colonial town. The "story" of the town is told in Volume I, estimated to span some 400 pages at conclusion, excluding appendix and index. I have searched for a NH

publisher to keep the project local, but most enterprises are not interested in this type or magnitude of project. Dorrance Publishing of Pittsburg has indicated an interest but await a completed draft upload to confirm project and price.

To be clear, all work and associated cost has been on my account without any support. We are not owing to any source at this moment and all resources are available for us to maneuver in the best interest of a successful project conclusion.

Any recommendations about publication are openly solicited. The author is previously self-published in the U.S. through Kindle Direct in the form of a 400-page business text, now in its third edition and the same text is available in China in Chinese. A third book is soon to be published with two colleagues on the subject of competency-based human capital development. FYI only.

3. Consider the possibility to open a direct relationship with the FCC regarding the 1,000+ 18th Century sermons, mostly of the Rev. Joseph Haven [friend and colleague of Jeremy Belknap] and resource that directly provided much of the material of Rochester to Belknap in 1790 for his classic History of New Hampshire. Scanning is under way that will enable access to the sermons without impairing these important and currently well-preserved documents. [The life transit of these documents are a tale in their own right].

4. If the town could add a dimension to its web site informing the community of the projects to preserve history, it is possible that additional materials from the period might be brought forward for analysis and transcription. Some may also be willing to place the original documents into the care of the project [with appropriate attribution] and this would expand the body of knowledge and improve the next town history. Blog use [fireside chats to we seniors] could further record the work product of research and findings so that we cease the loss of knowledge and artifacts that are critical to the DNA of the frontier settlement, township and later City of Rochester.

5. The state has a section devoted to managing a LIDAR utility that has already accomplished a scan of Strafford County. Among the many protections introduced by Proprietors was a series of garrison houses in the town area, many on the way from Dover over Rochester Hill into the town. One construction was a blockhouse that would have ordinarily been protected by a palisade of driven logs into the ground. These are often visible under LIDAR and in a controlled environment might yield significant information about the disposition of settlers and disposition of protection for settlers in the period. I have tried to secure assistance but not being from Rochester... Perhaps a town commission might obtain copies of the scans for the original Rochester territory including Farmington and Milton. Similarly trying to work with State Archaeology offices has not yielded good information since there is a fear that genuine disclosure may put sites at risk. It is still worth pursuing by an authorized agency.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Walmart Donation- N95 Face Masks (2) Pallets

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: 3/8/22

Issue Summary: City Health Officer Mr. Veno informed Finance that Walmart would like to donate two pallets of N95 face masks to the City of Rochester. We do not have a total box count from Walmart, but know there is twenty (20) N95 face masks per box. A total value amount is also pending from Walmart. The retail value of a box of twenty (20) N95 face masks sold by Walmart is \$29.99. Assuming there is approximately two hundred to four hundred boxes per pallet the estimated value per pallet is \$6,000 to \$12,000, total value estimate is \$12,000 to \$24,000.

Recommended Action: Recommend acceptance of the donation to full Council. The final Council Resolution will have updated value estimates.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Finance Committee – Meeting Start Time Discussion

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

E-mail Address kathryn.ambrose@rochesternh.net

Meeting Date Requested: 3/8/2022

Issue Summary Statement: Discussion on changing the start time of Finance Committee meetings from 6:30 PM to 6:00 PM.

Recommended Action: Discussion, motion to move the start time of Finance Committee meetings to 6:00 PM.

**FY22 General Fund Unassigned Fund Balance Activity
03/3/2022**

Descriptions	GF Expenditures	Amount	Percentage	Notes
FYE21 (MS-535 06/30/2021)	\$109,564,594	\$29,175,647	26.63%	
Unassigned Fund Balance Policy Threshold 8%-17%				
Low 8%		\$8,765,168	8.00%	
High 17%		\$18,625,981	17.00%	
Over (Under) Fund Balance Policy- 17% Threshold		\$10,549,666	56.64%	
FY22 Adopted Budget City & School		\$3,047,064	16.36%	Pending FYE22 actuals
Balance Over (Under) 17%		\$7,502,602	40.28%	

FY22 Additional Activity	Date	City	School	Water-Sewer	Econ Dev Fund	Subtotal	Notes
CIP Change of Bond Funding	03/01/2022	\$2,386,489	\$570,000	\$754,150		\$3,710,639	Pending Council Approval
Transfer to Economic Development Fund	03/01/2022				\$1,084,000	\$1,084,000	Pending Council Approval
Creation of Capital Reserve Fund	03/01/2022	\$1,500,000				\$1,500,000	Pending Council Approval
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
FY22 Totals		\$14,436,155	\$570,000	\$754,150	\$1,084,000	\$6,294,639	

FY22 Activity Summary	Amounts
FY22 Adopted	\$3,047,064
FY22 Additional Activites	\$6,294,639
FY22 Totals	\$9,341,703

FINANCE COMMITTEE

Monthly Financial Summary Report

Agenda Item Name: Monthly Financial Statements Summary – as of February 28, 2022

For the full detail report, click here: [February 28, 2022 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Issue Summary Statement

Below are the revenues & expense highlights through February 28, 2022, which represents approximately 67% completion of FY22.

GENERAL FUND NON PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues remain strong at \$3,660,377, 75% collected.

Waste Management Host Fees: FY22 third quarterly payment received, total received \$3,611,720. City allocation \$2,733,593 School Department allocation of \$878,127. Quarter 4 payment due April-22. Revenue is

Building Permits: Revenues remain strong at \$393,019, 131% collected.

Interest Income: Remains very soft at \$20,335, interest rates remain low.

Interest on Delinquent Taxes: Collections at \$360,925, 103% collected.

State of NH Rooms & Meals: \$2,296,678 received, \$728,399 over budget. The surplus of \$728,399 was used to offset the DRA 2021 final property tax rate.

Highway Block Subsidy: FY22 third payment received, total received \$493,672, 82% collected.

Cablevision: Three payments received from Comcast & Atlantic Broadband, total \$100,764, 42% collected.

Current Use Taxes: Current Use tax revenues are strong at \$112,728.

GENERAL FUND EXPENSES: Overall expenses are slightly above budget at 74%. Expense details are 71% actually expended and 3% encumbered to spend. Salary, OT & Benefits are trending slightly below budget at 61%

Fire & Police Over Time: Fire Department Overtime trending high at 131% expended, Police Overtime trending at 118% expended.

Welfare Direct Assistance: Continues to trend low at 31% expended.

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies, and collections both at 48%. FY22 Water Fund expenses are trending below budget at 55%, Sewer Fund expenses are trending below budget at 61%.

Community Center: Expenses trending to budget at 67%, and Revenues are at 60% collected.

Arena Special Revenue: Expenses at 73%.5%. Revenues are at 87% collected, which includes a \$129,815 contribution from ARPA grant funds.