



**City Council Public Hearing
July 7, 2020
Meeting Conducted Remotely
6:30 PM**

- 1. Call to Order**
 - 2. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 [CDBG Action Plan prior to amendments](#) P. 7**
 - 3. Adjournment**
-

**Regular City Council Meeting
July 7, 2020
Meeting Conducted Remotely
*Immediately following the public hearing***

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: June 2, 2020 *consideration for approval* P. 15**
 - 5.2 City Council Special Meeting: June 16, 2020 *consideration for approval* P. 35**
- 6. Communications from the City Manager**
 - 6.1 City Manager's Report P. 51**

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City Clerk's Office

7. Communications from the Mayor

7.1 Discussion: In-Person City Council Meetings

8. Presentation of Petitions and Council Correspondence

9. Nominations, Appointments, Resignations, and Elections

9.1 Resignation: Elizabeth Tonkins-Agea – Arts & Culture Commission P. 89

10. Reports of Committees

10.1 Community Development Committee P. 91

10.1.1 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 CDBG Action Plan prior to amendments *second reading and consideration for adoption* P. 7

10.2 Finance Committee P. 93

10.2.1 Committee Recommendation: To approve the Non-Union Annual CPI Wage Scale Adjustments *consideration for approval* P. 97

10.3 Fidelity Committee P. 101

10.4 Planning Board P. 107

10.5 Personnel Advisory Board P. 119

10.5.1 Public Information and Community Engagement Manager P. 120

10.6 Public Works P. 129

10.6.1 Committee Recommendation: To accept the donation of land for tax parcel, Map 256 Lot 38-2 by the property owner to the City of Rochester *consideration for acceptance* P. 133

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City Clerk's Office

10.6.2 Resolution Authorizing Exchange of Rochester Project No. 40647 Route 125/Columbus Avenue Intersection Improvements for Capacity/Safety Improvements on Route 11 in the State of New Hampshire 10 Year STIP Plan and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption* P. 149

11. Old Business

11.1 Resolution Authorizing Supplemental Appropriation from General Fund Unassigned Fund Balance in the amount of \$350,000.00 for the Purchase of 55 North Main *second reading and consideration for adoption* P. 151

11.2 *Committee Recommendation (Public Safety):* To install overhead streetlights and crosswalk signs with rectangular rapid flashing beacons at the North Main Street Crosswalk in an amount of \$50,000 *consideration for approval* P. 153

12. Consent Calendar

13. New Business

13.1 Resolution Authorizing Acceptance of Coronavirus Emergency Supplemental Funding Program Grant and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption* P. 159

13.2 Resolution Authorizing the Acceptance of a \$3,750 Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption* P. 165

14. Other

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

DRAFT – CITY OF ROCHESTER FY 21 CDBG ACTION PLAN AMENDMENT

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021

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

WHEREAS, the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act eligible projects and has unallocated prior year CDBG funds;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the following allocations: Three Thousand Dollars (\$3,000.00) to the Homeless Center for Strafford County, Twenty-Five Thousand Dollars (\$25,000.00) to the Community Action Partnership of Strafford County, Ten Thousand Dollars (\$10,000.00) to Strafford Nutrition Meals on Wheels, Twenty Thousand Dollars (\$20,000.00) to My Friend's Place, Thirty Thousand Dollars (\$30,000.00) to HAVEN, Two Thousand Five Hundred Dollars (\$2,500.00) to SHARE Fund, Fifteen Thousand Two Hundred Seventy One Dollars and Twenty Cents (\$15,271.20) to Cross Roads House, Two Thousand Dollars (\$2,000.00) to Strafford County Public Health Network, and Twelve Thousand Dollars (\$12,000.00) to Dover Adult Learning Center.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, 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 accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

Amendment of FY 2021 Community Development Block Grant (CDBG) Annual Action Plan to Add Allocated CARES Act CDBG Funds

At the June 15, 2020 Community Development Committee meeting, Councilor Lauterborn provided a brief overview of the need for the allocated CARES Act Community Development Block Grant (CDBG) funds to be used for the preparation for, prevention of, and/or response to the continuing COVID-19 pandemic. The committee members discussed the available funds and potential allocations.

- Homeless Center for Strafford County: \$3,000
- Community Action Partnership of Strafford County: \$25,000
- Strafford Nutrition Meals on Wheels: \$10,000
- My Friend's Place: \$20,000
- HAVEN: \$30,000
- SHARE Fund: \$2,500
- Cross Roads House: \$15,271.20
- Strafford County Public Health Network: \$2,000
- Dover Adult Learning Center: \$12,000

Motion was made by Councilor Bogan and was seconded by Councilor Belken to approve the above funding recommendations (which are in addition to, not in replacement of, the funds already allocated in the adopted FY 2021 Annual Action Plan). The motion passed unanimously.

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City Clerk's Office



07/02/2020

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
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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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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

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

**Regular City Council Meeting
June 2, 2020
Meeting Conducted Remotely
6:30 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hainey
Councilor Hamann
Councilor Hutchinson
Councilor Lachapelle
Councilor Lachance
Councilor Rice
Councilor Walker
Deputy Mayor Lauterborn
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney
Mark Sullivan, Deputy Finance Director
Mark Klose, Fire Chief

Minutes

1. Call to Order

Mayor McCarley called the Regular City Council meeting to order at 6:30 PM and read the following preamble:

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even

though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744 Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in

the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara called the roll. All Councilors were present. In addition, all Councilors indicated that they were alone in the location from which they were connecting remotely.

2. Opening Prayer

Mayor McCarley asked for all attending to join in a moment of silence to reflect on our Country's continued battle with racism and the horrific events of the past week across the United States.

3. Pledge of Allegiance

Mayor McCarley asked all gathered to stand and join in reciting the Pledge of Allegiance.

4. Roll Call

Deputy City Clerk Cassie Givara had taken the roll following the preamble earlier in the meeting.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: May 5, 2020 *consideration for approval*

Councilor Walker **MOVED** to approve the minutes of the May 5, 2020 regular meeting. Councilor Lachapelle seconded the motion. Councilor Lauterborn offered a correction to the minutes. She directed Council to page 14 of the minutes; in the last paragraph it reads "Councilor Lachapelle **MOVED** to adopt the amendment to the sewer ordinance" but the vote was actually for the water ordinance. Councilor Lauterborn asked that the word "sewer" be corrected to "water." The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor

5.2 City Council Special Meeting: May 19, 2020 *consideration for approval*

Councilor Walker **MOVED** to approve the minutes of the May 19, 2020 special meeting. Councilor Lachapelle seconded the motion. The **MOTION**

CARRIED by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor

6. Communications from the City Manager

City Manager Cox gave an update on the work the City has been doing in order to facilitate in-person board and Council meetings. He stated that there has been a dry run with a small amount of staff, but the logistics have not yet been worked out. City Manager Cox said they have acquired a new piece of hardware and will try another trial next week with hopes of having the first in-person City Council Meeting on June 16, 2020.

6.1 City Manager's Report

No Discussion.

7. Communications from the Mayor

Mayor McCarley reported that she has been contacted by the League of Conservation Voters in regards to net metering bills which are being heard in Concord. She said the Mayors have been asked to consider signing on to support this legislation or an amendment thereof. Mayor McCarley indicated she is looking for a motion from Council to support her signing.

Councilor Lachance **MOVED** to endorse Mayor McCarley signing the letter in support of net metering. Councilor Lauterborn seconded the motion. Councilor Walker asked for a synopsis on the net metering issue. Mayor McCarley said that it involves selling extra power back to the grid. She indicated that there is question on the potential impact on businesses and whether or not there is a competitive aspect to the selling back of power. Councilor Gray said the reason this has been vetoed over the past few years involves who pays for the reduction for the people doing the net metering. If a City has solar cells, the amount they'd have to be refunded for any energy which goes out onto the grid is higher than what the energy companies would pay if they bought the energy on the market. Councilor Gray stated that there is a conflict as this applies to lower income housing; this bill could raise energy costs if the amount being rebated to the people generating energy onto the net receive the price as it appears in this bill and in previous bills.

Councilor Lachance asked City Manager Cox if the City of Rochester is ever in a position where their power-generating sources generate more power than the City uses. City Manager Cox stated that the City currently does not have any power-generating sources. It was clarified that the on the school side, there are

solar panels in use. Paul Lynch, Chair of the School Board, stated that in the summer months the schools produces enough energy that they get credits towards power consumption bill.

The **MOTION CARRIED** to endorse Mayor McCarley signing the letter in support of net metering by a 12 – 1 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Rice, Bogan, Hainey, Lachapelle, Lauterborn and Mayor McCarley voting in favor and Councilor Gray voting opposed.

8. Presentation of Petitions and Council Correspondence

No Discussion.

9. Nominations, Appointments, Resignations, and Elections

No Discussion.

10. Reports of Committees

10.1 Fidelity Committee

Councilor Hutchinson reported that the committee had met via Zoom meeting on May 14, 2020. The Committee discussed the increased need for housing and rental assistance funding reported, and at the time of the meeting the CARES act money for housing had not yet been released. There were also issues reported of stimulus money being considered as income which is causing some of those in need to become ineligible for certain benefits due to this added "income."

Councilor Hutchinson reminded Council that the Committee still has access to \$500,000 for the construction or establishment of a regional shelter, which could include the renovation of an existing structure. Thus far, there has been no interest shown by any of the local communities in housing such a shelter, and Councilor Hutchinson suggested the Council consider the possibility of Rochester being the location of this potential facility.

Councilor Hutchinson stated that John Burns from SOS had spoken to the Committee regarding a mobile health unit currently located in Dover. The unit offers behavioral health consultations as well as medical care and suboxone or methadone treatments for those in need. Mr. Burns had reported that he had originally reached out to the City of Rochester in hopes of locating the unit in the City once weekly, but there had been no agreement made with Rochester. Councilor Hutchinson inquired why the discussion to locate the mobile health unit

in Rochester had not gone further. City Manager Cox indicated that Mr. Burns had reached out to City administration in regards to the idea of this unit and the potential of locating it within Rochester; after several rounds of questions back and forth, the discussions had ceased when Mr. Burns indicated the mobile unit was being set up in Dover. There was discussion about Mr. Burns potentially starting discussions again with Rochester if they are able to expand their services in the future and determine whether or not an additional unit could be located in Rochester.

Councilor Hutchinson referenced the shower unit which had been deployed in Rochester for the homeless community. The unit is currently not up and running due to lack of participation, but there does seem to be a need in Dover. Councilor Hutchinson inquired if the shower could be deployed to Dover where it can be better utilized. City Manager Cox indicated that when the unit was originally constructed, the intention was that it could be used in Dover and Somersworth as well if the need arose.

Mayor McCarley said that there had been a recent meeting with the City Manager and several local non-profits and churches to discuss the reluctance of organizations to step forward and offer facilities for cold weather centers. The Mayor said that although some of the reasoning was logistics with how the facilities are set up and which areas can be utilized, a majority of the reasoning is lack of volunteers and burnout of current volunteers. Councilor Hutchinson said there was a discussion by the Committee regarding the potential of offering pay for a limited portion of volunteers in the form of stipends and the committee is currently looking into CDBG for funds as well as other grant and funding opportunities.

10.2 Public Works

10.2.1 Committee Recommendation: To accept the donation of banners supporting the graduating class of 2020 and approval for the banners to be hung on light posts downtown consideration for acceptance

Councilor Walker **MOVED** to accept the donation of the banners. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor.

10.2.2 Committee Recommendation: To approve the DPW plan to pave Salmon Falls Road this season

and to continue with the FY2020 paving in late fall or early next paving season *consideration for acceptance*

Councilor Walker **MOVED** to approve the DPW plan to pave Salmon Falls Road and to continue with the FY20 paving schedule. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor.

10.2.3 Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith *first reading and refer to public hearing June 16, 2020*

Councilor Walker **MOVED** to read the resolution for a first time by title only. Councilor Hamann seconded the motion. Councilor Walker read the resolution title in full. There was a discussion regarding point of order. Councilor Lachapelle recommended there be a single motion to read for a first time and refer to a public hearing. Councilor Walker withdrew his motion and Councilor Hamann withdrew his second. Councilor Lachapelle **MOVED** to read the resolution for a first time by title only and refer to a public hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor. Councilor Walker read the resolution for a first time by title only as follows:

Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith

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

The City of Rochester hereby accepts a grant from the NHDES DWGWTF in the amount of One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) and a grant from the MTBE Remediation Bureau Fund in the amount of Nine Hundred Ninety Three Thousand Dollars (\$993,000.00).

It is further resolved that the amount of Three Million Eight Hundred Eighty Eight Thousand Dollars (\$3,888,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works Water CIP fund for the purpose of paying costs associated with the Route 202A Water Main Extension

The cash funds for this supplemental appropriation shall be derived as follows: Nine Hundred Ninety Three Thousand Dollars (\$993,000.00) from an MtBE Remediation Bureau Grant, One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) from an NHDES DWGWTF Grant, and One Million Two Hundred Fifty One Thousand Dollars (\$1,251,000.00) from the Water Fund Retained Earnings Account.

Still further, the City Manager and Deputy City Manager are hereby authorized to execute all documents necessary to complete the above transactions on behalf of the City.

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

Mayor McCarley noted that the Public Hearing will take place on June 16, 2020.

Peter Nourse, Director of City Services, made a clarification to the motion. He stated that the way the resolution reads indicates that the Water Fund would be supporting \$3,888,000; but the way it is structured the Water Fund would actually be providing a \$1,251,000 portion of the total cost.

10.2.4 Committee Recommendation: To approve the removal of the black posts around the downtown trees *consideration for acceptance*

Councilor Walker **MOVED** to approve the removal of the black posts around the trees downtown. Councilor Rice seconded the motion. The

MOTION CARRIED by a unanimous roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley all voting in favor.

11. Old Business

11.1 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00 *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a second time by title only as follows:

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00

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 appropriate an amount not to exceed Six Hundred Thousand Dollars (\$600,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Six Hundred Thousand Dollars (\$600,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is

authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor.

12. Consent Calendar

There are no items on the consent calendar.

13. New Business

13.1 *Discussion: Final Budget adjustments motion to accept the Committee of the Whole budget adjustments*

Mayor McCarley indicated that per the City Attorney's advice, there needed to be a motion to go into a Committee of the Whole Workshop in order to review budget proposals. Councilor Walker **MOVED** to go into a Committee of the Whole Workshop at 7:06 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor.

Mayor McCarley suggested a vote to accept the budget adjustments which had been supplied in the meeting packet; this will give Council a starting number to work from and any further adjustments can be made from that starting point. Councilor Lachapelle **MOVED** to accept the Committee of the Whole budget adjustments which were supplied by the finance department. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley all voting in favor.

Mayor McCarley stated that after the initial adjustments, the budget currently stands at \$7,499 over the tax cap.

Councilor Lachapelle **MOVED** to reduce the bottom line school budget (expenses only) by \$7,499 in order to make the school budget tax cap compliant. Councilor Lachance seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor.

Councilor Lauterborn **MOVED** to remove the Sewer Department item on page 122 of the CIP book for "NPDES Permit Technical/Legal Support" for \$500,000 bond. Councilor Walker seconded the motion. Councilor Lauterborn clarified that the item is for the following year, but the money is being requested in the current year's budget. Katie Ambrose, Finance Director, confirmed that earlier in the evening when Council had approved the supplemental appropriation for \$600,000 it made the bond unnecessary. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor.

Councilor Lachapelle **MOVED** to **AMEND** the City Manager's O&M proposed budget under General Fund Revenues "General Overhead" account #401603 "Rooms and Meals Tax" to be increased by \$500,000 for a new total of \$1,500,000. Councilor Lauterborn seconded the motion. Mayor McCarley gave some background on the item and reported that the State has assured the City that these funds will be coming this year. Councilor Lachance asked if it is possible that the legislature could change the State law, changing this number and reducing the payments from the State to the City. Mayor McCarley stated was unlikely, but clarified that this money will be moved into a contingency line item which will then go back to fund balance at the end of the year, so this motion is appropriate. Councilor Lauterborn also stated that the legislature is meeting for the last time on June 11 and the City will not adopt the budget until June 16. If the State does change these numbers, Council will know prior to budget adoption and can adjust accordingly. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor.

Councilor Lauterborn **MOVED** to appropriate \$217,680 of the \$500,000 to fund the anticipated HCA ambulance contract with the remainder of the money going into the general fund contingency. Councilor Lachance seconded the motion. Finance Director Ambrose wanted to clarify that the motion reflects the \$7,499 offset from the tax cap. Councilor Lauterborn indicated she would deal with the \$7,499 in a separate motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley all voting in favor.

Councilor Lauterborn **MOVED** to remove the duplicate police department O&M budget clothing line of \$7,499. Councilor Walker seconded the motion. Mayor McCarley asked if this motion would put the budget at the tax cap. Finance Director Ambrose confirmed that this motion would place the budget at the tax cap. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor.

There was a brief discussion on where the budget stands at this point in relation to the tax cap. Finance Director Ambrose stated that the Council is currently at the tax cap.

Councilor Lachance **MOVED** to **increase** the City Manager's O&M proposed Budget (Debt service, O&M page 104 "other goods and services" account # 583000 Account name "Interest expense") of \$963,705 by \$44,970 for a new total of \$1,008,675 due to a revised 20-year schedule to a refunding of bonds. Councilor Walker seconded the motion. Finance Director Ambrose explained that there was a refund from the 2010 bond issue resulting in a savings; the difference between what was budgeted and the final schedule, between principal and interest, is \$42,726. Ms. Ambrose stated that Council would have to reduce the principal line and increase the interest line to make the adjustment in FY21. If no adjustment is made, it would lapse to the general fund at fiscal year's end. The **MOTION CARRIED** by a 10 – 3 roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Hainey, Abbott, Hutchinson, and Lachance voting in favor and Councilors Lauterborn, Gray and Mayor McCarley voting opposed.

Councilor Lachance **MOVED** to reduce the City Manager's proposed budget (Debt Service, account# 591000, account name "redemption of

principal ") from the City Manager's proposed amount of \$3,550,241 to be reduced by \$87,696 for a new total of \$3,462,545 due to the revised 20-year schedule due to refunding of bonds. Councilor Walker seconded the motion. Finance Director Ambrose explained that with the approval of this motion, the budget would be \$42,726 below the tax cap. Councilor Lauterborn stated that she felt the Council had made a mistake with the previous motion and if the current motion is passed, it will create a bad position with the budget coming in so far below the tax cap. She suggested that perhaps one of the Councilors who had previously voted in favor of the first motion could reconsider. Councilor Abbott **MOVED** to reconsider the motion. Councilor Bogan seconded the motion to reconsider. City Attorney O'Rourke indicated that Council first had to dispense of the motion already in front of them before a reconsideration motion. Councilor Lachance said that if the current motion passes, he intends to move to add \$42,000 to the fire department budget for a part-time fire fighter which would correct the tax cap imbalance. Councilor Abbott stated that when he made his reconsideration motion, he was not aware that the money would be put back into the fire department budget. Councilor Abbott **withdrew** his reconsideration motion. Councilor Bogan withdrew her second. Councilor Hutchinson asked for clarification on the implications of coming in below the tax cap. Councilor Lauterborn explained that if the budget is underspent, it resets the bottom line and not only effects the current fiscal year, but underspends each fiscal year moving forward. Councilor Gray said that when the part-time fire fighter was originally removed from the budget, there was also associated equipment and gear removed from the budget. If the Council is going to consider reinstating that position, they need to look at the total cost associated including this gear. Finance Director Ambrose stated that the additional cost of the gear for a firefighter would be \$8,000. Councilor Lachance asserted that the Fire Department would likely be able to find \$8,000 within their own budget to cover this additional expense. It was clarified that the current motion on the table is the \$87,696 reduction. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor.

Councilor Lachance **MOVED** to restore \$42,000 to the Fire Department personnel line for the purposes of hiring a part-time firefighter for a start date of July 1. Councilor Rice seconded the motion. Councilor Lauterborn suggested changing the amount to \$42,726 to include the entire amount which is below the tax cap. Councilor Lachance **AMENDED** his motion for a new total of

\$42,726 to be restored to the Fire Department. Councilor Rice amended his second. Councilor Gray **AMENDED** the motion to restore \$34,726 to the budget for the firefighter and \$8,000 for the gear for a total of \$42,726. Councilor Lachance seconded the motion. Councilor Gray said that this motion may delay the hiring of the firefighter for a month or so, but when it does occur the money for the gear will already be available in the budget. Councilor Lauterborn agreed that the full \$42,726 should be restored to the fire department budget and the additional \$8,000 for gear can be found within the Fire Department's existing budget. Chief Klose confirmed that the Fire department will be able to find the \$8,000 within their budget. Chief Klose also clarified that the start date for the new firefighter would be January 1, not July 1. Councilor Gray said that in light of the information from the Chief, he would withdraw his amended motion. Councilor Lachance withdrew his second. The original **MOTION CARRIED** (to restore \$42,726 to the Fire Department personnel line for the purposes of hiring a part-time firefighter) by a 9 – 4 roll call vote with Councilors Hamann, Hutchinson, Lachance, Abbott, Gray, Rice, Bogan, Hainey, and Lauterborn voting in favor and Councilors Walker, Belken, Lachapelle and Mayor McCarley voting opposed.

Councilor Lachapelle **MOVED** to include \$7,500 from contingency to install a truck sander for the ice arena's plow truck. Councilor Bogan seconded the motion. Mark Sullivan, Deputy Finance Director, clarified that this money was requested from the Arena Fund and would have no impact on the tax cap, but it could be requested from contingency. Councilor Lauterborn stated that if it is supposed to be arena money it should be added to the arena budget. Deputy Finance Director Sullivan clarified that the money could be added to the arena fund and they would increase the amount of retained earnings to balance revenues to cover the amount; there won't be an issue on the General Fund side. Councilor Lachapelle amended his motion to reflect the information given by Mr. Sullivan. Councilor Rice asked if this adjustment would affect the payroll line for Recreation and Arena if they would have to bring in additional personnel to sand the parking lot or pay overtime. Lauren Krans, Assistant Director of Recreation and Arena, said that this would allow the department to be more efficient. Currently staff is already doing the task, it would just take them less time. Councilor Gray stated he did not support each individual department having their own vehicles and suggested the City have a transportation department servicing all departments. Councilor Lachapelle clarified that the Arena already owns this $\frac{3}{4}$ ton truck and there is already Arena staff sanding the parking lot; this sander would just make the task more

efficient and would save the Department of Public Works from having to handle the task. Councilor Rice inquired if the motion is approved, if there would be an increase in the sand and salt budget line and if there is a possibility there would be additional funds requested if the winter is especially harsh. Councilor Lachapelle stated the money for sand and salt is already allocated for the Department of Public Works which is where the Arena would be getting the material. Ms. Krans agreed and stated that if there was a need for additional sand and salt, the Arena department had room in the budget for such a purchase. Councilor Lachance speculated that there would be increased labor cost when the Department of Public Works moves to their new facility due to the proximity between the new facility and the Arena and travel time in between. Councilor Hutchinson asked if there are significant delays in getting the Arena parking lot treated. Ms. Krans stated that there are delays, and with the Arena having programs from very early in the morning to late at night, it would be more efficient for them to be able to care for the parking lot themselves. The **MOTION CARRIED** by a 8 – 5 roll call vote with Councilors Belken, Hamann, Lauterborn, Hainey, Lachapelle, Lachance, Abbott and Bogan voting in favor and Councilors Gray, Rice, Hutchinson, Walker and Mayor McCarley voting opposed.

Mayor McCarley indicated that the Finance Department would put together all the budget adjustments made from tonight's meeting and they would be distributed for review. The Council will vote on the final budget on June 16, 2020.

13.2 Resolution Authorizing Supplemental Appropriation from General Fund Unassigned Fund Balance in the amount of \$350,000.00 for the Purchase of 55 North Main *first reading and refer to public hearing June 16, 2020*

Councilor Lachapelle **MOVED** to read the resolution by title only and refer to a public hearing. Councilor Walker seconded the motion. Councilor Lachance stated that this resolution refers to the purchase of the old Hoffman's Furniture building which has been vacant for many years and has been an issue with the City for a long time. He said that although he felt the price may be high, he encouraged Council to support the resolution. Mayor McCarley clarified the current motion is only for a first reading of the resolution. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn,

Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor. **the resolution was not read for a first time by title only during the meeting. The resolution is as follows:*

**Resolution Authorizing Supplemental Appropriation from
General Fund Unassigned Fund Balance in the amount of
\$350,000.00 for the Purchase of 55 North Main**

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

That the sum of Three Hundred Fifty Thousand Dollars (\$350,000.00) be, and hereby is, appropriated to pay for the costs associated with the City's acquisition of the property located at 55 North Main Street, Rochester. The entirety of this supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

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

**13.3 Acceptance of Donation of Jersey Barriers from SUR
Construction, estimated value \$2,000 *motion to accept***

Councilor Lachapelle **MOVED** to accept the donation of the Jersey barrier from SUR construction. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor.

**13.4 City of Rochester Dog Warrant (April 30, 2019 to April
30, 2020) *motion to send Warrant to the Police
Department for Action***

Councilor Lachapelle **MOVED** to send the dog warrant to the police department for action. Councilor Walker seconded the motion. Councilor Walker asked for clarification on the purpose of a dog warrant and what it entailed. Deputy City Clerk Cassie Givara explained that dog licensing is due in Rochester by April 30 of each year. All dogs that remain still unlicensed by

June 1st are issued an additional \$1 penalty fee and listed on a dog warrant for the animal control officer to follow up on. All owners are then issued a civil forfeiture fee if their dogs remain unlicensed by July. Councilor Rice stated that he was going on the understanding that any penalty fees were being waived. Ms. Givara stated that licensing fees as well as penalty fees are State mandated and the City does not have the authority to waive these fees. Mayor McCarley indicated this issue could be explored further at the State level. The **MOTION CARRIED** by a 12 – 1 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voting in favor and Councilor Rice voting opposed.

13.5 Resolution Authorizing Transfer of Water Fund Operating Funds into Multi-Year Funds in the amount of \$25,500.00
first reading and consideration for adoption

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for the first time by title only as follows:

Resolution Authorizing Transfer of Water Fund Operating Funds into Multi-Year Funds in the amount of \$25,500.00

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

That the amount of Twenty Five Thousand Five Hundred Dollars (\$25,500) is hereby transferred from various Water Fund operating accounts identified in Exhibit A into multi-year accounts. The \$25,500 originated from previously adopted FY20 Water Fund Operating & Maintenance Budgets.

Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects will not be completed by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts preserves the appropriations. This action eliminates re-appropriation in the FY21 Water O&M or CIP budgets. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement Project.

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 Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hailey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor.

13.6 Resolution Authorizing Transfer of Sewer Fund Operating Funds into Multi-Year Funds in the amount of \$118,500.00
first reading and consideration for adoption

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hailey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Authorizing Transfer of Sewer Fund Operating Funds into Multi-Year Funds in the amount of \$118,500.00

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

That the amount of One Hundred Eighteen Thousand Five Hundred Dollars (\$118,500) is hereby transferred from various operating accounts identified in Exhibit A into multi-year accounts. The \$118,500 originated from previously adopted FY20 Sewer Operating & Maintenance Budgets.

Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects will not be completed by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts preserves the appropriations. This action eliminates re-appropriation in the FY21 Sewer O&M or CIP budgets. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement Project.

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 Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley all voting in favor.

13.7 Reaffirming Existing Filing Fee structure (ZBA) ***consideration for approval *backup forthcoming***

Mayor McCarley suggested that Council delay voting in the ZBA fee structure due to the backup not being supplied as well as the finance department indicating that this vote is not urgent. City Attorney O'Rourke offered to provide the information for Council to make a determination. He said that the State statute requires the local governing body to approve the fees for applications to the Zoning Board of Adjustments. The City is having difficulty finding record of when the Council originally approved the current fee structure. He stated that Council only needs to vote to reaffirm the already existing fee structure; all applications are \$175, plus the abutter notices which go based on cost of postage.

Councilor Lauterborn **MOVED** to REAFFIRM the existing filing fees for the ZBA. Councilor Lachapelle seconded the motion. Councilor Rice stated that he felt the backup documentation should have been disseminated to Council for review and research prior to the meeting. Councilor Rice **MOVED** to **TABLE** the reaffirming of the ZBA fees. Councilor Lachance seconded the motion. The **MOTION to table FAILED** by a 9 – 4 roll call vote with Councilors Rice, Belken, Hainey, and Lachance voting in favor and Councilors Walker, Bogan, Lachapelle, Hamann, Lauterborn, Abbott, Gray, Hutchinson, and Mayor McCarley voting opposed.

The **MOTION CARRIED** to reaffirm the ZBA filing fees by a 9 – 4 roll call vote with Councilors Gray, Hamann, Lauterborn, Lachapelle, Hutchinson, Walker, Abbott, Bogan and Mayor McCarley voting in favor and Councilors Belken, Rice, Hainey, and Lachance voting opposed.

14. Other

No discussion.

15. Adjournment

Mayor McCarley **ADJOURNED** the June 2, 2020 Regular City Council Meeting at 8:25 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

City Council Special Meeting June 16, 2020
School Department Board Room #2
Community Center – 1st Floor
6:39 PM

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hainey
Councilor Hamman
Councilor Hutchinson
Councilor Lachance
Councilor Lachapelle
Councilor Rice
Councilor Walker
Deputy Mayor Lauterborn
Mayor McCarley

OTHERS PRESENT

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

Minutes

1. Call to Order

Mayor McCarley called the Special City Council Meeting to order at 6:39 PM. She read the preamble prior to Public Hearing immediately preceding the Special Meeting as follows:

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I

also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744 Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When any member

states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting (if attending remotely), which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

2. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present at the meeting location, with the exception of Councilor Lachapelle who indicated that he was alone in the location from which he was connecting remotely and Councilor Gray who later joined the meeting remotely at 6:45 PM.

3. Resolution Authorizing and Approving Fiscal Year 2020 – 2021 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith

Councilor Walker **MOVED** to read the resolution for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 12 to 0. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

Mayor McCarley read the resolution for the second time by title only. See attached.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Gray joined the meeting remotely at 6:45 PM. Councilor Walker asked what the total amounts were for both the CIP and O & M Budgets. Deputy City Manager Ambrose said the total of the two budgets is \$154,279,827; which is at the level of the Tax Cap, and the estimated Tax-decrease is \$0.15 per thousand of assessed property. Mayor McCarley called for a vote on the motion to approve the CIP Budget. The **MOTION CARRIED** by a 12 to 1 roll call vote. Councilors Hainey, Lauterborn, Abbott, Hutchinson, Gray, Rice, Lachapelle, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Councilor Walker voted against the motion.

4. Resolution Approving Fiscal Year 2020 – 2021 Operating Budget for the City of Rochester

Councilor Walker **MOVED** to read the resolution for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Hamann, Walker, Gray, Hutchinson, Belken, Lachance, Abbott, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

Mayor McCarley read the resolution for the second time by title only. *See attached.*

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors, Gray, Belken, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

5. Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith 7

Councilor Walker **MOVED** to read the resolution by title only for a second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Belken, Gray, Lachapelle, Hamann, Rice, Walker, Lauterborn, Hainey, Abbott, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith

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

The City of Rochester hereby accepts a grant from the NHDES DWGWTF in the amount of One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) and a grant from the MTBE Remediation Bureau Fund in the

amount of Nine Hundred Ninety Three Thousand Dollars (\$993,000.00).

It is further resolved that the amount of Three Million Eight Hundred Eighty Eight Thousand Dollars (\$3,888,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works Water CIP fund for the purpose of paying costs associated with the Route 202A Water Main Extension

The cash funds for this supplemental appropriation shall be derived as follows: Nine Hundred Ninety Three Thousand Dollars (\$993,000.00) from an MtBE Remediation Bureau Grant, One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) from an NHDES DWGWTF Grant, and One Million Two Hundred Fifty One Thousand Dollars (\$1,251,000.00) from the Water Fund Retained Earnings Account.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Bogan, Gray, Walker, Lachapelle, Rice, Hutchinson, Abbott, Lauterborn, Hainey, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

6. Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$1,200,000.00 for the Route 11 Pump Station Upgrade Project

Councilor Walker **MOVED** to read the resolution by title only for a second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors, Gray, Abbott, Lachance, Belken, Hutchinson, Walker, Hamann, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$1,200,000.00 for the Route 11 Pump Station Upgrade Project

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, approve the submission of a loan application in an amount up to

One Million Two Hundred Dollars (\$1,200,000.00) to the Clean Water State Revolving Fund (CWSRF) in order to fund the Route 11 Pump Station Upgrade Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors, Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

7. Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,900,000.00 for the Woodman Area Improvement Project

Councilor Walker **MOVED** to read the resolution by title only for a first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors, Gray, Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,900,000.00 for the Woodman Area Improvement Project

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, approve the submission of a loan application in an amount up to Four Million Nine Hundred Dollars (\$4,900,000.00) to the Clean Water State Revolving Fund (CWSRF) in order to fund the Woodman Area Improvement Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to

act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors, Gray, Abbott, Hainey, Lauterborn, Hutchinson, Walker, Lachapelle, Rice, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

8. Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,000,000.00 for the Colonial Pines Sewer Extension Project-Phase

Councilor Walker **MOVED** to read the resolution by title only for a first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors, Gray, Lachance, Walker, Belken, Lauterborn, Hamann, Hutchinson, Abbott, Rice, Bogan, Hainey, Lachapelle, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,000,000.00 for the Colonial Pines Sewer Extension Project-Phase 3

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, approve the submission of a loan application in an amount up to Four Million Dollars (\$4,000,000.00) to the Clean Water State Revolving Fund (CWSRF) in order to fund the Phase 3 of the Colonial Pines Sewer Extension Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to act as the City's representative(s) for the execution of all documents necessary to complete the application to the DWSRF.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors, Bogan, Gray, Belken, Hamann, Lauterborn, Rice, Hainey,

Lachapelle, Hutchinson, Lachance, Walker, Abbott, and Mayor McCarley voted in favor of the motion.

9. Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with New England Police Benevolent Association Local 123 (Communications Personnel)

Councilor Walker **MOVED** to read the resolution by title only for a first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors, Walker, Bogan, Gray, Rice, Belken, Lachapelle, Lachance, Hamann, Lauterborn, Hainey, Abbott, Hutchinson, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED CITY OF ROCHESTER MULTI-YEAR COLLECTIVE
BARGAINING AGREEMENT WITH NEW ENGLAND POLICE
BENEVOLENT ASSOCIATION LOCAL 123 (Communications Personnel)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year collective bargaining agreement between the City of Rochester and the New England Police Benevolent Association Local 123 Bargaining Unit, covering the period July 1, 2020 to June 30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: COMMUNICATIONS – 02/27/2020 Tentative Agreement**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2021 operating budget of the City.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors, Gray, Walker, Lachance, Belken, Hamann, Bogan, Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, and Mayor McCarley voted in favor of the motion.

- **Amendment to the Agenda:**

Councilor Lauterborn **MOVED** to suspend the Rules of Order in order to Amend the Agenda and to take a first reading for a resolution because the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and to refer the matter to a Public Hearing. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors, Gray, Hamann, Lauterborn, Belken, Rice, Hainey, Lachapelle, Bogan, Abbott, Lachance, Walker, Hutchinson, and Mayor McCarley voted in favor of the motion. The Resolution title to be added is as follows:

**DRAFT – CITY OF ROCHESTER FY 21 CDBG ACTION PLAN
AMENDMENT
Resolution to Amend the Community Development Block Grant
(CDBG) Funds for Fiscal Year 2021**

Councilor Lauterborn **MOVED** to read the Resolution for a first time and refer the matter to a Public Hearing on July 7, 2020. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors, Gray, Hamann, Lauterborn, Belken, Rice, Hainey, Lachapelle, Bogan, Abbott, Lachance, Walker, Hutchinson, and Mayor McCarley voted in favor of the motion.

**DRAFT – CITY OF ROCHESTER FY 21 CDBG ACTION PLAN
AMENDMENT
Resolution to Amend the Community Development Block Grant
(CDBG) Funds for Fiscal Year 2021**

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

WHEREAS, the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act eligible projects and has unallocated prior year CDBG funds;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the following allocations: Three Thousand

Dollars (\$3,000.00) to the Homeless Center for Strafford County, Twenty-Five Thousand Dollars (\$25,000.00) to the Community Action Partnership of Strafford County, Ten Thousand Dollars (\$10,000.00) to Strafford Nutrition Meals on Wheels, Twenty Thousand Dollars (\$20,000.00) to My Friend's Place, Thirty Thousand Dollars (\$30,000.00) to HAVEN, Two Thousand Five Hundred Dollars (\$2,500.00) to SHARE Fund, Fifteen Thousand Two Hundred Seventy One Dollars and Twenty Cents (\$15,271.20) to Cross Roads House, Two Thousand Dollars (\$2,000.00) to Strafford County Public Health Network, and Twelve Thousand Dollars (\$12,000.00) to Dover Adult Learning Center.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, 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 accounts(s) as necessary to which said sums shall be recorded.

10. Department Reports:

Councilor Lachance questioned if the Welfare Director had been present for this evening's meeting. It was determined that he was not present. Councilor Lachance said that, according to the Welfare report, there had been a significant decrease in direct assistance, in particular "housing assistance," for the City of Rochester for May 2020 compared to May 2019. He stated that this seems very strange with the current pandemic causing a lot of hardship to our citizens. He wished to know if the Welfare Director anticipates an increase with housing assistance by August 2020. Mayor McCarley recalled that the Director did mention that this situation is similar to other surrounding communities; however, there is the anticipation that the direct assistance program is likely to have increased requests in the near future.

11. Non-Public/Non-Meeting – Cancelled.

Mayor McCarley said there is no Non-Public Session for this evening and asked if City Councilors had anything else they would like to discuss.

Councilor Lachance asked for an update on the new position created for media relations under the Economic Development Department. City Manager Cox said the job description has been completed, which will be sent for review

to the Personnel Advisory Board on June 25th. He said once they review the job description, it will be sent back to the City Council on July 7th.

Councilor Lachapelle said restaurant owners and the City have done an outstanding job with the additional outdoor dining options. He hoped that the City Council would consider extending the season past the September deadline. It seems that by allowing more restaurants to open outdoor dining options, it has really brought the downtown area back to life. He added that it would be good to allow some outside entertainment as well and suggested that it could be discussed further at the next Codes and Ordinances Committee meeting.

Councilor Rice questioned when the City would resume regular Committee meetings either in person or virtually. He mentioned the safety concern outside of Lilac City Grill Restaurant with the dim lighting and crosswalk concerns. He inquired about the status of that project. Councilor Walker said the project had been postponed by one year. Mayor McCarley said the Governor is set to give more updates on meetings and gathering protocol in the next few weeks. She hopes that the Committees can resume meeting on a regular schedule.

Councilor Lachance stated that he hoped the local restaurants would be invited to participate in the conversations about extending the allowance for outdoor dining and discussing whether or not it is a good option for the local business owners. He agreed that the outdoor dining has been great in the downtown area.

Councilor Belken reported that she had received positive feedback from the local restaurant owners on this matter.

Councilor Belken agreed with Councilor Rice that it would be good to get back to the Committee meetings. She said the Arts and Culture Commission would be discussing how to bring about a proposal for outdoor performances.

Mayor McCarley reminded the City Council that the Committees could be meeting virtually. City Manager Cox agreed and that social distancing guidelines are still in place otherwise.

Councilor Hutchinson said if committees can meet on Teams, than Committee meetings should resume now. Mayor McCarley mentioned that some Committees are already meeting.

12. Adjournment

City of Rochester
Draft

07/02/2020
Special City Council Meeting
June 16, 2020

Mayor McCarley **ADJOURNED** the Special City Council Meeting at 7:54 PM.

Respectfully Submitted,

Kelly Walters, CMC
City Clerk

**Resolution Authorizing and Approving Fiscal Year 2020-2021
Capital Improvements Program (CIP) 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 Improvements Program budget for the City of Rochester for fiscal year 2020-2021 (July 1, 2020 to June 30, 2021) 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 Improvements Program 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, Adopted CIP Budget, Fiscal Year 2021 (July 1, 2020 –June 30, 2021), as amended.

CAPITAL BUDGET SUMMARY

	<u>Adopted</u>
Capital Appropriations:	
City	\$8,412,000
School	\$1,883,500
Water Works	\$ 1,410,000
Sewer Works	\$ 920,000
Arena	\$ -
Community Center	\$ -
Tax Incremental Financing Districts	\$ -
Total Appropriations	<u>\$ 12,625,500</u>
Source of Revenues	
General Fund	
Bonding and/or other Borrowing	\$8,478,500
Operating Budget	\$1,790,000
Other Sources	\$ 27,000
Subtotal General Fund Revenues	<u>\$ 10,295,500</u>
Enterprise Funds & Tax Incremental Financing	
Bonding and/or other Borrowing	\$ 1,895,000
Operating Budget	\$ 435,000
Subtotal Enterprise Funds & Tax Incremental Financing	<u>\$ 2,330,000</u>
Total Revenues	<u>\$ 12,625,500</u>

**Resolution Approving Fiscal Year 2020-2021
Operating & Maintenance (O&M) 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, 2020 and ending June 30, 2021 in the amounts and for the purposes more particularly set forth in the City of Rochester, Adopted Operating & Maintenance (O&M) Budget, Fiscal Year 2021 (July 1, 2020 - June 30, 2021), 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, Adopted Operating & Maintenance (O&M) Budget, Fiscal Year 2021 (July 1, 2020 - June 30, 2021), as amended, the provisions of which are incorporated herein by reference thereto.

OPERATING BUDGET SUMMARY

Appropriations:	<u>Adopted</u>
City	\$ 33,576,916
City Grants and Donations	\$ 70,000
Community Center	\$ 889,241
County Tax	\$ 6,941,353
Overlay	\$ 350,000
Estimated Veteran's Credits	\$ 675,125
State Property Tax	\$ 5,160,517
School	\$ 72,195,431
School Federal Grants	\$ 3,210,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,710,052
Sewer Works	\$ 8,341,303
Arena	\$ 416,031
Tax Incremental Financing Districts	\$ 1,218,358
Sub Total	<u>\$ 141,654,327</u>

Revenues:	
City	\$ 11,048,884
Use of Fund Balance	\$ 1,000,000
City Grants and Donations	\$ 70,000
Community Center	\$ 889,241
School	\$ 38,699,546
School Federal Grants	\$ 3,210,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,710,052
Sewer Works	\$ 8,341,303
Arena	\$ 416,031
Tax Incremental Financing Districts	\$ 1,218,358
Amount to be Raised by Taxes	<u>\$ 68,150,912</u>
Sub Total	<u>\$ 141,654,327</u>



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

July 7, 2020

Contracts and documents executed since last month:

- City Manager's Office
 - CivicPlus Contract **P. 53**
- Department of Public Works
 - CAP Workplace Success Lease Renewal – Community Center **P. 58**
 - CAP Head Start Lease Renewal – Community Center **P. 59**
 - Channel Easement – 86 Four Rod Road **P. 60**
 - Hutter Construction Change Order 1 & 2 **P. 61**
 - Portland Street Twin Culvert Repl. Engineering Contract Amendment#3 **P. 62**
 - School Department Lease Renewal – Community Center **P. 63**
- Economic Development
 - FY20 CDBG Enviro Reviews – Acorn Terrace Home **P. 64**
 - FY21 CDBG Contracts – CASA, CAP, MFP **P. 65**
 - FY21 CDBG Contracts – My Turn, MFP, CAP **P. 66**
 - FY21 Non-CDBG Contracts – Haven, Cornerstone, EasterSeals **P. 67**
 - Norway Plains – Prep Partners Agreement **P. 68**
 - Pinebrook Change Order – Asbestos **P. 69**
 - Pinebrook Contract **P. 70**
 - Pinebrook Contract Amendment **P. 71**
- Legal Department
 - Lot Line Combine – Rochester Hill Road **P. 72**
 - Prep Partners Deed for closing **P. 74**
- Planning Department
 - Contracted Services – Extra Help in office **P. 75**
 - Conservation Appraisal Services Contract **P. 76**
- Recreation
 - Live Barn – live streaming **P. 77**
 - MOU – YMCA 2020 Agreement **P. 78**

Other documents included for information:

- Atlantic Broadband System Performance letter **P. 79**
- Appointment of Director Scala as rep to COASTBoard **P. 86**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued **P. 87**
- Personnel Action Report Summary **P. 88**

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left blank...*

City Clerk's Office

07/02/2020



June 15, 2020

To: CivicCMS Clients
From: Millard Rose
Subject: 2020 Transition to CivicPlus Annual Services Agreements

For contracting consistency among all our clients, we are transitioning former VTHH clients to CivicPlus annual services agreements during their next renewal cycle; your agreement is attached. Please mail a signed copy back to: Attention: Contracts, CivicPlus, 1300 Massachusetts Avenue, Suite 100, Boxborough, MA 01719.

I'd also like to take the opportunity to update you about the number of milestones we've achieved since joining the CivicPlus family in May 2018 and the even bigger plans we have to benefit you in the future:

- CivicPlus took a major step forward in its commitment to Drupal (the CMS platform purchased as part of the VTS acquisition and what your website is built on). Late last year we signed a 5 year agreement with Acquia, Drupal's "home base" (Drupal creator Dries Buytaert is Acquia's CTO), and we expect our strategic partnership to add significant value to our clients through a variety of collaboration efforts in the years ahead.
- During 2019 our CivicCMS Division grew 40+% and is now in 18 new states. Our division team has grown by 1/3 since the acquisition and will grow again by at least that much in 2020 – including our entry into the remaining 15 states CivicCMS is not currently in.
- Part of this growth has been the expansion of our Technical Services Team which has ambitious plans for further functionality development. We'll be distributing a formal Development Road Map in the coming months. This will include being in a position to more tightly integrate with the broad menu of products CivicPlus provides; more information will be forthcoming. It is important to note that all clients will benefit from the core functionality enhancements as part of their annual services contract Annual Technology Fee.
- Client Support Services were enhanced during this past year and we will be further expanding the size of our Support Team, Online Support Center, and topics for monthly, live tutorials.

Please keep your eye out for more correspondence about our upcoming plans. We thank you once again for your ongoing support.

We appreciate your business !

Regards,

Millard Rose

Millard Rose
Division Business Leader, CivicCMS
CivicPlus, LLC



CivicCMS License and Service Agreement City of Rochester, NH

License and Service Agreement

Date: June 15, 2020

Client: City of Rochester, NH

Client Address: 31 Wakefield Street, Rochester, NH 03867

Phone: 603-335-7500

This License and Service Agreement ("Agreement") sets forth the agreed upon terms and conditions under which CivicPlus, LLC ("CivicPlus") will provide the Services, as outlined and defined in the attached Exhibit A – Statement of Work ("SOW").

Recitals

Whereas, CivicPlus is the current primary website service provider for Client;

Whereas, the Client is currently under contract with CivicPlus, as an assignee of all Virtual Towns and Schools (dba Virtual Town Hall Holdings, LLC) customer contracts, for the website hosting services as set forth in the original License & Service Agreement signed on December 30, 2001; and Whereas, CivicPlus and Client wish to renew the License and Services terms of Agreement as set forth in Agreement;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

Term and Termination

1. This agreement shall be for a one-year period, starting at the Client's current annual renewal term (July 1, 2020), and shall automatically renew, year-to-year, unless terminated by either party.
2. Either party may terminate the Services by providing the other party with at least 60 days written notice prior to the renewal date.
3. Client may terminate this Agreement at any time if CivicPlus is found in default of any obligation defined within this Agreement which has not been cured within thirty days after receipt of written notice of such default.
4. Notwithstanding the above, in the event this Agreement and the Services are terminated, any outstanding invoices for Services performed shall become due in full and any outstanding fees for annual services shall be prorated from the beginning of the renewal term to the date of termination.

Intellectual Property & Ownership

5. This Agreement is not a sale of CivicCMS Content Management System (the "CMS") and its associated applications and modules or any other intellectual property of any software or other original works created by or licensed to CivicPlus prior to the



15. Client agrees to allow CivicPlus to include a reference(s) to the Client's website on the CivicPlus corporate website. This may include a mention of the Client, a picture of the Client's home page, and/or a case study of the Client's project.

Liability

16. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.
17. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.
18. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' personal data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.
19. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and user names. Client will also be responsible for all Electronic Communications, including those containing business information, account registration, account holder information, financial information, Client Data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any Electronic Communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of any CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.
20. Client shall comply with all applicable local, federal, and state laws, treaties, regulations, and conventions in connection with its use of any CivicPlus Property.

Indemnification

21. To the extent allowed by law, CivicPlus agrees to indemnify and hold Client harmless from any and all claims for bodily injury, death, personal injury and property damage and for any other expenses (including attorney's fees) which arise out of the negligent actions or omissions of CivicPlus during the performance of this Agreements.

Force Majeure

22. Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public

07/02/2020



CivicCMS License and Service Agreement City of Rochester, NH


enemy, freight embargoes, power outages, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence and shall only be for the period causing the delay.

Miscellaneous

23. At all times and for all purposes hereunder, CivicPlus is an independent contractor and not an employee of the Client.
24. Any and all modifications of the services and/or terms of this agreement, shall be accomplished by an amendment, which must be approved in writing by both parties.
25. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
26. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client	CivicPlus
By:  <small>DocuSigned by: B4E9B7BC7D0C4EB...</small>	By: _____
Name: Blaine Cox	Name: Millard Rose
Title: City Manager	Title: Divisional Business Leader
Date: 6/29/2020	Date: _____



CivicPlus Website Services – Exhibit A Annual Services

Hosting

- **Secure Hosting in domestic data center**
- **Shared Web/SQL Server**
- **Redundant ISP**
- **24/7 Monitored facility**
- **Redundant Power supplies with back-up generator**
- **Daily backups off-site**
- **99.9% Uptime**
- **Intrusion Detection & Prevention**

Support

- **24/7 Emergency Support**
- **Up to Fifteen (15) Designated Support Users**
- **Unlimited User Support, 9am to 5pm, Monday – Friday**
- **Personnel dedicated solely to User Support**
- **Same day response (24 Hour Window)**
- **Online Training & Support Documentation**
- **Monthly User Tutorials**

CMS Application & Modules

- **Annual CMS Usage License**
- **Periodic CMS Upgrades**
- **Core Drupal Upgrades, as Applicable**
- **Periodic Module Upgrades**
- **Install Service Patches, as Applicable**

Total Annual Cost

\$5,150.00

Annual cost may be pro-rated to match fiscal year, if desired. Additional supported users may be added at an annual cost of \$200 per user.

Included in your website package:

Robust Search Functionality Google Analytics for Traffic Statistics E-Subscriber Mail Lists Online Web Forms	Online Monthly User Webinars Social Media Integration No Limit as to the Number of Pages You Can Add Over Time
---	---



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



07/02/2020

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Lisa J. Clark, Admin & Utility Billing Supervisor
DATE: June 16, 2020
SUBJECT: Lease Renewal: Community Action Partnership of Strafford County-Workplace Success

Enclosed please find 2 copies of the lease renewal for your signature. Please note these need to be witnessed and notarized.

Please return both originals to the DPW for distribution.

Thank you



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



07/02/2020

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Lisa J. Clark, Admin & Utility Billing Supervisor
DATE: June 16, 2020
SUBJECT: Lease Renewal: Community Action Partnership of Strafford County-Head Start

Enclosed please find 2 copies of the lease renewal for your signature. Please note these need to be witnessed and notarized.

Please return both originals to the DPW for distribution.

Thank you



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

07/02/2020

RECEIVED

Samantha.Rodgerson , 6/9/2020 , 6:52:20 PM

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Bezanson, PE, City Engineer *MSB*
DATE: June 9, 2020
SUBJECT: **Four Rod Road Culvert Rehabilitation Project -
Channel Easement on Map 219, Lot 025**
CC: Peter Nourse, PE, Director of City Services
Terence O'Rourke, City Attorney

Attached is a Channel Easement and Channel Easement Agreement being granted by the owner of 86 Four Rod Road for the completion of the City's Four Rod Road Culvert Rehabilitation project. The City Attorney has reviewed and approved the language of this easement document. Please sign the enclosed original Channel Easement and Channel Easement Agreement document, so that the City can proceed with the above referenced project.

If you have any questions, please let me know. If not, please forward the signed original document to the City Attorney for recording with the Strafford County Registry of Deeds.

Thank you.

Attachment: Channel Easement and Channel Easement Agreement with Diane Emro of 86 Four Rod Road



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 COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 17, 2020

SUBJECT: Hutter Construction – New DPW Facility Contract
Change Order # 1 – Time Extension
Change Order #2 – Increase \$6,911.50

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

Attached please find (1) one copy each of the Hutter Construction Company Change Order 1 & 2

Change #1 reflects a change in the scheduled project completion date. The new date is 9/15/2021. This date was changed due to the delay of the project start up caused by NHDES AOT Permit and City's concerns with Covid 19 and Cash Flows.

Change #2 reflects value engineered changes that include the following

Standing Seam Metal Roof on salt shed	Increase \$34,555.50
Modification to Guardrails –	Decrease -8,165.00
Modification to site utilities	Decrease -19,479.00
Total Change	\$6,911.50

The funds are available in the project accounts as follows:

15013010-772000-18526 = \$3,455.74
55016010-772000-18526 = \$1,727.88
55026020-772000-18526 = \$1,727.88

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

RECEIVED

Samantha.Rodgerson , 6/26/2020 , 8:44:14 AM

INTEROFFICE MEMORANDUM

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

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

DATE: June 25, 2020

SUBJECT: **Portland Street Twin Culvert Replacement
Engineering Contract Amendment No. 3**

CC: Peter Nourse, PE, Director of City Services

Attached is one (1) original Engineering Contract Amendment No. 3 for professional services for the Portland Street Twin Culvert Replacement project, including land surveying services. This contract is between the City and Hoyle, Tanner & Associates, Inc. (HTA) for land surveying services required for easement coordination with Eversource and related services in the amount of \$3,000.00. Funds are available for this contract in the following account line:

- General Fund CIP account line: 15013010-771000-20534

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 original of this contract should be returned to DPW for distribution. Thank you.

Signature _____

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Portland St Twin Culvert Replacement, Amendment No. 3



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



07/02/2020

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Lisa J. Clark, Admin & Utility Billing Supervisor *LJC*
DATE: June 15, 2020
SUBJECT: Community Center Building – Lease Renewals for Rochester School Department

Enclosed please find all 8 lease agreements requiring your signature. The lease renewals are for five (5) years and the rates will remain the same, described as follows:

- Administration Office 11,000 sq ft of 2nd floor space.
- Bud Carlson Alternative School (original space 1) 2,750 sq ft 2nd floor space.
- Bud Carlson Alternative School (added space 2) 2,824 sq ft 2nd floor space.
- Bud Carlson Alternative School (added space 3) 4,839 sq ft 2nd floor space.
- Hope School 3,001 sq ft of 1st floor space.
- Conference Room 1,248 sq ft of 1st floor space.
- School Maintenance 10,600 sq ft of 1st floor space.
- Title I - Homeless Liaison 696 sq ft of 2nd floor space.

Please sign the lease and one copy where indicated. They will require witnesses and notary stamp. Forward both copies back to the DPW office for execution with tenants and distribution.

Thank you for your assistance. Should you have any questions or need additional information, please give me a call.

dDate: June 25, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the mold mitigation and re-insulation a manufactured home located in Acorn Terrace, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 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: June 1, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Contract – CASA of NH, Strafford CAP, and My Friend's Place

Please see attached the signed copy of the FY 2021 Community Development Block Grant (CDBG) contract between the City of Rochester and Court Appointed Special Advocates of New Hampshire, the city and Community Action Partnership of Strafford County, and the city and My Friend's Place. City Council approved funding for these activities at the May 5, 2020 City Council meeting.

The contracts require the signature of the City Manager and the signature of a witness. The contracts have been reviewed and approved by the Community Development Coordinator.

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



Date: June 15, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Contract – MY TURN, My Friend’s Place, Strafford CAP

Please see attached the signed copies of the FY 2021 Community Development Block Grant (CDBG) contracts between the City of Rochester and MY TURN, the city and My Friend’s Place, and the city and Community Action Partnership of Strafford County. City Council approved CDBG funding for these activities at the May 5, 2020 City Council meeting.

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

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



Date: June 22, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 Non-CDBG Social Services and CDBG Contracts – HAVEN, Cornerstone
VNA, and Easter Seals

Please see attached the signed copy of the FY 2021 social services contracts between the City of Rochester and Cornerstone VNA and the city and EasterSeals (formerly the Homemakers). City Council approved funding for this activities at the June 4, 2019 City Council meeting. Also attached are signed copies of the FY 21 CDBG contracts between the city and HAVEN. City Council approved funding for the HAVEN activities at the May 5, 2020 City Council meeting.

The contracts require the signature of the City Manager and the signature of a witness. The contracts have been reviewed and approved by the Community Development Coordinator.

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

MEMO



TO: Blaine Cox, City Manger

CC: Samantha Rodgerson, Senior Executive Assistant

FROM: Michael Scala, Director of Economic Development

DATE: June 8, 2020

RE: Norway Plains Planning Board Application

Blaine,

Please find attached the Conditional Use and Site Plan applications from Norway Plains Associates (NPA) representing Prep Partners Inc. for the proposed 150k sf. warehouse facility to be constructed within the Granite State Business Park.

Because the City still controls the lot cited in the NPA applications, these documents must be executed by the city prior to submission.

The lot consolidation and subdivision process is nearly complete, and the lot will be transferred to Prep Partners within the next few weeks.

Please sign both applications and return to Michael Scala for submittal to the appropriate departments.

Please contact Economic Development with any questions.

Thank you,



Michael Scala
Director of Economic Development

MEMO

RECEIVED

Samantha.Rodgerson , 6/16/2020 , 3:34:12 PM

TO: Blaine Cox, City Manger

CC: Samantha Rodgerson, Senior Executive Assistant

FROM: Michael Scala, Director of Economic Development

DATE: June 16, 2020

RE: Pine Point Construction Asbestos Change Order

Blaine:

Please find attached a change order concerning asbestos removal as part of the demolition of 10, 12-14 North Main Street.

The asbestos survey came in after BFP 20-40 had already been posted. Due to timing constraints, it was decided to add the abatement as a CO and not an addendum. This was mostly due to the aggressive timing of the bid process that did would not allow for the proper addendum notification period, and the inability to schedule a timely walkthrough for the bidders.

The survey revealed a small amount of asbestos in the Salinger but a substantial amount of contamination in the roof of the Scenic.

The GC received two estimates for abatement and awarded the lower of \$70,549.

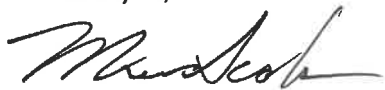
After discussing the additional costs with Finance, the overage will come from the following funds:

- Downtown Revitalization Fund - \$43,827
- General Contingency - \$23,000
- ED Professional Services - \$3722

Supporting documentation has been included.

Please let me know if you have any questions.

Thank you,



Michael Scala
Director of Economic Development

MEMO



TO: Blaine Cox, City Manger

CC: Samantha Rodgerson, Senior Executive Assistant

FROM: Michael Scala, Director of Economic Development

DATE: June 12, 2020

RE: Pine Point Construction Demolition Contract

Blaine:

Please find attached the contract for Pine Brook Construction the winning bidder for the demolition of the 10 and 12-14 North Main Street buildings (Scenic/Salinger)

Pine Point submitted a final bid of \$181,175 to conduct the selective demolition of both the Scenic and Salinger buildings per the City's agreement with Chinburg Properties in preparation for the redevelopment of the structures.

The contract has been reviewed and accepted by both Legal and Dirigo Architectural, our Project Management group.

Please review, execute, and scan to Michael Scala for return to vendor.

Please contact Economic Development with any questions.

Thank you,



Michael Scala
Director of Economic Development



MEMO

TO: Blaine Cox, City Manger

CC: Samantha Rodgerson, Senior Executive Assistant

FROM: Michael Scala, Director of Economic Development

DATE: June 23, 2020

RE: Pine Point Construction – Amendment to Contract

Blaine:

Please find attached an Amendment to Contract for Pine Brook Construction.

Joe Conroy, the owner of the adjacent property to the Scenic, has asked to be added as an additional insured to Pine Point's insurance during the demolition process and that will require an amendment to our contract with Pine Point.

Please review, execute, and scan to Michael Scala.

Let me know if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Michael Scala", with a stylized, flowing script.

Michael Scala
Director of Economic Development



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY

31 Wakefield Street • Rochester, NH 03867

(603) 335-7599

www.RochesterNH.net

RECEIVED

JUN 8 2020

City Manager's Office
City of Rochester

Memorandum

To: Blaine Cox, Deputy City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: June 8, 2020
Re: Rochester Hill Road Lot Combination

The City applied to the Planning Department to combine the City-owned lots at 0, 294, and 296 Rochester Hill Road. This combination is necessary for completion of a City application to subdivide the area. To complete the process, the City must file a new Deed reflecting the newly created single lot. The City Manager's signature is necessary to complete the deed.



**City of Rochester
LOT COMBINATION APPLICATION**

(to be recorded with deed at Strafford County Registry of Deeds once approved)

Property owner: City of Rochester

Mailing address of property owner: 31 Wakefield Street, Rochester, New Hampshire 03867

Telephone number: 335-7599 Email Address: terence.orourke@rochesternh.net

Address (or location) of lots/properties to be combined: 294 Rochester Hill Road, 296 Rochester Hill Road, and 0 Rochester Hill Road

City of Rochester map and lot numbers for lots to be combined into a single lot (use a separate application for each combined lot which will be result):

map # 255 lot # 18 ; map # 255 lot # 19

map # 255 lot # 21 ; map # _____ lot # _____

Purpose of lot combination: To allow for a future subdivision.

Terence O'Rourke, City Attorney
Signature of property owner

6/8/2020
Date

This application is approved when the signature of the City of Rochester Chief of Planning or his/her designee appears below.

[Signature] Chief Planner
City of Rochester Chief of Planning or designee

6/8/2020
Date

*** NOTICE TO ALL PARTIES *: The attached deed and this approved application *once recorded* serve to combine the lots described herein into one single lot. All lot lines located at the juncture(s) of the formerly separate lots are thereby abandoned. The formerly separate lots cannot be sold individually and will be considered as one lot under the City's ordinances, and any proposed future subdivision of the newly combined lot must be in accordance with the City of Rochester Subdivision Regulations.**



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY

31 Wakefield Street • Rochester, NH 03867

(603) 335-7599

www.RochesterNH.net

RECEIVED

JUN 29 2020

City Manager's Office
City of Rochester

Memorandum

To: Blaine Cox, Deputy City Manager

From: Terence O'Rourke, City Attorney 

Date: June 29, 2020

Re: Sale of Tax Map 255 Lot 21

On May 12, 2020, in Non-Public Session, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with Prep Partners to sell a portion of the land owned by the City in the Granite State Business Park. The closing has been scheduled for June 30, 2020. In order to complete, the sale, the City Manager must execute a Warranty Deed in favor of Prep Partners.



PLANNING & DEVELOPMENT DEPARTMENT

**33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338
Web Site: www.rochesternh.net**

RECEIVED
JUN 12 2020
City Manager's Office
City of Rochester

Date: June 12, 2020
To: Blaine Cox, City Manager
From: Seth Creighton, Chief Planner / Interim Director
Re: Contract for Contracted Services (extra helper) for Planning Dept.

Attached is a contract to bring EF Design & Planning LLC (Liz Durfee) onboard to help the Planning Dept. while we are down a staff person.

Also attached is an email between me, you, and Deputy City Manager Katie Ambrose regarding this matter.

Please contact me with any questions, or, sign the attached and return to my attention.

Thank you.



PLANNING & DEVELOPMENT DEPARTMENT
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338
Web Site: www.rochesternh.net

Date: June 12, 2020
To: Blaine Cox, City Manager
From: Seth Creighton, Chief Planner / Interim Director
Re: Contracts for Conservation Appraisal Services

RECEIVED
JUN 12 2020
City Manager's Office
City of Rochester

Attached are two (2) contracts for appraisal services that the Conservation Commission (Con Com) and I ask you to sign.

This contract will commit the City to paying Craft Appraisal Associates for two conservation appraisals (one for 104 Crowhill Rd, and one for 118 Crowhill Rd). Each appraisal will be no more than \$2,300.

The City Council has already offered their support of Con Com's intent to purchase these lands/acquire easements.

All of these matters have also been reviewed and discussed with and approved by the Conservation Commission, Deputy City Manager Katie Ambrose, and Deputy Finance Director Mark Sullivan.

Please contact me with any questions, or, please sign the attached and return to my attention.

Thank you.

07/02/2020



MEMO

Date: 6/17/2020

To: Blaine Cox City Manager

Cc: Chris Bowlen, Recreation & Arena Director

From: Steve Trepanier, Arena Supervisor

Subject: LiveBarn contract

The Department of Recreation & Arena is seeking to add LiveBarn a live streaming/on demand service at the ice arena on Lowell St. LiveBarn provides and installs all the equipment needed for this service at no cost to the city. LiveBarn charges users/members a monthly fee for access to watch games and practices not just here but at any other facility that has LiveBarn. In addition, LiveBarn gives the city a free membership for being a host facility.

With the current Covid-19 pandemic, and current guidelines in place, we feel that now more than ever an avenue to bring some remote viewing of games to customers, specifically high risk patrons is very beneficial. Customers who may typically come here sick, or have high health risks, would now have the ability to stay home and still feel like they are still able to be part of the viewing experience.

The Recreation and Arena Department is looking for your approval/signature on the LiveBarn facility agreement in order to proceed. The city's legal department has reviewed the contract and is ok with the city manager signing.

City Manager Signature of Support

Blaine Cox

From: Chris Bowlen
Sent: Thursday, June 4, 2020 10:03 AM
To: Blaine Cox
Cc: Terence O'Rourke; Samantha Rodgerson
Subject: MOU with YMCA
Attachments: 2020 City and YMCA MOU Agreement.pdf

Blaine,

Would you kindly accept and use this email as a cover memo regarding the request for your signature on the attached agreement between the City and YMCA for the partnership and collaboration with summer camp/childcare. City Attorney O'Rourke has review this and has responded that this is ready for signature. The YMCA has already signed.

Kindly return to me via email once you are all set. If you have any questions, please let me know.

Chris

Chris Bowlen

DocuSigned by:

Blaine Cox

6/4/2020

B4F9B7BC7D0C4EB...



April 2020

City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Dear City Manager;

Pursuant to Section 7.3 (Annual Reporting by Franchisee) of the Franchise Agreement between the City of Rochester and Atlantic Broadband, Atlantic Broadband submits the attached documentation detailing the system performance for calendar year 2019.

Please note that some of the requested information is listed on a consolidated basis for Atlantic Broadband based on the functionality of the recording and tracking systems in place. For example, since all subscriber telephone calls are routed to our Belmont and Rochester call centers, customer service statistics are recorded on a consolidated basis. This is indicated on the documentation provided.

Please feel free to contact me with any questions or comments concerning the attached documents and information. I can be reached at your convenience at (603) 527-3634, or by e-mail at emerrill@atlanticbb.com

Sincerely,

A handwritten signature in dark ink, appearing to read 'E. L. Merrill'.

Edward Merrill
General Manager NH/ME
Atlantic Broadband
21 Jarvis Ave
Rochester, NH 03868



City Of Rochester
Services & Rates
As of January 2020

Video Service:

Limited	\$35.95/Month
Value	\$90.95/Month
More TV	\$107.90/Month

Premiums* (*Requires Digital receiver*)

Premium Movie Channels	
HBO	\$19.99/Month
Cinemax	\$19.99/Month
Showtime	\$19.99/Month
Starz & Starz Encore	\$18.95/Month
Starz	\$9.99/Month
EPX	\$7.99/Month
Premium Packages (HBO, Cinemax, Showtime)	
Any 2 Services	\$38.99/Month
Any 3 Services	\$55.99/Month
Digital Sports & Entertainment Tier	\$7.95/Month
HD Ultra	\$9.95/Month
Local TV Surcharge	\$11.50/Month
Sports Programming Surcharge (Value & More TV Services only)	\$6.00/Month

ON Demand PPV Movies & Events

Classic Movies	Varies
New Releases	Varies
HD Movies	Varies
Adult Movies	Varies
Subscription On Demand	Varies



City of Rochester
Services & Rates
As of January 2020

Internet Services (*DOCSIS cable modem required*)

Essential	\$50.99/ Month
Essential Plus	\$65.99/ Month
Advanced	\$75.99/ Month
Premier	\$90.99/ Month
Extreme	\$95.99/ Month
GigaEdge	\$120.99/ Month
Home WiFi	\$16.00/Month
High Speed Network Recovery Fee	\$4.25/Month

Phone Services

Unlimited Phone (includes voicemail)	
Purchased with any TV or Internet Service	\$38.95/Month
Phone Service Only	\$44.95/ Month
2 nd Phone Line	\$20.95/Month
Additional Voicemail (<i>up to 4</i>)	\$5.00/Month
Connection Charge	\$2.99 per use
1 st minute	\$.69 per min
Additional per minute	0.69per min
Directory Assistance (per call)	\$1.50 per call

Other Monthly Fees

Digital receiver	\$9.99/Month
Additional Digital Receiver	\$9.99/Month
Digital Video Recording (DVR)	\$7.00/Month
TiVo Service	\$10.00/Month
Cable Card	\$2.00/Month
Additional Cable Card	\$2.00/Month
TiVo Mini	\$12.99/Month
TiVo Smart Box	\$19.99/Month
HD Receiver	\$17.99/Month
Cable Modem Lease	\$11.00/Month
Phone Equipment Lease	\$11.00/Month
Wire Maintenance	\$9.99/Month
Digital Adaptor	\$6.99/Month
Additional Enhanced WiFi access point	\$2.99/Month



City Of Rochester
Services & Rates Cont.
As of January 2020

Service & Activation Fees

Onsite Service Call	\$50.00
New Install or change of Service (Includes TV, Internet, & Phone)	
One Product	\$50.00
Two Products	\$100.00
Three Products	\$150.00
Transfer Fee	\$40.00

Additional Installation Fees

TV

Additional Outlets (up to 3)	\$40.00
Change of Service by phone	\$1.99
Reactivation Fee	\$2.00
Hourly Service Charge	\$27.42

Phone

Relocate/add new jack	\$40.00
Separate Trip to add new jack	\$45.00
Phone Number Change	\$40.00
Service Charge	\$10.00
Service Downgrade	\$40.00

Home Networking

Up to 2 device Installation	\$24.99
Additional device Installation	\$19.99
USB Wireless adaptor purchase	\$31.99



City Of Rochester
Services & Rates Cont.
As of January 2020

Other Fees

One Time MoCA Modem Purchase	\$149.99
One Time Cable Modem Purchase	\$89.99
Per Occurrence	
Return Check Fee	\$30.00
EFT payment Reversal Fee	\$30.00
Collection Charge	\$15.00
Agent assisted phone payment	\$5.00
Late Fee	\$5.00
Paper Statement	\$1.00

Equipment Replacement

Digital Receiver	\$250.00
Digital Remote Control	\$8.00
TiVo Remote Control	\$10.00
TiVo Mini	\$250.00
TiVo Smart Box	\$80.00
TiVo HD/DVR	\$450.00
MultiRoom DVR Device	\$329.00
Digital DVR Receiver	\$450.00
HD Receiver	\$350.00
Cable Card	\$100.00
MoCA Modem	\$149.99
Cable Modem	\$89.99
Phone Equipment	\$89.99
Wireless Access Point	\$75.00
Digital Adaptor	\$60.00
HD Digital Adaptor	\$60.00
Wireless Router	\$40.00



Lobby & Payment Locations

Office Locations: Atlantic Broadband Atlantic Broadband
 102 Pleasant Street 21 Jarvis Ave
 Springvale, ME 04083 Rochester, NH 03868

Mailing Address: PO Box 1450 Rochester NH 03866-1450

Office Lobby Hours: Monday – Friday Saturday
 8:00am –6:30pm 8:00am-4:30pm Rochester Office
 8:00am-2:00pm Springvale Office

Office Technical Support Monday-Saturday 8:00am-5:00pm
 Hours Sunday - Closed
 (Technician on-call after Normal Business Hours)

Phone Numbers Customer Service:
 603-332-5466 Rochester Office
 207-324-3700 Springvale Office
 800-952-1001(24/7 Customer Service Sales & Support)

Phone Numbers Internet Technical Support (24/7 Technical Support)
 Residential 800-608-6480
 Business 800-608-6490

****Customer service picks up calls during non business hours 24/7/365**.**

Headend (tower) Location:

21 Jarvis Ave Rochester NH 03868



EXHIBIT -I

City of Rochester
System Plant Information
2019

- A. Total Number Of Subscribers: 4,414
- B. Total Miles of Cable Plant: 261.50
- C. Projects Constructed:
 - Carol Court
 - Cortland St
 - Bailey DR
- D. Franchise Fees Paid: \$211,055.00
- E. Customer Service Statistics: *(See Below)*

**** Phone Stats include all NH Calls ****

Month - 2017	Total ACD Incoming Calls	Total Calls Answered	% of ACD Calls Answered in SVS Level	Average Speed of Answer	Average Talk Time	# Calls answered in SVS level	
January	34,529	31,134	54.25%	0:04:03	0:06:52	16,890	
February	35,302	34,532	73.52%	0:01:52	0:06:38	25,389	
March	32,353	30,664	76.63%	0:01:35	0:06:39	23,497	
April	33,134	31,839	79.72%	0:00:59	0:06:32	25,382	
May	36,004	34,026	77.13%	0:01:07	0:06:21	26,245	
June	37,181	34,756	68.56%	0:01:29	0:06:27	23,829	
July	41,445	36,143	47.86%	0:03:24	0:06:55	17,298	
August	39,530	36,150	58.13%	0:02:40	0:06:46	21,015	
September	33,881	31,881	68.77%	0:01:53	0:06:34	21,923	
October	34,723	32,924	75.21%	0:01:02	0:06:06	24,763	
November	31,115	30,159	81.12%	0:00:36	0:06:20	24,466	
December	27,452	26,730	86.55%	0:00:30	0:06:10	23,134	
Total	416,649	390,938	70.04%			273,831	
Average	34,721	32,578		0:01:46	0:06:32	22,819	

- I. Emergency Contact: Atlantic Broadband Network Operations Center, Rochester
(open 24 hours per day, 7 days per week)
(866) 382-3087
NOC_Support@atlanticbb.com



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

07/02/2020



June 1, 2020

COAST Board of Directors
42 Sumner Drive
Dover, NH 03820

RE: Rochester Representative Proposal – Michael Scala

Dear Board Members:

As City Manager of Rochester, it is my pleasure to propose to the board that Michael Scala, City of Rochester Economic Development Director, be considered as Rochester's representative on the COAST Board of Directors.

I feel confident that Mike will be a valuable addition to the board and will not only represent Rochester well, but will be a great team player as COAST works towards building a stronger future.

Thank you for your consideration.

Sincerely,

Blaine M. Cox
City Manager

[illegible][illegible]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Commission Chair and Committee,

I write to state that effective immediately, I am withdrawing from my seat as Vice Chair on the Rochester Commission for Arts and Culture.

I am enthusiastic about all the change occurring and those leading it but have determined that need to step back.

This forced hiatus we've all been participating in has brought into focus just how taxed my time was and, quite frankly, the down time has been extremely welcomed.

I am concerned for the Arts and Entertainment groups in town that are struggling now but, quite frankly, I haven't got the energy to give to the Commission at this time.

My hope is that once committee is able to meet in person things will pick up again and, at some time, in the future I'll rejoin the committee.

All the best to each of you and be well.

Elizabeth Tonkins-Agea (Liz0

*Intentionally
left blank...*

City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
Donna Bogan, Vice Chair
Doug Lachance
Laura Hailey
Palana Belken

Meeting Date:	Monday, June 15, 2020	
Members Present:	Elaine Lauterborn Palana Belken Donna Bogan Laura Hailey Doug Lachance	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Elizabeth Fourar-Laidi, Community Partners (teleconference)	

Councilor Lauterborn read the emergency declaration preamble and called the meeting to order at 6 p.m. Councilor Hailey made a motion to approve the March 16, 2020 committee meeting minutes, and Councilor Bogan seconded the motion. The motion passed unanimously.

PUBLIC INPUT	No public input was received.
FY 2021 CARES ACT CDBG ALLOCATION	<p>Councilor Lauterborn provided a brief overview of the need for the allocated CARES Act Community Development Block Grant (CDBG) funds to be used for the preparation for, prevention of, and/or response to the continuing COVID-19 pandemic. The committee members discussed the available funds and potential allocations.</p> <ul style="list-style-type: none"> • Homeless Center for Strafford County: \$3,000 • Community Action Partnership of Strafford County: \$25,000 • Strafford Nutrition Meals on Wheels: \$10,000 • My Friend's Place: \$20,000 • HAVEN: \$30,000 • SHARE Fund: \$2,500 • Cross Roads House: \$15,271.20 • Strafford County Public Health Network: \$2,000 • Dover Adult Learning Center: \$12,000 <p><i>Motion was made by Councilor Bogan and was seconded by Councilor Belken to approve the above funding recommendations. The motion passed unanimously.</i></p>

	Councilor Lachance entered the meeting at 6:29 p.m.
FY 2021 ANNUAL ACTION PLAN – Amendment	Mr. Long explained to the Community Development Committee that the FY 2021 Annual Action Plan must be formally amended to incorporate the CARES Act CDBG funding allocations. <i>Motion was made by Councilor Bogan motion and seconded by Councilor Hainey to amend the FY 2021 Annual Action Plan to incorporate the above funding allocations. The motion passed unanimously.</i>
COVID-19 UPDATES	Mr. Long informed the Community Development Committee that he has been coordinating with city staff to pursue the various federal and state COVID-19 funding opportunities to cover the city’s pandemic-related expenses. He also stated that he has been monitoring funding opportunities available for non-profit agencies and forwarding this information to those non-profits serving Rochester residents.
PROJECTS PROGRAM REPORT	Mr. Long gave a brief overview of in-progress CDBG projects. Most facilities projects have been delayed due to the ongoing COVID-19 pandemic. Councilor Lauterborn asked, regarding the Moose Plate grant application for the restoration of the curtain formerly hung in the East Rochester Fire Station, whether a public display location had been chosen for the curtain. Mr. Long replied that the Rochester Opera House has agreed to hang the restored curtain on its stage.
OTHER BUSINESS	There was no other business.

The meeting was adjourned at 6:40 p.m.

Next Meeting – Monday, July 20th, at 6:00 p.m., Cocheco Conference Room, City Hall Annex (33 Wakefield St.)

Topics – CDBG Projects, Program Report

DRAFT

Finance Committee

Meeting Minutes

Meeting Information

Date: June 9, 2020

Time: 6:30 P.M.

Location: Community Center, School Board Conference Room #2
150 Wakefield Street Rochester, New Hampshire

Committee members present: Mayor McCarley, Deputy Mayor Lauterborn, Councilor Bogan, Councilor Gray, Councilor Hamann, Councilor Lachance, and Councilor Walker.

City staff present: City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan.

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

Mayor McCarley called the Finance Committee meeting to order at 6:30 PM. She read the following preamble:

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

This evening for the first time in quite a while, we are holding the Finance Committee Meeting in the School Department Board Room #2. To prevent any violation of the Emergency Order #16 pursuant to Executive Order 2020-04, the public may access this meeting virtually as described below. The public may access by calling into 1-585-318-2007, Conference ID: 325-517-274.

DRAFT

The meeting will also be broadcast on Atlantic Broadband channel 26 and on our City website. At this time, I will call for the roll call for the Finance Committee. Please note that due to the right-to-know law, all votes that are taken during this meeting shall be done by Roll Call vote.

Deputy City Clerk Cassie Givara took the roll call. All Committee Members were present physically in the conference room as listed above.

2. Public Input

There were no written submissions or voicemails submitted prior to the Finance Committee meeting and there were no callers on the line to speak live.

3. Unfinished Business-None

4. New Business-Non Union Salary Wage Scale CPI Increase

Katie Ambrose, Finance Director, gave a summary of the item. She stated that the non-union wage scale is adjusted annually based on the consumer price index. These adjustments effect the minimum and maximum pay ranges for new hires, but does not affect the wages for existing employees.

Councilor Walker **MOVED** to approve the non-union wage scale CPI increase. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Walker, Lauterborn, Hamann, Bogan, Lachance, Gray, and Mayor McCarley all voting in favor.

5. Reports from Finance & Administration

5.1 Monthly Financial Report Summaries May, 2020, Revenue Summary

5.1 (a) May 31, 2020 Revenues

5.1 (b) May 31, 2020 Expense

Deputy Finance Director Sullivan reported that he has been monitoring and reviewing several revenue items since March. Although vehicles registration experienced a significant reduction in April, it seemed to recover in May. He stated that if the numbers for June stay consistent, then auto registrations will remain above budget for the fiscal year.

Deputy Finance Director Sullivan said that Rooms & Meals had rebounded, and the City has fully collected the highway block subsidy money; both of these items were fully funded. Building permits are not currently doing well and water and sewer cash receipts are down by 30%. Mr. Sullivan said that in FY20 the City has done well on the expense side with the budget freeze, but with revenues there are still journal entries that need to be made and items taken into account before they will know how the fiscal year looks as a whole.

DRAFT

Councilor Lachance inquired if the second quarter water/sewer bills were higher due to more people being home because of COVID-19. Mr. Sullivan stated he would look into the data and get back to the committee with this information; however there is a regular water audit occurring through Wright Pierce currently, and the chief water operator has reported that the plant is producing more water.

Finance Director Ambrose reported that the Budget freeze was extended through the end of the current fiscal year (June 30).

6. Other

Councilor Lachance asked what would occur if the Council failed to adopt a budget prior to June 30th. Mayor McCarley said that at the State level, if they fail to adopt the budget, they have a continuing resolution where everything remains as it had been in the previous fiscal year; however at the City level there is no history of this occurring. City Manager Cox said that he is not aware of any provisions within the City of Rochester charter or ordinances which would allow for the adoption of continuing resolutions or for using the prior year's adopted budget. City Manager Cox indicated he would follow up with the City Attorney to see if any such provisions exist.

Councilor Lauterborn said that the only time she recalls there being a challenging budget, the Council stayed into the early morning hours until the budget was adopted. Councilor Gray discussed the differences between the budget processes in Cities versus Towns. He stated that although there are no known provisions for continuing resolutions, there is also no wording which would prohibit such action.

7. Adjournment

Mayor McCarley **ADJOURNED** the Finance Committee Meeting at 6:44 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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left blank...*

City Clerk's Office

FINANCE COMMITTEE

Agenda Item

07/02/2020

Agenda Item Name: NON-UNION WAGE RANGES ADJUSTMENT

Date Submitted: June 4, 2020

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

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

Meeting Date Requested: June 9, 2020

Issue Summary Statement:

Several of the City's labor Collective Bargaining Agreements stipulate for the automatic annual adjustment of the wage ranges (minimum and maximum wage levels) to adjust annually according to changes in the Consumer Price Index. This adjustment is not automatic for the non-unionized personnel regulated by the Merit Plan. The Council in has been approving this Non-Union wage scale adjustments since 2015.

To clarify, this action simply adjusts the minimum wage for new hires and the maximum possible wage for those at the top of the wage scale. It does not constitute an "across the board" increase or a "cost of living adjustment" for non-union personnel. All adjustments for specific employees remain merit based.

Recommended Action:

Recommend adjustment of non-union personnel wage ranges under the Merit Plan according to the Boston –Cambridge-Newton-MA CPI (formerly Boston-Brockton) period Nov-18 to Nov-19 for fiscal year 2020, which was 2.1%. See attached.



New England Information Office

Search New England Re [Bureau of Labor Statistics](#) > [Geographic Information](#) > [New England](#) > Table

Consumer Price Index Boston-Cambridge-Newton, MA-NH (1982-84 = 100)

CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U), NOT SEASONALLY ADJUSTED

Boston-Cambridge-Newton, MA-NH All Items 1982-84=100 (R)=Revised													
Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Avg.
1998	171.2		171.3		170.9		170.7		172.1		173.3		171.7
1999	174.1		174.8		174.2		175.3		176.8		179.2		176.0
2000	180.2		182.8 (R)		181.7 (R)		183.2		184.3		187.4		183.6
2001	189.0		190.9		190.9		192.1		192.7		192.7		191.5
2002	192.9		194.7		194.8		195.7		199.1		200.4		196.5
2003	199.8		202.8		202.3		203.0		206.8		206.5		203.9
2004	208.4		208.7		208.7		208.9		209.8		211.7		209.5
2005	211.3		214.2		214.6		217.2		220.1		218.6		216.4
2006	220.5		221.3		222.9		225.1		224.5		223.1		223.1
2007	224.432		226.427		226.247		226.929		227.850		230.689		227.409
2008	231.980		233.084		235.344		241.258		238.519		232.354		235.370
2009	230.806		232.155		231.891		233.018		236.596		236.589		233.778
2010	237.266		237.986		238.083		236.132		236.474		238.103		237.446
2011	239.814		242.787		244.574		244.256		245.310		245.030		243.881
2012	245.891		247.166		246.582		246.326		249.488		249.929		247.733
2013	249.957		250.835		250.036		251.067		251.918		252.230		251.139
2014	253.123		254.982		255.209		255.296		255.878		256.262		255.184
2015	254.556		257.013		256.839		256.999		256.643		258.407		256.715
2016	257.215		258.587		260.809		260.800		262.606		261.675		260.496
2017	264.865		265.070		266.256		266.429		269.757		269.149		267.033
2018	272.229		274.591		274.668		275.402		278.663		277.632		275.815
2019	278.976		280.393		280.937		280.943		281.603		283.526		281.082
2020	285.181		285.544										
PERCENT CHANGE FROM TWELVE MONTHS AGO, NOT SEASONALLY ADJUSTED													
1999	1.7		2.0		1.9		2.7		2.7		3.4		2.5
2000	3.5		4.6 (R)		4.3 (R)		4.5		4.2		4.6		4.3
2001	4.9		4.4		5.1		4.9		4.6		2.8		4.3
2002	2.1		2.0		2.0		1.9		3.3		4.0		2.6
2003	3.6		4.2		3.9		3.7		3.9		3.0		3.8
2004	4.3		2.9		3.2		2.9		1.5		2.5		2.7
2005	1.4		2.6		2.8		4.0		4.9		3.3		3.3
2006	4.4		3.3		3.9		3.6		2.0		2.1		3.1
2007	1.8		2.3		1.5		0.8		1.5		3.4		1.9
2008	3.4		2.9		4.0		6.3		4.7		0.7		3.5
2009	-0.5		-0.4		-1.5		-3.4		-0.8		1.8		-0.7
2010	2.8		2.5		2.7		1.3		-0.1		0.6		1.6
2011	1.1		2.0		2.7		3.4		3.7		2.9		2.7
2012	2.5		1.8		0.8		0.8		1.7		2.0		1.6
2013	1.7		1.5		1.4		1.9		1.0		0.9		1.4
2014	1.3		1.7		2.1		1.7		1.6		1.6		1.6
2015	0.6		0.8		0.6		0.7		0.3		0.8		0.6
2016	1.0		0.6		1.5		1.5		2.3		1.3		1.5
2017	3.0		2.5		2.1		2.2		2.7		2.9		2.5
2018	2.8		3.6		3.2		3.4		3.3		3.2		3.3
2019	2.5		2.1		2.3		2.0		1.1		2.1		1.9
2020	2.2		1.8										
PERCENT CHANGE FROM TWO MONTHS AGO, NOT SEASONALLY ADJUSTED													
1999	0.5		0.4		-0.3		0.6		0.9		1.4		
2000	0.6		1.4		-0.6		0.8 (R)		0.6		1.7		
2001	0.9		1.0		0.0		0.6		0.3		0.0		
2002	0.1		0.9		0.1		0.5		1.7		0.7		
2003	-0.3		1.5		-0.2		0.3		1.9		-0.1		
2004	0.9		0.1		0.0		0.1		0.4		0.9		
2005	-0.2		1.4		0.2		1.2		1.3		-0.7		
2006	0.9		0.4		0.7		1.0		-0.3		-0.6		
2007	0.6		0.9		-0.1		0.3		0.4		1.2		
2008	0.6		0.5		1.0		2.5		-1.1		-2.6		
2009	-0.7		0.6		-0.1		0.5		1.5		0.0		
2010	0.3		0.3		0.1		0.1		0.1		0.7		

Boston-Cambridge-Newton, MA-NH All Items 1982-84=100 (R)=Revised

07/02/2020

2011	0.7		1.2		0.7		-0.1		0.4		-0.1	
2012	0.4		0.5		-0.2		-0.1		1.3		0.2	
2013	0.0		0.4		-0.3		0.4		0.3		0.1	
2014	0.4		0.7		0.1		0.0		0.2		0.2	
2015	-0.7		1.0		-0.1		0.1		-0.1		0.7	
2016	-0.5		0.5		0.9		0.0		0.7		-0.4	
2017	1.2		0.1		0.4		0.1		1.2		-0.2	
2018	1.1		0.9		0.0		0.3		1.2		-0.4	
2019	0.5		0.5		0.2		0.0		0.2		0.7	
2020	0.6		0.1									

CONSUMER PRICE INDEX FOR ALL URBAN WAGE EARNERS AND CLERICAL WORKERS (CPI-W), NOT SEASONALLY ADJUSTED

Boston-Cambridge-Newton, MA-NH All Items 1982-84=100 (R)=Revised

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Avg.
1998	169.3		169.3		168.9		168.8		169.9		171.5		169.7
1999	172.2		172.3		172.6		173.3		175.2		177.8		174.2
2000	178.6		181.1		180.6 (R)		182.3 (R)		183.2		186.2		182.4
2001	187.4		189.3		190.1		191.3		192.0		191.9		190.5
2002	191.8		193.2		193.3		194.1		197.7		199.2		195.2
2003	199.3		202.3		201.8		202.2		206.2		205.6		203.2
2004	206.8		207.4		207.9		207.9		208.8		211.0		208.4
2005	210.3		213.1		214.0		216.0		220.2		217.7		215.6
2006	219.5		220.5		222.9		223.9		224.3		223.4		222.6
2007	224.256		225.918		225.395		226.465		227.429		230.440		226.943
2008	231.291		232.656		235.419		240.511		238.133		231.854		234.924
2009	230.095		231.884		231.420		232.535		235.744		236.859		233.418
2010	237.999		238.388		238.863		236.657		236.844		238.891		238.045
2011	240.540		244.324		246.825		245.949		246.424		246.349		245.337
2012	247.006		248.800		248.130		247.627		250.910		251.041		249.086
2013	251.024		252.352		251.570		252.458		253.304		253.405		252.483
2014	254.168		256.015		255.943		255.503		255.818		255.903		255.568
2015	254.407		256.929		256.286		256.251		255.265		257.124		255.984
2016	256.262		257.184		258.958		259.204		260.483		260.705		259.007
2017	263.730		263.888		264.713		265.002		267.760		268.524		265.738
2018	271.612		273.619		273.591		274.186		277.667		277.413		274.943
2019	277.969		279.451		279.579		279.164		279.876		282.162		279.770
2020	284.382		284.368										

PERCENT CHANGE FROM TWELVE MONTHS AGO, NOT SEASONALLY ADJUSTED

1999	1.7		1.8		2.2		2.7		3.1		3.7		2.7
2000	3.7		5.1		4.6		5.2 (R)		4.6		4.7		4.7
2001	4.9		4.5		5.3		4.9		4.8		3.1		4.4
2002	2.3		2.1		1.7		1.5		3.0		3.8		2.5
2003	3.9		4.7		4.4		4.2		4.3		3.2		4.1
2004	3.8		2.5		3.0		2.8		1.3		2.6		2.6
2005	1.7		2.7		2.9		3.9		5.5		3.2		3.5
2006	4.4		3.5		4.2		3.7		1.9		2.6		3.2
2007	2.2		2.5		1.1		1.1		1.4		3.2		2.0
2008	3.1		3.0		4.4		6.2		4.7		0.6		3.5
2009	-0.5		-0.3		-1.7		-3.3		-1.0		2.2		-0.6
2010	3.4		2.8		3.2		1.8		0.5		0.9		2.0
2011	1.1		2.5		3.3		3.9		4.0		3.1		3.1
2012	2.7		1.8		0.5		0.7		1.8		1.9		1.5
2013	1.6		1.4		1.4		2.0		1.0		0.9		1.4
2014	1.3		1.5		1.7		1.2		1.0		1.0		1.2
2015	0.1		0.4		0.1		0.3		-0.2		0.5		0.2
2016	0.7		0.1		1.0		1.2		2.0		1.4		1.2
2017	2.9		2.6		2.2		2.2		2.8		3.0		2.6
2018	3.0		3.7		3.4		3.5		3.7		3.3		3.5
2019	2.3		2.1		2.2		1.8		0.8		1.7		1.8
2020	2.3		1.8										

PERCENT CHANGE FROM TWO MONTHS AGO, NOT SEASONALLY ADJUSTED

1999	0.4		0.1		0.2		0.4		1.1		1.5	
2000	0.4		1.4		-0.3		0.9		0.5		1.6	
2001	0.6		1.0		0.4		0.6		0.4		-0.1	
2002	-0.1		0.7		0.1		0.4		1.9		0.8	
2003	0.1		1.5		-0.2		0.2		2.0		-0.3	
2004	0.6		0.3		0.2		0.0		0.4		1.1	
2005	-0.3		1.3		0.4		0.9		1.9		-1.1	
2006	0.8		0.5		1.1		0.4		0.2		-0.4	
2007	0.4		0.7		-0.2		0.5		0.4		1.3	
2008	0.4		0.6		1.2		2.2		-1.0		-2.6	
2009	-0.8		0.8		-0.2		0.3		1.4		0.5	

Boston-Cambridge-Newton, MA-NH All Items 1982-84=100 (R)=Revised													07/02/2020
2010	0.5		0.2		0.2		-0.9		0.1		0.9		
2011	0.7		1.6		1.0		-0.4		0.2		0.0		
2012	0.3		0.7		-0.3		-0.2		1.3		0.1		
2013	0.0		0.5		-0.3		0.4		0.3		0.0		
2014	0.3		0.7		0.0		-0.2		0.1		0.0		
2015	-0.6		1.0		-0.3		0.0		-0.4		0.7		
2016	-0.3		0.4		0.7		0.1		0.5		0.1		
2017	1.2		0.1		0.3		0.1		1.0		0.3		
2018	1.1		0.7		0.0		0.2		1.3		-0.1		
2019	0.2		0.5		0.0		-0.1		0.3		0.8		
2020	0.8		0.0										

U.S. BUREAU OF LABOR STATISTICS New England Information Office JFK Federal Building Suite E-310 Boston, MA 02203

Telephone:1-617-565-2327_ www.bls.gov/regions/new-england [Contact New England Region](#)



**Fidelity Committee
of the
Tri-City Joint Mayors' Task Force on Homelessness
Meeting Conducted Remotely
June 18, 2020
6:00 PM**

MAYORS

Mayor Caroline McCarley
Mayor Robert Carrier
Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
(chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh

Dina Gagnon

Others Present: Julian Long (Rochester Economic Development), Ashley Desrochers (Strafford County Public Health Network), Dave Carpenter (City of Dover Planning), Tory Jennison (IDN), Lindsey Williams (City of Dover Council), Fr. Matthew Mirabile.

MINUTES

1. Call to Order

Chairman Hutchinson called the remote meeting to order at 6:02 PM and read the following preamble:

Good Evening, as Chairperson of the Fidelity Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and

services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code.

1-857-444-0744 conference code: 689461

(Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Cassie Givara, Deputy City Clerk of Rochester, called the roll. The following members were present: Chairman Jeremy Hutchinson, Vice Chair Todd Marsh, Barbara Holstein, and Charles Reynolds who joined the meeting at 6:14 PM. Betsey Andrews Parker and Dina Gagnon were excused. Mayors Caroline McCarley and Bob Carrier were also present.

2. Public Input

There were no members of the public present on the conference line to speak.

3. Communications from the Mayors

Mayor McCarley reported that the Mayors had taken part in a call with some local agencies in regards to what had been lacking and what needed to be established as far as volunteers and processes for the warming centers. She stated that although there had been some concern regarding space and schedule, the bulk of the concern centered on the volunteers.

4. Communications from the Chair

Chairman Hutchinson stated that the Fidelity Committee will plan to continue with remote meetings for the foreseeable future as opposed to switching back to the in-person format.

Vice Chair Marsh spoke about the mission of the Committee. He stated that the group had been making strides and working well before COVID hit, but due to the

pandemic, many of the Committee members and contributors had their focuses shifted elsewhere to more pressing matters. Vice Chair Marsh said now that things were evening out slightly, he felt confident in moving forward and accomplishing more of the goals of the Master Plan.

Chairman Hutchinson reported on some data related to COVID-19. He stated that nationally in the month of June, 1/3 of homeowners missed their mortgage payments for the first time, and renters reported missing their June rent payments. He anticipated that there may be increased need for assistance in various forms for not only the homeless population, but also for populations which have never had to seek out assistance in the past. Chairman Hutchinson requested that in his role as the Rochester Welfare Director, Vice Chair Marsh keep the Committee apprised of any changes in trends or increases in services. There was a brief discussion on the potential of a resurgence of COVID-19 this upcoming fall with the loosening of State guidelines as well as decrease in social distancing and use of PPE. Chairman Hutchinson speculated on the issues and needs which may arise for those needing to be out of work for extended periods twice in one year.

Ashley Desroshers, Strafford County Health Network, noted that her organization is actively looking for information and statistics on the local homeless population including how to access the different communities to be gathered as an assessment for the State. She reported that the State does want to offer COVID testing to the homeless community which is often a population which is left out. Vice Chair Marsh asked when the last "Point in Time" survey of the homeless community was taken. Tory Jennison, IDN, stated that it was last done in January.

5. Discussion: Funding for paid Warming Center Staff position. City budgeting for warming center/shelter support

Chairman Hutchinson gave a brief summary of the agenda item. He stated that the Committee had been discussing the potential of offering a stipend to warming center staff or creating a paid volunteer coordinator position using grant money as well as budgeted funds from each of the three cities.

Vice Chair Marsh reported that he had taken part in a meeting with the Rochester and Dover mayors as well as representatives from CAP. He stated that CAP is interested in helping to coordinate this funding and the Mayors as well as CAP have set up a meeting with the Strafford County Commissioners to discuss options and a potential collaboration in the form of County land for a warming shelter. He spoke of the two parallel tracks occurring currently, one for a permanent shelter and the other for an interim shelter similar to last year's warming centers; however with a potential paid staff position/positions.

Mayor McCarley emphasized that winter comes quickly and the cities are trying to be proactive and start the planning earlier this year. She spoke about the three cities sharing the responsibility of warming centers and the great deal of work entailed. Mayor McCarley said that it had been determined that coordinating the non-profits and volunteers as well as managing the schedules, notifications, and other details

which go into the warming center operations should not be an unpaid position for the centers to be sustainable and efficient. She reported that the mayors would be meeting with the Commissioners on Thursday June 25th to discuss the matter of location, but that each City could likely find money within their budget to support paid positions for a volunteer coordinator.

Chairman Hutchinson suggested that after their meeting with the Commissioners on Thursday the 25th, the mayors can touch base with the Committee members in the format of an emergency meeting to pass along any pertinent information which was discussed. Mayor McCarley and Mayor Carrier both committed to coming back to the Committee with a summary of any relevant information discussed at the upcoming meeting.

Vice Chair Marsh inquired of the mayors what they saw as the Fidelity Committee's role in regards to the warming center. Mayor McCarley stated that the Committee has already done a great deal of work for the homeless community and she felt that it is important that the Committee be aware of what other social services agencies, the County and the Cities are doing to prevent duplication of efforts and so the Committee can assist as needed. She said it is also important to determine if the focus will be on a permanent shelter or if the focus will instead be on a paid volunteer coordinator position to manage a warming shelter system for the upcoming winter. Mayor Carrier agreed that it is important for the Fidelity Committee to remain involved in the discussions on warming centers and the potential of a permanent shelter. Chairman Hutchinson reiterated that gathering the information from the discussions on sheltering and warming centers in a timely manner would help the Committee moving forward in developing policy initiatives and making decisions.

6. Update: Permanent Shelter locations discussion

It was discussed that, at the current time, there has been no location identified for use as a permanent shelter. It was determined that this agenda item would be revisited after the mayors had their meeting with the county commissioners and could potentially offer more insight.

Vice Chair Marsh clarified that regardless of the course that is taken, whether it's for a permanent shelter or an interim warming center system, there will still be the need for paid staff and/or funding. Chairman Hutchinson inquired about the specifics as far as salary for a paid staff member. Vice Chair Marsh said Betsey Andrews Parker had prepared a document for the Fidelity Committee in December which contains data relevant to funding, and this document can be distributed to the Committee again for review. The information was originally for a full year shelter versus a seasonal shelter, although it did not contain salary information specifically for a volunteer coordinator for a multi-city warming shelter system because that was not in discussions at the time.

There was a brief discussion regarding how the cities would fund such a position now that the annual budgets have all been finalized. Mayor Carrier stated that there

is a great deal of support within the Dover City Council to assist with the homeless community and he felt there would be available funding within the budget.

7. Proposal of Master Plan strategies for draft policy initiatives

Chairman Hutchinson spoke about the Recovery Friendly Workplace initiative which had been proposed at a previous meeting and asked the Committee if there were any other recommendations moving forward. Lindsey Williams, Dover City Councilor, stated that she felt the recovery friendly workplace initiative was a good item on which to focus due to the economic recovery post-COVID and how to build new employment structures. Councilor Williams also reported that she was participating in the NH Municipal Association Legislative Policy Committee. She stated that the policy proposals are not yet public, and although it was unlikely there would specifically be homelessness mentioned in any of the policies, but when the proposals are released to the communities she would encourage the Committee to see if any of the policies could integrate or be tied into the Fidelity Committee's Master Plan initiatives.

Vice Chair Marsh asked Ms. Givara, Deputy City Clerk of Rochester, if there had been any additional requests coming into the City Clerk's office for vital records fee waivers since the policy was enacted in the fall. Ms. Givara reported that although there had been several requests which came in immediately following the City's adoption of the policy, there had not been any requests in quite some time.

Vice Chair Marsh asked for input on whether the Committee should ask someone from Dover or Rochester with experience in Recovery Friendly Workplace to speak to the Committee at a future meeting. It was agreed that Vice Chair Marsh would reach out to an individual familiar with establishing the Recovery Friendly Workplace and it will be placed on the July agenda.

Chairman Hutchinson suggested that at the July Fidelity Committee meeting, there could be a review of the Master Plan to be re-familiarized with the strategies and prioritize the goals and proposals.

8. Other

Dave Carpenter, Dover Planning, wanted to reiterate that although it is hot outside currently, winter will come sooner than we think. He recommended not only being proactive, but planning two seasons ahead and gathering data and trying to think ahead. He spoke about the potential uses of both CDBG funds and the second round of CARES act funds which will be coming in late summer/early fall. The more data which can be gathered, the better decisions can be made in determining how the incoming funding can be best used.

Chairman Hutchinson said he would wait on word from the Mayors following their meeting with the Commissioners on June 25th and would distribute any relevant information to the Committee.

The next regular scheduled meeting of the Fidelity Committee will take place remotely on July 9 at 6:00 PM.

9. Closing Public Input

There were no callers on the conference line for public input.

10. Adjournment

Chairman Hutchinson **ADJOURNED** the meeting at 7:48 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk
Rochester

City of Rochester Planning Board
Monday June 1, 2020
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on June 15, 2020)

Members Present

Nel Sylvain, *Chair*
Mark Collopy, *Vice Chair*
Tim Fontneau
Robert May
Daniel Rines
Mark Sullivan
Dave Walker

Members Absent

A. Terese Dwyer, excused

Alternate Members Present

Donald Hamann – arrived at 7:38pm
Peter Bruckner

Staff: Seth Creighton, *Chief Planner*
Crystal Galloway, *Planning Secretary*

(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.)

Mr. Sylvain called the meeting to order at 7:00 p.m. and made the following statement:

Good Evening, as Chairperson of the Planning Board I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone: At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to "listen-in" only, there will be no public comment taken during the meeting.

Phone number: 857-444-0744
Conference Code: 843095

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email crystal.galloway@rochesternh.net or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present with the exception of Ms. Dwyer who was excused. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

III. Seating of Alternates

Mr. Bruckner voted in place of Ms. Dwyer.

IV. Communications from the Chair

There were no communications from the Chair.

V. Approval of Minutes

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the May 18, 2020 meeting minutes. The motion carried unanimously by a roll call vote.

VI. Continued Applications:

A. Kelmar Investments, LLC, Kelmar Drive & Fresian Drive

Christopher Berry of Berry Surveying & Engineering explained the purpose of the amendment is to reduce the amount of roadway in order for the project to move forward. He said they have met the current alteration of terrain standards, current City of Rochester stormwater standards by updating all stormwater calculations and update all treatment criteria that is required for a project of this size.

Mr. Berry said they are requesting a waiver to reduce the project roadway width down to 22 feet wide. He went on to say they are also seeking a conditional use permit to work within the wetlands buffer, which the Conservation Commission approved at an earlier meeting.

Mr. Berry told the Board they are adjusting some of the lot lines within the subdivision but none on the lots that currently have homes built.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said this is a simple amendment which meets all the conditions of the Subdivision and Stormwater Regulations. He said there will be a few conditions of approval which is standard for a subdivision like this.

Mr. May asked if there is anything unique with reducing the width of the road. Mr. Berry explained it would be wasteful for a subdivision of this size.

Mr. Fontneau asked about the conditional use request for lot frontage. Mr. Berry explained the Subdivision Regulations now allow residents to reduce the frontage on cul-de-sac lot by 20% but it is not a given right by code, the applicant has to ask the Planning Board.

Mr. Bruckner asked if there are any constraints or agreements on the buildings that are built. Mr. Berry said the current covenants of the subdivision only allow single family homes, otherwise duplexes could be constructed on these lots.

A motion was made by Mr. Fontneau and seconded by Mr. Collopy to grant both Conditional Use Permits. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Fontneau and seconded by Mr. May to close the public hearing. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Fontneau and seconded by Mr. Collopy to approve the waiver request. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Fontneau and seconded by Mr. Collopy to accept the application as complete. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Fontdeau and seconded by Mr. Collopy to approve the amendment application. The motion carried unanimously by a roll call vote.

B. Tropic Star Development, LLC, 717 Columbus Avenue

Mr. Creighton told the Board the applicant has requested a continuance to the July 6th meeting and said because they have had so many continuances it would be a good idea to have the developer re-notify the abutters.

A motion was made by Mr. Walker and seconded by Mr. Bruckner to continue the application to the July 6, 2020 meeting and re-notice abutters. The motion carried unanimously by a roll call vote.

VII. New Applications

A. Lydall, Inc., 134 Chestnut Hill Road

Scott Lawler of Norway Plains Associates explained the proposal to construct a 148,850 square foot building addition. He said in the last 72 hours there has been a change in the proposal from a phased plan to now a single phase. He said the new addition is to accommodate a dry filtration process that will produce filters that are necessary for the production of the N95 masks.

Mr. Lawler said they have learned about potential contaminants in the soil and ground water which prohibits the infiltration method of stormwater management. He went on to say they are working NHDES on the

alteration of terrain to redesign to a lined treatment system which will be a graveled wetlands that will treat stormwater that comes off the roof and off the surface pavement then discharge it to the Cocheco River. Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said this is a good project that is needed but there are contaminants in the ground that need to be addressed. He went on to say Staff recommends the Board continue the application in order to work with the applicant further to make sure the new design meets City's standards.

Mr. Sylvain asked if there are any wells in the area of the facility that have been contaminated. Mr. Lawler said he is not aware of any, adding Chestnut Hill Road is serviced by municipal water. He said it's his understanding that the contamination is occurring in the back of the building where there were old lagoons which have now been removed and paved over.

Mr. Creighton said the worst contaminated wells have been connected to city water.

Assistant City Engineers Tim Goldthwaite and Dana Webber addressed the concerns regarding contamination. Mr. Goldthwaite said he agrees with the Planning Department when it comes to contamination and potential water cross contamination for water services into the site. He said there are no as-built plans for water service layout and without those public works can't fully protect the water system. Mr. Goldthwaite said he is hoping to meet with Lydall in the next week on site to go over everything.

Ms. Webber went over the regarding water mixing with contaminated ground water.

John Peacock, Lydall's Senior Director of Environmental Health and Safety said the new design moves the stormwater to the engineered wetlands. He said they have sampled all the wells in the area, with the majority being bedrock wells which had very low readings for PFOA's.

Mr. May asked if adding a condition of approval would be better rather than a continuance. Mr. Creighton staff is not comfortable because there are too many unknowns at this time. He added the City Attorney agreed with the continuance.

There was further discussion regarding the ground contamination.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to continue the application to June 15, 2020. The motion carried unanimously by a roll call vote.

B. Northern Utilities, Inc., 770 Columbus Avenue

Matthew Pelletier of Process Pipeline Services explained the plan to construct a new natural gas regulator station. He explained how the site will be screened and said there will be a guardrail in the front for protection. Mr. Pelletier said they are working with NHDES on this project due to past ground contamination.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton told the Board the applicant received zoning relief from the Zoning Board. He said staff recommends approving the project.

Mr. May expressed his concerns about public safety. Mr. Pelletier said gas utilities are heavily enforced by State and Local codes, adding within the codes there are layers of safety.

A motion was made by Mr. Walker and seconded by Mr. Rines to accept the application as complete. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Mr. Collopy to close the public hearing and approve the site plan application. The motion carried unanimously by a roll call vote.

VIII. Other Business

A. Recommendation for Rick Healey to be re-appointed to the Strafford Regional Planning Commission

A motion was made by Mr. Collopy and seconded by Mr. Walker to recommend re-appointment for Rick Healey to the Strafford Regional Planning Commission. The motion carried unanimously by a roll call vote.

B. Other

There was no other business to discuss.

IX. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Collopy to adjourn at 8:20 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Secretary

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City Clerk's Office

City of Rochester Planning Board
Monday June 15, 2020
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on, 2020)

Members Present

Nel Sylvain, *Chair*
Mark Collopy, *Vice Chair*
Terry Dwyer
Tim Fontneau
Robert May
Mark Sullivan
David Walker

Members Absent

Daniel Rines, excused

Alternate Members Present

Peter Bruckner
Donald Hamann

Staff: Seth Creighton, *Chief Planner*
Crystal Galloway, *Planning Secretary*

(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.)

Mr. Sylvain called the meeting to order at 7:02 p.m. and made the following statement:

Good Evening, as Chairperson of the Planning Board I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone: At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to "listen-in" only, there will be no public comment taken during the meeting.

Phone number: 857-444-0744
Conference Code: 843095

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email crystal.galloway@rochesternh.net or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present with the exception of Mr. Rines who was excused. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

III. Seating of Alternates

Mr. Bruckner voted in place of Mr. Rines

IV. Communications from the Chair

There were no communications from the Chair.

V. Opening Discussion/Comments

A. Public Comment

There was no one present on the line from the public to speak nor did anyone submit any written correspondence ahead of the meeting.

B. Discussion of general planning issues

There were no issues to be discussed.

VI. Approval of minutes

A motion was made by Mr. Walker and seconded by Mr. Bruckner to approve the June 1, 2020 meeting minutes. The motion carried unanimously by a roll call vote.

VII. Continued Applications

A. Lydall, Inc., 134 Chestnut Hill Road

Scott Lawler of Norway Plains Associates stated he has been working with both the applicant and City Staff to revise the site plan as well as NH DES to reduce the expansion down to 46,800 square feet in one phase. Mr. Lawler went on to explain one of the conditions DES has put forth is stormwater will not be able to infiltrate back into the ground. He said they have designed a gravel wetlands which will be lined and treated before being discharged into the Cocheco River.

Mr. Lawler said they are seeking two waivers, one for reduction of the parking requirement and one for the rate of stormwater discharge

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said the site is complicated by existing conditions. He said the City has to be cautious that the proposal wouldn't intensify the movement of the contaminants nor the likelihood of it entering the city's drinking water or sewer system.

Mr. Creighton said there are very specific conditions of approval relating to this project which all deal in some manner with public health or liability for the City.

Director of Public Works Peter Nourse told the Board PFAS is a high concern of environmental regulators and the City's water system has tested positive for the presence of F PFAS in its influent and effluent. He said as a result the City was approached by DES and was charged to find and eliminate the source of PFAS in the sewer collection system and to require industrial users to test and treat for it. Mr. Nourse went on to say it is highly suspected the contaminate is from Lydall.

Mr. Sylvain asked if the City has anything in writing from DES stating what they want done. Mr. Creighton said they had four action items in a letter sent last week. He said Lydall addressed three of the items, the fourth was regarding soil litigation plan.

Mr. Sylvain said he wants to make sure everything is done correctly so the State doesn't come back on Lydall or the City.

Mr. Sullivan asked who is doing the monitoring and how is it being accomplished. Mr. Nourse said Lydall has a ground water permit they need to apply for. He said the City is requesting a PFAS monitoring program as a condition of approval.

John Peacock, a Lydall representative said they have been working with DES on ground water remediation and effluent discharge limits. Mr. Sylvain asked how often they plan on testing. Mr. Peacock said he couldn't comment at the time because it will be something they will need to discuss with the City. Mr. Sylvain said the Board would like to know what the schedule will be and to make sure the City gets a copy of the report.

Mike Wimsatt of NHDES Waste Management Division said there is a lot of ongoing work being done at this facility. He went on to explain what might happen to address the contamination.

Mr. Fontneau said PFAS is the new contaminate that the City needs to take seriously or there could be larger issues years from now if proper steps aren't taken.

Mr. Sylvain asked if it is possible to have something in writing for how long cleanup of the site may take. Mr. Wimsatt said this is a complex site with complex contamination and could take many years to clean up.

Andrew Uhl of Lydall said they have been working close with NHDES, Department of Public Works and the City. He said they remain committed to resolving the issue.

There was some discussion regarding the notice of decision.

Mr. May asked if the backflow preventer device is a precedent condition. He said he would like to see it done sooner rather than later. Mr. Creighton explained it was a general and subsequent condition so it wouldn't have to be done right away. Assistant City Engineer Dana Webber explained Public Works is comfortable with the backflow preventer being a six month window because they found some immediate action items that were found during the cross connection survey.

There was further discussion regarding the notice of decision. Mr. Lawler said one of the conditions they would like the Board to reconsider has to do with rainwater harvesting. Mr. Creighton explained why this is an important condition.

A motion was made by Mr. Walker and seconded by Mr. Collopy to accept the application as complete and close the public hearing. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Collopy and seconded by Ms. Dwyer to grant the parking waiver request based on staff recommendations as amended. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Sullivan and seconded by Mr. Walker to grant the waiver request for stormwater management without staff recommendation for rainwater harvesting. The motion carried by a 6 to 2 roll call vote.

A motion was made by Mr. Sullivan and seconded by Mr. Walker to remove precedent condition 3.a.5 of the notice of decision. After further discussion with the Board, Mr. Sullivan withdrew the motion.

A motion was made by Mr. Sullivan and seconded by Mr. Fontneau to remove precedent condition 3.a.5 but add it to the general and subsequent conditions of the notice of decision. The motion carried by a 5 to 3 roll call vote.

There was discussion regarding the general and subsequent conditions of the notice of decision.

A motion was made by Mr. Collopy and seconded by Mr. Fontneau to approve the general and subsequent conditions of the notice of decision with a change to section 4 that will read, Lydall shall preform the following corrective actions within six months of the Planning Boards notice of decision. The motion failed by a 4 to 4 roll call vote.

A motion was made by Mr. Fontneau and seconded by Mr. May to approve the general and subsequent conditions of the notice of decision as written. The motion carried 6 to 1 by a roll call vote.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the site plan. The motion carried unanimously by a roll call vote.

To view the full discussion for this project click here <https://rochesternh.viebit.com/player.php?hash=Dmqh6Sfj5b4y>

VIII. Review of May 2020 Surety and Inspections

Mr. Creighton reviewed the list of inspections completed for the month of May and went over surety. He explained there are two sureties that have expired, one for Waste Management and one for the Village at Clark Brook. He said Waste Management has submitted the as-built for the project and staff has asked the developer for the Village at Clark Brook for a continuation certificate.

IX. Other Business

Mr. Sylvain asked Planning Staff to start working on an SOP for the Assessing Department and the Planning Department regarding working together when project are ready.

X. Adjournment

A motion was made by Mr. Walker and seconded by Mr. May to adjourn at 7:25 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Secretary

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City Clerk's Office

**Personnel Advisory Board
June 25, 2020 5:00PM via Teams**

Members present:

Joanne Sylvain

Thomas J. Jean

Members absent:

David Dubois

Others Present:

Diane Hoyt, Human Resource Manager

Blaine Cox, City Manager

Review of classifications

1. Public Information and Community Engagement Manager – Thomas J. Jean **moved** to recommend pay grade 10. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 5:20 PM.

Non Union Classification Schedule

Grade	Position Title
1	Library Page
2	Community Center Attendant
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
6	Victim/Witness Advocate
7	Financial Analyst (inactive position)
7	Library Emerging Technologies Specialist
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
10	Senior Executive Assistant
10	Public Information & Community Engagement Manager
11	DPW Operations Manager (inactive position)
11	Accountant II
12	No positions in this grade.
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney (inactive)
14	Human Resource Manager
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	Deputy City Attorney
16	Chief Information Officer (CIO)
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Fire Chief
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade

Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY21 ANNUAL			
	Min	Max	Min	Max
1	11.13	14.74	23,159	31,137
2	14.47	19.14	30,107	40,447
3	15.63	20.68	32,517	43,699
4	16.88	22.33	35,114	47,185
5	18.23	24.12	37,921	50,974
6	19.69	26.07	40,962	55,091
7	21.27	28.14	44,237	59,466
8	22.97	30.38	47,769	64,192
9	24.80	32.79	51,582	69,291
10	26.78	35.42	55,700	74,836
11	28.92	38.25	60,144	80,824
12	31.23	41.32	64,964	87,304
13	33.73	44.60	70,157	94,252
14	36.43	48.18	75,771	101,808
15	39.34	52.04	81,830	109,972
16	42.49	56.21	88,379	118,768
17	45.89	60.71	95,445	128,289
18	49.55	65.54	103,071	138,489
19	53.48	70.79	111,306	149,577

Public Information and Community Engagement Manager

Statement of Duties

Responsible for the City's communication of consistent messages across print, broadcast and electronic media to ensure that up-to-date and essential strategic messages are communicated effectively to target audiences. To plan, coordinate and manage the activities of the City's public information and community engagement program, which includes the dissemination of information to the public and media, as well as internally, concerning the City's programs, events, policies, and issues; coordinates the City's web presence and social media strategy; oversees the government access television facilities (CATV) and other forms of media; serve as the City's liaison for City co-sponsored community events; responsible for the overall design, development, and implementation of community engagement strategies and programs. In furtherance of supporting the City's strategic messaging, serve as speech writer for the Mayor as well as the City Manager with the ability to learn their individual perspectives/ voices/ styles; all other related work as required.

Supervision

Works under the general direction of the City Manager or designee, 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.

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.

Supervises, both directly and through subordinates, the employees and function of the Government TV Channel. Evaluates complete work for effectiveness and conformity to established procedures, practices, work plan or other instruction.

Job Environment

Work is primarily performed in an office but there will be occasions when the employee will be subject to outside environmental conditions; attendance at evening or weekend meetings or events is required.

Work requires regular contact with all City departments and private organizations, requiring the ability to promote and protect the City's best interests; contact requires considerable skill, resourcefulness and discretion.

Has access to city-wide confidential information that could compromise the municipality or the public.

Errors could result in delay or loss of service, monetary loss and legal repercussions.

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.

- Serves as the principal advisor to the City Manager and other city officials, as well as other departments, on matters related to the dissemination of information to the public and media concerning the City's programs, policies, events and issues.
- Advise and coordinate with staff in the various city departments on strategic communications issues, including ways the City can be positively positioned and portrayed in the news media, social media, the community, other government agencies and City partners.
- Guide and assist staff with writing, graphic design, video, or social media activities.
- Develop and deliver the City's message through the City's various websites as well as through the use of social media. This includes monitoring and posting to the City's Facebook page and Twitter account, as well as drafting blogs for various sites, and working with other City personnel and departments on these initiatives.
- Convey complex issues, events and concepts in succinct, easy-to-understand language, both in writing and orally.
- Establish rapport with people easily, developing and maintaining a network of contacts who can provide information, help, and access to others.
- Cultivate relationships, on behalf of the City, with members of the press, including journalists, bloggers and other media outlets understanding the interest of each contact.
- Develop and coordinate internal and external communications strategies by working with the Office of the Mayor, the City's team of department heads, and the City's Emergency Management Team.
- Write and edit communications plans, news releases and op/eds to advance City priorities.
- Initiate media campaigns; respond to press inquiries and breaking stories; pitch stories to reporters; and coordinate community outreach and media events.
- Develop and maintain a coordinated network of information sharing among internal staff to integrate communications efforts across the City organization.
- Ensure municipal leaders are aware of City priorities through the review and dissemination of talking points, news clips, news releases and other information to inform appropriate parties of key messages.
- Collaborate with the City's management team to recommend and implement a proactive communications program.

- Develop budget priorities for the annual budget process and prepare program budget information for review and approval.
- Will be required to supervise professional or technical communications staff.
- Performing other duties as assigned.

Knowledge of and skills in:

- Thorough knowledge of effective media, public relations and communications.
- Advanced knowledge of all aspects of external communications, including – but not limited to – traditional and social (Facebook, Twitter) media, direct mail, online communications, conferences, press and events.
- Demonstrated understanding of the news media, its structures and technology for reporting news.
- Excellent oral and written communications skills, including capacity to communicate complex ideas compellingly to a variety of audiences.
- Effectively using principles of written communication, graphical layout and multimedia techniques appropriate to web-based communication, ensuring that work products are clear, usable and effectively convey the intended messages and information.
- Understanding complexity and viewing situations from a broad strategic perspective. Effectively translating organizational/divisional strategy into strategy for own area(s) of responsibility.
- Understanding trends in media related to public relations and communication strategies for governmental organizations.
- Expertise in conducting research, locating information related to the request and critically evaluating the research findings.
- Strong presentation and platform skills.
- Use of personal computer equipment and software, web based content management and other computer hardware and software necessary to fulfil position functions.

Ability to:

- Stay abreast of City of Rochester issues and current news and matters related to the City's areas of focus.
- Work with elected officials and staff at all levels to execute organization-wide communication strategies.
- Ability to be a strong working manager, with the ability to perform key communication tasks as necessary.
- Work independently with minimal supervision.
- Prioritize workload and manage time efficiently, meet deadlines and complete assignments in a timely manner.
- Provide supervision, leadership, training and work direction for assigned staff.
- Develop, implement and manage a relevant program work plan.

- Demonstrate expertise in conducting research and critically evaluating the research findings.

Education and Experience

A combination of education and experience equivalent to: a Bachelor's degree from an accredited college or university, with a major in journalism, English, communications, public policy or closely related field; seven (7) years of work experience in the communications field, and two (2) years of supervisory experience.

Special Requirements

Valid driver's license required.

Physical and Mental Requirements

The incumbent works in a quiet office 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.

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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	PUBLIC INFORMATION & COMMUNITY ENGAGEMENT MANAGER
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AGENDA DATE	July 7, 2020
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	July 1, 2020
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

BUDGET INFORMATION

SOURCE OF FUNDS	N/A
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	
APPROPRIATION REQUIRED	Yes <input type="checkbox"/> No <input type="checkbox"/>

LEGAL AUTHORITY

Rochester City CHARTER, Section 62

SUMMARY STATEMENT

The City Council's budget deliberations and adoption of the fiscal year 2021 operating budget directed the creation of a new position job description and recommended pay grade for the position of Public Information and Community Engagement Manager.

Per the City Charter, the draft position description and recommended pay grade were presented to the Personnel Advisory Board (PAB). The PAB met on June 25, 2020 and voted in the affirmative to recommend approval/ adoption of the Public Information and Community Engagement Manager job description as well as the recommended pay grade of 10 (\$26.78/ hr. to \$35.42/hr.). Please refer to the attached backup information.

RECOMMENDED ACTION

Approval/ adoption.

Public Works and Buildings Committee

Meeting Minutes

June 18, 2020

Meeting Conducted Remotely

MEMBERS PRESENT

Councilor David Walker, Chairman
Councilor Jim Gray- Vice Chairman
Councilor Don Hamann
Councilor Chris Rice
Councilor Doug Lachance

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management
Jennifer Marsh, Economic Development
Angela Mills, Main Street Organization
Todd Radict , Rise Up Rochester
Dan Bourdeau, Geosyntec
Samantha Rodgers, Senior Executive Assistant

MINUTES

Councilor Walker called the Public Works and Building Committee to order at 7PM and he read the following statement:

“Good Evening, as Chairperson of the Public Works and Buildings Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A: 2, III (b). Federal, State and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same room.

Providing public access to the meeting by telephone: At this time, we welcome members of the public accessing this meeting remotely. In order for any public attendee to be allowed to comment during the public input portion of our meeting, you must have registered before the meeting with your name and the telephone number that you will use to call in. You may register now online [here](https://bit.ly/35Ru0Wu) or by copying or typing the following address into your browser: <https://bit.ly/35Ru0Wu>. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum do apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior

continue thereafter, that person will be removed from this meeting.

The public can call-in to listen at the below number using the conference code.

Phone Number: 857-444-0744

Conference Code: 843095

Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, are encouraged to do so by the following methods:

- Mail: Rochester Public Works & Buildings Committee 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- Email – Lisa.Clark@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- Voicemail 603-335-7572 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Committee members are required to state their name and ward each time they wish to speak. “

Councilor Walker Present
Councilor Gray Present
Councilor Hamann Present

Councilor Rice Present
Councilor Lachance Present

1. Public Input

Councilor Walker asked Ms. Rodgerson if there were any members of the Public Waiting in the virtual lobby that were waiting to speak. Ms. Rodgerson stated that there was just one person waiting. She stated that it was Todd Radict of Rochester Rise Up organization that is waiting to speak on item number three. Councilor Walker suggested moving item three, Downtown Aesthetic Lighting, to item two to start the discussion.

2. Downtown Aesthetic Lighting

Mr. Radict stated that he thinks that Rochester is doing an excellent job in the downtown. He said that he was going to suggest putting the Christmas lights back up in the trees but after speaking with Jenn Marsh from Economic Development he would like to request stringing lights from pole to pole. Councilor Gray suggested that the lights used previously were not a commercial grade lighting and he would prefer some other type

that would not require frequent maintenance. Mr. Nourse stated that both Angela Mills and Jennifer Marsh were present to discuss the lighting issue. He also stated that there have been some that like the lights in or on the trees and some that like it or want them on posts or running from post to post. Mr. Nourse stated that it would be beneficial if there was a group of staff member that could vet all the options and opinions of the various groups and then come back with a unified plan that could be discussed for implementation. Ms. Mills stated that the Main Street Design Committee is charged with the aesthetics and enhancing the look and feel of the downtown. She stated this Committee is involved with the planters, the decorations and the cleanup projects in the downtown. Ms. Mills reported that this Committee has been looking at the lighting and the different commercial options that are available for a while now and she stated that the intent is for both added safety after dark and for aesthetics. Ms. Mills also reported that there are some light post décor fixtures that might be nice and she displayed some preliminary examples that she had found. **See pictures attached to these minutes.** Ms. Mills stated that the Committee is looking for year round options that did not look like Christmas lights. She explained that these would go on every other post and would not interfere with the banner placements that are used at various times of the year. Councilor Rice stated that he does not care for the small lights in the trees and would prefer something else. He stated he does like the red, white and blue option that is displayed in one of the pictures. Ms. Marsh stated that larger bulbs similar to the ones used at the Revolution and LCG may look nice strung pole to pole. Ms. Marsh suggested using the area from Union Street to Central Square as a test area to put up lights and get feedback from the Community. She suggested giving the Main Street Committee a few months to come up with some ideas and then having them come back to this Committee when they are ready for a recommended plan for implementation. Ms. Clark stated that staff may be able to hang a few examples in the North Main Street area in order for the Main Street Committee to get a truer picture of how they would look and so that they could come back with the recommendation to the Public Works and Buildings Committee. Mr. Radict was pleased with the ideas and this plan of action.

3. Stillwater Circle / Barrington NH Subdivision access through Stillwater Circle:

Mr. Nourse stated that a notice had been sent to all residents of the Stillwater Circle Subdivision. He stated that the letter informed them that this topic will be discussed and public input is welcome at the July 16, 2020 Public Works & Buildings Committee Meeting. Councilor Gray suggested that the Planning Department be asked to supply the Committee with the subdivision rule or ordinance that states at what number of homes is a development required to have two separate means of egress.

4. MS4 Stormwater Permit Update

Mr. Nourse introduced Dan Bourdeau from Geosyntec. He explained that Mr. Bourdeau is the City's consultant for compliance and implementation of the City of Rochester NPDES MS4 Stormwater Permit. Mr. Nourse stated that Mr. Bourdeau was here to

fulfill one of the Public Outreach components required as part of the permit. Mr. Bourdeau gave a presentation that described what the MS4 Stormwater Permit includes. He gave the history of the permit, the current status of the permit and the future requirements and goals of the permit. He stated that the City of Rochester is in full compliance with the Stormwater permit requirements. **Mr. Bourdeau's Powerpoint presentation is attached.**

5. **Consumer Confidence Report**

Mr. Nourse stated that the City is required annually to produce a Consumer Confidence / Water Quality Report, and to make it available to our water system users. He stated that this report can be found on the City website, on the DPW page and he stated that the link is supplied on the water customer invoices for reference. Mr. Nourse state that this report supplies valuable and interesting information about our unique surface water system. He explained that the report details the testing and results that are performed in order to assure that we are producing safe drinking water and it describes the large surface water system's sources and treatment methods. Mr. Nourse stated that the quality of water here in Rochester is excellent. Mr. Nourse explained how future planning and resourcefulness of prior City Officials have put our system in a good place for quantity and quality water now and in the future. Mr. Cox reiterated our good and unique position in regards to ample supply and quality water. He stated that the current and previous Councils have taken steps to ensure quality of water by conservation of the lands surrounding our water sources. Councilor Gray stated that he would like to recognize City Staff for their efforts to supply quality water to additional areas of the City that have high levels of iron and manganese. He cited the large grant funded project that includes the Winkley Farm residents with water.

6. **Watershed Land Conservation**

Mr. Nourse stated that he had placed this item on the agenda and was later informed that this should be discussed in a non-public forum as it may pertain to future land acquisitions. Mr. Nourse stated that this item will be discussed in July.

7. **DPW Facility Update**

Mr. Nourse stated that a small Ground Breaking Ceremony at 209 Chestnut Hill Rd will be held on June 30, 2020 at 11AM. He stated that due to the Covid-19 Pandemic it will be a small group that includes the Mayor, the Chairman of the Public Works and Buildings Committee, and the City Manager. He reported that it will entail a brief narrative with a picture for a press release.

Mr. Nourse stated that the staff with the support of several City Councilors has continued to look into the possibility of running natural gas to the new DPW site. He stated that the previous estimate to do so was \$350,000 with a possible pay back from O&M savings of more than 20 years. He stated that he is pleased to report that the current estimates after walking the route to be taken is much less. He stated that the current estimate is approximately \$200,000 and that using this new estimate and actual natural gas vs.

propane cost figures, our architects have been able to estimate a 5-7 year pay back. Mr. Nourse stated that in addition to the shorter payback period, there will be some saving in the construction contract due to the elimination of a concrete pad and fencing that was planned for several large propane tanks. Mr. Nourse stated that there is sufficient funding in place as part of the project. Councilor Walker stated his support for the natural gas option. Councilor Rice asked if a decision needed to be made tonight. Mr. Nourse stated he would like the Committee's final thoughts next month if it is possible. Councilor's Rice, Hamann and Lachance stated a preference for the natural gas over propane. Councilor Gray asked if that payback period would be shorten even more should a fire station be built on the property at a later date. Mr. Nourse stated that the 5-7 years does not take into account any future City buildings on the property. Councilor Walker asked for additional information next month on the cost savings for the fuel and for construction contract reductions for the pad and fencing.

Mr. Nourse stated that the site work has begun and you will see significant changes should you go by the site. Councilor Rice asked the Director about some traffic concerns. Mr. Nourse stated that he would look into it, but believed that the roadway water crossing work was completed.

8. **Old Dover Road Property Donation**

Mr. Nourse stated that there was a recent subdivision of three lots in the adjacent property. He stated that property owner is interested in donating the triangular piece close to Old Dover Road. Mr. Nourse stated that it is Map 256 Lot 38-2. Mr. Nourse stated that this property might be useful if the City ever wanted to re-align the intersection that includes Old Dover Road, Lowell Street and Whitehouse Road. Mr. Nourse stated that a significant number of accidents do occur here and from the data that is recorded he reports that there has been more than 50 accidents here since 2012.

Councilor Lachance made a motion to recommend that the full City Council accept a donation of land for the tax parcel, Map256 Lot 38-2. Councilor Rice seconded the motion. A Roll Call vote was taken to support this motion.

<i>Councilor Lachance</i>	<i>Yes</i>	<i>Councilor Rice</i>	<i>Yes</i>
<i>Councilor Hamann</i>	<i>Yes</i>	<i>Councilor Gray</i>	<i>Yes</i>
<i>Councilor Walker</i>	<i>Yes</i>		

9. **RT 11 Improvements**

Mr. Nourse discussed the capacity and safety concern for the Rt.11 Corridor. He stated that NHDOT recognizes the issue and he explained that through correspondence and input at other regional meetings the City of Rochester Representatives and the Strafford Regional Planning Commission has voiced concerns for this corridor to the State of NH. Mr. Nourse noted that although both the State and the City realize the issues, there are no current of future plans budgeted in this area. Mr. Nourse explained that in the 10 year State of NH Transportation Improvement Program (STIP) there is project for the Columbus Ave / Lowell Street intersection. He stated that the value of that project is

estimated \$2,000,057 with a 80/20 NHDOT Grant. Mr. Nourse explained that the engineering is scheduled for 2023, and construction is planned for 2026. He stated that he and staff are unsure of how or why this well-functioning intersection is in the plan, but he would like the full City Councils approval to remove that project from the STIP and substitute a plan that would improve a section of the RT. 11 Corridor. Mr. Nourse stated that he has discussed this with NHDOT Representatives and he has the verbal ok to make the swap. He explained that the substituted plan would have to be of the same project value. He suggested a signal at Nashoba (Cocheco Estates / Northgate Apt) with possibly sidewalks from the interchange to Northgate as an option. He stated that ideally two lanes in both direction from the interchange Two Rod Road (Tractor Supply) are also needed but it is clear that due to the limits of this current funding this would need to be introduced as a later project for the STIP or possibly funded by the City. Mr. Nourse stated that at this time he needs funding approval to task the a consultant to design a concept and detailed description of the Rt.11 Improvement Project that is of equal value, \$2,000,0057, in order to swap out the two projects. Mr. Nourse stated that he has discussed this with the City's Finance Department and the recommendation is to fund this in the amount of \$25,000 from the Granite Ridge Development 162K TIF Increment Surplus.

Councilor Hamann made a motion recommending the full City Council approve that staff will make the substitution of the RT.11 Improvement Project for the NHDOT STIP. His motion included a recommendation to the full City Council for a Supplemental Appropriation in the amount of \$25,000 for the Rt11 Improvement Project from the Granite Ridge Development TIF District Surplus Funds. The motion was seconded by Councilor Lachance.

Councilor Gray asked if staff had confirmed that the area from the interchange to Noshoba was actually considered part of this TIF area and he questioned if the availability of funds from the TIF took into account the expenses that are for currently scheduled and planned roadwork. Blaine Cox confirmed that this area is part of the TIF District and he confirmed the surplus funds are available. A Roll Call vote:

<i>Councilor Lachance</i>	<i>Yes</i>	<i>Councilor Rice</i>	<i>Yes</i>
<i>Councilor Hamann</i>	<i>Yes</i>	<i>Councilor Gray</i>	<i>Yes</i>
<i>Councilor Walker</i>	<i>Yes</i>		

10. **Peaslee Road**

Mr. Nourse stated that this item was tabled from the May pending additional information. Mr. Nourse summarized the issue of this unpaved roadway. He stated that the paved section from Tebbetts Road in is approximately 1000 feet with 5 homes and the unpaved section is approximately 1700 feet with 4 homes. He stated that the DPW Staff goes out a couple of times a year with crushed stone and does some grading for maintenance. He estimated that the cost for that maintenance at \$700 for materials and approximately \$300 in staff time. He informed the Committee of very poor materials of clay and ledge under

the unpaved section of roadway. Mr. Nourse stated that the paved portion was completed as part a subdivision in 2007 and he stated that 18 inches of material was removed from the surface and replaced with good materials and compacted prior to inches of pavement being put down. He stated that this roadway improvement was engineered and that soils testing and inspections were performed while in construction. Councilor Gray asked the cost of paving the 1700 feet. Mr. Nourse explained that there are several driveways with culverts and ditches would need to be established on both sides of the road. He stated there is likely blasting that would be needed and he estimated the project at \$300,000. The Committee agreed that the road maintenance should continue as is and that there was no need for any further actions or recommendations.

11. HHWD Report.

Mr. Nourse reported that the Household Hazardous Waste Day regional event was hosted by City Staff and Waste Management on May 16, 2020. He reported that this year's event was extremely successful. The event was recorded as having the 2nd highest number of participants, with a total of 355 cars from Rochester and 9 of our area Communities. Mr. Nourse stated that this year we had a new vendor from R.I. for the event and they performed superiorly. They were professional, well prepared and none of the vehicles waited in line more than 5-10 minutes and most had zero waits. Mr. Nourse discussed the previous year's wait times were in excess of 45 minutes. Mr. Nourse informed the Committee that this year's cost were double the anticipated cost. He explained that in previous 5 of 7 years we had a different vendor from NJ. He stated the NJ company would significantly underbid all other bidders and he stated we were unaware, but their methods and procedures were known to be questionable in the industry. Mr. Nourse explained in detail the bidding process as well as the City's participation in the NHDES Grant Program for the event. The costs for the event after applying the grant are split per capita by the 10 participating communities. He stated that next year's budget is likely to be insufficient as the event and invoicing occurred after the submission of the FY21 budget.

12. Unitil Gas Regulator Station

Mr. Nourse stated that Unitil is looking for a place to locate a gas regulator station in the area of Rt. 108 and Franklin Street. He displayed a picture of the small park that is located at this intersection. Mr. Nourse explained that he had requested pictures of a regulator station from Unitil and that they had only supplied a few pictures that he did not particularly like as they were just chain-link fencing. He stated his preference for a building structure. He displayed the picture on the monitor. The Committee was not opposed to using the park as an area, but preferred somewhere else if possible. They stated they would like to see exactly what it would look like. They also expressed concern for a vehicle accident proof barrier. The item is to be kept in Committee until additional information is supplied.

13. Comcast – Downtown

Mr. Nourse informed the Committee that Comcast is going to be running some underground cable in the downtown area and that as a result of that work they would be replacing some of the sidewalks.

14. . Other

Connection of water line on Shaw Drive – Councilor Lachance asked about the status of the project and discussed the condition of the pavement on Whitehall Road at Shaw Drive. Mr. Nourse stated the water connection portion of the project is complete. He stated that paving in the area is not yet complete and he confirmed that he will be sure that the pavement in the area is fixed to our satisfaction.

Downtown Crosswalk light installation on North Main Street – Councilor Rice asked what the status of the installation of a flashing light beacon at the crosswalk located in front of the Lilac City Grille was. Mr. Nourse stated that this project was put on hold due to the Covid-19 Pandemic related cash flow concerns. He stated when he gets the ok to proceed he will be moving forward. Councilor Lachance stated he believed this should be a priority. Councilor Lachance suggested there may be a need for other traffic calming measures.

Project Listing – Councilor Rice asked if there was a listing of projects that are pending and what the status was. Ms. Clark stated that she could supply that to the Committee

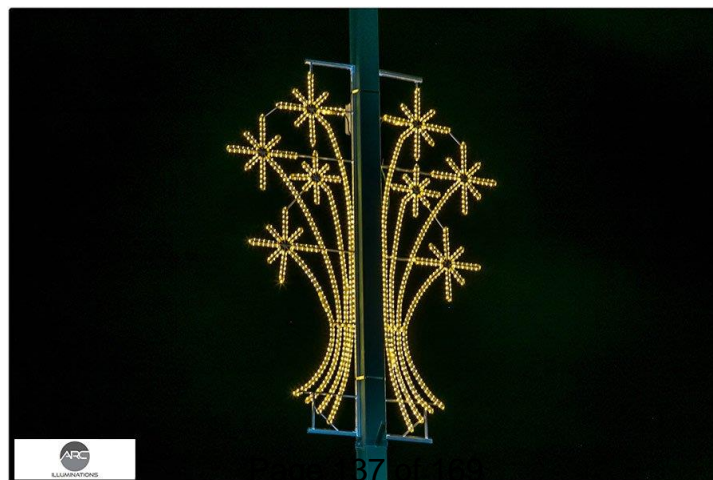
Strafford Square - Councilor Hamann asked the status of the agreements with the abutters. Mr. Nourse stated that there is one pending agreement. He stated that there is a verbal agreement with the last one, but it just needs to be formally documented. He stated that once that is completed staff will be working toward bidding the utility phase of the project. He explained that this will be contingent on the Finance Department releasing the project for bidding due to the current holding of projects based on the cash flow concerns.

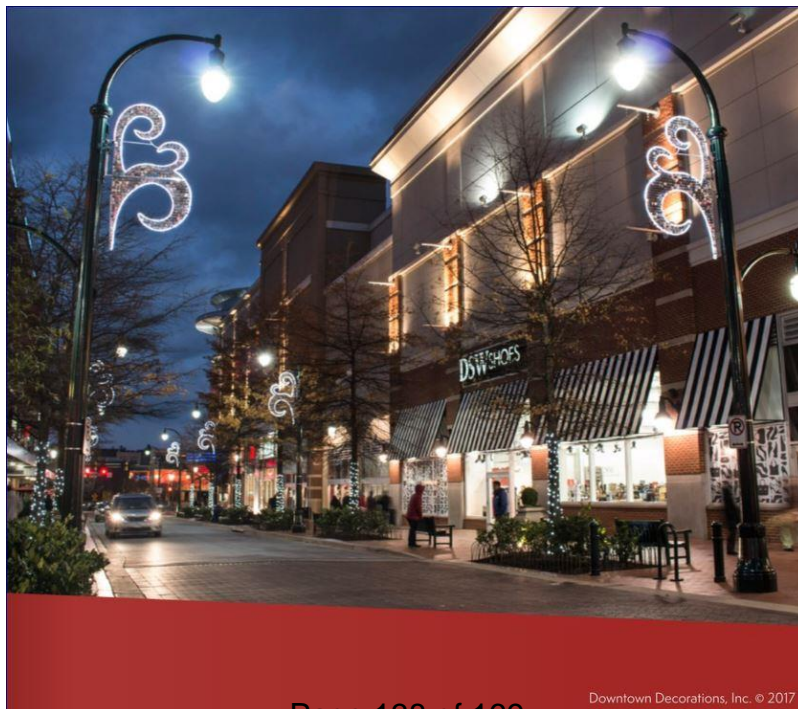
Play Grounds Opening – Mr. Nourse announced that the playgrounds would be open to the public again tomorrow, June 19, 2020. He stated that the Covid-19 restrictions will be lifted and the residents will be able to use the new equipment.

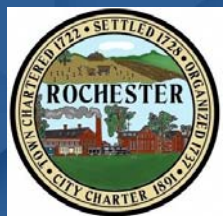
Councilor Hamann made a motion to adjourn at 8:31 pm. Councilor Walker seconded the motion. The motion passed unanimously. A Roll Call vote was taken

Councilor Lachance	Yes	Councilor Rice	Yes
Councilor Hamann	Yes	Councilor Gray	Yes
Councilor Walker	Yes		

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







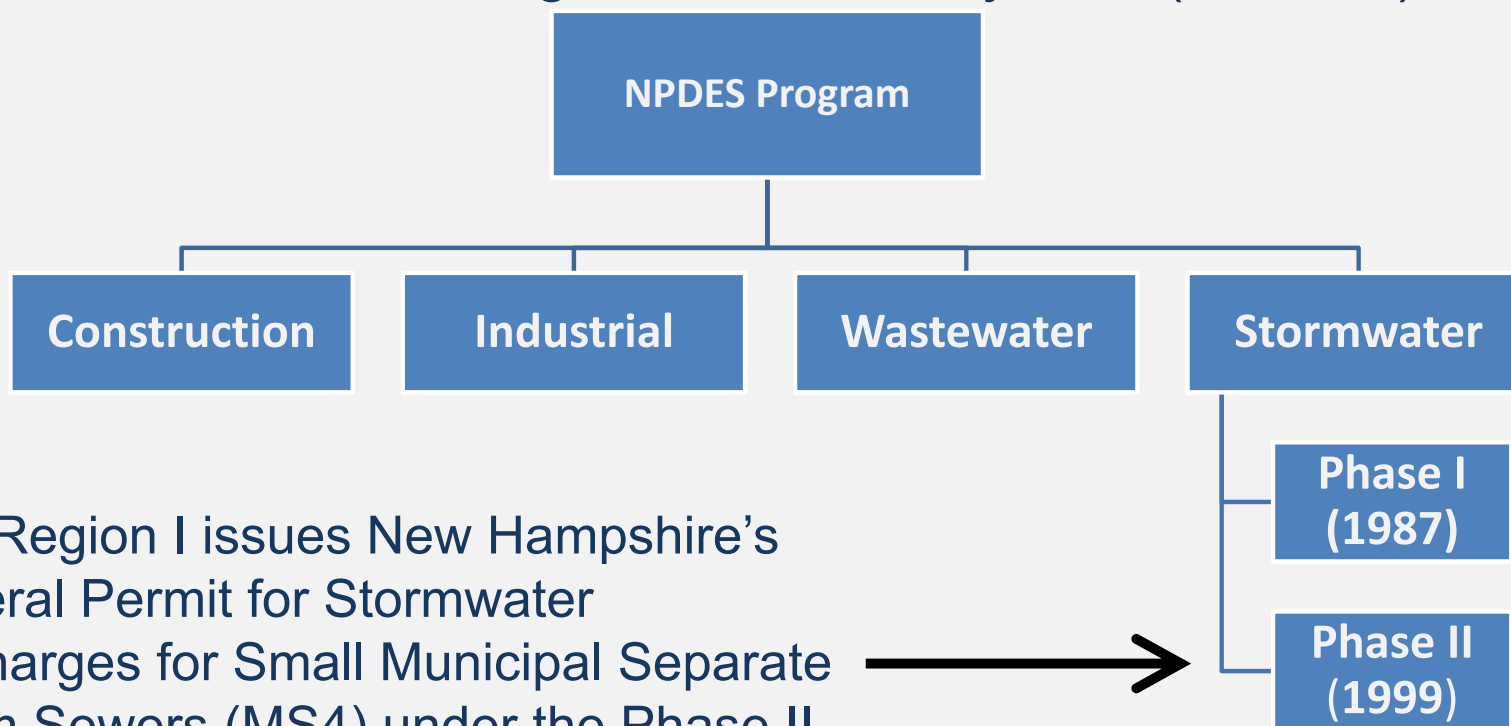
City of Rochester, NH
MS4 Stormwater Permit Update
Public Works and Buildings
Committee Meeting
June 18, 2020 7:00 PM

Geosyntec[®]
consultants



NPDES Overview

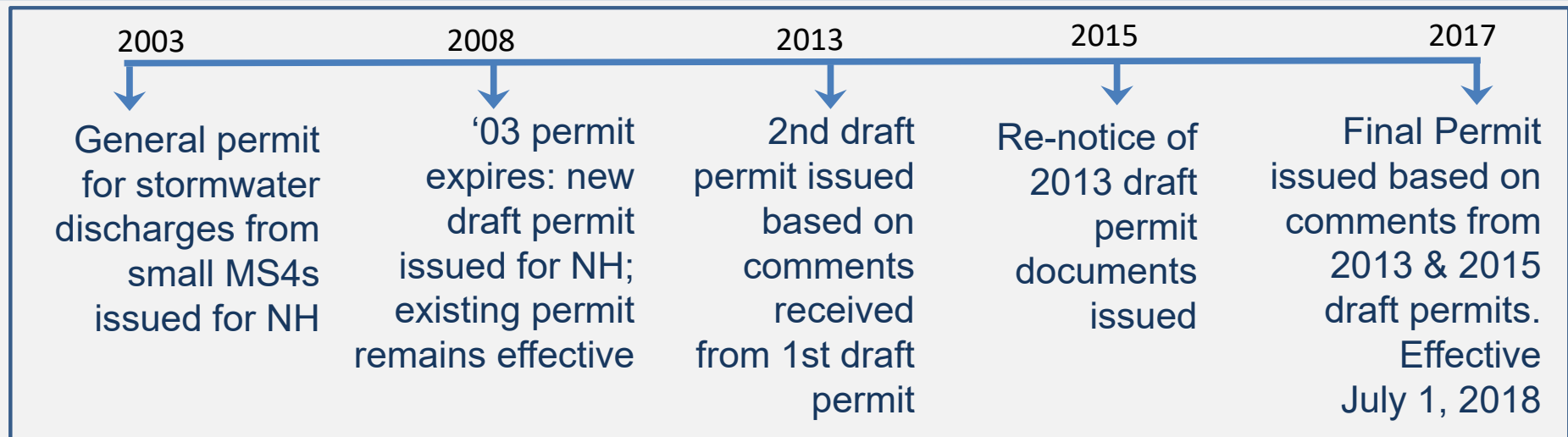
Clean Water Act of 1972 established the National Pollutant Discharge Elimination System (NPDES)



EPA Region I issues New Hampshire's General Permit for Stormwater Discharges for Small Municipal Separate Storm Sewers (MS4) under the Phase II rule.



MS4 Permit Overview



- 2017 MS4 Permit
 - Applicable to 60 Traditional MS4s and 3 Non-traditional MS4s
 - Additional requirements compared to 2003 permit
 - 5 Year Permit Period
- DPW Overall Objectives
 - Develop and Implement new MS4 Permit Requirements



Minimum Control Measures (MCMs)

Stormwater Management Program (SWMP)

- MCM#1: Public Education
- MCM#2: Public Involvement and Participation
- MCM#3: Illicit Discharge Detection and Elimination
- MCM#4: Construction Site Stormwater Runoff Control Program
- MCM#5: Post Construction Site Stormwater Control Program
- MCM#6: Good Housekeeping and Pollution Prevention



TMDL/Water Quality Limited Requirements

Supplemental Permit Requirements:

Implement targeted Best Management Practices (BMPs) to reduce identified pollutants causing impairment in high-priority water bodies

City of Rochester Action Items

Bacteria/Pathogens Impairment

- Increased Ranking for Outfalls in IDDE Program
- Additional Public Education and Outreach Requirements

Nitrogen Impairment

- Additional Public Education and Outreach Requirements
- Additional Good Housekeeping & Pollution Prevention Measures
- Nitrogen Reduction Tracking
- Additional Stormwater Management Requirements

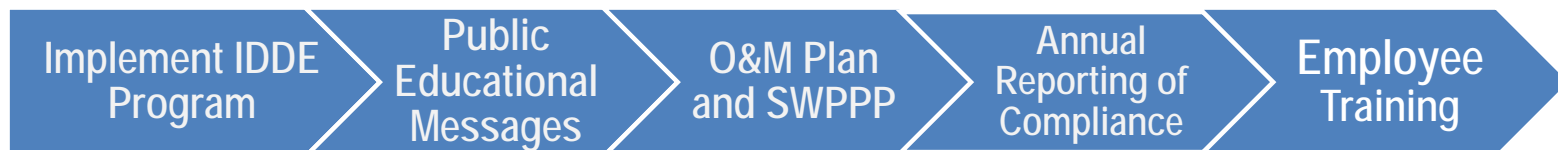
Metals Impairments

- Additional Good Housekeeping & Pollution Prevention Measures
- Additional Stormwater Management Requirements



Compliance Schedule

Ongoing/Completed Year 2 Activities



Planned Year 3 Activities



Ongoing and Future



MS4 Permit Budget Projections

Permit Year	DPW Labor Costs	DPW Capital Costs (i.e., equipment, supplies)	Consultant and Contractor Costs	Total
FY2019	\$110,000	\$20,000	\$125,000	\$255,000
FY2020	\$127,000	\$153,000*	\$175,000	\$455,000
FY2021	\$134,000	\$16,000	\$180,000	\$330,000
FY2022	\$137,000	\$18,000	\$170,000	\$325,000
FY2023	\$30,000	\$15,000	\$65,000	\$110,000
Total	\$538,000	\$222,000	\$715,000	\$1,475,000

* Equipment costs include a new sweeper (\$135,000) to support increased street sweeping requirements.



Benefits to City of Rochester

- Ongoing satisfactory compliance with 2017 MS4 requirements
- Improved water quality in receiving waters
- Expanded public education on stormwater management
- Improved tracking and inspection of stormwater assets
- Reduction of illicit discharges to City's storm drain system
- Prioritization for structural stormwater BMP retrofits of City-owned properties



MS4 Implementation and Role of School Department

MS4 Permit applies to all City-owned property and assets within the regulated area, which includes those maintained by the School Department.

- Area of City-Owned Property (including school): 2,626.3 acres
- Area of City-Owned Property within MS4 regulated area (including school): 1,365.2 acres
- Area of School Maintained Property within City: 149.3 acres
- Area of School Maintained Property within MS4 regulated area: 149.3 acres
- Number of City Owned Facilities/Parcels (including school owned): 165 parcels
- Number of School Maintained Facilities/Parcels: 9 parcels

Planned outreach with the School Department and Maintenance Staff to educate them on the permit requirements



Questions?

Daniel Bourdeau on June 18, 2020

DBourdeau@Geosyntec.com

Geosyntec[®]
consultants



Resolution Authorizing Exchange of Rochester Project No. 40647 Route 125/Columbus Avenue Intersection Improvements for Capacity/Safety Improvements on Route 11 in the State of New Hampshire 10 Year STIP Plan and Supplemental Appropriation in Conjunction Therewith

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

That the City of Rochester requests that the State of New Hampshire exchange Rochester Project No. 40647 Route 125/Columbus Avenue Intersection Improvements for Capacity/Safety Improvements on Route 11 in the State of New Hampshire's approved 10 Year STIP Plan. The exchange will not increase the cost of the project.

Further, in order to fund to the conceptual engineering plan for the Capacity/Safety Improvements on Route 11, Twenty Five Thousand Dollars (\$25,000,00) is hereby appropriated from Revenue Account Number 7030001 Fund Balance to Expense Account Number 70303010-532200 Contracted Services.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate 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 Authorizing Supplemental Appropriation from General Fund Unassigned Fund Balance in the amount of \$350,000.00 for the Purchase of 55 North Main

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

That the sum of Three Hundred Fifty Thousand Dollars (\$350,000.00) be, and hereby is, appropriated to pay for the costs associated with the City's acquisition of the property located at 55 North Main Street, Rochester. The entirety of this supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

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

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City Clerk's Office



07/02/2020

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

RECOMMENDED ACTION

Excerpt from Public Safety Committee Minutes of February 19, 2020

9. Other

North Main Street Crosswalk Yield Sign

Councilor Rice asked for an update on the signs/lights for the North Main Street crosswalk. Mr. Bezanson showed the Committee a graphic of the new crosswalk location on North Main Street near the municipal parking lot and next door to the Lilac City Grill; the previous crosswalk location went driveway to driveway. Existing streetlight locations were also shown on the graphic; Mr. Bezanson said the existing lights are not in the best locations for the new crosswalk. He showed another graphic that depicted the current guideline for placing streetlights ahead of mid-block crosswalk locations; the distance from the crosswalk depends on a few factors including the height and intensity of the light. Mr. Bezanson also showed a couple of photos of rectangular rapid flashing beacons (RRFB) that could be installed with crosswalk signs and an actuator button. Councilor Lachapelle asked if you hit the button, does it automatically start blinking? Mr. Bezanson said yes. Councilor Rice wanted to know if there is a solar option. Mr. Bezanson said yes, and they may be cheaper, but not sure if they are as reliable; he recommended that the RRFBs and street lights be hardwired. He said the light poles are about \$9,000 each; total cost including the RRFB installation, installing conduit in the sidewalk/road, repairing the concrete/pavement, etc. will be around \$50,000. Councilor Walker said this should be a budget item in the capital budget. Mr. Bezanson said DPW already met with the City Manager on their proposed budget, but that he could request that the City Manager add it in.

Councilor Lachapelle made a motion to bring to full City Council the budget of \$50,000 to install overhead streetlights and crosswalk signs with RRFBs at the North Main Street crosswalk. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion. Mr. Bezanson said there were a couple of options for the streetlight poles/globes and he wanted to present the idea to the Historic District Commission. He also mentioned that the Planning Department is developing a Downtown Master Plan and he should meet with them to discuss the streetlights as well.

Excerpt from Finance Committee Meeting Minutes March 10, 2020

4.2 Installation of Lights & Signs North Main Street Crosswalk-Discussion

Councilor Hamann explained that the Public Safety Committee had discussed the need for a better lit crosswalk near 103 North Main Street where the Lilac City Grille is located. He reported that there have been multiple accidents and many near-misses due to the poor lighting and inadequately marked crosswalk. Councilor Hamann explained that the proposed solution is overhead, downcast lighting which is cast outward leading up to the crosswalk. There are also overhead blinking lights being proposed.

City Engineer Michael Bezanson confirmed that the overhead, downcast lights would be installed

and clarified that there would be push buttons which would activate the flashing lights to alert drivers that there is a pedestrian in the crosswalk. Mr. Bezanson said that part of the cost is for the underground conduit to provide power which would involve tearing up the sidewalk to access the power and then repairing afterward. The total cost would be approximately \$50,000.

Councilor Lauterborn stated that this item had already been to the Public Safety Committee and to Council to be vetted, the only issue now is determining whether there is money available for the project. Finance Director Ambrose stated that recommendation for funding would be cash CIP for FY21 which could be included in the City Manager's budget. Alternately, the Department of Public Works could add the project as a CIP request for the following fiscal year.

Councilor Bogan asked if it would be possible to approve only the flashing lights and pedestrian signs and potentially add the other options in the future if deemed necessary. Mr. Bezanson stated that he had been asked to price out the full package, but there can be any number of variations of the different elements. Councilor Walker stated that the flashing lights would require tearing up the sidewalk, so if it was determined later that the overhead lights were needed as well, the sidewalks would have to be torn up again increasing the total cost. There was a discussion on the potential of using solar panels for the lights and their reliability and safety.

Mayor McCarley asked if there was a recommendation on where a \$50,000 supplemental appropriation could be taken from. Finance Director Ambrose recommended the money come from Unassigned Fund Balance from the General Fund.

Councilor Gray **MOVED** to recommend to full Council a \$50,000 supplemental appropriation from the Unassigned Fund Balance for the 103 North Main Street crosswalk lighting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Excerpt from Regular City Council Meeting April 7, 2020

10.4.3 Committee Recommendation: To approve a \$50,000 supplemental appropriation from the Unassigned Fund Balance for the 103 North Main Street crosswalk lighting

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Walker seconded the motion. Mayor McCarley asked the City Manager if this request to utilize the Unassigned Fund Balance is appropriate at this time due to COVID-19. City Manager Cox replied that the Finance Department is now requesting that this project be postponed in order to preserve the Unassigned Fund Balance due to COVID-19. Councilor Walker **MOVED** to **TABLE** the motion. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance,

Bogan, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle said that this was an expensive proposed project; however, in the absence of the project going forward he felt something should be done to resolve this safety concern. He suggested that some of the parking spots might need to be removed until a more permanent solution can be approved. He suggested bringing up the idea of removing parking spots at the next Public Safety Meeting

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City Clerk's Office

**Resolution Authorizing Acceptance of Coronavirus Emergency Supplemental Funding
Program Grant and Supplemental Appropriation in Connection Therewith**

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

That a U.S. Department of Justice Assistance Coronavirus Emergency Supplemental Funding Program Grant in the amount of Eighty-Nine Thousand Two Hundred Twenty-Six Dollars (\$89,226.00) awarded to the City of Rochester's Police Department is hereby accepted.

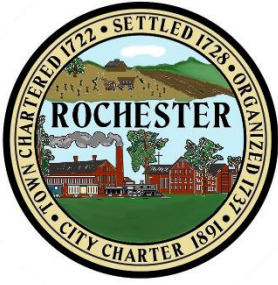
Further, that a supplemental appropriation in the amount of Eighty-Nine Thousand Two Hundred Twenty-Six Dollars (\$89,226.00) be, and hereby is, appropriated to the Rochester Police Department for the purpose of carrying out the purposes of the U.S. Department of Justice Assistance Coronavirus Emergency Supplemental Funding Program Grant. The entirety of the supplemental appropriation shall be derived from the U.S. Department of Justice Assistance Coronavirus Emergency Supplemental Funding Program Grant. The funds will be used for the purchase and retrofitting of a backup mobile dispatch center trailer for the Rochester Police Department.

Still further, that the City Manager or his designee is authorized to enter into a grant agreement and any other contracts with the U.S. Department of Justice Assistance Program that are necessary to receive and administer the grant funds detailed above; and

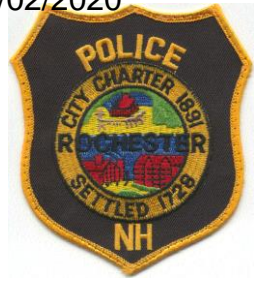
To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. All projects will be assigned a unique account number for tracking and reported purposes.

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City Clerk's Office



City of Rochester, New Hampshire
23 Wakefield Street . Rochester, NH 03867
603-330-7128
www.rochesterpd.org



INTEROFFICE MEMORANDUM

TO: DEPUTY FINANCE DIRECTOR MARK SULLIVAN
FROM: DEPUTY CHIEF GARY BOUDREAU
DATE: JUNE 26, 2020
SUBJECT: GMS Award 2020-VD-BX-1837
CC:

In planning during the Covid19 Pandemic we were able to set up a backup center with gear from our current CIP radio project. This gear is now needed for the project and our backup is now dismantled and we have no long term solution for backup dispatch for operations. Recently the city was notified of the award of a grant for \$89,226 which staff decided would be best used to set up a mobile back dispatch center. Since this time I have been working with our radio vendor to identify the best options for a backup center.

As a result we have determined the entire grant would be approximately \$10,000 short to complete a basic functioning standalone center. Rough estimates on basic costs include \$30,000 for a travel trailer, \$37,000 for Motorola electronics, \$9,000 for IT (phones, modems and connectivity), \$23,500 materials and labor costs. At this cost we would be able to have a functioning mobile basic backup dispatching unit with enough room for two dispatch positions and a meeting room. With generator power this unit would be able to function as a standalone unit. While this set up would work for most events and short term situations, this set up would be with limitations. It would be my recommendation we move to consider this a phase one of the project as it would meet immediate needs.

In what I would request as a phase two of the project would be to upgrade the two dispatch positions. In phase one each position would be outfitted with what are considered radio consolettes and have none of the 911 CAD, GPS, and other control

07/02/2020



City of Rochester, New Hampshire
23 Wakefield Street . Rochester, NH 03867
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features we currently have in dispatch. In order to upgrade each of the two positions I am told the cost is approximately \$25,000 per position (this is the rough estimate it could be slightly more or less). With this upgrade both positions would have full functionality of the dispatch positions.

This would bring the total project costs to approximately \$150,000-\$160,000 of which \$89,226 will be funded through the Covid19 response grant from the DOJ if the city decided to fund both phases of the project. If only phase one is supported we are approximately \$10,000 over the grant amount. While phase one does not give the full functionality it does give the city a great backup dispatch center and mobile command post.

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 the Acceptance of a \$3,750 Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith

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

That a Three Thousand Seven Hundred Fifty Dollars (\$3,750.00) State Governor's Commission on Alcohol Fund Grant is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD operating budget in the amount of Three Thousand Seven Hundred Fifty Dollars (\$3,750.00) with the entirety of the supplemental appropriation being derived from said Grant.

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

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City Clerk's Office



07/02/2020

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

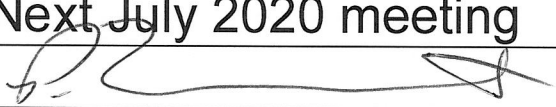
Seeking permission from Council to accept a maximum fund amount of \$3,750.00 for the NH Juvenile Court Diversion Network Program.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next July 2020 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	6/29/20	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" 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	State Governor's Commission Alcohol Fund
ACCOUNT NUMBER	Fund 6128 Project 21XXX
AMOUNT	\$3,750.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept a maximum fund amount of \$3,750.00 for the NH Juvenile Court Diversion Network Program. These funds are for the Juvenile Alcohol Grant the State Governor has allotted us. This funding is used for prevention programming during the Summer Teen Travel Camp; an extension of the Rochester Teen Night Program. These funds help strengthen existing Teen Programming and allow for our Juvenile Diversion program to participate in data collection that is already being done at the State level, such data to be used in national conversations on the use of SBIRT (Screening Brief Intervention and Referral to Treatment) in juvenile justice. NH is one of the first States to participate in this level of screening and intervention.

RECOMMENDED ACTION

Accept funds in the amount of \$3,750.00.

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	61282010	589007	21XXX	-	3,750.00	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6128002	402148	21XXX	-	3,750.00	-
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