



**Regular City Council Meeting
November 6, 2019
Council Chambers
7:00 PM**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: October 1, 2019
consideration for approval P. 9**
 - 5.2 Special City Council Meeting: October 15, 2019
consideration for approval P. 45**
- 6. Communications from the City Manager**
 - 6.1 Employee of the Month Award P. 51**
 - 6.2 City Manager's Report P. 53**
 - 6.3 Planning Board Dedication: Plaque in Remembrance of Karl Morse**
- 7. Communications from the Mayor**
 - 7.1 *Discussion:* Non-Public Meeting Minutes Review Committee**
 - 7.2 TIF Board Appointments P. 85**
- 8. Presentation of Petitions and Council Correspondence**

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City Clerk's Office

9. Nominations, Appointments, Resignations, and Elections

9.1. Municipal Election Vote Returns – Canvas of Votes

9.2. Resignation: Matthew Kozinski, Planning Board P. 89

9.3. Resignation: Patty Betts-Levine, Ward 2 Selectman P. 91

10. Reports of Committees

10.1 Codes & Ordinances Committee – Meeting Canceled

10.2 Community Development Committee – meeting canceled

10.3 CTE Joint Building Committee P. 93

10.4 Finance Committee P. 95

10.4.1 Committee Recommendation: To approve the Personnel Advisory Board's recommendation for the Library Emerging Technologies Specialist position **consideration for approval P. 97**

10.4.2 Committee Recommendation: To approve the Personnel Advisory Board's recommendation for the Community Center Attendant position **consideration for approval P. 97**

10.5 Public Safety P. 99

10.5.1 Committee Recommendation: To install a "blind driveway" sign near 462 Pickering Road at the discretion of DPW **consideration for approval P. 100**

10.5.2 Committee Recommendation: To remove the straight arrow and repaint the left hand turn arrow on Charles Street at Columbus Avenue **consideration for approval P. 103**

10.6 Public Works P. 107

11. Old Business

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City Clerk's Office

12. Consent Calendar

- 12.1 Resolution Deauthorizing \$311.64 from the Highway Safety Bicycle/Pedestrian Grant Overtime Account *first reading, consideration for second reading and adoption* P. 115
- 12.2 Resolution Deauthorizing \$9,720.54 from the New Hampshire Juvenile Court Diversion Network *first reading, consideration for second reading and adoption* P. 121
- 12.3 Resolution Deauthorizing \$400 from the New Hampshire Juvenile Court Diversion Network *first reading, consideration for second reading and adoption* P. 127
- 12.4 Resolution Deauthorizing \$1,634.89 from Highway Safety DWI Grant Fund *first reading, consideration for second reading and adoption* P. 133

13. New Business

- 13.1 Resolution in Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$10,198.97 and Deauthorizing said Amount from Whitehall Road Water Main Extension Project *first reading, consideration for second reading and adoption (roll call, 2/3 majority required)* P. 139
- 13.2 Resolution in Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds In the Amount of \$18,364.25 and Deauthorizing \$23,174.94 from the Rochester Reservoir Dam Project *first reading, consideration for second reading and adoption (roll call, 2/3 majority required)* P. 143
- 13.3 Supplemental Appropriation to the Downtown Revitalization Fund of \$300,000 *first reading, consideration for second reading and adoption* P. 147
- 13.4 Resolution Relative to State Revenues Outlining How the Finance Director Should Work with the New Hampshire Department of Revenue when Setting the Tax Rate *first reading, consideration for second*

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City Clerk's Office

reading and adoption P. 151

13.5 Resolution Authorizing Acceptance of \$18,857.74 in Pre-FY 2015 CDBG fund from the U.S. Department of Housing and Urban Development (HUD) and Supplemental Appropriation in Connection Therewith
first reading, consideration for second reading and adoption P. 155

13.6 Recreational Trails Grant Extension ***Motion to Approve***
P. 161

13.7 Resolution accepting the donation of Route 16 Gateway sign from Rochester Chamber of Commerce
first reading, consideration for second reading and adoption P. 165

13.8 Discussion: East Rochester Firehouse Curtains P. 169

14. Other

15. Non-Public/Non-Meeting

16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
October 1, 2019
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamman
Councilor Hutchinson
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Peter Nourse, Director of City Services
Daniel Camara, GIS Technician
Sonja Gonzalez, CIO

MINUTES

1. Call to Order

Mayor McCarley called the Regular City Council Meeting to order at 7:00 PM.

2. Opening Prayer

Mayor McCarley called for a silent moment of prayer.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance

4. Roll Call

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

5. Supplemental Appropriation to the Rochester Economic Development Commission Fund in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and Borrowing Authority pursuant to RSA 33:9 *first reading*

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

Supplemental Appropriation to the Rochester Economic Development Commission Fund in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and Borrowing Authority pursuant to RSA 33:9

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

That the amount of Three Million Dollars (\$3,000,000.00) is hereby appropriated as a supplemental appropriation to the Rochester Economic Development Commission Fund for the purpose of paying costs associated with the 145 Airport Drive development project.

Further, in accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Three Million Dollars (\$3,000,000.00) 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. The entirety of the borrowing authority shall be exercised in regards to a loan from the New Hampshire Business Finance Authority.

Still further, the City Manager is 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 a new fund named Rochester Economic Development Commission (REDC) Fund and designate such accounts and/or account numbers as are necessary to implement the transactions contemplated in this Resolution.

6. Recess to Public Hearing

Councilor Lachapelle **MOVED** to recess to a public hearing at 7:03 PM.

Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

7. Reconvene Regular City council Meeting

Mayor McCarley announced that the Regular City Council meeting has been reconvened at 7:09 PM.

8. Acceptance of Minutes

8.1 Regular City Council Meeting: September 3, 2019 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

8.2 Special City Council Meeting: September 17, 2019 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9. Communications from the City Manager

9.1 Employee of the Month Award

City Manager Cox presented the Employee of the Month award for October 2019 to Daniel Camara, IT Department. City Manager Cox invited Sonja Gonzalez and Peter Nourse, Director of City Services to join him.

9.2 City Manager's Report

The City Manager Cox's report is as follows:

Contracts and documents executed since last month:

- City Manager
 - Connectivity Point Contract – Chambers Maintenance Phase 3
 - Connectivity Point Contract – Leightronix (Streaming/On-Demand) Subscription Renewal
- Department of Public Works
 - 10-16 Wallace Street Remediation Plan Update
 - 58 Pickering Road – NHDES Site Remediation

- Assistant City Engineer Temporary Assistance Contract
- Bid 20-03 Recommendation to Award
- Colonial Pines Phase II – Drainage Design Amendment
- Community Center Lightning Project – Change Order 2
- Portland Street – Twin Culvert Project Contract
- GSBP (Granite State Business Park) Water Main Extension Project - Water Main Easement w/ Albany – Bid 20-03
- WWTP Biosolids and Carbon Storage Facilities Project – Notice to Proceed
- WWTP Biosolids and Carbon Storage Facilities Project – Contractor Agreement
- Economic Development Department
 - CAP Weatherization – Furnace replacement/insulate attic – Briar Ridge home
 - CAP Weatherization – environmental review – heater replacement – Saks Mobile Home Park home
 - CAP Weatherization – 6 projects
 - Weatherization retrofit - 2 homes in Briar Ridge
 - Shingle replacement – home in Gonic
 - Weatherization retrofit & heating system replacement – home in northwest Rochester
 - Weatherization retrofit & heating system replacement – home in East Rochester
 - Weatherization retrofit – home in East Rochester
 - CAP Weatherization – 2 projects
 - retrofit & bath fan replacement – home in northwestern Rochester
 - replacement of water heater & furnace – home in northwestern Rochester
 - Bureau of Homeless and Housing Services – Certification of Consistency
 - Environmental Review – Homeless Shelter of Strafford County
 - HUD Release of Funds – JOB Loan – Back Hill Beer
 - JOB Loan – Back Hill Beer – Collateral Assignment of Life Insurance
 - LDI Solutions – Letter of Intent
- Legal
 - Tax Deed Redemption– 7 Martinique Drive
- Police Department
 - Police/Fire Radio Project (Motorola) Contract

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Tuition Reimbursement – Parker-Wright, K – Library
- Tuition Reimbursement – Wilder, T – Fire

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

No other discussion was held under the City Manager's report.

10. Communications from the Mayor

10.1 **Announcement: Rochester Municipal Election will be held Tuesday, November 5, 2019**

Mayor McCarley announced that the Rochester Municipal Election would be held on Tuesday, November 5, 2019.

10.2 **Announcement: November Regular City Council Meeting to be held Wednesday, November 6, 2019**

Mayor McCarley announced that the Regular City Council meeting for November would be held on Wednesday, November 6, 2019.

10.3 **Proclamation: Extra Mile Day**

Mayor McCarley proclaimed that November 1st has been set aside as "Extra Mile Day" in Rochester, NH.

Mayor McCarley clarified the date of an upcoming public hearing that had been incorrect in a flyer. She announced that the public hearing relative to the NHDOT Ten Year Transportation Improvement Plan is scheduled to take place on Wednesday, October 2, 2019 at 6:00 PM at the Frisbie Memorial Conference Center.

Mayor McCarley said the Porch Fest had been a successful event and thanked all the individuals involved in making it such a great event.

11. Presentation of Petitions and Council Correspondence

11.1 **Mandela Drive water main extension petition *Motion to accept or reject***

Mayor McCarley said there is a petition from the residents of Mandela Drive regarding the water main extension project. The City Council must vote to accept or reject the petition (not the action of the petition). Councilor

Varney **MOVED** to **ACCEPT** petition with the proviso that it be included with the review of CIP projects for the next fiscal year. Councilor Lachapelle seconded the motion. Councilor Torr asked if the residents of that street agreed to connect to city services (water). Mr. Nourse replied yes. He added that per the City Ordinances, under this type of situation, the abutters are responsible to pay for the cost of the extension. The **MOTION CARRIED** by a unanimous voice vote.

12. Nominations, Appointments, Resignations, and Elections

No discussion.

13. Reports of Committees

13.1 Appointments Committee

13.1.1 Appointment: Matthew Winders – Historic District Commission Alternate, Term to Expire 1/2/2021

Councilor Keans reviewed the Committee's recommendation regarding Matthew Winders' application. Mayor McCarley nominated Mr. Winders to be appointed as an Alternate Member of the Historic District Commission with a term to expire on January 2, 2021. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and for the clerk to cast one ballot for Mr. Winders. The **MOTION CARRIED** by a unanimous voice vote.

13.1.2 Appointment: Bianca Mireles – Arts & Culture Commission, Term to expire 6/30/2020

Councilor Keans reviewed the Committee's recommendation regarding Bianca Mireles's application. Mayor McCarley nominated Ms. Mireles to be appointed as a Member of the Arts and Culture Commission with a term to expire on January 2, 2020. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and for the clerk to cast one ballot for Ms. Mireles. The **MOTION CARRIED** by a unanimous voice vote.

13.1.3 Appointment: Tim Murray – Arts & Culture Commission, Term to expire 7/1/2020

Councilor Keans reviewed the Committee's recommendation regarding Tim Murray's application. Mayor McCarley nominated Mr. Murray to be appointed as a Member of the Arts and Culture Commission with a term to

expire on January 2, 2020. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and for the clerk to cast one ballot for Mr. Murray. The **MOTION CARRIED** by a unanimous voice vote.

13.2 Codes & Ordinances Committee

13.2.1 Amendment to Chapter 28 of the General Ordinances of the City of Rochester Regarding Nuisance Animals *first reading, consideration for second reading and adoption*

Councilor Lachapelle **MOVED** to read the Amendment to Chapter 28 of the General Ordinances of the City of Rochester for the first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for a first time as follows:

Amendment to Chapter 28 of the General Ordinances of the City of Rochester Regarding Nuisance Animals

THE CITY OF ROCHESTER ORDAINS:

That Chapter 28 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (Deletions are struck out and additions are italicized):

§28-4 Nuisance

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B. Under this section, an animal is considered a nuisance if:

(1) Any animal or bird causes frequent, ~~or long continued~~ *noise for sustained periods of time of more than Fifteen (15) minutes, or during the night hours* ~~which so as to disturb the comfort and repose of any person in a neighboring premises~~ *peace and quiet of a neighborhood or area*, not including a dog which is guarding, working, or herding livestock, as defined in RSA 21:34-a, II (a) (4).

The effective date of these amendments shall be upon passage.

Councilor Lachapelle **MOVED** to suspend the rules and read the Amendment by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the Amendment for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Walker seconded the motion. Councilor Varney asked for clarification if the fifteen minutes is related to the daytime or nighttime. Councilor Lachapelle replied the fifteen minutes is for daytime hours. The **MOTION CARRIED** by a majority voice vote.

13.2.2 Amendment to Chapter 167 of the General Ordinances of the City of Rochester Regarding Drop-Off Bins *first reading, consideration for second reading and adoption*

Councilor Lachapelle **MOVED** to read the Amendment to Chapter 167 of the General Ordinances of the City of Rochester for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for a first time as follows:

Amendment to Chapter 167 of the General Ordinances of the City of Rochester Regarding Drop-Off Bins

THE CITY OF ROCHESTER ORDAINS:

That Chapter 167 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

ARTICLE V Drop-Off Bins

§ 167-24 DEFINITIONS

CODE OFFICIAL: *The Director of Building, Zoning, and Licensing Services, the Code Compliance Officer or any duly authorized representative who is charged with the administration and enforcement of this chapter.*

DROP-OFF BIN: *Any receptacle or container located outside of an enclosed building and designed, intended or used for collection and temporary storage of donated items or materials including, but not limited to, clothing, shoes, books, toys, furniture, household materials and other like items. Drop-off bins are also known as donation collection bins/boxes, charity bins/boxes, clothing bins/boxes, clothing donation containers, or any combination thereof.*

OWNER: *A person, association, corporation, partnership, or other legal entity having a legal or equitable title in real property.*

PREMISES: *A lot, plot or parcel of land including any structures thereon.*

STRUCTURE: *That which is built or constructed or a portion thereof.*

§167-25 LICENSES AND PERMITS REQUIREMENTS

Whether for the owner of the premises or the person who has obtained the written permission of the owner, the fee to obtain the initial license to own, install, operate, or use a drop-off bin is \$25 that must be tendered at the time of license application. Such license may be annually renewed on or before the anniversary date of the application for an annual renewal fee of \$25. Regardless of the number of drop-off bins owned, installed, operated, or used by a license applicant, the applicant shall only pay one annual license fee. The initial permit fee for a drop-off bin is \$10 per bin payable at the time of application for the license. The annual renewal fee for each drop-off bin permit is \$10 payable on or before the anniversary date of the initial application. Each drop-off bin shall display its current permit at all times.

§167-26 COMPANY TYPE AND BIN LABELS

To best inform the public and potential donors, bins shall be labeled according to Company Type as follows:

(a) Shall have a label or appended sign that states "PLEASE REPORT ANY OVERFLOW OF ITEMS, DAMAGE, OR MALFUNCTION TO [PERMIT HOLDER'S NAME] AT [PERMIT HOLDER'S TELEPHONE NUMBER] OR TO THE DIRECTOR OF BUILDING, ZONING, AND LICENSING SERVICES AT [TELEPHONE NUMBER DESIGNATED BY DIRECTOR]." Such label or appended sign shall be in lettering no less than three inches in height and no less than one-half inch in width, and;

(b) If none of the proceeds from the sale of the items collected in the drop-off bin will be given to a "charitable organization" as that term is defined in RSA 72:23-I, there shall be a label or sign permanently attached to the drop-off bin which identifies the permit holder's name and address and states: "DONATIONS ARE NOT FOR CHARITABLE PURPOSES AND WILL BE SOLD FOR PROFIT. DONATIONS ARE NOT TAX DEDUCTIBLE." Said label or appended sign shall be prominently displayed on the receptacle in the largest lettering on the receptacle or appended sign but said lettering shall be no less than three inches in height and no less than one-half inch in width, or;

(c) If 100% of the items, or the proceeds from the sale of the items, collected in the drop-off bin will be used for the benefit of a "charitable organization" as

that term is defined in RSA 72:23-I, there shall be a label or sign permanently attached to the drop-off bin that identifies, at least, the legal name of the charitable organization receiving the benefit of the donated items, as it appears on the certificate of registration issued to the charitable by the New Hampshire Attorney General's Charitable Trust Unit in the largest lettering on the drop-off bin or appended sign but said lettering shall be no less than three inches in height and no less than one-half inch in width, or;

(d) If a professional solicitor owns, installs, operates, or uses a drop-off bin pursuant to a contractual arrangement with a charitable organization whereby the professional solicitor receives either a flat fee or a percentage of the proceeds from the sale of the donated items, have a label or sign permanently attached to the drop-off bin which states: "SOLICITATIONS FOR DONATIONS ARE MADE BY (NAME OF PROFESSIONAL SOLICITOR) ON BEHALF OF (NAME OF CHARITABLE). DONATIONS WILL BE SOLD FOR PROFIT BY (NAME OF PROFESSIONAL SOLICITOR)." Said label or appended sign shall be prominently displayed on the donation drop-off bin in the largest lettering on the thereon but said lettering shall be no less than three inches in height and not less than one-half inch in width, and;

(e) Shall be placed only on premises commercially used by an established business or on church property and drop-off bins shall not be permitted in any Residential Zone or in the Downtown Commercial Zone.

§167-27 APPLICATION REQUIREMENTS – COMPANY LICENSES AND BIN PERMITS

Any party seeking to obtain the requisite license to operate drop-off bins and permits for each drop-off bin shall submit a written application to the Director of BZLS upon a form provided by the Director. The application shall require the following information:

(a) The name, physical address (no P.O. boxes), telephone number, and electronic mail address of the applicant, and;

(b) A photograph of the drop-off bin and the proposed location for which a permit is sought. If the application is for more than one location, the applicant may submit a single application with a list of preferred locations and only one photograph of the type of drop-off bin to be used unless different types of bins will be used at different locations. In the event the applicant is using different types of bins at different locations, a photograph of each type of bin must be submitted, and;

(c) Whether the applicant would prefer to receive notice and orders by regular mail or electronic mail, and;

- (d) The signature of the applicant, and;
- (e) The required license and permit fees, and;
- (f) If placed on property not owned or leased by the operator of the drop-off bin, a written agreement with the owner of each premises where a bin is to be located which evidences the agreement of the owner(s) to the placement of a drop-off bin on the property. The applicant shall also provide a certificate of liability insurance in an amount not less than \$500,000 showing each owner of the premises where a bin is located as an additional insured, and;
- (g) A maintenance agreement on the form provided from the Director wherein the applicant affirms that each drop-off bin location will be monitored on a daily basis, emptied no less than twice every calendar week, except in the event of a declared weather emergency by the National Weather Service or other natural disaster, and no overflow of items from the bin shall remain on the ground for more than 24 hours after actual or constructive notice of said overflow.
- (h) The information supplied pursuant to this subsection shall be used for all notices, correspondence, or communications from the Director.
- (i) Currently operated drop-off bins do not enjoy grandfathered status and must comply with all the requirements of this Article.

§167-28 BIN PLACEMENT

- (a) Drop-off bin(s) shall be located on a hard and durable surface such as asphalt, concrete, aggregate, crushed rock and the like and all ingress and egress from each bin shall also be of a similar surface. In no event shall the placement of a drop-off bin or any means of ingress or egress be composed of sod, dirt, sand, or similar porous material. All drop-off bins shall be located on the designated premises so as not to interfere with sight triangles, on-site circulation of vehicular or pedestrian traffic, required setbacks, parking, landscaping, and all other applicable requirements imposed on the property as part of any governmental approval, including any zoning requirement;
- (b) The placement of drop-off bins shall be restricted to an area within 75 feet from any wall of the largest permanent building on the premises or against a well-lit exterior wall of such building;
- (c) A drop-off bin shall not be within a 1,000 foot radius of any other drop-off bin operated by the same licensee;

(d) Drop-off bins shall not be larger than six feet high by six feet wide by five feet deep;

(e) Drop-off bins shall be enclosed and operate by use of a securely locked receiving door so that the contents of the bin may not be accessed by anyone other than those persons authorized by the licensee to collect the contents;

§167-29 BIN MAINTENANCE

(a) The drop-off bin must be regularly emptied, no less than twice every calendar week, to prevent overflow of clothing or other items that may be strewn about the premises. No overflow of items from a bin shall remain on the ground for more than 24 hours after actual or constructive notice of said overflow;

(b) Any person found illegally dumping at a drop-off bin shall be guilty of a misdemeanor pursuant to RSA 163-B:3 and will be subject to the penalties set forth in RSA 163-B:4.

(c) Any graffiti placed on the drop-off bin must be removed within 72 hours following notice of its existence. However, within the 72 hours, the owner has the option to notify the Director in writing of the owner's intent to replace the drop-off bin within five days and along with said written notice submits a photograph of the new drop-off bin.

(d) If a drop-off bin is damaged to the extent the locking mechanism or receiving door has been compromised or one of its sides has been breached, it shall be repaired, replaced or removed within five days of receipt after notice of such damage from the Director unless the Director determines the damage is such that the drop-off bin constitutes a danger to persons or property in which case it shall be made safe or removed within 24 hours of notice of said condition.

§167-30 VIOLATIONS

Any violation of the provisions of this Article or any order of the Director or the Code Compliance Officer related thereto are subject to citation and the civil penalties set forth in RSA 47:17 and Ordinance §54-3.

The effective date of these amendments shall be upon passage.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for a second time by title only. Councilor Walker seconded the

motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the Amendment for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the motion. Councilor Walker seconded the motion. Councilor Keans spoke against the motion. She said the City, in the past, had a problem with “dumping” near donations centers and it could have been resolved in a simpler way rather than creating a complicated ordinance. The **MOTION CARRIED** by a majority voice vote.

13.2.3 Amendment to Chapter 40 of the General Ordinances of the City of Rochester regarding Building Permit Fees *first reading, consideration for second reading and adoption*

Councilor Lachapelle **MOVED** to read the Amendment to Chapter 40 of the General Ordinances of the City of Rochester for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for a first time as follows:

Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Building Permit Fees

THE CITY OF ROCHESTER ORDAINS:

That Chapter 40 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows
(Additions are italicized):

§40-15. Permits

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(1) The following fees shall be charged for said permits, based upon the estimated cost of construction as presented to the Director of Building, Zoning, and Licensing Services upon application forms provided by him: on proposed work, the fee of nine dollars (\$9.) per one thousand dollars (\$1,000.) of estimated cost of work, or any portion thereof, with a minimum fee of ten dollars (\$10.), in addition to an application fee of ten dollars (\$10.) for each permit. *The following permits shall be a charged only the*

minimum permit fee of ten dollars (\$10.), in addition to an application fee of ten dollars (\$10.) for each permit.

- (a) *Fences*
- (b) *Roofing (Re-shingling only)*
- (c) *Siding*
- (d) *Sheds under 200 square feet*

The effective date of these amendments shall be upon passage.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for a second time by title only. Councilor Walker seconded the motion. Mayor McCarley read the Amendment for a second time by title only. The **MOTION CARRIED** by a majority voice vote.

Councilor Lachapelle **MOVED** to **ADOPT** the motion. Councilor Walker seconded the motion. Councilor Lauterborn explained that since there is no follow-up inspection, than the City should not be charging additional fees based upon the value of the item. Councilor Keans agreed; however, having the inspections might be a better option for the City. Councilor Lauterborn agreed. The **MOTION CARRIED** by a majority voice vote.

Councilor Lachapelle announced that the October 3, 2019, Codes and Ordinances Committee meeting is canceled and that the next Meeting is scheduled for November 7, 2019. The City Council briefly discussed the matter.

13.3 Community Development Committee

Councilor Lauterborn said there are no Committee actions. The Committee continued discussing the idea about having an indoor music theater/festival over the summer months at the Opera House. At the Committee meeting Anthony Ejarque presented a reasonable scenario of what it might cost for 2020. There is a possibility of utilizing grant funding; however, it is unlikely that grant funding would be in place for the 2020 season. If a Community member or business owner makes a significant contribution, than the Committee would review the proposal for the 2020 season; however, it is unlikely and a reasonable scenario would be that the event would not start until the 2021 season. She invited other Councilor members to submit any ideas about funding the 2020 season for the Committee to review. Mayor McCarley said these things do take time but are worth the effort.

13.4 CTE Joint Building Committee (Meeting to be held September 30, 2019)

Councilor Varney said the Committee met last evening. He reviewed the financial statements and said about \$200,000 has been allocated for technical equipment and various other improvements. There is about \$57,000 that remains in the contingency fund. The next meeting will be on October 28, 2019.

The Council discussed when the Committee would hold a soft opening of the project. Mayor McCarley said this has been discussed; however, it is likely that it will not occur prior to the January timeframe.

13.5 Finance Committee

Mayor McCarley said the Finance Committee discussed proposed increases to the water and sewer rates; however, this action is staying in Committee at this time.

Councilor Gray asked how the State budget would impact the City of Rochester. The City Council discussed specifics of changes to the State budget. Mayor McCarley said more discussion would take place after the City receives final numbers from the DRA.

13.6 Public Safety

13.6.1 Committee Recommendation: To Install a "dead end" sign at the entrance to Sonata Court *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation to install a "dead end" sign at the entrance to Sonata Court. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.6.2 Committee Recommendation: To paint cross-hatch markings for no parking within 15 feet of the fire hydrant on Church Street near Demeritt Street *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation to paint cross-hatch markings for no parking within 15 feet of the fire hydrant on Church Street near Demeritt Street. Councilor Lachapelle

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

13.7 Public Works

13.7.1 Resolution Accepting NH Department of Environmental Services (NHDES) Grant, in Connection with 2020 Household Hazardous Waste Day and Authorizing City Manager to Enter into a Contract with NHDES not to exceed \$14,000 *first reading, consideration for second reading and adoption*

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

Resolution Accepting NH Department of Environmental Services (NHDES) Grant, in Connection with 2020 Household Hazardous Waste Day and Authorizing City Manager to Enter Into a Contract with NHDES not to exceed \$14,000

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

That a NHDES Grant, in the amount not to exceed Fourteen Thousand Dollars (\$14,000.00) to the City of Rochester, for the purpose of hosting hazard mitigation, is hereby accepted by the City of Rochester and, when received, such grant funds shall be assigned to account number 13010057-533007 previously approved by the Council in the 2020 operating budget of the City of Rochester.

Additionally, the City Manager of the City of Rochester, be, and hereby is authorized to enter into a contract with the NHDES with respect to such grant and the conduct of the aforementioned 2020 Household Hazardous Waste Day.

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

Councilor Lachapelle **MOVED** to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

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

Councilor Torr said the City was supposed to erect a fence around the basketball courts near the high school; however, cars are driving up to shed light on the basketball court at night time. This could be a dangerous situation. Councilor Varney said currently there are three sides of the basketball court fenced in; however, the one side that is not fenced is open to the parking lot. He suggested that a plan be made in order to install lighting and a guardrail prior to the next basketball season.

Councilor Torr mentioned that the easement for the railroad has been settled for the water main extension for the GSBP. The bidding process has started at an estimated \$1,200,000 or more.

Councilor Torr said the Planning Board intends to utilize the remaining funds from the Ten Pines Development Project Surety to construct a sidewalk. He felt the remaining funds belong to the developer. He requested more information.

Mr. Nourse gave a brief history of the funding and said he has received clarification from the Planning Board. The sidewalk would be constructed from the interchange at the Globe Plaza all the way to the Ten Pines Development. He added that there are still some details to be worked out as far as policy is concerned. The City Council briefly discussed the intention of the developer's surety funds. Jim Campbell, Planning and Development Department Director, confirmed that in 2009 the developer left the remaining funds to the City if it meant the developer did not need to construct the sidewalk as originally planned. Mr. Campbell agreed to show that documentation to Councilor Torr.

Councilor Gray asked about the National Pollutant Discharge Elimination System (NPDES) permits and if there had been any updates. City Manager Cox said they have elevated discussions about the permit; however, there is nothing to report at this point.

Councilor Lachapelle referred to the Public Works Committee action item relative to the Household Hazardous Waste Day. He said it is scheduled for May 2, 2020.

Councilor Lauterborn received a call from a constituent about the quality of the final paving job on Whitehouse Road (Somersworth end). She requested that the matter be referred to the Public Works Committee to ensure the City did not accept inferior services.

14. Old Business

14.1 Amendment to Chapter 7 section 40 of the General Ordinances of the City of Rochester regarding Purchasing Procedures *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the Amendment by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for a second time by title only.

See Addendum A.

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

14.2 Amendment to Chapter 7 section 62 of the of the General Ordinances of the City of Rochester regarding the General Fund unassigned Fund Balance *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the Amendment by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for a second time by title only.

See Addendum B.

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

14.3 Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding the Downtown Commercial District *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the Amendment for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for a second time.

See Addendum C.

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Walker seconded the motion.

Councilor Walker said that Councilor Abbott had recently expressed reasonable concerns about this Amendment. He added that the City Council should set up a special committee to discuss with developers the requirement to utilize the first 50 (linear) feet vs 4,000 square footage for commercial development on the ground floor of downtown commercial buildings. Councilor Varney said City staff has submitted a memorandum to the City Council relative to supporting the Amendment as proposed: developers would be required to utilize the first 50 (linear) feet for commercial development on the ground floor of downtown commercial buildings. Councilor Abbott requested documentation of the research collected by City staff. City Manager Cox said that he met with the Legal Department, Planning Department, and the Economic Development Department to discuss Councilor Abbott's concerns. There was a unanimous consensus that the requirement of square footage vs linear footage would not work in the downtown area. The department heads felt overwhelmingly that the Amendment should be adopted with the 50 (linear) footage requirement as presented.

Michael Scala, Economic Development Manager, addressed the City Council. He said that a requirement of 4,000 square footage of commercial development on the ground floor would be counterproductive to the spirit of this Amendment. He gave details of the research he gathered by speaking directly to developers and working with other City departments. He gave reasons why developers would have incentive to keep a viable smaller commercial space to service the tenants of said buildings. Councilor Abbott questioned requested documentation of the research completed by City staff. He asked how ventilation would be obtained after much of the ground floor and above the ground floor had been developed for residential apartments. He did not feel that a requirement of 4,000 square feet of ground floor commercial space would hurt the developers. He said the City provides parking in the downtown area and offers applicants the option of using the 79E tax incentive. He listed several business which would require ventilation and said most business that do not require ventilation would close at 5:00 PM. He stated that the City should focus on changing the demographics of the downtown area. Mr. Scala did not disagree with changing the demographics of the downtown area. He said it would be up to the developer to decide what

type of business to bring to the area. It would be of tremendous benefit to the residents because it would increase the tax base. He reiterated his support for this Amendment as it being proposed. Councilors Walker and Keans recommended slowing the process down a little in order to make a solid plan of what would work best for Rochester. Councilor Varney argued that this Amendment does give developers the incentive and opportunity to develop commercial and residential in the downtown area. He said the REDC as well as the Chamber of Commerce have supported this Amendment as presented. Mayor McCarley talked about the Smart Cities Presentation and the direction the City of Rochester has been seeking relative to allowing some residential development on the ground floor of the downtown buildings. She said the requirement to maintain 50 feet (linear) of the ground floor seems reasonable vs the suggestion to increase the requirement to 4,000 square feet, which seems restrictive. The City Council debated the issue. The **MOTION FAILED** by a roll call vote of 5 to 8 with Councilors Varney, Hutchinson, Lachapelle, Lauterborn and Mayor McCarley voting in favor and Councilors Torr, Abbott, Gray, Walker, Bogan, Hamann, Gates and Keans voting in opposition.

15. Consent Calendar

Councilor Lachapelle **MOVED** to **APPROVE** the items under the consent calendar. Councilor Hamman seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

15.1 Resolution Deauthorizing \$146,217.16 related to various projects funded from the Department of Public Works Capital Improvement Plan Project Funds *first reading, consideration for second reading and adoption*

Resolution Deauthorizing \$146, 217.16 related to various projects funded from the Department of Public Works Capital Improvement Plan Project Funds

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

That One Hundred Forty Six Thousand Two Hundred Seventeen and 16/100 Dollars (\$146,217.16) of previously appropriated funds is deauthorized from various completed, cancelled, or postponed projects in accordance with Exhibit A.

Still further, the amount of One Hundred Forty Six Thousand Two Hundred Seventeen and 16/100 Dollars (\$146,217.16) shall be returned to 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.

15.2 Resolution Deauthorizing \$613.24 in funding related to the 2019 Victims of Crimes Act Grant *first reading, consideration for second reading and adoption*

Resolution Deauthorizing \$613.24 in funding related to the 2019 Victims of Crimes Act Grant

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

That the amount of Six Hundred Thirteen and 24/100 Dollars (\$613.24) appropriated as part of the 2019 Victim of Crimes Act (VOCA) Grant is hereby deauthorized. Four Hundred Ninety and 62/100 Dollars (\$490.62) of the deauthorization is grant reimbursement which will not be sought from the New Hampshire Department of Justice. One Hundred Twenty-Two and 62/100 Dollars (\$122.62) of the deauthorization is derived from the City's required local match and shall be returned to 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.

16. New Business

16.1 Resolution Authorizing Acceptance of \$10,000.00 as a Voluntary Contribution and Supplemental Appropriation for Old Dover Road Area Sidewalk Installation *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Acceptance of \$10,000.00 as a Voluntary Contribution and Supplemental Appropriation for Old Dover Road Area Sidewalk Installation

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

That the amount of Ten Thousand Dollars (\$10,000.00) is hereby accepted as a voluntary contribution from New Style Homes, Inc. related to the approval of its subdivision at 156 Old Dover Road.

Further, the entire amount of the voluntary contribution is hereby appropriated to the FY20 CIP Old Dover Road Area Sidewalks multi-year account.

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.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The City Council discussed where the sidewalk would be built. Councilor Lauterborn questioned if the sidewalk would be constructed near 156 Old Dover Road, which is not located near any other sidewalks or businesses. Mr. Campbell gave a brief history relative to the \$10,000 contribution and said the sidewalk would likely be constructed closer to the Columbus Avenue/Route 125 area. Councilor Torr asked if this was a forced action from the City to the developer or a voluntary effort on the side of the developer. Mr. Campbell replied that the developer was pleased to be able to voluntarily make this contribution to the City.

16.2 Resolution Authorizing Transfer of \$50,000.00 from the Project Performance Cash Account to the Sidewalk Rehabilitation Multi-Year Account and Payment to New Hampshire Department of Transportation *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Transfer of \$50,000.00 from the Project Performance Cash Account to the Sidewalk Rehabilitation Multi-Year Account and Payment to New Hampshire Department of Transportation

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

That the amount of Fifty Thousand Dollars (\$50,000.00) is hereby transferred from the Project Performance Cash Account to the Sidewalk Rehabilitation Multi-Year account and that Thirteen Thousand Nine Hundred Sixty Six and 16/100 Dollars (\$13,966.16) of said amount shall be paid to the New Hampshire Department of Transportation to pay costs associated with sidewalks built on Ten Rod Road as part of the so-called Aloe Pines elderly housing development.

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.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for the second time by title only.

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

16.3 Resolution Authorizing Acceptance of Donation of Three MI-9 Carbine Rifles and Twenty Boxes of 9mm Blank Ammunition from the American Legion *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Acceptance of Donation of Three M1-9 Carbine Rifles and Twenty Boxes of 9mm Blank Ammunition from the American Legion

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

That three M1-9 Carbine Rifles and Twenty Boxes of 9mm Blank Ammunition are hereby accepted by the City from the American Legion on behalf of the Rochester Police Department.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution by title only for a second time.

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

16.4 Resolution Authorizing Acceptance of \$1,329.95 from the Drug Enforcement Agency (DEA) *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Acceptance of \$1,329.95 from the Drug Enforcement Agency (DEA)

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

That One Thousand Three Hundred Twenty Nine and 95/100 Dollars (\$1,329.95) is hereby accepted from the DEA as part of the federal forfeiture funds due to the Rochester Police Department.

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.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Keans questioned why the figures in the resolution did not match up with the Agenda Bill in the City Council packet. Chief Toussaint replied that it was likely a clerical error; however, the figures on the resolution are correct. The **MOTION CARRIED** by a unanimous voice vote.

16.5 Resolution Establishing Polling Places and Times for the November 5, 2019 Municipal Election *first reading, consideration for second reading and adoption*

Councilor Lachapelle **MOVED** to read the resolution for a first time in its entirety. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the entire resolution as follows:

Resolution Establishing Polling Places and Times for the November 5, 2019 Municipal Election

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

That the following polling places are hereby established for the City of Rochester for the upcoming 2019 Election.

**WARD 1: East Rochester Elementary School
773 Portland Street, East Rochester**

**WARD 2: St. Mary's Parish Center
71 Lowell Street, Rochester**

**WARD 3: Gonic Elementary School
~~11~~ 10 Railroad Avenue, Rochester**

**WARD 4: McClelland Elementary School
59 Brock Street, Rochester**

**WARD 5: Rochester Community Center
150 Wakefield Street/Community Way,
Rochester Located on the Chestnut Hill
Road Side of Building**

WARD 6: Elks Lodge #1393

295 Columbus Avenue, Rochester

Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day.

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

17. Non-Public/Non-Meeting

17.1 Non-Public Session, Land, RSA 91-A:3. II (d)

Mayor McCarley stated that there would be no need for a Non-public session this evening; however, there would be a Non-meeting directly following the adjournment of this meeting. She asked if any Councilors had any other issues to discuss.

Councilor Walker requested that the Mayor appoint a small review Committee to discuss the Amendment to 275 which failed this evening. Mayor McCarley indicated that she intended to form a small Committee.

Councilor Torr asked if the Rochester Police officers carried their side arms when they are marching in parades with rifles. It was confirmed that the officers do carry their side arms while marching.

18. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 8:25 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

FINANCE COMMITTEE

Agenda Item

ADDENDUM A
10/31/2019

Agenda Item Name: General Ordinances- Administrative Code Chapter 7-40- Purchasing

Date Submitted: 8/6/19

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: Aug 13, 2019

Issue Summary Statement: Continued discussion on review of the threshold amounts in the Purchasing Procedures, ordinance 7-40 from July 9-2019 Finance Committee meeting. Attached is the Administrative Code Chapter 7-Purchasing Procedures 7-40, and a draft mark up of suggested edits. Understanding from 7-9-19 meeting is as follows;

\$1,000 threshold can be increased to \$5,000

\$5,001 to \$15,000 require a minimum of three written vendor quotes, no verbal.

\$15,001 or greater requires competitive sealed bid process, substitution of approved vendor lists, State of NH and State of MA bid lists, and any other approved purchasing group may be allowed.

Additional Follow-Up from 7-9-19:

What does School Department use for thresholds ? School Department utilizes the same purchasing thresholds as City, and competitive sealed bid at \$10,000 or above.

How do we guard against employee-vendor relationships and collusion ? The annual audit requires any employee to disclose any vendor relationship in which the employee receives a direct benefit. This is called the Related Third Party Transaction disclosure. Failure to disclose this relationship, as well as any other act of vendor collusion, if discovered to exist, are subject to ethics review and other potential disciplinary actions.

Recommended Action: Recommendation to endorse, refer to Codes & Ordinances.

§7-38 Legal basis.

The provisions of this article governing purchasing procedures to be used by the City of Rochester are incorporated with the Administrative Code in accordance with the requirements of Section 27 of the Rochester City Charter.

§ 7-39 Purchase orders required.

Purchase orders authorized by the proper authority shall be used in all instances.

§ 7-40 Purchasing procedures.

[Amended 9-4-2007; 10-15-2013]

A. All purchases shall have electronic approval, and said sums for each category below shall not be exceeded for any one item, or combination of items to be purchased from any single vendor. Approval levels are noted for each category.

A.B. All ~~Al~~ Purchases ~~under one~~ up to five thousand dollars ~~one dollar (\$1,001-)~~ (\$5,000) shall have the electronic approval of the Department Head and Purchasing Department. ~~with the limitation that said sum shall not be exceeded for any one item or combination of items to be purchased from any single vendor.~~

B.C. All purchases ~~one~~ five thousand and one dollars ~~(\$1,000-)~~ (\$5,001) up to fifteen ~~than ten~~ thousand ~~one~~ dollars ~~(\$15,000) (\$10,001-)~~ shall have a minimum of three (3) quotations ~~comparable for the same product or service quotes. The three quotations -must be written vendor responses, no verbal quotations allowed. The quotation, or notes, must be attached to the requisition request. Approval is required by Department Head, Purchasing Department, Finance Director, or Deputy Finance Director, before conversion to purchase order.~~

~~If three quotes are not available then an exception may be made with the approval of the City Manager, or his/her designee, clearly documenting the reason for the exception in the electronic requisition document. The maximum of ten thousand dollars (\$10,000-) shall not be exceeded for any one item or combination of items to be purchased from any single vendor.~~

C.D. All purchases fifteen thousand and one dollars (\$15,001) or greater require competitive sealed bid process. Utilization of approved vendor lists, or other approved bid lists may be substituted for the sealed bid process with approval of City Manager, or designee. Approval is required by the Department Head, Purchasing Department, Finance Director, or Deputy Finance Director, and City Manager. ~~'~~Bid results/quotation notes must be attached to requisition request.

E. Exceptions to the above may be allowed for the following, provided its determined to be in the best overall interest of the City; Approval required by City Manager, or designee.

1 Professional service contracts

2. Sole Source Vendors.

3 .Computers, complex Information Technology (IT) equipment, and software.

5. Emergency situations which create immediate risk to City.

~~D. All individual item purchases or contracts over ten thousand dollars (\$10,000.) shall require a competitive sealed bid process and approval of the department head, Finance Director and the City Manager. Exceptions for purchases over ten thousand dollars (\$10,000.) may be allowed at the discretion of the City Manager for professional service contracts, computer software/hardware, passenger vehicles/one-ton vehicles or smaller, or other items where comparative pricing instead of a sealed bid process may be in the best overall interest of the City. The City Council shall be formally notified whenever an exception to the sealed bid process occurs.~~

§ 7-41 Sale of tax-deeded property.

[Amended 2-1-2005]

- A. In accordance with the provisions of RSA 80:42 and/or 80:80, the City Manager is hereby indefinitely, and until such time as this section is repealed, authorized to transfer tax liens upon real property acquired by the City at a Tax Collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes; provided, however, that a public auction and/or advertised sealed bid sale is held, and the results of said public auction and/or sealed bid sale are confirmed by a majority vote of the City Council. In conducting such public auction and/or sealed bid sale, the City Manager may establish a minimum amount for which the property is to be sold and the terms and conditions of sale.
- B. The City Manager, by ordinance, may be authorized to dispose of tax liens or tax-deeded property in a manner otherwise than provided in this section, as justice may require.
- C. Upon the affirmative two-thirds vote of the Rochester City Council, the City Manager may be authorized to transfer tax liens upon real property acquired by the City at a Tax Collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes without conducting a public auction and/or advertised sealed bid sale, subject to such terms and conditions as the City Council shall establish.
- D. For purposes of this section, the authority to dispose of the property "as justice may require" shall include the power of the City Manager to transfer the tax lien(s) and/or convey the property to a former owner, or to a third party for benefit of a former owner, upon such reasonable terms as may be agreed to in writing, including the authority of the City to retain a mortgage interest in the property, or to reimpose its tax lien, contingent upon an agreed payment schedule, which need not necessarily reflect any prior redemption amount. Any such agreement shall be recorded in the Registry of Deeds. This subsection shall not be construed to obligate the City to make any such conveyance or agreement.

FINANCE COMMITTEE

Agenda Item

ADDENDUM B
10/31/2019

Agenda Item Name: Administrative Code 7-62 Undesignated Fund Balance

Date Submitted: 8/6/19

Name of Person Submitting Item: Roland Connors-Deputy Finance Director

E-mail Address: roland.connors@rochesternh.net

Meeting Date Requested: August 13, 2019

Issue Summary Statement: Review of Administrative Code 7-62 Undesignated Fund Balance at the April 9, 2019 Finance Committee meeting requested some additional updates. The changes were referencing the Ordinance in the Policy, and added language in regarding non-recurring requiring 2/3'rds Council vote.

Recommended Action: Review/Discussion/Acceptance referral recommendation to Codes & Ordinances Committee.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 7-62 ~~Undesignated~~ General Fund unassigned fund balance.

- A. Purpose. The Rochester City Council recognizes that the establishment and maintenance of fiscal responsibility and the promotion of property tax stabilization are goals which promote the public health, safety and welfare of the City of Rochester and its inhabitants. Therefore, it is the purpose of the Rochester City Council in adopting this section to establish a mechanism whereby the fiscal integrity of the City is strengthened and maintained, and the long-term stability of the City's property tax rate is promoted, through the establishment of a systemic and disciplined process for the prudent and planned utilization of revenues. In adopting this section, the Rochester City Council recognized that it is prudent financial practice for municipalities such as Rochester to establish and maintain ~~an~~ undesignated a minimum General Fund Unassigned fund balance (as hereinafter more particularly defined) of between 58% and 1017% of their respective total general General fund Fund appropriations expenditures. General Fund expenditures include City, County, and School collectively.
- B. Minimum ~~undesignated General Fund~~ unassigned fund balance requirement. The ~~Ggeneral Ffund~~ Unassigned Ffund balance of the City, at the end of any fiscal year, as established and reported to the State of NH on Form MS-535 "Financial Report of the Budget" and confirmed within the notes of the City's annual in accordance with generally accepted accounting principles (GAAP), including any and all balances derived from accounts and/or operations taken into account in the "general fund" column of the City's annual audit, and excluding any and all reserves, and any dedicated fund balances of the general fund audited financial statements, shall for the purposes of this section be designated as the "~~undesignated Unassigned~~ fund balance" of the ~~gGeneral Ffund~~ of the City of Rochester, and shall be referred to throughout this section as the "undesignated Unassigned fund balance." The ~~undesignated-unassigned~~ fund balance for any fiscal year shall be maintained at a minimum level of between not less than 5% and 17% of the actual total gGeneral Ffund appropriations expenditures for the City for that fiscal year.
- C. Use of ~~undesignated General Fund Unassigned~~ fund balance – Non-Recurring. In any subsequent fiscal year, the City Council may, upon adoption of a written resolution, by a two-thirds majority vote, after notice and public hearing, utilize the excess of the actual ~~Unassigned Ffund~~ balance of the Ggeneral Ffund (as determined by the annual audit of the City) over the prescribed ~~undesignated-unassigned~~ fund balance level established in Subsection **B** of this section from the prior fiscal year for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature.
- D. ~~Emergency appropriations- Use of General Fund undesignated Unassigned Ffund Bb~~ balance - Recurring. At any time in a budget year, the City Council may, upon adoption of a written resolution, by ~~majority-a two-thirds majority~~ vote, after notice and public hearing, make ~~emergency~~ appropriations from the ~~Ggeneral Ffund Unassigned Ffund~~ balance of the City of Rochester to meet an essential need for public expenditure. If such ~~emergency~~ appropriation reduces the ~~undesignated-unassigned~~ fund balance to a level below the minimum prescribed by Subsection **B** of this section, the resolution authorizing such appropriation shall include a plan to restore the ~~undesignated- Unassigned Ffund Bb~~ balance to the minimum level established in Subsection B of this section within a period not to exceed 2 years.

*This section supplements and supersedes the provisions promulgated under the City of Rochester Fund Balance Policy

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CITY of ROCHESTER
New Hampshire
Proposed FUND BALANCE POLICY

ADOPTED BY ROCHESTER
CITY COUNCIL in SEPTEMBER 2014

Purpose and Scope

The following policy has been adopted by the City of Rochester, New Hampshire. This policy is intended to ensure that the City maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for the daily financial needs,
- Secure and maintain investment grade bond ratings,
- Offset significant economic downturns or revenue shortfalls, and
- Provide funds for the unforeseen expenditures related to emergencies.

This policy supplements the provisions promulgated under and it is superseded by the City's General Ordinances regarding the City's fund balance and reserve policies. Specifically, Chapter 7-62.

Definitions

Fund type definitions: The following definitions will be used in reporting activity in governmental funds across the City. The City may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

- **General Fund** is used to account for all financial resources not accounted for and reported in another fund.
- **Special Revenue Funds** are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
- **Enterprise Funds** are used to account for the City's business type activities where goods and/or services are provided to the general public and a user fee is charged.
- **Capital Projects Funds** are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.
- **Permanent Funds** are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's purposes.

Fund balance reporting in governmental funds. Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Non-spendable	<i>Not available for appropriation.</i> Not available for spending either now or in the future because they are legally or contractually required to be maintained intact.	
Restricted	<i>Available for spending for a specific purpose.</i> Constraints on spending that are legally enforceable as stipulated in the Charter, by outside parties or enabling legislation.	
Unrestricted	Committed	<i>Not available for appropriation.</i> Constraints on spending that the City has imposed upon itself by the highest level formal action. Majority vote is required to approve a commitment however two thirds vote is required to remove a commitment.
	Assigned	<i>Available for appropriation.</i> Resources intended for spending for a specific purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the Council.
	Unassigned	<i>Available for appropriation.</i> Residual amounts not contained in any other classification. Reported in the general fund only.

Operational Guidelines

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts

Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance Reporting

Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in Governmental Accounting Standards Board (GASB) Statement No. 54.

Prioritization of Fund Balance Use

When expenditure is incurred for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the City to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the City that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

General Fund Unassigned Fund Balance

Purpose. The Rochester City Council recognizes that the establishment and maintenance of fiscal responsibility and the promotion of property tax stabilization are goals which promote the public health, safety and welfare of the City of Rochester and its inhabitants. Therefore, it is the purpose of the Rochester City Council in adopting this section to establish a mechanism whereby the fiscal integrity of the City is strengthened and maintained, and the long-term stability of the City's property tax rate is promoted, through the establishment of a systemic and disciplined process for the prudent and planned utilization of revenues. In adopting this section, the Rochester City Council recognized that it is prudent financial practice for municipalities such as Rochester to establish and maintain a minimum General Fund unassigned fund balance (as hereinafter more particularly defined) of between 8% and 17% of total General Fund expenditures. General Fund expenditures include City, County, and School collectively.

This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Minimum General Fund unassigned fund balance requirement.

The General Fund unassigned fund balance of the City, at the end of any fiscal year, as established and reported to the State of NH on form MS-535 "Financial Report of the Budget" and confirmed within the notes of the City's annual audited financial statements, shall for the purposes of this section be designated as the "unassigned fund balance" of the General Fund of the City of Rochester, and is referred to throughout section 7-62 of the City ordinance as the "unassigned fund balance." The unassigned fund balance for any fiscal year shall be maintained at a minimum level of between 8% and 17% of total General Fund expenditures for the City for that fiscal year.

Use of General Fund unassigned fund balance – Non-Recurring.

In any subsequent fiscal year, the City Council may, upon adoption of a written resolution, by a two-thirds majority vote, after notice and public hearing, utilize the excess of the actual unassigned fund balance of the General Fund (as determined by the annual audit of the City) over the prescribed unassigned fund balance level established in Subsection **B** of section 7-62 of the City ordinance from the prior fiscal year for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature.

Use of General Fund unassigned fund balance - Recurring.

At any time in a budget year, the City Council may, upon adoption of a written resolution, by a two-thirds majority vote, after notice and public hearing, make appropriations from the General Fund unassigned fund balance of the City of Rochester to meet an essential need for public expenditure. If such appropriation reduces the unassigned fund balance to a level below the minimum prescribed by Subsection **B** of section 7-62 of the City ordinance, the resolution authorizing such appropriation shall include a plan to restore the unassigned fund balance to the minimum level established in Subsection **B** of section 7-62 of the City ordinance within a period not to exceed 2 years.

Implementation and review

Upon adoption of this policy the Rochester City Council authorizes the City Manager to establish any standards and procedures which may be necessary for its implementation. The City Manager shall review this policy and provide a report of any recommendations for changes to the Rochester City Council at the following times:

- At least bi-annually
- If there is a change by GASB concerning fund balance reporting
- If there is a reasonable probability that the General Fund unassigned fund balance is expected to exceed 17 percent in the current or next budget cycle

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester the
Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (~~65~~) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

(~~65~~) Downtown Commercial District. Within the Downtown Commercial (DC) District, multifamily is allowed with the following restrictions:

~~(a) Multifamily units are prohibited on the ground floor and only permitted non-residential uses within the Downtown Commercial District shall be located on the ground floor. However, parking shall be allowed on the ground floor except for parcels fronting any of the following streets:~~

- ~~i. Union Street~~
- ~~ii. North Main Street South of North Main Street Bridge~~
- ~~iii. South Main Street~~
- ~~iv. Wakefield Street south of Columbus Avenue~~
- ~~v. Hanson Street~~
- ~~vi. Museum Way~~

~~(ab) Ancillary ground floor multifamily use, such as entryways, lobbies, utility areas, and similar functional spaces shall be minimized to the extent practical. Remaining Gground floor space within the first 50 feet of building depth shall be reserved for non-residential uses, as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code, for parcels fronting any of the following streets (Applicants may apply to the Planning Board for a Conditional Use Permit to locate these uses between 30 feet and 50 feet):~~

- i. Union Street
- ii. North Main Street south of North Main Street Bridge
- iii. South Main Street
- iv. Wakefield Street south of Columbus Avenue
- v. Hanson Street
- vi. Museum Way
- vii. Columbus Avenue North of South Main Street and South of Summer Street.

These amendments shall take effect upon passage.

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City Clerk's Office

**Rochester City Council Special Meeting
October 15, 2019
Council Chambers
7:07 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney
Mike Scala, Dir. Economic Development
Lou LaMarca, CEO of LDI Solutions
Mark Sullivan, Deputy Finance Director

COUNCILORS EXCUSED/ABSENT

Councilor Gates

Minutes

1. Call to Order

Mayor McCarley called the City Council Special Meeting to order at 7:07 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present except for Councilor Gates, who was excused.

2. Resolution Confirming Results of the October 5, 2019 Public Auction *first reading, consideration for second reading and 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 voice vote. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Confirming Results of the October 5, 2019 Public Auction

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

That the following results of the October 5, 2019 Public Auction are confirmed as follows:

<u>Property</u>	<u>Purchaser</u>	<u>Amount</u>
0 Old Wakefield Road	Robert DeButts	\$400.00
0 Broadway Street	Kurt MacVitte	\$700.00
10 Lanai Drive	Affordable Mobiles, LLC	\$70,000.00
35 Linden Street	Matthew Spellissy	\$5,000.00
12 Downfield Lane	Timothy Wilder	\$100.00
0 Dora Drive	David Lemieux	\$8,100.00
5 Lois Street	Bernier Real Estate, LLC	\$31,000.00
24 D'Amours Avenue	Danziger Properties	\$500.00
19 Main Street	Henry Demers	\$72,000.00

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

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

Councilor Varney inquired if the East Rochester fire station had been sold. City Manager Cox confirmed that the fire station had been sold.

3. Supplemental Appropriation to the Rochester Economic Development Commission Fund in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and Borrowing Authority pursuant to RSA 33:9 *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 voice vote. Mayor McCarley read the resolution for a second time by title only as follows:

Supplemental Appropriation to the Rochester Economic Development Commission Fund in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and Borrowing Authority pursuant to RSA 33:9

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

That the amount of Three Million Dollars (\$3,000,000.00) is hereby appropriated as a supplemental appropriation to the Rochester Economic Development Commission Fund for the purpose of paying costs associated with the 145 Airport Drive development project.

Further, in accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Three Million Dollars (\$3,000,000.00) 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. The entirety of the borrowing authority shall be exercised in regards to a loan from the New Hampshire Business Finance Authority.

Still further, the City Manager is 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 a new fund named Rochester Economic Development Commission (REDC) Fund and designate such accounts and/or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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

Councilor Keans expressed reservations regarding the City loaning \$3 million dollars to a company which, by all accounts, is well managed and doing well financially. Councilor Keans felt that this company could likely approach a bank and get a loan without a problem and the taxpayers of Rochester should not be responsible for this funding.

Councilor Torr requested a roll call vote. The **MOTION FAILED** by a roll call vote of 7 to 5 with Councilors Varney, Hutchinson, Lachapelle, Gray, Bogan, Lauterborn and Mayor McCarley voting in favor and Councilors Torr, Abbott, Walker, Hamann and Keans voting opposed. Attorney O'Rourke reported that in order to pass, the resolution would need a 2/3 majority vote.

Mayor McCarley asked if, per Robert's Rules, any of the Councilors who voted in favor would like to reconsider the motion. Councilor Lauterborn **MOVED** to reconsider the motion. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 9 to 2 hand count.

Mayor McCarley invited Mike Scala, Director of Economic Development, and Lou LaMarca, CEO of LDI Solutions, to approach the podium and address the Council.

Director Scala invited Mark Sullivan, Deputy Finance Director, to give an explanation of how the bonding process works for this supplemental appropriation and to explain the financial aspects of the agreement. Mr. Sullivan explained this agreement which he explained would work like any other bonded projects or borrowing mechanism in the City; although it is LDI who would be paying the principal and interest. Mr. Sullivan clarified the process and how the money would be paid back by LDI without any tax increases for residents.

Lou LaMarca, CEO of LDI Solutions, addressed the Council regarding the eco-friendly and sustainable products his company develops and the types of organizations they service. Mr. LaMarca also gave a brief overview of his company's history and growth and the reasons they wanted to relocate back to Rochester.

Councilor Keans applauded the work of Mr. LaMarca's company, but asked for the reasoning behind the City being financially responsible for building a facility for an already successful company. Ms. LaMarca answered that LDI is a small company and that they are investing their earned money into inventory and growth of the business. He also spoke about the potential transition of LDI from the existing facility into a new location and the costs of this transition and operating in two locations during this transition.

Mr. LaMarca ensured that his company intends to settle in Rochester permanently and they have sufficient assets to carry out the terms of the agreement with little risk to the City.

Councilor Varney compared this supplemental appropriation to the part

the City played with Safran. He stated that the risk is far lower with this project and the City is committed for a much shorter term and for less money. Councilor Varney stated that LDI is a successful business which would be a good addition to the Granite State Business Park.

Councilor Abbott asked if the personal guarantees are tied only to the 5-year lease or to the acquisition of the property after the 5-year term as part of the agreement. He also asked if the personal assets of the business would be at risk if they choose not to continue in Rochester after the 5-year term. It was clarified that it is tied to the acquisition; that LDI is committing to purchase the building at the close of the 5-year lease.

Councilor Walker **MOVED** for a roll call vote. Councilor Torr seconded.

The **MOTION CARRIED** by a 10 to 2 roll call vote with Councilors Torr, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Bogan, Lauterborn and Mayor McCarley voting in favor and Councilors Keans and Hamann voting opposed.

4. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Special City Council Meeting at 7:29 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

10/31/2019



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INTEROFFICE MEMORANDUM

TO: EOM COMMITTEE
FROM: LISA J. CLARK, ADMIN SUPERVISOR
DATE: August 6, 2019
SUBJECT: Roland Connors
CC:

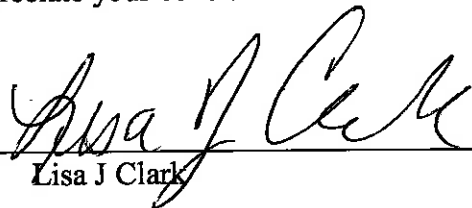
I would like to nominate Roland Connors for employee of the month. Roland filled in as the Interim Finance Director for many months while the City searched for the right candidate to replace Blaine as the Deputy City Manager / Finance Director.

Roland's commitment to oversee the City of Rochester's accurate financial reporting and maintain the superior standards have consistently achieved the City of Rochester an above average ratings by our auditors is a service to the community that is immeasurable.

Roland has been willing to assist all departments to meet this high standard. He is always helpful, polite and professional. His internal customer service skills make him an asset to the City of Rochester and I truly enjoy his sense of humor during our interactions.

Those of us that work closely with Roland know that his attention to detail, his professionalism and his commitment to his position goes well beyond what is expected and makes us all perform better as a team.

I appreciate your consideration of Roland Connors for Employee of the Month.



Lisa J Clark

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City Clerk's Office



City of Rochester, New Hampshire

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CITY MANAGER'S REPORT November 6, 2019

The Employee of the Month is: Roland Connors, Finance Department

Contracts and documents executed since last month:

- City Manager
 - Arts Rochester Council Chambers Rental Agreement
- Department of Public Works
 - 2017 NH NPDES Small MS4 General Permit – Year 1 Annual Report
 - Adopt-a-Spot Certificates
 - Biosolids Dewatering Facility & Carbon Building Construction Admin Contract
 - Colonial Pines Sewer Extension Phase 2 - Change Order 2
 - GSBP (Granite State Business Park) Water Main Extension Construction Agreement
 - Household Hazardous Waste Grant Agreement
 - Household Hazardous Waste Letter of Commitment
 - Low Lift Pump Station Project – Engineering Amendment 3
 - Task Order 31 – Tidal Cocheco Water Quality Desktop Eval / Task Order 32 – Non Tidal Cocheco
- Economic Development Department
 - Environmental Review - CAP Weatherization – Weatherization Retrofit
 - HCSC land purchase release of funds
 - My Friends Place generator project
 - Public Art Partnership
 - Purchase of 145 Airport Drive
 - Wetlands Review – 1035 Salmon Falls Road
- Finance Department
 - Amendment ValuePayment Systems Contract
 - Drummond Woodsum Engagement Letter
 - Primex Property & Liability Assurance Program
- Fire Department
 - Emergency Management Trailer – reimbursement request
- Police Department
 - Crime Reporting Software Contract
 - Purchasing Policy Waiver
- Recreation & Arena Department
 - Exception to Policy 2.001 – Anti-Nepotism

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Computer Purchase – Snyder – B – Fire
- Tuition Reimbursement – Wilder, T – Fire

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary



City of Rochester, New Hampshire
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September 26, 2019

TO: Blaine M. Cox, City Manager

FROM: Samantha Rodgers, Senior Executive Assistant

REGARDING: **Rental of Council Chambers**

The attached rental agreement with Arts Rochester DBA Sole City Dance is attached. There is a City policy pertaining to rental agreements.

Arts Rochester need more space to change into costumes for their Nutcracker performance during the holiday season, therefore, they have requested to utilize council chambers as a dressing room for their actors during multiple performance days.

- Monday, December 2nd - 3:00pm (or could make 4:00 work) – 9:30pm – NOT AVAILABLE
- Tuesday, December 3rd - 3:00pm (or 4:00) -9:30pm – NOT AVAILABLE
- **Wednesday, December 4th - 8:00am-2:00pm**
- Thursday, December 5th - 5:00pm-9:30pm – NOT AVAILABLE
- **Friday, December 6th - 5:00pm- 9:30pm**
- **Saturday, December 7th 12:00pm-9:30pm**
- **Sunday, December 8th 12:00pm-5:00pm**



City of Rochester, New Hampshire

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SEP 27 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

FROM: Michael Bezanson, PE, City Engineer 

DATE: September 27, 2019

SUBJECT: 2017 NH NPDES Small MS4 General Permit -
Year 1 Annual Report (May 1, 2018 – June 30, 2019)

CC: Peter Nourse, PE, Director of City Services

Attached please find one (1) original of the City's Year 1 Annual Report for the 2017 NH NPDES Small MS4 General Permit for stormwater discharges (reporting period May 1, 2018 – June 30, 2019).

Please sign the original document and return the Annual Report to me at Public Works.

This Annual Report will be submitted to both the NHDES and EPA (due date: September 30, 2019).

Please contact me with any questions. Thank you.



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SEP 23 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Samantha Rodgerson, City Manager's Office

FROM: Lisa J. Clark, DPW Admin. & Utility Billing Supervisor

DATE: September 23, 2019

SUBJECT: Adopt-A-Spot Certificates of Appreciation

We're at the end of another season for the Adopt a Spot program. Each year we like to say thank you to all our Adopters and Volunteers for their time, energy and commitment to the program by presenting them with a Certificate of Appreciation signed by the Mayor and City Manager.

Could you have the certificates signed by the City Manager and the Mayor and then forward them back to Public Works so we can prepare for the City Council Workshop on October 15, 2019. We would like to have these back by October 4, 2019 if possible. You can call DPW when ready and we will pick-up.

Thank you Samantha, should you have any questions or need additional information, please call Claire Blanchette.



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INTEROFFICE MEMORANDUM

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

FROM: Michael Bezanson, PE, City Engineer *[Signature]*

DATE: October 11, 2019

SUBJECT: **Biosolids Dewatering Facility and Carbon Building (19-32)
Construction Administration Contract**

CC: Peter Nourse, PE, Director of City Services

Attached is one (1) original Engineering Construction Phase Contract for Professional Services for the Biosolids Dewatering Facility and Carbon Building project. This contract is between the City and Brown and Caldwell for construction administration, resident engineering, and related services in the amount \$891,705.00, all of which is eligible for CWSRF funding. Funds are available for this contract in the following account line:

- Sewer Fund CIP account line: 55026020-772000-16545

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 *Katherine L. Ambrose*

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Biosolids Dewatering Facility & Carbon Storage, CA Services Cont.



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

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

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

DATE: October 3, 2019

SUBJECT: Colonial Pines Sewer Extension – Phase 2
 Change Order No. 2

CC: Peter Nourse, PE, Director of City Services

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 OCT 4 2019
 City Manager
 ROCHESTER

Attached are six (6) originals of Change Order No. 2 for the Colonial Pines Sewer Extension – Phase 2 project. This change order document reflects additional sewer installation on Wildwood Lane and a portion of Tingley Street; and, includes an increase in the contract price of \$573,730.00 (\$436,665.84 of which is eligible for CWSRF funding) and extends the overall contract time by 60 days. Funds are available in the following account lines for this change order:

- Sewer Fund CIP account line: 55026020-771000-19542 (\$29,713.02)
- Sewer Fund CIP account line: 55026020-771000-20549 (\$544,016.98)

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. All six signed originals of Change Order No. 2 should be returned to DPW for distribution. Thank you.

Signature *Kathryn L. Ambrose*

Katie Ambrose
 Deputy City Manager/ Director of Finance & Administration

Attachment: Colonial Pines Sewer Ext. – Ph. 2, Change Order No. 2 (6 copies)



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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Bezanson, PE, City Engineer *MJB*
DATE: October 1, 2019
SUBJECT: Granite State Business Park Water Main Extension (#20-03)
Construction Agreement
CC: Peter Nourse, PE, Director of City Services

Attached please find three (3) originals of the Agreement between DeFelice Corporation and the City of Rochester for the construction of the Granite State Business Park Water Main Extension project. This project was publicly bid and awarded to DeFelice Corporation on September 5, 2019.

Please sign all three (3) originals of the Agreement and return the entire package to me at Public Works.

Please contact me with any questions. Thank you.



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INTEROFFICE MEMORANDUM

City Manager
ROCHESTER

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR 

DATE: October 3, 2019

SUBJECT: 2020 HHW Grant Agreement
Contract Amount \$12,440.00

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

Attached please find (1) one copy of the 2020 Grant Agreement. The grant was approved by the City Council at the October 2, 2019 City Council Meeting.

The funds are budgeted from the DPW O & M account # 13010057-533007.

Please have City Manager sign where indicated, and have the grant agreement notarized and have him initial and date each page.

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)



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OCT 17 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER

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

DATE: October 16, 2019

SUBJECT: 2021 HHW Letter of Commitment

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

Attached please find (1) one copy of the cover letter and letter of commitment for the 2021 HHW Day event. The State of NH requires that the grant paperwork be submitted and approved a full year in advance of the event.

Please sign and return the letter of commitment to the Public Works Department.



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INTEROFFICE MEMORANDUM

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

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

DATE: September 16, 2019

SUBJECT: Low Lift Pump Station
Wright Pierce Engineering Amendment #3
Contract Amount \$11,000

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

Attached please find (1) one copy of the Wright Pierce Amendment #3 for additional engineering in regards to the Water Treatment Plant Low Lift Project. This agreement is for additional engineering necessary due to the contractor resignation and bonding company coordination to bring project to completion.

The funds are available in the following CIP Account designated for this project. :

55016010-772000-17541 \$11,000

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)



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10/31/2019



INTEROFFICE MEMORANDUM

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

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

DATE: October 9, 2019

SUBJECT: Brown & Caldwell Engineer
Task Order 31 – Tidal Cocheco Water Quality Desktop Evaluation
Task Order 32 – Non Tidal Cocheco

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

Attached is one copy each of the Brown & Caldwell Task Order 31 & 32. These task orders are part of the ongoing NPDES WWTP Permit Negotiations. The Task Order for the Cocheco Tidal evaluation costs will be shared with Dover and the Non-tidal cost will be solely at Rochester's expense. The funding is as follows:

Task Order 31 Tidal Cocheco Water Quality \$35,000 from O&M Account 52602074-533000
Task Order 32 Non-Tidal Cocheco Water Quality \$20,000 from O&M Account 52602074-533000

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

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

Date: October 23, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
OCT 24 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the replacement of a furnace in a manufactured home located in the northeastern area of the city, 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 reviews require the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: October 16, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
OCT 16 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the weatherization retrofit of a stick-built home located just south of downtown, 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 reviews require the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

10/31/2019

Date: October 11, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
OCT 11 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Request for Release of Funds – HCSC Land Purchase

Please see attached the completed Request for Release of Funds for the Homeless Center for Strafford County land purchase activity. The City Council approved funding to this activity at the May 7, 2019 City Council meeting.

The Request for Release of Funds 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: October 8, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2020 CDBG Contract – My Friend’s Place Generator Project

Please see attached the signed copy of the FY 2020 Community Development Block Grant (CDBG) contract between the City of Rochester and My Friend’s Place for the installation of a back-up generator at the main shelter building located at 368 Washington Street in Dover. City Council approved funding for this activity at the September 3, 2019 City Council meeting.

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

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



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.RochesterEDC.com

10/31/2019

CITY OF
Received

OCT 16 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Jennifer Murphy Aubin, Economic Development Department
DATE: October 16, 2019
SUBJECT: Public Art, Partnership with Rochester Main Street Program and Rochester Museum of Fine Art
CC: Michael Scala, Economic Development Director

For over fifteen years, the City of Rochester, through the Economic Development Department, promotes arts and culture as a part of a community engagement, revitalization and beautification strategy contributing to the local economy. Prior initiatives were "Shoes Around Rochester" and Art Esprit.

For the past two years, the Economic Development Department continues this tradition by supporting arts and culture in partnership with the Rochester Main Street Program. Main Street, acting as fiscal agent, funds projects and initiatives curated by the Rochester Museum of Fine Art and supported by the City of Rochester's Arts and Culture Commission.

The last two Public Art projects include:

- Downtown Murals by James Chase, installed throughout the downtown, \$4,900 presented and approved by CM Fitzpatrick,
- Sculpture Walk featuring three metal abstract sculptures by artist, Adam Pearson, installed on Rt. 125, Gateway to Rochester, \$4,000 presented to Community Development and approved by City Council.

This year, Rochester Main Street and the Rochester Museum of Fine Art is seeking \$5,000 funding to install a metal sculpture of "Katy", the Katydid, by international artist, Nate Walker. One of his more distinctive examples is the blue crab in Dover, NH, in front of the Children's Museum and the marching ants in Portsmouth, NH.

Arts & Culture Commission approved the artwork and the proposed site is in front of the Community Center and Recreation Department & Arena. Selection of the location for the heavy foot traffic to the building of residents and visitors going to sporting events and accessing services. To further community engagement and create newsworthy positive public relations, RMFA is will host a color contest to paint Katy.

The Arts & Culture Commission is asking for approval to move forward with this project with the funds from the Community Services line in the Economic Development Department budget.

Signature Blaine Cox Date 10-17-2019

Blaine M. Cox, City Manager

Signature Kathleen L. Aubin Date 10/16/2019

Finance & Budget Office Review



City of Rochester, New Hampshire

ECONOMIC DEVELOPMENT DEPARTMENT
 33 WAKEFIELD ST. • Rochester, NH 03867
 (603) 335-7522 Fax (603) 330-0027
 www.RochesterEDC.com

CITY OF
 Received
 OCT 29 2019
 City Manager
 ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager

FROM: Michael Scala, Economic Development Department

DATE: October 25, 2019

SUBJECT: Purchase of 145 Airport Drive
 Check Request \$225,000.00

CC: City Finance Department

At the City Council Meeting held on October 15, 2019, Council approved a \$3m advance to purchase land and construct a building for LDI Solutions.

This check request concerns the total payment of \$225,000.00 to purchase 7.24 acres at 145 Airport Drive from Hussey Manufacturing Technology LLC.

We will require three (3) total **Certified** checks written to Eastern Bank (\$200,000), The Boulous Company (\$13,500), and Hussey Manufacturing Technology, LLC (\$11,500).

Total request: \$225,000.00

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the Economic Development Department for distribution.

Signature

Blaine M. Cox, City Manager



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.RochesterEDC.com

CITY OF
Received
OCT 30 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, Deputy City Manager
FROM: Michael Scala, Director of Economic Development
DATE: Tuesday, October 29, 2019
SUBJECT: Selection of Norway Plains Associates, Inc. for wetlands review of
1035 Salmon Falls Road
Surveying Services - \$5,000
CC: Mark Sullivan, Deputy Finance Director

The Economic Development Department has been authorized through a waiver of the City Procurement Procedures to contract the services of Norway Plains Associates to do an initial wetland survey of the property located at 1030 Salmon Falls Road.

This survey is being commissioned to assess the amount of "buildable" land on a 58 acre lot prior to the establishment of a purchase price.

Norway has estimated the estimated cost for this service to be \$5,000.00.

The Economic Development Budget 11012351, Consulting Other 534006, line will fund the work.

Signature Katie A. Ambrose Date 10/30/2019
Katie Ambrose, Deputy City Manager

Signature Blair Cox Date 10-30-2019
Finance & Budget Office Review

mfs



City of Rochester, New Hampshire

FINANCE DEPARTMENT

31 Wakefield Street Rochester, NH 03867
 Phone (603) 335-7502 Fax (603) 335-7589
www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
 Kathryn Ambrose, Deputy City Manager

FROM: Ann Arsenault, Municipal Accountant

DATE: 10/15/19

SUBJECT: Amendment to ValuePayment Systems LLC Contract

CC: Roland Connors, Deputy Finance Director
 Doreen Jones, Tax Collector
 Michael Scala, Director of Economic Development
 Brian Sylvester, Library Director
 Lisa Clark, Administration & Utility Billing Supervisor

CITY OF
 Received
 OCT 16 2019
 City Manager
 ROCHESTER

Enclosed please find the Amendment to the ValuePayment Systems LLC Contract. The Contract Amendment has been reviewed by Terence O'Rourke, and Sonja Gonzalez. Recommendations made by Sonja and Terence were added to the contract amendment, and approved by ValuePayments.

This amendment is required to add PayPal and Pay by my Bank as options for Customer Self Service Online Tax, Water, and Sewer payments. In addition Economic Development will be able to accept online donations for the Riverwalk, and the Rochester Public Library will be able to accept fine and fee payments online. All locations will be eligible to offer all of the following payment options: Credit & Debit Card, ACH, PayPal, and Pay by my Bank.

If you have any questions please let me know. Please sign, and return to the Finance Department for our files.

Signature Ann Arsenault 10/15/2019
 Ann Arsenault, Municipal Accountant Date

Signature Kathryn L. Ambrose 10/16/2019
 Kathryn Ambrose, Deputy City Manager Date

Signature Blaine M. Cox 10-16-19
 Blaine M. Cox, City Manager Date



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 332-7589

CITY OF
Received
OCT 7 2019
City Manager
ROCHESTER

Date: October 6, 2019

To: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager

From: Roland Connors, Deputy Finance Director

RE: DrummondWoodsum Attorneys at Law Engagement Letter – FY20
Banking & Investment Policy Matters

Please find the attached engagement letter for a fiscal year 2020 legal services agreement between the City of Rochester and DrummondWoodsum. The services covered under this agreement will be related to banking matters and shall include but is not necessarily limited to the review of existing and new banking collateralization agreements as well as assistance with reviewing a yet to be drafted investment policy for the City of Rochester.

I recommend that the City sign this engagement letter.

Roland Connors, Deputy Finance Director

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

Blaine Cox, City Manager



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

CITY OF
Received

SEP 25 2019

City Manager
ROCHESTER

MEMO

TO: Blaine Cox

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

DATE: September 25, 2019

RE: Primex Property & Liability Contribution Assurance Program
FY 2021 – FY 2023

Attached please find the Primex Contribution Assurance Program (CAP) FY 2021 – FY 2023 agreement for Property & Liability. Our current CAP agreement containing a maximum 5% member contribution increase expires in FY 21, with the renewal offering a maximum 7% increase. Based upon rate projections and our actual contributions experienced under the current CAP, I am recommending that we enter into the FY 2021 – FY 2023 Property & Liability CAP agreement.

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

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Property & Liability Program Contribution Assurance Program (CAP) Agreement



ROCHESTER FIRE DEPARTMENT

MARK KLOSE
FIRE CHIEF

10/31/2019



October 22, 2019

To: Blaine Cox, City Manager

From: Mark E. Klose, Fire Chief

Subject: EMPG Reimbursement

CITY OF
Received
OCT 22 2019
City Manager
ROCHESTER

Please find attached a letter for reimbursement for the Emergency Management Trailer. The State requires the letter on City letterhead. Once signed, please return to Fire. If you have any questions, please let me know.

Thank you,

Mark E. Klose
Fire Chief

10/31/2019



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



INTEROFFICE MEMORANDUM

TO: BLAINE COX
FROM: DEPUTY CHIEF GARY BOUDREAU
DATE: OCTOBER 3, 2019
SUBJECT: POLICE ONLINE CRIME REPORTING SOFTWARE CONTRACT
CC: file

CITY OF
Received
OCT 4 2019
City Manager
ROCHESTER

Please see the attached contract for your review and signature from Lexis Nexis to enter into an agreement for a new online crime reporting solution for the Police Department. The contract was reviewed by the city attorney and received his approval. I also previously sought and received a waiver of the purchasing policy, which I also attached to the packet.



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



INTEROFFICE MEMORANDUM

TO: MARK SULLIVAN
FROM: DEPUTY CHIEF GARY BOUDREAU
DATE: August 23, 2019
SUBJECT: Purchasing Policy Waiver
CC:

CITY OF
Received
OCT 4 2019
City Manager
ROCHESTER

During the FY20 budget, process the police department presented a project for an upgraded online crime reporting software. \$20,000 was approved as part of our CIP plan for this project. I am requesting a waiver for the requirement to go out to formal bid under section 4 a (professional services) & b (computer software/hardware).

The project was to purchase an online crime reporting platform that would allow the department to have a page on our website where residents could go to file a report. The online information would then be converted into our current records management format and become part of our records after approved by a supervisor. As part of this exchange of information would require the department and city to open its network, which could be a security risk to the city. For this reason it is my recommendation the sealed bid process be waived and we be allowed to purchase the software from one of our current vendors Lexis Nexis. Currently we contract a crime analyst through Lexis Nexis and as part of their contract they already have access to our records management system for data. Lexis Nexis is a national company with the highest security protocols due to its involvement with law enforcement agencies throughout the country. Further, the Lexis Nexis online crime reporting solution is already used by several agencies in Massachusetts which utilize our same records management system so they have past experience with our system.



To: Blaine Cox, City Manger

From: Lauren Krans, Assistant Director Recreation & Arena

Cc: Chris Bowlen, Director Recreation & Arena

Date: 10/17/19

Re: Permission for exception to Policy 2.001

I am requesting your permission to grant an exception to 2.001 "Anti-Nepotism Policy" for the purposes of hiring a Youth Basketball Referee and Scorekeeper for our winter season.

This year we would like to add Abigail Ward to our team as a Referee and Scorekeeper. Abby is the daughter to our Secretary, Sarah Ward. The position of Referee and Scorekeepers are traditionally filled by high school students who have experience in athletics, speficially basketball. Abby is a junior at Spaulding High School and is a Varsity Track and Field Captain, starting Varsity Girls Basketball Player, member of the Student Athletic Leadership Team and member of the National Honors Society. Abby's involvement in the SHS community and her knowledge of basketball make her a great candidate for this position.

As a Referee and Scorekeeper, Abby willnot directly work with or under the Secretary, as it reports directly to Recreation Supervisor.

I seek your approval for an Exception of Policy 2.001 under Section IV as I believe this will be in the best interest of the City and the Department.

City Manager Approval : Blaine Cox Date: 10-17-2019



City of Rochester, New Hampshire Department of Recreation & Arena
 Recreation Office: 150 Wakefield Street, Suite #1 • Arena: 63A Lowell Street
 Phone: 603-332-4120 Fax: 603-335-7573
www.RochesterRec.com

FORM A

(To be completed by the employee and returned to the City Manager)

TO: BLAINE M. COX, CITY MANAGER**FROM:**BRIAN P SNYDER Fire Department F.F
(name, department & title)**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER
LEASE/PURCHASE PROGRAM**

I have read and understand the terms and conditions of the "Employee Computer Lease/Purchase Agreement" and I wish to be considered for participation in the plan. I request the City reimburse me after I have made the purchase and submitted an itemized vendor's receipt. I understand that this request must be approved by the City and that I must complete a lease purchase agreement before I purchase the equipment. I understand that my request will be evaluated based upon my application to purchase equipment meeting or exceeding minimum recommended specifications system requirements which are subject to change based on the latest hardware technologies. I understand that only brand name, new equipment which must include an industry standard manufacturer's warranty will be considered for this program.

Attached is a quote which describes the equipment intended to be acquired through this program.

The estimated cost of the equipment to be acquired: \$ 1260.54 (not to exceed \$2,000)

Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

I will be using this computer at National Fire Academy
Class as well as in my everyday of my
Knowledge and experience in Inspections and Safety

I have ☒ have not ☐ (check one) previously purchased equipment under this program.

10-17-2019
Date

[Signature]
Employee Signature

I have reviewed and recommend this request:

10/17/2019
Date

[Signature]
Supervisor or Department Head and Title

Approved:

10-17-2019
Date

[Signature]
City Manager or designee



City of Rochester, New Hampshire

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

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

Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Tim Wilder
2. Department: Fire
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes ☒ No ☐
4. Number of Courses for this employee already approved for the current fiscal year is: 5 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course Intro to Ethics HUMNS05; Cost: 1,256.00; and dates of Course: from 11/4/19 to 12/13/19
 - b. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____
 - c. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____
6. Reimbursement for only the cost of the course will be as follows:
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: Chief Mark Eklose
9. Date of Department head's approval: 10/22/19
10. Finance Director approval signature: Kathleen G. Anderson
11. Date of Finance Department approval: 10/23/19
12. City Manager's approval Signature: Blaine Cox
13. Date of City Manager's Signature: 10-23-2019

MONTHLY DEPARTMENT TRAVEL SUMMARY

10/31/2019

[illegible]

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
10/3/2019	10/3/2019	TAG	RYFL - Little Red Cheer	10/3/2019
8/27/2019	10/16/2019	EVENT	Witch Festival - Pratt	10/31/2019
10/15/2019	10/16/2019	BANNER	Chamber Expo	10/16 -23/2019
10/15/2019	10/16/2019	TAG	Spaulding Gymnastics	11/7,14&21/2019
10/16/2019	10/18/2019	EVENT	Wreaths Across America - American Legion	10/18 - 12/8/2019
10/16/2019	10/18/2019	EVENT/RAFFLE	Trinity Anglican Church - Craft Fair & raffle	11/16/2019

ELECTRONIC MESSAGE BOARD REQUESTS				
10/2/2019	10/2/2019	MESSAGE	Emblem Club - Vendors Needed	11/2/2019
10/1/2019	10/2/2019	MESSAGE	Chamber Expo	10/23/2019
10/2/2019	10/2/2019	MESSAGE	Rochester Rec - Halloween Harvest	10/12/2019
10/2/2019	10/2/2019	MESSAGE	Rochester Rec - Teen Night	10/2/2019 - 4/30/2020
10/2/2019	10/2/2019	MESSAGE	Rochester Rec - Last Teen Night	5/3/2020
10/3/2019	10/3/2019	MESSAGE	Winter Faire - 1st Church Congregational	11/1-3/2019
10/11/2019	10/15/2019	MESSAGE	First United Methodist Church - Russian Choral Music - LYRA	10/21/2019
10/15/2019	10/15/2019	MESSAGE	St. Mary's Church - Christmas Fair	11/9/2019
10/15/2019	10/15/2019	MESSAGE	Rochester Grange - NH Humanities Program - History of Barns	11/16/2019
10/15/2019	10/15/2019	MESSAGE	State Reps - Office Hours	1st Sats Jan-June
10/21/2019	10/21/2019	MESSAGE	Bethany United Methodist Church - Craft Fair	11/9/2019
10/18/2019	10/21/2019	MESSAGE	Rochester Emblem Club - Annual Craft Fair	11/2/2019
10/18/2019	10/21/2019	MESSAGE	National Organization for Rare Disorders - Comedy Night Fundraiser	11/2/2019
10/21/2019	10/21/2019	MESSAGE	American Legion - Wreaths Across America	now - 12/8/2019
10/22/2019	10/22/2019	MESSAGE	Rochester Veterans Council - Veterans Day Service	11/11/2019
10/23/2019	10/23/2019	MESSAGE	First United Methodist Church - Hometown Christmas Musical	12/7/2019
10/24/2019	10/24/2019	MESSAGE	Emmanuel Church - Artisan Craft Fair	11/2/2019
10/25/2019	10/28/2019	MESSAGE	First United Methodist Church - clothing sale	11/9/2019
10/25/2019	10/28/2019	MESSAGE	First United Methodist Church - Project Linus	11/10/2019
10/25/2019	10/28/2019	MESSAGE	First United Methodist Church	11/9/2019
10/30/2019	10/30/2019	MESSAGE	First Church Congregational - Shepherds Pie Supper	11/16/2019

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ARENA	JOSHUA AUBE	ARENA ATTENDANT-TIER 4	1		X	X	X										
ARENA	CARISSA MASKWA	PROGRAM LEAD 1	1			X				X							
ARENA	DYLIAN MCCABE	SUPPORT STAFF 1 - TIER 1	1			X				X							
BZLS	JOSEPH DEVINE	COMPLIANCE OFFICER	1	X						X							
CITY CLERK	ASHLEY GREENE	CLERK TYPIST II	1		X		X										
DPW	ALBERT CORBIN	LABORER	1	X					X								
DPW	MICHEAL LEGENDRE	LEO-HIGHWAY	1	X						X							
DPW	JOHN SMITH	MAINTENANCE TECHNICIAN	1	X						X							
DPW	RICHARD CLEMENT	SEASONAL-WINTER HELP-GR 1	1		X	X		X									
DPW	TINA DIXON	SEASONAL-WINTER HELP-GR 1	1		X	X		X									
DPW	BENJAMIN WASHOK JR	SEASONAL-WINTER HELP-GR 1	1		X	X		X									
DPW	THOMAS MARCHAND	SEASONAL-WINTER HELP-GR 2	1		X	X		X									
DPW	GINA VIEL	SECRETARY II	1	X			X										
DPW	GINA VIEL	SECRETARY II	1	X						X							
FIRE	JOHN HILL	FIREFIGHTER	1	X						X							
POLICE	BONNIE COTE	CROSSING GUARD	1		X					X							
POLICE	THOMAS POWERS	PATROL OFFICER	1	X								X					
POLICE	SPENCER WILLIAMS-HURLEY	PATROL OFFICER	1	X								X					
POLICE	JACOB GARSTIN	PATROL OFFICER	1	X								X					
POLICE	KEITH MACKENZIE	PATROL OFFICER	1	X								X					
POLICE	VARIOUS	SCHOOL CROSSING GUARD	9		X									X			CPI WAGE ADJUSTMENT
POLICE	JENNIFER MURPHY	SCHOOL CROSSING GUARD	1			X	X										
RECREATION	KELLY REID	BASKETBALL CAMP	1		X	X				X							
RECREATION	SUANNE RINGLEIN	PROGRAM LEAD 1	1		X	X	X										
RECREATION	ABIGAIL WARD	REFEREE/SCOREKEEPER/TIER 1	1		X	X	X										
RECREATION	HALEIGH GULLISON	SUPPORT STAFF 1 - TIER 1	1		X	X											
RECREATION	MAYA LEE	SUPPORT STAFF 1 - TIER 1	1		X	X											
RECREATION	ALLISON PARKER	SUPPORT STAFF 1 - TIER 1	1		X	X											
RECREATION	HALLIA LITTLEFIELD	SUPPORT STAFF 1 - TIER 1	1		X	X											
RECREATION	MADISON CORRIVEAU	SUPPORT STAFF 1 - TIER 1	1		X	X											
RECREATION	TAYLOR CORRIVEAU	SUPPORT STAFF 1 - TIER 1	1		X	X											
RECREATION	MICHAEL GAGNON	SUPPORT STAFF 2 - TIER 3	1		X	X	X										
RECREATION	CARL PROVENCAL	SUPPORT STAFF 3 - TIER 3	1		X	X	X										

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City Clerk's Office

**Granite Ridge Advisory Board
Tax Increment Financing District
Proposed Advisory Board**

Revised October 23, 2019

5 members, more than 50% owners or tenants
3 Year Terms – initial appointments are staggered

District Administrator – City Manager Blaine Cox (or Designee)

Staff Support – Jennifer Marsh, Economic Development Specialist

By Position:

Rochester Economic Development Commission Chair
Jonathan Shapleigh, NorthWay Bank

Landowners & Occupants:

3 Year Appointment – Proposed Expiration Date: Dec. 31, 2024

Josh Levy, Principle
Waterstone Retail
322 Reservoir Street
Needham, MA 02494

3 Year Appointment – Expiration Date: Dec 31, 2020

Anthony DeLorenzo, Owner
Key Collision
10 Farmington, Road
Rochester, NH 03867

3 Year Appointment – Proposed Expiration Date: Dec, 31, 2022 – reappointment.

Expires 12/31/19. Proposed expiration 12/31/2022

Ron Poulin, Owner
Country Tire and Auto
47 Farmington Road
Rochester, NH 03867

By Appointment of the Mayor

3 Year Appointment – Proposed Expiration Date: Dec, 31, 2022

Ray Varney
Deputy City Mayor
Rochester, NH 03867

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City Clerk's Office

**Granite State Business Park
Tax Increment Financing District
Proposed Advisory Board**

Revised October 23, 2019

5 members, more than 50% owners or tenants
3 Year Terms – initial appointments are staggered

District Administrator – City Manager Blaine Cox (or Designee)

Staff Support – Jennifer Marsh, Economic Development Specialist

By Position:

Rochester Economic Development Commission Chair
Tory Dillow, Bernier Insurance Company

Landowners & Occupants:

3 Year Appointment –Expires: Dec. 31, 2020
Brian Godbout, President
Solid Machine
61 Airport Drive, Rochester, NH 03867

3 Year Appointment –Expires: December 31, 2021
Karen Brieger, Human Resources
Next Phase Medical
88 Airport Drive, Rochester, NH 03867

3 Year Appointment – **Proposed to Expire: December 31, 2022- Seeking appointment**
Kristen Bournival, CPA
Safran Aerospace Composites
85 Innovation Drive
Rochester, NH 03867

By Appointment of the Mayor

3 Year Appointment – Proposed Expiration Date: December 31, 2022
Mark Hourihane, Broker/Owner
Hourihane, Cormier & Associates
170 South Main Street, Rochester, NH 03867

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left blank...*

City Clerk's Office

October 17, 2019

To whom it may concern,

Due to unforeseen family obligations I must resign from my position on the Planning Board.

Sincerely,



Matthew Kozinski

RECEIVED
OCT 21 2019
CITY CLERK'S OFFICE
ROCHESTER, NH

*Intentionally
left blank...*

City Clerk's Office

Patricia Betts-Levine

33 Whitehouse Road
Rochester, NH 03867

October 1, 2019

Ms. Kelly Walters
City Clerk
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Selectman Ward 2

Dear Ms. Walters:

I regret to inform you that I am resigning my elected office of Ward 2 Selectman effective immediately.

I have some daunting medical issues to deal with that will not allow me to perform my duties.

Thank you for the opportunity to serve.

Sincerely,

/s/Patricia E. Betts-Levine

Patricia E. Betts-Levine

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left blank...*

City Clerk's Office

Rochester School Board / Rochester City Council
CTE Joint Building Committee Minutes
September 30, 2019
Richard Creteau Technology Center

DRAFT

Members Present: <u>School Board</u> Mr. Matthew Pappas, Chair Mr. Matthew Beaulieu Mr. Robert Watson Mr. Raymond Turner	<u>City Council</u> Mayor Caroline McCarley Mr. Raymond Varney Mr. James Gray	Also Present: Mr. Kyle Repucci, Superintendent Ms. Michel Halligan-Foley Ms. Cherie Mann Ms. Kathy Miskoe Mr. Lance Whitehead Ms. Anne Ketterer Mr. Richard Drapeau Mr. David Totty Mrs. Sarah Harrington Mr. Peter Bruckner Guests
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Members Absent:
Mr. Geoffrey Hamann
Mr. Jeremy Hutchinson
Mr. Thomas Abbott
Mr. Paul Lynch
Mr. Raymond Turner
Mrs. Audrey Stevens

Mr. Pappas called the meeting to order at 7:07 p.m. with a quorum present. Members participated in the pledge of allegiance.

Approval of Minutes

Mayor McCarley moved, second by Mr. Gray, the Committee approve the minutes of the August 26, 2019 CTE Joint Building Committee meeting. The motion carried unanimously.

Update from Michele Halligan Foley on the Appropriation of the \$100,000 Released from Contingency During the August Meeting

Mrs. Michele Halligan-Foley, CTE Director, gave an update looking at the cut list and the four items that were discussed at the August meeting; mini mill machine for the maker space, two hospital beds, C&C router table and eight tool chests. She would like to move forward with getting quotes. Discussion ensued.

Mr. Turner moved, second by Mr. Varney, to move forward with getting quotes for these four items. The motion carried unanimously.

Mayor McCarley inquired about the motion made at the August meeting approving \$100,000 to be spent on needed items. Mrs. Halligan-Foley stated that she wanted to get the list of items together to present to the Committee first.

Mr. Gray stated that there should be some discussion about the budget and the \$1.8 coming from the state.

Update from Harvey Construction

Ms. Kathy Miskoe from Harvey Construction reviewed the Phases on the Construction Update document and updated the Committee on the progress since the last meeting. The schedule was also reviewed.

Update from Lavallee/Brensinger

Mr. Lance Whitehead, Lavallee/Brensinger, reviewed and explained the updated budget included with the distributed backup.

Review of Projects (slideshow)

Mr. Kyle Repucci, Superintendent, presented and explained the slides; some items are within the project and some items are related to the project. Mr. David Totty, Facilities Director, explained the slides of the parking

lots which need paving and also the need for a generator. The need for an intercom was also discussed; about 12 classrooms are without an intercom and it is a safety concern. Discussion ensued.

Mr. Beaulieu moved, second by Mr. Pappas, to approve paint for the 2nd floor of the CTE for \$1,449. The motion failed.

Mayor McCarley moved, second by Mr. Beaulieu, to approve forwarding the need for an intercom for \$12,000 to the state for consideration for approval. The motion carried unanimously.

Mr. Beaulieu moved, second by Mayor McCarley, to approve the purchase of shades for the offices for \$732. The motion carried unanimously.

Mr. Watson moved, second by Mr. Varney, to approve \$65,000 for completion of the playground. The motion carried by majority vote.

Mr. Watson moved, second by Mr. Pappas, to approve \$939.22 for millwork for the school store. The motion carried by majority vote.

Mr. Watson moved, second by Mr. Pappas, to approve \$985.60 for signage for the school store. The motion failed.

Mayor McCarley moved, second by Mr. Gray, to not replace the auto stairs. The motion carried unanimously.

Mr. Beaulieu moved, second by Mayor McCarley, to approve \$12,000 for gym lobby/CTE paint, stair treads/risers and flooring. The motion carried by majority vote.

Discuss Evening Event Date for Soft Opening

Mrs. Halligan-Foley stated that she would like a committee formed to start preparing for the soft opening and to start planning for the event in January. Mr. Pappas and Mr. Beaulieu volunteered to serve on that committee.

Next Meeting

The next meeting of the Committee is scheduled for October 28, 2019 at 7:00 p.m.

Other

Discussion ensued regarding a plaque for the Personalized Learning Space; the cost is \$852.78.

Mayor McCarley moved, second by Mr. Watson, to approve the purchase of the plaque. The motion carried unanimously.

Public Comment

None

Adjournment

Mayor McCarley moved, second by Mr. Beaulieu, to adjourn at 8:20 p.m. The motion passed unanimously.

Respectfully submitted,

Kyle Repucci
Board Secretary

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Finance Committee

Meeting Minutes

Meeting Information

Date: October 8, 2019

Time: 7:00 P.M.

Location: City Council Chambers

31 Wakefield Street Rochester, New Hampshire

Committee members present: Mayor McCarley, Deputy Mayor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, and Councilor Keans. Councilor Torr was excused.

City staff present: City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan. CIO Sonja Gonzalez, Recreation & Arena Director Chris Bowlen

Others present: Ray Barnett, resident

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

Mayor McCarley called the Finance Committee meeting to order at 7:00 PM.

2. Public Input

Ray Barnett, Resident, addressed the Committee regarding the funds which would be coming to the City following the recent passing of the State budget, and some suggestions on how these funds would be best used.

3. Unfinished Business**3.1 UAB Water-Sewer Rate-Review from 9-10-19 presentation-discussion**

Deputy Finance Director Mark Sullivan addressed the Committee regarding the suggested rate increases which had been presented by members of the Utility Advisory Board in September.

Deputy Finance Director Sullivan stated that when setting the rates, the idea is to make sure the water fund is cash neutral and does not take any more money from the general fund than is necessary. Mr. Sullivan explained the calculations behind the recommended 7% rate increase and how it is effected by bond issues. Mr. Sullivan demonstrated the impact on the O&M Surplus deficit if the rate is adjusted, keeping the goal in mind to move this deficit in a positive direction over the next 3 fiscal years. The Committee discussed potential effects to the surplus deficit with varying rate increases and bringing in revenue from Undesignated Fund Balance.

Councilor Varney stated he felt that a 5-7% rate increase was too much at once.

Deputy Finance Director Sullivan discussed how the rates in the City of Rochester compare to other neighboring communities.

The Committee discussed sewer CIP projects which have been authorized over the past several years but have not yet been bonded, and how this effects the calculations and rates. Councilor Varney suggested the Public Works & Buildings Committee take a look at the list of CIP projects to ensure the City is not taking on too many projects while not completing the older authorized projects. Deputy City Manager Ambrose stated that the finance department would be starting to report back to the Committee regarding the status of CIP projects.

Deputy Finance Director Sullivan reported that there is \$1 million in debt service which is expiring in FY22 which is related to water plant upgrades in past fiscal years. Mr. Sullivan stated there would also be debt forgiveness of that item in the form of cash.

There was a discussion regarding high volume users and their rates.

Deputy Finance Director Sullivan stated he would bring the discussed information back to the UAB, and would consult with the finance department as well as the auditors to determine a course of action.

4. New Business

4.1 IT Security-CIO Gonzalez, discussion/presentation

CIO Sonja Gonzalez addressed the Committee in regards to cyber security and best practices for personal protection as well as security for City systems. CIO Gonzalez spoke about the increased prevalence in cyber attacks and the various methods which attackers use to gain access to systems, as well as the potential cost of these attacks.

Councilor Lauterborn inquired if the City carried insurance to cover cyber attacks. CIO Gonzalez replied that the City does have insurance through Primex for such an attack. City Manager Cox noted that although insurance would help in recovering from an attack, the system may be down for an extended length of time with loss of business while the recovery is taking place.

Councilor Keans asked if the City's system backups are susceptible to attack. CIO Gonzalez stated that the City does multiple backups, one of which is an "air gap" back-up which is not connected to the network for a length of time and is more secure against attack. CIO Gonzalez also clarified the distinction between backing up and the cloud.

CIO Gonzalez gave suggestions on how the City can stay protected and ward off potential issues.

4.2 Establishing City Capital Reserve Accounts-discussion

City Manager Cox gave an example of how a Capital Reserve Account could be used for high cost equipment. A set amount could be budgeted year after year which would have a leveling effect on the budget and tax cap, and would allow for funds to build for higher cost items without effecting the budget .

Councilor Lauterborn stated that she felt these situations had been handled well by money taken from the undesignated fund balance. She asked for clarification on how a Capital Reserve Fund would be better, especially because there would be fees involved.

City Manager Cox answered that the City can't always count on an ample amount of money in the Undesignated Fund Balance.

Councilor Varney asked what the City was currently paying for fees to the Charter Trust and inquired about receiving an updated report from the Trustees. Deputy Finance Director Sullivan stated he would look into this and report back to the Committee.

Councilor Varney asked if the Capital Reserve Fund would require a 2/3 vote in order to remove funds. City Manager Cox stated that the School Department Capital Reserve Fund does require a 2/3 vote in order to remove funds. City Manager Cox clarified that by statute, the City could assign an agent to expend funds on their behalf. This agent could be the Finance Committee, for example.

Councilor Walker stated that he felt there was more control and flexibility in the budgeting process when using the undesignated fund balance for such purchases.

Deputy City Manager Katie Ambrose stated that her recommendation would be to tie the Capital Reserve Fund with the CIP plan so if unassigned fund balance is used, it's being used in a strategic manner; as part of an established process in which Council would take part in the decisions.

There was a discussion in Committee regarding the Capital Improvement Projects plan process and how it is utilized by departments.

4.3 Personnel Advisory Board Recommendations

Councilor Keans questioned the pay rate suggested for the Community Center attendant position and suggested that the required skills should command a higher starting rate than a custodial position, which is not the case. She suggested that the Community Center Attendant position be graded higher. City Manager Cox stated that the Personnel Advisory Board makes recommendations, but the Finance Committee can recommend a higher pay grade.

There was a discussion on how the pay grade for positions is determined and the ranking scale to which they are subject.

Chris Bowlen, Director of Recreation and Arena, confirmed that there was already a person in the Community Center attendant position, but they are considered a part-time seasonal employee and therefore has no grade level.

Councilor Lauterborn **MOVED** to send the recommendations from the Personnel Advisory Board for the two positions to the full City Council (library attendant and community center attendant). Councilor Varney seconded the motion.

Deputy Mayor Varney requested the matter be discussed in a non-public session with staff from HR to discuss the pay grade study for the recommended positions. It was clarified by the Committee that it was only the Community Center Attendant position grade which was in question. The Committee determined the recommendation could be sent to Council as long as it was going to be discussed with HR staff in non-public as well.

The **MOTION CARRIED** by a majority voice vote to send the PAB recommendations to Full Council.

There was clarification made to the first motion made by Councilor Lauterborn and whether or not it had been for both of the recommended positions of just the Community Center Attendant. Councilor Lauterborn **WITHDREW** her motion. Councilor Varney **WITHDREW** his second to the motion.

Councilor Keans **MOVED** to send the PAB's recommendation for the Library Emerging

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Technologies Specialist to full Council. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote

Councilor Lauterborn **MOVED** to send the PAB's recommendation for the Community Center Attendant to the full Council. Councilor Varney seconded the motion. The **MOTION CARRIED** by a 3 to 2 hand count.

5. Reports from Finance & Administration

5.1 Monthly Financial Report Summaries September 30 2019

5.1 (a) September 30, 2019 Revenues

5.1 (b) September 30, 2019 Expenses

5.2 FY19 Unassigned Fund Balance Estimate

5.3 Report on Sale of City Property

No Discussion.

6. Other

Councilor Gray stated that he felt the Committee should have a discussion regarding the money Rochester would be receiving from the State following the passing of the State budget. He noted that the state was nearing the time when the DRA would set tax rate, and it should be discussed how the money should be applied relative to the schools.

Mayor McCarley indicated there had been a meeting with school officials to discuss numbers as well as the reduction in Medicaid reimbursement. City Manager Cox gave a synopsis of what was discussed at the meeting and what the school board would be requesting in regards to fund transfers and budgeting for the next fiscal year. City Manager Cox stated that if the City receives their portion of the funds before the 15th of October, it can be recorded as an unanticipated revenue.

Councilor Gray addressed Council regarding what was intended for the Waste Management host fees which had originally been earmarked for the school department, but would likely not be transferred due to the money allocated from the State. It was stated that there would be a revenue cut to the school department from the City side replaced with revenue from the state, with the host fees being placed in undesignated fund balance.

7. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee meeting at 8:35 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

Public Safety Committee
Council Chambers
October 16, 2019
7:00 PM

MEMBERS PRESENT

Councilor David Walker
Councilor Geoffrey Hamann
Councilor Peter Lachapelle

MEMBERS ABSENT

Councilor Robert Gates
Councilor Jeremy Hutchinson

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Dan Camara, GIS Asset Mgmt. Technician
Gary Boudreau, Deputy Police Chief
Mark Klose, Fire Chief FD

Minutes

Councilor Walker brought the meeting to order at 7:00 PM.

1. Public Input

There were no members of the public present for public input.

2. Speeding Concerns from Whitehall Road to Tara Estates on Salmon Falls Road
(kept in committee)

Councilor Walker summarized the issue. Deputy Chief Boudreau said there was no update on this request due to the issue with the speed trailer (there were some other streets that were scheduled for the speed trailer). The speed trailer is scheduled to be placed in the Whitehall Road / Tara Estates area next week or could possibly be placed there in the area tomorrow. Councilor Walker said he saw the speed trailer on Whitehall Road today. Deputy Chief Boudreau said yes there are safety concerns near the crosswalk on Whitehall Road that had been mentioned at last month's meeting. This request was kept in committee until next month.

3. Quail Drive-No Thru Trucks Sign Request

Councilor Walker summarized the issue. Councilor Lachapelle mentioned that he remembered discussing this issue previously and asked if a sign was ever placed in the area. Mr. Bezanson said no signs have been placed on Quail Drive because no City Council action was ever taken on this issue. A motion for “No Thru Trucks” signs went to Council and there was a lot of discussion about gross vehicle weight, but it appears the issue was continued and then not brought up again. Councilor Walker asked if Quail Drive was a cut through, and Mr. Bezanson said yes, it connects Rochester Hill Road (Route 108) to Whitehouse Road. Councilor Hamann asked Mr. Bezanson what would justify a “No Thru Trucks” sign, because he will be bringing a request for another street under Other (see Agenda Item 8). Mr. Bezanson said there are a couple of conditions for a “No Thru Trucks” sign: one is the condition of the road (for instance there was a concern on Hansonville Road, so a gross vehicle weight limit was posted on the “No Thru Trucks” sign). City Council also has the authority to exclude vehicles from travelling on certain roadways, such as posting “No Thru Trucks” signs on neighborhood roads. Mr. Bezanson said when this Quail Drive request was brought up a few years ago, he recalls concerns about bus traffic cutting through, not so much for student pick up but as a short cut to get to their destination. Deputy Chief Boudreau said he believed that the buses were going to the garage that is located on Whitehouse Road. Councilor Walker asked about the different types of “No Thru Trucks” signs; Mr. Bezanson stated that there is also another type that refers to the vehicle class. Fire Chief Klose said there was construction in Somersworth that blocked traffic in the area for a period of time this past summer. Mr. Bezanson said that the Department of Safety’s policy is that trucks have the right to travel to a destination within a mile of a state truck route. Councilor Chair asked if a bus was considered a truck, and Mr. Bezanson said he would say no. This request was kept in committee until next month. Mr. Bezanson will contact the resident who raised the issue for more information.

4. Pickering Road-Blind Driveway Sign Request

Councilor Walker summarized the issue. Mr. Bezanson said there was a call that came in to DPW requesting a “blind driveway” sign, near 462 Pickering Road as it is hard to see coming from Dover on Pickering Road because of the hill, but going the other way is fine. The speed limit in this area is 40 mph. ***Councilor Lachapelle made a motion to install a “blind driveway” sign near 462***

Pickering Road at the discretion of DPW. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.

5. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said there was no update as they did not meet this month. He stated that there is a page on the City's website regarding the E911 changes. Councilor Lachapelle asked if both the East Rochester and Gonic Main Street names have official changed? Deputy Chief Boudreau said yes and he hasn't heard of any complaints so far. Fire Chief Klose mentioned that they've had at least one call come in for Main Street in East Rochester since the street name change became effective.

6. Emergency Management Update

Councilor Walker summarized the issue. Fire Chief Klose said that there was a Nor'easter coming in tonight so be prepared for downed trees and power lines. The Seabrook trailer is in and they are meeting next Tuesday with Emergency Management to stock it. It is currently stored at DPW to transfer some of the items from the old trailer and then it will be stored at the Gonic Fire Station.

7. Seasonal Cold Weather Shelter

Councilor Walker summarized the issue. He said there were no updates yet and that the Mayor has been in meetings to work out the trigger mechanism - when to announce the cold weather emergency.

8. Other

Traffic on Oak Street

Councilor Hamann said a resident on Oak Street is concerned about all the traffic and wanted to know why they cannot use the turnpike. Councilor Lachapelle heard complaints on Chesley Hill Road and why the road cannot be posted "no thru truck" traffic. Councilor Hamann said it appears that there is not much that can be done because it's within one mile of a state route. There was no specific request. Councilor Hamann said they should work as a committee to establish what the policy will be for "No Thru Trucks" signs. Councilor Walker asked Councilor Hamann to email her back to see what the request is she is asking for. Kept in committee until next month.

Structure Fire on Washington Street

Fire Chief Klose said there was a structure fire on Washington Street last Tuesday, that there were working smoke detectors and that the residents were able to evacuate safely. He also stated residents should check their smoke detectors and if there is a problem with them to call the Fire Department.

Speed Trailer updates

Deputy Chief Boudreau said the speed trailer was on Norway Plains Road and the average speed was 25.6 mph and the speed limit is 30 mph.

The speed trailer was placed on Rangeway Drive and the average speed was 26.98 and the speed limit is 30 mph. Based upon the data there were a couple of high speeds but nothing that warrants action.

Riverwalk Committee

Mr. Bezanson said that the Riverwalk Committee has a project to construct a canoe/kayak launch on the Coheco River. The Committee contacted DPW regarding proper signage related to dam safety. DPW then contacted the City's insurance company regarding the issue. The response included suggested signage approaching the dam from the river, as well as suggested signage at the launch site. The launch is expected to be constructed in the springtime near Hillsdale Drive. Councilor Walker recommended that the Committee consider some sort of signage. Mr. Bezanson passed around some safety rules and signage that was recommended by the City's insurance company. Some of the suggested safety rules to consider were:

- No motors
- No swimming
- Launch closes at dark
- Stay in the stream channel

Councilor Hamann said he does not support signage, if they want a sign by the launch that is ok but not any other signs. Councilor Walker said it only takes one person to get hurt and then the City could be involved in a lawsuit. Councilor Walker stated there is plenty of time to work out the signage. Mr. Bezanson will bring the issue back with safety rules recommendations from the Riverwalk Committee.

Charles Street at Columbus Avenue Painted Arrows

Mr. Bezanson said there was a request that came in regarding the arrows painted on the asphalt at the end of Charles Street near Columbus Avenue. The left hand lane has a left hand arrow and straight arrow and the right hand lane has a right hand arrow. The paint is worn out. Deputy Chief Boudreau said he almost got hit in the cruiser several months ago. A vehicle was making a right hand turn in the left lane. Mr. Bezanson said the straight arrow on the left hand lane could be painted because straight across is a driveway. ***Councilor Lachapelle made a motion to remove the straight arrow and repaint the left hand turn arrow only. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

Councilor Lachapelle made a motion to adjourn the meeting at 7:36 PM. Councilor Hamann seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.



Example of Danger Ahead Dam Safety Signage.

Examples of Dam Safety Signs are dam proximity – shore-based signs and floating buoy signs. Note the diamond shaped dam safety symbol.

CANOE & KAYAK LAUNCH

SAFETY RULES & REGULATIONS

WARNING: Please note that paddling and boating are potentially hazardous recreational activities. The risk of injury from canoeing and kayaking can be significant including the potential for serious injury, disability, paralysis and death. There are no lifeguards or safety personnel at the launch or along the blueway route. Proceed at your own risk.

BY USING THIS BREC LAUNCH YOU AGREE TO FOLLOW THESE RULES:

BREC owns and operates this canoe/kayak boat launch for public use but does not have jurisdiction or control of the waterway. The rules and regulations of East Baton Rouge Parish, the Louisiana Department of Wildlife and Fisheries, and the United States Coast Guard apply to users of this waterway.

1. NO MOTORS The boat launch is restricted to human propelled water craft.

2. NO SWIMMING Bayou Fountain is not suitable or safe for swimming. Water quality varies with water flow and branches, logs, and debris may move after flood events. The muddy water may hide hidden objects and obstacles that may prove hazardous.

3. LAUNCH CLOSES AT DARK This BREC park is open from sunrise to sunset. Please plan your trip accordingly and ensure you arrive back in time to load your watercraft before dark. Camping here or along waterway is not permitted. (Ord. No. 9745, § 1, 11-10-93)

4. STAY IN THE STREAM CHANNEL Bayou Fountain flows through private land. Do not trespass. Stay in your boat.

5. KNOW STREAM CONDITIONS & YOUR PADDLING CAPABILITIES Bayou Fountain is normally a lazy, slow moving stream, but can change with weather conditions. Water depth may exceed 10 feet and have a swift current at higher water levels. Take precaution and make sure your skill level is up to stream conditions. You can check water conditions on weather.gov or on our Blueway webpage: BREC.ORG/BLEUEWAYS.

6. PLAN YOUR TRIP Familiarize yourself with the waterway before beginning. You can paddle Bayou Fountain upstream or downstream unless the current is fast. Downstream travel is suggested for intermediate to advanced paddlers and if you choose to paddle downstream there are currently no authorized BREC takeout locations, the nearest on-BREC public boat launch is Ducros Launch located on Bayou Manchac, 11 miles downstream.

7. WEAR YOUR LIFE JACKET All boats, including canoes and kayaks, must be equipped with one Type I, II, III or V wearable PFD for each person on board (if under 13 years old, the PFD must be worn at all times). (Louisiana Department of Wildlife and Fisheries Boating Regulations)

8. WEAR PROPER CLOTHING AND FOOTWEAR Footwear is extremely important. The river bottom is muddy and contains pointed logs and sharp metal and glass objects. River shoes or old sneakers are the best footwear for water sports.

9. BEWARE OF HAZARDS As with any outdoor area, there are things that you must be aware of. Low hanging branches (sweepers), branches in water (strainers), submerged obstacles (sliders), slippery banks, trash and sharp objects on the stream bottom. Also present are natural hazards such as hanging wasp's nests, snakes, poison ivy, and human hazards such as broken glass, rusty metal, lines in branches with leftover fishing hooks attached.

0. TAKE A CANOE/KAYAK SAFETY COURSE BREC, LDWF, RED CROSS, US COAST GUARD, or other boating safety organization.

1. FISHING LICENSE REQUIRED Please follow all Louisiana Department of Wildlife and Fisheries Regulations when fishing within a BREC park or on a local waterway. Hunting within a BREC park or on private property along the blueway is not permitted.

2. NO ALCOHOLIC BEVERAGES Possession and consumption of alcohol within BREC parks is not permitted. (City Code 1951, Title 13, § 106; Parish Code 1962, Title 3, § 416; Ord. No. 9080, § 1, 4-25-90)

3. BE A GOOD OUTDOOR STEWARD Don't litter. Pack in and pack out. Don't disturb the plants or wildlife.

IN CASE OF EMERGENCIES: 911

PARK RANGER HOTLINE: (225) 252-2620

EAST BATON ROUGE SHERIFF: (225) 389-5000

By using BREC's Blueway Launch, you agree to follow all BREC Rules and Regulations and release BREC from all liability in respect to any and all injury, disability, death or loss or damage to person or property associated with use of launch. For more information about BREC's Blueway Trails and to plan your trip visit BREC.ORG/BLEUEWAYS.



HIGHLAND ROAD
COMMUNITY PARK

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left blank...*

City Clerk's Office

Public Works and Buildings Committee
Meeting Minutes
October 17, 2019 7PM
Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr, Chairman
Councilor Ray Varney- Vice Chairman
Councilor David Walker
Councilor Geoffrey Hamann
Councilor Sandy Keans

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management
Todd Radict – Rochester Rise Up
Steve Sprague – Rochester Rise Up
Stephanie Hubbard, Wright-Pierce Engineers

MINUTES

Chairman Torr called the Public Works and Buildings Committee to order at 7:00 PM.

1. **Approve minutes from the September 19, 2019 Public Works & Building Meeting.**

Chairman Torr requested comments or a recommendation on last month's meeting.

Councilor Walker made a motion to accept minutes as presented for the September 19, 2019 Public Works & Building Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. **Public Input -**

Mr. Radict and Steve Sprague of the Rochester Rise Up Group spoke to the Committee and explained their mission to bring the downtown community together and make it more inviting to businesses and residents. They distributed a list of request regarding the downtown area and explained the need for each request. See attached. Stated that

3. **Rochester Downtown Volunteer Groups Coordination**

Mr. Nourse stated that he was aware that the Rise Up Group was going to be here tonight. He stated that he was looking for an efficient process for the different volunteer groups to make contact with the City for their requests. Mr. Nourse stated that there are several groups working for the betterment of the Downtown including Rochester Rise Up, Make Rochester Great again, and there is also the Main Street Group. He stated that there are times that they are requesting simple cleanup efforts from the department and times that the request are beyond what the department can agree to. Those request typically need approval from the City Council or possibly the City Manager. Mr. Nourse stated that a

process that involves one point of contact for the City and One from the groups may be helpful to keep track of all request and assist these groups in a more efficient manner. It was discussed that the groups each have representatives that are going to several different City Departments with requests and that one department may not be aware of what the other department is doing. Mr. Nourse discussed that there are occasions where the groups are asking for conflicting requests. An example cited would be tree removal & plantings in the downtown and what would be considered more appealing. Mr. Cox suggested that the process should be discussed at the City's Leadership Team level and he suggested that one point of contact at the City might be an option.

4. **City Hall Oak Tree**

Mr. Nourse discussed the large Oak Tree in front of City Hall. He stated that the tree consuming all of the ground water and that it is making it difficult to grow grass in front of City Hall. He displayed a picture on the monitor that showed the extent of the problem. He stated staff would like input as to removal in order to facilitate grass growing in the area. Councilor Keans was opposed to removal. Councilor Walker stated he liked the tree as well. Councilor Hamann suggested a study on all of the downtown trees. There was discussion on the cost, funding and extent of a possible study. Mr. Cox stated that there may be a UNH group that could do that type of study and suggested that City could reach out to them.

5. **Woodman /Myrtle Reconstruction Project**

Mr. Nourse introduced Stephanie Hubbard from Wright-Pierce Engineers. Ms. Hubbard updated the Committee on the project. She stated that as discussed with the Committee in June of this year Wright Pierce has implemented the design elements that were suggested. Ms. Hubbard stated that the major roads and visible areas will have the concrete sidewalks and the other areas would have the bituminous paved sidewalks. She stated that the traffic pattern changes have been incorporated and that the fountain and head-in parking at the Woodman Park area are included. Ms. Hubbard stated that the project would also include some lighting at Woodman Park. She stated that plans show the same light post used in the downtown and on Congress Street. Mr. Nourse stated that the traffic pattern changes will be going to the Public Safety Committee in November and to City Council for approval in December. Mr. Nourse also stated that there would be a Public Informational Meeting in December with bidding to be out in January. Councilor Varney suggested that the Public Informational Meeting be held prior to the City Council Meeting. Mr. Nourse stated that he could do that. There was a lengthy discussion regarding the drainage outfall near the Intervale. Ms. Hubbard explained that the area is currently a flood plain and is wet or underwater at times of heavy rains and that the new drainage systems have been designed to impact it as minimally as possible. The Committee expressed concerns for the future development of a River Walk Plan in that area.

6. DPW New Facility

Mr. Nourse stated that the department had completed the pre-qualified bidding process with RFQ 20-24. He stated that there we had received eleven packages from construction companies interested in qualifying for the bidding process. He stated that the qualifying process included the scoring of the contractors abilities based on previous project experience, bonding capabilities, previous projects size, references and financial soundness. He stated that of the eleven submissions we determined a list of seven as qualified for the bidding process. Mr. Nourse stated that the bidding packages were made available to the seven earlier in this day and that five of the seven had already downloaded the plans and documents. Mr. Nourse informed the Committee that the bid is scheduled to open on Thursday November 21, 2019. He noted that this is also the scheduled date of the next Public Work Committee Meeting.

7. FY2020 CIP Paving Assignments

Mr. Nourse stated that previous discussions with the Committee had indicated that the \$900,000 that had been appropriated for the FY2020 paving was insufficient to the amount of paving the Committee wants to complete. Mr. Nourse stated that it was discussed that an additional \$680,000 would extend the paving further down Salmon Falls Road with reconstruction instead of mill and overlay. He stated it would include the area from Stonewall Drive to Bernard Road. Councilor Walker stated that he would like to see it go all the way to the town line. Mr. Nourse stated that he could obtain pricing on the extension to the town line and that amount could be added to the supplemental request. There was discussion of funding. Mr. Cox suggested that the funding could be discussed internally with the Finance Department and a recommendation for funding could be presented at the next Committee meeting. Councilor Varney asked if a recommendation for the supplemental at the next meeting would work for scheduling with the paving company. Mr. Nourse stated it would.

8. Mandela Drive Water Main Ext Petition

Mr. Nourse stated that the City Council had received a request from the 13 residents of Mandala Drive to extend the water main. Mr. Nourse stated he was unsure of the Council's intent to proceed. Mr. Nourse stated that per the City Ordinance and previous precedent it is required that the home owners / abutters to pay for any extensions of the water mains and he is unsure if the residents on this street are aware of this process. The Committee discussed the process and suggested Mr. Nourse send out a letter to the abutters that would explain the process.

9. Rochester Common & Hanson Pines Playground Replacement Project

Mr. Nourse stated that the proposals had been received for the playground projects. He stated that eight separate companies had provided very in-depth proposals. Mr. Nourse stated that while reviewing the submissions he and staff had narrowed it down to four contenders based on the quality equipment and designs in the submissions. He stated that he had run it by the City's insurance company, Primex, and by the Recreation

Public Works

- 1. Action: Remove trees in front of mural and plant bee garden, remove bush in between mums.**

Purpose: visibility of the mural, possible adopt a spot

- 2. Action: remove black poles downtown, they are broken and bent, and no historical value**

Purpose: create small business adopt a spots

- 3. Action: More signage for downtown businesses**

Purpose: To increase knowledge of downtown

- 4. Action: Garbage cans downtown to open from the bottom**

Purpose: fewer hazards to employees. Increase productivity

- 5. Action: Put roof on Stage in Central square**

Purpose: To increase music participation for downtown events

- 6. Action: On small island, Remove cobble stone and bushes on Hanson Street, replace with flower beds**

Purpose: to add to beautification in Rochester

- 7. Action: Remove tree and increase size of sign for Union Street parking.**

Purpose: Visibility to parking area

- 8. Action: Remove dead trees in the back of Union street parking lot**

- 9. Action: Add colorful benches to the downtown area**

- 10. Action: Fix sidewalks for the safety of pedestrians as well as individuals with disabilities**
- 11. Action: Increase handicap parking downtown**
- 12. Actions: Sweepers for sidewalks**
- 13. Clean up Water St, remove all hazardous materials and alley way between buildings and board off, as well as Pave street**
Purpose: Future renovations, possible commercial property and/or addition to the River Walk.

Rochester Rise up would like to be part of the solution, and is willing to gather volunteers to help with the changes that will add to the care of Rochester, increase the use and safety of the downtown area, as well as revitalize the sense of community.

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File size **~50 KB**



10/31/2019



Department. Mr. Nourse explained that the Recreation Department would also be discussing the project with the Recreation Commission. Mr. Nourse mentioned that the submissions did allow for customization based on the City's preferences. He also stated that the project would be completed in the spring instead of this fall due to the weather conditions necessary for implementation.

10. **Whitehouse Road Paving Complaints**

Mr. Nourse stated that he had been out to the area to look for concerns for uneven pavement or a poor transition onto the new pavement. Mr. Nourse stated that he did not see an issue on the Rochester portion of the pavement. Mr. Nourse stated that there was a minimal rise/bump on the Somersworth portion. He explained that Somersworth had contracted with the City's contractor to extend the pavement into Somersworth and although there was a slight issue with the transition on that end, it is not in Rochester or part of our paving project on that road.

11. **Other**

Arena Paving Project – Mr. Nourse stated that the drainage work and paving is nearly finished and he stated that this has been a very successful project and that he is pleased with the results.

Colonial Pines Update – Mr. Nourse stated that due to permitting delays the City would not be getting into the drainage portion of the project this construction season. He stated that because of the delay we have been able to get further than anticipated with the sewer main extensions and that the sewer service work will be starting in November.

Granite Ridge Traffic Analysis – Councilor Varney asked about the Traffic Analysis that was expected for this area. Mr. Nourse stated that the analysis has not been received. He explained that the developer requested two additional months due to their consultants schedule.

Osbourne Street – Councilor Walker asked if the staff had shaved down the area of the catch basin as requested. Mr. Nourse stated that he would check and get back to the Councilor via email.

Estes Road – Councilor Haman stated that Estes Road looks fantastic. He stated the City staff had done an excellent job trimming it back and ditching where possible.

Little Falls / Chestnut Hill Road – Councilor Torr suggested that the road entrance to Little Falls be narrowed and boulders removed. Mr. Nourse said he would look into it.

Councilor Walker made a motion to adjourn at 8:51 pm. Councilor Haman seconded the motion. The motion passed unanimously.

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

**Resolution Deauthorizing \$311.64 from the Highway Safety Bicycle/Pedestrian Grant
Overtime Account**

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

That Three Hundred Eleven and 64/100 Dollars (\$311.64) of previously appropriated funds is deauthorized from Highway Safety Bicycle/Pedestrian Grant Overtime Account. The total amount of the deauthorization shall not be sought as a reimbursement from the New Hampshire Department of Public Safety.

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.

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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


Seeking permission from Council to de-authorize \$311.64 from Highway Safety Bicycle/Pedestrian Grant Overtime Account lines.

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 Nov 2019 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	10/24/19	
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	Federal through State
ACCOUNT NUMBER	Org. 6126 proj. 18555
AMOUNT	\$311.64
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Requesting to de-authorize \$311.64 The overtime was estimated and this was the unused balance for overtime hours for traffic stops.

Local = \$0.00

Federal = \$311.64

RECOMMENDED ACTION

Requesting de-authorization in the amount of \$311.64

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	61262010	Various	18555	-	-	\$0.00 -
2	61262019	Various	18555	\$311.64 -	-	-
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 Deauthorizing \$9,720.54 from the New Hampshire Juvenile Court Diversion Network

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

That Nine Thousand Seven Hundred Twenty and 54/100 Dollars (\$9,720.54) of previously appropriated funds is deauthorized from the New Hampshire Juvenile Court Diversion Network fund #6121. The total amount of the deauthorization shall not be sought as a reimbursement from the Governor's Commission Alcohol Fund.

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.

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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


Seeking permission from Council to de-authorize \$9,720.54 from the NH Juvenile Court Diversion Network subcontract for the State Governor's Commission Alcohol Fund.

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 November 2019 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	10/24/19	
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 6121 Project 17577
AMOUNT	\$9,720.54
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Requesting to de-authorize \$9,720.54 for funds we didn't receive from the State Governor's Alcohol Commission. We were allotted a maximum of \$22,109.28 and we were unable to receive that maximum amount.

RECOMMENDED ACTION

De-authorize funds in the amount of \$9,720.54.

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	61212010	589007	17577	-	\$9,720.54	-
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 Deauthorizing \$400.00 from the New Hampshire Juvenile Court Diversion
Network**

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

That Four Hundred Dollars (\$400.00) of previously appropriated funds is deauthorized from the New Hampshire Juvenile Court Diversion Network fund #6128. The total amount of the deauthorization shall not be sought as a reimbursement from the Governor's Commission Alcohol Fund.

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.

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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


Seeking permission from Council to de-authorize \$400.00 from the NH Juvenile Court Diversion Network subcontract for the State Governor's Commission Alcohol Fund.

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 November 2019 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	10/24/19	
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 19564
AMOUNT	\$400.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Requesting to de-authorize \$400.00 for funds we didn't receive from the State Governor's Alcohol Commission. We were allotted a maximum of \$5,500.00 and we were unable to receive that maximum amount.

RECOMMENDED ACTION

De-authorize funds in the amount of \$400.00.

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	61282010	589007	19564	-	\$400.00	-
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 Deauthorizing \$1,634.89 from the Highway Safety DWI Grant Fund

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

That One Thousand Six Hundred Thirty Four and 89/100 Dollars (\$1,634.89) of previously appropriated funds is deauthorized from Highway Safety DWI Grant Fund. The total amount of the deauthorization shall not be sought as a reimbursement from the New Hampshire Department of Public Safety.

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.

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City Clerk's Office



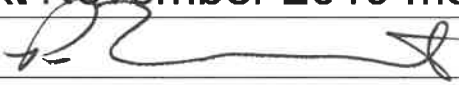
City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Seeking permission from Council to de-authorize Highway Safety DWI grant 308-18A-075 funds in the amount of \$1,634.89.
--

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

AGENDA DATE	Next November 2019 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	10/25/19		
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	Federal through State
ACCOUNT NUMBER	61262019-18554
AMOUNT	\$1,634.89
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to de-authorize Highway Safety DWI Grant funds in the amount of \$1,634.89. We didn't have enough staffing and were unable to fill all the overtime positions posted for this grant.

RECOMMENDED ACTION

De-authorize funds in the amount of \$1,634.89

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Seeking permission from Council to de-authorize Highway Safety DWI Grant #308-18A-075 funds in the amount of \$1,634.89.

Date: 10/25/19

Fiscal Year: FY20

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	61262019	Various	18554	-	\$1,634.89	-
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 # 968578153

CFDA # 20.616

Grant # 308-18A-075

Grant Period: From 10/01/17
To 09/30/18

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 In Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$10, 198.97 and Deauthorizing said Amount from Whitehall Road Water Main Extension Project

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

That, in accordance with RSA 33:3-a, Ten Thousand One Hundred Ninety Eight and 97/100 Dollars (\$10,198.97) of bond proceeds previously approved for the Whitehall Road Water Main Extension Project are hereby repurposed for use on the Franklin Adams Water Improvement Project.

Further, the amount of Ten Thousand One Hundred Ninety Eight and 97/100 Dollars (\$10,198.97) previously appropriated for the Whitehall Road Water Main Extension Project is hereby deauthorized.

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.

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City Clerk's Office



10/31/2019

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"/>
---	---

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

**Resolution In Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds
in the Amount of \$18,364.25 and Deauthorizing \$23,174.94 from the Rochester Reservoir
Dam Project**

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

That, in accordance with RSA 33:3-a, Eighteen Thousand Three Hundred Sixty Four and 25/100 Dollars (\$18,364.25) of bond proceeds previously approved for the Rochester Reservoir Dam Project are hereby repurposed for use on the Berry River/Round Pond Project.

Further, the amount of Twenty Three Thousand One Hundred Seventy Four and 94/100 Dollars (\$23,174.94) previously appropriated for the Rochester Reservoir Dam Project is hereby deauthorized, as well as, in accordance with RSA 33:9, Four Thousand Eight Hundred Ten and 69/100 Dollars (\$4,810.69) of previously authorized bond authority is hereby is withdrawn.

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.

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City Clerk's Office



10/31/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

**Supplemental Appropriation to the
Downtown Revitalization Fund of \$ 300,000**

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

That the amount of Three Hundred Thousand Dollars (\$300,000) is hereby appropriated as a supplemental appropriation to the Downtown Revitalization Fund for the purpose of paying costs associated with improvements, and or repairs, to City owned properties, and other City owned infrastructures in the downtown district. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

Initial expenditures shall be for the City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St., which are in need of immediate repairs and maintenance. Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review and authorization of Finance Committee.

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 COUNCIL COMMITTEE

Agenda Item

10/31/2019

Agenda Item Name: Special Downtown Revitalization Fund

Date Submitted: 10/18/19

Meeting Request Date: 11/6/2019

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

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

Issue Summary Statement. The City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St. are in need of immediate repairs and attention. This new Special Downtown Revitalization Fund will allow the City to address issues with these buildings. Specifically a critical roof repair on the Scenic Theater building is needed, and a major clean out of the Salinger building is also needed. These repair and maintenance items will be critical in preparing the buildings for revitalization and redeployment. However, the Scenic roof repair may require additional funds if the underlining roof structure needs to be replaced. It's not unreasonable to anticipate other maintenance and repair issues will be discovered during both projects.

Additional funding is also recommended in the event City Council desires to expand the Salinger and Scenic buildings work scope, or invest in additional Special Downtown projects. Below is a breakdown of the Salinger and Scenic Theater projects and the additional investment reserves.

1. Salinger clean out: \$29,000, Scenic Theater roof repair \$89,000: Total \$118,000
2. Contingency for Salinger & Scenic projects 1 & 2: \$52,000 (40%)
3. Sub-Total 1-2 Salinger & Scenic: \$165,000
4. New Special Downtown initiatives reserve for Salinger & Scenic projects: \$135,000
5. Total \$300,000

Use of these funds beyond the initial estimated work scope for the Salinger, and Scenic Theater buildings 1-3 above will require specific expenditure authorizations. Specific authorizations can be controlled by Finance Committee or full City Council. Unspent balances can be deauthorized at any time.

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City Clerk's Office

Resolution Relative to State Revenues Outlining How the Finance Director Should Work with the New Hampshire Department of Revenue when Setting the Tax Rate.

The City Council, does hereby find as follows:

WHEREAS, the Legislature adopted a state budget and the Governor signed said state budget into law on September 26, 2019;

WHEREAS, said budget results in approximately \$687,078 in unanticipated municipal funding;

WHEREAS, said budget results in a projected additional Education Funding of approximately \$1,800,441;

WHEREAS, the source of these unanticipated and additional funds are derived from State surplus and are considered one-time and non-repeating revenues;

WHEREAS, one-time and non-repeating revenues should be used for one-time, non-recurring or capital expenditures and not for ongoing operations;

WHEREAS, one-time and non-repeating revenues should not be used be lower the tax rate, as it would cause swings in the tax rate from year to year and would artificially lower the tax commitment used in the annual tax cap calculation;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council that the Finance Director should work with the Department of Revenue when setting the tax rate to:

- 1. Stipulate that the additional municipal revenues be designated as unanticipated revenues,**
- 2. Eliminate the School Department's allocation of Fiscal Year 2020 Host Fee revenues of \$878,127.**

In addition, the School Department's request to transfer \$750,000 from the School Building Capital Reserve fund in Fiscal Year 2020 to be used for debt service on the East Rochester School bonds will be withheld/ denied.

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City Clerk's Office



10/31/2019

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 **State Budget Additional Revenues**COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	November 6, 2019	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	October 31, 2019	
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

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	State Budget
ACCOUNT NUMBER	
AMOUNT	Approx. \$2,487,519
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY**NA**

SUMMARY STATEMENT

The Legislature adopted a state budget and the Governor signed said state budget into law on September 26, 2019. The State budget contains funding for Rochester above the amounts anticipated when the City Council adopted the fiscal year 2020 budget in June.

The source of these unanticipated and additional funds are derived from State surplus and are considered one-time and non-repeating revenues. One-time and non-repeating revenues should be used for one-time, non-recurring or capital expenditures and not for ongoing operations. One time uses that should be avoided include lowering the tax rate, as it would cause swings in the tax rate from year to year and would artificially lower the tax commitment used in the annual tax cap calculation.

RECOMMENDED ACTION

The City Manager recommends that the City Council adopt this resolution indicating that the Finance Director should work with the Department of Revenue when setting the tax rate to:

1. Stipulate that the additional city revenues be designated as unanticipated revenues,
2. Eliminate the School Department's allocation of Fiscal Year 2020 Host Fee revenues of \$878,127.

In addition, the School Department's request to transfer \$750,000 from the School Building Capital Reserve fund in Fiscal Year 2020 to be used for debt service on the East Rochester School bonds should be withheld/ denied.

If the Council adopts this resolution, these additional funds will be made available for cash funding previously bond funded appropriations and thus avoiding future debt service appropriations and reducing interest expense costs. The Finance Department is compiling a list of said suggested cash conversions for the November 12th Finance Committee meeting.

Examples on the draft list being compiled by Finance for the November 12th Finance Committee Meeting for use of these funds include: Annex Project expenditures not yet bonded convert to cash, Community Center Renovations expenditures not yet bonded convert to cash, New DPW Facility concept drawings & design work convert from bonded to cash, Woodman Myrtle Area Reconstruction convert from bonding to cash, Dewey Street Pedestrian Bridge expenditures not yet bonded convert to cash, Spaulding High School Sprinkler and Alarm System Upgrade expenditures convert from bonding to cash, Spaulding High School Stage Rigging project bonding convert to cash, School Roof Upgrades project bonding convert to cash, School Cafeteria Tables project convert from bonding to cash, City Hall Bathrooms renovations & upgrades convert from bonding to cash, William Allen School Roof project convert from bonding to cash, School District all schools lighting upgrades convert from bonding to cash, etc.

**Resolution Authorizing Acceptance of \$18,857.74 in Pre-FY 2015 CDBG funds from the
U.S. Department of Housing and Urban Development (HUD) and Supplemental
Appropriation in Connection Therewith**

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

That the sum of Eighteen Thousand Eight Hundred Fifty Seven and 74/100 Dollars (\$18,857.74) in pre-FY 2015 CDBG funds from HUD is hereby accepted by the City.

That the sum of Eighteen Thousand Eight Hundred Fifty Seven and 74/100 Dollars (\$18,857.74)) be, and hereby is, appropriated as a supplemental appropriation, and a new multi year fund number will be established, and this amount will be designated for the costs associated with the Gonic Pool Recreation Area Project.

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. This shall be a non-lapsing, multi-year appropriation.

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City Clerk's Office



10/31/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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AGENDA SUBJECT

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

AGENDA DATE		
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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left blank...*

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AGENDA SUBJECT

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

AGENDA DATE		
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

EXTENSION OF CONTRACT WITH RESPECT
TO NATIONAL RECREATIONAL TRAILS PROGRAM GRANT FUNDS

On this the 26 day of September, 2019, the Department of Natural and Cultural Resources and the City of Rochester, vendor code #177467, hereby mutually agree to extend their Recreational Trails Program grant contract, #19-24, in the amount of \$80,000.00, which was originally approved by the Governor and Executive Council on May 15, 2019, item #58, by amending the original contract end date from December 31, 2019 to June 30, 2020.

- All other terms and conditions of this contract shall remain the same in full force and effects as originally set forth.
- This extension is subject to approval by the Governor and Executive Council.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year above written.

Project Administrator/Date

Witness/Date

STATE OF _____
COUNTY OF _____

On this the _____ day of _____, 20____, before me, _____, Project Administrator, personally appeared, known to me, (or satisfactorily proven) to be, the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal:

Notary Public _____

My Commission Expires: _____

Seal:

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES**

Chief, Bureau of Trails

Witness/Date

Approved as to form, substance and execution: _____
Attorney General's Office

Approved by Governor and Executive Council
At the _____ meeting
Item # _____

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City Clerk's Office

**Resolution Authorizing Acceptance of the Route 16 Gateway Sign from the Rochester
Chamber of Commerce**

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

That the so-called Route 16 Gateway Sign is hereby accepted by the City from the Rochester Chamber of Commerce.

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left blank...*

City Clerk's Office



10/31/2019

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AGENDA SUBJECT

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

AGENDA DATE			
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



10/31/2019

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AGENDA BILL

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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





