

**CITY COUNCIL BUDGET WORKSHOP**  
**May 24, 2016**  
**COUNCIL CHAMBERS**  
**7:00 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Barnett  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamann  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Willis  
Councilor Varney  
Mayor McCarley

**OTHERS PRESENT**

City Manager Daniel Fitzpatrick  
Deputy City Manager Blaine Cox  
Roland Connors, Deputy Finance Director  
Mark Sullivan, Senior Staff Accountant  
Terence O'Rourke, City Attorney  
Doreen Jones, Tax Collector  
John Storer, Commissioner of Public Works  
Gordon Oliver, Veterans Council  
Gregg DeNobile, resident  
Lisa Stanley, resident

**MINUTES**

**1. Call to Order**

Mayor McCarley called the City Council Budget Workshop to order at 7:00 PM. Deputy City Clerk Marcia Roddy took a silent roll call. All members were present.

**2. Public Input**

Mayor McCarley opened Public Input and invited anyone from the public to come forward and address the City Council.

Gordon Stanley, Chaplain of the Rochester Veterans Council, asked that the budget for the Veterans Council be increased from \$1,500 to \$2,500. He cited what the Veterans Council does and why there is a need for an increase in its budgeted amount.

Gregg DeNobile, resident, said that he does not see a need to break the tax cap and praised the finance team for putting together a good budget. He added that he did not support the Creteau Technical Center renovation at this time and thought that more research is needed for the renovation, in particular the design and cost.

Lisa Stanley, resident, gave her opinion on the proposed City newsletter. She said that "branding" would be a better approach and a more modern process, especially by using other media services.

Ms. Stanley said she supports the request by the Veterans Council for an additional \$1,000, as well as the Police Department's request to apply for the COPS grant.

Mayor McCarley closed Public Input at 7:06 PM.

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

There was none.

### **4. Communications from the Mayor**

There was none.

### **5. Budget Presentations**

#### **5.1 Tax Collector**

Doreen Jones, Tax Collector, had a zero increase in her budget, with the exception of increases in salaries and benefits.

#### **5.2 Public Works**

Commissioner Storer introduced several employees of the Public Works Department. He passed out information and charts with some updated information on winter maintenance and pavement projects.

#### **5.3 Public Buildings**

Commissioner Storer said he would be able to cut a budgeted amount for replacement of a boiler and HVAC units at the central Fire Department. A quick assessment was done by an engineering firm and work could be done on the units by using FY16 funds that had already been budgeted.

Mr. Storer said that \$20,000 budgeted for downtown lighting rehabilitation could be cut as work had been done to repair what was needed, as well as the purchase of a replacement light to keep in stock should there be a need for it.

Councilor Varney **Moved** to amend the CIP budget for the Public Buildings Department by reducing the lighting budget of \$20,000 by \$20,000, thus resulting in a \$0 budgeted amount. Councilor Lachapelle seconded the motion. The **Motion Carried** by unanimous voice vote.

Mr. Storer said that the emergency generator for the central Fire station in conjunction with the Annex expansion project in the estimated amount of \$110,000 could be reduced by \$52,000 due to a matching grant from Homeland Security. The actual cost would have been \$105,000, so the amount being requested is \$55,000. The

existing generator would be refurbished and used by the renovated Annex and City Hall. The new generator would be a stand-alone unit for the fire station on its own circuit.

Mr. Storer said that the \$10,000 allocation for security cameras at the Hanson Pines Pool is a companion project with the Community Center. He discussed the need for a comprehensive camera system for the pools and Community Center as a security deterrent. The cameras would be monitored at the Police Department.

Mr. Storer said that an amount budgeted for the mini-split air conditioning units the Finance Department, City Clerk's office, and Human Resources can be cut as the amount budgeted in FY16 will be sufficient for installing the three separate units before the end of the fiscal year.

Councilor Varney **MOVED** to amend the CIP proposed budgeted amount for ductless heating and cooling in the amount of \$25,000 by \$25,000 to a new amount of \$0. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Mr. Storer spoke about the roof repairs needed at the Library and the front steps. Councilor Keans asked if renovations had been done recently at the Library. Mr. Storer said yes, a Community Development Block Grant had funded a new air handler unit for HVAC that was put on the roof. Some repairs were done at the time, but more permanent work needs to be done as a contracted service. A similar repair issue regarding the roof at the Police Department (i.e. leaking) needs to be done, as well.

Mr. Storer said his department has come in with a 0% increase; however, salary increases, benefits, etc., are beyond his control and are reflected in the budget.

Councilor Varney **MOVED** to **AMEND** the O & M budget for Public Works/Buildings and Grounds by reducing the amount from \$908,159 by \$29,775 for a new total of \$878,384. Councilor Lachapelle seconded the motion. The councilors discussed why this needs to be done. The **MOTION CARRIED** by unanimous voice vote.

Councilor Varney **MOVED** to **AMEND** the Public Buildings and Grounds O & M budget in various categories for a total of \$6,000. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Commissioner Storer spoke about the need for a GIS mapping of pipes running underground throughout the city, drains, and catch basins. Councilor Varney said they had agreed to cut the asset management program back to \$25,000 spread between water, sewer, and highway and deal with the GIS afterward.

Councilor Varney **MOVED** to **AMEND** the CIP proposed budget for Public Works - Asset Management Program be reduced from \$50,000 by \$41,500 to a new amount of \$8,500. Councilor Lachapelle seconded the motion. Mr. Storer explained that this will allow the purchase of a software package called "View Works" and if the

City had GIS assistance this would help get the program up and running in the first year. This amount will be changed in the Water and Sewer budgets, as well.

The **MOTION CARRIED** by unanimous voice vote.

Mr. Storer explained some funds set aside for various drainage projects that are reserved on an "as needed" basis.

There are some specific crosswalks that need to be reconfigured or brought to a less dangerous position. There may be lighting issues there, as well.

Mr. Storer discussed the EPA MS-4 Storm water Permit. He said there will be some challenges with this permit, but not much money is being budgeted for that at this time.

Mr. Storer cited several road construction projects that are ready to go forward in the next fiscal year and it could be possible to fund the design portions only. Councilor Varney said that since they are already budgeted it makes sense to go forward with the projects.

Mr. Storer said that an engineering study for a new Public Works facility came in at a projected cost of about \$24 million. He said that he does not see that as affordable as a community. He said he and Mike Bezanson and Ken Henderson toured some facilities in Massachusetts to get an idea of what Rochester can do. He believes they have a phasing plan that can incorporate some of the facilities currently in place, such as the salt storage shed, fuel pumps, water, sewer, and utilities that could be salvaged and cut the overall costs.

Councilor Willis questioned the \$6 million he is seeing. Mr. Storer said that it is actually broken down in three increments of \$6 million each. Councilor Keans said she disagrees with this breakdown of 1/3 increments. Councilor Willis asked if she would prefer 50/25/25 and she said yes.

Mr. Storer said there is a need to do a complete assessment of the City's roads and their state of repair and disrepair. He believes this to be a necessary function to see what the City's needs are. He said that Dover and Somersworth have done this assessment and saw good results.

Pavement maintenance has been budgeted at \$50,000 to fix and repair pavement issues. Councilor Torr said that is not enough. He pointed out two streets that are not very old in their replacement. In particular, Pine Street has a crack that runs down the middle of the street for the entire length of the street. He said that Washington has a similar issue.

Councilor Gates asked if the City has the equipment for crack sealing. Mr. Storer said no. He said it has to be hired out and he will need to put a bid package together. It is done on a street-by-street basis.

Mr. Storer pointed out the top priority pavement projects. There was a surplus of funds budgeted for the previous fiscal year, so that will allow for expansion of other projects.

The Four Rod Road culvert is considered to be a "bridge" by the State. It is on a "red flag" list. This year it is being budgeted for the project design with construction in FY18.

Money is being budgeted for sidewalks. He said that very little work on sidewalks was done this past year and now there are priority areas.

Mr. Storer said there is a need to replace some of the Public Works vehicles. He said the department currently has twelve 6-wheel trucks and two standard wheelers. The average years of the vehicles is 2005 and some older than that. He said there have been no plow trucks purchased in the last three years, so he is proposing the purchase of two plow trucks at a cost of \$153,000 each and one 1-ton truck.

In addition to the purchase of trucks, some of the newer fuel injected trucks need to be sent to DiPrizio's for computer diagnostics.

The Woodman and Myrtle street designs and construction will be going out to bid in the next fiscal year. They are big projects to include street paving, sidewalks, water and sewer.

Mr. Storer pointed out that the snow removal equipment needs periodic repairs and there often is not enough money for that. He explained that the budgeted amount has been bumped up accordingly.

Councilor Willis questioned the increase in the clothing allowance by \$1,500. Mr. Storer said they have changed vendors and it was on a bid notice. It is a three year contract.

Regarding personnel issues, Mr. Storer said the department has four administrative professionals. Three are classified as Secretary 1, but all four positions are basically the same and all four have been cross trained to perform all duties. He said there is a significant difference in the pay ranges and he is proposing a "pay bump" and all positions would be the same Secretary 1 position. This has not been included in the budget.

Mr. Storer is proposing a new GIS coordinator position. He said that by not having an in-house employee it is necessary to contract out the work. There are several projects that are a priority at this time to be in EPA compliance. This can be expensive. He emphasized the need for this position. The councilors discussed this further. City Manager Fitzpatrick pointed out the need, as well, and the fact that paper maps are obsolete and there is a need for digital mapping.

The councilors discussed keeping certain items or special projects in a "parking lot" and return to them periodically for discussion. Mr. Fitzpatrick reiterated that he is in support of the GIS position and that he urged the Council to seriously consider it. Mr. Storer said that adding \$.03 to both the water and sewer rates would raise enough to fund the position by one-third.

Councilors Bogan and Willis added their support for the position and that it is long overdue. Councilor Willis said it is essential for Rochester.

Mayor McCarley asked for a **SENSE OF COUNCIL** on whether to include this position in the budget. Councilor Bogan **MOVED** to include the position in the budget. Councilor Willis seconded the motion. The **MOTION CARRIED** by a 10-3 majority show of hands.

Mr. Storer added that \$65,000 a year is a competitive salary and with benefits it could be approximately \$85,000.

Mr. Storer is recommending that the Office Manager's position be elevated from a Grade 9 to a Grade 10 due to the level of work that she performs, therefore becoming a Municipal Services Supervisor.

Councilor Torr **MOVED** to give serious consideration to approving this position upgrade in this year's budget. Councilor Bogan seconded the motion.

Councilor Lauterborn pointed out that the budget book lists the salary increase to be \$11,803 and it is split evenly between the three budgets, or approximately \$4,000 per budget.

Councilor Varney questioned if this is a new position. Mr. Storer said yes. Councilor Varney said this is not the way to do this. He said that a new job description must be submitted. Mr. Storer said he did not do that, but had submitted a draft job description detailing the requirements of the job but had not gone to the Personnel Advisory Board with the description.

City Manager Fitzpatrick said the City Council could still consider the process and make a policy statement regarding the position. Mayor McCarley said that would mean increasing the budget by \$11,000 equally divided between the three departments to accommodate the proposed position.

The **MOTION CARRIED** by unanimous voice vote.

Councilor Keans questioned the snow removal chart as the numbers on the chart do not compare with the numbers in the snow removal supplies budget. Mr. Storer explained how the tracking is done, with personnel (including part time personnel) and the salt/sand supply. He pointed out that there is a surplus of material left over from the previous winter.

Mr. Storer said he was requested to submit a budgeted amount for a new P.A. system at the Community Center. He is not strongly endorsing the amount of \$6,600 as there is a portable address system that can be used.

Mr. Storer discussed a personnel issue with the Buildings and Grounds Department. He said there are three key maintenance personnel in the department who are doing the same work. Their skills are interchangeable; however, there is a significant salary difference in the three positions. He said the proposed salary increase is in the City Manager's budget.

#### **5.4 Community Center**

Mr. Storer discussed the Department of Health and Human Services lease at the Community Center. There will be a solicitation for a request proposal for a lease of a period of 5 to 10 years. Currently the space is leased for \$13.94 per square foot on an annual basis. The lease is for 19,750 feet, thus generating \$270,000 per year, a large amount of the revenue for the Community Center. After doing research, Mr. Storer said that there 53 leases across the State of New Hampshire for office or training space that average \$18.29 per square foot. He believes the City could charge more, but needs to be careful about what should be charged.

Councilor Lauterborn asked about renovations at the Community Center in order to keep the contract, but should they be done prior to signing the lease agreement, or should a renovation plan be submitted first. Mr. Storer said it would make sense to then go forward with a lease proposal.

Mr. Storer discussed the facility renovations at the Community Center, namely replacement of external masonry waterproofing, additional outside lighting, and HVAC replacement for the second floor system.

Mr. Storer explained the need for a camera system at the Hanson Pines area. He said that the current system is very outdated and the technology has improved quite a lot. He said that the system would also include the Community Center.

Councilor Varney asked if the camera system would be monitored. Mr. Storer said the intent is to have the monitoring at the Police Department. There would be memory capacity of recorded time of approximately two weeks. Signage would be put up to warn of the camera monitoring.

Councilor Lauterborn asked if the three large projects could be divided and perhaps put one off for now. Mr. Storer said the cost of the projects could be broken down with \$35,000 for the waterproofing of the brick; \$15,000 for the lighting; and \$50,000 for the HVAC. He said they could be submitted independently and rated individually. Councilor Lauterborn said she would prefer that and then there wouldn't be bonding for the lights.

#### **5.5 Water and Sewer Funds**

Mr. Storer said, consistent with what was done with the highway budget, the Asset Management amount would be cut to \$8,500 in order to fund the initial purchase of the View Works Asset Management software.

Councilor Varney **MOVED** to amend the CIP proposed budget for Water - project title "Asset Management" - from \$30,000 reduced by \$22,000 to a new amount of \$8,000. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Mr. Storer said that there is a small but critical project that needs consideration. He said that at the Water Treatment plant there is an aluminum sulfate contaminated waste product that has to be transported to the Wastewater Treatment plant. The waste line is 5 1/2 miles long and there have been two breaks in the last month, the most recent being a week ago and four in the last year. He would like to do a feasibility study to have a lagoon system onsite at the Water plant. He said this is a critical artery for the system and pipe may need to be replaced.

The Franklin and Adams projects could be held off, but Mr. Storer said there may be no sense in doing that and the design could be done and the project completed at a later date.

Groundwater development has been a long, ongoing task within the City. Mr. Storer said this study needs to be wrapped up sooner rather than later. Councilor Keans asked where her water comes from. Mr. Storer said most of the water comes from the reservoir and the wells are mostly back-up. He said all of the water is tested and what is put out is usually a blended product.

Mr. Storer said the part of the new DPW facility is divided by thirds and the budgeted amount is for the preliminary design.

A mandated project regarding a letter of deficiency at the east end of the Rochester reservoir where there is seepage needs to be worked on. Design work is complete and submitted to DES and Mr. Storer said it should be completed by the end of the year.

Mr. Storer explained the Round Pond augmentation, saying that FY17 and FY18 have two \$600,000 increments to repair the large diameter transmission line that transfers water from the Berry River intake structure. The pipe has been damaged and water could not be transferred to the reservoir. This could be an impact of water supplied to the Water Treatment plant.

Mr. Storer said there is a need for a one-ton extended cab truck with a utility body. He explained that the Water Department would contribute \$2,000 for a diagnostic unit for a total of \$59,000.



Mr. Storer spoke about upgrades that are needed throughout the water system and there has been money budgeted for these upgrades with some funds held in case they are needed.

Mr. Storer said the Woodman Street area is budgeted for the second phase, the highway piece that is water and drainage.

Mr. Storer said the Water Treatment plant low-lift pump station that pumps water from the reservoir to the treatment plant needs upgrading to a higher capacity.

Councilor Lauterborn said she sees a lot of bonding projects in the Water and Sewer department and wanted to know if any of them can be delayed. Mr. Storer said the subject will be on the June UAB meeting. Mark Sullivan said he has been researching different rates and should have that report in June.

Councilor Varney **MOVED** to **AMEND** the O&M proposed budget for Water as shown on page 161 of the O&M proposed budget book, subcategory "Other Transactions" - account number 593002 transfer to capital projects. original amount of \$187,000 to be increased by \$2,000, resulting in a new amount of \$189,000. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Varney **MOVED** to **AMEND** the O&M proposed budget for Sewer as shown on page 119 of the O&M proposed budget book, "Asset Management" from the original amount of \$50,000 to be reduced by \$41,500, resulting in a new amount of \$85,000. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Mr. Storer spoke on the sewer project at the Colonial Pines area and to have the project done in three separate phases of \$2 million each for the fiscal years of 2018, 2019, and 2020.

Other projects discussed by Mr. Storer included the sewer component at the new DPW facility; the Non-Point Discharge Elimination System permit; pump station replacement program with design for the River Station almost complete and construction in FY17 and design for the replace of the Salmon Falls Station in FY18 with construction the following year; vehicle replacement program (one ton truck) and upgrade the dual flusher and camera truck for sewer maintenance (the camera needs to be retrofitted for \$80,000); and the sewer portion of the diagnostic system in the amount of \$3,000.

Mr. Storer said there is currently an issue with the aeration system, trying to keep dissolved oxygen limits in. \$20,000 is needed to do an assessment in FY17.

Another large item called "sludge de-watering" is due to the buildup of sludge in the lagoon at the Water Treatment plant. There is no way to get rid of it at this time. The proposal is to have a barge that would suck up the sludge and transport it to the Wastewater Treatment plant.

Dave Green of the Water Treatment spoke about optimizing the plant by a computer system to get better nitrogen reduction and phosphorus reduction. It would provide 24-hour control.

Councilor Varney **MOVED** to **AMEND** the Sewer Department O&M proposed budget shown on page 167 of the O&M proposed budget book, subcategory "Other Transactions" - account number 593002 transfer to capital projects. original amount of \$182,000 to be increased by \$3,000, resulting in a new amount of \$185,000. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

## 5.6 TIF Districts

Blaine Cox, Deputy City Manager, gave an overview of the TIF Districts. He spoke on the Granite State Business Park 162K TIF. There is \$100,000 in the City Manager's proposed budget for the street lighting project in the CIP book.

The Granite State Business Park 205C (the Safran district) is in the City Manager's budget in the amount of \$656,509. The entire amount is for debt service (the bridge and road).

Mr. Cox said the Granite Ridge 162K TIF in the City Manager's budget is \$119,213 proposed, also entirely for debt service.

The Councilors discussed the lighting project at the Granite State Business Park. It was questioned why this lighting was needed. Councilor Willis expressed concerns about the cost of lights in the amount of \$6,000. He suggested another type of light at a much lesser cost. Councilor Varney said that there is not enough cash to pay for this project and there would need to be bonding. Councilor Lauterborn would like to have a cost estimate for lights.

Councilor Varney questioned the water loop line in the amount of \$1.4 million and suggested it be put off for at least a year.

Councilor Willis **MOVED** to put off the water loop project for at least a year and not fund it in FY17. Councilor Varney seconded the motion. Councilor Torr said he did not think this was a necessity. Mr. Cox asked that the motion be amended to put the project in the water fund. The **MOTION CARRIED** majority voice vote.

Councilor Varney **MOVED** to postpone the Route 11 Sewer Pump Station until FY18 for engineering and construction in FY19. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

## 5.7 Business Office

Mr. Cox said the total bottom line increase in the Business Office budget is 1% over last year.

Councilor Willis questioned the new travel allowance. Mr. Cox said it was a new travel allowance that was given to him by the Council.

Under Issues and Options, the Councilors discussed adjusting the salary range of the Human Resources Manager from the current \$62,379-\$83,303 up to \$67,371-\$90,521. The additional funds required to fund this are required because the current incumbent in that position is below the bottom of that range. Councilor Torr asked if that position had been upgraded two or three years ago at \$9,000 or \$10,000. Mr. Cox said he did not recall, but he thought it may have been upgraded. Councilor Varney said it was upgraded, but he did not think it was for that amount.

Councilor Torr **MOVED** to remove the Human Resources Manager upgrade from the budget. Councilor Gray seconded the motion. Councilor Lauterborn said she would like to think about it, given the information provided regarding the salaries of similar positions in other communities. She said the size of the community is a factor.

The **MOTION FAILED** by majority voice vote.

## **5.8 City Manager/City Council**

City Manager Fitzpatrick said the City Manager's budget has some changes. The salary line is up due to the video manager being transferred from MIS to the City Manager's department. The position has been upgraded to full time due to the extra work involved with the job.

Another major adjustment is a line item concerning a consultant to prepare press releases on a monthly basis and a newsletter. Mr. Fitzpatrick said he is open to suggestions for this contracted position.

Councilor Lauterborn questioned how many people still watch the Government Channel and thought a survey would be helpful before putting more money into the City programming.

Councilor Torr added that he is not in favor of a newsletter since the printed form of accessing news is dropping. Mayor McCarley agreed that everything seems to be digital. She asked some people their opinion on whether they would read a printed well-done newsletter and everyone she talked with said yes, they would. Most people said they would not read about their community in their down time online. She encouraged the City Council to seriously think about how to get the "message" about Rochester out to the community.

Councilor Varney said he did not think the newsletter question needed to be acted upon right away and could be put aside for the time being.

Councilor Varney **MOVED** to **AMEND** the City Manager's O&M proposed budget regarding subcategory "Other Transactions" (account 591100) called "Patriotic

Services" by increasing the amount from \$1,500 to \$2,500. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Mayor McCarley asked for a **SENSE OF COUNCIL** concerning reinstating the Deputy City Manager position that is not in the budget. The Council agreed to set this aside for the time being.

## 5.9 General Overhead

Mr. Cox cited item 511001 (Salaries Full Time) in the amount of \$110,000, saying it is a reoccurring contingency that is put in every year for retirement and other non-union salary adjustments.

Mr. Cox also cited line item 533000 (Other Professional Services) in the amount of \$119,100. Those include several items: bond issuance costs; and a pictometry fly-over.

The last item mentioned by Mr. Cox was line item 584000 (Contingency) in the amount of \$386,309. He explained that there are five collective bargaining agreements being worked on this year and some have been approved and there are some coming up for approval in the next month. \$276,000 has been budgeted to cover those collective bargaining agreement costs and the rest is for reoccurring contingency for the general fund.

## 5.10 Debt Service

Mr. Cox said that last year quite a lot of work was done going over the debt service scenarios and Mark Sullivan has done that work again this year. He said that currently the general fund debt is at 71% of the statutory debt limit, or \$19 million under the limit. He said the target would be not to exceed \$4-5 million additional appropriated bonded debt this year.

Councilor Varney said that at a previous meeting a change was made for the ERZ signs in the Economic Development budget. He said the funding did not need to be taken out of the budget, but the change should have been in the funding source. He said it should say "reduced to a new amount of \$7,500 and the funding is appropriately \$500 for the Granite State Business Park, \$1,500 for Granite Ridge, and \$5,500 for the general fund." Councilor Varney **MOVED** to make that correction. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Varney **MOVED** to **AMEND** the Police Department budget under Personnel - Salary and Benefits (various accounts) - in order to reduce the Command Staff payroll by \$41,919 and the Patrol Staff payroll \$9,498, which includes benefits and all other usual roll-ups, due to changes in staff positions. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

## 6. Other

Councilor Gray said he had spoken with the Deputy Secretary of State regarding a proposed City Charter change in a year that does not have a municipal election. He was told that the City could present a Charter change to the voters at the September Primary and not at the November election.

Councilor Lauterborn questioned the need for a Charter change and said her interpretation of a debt ceiling change is already written into the tax cap. Mayor McCarley said that there has been a legal opinion and that nothing needs to be done at this time.

## 7. Non-Public Session

### 7.1 Non-Public Session, Land, RSA 91-A:3, II, (d)

### 7.2 Non-Public Session, Personnel, RSA 91-A:3, II (a)

Councilor Lachapelle **MOVED** to enter Non-Public Session under Land, RSA 91-A:3, II, (d) and Personnel, RSA 91-A:3, II (a) at 9:48 PM. The **MOTION CARRIED** by unanimous roll call vote. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley all voted yes.

Councilor Barnett **MOVED** to exit Non-Public session at 10:04 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Barnett **MOVED** to seal the minutes indefinitely because it is determined that divulgence of this information could render a proposed action ineffective and also affect adversely the reputation of any person other than a member of this board. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Councilors Bogan, Gray, Torr, Gates, Willis, Abbott, Lachapelle, Hamann, Lauterborn, Keans, Barnett, Varney, and Mayor McCarley all voted yes.

## 8. Adjournment

Councilor Barnett **MOVED** to **ADJOURN** the Workshop meeting at 10:04 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, NHCDCC  
Deputy City Clerk