

**Regular City Council Meeting
August 1, 2017
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 Varney
Councilor Willis
Mayor McCarley

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
City Attorney Terence O'Rourke
Tiffany Pearce, Communications
Police Chief Toussaint

MINUTES

1. Call to Order

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

**2. Presentation of the Colors: American Legion Chapter 7 –
Motorcycle Riders and/or AMVET Riders Post 1**

2.1. Pledge of Allegiance

The American Legion Chapter 7 Motorcycle Riders and the AMVET Riders Post 1 Presented the Colors and led the Pledge of Allegiance.

3. Opening Prayer

3.1. Opening Prayer: American Legion Chapter 7

Dennis Sellers, President of the Rochester Veterans Council and Member of the AMVET Riders Post 1 led the opening prayer.

4. Roll Call

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

5. Acceptance of Minutes

5.1. Regular City Council Meeting: July 5, 2017 ***consideration for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the July 5, 2017, Regular City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1. Employee of the Month Award

City Manager Fitzpatrick invited Tiffany Pearce, Communications Specialist, and Police Chief Toussaint to come forward. He congratulated Ms. Pearce and presented her with the Employee of the Month Award for August.

6.2. City Manager's Report

Contracts and Documents

- **City Manager's Office**
 - PR Contract – John Guilfoil PR Annual Contract
- **Department of Public Works**
 - Annex Renovation Project – Change Order # 6
 - Annex Renewal Project – Change Order #7
 - Community Action Partnership – Lease Renewal
 - Dewey Street Pedestrian Bridge – Engineering Amendment # 1
 - East Rochester Baseball/Keay Field – Lease Renewal
 - Restoration of Highway Lead Position
 - Route 125 Pedestrian Bridge – Engineering Amendment # 1
 - Salmon Falls Road Project – Certificate of Substantial Completion
- **Economic & Community Development**
 - Award Acceptance Documents – CLG Grant – Historic District Guidelines
 - Dover Adult Learning Center – CDBG Contract
 - MY-TURN - CDBG Contract
 - Share Fund – CDBG Contract
 - Housing Authority – CDBG Contract

- **Police Department**
 - Housing Authority – Supplemental Police Officer - Contract Renewal -

6.3 Standard Reports

- City Council Request & Inquiry Report - *No Items*
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

City Manager Fitzpatrick said the Annex is still under construction; however, the City is anticipating that it will host the next *Business after Hours* at the Annex facility on August 22, 2017.

Councilor Gates asked what the status is for the Route 125 Pedestrian Bridge project. City Manager Fitzpatrick replied the railings of the bridge would be completed by this fall.

Councilor Torr asked about the additional cost to the Dewey Street Bridge Project. City Manager Fitzpatrick reminded the City Council that the City Council voted to make changes to the scope of the project a few months ago.

Councilor Keans said that it seems that the Annual PR Contract had been signed earlier this year. Mayor McCarley replied that is correct; however, that contract was good from January 2017 through June 2017. The funding for the annual contract has been included with the Fiscal Year 2018 budget. This will be an annual contract moving forward.

7. Communications from the Mayor

7.1. **Letter of Thanks: David Walton, Volunteer**

Mayor McCarley read a letter publicly thanking David Walton, Volunteer, for initiating the painting of some of the exterior buildings in the downtown area. She informed the City Council that this letter is to be sent to Mr. Walton on their behalf.

7.2. **Announcement: 8th Annual Softball Game: Gonic v East Side held at the Riverside Park (Old Dover Road behind the Department of Public Works Facility)**

Mayor McCarley announced the details to the 8th Annual Softball Game.

Mayor McCarley said she received a letter of resignation from Derek Peters, Police Commission of Wards 1 and 2, who has moved out of the wards in which he was representing.

A discussion ensued as to whether or not the City Council should seek to fill the Police Commission's vacant seat or not; pointing out that the Municipal Election is three months away.

Councilor Lachapelle **MOVED** to accept the resignation of Mr. Peters, declare the Police Commission Wards 1 & 2 vacant, and to have the City Council seek to fill the vacancy. Councilor Bogan seconded the motion. The **MOTION CARRIED** by an 8 to 5 show-of-hands vote.

Mayor McCarley said the State of New Hampshire has passed legislation that allows an opportunity for keno games, with the proceeds to be used to support public kindergarten; however, there is a process that must be followed. In order for the City of Rochester to allow keno games within city limits there must be a public hearing scheduled and a vote must be taken by the City Council as to whether or not the question of allowing keno games should be placed on the Municipal ballot this November. It was determined that a public hearing would be scheduled at the August 15, 2017, City Council Workshop and that a representative from the Lottery Commission would be asked to attend the meeting to give the public more information about the activity.

Mayor McCarley said the Planning Board had requested that Don Hamann be appointed to the Strafford Regional Planning Commission. Mayor McCarley **MOVED** to authorize the appointment suggested by the Planning Board. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

8. Presentations of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. Appointment: Jacqueline Peters, Selectman, Ward 3

Mayor McCarley nominated Jacqueline Peters to fill the vacant Ward 3 Selectman Seat. Councilor Lachapelle seconded the nomination. Mayor McCarley announced that Jacqueline Peters has been appointed as one of the Ward 3 Selectman.

10. Reports of Committees

10.1. Appointments Review Committee

10.1.1. Recommended Reappointment: Matt Wyatt, Regular Member, Arts & Culture Commission, Term to Expire on 7/1/2019

Councilor Keans said Matt Wyatt is seeking to be reappointed to the Arts & Culture Commission. Mayor McCarley nominated Matt Wyatt to be reappointed to the Arts & Culture Commission, with a term to expire on July 1, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Matt Wyatt has been reappointed to serve on the Arts & Culture Commission, with a term to expire on July 1, 2019, by a unanimous ballot vote.

10.1.2. Recommended Appointment: Matt Wyatt, Alternate Member, Historic District Commission, Term to Expire on 1/2/2020

Councilor Keans said that Matt Wyatt is seeking to be appointed to the Historic District Commission, as an Alternate Member. Mayor McCarley nominated Matt Wyatt to be appointed to the Historic District Commission, with a term to expire on January 2, 2020. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Matt Wyatt has been reappointed to serve on the Arts & Culture Commission, with a term to expire on July 1, 2019, by a unanimous ballot vote.

10.1.3. Recommended Appointment: Susan C. (Candy) Bailey, Ward 3, Library Trustee, Term to Expire on 1/2/2020

Councilor Keans said that Susan "Candy" Bailey is seeking to be appointed as the Library Trustees for Ward 3. Mayor McCarley nominated Susan "Candy" Bailey to be appointed as the Ward 3

Library Trustee, with a term to expire on January 2, 2020. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Bailey has been appointed as the Ward 3 Library Trustee, with a term to expire on January 2, 2020, by a unanimous ballot vote.

10.2. Community Development Committee

Councilor Lauterborn noted that the date on the set of minutes should be listed as July 10, 2017, instead of "June."

Councilor Lauterborn said the Community Vibrancy Committee attended the meeting. She added that the program to display painted pianos in the downtown area has begun. The first piano has been displayed directly in front of the Performing Arts Center. This project had been approved at the July Workshop.

Councilor Lauterborn said the Committee discussed how to handle private dumpsters located on public property. The Consensus of the Committee was to support requiring a memorandum of understanding for privately owned dumpsters located on public property. City Manager Fitzpatrick understood the concept that the Committee is seeking and would report back to the City Council. The City Council debated whether or not this is part of the existing ordinance. Councilor Abbott recalled that it is no longer part of the ordinance; however, it should still be included with the site-plan review.

Councilor Lauterborn mentioned that Mike Provost, Executive Director of Main Street, attended his last meeting as director. It is the hope of the Committee that a new director would be hired prior to the next scheduled meeting on September 11, 2017. She added that the Committee would not meet in August.

10.2.1. Recommended Action: AB 15 Resolution Revising the 2017-2018 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2017-2018 Community Development Budget for the City of Rochester *first reading, second reading, and consideration for approval*

Councilor Lauterborn said an additional \$7,352.85 has been allocated to the City of Rochester and that the Committee is making the follow recommendations:

- **Planning and Administrative funds/additional \$2,500:** to be used as matching funds for the Municipal Technical Assistance Grant and the remainder to be used for general administrative costs
- **Public Facilities, Housing Rehabilitation, and Economic Development/additional \$31,862.35:** to be allocated to the Tennis Court Lights project
- **Public Service Agency Funds/ additional \$7,352.85:**
 - Cross Roads House [additional \$3,500] FY 17-18 new total: \$12,000
 - My Friend's Place [additional \$1,000] FY 17-18 new total: \$7,000
 - SHARE Fund [additional \$1,852.85] FY 17-18 new total: \$5,852.85
 - Community Partners [additional \$1,000] FY 17-18 new total \$3,000

Councilor Lauterborn said this motion would be to vote on the combined total. She **MOVED** to read the resolution for the first time by title only. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn read the resolution for the first time by title only as follows:

**Resolution Revising the 2017-2018 Rochester CDBG
"Action Plan for the City of Rochester, N.H." and Approving and
Appropriating the 2017-2018 Community Development Budget
for the City of Rochester**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2017-2018 "Action Plan for the Community Development Division for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City's Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Sixty-Five Thousand Nine Hundred Sixty-Five Dollars (\$265,965.00) be, and hereby is, approved and appropriated for fiscal year 2017-2018. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$50,693.00
NH Municipal Technical Assistance Grant	\$2,500.00
Public Service Agencies	\$39,894.75
<u>Housing/Public Facilities/Infrastructure</u>	<u>\$172,877.25</u>

Total	\$265,965.00
--------------	---------------------

The above amount amends and replaces the Two Hundred Sixteen Thousand Nine Hundred Forty Six Dollars (\$216,946) previously adopted by the City Council during the fiscal year 2018 annual budgeting process. This budget and the one-year action plan for 2017-2018 may be reconsidered again if federal funding is changed or if it is inconsistent with the total 2017-2018 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Sixty-Five Thousand Nine Hundred Sixty-Five Dollars (\$265,965.00) shall be drawn in their entirety from the above-mentioned 2017-2018 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic and Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 18 08-01 AB 15**

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

the motion. Councilor Lauterborn read the resolution for the second time by title only. Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.3. Finance Committee

Mayor McCarley said the Finance Committee met on July 11, 2017, and held two items in Committee: the Annex Meeting Room Audio & Video and the Arena LED Lighting Project.

The Interim Fire Chief Dupuis informed the Committee about premature engine problems with the Fire Department's Tower Truck and outlined a plan to resolve the issue.

The City Clerk informed the Committee that the State of New Hampshire is seeking to find out if the City of Rochester is interested in conducting a trial run for the electronic poll book. The consensus was to move forward with letting the state know the City is interested in conducting a trial this November.

10.4. Government Channel Committee

Councilor Willis stated that the Government Channel met on July 10, 2017. He said Celeste Plaia, Government Channel Coordinator gave a status update relative to the Franchise Agreement.

Councilor Willis said the Committee discussed the Annex project and the potential for a televised meeting space. The Committee discussed ideas of how to handle overflow of attendees at City Council meetings.

Councilor Willis said the Committee is continuing discussions with the School Department about the idea of a shared studio space.

10.5. Joint Building Committee

Mayor McCarley gave a brief overview of the first Joint Building Committee meeting and said the minutes are to be forthcoming. She added that Deputy Mayor Varney has been appointed as the vice-chair of the Joint Building Committee.

10.6. Public Works and Building Committee

Councilor Torr said there are several action items. He **MOVED** to

DENY the striping of Chesley Hill Road. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.6.1. Recommended Action: Resolution
Authorizing the Purchase of a Portion of
121 Wakefield Street in an Amount of
\$2,500 *first reading, second reading, and
consideration for adoption***

Councilor Torr gave a brief overview of the recommendation to purchase a portion of land on 121 Wakefield Street. He **MOVED** to read the resolution by title only for a first time. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

**Resolution Authorizing the Purchase of a portion of 121
Wakefield Street in the amount of \$2,500.00**

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

That the City Manager is authorized to purchase a portion of the property located at 121 Wakefield Street for Two Thousand Five Hundred Dollars (\$2,500.00) and to execute all documents necessary to complete the purchase. The amount of Two Thousand Five Hundred Dollars (\$2,500.00) shall be derived in its entirety from previously appropriated funds for the so-called Wakefield Street Construction 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. **CC FY18 08-01 AB 12**

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

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

Councilor Torr said that the Committee discussed deauthorizing

the funds for some of the paving projects in order to focus on the more expensive projects as follows: the Public Works Facility, the Creteau Technology Center, and Strafford Square. Councilor Varney said the list of deauthorized funding would not be voted upon until the September Regular City Council meeting.

10.6.2. Recommended Action: AB 12 Resolution Authorizing Supplemental Appropriation for the Purchase of the 38 Hanson Street Property and Construction of a Parking Lot Thereon in the Amount of \$500,000 and Authorization Therefore *first reading, second reading, and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion.

Councilor Torr gave reasons why the Committee felt it was important to support this motion due to parking issues on Hanson Street and in the downtown area. Councilor Keans spoke against moving forward with this motion. She said the City spent over \$500,000 on infrastructure and is now proposing to cover this infrastructure [water/sewer] with a parking lot. She disagreed that there is a parking issue in the downtown area. She gave reasons to focus on other projects throughout the City and encouraged fellow councilors to vote against moving forward with this project. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

Resolution Authorizing Supplemental Appropriation for the Purchase of the 38 Hanson Street Property and Construction of a Parking Lot Thereon in the amount of \$500,00.00 and Authorization Therefore

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

That the sum of Five Hundred Thousand Dollars (\$500,000.00) be, and hereby is, appropriated as a supplemental appropriation for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of 38 Hanson Street, Rochester, New Hampshire and the construction of a parking lot thereon. Funds for the supplemental appropriation shall be derived in their entirety from the General Fund unassigned fund balance.

Further, the Mayor and City Council authorize the City Manager to

purchase the property located at 38 Hanson Street for Two Hundred Fifty Eight Thousand Four Hundred Dollars (\$258,400.00) and to execute all documents necessary to complete the purchase.

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. **CC FY18 08-01 AB 12**

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

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

Councilor Willis noted that the City Council spent a lot of money on the decorative lighting [streetlights] on Hanson Street. A decision will need to be made whether or not to spend that much on lighting throughout the parking lot. City Manager Fitzpatrick replied that it would be discussed at a future Public Works Committee meeting.

A discussion ensued about attendee [Opera House] vehicles being towed from the private parking lot, while attending a show. It was determined that the private lot is posted as such and the Opera House volunteers inform vehicle owners of the parking lots available. Mayor McCarley supported the resolution for enhancing the parking in the downtown area. City Manager Fitzpatrick gave reasons why he presented this opportunity for enhancing parking in the downtown area.

Councilor Lauterborn requested a roll call vote. Councilor Bogan seconded the request. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a roll call vote of 10 to 3. Councilors Barnett, Willis, Lachapelle, Gray, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley voted in favor of the motion. Councilors Keans, Lauterborn, and Abbott voted against the motion.

10.6.3. Discussion: AB 13 Acceptance of Laura Drive as a City Street – *motion to authorize the City Attorney to begin the deed research*

Councilor Torr gave a brief history of this street. Councilor Torr **MOVED** to authorize the City Attorney to begin the deed research. Councilor Lachapelle seconded the motion. Councilor Keans expressed

concern of potential development off of Old Dover Road, which could have an impact on this street. Councilor Gray gave more information about the development that is awaiting the City's decision to be made relative to accepting Laura Drive as a City street. The City Council debated the issue. Councilor Keans expressed concern that this is more of a civil matter between two developers.

Councilor Torr said a decision should be made before wintertime. Councilor Keans **MOVED** to **AMEND** the motion to allow the City Attorney to look at the process from both the developers' perspective to determine if the City should be seeking approval of the street at this time. *No second to the motion was made. Councilor Willis had questions about the abutters.* Attorney O'Rourke said the Planning Department is planning to notify the abutters of the process and the first step is to petition the City Council to accept the road. There must be an agreement with the abutters in order to move forward.

Councilor Varney requested more information about the proposed/potential development in this particular area. Councilor Willis requested a summary of the variances on file with the City relative to Laura Drive.

Mayor McCarley asked if a formal amendment would be needed or is the City Council comfortable with the City Attorney working with the Planning Department as mentioned above. Councilor Keans said the words "deed search" should be removed.

City Manager Fitzpatrick clarified that the motion would authorize the City Attorney to search and provide the City Council with the deed description and map of lot owners of Laura Drive in conjunction with the Planning Department knowledge of proposed development. This will be presented at the September Workshop. Councilor Lachapelle agreed to revise/amend the motion to the City Manager's expectation of the process. Councilor Bogan seconded the motion. Councilor Gray supported expediting the research if possible. Councilor Keans felt no motion was necessary to allow the City Manager to direct such orders to staff.

Councilor Torr **WITHDREW** his original motion, Councilor Lachapelle **WITHDREW** his original second, Councilor Lachapelle **WITHDREW** his amendment to the motion, and Councilor Bogan **WITHDREW** her second to the amendment. The City Manager will direct staff as stated above.

A discussion ensued about an antenna being placed on the

Rochester Hill Water Tank. Mayor McCarley said there was no action for the City Council and the Public Works Committee could revisit this item at the next Committee meeting if the City Council had further concerns.

Councilor Keans asked if the City plows the Wallace/Columbus Parking Lot. Councilor Varney replied that the parking area is exclusively for the Service Credit Union employees during regular business hours and then it is opened up for public parking. The City does maintain the parking lot. The City Council briefly discussed the matter.

11. Old Business

No discussion.

12. Consent Calendar

No discussion.

13. New Business

13.1. AB 11 Proposed 2017 Update to Assessed Values ***motion to authorize the Chief Assessor to proceed with the proposed 2017 update to Assessed Values***

Councilor Lachapelle **MOVED** to authorize the Chief Assessor to proceed with the proposed 2017 update to assessed values. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.2. AB 16 Resolution Accepting a New Hampshire Municipal Technical Assistance Grant Application From Plan NH in the Amount of \$10,000 ***first reading, second reading, and consideration for approval***

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

Resolution Accepting a New Hampshire Municipal Technical Assistance Grant **Application from Plan NH in the Amount of \$10,000**

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

WHEREAS, that a Plan NH Municipal Technical Assistance Grant ("NH MTAG Grant") in the amount of \$10,000, with a \$2,500 cash match, awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Ten Thousand Dollars (\$10,000) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of the hiring of a consultant to study the impact of the City of Rochester's current zoning ordinances on downtown development and how the current ordinances can be revised to increase density in the downtown region and encourage a wider variety and more affordable housing developments;

FURTHER, that the sum of Two Thousand Five Hundred Dollars (\$2,500) be, and hereby is, allocated from the FY 2017-2018 Community Development Block Grant planning and administration funds to serve as the required cash match for the grant;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with Plan NH to receive and administer the grant funds detailed above; and

FURTHER, 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. **CC FY 18 08-01 AB 16**

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

Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Abbott questioned the need for such a grant. Julian Long, Grant Coordinator, on behalf of the Planning Department, explained that there is currently second floor office space in the downtown area which is not needed. He said this grant would assist with the development study for residential areas in the downtown area. The City Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

13.3. AB 17 Resolution Authorizing Application for a New Hampshire Charitable Foundation Community Grants Program Grant in an Amount up to \$20,000 *first reading and consideration for adoption*

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

Resolution Authorizing Application for a New Hampshire Charitable Foundation Community Grants Program Grant in an Amount up to \$20,000

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission by the Legal Department and the Office of Economic and Community Development of a grant application in an amount up to Twenty Thousand Dollars (\$20,000) to the New Hampshire Charitable Foundation's Community Grants Program in order to continue to fund the City of Rochester's victim-witness advocacy program. **CC FY 18 08-01 AB 17**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The City Council briefly discussed the matter. Mr. Long clarified that the City has a Victims Advocate position, which is currently paid for by the Victims of Crime Act Grant [federal grant funds]. The salary position is about \$32,000. The City is seeking a second grant to assist with the City's match [approximately \$6,000] and to find other funding sources if needed. The City Council discussed the matter further. It was clarified that this would not increase the hours for this position and it would remain a part-time position. The **MOTION CARRIED** by a unanimous voice vote.

13.4. AB 14 Resolution Authorizing the Acceptance of a New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) Loan for the Water Treatment Low Lift Station Upgrade Project in the Amount of \$540,000 *first reading, second reading, and*

consideration for approval

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

Resolution Authorizing the Acceptance of a New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) Loan for the Water Treatment Low Lift Station Upgrade Project in the Amount of \$540,000

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan in the amount of Five Hundred Forty Thousand Dollars (\$540,000.00) from the NHDES DWSRF loan program in order to fund the Water Treatment Low Lift Station Upgrade 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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded. **CC FY18 08-01 AB 14**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney asked if this project is in process or complete. Councilor Willis believed the project was in the design stages.

Councilor Willis announced that he would recuse himself from voting due to a Conflict of Interest. The **MOTION CARRIED** by a unanimous voice vote with Councilor Willis being recused.

14. Other

Councilor Lachapelle suggested that if a Department Head leaves

employment with the City a third-party exit interview should be set up. He felt it is important to find out why employees leave the City's employ. City Manager Fitzpatrick took this suggestion into consideration.

Councilor Keans asked if the job description for a lead highway worker had been created yet. City Manager Fitzpatrick said that Sonja Gonzalous, CIO, has been hired. One of her task is to work with whoever becomes the Director of City Services to create that specific job description.

15. Non-Meeting/Non-Public Session

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the August 1, 2017, Regular City Council meeting at 8:28 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk