

**City Council Special Meeting  
December 19, 2023  
Council Chambers  
6:07 PM**

**COUNCILORS PRESENT**

Councilor Beaudoin  
Councilor de Geofroy  
Councilor Desrochers  
Councilor Fontneau  
Councilor Gilman  
Councilor Gray  
Councilor Hamann  
Councilor Larochelle  
Councilor Richardson  
Deputy Mayor Lachapelle  
Mayor Callaghan

**OTHERS PRESENT**

Katie Ambrose, City Manager  
Mark Sullivan, Deputy Finance Director  
Peter Nourse, Director of City Services

**COUNCILORS EXCUSED**

Councilor Malone\*

**Minutes**

**1. Call To Order**

Mayor Callaghan called the City Council Special Meeting to order at 6:07 PM.

Deputy City Clerk Cassie Givara had taken the roll call attendance prior to the City Council Public Hearing, immediately preceding the Special Meeting. All Councilors were present. *\*Councilor Malone had submitted a resignation prior to the meeting, which will be on the January 9, 2024 agenda for acceptance.*

**2. Resolution Establishing Polling Places and Times for the January 23, 2024 Presidential Primary Election *first reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution in its entirety. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Callaghan read the resolution in its entirety as follows:

**Resolution Establishing Polling Places and Times for the  
January 23, 2024, Presidential Primary 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 January 23, 2024, Presidential Primary Election.

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

**WARD 2: Chamberlain Street School**  
65 Chamberlain Street, Rochester

**WARD 3: Gonic Elementary School**  
10 Railroad Avenue, Gonic

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

**WARD 5: James W. Foley Memorial Community Center a/k/a  
Rochester Community Center – ENTRANCE B**  
150 Wakefield Street/Community Way, Rochester

**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. *The Processing of Absentee Ballots shall begin at 10:00 AM on Election Day.***

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a

unanimous voice vote.

**3. Resolution Authorizing the Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Cybersecurity Implementation Grant Program project in the amount of \$50,000 and Supplemental Appropriation to the Fiscal Year 2024 Water Capital Improvements Fund *first reading and consideration for adoption***

Mayor Callaghan read the resolution for a first time by title only as follows:

**Resolution Authorizing the Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Cybersecurity Implementation Grant Program project in the amount of \$50,000 and Supplemental Appropriation to the Fiscal Year 2024 Water Capital Improvements Fund**

**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 grant amount of Fifty Thousand Dollars (\$50,000) from the State of New Hampshire ARPA grant program, and that the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation to the Fiscal Year 2024 Water Capital Improvements Plan Fund in the amount of Fifty Thousand Dollars (\$50,000) for the Cybersecurity Implementation Grant Program project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the application to the ARPA, process disbursements and execute documents associated with ARPA.

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.

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

**4. Resolution Authorizing Supplemental Appropriation of \$45,000 to the Recreation Special Events Fund – Lilac Family Fun Festival *second reading and consideration for adoption***

Mayor Callaghan read the resolution for a second time by title only as follows:

**Resolution Authorizing Supplemental Appropriation of \$45,000 to the Recreation Special Events Fund-Lilac Family Fun Festival**

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

That the sum of Forty-Five Thousand Dollars (\$45,000.00) is hereby appropriated to the Recreation Special Events Fund for the purpose of paying costs associated with the annual Lilac Family Fun Festival. Advanced appropriation is needed in order to prepay costs associated with the event. The entirety of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

The City of Rochester Recreation Department shall manage the use of funds under the City's established purchasing policies. Funds shall be expended solely on the annual Lilac Family Fun Festival event. Eligible uses of funds shall be for fireworks, various entertainment activities, and other miscellaneous expense pertinent to assuring a safe and successful community event.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a majority voice vote.

**5. Adjournment**

Mayor Callaghan **ADJOURNED** the City Council Special Meeting at  
6:09

Respectfully Submitted,

Cassie Givara,  
Deputy City Clerk