

**Special City Council Meeting
March 31, 2020
Meeting Conducted Remotely
7:00 PM**

COUNCILORS PRESENT REMOTELY

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

OTHERS PRESENT REMOTELY

Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney
Peter Nourse, Director of City Services
Michael Scala, Director of Economic
Development
Fire Chief Klose

COUNCILORS EXCUSED

MINUTES

1. Call to Order

Mayor McCarley called the remote Special City Council meeting to order at 7:17 PM. The preamble for the remote meeting and roll call was taken at the start of the Public Hearing. *The visual roll call was completed by City Clerk Kelly Walters. All City Councilors were still present at this meeting.*

2. Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software *second reading and consideration for adoption*

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

Resolution Authorizing Supplemental Appropriation in the Amount of

**\$100,000.00 to the Assessing Department's FY20 Operating Budget
for the Purchase of Assessing Software**

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

The Mayor and City Council authorize a supplemental appropriation to the Assessing FY20 Operating Budget in the amount of One Hundred Thousand Dollars (\$100,000.00) to fund costs associated with the replacement and upgrade of Computer Assisted Mass Appraisal (CAMA) assessing software. The entire amount of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

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

Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 to 1. Councilors Belken, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion. Councilor Gray voted no.

3. Resolution Granting Community Revitalization Tax Relief to the Property Located at 28 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project
second reading and consideration for adoption

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

Resolution Granting Community Revitalization Tax Relief to the Property Located at 28 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project

Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:

Whereas, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief Incentive"; and

Whereas, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

Whereas, Ventina, LLC, owner of the so-called 28 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 28 North Main Street; and

Whereas, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 28 North Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated February 19, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 28 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 28 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 28 North Main Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;

III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) the terms of this resolution; and (c) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 28 North Main Street property.

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

Councilor Lauterborn informed the City Council that at the last Community Development Meeting the Committee members present, unanimously voted to recommend this tax relief for the full seven years for which they are eligible through the RSA Chapter 79-E. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Gray, Walker, Hutchinson, Belken, Lachance, Abbott, Hamann, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

4. Resolution Authorizing the Issuance of Refunding Bonds in Accordance with RSA 33:3-d *second reading and consideration for adoption*

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

**Resolution Authorizing the Issuance
of Refunding Bonds in accordance
with RSA 33:3-d**

WHEREAS, the City of Rochester, New Hampshire (the "City") has issued certain \$9,263,000 General Obligation Bonds dated January 15, 2010 (the "2010 Bonds"), which 2010 Bonds that mature on January 15 of the years 2021 through 2030, inclusive, currently outstanding in the aggregate principal amount of Three Million Four Hundred Fifty Thousand Dollars (\$3,450,000.00) are eligible to be refunded at par on any interest payment date on or after January 15, 2020 (the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the City may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund the Refunded Bonds and to pay certain other costs relating thereto;

NOW THEREFORE, BE IT RESOLVED that the City, acting by and through its Mayor and City Council, hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the outstanding principal amount of the Refunded Bonds; and

IT IS FURTHER RESOLVED that the City Treasurer, with the approval of the City Manager, is hereby authorized to issue the aforesaid Refunding Bonds by entering into a Bond Purchase Contract with such bond purchaser or underwriter as they may deem appropriate in connection with the issuance of the Refunding Bonds to evidence the City's approval of the terms and conditions of the Refunding Bonds; and

IT IS FURTHER RESOLVED that an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the City by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and engage such other professionals (including a Municipal Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and

IT IS FURTHER RESOLVED that all actions heretofore taken by the City consistent with the foregoing are hereby confirmed, ratified and approved.

Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Walker seconded the motion. Mayor McCarley informed the City Council that this is the resolution needed in terms of getting ready for the bonding process. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

5. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$300,000.00 *second reading and consideration for adoption*

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

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$300,000.00

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

ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Three Hundred Thousand Dollars (\$300,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

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

6. Wrestling Event *consideration to approve wrestling venue permit [American Legion]*

Councilor Lachapelle **MOVED** to **APPROVE** the Wrestling Venue Permit for the American Legion. Councilor Walker seconded the motion. Mayor McCarley stated that the time of the event is now uncertain, however, it is the venue being identified as the American Legion that is under consideration for approval this evening. City Attorney O'Rourke agreed that this vote is only to approve the venue.

Several Councilors questioned the location of American Legion and whether the location would be big enough for an event of this size. Councilor

Rice stated the State application requires information about the “use” of the building; however, he questioned what law enforcement, or other security would ensure this was a safe event. He further questioned the request to allow 200 people to attend the event. Chief Klose agreed to get back to the City Council with more information. The City Council debated if the venue could meet the wrestling ring size requirements along with enough room for 200 attendees.

Councilor Walker **MOVED** to **TABLE** the motion. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 12 to 1. Councilors, Gray, Hamann, Rice, Lauterborn, Hailey, Lachapelle, Hutchinson, Walker, Abbott, Bogan, Belken, and Mayor McCarley voted in favor of the motion. Councilor Lachance voted against the motion.

7. Unsealing of Non-Public Meeting Minutes of February 18, 2020 and March 3, 2020 *motion to release*

Councilor Lachapelle **MOVED** to **APPROVE** the release of the Non-Public Meeting Minutes of February 18, 2020 and March 3, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hailey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

8. Tri-City Request for Federal and State Financial Assistance Related to the COVID-19 Emergency *first reading and consideration for adoption*

Councilor Lachapelle **MOVED** to **ADOPT** the resolution for the Tri-City request for financial assistance related to COVID-19. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Abbott, Lauterborn, Hailey, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution as follows:

Tri-City Request for Federal and State Financial Assistance Related to the COVID-19 Emergency

WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and

WHEREAS: On March 11, 2020, the World Health Organization (“WHO”) declared COVID-19 a pandemic; and

WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in New Hampshire with respect to COVID-19; and

WHEREAS: Governor Sununu has since issued emergency orders directing remote instruction by public schools, requiring food and beverage service to carry out, and limiting public gatherings of more than fifty people; and

WHEREAS: The federal Centers for Disease Control and Prevention ("CDC") as well as President Trump have issued or recommended further restrictions on public gatherings and minimizing exposure to COVID-19; and

WHEREAS: All of the foregoing mitigation measures are understandably aimed at reducing the impact and spread of COVID-19, and preserving the ability of the country's and state's healthcare systems to address the pandemic;

WHEREAS: The COVID-19 pandemic and resulting mitigation measures are, and will in all likelihood continue, inflicting dire statewide and local economic consequences upon local businesses and employees; and

WHEREAS: The-Cities of Somersworth, Rochester, and Dover believe broad economic assistance packages are critical to mitigating the adverse economic impacts of the COVID-19 pandemic, but the aforesaid communities lack the authority or resources to undertake necessary economic assistance; and

WHEREAS: The Cities of Somersworth, Rochester, and Dover are reliant upon the federal and state authorities to provide immediate economic assistance and to do so proactively, to avoid potentially irreversible economic loss from the COVID-19 pandemic; and

NOW, THEREFORE, BE IT RESOLVED BY THE SOMERSWORTH, ROCHESTER AND DOVER CITY COUNCILS THAT:

The Cities of Somersworth, Rochester, and Dover, New Hampshire in all urgency request and call upon the federal and state government to expeditiously enact broad, significant economic assistance to local businesses and employees in order to minimize the adverse economic consequences of the COVID-19 pandemic.

9. Supplemental Appropriation to the Rochester Business Microloan Program in the amount of \$50,000.00 *first reading, consideration for second reading and adoption*

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

**Supplemental Appropriation to the
Rochester Business Microloan Program in the amount of \$50,000.00**

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

That the amount of Fifty Thousand Dollars (\$50,000) is hereby appropriated as a supplemental appropriation to the Rochester Business Microloan Program for the purpose of paying costs associated with the short-term, microloan program to be administered by the Director of Economic Development Special Reserve Fund to assist downtown businesses during the COVID-19 pandemic emergency. The funding for this supplemental appropriation shall be derived in its entirety from the Economic Development Fund.

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

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. Councilor Hainey asked if the payback timeframe begins three months after received. She indicated that it seemed to be soon. Michael Scala agreed and stated this could still be adjusted to a longer period of time. He said the ultimate goal is to make these funds available as soon as possible. Mayor McCarley called for a motion to read the resolution for a second time by title only. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Hutchinson, Walker, Hamann, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution for the second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Walker seconded the motion. Councilor Lachance **MOVED** to **AMEND** the loan agreement to postpone the first payment to be due after 120 days. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

Councilor Walker asked for a brief explanation of what this program entails for the audience listening at home.

Mr. Scala explained that there is approximately \$90,000 available in the Economic Development Fund. The goal is to take \$50,000 and portion out \$5,000 increments for small capital loans for local businesses in Rochester. This would mostly assist them with payroll or inventory. The interest rate will be relatively low.

Councilor Hailey asked about the stipulation that the applicant must provide at least two years of tax forms. Mr. Scala explained that if the business had not been operating in Rochester for two years or more, the applicant could submit their own tax returns. He said it is an attempt to analyze the cash flow of said business to ensure the payback for said loans. He gave other stipulations that may or may not be sought out for the small loans.

Councilor Lachance asked what the current rate is for the Job Loan Program. Mr. Scala recalled that the current rate for the Job Loan Program is around 4%. He added that the Council could offer these loans as low as 0%. He said the Council can vote on the resolution which grants permission to allow these loans; however, the policy is still in draft form and can be updated per Council direction. Councilor Lachance spoke in favor of offering 0% loans in light of the current pandemic.

Councilor Rice asked what the consequence would be if an applicant does not repay the loan. Mr. Scala said the City would have to expend the resources in order to go after the applicants, but no final determination has been made as of yet. The loans could be set up like some of the SBA loans and be forgiven after consistent payments over a period of time. He said there should be some set requirements in place.

Councilor Gray felt this program is competition with the State program which is funded by the Federal Government. He did not agree that a forgiveness of the loan could be in place at the local level. Mr. Scala replied that these loans would only be granted in amounts of \$5,000 or less as opposed to the State Loan Program which allows for much larger amounts of money.

Mr. Scala clarified that these are not taxpayer dollars being loaned out to applicants.

Councilor Lachance disagreed that this was placing the City in completion with the State, but rather offering applicants another avenue to seek funds. He gave reasons why some applicants might want to stay local with a smaller loan. Mayor McCarley agreed and said there could be some timing issues with the State's Loan Program.

Councilor Lauterborn had no objection to extended the due date of the first payment out to 120 days; however, she supported the language included in the packet that stated these loans would be set for a 24-month term with a fixed APR interest rate set at 75% of the Wall Street Journal Prime Lending Rate. She questioned if this is what the Council is voting for now. Mayor McCarley said that is correct.

Mayor McCarley called for a motion as amended. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion. Councilor Gray voted against the motion.

10. Resolution Recommending the Cessation of Activities by Certain City Public Bodies *first reading and consideration for adoption*

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

Resolution Recommending the Cessation of Activities by Certain City Public Bodies

WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and

WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in New Hampshire with respect to COVID-19; and

WHEREAS: Governor Sununu has since issued additional emergency orders, one of which limits public gatherings of more than fifty people from now through April 6, 2020; and

WHEREAS: The federal Centers for Disease Control and Prevention ("CDC") as well as President Trump have issued or recommended further restrictions on public gatherings and minimizing exposure to COVID-19; and

WHEREAS: Guidance from federal and state officials continues to evolve in an effort to mitigate the spread of COVID-19.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: It is recommended and requested, but not required, that the City of Rochester's boards, committees, and commissions created pursuant to the City Code and the Council Rules of Order, including all subcommittees, postpone all unnecessary public meetings until such time as there is no declared emergency. This shall not apply to quasi-judicial boards created pursuant to State law.

11. Consent Calendar

Councilor Lauterborn **MOVED** to **ACCEPT** the Consent Calendar. Councilor Walker seconded the motion. Councilor Rice requested that the City Manager and Police Chief send thank you letters for the donations listed below. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Gray, Walker, Hutchinson, Belken, Lachance, Abbott, Hamann, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

11.1 Donation of Emergency Supplies from Walmart estimated value \$280 *first reading, consideration for second reading and adoption*

11.2 Donation of Emergency Supplies from Lowe's estimated value \$1,500 *first reading, consideration for second reading and adoption*

12. Announcement of Sale of City Property

Mr. Scala stated that the press release had already been sent out for the sale of the vacant Scenic Theater and Salinger block buildings and indicated that there had been positive feedback from the Community about this proposed development. He added that Mr. Chinburg's staff has entered the

building with their engineers. He said it is expected that the demolition estimates will be received in a few weeks. After the agreed upon demolition and work is complete, the City would be transferring the title. He said Phase I and II are being completed through a Brownsfield's Grant received through the Strafford Regional Planning Commission. Mr. Scala stated that this is high priority project for Chinburg Properties and COVID-19 should not slow the project down.

Mayor McCarley requested that City Councilors contact the Mayor or City Manager if they felt they are not getting enough information during the COVID-19 pandemic. She said they have released several updates to the public regarding this pandemic; however, she encouraged the City Council to reach out to her with any questions. Now that stimulus dollars are being sent out and stay at home order have been implemented, many people may have questions.

Mayor McCarley said City staff is working hard to provide remote meetings especially as the City Council moves into the budget season.

City Manager Cox addressed the City Council. He said the City is open for business; however, how that business is conducted has been altered due to the COVID-19 pandemic. He referred to the Governor's stay at home order #17. This order is for all non-essential workers to stay at home; however, this exempts Municipal Government. He said the City has been proactive and taken essential steps to keep our employees and residents safe. All City facilities are closed for walk-in access with the exception of the Police Department Lobby which remains open. All departments are open for online and phone assistance. He encouraged residents to call or visit the City's website (rochesternh.net). He stated that all City meetings have been postponed except for tonight's City Council Meeting. He wished to thank the School Department, the Rochester Housing Authority, and Frisbie Memorial Hospital, who have all been working with the City through this pandemic. Lastly, he wished to thank City staff as well as City residents for their patience and cooperation through this pandemic.

Councilor Gray said the Employee Paid Administrative Leave Policy (COVID-19) should have been sent to the City Council prior to being implemented. He requested that the City Manager issue a report regarding how many employees have taken advantage of the Employee Leave Policy, and for what categories, in order to have a better understanding of what is going on with the employees. He said that he had been told that this topic would be on this agenda for discussion; however, it was not placed on this agenda. He requested that it be placed on the next Agenda for the April 7 meeting. He reiterated that the City Council is to establish policy and the City Manager executes the policy. He said in addition that no councilor nor mayor

should be signing letters with the City seal, which could be interpreted by individuals as an endorsement of the City Council which should be discussed at the council meeting.

13. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Regular City Council meeting at 7:50 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 13 to 0. Councilors Lachance, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Rice, and Mayor McCarley voted in favor of the motion.

Respectfully submitted,

Kelly Walters, CMC
City Clerk