



**Regular City Council Meeting
May 7, 2024
Council Chambers
31 Wakefield Street
6:00 PM**

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: April 2, 2024 *consideration for approval* P. 9**
- 6. Communications from the City Manager**
 - 6.1 City Manager's Report P. 27**
- 7. Communications from the Mayor**
 - 7.1. *Proclamation*: Municipal Clerk's Week : May 5 - 11, 2024 P. 49**
 - 7.2. *Proclamation*: National Public Works Week : May 19 – 25, 2024 P. 51**
 - 7.3. *Proclamation*: Mental Health Month : May 2024 P. 53**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**

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City Clerk's Office

- 9.1. **Appointment:** Thomas Poulin – Ward 2 Selectman
term to expire 1/2/2028 consideration for approval
P. 55

10. **Budget Presentation:** School Department O&M and CIP P. 57

11. Reports of Committees

11.1 Appointments Review Committee P. 59

- 11.1.1 **New Appointment:** Allison Burrige –
Planning Board, Seat K, Alternate Member
Term to expire 1/2/2025 consideration for approval P. 59

11.2 Codes & Ordinances Committee – *no April meeting*

11.3 Community Development Committee – *no April meeting*

11.4 Finance Committee P. 61

- 11.4.1 **Committee Recommendation:** To approve the
establishment of a residential trash bag retail
program *consideration for approval* P. 62

- 11.4.2 Resolution for Appropriation and Award of
American Rescue Plan Act Grant Funds for
Rochester Child Care in the Amount of
\$200,000 *first reading and consideration for adoption* P. 73

- 11.4.3 Resolution for Appropriation of American
Rescue Plan Act Grant Funds to Establish a
Lead Hazard Remediation Program in the
Amount of \$250,000 *first reading and consideration for adoption* P. 75

11.5 Planning Board P. 83

11.6 Public Safety P. 95

- 11.6.1 **Committee Recommendation:** To relocate the
30 MPH speed limit sign on Walnut street
ahead two poles *consideration for approval*
P. 96

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City Clerk's Office

11.6.2 Committee Recommendation: To approve the installation of a stop sign on Stillings Court
consideration for approval P. 97

11.7 Public Works P. 99

12. Unfinished Business

12.1. Resolution Authorizing Supplemental Appropriation of \$150,000 to the FY24 General Fund CIP Fund for the Drainage Pipe Relining Project *second reading and consideration for adoption* P. 107

12.2. Resolution Adopting a FY 2025 Rochester CDBG "Action Plan for the City of Rochester, N.H." and Approving and Appropriating the FY 2025 Community Development Budget for the City of Rochester *read and refer to Public Hearing May 21, 2024* P. 113

13. Consent Calendar

14. New Business

14.1. Resolution Approving Fiscal Year 2024-2025 Operating Budget for the City of Rochester *first reading and refer to public hearing May 21, 2024* P. 117

14.2. Resolution Authorizing and Approving Fiscal Year 2024-2025 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith *first reading and refer to public hearing May 21, 2024* P. 119

14.3. Resolution Approving Fiscal Year 2024-2025 Operating Budget for the City of Rochester School District *first reading and refer to public hearing May 21, 2024* P. 121

14.4. Resolution Authorizing and Approving Fiscal Year 2024-2025 Capital Budget for the City of Rochester School District and Authorizing Borrowing in connection therewith *first reading and refer to public hearing May 21, 2024* P. 123

14.5. Amendment to the Non-Union Employment Handbook *consideration for approval* P. 125

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City Clerk's Office

- 14.6. Resolution Authorizing Lease Agreement Between the City and the New Hampshire Department of Health and Human Services (NH DHHS) *first reading and consideration for adoption* P. 155
- 14.7. Resolution Authorizing City Manager to Execute an Extension to the State of New Hampshire ARPA Grant Agreement for the Wastewater Treatment Plant (WWTP) Secondary Clarifier Upgrade Project *first reading and consideration for adoption* P. 159
- 14.8. Resolution Authorizing Supplemental Appropriation in the Amount of \$110,000.00 for Opioid Abatement *first reading and consideration for adoption* P. 163
- 14.9. Resolution Authorizing Allocation of Opioid Abatement Settlement Funds in the Amount of \$9,500 *first reading and consideration for adoption* P. 167
- 14.10. Resolution Authorizing Supplemental Appropriation of \$300,000 for the Wastewater Treatment Septage Receiving Facility Project *first reading and refer to Public Hearing May 21, 2024* P. 177
- 14.11. Resolution for Supplemental Appropriation to the FY24 Sewer Fund Capital Improvements Program Sewer System Master Plan in the Amount of \$100,000 *first reading and refer to Public Hearing May 21, 2024* P. 183
- 15. Non-Meeting/Non-Public Session
 - 15.1 Non-Public Meeting, RSA 91-A:3, II(d) Land
- 16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
April 2, 2024
Council Chambers
6:00 PM**

COUNCILORS PRESENT

Councilor Creteau
Councilor de Geofroy
Councilor Fitzpatrick
Councilor Fontneau
Councilor Herman
Councilor Karolian
Councilor Lawrence
Councilor Richardson
Councilor Sullivan
Councilor Turner
Councilor Walker
Deputy Mayor Hamann
Mayor Callaghan

OTHERS PRESENT

Katie Ambrose Cox, City Manager
Terence O'Rourke, City Attorney
Mark Sullivan, Finance Director
Norm Vetter, Developer

COUNCILORS ABSENT

Minutes

1. Call to Order

Mayor Callaghan called the Regular City Council meeting to order at 6:00 PM.

2. Opening Prayer

Mayor Callaghan called for a moment of silence.

3. Pledge of Allegiance

Councilor Walker led the City Council and all those present in the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, took the roll call attendance. All Councilors were present as listed above.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: February 6, 2024 ***consideration for approval***

Councilor Richardson **MOVED** to **ACCEPT** the revised Regular City Council meeting minutes of February 6, 2024. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2 Regular City Council Meeting: March 5, 2024 ***consideration for approval***

Councilor Walker **MOVED** to **ACCEPT** the minutes of the Regular City Council meeting of March 5, 2024. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

City Manager Ambrose announced that due to the impending storm, the Willand Warming Center shall be open from 9:00 AM Wednesday, until Friday morning at 9:00 AM.

City Manager Ambrose reported that there was an Employee wellness event held at the Rochester Ice Arena on Saturday, March 30, 2024, which was well attended. She thanked the Wellness Committee and the Recreation Department for supporting the event.

6.1 City Manager's Report

The City Manager Report is as follows:

Contracts and Documents executed since last month:

Department of Public Works

- Task Order, Hydraulic Sewer Modeling – Weston & Sampson
- Task Order, Wastewater Pump Station Evaluation– Weston & Sampson.
- Task Order, Sewer System Investigation – Weston & Sampson.
- Certificate of Substantial Completion, WWTP Biosolids Dewatering Facility – Apex Construction
- Estimate, Highfields Common drainage swale – S.U.R.

- Scope of Services, Portland St Reconstruction conceptual design – Greenman Pedersen
- Scope of Services, Peer review of Salmon Falls School Project – Greenman Pedersen
- Estimate, Downtown Sewer System reset covers/frame – S.U.R.
- Task Order, Traffic Impact Study Review – Hoyle Tanner and Assoc.
- Change Order, Tara Est. Sewer Pump Station Upgrade - Apex
- Engineering contract, Marketplace Blvd drainage pond – Jones & Beach.

Economic Development

- FY23-24 CAP Weatherization – Whispering Winds

HR

- Facilities Contract, Employee Recognition

IT

- Secondary Internet Connection - Comcast

Standard Reports:

- Personnel Action Report Summary

7. Communications from the Mayor

Mayor Callaghan said the Elks Lodge conducted their annual Installation of Officers for the 2023-2024 Lodge Year. Mayor Callaghan thanked all newly appointed officers and members for their service to the community.

Mayor Callaghan read a proclamation regarding Arbor Day and declared April 26, 2024 as Arbor Day in the City of Rochester.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

- 9.1. Resignation: Bryan Karolian - Conservation Commission, Seat B *consideration for acceptance***

No discussion.

No action taken.

9.2. Resignation: Palana Belken – Arts & Culture Commission, Seat B *consideration for acceptance*

Councilor Walker **MOVED** to **ACCEPT** the resignation of Palana Belken, Arts & Culture Commission, with regret. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.3. Resignation: Michael King – Zoning Board of Adjustments, Seat E *consideration for acceptance*

Councilor Walker **MOVED** to **ACCEPT** the resignation of Michael King, Zoning Board of Adjustments, with regret. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

Councilor Walker reviewed the following appointments:

10.1.1 New Appointment: Martha Wingate – Historic District Commission, Seat C, Regular Member Term to expire 1/2/2027 *consideration for approval*

Mayor Callaghan nominated Martha Wingate to serve as a Regular Member of the Historic District Commission with a term to expire on 1/2/2027. Councilor Walker **MOVED** that nomination cease and the Clerk cast one ballot for Ms. Wingate. The **MOTION CARRIED** by a unanimous voice vote.

10.1.2 New Appointment: Kimberly Adams – Historic District Commission, Seat F, Regular Member Term to expire 1/2/2027 *consideration for approval*

Mayor Callaghan nominated Kimberly Adams to serve as a Regular Member of the Historic District Commission with a term to expire on 1/2/2027. Councilor Walker **MOVED** that nomination cease and the Clerk cast one ballot for Ms. Adams. The **MOTION CARRIED** by a unanimous voice vote.

10.1.3 New Appointment: Zebadiah McGill – Planning Board, Seat N, Alternate Member Term to expire 1/2/2026 consideration for approval

Mayor Callaghan nominated Zebadiah McGill to serve as an Alternate Member of the Planning Board with a term to expire on 1/2/2026. Councilor Walker **MOVED** that nomination cease and the Clerk cast one ballot for Mr. McGill. The **MOTION CARRIED** by a unanimous voice vote.

10.1.4 New Appointment: Ashley Desrochers – Arts & Culture Commission, Seat B, Regular Member Term to expire 7/1/2027 consideration for approval

Mayor Callaghan nominated Ashley Desrochers to serve as a Regular Member of the Arts & Culture Commission with a term to expire on 7/1/2027. Councilor Walker **MOVED** that nomination cease and the Clerk cast one ballot for Ms. Desrochers. The **MOTION CARRIED** by a unanimous voice vote.

10.1.5 Reappointment: Shawn Libby – Utility Advisory Board, Seat E, Regular Member Term to expire 1/2/2027 consideration for approval

Mayor Callaghan nominated Shawn Libby to serve as a Regular Member of the Utility Advisory Board with a term to expire on 1/2/2027. Councilor Walker **MOVED** that nomination cease and the Clerk cast one ballot for Mr. Libby . The **MOTION CARRIED** by a unanimous voice vote.

10.2 Codes & Ordinances Committee

10.2.1 Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding Lead Paint Poisoning and Prevention Control first reading and consideration for adoption

Councilor de Geofroy reported that the Committee recommended, by a majority vote, to adopt an Ordinance regarding lead paint poisoning and prevention control.

Mayor Callaghan read the Amendment as follows:

**Amendments to Chapter 94 of the General Ordinances of
the City of Rochester Regarding Lead Paint Poisoning and
Prevention Control**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 40 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~ additions in **RED**):

ARTICLE III

§ 94-14 Enforcement of the Lead Paint Poisoning and Prevention Control Act.

- a. In accordance with RSA 130-A:11, II, the City assumes full and sole legal authority to enforce the provisions of the Lead Paint Poisoning and Prevention Control Act, Chapter 130-A of the Revised Statutes Annotated.
- b. The authority granted to the City by adoption of this section, in accordance with RSA 130-A:11, II, does not extend to matters pertaining to licensure and certification under RSA 130-A:12, said authority shall rest solely with the New Hampshire Department of Health and Human Services.

Amendments effective upon passage.

Mayor Callaghan **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a majority voice vote.

10.2.2 Committee Recommendation: to Approve the City Council Rules of Order with the following amendments:

- **Amendment to section 1.5 Subsection b (3) of the Rules of Order, Removing the Word "Unexpected" *consideration for approval***

Councilor de Geofroy **MOVED** to **APPROVE** the Amendment to the City Council Rules of Order to section 1.5 subsection b (3): removing the word "unexpected". Councilor Walker seconded the motion. Councilor de Geofroy stated that one of the scenarios to support this

change is that “childcare” is an acceptable reason for attending a meeting remotely, regardless of whether the situation is unexpected. The **MOTION CARRIED** by a unanimous voice vote.

- **Amendment to Section 1.5 Subsection c (6) of the Rules of Order, Regarding the Script for Remote Participation** *consideration for approval*

Councilor de Geofroy **MOVED** to **APPROVE** the Amendment to Section 1.5 Subsection c (6) of the Rules of Order regarding the script for remote participation by adding a reference to RSA 91-A. Councilor Walker seconded the motion. Councilor de Geofroy stated that this RSA citation is already being verbally stated when the script is read at meetings; this amendment would just make the Rules of Order consistent with current practice. The **MOTION CARRIED** by a unanimous voice vote.

- **Amendment to Section 4.4 of the Rules of Order Regarding Alternate Members of Standing Committees** *consideration for approval*

Councilor de Geofroy **MOVED** to **APPROVE** the Amendment to Section 4.4 of the Rules of Order regarding adding alternate members to the City Council Standing Committees. Councilor Walker seconded the motion.

Councilor de Geofroy said this change would allow an appointed alternate member (City Councilor) to participate at meetings that lack a quorum. Mayor Callaghan listed reasons he is opposed to the motion. He indicated that the lack of a quorum has not occurred often and that he is typically available to participate when necessary. He said according to the City Charter he is a member of all Standing Committees.

Councilor Sullivan expressed concern that alternate members may not be prepared to vote while filling a vacancy, especially if called to a meeting at the last moment. He questioned how much notice would be given in such circumstances. Mayor Callaghan said the City Councilors should be receiving the Standing Committee Agendas ahead of time.

Councilor Walker spoke in favor of the motion and shared a particular circumstance from the past in which lack of a quorum was intentional. Councilor Walker proposed that the Mayor would appoint Councilors (volunteer based) who would be notified when needed. Councilor Hamann suggested having one alternate member assigned to

each committee.

The City Council briefly discussed concerns of intentional absences due to the new policy, for various reasons. Councilor Lawrence cautioned that spot appointments could have intentional motives as well. Councilor Sullivan suggested a nomination process for the alternate member appointments. Mayor Callaghan clarified that the appointment process (Mayoral Appointments) would remain the same, as stipulated by the City Charter.

Councilor Fontneau suggested tabling the issue since “lack of a quorum” is not a current issue. Councilor Walker disagreed and encouraged the City Council to approve the change; rather than waste valuable time later trying to implement a change once a situation occurs.

Mayor Callaghan called for a roll call vote. The **MOTION CARRIED** by a 9 to 3 roll call vote as follows: Councilors de Geofroy, Fitzpatrick, Lawrence, Walker, Fontneau, Turner, Creteau, Richardson, and Karolian voted in favor of the motion. Councilors Sullivan, Hamann, and Mayor Callaghan voted against the motion.

10.3 Community Development Committee

No discussion.

10.4 Finance Committee

No discussion.

10.5 Planning Board

No discussion.

10.6 Public Safety

No discussion.

10.7 Public Works

Councilor de Geofroy reported the following items to the City Council.

10.7.1 Committee Recommendation: To grant the pavement disturbance moratorium waiver request

for 148 Old Dover Road *consideration for approval*

Councilor de Geofroy **MOVED** to grant the pavement disturbance moratorium waiver request for 148 Old Dover Road. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.7.2 Resolution Authorizing Supplemental Appropriation of \$150,000 to the FY24 General Fund CIP Fund for the Drainage Pipe Relining Project *first reading and refer to Public Hearing on April 16, 2024*

Councilor de Geofroy read the resolution by title only as follows:

Resolution Authorizing Supplemental Appropriation of \$150,000.00 to the FY24 General Fund CIP Fund for the Drainage Pipe Relining Project

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 One Hundred Fifty Thousand Dollars (\$150,000) to the General Fund CIP for the purpose of paying costs associated with the Drainage Pipe Relining Project. The entirety of this 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 multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

Councilor de Geofroy stated that the pipes are at risk of failure and the relining of the pipes must be addressed soon. Mayor Callaghan stated this resolution would be referred to a Public Hearing on April 16, 2024.

11. Unfinished Business

11.1. Resolution Adopting a FY 2025 Rochester CDBG "Action Plan for the City of Rochester, N.H." and

Approving and Appropriating the FY 2025 Community Development Budget for the City of Rochester *second reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows

RESOLUTION ADOPTING AN FY 2025 ROCHESTER CDBG "ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." AND APPROVING AND APPROPRIATING THE FY 2025 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 FY 2025 (July 1, 2024—June 30, 2025) "Action Plan for the Community Development Block Grant (CDBG) Program 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 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 will be approved and appropriated for fiscal year 2025 (July 1, 2024—June 30, 2025). 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	20%
Public Service Agencies	15%
Housing/Public Facilities/Infrastructure	65%
Total	100%

III. Further, that Two Hundred Forty One Thousand Fifty Six Dollars and Eighteen Cents (\$293,921.24) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans' repayments, be appropriated for continued use in the FY 2024 Action Plan year in granting loans to qualified small

businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2025 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2025 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount shall be drawn in their entirety from the above-mentioned FY 2025 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 the City Manager's designee in the Office of Economic and Community Development, is authorized to adjust 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.

Mayor Callaghan stated that this resolution is not ready for adoption and referred the matter to a public hearing to be held on May 21, 2024.

11.2. Resolution for Supplemental Appropriation of \$250,000 to the General Fund CIP Fund for the Community Center Bleacher Replacement Project *second reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

Resolution for Supplemental Appropriation of \$250,000 to the FY24 General Fund CIP Fund for the Community Center Bleacher Replacement Project

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 Two Hundred Fifty Thousand Dollars (\$250,000) to the General Fund CIP for the purpose of paying costs associated with the Community Center Gym Bleacher Replacement Project. This funding will address replacement of the second bank of bleachers. The first bank of bleacher replacements were funded in the FY24 Adopted General Fund CIP program budget. The entirety of this 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 multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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

11.3. Resolution Pursuant to RSA 656:40 Authorizing Use of Certain Ballot Counting Devices *second reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

Resolution Pursuant to RSA 656:40 Authorizing Use of Certain Ballot Counting Devices

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 authorize the use of the Dominion ImageCast Precinct Tabulator and the VotingWorks VxSuite ballot counting devices for the counting of ballots in the City of Rochester.

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.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. Councilor Walker **MOVED** to **AMEND**

the resolution by solely supporting the Voting Works machine. Councilor Hamann seconded the motion.

Kelly Walters, City Clerk, requested to make two clarifications prior to the vote. Ms. Walters stated that it had been initially thought that the Clerk's office could program the machines themselves; however, this is only true for Municipal Elections. Secondly, by adopting this resolution this evening it would initiate the purchase contract to be signed with an acknowledgement that the funds would not be released until after July 1st.

Mayor Callaghan mentioned that Voting Works is an open source vendor.

Mayor Callaghan reported that any new machines cannot be used in the November election unless they have been first used in the September primary election.

Councilor de Geofroy stated that this amendment limits the City's options for future purchases to a sole vendor, Voting Works. Ms. Walters clarified that the other company, LHS, is not an option for the September election deadline.

City Manager Ambrose stated that a purchase and sales agreement must be signed in April, which is directly tied to a FY 25 CIP project, in order to receive the devices in time for the September election. She said this vote serves as a reminder that the CIP Project would need to be approved per the pending purchase and sales agreement.

Mayor Callaghan called for a vote on the motion to **AMEND** the resolution. The **MOTION CARRIED** by a unanimous voice vote. Mayor Callaghan called for a vote on the motion to adopt as amended. The **MOTION CARRIED** by a unanimous voice vote.

The amended resolution is as follows:

**Resolution Pursuant to RSA 656:40 Authorizing Use of Certain
Ballot Counting Device**

**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

authorize the use of the VotingWorks VxSuite ballot counting devices for the counting of ballots in the City of Rochester.

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.

12. Consent Calendar

No discussion.

13. New Business

13.1. RSA 79-E Covenant Subordination Agreement with Profile Bank for 22 South Main Street *consideration for approval*

Mayor Callaghan stated that Profile Bank is requesting to be listed as the first lean position for restoration purposes on the above listed 79-E property. Mark Sullivan, Finance Director, stated that it is important to note that under the guidelines of 79-E projects, the City is always listed as the grantee and has the right to the first lean position on the casualty property/flood insurance should something go awry. He explained that in this case Mr. Vetter is still the grantor of 22 South Main Street; however, Profile Bank is requesting to take on the responsibility of being listed as the first lean position. Mr. Sullivan has reviewed the risk with the City Attorney and determined that there is no risk. The recommendation is to move forward with the subordination agreement with Profile Bank.

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

13.3. Unsealing of Non-Public Minutes *Motion to unseal the following:*

13.3.1. November 8, 2023, RSA 91-A:3, II(d) Land

Councilor Walker **MOVED** to **UNSEAL** the meeting minutes as stated above. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.3.2. January 16, 2024, RSA 91-A:3, II(d) Land

Councilor Walker **MOVED** to **UNSEAL** the meeting minutes as stated above. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.3.3. February 6, 2024, RSA 91-A:3, II(d) Land

Councilor Walker **MOVED** to **UNSEAL** the meeting minutes as stated above. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.3.4. March 5, 2024, RSA 91-A:3, II(d) Land

Councilor Walker **MOVED** to **UNSEAL** the meeting minutes as stated above. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Walker requested that the City Attorney briefly state what the released meeting minutes pertain to. City Attorney O'Rourke stated that the first three sets of minutes pertained to a lease agreement relative to the Ben Franklin property. He said the last set of minutes involved the purchase of 16 Bridge Street.

13.4. Resolution Authorizing Appropriations Related to Funding for Purchase of 16 Bridge Street *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

Resolution Authorizing Funding in the Amount of \$1.7 Million for the Purchase of 16 Bridge Street

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 authorize the use of One Million Seven Hundred Thousand Dollars (\$1,700,000.00) for the purchase of 16 Bridge Street, Rochester, New Hampshire. The funding shall be derived as follows: Nine Hundred Fifty

Thousand Dollars (\$950,000.00) form the Economic Development Non-Capital Reserve Fund and Seven Hundred Fifty Thousand Dollars (\$750,000.00) of ARPA grant funds previously allocated and approved for affordable housing projects.

Further, the Mayor and City Council direct the Trustees of the Trust Funds to transfer the above-referenced Nine Hundred Fifty Thousand Dollars (\$950,000.00) to the custody of the Finance Director to carry out the purposes of this Resolution.

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.

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

13.5. Resolution Authorizing Acceptance and Appropriation of American Rescue Plan Act Victim Services Grant Award for FY 2025 *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF AMERICAN RESCUE PLAN ACT VICTIM SERVICES GRANT AWARD FOR FY 2025

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

WHEREAS, that an American Rescue Plan Act Victim Services grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

WHEREAS, the aforesaid grant requires a 20% cash match by the City of Rochester in the amount of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), by City of Rochester's Legal Department;

FURTHER, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the American Rescue Plan Act Victim Services grant;

FURTHER, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2025 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary 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.

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

14. Non-Meeting/Non-Public Session

No discussion.

15. Adjournment

Mayor Callaghan Adjourned the Regular City Council meeting at 6:31 PM.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

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City Clerk's Office



City of Rochester, New Hampshire
 OFFICE OF THE CITY MANAGER
 31 Wakefield Street • Rochester, NH 03867
 (603) 332-1167
www.RochesterNH.gov

CITY MANAGER'S REPORT

April 2024

Contracts and documents executed since last month:

- **Assessing**
 - Revaluation contract – Corcoran Consulting **P. 29**
- **Department of Public Works**
 - Task Order, Eastern Ave Sewer Rehab Project – Weston & Sampson **P. 30**
 - Demolition quote, 45 Old Dover Road – S.U.R. **P. 31**
 - Professional Land Appraisal Services – Risk Management Assoc. **P. 32**
 - Quote, Construction fencing at Nancy Loud School – S.U.R. **P. 33**
 - Task Order, residual improvements, prelim design - Underwood **P. 34**
 - Task Order amendment, Lagoon Operations - Underwood **P. 35**
 - Notice to proceed, City Hall Roof Drain – Triple Construction Co. **P. 36**
 - US Geological Survey funding agreement, Cocheco River Stream Gage station **P. 37**
 - Bid award, FY24 Paving - Brox. **P. 38**
- **Economic Development**
 - Purchase & Sales agreement – 16 Bridge Street **P. 39**
 - FY23-24 CAP Weatherization – Washington St **P. 40**
 - NHDAS Fish and Game application re: new courthouse **P. 41**
 - FY23-24 CAP Weatherization – Multiple Locations **P. 42**
 - Closeout documents, Easterseals Champlin Place **P. 43**
- **HR**
 - FY25 FSA Contract Renewal **P. 44**
- **Police Department**
 - Updated JAG grant forms **P. 45**
- **Recreation**
 - YMCA Summer Arena Use MOU **P. 46**
 - Carnival Rides contract – Cushing Entertainment **P. 47**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 48**

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City Clerk's Office



City of Rochester, New Hampshire

Assessing Department

19 Wakefield Street • Rochester, NH 03867-1917

(603) 332-5109

MEMO

TO: Katie Ambrose, City Manager

FROM: Darcy Freer, Chief Assessor

DATE: April 22, 2024

RE: Full Statistical Revaluation Contract, \$200,000

Attached please find a Full Statistical Revaluation Contract with Corcoran Consulting Associates, Inc to assist the Assessing Department with the Full Statistical Revaluation in the appraisal of all taxable property within the City. This also includes \$25,000 of monies, not included in the contract, for a third-party appraisal of the Waste Management Facility, Section 2.5- Utility and Special Use Property. The funding of \$200,000 shall be spread over FY24 and FY25 as follows; \$100,000 from General Fund property tax overlay, and \$100,000 from Assessing operating account appraisal services.

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

Darcy Freer
Chief Assessor

Enclosures: Full Statistical Revaluation Contract, Effective date of Value April 1, 2024 between City of Rochester, NH and Corcoran Consulting Associates, Inc.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.gov

05/02/2024



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION
DATE: March 28, 2024
SUBJECT: Weston & Sampson
Eastern Avenue – Sewer Rehabilitation Project
\$186,260.00
CC: Peter C. Nourse, PE, Director of City Services
Richard A. Carr, City Engineer

Attached please find (1) one copy of the Weston & Sampson Engineering Task Order for City Manager signature. This task order is for the construction administration and inspection work associated with the Eastern Ave Sewer Main Rehabilitation.

Weston & Sampson was selected for City of Rochester Infrastructure based on RFQ 21-19.

The funds available in the following Sewer Fund CIP Accounts as budgeted for this project:

55026020-771000-20550 = \$15,000

55026020-771000-24557 = \$171,260.00

If you have any question, please call, if none please sign and return document to me at the DPW for Distribution



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.gov

05/02/2024



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

DATE: March 28, 2024

SUBJECT: SUR – 45 Old Dover Road
Demolition Old DPW
Cost \$258,895.00

CC: Peter C. Nourse, PE, Director of City Services
Michael Scala, Economic Development

Attached please find (1) one copy the SUR Construction Co quote for demolition of the former DPW at 45 Old Dover Road. The Economic Development Department applied for and were awarded an Invest NH Grant in the amount \$252,000 for this project.

The pricing is per the equipment and labor cost quoted in City of Rochester Bid #23-26 for Equipment rental and “On-call Construction Services and Related Equipment Rentals.

Funding for this work is in the following General Fund Accounts:

15011090-772000-24585 = \$252,000
11080050-533000 = \$6,985.00

If you do not have any questions, please execute, and return the executed copy to us at the DPW for distribution.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.gov



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE- CITY MANAGER

FROM: LAURA MCDORMAND, ADMIN. SERVICES & UTILTIY BILLING SUPERVISOR

DATE: April 3, 2024

SUBJECT: Professional Land Appraisal Services
Risk Management Associates
Amount \$5,150.00

CC: Peter Nourse, Director of City Services
Lisa J. Clark, DPW Deputy Director

Attached please find (1) copy of the Professional Land Appraisal Service contract. This is a professional service for the Round Pond and Rochester Reservoirs' watershed protection and land conservation efforts.

The funds for this effort are available in the following account CIP project 55016010-771000-17540.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.gov

05/02/2024



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

DATE: March 28, 2024

SUBJECT: SUR – Nancy Loud School
Fencing
Cost \$5,896.01

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

Attached please find (1) one copy the SUR Construction Co quote for City Manager Signature. This scope is for the installation of temporary fencing at the vacant Nancy Loud School. SUR Construction will supply and install fencing & no trespassing signs to secure the building area.

The pricing is per the equipment and labor cost quoted in City of Rochester Bid #23-26 for Equipment rental and “On-call Construction Services and Related Equipment Rentals.

O&M Funds will be used from the following account

11080050-533000 = \$5896.01

If you do not have any questions, please execute, and return the executed copy to us at the DPW for distribution.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
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05/02/2024



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION
DATE: April 17, 2024
SUBJECT: Underwood Engineers
Task Order #12 Residual Improvements-Prelim Design
Amount \$65,000

CC: Peter C. Nourse, PE, Director of City Services
Gretchen A. Young, DPW Deputy Director – Technical Services
Richard A. Carr, City Engineer

Attached please find one copy of the Underwood Engineer's Task Order #12 for City Manager Signature. This task order is in the amount of \$65,000 and is for work to provide preliminary design phase engineering service associated with improved efficiency and reduced volume of the water treatment plant process residuals.

Underwood Engineers was selected for Technical Assistance and Infrastructure Engineering per RFQ 21-19 Professional Engineering Services.

The funding for this work is available in the Water CIP Budget in the following account:

55016010-772000-20546 Available Amount is \$400,000 this request is \$65,000.00

If you have any questions, please call, if none please sign and return the document to me at the DPW for distribution.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
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05/02/2024



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION
DATE: April 19, 2024
SUBJECT: Underwood Engineers
Task Order #5 Amendment #3
Engineering Services – Lagoon Operations - Pilot
Amount \$35,000

CC: Peter C. Nourse, PE, Director of City Services
Gretchen A. Young, DPW Deputy Director – Technical Services
Richard A. Carr, City Engineer

Attached please find one copy of the Underwood Engineer's Task Order #5 Amendment #3 for City Manager Signature. This task order is in the amount of \$35,000 and is for engineering services and oversight on the Residuals Lagoon Pilot work program.

Underwood Engineers was selected for Technical Assistance and Infrastructure Engineering per RFQ 21-19 Professional Engineering Services.

The funding for this work is available in the Water CIP Budget in the following account:

55016010-772000-20546 = \$35,000.00

If you have any questions, please call, if none please sign and return the document to me at the DPW for distribution.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.gov

05/02/2024



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION
DATE: April 19, 2024
SUBJECT: Triple Construction Co, LLC
City Hall Roof Drain Project
Bid 24-30 Notice to Proceed.

CC: Peter C. Nourse, PE, Director of City Services
Michael Riley, Municipal Svc Supervisor – B& G Division

Attached please find one copy of the Notice to proceed document for City Manager Signature. This document is for the City Hall Roof Drain project and pricing is per low bidder on Bid # 24-30.

The project bid amount of \$112,293.000 is within budget and is encumbered with Munis Req# 7428:

The General Fund B&G CIP Account is as follows:

15011090-772000-24512 Original Budget \$300,000.

If you have any questions, please call, if none please sign and return the document to me at the DPW for distribution.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.gov



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LAURA MCDORMAND, ADMIN. SERVICES & UTILTIY BILLING SUPERVISOR

DATE: April 24, 2024

SUBJECT: United States Department of Interior
US Geological Survey
Annual Joint Funding Agreement
Amount=\$16,900.00

CC: Peter Nourse, Director of City Services
Lisa J. Clark, DPW Deputy Director

Attached please find (1) one copy of the annual USGS annual joint funding agreement. This agreement is for a stream gage station set up on the Cocheco River. This agreement is for all cost associated with the equipment, as well as all field and analytical work pertaining to the equipment and data acquired. This agreement is budgeted in both the water and sewer O&M funds annually as follows.

The fund for this effort is available.

Water Account 51601073-533000 \$8,450.00

Sewer Account 52602074-559000 \$8,450.00



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.gov

05/02/2024



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION
DATE: April 25, 2024
SUBJECT: Notice of Award
Brox Industries – FY2024 Paving
Bid # 24-35
Amount \$1,681,857.50

CC: Peter C. Nourse, PE, Director of City Services
Timothy Goldthwaite, PE Assistant City Engineer

Attached is the Notice of Award for Bid#24-35 for the FY 2024 Pavement & Highway Improvement project for CM Signature. Brox Industries was the low bidder for this project.

Funds are available in the following CIP Accounts for Pavement Rehabilitation:

15013010-771000-22584 = \$85,940.67
15013010-771000-23529 = \$98,858.59
15013010-771000-23578 = \$53,225.60
15013010-771000-24534 = \$1,443,832.64
Total amount \$1,681,857.50

If you have any questions, please call, if none please sign and return the document to me at the DPW for distribution.

05/02/2024

MEMO

TO: Katie Ambrose, City Manager

CC: Terence O'Rourke, City Attorney

FROM: Michael Scala, Director of Economic Development

DATE: April 2, 2024

RE: P&S for 16 Bridge Street (St. Elizabeth of Seton School)

Katie:

Please find attached the P&S Agreement between Roman Catholic Bishop of Manchester and the City of Rochester concerning the purchase of the 16 Bridge Street.

The City would purchase this property with the goal of sale to a developer for the construction of both affordable and market-rate housing.

The purchase price is for \$1,700,000.00, which is an amount approved by the City Council during the March 5, 2024 Nonpublic Meeting.

Attorney O'Rourke has reviewed and approved the document for execution. If you are satisfied, please review, sign, and scan back to me.

Thank you,



Michael Scala
Director of Economic Development



05/02/2024

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

INTEROFFICE MEMORANDUM

TO: Kathryn Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: April 3, 2024

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Washington

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for Community Action Partnership of Strafford County. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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

05/02/2024

MEMO

TO: Katie Ambrose, City Manger

CC: Terence O'Rourke, City Attorney

FROM: Michael Scala, Director of Economic Development

DATE: April 17, 2024

RE: New Hampshire Dept. of Administrative Services, NH Fish and Game Application

Katie:

The NH Department of Administrative Services' (NHDAS) NH Fish and Game application in regard to the NHDAS's construction of the new Courthouse along Route 108.

Where Rochester is the current owner of this parcel, the City, in addition to NHDAS, are required to sign this application to analyze the impact on this project on certain local wildlife.

The Legal Department has reviewed and cleared this document for execution.

If you are satisfied with the document, please review, sign, and scan back to me.

Thank you,



Michael Scala
Director of Economic Development



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

INTEROFFICE MEMORANDUM

TO: Kathryn Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: April 19, 2024

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Multiple Locations

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for Community Action Partnership of Strafford County. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



05/02/2024

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

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, City Manager
FROM: Kiersten Wright, Community Development Coordinator
DATE: April 25, 2024
SUBJECT: Easter Seals NH/Champlin Place Closeout Documents

CC: Mark Sullivan, Finance Director
Cassie Givara, Deputy City Clerk

Please find the attached documents for the closeout of the Easterseals NH/Champlin Project via NH CDFA. Currently there is a final claim that has been approved and is waiting to be paid. The CDBG portion of this project came to \$995,801.52. Signing of this document is required to finalize the close out through NH CDFA.

This will require a notary signature as well.

Please direct any further questions or concerns for this request to Kay Wright.



City of Rochester, New Hampshire

Human Resources

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7503

MEMO

TO: Kathryn Ambrose

FROM: Kimberly Conley, Deputy CAO

DATE: April 5, 2024

RE: FSA FY 2025 contract renewal

Attached please find the annual FSA contract from HealthTrust. Change for this fiscal year 2025 is the maximum allowable participant salary reduction contribution increase from \$ 2,800 to \$ 3200.00 maximum benefit.

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

Kimberly Conley

Deputy CAO

Enclosures: Contract

05/02/2024

ROCHESTER POLICE DEPARTMENT



GARY M. BOUDREAU
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
<https://police.rochesternh.gov>

"Dedication, Pride, Integrity"

POLICE COMMISSION

DAVID R. STEVENS
Chairman
DONNA M. BOGAN
Vice-Chairman
JOHN H. LAROCHELLE
Commissioner

April 18, 2024



TO: Katie Ambrose
City Manager


FROM: Gary M. Boudreau
Chief of Police

RE: Signature on form for FY24 JAG Grant

Dear City Manager Ambrose:

The Police Department has attached the Certification and Assurances by the Chief Executive of the Applicant Government for a FY23 JAG Grant that ends September 30, 2026. The Certification form needs to be updated in order for us to draw down the funds we expended.

The attached form requires your signature and information filled out under the signature line. Thank you and please let me know if you need anything else.

Sincerely,
Gary M. Boudreau 
Chief of Police

MEMO

TO: Katie Ambrose, City Manager
FROM: Lauren Krans, Director
CC: Mark Sullivan, Finance Director, Sarah Ward, Business Coordinator
DATE: April 1, 2024
RE: YMCA Summer Arena Use MOU

Attached please a copy of the Memo of Understanding pertaining to the YMCA Camp Coney Pine's use of the Arena. The MOU outlines details of their summer camp's ability to use the Arena in the event of severe weather during the Summer of 2024.

I respectfully request your signature on the MOU. Please let me know if you have any questions or would like additional information.



05/02/2024

To: Katie Ambrose, City Manager
Mark Sullivan, Finance Director

From: Lauren Krans, Director of Recreation & Arena

Date: March 14, 2024

CC: Sarah Ward, Business Coordinator

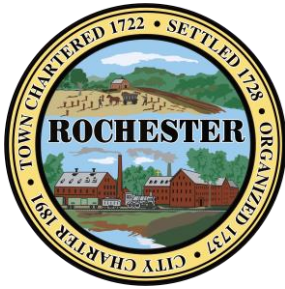
RE: Rides Contract – Cushing Entertainment
Amount \$18,540

Please find the attached contract between the City of Rochester and Cushing Entertainment for 'kiddie' carnival rides at the 2024 Lilac Family Fun Festival.

Funding for the July 2024 Family Fun Festival show is available in the Recreation Special Event Fund- 61364020-589028.

If you have any questions, please let me know. If not, please sign and return to Lauren Krans for distribution.

DEPARTMENT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	PROMOTION	OTHER	MISC. INFO
COMMUNICATIONS	BESS SANNINO	COMMUNICATIONS SPECIALIST	1	X			X						
DPW	SHARON COSME	CUSTODIAN	1		X		X						
FIRE	MARIA BUSUITO-LIMA	PUBLIC EDUCATOR ADMINISTRATIVE ASSISTANT	1	X			X						
LIBRARY	TERRI SHAW	LIBRARY PAGE	1		X		X						
POLICE	RILEY DUBE	ADMINISTRATIVE TECHNICIAN II	1		X		X						
POLICE	CLAIRE BROUGH	PATROL OFFICER	1	X			X						
LEGAL	MORGAN VENO	PER DIEM LEGAL ASSISTANT	1			X	X						
DPW	MICHAEL HOAGE	MUNICIPAL SERVICES SUPERVISOR - WATER DISTRIBUTION SYSTEM	1	X			X						



05/02/2024

CITY OF ROCHESTER, NEW HAMPSHIRE
OFFICE OF THE MAYOR
31 Wakefield Street, Rochester, NH 03867
www.RochesterNH.gov

55th ANNUAL PROFESSIONAL MUNICIPAL
CLERK'S WEEK
MAYORAL PROCLAMATION

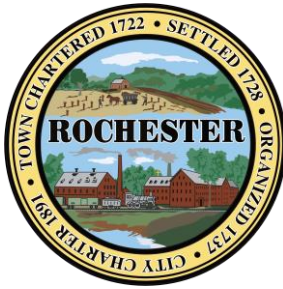
- Whereas,** The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and
- Whereas,** The Office of the Professional Municipal Clerk is the oldest among public servants, and
- Whereas,** The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and
- Whereas,** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.
- Whereas,** The Professional Municipal Clerk serves as the information center on functions of local government and community.
- Whereas,** Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.
- Whereas,** It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.
- Now, Therefore, I,** Paul Callaghan, Mayor of Rochester, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our City Clerk, Kelly Walters and her staff, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have set my hand
and caused to be affixed the Seal of the City of
Rochester this the 7th Day of May in the year of
our Lord, Two Thousand and Twenty-four

Paul Callaghan,
Mayor

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City Clerk's Office



05/02/2024

CITY OF ROCHESTER, NEW HAMPSHIRE
OFFICE OF THE MAYOR
31 Wakefield Street, Rochester, NH 03867
www.RochesterNH.gov

Public Works Week

MAYORAL PROCLAMATION

WHEREAS, Public Works infrastructure, facilities and services are of vital importance to the health, safety and well being of the people of this community; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of the many city systems and programs such as streets, public buildings, solid waste, recycling, parks, landscaping, public water system, public sewer system, and the general maintenance and operations of those; and

WHEREAS, the health, safety, economic vitality and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these services, as well as their planning, design, and construction of public facilities and utilities, is vitally dependent upon the efforts and skills of public works personnel; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the public's attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I, Paul Callaghan, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim the week of May 19-25, 2024 as "National Public Works Week" in the City of Rochester, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing quality Public Works services and to recognize the contributions which Public Works representatives make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 7th Day of May in the year of our Lord, Two Thousand and Twenty-Four

Paul Callaghan
Mayor

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City Clerk's Office



CITY OF ROCHESTER, NEW HAMPSHIRE
OFFICE OF THE MAYOR
31 Wakefield Street, Rochester, NH 03867
www.RochesterNH.gov

May is Mental Health Month
PROCLAMATION

WHEREAS, mental health is an essential part of overall well-being, impacting individuals, families, and communities across Rochester, New Hampshire;

WHEREAS, one in five American adults experiences a mental health condition each year and everyone faces challenges in life that can impact their mental health;

WHEREAS, despite its prevalence, mental health remains shrouded in stigma, preventing many from seeking help;

WHEREAS, early intervention and access to quality care are crucial for managing mental health conditions and improving quality of life;

WHEREAS, May is recognized nationally as Mental Health Awareness Month, providing an opportunity to raise awareness, combat stigma, and promote mental health resources;

I encourage all residents of Rochester to:

- Educate themselves and others about mental health conditions, treatment options, and available resources.
- Challenge stigma by speaking respectfully and inclusively about mental health.
- Seek help if they are struggling with their mental health and encourage others to do the same.
- Support organizations that provide mental health services and advocacy.
- Create safe and supportive environments for open conversations about mental health.
- Together, we can create a community where everyone feels empowered to prioritize their mental well-being and seek help when needed.

Now, Therefore, I, Mayor Paul Callaghan, do hereby proclaim May 2024 as Mental Health Month in the City of Rochester, New Hampshire.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 7th day of May, in the year of our Lord, 2024.

Paul Callaghan
Mayor

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City Clerk's Office



City of Rochester, New Hampshire
 OFFICE OF THE CITY CLERK
 31 Wakefield Street • Rochester, NH 03867
 FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
 BOARD AND COMMISSION MEMBERSHIP**

DESIRED POSITION: select man

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

FIRST NAME: Thomas LAST NAME: Poulin

STREET ADDRESS: 6 CROCKETT ST

ZIP: 03867

TELEPHONE: (H) 603-212-1512 (W) _____ E-MAIL tpoulin@bridgewell.org

Please note: Any and all information provided on this form will become subject to disclosure and made publicly accessible.

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO ☐ WARD 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Thomas Poulin

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION



City of Rochester, New Hampshire

CITY COUNCIL – APPOINTMENTS REVIEW COMMITTEE

31 Wakefield Street • Rochester, NH

03867 (603) 332-1167

www.RochesterNH.gov

Appointments Review Committee

April 30, 2024

City Hall Chambers – Conference Room

5:30 PM

Committee Members Present:

David Walker, Chair
Bryan Karolian
Matthew Richardson
Rachel Lawrence

Committee Members Excused:

Chuck Creteau

Minutes

Chair Walker called the Appointments Review Committee meeting to order at 5:30 PM on April 30, 2024.

Review and Discussion of Applications and Current Board Membership

The Committee discussed the desired qualifications and backgrounds which would be beneficial for potential members of both Zoning Board and Planning board as well as what is expected of members once they are seated on these boards.

New appointment(s):

Allison Burrridge

Planning Board, Seat K (New Appointment, Alternate member) *Term to Expire 1/2/2025*

Ms. Burrridge explained that she had moved to Rochester the year prior as a first-time homeowner. She currently works as a local realtor and is employed in Housing Initiatives and Landlord Engagement for the Granite United Way. The Committee discussed with Ms. Burrridge her vision for Rochester and considerations for development in various zones throughout the City. Ms. Burrridge spoke about her passion for affordable housing but acknowledged the limitations on such and the importance of carefully considering approvals. The Committee discussed with Ms. Burrridge the potential for conflicts of interest between her career and the planning board and how she would handle these situations. Chair Walker spoke about training required for members of land use boards.

The Committee briefly discussed the differences between regular and alternate members of committees and the past practice of appointing first time members as alternates. Ms. Burrige indicated she would be open to either type of position.

Councilor Karolian **MOVED** to recommend Allison Burrige to the City Council as an alternate member of the Planning Board, Seat K, with a term to expire 1/2/2025. Councilor Lawrence seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Susan Pastor

Zoning Board of Adjustments, Seat F (New, Alternate Member) *Term to Expire 1/2/2027*

Ms. Pastor was unable to attend the Appointments Review Committee meeting and will be rescheduled for the May 28, 2024 meeting.

Councilor Karolian **MOVED** to **ADJOURN**. Councilor Lawrence seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Chair Walker **ADJOURNED** the meeting at 6:36 PM.

Respectfully submitted,

Cassie Givara
Deputy City Clerk

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Finance Committee

Meeting Minutes

Meeting Information

Date: April 9, 2024

Time: 6:00 P.M.

Location: 31 Wakefield Street

Committee members present: Mayor Callaghan, Councilor Fitzpatrick, Councilor Lawrence, Councilor Sullivan, Councilor Turner, Councilor Walker, and Deputy Mayor Hamann

City staff present: Finance Director Mark Sullivan. City Manager Katie Ambrose. Deputy City Clerk Cassie Givara.

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

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM.

Councilor Walker led the Committee and all those present in the Pledge of Allegiance.

Deputy City Clerk Cassie Givara took the roll call attendance. Councilors Fitzpatrick, Lawrence, Sullivan, Turner, Walker, Deputy Mayor Hamann, and Mayor Callaghan were all present.

2. Acceptance of Minutes: March 12 2024

Councilor Walker **MOVED** to approve the minutes of the March 12, 2024 Finance Committee meeting. Councilor Hamann seconded the motion. Councilor Lawrence moved to make an amendment to note her name under "Committee members present." Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

Tom Kaczynski, resident, questioned the idea of an Employer-Assisted childcare program, the use of ARPA money for such a program, and the reoccurring budgetary cost to the City if such a program were formed. Mr. Kaczynski also inquired about the use of ARPA money for non-profits.

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4. Unfinished Business:

4.1.1 Residential Trash Bags-Retail Program

Finance Director Sullivan gave a brief overview of the proposal for a residential trash bag program and addressed several concerns which had arisen at the prior Finance meeting. Director Sullivan referenced a question posited at the prior meeting regarding whether the tax office verifies Rochester ID before selling trash stickers. He clarified that the tax office staff does not check ID when selling these stickers; the onus falls on Waste Management to verify that those utilizing residential drop-off are Rochester residents. The Committee had discussed the possibility of non-resident landlords utilizing the drop-off, or other potential ways in which the drop off could be abused by non-residents. Director Sullivan reiterated that these circumstances are the responsibility of Waste Management to enforce and prevent.

Director Sullivan supplied samples of store brought name-brand trash bags and a neighboring municipalities trash bags to address the matter of thickness. Ge gave details on the varying thicknesses of different waste bags and gave options on what quality Rochester could choose. Director Sullivan explained that these proposed trash bags will only be used for residential overflow. Regular household trash that is disposed of in toters is handled at no charge to residents, due to the host agreement between the City of Rochester and Waste Management. He spoke about other municipalities where residents not only pay for trash bags, but also pay for the collection and disposal of their trash.

Director Sullivan stated that there is a clause in the host agreement which stipulates that the City of Rochester trash bags cannot be less than the average combination of costs for Somersworth, Farmington, and Dover bags. This clause seems to have originated from the 2007 agreement. The City of Rochester's current cost of stickers is \$1.75, which is less than the aforementioned average of these other municipalities; however, he reiterated that these stickers are just for use with overflow waste.

Director Sullivan briefly spoke of the potential ease of fraudulently recreating trash stickers using inexpensive supplies, which would be far less likely if the City transitioned to trash bags. He reiterated that with the increase demand for trash stickers due to more strict enforcement at Waste Management, it has been a burden on the tax office with staff selling as many stickers per month as they previously sold in a year. If adopted, the City trash bags will be sold in retail locations and would relieve the tax office of the responsibility.

Director Sullivan announced that there had been a public input submission from Steve Beaudoin titled "Bulk Waste" which had been distributed to all committee members.

Director Sullivan explained that the manufacturer (Boxes and Bags) would handle the retail aspect and having the Rochester bags available for sale in Market Basket and Hannaford in the City of Rochester. However, there would be a transition period where the public is educated on the new program and the stickers are still available in the tax office.

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Councilor Sullivan referenced the aforementioned clause in the host agreement dictating that the fee charged for bags be the average of the bag fees three neighboring cities. He inquired if this clause would necessitate Rochester increasing their cost per bag. Director Sullivan stated that he had conferred with the City Attorney and they do not believe Rochester would need to increase costs. Dover and Somersworth have waste programs structured as “pay as you throw,” requiring residents to not only purchase the bags, but to also pay for disposal, which necessitates the higher cost per bag. He spoke about potential drawbacks of pricing the Rochester bags lower than this average but recommended keeping the cost at \$1.75, the cost residents are accustomed to paying for the stickers.

Councilor Walker questioned this clause in the host agreement, citing the fact that Rochester has never sold residential trash bags in the past. Director Sullivan confirmed that although the host agreement specifies bags, the City had opted to go with stickers. Councilor Walker speculated that if the average price cited in the agreement was an issue, Waste Management would have already approached the City regarding the lower cost of the stickers.

City Manager Ambrose emphasized the convenience for residents which would be experienced with the bag program. Residents will be able to purchase bags after hours and during weekends without having to depend on City office hours. Councilor Sullivan agreed that the bag system was more efficient and convenient for residents; although he requested a conversation on price if it was determined that an increased cost would be necessary above the \$1.75 sticker fee.

Councilor Hamann inquired if there had been any negotiation with Hannaford and Market Basket to have these bags carried in the stores. Director Sullivan stated that he had initially misconstrued the process and had begun to work directly with these stores; however, it was discovered that the vendor, Bags and Boxes, handles this aspect through agreements already in place with retail locations for the distribution, inventory, and financial exchanges and reconciliation trash bags sales.

Councilor Fitzpatrick asked if there were any ideas or insights on the public input sent by Steve Beaudoin. Director Sullivan explained that the crux of the concern is that an elderly resident is unable to maneuver her toter, and as a workaround she is disposing of multiple small grocery bags of trash per week at the drop off, each of them using a sticker. He stated that more information on the location and situation would be beneficial, but asserted that it is difficult to arrive at a solution for every possible scenario. He briefly spoke about the potential for additional programs to help residents in need. The Committee continued to discuss the resident in question and potential solutions for the problem being encountered.

Councilor Hamann **MOVED** to recommend to the full City Council the establishment of a residential trash bag retail program. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4.1.2 79E Summary Review

Director Sullivan explained that there were several questions which had arisen following the prior Finance Committee meeting. One of these questions was regarding the Howard property not being on

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the “active” covenant table displayed in the packet, but rather listed as “pending.” Director Sullivan stated that the Howard project was a replacement of a qualifying structure, and thus the tax relief will not begin until the completion of the replacement structure; since the Howard has not received certificates of occupancy, the Chief Assessor did not consider it a completed project. He stated that the 5-year 79-E covenant period would not begin until the following tax year. Additionally, Director Sullivan pointed out a correction which had been made to the chart regarding the number of dwelling units included in the 28 North Main Street property.

5. New Business

5.1.1. Employer Assisted Child Care Cooperative-ARPA Funded

City Manager Ambrose gave an overview of the history of the Employer Assisted Childcare program. The City received just over \$6 million in ARPA (American Rescue Plan Act) funds; \$1.4 million of which was allocated to the establishment of an employer assisted childcare initiative. The concept had originally been that such a childcare cooperative could be offered to City staff to not only attract new employees, but as a benefit to retain employees, with additional slots available to Rochester residents to help address the shortage in childcare in the community. In theory, this childcare program would be self-sustaining, with the \$1.4 million used as capital startup costs.

The City Manager’s self-directed work team had been formed to help determine the feasibility of such a childcare program and to provide recommendations to the City Manager moving forward. City Manager Ambrose explained that there were multiple City staff members serving on this work team who had prior history in the childcare field, including serving as directors of childcare programs.

The work team’s primary focus was to examine the feasibility of a City-run childcare program, reviewing potential sustainable business models, and sourcing locations/facilities for such a program. City Manager Ambrose detailed what the work team had accomplished over the prior year and a half. However, after carefully reviewing the data gathered over their tenure, it was determined that an employer-assisted childcare program would not be self-sustainable, and thus not feasible given the goals set for this project. The work team did offer several recommendations on how this funding could be allocated towards other initiatives to help support staff with younger children.

City Manager Ambrose reported that following the findings of the work team, she had been approached by the school superintendent regarding a potential partnership with Great Bay Community College, the high school, and the Tech Center in which the funding could be used for a childcare program to be utilized as a workforce development pipeline. However, under the assumption that this proposed program would be City-operated, it was not found to be self-sustaining either. She explained that one of the limiting factors is the City’s wage scale and classification system, which would put even the lowest grade and step employee above those of employees in the local private market, causing competition.

Carole Glenn, Economic Development, addressed the Committee regarding the work that the team had accomplished and its subsequent findings, with the committee’s formation in January of 2023. Ms. Glenn explained that the primary goals were to determine if such a program could be self-sustaining

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and to ensure that the program would not compete with existing private childcare in the Community. Based on results of the staff survey, it was found that there did not appear to be a great enough demand amongst employees for childcare to make the program necessary. Additionally, it was found that simply providing market-rate childcare to employees would not be viewed as a benefit if there was no discounted tuition rate offered for employees.

Ms. Glenn spoke about the other alternatives explored by the committee for use of the funding, which have been distributed to the Committee, including family-friendly workplace policies and reallocation of funds towards other city programs. She referenced the sample operating budget which had been included with the packet materials. This budget had been developed in regards to the potential partnership with Great Bay and the Tech Center and based on data from the City on wage scales as well as publicly available data on tuition rates. The budget indicated that in FY25, the proposed program would experience a deficit of over \$200,000. It was anticipated that this deficit would continue to increase as with each subsequent year due to personnel costs rising at a faster rate than the market will allow for tuition rate increases. It was emphasized that these same staffing and budgetary issues are being encountered throughout the childcare industry and it is very difficult for any childcare business to be self-sustaining. If the City were to establish a program with employees' starting salaries greater than those of local providers, it would create competition for already limited childcare staff and adversely affect local providers, which the City is not willing to do. She spoke about the referenced partnership with Great Bay and the Tech Center, and the potential benefits to the community which this partnership could create but reiterated that this model would not be self-sustaining. She presented the Committee with the following considerations:

1. Should the City pursue building an addition adjacent to the tech center for the purpose of opening a childcare center and potential workforce development program that would serve City/School employees and community families despite recognizing that it is unsustainable and would require an annual investment from the City?
2. If the City chose to develop a new childcare program, should the City operate/manage the program itself, or issue an RFP soliciting bids for management of a newly developed childcare program?
3. Are there alternative uses for the ARPA funding that would support child/youth programming?

Mayor Callaghan praised the work team for their hard work and thorough report. He acknowledged that although the work team had completed the job with which they were tasked, with the realization that a city-run childcare could not be self-sustaining nor could it exist without competing with local providers, he felt that he could not support moving forward with the recommendations.

Councilor Sullivan stated that he agreed that the City should not support option one or two; however, he felt the third option would be viable for reallocation of the funding towards youth programming elsewhere in the City. He asked if there were any restrictions on the ARPA funding which would prevent it from being used in this manner. City Manager Ambrose stated that supporting childcare

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is a permissible use for ARPA funds, although there would need to be more details presented on specific programs to thoroughly assess whether it is a qualifying use.

City Manager Ambrose presented a caveat to the data collected via the survey referenced in the report. Although there was not a need expressed by City staff, the results only capture current staff who likely already have childcare established, not future or potential employees which may generate different results. Additionally, the survey was distributed during the summer months when there were fewer respondents from the school department, but there has since been indication that a childcare program would have greater demand on the school side. City Manager Ambrose clarified that if the City did decide to move forward with a City-run program or partnership, it would not only entail the initial ARPA contribution but an annual budgetary contribution for operations. She stated that there would not be an accurate representation of the costs for such a partnership until/unless an RFP was issued if the Finance Committee determines it would be beneficial.

Councilor Hamann stated he would not support a program that would result in an ongoing budgetary item for the City; however, he was not opposed to exploring the possibility of issuing an RFP to determine if there were other programs to which the ARPA funding could be allocated. He cautioned that there was a tight timeline given the requirements for ARPA funding to be allocated by years' end. City Manager Ambrose speculated that there was adequate time to issue an RFP, receive responses, and potentially reallocate the money if the RFP process is not successful.

Councilor Lawrence inquired if the work team had included data on the economic impacts of the childcare shortage and lost labor due to lack of childcare. Ms. Glenn stated that this was information that had been examined, and she recalled that the impact was in the billions for the state of NH. She stated she would be able to supply this information.

Ms. Glenn clarified that if there were an RFP issued for a partnership to operate a privately-run childcare center, the way this typically works is that a for-profit childcare corporation would operate the center, any staff would be employees of said corporation, and families would pay tuition to the corporation. The City of Rochester would be paying the company to operate this potential center through an annual budget item. Councilor Lawrence inquired if there would be a way to quantify the economic impact to the community of not offering this childcare initiative; she suggested that if the budgetary cost of a childcare center was offset by this economic impact, it may still be worth considering. Mayor Callaghan stated that this is a very hard number to quantify for a single community with the bulk of the data being statewide or nationwide.

Councilor Sullivan inquired if the ARPA funding needs to be used specifically for childcare, or if it can be used for child and youth programs, as laid out in the alternate recommendations from the work team. City Manager Ambrose confirmed that this funding could be reallocated for other uses; but the City would need to review the Treasury Department's ARPA guidelines to determine whether youth programming was a permissible use.

The Committee discussed the process of issuing an RFP, for which either a vote or sense of committee is needed for the City Manager to move forward. City Manager Ambrose explained the ways

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the RFP could be structured and what the City could ask; such as request for information or request for quote to determine if there is any interest or if there are any ideas for potential programs. Director Sullivan confirmed that the RFP process could be completed fairly quickly without any commitment on the part of the City, and may potentially generate ideas from those in the childcare industry.

City Manager Ambrose suggested that, because the Committee was not in favor of a non-sustainable model for a City-run childcare, the City could look in more detail at some of the other recommendations resulting from the work team and come back to the Finance Committee if any funding or further action is needed on any of these items.

5.1.2. ARPA Funding Recommendations – Lead Paint Program and Rochester Child Care

Director Sullivan explained that there is a remaining balance of unallocated ARPA funds equaling \$664,000 not assigned to specific projects. He stated that there is a recommendation to assign \$250,000 to a lead hazard mitigation program, which would dovetail with the ordinance the City Council recently adopted regarding lead paint poisoning prevention and control. He explained that this funding had come forward the year prior, but there was question regarding overlap of the Board of Health and the State and redundancy between programs. Following this recent vote for Council however, there may be additional ideas coming forward to help create a program in the City.

Director Sullivan explained that there had been a funding request from Rochester Childcare which came before the Community Development Committee. The Committee had recommended funding of \$130,000 from the General Fund through the FY25 budget. This funding had not been included in the City Manager's proposed budget, and is not being presented as a use of ARPA fund to help stabilize Rochester Childcare's position and prevent loss of child care being offered.

Cora Hoppe, Director of Rochester Child Care Center, presented nationwide statistics on child care and detailed the financial trouble being experienced throughout the industry. She reported that the State had updated the method through which care is subsidizes; formerly it had been per hour of care and has now been updated to payment per enrollment. Although the system should have been implemented in July 2023, there were 6 months to update and establish the new system. She explained that this delay, along with restructuring and reorganizing of the business, and other factors, resulted in a deficit of over \$200,000 over a few months. Although tuition has been increased, staff has been reduced, there are additional costs associated with energy upgrades and other necessary improvements, and this additional financial support is needed until there is stabilization experienced from the change in the State reimbursement. She summarized other efforts which would be taken to raise money and generate income for the center.

Ms. Hoppe detailed the amount paid in payroll bi-weekly and speculated that if something catastrophic or unforeseen were to occur, the center would potentially need to shut down, which would affect over 400 families in the Rochester area, 240 school age children, multiple DCYF supported placements, and low income placements. Without assistance, there is still a possibility that the center will close in 6-7months.

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Ms. Hoppe spoke about potential federal grant funding, of which \$19,000 will be coming within the near future, but much of which is still unknown. She stated that the amount may not be enough to even cover payroll.

Councilor Walker asked for clarification on why Rochester Childcare was not approved for CDBG funding. Director Sullivan clarified that the request for funding had come before the Community Development Committee and was not specifically for CDBG funding; it was \$135,000 from the General Fund which the City Manager had not included in her FY25 budget. It was explained that as an alternative to the General Fund expenditure, the Community Development Committee had recommended the use of ARPA funds.

Councilor Fitzpatrick **MOVED** to recommend to the full City Council the use of \$135,000 in ARPA funds for Rochester Childcare Center. Councilor Hamann seconded the motion. Councilor Lawrence explained that the original request had been for \$200,000, but the Community Development Committee had reduced the recommended allocation to \$135,000 due to the source being the General Fund. However, if the allocation will be made through federal grant funding, there is no reason to adhere to the \$135,000. Mayor Callaghan inquired if this allocation would simply delay the inevitable closure by a couple months, or if this money would stabilize the situation and allow for ongoing operations. Ms. Hoppe stated that the allocation, along with the changes happening through the State, will stabilize operations for years.

The Committee discussed the use of ARPA funds for 501-(c)(3) organizations, the process behind the request, and whether this money was available to other organizations.

Councilor Hamann **MOVED** to **AMEND** the ARPA allocation for Rochester Childcare Center from \$135,000 to \$200,000. Councilor Turner seconded the amendment. The **MOTION CARRIED** by a majority voice vote. Mayor Callaghan called for a vote on the main motion as amended (to recommend to the full City Council the allocation of \$200,000 in ARPA funds to Rochester Childcare Center). The **MOTION CARRIED** by a majority voice vote.

Director Sullivan reiterated the request for \$250,000 following the adoptions of an ordinance regarding the enforcement of the lead paint poisoning prevention and control act (RSA 130-a). The funding would be used to establish a program, perform assessments and feasibility studies, purchase necessary equipment, outreach and educational materials, and related items. Councilor Walker inquired if there would be duplication between this proposed City program and existing State programs. Director Sullivan stated that the adopted ordinance empowers the City's Codes office to enforce this State law, and the funding would enable a program to be established to do so. Councilor Walker asked for clarification on what he understood to be the recently adopted ordinance, which he stated would simply be a checkbox on building permits for lead paint certification, but not the physical testing being done by City employees. Director Sullivan stated he was not certain of the details of a program; the action proposed would simply set aside the money to establish a program with the details to be developed. He further clarified that this proposal had originally come forward over a year ago, prior to the referenced presentation at the Codes and Ordinances meeting. It had not moved forward due to questions regarding duplication of efforts and redundancy with State programs but is now coming back to allow for the

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development of a City program if Council votes in favor of such. The Mayor stated that, if necessary, Codes staff could attend a future meeting and detail how this program would be structured.

Councilor Lawrence inquired if there was a possibility that any of the unallocated ARPA funds could be used to assist the unhoused community in some manner. Director Sullivan confirmed that there had originally been an ARPA proposal for a sheltering initiative; however, it did not move forward. He clarified that this would most likely be an eligible use for ARPA funding.

City Manager Ambrose suggested that if there were further questions regarding any potential program and how it would be structured with the funding, the Board of Health should be consulted for this information. Councilor Sullivan reiterated that this funding was being allocated for a potential program to be developed, of which specifics have not yet been determined. It is not worthwhile to delay a vote.

Councilor Sullivan **MOVED** to recommend to the full City Council the allocation of \$250,000 in ARPA funds for a lead paint program. Councilor Fitzpatrick seconded the motion. The **MOTION CARRIED** by a majority voice vote.

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summary-March 31, 2024

Director Sullivan stated that non-property tax revenues remain strong. There remains an ongoing overage of both police and fire overtime in the general fund expenses, but this will continue to be monitored.

6 Other

No discussion.

7 Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 7:34 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

Agenda Item

Agenda Item Name: Residential Trash Bag Program for Waste Management

Date Submitted: 3-8-24

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

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

Meeting Date Requested: 5- 7 - 24

Issue Summary Statement: Waste Management has began stronger enforcement of the requirement that all overflow residential trash brought to Waste Management's Residential Drop-Off have an identifying City sticker of trash bag. This condition is part of the agreement between the City and Waste Management. The contractual clause is enclosed. The City sells special trash bags stickers at \$1.73 per sticker. Trash sticker sales have averaged 2,500 per year, but since Waste Management increased enforcement sales are 2,500 per month. The trash stickers are sold at the Tax Collectors Office. The considerable volume has caused issues with normal daily processing of motor vehicle registrations, utility and tax bill payments.

The recommendation is to change the sticker program to a retail trash bag sale program through Market Basket & Hannaford grocery store locations in Rochester. Other communities use this type of system to distribute City trash bags, for example City of Dover. The trash bags will be packaged in a roll of five (5) bags, and the retail price will be \$9.00. The trash bags will be lilac in color and the City of Rochester's seal will be imprinted on bags. Finance is working with Boxes & Bags out of Lewiston ME on establishing the program. City of Dover uses Boxes & Bags for their trash bag program. In addition, Finance is negotiating with Market Basket and Hannaford stores on accepting the request to retail the trash bags.

Recommended Action: Approval of the program

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City Clerk's Office

Resolution for Appropriation and Award of American Rescue Plan Act Grant Funds
to Rochester Child Care Center in the Amount of \$200,000

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 hereby approve an appropriation and award of Two Hundred Thousand Dollars (\$200,000) of American Rescue Plan Act (ARPA) Grant Funds to Rochester Child Care Center, a non-profit 501 (c) (3) located at 95 Charles St Rochester, NH 03867, whose mission offers affordable child care services to Rochester area families. This funding will provide Rochester Child Care Center with financial resources to address facility upgrades, repairs, and the ability to react to extenuating circumstances that present financial challenges to the organization. The entirety of this award shall be derived from the American Rescue Plan Act Grant Funds.

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.

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City Clerk's Office

**Resolution for Appropriation of American Rescue Plan Act Grant Funds
to Establish a Lead Hazard Remediation Program in the Amount of \$250,000**

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 hereby approve an appropriate Two Hundred Fifty Thousand Dollars (\$250,000) of American Rescue Plan Act (ARPA) Grant Funds to establish a City managed Lead Hazard Remediation Program. This funding would be used to establish a lead hazard mitigation program structure guided by the City's Board of Health. Once program is established its easier to apply for additional grant funding. HUD offers lead hazard grant opportunities annually. The Lead Hazard Remediation program could include, but may not necessarily be limited to, funding for assessments, feasibility studies, outreach materials, and associated equipment necessary to a successful remediation program. The final Lead Hazard Remediation Program will require final Council review and approval. The entirety of this award shall be derived from the American Rescue Plan Act Grant Funds.

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.

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City Clerk's Office

Agenda Item

Agenda Item Name: American Rescue Plan Act -Recommendations for Allocation

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

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

Meeting Date Requested 4-9-24

Issue Summary: ARPA Grant Fund Recommendations. There is approximately \$664,000 of unallocated ARPA grant funds. Below are two recommendations for consideration.

Lead Hazard/Mitigation Program: \$250,000. This funding would be used to establish a lead hazard mitigation program structure guided by Board of Health. Once program is established its easier to apply for additional grant funding. HUD offers lead hazard grant opportunities annually. The funding could be used for assessments/feasibility studies/outreach materials etc. Actual details and mechanics of managing the program are to be determined. At the April 2, 2024 Council Meeting the Council voted to accept an amendment to Chapter 94 of the City General Ordinances to enforce the Lead Paint Poisoning and Prevention Control Act, RSA 130-A:11, II.

Rochester Child Care Financial Assistance: Rochester Child Care submitted an application for FY25 funding assistance of \$200,000 to the Community Development Committee. The Community Development Committee recommended an award of \$130,000 from City General Fund FY25 budget. This request seems better suited for use of ARPA funds. The City could award the full \$200,000 if desired from APRA funds, which would help stabilize Rochester Child Care's financial position, and assure a reduction in child care services to the community does not occur.

Recommended Action: Review of APRA recommendations



City of Rochester, New Hampshire
 Office of Economic & Community Development
 31 Wakefield Street • Rochester, NH 03867
 (603) 335-7522
www.RochesterNH.net



OVERVIEW

Requests from 501(c)(3) non-profits for funding directly from the general city budget will be reviewed by the Community Development Committee, and recommendations will be made to the City Council following the same process as Community Development Block Grant (CDBG) grant applications. Funding decisions are not final until the budget is passed by the City Council, typically in late June. Those awarded City funds will be notified in July. City-funded agencies will be required to abide by the same reporting requirements as CDBG grantees if awarded funds.

Eligible Agencies:

- Agency must have a 501(c)(3) tax exemption status
- Agency must be able to document service to clients in Rochester
- Agency must have the ability and willingness to collect required reporting statistics

Eligible Expenses: The cost of labor, supplies, and/or materials required for the provision of services to agency clientele.

APPLICATION SUBMISSION INSTRUCTIONS

Application Deadline:

Applications will be accepted by email only. Applications are due by 4:00 p.m. on November 17, 2023. Please submit your complete and signed application to Kiersten Wright, Community Development Coordinator, at kiersten.wright@rochesternh.gov.

Organization Name: Rochester Child Care Center Inc.

Tax ID #: 02-0327002

UEI # (Unique Entity Identifier): DK59UM9RJMD8

Program Name: Rochester Child Care Center Early Learning Program

Contact Person: Cora-Lynn Hoppe

Email: choppe@rochesterchildcare.org

Mailing Address: 95 Charles St

City, State, ZIP Code: Rochester NH 03867

Phone: 6033329333

Fax: 6033323912

Website: rochesterchildcare.org

Agency's fiscal year: ☐ Jul. 1-Jun. 30 ☐ Jan. 1- Dec. 31 ☐ Oct. 1-Sept. 30 ☒ Other:

Section A – Organizational Capacity and Experience

1) Agency Overview

- Please describe the agency's history, mission, number of years in operation, and services provided. RCCC has been open since 1976 and our mission is to offer quality, affordable child care to Rochester and surrounding area
- If funding is for a specific program or activity, please provide the name of the program/activity and a brief description.
Early learning families are having trouble paying so there is interruption in cashflow.
- Provide a description of how requested funds will be invested.
Help continue to run programs and off set lose incurred from families.

Section B – Program Costs and Funding

1) Program Costs and Leveraging

- Rochester city grant request for FY 2025 \$ 200,000
- Total program budget for FY 2025 \$ 2,000,000
- Indicate from what source(s) other funding will be leveraged. State of NH

2) Prior Funding Requests and Awards (if applicable)

- Amount of funds last **received** from Rochester city funds? \$ 15,000
- If applicable, please describe how Rochester city funds have been invested by the agency in prior years. Helped with large and small safety updates
- Describe any changes in programming needs over the last year and how this affects the amount of funds your agency is requesting. COVID funding has ended and increased instability with the cost of care.

Section C – Individuals Served

1) For applicants that received Rochester funding for the current fiscal year (FY 2024)

- How many Rochester residents were projected to be served? 135
- How many Rochester residents have been served YTD? 261
-
- If the agency is not on track with meeting the projected goal, please explain the reason: Enrollment turnover is causing shift with our residents. We are seeing people travel further for care.

2) Projection for FY 2025

- Total # of Rochester residents projected to be served in FY 25? 135
- Total # of low/moderate income Rochester residents to be served in FY 25? 40
- If the projection is significantly different than that for prior year(s), please explain:

Section D – Provision of Services

If funding is being requested for a specific program, please answer the questions below regarding the program for which the funding is being requested. If funding is for expenses related to the overall agency operations, please answer regarding the agency.

1) Describe the services available to clients through the agency.

Quality child care for ages 6 months through 12 years for all of our programs.

2) How is a client's eligibility determined?

All are welcome for the service

3) What has the agency done to eliminate barriers to services?

Advocated and provide a variety of ways to subsidize the cost but with market failure, costs are increasing with grant support decreasing at a state and federal level.

4) What is the estimate of unmet needs/requests for services (e.g., agency receives double the amount of screenings a year than beds available)?

Our waitlist is maxed out 60 for the early learning program and people calling daily to find open

5) Why are City of Rochester funds necessary for the operation of this program, and what would happen if the funding request is not approved?

Our agency will have to continue to have budget cuts and slot of care maybe jeopardized

Section E – Monitoring and Evaluation

1) Financial Review

- What type of financial review does your agency undergo on an annual basis?
Annual Audit
- Provide the date of the last financial review.

Currently going through the process, should be completed before April 2024

- Provide a brief summary of the findings of the last financial review.

Lots of change in the industry with grant funding. Cuts to workforce and increasing the fees was

2) Other Reviews:

- Is your agency evaluated by other outside organizations? ☒ Yes ☐ No
- If yes, what organization evaluates your agency? USDA/ CACFP audits programs
- What is evaluated? Food service and cost related
- How often are you evaluated? Yearly
- Provide the date(s) of last evaluation(s) completed. Summer 2023
- Provide a brief summary of the findings from your most recent evaluation(s).

Needed to update a policy after all cost for food were verified.

Section F – Attachments

Attachment A: Budget for agency and for program (if requesting funds for a specific program). Please be sure to identify your major federal, state, and local funding sources by name.

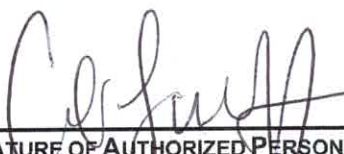
Attachment B: List of all members of the Board of Directors (or the organization's Advisory Council).

Attachment C: Documentation of 501(c)(3) status. Please attach a copy of the IRS determination letter of 501(c)(3) status.

Attachment D: Most recent audit. A copy of the agency's most recent audited financial statement.

Section G – Certification

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.


SIGNATURE OF AUTHORIZED PERSON
PRINTED NAME AND TITLE:

2/26/2024

DATE

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City Clerk's Office

City of Rochester Planning Board
Monday, April 1, 2024
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on ***, 2024)

Members Present

Mark Collopy, *Chair*
Robert May, *Vice Chair*
Alan Dews
Donald Hamann
James Hayden
Peter Bruckner
Rick Healey
Michael McQuade

Alternate Members Present

Matthew Richardson

Members Absent

Josephine Finocchiaro

Staff: Shanna B. Saunders, *Director of Planning & Development*
Tracy Gora, *Senior Planner of Planning & Development*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting, as well as the meeting's minutes can be found on the Planning Boards Webpage at www.rochesternh.gov/planning-board. Paper minutes may be copied at the Planning & Development Office for a fee.)

I. Call to Order

Chair, Mark Collopy, called the meeting to order at 6:30 p.m.

II. Roll Call

Planning Department Senior Planner, Tracy Gora, conducted roll call.

III. Seating of Alternates

There was no seating of Alternate members.

IV. Communications from the Chair

There were no communications from the Chair.

V. Approval of Minutes

A. March 18, 2024

Mr. McQuade requested that changes be made to his comments regarding the Porkchop Subdivision.

A motion was made by Mr. Hamann to approve the March 18, 2024, Planning Board meeting minutes and seconded by Mr. May with amendments requested by Mr. McQuade. The motion carried unanimously.

VI. Opening Discussion/Comments

A. Public Comment

Ray Wayman, 55 Ida Circle, explained his concerns with the Meadow Court road acceptance. Mr. Wayman stated that the flood control devices, such as the retention pond behind his home, is full of weeds and other plant life and that the draining is not flowing as expected. Mr. Wayman invited the City Inspectors to come out and review the drainage areas before turning the maintenance over to the homeowner's association.

B. Discussion of general planning issues

There were no General Planning Issues that were discussed.

VII. New Applications

- A. [Dumont Properties, LLC/Brian Dumont, 25 Old Dover Road](#) (Jones & Beach Engineers Inc./Wayne Morrill) **PRELIMINARY** Site Plan to subdivide 2 parcels, parcel 1 to include existing building & parking, parcel 2 proposed 10,700 sqft retail development. Case# 132 – 39 – R2 – 24 **WITHDRAWN APPLICATION**

Mr. Saunders explained that the application was requested to be withdrawn. Mr. Saunders stated that the applicant received feedback from the Technical Review Group and would prefer to make changes and resubmit at a later time. Ms. Saunders explained that new abutter notifications would be sent out with the new submission.

- B. [City of Rochester, 749 & 753 Salmon Falls Road](#) (Tighe & Bond/Eric Doremus) Site Plan to construct new Rochester Elementary School Case# 227 – 35&36 – A – 24 **PUBLIC HEARING ONLY**

Mr. Collopy reviewed the process of the Public Hearing.

Ms. Saunders explained that the project is a City project and is exempt from the City's rules and regulations and that their presentation and review is meant as a courtesy and that no decisions from the Planning Board are needed.

Mr. David Totty, Director of Facilities for Rochester School District, introduced himself and Eric Doremus from Tighe and Bond Engineers. Mr. Totty provided a brief explanation of the school location and review of the proposed elementary school. Mr. Totty explained the receipt of a third-party traffic review.

Mr. Doremus, Tighe and Bond, reviewed the site plans and explained the access roads and parking availability. Mr. Doremus explained that the proposed school is setback from the street to

avoid wetland areas. Mr. Doremus explained the traffic improvements that are proposed to ease traffic backups. Mr. Doremus explained the proposed drainage and groundwater storage plans. Mr. Doremus explained that the plans have been reviewed by New Hampshire Department of Environmental Services (NHDES) and that the engineer is waiting for the approval of the Alteration of Terrain permit. Mr. Doremus explained the utility plan for the proposed facility. Mr. Doremus explained the two requested Conditional Use Permits and reviewed the main points of the third-party traffic study. Mr. Doremus also explained additional State Permits that are pending and showed visual rendering of the proposed plan.

Mr. Collopy opened the Public Hearing.

Mr. Ray Wayman, 55 Ida Circle, stated that he does not support the location of the school and feels that the traffic study did not cover additional traffic at further intersections. Mr. Wayman expressed his concerns with increased traffic with schools releasing students close to one another.

Mr. Bruckner asked if walking and biking children have been considered. Mr. Doremus stated that there is not any foot or bike traffic expected as there are no sidewalks on Salmon Falls Road.

Mr. Bruckner asked what sustainable energy plans have been proposed for the school. Mr. Doremus stated that the architect would have more information. Mr. Totty stated that there are inquiries regarding possible future solar panels on the roofs of the school.

Mr. Bruckner asked if rainwater would be reclaimed and used. Mr. Doremus stated that there are no plans to do so currently, but reclamation plans can be reviewed in the future.

Mr. May asked about the gravel road from Ida Circle. Mr. Doremus explained that an emergency exit road was requested by the Fire Department. Mr. Totty stated that the exit is a gated egress and would be used for emergencies only.

Mr. Collopy asked if the building would be visible from the street. Mr. Doremus said yes.

Mr. Collopy asked if the access road would have its own name or be listed as a driveway from Salmon Falls. Mr. Totty answered that the access road would be considered a driveway from Salmon Falls Road.

Mr. Collopy asked about lighting plans in and around the school. Mr. Doremus stated that the plans have a lighting plan included and that the lights are all dark sky compliant.

Mr. Collopy asked what the proposed student population is. Mr. Totty answered that the facility is a 420-student capacity facility and explained that the traffic plans are to keep cars off Salmon Falls Road.

Mr. Collopy asked about security features and fencing. Mr. Totty stated that there is no proposed fence, but that there is a guard rail to prevent children around the dumpster area and that the retention pond will have fencing placed around it. Mr. Doremus further explained where fences would be located for fall protection. Mr. Totty explained the play areas and that play areas will have fencing once plans are set for the play areas.

Mr. Collopy asked about night activity around the school. Mr. Totty stated there would be very minimal activity and that students are out by 3pm and staff are out by 5pm typically. Mr. Totty explained that the school will have a separate gym and cafeteria and that outside groups can be reviewed through the school board for public use.

Mr. Hayden asked if parking would be sufficient in case of a play or separate event. Mr. Totty explained that the parking lot has only 71 spaces but that the access road can hold the additional parking needs.

Mr. McQuade stated that he noticed only one playground area on the site plan. Mr. Totty explained there would be a field for kids to play next to the proposed cafeteria.

Mr. McQuade asked if there would be any physical barriers in the playground area to prevent cars from coming too close. Mr. Doremus explained that there would be six-inch curbing present. Mr. McQuade asked if there would be guard rails. Mr. Doremus answered that there are no guardrails planned.

Ms. Saunders explained that the Department of Public Works is reviewing traffic, sewer and water, however is waiting for water data to provide input.

Mr. Collopy stated that the speed limit on Salmon Falls Road is shown on the plan as 30 miles per hour. Mr. Hamann stated that the Safety Committee has been in review regarding the speed limit and safety precautions on Salmon Falls Road.

Mr. Healey stated that he agreed with Mr. Hamann and explained locations that have lower speeds in school zones and stated that the speed limit at the Brock Street School Zone is 20 miles per hour.

C. The Stabile Companies/Eric Jackson, 86 Church Street (Norway Plains Associates/Scott Lawler) **PRELIMINARY Site Plan to expand existing residential development with 5 new buildings consisting of 30 new townhouse style units. Case# 258 – 8 – A – 24 **PUBLIC HEARING ONLY****

Mr. Scott Lawler, Norway Plains and Associates, introduced himself and Eric Jackson from The Stabile Companies. Mr. Lawler presented the project of 5 buildings consisting of 30 townhouse style units and explained the location surrounding the property. Mr. Lawler explained the current use of the property and stated that the project would be an expansion and explained the reviews that have been performed on the property regarding wetlands. Mr. Lawler explained the variances allowed for the property by the Zoning Board of Adjustment. Mr. Lawler explained the parking for the units. Mr. Lawler reviewed the drainage and stormwater plans for the property and explained the utility plan of the property. Mr. Lawler stated that the applicant has reached out to a traffic engineer to review possible traffic impacts. Mr. Lawler reviewed the state permits that are required and explained requirements for each permit. Mr. Lawler presented a visual rendering of the townhomes. Mr. Lawler explained that the applicant will reach out to the Conservation Commission to apply for a Conditional Use Permit if needed for possible work being done in the wetland buffer.

Mr. Collopy opened the Public Hearing. There were no comments from the public.

Ms. Saunders explained that the application is Preliminary and that there is no decision made by the Planning Board.

Mr. May stated his concerns with the traffic increases from this development and that he would review the traffic study.

Mr. May stated his concerns with the need to encroach into the Cocheco River watershed.

Mr. Healey asked if the units will be owned or leased. Mr. Jackson answered that the units will be for sale, condominium units.

Mr. Bruckner recommended that yards or space be made for owners to have their own outdoor space.

Mr. Dews asked if the units would be white. Mr. Jackson stated that the rendering shows the style and color of the proposed units being white. Mr. Dews recommended different colors than white.

Mr. Collopy stated that there would be a Homeowners' Association and stated that the plans show one dumpster. Mr. Collopy asked if the one dumpster would be enough for 30 units. Mr. Lawler stated that there would be two dumpsters on site between the entire property of 42 units.

Mr. Collopy asked for clarification of the retaining wall. Mr. Lawler explained that due to the grade of the property that units will drop that they move closer to the road.

Mr. Collopy recommended protection around the catch basin to prevent children from falling.

Mr. Collopy asked if there would be a separate road created to facilitate the additional units. Mr. Lawler explained that rather the applicant moves forward with the 30 units or not, that the E911 Committee have recommended an addressing change to the property and units that are currently there to be changed to their own road and additional development would follow that addressing recommendation.

Mr. Hayden asked if the western parking lot would have signage. Mr. Lawler stated that signage has not been reviewed but will be reviewed in formal submissions.

Mr. Hayden stated that he felt that the infiltration pond is close to the rear 3 units and recommended more space for green space of the units.

Mr. Dews asked if there would be any passive recreation on the site. Mr. Lawler stated that the grading to the river is steep.

Mr. Bruckner stated that the property is heavily wooded. Mr. Lawler stated that there has been discussion about a walking path being placed to the Cocheco River.

Mr. Bruckner asked that trees be preserved as much as possible.

D. Pease Development Authority/Michael Mates, 238 Rochester Hill Road (Jacobs Engineering Group, Inc./John Pelletier) Site Plan to repave existing terminal tiedown apron, replace drainage piping and structures, and pave Portland Cement Concrete Pad around existing aviation fuel station. Case# 243 – 18 – AS – 24 **PUBLIC HEARING ONLY**

Mr. Andrew, Director of Aviation Planning and Compliance with Pease Development Authority introduced himself and Jacob Pelletier with Jacobs Engineering Group, Inc. Mr. Pelletier presented the existing conditions and proposed project. Mr. Pelletier explained that the concrete will be removed and replaced, and that the drainage line will also be removed and replaced. Mr. explained the NHDES requirement for the apron that surrounds the aircraft fuel pumps. Mr. Pelletier reviewed the State and Local Permits that will be required. Mr. Pelletier explained the addition of a drainage ditch.

Mr. Collopy opened the public hearing. There were no comments from the Public.

Ms. Saunders explained that Pease Development Authority is a Government Agency that does not require Planning Board approval, but that the applicant has presented for courtesy and input.

Mr. Hayden asked if there was an existing spill prevention plan in place. Mr. Pelletier answered yes.

Mr. Collopy asked for the timeline on completion. Mr. Pelletier explained that bids are being opened and that a grant application would be sent to the FAA. Mr. Pelletier stated that construction would be Spring of 2025.

Mr. Collopy asked if the construction was daytime work. Mr. Pelletier stated that all work would be in the daytime.

- E. Fieldstone Land Consultants, PLLC/All Purpose Storage Rochester, LLC, 303 North Main Street** (Fieldstone Land Consultants/Chad Branon and Brandon Richards) Amendment to Approved Site Plan to construct 6 new parking spots and removal of existing pavement and parking islands. Case# 114 – 8 – B2 – 03 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. Chuck Ritchie, Fieldstone Land Consultants, presented the Site Plan Amendment application. Mr. Ritchie explained that the application is for parking lot changes including removing a parking island to increase parking spaces and improving access to the newly proposed contractor bay site. Mr. Ritchie explained drainage plans for the property.

Mr. Collopy opened the public hearing. There were no comments from the public.

Ms. Saunders reviewed the project and staff review and listed the recommended Conditions of Approval. Ms. Saunders stated that staff recommend that the application be accepted as complete and approved.

A motion was made by Mr. Hamann to accept the application as complete and seconded by Mr. Healey. The motion carried unanimously.

A motion was made by Mr. Hamann to approve the application with conditions as stated and seconded by Mr. Bruckner. The motion carried unanimously.

- F. Fieldstone Land Consultants, PLLC/All Purpose Storage Rochester, LLC, 303 & 305 North Main Street** (Fieldstone Land Consultants/Chad Branon and Brandon Richards) Site Plan to construct 2 contractor bay buildings and associated parking and site improvements. Case# 114 – 8 – HC – 23 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. Chuck Ritchie, Fieldstone Land Consultants, PLLC, presented the project. Mr. Ritchie requested to discuss the Site Plan for the construction of contractor bays first, rather than the amendment, and the Planning Board had no objections. That portion of the minutes then occurred with the vote.

Mr. Ritchie then went on with this application and explained the condominium conversion that was approved by the Planning Board previously. Mr. Ritchie explained the location and stated that the site is within the 250-foot setback of the Cocheco River. Mr. Ritchie explained that the site was once a dump site in the City of Rochester, so therefore there is no infiltration allowed on the site. Mr. Ritchie stated that Fieldstone Land Consultants is working Terracon who is monitoring the site. Mr. Ritchie explained the parking plans for the property, including changes to

improve traffic flow around the current Pizza Hut location. Mr. Ritchie reviewed the Conditional Use Permit. Mr. Ritchie explained the requested waiver for Chapter 218 for drainage requirements. Mr. Ritchie explained the lighting plans and stated that the lights would be down cast. Mr. Ritchie explained how utilities will be provided and stated that the contractor bays would be utilized only by permitted uses. Mr. Ritchie presented visual renderings of the building.

Mr. Collopy opened the Public Hearing. There were no comments from the Public.

Ms. Saunders reviewed the waiver requests and stated that staff recommend approval of the waivers. Ms. Saunders reviewed the Staff Review and recommended Conditions of Approval from various City departments and stated that staff recommended the application to be viewed as complete and staff recommends the approval of the application.

A motion was made by Mr. Dews to accept the application as complete and seconded by Mr. Mr. Healey. The motion carried unanimously.

Mr. Dews stated his support for removing 2 units to have the project out of the wetland buffer.

Mr. Dews recommended signage for snow removal to prevent plows from pushing over the curb.

Mr. Hayden asked if there were raingarden details. Mr. Ritchie stated that he would add them in the plans.

Mr. Bruckner recommended solar panels and asked if they had been considered for the property. Mr. Ritchie stated that solar panels have not been considered.

Mr. Collopy stated his support for removing 2 units in order for the project to get out of the watershed buffer. Mr. Ritchie explained that the plan has been altered before to lessen that impact but that additional units cannot be removed

Mr. Collopy asked if the color scheme in the rendering were the planned colors for the building. Ms. Saunders explained that the colors had been reviewed with staff and that the applicant is putting in landscaping.

Mr. Collopy confirmed the visual renderings of the buildings.

Mr. Bruckner recommended a minimum height of 15 feet for the trees that will be planted in order to screen the building. After discussion, Mr. Bruckner asked for at least a minimum height of 12 feet for trees be added to the conditions of approval.

Mr. Collopy asked if the number of handicap spaces on the plans, 2, were sufficient for requirements. Ms. Saunders stated that the Department of Public Works reviewed the spaces and had no concerns.

Ms. Saunders reviewed the recommended additional Conditions of Approval from the Planning Board members.

Mr. May confirmed the two requested waivers and stated his concern with encroachment into the watershed buffer.

Mr. Collopy asked if there were regulations within the condominium regarding businesses following Environmental Protection Agency regulations. Ms. Saunders explained that businesses are supposed to send in a Change of Use application to the City, but with the turnaround of some businesses, not all businesses send in the application and are known.

Mr. Collopy asked if the Planning Board could add a requirement that all work is to be kept inside of the contractor bays. Ms. Saunders answered yes.

Mr. Bruckner asked if there were spaces to catch the spills that will occur. Ms. Saunders stated that floor drains were not recommended because floor drains tend to have materials dumped in them. Mr. Bruckner asked if there was a place to separate volatile contaminants. Ms. Saunders stated that because of the brownfield nature of the site that there are severe restrictions with increasing drainage or installing separators and explained that the site will have to be monitored heavily.

Mr. Healey recommended that each of the construction bays have a spill kit.

Mr. McQuade stated that he supports requiring a spill kit but stated that regulating spill kits may not be possible as the tenants cannot be regulated and therefore spill kits are un-enforceable.

Mr. Dews requested that the Planning Board review and approve the final plans.

Mr. Hayden stated that he felt that finding trees at least 12 feet may be complicated as trees are typically sold at approximately 6 feet.

Ms. Saunders reviewed the additional Conditions of approval recommended by the Planning Board members.

A motion was made by Mr. Hamann to approve the Chapter 218 Stormwater Management and Erosion Control Waiver request and seconded by Mr. Dews.

Mr. May stated his concerns with the discharge to the river from the new facility.

The motion carried with Mr. May opposing.

A motion was made by Mr. Hamann to approve the waiver to allow above ground utilities and seconded Mr. Healey. The motion carried unanimously.

A motion was made by Mr. Hamann to approve the application with conditions as stated and seconded by Mr. Dews. The motion carried unanimously.

G. Aranosian Oil Company, Inc. & Alanco Realty, Inc. (Floyd Hayes) 160 & 162 Charles Street (by Haley Ward, Inc./John Chagnon) Site Plan to construct Convenience Store and Gas Station with utilities and parking. Case# 128 – 214&215 – R2&NMU – 23 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. FX Bruton introduced himself and other engineers and architects that were present for the presentation. Mr. Bruton presented the project and explained the two Variances approved by the Zoning Board of Adjustment. Mr. Bruton explained the property and surrounding location. Mr. Bruton reviewed the application process including traffic review and improvements being made to the existing site. Mr. Bruton explained the expansion of the gas station to prevent traffic backups. Mr. Bruton reviewed the dimensions of the building and its expansion and dimensions of the parcel itself. Mr. Bruton explained the changes proposed to the canopy plan. Mr. Bruton explained that there is an additional pending third-party review for traffic.

Mr. John Chagnon, Haley Ward, Inc. explained the proposed site plan, proposed traffic plans, and parking within the lot. Mr. Chagnon explained that the structure will be removed and replaced and reviewed further changes to be completed per the presented Site Plans and explained grading plans. Mr. Chagnon further reviewed drainage plans and utility plans.

Mr. Collopy opened the Public Hearing.

Ms. Tracy Gora read a letter from an abutter received 3/24/2024 listing their concerns for the property.

Ms. Saunders explained the difference between the traffic review requested by the Zoning Board and the traffic review requested by the Planning Department and Department of Public Works. Ms. Saunders stated that the Planning Department has not yet received the traffic report or the stormwater report from the third-party reviewers. Ms. Saunders explained that staff recommend that the application be accepted as completed but that the approval review be continued to the next regular meeting in order to give time for the receipt of the reports and for the applicant to provide updated plans. Ms. Saunders reviewed the recommended Conditions of Approval and stated that staff recommended that the Planning Board continue the vote for approval.

Mr. Bruton explained the hours of operation.

A motion was made by Mr. Hamann to accept the application as complete and seconded by Mr. Dews. The motion carried unanimously.

Mr. Bruckner recommended installing solar panels and electric vehicle charging.

Mr. Healey asked why the utility trailer is on the concrete pad. Mr. Chagnon explained that the utility trailer is present for monitoring and sampling of the soil by the state and will be removed in the future.

Mr. McQuade asked if there were occupancy restrictions on the vacant property across the street from the proposed project. Ms. Saunders stated that she was unsure but that she would review further.

Mr. McQuade stated his concerns of the property remaining vacant with the presence of the proposed gas station.

Mr. Dews asked if the fuel tanks were up to code or would require replacement. Mr. Chagnon stated that the fuel tanks were replaced approximately 4 years ago.

Mr. Chagnon explained that there are trees that are projected to be removed, but that the developer would save as many trees as possible. Mr. Chagnon explained his concerns with replacing a specific tree located on the plans. Ms. Saunders clarified that the trees requiring replacement were on the Charles street side, not the Columbus side.

Mr. Collopy asked if the open driveway concept would remain. Mr. Chagnon explained that wide open approach is preferred by customers to ease access in and out of the space.

Mr. Collopy explained his concerns with traffic in the open concept.

Mr. Dews recommended striping of the lot.

Ms. Saunders stated that the concern would be brought up to the third-party reviewer for traffic.

Mr. Collopy recommended having the windows opened and not blocked by advertisement or decorations for public safety.

Mr. Collopy asked if there was an air pump. Mr. Chagnon stated that there is not an air pump and there is not one proposed to be installed.

A motion was made by Mr. Bruckner to continue the application to the May 6, 2024, meeting and seconded by Mr. Hamann. The motion carried unanimously.

H. Knox Marsh Development, LLC, 20 Flat Rock Bridge Road (Berry Surveying/Chris Berry)
Site Plan to construct 16 townhouse style residential units. Case# 210 – 64 – R1 – 22 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. Chris Berry, Berry Surveying and Engineering, presented the project and explained the history of approval for this project. Mr. Berry explained the requested waivers for the project and explained drainage of the property. Mr. Berry explained the increase of green space to the location and presented visual renderings of the proposed project. Mr. Berry explained that a wetland impact on an abutting property, 89 Milton Road, was done by the property owner, but has nothing to do with the proposed project at 20 Flat Rock Bridge Road and that NHDES has approved the applicant to restore the wetlands that were impacted at 20 Flat Rock Bridge Road which has already started.

Mr. Collopy opened the Public Hearing.

Ms. Saunders read a letter from an abutter, Martha Bertsimas, stating her concerns and disapproval of the development. Ms. Bertsimas explained her concern of wetlands and ground saturation.

Ms. Saunders reviewed the staff review and explained the multiple waivers requested by the applicant and stated which waivers were recommended for approval by staff. Ms. Saunders reviewed the recommended Conditions of Approval and explained one of the conditions will be removed. Ms. Saunders stated that the project will require a new street name for the newly created street into the development. Ms. Saunders stated that staff recommended the application be accepted as complete, that the waivers be approved as recommended, and the project be approved with the conditions as stated.

A motion was made by Mr. Hamann to accept the application as complete and seconded by Mr. Dews.

Mr. Bruckner stated that he felt that application was not complete due to a lack of architectural plans or building elevations.

Mr. Berry stated that the package submitted included full views of the proposed building.

Mr. Bruckner stated that he felt that the views presented in the renderings were not sufficient.

The motion failed with four members for and four members against.

Ms. Saunders explained that the applicant will return to the next meeting with full architectural plans. Ms. Saunders requested that Mr. Bruckner email the specifications that he is looking for.

VIII. Other Business

A. Planning Update

Ms. Saunders explained that Planning staff have continued to review the updating of the Porkchop Subdivision sections of the ordinance.

B. Other

Mr. Dews requested that packets to members be verified for complete receipt. Ms. Saunders stated that she will look into issues that may have transpired with the meeting packet.

Mr. Collopy asked if the applicant for 20 Flat Rock Bridge Road would have to submit total new plans and if not that he would recommend that Planning Board members keep the plan information for the application available for the next meeting.

Mr. Collopy asked for an update to the concerns at 89 Milton Road. Ms. Saunders stated that she was in court for this location and summarized the issues of the property and stated that the Judge extended the fixes of the property to August 1st before imposing fines.

Mr. Dews asked for an update regarding Integrity Auto. Ms. Saunders stated that she will look into the status of the building and permits.

Mr. Hamann asked for an update regarding the finalization of the Lydall project for release of Surety. Ms. Saunders explained that the Planning Administrator is in contact with the facilities manager to finalize the project in order to release surety.

XI. Adjournment

A motion was made by Mr. Bruckner and seconded by Mr. Hamann to adjourn the meeting at 9:10pm. The motion carried unanimously.

Respectfully submitted,

Jaclyn Millard,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development

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City Clerk's Office

**Public Safety Committee
Draft Meeting Minutes
April 17, 2024
5:30 PM
Council Chambers**

Members Present

Councilor Timothy Fontneau, Chair
Councilor Bryan Karolian, Vice Chair
Councilor Chuck Creteau
Councilor Kevin Sullivan
Councilor David Herman

Members Absent

Others Present

Deputy Chief Andrew Swanberry, PD
Jarrod Norris, P.E. Assistant City Engineer
Gina Golden-Silvestro, GIS/AM Technician
Paul Callaghan, Mayor
Human, Resident
Marilee Welch, 2 Ela Court
Cory Carter, 48B Stillings Court

Councilor Fontneau brought the meeting to order at 5:30 PM.

- 1. Approve Minutes from March 20, 2024 Public Safety Meeting Councilor Sullivan**
MOVED to approve the minutes from March 20, 2024. Councilor Creteau
seconded the motion. MOTION CARRIED by unanimous voice vote.

2. Public Input

Human a resident was present to discuss his concerns about the Woodman Park Area. He referenced a letter he sent to the City on December 15, 2023 describing insufficient line of sight in the Woodman Park area. He stated where Charles Street meets Woodman Street and Myrtle Street. He stated that traffic was reconfigured during construction and Congress Street is now one way west and Myrtle Street has also been converted into a way between Woodman Street and Charles Street. When trying to get out of the neighborhood you have to make a precarious turn from Woodman Street or Myrtle Street. The problem is not enough line of sight to see on coming traffic. This configuration has been there for about six months and he has had 3 instances of near misses. He said he has some potential solutions in mind looking at the parking lot on the corner of Woodman Street and Charles Street that is not currently in use. When the granite curbing was installed the parking lot was taken out of service. If the granite curbing could be replaced with a curb cut, then the people parking there could park in the parking lot. This would improve the line of sight.

Marilee Welch of 2 Ela Court was present to discuss her concern with safety in the Woodman area. Traffic backs up during school pick up along Charles Street and cars block the roadway. When a car is coming south bound on Charles they must get into the north bound lane to go around the parked cars waiting at pickup.

Coming out of Woodman Street and taking a left she cannot see them because of the parked cars and the school pick up cars. This almost became a head on collision for her a few weeks ago. She stated it would be better if the one-way traffic went east bound down Congress Street. This would allow a safer turn onto Charles Street. Councilor Fonteneau asked to clarify that the issue is taking a left out of Woodman Street on to Charles Street, Ms. Welch confirmed that is correct.

Corey Carter of 48B Stillings Court was present to discuss a no parking sign be placed on the western side of the roadway. He presented photos of the area showing cars driving down the road when there are cars parked on both sides of the roadway. He is concerned that emergency services would not be able to get down the road, and the road is small to begin with. Councilor Fonteneau asked Deputy Chief Swanberry to look into this.

3. Meaderboro Rd/ RT202A- Intersection (kept in committee)

Councilor Fonteneau asked if there is no additional information to keep in committee.

4. Traffic Circle/ Walnut St- Signage/ Speeding

Councilor Fonteneau asked if there is any update at this time. Councilor Creteau asked if there was an update from Mr. Norris about moving the speed limit sign on Walnut Street. Mr. Norris discussed with the state traffic engineer and no review would be needed to take action on moving the sign. ***Councilor Creteau MOVED to move the 30 MPH speed limit sign up two poles on Walnut Street. Councilor Sullivan seconded the motion. MOTION CARRIED by unanimous voice vote.***

5. Portland Street/ Salmon Falls Road –Speed and Enforcement (kept in committee)

Councilor Fonteneau asked if there is any update at this time. Councilor Sullivan asked if Deputy Chief Swanberry had an update. Deputy Chief Swanberry stated they have continued the efforts on this and intends to move the speed trailer out to this location.

6. Portland Street – School Drop Off/ Pick Up (kept in committee)

Councilor Fonteneau asked if there is no additional information to keep in committee.

7. Hanson Street- Going Wrong Direction (kept in committee)

Councilor Fonteneau asked if there is no additional information to keep in committee.

8. Rt 125/ Oak St Intersection- Traffic Light Timing (kept in committee)

Councilor Fonteneau asked if there is any update at this time. Councilor Karolian asked if Mr. Norris had an update from the state. Mr. Norris had drone video displayed showing the movement of the traffic through the intersection. Councilor Sullivan stated he believes the issue when traffic is backed up and going around.

Councilor Karolian agreed that the issue is when there is traffic backed up. Councilor Sullivan said the problem is when the traffic is backed up on both sides. Mayor Callaghan asked if there was any accident data specially for left hand turns at the intersection. Deputy Chief Swanberry said he does not have any prepared but can dig into it. Mayor Callaghan asked for 3-5 years of data. Councilor Karolian asked if there was a response from the state about having the light give each side there on turn. Mr. Norris followed up with the state engineer about staggering the movements with one side street going at a time. Mr. Norris read the response from the state it said they have already analyzed split phasing for the side streets and have determined the intersections does not have enough capacity for this phasing as it would cause long backups on RT125. If the city had funding to advance a capacity project to improve the intersection the state could start that process. Mr. Norris said he will look further into that.

9. Second Street- Children at Play Sign (kept in committee)

Councilor Fonteneau asked if there is any update at this time, no current update.

10. Informative Sessions- Jarrod Norris (kept in committee)

Mr. Norris offered to have a traffic engineering consultant come in for a short session to discuss topics on traffic control devices and traffic control measures. He asked if there are any specific topics that the committee members would be interested in. Councilor Karolian stated he believed at the last meeting Councilor Sullivan was interested in information on streetlights. Councilor Fonteneau stated that the next meeting they are attending tonight he believes is on speed limit on the rural roads. Councilor Sullivan stated he believes it would be beneficial to learn about the process of changing speed limits. Councilor Fonteneau asked Mr. Norris if he would be setting this up for future meetings. Mr. Norris said he is hoping the consultant can work this in this summer and he will provide more information as it gets closer.

11. Stillings Court- Stop Sign

Councilor Fonteneau summarized the issue. Deputy Chief Swanberry stated the image on the screen is accurate and there should be a stop sign there. He said summer street sees a decent amount of traffic. Councilor Sullivan said he went by there today and was surprised there was not a stop sign there.

Councilor Sullivan MOVED to recommend full city council approval to put a stop sign on Stillings Court. Councilor Creteau seconded the motion. MOTION CARRIED by unanimous voice vote.

12. Other

Councilor Herman said that there is sidewalk repair on Oak Street and asked if they were going to be bringing that onto Hansonville Road up over the hill. Mr. Norris said he will have to review it he is not sure if there are any additional funds left for that project. Mr. Norris will look into this. Councilor Karolian said he was over in that area today by Punch Brook and noticed a large amount of debris being piled up with a steep drop off and would recommend someone doing an inspection.

Councilor Fonteneau said Council Walker mentioned that the stop sign is loose and leaning over at the end of Elizabeth Street at the intersection of Brock Street.

Councilor Fontneau ADJOURNED the meeting at 6:03 PM.

The minutes were respectfully submitted by Ronda Boisvert, Administrative Assistant II

Public Works and Buildings Committee
City Hall Council Chambers
Meeting Minutes
April 18, 2024, 6PM

MEMBERS PRESENT

Chairman - Councilor Hamann
Councilor Alexander de Geofroy
Councilor Kevin Sullivan
Councilor David Walker
Councilor Daniel Fitzpatrick

OTHERS PRESENT

Councilor Matt Richardson
Peter C. Nourse PE, Director of City Service
Grethen Young, Deputy of Technical Services
Dan Camara, Coordinator GIS & Asset Mgmt.
Heidi Marshall, PE, Hoyle Tanner & Associates
Stephen Haas, PE, Hoyle Tanner & Associates
Shanna Saunders, Director of Planning

MINUTES

Councilor Hamann called the Public Works and Building Committee to order at 6 PM

1. Roll Call

Ms. Boisvert took the roll call attendance. Councilor Hamann, Councilor de Geofroy, Councilor Walker, Councilor Fitzpatrick and Councilor Sullivan were present for roll call.

2. Approval of the February 22, 2024, PWC Minutes

Councilor Walker made a motion to accept the minutes of March 21, 2024, meeting as presented. Councilor Sullivan seconded the motion. The motion passed unanimously.

3. Public Input

There was no public present for public input.

4. Intersection Improvements - Milton Road / Salmon Falls / Amarosa Drive

Mr. Nourse explained that this project had a Public Input Meeting on January 25, 2024. He stated that the meeting was well attended, questions and concerns were gathered. Mr. Nourse stated that a follow up public meeting was requested and that as this meeting is an appropriate venue, he sent letter inviting the January meeting attendees and abutters to attend this meeting tonight as the follow up. Mr. Nourse explained that the origins of this project date back to 2015. He stated that at that time the City completed a corridor study of the Milton Road. At that time the engineers determined that there were safety, accessibility, and corridor deficiencies from Norway Plains Road to the Milton City limits. Mr. Nourse noted that this specific intersection was noted in that study as needing improvements due to alignment, access management and curb cuts, and traffic safety. Mr. Nourse explained that this project has been in a planned future project for several years and with Sig Saur's expansion into Rochester the project has been moved up to manage the increased traffic expected with this new business in the area. Mr. Nourse noted that

the improvements were planned prior to Sig Saur, and he noted that Sig Saur is participating in the cost of the planned intersection improvement project. He stated that they will bring approximately 500 jobs to Rochester and doubling the tax value of the property. Mr. Nourse gave a brief explanation of Roundabouts in general. He discussed how they operate and why they being used so prevalently for traffic management today. Mr. Nourse describe the level of service criteria, a, b, c's use to rate intersections and explained that implementation of the round about will bring the intersection to the a, b level for the next ten years. He stated without the roundabout the level of service is currently c, and d's and Amarosa Drive leg will be an F, as in completely failed. Mr. Nourse stated that he had met personally with the abutting businesses multiple times to hear their concerns and to adjust the roundabout to best suit their needs. Mr. Nourse stated he believes he has satisfied their concerns. Mr. Nourse introduced Hoyle Tanner and Associates (HTA), Transportation Engineers, Heidi Marshall and Stephen Haas. Mr. Haas and Ms. Marshal displayed a PowerPoint Presentation and reviewed the purpose and the background of the project, existing conditions and current ratings of level of service, the future development and anticipated level of service, the alternatives that were considered, the proposed improvements, the abutter concerns and design revisions, and the next schedule and next steps. The PowerPoint is attached to these minutes and the meetings video is available on the city website at [Public Works & Buildings Committee - 4/18/24 \(telvue.com\)](https://www.telvue.com/public-works-buildings-committee-4/18/24).

Mr. Nourse stated that the City of Rochester has an agreement to complete this project prior to July 2025. Councilor Sullivan asked questions regarding truck traffic into the Lamberts Salvage property. Ms. Marshall explained the types of trucks and the accommodations made for this property. Councilor Walker asked about the number of lanes in the roundabout. Ms. Mashall stated this is a one lane roundabout. Councilor Walker asked about exiting left from Cross Road onto Milton Road, is the median with raised curbs or painted. Ms. Marshall stated that it is painted as to not restrict that traffic movement from crossroad. There were several members of the public present. There were no questions or comments from the public.

5. Discussion on Roadway Acceptance of Residential Subdivisions, featuring Directors of Planning Department and Department of Works.

Mr. Nourse explained the roadway acceptance process has not been the subject of this Committee in many years if ever. He stated that the City's requirements for a private road to be accepted were attached to the agenda. See Attached. He stated these requirements are listed in Chapter 223 of the City General Ordinances. Mr. Nourse explained the background. He stated that over the last several years the City has had a problematic history of roadway acceptance. He stated that there were several acceptances that were not conducted per the ordinance and Department established procedures. He stated that streets were accepted after the developer defaulted on the infrastructure requirements required in the Notices of Decisions. Mr. Nourse stated that there are subdivisions that have remained in unfinished states for years due to continuing developer issues. Mr. Nourse stated that this was due in part to inadequate design review and inspection by the City. He stated that this has been corrected with the addition of staffing a inspector and an additional Assistant City Engineer at the DPW. He also stated that the amendment to the ordinance this past years placed more requirements on

developers to deliver a product that meets City standards. Mr. Nourse stated that soon there will be an acceptance request coming to this Committee that will be the first in many years and the first to which may meet the standards as noted in the City's General Ordinances and the individual notices of decision. Mr. Nourse stated that there will be more over the next several years as there are several subdivisions in various stages of development. Mr. Nourse stated that Director Shanna Saunders from the Planning Department is here to provide information as well. Ms. Saunders confirmed that there is one subdivision that is completed and will be coming to the Committee soon and two others that will be coming soon after. She explained that there are many others to come in the future. She stated there are approximately 20 planned subdivisions and apartment complexes in process at this time. Mr. Nourse stated that he is not expecting a decision tonight, but he wanted to gather the thoughts from the Committee on a couple of items. Mr. Nourse explained that he would like the committee's thoughts on road acceptance in general. He noted that he is not advocating either way as there are plusses and minuses to both ways, but that there are local Communities that are no longer accepting any private roads as City Streets. Ms. Saunders explained that she had worked previously in Laconia and that due to budgetary and capacity concerns alone, they no longer accept any City Streets. She explained that we are experiencing stricter regulations for stormwater and other utilities that are forcing more and more financial and maintenance responsibilities on to the Cities. Ms. Saunders stated that other than two subdivisions that pre-dated the decision, between 2004 and 2013 there were no acceptances of City Streets. The developers were aware in advance and Home Owner Associations (HOAs) were required for each development. She stated that the City of Laconia was involved in the HOA drafted agreements to ensure all issues that could arise were addressed. Councilor Fitzpatrick stated that Rochester has different types of developments, those that are intended as City Streets have retainers set aside for any defaults that the City may take to fix those defaults, and then there are developments that are proposed as private roads. Councilor Fitzpatrick asked if the Director was talking about the process to accept those that had originally been proposed as private. Mr. Nourse stated that he had misused the term private, he stated he was referring to those that are proposed to be City Streets at completion. Councilor Fitzpatrick asked if the projects that are near completion and coming to the Public Works Committee and City Council for Street acceptance in proper order for acceptance. Mr. Nourse stated that he believes that they will meet the standards prior to coming to the Committee. Councilor Fitzpatrick stated that he did not see an issue with acceptance if they meet the standards. Councilor Sullivan stated that he is open to hear the pros and cons of accepting or requiring HOAs. He asked what the City's position would be on enforcement if the HOA's failed at required maintenance. Councilor Sullivan stated he had seen Communities with failed HOAs and problems with maintenance. Mr. Nourse explained that when a City accepts a road, the burden falls on the City for maintenance. He said most of the burden is the general fund highway division as it is drainage system, plowing and pavement maintenance. He stated that there are currently about 80 stormwater ponds and drainage facilities in the City that are mostly located within private developments, that are now City accepted streets. When we accept these streets, we are accepting all of these drainage facilities as well as the streets, water, and sewer. He notes that for the most part for the past several decades

these stormwater facilities within developments have not been maintained. Mr. Nourse stated that the new budget will include funding proposals and new staff positions that will be used to get these drainage systems brought to functioning and to maintain in the future. Mr. Nourse stated that now knowing the cost of these drainage system maintenance issues, the City should be requiring HOA's to perform this drainage maintenance within these areas. Mr. Nourse stated that it is believed that the next iteration of the MS4 Permit will include language requiring the municipalities to ensure private drainage structures are maintained. Mr. Nourse stated that the next street acceptance that we are expecting had a Notice of Decision that required the formation of an HOA for amongst other things, the maintenance of the drainage system located on private property. He stated that this is recorded in the deeds and the documentation states that the individual homeowners will be held responsible for the drainage facility maintenance if the HOA were to dissolve and that the City is responsible for only the roadside drainage ditches. Mr. Nourse stated that if the maintenance is not performed the documentation includes that the City has the right to enter onto the property to perform the maintenance and will be provided with compensation. Ms. Saunders stated that it really isn't necessarily an enforcement issue, the City will be starting a relationship with the HOAs and annual reminders of the responsibility to perform the required maintenance will be sent. She stated that the reminders would include language that explains that maintenance is necessary to avoid damage to private property by flooding and groundwater concerns. Ms. Saunders stated that the City will be working to ensure that this is implemented early in the process and that the City assist in the implementation of the HOAs and wording necessary in these documents. Councilor Walker asked if we are suggesting that Ida Court and Bovey Ct which are the next streets withing the Meadow Court Development to request acceptance, have the HOA be responsible for the roads, roadside swales and any retention ponds. Mr. Nourse stated the Notice of Decision includes that the City accepts the roadway and roadside drainage including ditches and swales, however it also states that the homeowners have deeded responsibility for the treatment ponds. Councilor Walker stated that he is ok with this as long as the streets are maintained by the City. He did express concerns for failed HOAs and the maintenance if that occurs. Mr. Nourse stated that he has the same concerns, but this particular subdivision has legal documentation to ensure compliance or if failed the City can hire a contractor and bill the individual homeowners. Councilor Walker stated his preference for the City to be responsible for the schedule and billing of all the private drainage work. Councilor Hamann stated his preference for maintenance. He stated his preference for the HOAs to be responsible with the legal documentation instituted that gives the City the ability to perform and invoice the cost of the maintenance if they fail to do so. Ms. Saunders explained the process would be implemented to ensure compliance. Councilor De Geofrey stated that he would support a position that delegates the responsibility to be directed to the HOAs, with documentation providing the ability for the City to do the work if necessary, and invoice for cost. Councilor de Geofroy stated that he did not see the need to take on full responsibility for the possibility of a few failed HOAs. Ms. Saunders stated that it has been her experience that this is rarely an issue that requires any legal action. Councilor Sullivan asked if there is information of other operations and maintenance plans that are in effect that we do have issues with. Councilor Sullivan

asked what staff preference is for acceptance of City Streets. Mr. Nourse stated that we are not trying to steer the Committee but wanted the Council to understand that there are other options and how other Communities are handling the rapid growth and increased regulatory issues. Mr. Nourse mentioned that there are other factors for consideration as well and noted that there is a development coming for road acceptance that has utilities beneath the road that are not going to be part of the acceptance. He stated that creates other problems. He stated that the Water Ordinance, Chapter 260, the highway road acceptance ordinance does not have similar language and maybe it should. He stated that you should accept all of the roadway and utilities if within the roadway, and not accept one without the other. Councilor Hamann suggested that this Committee seems to be leaning toward continued road acceptances that include utilities and roadside drainage, but also include HOAs that are responsible for other drainage facilities within the development. Councilor Fitzpatrick stated that when a developer brings a project forward that is going to be seeking road acceptance, they should be aware of all stipulations required for acceptance and that they should adhere to those prior to acceptance. He believes it is in the best interest of the City to continue to accept new streets. Councilor de Geofrey stated that he believes that the City should set high standards, ensure compliance with those standards and continue to accept new streets. He noted that the taxpayers should not be responsible for the cost of the failures of developers. Councilor Hamann stated a preference that all proposed private and proposed City Streets should be built to City standards as it is possible they will be coming to the City at a later date requesting acceptance. Councilor Fitzpatrick discussed the problematic issues for homeowners where developers that have failed to build to standards or failed to request or meet acceptance requirements. He stated that the homeowners do not get trash service or plowing, and this is a difficult situation to be in if the developer has walked away. Councilor Walker again expressed his desire for the City to maintain and bill for drainage. Councilor de Geofroy stated that the City would then be fronting the funding for all of this maintenance unnecessarily. Deputy Director Young discussed that if the City or a City Contractor, accesses these properties, via the easements, there is a history of complaints and ongoing repairs and maintenance issues due to the disruption of private property. She noted if the HOAs contract their own work, this would not be a City concern. Ms. Saunders stated that the DPW & Planning are working on developing the list of HOAs and having these documents easily available to begin the enforcement of compliance. Mr. Nourse stated that we have all of City owned land drainage facilities documented and are working on maintenance, which give us credits toward compliance on our MS4 permit and getting all of the private drainage documented and maintained will get the City additional credits. Councilor Walker mentioned maintaining sufficient surety on developments to complete projects that may be abandoned by developers. Mr. Nourse mentioned in addition to the surety prior to acceptance, there is a new warranty bond required that ensures that 2% of the entire project infrastructure value will be bonded for three years after the acceptance.

6. Other

EPA Released new PFAS Limits

Mr. Nourse stated that he had last discussed this issue with the Committee at the April 2023 Committee Meeting. He encouraged this Committee and the City Council to go back and review those meeting minutes and video for more details. Mr. Nourse stated that after posting this Committee agenda the Environmental Protection Agency (EPA) released new maximum contaminate levels (MCLs) for six different poly and perfluoroalkyl substances (PFAS). He stated that attached to the minutes will be an email from NH Department of Environmental Services (NHDES) and a fact sheet from the EPA. The email has a graphic that shows the current MCL and the new MCL for the different chemicals known of associated with the term PFAS. Mr. Nourse stated that there are significant reductions in PFOA and PFOS, which are reduced by more than two-thirds from the previous MCL level and there are new regulations for PFNA, and PFHxs. He also noted that there is a new level set for HFPO-DA (GenX chemicals) where there was no previous MCL. Mr. Nourse stated this new regulation means public water systems have 3 years to test and monitor for these contaminants. Mr. Nourse stated that he believes that we are already in compliance with this. He stated that the Water Treatment Plant (WTP) staff started voluntarily testing for 25 different PFAS compounds back in 2016. Mr. Nourse stated we are looking to verify that with NHDES. Mr. Nourse stated that public water systems with detects above these limits will have 5 years to implement solutions to reduce levels to compliance with new MCL's. He stated that PFOA & PFOS are the most prevalent compounds found in the water and are the drivers for these reduced rates. NHDES estimates that the lower PFOA & PFOS regulations will result in more than double the violations in the State of NH if corrective actions are not taken. Mr. Nourse explained that NHDES needs to adopt rules that are no less stringent than these new EPA standards and they could make them even lower. Mr. Nourse discussed the health and financial implications of these regulations nationwide and locally (see attached fact sheet). He also reminded the Committee that the WTP test results to date for PFOA & PFOS have been compliant with current NH Drinking Water Rules, but they are hovering around the new limits set by EPA, and have been slightly below and slightly above the four parts per trillion (4.0 ppt) new EPA limit. Mr. Nourse mentioned that NH is participating in a nationwide legal suit against 3M & Dupont. He stated that NH is unique as the Department of Justice can make claims on behalf of public water systems. Mr. Nourse stated that funds obtained from these suits will go to the NH Drinking Water, Groundwater Trust Fund, and there will be an Emergent Contaminant Fund. He stated that these funds may be leveraged by the City to treat manganese and PFAS Treatments. Mr. Nourse stated that the State has limited funding for these now and waiting for these funds could be problematic given the 5-year window for the implementation of solutions. Councilor Hamann asked about testing intervals. Mr. Nourse referred to the fact sheet and stated quarterly. Councilor Hamann asked if new regulations would include the small water systems. Mr. Nourse stated that yes, they would be included. Councilor Sullivan ask that the Director confirm that these regulations are specific to Water Treatment and have no over lap with the large expenses the City has been discussing for the treatment of Wastewater for nitrogen and phosphorus. Mr. Nourse stated that is correct this is on the drinking water side. He did note for information that the new wastewater permit does require that we test for PFAS (40) at the influent, the effluent and in the sludge at the Wastewater Treatment Plant

(WWTP). Councilor de Geofroy asked the risk in waiting for a possible windfall of funding from the 3M / Dupont lawsuit. He asked if there was a possibility of being reimbursed retroactively for the cost incurred once the settlement was reached. Mr. Nourse stated that this has been part of the discussions. Mr. Nourse stated as he has previously reported to the Committee, the City is in design engineering process at the Cocheco Well for Manganese and PFAS upgrades using the previously awarded American Rescue Plan Act (ARPA) Grant. He noted that the construction for the Manganese Upgrades will likely be Fourteen million (\$14M) and likely will be more than twenty million dollars (\$20M) to do both PFAS and Manganese. He stated that these must be done in series, you must take the manganese out before you can filter for PFAS. Mr. Nourse stated that it is a very big investment to keep the Cocheco Well online. He stated that he has discussed the pros and cons of this and there may be a decision point in the future. Councilor de Geofroy asked if the sampling compliance is determined per test or is there a rolling average. Mr. Nourse stated he believe per the fact sheet it is per any one sample. Mr. Nourse states that he has made as much noise as he can with the regulators, but his concern remains that these levels are so low that the results can be influenced by the equipment used to produce the water. He stated that when NHDES does the rule making he hopes this can be considered as PFAS is virtually everywhere.

Strafford Square Roundabout – Mr. Nourse informed the Committee that construction is set to resume with the final wear course of pavement, line striping, landscaping and the flagpole will go in. Councilor Hamann asked if there would be directional arrows within the traffic lanes inside the roundabout. Mr. Nourse stated he would check the plans.

Storm Clean Up – Councilor de Geofroy complimented the DPW Staff for their excellent job on plowing and storm cleanup for the recent storm. Mr. Nourse stated he would pass this along to the crew. Councilor Hamann and Fitzpatrick stressed that they too was proud of our City Staff for the storm efforts.

Councilor Hamann adjourned the meeting at 7:19 PM.

Minutes respectfully submitted by Ronda Boisvert, Admin2 DPW.

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation of \$150,000.00 to the FY24 General Fund CIP Fund for the Drainage Pipe Relining Project

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 One Hundred Fifty Thousand Dollars (\$150,000) to the General Fund CIP for the purpose of paying costs associated with the Drainage Pipe Relining Project. The entirety of this 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 multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---	---

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

RESOLUTION ADOPTING AN FY 2025 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE FY 2025 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 FY 2025 (July 1, 2024—June 30, 2025) “Action Plan for the Community Development Block Grant (CDBG) Program 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 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 will be approved and appropriated for fiscal year 2025 (July 1, 2024—June 30, 2025). 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	20%
Public Service Agencies	15%
Housing/Public Facilities/Infrastructure	65%
Total	100%

III. Further, that Two Hundred Forty One Thousand Fifty Six Dollars and Eighteen Cents (\$293,921.24) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2024 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2025 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2025 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount shall be drawn in their entirety from the above-mentioned FY 2025 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 the City Manager’s designee in the Office of Economic and Community Development, is authorized to adjust 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.

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

Resolution Approving Fiscal Year 2024-2025 Operating Budget for the City of Rochester

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2024 and ending June 30, 2025 in the amounts and for the purposes more particularly set forth in the City of Rochester Proposed Budget, Fiscal Year 2025 (July 1, 2024 - June 30, 2025), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A-2024-2025 City Operating Budget**.

This budget may be reconsidered before the tax rate is set if City or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2025 (July 1, 2024 - June 30, 2025), as amended, the provisions of which are incorporated herein by reference thereto.

2024-2025 CITY OPERATING BUDGET SUMMARY

Appropriations:	Proposed	
City	\$	46,656,433
County Tax	\$	8,765,254
Overlay	\$	450,000
Estimated Veteran's Credits	\$	728,925
City Grants & Special Revenues	\$	165,000
Tax Incremental Financing Districts	\$	1,375,990
Water Fund	\$	8,842,267
Sewer Fund	\$	12,647,287
Arena Special Revenue Fund	\$	464,297
Community Center	\$	929,955
Total City Operations Appropriations	\$	81,025,408

Revenues:		
Non-Property Tax Revenues	\$	16,295,357
Use of Fund Balance	\$	7,950,000
City Grants and Donations	\$	165,000
Tax Incremental Financing Districts	\$	1,375,990
Water Fund	\$	8,842,267
Sewer Fund	\$	12,647,287
Arena Special Revenue Fund	\$	464,297
Community Center	\$	929,955
County Property Tax	\$	8,765,254
City Property Tax	\$	23,590,001
Total City Revenues	\$	81,025,408

**Resolution Authorizing and Approving Fiscal Year 2024-2025
Capital Budget for the City of Rochester
and Authorizing Borrowing in connection therewith**

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

That the capital budget for the City of Rochester for fiscal year 2024-2025 (July 1, 2024 to June 30, 2025) in the total amount specified in **Exhibit A** 2024-2025 City Capital Improvements Summary annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A**-2024-2025 City Capital Improvements Summary annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2025 (July 1, 2024 – June 30, 2025), as amended.

2024-2025 CITY CAPITAL IMPROVEMENTS SUMMARY

Proposed Capital Appropriations:

City	\$	21,241,286
Water Fund	\$	9,971,134
Sewer Fund	\$	10,350,634
Tax Incremental Financing Districts (TIF)	\$	10,560,000
Total Appropriations	\$	52,123,054

General Fund Revenues

Bonding and/or other Borrowing	\$	11,249,952
Operating Budget	\$	4,361,834
Grants	\$	3,607,000
Capital Reserve Funds	\$	2,022,500
Subtotal General Fund Revenues	\$	21,241,286

Enterprise Funds & TIF Districts

Bonding and/or other Borrowing	\$	29,671,500
Operating Budget	\$	1,210,268
Subtotal Enterprise Funds & TIF Districts	\$	30,881,768

Total Capital Revenues	\$	52,123,054
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**Resolution Approving Fiscal Year 2024-2025 Operating Budget for the
City of Rochester School District**

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

That a twelve (12) month operating budget for the City of Rochester School District be, and hereby is, approved and appropriated for the period beginning July 1, 2024 and ending June 30, 2025 in the amounts and for the purposes more particularly set forth in the City of Rochester School District Proposed Budget, Fiscal Year 2025 (July 1, 2024 - June 30, 2025), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A-2024-2025 School District Operating Budget Summary**.

This budget may be reconsidered before the tax rate is set if School revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester School District, Proposed Budget, Fiscal Year 2025 (July 1, 2024 - June 30, 2025), as amended, the provisions of which are incorporated herein by reference thereto.

2024-2025 SCHOOL DISTRICT OPERATING BUDGET SUMMARY**Appropriations**

School Operating	\$	74,790,383
School Federal Grants	\$	4,251,000
School Lunch	\$	2,150,000
Total School Appropriations	\$	81,191,383

Revenues

School Non-Property Tax Revenues	\$	29,586,117
School Federal Grants	\$	4,251,000
School Lunch	\$	2,150,000
State Education Property Tax	\$	5,827,984
School Local Property Tax	\$	39,376,282
Total School Revenues	\$	81,191,383

**Resolution Authorizing and Approving Fiscal Year 2024-2025
Capital Budget for the City of Rochester School District
and Authorizing Borrowing in connection therewith**

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

That the capital budget for the City of Rochester School District for fiscal year 2024-2025 (July 1, 2024 to June 30, 2025) in the total amount specified in **Exhibit A-** 2024-2025 School District Capital Improvements Summary annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** 2024-2025 School District Capital Improvements Summary annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2025 (July 1, 2024 – June 30, 2025), as amended.

2024-2025 SCHOOL DISTRICT CAPITAL IMPROVEMENTS SUMMARY**Capital Appropriations:**

School District	\$	1,497,000
Total Appropriations	\$	1,497,000

Capital Revenue Sources

Bonding and/or other Borrowing	\$	1,120,000
School District Operating Budget	\$	377,000
Total Revenues	\$	1,497,000



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867-1917

(603) 332-1167 www.rochesternh.gov

To: Mayor Callaghan and Rochester City Council

From: City Manager Ambrose

Date: May 2, 2024

Subject: Proposed Amendments to Non-Union Employment Policy Handbook

Pertinent **Charter** Provision:

Section 60 Rules and Regulations - The first City Manager under this Charter shall draft and submit to the City Council within one year after assuming office, a **set of rules and regulations** which shall become effective three months after its submission unless vetoed by the City Council within that period, **providing for the establishment of a merit system of personnel administration** and for the implementation of such portions of that system as are prescribed by this Charter. **The rules and regulations shall include provisions with regard to classification, compensation, selection, training, promotion, discipline, vacations, and any other matters necessary** to the maintenance of the efficient service and the improvement of working conditions. The rules and regulations shall continue in force **subject to amendments submitted from time to time by the City Manager** which shall become effective upon majority vote of the City Council. City Council shall vote within 60 days of amendment submittal. Until the first set of such rules and regulations becomes effective, the City Manager may establish temporary rules and regulations.

There are eight (8) collective bargaining agreements (CBAs) which determine the terms of employment for the majority of our City employees. Employees that are non-unionized and therefore not covered by these CBAs are covered by the “rules and regulations” stipulated by the Charter provision above and found within the Non-Union Employment Policy Handbook. I have attached a copy of this document.

As a result of amendments adopted by the City Council in the Middle Management and Municipal Management CBAs increasing the total approved buy & sell back days to nine (9), I am hereby recommending the following amendments be made in the document that governs the terms of employment for our non-union employees. These have been detailed below (**red text** depicts amendments).

Non-Union Employment Policy Handbook**Article 15, Section A: HEALTH INSURANCE**

A. All employees shall be provided with comprehensive medical insurance coverage by the City of Rochester. The City's contribution to medical insurance premiums will be limited to 80% of the total premium of PLAN A towards PLAN A, PLAN B, or PLAN C.

Plan A – ABSOS20/40/1KDED (07L) – RX 10/20/45

Plan B – ABSOS25/50/3KDED (07L) – RX 10/20/45

Plan C – Lumenos2500 (07L) – RX Anthem

(a) The employee share of premiums shall be paid by the individual employee through payroll deductions.

(b) During the City's open enrollment period, employees may opt to buy or sell back to the City up to ~~four (4)~~ **seven (7)** days of accrued vacation or ~~four (4)~~ **nine (9)** PTO days and/or sell back to the City ~~one (1)~~ **two (2)** days of accrued earned personal hours to reduce their share of medical, dental, and/or supplemental life insurance. However, after the exchange, the employee still must have at least five (5) days of vacation or PTO leave.

Attachments: Non-Union Employment Policy Handbook 07/01/2023

NON-UNION EMPLOYMENT POLICY HANDBOOK CITY OF ROCHESTER, NH

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ARTICLE 1

PURPOSE OF RULES AND REGULATIONS

It is the purpose of these Rules and Regulations to give effect to the provisions of the Rochester City Charter providing for a Merit Plan for the City of Rochester. These Rules and Regulations shall be applied in accordance with the purposes of the Charter, which are interpreted in the Plan as follows:

- To provide for the establishment of a merit system of personnel administration.
- To provide for classification, compensation, selection, training, promotion, discipline, vacations, and any other matters necessary to the maintenance of efficient service and the improvement of working conditions.
- To provide for a Personnel Advisory Board.

ARTICLE 2

AMENDMENT OF RULES

The City Manager may amend these Rules and Regulations from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective upon a majority vote of the City Council taken within sixty (60) days of amendment submittal. Written request for re-classification of existing positions or the classification of new positions shall be submitted to the Personnel Advisory Board for review and recommendation to the City Manager. The Board shall make a written recommendation to the City Manager, with a copy submitted to the City Council, within 90 days of the request. Only one (1) request for re-classification, for the same position, shall be considered per year.

ARTICLE 3

DEFINITIONS

For the purposes of these Rules and Regulations, the following words and terms shall have the meanings indicated below:

APPOINTING AUTHORITY shall mean the City Manager or Department Head, who shall have the authority to hire and/or terminate employment of persons in accordance with provisions of the City charter and the Personnel Rules and Regulations.

CLASSIFICATION SCHEDULE shall mean the organization of positions into groups or classes on the basis of the duties and responsibilities of the position and the knowledge and skill necessary for adequate performance of the duties of the position.

DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.

PROMOTION shall mean a change of employment status of an employee from a position to another class having a higher maximum salary rate.

EMPLOYEE shall mean a person who has been appointed to a position in the City service in accordance with the Personnel Rules and Regulations.

FULL-TIME REGULAR EMPLOYEE shall mean an employee who works thirty-five (35) or more hours per week for twelve (12) or more consecutive calendar months in any job classification established by the City as a regular position.

PART-TIME REGULAR EMPLOYEE shall mean an employee who works less than thirty-five (35) hours per week and who is retained to work twelve or more consecutive calendar months in any job classification established by the City as a regular position.

FULL-TIME TEMPORARY OR SEASONAL EMPLOYEE shall mean an employee who works thirty-five (35) or more hours per week for less than twelve (12) consecutive calendar months in any job classification established by the City as a seasonal or temporary position.

PART-TIME TEMPORARY EMPLOYEE shall mean an employee who works less than thirty-five (35) hours per week for less than twelve (12) consecutive calendar months in any job classification established by the City as a seasonal or temporary position.

EXEMPT EMPLOYEE An employee shall be deemed to be exempt if the responsibilities of the position conform to the FLSA regulations governing exempt status employees.

HOURLY EMPLOYEE An hourly employee shall be compensated for each hour of work performed at an hourly rate as stipulated in the Merit Track for the particular grade and pay step.

PROBATIONARY PERIOD a working test period of twelve (12) consecutive months during which a probationary employee is required to demonstrate fitness for the duties of the position to which the employee is appointed.

PERFORMANCE EVALUATION An annual or more frequent evaluation of an employee based upon the rating of an employee by a superior(s) relating to work habits, general performance, job accomplishments, and other employment factors and shall include establishment of work expectations to be accomplished for the next performance evaluation.

ANNIVERSARY DATE shall mean the date of hire.

PROMOTION DATE shall mean the date the employee started his/her present position.

WORK WEEK The period between midnight on Sunday to midnight the following Saturday.

PRIVATE DUTY WORK ASSIGNMENTS Work assignments where all wage and benefits costs to the employee's department are reimbursed by a third party on a flat rate or per hour basis.

PAID TIME OFF (PTO) A policy that combines vacation, sick, family sick and personal time off into a single bank of days for employees to use to take paid time off from work. The PTO policy in this handbook applies to exempt employees hired after November 1, 2015.

ARTICLE 4

PERSONNEL RULES AND REGULATIONS

STATUS OF PRESENT EMPLOYEES

Any person holding a full-time or part-time regular position of employment in the City's service, upon the adoption of these Rules and Regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with these Personnel Rules and Regulations and shall retain all benefits accrued as of the adoption of the Rules and Regulations.

PERSONNEL OFFICER

The City Manager shall be the Personnel Officer of the City of Rochester except as he may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to City officers, Department Heads, or agents of the City. Duties of the Personnel Officer shall be defined as the administration of all Personnel Rules and Regulations contained herein. The Personnel Officer may waive provisions of the Merit Track when deemed necessary for the proper administration of the plan. The Personnel Officer shall make findings of fact and state the reasoning for the change in provisions, in writing, for each such waiver.

ARTICLE 5

EMPLOYMENT

Section 1: ELIGIBILITY

Employees shall be selected without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or handicap from the best qualified persons applying for said employment, preference being given to citizens of the City of Rochester when all other qualifications are equal.

Section 2: SELECTION

Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position, but usually shall include: advertising; allowing at least a seven (7) day application period; internal posting in all departments; posting open employment examinations; contact with State and other appropriate employment offices; and contact with special sources of information in each case.

Section 3: APPOINTMENT

After completing all procedures as the appointing authority may determine as relevant, necessary, and within the limits of the law, selection shall be made from among those persons who have qualified for appointment.

Section 4: PROMOTION

Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be given training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the service.

Section 5: PROBATION

The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of not less than twelve (12) consecutive calendar months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment by the City, during the probationary period an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, shall be reinstated to his/her former position within six (6) months unless charges are filed and he/she is discharged for cause not related to performance in the promoted position. The provisions of this section shall apply to full-time regular and part-time regular employees.

Section 6: TRAINING

In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, Department Heads and/or the Personnel Officer shall develop and implement educational training programs, as they deem appropriate.

Section 7: TRANSFER

If an employee, possessing the qualifications necessary to fill a vacant position within the employ of the City, wishes to be transferred from his/her present department to the department with the vacancy, the employee shall notify the Personnel Officer. Said employee shall be considered for the appointment by the appointing authority in the best interests of the City.

ARTICLE 6

CLASSIFICATION SCHEDULE AND MERIT TRACK

CLASSIFICATION SCHEDULE

There shall be a Classification Schedule for all non-union positions of service in the City. For each class of non-union positions within the City, this schedule shall establish a Class Title, a Statement of Duties, Authority and Responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. The Classification Schedule can be found in Exhibit A.

MERIT TRACK

Non police/non-sworn employees may advance on the merit track one increment effective the first full pay period that includes their anniversary date of hire if approved by the City Manager as set forth below. The Merit Track for FY24 can be found in Exhibit B.

Employees will be eligible for a merit track advancement effective the first full pay period that includes their anniversary date of hire. Thirty (30) days prior to the employee's date of hire, the employee's Supervisor/Department Manager shall complete a draft evaluation of said employee. The Supervisor/Department Manager shall meet with each employee at least 15 days prior to the anniversary date of hire to discuss the evaluation. The Manager shall thereafter fill out a Merit Track Advancement Worksheet based upon the written evaluation, the employee's personnel file, and such other relevant information to determine a recommendation to the City Manager for merit track advancement of one increment. Employees that do not receive a score of 70 or greater shall not be recommended for merit track advancement. The Manager shall make his/her recommendation to the City Manager no later than seven (7) days after the employee's anniversary date of hire.

Any employee that is denied merit track advancement, may request a re-evaluation anytime between 90 and 120 days after their anniversary date of hire. If the City Manager, in consultation with the employee's Manager, agrees that a significant improvement has been made in the employee's performance since the original evaluation was completed, the City Manager may award a merit track advancement. Any such adjustment will be effective on the date of the City Manager's decision and shall not be retroactive.

Any employee that is denied a merit track advancement shall be placed on a formal performance improvement plan (PIP) drafted by the Manager and approved by the City Manager.

Top of Grade: Once an employee reaches the top of the pay range, he/she may be eligible for a 2% “top of range” lump sum payment with a score of 70 or more on the Merit Track Advancement Worksheet. This payment shall not be added to the employee’s base wages.

Police Sworn Personnel – For police sworn employees under the purview of the Police Commission, hourly wage adjustments are at the discretion of the Police Commission.

ARTICLE 7

HOURS OF WORK

The City Manager shall determine hours of employment with due consideration for the varying requirements of the different departments, and whenever possible, hours of employment for employees in the same class of the same work shall be uniform.

OVERTIME AND COMPENSATORY TIME

All employees, with the exception of Department Heads, Deputies, Division Heads, and others exempt under the Fair Labor Standards Act (FLSA), shall be compensated for all hours worked over forty (40) hours per week at the rate of one and one half (1½) times the employee’s regular hourly rate of pay. Employees may elect to be compensated with compensatory time at the rate of one and one half (1½) hours for each hour worked over forty (40) hours per week to be accumulated to a maximum of twenty (20) hours. Departments shall make every effort to ensure that extra hours worked on a particular day(s) be offset by hour-for-hour time off within the same work week. All overtime must receive the prior approval of the Department head. If compensatory time is to be used to compensate for overtime hours, it must be agreed to by the employee and approved by the Department head in writing prior to the hours being worked. An hourly employee called back to work after normal work hours shall be paid one and one half (1½) times the employee’s regular hourly rate of pay for a minimum of two (2) hours for each such call back.

PRIVATE DUTY ASSIGNMENTS

Private duty assignments shall be limited to non-exempt employees and shall be compensated at the rate of one and one-half (1 ½) times their regular hourly rate of pay not to exceed the top step of the patrol scale as listed in the IBPO (Police) collective bargaining agreement. Exempt employees may be allowed to work private duty assignments with no additional compensation.

ARTICLE 8

HOLIDAYS

1. City employees shall have the following paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

And such other days as may be designated from time to time by the City Manager.

2. When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees.

ARTICLE 9

VACATION AND PAID TIME OFF (PTO)

VACATION

The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees who work a minimum of 40 hours a pay period.

Employees hired prior to November 1, 2015

Applications for vacation leave shall be approved by the Department Head and shall be chosen based on seniority, except that no employee shall select more than two (2) weeks at one time until all employees have been given an opportunity to choose their preferred vacation time. Vacation time will be accrued during the probationary period but may not be taken until after successful completion of probation, except with approval of the employee's supervisor and the City Manager. Vacation time accrued in a year (based on anniversary date) shall be taken within the next following employment year, except when, upon application by an employee, the City Manager shall have granted an exception to this section.

Illustrative Table

0 - 5 years	2 weeks/year
6 - 10 years	3 weeks/year
11 - 24 years	4 weeks/year
25+	5 weeks/year

Non-Exempt (hourly) employees hired after November 1, 2015

1. Vacation time may be used after the completion of the first six (6) months of employment.
2. Vacation time will be accrued on a bi-weekly basis.
3. Vacation time will accrue in accordance with the following table:

Illustrative Table

0 – 5 years	3 weeks/year
6+	4 weeks/year

4. The Maximum accumulation shall be one and one-half (1.5) times the annual accumulation amount. Upon reaching the maximum accumulation, periodic additions to the total shall cease until usage reduces the accumulation.
5. Applications for vacation leave shall be approved by the Department Head and shall be chosen based on seniority, except that no employee shall select more than two (2) weeks at one time until all employees have been given an opportunity to choose their preferred vacation time.
6. The employer shall approve or reject a request for vacation time in writing within ten (10) business days, exclusive of the absence of the employee's supervisor or designee, after receiving a properly executed application for leave. If request for vacation time is rejected, it shall state the reasons for the rejection. Requests for vacation time shall not be unreasonably rejected.

PAID TIME OFF (PTO)**Exempt (salary) employees hired after November 1, 2015**

Upon commencing employment and each employment year thereafter, exempt employees will be credited with thirty-two (32) leave days on the first of the month following their anniversary date. Employees shall be allowed to carry over up to five (5) PTO days from year to year. Employees can have no more than thirty-seven (37) PTO days available at any one time without the prior approval of the City Manager. All days in excess of this limit shall be forfeited.

In the event the employee's legitimate job responsibilities or an approved leave of absence (FMLA or workers' compensation) prevent PTO usage as outline above, an exception shall be granted by the City Manager, with an approved plan for PTO usage bringing the employee's accumulation within the specified limits.

ARTICLE 10

PERSONAL DAYS

Each eligible employee shall be entitled to two (2) non-cumulative Personal Days when hired and each year thereafter, granted on the first of the month following the employee's anniversary date. Personal days may be taken for any purpose except as substitution for suspension as a result of disciplinary action. Personal days must be scheduled and approved by the Department Head in accordance with the employee's preference and the needs of the Department, so long as at least forty-eight (48) hours' notice is provided.

ARTICLE 11

SICK LEAVE

Sick Leave: The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees. Sick leave shall be computed and accrued on a monthly basis, including the probationary period of an employee. Sick leave with pay shall be granted to all employees at the rate of one (1) day per calendar month worked, credited at the end of the month.

Sick leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of actual illness or to keep necessary medical appointment.

To receive compensation while absent on sick leave, the employee shall notify his/her Department head prior to the time set for beginning his/her daily duties or as may be specified by the Department Head. At the discretion of the Department head, a doctor's certificate may be required for absence due to illness in excess of three (3) days. If the Department head has a reasonable basis to believe or suspect an employee has abused sick leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, Department Head, or Division Head.

Abuse of sick leave privilege may be cause for dismissal. Sick leave shall be recorded regularly in the personnel records and the personnel Officer shall review all sick leave records periodically and shall investigate cases, which indicate abuse of the privilege.

Earned Personal Leave: Employees completing six (6) consecutive months of employment without taking sick leave will be granted one (1) non-accumulative personal day. Employees may, at their discretion, sell their non-accumulative personal day during the annual open enrollment period. This provision relates only to the non-accumulative personal day awarded for non-use of sick leave for six (6) consecutive months.

Family Sick: Three (3) additional days each year (non-accumulative from year to year) will be given to employees on the first day of the month following his/her anniversary date of hire. This family sick time may be taken by an employee when the ill health of a member of the employee's immediate family requires the employee's care. For purposes of this section, an employee's immediate family shall be deemed to be the spouse, child, stepchild, mother, father, or other dependents living in the same household. An exception may be made by the Department head where extenuating circumstances exist.

Parental Leave: Employees eligible for vacation time may receive one extra week (5 days) of paid vacation time during any year in which they or their current spouse have a birth or an adoption of a child. Such employee shall have one year from the date of birth or adoption in which to use the extra week of vacation or it is forfeited.

SICK LEAVE TRANSFER

The City Manager may grant a sick leave transfer to an employee if it is determined to be in the best interests of the City and if the following conditions are met.

1. The request must be in writing and for an extended illness of three or more week's duration.
2. The employee must first use all other available paid leave.
3. Employees recovering from a workers' compensation injury or illness are not eligible.
4. Employees who wish to donate sick leave must still have 30 days left after the donation is made and may donate no more than 5 days in one year.
5. Donations are strictly voluntary and anonymous.
6. Donations of leave under this section do not affect eligibility for receipt of a personal day for not using sick leave in a twelve-month period.

ARTICLE 12

WORKERS' COMPENSATION

An employee out of work due to a job-connected injury shall receive workers' compensation. The difference between the amount paid to the employee through workers' compensation and the employee's regular wage shall be paid to the employee by the City for a period of the first twenty (20) work days of said job connected injury; said amount shall not be charged against the employee's accumulated sick leave or vacation time. The actual payment of wages shall be a combination of the workers' compensation benefit as determined by the Department of Labor and a supplemental payment by the City which will be the difference between the workers'

compensation payment and the employee's regular compensation, to be paid on a bi-weekly basis.

At the end of the twenty (20) day period of said job connected injury, the employee shall continue to receive both workers' compensation benefit and the difference between that benefit and the employee's regular compensation, except that the differential between the workers' compensation benefit and the employee's regular compensation shall be charged against the employee's accrued sick leave, if any, and thereafter, against vacation leave. The employee may elect to receive only the workers' compensation benefit and decline to receive the differential between the workers' compensation benefit and the regular weekly compensation, so as to avoid the charge against sick leave or vacation leave.

After expiration of the twenty (20) day period, the Department head may order a complete physical and/or mental examination of said employee by two (2) registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement under the provision of the New Hampshire Retirement Law. The commencement of payment under the New Hampshire Retirement Law shall end the employer's obligation of payment on annual and/or accumulated sick leave and/or worker's compensation payments. Further, if it is determined by two register physicians selected by the Department head immediately after the employee is injured that said employee will not be able to return to his/her regular duties at any time in the future, the employer shall not be obligated to pay the difference between workers' compensation and the employee's regular salary for the time period of injury as outlined above.

ARTICLE 13

BEREAVEMENT AND OTHER LEAVE

BEREAVEMENT LEAVE

Bereavement leave shall be granted as follows:

- 1.) Bereavement leave of five (5) working days, without any loss of pay in the event of death of:
 - Spouse/Partner
 - Child/Step Child
- 2.) Bereavement leave of three (3) working days, without any loss of pay in the event of death of his/her:
 - Mother/Step Mother/Mother-in-Law
 - Father/Step Father/Father-in-Law
 - Brother/Step Brother
 - Sister/Step Sister
 - Grandchild/Step Grandchild
 - Daughter-in-Law
 - Son-in Law

3.) Bereavement leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of his/her:

- Aunt/Uncle
- Niece/Nephew
- Grandparent/Step/in-Law
- Sister-in-Law
- Brother-in-Law

4.) Under extenuating circumstances, two (2) additional days with pay may be granted under sections 1, 2, and 3 above with the written request to your appr department director or his/her designee and final approval from the City Manager.

JURY DUTY

An employee called as a juror will be paid the difference between the fees received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's Department Head. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

LEAVE OF ABSENCE

Leave without pay may be granted upon the recommendation of the Department head and approved by the City Manager. The City Manager may grant leaves without pay for such purposes and under such conditions as deemed in the best interest of the employee and the City. A leave of absence without pay may be granted with no loss of employment rights.

MILITARY LEAVE

Any permanent employee who is a member of the Reserve Component of the Armed Forces of the United States, and is activated or required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed three (3) weeks in any one (1) year. The City will augment any military leave pay received by the unit member from the federal government up to the gross wages that the member would have received had she/he been working for the City during the same pay period.

Any member that chooses to invoke the military leave clause should submit to Human Resources their military orders once received. The member will take leave without pay during active duty and continue to pay applicable benefit deductions while on leave. Once returned from active duty, the member will submit to Human Resources their military leave pays from the federal government. If augmentation of pay is required, the member will receive compensation the following pay period of receipt of military pay.

ARTICLE 14

RETIREMENT

Membership in the State of New Hampshire Retirement System is mandatory for all full-time regular employees. The employee's share of cost for the retirement benefit shall be deducted from the employee's pay in accordance with amounts established by the New Hampshire Retirement System.

ARTICLE 15

HEALTH INSURANCE AND OTHER BENEFITS

HEALTH INSURANCE

- A. All employees shall be provided with comprehensive medical insurance coverage by the City of Rochester. The City's contribution to medical insurance premiums will be limited to 80% of the total premium of PLAN A towards PLAN A, PLAN B, or PLAN C.

Plan A – ABSOS20/40/1KDED (07L) – RX 10/20/45

Plan B – ABSOS25/50/3KDED (07L) – RX 10/20/45

Plan C – Lumenos2500 (07L) – RX Anthem

(a) The employee share of premiums shall be paid by the individual employee through payroll deductions.

(b) During the City's open enrollment period, employees may opt to buy or sell back to the City up to four (4) days of accrued vacation or four (4) PTO days and/or sell back to the City one (1) day of accrued earned personal hours to reduce their share of medical, dental, and/or supplemental life insurance. However, after the exchange, the employee still must have at least five (5) days of vacation or PTO leave.

- B. The City has the right to select and substitute alternative health plans to replace the existing health plans identified above. Such alternative plans will provide employees with services that are equal or comparable to the above-mentioned plans.

- C. Employees that have medical coverage through their spouse may choose to “opt out” or “opt down” of participation in the City-sponsored plan. If employees opt out or opt down, they will receive a portion of the monthly premium savings that can be used to offset the cost of other benefits or receive it as taxable compensation in their paychecks throughout the year.

The amount the employee can receive depends on their eligible coverage level, as shown in this chart:

Annual Opt-Out Amount	
Eligible Coverage Level*	
Family Coverage	\$2,400
2-Person Coverage	\$1,600
Single Coverage	\$1,000
Annual Opt-Down Amount	
Eligible/Chosen Level**	
Family to Single Coverage	\$1,200
Family to 2-Person Coverage	\$750
2-Person to Single Coverage	\$750

**Eligible coverage level refers to the number of eligible dependents the employee has.*

***Eligible/chosen coverage level refers to an employee that chooses a plan lower than their eligible coverage level.*

To opt out, employees must provide proof of comprehensive insurance coverage elsewhere.

DENTAL INSURANCE

All employees covered by this agreement are provided with a Delta Dental Plan through HealthTrust. The City contributes up to three hundred dollars (\$300.00) per year towards the cost of this benefit. Employees pay the premium cost above \$300.00 through payroll deduction. The Base Option 5 Coverage A, B; Mid Option 3D Coverage A, B, C and High Option 1S coverage A, B, C, and D are available to the employee in either Single, Two-Person or Family Plans.

REIMBURSEMENT ACCOUNTS

Reimbursement accounts offer a tax effective way to pay certain healthcare and dependent care expenses. Two types of reimbursement accounts are available to all employees:

- Medical Flexible Spending Account maximum annual contribution is equal to the IRS contribution limit.
- Dependent Care Flexible Spending Account maximum annual contribution – the lesser of the follows:
 - \$5,000 if you are married and file joint tax returns, or if you are single,
 - \$2,500 if you are married and file separately, or
 - The lower of you and your spouse's income

These deductions shall be pro-rated for employees who are employed for less than a full calendar year.

DISABILITY INSURANCE PROTECTION

Full Coverage Plan

The Full Coverage Plan is mandatory for employees hired after November 1, 1998. It includes three separate and distinct elements:

- a. Sick Leave or PTO
- b. Short-Term Disability (STD) Plan
- c. Long-Term Disability (LTD) Plan

Limited Plan

With this plan, if you are unable to work because of accident or illness, you will receive 100 percent of your salary for as many sick days as you have accrued, to a maximum of 120 days.

Limited Plan Plus

Employees hired prior to November 1, 1998, may continue their participation in the sick leave program in place at that time and purchase LTD insurance.

LIFE INSURANCE

The City pays 100% of the cost of a basic amount of life insurance protection for all non-union employees. This “core coverage” is equal to one times the employee's base salary. Employees can choose to purchase additional “supplemental coverage”. The cost of any additional insurance will be made through payroll deductions or offset by any remaining city-provided benefit funds.

ARTICLE 16

LONGEVITY

The City provides longevity pay to full-time employees based on continuous years of service: length of service is determined by original date of hire.

<u>Years of Service</u>	<u>Annual Payment</u>
3 – 5	\$200.
6 –10	\$325.
11–15	\$400.
16-20	\$550.
21 or more	\$600.

Payment shall be made annually in the pay period containing the employee's anniversary date.

ARTICLE 17

EDUCATIONAL INCENTIVES – POLICE SWORN PERSONNEL

An educational incentive shall be paid to those regular, full-time sworn non- union Police Command Staff, who were hired prior to December 6, 2011, who hold an Associate Degree, Bachelor's Degree or Master's Degree in the field of Criminal Justice, Criminal Administration, Police Science, or the equivalent in curricula content as determined by the Chief of Police and approved by the Police Commission. This educational incentive shall be paid to regular full-time sworn non- union Police Personnel who hold either degree.

The amount paid shall be as follows:

Associate Degree	\$1,000.00 annually
Bachelor's Degree	\$1,500.00 annually
Master's Degree	\$2,000.00 annually

Payment shall be made in equal payments throughout the year to qualified personnel after the employee provides proper documentation to the Chief of Police and the City Human Resource Office.

ARTICLE 18

REDUCTION IN FORCE AND DEMOTIONS

REDUCTION IN FORCE

In the event of layoff, the City shall lay off in inverse order of employment in the class and department involved. The Department head shall give written notice to the employees affected by a layoff two (2) weeks before the effective date of the action. If there is a recall within one (1) year for positions made vacant by a layoff, available laid-off employees shall be recalled according to classification and seniority. Seniority and accumulated leave (if not paid to the employee upon layoff) shall be restored to the level attained at the time of layoff if recalled within one (1) year.

DEMOTIONS

A Department Head may demote an employee for disciplinary reasons for cause. A written statement of the reasons for such action shall be filed with the employee, the City Manager and the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off.

CAUSE FOR REMOVAL OR OTHER DISCIPLINARY ACTION

Just cause for removal or other disciplinary action shall include, but shall not necessarily be limited to, the following:

- a. Neglect of duties.
- b. Incompetence or inefficiency.
- c. Inability to perform work due to mental or physical disability.
- d. Insubordination or serious breach of discipline.
- e. Intoxication while on duty.
- f. Chronic or excessive tardiness.
- g. Chronic or excessive absenteeism.
- h. Willful violation of any of the provisions of the Personnel Rules and Regulations or other statutes relating to the employment of City employees.
- i. The conviction of any criminal act or offense.
- j. Abuse or violation of sick leave or other City regulations.
- k. Negligence of or willful damage to public property, and waste or pilferage of public supplies.
- l. Conduct unbecoming a City employee.
- m. The use or attempt to use one's authority or influence to control or modify the political action of any person in the City's service or engaging in any form of political activity during working hours.

ARTICLE 19

TYPES OF SEPARATION

- **For full-time employees,** 'Retirement or Retire' as used in this Agreement shall mean withdrawal from active service having been granted a retirement allowance by the New Hampshire Retirement System (NHRS) and the employee actually drawing such a retirement allowance no later than 90 days after separation.
- **For full-time and part-time employees,** 'Resignation' shall be defined as voluntarily separating from employment with the City other than for the purposes of retirement. The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the Grievance Procedure.
- **Dismissal During the Probationary Period,** If at any time during the probationary period, the agency head determines that the services of a new or rehired employee have been unsatisfactory, the employee may be dismissed from his/her position without right of appeal or grievance. Written notice of such dismissal shall be given to the employee.

SEPARATION PAYMENTS

Upon receipt of a signed letter of intent to separate from the service with the City of Rochester, a severance payment shall be issued as follows:

Vacation: Upon resignation or retirement, 100% of accumulated vacation after completion of the 6 months probationary period. If an employee resigns from the City during his probationary period, vacation pay-out will be pro-rated based upon his service time. The maximum payout shall not exceed one and one-half (1.5) times the annual accrual amount.

PTO: Non-probationary employees are paid for their PTO at employment end. If an employee leaves the city during his/her probationary period, the PTO pay-out will be pro-rated based upon his/her service time. The maximum PTO pay-out shall be 32 days.

Sick: 75% of accumulated sick time shall be paid if the employee has been granted a retirement allowance from the NHRS and is actually drawing such an allowance within 90 days of separation. Employees who terminate their employment through retirement shall be entitled to a lump sum payment for three-quarters of the number of accumulated days due at the rate of pay at the time of termination of service, not to exceed seventy-five percent of one hundred and twenty (120) days accumulated sick leave. For the purpose of this section, retirement shall be defined as having completed ten (10) consecutive years of service with the City of Rochester and being eligible to retire under the New Hampshire Retirement System or other retirement plan paid in part or in full by the City.

Sick: 50% of accumulated sick time shall be paid if the employee submits his/her resignation and has completed ten (10) years of continuous service with the City of Rochester at the time of separation. Employees who terminate their employment by voluntary resignation, and who have served at least ten (10) years with the City of Rochester, shall be entitled to a lump sum payment for one-half of the accumulated sick leave due them, at the employee's rate of pay at the time of termination, not to exceed fifty (50%) percent of one hundred and twenty (120) days accumulated sick leave.

Personal: Upon resignation or retirement, 100% of accumulated personal time.

Earned Personal: Upon resignation or retirement, 100% of accumulated earned personal time.

Compensatory Time (Comp Time): Upon resignation or retirement, 100% of accumulated comp time.

Longevity: Upon resignation or retirement, pro-rated amount calculated from the employee's anniversary date of hire to the employee's date of separation.

ADDITIONAL INFORMATION

Special Note for Probationary Employees: An employee shall not receive any accrued benefits except compensatory time if the employee is dismissed during the probationary period.

Calculating Sick & Vacation Benefits: For purposes of determining sick and vacation benefits, the number of days for each shall be based upon the employee's accruals and his/her per diem rate at the time of separation.

Termination Due to Death: In the event of termination by reason of death, said payment in the amount of 100% of accrued sick leave shall be made to his/her beneficiary.

Clothing & Equipment: Employees, at the time of separation of employment, are required to return all articles of uniforms, clothing and equipment which were provided by the city.

ARTICLE 20

GRIEVANCE PROCEDURE

Section 1: DEFINITION

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the Plan.

Section 2: PROCEDURE

The most effective accomplishment of the work of the City requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the City to address grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after a formal appeals process. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: the employee, in writing, shall fill any grievances with the employee's immediate supervisor. The grievance shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas that the employee, or the designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the supervisor. Within seven (7) calendar days of receipt of the grievance, the supervisor shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the seventh day. If the supervisor fails to respond within seven (7) days, the grievance may proceed to the next step.

Step #2: If the aggrieved employee is not satisfied with the decision of the supervisor, or if no decision has been rendered within the seven (7) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the Department Head within seven (7) calendar days of the receipt of the supervisor's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific areas which the employee feels have been violated, as was presented to the supervisor. The Department Head, or the designated representative, shall hold an administrative hearing concerning the grievance within seven (7) calendar days of receipt of the aggrieved employee's appeal. The Department Head shall decide the grievance based upon the information supplied any further information that he/she may request during or subsequent to the hearing. The Department Head shall render a decision, in writing, within five (5) calendar days from the close of the hearing.

Step #3: If the aggrieved employee is not satisfied with the decision of the Department Head or if no decision has been rendered within the five (5) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the City Manager within seven (7) calendar days of the receipt of the Department Head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated, as was presented to the Department Head.

The City Manager, or the designated representative, shall hold an administrative hearing concerning the grievance within fourteen (14) calendar days of receipt of the aggrieved employee's appeal. The City Manager shall render a decision, in writing, within fourteen (14) calendar days from the close of the hearing.

Step #4: If the decision of the City Manager is found to be unsatisfactory, or if not decision has been rendered during the time period specified above, said employee may within seven (7) calendar days, appeal, in writing, the decision of the City Manager setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated, to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fourteen (14) calendar days from the date of its receipt, and shall render their decision, in writing, within fourteen (14) calendar days from the close of their final hearing date. The Board shall issue a written report containing findings of facts and recommendations to the City Manager. The Personnel Advisory Board shall have no power to reinstate an employee unless it finds, after investigation, that disciplinary action was taken against the employee for religious, racial, or political reasons. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of his/her decision within seven (7) calendar days, and such decision shall be final.

The time limits established in the Steps above may be extended by mutual consent of the City and the employee.

ARTICLE 21

POLITICAL ACTIVITY AND OUTSIDE EMPLOYMENT

POLITICAL ACTIVITY

No person holding a position with the City shall take an active part in, or make a contribution or donation to, any municipal campaign or serve as a member of a committee of such club or organization, or act as a campaign worker at the polls, or distribute badges, pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this article shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting his vote. Any person who wishes to accept or seek election to a municipal office may do so. However, if elected and a conflict of interest occurs regarding the employee's employment with the City and holding elected office, the employee shall make a choice between continued employment with the City or serving in the elected position. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee guilty of such violation.

No officer or employee in the City service shall directly or indirectly contribute, solicit, or receive, or be in any manner concerned in contributing, soliciting or receiving any assessment,

subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

OUTSIDE EMPLOYMENT

Employees shall recognize that the City of Rochester is the prime employer and therefore no City employee shall accept or engage in any outside employment or self-employment, which shall constitute a conflict of interest, reflect discredit upon the City, or interfere with the proper performance of the employee's duties in the City service. The employee shall notify the employee's Department head if the employee is engaging in outside employment or self-employment. No City employee shall solicit or engage in any employment or self-employment during regular City working hours, nor shall City vehicles, equipment or facilities be used in the pursuit of or performance of such employment.

ARTICLE 22

SAVINGS CLAUSE

If any provision of this handbook or the application of such provision should be rendered or declared invalid by any court action or reason of existing or subsequently enacted legislation, the remaining parts or portions of this handbook shall remain in full force and effect.

ARTICLE 23

MISCELLANEOUS PROVISIONS

INCLUSION IN CONTRACTS

No provision of this handbook shall apply to any employee whose employment is the subject of a written employment contract, individual or collective, existing or future, unless this handbook is expressly included therein.

Exhibit A: Classification Schedule (Non-Police positions)	
Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Foley Center Attendant
4	Custodian (part-time)
4	Grounds Person (part-time)
5	No positions in this grade.
6	Legal Assistant I
7	No positions in this grade.
8	Legal Assistant II
8	Victim/Witness Advocate
9E	Community Outreach Facilitator
9	Executive Secretary
9	Payroll/Human Resource Specialist
10	Accountant I
10	Senior Executive Assistant
11	Business Systems Analyst
12	Accountant II
12	Patron Services Supervisor
12	Public Information & Community Engagement Manager
13	Solutions Architect
13	Systems Administrator
14	Deputy Chief Information Officer (CIO)
15	Deputy Finance Director/Deputy Treasurer
15	Director of Human Resources
16	Deputy City Attorney
17	Chief Information Officer (CIO)
17	Director of Finance (inactive position)
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
18	Fire Chief

Exhibit B: FY24 Merit Track Schedule

GRADE	1	2	3	4	5	6	7	8	9	10	11	12
1	11.69	12.01	12.34	12.68	13.03	13.39	13.76	14.14	14.53	14.94	15.35	15.77
2	13.21	13.58	13.95	14.33	14.72	15.12	15.53	15.95	16.40	16.85	17.31	17.79
3	14.94	15.35	15.77	16.20	16.64	17.10	17.57	18.06	18.55	19.07	19.59	20.13
4	16.43	16.88	17.35	17.82	18.31	18.82	19.33	19.87	20.41	20.98	21.56	22.16
5	18.08	18.57	19.09	19.61	20.15	20.70	21.27	21.86	22.45	23.07	23.71	24.36
6	19.89	20.44	21.00	21.58	22.18	22.78	23.41	24.06	24.72	25.40	26.10	26.82
7	21.88	22.47	23.09	23.73	24.38	25.05	25.74	26.45	27.18	27.93	28.71	29.50
8	23.19	23.82	24.48	25.15	25.84	26.55	27.28	28.04	28.81	29.60	30.42	31.25
9	24.58	25.26	25.95	26.66	27.39	28.14	28.91	29.71	30.52	31.35	32.22	33.10
9	51,126.40	52,540.80	53,976.00	55,452.80	56,971.20	58,531.20	60,132.80	61,796.80	63,481.60	65,208.00	67,017.60	68,848.00
10	54,184.00	55,681.60	57,200.00	58,760.00	60,382.40	62,025.60	63,731.20	65,499.20	67,288.00	69,139.20	71,032.00	72,987.20
11	58,510.40	60,112.00	61,755.20	63,460.80	65,187.20	66,996.80	68,827.20	70,720.00	72,675.20	74,672.00	76,710.40	78,811.20
12	65,540.80	67,329.60	69,180.80	71,094.40	73,028.80	75,046.40	77,105.60	79,227.20	81,411.20	83,657.60	85,945.60	88,316.80
13	73,403.20	75,420.80	77,500.80	79,601.60	81,806.40	84,052.80	86,361.60	88,732.80	91,187.20	93,683.20	96,262.40	98,924.80
14	79,268.80	81,452.80	83,699.20	85,987.20	88,358.40	90,771.20	93,288.00	95,846.40	98,488.00	101,192.00	103,979.20	106,828.80
15	85,612.80	87,963.20	90,396.80	92,872.00	95,430.40	98,030.40	100,734.40	103,500.80	106,350.40	109,283.20	112,278.40	115,377.60
16	92,456.00	95,014.40	97,635.20	100,297.60	103,064.00	105,892.80	108,804.80	111,820.80	114,899.20	118,040.00	121,305.60	124,654.40
17	99,860.80	102,606.40	105,435.20	108,326.40	111,300.80	114,358.40	117,520.00	120,744.00	124,072.00	127,483.20	130,977.60	134,576.00
18	107,848.00	110,801.60	113,838.40	116,979.20	120,182.40	123,489.60	126,900.80	130,395.20	133,972.80	137,654.40	141,440.00	145,350.40

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City Clerk's Office

**Resolution Authorizing Lease Agreement between the City and the New Hampshire
Department of Health and Human Services (NH DHHS)**

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

That the City Manager is hereby authorized to enter into a Lease Agreement between the City and NH DHHS for space within the Community Center. The Lease Agreement runs from May 1, 2024 to April 30, 2029. The total revenue generated by the lease during the five (5) year lease period is One Million Seven Hundred One Thousand Five Hundred Twenty Five Dollars (\$1,701,525.00).

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

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION

**Resolution Authorizing City Manager to Execute an Extension to the State of New
Hampshire ARPA Grant Agreement for the Wastewater Treatment Plant (WWTP)
Secondary Clarifier Upgrade Project**

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 authorize the City Manager to execute an extension to the State of New Hampshire ARPA Grant Agreement for the WWTP Secondary Clarifier Upgrade Project to extend the project completion date to August 31, 2025. The Mayor and City Council previously approved said agreement on February 6, 2024.

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.

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

**Resolution Authorizing Supplemental Appropriation in the amount of \$110,000.00 for
Opioid Abatement**

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 authorized a supplemental appropriation in the amount of One Hundred Ten Thousand Dollars (\$110,000.00) to cover the costs associated with Opioid Abatement related to the City's involvement in litigation against various opioid manufactures and distributors. The supplemental appropriation will be derived in its entirety from monies received from the City in settlement agreements, grants related to settlement agreements, bankruptcy proceedings, and final verdicts following trial.

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.

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

AGENDA SUBJECT

Resolution Authorizing \$110,000 Supplemental Appropriation for Opioid Abatement

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	May 7, 2024		
DEPT. HEAD SIGNATURE	Terence O'Rourke, Legal Department		
DATE SUBMITTED	April 22, 2024		
ATTACHMENTS	YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Mark Sullivan
SOURCE OF FUNDS	Settlement Agreements
ACCOUNT NUMBER	
AMOUNT	\$110,000.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

The City will receive an additional \$110,000.00 in opioid litigation settlement distributions per NH RSA 126-A:83, II. This resolution will appropriate these additional funds the City has received so that they may be expended following the recommendations of the Mayoral Ad Hoc Committee (as approved by the City Council).

RECOMMENDED ACTION

Approve the Resolution to appropriated the funds.

Resolution Authorizing Allocation of Opioid Abatement Settlement Funds
in the amount of \$9,500

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 authorize an allocation of previously appropriated Opioid Abatement settlement funds in the amount of Nine Thousand Five Hundred Dollars (\$9,500) to cover the costs associated with two Opioid Abatement related efforts as follows;

Student Transportation to Day Treatment Programs Six Thousand Dollars (\$6,000).
Restorative Justice Online Curriculum Three Thousand Dollars (\$3,000).

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.

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

In September 2021, Rochester and the State of NH joined states across the country in the Opiate Abatement litigation award. NH established 126-A:83 Opioid Abatement Trust Fund of which the City of Rochester will receive award dollars to supplement city-wide efforts to combat the opiate crisis. These funds will continue to trickle into the City of Rochester for the next 18 years minimally. The funds are to be distributed under specific strategies in efforts to prevent, intervene and assist with recovery.

The Opioid Abatement Committee has met since the funds started coming in to develop a city-wide strategy and have developed the following request for funding to be approved by the Council:

From Schedule A:

1.) Category E Expansion of Warm Hand-Off Programs and Recovery Services

- A. **\$16,000 for transportation needs: \$6,000 for multiple HS students transportation to Seacoast Youth Services Day treatment program** and **\$10,000 for adult's transportation** needs to medical appts/ service providers
- B. **\$6,000 for Willand Warming Center** to expand services to provide case management and other needs not being met in off-hours- hire extra Staffing to provide services
- C. **\$60-70,000 for Rochester's transitional housing services** to help cover gap funding (before Welfare and Other funding sources kick in, to access housing rather than staying out on the street)

2.) Category G Prevention programs

A. \$3,500 for 3rd Millenium Online Curriculum HS/MS

- 1.) *Research has repeatedly shown that students who have taken a prevention education course spend less time under the influence. This leads to increased academic achievement and less violations interfering with schoolwork.*
- 2.) *If and when violations **do** happen, you can replace suspension or detention with an online behavior-change intervention.*
- 3.) *Administrators can assign students our **hyper-personalized** courses to students to do on their own time. These self-paced courses are convenient for you and your students, and our evidence-based strategies are proven to change attitudes and behaviors.*
- 4.) *Topics include: vaping & nicotine, anger management, alcohol, cannabis & THC, bullying, parental guidance, prescription & illicit drugs, hazing and more!*

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City Clerk's Office

4/2/24 Opioid Abatement Committee

Present:

Tim Fontneau – Rochester City Councilor

Chuck Creteau – Rochester City Councilor

David Herman – Rochester City Councilor

Nicole Rodler - Rochester PD Juvenile Diversion Coordinator

Nicole Dale-Hogan – Spaulding HS LADAC

Todd Marsh – Welfare Director

4:35 pm Meeting started

Fontneau called the meeting to order. Roll call done by Jenn Mutolo

Fontneau stated the agenda for this meeting was continued discussion on how the committee wants to appropriate the money. There are recommendations that went to City Council in January and haven't come out of Finance Committee. Marsh stated he met with the city manager and Mark Sullivan to share his thoughts on the recommendations. He stated the money is not to offset but enhance. He stated he mentioned the concerns he has with the transitional housing money as it sounds like a hotel and could offset what welfare does. If the goal is to offset the welfare budget that is fine, but that is not the goal. He can see dental as enhancing as there are not many agencies that have that.

Fontneau stated there was also a piece for transportation needs. Marsh stated that there are some existing services for that now. There might be extra steps to get it, but it does exist. Rodler stated that the students that can't get to treatment would be a separate category than the adults. Dale-Hogan stated the closest treatment center is Seabrook and if a parent can't transport them, it would be to contract an operator for the van to transport.

Fontneau stated there is also the idea to focus the money towards opioid effected unhoused people. If someone is coming out of treatment or a program and going to live in the woods the chances of success are reduced. He asked how they can take this money to help. Marsh stated current options are supportive transitional housing or someone getting their own apt with case management and if the money could help fund those. Fontneau stated there are a number of places in Rochester that are sober living houses, but he has heard some can be expensive. It is hard for someone to afford them coming right out of treatment. If they have a list of the ones in town and they have open beds that might be an option. Rodler stated they can get in under welfare. Marsh stated local welfare can provide first month's rent to get in, but the caveat is they have to show they can afford the rest. Rodler stated when they get in, they have to work on getting a job so the money isn't there for them to sustain. This money can be to fill in that gap.

Creteau asked a few clarifying questions to understand better the conversation going on. When he sees all this money, his first thought is how to use it for the greatest good. His dream would be a low barrier shelter as rough estimates are 60-95% people are in some way misusing substances. That is a great amount of people that are homeless. There are people crying for help and have no solution in this county. Prior to today's meeting, he talked to Amy Malone and asked what they could do. He pitched to her they need a low barrier shelter where they can get the unhoused the services they need. A prior plan was the elderly home in Dover, but that did not get approved. There are a lot of people that don't understand the homeless situation. However, they don't have enough money to buy a place and fund it. But knowing the top needs, how do they execute it. Do they get Mark Sullivan involved and see about a six month interest bearing account.

Rodler stated she gotten funding since 2013 so she gets it. It would be wonderful if they could find a shelter situation that could be open year-round. But it's not just our people. Rochester dollars need to be spent on just Rochester people and we need to make sure of that. The sustainability is going to cost and it's going to cost a lot for long term. They know the amount of money that they received, but they don't know the next amount. Dale-Hogan stated she would assume that a person running the shelter would be paid from the budget and would apply for grants.

Marsh stated it would be a start fund knowing the money ends with the hope that more is to come with state funding or grants. There is value in it, but knowing there is a risk.

Creteau stated Rochester residents make up 75% of all shelters right now.

Fontneau stated surrounding towns don't really have any services, so people come to Rochester to get those services and then they are a resident. Marsh stated that a new RSA now states that a shelter does not make you a resident.

Rodler stated when she is out in the field doing outreach, people state they are from Rochester. But when they have funding to put them in housing and are doing the paperwork, they find out they actually aren't from Rochester. So numbers are skewed.

Marsh stated they have a motivation in welfare to find out where someone is from because other towns can be billed. For example, My Friends Place in Dover does bill other municipalities. The challenge is how do you tell someone you are helping "I'm sorry but Milton didn't pay." There can be peer to peer pressure with these smaller municipalities. He thinks there is value in that seed money knowing there is a risk but knowing they will fund a grant writer.

Creteau asked what is their charge. Is it to fund to the best of their ability. Rodler stated yes. It is all based around the impact of opioid use around Rochester. Rochester was able to get funding specifically because they were ground zero.

Dale-Hogan stated they need a process for their ideas. They have come up with low hanging fruit but have no process.

Creteau stated what if they took the remainder of the money after the requests to council and talked to Mark Sullivan about putting it into an interest bearing account knowing that it will be used to start something. Rodler stated they need to talk to Terence O'Rourke and see if they can bank they money to increase it.

Fontneau stated they should be able to pick off the chunks that they know they can do and can do right away. Like the \$50k for the oral care.

Rodler stated that the requests are all sitting at finance and the only thing that has been released is the Choose Love program.

Fontneau stated realistically they would get 5% in interest so it won't change their position drastically. His thought is to pick the top three things they can implement right away. Rodler stated the school curriculum they can purchase right away and be done. Transportation they can pay for it and it's done. As for the oral care, she asked if they can create an account and individuals can come to welfare to get it. Rodler stated you can have your teeth taken out and Medicare will pay for it, but they won't pay to put any in. Marsh stated his team would want some guidelines to be able to point to. And they would need to know for sure the oral care needed is opioid related. Dale-Hogan stated a case manager might be able to say that is the cause.

Fontneau stated he might pull back on the oral care request because they aren't ready. They don't have providers lined up and a program would need to be created first. But the other two they are ready to go forward with. Marsh suggested going to finance and stating it isn't ready yet.

Fontneau stated as they go through this process with the transitional housing idea, there are going to be questions on how it works. Dale-Hogan asked if the process is to go through their ideas and see what is ready to go. Fontneau stated yes.

Herman stated they should fund somebody who can get grants for transitional housing. Fontneau stated that taking a small amount of money and turning into a bigger amount is great idea.

Fontneau stated to start out with, he would like to see them move forward today on the \$6K for transportation and the \$3500 for the restorative justice online curriculum.

Herman stated he moves that they spend \$9500 towards the curriculum and transportation. Creteau seconded it.

Rodler stated she is willing to go in front of City Council again and state that based on their prior recommendations they feel these two are ready to go and can be implemented immediately. Dale-Hogan stated the council would like that it's not all lumped together and they can do each request individually.

Creteau asked how long it would take to get the oral care up and running. Rodler stated they could pull from other communities that have it. Creteau stated his guess is more or less six months. Rodler stated three to six months. Creteau stated he's asking because he wants to put the remaining money away in an account. He's all about maximizing the amount.

Creteau said they need two to three things. One is the money for the transportation and curriculum. Two is to involve Mark Sullivan and see if they can maximize the remaining amount of money. Third is to investigate and come back to City Council with what the oral care would look like. Creteau stated he would also like to know if they use the funding for a shelter, can they use it towards people that aren't Rochester residents.

Dale-Hogan stated they can ask Terence O'Rourke about any projected money to come in.

Fontneau would also like to know more about how they might help people that are coming out of treatment and keep them from going into the woods. Marsh stated that he knows he's being vague, but that there are conversations being held that he's a participant in but they are in the early stages.

Rodler stated that they are seeing people that aren't involved in the opioid situation that won't go to a shelter because of the drug use. The money for housing would help people like them. Rodler also stated they need a plan for the money to be used long term sustained. And to take the request away from the finance committee to make a solid plan.

Fontneau stated he will ask what the best procedure is to pull the request back to committee level and just ask for the \$9500 to be released.

Fontneau stated to Herman to revisit his motion to pull back the package that has been presented to council and only appropriate \$9500. Herman made motion, Creteau seconded, with all in favor.

5:41 Meeting adjourned

**Resolution for Supplemental Appropriation to the FY24 Sewer Fund Capital
Improvements Program Septage Receiving Facility Upgrades
in the Amount of \$300,000**

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 hereby approve a supplemental appropriation of Three Hundred Thousand Dollars (\$300,000) to the Septage Receiving Facility Upgrade project. The funding sources shall be derived from Congressionally Delegated Grant Funding in the amount of Two Hundred Forty Thousand Dollars (\$240,000), and Sewer Retained Earnings in the Amount of Sixty Thousand Dollars (\$60,000).

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.

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution for Supplemental Appropriation to the FY24 Sewer Fund Capital Improvements Program Sewer System Master Plan in the Amount of \$100,000

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 hereby approve the City Manager to submit and execute a State of New Hampshire Clean Water State Revolving Loan fund application in the amount of One Hundred Thousand Dollars (\$100,000), and hereby appropriates the same One Hundred Thousand Dollars (\$100,000) to the Sewer System Master Plan project. The funding source shall be derived from State of New Hampshire Clean Water State Revolving Loan Fund and will have 100% principal forgiveness.

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.

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City Clerk's Office



05/02/2024

City of Rochester Formal Council Meeting

AGENDA BILL

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AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

UEI# CFDA # Grant # Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned