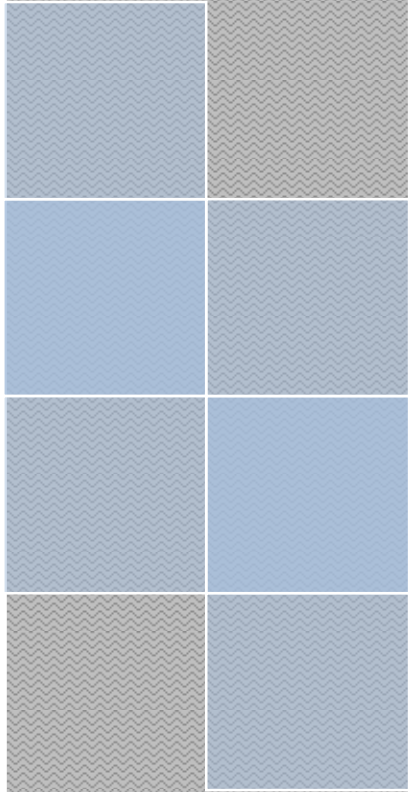




**Regular City Council Meeting  
April 1, 2014  
COUNCIL CHAMBERS  
7:00 PM**

**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Opening Prayer**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1. [March 4, 2014, Regular City Council Meeting](#)**
  - 5.2. [March 18, 2014, Special City Council Meeting](#)**
- 6. Proclamations:**
  - 6.1. Arbor Day **P. 7****
  - 6.2. Occupational Therapy Month **P. 9****
- 7. Communications from the City Manager**
  - 7.1. Employee of the Month Award **P. 12****
  - 7.2. City Manager's Report **P. 11****
- 8. Communications from the Mayor**
  - 8.1 Chapter 42 Update**
- 9. Presentations of Petitions and Council Correspondence**



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- 9.1 Memorandum from the Rochester Economic Development Commission Relative to Chapter 42 **P. 31**

## 10. Nominations, Appointments, Resignations, and Elections

- 10.1. Resignation: Martha Ortmann, Library Trustee, City Manager's Designee **P. 14**

## 11. Reports of Committee **P. 35**

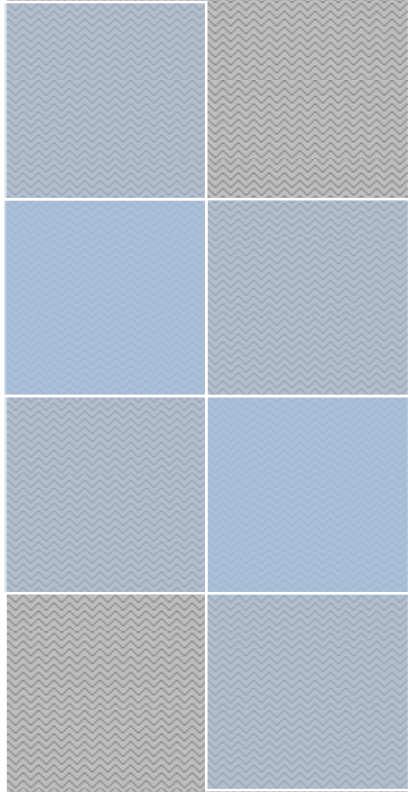
- 11.1. Appointments Committee **P. 37**
- 11.2. Codes and Ordinances Committee **P. 39**
- 11.3. Community Development - *Forthcoming* **P. 45**
- 11.4. Finance Committee **P. 47**
- 11.5. Joint Building Committee - *Forthcoming* **P. 73**
- 11.6. Public Safety Committee **P. 75**
- 11.7. Public Works Committee **P. 77**

## 12. Old Business

## 13. Consent Calendar

- 13.1. **AB 42** Resolution De-Authorizing So- Called Obtain Source Water Protection Land Project Capital Budget Appropriation – *First Reading, Second Reading, and Adoption* **P. 83**
- 13.2. **AB 43** Resolution De-Authorizing Portion of FY 2009-2010 So-Called Water Lines Relocation (Spaulding Turnpike) Project Capital Budget Appropriation – *First Reading, Second Reading, and Adoption* **P. 87**
- 13.3. **AB 44** Resolution De-Authorizing So-Called Water Lines Relocation (Spaulding Turnpike Project FY 2010-2011 – *First Reading, Second Reading, and Adoption* **P. 91**

## 14. New Business

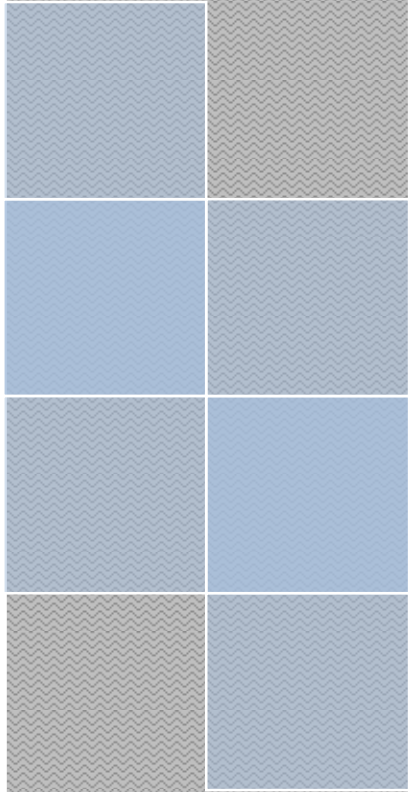


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- 14.1. **AB 45** Resolution Accepting a Emergency Management Performance Grant and Making a Supplemental Appropriation in Connection Therewith – *First Reading, Second Reading, and Adoption* P. 95
- 14.2. **AB 47** Merit Plan Wages and Classification Analysis – *Seeking Approval* P. 101
- 14.3. **AB 41** Amendment to Chapter 17 of the General Ordinances of the City of Rochester Regarding Water Leakage Prevention and Mitigation Procedures and Responsibilities – *First Reading and Refer to Public Hearing* P. 103
- 14.4. Amendment to Ordinances Repealing Chapter 42 of the General Ordinances of the City of Rochester and Adopting a New Comprehensive Zoning Ordinance, to be known as Chapter 42 of the General Ordinances of the City of Rochester in its Stead, – *First Reading and Refer to Public Hearing [April 15, 2014]* P. 113
15. Items Removed from Consent Calendar:
16. Other
17. Non-Meeting/Non-Public Sessions:
  - 17.1. Non-Meeting Consultation with Legal Counsel, RSA 91-A: 2 (d)
18. Adjournment



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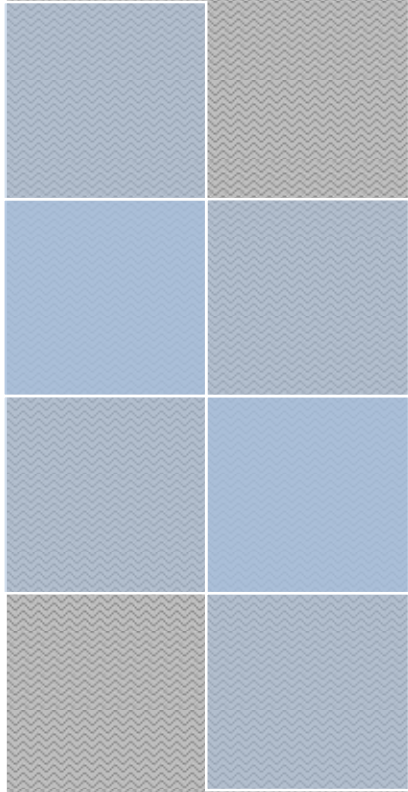
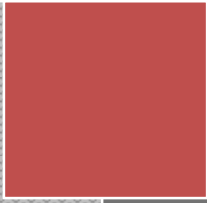
## PROCLAMATION

WHERE AS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and  
WHERE AS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and  
WHERE AS, ARBOR DAY is now observed throughout the nation and the world; and  
WHERE AS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and  
WHERE AS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and  
WHERE AS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and  
WHERE AS, trees, wherever they are planted, are a source of joy and spiritual renewal; and  
WHERE AS, Rochester has been recognized for twelve years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

NOW THEREFORE, I, Thomas J. Jean by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim April 25, 2014 as ARBOR DAY in the City of Rochester and urge all citizens of our community to support efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 1<sup>st</sup> Day of April in the year of our Lord, Two Thousand and Fourteen.

Thomas J. Jean  
Mayor



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# **PROCLAMATION**

## **OCCUPATIONAL THERAPY MONTH**

**WHEREAS,** The American Occupational Therapy Association has declared the month of April 2014 to be known as Occupational Therapy Month, and

**WHEREAS,** The profession of occupational therapy makes valuable contributions in helping people "Live Life to Its Fullest" after an illness or injury, and

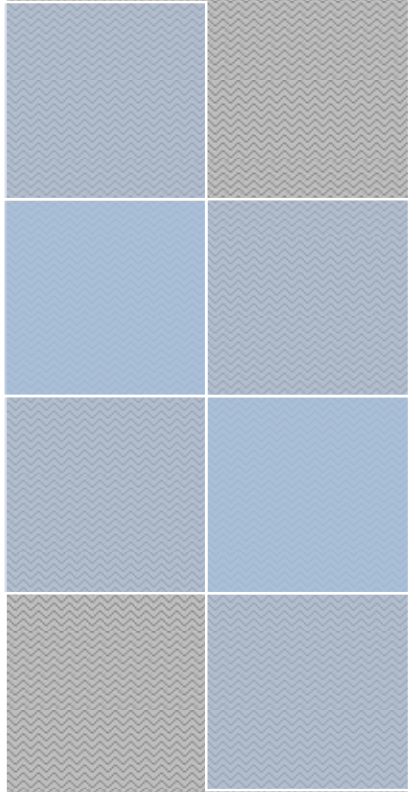
**WHEREAS,** The services of occupational therapy are available to citizens of Rochester through hospitals, home health agencies, schools, clinics, and nursing homes; and

**WHEREAS,** The health and productivity of our citizens depend upon the effective use of health care resources, including the important services of occupational therapists and occupational therapy assistants;

**NOW THEREFORE BE IT RESOLVED,** Thomas J. Jean, Mayor of the City of Rochester, do hereby proclaim the month of April 2014 as Occupational Therapy Month and call upon all citizens to recognize the achievements and contributions of these valued health professionals.

**IN WITNESS, WHEREOF,** I hereunto set my hand and have caused the seal of the City of Rochester to be affixed this 1st day of April, in the year of our Lord Two Thousand Fourteen.

Thomas J. Jean  
Mayor



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*City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

**CITY MANAGER'S REPORT**

**March 4, 2014**

The Employee of the Month is Jim Grant. **P. 12**

Martha Ortmann has resigned from the Library Trustees. **P. 14**

Nathaniel R. Goodspeed has been appointed to the Library Trustees with a three-year term, to expire January 1, 2017. **P. 15**

For your information, please see the enclosed Management Team Meeting minutes:

- March 10, 2014 **P. 16**
- March 17, 2014 **P. 19**

Contracts and documents executed since last month:

- Pictometry Agreement **P. 22**
- Sub-Agreement for Green Infrastructure Grant **P. 23**
- Harriman Architect & Engineers - Services for Bleacher bid **P. 24**
- Compass Smart Shopper Contract Extension
- Petition and Pole License(s) **P. 25**

The following standard reports have been enclosed:

- Personnel Action Report Summary **P. 27**
- Permission & Permits Issued **P. 28**
- City Council Request & Inquiry Report **P. 29**



*City of Rochester, New Hampshire*  
EMPLOYEE RECOGNITION & ACHIEVEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
603-335-7572  
lisa.clark@rochesternh.net

March 14, 2014

**TO:** Dan Fitzpatrick, City Manager

**FROM:** Lisa J. Clark – Chairperson  
Employee Recognition and Achievement Team

**REGARDING:** Employee of the Month

Jim Grant, Director of Building, Zoning & Licensing has been selected as the City of Rochester Employee of the month for the month of April 2014. .

As the Employee of the Month, Jim is entitled to receive a day off with pay to be taken within the month of April 2014. Please permit your employee this day off on a day of his choosing.

Our team is very happy with this selection. Jim's daily demonstration of dedication, commitment and professionalism is something his co-workers are very proud of.

Sincerely,

Lisa J. Clark  
Employee Recognition & Achievement Team

**EMPLOYEE OF THE MONTH – March 10, 2014**

I would like to recommend Jim Grant, Director of Building, Zoning and Licensing Services as Employee of the Month. He is an outstanding employee and leader within the Development Division and he consistently performs his duties professionally and going above and beyond on behalf of the city.

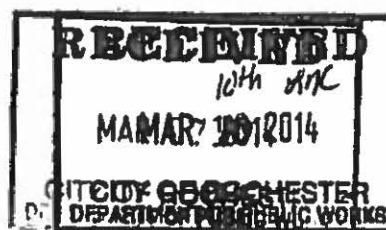
Jim Grant took over the Code Enforcement Department as Acting Director after more than a year of customer and resident complaints, staff turnover and problems, and cries from internal and external sources for major changes to the Code Enforcement Department and staff. The department was far behind in plan review and approvals, inspections, issuing permits, and following up on complaints. Jim began with the staff, focusing on getting the department into a functional position. Severely understaffed, the Council approved the request to change a vacant inspector's position to a Code Enforcement Officer. Jim interviewed many candidates insisting on the best available to be the first and to establish the standards for a very demanding position. He and Sheldon Perkins have worked closely on establishing record keeping and follow up procedures for handling and pursuing complaints. Some of the enforcement problems Jim has been handling go back decades, and he keeps his sense of humor as we consult on how to address problem properties and landlords. His leadership and common sense in this regard has also rubbed off onto other staff and improved relationships with other departments, such as the Fire Department and Public Works.

Jim was particularly supportive of the reorganization of the three departments making up the division, and is unswerving in his loyalty to the team as a whole. He has stepped in and handled meetings and appointments for myself and others, including some emergencies in the construction of the new SAFRAN plant. He can be counted on to consistently represent the city professionally and with a unified front, not throwing anyone under the bus.

Jim took on the additional challenge of the Zoning Board of Adjustment in July 2013 upon the retirement of Kenn Ortmann. He was already the "Zoning Officer" and so this change was in alignment with his existing knowledge and experience. This is a very challenging board to oversee, not because of the number of applications but because of the complicated nature of the requests. He is performing very well with compliments from the ZBA Board Members and applicants as well.

Jim and his team have a tremendous impact on the tax base and our ability to attract new investment. Every new construction project, expansion, and remodel, from signs to massive new buildings are expertly handled by the Building, Zoning and Licensing Services team. In FY 13 they supervised \$65 million in construction projects. They are well ahead of that schedule for FY 14 so far. Jim will be participating in the Local Government Leadership Institute - Level 2 this year, to broaden his knowledge for now and into the future. He benefits the city of Rochester in many ways today and I believe has made an impact on the city as a whole month after month.

  
Karen Pollard



3/27/14

**MARTHA ORTMANN  
147 ROCHESTER HILL ROAD  
ROCHESTER, NH 03867**

RECEIVED  
MAR 21 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

Daniel Fitzpatrick  
City Manager  
City Hall, 31 Wakefield Street  
Rochester, NH03867

March 21, 2014

Dear Mr. Fitzpatrick,

I am writing to tender my resignation as your designee to The Board of Trustees of the Rochester Public Library. It has been an honor to have served with such a dedicated Board and Library Director. I have enjoyed meeting and interacting with an enthusiastic and friendly staff. I thank you for that opportunity.

Sincerely,



Martha Ortmann

cc: Mayor and Council





*City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

March 26, 2014

Nathaniel Goodspeed  
51 Winter Street  
Rochester, NH 03867

Dear Mr. Goodspeed:

It is my pleasure to appoint you as a member of the Library Trustees. This appointment is effective immediately with a term, to expire January 1, 2017.

Please sign the enclosed Oath of Office and return it to the City Clerk's Office at your earliest convenience. Your signature must be notarized and they would be happy to assist you with that at the City Clerk's Office.

Thank you for the care and effort you have expressed to our citizens throughout your service as a member of the Rochester Housing Authority.

Very truly yours,

Daniel W. Fitzpatrick  
City Manager

cc: City Clerk's Office  
Brian Sylvester, Library Director



*City of Rochester*  
OFFICE OF THE CITY MANAGER  
MANAGEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
www.RochesterNH.net

**MANAGEMENT TEAM MEETING**  
**March 10, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager	Danford Wensley, City Attorney
Blaine Cox, Deputy City Manager	Chris Bowlen, RAYS Director
Peter Nourse, DPW Director	Norman Sanborn, Fire Chief
Michael Allen, Police Chief	Jim Grant, Director BZLS
Karen Pollard, Economic Development Manager	Brian Sylvester, Library Director
Samantha Rodgerson, Executive Asst.	

**ABSENT:**

Jim Campbell, Chief Planner

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:01 A.M. City Manager Fitzpatrick welcomed Brian Sylvester and Jim Grant to the committee. He informed the committee that Jim Campbell was not able to make it due to a family matter.

**1. Management Team Minutes – March 3, 2014**

There were no changes, no discussion. Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were 2 additional items. Some brief discussion about the EDA project and routing the project differently. Economic Development Manager Pollard explained that to change the scope of the project that significantly would require the need to reapply. Director Nourse will work with Wright-Pierce and have them look into costs of changing so that information can be given to the City Council.

**3. City Calendar for Week**

Briefly mentioned upcoming City meetings. Deputy Manager Cox advised that Mark Sullivan will attend the Arena Commission meeting to discuss rates analysis. Mentioned that the Arena project is to be brought before the Public



Works Committee. City Manager Fitzpatrick informed that he will be in Washington DC on Wednesday, Thursday & Friday attending the ICMA meeting.

#### **4. Right to Know Requests**

There were no new requests, no discussion.

#### **5. Other**

##### **Chief Allen**

- Advised that MRI (Municipal Resources, Inc.) will be here tomorrow at 10:30am as part of the on-site dispatch study
- Informed the committee that the business after hours tomorrow night will be at the Family Justice Center
- Advised that the Citizen's Academy will begin tomorrow night
- Informed the committee that a nomination was submitted to the ICMA for a community partnering award
- Informed that they would be touring the Turbocam training facility and will discuss workplace safety

##### **Deputy City Manager Cox**

- Mentioned that Stillwater Circle will be discussed at the Finance Committee.
- Dennis Schafer will give an MIS update
- Advised that the City is proceeding with the tax deeding process and will perform inspections on those properties

##### **Director Nourse**

- Advised that Bruce Young will be retiring at the end of the month and that staff should know that they are looking at options of privatizing
- Discussed the Water Treatment Plant Chief Operator position. They have 3 candidates and will widen the area for the position posting to include Maine.

##### **Economic Development Manager Pollard**

- Informed that the trade show she attended last week was very successful and busy
- Advised that Waterstone Development was in attendance and confirmed that they are 60% leased for the new Route 11 development.

##### **Director Bowlen**

Management Team Meeting  
March 10, 2014

- Advised that they will be hosting over 50 youth hockey games at the Arena over the coming weekends.
- Discussed the long-term parking needs and concerns and potential to include it as a CIP Issue and Option at some point.

**Director Grant**

- Advised that over the last 11 months the department is 12.2% over what was done last year.
- Discussed the success of the Code Enforcement Officer and that it has helped to bring those that have items of concern to court or to settle

**Director Sylvester**

- Discussed that they have a grant in the works that may help bring a program for nesting dolls to the library.

**City Manager Fitzpatrick**

- Discussed the recent Leadership Seacoast Day that was held at Spaulding High School and that the attendees were very impressed and that the school district really stood out and did a great job

**Executive Assistant Rodgerson**

- Reminded all that the Employee Appreciation Dinner is coming up on March 21st and to let her know if you plan on attending.

The Management Team meeting adjourned at 9:35 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



*City of Rochester*  
OFFICE OF THE CITY MANAGER  
MANAGEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
www.RochesterNH.net

**MANAGEMENT TEAM MEETING**  
**March 17, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Peter Nourse, DPW Director  
Michael Allen, Police Chief  
Karen Pollard, Economic Development Manager  
Samantha Rodgers, Executive Asst.

Danford Wensley, City Attorney  
Chris Bowlen, RAYS Director  
Norman Sanborn, Fire Chief  
Jim Grant, Director BZLS  
Brian Sylvester, Library Director  
Jim Campbell, Chief Planner

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:02 A.M.

**1. Management Team Minutes – March 10, 2014**

There were no changes, no discussion. Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no additional items. The two open items will be answered at the Public Works Committee.

**3. City Calendar for Week**

Briefly mentioned upcoming City meetings. The Joint Loss Management Committee meeting is on Wednesday, not Thursday (as indicated). Samantha will update the calendar to reflect this change.

**4. Right to Know Requests**

There was one new request. Director Grant provided some background. It was determined that it was an anonymous phone call that came in to his office. The call will be transcribed and the any determination by their department will be forwarded to Samantha.

## **5. Other**

### **Director Bowlen**

- There was some very brief discussion about Squamanagonic and the firing range.

### **Director Sylvester**

- Advised that the Joint Loss Management Committee no longer has any representatives from DPW and that they will need to have 2 assigned for the next meeting in May.

### **Chief Planner Campbell**

- Advised that the City Council now is working on the Chapter 42 amendment and that the first reading is scheduled for April 1, 2014.

### **Chief Sanborn**

- Advised that they had a mutual aid call in Farmington on Thursday and that no one was hurt.

### **Director Nourse**

- Briefly discussed the road conditions within the city.
- Advised that the consultants list for the City Hall annex would be narrowed down this week and that they were hoping to do interviews next week.
- Advised that they have met with one company but that there have been challenges with finding other building/facilities maintenance companies
- Advised would be requesting to postpone meeting with Rath, Pignatelli & Young until after Wednesday's meeting.

### **Deputy City Manager Cox**

- Advised that they are preparing to issue bonds in May and that part of the issuance is South Main Street which he has researched back 14 years so far

**Chief Allen**

- Mentioned the shooting last week and that the AG's office has clarified that no Rochester officers were involved
- Advised that MRI (Municipal Resources, Inc.) was here last week and that their report should be complete by the end of the month
- Advised that the first night of the Citizens Academy went well and there were some additional registrants bringing the number in attendance to 15
- Advised that the Police Department will be receiving an award from Retail Merchants of NH on Thursday night for their community partnering and participation
- Advised that the reclaimed window was installed in the lobby at the PD

**City Manager Fitzpatrick**

- Reminded the committee that the Employee Appreciation Dinner begins at 5:30pm at the Elks on Friday

The Management Team meeting adjourned at 9:27 A.M.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant

# City of Rochester

OFFICE OF THE DIRECTOR OF FINANCE  
FINANCE OFFICE  
41 WAKEFIELD STREET  
ROCHESTER NH 03867

BLAINE COX  
VOICE 603.332.7609  
FAX 603.335.7589  
E-MAIL: [blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

## LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Director of Finance & Administration  
DATE: March 14, 2014

NUMBER OF PAGES: 11 (including this cover page)

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

Agreement Between Pictometry and City of Rochester

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit <input type="text"/> Copies for approval		
<input type="checkbox"/>	Submit <input type="text"/> Copies for distribution		
<input type="checkbox"/>	<input type="text"/>		

### REMARKS:

The attached contract is for the continuance for 1 year of the contract allowing the City to use the Pictometry service. This product is used by several City departments in the conduct of City functions. It is also used by several boards and commissions, including the City Council.

COPY TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED:

Blaine M  
Cox

Digitally signed by Blaine M Cox  
DN: cn=Blaine M Cox, o=City of Rochester  
New Hampshire, ou=Department of  
Finance,  
email=blaine.cox@rochesternh.net, c=US  
Date: 2014.03.14 09:41:35 -0400



Date: 03/19/14  
To: Dan Fitzpatrick  
City Manager  
From: Elena V. Engle  
Community Development Specialist

CITY OF  
Received  
MAR 19 2014  
City Manager  
ROCHESTER

Re: Sub-Agreement for Green Infrastructure Grant

Attached is the Sub-Agreement with UNH for the Green Infrastructure Grant, approved for acceptance by City Council on January 14, 2014. This document has been reviewed by the City Attorney with whom I spoke today and the Deputy City Manager who responded via email and no concerns were identified. As the Authorized Official, your signature is requested on this document to accept this grant in the amount of \$16,000 to hire a consultant to review and make recommendations to stormwater documents in the city.

Thank you.

3/27/14



# ROCHESTER RECREATION & ARENA

CITY OF  
Received  
MAR 21 2014  
City Manager  
ROCHESTER

## LETTER OF TRANSMITTAL

TO: Dan Fitzpatrick, City Manager

CC: Blaine Cox, Deputy City Manager

FROM: Chris Bowlen, Director 

DATE: March 21, 2014

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items: Services for Bleacher bid

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit	<input type="checkbox"/>	Copies for approval
<input type="checkbox"/>	Submit	<input type="checkbox"/>	Copies for distribution

### SUPPLEMENTAL INFORMATION:

Please find attached for your signature a proposal from Harriman Architect and Engineers for professional design services for the renovations of the failing public restrooms to include; field verifications of utilities, production of drawings and specifications for bidding for all disciplines, review of final documents with construction manager and owner, assist in invitation to bid and pre-bid visits, address information requests, review of sub-contractor bids, attend construction meetings, review shop drawings and assist in close out and punch list..

This proposal is also supported by the members of the arena board working on this project. The proposal is for \$17,500 and funding for this is available in the approved CIP Arena accounts.

Blaine M  
Cox

Digitally signed by Blaine M Cox  
DN: cn=Blaine M Cox, o=City of  
Rochester New Hampshire,  
ou=Department of Finance,  
email=blaine.cox@rochesternh.net, c=US  
Date: 2014.03.21 13:34:25 -04'00'

Finance Director Review

Date 2014-03-21

Blaine Cox



City of Rochester, New Hampshire

Department of Recreation, Arena

Recreation & Youth Services: 150 Wakefield Street, Suite #1, Rochester, NH 03867 · 603-332-4120

Arena: 63A Lowell Street, Rochester, NH 03867 · 603-335-6749

Fax: 603-335-7573 · [www.rochesterrec.com](http://www.rochesterrec.com)

**PETITION AND POLE LICENSE  
PETITION**

JAN 31 2014

January 30, 2014

Manchester, New Hampshire

To the City Council of the City of Rochester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License six ( 6 ) pole(s), 4285/3PB, 4285/3A, 4285/3B, 4285/3C, 4285/3D, 4285/3E on Industrial Way in the City of Rochester.

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY: Lisa-Marie Pinkes  
Lisa-Marie Pinkes, PSNH CO Support / Licensing

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 30th day of January, 2014, that, PUBLIC SERVICE OF NEW HAMPSHIRE be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE" No. 61-1212, dated 1/30/2014, attached to and made a part hereof.

Town of Rochester, New Hampshire

Town of Rochester, New Hampshire

BY: D. W. Fitch

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Rochester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Town Clerk

SITE INSPECTED ON 3/18/14

APPROVED NOT APPROVED

BY: [Signature]

TITLE: Construction Engineer  
CITY OF ROCHESTER, NH



**PETITION AND POLE LICENSE  
PETITION**

Manchester, New Hampshire

January 30, 2014

To the City Council of the City of Rochester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License six ( 6) pole(s), 4285/3PB, 4285/3A, 4285/3B, 4285/3C, 4285/3D, 4285/3E on Industrial Way in the City of Rochester.

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY: *Lisa-Marie Pinkes*  
Lisa-Marie Pinkes, PSNH CO Support / Licensing

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 30th day of January, 2014, that, PUBLIC SERVICE OF NEW HAMPSHIRE be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE" No. 61-1212, dated 1/30/2014, attached to and made a part hereof.

Town of Rochester, New Hampshire

Town of Rochester, New Hampshire

BY: *D. W. Fitch*

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Rochester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_  
SPE INSPECTED ON 6/18/14

ATTEST: \_\_\_\_\_  
Town Clerk

APPROVED NOT APPROVED

BY: *[Signature]*

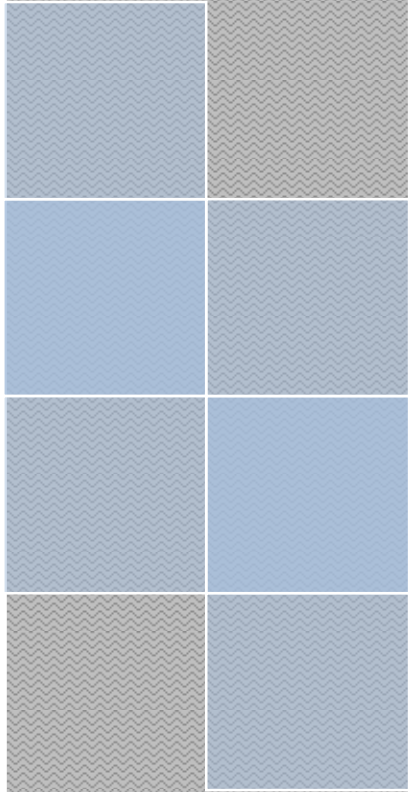
TITLE: Construction Engineer  
CITY OF ROCHESTER, NH

**MARCH 2014**[illegible]

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
2/28/2014	City Manager's Office	EVENT	National Day of Prayer
3/3/2014	City Manager's Office	EVENT	Holy Rosary School Reunion
3/6/2014	City Manager's Office	EVENT	Lia Sophia Party
3/7/2014	City Manager's Office	EVENT	Running Race - US Social Events
3/10/2014	City Manager's Office	EVENT	Harvest Praise of God Church - gospel concert
3/17/2014	City Manager's Office	EVENT	Art Esprit - sculpture
3/17/2014	City Manager's Office	EVENT	Rochester Red Raider - yard sale
3/21/2014	City Manager's Office	EVENT	SHS Booster's - Mattress Sale
3/4/2014	City Manager's Office	PARADE	Legion - Memorial Day Parade
3/5/2014	City Manager's Office	TAGGING	SHS Girls Lacrosse
3/7/2014	City Manager's Office	TAGGING	SHS Cheer
3/17/2014	City Manager's Office	TAGGING	Relay for Life - Team Everyday Angels
3/25/2014	City Manager's Office	TAGGING	Rochester Babe Ruth



NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	12/10/2013 Finance Committee	Councilor Varney stated that this information (Fire Dept overtime information received) does not answer his request to see how vacation time converts to "man-years".	<b>Fire Chief will work with Finance Dept. to determine information and will go to March Finance Committee. Item closed.</b>
2	Keans	2/20/2014 Public Works Committee	Downtown Snow operations – use of a loader on the Central Square monument area for snow removal, equipment is too large for area.	<b>This item was discussed and answered at committee meeting - Item closed.</b>
3	Varney & Walker	2/20/2014 Public Works Committee	Reasons why the EDA project was being routed down Salmon Falls Road and not directly down Milton Road.	<b>This item was answered at the March Public Works Committee meeting. Item closed.</b>
4	Varney	2/20/2014 Public Works Committee	option to separate Franklin Street from the rest of the project to make it happen quicker	<b>This item was answered at the March Public Works Committee meeting. Item closed.</b>



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# REDC

## Rochester Economic Development Commission

City Hall  
31 Wakefield Street  
Rochester, NH 03867-1917  
603-335-7522 FAX: 603-335-7585

March 24, 2014

Rochester Mayor and City Council Members  
City of Rochester  
31 Wakefield Street  
Rochester, NH 03867-1917

**RE: Positive Changes of 2013 Providing Momentum for Chapter 42 oning**

Dear Mayor and Members of the City Council,

The City of Rochester has welcomed some very substantial and positive changes during the last few years, as the Economic Development Strategic Master Plan has been implemented by the Commission and professional staff.

The focus on advanced manufacturing has led to the growth of Rochester's manufacturing base through retention, expansion and attraction of new companies, product lines and major investments. With the city's expansion and investment in the Granite State Business Park, Albany Engineered Composites relocated its Corporate Headquarters and partnered with Safran Aerospace Composites to construct a state of the art advanced manufacturing facility. Albany has also invested and expanded both of their buildings, with potential for more expansions as new products are developed and tested in the R&D division, which moved to Rochester from Massachusetts. Thompson Investment Castings and LHR Sporting Arms have both risen from the ashes of Smith & Wesson, turning a negative turn with a business closure into two positive outcomes for the work force and community. LAARS Heating Systems Company expanded its facility and workforce, as has Lydall Performance Materials. NCS Global, formerly Newport Computers, has built a new LEED Certified Silver facility.

To support the local population in developing the skills necessary for the jobs being created, Great Bay Community College Advanced Technology and Academic Center opened a manufacturing lab, simulation space and academic classrooms, with a NH One-Stop Center utilizing vacant space at the Lilac Mall. The ATAC's curriculum is specifically designed to provide a pipeline of skilled labor to the composites materials and aerospace manufacturing firms in Rochester and the Seacoast region. Companies such as Albany International, Safran USA, Pratt & Whitney, Sig Sauer and Stonewall Kitchen – to name just a few - will benefit from the customized training available through ATAC.

On the commercial and hospitality side of development, Rochester has many projects in the pipeline and on deck to go this spring. Waterstone Development's plans at Granite Ridge will bring the District to a critical mass of 1 Million square feet and bring some of the entertainment and hospitality elements the city has been wishing for. The Wilder Group has one pad site left at the Rochester Crossings center, the former Thompson site has a clean bill of health from DES and was granted a variance for commercial uses, and the North Main Street corridor has multiple new and refaced retailers, with still more to come.

NHDOT is coming to the end of its turnpike improvements, and the investment of \$135 Million in Spaulding Turnpike Funding. All of the turnpike exits have all been improved and expanded, and the Park and Ride is under construction on Washington Street. The City has made significant

investments in roads and infrastructure as well, with major construction on Brock Street, Washington Street, as well as extending water service on Old Dover Road. The CIP Budget includes continued investment and improvements in infrastructure and will help the people and businesses throughout the City. The upgraded ISO Ratings are an excellent sign of the impact of making smart investments.

The economic growth and investments mentioned thus far are particularly remarkable when considering the national Recession and suffering in the housing markets. The REDC members and I still see potential for new opportunities for Rochester to capitalize on our favorable economic position. We ask the City Council to continue to support wise investments in economic development, infrastructure, tools and technology that build capacity, and the talented professional staff who can implement the initiatives in the Master Plans and beyond. Please keep encouraging new proposals and approaches to the challenges we face, and follow through in your support of getting results.

1. Branding Initiative:

Often the first exposure a company or perspective new home occupant has with a city or town is through its community branding and identity. While “The Lilac City” is nice and will always be important to our city, we need to make a stronger statement about today’s Rochester and the community we are becoming. Mayor Jean started a Branding Initiative to address this some time ago. This is a grass-roots group of local business people and volunteers who wish to support Rochester today and into the future, and create an identity that expresses Rochester strengths and its hard working people. The results could then be incorporated into innumerable uses, from stationary, to web sites, awards, signs, and so much more. The REDC Board ask that the Mayor and City Council be supportive of the branding project as it moves forward, participate in discussions about the city’s past, present and future, and to consider the creative ways to utilize the recommendations in the best way possible.

2. Wayfinding:

Rochester is fortunate to welcome many new people to the city – as new residents, employees, visitors and guests, and business owners from other communities who are looking for future investment. Even with the many infrastructure improvements taking place, one of the critical obstacles to making all of these folks welcome is getting around the city, from one place to another. The REDC members still hear “It’s just confusing to go places in Rochester!” A wayfinding system is an important investment the city should make that incorporates the brand above, but also helps people get around by auto, bike and as pedestrians. These professionally designed plans consider things we may overlook and use scientific approaches as well as common sense in developing recommendations. Plans can be implemented in stages, but addressing this obstacle is overdue and has created a disadvantage to the city as we work on multiple development issues, including drawing new traffic into Downtown.

3. Traffic Study:

The REDC would like to encourage the City Council to commission a complete traffic study looking at all modes of traffic throughout the entire City, and in an electronic form with the ability to be updated when development projects or road changes are proposed. The state and the city made major investments throughout the city and in every major corridor. To capitalize on these improvements we must fully understand all of their ramifications for motorists, pedestrians and cyclists. Effective transportation is a critical economic development factor and existing businesses rely on the flow of customers, goods and raw materials every day.

4. Downtown Revitalization:

Rochester’s Downtown Business District is eclectic and structures vary in age, condition and repair. Regardless of the challenges, the Downtown is an asset but an “under-performing” one. The REDC supports the necessary changes to Chapter 42, and at the last meeting voted to support two changes to the draft proposal submitted to the City Council by the Planning Board.

5. Special Downtown Review: This is potentially just an oversight, but the entire Special Downtown Review process has not been included in the Proposed Chapter 42. Taking this provision out would create new and significant delays in attracting new tenants and small businesses into the Downtown. The current review program allows for no fee, expedited review by a Planner 1, and if the Planning Board sees a need it may be brought up to the full board. There had been past concerns, but it seems they have been resolved.
6. Granite Ridge Development District: We have had some development review since changing the zoning in 2009. Our new engineering staff has reviewed the construction requirements in particular and made some excellent suggestions to modify the GRDD Zone. The REDC supports those suggestions by Gretchen Young.
7. Signs and Banners: The sign ordinance creates about 50% of the variance requests, meaning that we still have some improvements to make. The REDC supports revisiting this topic in the future, and including business owners from the community to participate in developing new sign standards.
8. Regular Updates: The REDC respects the commitments of the many Mayors, City Councilors and Planning Board members who have contributed to this effort over the years. We recognize that one of the difficulties has been the comprehensive nature of the changes. When Chapter 42 is adopted, the REDC supports regular and consistent updates making corrections, adding uses and definitions, and revisiting map issues, on an annual basis in small increments.
9. Form Based Code: Downtowns in New Hampshire have seen increased occupancy resulting from the use of Form Based Code. The REDC supports examining this issue in the next Downtown Master Plan Chapter up for FY15.
10. Maintenance Standards for Multi-family Housing:  
The REDC asks the City Council continue to support this effort and encourage Code Enforcement to keep up the good work on this front. Enforcement of current ordinances have made significant improvements in all areas of the city and is making improvements in the quality of life in some of our historic and close knit neighborhoods. Properties that are well maintained attract new residents, raise property values and reduce safety problems for residents and public services. Rochester is moving in the correct direction and making noticeable strides.
11. Public & Municipal Parking Lots:  
The REDC asks the City Council to consider a paving schedule and cycle for public parking improvements and paving municipal parking lots. Parking is a necessary asset to bringing business and residents to the city, just as the roads and sidewalks are. Several of the city's parking lots have fallen into complete disrepair and reflect our negligence on visitors, customers, residents and prospective businesses. Broken and dim lighting, cracked pavement, no striping, broken and rusty signs, trash and unsavory characters create a hostile and unsafe environment. Putting parking areas and lots on a cycle of inspection repair is critical, and the Union Street Parking Lot should be at the top of the list. .

The REDC members voted unanimously to endorse the above economic and community development concerns to be considered by the Mayor and City Council through the zoning and budget discussion about to occur. The Board again thanks the Mayor and City Council for continued support of economic development initiatives and investment.

Thank you,

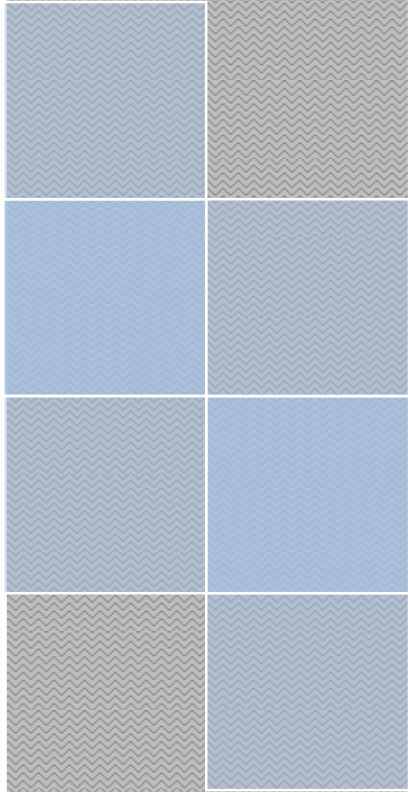


Richard R. Lundborn, P.E.

Chairman, Rochester Economic Development Commission

cc: Rochester Economic Development Commission





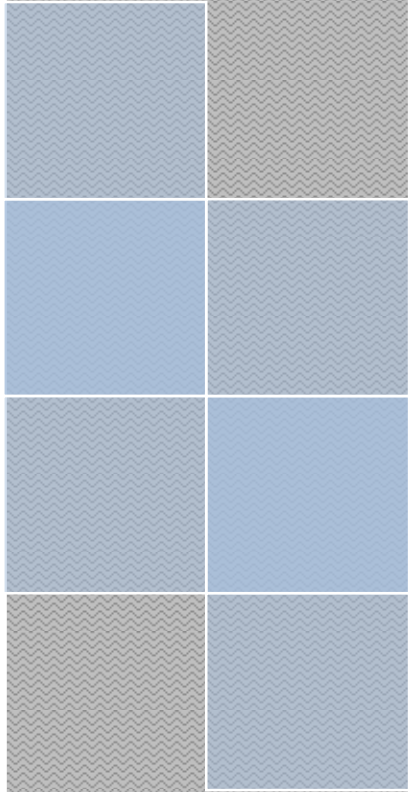
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## Reports of Committees

- Appointments Committee – 3/04/2014 and 3/18/2014 P. 37
- Codes and Ordinances Committee – 3/06/2014 P. 39
- Community Development Committee – Forthcoming P. 45
- Finance Committee – 3/11/2014 P. 47
- Joint Building Committee – 3/10/2014 P. 73
- Public Safety Committee – 3/19/2014 P. 75
- Public Works and Building Committee – 3/20/2014 P. 77



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*City of Rochester, New Hampshire*

CITY COUNCIL

APPOINTMENTS COMMITTEE

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

[www.RochesterNH.net](http://www.RochesterNH.net)

**Appointments Committee Minutes**

March 4, 2014

**Committee Members Present:**

John Larochelle, Chair

Jake Collins

James Gray

Donald Hamann

Sandra Keans

John Larochelle called the meeting to order at 6:15 p.m. on March 4<sup>th</sup>.

**Joan Strogon – Arena Advisory Commission - Reappointment**

Joan, a former “Hockey Mom”, has remained active in the sport and continues a decade long membership with the New Hampshire Amateur Hockey Association. She would like to support Rochester hockey by continuing as a member of the Arena Commission.

The Appointments Committee unanimously recommends Joan Strogon for reappointment to the Arena Commission, term to expire January 2017.

**Michael Dionne – Conservation Commission - Reappointment**

Michael has been a member of the Conservation Commission for two years. He is a Marine Biologist and works for the NH Fish and Game Department. In this position, he reviews projects for the NH Department of Environmental Services (DES).

The Appointments Committee unanimously recommends Michael Dionne for reappointment to Conservation Commission, term to expire January 2017.

Respectfully submitted,

John Larochelle, Chair

Appointments Committee



*City of Rochester, New Hampshire*  
CITY COUNCIL – APPOINTMENTS COMMITTEE  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
www.RochesterNH.net

**Appointments Committee Minutes**  
March 18, 2014

**Committee Members Present:**

John Larochelle, Chair  
Jake Collins  
James Gray  
Donald Hamann  
Sandra Keans

John Larochelle called the meeting to order at 6:00 p.m. on March 18<sup>th</sup>.

**Nathaniel R. Goodspeed – Library Trustee - City Manager Designee**

Nat has been a regular user of the Rochester Library since he move here in 1984. Although an avid user of the down-loadable audio books, he is a strong supporter for printed materials. He has reviewed the State law governing Library Trustees and would like to serve the City in this capacity. The Appointments Committee unanimously recommends Nat Goodspeed for appointment as the City Manager's Designee for Library Trustee, term to expire January 2017.

**Paul Roberts – Recreation, Parks, and Youth Commission - Reappointment**

Paul enjoys working with Chris Bowlen, his team and the other members of the Commission. He thinks that we have made significant improvements with the Teen Night out program and increasing programs for adults and seniors.

The Appointments Committee unanimously recommends Paul Roberts for reappointment to the Recreation Commission, term to expire January 2017.

**Heather T. Cremen – Rochester Economic Development Commission (REDC) –Reappointment**

Heather is the past president of Rochester Main Street and serves with many other volunteer groups. As a lawyer practicing in Rochester, she brings a needed perspective to the REDC.

The Appointments Committee unanimously finds Heather T. Cremen to be very qualified for reappointment to the Rochester Economic Development Commission, term to expire January 2017. However, since she has changed her residence from Rochester to Milton, she is no longer eligible to be on the commission. Her appointment would be in excess of the maximum (four) of non-residents allowed under Rochester City Ordinance 3.21.

Respectfully submitted,

John Larochelle, Chair  
Appointments Committee

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday March 6, 2013**

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

**Committee Members Present**

Councilor Peter Lachapelle, Chair

Councilor Elaine Lauterborn, Vice Chair

Councilor Ray Varney

Councilor Robert Gates

Councilor Derek “Mac” Kittredge\*

**Others Present**

Jim Grant, Director of BZLS

Councilor Larochele

Councilor Gray

Dan Wensley, City Attorney

TJ Jean, Mayor

Lisa Clark, Office Manager, Department  
of Public Works

Peter Nourse, Commissioner of Public  
Works

George Pelletier, Resident

Tom Kaczynski, Resident

**MINUTES**

**1. Call to Order**

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 7:00 PM. All committee members were present; *Councilor Kittredge arrived at 7:10 PM.*

**2. Public Input**

Councilor Lachapelle explained that the public could speak during the discussion of the item which they have concerns with. He asked if anyone would like to address the Codes and Ordinances Committee at this time. There was no discussion at that time.

Councilor Lachapelle explained to the Codes and Ordinances Committee that they were going to enter into Non-Meeting Consultation with Legal Counsel under RSA 91-A:2 (d). He asked if there were any objections. Seeing no objections, Councilor Gates **MOVED** to enter into the Non-Meeting for legal consult at 7:04 PM. Councilor Varney seconded the motion. The **MOTION CARRIED** by a 5 to 0 voice vote. Nancy Carignan, Assistant City Clerk, took a roll call. Councilors Lachapelle, Lauterborn, Varney, Gates, and Mayor Jean voted in favor of the motion. *Councilor Kittredge arrived after roll call and entered into Non-Meeting at that time.*

Councilor Gates **MOVED** to exit the Non-Meeting at 7:30 PM and resume the Codes and Ordinances Committee meeting. Councilor Kittredge seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 3. Approval of the Codes and Ordinances Committee Minutes

- **February 6, 2014**

Councilor Lauterborn **MOVED** to **ACCEPT** the Committee minutes of February 6, 2014. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 4. Water Policies

Peter Nourse, Commissioner of Public Works, distributed a revised draft of Ch. 17 of the General Ordinances to the committee members. He explained that at last month's Codes and Ordinances Committee meeting his original proposed ordinance was recommended to go to full council for adoption with one exception: no single metered customers, primarily residential customers would be penalized. He explained that he revised the language of 17.34 (b), to indicate this. He stated that the Department of Public Works would send out an advisory letter for a potential leak, but the customer would not be penalized if they were paying their bill.

Councilor Lauterborn questioned why the ordinance did not differentiate between residential and multi-residential. Mr. Nourse addressed this for her.

Mr. Nourse stated that the ordinance was altered after meeting with the Codes and Ordinances Committee and the UAB Committee. The UAB Committee approved the wording of the ordinance with the acceptance of adding "C", which would soften the language on the leakage. This would reflect that no penalty would be imposed as long as the resident responded to the leak within a seven day period.

Councilor Lauterborn appreciated Mr. Nourse's efforts in revising the ordinance and this ordinance made sense to her.

Councilor Larochelle asked how much of an issue is this to the City. Mr. Nourse explained that this was an issue with the larger users, such as users with master meters or multi-unit meters, and there are some major leaks within the City when it comes to these users.

Mr. Nourse explained that this ordinance proposal came as a directive of the Finance Committee and the City Manager due to abatements. He said that if the water leak is not going into the sewer you can not charge for it. Councilor Larochelle stated that there should be no abatement if they are doing it knowingly.

Mr. Nourse stated that the UAB supports that a customer should pay up front with the exception of the overage that is being appealed. He has incorporated this into the standard operating procedures.

Councilor Lachapelle addressed the time period for appeals. He asked Mr. Nourse about the 180 days versus the 90 days. Mr. Nourse explained that the UAB favors the 90



days. He explained that currently the water and sewer differ on days and that they should read the same pertaining to the next billing cycle.

Councilor Varney asked if this meant that every appeal that goes over the 90 days will be sent to the City Council because he does not want to see that happen. Lisa Clark, Department of Public Works Office Manager, explained that it should not get to that point. Ms. Clark said that before that would happen the customer would have resolved the issue, paid the bill, or appealed the bill.

Councilor Varney expressed his concerns about a resident that had been charged for sewer for twenty-five years and was not on City sewer. Ms. Clark explained that this resident did not know when he bought the house that he was not on sewer and that the issue has been resolved.

Councilor Lachapelle asked if the Codes and Ordinance Committee wanted to recommend the new water ordinance proposal to the full City Council.

Councilor Lauterborn **MOVED** to recommend the revised water ordinance to the full City Council. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Larochelle expressed his concerns with ordinance 17.26 C. This ordinance “states that on a multi-line, if one customer does not pay their bill, and one or more may be innocent the customer’s water could be shut off because of the one customer that is not paying”. Mr. Nourse explained that most multi line customers are mobile home parks. Ms. Clark explained that this is very infrequent; however there are a few within the City. Councilor Larochelle asked if the multi-line section should still be in the ordinance. Councilor Varney stated that it should be left alone for now. Councilor Lachapelle agreed.

Councilor Larochelle asked if he could make a motion to strike 17.26 C, as a non-member. Councilor Lachapelle stated that he would have to do this at the City Council level.

## **5. Proposed Rental Housing Ordinance**

Jim Grant, Director of Building, Zoning, and Licensing Services (BZLS), explained to the Codes and Ordinances Committee that earlier in the day he had met with the Rochester Property Owners Association in regards to this ordinance. He stated that they were a good group to talk to and appeared to be receptive to this type of ordinance. He did not feel that this group would be penalized by this ordinance.

Mr. Grant stated that the group discussed making this a voluntary compliance. He said the buildings would be inspected and receive a certificate stating that they were in compliance. When all is said and done, this could help them if they have any court issues.

Mr. Grant explained that the association had a slight issue with the fee schedule. He said that the housing ordinance needs to be tweaked. He added that the property owners association would draft something more suitable and get back to him. He stated that it could be a two month process and he would like this issue held in committee at this time.

Mr. Grant informed the Codes and Ordinances Committee that the fire on February 27, 2014, on Pine Street could have been avoided if the rental unit had working fire detectors and this program would have helped in this situation.

George Pelletier, resident and landlord, addressed the Codes and Ordinances Committee about the proposed ordinance. He mentioned that the current State law would have addressed the Pine Street fire. He had concerns that the City would have to hire more employees to do these yearly inspections and enforce the ordinance.

Mr. Pelletier explained that in some situations there is legally nothing the landlord can do. If the property has a lot of outside clutter, the landlord can not legally remove it. Councilor Lachapelle agreed and said that the property owners association could be helpful in drafting an ordinance that would protect tenants and landlords.

Councilor Lachapelle stated that this proposed ordinance will be staying in committee at this time. Mr. Pelletier explained that he had to go to “codes” [BZLS] to help him with his property issues and he thanked the Codes and Ordinances Committee for their time.

Mayor Jean questioned the process of holding a hearing with the enforcement process. Mr. Grant explained this would be an informal mediation type of situation and maybe it can be removed from the ordinance. Mayor Jean did not want a municipal employee to have to deal with this.

Councilor Gates asked if the BZLS goes to inspect a building and finds an apartment uninhabitable do the tenants have to move right away and, if they do, who pays for this? He asked if the City was liable and if anyone gets hurt due to the residence being uninhabitable is the City also liable. Mr. Grant discussed this further with Councilor Gates. Councilor Lachapelle said that this was more of a question for legal counsel. Councilor Kittredge added that some of the damages are a result of the tenant and not the landlord. He added it is hard to have these tenants removed.

Councilor Lachapelle reiterated that the issue is staying in committee and there may be an update by next month’s meeting.

## **6. Panhandling Ordinance Discussion**

Councilor Lachapelle explained that the panhandling issue will be staying in committee because they are seeking further information on this topic.

Councilor Varney asked Nancy Carignan, Assistant City Clerk, to obtain from the Police Department copies of the panhandling brochure, which they had provided him. He would like the full City Council to have a copy.

## **7. Other**

No other business was discussed at this time.

Draft

Codes and Ordinances Committee

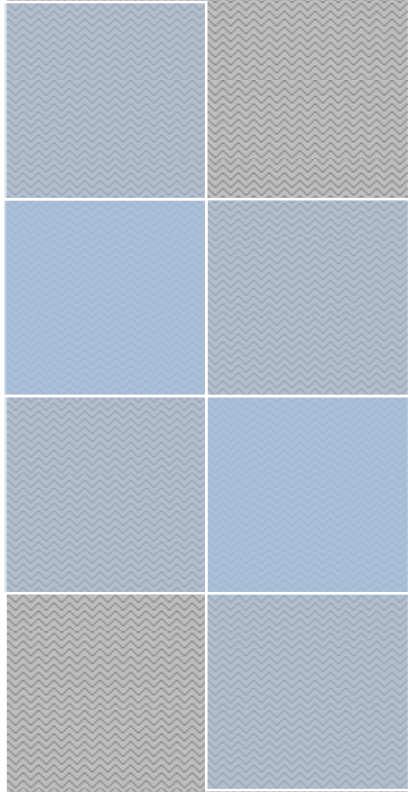
March 6, 2014

## 8. Adjournment

Councilor Lauterborn **MOVED** to **ADJOURN** the Committee meeting at 8:10 PM. Councilor Kittredge seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan  
Assistant City Clerk



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# Community Development Committee Meeting Minutes

*Forthcoming...*

# Community Development Committee Meeting Minutes

*Forthcoming...*





FINANCE COMMITTEE MEETING

March 11, 2014  
Council Chambers  
7:00 P.M.

Present:

Mayor Jean  
Deputy Mayor Varney  
Councilor Keans  
Councilor Walker  
Councilor Lauterborn  
Councilor Larochelle (7:47PM)  
Councilor Torr

City Staff Present

Dan Fitzpatrick, City Mgr  
Blaine Cox, Deputy City Mgr  
Fire Chief Sanborn  
Asst. Fire Chief Dupuis  
Tom Mullin, Assessor  
Jim Grant, Director BZ & L  
Dennis Schafer, MIS Manager  
Peter Nourse, DPW Director

Other Councilors Present

Councilor Gates  
Councilor Gates  
Councilor Hamann  
Councilor Kittredge

Residents Stillwater Cir Neighborhood

Cindy Andrews  
Jim Andrews  
Matt Pappas

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:02 P.M.

2] Public Input

There was no public input.

3] Old Business

3.1. Stillwater Circle

Mayor Jean recognized several meeting attendees from the Stillwater Circle neighborhood. These included Cindy Andrews, Jim Andrews and Matt Pappas.

Ms. Andrews addressed the Committee and described her recollection of the agreement between the City and the developer of Stillwater Circle housing project that included the transfer of land to the City along with \$10,360 for improvements to said land. Mr. Pappas spoke about how the developer and real estate agent when he bought his home led him to believe the City would be carrying out recreation related improvements to the City land in question. Mr. Andrews stated his desire to see the City use the funds available for benches, tables and other low maintenance amenities. Mrs. Andrews also made the point that the City accepted the funds in 2004 when no homeowner's association existed or was contemplated.

Department of Public Works Director Peter Nourse was asked what could be provided or accomplished with the \$10,360 available. He responded that this amount of funds would not allow the amount of site work needed to create any type of playing fields. In addition, he

reminded the Committee that the Building and Grounds Department would find it very difficult to keep this area properly maintained as a turf covered recreation area.

**After a lengthy discussion, Councilor Walker MOVED to direct Mr. Nourse to solicit a price quote to adequately clay base, loam and seed the area. Councilor Lauterborn provided a second to the motion which was then ADOPTED by a unanimous voice vote.**

### 3.2 Fire Department Reports

Fire Chief Sanborn reviewed the overtime report contained in the Committee meeting packet. He summarized by stating the overtime budget for fiscal year 2014 is projected to be approximately \$19K over expended. Chief Sanborn also pointed out the legal expenses budget is projected to be \$10K over expended but the health insurance budget is projected to be \$30K under expended as a possible offset.

Chief Sanborn and Assistant Chief Dupuis reported to the Committee that the swivel unit on the Tower Truck had been repaired at no cost to the City. They shared with the Committee the research and communications conducted mostly by Assistant Chief Dupuis, with the dealer/manufacturer/swivel supplier that led to a no-cost result for the City.

## 4] New Business

### 4.1 Fire Department Staffing Discussion

Assistant Chief Dupuis conducted a Power Point presentation to the Committee (copy attached). Chief Sanborn indicated his desire for the Council to re-establish a plan from several years ago that called for the addition of 1 additional fire fighter position per year until staffing levels were at or near the level recommended by National Fire Protection Association (NFPA) and International Organization for Standardization (ISO).

After a lengthy discussion, the Committee took no action on this item.

### 4.2 MIS Operations Update

MIS Manager Schafer provided the Committee with an update of the activities of his department. In his report, he described how the transfer of funds granted by the Council has funded the work of a part time technician for two to four hours in the evening which has been very beneficial. Mr. Schafer also described the upcoming project to upgrade the Government Channel head-end equipment, network server upgrades, Window's XP computer replacements and the work to create a new Welfare Department database.

The City Assessor, serving as the Information Technology Self-Directed Work Team Chairperson, reported on the results of two recent outside vendor analyses of the City's existing MIS program. He indicated that both reports cited understaffing as the most pressing challenge facing our use of technology.

#### 4.3 Hatfield Sewer Fees

Mayor Jean asked if the Committee had any questions regarding this agenda item. Seeing none, he stated he would entertain a motion.

**Councilor Larochelle MOVED that the City refund Mr. Hatfield \$5,265.18 for sewer fees paid. Councilor Walker provided a second to the motion which was then ADOPTED by a unanimous voice vote.**

#### 4.4 NCS Global Tax Increment

Deputy Mayor Varney opened the discussion by raising the issue of whether the tax increment to be received from the June 2014 tax billing from NCS Global should be re-directed from the Granite State Business Park Tax Increment Financing district and instead go to the General Fund revenue account.

City Manager Fitzpatrick informed the Committee that the TIF Advisory Committee had voted to recommend that use of increment proceeds for the installation of sidewalks, street lighting and a bus stop in the Granite State Business Park TIF.

After a lengthy discussion, Mayor Jean indicated that this item would be kept in Committee.

#### 5] Finance Director's Report

Deputy City Manager Cox raised for discussion two items from his written report. First, regarding report item #4, he asked the Committee if the Council wanted him to bring forth a proposal to re-purpose the unspent RSA 205 TIF bond proceeds toward reimbursing the General Fund balance.

The consensus of the Committee was affirmative.

Second, Mr. Cox reviewed the concept of developing a policy that would guide the City's use of General Fund fund balance.

**After a brief discussion, Councilor Larochelle MOVED that the Finance Committee proceed with the development of a fund balance policy. The motion received a second from Councilor Lauterborn and was ADOPTED by a unanimous voice vote.**

#### 6] Monthly Financial Statements

The Committee raised three questions regarding the list of Authorized Budget Transfers. The first question centered around the purchase of Emergency Salt. City Manager Fitzpatrick stated that this issue was discussed at the Public Works Committee by Public Works Director Nourse who explained that City salt stores were low and the availability to buy more was limited. The City purchased more as quickly as possible while it was available and needed to transfer funds for this purpose.

The City Manager addressed the second question by explaining that the Dispatch Center transfer for Professional Consulting Services was to fund an independent outside study by Municipal Resources Incorporated of the operations and functions of the Dispatch department.

The final issue raised by the Committee regarding the list of budget transfers was simply to question why membership fees and subscriptions needed transfers as they should be anticipated expenditures.

7] Other

The Director of Building, Zoning & Licensing Services, Jim Grant, addressed the Committee regarding supplemental material distributed to the Committee about the Energov software (copy attached). Councilor Keans expressed concerns about being a software beta test site for an out-of-state company. Councilor Walker stated that he was convinced of the capability of the software, however, he seeks information justifying its benefits specifically for Mr. Grant's department and the City as a whole. Councilor Walker also encouraged Mr. Grant to seek supplemental funding to offset the cost of the Energov software.

Councilor Larochelle brought forward another issue on behalf of the City Clerk. Specifically, the Clerk requested the flexibility to issue Council Meeting packets by Friday at 12:00 P.M. Under this scenario, the Clerk would still issue the Council meeting agendas on Thursday. The Committee consensus was to not allow the change. The City Manager stated that he and Deputy City Manager Cox would work with the clerk to streamline the Council Packet process.

8] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting which was seconded by Councilor Lauterborn. The motion was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 9:56 P.M.

Respectfully Submitted,

Blaine M. Cox  
Deputy City Manager

BMC:sam

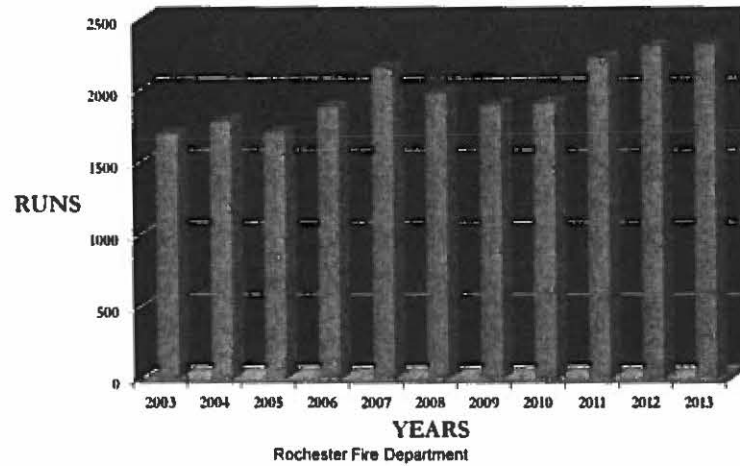
# **Rochester Fire Department Manpower Needs**



Rochester Fire Department

## Call Volume

11 Year (calendar) Fire Department Call Volume



From 2006 to 2012 runs increased 22.26% with a 7% decrease in manpower over the same period.

From 2003 to 2013 there has been a 36.7% increase or an additional 624 runs.



## Actual FY13 Incident Statistics

- 8 man shifts allowed to reduce to 7 without coverage to save money. A full shift only occurred 34% of time. (The Department ran short 240 days)
- Total of 2,316 runs
- Simultaneous incidents (SI) occurred 405 times on 203 days
- Of those 405 SI's 46 of those times were 3 or more incidents
- There were 14 working fires during the FY13 (most W/F since 1998)
- Of these working fires 3 required firefighters to split up on SI's leaving only 4 firefighters to show up at a fire
- One particular instance split firefighters between 2 major events (a significant gas leak & a working fire)
- Another working fire resulted in 7 other incidents occurring while FI's operated at the fire

Rochester Fire Department

The average overtime for firefighters in fiscal year 2013 was \$5,938.39

There were 10,696 hours taken off last year. Only 5,566 hours were covered by overtime

Running short saved the City \$176,949.41 in FY13

2 Major events occurred on 5/14/13 with a major gas leak on Maple Street & a structure fire at 47 Crosswind Lane

The Fire with 7 other incidents occurred on 9/14/12 at 6 North Main Street (from 4:12 PM to 9:40 PM)

## **NFPA Requirements**

### **NFPA 1710 Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments**

**■ 5.2.4.2 Initial Full Alarm Assignment Capability**

Rochester Fire Department

5.2.4.2.1 The fire department shall have the capability to deploy an initial full alarm assignment within a 480 second travel time to 90 percent of the incidents as established in Chapter 4.

5.2.4.2.2 The initial full alarm assignment to a structure fire in a typical 2000 ft<sup>2</sup> two story single-family dwelling without basement and with no exposure shall provide for the following:

1. Establishment of incident command outside of the hazard area for the overall coordination and direction of the initial full alarm assignment with a minimum of one individual dedicated to this task
2. Establishment of an uninterrupted water supply of a minimum of 400 gpm for 30 minutes with supply line(s) maintained by an operator
3. Establishment of an effective water flow application rate of 300 gpm from two hand lines, each of which has a minimum flow rate of 100 gpm with each hand line operated by a minimum of two individuals to effectively and safely maintain the line
4. Provision of one support person for each attack and backup line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control, and forcible entry
5. Provision of at least one victim search and rescue team with each such team consisting of a minimum of two individuals
6. Provision of at least one team, consisting of a minimum of two individuals, to raise ground ladders and perform ventilation
7. If an aerial device is used in operations, one person to function as an aerial operator and maintain primary control of the aerial device at all times
8. Establishment of an IRIC consisting of a minimum of two properly equipped and trained individuals

## Staffing Requirements Per Shift

	NFPA	ISO	Actual
Incident Commander	1	1	1
Pump Operator	1	1	1
2 hose lines w/ 2 FF each	4	4	2
Support FF for each line	2	2	1
Search & Rescue (min)	2	2	1
Vent crew (min)	2	--	1
Aerial operator	1	--	1
FF Rescue Team (min)	2	2	0
<b>TOTAL</b>	<b>15</b>	<b>12</b>	<b>8</b>

Rochester Fire Department

Number in yellow is the eighth man we only had 34% of the time in FY13  
 Numbers in red are the discrepancy or show that we are deficit in this area

## **Summary**

**The Rochester Fire Department is requesting two additional firefighters to improve our minimum manning now and to steadily work to gain appropriate manpower to staff a third station in the near future.**

Rochester Fire Department

Looking for two shifts to gain only 1 firefighter, with a plan to add more each year until we get 12 firefighters or an additional 3 firefighters per shift.

# **Rochester Fire Department Manning**



Rochester Fire Department

## Effective Manning

- 24 full time firefighters on staff
- Each works 2,184 hours per year
- Total hours of vacation available: 5,811
- $5,811 / 2,184 = 2.66$  Man years of lost manning
- Total sick hours available: 3,456 hrs
- $3,456 / 2,184 = 1.58$  Man years of lost manning
- $2.66 + 1.58 = 4.24$  Man years of lost manning
- **Effective manning =  $24 - 4.24 = 19.76$**

Rochester Fire Department

Some firefighters give back sick leave every year





# CITY OF CAMBRIDGE

3/27/14

## INSPECTIONAL SERVICES DEPARTMENT

### Online Applications Statistics

From: 02/24/2013 to: 06/18/2013

Application Type	Total Applications	Over The Counter	Online	Percentage of Total
Asbestos	130	75	55	42
Building (1 and 2 Family Dwellings)	369	26	343	92
Building (Commerical/Mixed Use)	332	36	296	89
Building (Multi-Family)	168	11	157	93
Camp	40	0	40	100
Catering Only	1	0	1	100
Certificate of Inspection	115	115	0	0
Certificate of Occupancy	74	71	3	4
Demolition	20	20	0	0
Dumpster	249	120	129	51
Electrical	1,051	181	870	82
Food Establishment	296	17	279	94
Gas	333	94	239	71
Mechanical	136	17	119	87
One-Day Catering Registration	31	20	11	35
Plumbing	517	138	379	73
Sheet Metal	141	141	0	0
Sign	36	9	27	75
Sprinkler / Standpipe	99	17	82	82
Swimming Pool	12	8	4	33
Temporary Food Service	345	120	225	65
Tobacco	2	0	2	100

Energov  
Info.



**City of Rochester, NH  
Cost Benefit Analysis  
February 18, 2014**

## **EnerGov Overview**

**EnerGov® Enterprise Server** (a Tyler Technologies' product) is a government-focused line of business application that assists public-sector agencies in managing a more efficient and effective operation while empowering government to better engage their customers through enhanced access to information, processes and services. Moreover, our people design, develop, deliver, support and bring more experience and knowledge for government automation to the table than any other solution provider in the industry.

## **Shared Vision**

As a company, Tyler shares the Agency's vision for delivering excellent customer service through increased and enhanced access, transparency and accountability. Moreover, we have demonstrated an inexorable commitment to extensible technologies that will embrace and support both the Agency's current and future business requirements and technical standards.

## **Unparalleled Experience and Industry Focus**

With over 11,000 government agency clients and over 2,500 employees, Tyler Technologies is the nation's largest provider of public sector focused software solutions. No other company comes close to providing the experience and focus that we provide and that likewise, your agency deserves. It's all we do.

Within just the past few years, Tyler's EnerGov® Enterprise Server platform has been unanimously chosen by a number of leading government agencies across the United States and abroad including: *Richmond, VA, Columbia, SC, Prince William County, VA, Catawba County, NC, Cedar Rapids, IA, and the Province of British Columbia Safety Authority* to name a few. In fact, over the past five years, more agencies have chosen the EnerGov platform for enterprise permitting and land management than any other solution within the industry.

## **Leading Government-Centric Automation Platform**

Tyler's EnerGov® Enterprise Server platform is also distinguished from the competitive landscape by the fact that we develop and support 100% of our products in-house. All software development, implementation, and support services are provided solely by our in-house personnel. This has enabled us to build and evolve a software platform and ecosystem that infuses employee passion for industry-specific software automation with the front line experiences our leading customers have provided. The result of this commitment is the industry's most powerful, seamless, efficient, user-intuitive, and scalable platform for government automation.



## **Committed Government Partner**

At Tyler, we are committed to building and maintaining professional partnered relationships with our clients. Our focus and commitment consists of constant client engagement, involvement, and input all of which play a fundamental role in the implementation and development lifecycle. Moreover, customer feedback is highly regarded in order to ensure that our solutions are always meeting the needs of our clients. It is this commitment to the customer that has aided in us maintaining the highest customer retention rate in the industry.

## **General Agency Benefits and Return on Investment**

As regulatory compliance and constituent demand proliferate, jurisdictions are finding they must adapt processes and technologies that allow the most efficient and productive use of their resources. Current City land-use processes are handled in a variety of non-collaborated data systems and/or simply through legacy systems of paper files. With Tyler's EnerGov® Enterprise Server, the City is selecting a complete automated workflow system capable of increasing efficiencies in the current business process in many facets, including:

- **Enhanced departmental collaboration** - Tyler's EnerGov® Enterprise Server features an enterprise portal where licensed software users have the ability to cross-reference each and every activity in real time and at any location from a spatial selection. The interaction and retrieval of unlimited GIS attribute data, utility and tax data, building, real-time inspection, projects and development review, code enforcement, licensing and financial data and much more can all be centralized. This centralized approach affords the City an interdepartmental "Dashboard" overview of all activities at a given location at that moment in time providing fast, easy, non-redundant access and interfacing of mission critical information. This often creates conflicts in review. Since it is hard for a department to refer to other department's checklists to identify these conflicts, undue time is added to the project approval process.
- **Native configurable tool sets** - Tyler's EnerGov® Enterprise Server features built-in tool sets native to each module which provides the City with the ability to capture and manage "site/agency-specific" information. These tool sets do not require user-specific programming or versioning thus eliminating the need for application source code modifications. For example, when processes change and fees, permit types, plan reviews, etc. change, the system can be updated utilizing these tool sets.

- **Fewer phone calls, counter visits-** The EnerGov ePortal enables citizens to access information from their computer, tablet or smartphone eliminating the need to call City staff for status updates, application or inspection requests, fee payments or basic inquiries.
- **Automatic workflow management** –The ability to employ automation in the workflow management of land-use processes includes the ability for the City to automatically establish, assign, route, and deliver the appropriate workflows throughout all departments thus eliminating the current City practice of manual paper transmittals and inner-office mail systems.

EnerGov.NET's workflow management capabilities along with its native time management tools provide the City the ability to automate and effectively analyze and measure services provided.

- **Mobility** – Automating field personnel and inspectors with the ability to readily access and document information in association with day-to-day business processes allows for measurable cost savings and efficiencies compared to the City's current practice of inspection forms and manual filing in folders and associated redundant processes. The iG Inspect solution results in lower fuel costs, less time traveling back and forth to the office for paperwork and an increase in the number of inspections completed.
- **Integration with Tyler Technologies Munis® Software** - Tyler's EnerGov® Enterprise Server integrates with the existing Tyler Munis financial software currently deployed by the City. This integration eliminates manual entries, automates GL reconciliation and reporting.
- **Data Accuracy** – The need for data accuracy has been and will continue to be a key part of effective reporting, data management, data storage, and liability reduction. The ability for data to be housed using a single source database and delivering this data in the most accurate and timely manner enables the City to enhance its efficiencies. Moreover, liability reduction associated with data validation and utilization of a single source database provides for greater consistency and reduction in errors.

The City currently has multiple databases systems and paper files handling a variety of land-use processes. Each of these databases maintains its own datasets, which exacerbates the problem of multiple data entry and consistency of data between databases. Additionally, tied to these stand-alone databases, is the redundancy of paper maps, files, folders, cards and correspondence.



- **Real time reporting** –Daily, weekly, monthly, scalable, and City configured reporting features deliver real time results in seconds. Currently, both in-house and constituent requests for reports can take days if not weeks to generate. Instant and effective reporting can save the City unprecedented amounts of time and money and improve customer service levels.
- **Accurate fee collection**- Automated fees tied to the case types, parcel or zoning types, application status and other scenarios ensure that all revenue collected by the City is accurate and easily calculated. Eliminate manual calculations by configuring adjustable, fixed, and calculated or percentage based fees.
- **Real time Holds and Stop Work Orders** –Holds and stop work orders can be placed on parcels, companies (such as general contractors and subcontractors) and individuals. This empowers the City of Rochester by curtailing unscrupulous activity and reducing delinquent fee collections.
- **Technology Fee Collection (Optional)** –The City of Rochester has the ability to institute a technology fee for new plan submittals and electronic plan reviews. The City of Goldsboro, NC implemented a \$10.00 technology fee policy to applicants with minimal resistance. Goldsboro found that providing 24/7 access and limiting the required visits to the Planning Department was time saving for both the City and its applicants. Goldsboro was able to recoup their initial investment in EnerGov within one year by implementing this fee and both parties were satisfied with the process.
- **Reduction in supply costs** such as copy paper, pre-printed documents and field checklists. Many EnerGov clients are going paperless as part of a cost saving "green" initiative.
- **Evergreen Philosophy** -Tyler Technologies evergreen approach to software updates, product enhancements, service packs and version upgrades ensures that the City is always up to date with the latest technology. There is no additional charges for new software as long as the City is current with annual, support and maintenance.
- **Reduction in Overall IT Infrastructure Costs** by implementing a SaaS (Software as a Service or cloud based) solution, all associated hardware, technology, security, hosting and software upgrades are the responsibility of EnerGov. EnerGov guarantees a 99.9% uptime and supports state of the art technology in a secure, redundantly hosted environment.



## Constituent Benefits

Upon deployment of the Tyler's EnerGov® Enterprise Server system, the City of Rochester will enhance its customer service levels by providing the latest technologies and functionality. As a result of using these integrated products, constituents will enjoy:

- **Faster turnaround of service-** With the EnerGov 9 Software platform, constituents can submit, review, and access information on a self-serve basis, making information and processing available 24 hours a day/7 days a week. Mobile inspection results are posted immediately, freeing constituents and staff from phone calls.
- **24-hour service delivery** –Constituents will have the ability to gather and/or submit information outside the business hours of the City. For example, inspection results can be obtained, permit applications submitted, and inspection requests processed at all hours of the day, providing City businesses and residents open access at all times. This also eliminates trips to the City, saving fuel costs, time and frustration.
- **Improved accuracy and information gathering** – Providing constituents the automated ability to retrieve information to make better, more informed, reliable decisions would save time and money for all parties involved.
- **Wider reach to community** – Providing more with less. City residents and the development community have increasingly demanded more and better access to electronically published information supported through web and automated interaction.

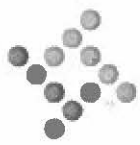
*Quantitatively speaking, constituent benefits, as discussed, provide the following:*

**Reduced customer service efforts-** Reviewing the City's current business processes, we have estimated, based upon previous Tyler's EnerGov® Enterprise Server deployments, the City will improve its customer service efficiency rating by 15% - 25%. This result being a direct reduction in staff hours/process provided, outsourcing costs, and overtime or the City's ability to allocate resources more effectively. Agencies similar to the City of Rochester report savings of hundreds of man hours in redundant tasks and manual processes.

**Reduced constituent expenses** – Constituents can significantly reduce time, energy, effort, and money utilizing these services to more efficiently review, submit, and receive information. For example, the system's ability to automatically call a contractor/constituent upon the immediate update of an inspection with full results reporting can save considerable time and effort. We estimate these reduced expenditures (gas, travel, work time lost, etc.) can be in the thousands to hundreds of thousands of dollars for the City and its constituents.

### **Conclusion**

As illustrated herein, the Tyler's EnerGov® Enterprise Server system will provide the City of Rochester with the capabilities of deploying a flexible, GIS-centric and enterprise wide solution to more efficiently and effectively manage the processes within each department while fostering an innovative approach to collaboration between departments and constituents. Moreover, with the partnership between The City of Rochester and EnerGov Solutions, we are confident we have chosen a partner and system, which will provide innovation, reliability and the use of technology in an effort to continually improve city land-use process efficiency and customer service levels.



## EnerGov's Mobile Apps Give Marco Island Inspectors Freedom and Efficiency in the Field

**Industry:** Local Government

**Population:** 16,413

**Years as a Tyler Client:** 2

**Tyler Products Used:** EnerGov iG Inspect and iG Enforce Mobile Applications

### Key Challenges

- Heavy paper traffic
- Communications with back office
- Efficiency in the field

### Benefits

- Real-time project communication between field, back office and customers
- Workflow control in office and the field
- Reduced paperwork
- Increased availability of digital documents and resources
- Reduced mileage and calls to office for information

### In Their Own Words

"Our inspectors enjoy the freedom that comes with using their iPad®. They're not tied to driving back to the office 10 times per day, and they don't have to call the office all of the time for information."

— Lisa Loewer, Customer Service Supervisor

### New Perspective on Managing Code Enforcement and Inspections

Marco Island, Florida is best known for its beaches, water and panoramic views off the Southern Gulf Coast of Florida. It's long been a paradise for artists and photographers, but the City is now painting a new picture of how to manage code enforcement and inspections: one of real-time, efficient customer service using EnerGov's iPad mobile applications—iG Inspect and iG Enforce.

The City of Marco Island took notice when other cities began to find ways to relieve the same challenges they were having with heavy paper traffic, back office communications and efficiency in the field. EnerGov, now a Tyler Technologies company, acknowledged these issues and offered the enterprise version of EnerGov as a vehicle to overcome them. With that came the mobile technology they needed to work in the field in real time and serve their jurisdiction more effectively.

### Real-Time Information, Communication and Workflow Control in the Field

With four building, two fire and three code enforcement inspectors and more than 100 assorted permits to process per week, it's always a priority to get inspectors into the field quickly every morning. After retrieving and entering any additional inspection requests and making any necessary changes to their schedule and routes, inspectors hit the road with iPads in hand. And what has made the biggest impact? Real-time results in the field. "Our inspectors went from not wanting an iPad to loving it," said Lisa Loewer, Customer Service Supervisor for the City of Marco Island's Building Services Department.

... continued on reverse

"Our inspectors went from not wanting an iPad to loving it."

— Lisa Loewer, Customer Service Supervisor  
City of Marco Island, Building Services Department



Now with mobile technology in hand, Marco Island inspectors have the ability to control several workflow functions in the field, including rescheduling, modifying and reassigning work to other inspectors if their schedule changes. That works both ways, too. "When an unexpected phone call for an immediate inspection comes in, I can assign it to a specific inspector and it will appear on their iPad in minutes. Our inspectors enjoy the freedom that comes with using their iPad. They're not tied to driving back to the office 10 times per day, and they don't have to call the office all of the time for information. We can attach documents at the permit level and they are immediately visible," says Loewer. Marco Island has invested heavily in scanning plans and documents to reduce the paper load and help with online document visibility. Inspectors can also access publicly available GIS-based maps of the city and vendors' web-based material specifications to help them with real-time decision-making at inspection sites.

When Marco Island went live with their technology, a digital version of a paper inspection ticket was already available for use in the field. Inspectors saw an immediate benefit as there was no paper shuffle and they could immediately record their actions in the field as opposed to travelling back to the office and having to remember what processes they performed.

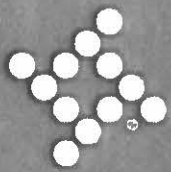
"[EnerGov] does what we need it to do, and that helps us do more and provide more service for people."

— Lisa Loewer, Customer Service Supervisor  
City of Marco Island, Building Services Department

## Workflow Efficiency Leads to Added Customer Service

The City of Marco Island serves as a resource for others researching the EnerGov software. While potential customers are curious about workflow efficiencies and the potential ability to downsize once it is implemented, Loewer counters with a different perspective. "EnerGov is well worth the money and is a powerful and robust software. It does what we need it to do, and that helps us do more and provide more service for people."

A small staff can get big results with the right technology. The City of Marco Island has proven it. Inspectors are now more empowered with workflow control, availability of digital documents and resources, as well as real-time communication from the field. In turn, they have been rewarded with a decrease in paper flow, increased productivity and savings in time and travel from the field—all proof that they made the right choice in partnership with Tyler Technologies.



**energov**  
a tyler technologies solution

## Client Case Study Clovis, CA

**“One of the greatest benefits has been the elimination in keying in the GL account information as this is now handled automatically and it is completed as soon as the invoice is created...”**

— Mark Meyers, Clovis Building Official

### **The city of Clovis realizes 100% accuracy with permitting process and other efficiencies in regulatory processes with Tyler’s EnerGov 9 Enterprise system.**

With increasingly complex regulatory processes and rapid changes in technology, the aging permitting system that Clovis, CA, built over 10 years ago was quickly becoming obsolete. The City was in need of a sophisticated regulatory business process management system to replace the legacy system that merely tracked information within the database.

Upon a thorough analysis of the City’s business process requirement, it was determined an enterprise system that automates tasks and provides a central and cross-departmental workflow would benefit the city. Today the city is achieving these goals and more with the EnerGov 9 Enterprise Server platform.

#### *Improving standardization, accuracy and workflow with GIS integration*

The old permitting system was similar to working with a simple tracking database with blank fields and forms. It did not have proactive checks or controls to reject invalid information or require more information, nor did it have a workflow engine that managed and regulated the often complex business process required to properly process a variety of permitting workflows.

“You could issue a permit with any information on it, even if it did not have the correct address, parcel number, contractor information, or location-based attributes,” said Mark Meyers, Clovis Building Official. “Permits could inadvertently be issued with non-existing addresses or without all the required information and approvals.”

With EnerGov, the city’s geographic information system (GIS) is now fully integrated with the permitting process, allowing standardization and validation of all geographic data that is entered into the system. Since going live with the new system last year, the city has issued permits with 100% accuracy. All permits now use valid addresses from the GIS system in real-time, replacing the need to manually enter data, and greatly improving address quality related to the permitting process. Built-in GIS tools further increases the city’s permitting accuracy by allowing staff to analyze and create regulatory records in certain instances on a granular level beyond just addresses and parcels. For instance, spatial regions can be related to engineering encroachment permits that apply to a specific area or location.

Additionally, the city has improved the workflow and recordkeeping of permits with the ability to record and Query spatial case histories in GIS. Historical permits can be located quickly and city workers can see the process that was followed for the issuance of those



permits as well as implement automated spatial conflict checks within the related spatial regions. The spatial enablement and centralization of data allows more accountability and collaboration for city employees across multiple departments.

#### *Efficiencies with streamlined payment processing*

The calculation and automation of complex fees that are often required at different stages in a permitting or licensing process are cornerstone to an efficient and well-managed regulatory system. For Clovis, automating the calculation of very complex permit fees has ensured the proper fees are being charged accurately and in a timely fashion.

The city has increased efficiencies within the financial management of the EnerGov system by tightly integrating with its internal financial system bi-directionally, thus reducing duplicate data entries that were previously required. Prior to EnerGov, upon application of a permit or business license, the issuing department created an invoice which had to be physically taken by the applicant to Finance, where the fee and GL codes were manually entered into the city's Sungard financial system. After the transaction was completed, a cash receipt would be printed for the applicant who was required to physically return it back to the issuing department where the staff would key in the cash receipt number to the permit system and mark the fee as paid before issuing the permit.

Thanks to EnerGov's open architecture, the payment process today is much more efficient with the seamless integration of the city's enterprise regulatory (EnerGov) and current financial systems. Not only does this allow for a much more streamlined and efficient payment process, but it also saves time and eliminates errors.

"One of the greatest benefits has been the elimination in keying in the GL account information as this is now handled automatically and it is completed as soon as the invoice is created," said Meyers.

Clovis is also achieving other efficiencies in other respects of regulatory processes. The city has integrated the California state license board within the permit application to automatically check in real-time that the contractor has a valid license.

Also enhanced has been the plan review and permit approval process. For many California agencies, these processes can be very complex and very detailed often involving hundreds of steps and actions that ensure the proper safety measures and regulatory requirements (CEQA, etc.) have been implemented before issuance. The city plans to capitalize on these improvements in the future by enabling the plan review process to become completely paperless with EnerGov's eReviews technology.





# energov

a tyler planning, permitting & licensing solution

3/27/14

client pr

## City of Redmond, Washington Planning for the Future

City of Redmond Leverages EnerGov, Esri® ArcGIS Technology to Protect Water, Streamline Permitting and Land Management, and Create Address Data Repository

**Industry:** Local Government

**Population:** 55,000

**Years as a Tyler Client:** 2

**Tyler Products Used:** EnerGov

### The Facts:

Redmond, Washington is located in the Pacific Northwest/Puget Sound region of the United States. With big skies, beautiful weather and nature to match, outdoor activities and recreational opportunities are the norm. Therefore, it's no mystery that the same industry-forward community that plays host to companies like Microsoft, Honeywell, Nintendo and AT&T would also be environmentally conscious while planning for their future.

### Key Challenges

- System outdated with difficulty managing planning, inspecting and permitting processes
- Needed technology platform on which to expand services in future
- Needed more efficient ways to manage permitting, zoning and data integrity in regard to protecting natural resources, maintaining zoning and establishing greater data integrity

### Benefits: Planning and Beyond

- Protected drinking water source due to more efficient permitting process using EnerGov's Planning, Permitting and Licensing module integrated with ArcGIS
- More efficient and accurate permitting and zoning processes based on zoning guidelines and integration of EnerGov's GeoRules Agent
- More efficient workflow for field inspectors using mobile devices
- Central commercial/residential address database established based on EnerGov's ArcGIS technology
- Technology platform on which to build future applications

### In Their Own Words

"Now when a search is conducted, the system can return information based on a single point or a parcel such as a street. That's the power of ArcGIS. It created address visibility and more accurate permitting."

—Carole Stewart, Senior Systems Analyst

### Permitting and Protecting Water Resources

The City of Redmond, Washington sits atop an aquifer and has established a Wellhead Protection Zone within the city—land protected in order to provide safe drinking water. With no layer of material to barricade against potentially harmful substances that could filter into the aquifer, and because water sources are so near the surface—sometimes as little as five feet—the City has had to show great caution in permitting new developments that may adversely affect water quality.

Since specialized staff must handle reviews on permit applications pertaining to the aquifer, it is imperative that they only be called on when their services are required. Therefore, the City of Redmond established geographic business rules to be executed within EnerGov using the GeoRule agent to help monitor new permit applications. If applications include elements that compromise the safety of the wellheads or water system, the City is alerted and the permit application is likely rejected. Examples might include

... continued on reverse

locations too close to a wellhead, developments involving large quantities of chemicals or objects that require digging like elevator shafts. Using the same technology and techniques, they have also established rules for property development zoning.

### Zoning, Inspecting Using the GeoRules Agent

Redmond's Comprehensive Plan Designation is managed similarly to the permitting process. Geographic business rules, based on zoning guidelines, were established based on a master plan detailing what kinds of development projects can be established within certain regions. When permits are filed, the GeoRules agent triggers the acceptance or rejection of permits.

Inspection requests can be received at the city offices via EnerGov's automated telephone system or web-based portal. The 130-150 daily inspection requests remain in a queue until midnight when zoning is properly identified for each inspection and they are automatically assigned to 25 field inspectors based on geographic location and specialty. Each inspector's field assignments and workflow are then immediately established and available on their mobile device the next morning.

### Master Address Repository

Redmond's most recent project has been the establishment of their Master Address Repository. Before its development, disparate systems stored their own sets of address information. "Redundancy was a problem. We wanted to consolidate those addresses into one central GIS repository and hook all of our other systems into it," said Carole Stewart, Senior Systems Analyst for the City of Redmond. "It took a huge level of cross-divisional commitment to make it happen." Residential addresses were well established, but commercial addresses were not because they are more fluid. With multiple suites or apartments in residential or commercial developments, a one-to-many relationship exists with address points which makes them more difficult to track.

Taking a creative approach, light-duty fire and police personnel were used by the City of Redmond to walk the streets and gather the address data needed. Once entered, "this allowed us a much greater level of confidence that data was accurate," Stewart commented. "Now when a search is conducted, the system can return information based on a single point or a parcel such as a street. That's the power of ArcGIS. It created address visibility and more accurate permitting." Not only that, but mechanisms are now in place for city staff to report observed problems as they are working around the city, so data quality is always high. The system is also programmed to compensate for discrepancies in information such as missing addresses, errors or land use changes.

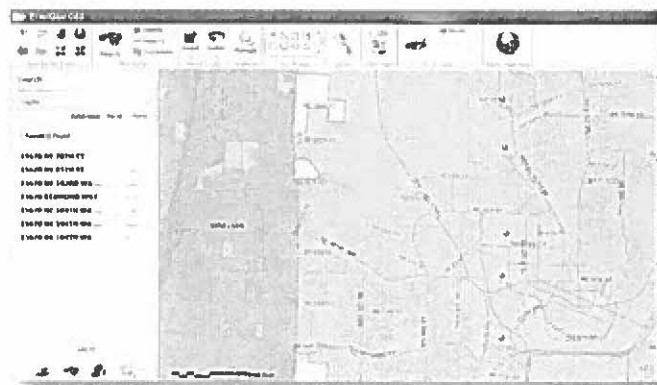
Stewart credits Rob Odle, Planning Director and Executive Project Sponsor, for his vision and the successful EnerGov implementation.

"He was supportive from the beginning. He and the mayor were instrumental in replacing our technology. They realized we needed the foundation for future application development."

Going forward, the City of Redmond realizes they are only starting to reap the rewards of efficiency and data efficacy. They knew that the tremendous effort expended up front would be worth it in years to come. Stewart commented, "We spent two years establishing our Master Address Repository. From a technical and strategic perspective, it was one of our most significant accomplishments." That's recognizing a great opportunity, and that's the power of Esri® technology.

### Why Tyler?

- Tyler has more than 30 years of experience in public sector software and services industry
- Tyler provides all consulting, product enhancement, implementation, training and support services
- Tyler is the largest company solely dedicated to providing software and services to the public sector



GIS Address Query Results

### Software that thinks like you do.

Tyler Technologies (NYSE: TYL) provides best in class software for schools and local government in all 50 states, Canada, the Caribbean and the United Kingdom.

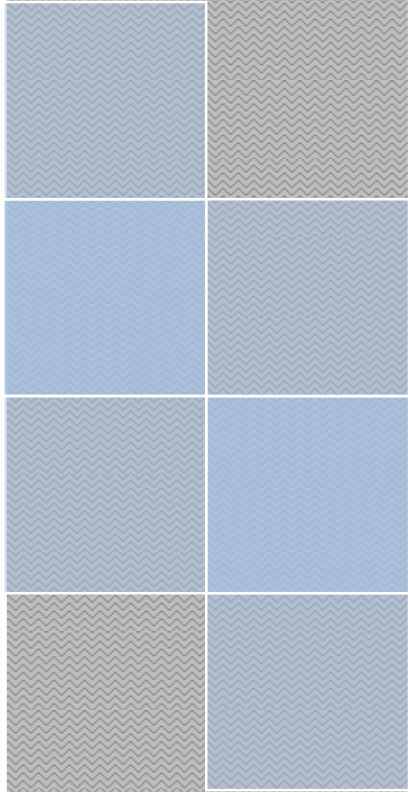
For more information: 1.800.772.2260; [www.tylertech.com](http://www.tylertech.com) or follow us on:



# Joint Building Committee March 10, 2014.

*Forthcoming...*





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Public Safety Committee  
Council Chambers  
March 19, 2014  
7:00 PM

**MEMBERS PRESENT**

Councilor David Walker, Chairman  
Councilor Jake Collins  
Councilor Robert Gates  
Councilor Donald Hamann  
Councilor Peter Lachapelle

**OTHERS PRESENT**

Gretchen Young, PE Construction Engineer  
Councilor James Gray  
Councilor Mac Kittredge  
Scott Dumas, Deputy Chief P.D.

Minutes

Councilor Walker brought the meeting to order at 7:00 PM.

1. Public Input

There were no members of the public present.

2. Patton Street-obstructed view

Councilor Walker stated that the fence that is obstructing the view is permitted per the current zoning regulations, and that the committee has done everything they legally can do at this point. He has recommended that the Council revise the fence regulations as part of the Chapter 42 comprehensive rezoning effort. Councilor Lachapelle asked which homeowner owns the fence. Councilor Walker said the one with the tyvex on the side of the house. Deputy Chief Dumas asked the height of the fence. Ms. Young said 6 ft. Councilor Lachapelle asked if the owner of the fence knew of the changes. Councilor Walker stated no.

3. State Street-stop sign

Councilor Walker summarized that Leo Lacouture of 19 Old Gonic Road has requested a stop sign at the intersection of State Street and Old Gonic Road. Mr. Lacouture has been cut off by people turning left from State Street onto Old Gonic Road. Councilor Walker said that Cedarbrook Village could put one up on their property and the city could put one on State Street. Deputy Chief Dumas said it was more dangerous on State Street to Emerson Avenue. Councilor Gray stated that Emerson Avenue goes to Brock Street. **Councilor Lachapelle made a motion to recommend that the Council approve the installation of a “stop” sign on State Street near Old Gonic Road and another “stop” sign at the Intersection of State Street and Emerson Avenue. The**

**motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.** Councilor Walker asked Ms. Young if a letter could be sent to Cedarbrook Village to see if they would put up a “stop” sign on there property. Ms Young said she would take care of getting the letter sent.

4. Other

Pedestrian Signal-Columbus Avenue

Councilor Collins stated that he had a few people speak to him about the pedestrian signals at Columbus Avenue and that there was not enough time to cross the street. Councilor Collins said he made a brisk walk across to check them and that he made it just fine, so he thinks that they’re okay. No action taken.

Chamberlain School

Councilor Collins said there seems to be an issue by Chamberlain School with cars backing out into the street while waiting to pick up children after school. Councilor Walker said the only solution would be to make the area no parking. The Committee agreed that this was not feasible. No action taken.

Update yield sign Balsam and Hemlock Streets.

Councilor Lachapelle asked for an update of the yield sign on Balsam and Hemlock Streets. Ms. Young said she would check into it.

Stop Signs-Pleasant, Orchard and Glenwood Avenue

Ms. Young said she received a request from the police department for three stop signs, Pleasant Street, Orchard Street and Glenwood Avenue.

**Councilor Lachapelle made a motion to approve “stop” signs on Pleasant Street, Orchard Street and Glenwood Avenue. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

Councilor Lachapelle made a motion to adjourn the meeting, seconded by Councilor Gates. The motion passed and the meeting adjourned at 7:17 PM.

Respectfully submitted by  
Laura Miller  
Secretary II, DPW



**Public Works and Buildings Committee**

**March 20, 2014**

**Council Chambers**

**7:00 PM**

**MEMBERS PRESENT**

Councilor Torr, Chairman  
Councilor Ray Varney, Vice-Chairman  
Councilor David Walker  
Councilor Sandy Keans  
Councilor Donald Hamann

**OTHERS PRESENT**

Councilor John Larochelle  
Councilor James Gray  
Councilor Derek "Mac" Kittredge  
David Ancil, Chair Arena Advisory Commission  
Robert Brown, Arena Advisory Commission  
Dale Bickford, Arena Advisory Commission  
Dan Fitzpatrick, City Manager  
Peter Nourse, Director DPW  
Gretchen Young, Construction Engineer  
Chris Bowlen, Director Rec, Arena and Youth Svcs  
Lauren Colanto, Assistant Director, Rec, Arena and Youth Svcs  
Kenneth Billings, 161 Chesley Hill Rd.  
Jeannine Denobile, 146 Chesley Hill Rd.

**Minutes**

Chairman Torr called the Public Works and Buildings Committee meeting to order at 7:00 PM.

**1. Approve minutes from February 20, 2014 meeting**

Chairman Torr asked for a recommendation for the last month's minutes.

***Councilor Walker made a motion to accept the minutes of the February 20, 2014 meeting as presented. Councilor Hamann seconded the motion. The motion passed unanimously.***

**2. Public Input.**

Ken Billings of 161 Chesley Hill Road spoke from the podium. Mr. Billings stated that Chesley Hill Road / Grove Street pavement is in tough shape. He stated that he understands that this area might be part of a reconstruction project in 2015 or 2016 but stated that the area can not wait that long for some type of repair. He asked that the City consider a shim or skim coat of pavement pending the project of reconstruction. He specifically noted two areas, one just before Donald Street and one just after. Mr. Nourse stated that a reconstruction project is included in the

FY15 CIP for design and construction. He further stated that it is approximately a 1 million dollar project with water, sewer and highway components and the priority will be weighed against other proposed projects. Councilor Larochelle stated that the Washington Street side of Chesley Hill Road has some failed pavement areas. He questioned what would cause these issues. Mr. Nourse stated that typically it is poor compaction. Jeanine Denobile of 146 Chesley Hill Road stated that when she leaves her home to travel to Dover she would normally go toward Rt. 125 but as it is so rough she is traveling out to Rt. 202 and coming back across Brock Street. This detour to avoid the rough roads is very long and does not seem appropriate to her. Ms. Denobile stated she is also requesting at least some temporary repairs if not new pavement. Chairman Torr asked if there is a lot of through traffic there. Councilor Larochelle stated not as much since Brock Street reopened but still it is pretty busy.

### **3. Upper City Dam Construction**

Mr. Nourse stated that the NHDES had sent the City a Letter of Deficiency (LOD) back in 2010. He stated that this is the dam near Bridge Street nearest the Riverwalk Park. The NHDES letter stated that this dam capacity is inadequate to pass the appropriate size storm according to NHDES. Mr. Nourse stated that since the LOD was issued the City's consultant and their sub-consultant have been working on analysis and designs to make the necessary construction improvements. Mr. Nourse stated that he has not been please by the work of the sub-consultant. He stated that the sub also did not start out well with NHDES. It took them two years to get DES the information that had been requested. Mr. Nourse stated that we have paid approximately seventy thousand dollars for design, permitting and analysis for a construction project that will cost approximately forty-five to fifty-five thousand. Mr. Nourse stated that while the permitting for the dam work is costly, the reason he believes for the real cost overruns are because the sub contractor has caused this to drag on and has not produced the results they should have. He stated that he is hopeful that there will not be a need to come back to Council about this project, but he wanted to keep them informed in advance should the funding be insufficient to complete the work.

### **4. Milton Road Sewer**

Mr. Nourse stated that the Committee had asked him to determine the cost difference for running the EDA Sewer Extension down Milton Road instead of down Salmon Falls Road. Mr. Nourse stated that he had the new Crossroad consultant evaluate the costs and they determined it to be a much more costly alternative. Sewer alone would be approximately 4.4 million as an additional lift station would be required as well as ten thousand feet of gravity sewer, with twenty three hundred requiring a force main. He further stated that the previous director and Economic

Development (ED), with out having any hard numbers, had come to the same conclusion back in 2010, and the ED Director had just given him a memo stating the same. Mr. Nourse also stated that he believe changing the scope of the project now would also mean loosing the EDA Grant as approved. He stated the currently approved project will bring the sewer line down Salmon Falls Road to the Milton Road Industrial Park. He stated it would then run south on Milton Road to the Market Basket area. He stated it will be completed with the expectation of future development in the area. It will be built with the plan to someday run south on Milton Road to Flat Rock Ridge Road and cut back across that road to Salmon Fall Road. Councilor Gray asked if the current pump station on Salmon Falls Road near Heath Brook would support the new extension. Mr. Nourse stated that the consultant used at the beginning of this project had determined that it would. He stated that this will be looked at again with the new consultant. Councilor Walker asked the status of the EDA Grant now. Mr. Nourse stated that we have a tentative EDA approval, via email, of the new consultant based on the recent RFQ. He stated that the consultant cost came down significantly, although not to where EDA was originally suggesting, and it appears that the EDA has approved that additional cost. He stated the DPW is working with the new consultant on a contract document that will be submitted to EDA for formal approval. Dan Fitzpatrick stated that one of the contributing businesses is about 95% locked in, but they will wait until all of the EDA approvals are in place before the final documents are completed. He further stated that they are still talking with the other business and that they are also exploring additional grant funds. Councilor Walker asked if the grant funds were the same funds being considered for the Granite State Business Park water loop. Mr. Fitzpatrick said they were not.

## **5. Paving**

Mr. Nourse distributed a 2 page handout that details the streets that were part of the approved paving list for FY2014. They included the following streets as completed: Adelia St, Betts Rd (portion), Cleveland St, Common St, Creteau St, Cushing Blvd, Gerard St, Gloria St, Grant St, Link St, Snow St, and Sylvain Street. The streets still to be completed are Boulder Ave, Conifer Circle, Rockledge Road, and Chamberlain Street, if it is not approved for water and sewer line extensions. Mr. Nourse stated with the invoices in for work completed, and considering estimates for the remaining work, he expects to have approximately 156K left from the FY14 appropriation. With this and an FY 2015 appropriation of 750K, there would be approximately 906K for consideration of street paving in FY2015. Mr. Nourse stated in recent years the department and Council have done a significant amount of paving in the neighborhood areas, and he thinks that there is a need to start doing the longer streets including some of the collectors. He said it is hardest to do these streets because they are costly and the annual appropriation is used up quickly. He

presented a list of suggest streets for Councilors to consider. The following streets and estimates were on the list:

Blackwater Rd \$375,000	Old Tebbetts Rd \$40,000
Pawtucketts Way \$67,000	Gear Rd \$515,000
Lowell (Hillside to Tebetts)\$300,000	Tebbetts Rd (sections)\$125,000
Whitehouse Rd \$415,000	Ledgeview Drive \$315,000,
Jackson Street \$65,000.	Lagasee \$68,000
City Hall Parking Lot \$125,000	Brickyard Drive \$83,000,
Railroad Ave \$115,000	Industrial Way \$180,000
Sheepboro Road \$210,000	Dominicus Court \$26,000
Yeagley Way \$175,000	Dartmouth Lane \$58,000
Sunset Drive \$66,000	Nature Lane \$55,000
Edgewood Lane \$55,000	

There was discussion about the listed streets. Mr. Nourse stated that Whitehouse Road appears to be one of the worst and it is a highly traveled road. Councilor Walker agreed. Councilor Varney asked if the department could obtain traffic counts from the Strafford Regional Planning group. Ms. Young stated that she would make contact to see if that is possible. Councilor Varney noted that Wakefield Street was not on the list. Mr. Nourse stated that Wakefield Street is a stand alone project in the CIP as it needs water and sewer infrastructure work. Councilor Varney stated that Brickyard and Railroad Avenue do not see a lot of traffic. Councilor Walker stated that Gonic School is on Railroad so it is very busy. Mr. Fitzpatrick stated that the City Hall Parking lot should be put off until after the work on the Annex is completed. Councilor Varney asked if the parking lot is put off, could the road coming in from Wakefield Street be done. Mr. Nourse stated that yes; it could be done separately. Councilor Keans stated that Industrial Way had good and bad sections. The discussions were concluded with a request for Mr. Nourse to email an electronic version of the list and with Councilors planning to evaluate and discuss again next month.

## **6. Arena**

Chris Bowlen, Director of the Recreation Arena and Youth Services Department (RAYS), presented a handout describing the Arena Project Status. He stated that the City Council had appropriated three hundred and seventy-five thousand dollars for upgrades to the forty-one year old arena facility. Mr. Bowlen discussed the repairs to date, including the 200 feet of failed CMU wall that was replaced; the demolition of the old skate and administrative space as well as the demolition and renovation of the former YMCA space into the new pro shop and skate rental space. Mr. Bowlen described the bleacher project and the different issues that have come into place due to the way the beams and roof are aligned. He stated that the bids are due to open on March 27<sup>th</sup>, 2014 and construction is to be completed by Summer 2014. Mr. Bowlen stated that the restrooms need to be renovated, the second floor egress that was the

former entrance into the rink needs to be removed and relocated, and the wall behind the bleachers will need to be insulated. He also stated that a warming/comfort area should be added to the facility and that the mechanical systems (boilers) and roof will need to be addressed in the upcoming years. Councilor Varney asked if they had done any work on the front rooms at the Arena. Mr. Bowlen stated that they had done cosmetics only, and cited painting, flooring and decorative work completed. Councilor Varney asked if the funds available were going to allow for all of this work. Mr. Bowlen stated that he believed that the funds will be used to complete the remaining bleacher project, the insulation of the walls, the warming rooms, the restroom renovations and the relocation of the stairs. Councilor Varney suggested that Mr. Bowlen meet with finance to discuss funding and debt services available for this fund. There was discussion about the poor condition of the roof and the increased maintenance cost due to the 2001 analysis that stated it can only hold 26lbs per square foot. There was also discussion of the parking limitations.

#### **7. Other:**

**Franklin Street I/I** – Mr. Nourse stated that the Franklin Street reconstruction is scheduled to begin in construction season 2015. He stated that the Western Ave Pump Station is to be completed in 2014-2015. Mr. Nourse stated that he had looked at the cost to split it out from the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Street neighborhood I/I project and it would be too costly. He stated that in house staff could look at shimming pavement to get through an additional year. Councilor Varney stated that when the project does begin, he would like to see the Franklin Street portion begin prior to the neighborhood portion of this project.

**Micro Surfacing** – Mr. Nourse stated that he is considering testing an alternate type pavement that incorporates a fabric type emulsion that may extend the life of the pavement. He stated that NHDOT had used it on RT 28 just north of the Alton Traffic Circle. He stated that there are only three known companies putting out this type of product. Mr. Nourse stated that the company that we have used for crack sealing (Sealcoating Inc.) out of Braintree MA, is one of these companies, and the other two are in NY State. Mr. Nourse stated that he would keep the Committee informed if he is to try out this product.

**Round-A-Bout / Strafford Square** – Councilor Walker asked about the status of engineering on this project. He specifically inquired if changes had been made to the Walnut Street approach to the round-a-bout. Mr. Nourse stated that the department had put out a Request for Qualifications (RFQ) regarding all aspects of engineering. He stated that he had specified the Strafford Square project and the implementation of the RTE designs as a specific project to be address in the submissions. He stated that the RFQ is to open on April 10, 2014. Mr. Nourse stated that he intends to select the engineers for this project based on the RFQ

result and interviews and they will then address the intersection of Walnut Street as proposed by RTE.

**Stillwater Circle Bridge** – Councilor Walker asked about the bridge construction. Mr. Nourse stated that the department had SUR Construction do some of the original analysis assistance but stated that using the contractor service bid will not work. He stated this project will need to go out to competitive bid. He stated he would keep the committee informed as the funding is very tight. Councilor Keans asked if any of the original bridge plans had been found. Mr. Nourse stated that they had not found any plans and that there are not any plans for this bridge at NHDOT either.

**Salmon Falls Road** – There was discussion regarding the condition of pavement on Salmon Falls Road from Rt 202 to Milton Road. Mr. Nourse stated that this area will not be under construction until Summer 2015 at the earliest. He stated we could shim the worst areas to get it through until then. There was discussion about limiting traffic as it is in such bad shape

***Councilor Varney made a motion to recommend that the full Council post the road “Local Traffic Only” and to impose weight restrictions. The motion was seconded by Councilor Walker. The motion passed unanimously.***

***Councilor Walker made a motion to adjourn at 8:10 PM. Councilor Varney seconded the motion. The motion passed unanimously.***

Minutes respectfully submitted by Lisa Clark, Rochester DPW Office Manager



**RESOLUTION DEAUTHORIZING**  
**SO-CALLED OBTAIN SOURCE WATER PROTECTION LAND PROJECT**  
**CAPITAL BUDGET APPROPRIATION**

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

**WHEREAS**, by virtue of a resolution adopted by the Mayor and City Council of the City of Rochester in June 2012, in connection with the 2012-2013 CIP Budget for the City of Rochester, Department of Public Works, Water Works, the Mayor and City Council appropriated the sum of Forty-Five Thousand Dollars (\$45,000.00) in the 2012-2013 capital improvements budget of the City of Rochester, Public Works Department, Water Works, for the purpose of funding the so-called Obtain Source Water Protection Land project (project #13525) (the "Project"), said appropriation to be funded from the proceeds of bonding by the said City of Rochester Water Works; and

**WHEREAS**, it has been determined that the Project is no longer needed, and no Project appropriated funds have been bonded and/or expended for the Project;

**NOW THEREFORE**, in light of the fact the Project is not necessary and the Project's purposes have been satisfied without the need for the Forty-Five Thousand Dollars (\$45,000.00) appropriated for the Project, the Mayor and City Council of the City of Rochester hereby deauthorize the aforesaid Forty-Five Thousand Dollars (\$45,000.00) previous appropriation for the Project in the 2012-2013 capital improvements budget for the City of Rochester, Department of Public Works, Water Works, and withdraw any and all bonding authority with respect to the aforesaid Project.

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

CC FY 14 04-01 AB 42



3/27/14

## 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 WATER FUND CIP ACCOUNT 55016010-771000-13525	
Council Action Item <u>xx</u> or Information Only ____	Funding Required? Yes__ No <u>xx</u>
Resolution Required? Yes <u>xx</u> No ____	Funding Resolution Worksheet? Yes ____ No <u>xx</u>

AGENDA DATE	Next Available (APRIL)
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE Director DPW Signature is on file with City Clerk
DATE SUBMITTED	03/14/14
ATTACHMENTS      Yes No	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Dan Fitzpatrick Signature is on file with City Clerk
CITY MANAGER	Blaine Cox Signature is on file with City Clerk

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Roland Connors – Signature on file with City Clerk
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	55016010-771000-13525 Obtain Source Water Prot Land Balance \$45,000.00
AMOUNT	Original appropriation \$45,000
APPROPRIATION REQUIRED      Yes No <u>xx</u>	De-authorize bond amount of \$45,000.00 Property not purchased or available

#### LEGAL AUTHORITY

<b>SUMMARY STATEMENT</b> Through Consult with the Finance office the original appropriation for this account was \$45,000. The funding source is <b>bond</b> . This action is to de-authorize the unspent funds. The property this was set up for is no longer available and there is no other available land the department wished to acquire at this time.
<b>RECOMMENDED ACTION</b> 1. Resolution to de-authorize bond amount of \$45,000

CC FY14 04-01 AB 42 (De-Auth - Project 13525)

**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: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthori ation**

	Org	Object	Project	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	771000	13525			45,000.00
2				-	-	
3				-	-	-
4				-	-	-

**Appropriation**

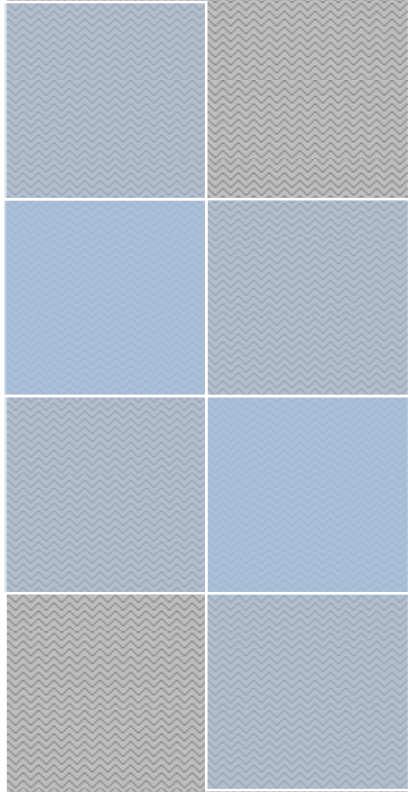
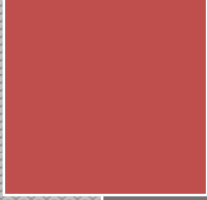
	Org	Object	Project	Fed Amount \$	State Amount \$	Local Amount \$
1						
2						
3				-	-	-
4				-	-	-

**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)



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**RESOLUTION DEAUTHORIZING PORTION OF FY 2009-2010  
SO-CALLED WATER LINES RELOCATION (SPAULDING TURNPIKE) PROJECT  
CAPITAL BUDGET APPROPRIATION**

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

**WHEREAS**, by virtue of a resolution adopted by the Mayor and City Council of the City of Rochester in June 2009, in connection with the 2009-2010 CIP Budget for the City of Rochester, Department of Public Works, Water Works, the Mayor and City Council appropriated the sum of Six Hundred Seventy-Five Thousand Dollars (\$675,000.00) in the 2009-2010 capital improvements budget of the City of Rochester, Public Works Department, Water Works, for the purpose of funding the so-called Water Lines Relocation project (project #10517) (the "Project"), said appropriation to be funded by cash drawn from the unencumbered balance of the so-called Water Fund of the said City of Rochester Water Works; and

**WHEREAS**, the Project has been completed, and the City's expenditures for such Project totaled Four Hundred Forty-One Thousand Eight Hundred Sixty-Seven Dollars and Eleven Cents (\$441,867.11), leaving an unexpended appropriated balance for the Project in the amount Two Hundred Thirty-Three Thousand One Hundred Thirty-Two Dollars and Eighty-Nine Cents (\$233,132.89), which balance is no longer needed for the Project;

**NOW THEREFORE**, in light of the fact that the City's expenditures for such Project, left the sum of Two Hundred Thirty-Three Thousand One Hundred Thirty-Two Dollars and Eighty-Nine Cents (\$233,132.89) of Project funding unexpended and unnecessary for its purpose, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize Two Hundred Thirty-Three Thousand One Hundred Thirty-Two Dollars and Eighty-Nine Cents (\$233,132.89) of the previously appropriated Project funds for the 2009-2010 capital budget for the City of Rochester, Department of Public Works, Water Works, for the above mentioned purpose, thereby reducing the remaining amount of the aforesaid appropriation to a total of Four Hundred Forty-One Thousand Eight Hundred Sixty-Seven Dollars and Eleven Cents (\$441,867.11) for the 2009-2010 fiscal year capital budget of the City of Rochester, Department of Public Works, Water Works, for the aforesaid purpose, and further transfer the above mentioned deauthorized cash funds in the amount of Two Hundred Thirty-Three Thousand One Hundred Thirty-Two Dollars and Eighty-Nine Cents (\$233,132.89) to the so-called Water Fund of the City of Rochester Water Works.

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

CC FY 14 04-01 AB 43





3/27/14

## 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 WATER FUND CIP ACCOUNT 55016010-771000-10517	
Council Action Item <u>xx</u> or Information Only ____	Funding Required? Yes__ No <u>xx</u>
Resolution Required? Yes <u>xx</u> No ____	Funding Resolution Worksheet? Yes ____ No <u>xx</u>

AGENDA DATE	Next Available (APRIL)
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE DPW Director Signature on file at City Clerks office
DATE SUBMITTED	03/14/14
ATTACHMENTS      Yes <u>xx</u> No	2

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	CASH
ACCOUNT NUMBER	55016010-771000-10517 Spaulding Turnpike Remaining Balance \$233,132.89
AMOUNT	Original appropriation \$675,000.00
APPROPRIATION REQUIRED      Yes No <u>xx</u>	De-authorize cash amount of \$233,132.89 PROJECT COMPLETED

#### LEGAL AUTHORITY

--

#### SUMMARY STATEMENT

The original appropriation for this account was \$675,000. The funding source is cash. This action is to de-authorize the remaining balance as project is completed.

#### RECOMMENDED ACTION

1. Resolution to de-authorize cash amount of \$233,132.89.
2. Resolution to return funds to the Water Fund Cash account.

CC FY14 04-01 AB 43 (De-Auth - Project 10517)

**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: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthori ation**

	Org	Object	Project	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	771000	10517			233,132.89
2				-	-	
3				-	-	-
4				-	-	-

**Appropriation**

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

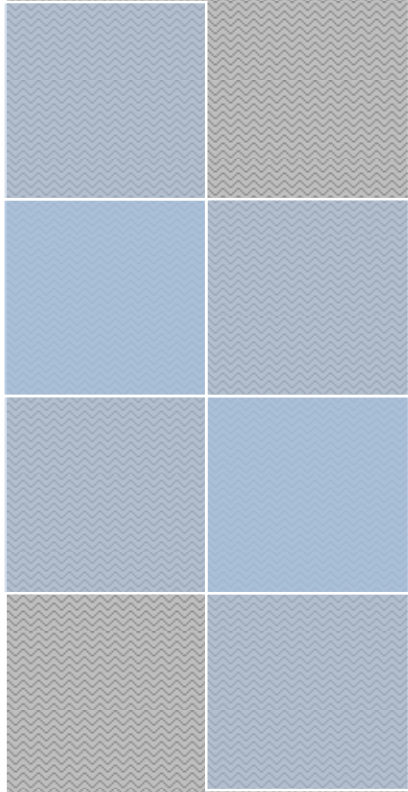
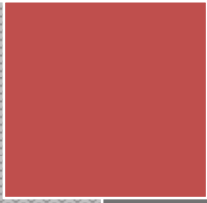
**Revenue**

	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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**RESOLUTION DEAUTHORIZING**  
**SO-CALLED WATER LINES RELOCATION (SPAULDING TURNPIKE) PROJECT**  
**FY 2010-2011 CAPITAL BUDGET APPROPRIATION**

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

**WHEREAS**, by virtue of a resolution adopted by the Mayor and City Council of the City of Rochester in June 2010, in connection with the 2010-2011 CIP Budget for the City of Rochester, Department of Public Works, Water Works, the Mayor and City Council appropriated the sum of Two Hundred Twenty-Five Thousand Dollars (\$225,000.00) in the 2010-2011 capital improvements budget of the City of Rochester, Public Works Department, Water Works, for the purpose of funding the so-called Water Lines Relocation project (project #11517) (the "Project"), said appropriation to be funded from the proceeds of bonding by the said City of Rochester Water Works; and

**WHEREAS**, it has been determined that the Project is no longer needed, and no Project appropriated funds have been bonded and/or expended for the Project;

**NOW THEREFORE**, in light of the fact the Project is not necessary and the Project's purposes have been satisfied without the need for the Two Hundred Twenty-Five Thousand Dollars (\$225,000.00) appropriated for the Project, the Mayor and City Council of the City of Rochester hereby deauthorize the aforesaid Two Hundred Twenty-Five Thousand Dollars (\$225,000.00) previous appropriation for the Project in the 2010-2011 capital improvements budget for the City of Rochester, Department of Public Works, Water Works, and withdraw any and all bonding authority with respect to the aforesaid Project.

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

CC FY 14 04-01 AB 44



3/27/14

## 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 WATER FUND CIP ACCOUNT 55016010-771000-11517	
Council Action Item <u>xx</u> or Information Only ____	Funding Required? Yes__ No <u>xx</u>
Resolution Required? Yes <u>xx</u> No ____	Funding Resolution Worksheet? Yes ____ No <u>xx</u>

AGENDA DATE	Next Available (APRIL)
DEPT. HEAD SIGNATURE	Peter C. Nourse Director - DPW Signature is on file at City Clerks Office
DATE SUBMITTED	03/14/14
ATTACHMENTS      Yes No	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	55016010-771000-11517 Spaulding Turnpike Remaining Balance \$225,000
AMOUNT	Original appropriation \$225,000.00
APPROPRIATION REQUIRED      Yes No <u>xx</u>	De-authorize bonding amount of \$225,000.00 PROJECT COMPLETED

**LEGAL AUTHORITY**

<p style="text-align: center;"><b>SUMMARY STATEMENT</b></p> <p>The original appropriation for this account was \$225,000. The funding source is bond. This action is to de-authorize as project is completed.</p> <p style="text-align: center;"><b>RECOMMENDED ACTION</b></p> <p>1. Resolution to de-authorize bonding amount of \$225,000.</p>
--

CC FY14 04-01 AB 44 (De-Auth - Project 11517)



**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: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthori ation**

	Org	Object	Project	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	771000	11517			225,000.00
2				-	-	
3				-	-	-
4				-	-	-

**Appropriation**

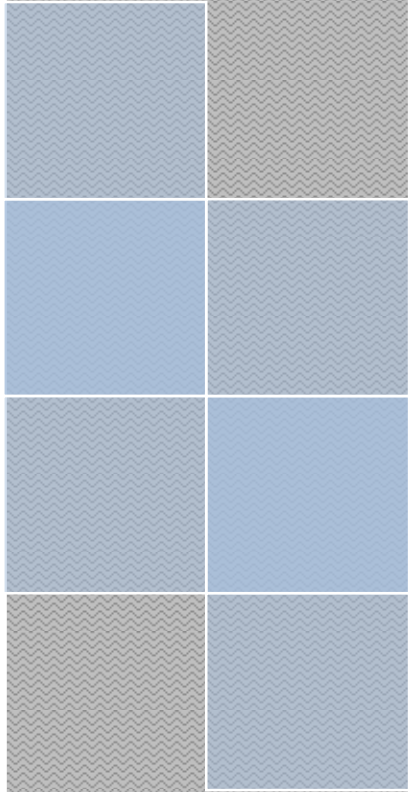
	Org	Object	Project	Fed Amount \$	State Amount \$	Local Amount \$
1						
2						
3				-	-	-
4				-	-	-

**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)



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**RESOLUTION ACCEPTING A**  
**EMERGENCY MANAGEMENT PERFORMANCE GRANT**  
**AND MAKING A SUPPLEMENTAL APPROPRIATION**  
**IN CONNECTION THEREWITH**

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

**I.** That a Emergency Management Performance Grant through the NH Homeland Security & Emergency Management program in the amount of Two Thousand Five Hundred Dollars (\$2,500.00) to the City of Rochester, Fire Department, for the purpose of paying costs associated with the update of the City of Rochester's Local Emergency Operations Plan ("LEOP") is hereby accepted, and such grant funds shall be assigned to a non-lapsing multi-year account(s) established/designated by the Finance Director in the 2013-2014 fiscal-year operating budget of the Rochester Fire Department. The above grant has associated with it a 50% match from the City of Rochester, which match is to be paid from so-called in kind services to be provided by the City of Rochester with respect to the update of the LEOP.

Further, that the sum of Two Thousand Five Hundred Dollars (\$2,500.00) be, and hereby is, appropriated as a supplemental appropriation to the 2013-2014 operating budget for the City of Rochester, Fire Department, such funds to be expended for the purpose of paying costs associated with the update of the City of Rochester's Local Emergency Operations Plan ("LEOP"), and to be assigned to the account(s) to be established/designated by the Finance Director in the 2013-2014 fiscal year operating budget of the Rochester Fire Department. Further that the source of the revenues necessary to fund such appropriation shall be drawn in their entirety from the above referenced Emergency Management Performance Grant.

**III.** 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 are necessary to implement the transactions contemplated by this Resolution.

CC FY14 04-01 AB 45



3/27/14

**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 Supplemental Appropriation to the Fire Dept. for EMPG Grant for Local Emergency Operations Plan (LEOP) Update Project	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	April 1,2014		
DEPT. HEAD SIGNATURE	Norm Sanborn Jr. Original signature on file with City Clerk		
DATE SUBMITTED	March 19,2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Dan Fitzpatrick Original signature on file with City Clerk
CITY MANAGER	Blaine Cox Original signature on file with City Clerk

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	Roland Connors Original signature on file with City Clerk
SOURCE OF FUNDS	EMPG Grant
ACCOUNT NUMBER	61022020-532200-145xx (TBD)
AMOUNT	\$2,500.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

Council Action Required

CC FY14 04-01 AB 45(Fire Dept. EMPG Grant)

**SUMMARY STATEMENT**

The Fire Dept. is eligible for a grant which requires a fifty percent match from the City, Federal share of grant is for \$2,500.00 and will be reimbursed to the City. The required \$2,500.00 match will be covered by in-kind services from the City. The grant will cover the non-city portion cost (\$2,500.00) of Hubbard Consulting LLC Services. This is to update the City of Rochester's Local Emergency Operations Plan.

**RECOMMENDED ACTION**

Recommend Council approve supplemental appropriation to the Fire Dept. budget.



**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: Annual Lapsing ☐ Multi-year 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	61022020	532200	145XX	2,500.00	-	-
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 ☐

**EXHIBIT B****Grant Amount and Method of Payment****1. GRANT AMOUNT**

	<b>Applicant</b>	<b>Grant</b>	
	<b>Share</b>	<b>(Federal Funds)</b>	<b>Cost Totals</b>
Project Cost	\$2,500.00	\$2,500.00	\$5,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
<b>Awarding Agency:</b> Federal Emergency Management Agency (FEMA)			
<b>Award Title &amp; #:</b> Emergency Management Performance Grant (EMPG) 2013-EP-00057-S01			
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b> 97.042 (EMPG)			

**2. PAYMENT SCHEDULE**

- a. “The Grantee” agrees the total payment by “the State” under this grant agreement shall be up to \$2,500.00.
- b. “The State” shall reimburse up to \$2,500.00 to “the Grantee” upon “the State” receiving appropriate documentation of expended funds from “the Grantee”.



**Rochester Fire Department**  
City of Rochester  
37 Wakefield Street – Rochester, NH 03867

Norman Sanborn Jr.  
Chief of Department

Tel (603) 335-7545  
Fax (603) 332-9711

March 19, 2014

To: Dan Fitzpatrick, City Manager  
From: Norman Sanborn Jr., Fire Chief  
Subject: EMPG Grant

The City of Rochester's Local Emergency Operations Plan (LEOP) is currently due to be updated. An Emergency Management Performance Grant (EMPG) is currently available to cover the cost of this plan update.

I applied for this grant in February after receiving approval from you to apply. The grant amount is for \$2500.00 which will cover the total cost of hiring Hubbard Consulting LLC services to complete the plan update. There is a 50% match which will be covered by in-kind services from city staff time.

I have received a grant agreement from the New Hampshire Homeland Security and Emergency Management Office for you to approve after the City Council approval. I believe this is in the best interest of the City and Fire Department. By obtaining this grant we will receive the funds needed to complete this project. If you need any more information or have any questions, please feel free to contact me.

Sincerely,

Norman Sanborn Jr.  
Fire Chief

Cc: Blaine Cox, Deputy City Manager  
Attachments



3/27/14

## 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

Merit Plan Wage and Classification Analysis

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	April 1, 2014	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Blaine Cox, Deputy City Manager Original signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick, City Manager Original signature on file with City Clerk

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

**Charter Section 60:** The first City Manager under this Charter shall draft and submit to the City Council ... a set of rules and regulations ... providing for the establishment of a merit system of personnel administration ... and ... 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 sixty (60) days of amendment submittal.

**SUMMARY STATEMENT**

Retain the services of Municipal Resources, Inc. (MRI) to conduct a market survey, review position classifications and develop wage/ salary schedules for all positions covered by the City's Non-Union Employment Policy Handbook. MRI has quoted a cost of \$250 per position to be studied and there are 16 positions covered and therefore the total cost would be \$4,000.

**RECOMMENDED ACTION**

Council support of this project.



**AMENDMENTS TO CHAPTER 17 OF THE  
GENERAL ORDINANCES OF THE CITY OF ROCHESTER  
REGARDING WATER LEAKAGE PREVENTION AND  
MITIGATION PROCEDURES AND RESPONSIBILITIES**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 17 of the General Ordinances of the City of Rochester, entitled “Water”, as presently amended, be further amended as follows:

- I.** That Section 17.2 of the General Ordinances of the City of Rochester, as presently amended, and entitled “Definitions”, be further amended, by adding to said Section 17.2, the following provision, to be known as Section 17.2 (g) of the General Ordinances of the City of Rochester, to wit:

**17.2 Definitions.**

\* \* \*

“(q) Water Leakage. The loss of City water on the private property (or on other private property(s) over which the customer’s water service must pass) of a City water customer due to a compromise of the customer’s interior or exterior plumbing.”

- II.** That Section 17.3 of the General Ordinances of the City of Rochester, as presently amended, and entitled “Definitions”, be further amended, by adding to said Section 17.3, the following provision, to be known as Section 17.2 (q) of the General Ordinances of the City of Rochester, to wit:

**17.3 Policy Statement.**

\* \* \*

“(g) Treated drinking water produced by City facilities and distributed through the City distribution system is a valuable public resource, funded by water rate payers. It is the obligation of all water customers to correct any leakages which occur on their property in a timely and effective manner. Customer failure to correct leakages on their property (or to have repaired leakage occurring on other private property(s) over which the customer’s water service extends) is, after notification of the customer pursuant to the provisions of Section 17.20-A of this Chapter, for purposes of this Chapter, considered willful waste of water.”

- III.** That Chapter 17 of the General Ordinances of the City of Rochester, entitled “Water”, as presently amended, be further amended, by adding to said Chapter the following new provision, to be known as Section 17.20-A of the General Ordinances of the City of Rochester, to wit:

**“17.20-A Prevention and Enforcement of Willful Water Waste.**

Treated drinking water produced by City facilities and distributed through the City distribution system is a valuable public resource, funded by water rate payers. It is the obligation of all water customers to correct any leakages which occur on their property (or to have repaired leakage occurring on private property(s) over which the customer's water service extends) in a timely and effective manner. Customer failure to correct leakages on such property is, for purposes of this Chapter, considered willful waste of water. The Department of Public Works shall utilize the following procedures to alert customers experiencing atypical variation increases in water consumption to alert customers to the possibility of leakage in their (or a master reader's) water service.

- (a) **Mobile/Manufactured Home Parks and other similar accounts, with Individual Unit Meters and a Master Meter(s).** Such accounts will have summed, by the Department of Public Works, or by its agent(s), the total consumption value of individual unit meters for each regular billing cycle. This summed value will be compared to the master meter consumption value, or in the event of multiple master meters, the sum value of the master meters. A variation of 10% or more between the sum value of the individual unit meter readings and the master meter value, or sum value of multiple master meter readings, will create/establish the obligation of the customer to investigate and, if necessary, report and correct, at customer's expense, water leakage on their property (or on other private property(s) over which their water service extends). Such variations when identified will be documented by the Department of Public Works and a written notice shall be sent by certified mail, return receipt requested, to customer. Upon receipt of notification, customer will have 90 days to correct any water leakage and report completion of such repairs back to the Department of Public Works. In cases where no leakage is determined to exist, or to have existed, but increased consumption does occur, or is occurring, the customer has the obligation to communicate a credible explanation for the increased consumption to the Department, and to assume responsibility, in writing if requested by the Department of Public Works, for payment responsibility for such increased consumption. Failure of the customer to respond to such notice by communicating to the Department of Public Works the actions needed, and being taken to correct water leakage, and credible explanation for the increased consumption to the Department the time reasonably required to implement repairs, or by communicating a credible explanation for the increased consumption to the Department and indicating the customer's assumption of responsibility for payment responsibility for such increased consumption will constitute grounds for termination of water service following the expiration of the 90 day repair period, until such leakage is corrected or explanation received. In such cases, an appeal to the Utility Advisory Board for abatement of fees during the 90 day period will not be heard.
- (b) **Accounts of Individual Unit Meters without Master Meters.** The Department of Public Works monitors average quarterly water consumption reflected by customer's account(s), and such consumption is communicated to the customer in its monthly, quarterly or other regular bill. When monitoring, if above normal consumption, or a situation indicating a potential leakage of water on the customer's property (or on other private property over which the customer's water service extends) is identified, the Department will issue a written advisory to the customer.

- (c) **Water Leaks on Customer Property (or other Private Property over which a Customer's Water Service Extends) Known to Exist by Department of Public Works.** In such cases where it is apparent from the street, or the Department of Public Works otherwise knows of water leakage on the customer's property (or on other private property over which the customer's water service extends), the Department will advise the customer in writing of their obligation to investigate and respond to such leakage at their expense. Failure of the customer to respond to such leakages and inform the Department of their response within 7 days of receipt will constitute grounds for termination of water service until such leakage is addressed by response. In the event of a known leak of significant volume on customer property (or on other private property over which the customer's water service extends) which cannot be isolated on the property, the Department of Public Works will immediately terminate service to the property. Customer shall be responsible for repairs to the leakage prior to resumption of City water service."

CC FY 14 04-01 AB 41



3/27/14

**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 : The Codes and Ordinances Committee recommends to the City Council to amend Chapter 17, Water, of the General Ordinances.**COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	April 1, 2014		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	March 13, 2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	5	

**COMMITTEE SIGN-OFF**

COMMITTEE: <b>The Codes and Ordinances Committee</b>	
CHAIR PERSON: <b>Councilor Peter Lachapelle</b>	<b>Original signature on file with the City Clerk</b>

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER: <b>Blaine Cox</b>	<b>Original signature on file with the City Clerk</b>
CITY MANAGER: <b>Dan Fitzpatrick</b>	<b>Original signature on file with the City Clerk</b>

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY****Sent to Attorney Dan Wensley March 13, 2014**

CC FY14 04-01 AB 41 (Amendment to Chapter 17)

**SUMMARY STATEMENT**

The Codes and Ordinances Committee recommends to the City Council to amend Chapter 17, Water, of the General Ordinances. Approving the change, see attached minutes from the Codes and Ordinances meeting dated March 6, 2014.

**RECOMMENDED ACTION**

Approve

### 3. Approval of the Codes and Ordinances Committee Minutes

- February 6, 2014

Councilor Lauterborn **MOVED** to **ACCEPT** the Committee minutes of February 6, 2014. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 4. Water Policies

Peter Nourse, Commissioner of Public Works, distributed a revised draft of Ch. 17 of the General Ordinances to the committee members. He explained that at last month's Codes and Ordinances Committee meeting his original proposed ordinance was recommended to go to full council for adoption with one exception: no single metered customers, primarily residential customers would be penalized. He explained that he revised the language of 17.34 (b), to indicate this. He stated that the Department of Public Works would send out an advisory letter for a potential leak, but the customer would not be penalized if they were paying their bill.

Councilor Lauterborn questioned why the ordinance did not differentiate between residential and multi-residential. Mr. Nourse addressed this for her.

Mr. Nourse stated that the ordinance was altered after meeting with the Codes and Ordinances Committee and the UAB Committee. The UAB Committee approved the wording of the ordinance with the acceptance of adding "C", which would soften the language on the leakage. This would reflect that no penalty would be imposed as long as the resident responded to the leak within a seven day period.

Councilor Lauterborn appreciated Mr. Nourse's efforts in revising the ordinance and this ordinance made sense to her.

Councilor Larochelle asked how much of an issue is this to the City. Mr. Nourse explained that this was an issue with the larger users, such as users with master meters or multi-unit meters, and there are some major leaks within the City when it comes to these users.

Mr. Nourse explained that this ordinance proposal came as a directive of the Finance Committee and the City Manager due to abatements. He said that if the water leak is not going into the sewer you can not charge for it. Councilor Larochelle stated that there should be no abatement if they are doing it knowingly.

Mr. Nourse stated that the UAB supports that a customer should pay up front with the exception of the overage that is being appealed. He has incorporated this into the standard operating procedures.

Councilor Lachapelle addressed the time period for appeals. He asked Mr. Nourse about the 180 days versus the 90 days. Mr. Nourse explained that the UAB favors the 90



days. He explained that currently the water and sewer differ on days and that they should read the same pertaining to the next billing cycle.

Councilor Varney asked if this meant that every appeal that goes over the 90 days will be sent to the City Council because he does not want to see that happen. Lisa Clark, Department of Public Works Office Manager, explained that it should not get to that point. Ms. Clark said that before that would happen the customer would have resolved the issue, paid the bill, or appealed the bill.

Councilor Varney expressed his concerns about a resident that had been charged for sewer for twenty-five years and was not on City sewer. Ms. Clark explained that this resident did not know when he bought the house that he was not on sewer and that the issue has been resolved.

Councilor Lachapelle asked if the Codes and Ordinance Committee wanted to recommend the new water ordinance proposal to the full City Council.

Councilor Lauterborn **MOVED** to recommend the revised water ordinance to the full City Council. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Larochelle expressed his concerns with ordinance 17.26 C. This ordinance “states that on a multi-line, if one customer does not pay their bill, and one or more may be innocent the customer’s water could be shut off because of the one customer that is not paying”. Mr. Nourse explained that most multi line customers are mobile home parks. Ms. Clark explained that this is very infrequent; however there are a few within the City. Councilor Larochelle asked if the multi-line section should still be in the ordinance. Councilor Varney stated that it should be left alone for now. Councilor Lachapelle agreed.

Councilor Larochelle asked if he could make a motion to strike 17.26 C, as a non-member. Councilor Lachapelle stated that he would have to do this at the City Council level.

## 5. Proposed Rental Housing Ordinance

Jim Grant, Director of Building, Zoning, and Licensing Services (BZLS), explained to the Codes and Ordinances Committee that earlier in the day he had met with the Rochester Property Owners Association in regards to this ordinance. He stated that they were a good group to talk to and appeared to be receptive to this type of ordinance. He did not feel that this group would be penalized by this ordinance.

Mr. Grant stated that the group discussed making this a voluntary compliance. He said the buildings would be inspected and receive a certificate stating that they were in compliance. When all is said and done, this could help them if they have any court issues.

Mr. Grant explained that the association had a slight issue with the fee schedule. He said that the housing ordinance needs to be tweaked. He added that the property owners association would draft something more suitable and get back to him. He stated that it could be a two month process and he would like this issue held in committee at this time.

**Proposed Changes to Chapter 17 of City Ordinances – Water  
Regarding Inclusion of Water Conservation Measures Incumbent  
Upon Customers to the City System**

**FINAL DPW VERSION**

**For**

**SOLICITOR REVIEW**

**with**

**CODES and ORDINANCES COMMITTEE**

**And**

**UTILITY ADVISORY BOARD**

**APPROVAL**

**INCORPORATING**

**Revisions following 3/6/14 and 2/6/14 Codes Committee and  
2/10/14 UAB Review**

**17.3 Policy Statement**

*Proposed addition of new (g) below*

(g) Treated drinking water produced by City facilities and distributed through the City distribution system is a public resource of value, funded by water rate payers.

It is the obligation of all water customers to correct any leakages which occur on their property in a timely and effective manner. Customer Failure to correct leakages on their property is considered willful waste of water. *Propose addition of new 17.34*

#### **17.34 Enforcement of Water Wastage**

Treated drinking water produced by City facilities and distributed through the City distribution system is a public resource of value, funded by water rate payers. It is the obligation of all water customers to correct any leakages which occur on their property in a timely and effective manner. Customer Failure to correct leakages on their property is considered willful waste of water.

- (a) Mobile/Manufactured Home Parks and other accounts with individual unit meters and a master meter(s). Such accounts will have summed the total consumption value of individual unit meters for each regular billing cycle. This summed value will be compared to the master meter consumption value or in the event of multiple master meters, the sum value of the master meters. A variation of 10% or more between the sum value of the individual unit meter readings and the master meter value, or sum value of multiple master meter readings will constitute the obligation of the customer to investigate and if necessary correct water leakage at their expense on their property. Such variations when found will be documented by the Department of Public Works and notice sent to customer in writing. Upon receipt of notification, Customer will have 90 days to correct any water leakage and report completion of such repairs back to the Department of Public Works. In cases where there is no leakage but increased consumption, the Customer has the obligation to communicate the credible explanation for the increased consumption to the Department. Failure of the customer to respond to such notice by communicating actions to correct water leakage or by communicating the credible explanation for increased consumption will constitute grounds for termination of water service following the 90 day period until such leakage is corrected or explanation received. In such cases, an appeal to the Utility

Advisory Board for abatement of fees during the 90 day period will not be heard.

- (b) Accounts of Individual Unit Meters without Master Meters. The Department of Public Works monitors average quarterly consumption of customer accounts in an advisory interest to the customer. When monitoring, if above normal consumption or otherwise a potential leakage of water on the customer's property is observed, the Department will issue a written advisory to the customer.
- (c) Water Leaks on Customer Property Known to Exist by Department of Public Works. In such cases where it is apparent from the street, or the Department of Public Works otherwise knows of water leakage on the customer's property, the Department will advise the customer in writing of their obligation to investigate and respond to such leakage at their expense. Failure of the customer to respond to such leakages and inform the Department of their response within 7 days of receipt will constitute grounds for termination of water service until such leakage is addressed by response. In the event of a known leak of significant volume on customer property which cannot be isolated on the property, the Department of Public Works will immediately terminate service to the property. Customer shall be responsible for repairs to the leakage prior to resumption of City supply.

## **17.2 Definintions**

Water Leakage: The loss of City water on the private property of a City water customer due to a compromise of customer's interior or exterior plumbing.

**AMENDMENT TO ORDINANCES**  
**REPEALING CHAPTER 42**  
**OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER**  
**AND ADOPTING A NEW COMPREHENSIVE ZONING ORDINANCE,**  
**TO BE KNOWN AS CHAPTER 42 OF THE GENERAL ORDINANCES**  
**OF THE CITY OF ROCHESTER, IN ITS STEAD**

THE CITY OF ROCHESTER ORDAINS:

**I.** That Chapter 42 of the General Ordinances of the City of Rochester, as presently amended and enacted as of April 1, 2014, is hereby repealed in its entirety, and a new comprehensive zoning ordinance, in the form set forth and annexed hereto as **EXHIBIT A** (the text of the proposed new Chapter 42) and **EXHIBIT B** (proposed new Official Zoning Map(s) for the City of Rochester) including the tables and map(s) included therein, whether by specific inclusion therein or by inclusion by reference thereto is adopted in its stead, said comprehensive zoning ordinance to be known as Chapter 42 of the General Ordinances of the City of Rochester.

**II.** That the City Clerk, or her designee, is hereby authorized to format and/or reformat the aforesaid new Chapter 42 of the General Ordinances of the City of Rochester, in its form as herein adopted, in a manner consistent and/or compatible with the formatting utilized in the existing General Ordinances of the City of Rochester, of which such new Chapter 42 will hereinafter constitute a part.

**III.** That the new Chapter 42 of the General Ordinances of the City of Rochester shall take effect upon its passage.

# **EXHIBIT A**

to

**“AMENDMENT TO ORDINANCES  
REPEALING CHAPTER 42  
OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER  
AND ADOPTING A NEW COMPREHENSIVE ZONING ORDINANCE,  
TO BE KNOWN AS CHAPTER 42 OF THE GENERAL ORDINANCES  
OF THE CITY OF ROCHESTER, IN ITS STEAD”**

**TEXT OF PROPOSED NEW CHAPTER 42  
of the General Ordinances of the City of Rochester**

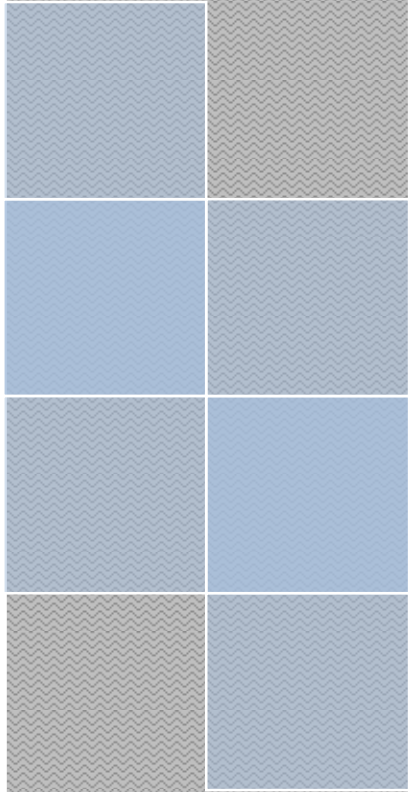


# **EXHIBIT B**

to

**“AMENDMENT TO ORDINANCES**  
**REPEALING CHAPTER 42**  
**OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER**  
**AND ADOPTING A NEW COMPREHENSIVE ZONING ORDINANCE,**  
**TO BE KNOWN AS CHAPTER 42 OF THE GENERAL ORDINANCES**  
**OF THE CITY OF ROCHESTER, IN ITS STEAD**

**PROPOSED NEW OFFICIAL ZONING MAP(S) FOR THE CITY OF ROCHESTER**  
**See Article I (J) of Chapter 42 of the General Ordinances of the City of Rochester**



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# Rochester City Council

## Community Development Committee

**DRAFT**

### MEETING MINUTES

**James Gray, Chairperson**  
**Elaine Lauterborn, Vice-Chair**  
**Sandra Keans**  
**Derek "Mac" Kittredge**  
**Jake Collins**

<b>Meeting Date:</b>	March 27, 2014	
<b>Members Present:</b>	Councilor Gray Councilor Lauterborn Councilor Kittredge Councilor Collins	<b>Members Absent:</b> Councilor Keans
<b>Staff:</b>	Elena Engle- Community Development Specialist Crystal DeButts . Planning Department Secretary	
<b>Guests:</b>	Mike Provost- Rochester Main Street Dennis Ottino - Rochester Main Street	

Councilor Gray called the meeting to order at 6:00PM. **Motion was made to approve the February 27, 2014 Community Development Committee minutes by Councilor Lauterborn and seconded by Councilor Collins, minutes were approved unanimously.**

**Motion to amend the agenda to include Rochester Main Street made by Councilor Collins and seconded by Councilor Lauterborn.**

<b>Discussion- Rochester Main Street</b>	Mike Provost from Rochester Main Street discussed the under utilization of the Riverwalk and that the volunteers came up with a design concept for banners to be put up throughout the city. Mr. Provost sought input from the committee on the banner design. No objection was made to the design.
<b>Discussion- Facility and Infrastructure Projects</b>	<p>Ms. Engle presented the final CDBG budget from HUD totaling \$239,000 which leaves approximately \$93,350 for facility/infrastructure projects after administration, public services, housing and economic development are taken out of the total.</p> <p>Ms. Engle began by discussing a request by Councilor Keans to look into bike racks in the Downtown. Mike Provost weighed in on the idea and noted that bike racks and other bike friendly projects were identified in the Street Audit that was completed on the Downtown. Mr. Provost indicated that the Rochester Main Street Program is in support of bike racks in Downtown but would request that it be coupled with other bike friendly improvements. Mr. Provost discussed a program called the Sharrow Program that works with communities to make small modifications such as painting of shared lane markings for bicyclists or pavement markings installed on streets popular with pedestrians.</p>

	<p>Councilor Gray suggested starting out with a few bike racks first, before looking at more and suggested specifically the Riverwalk location. Because this project has not yet made it to other committees such as PW Committee, the committee decided not to include as a project for the FY 14-15 CDBG Grant funding, but to explore this project and consider using prior year CDBG funds if the project gains support.</p> <p>Ms. Engle reviewed the other two projects being recommended for CDBG funding in FY 14-15. The Library Rooftop Heating/Cooling Unit (\$50,000) and the Hanson Pines Skateboard Structures. Ms. Engle explained the CIP lists \$15,000 for the skateboard structures but when she met with the Recreation Dept. this amount would be to repair/maintain the current structures. CDBG funds cannot be used to maintain and after talking with the Rec. Dept. these structures were donated and are for indoor use, so repairing them may not be the best option. CDBG funds can be used to replace them with the proper outdoor equipment; however, accurate costs are still being gathered by the Rec. Dept. Ms. Engle has used a place holder of \$43,350 (balance after the Library Project) until better estimates are obtained.</p> <p><b>A motion was made by Councilor Lauterborn to recommend these projects at the above funding levels and Councilor Collins seconded.</b></p>
<p><b>Discussion- CDBG Funded Public Services</b></p>	<p>Ms. Engle discussed that the 15% cap for public services allowed <b>\$35,850</b> in funding for public services. There were 14 agencies that applied for these funds, totaling requests in the amount of \$74,500. Ms. Engle and Councilor Gray presented the average ratings of the agencies that applied for CDBG funding under the public services cap (15%). The Committee reviewed the information and selected the agencies with the highest averages on a scale of 1(low)-5(high) indicating level of support within each priority needs category as defined in the 2010-2015 Consolidated Plan (ie; Basic Needs, Safety Net, Investment. The following recommendations for funding were made:</p> <p><b>Basic Needs:</b>  Homeless Center for Strafford County: <b>\$7,650</b>  SHARE Fund: <b>\$5,000</b>  My Friends Place: <b>\$6,600</b>  Crossroads House: <b>\$4,600</b>  Goodwin Community Health Center: <b>\$0</b>  AIDS Response Seacoast: <b>\$0</b></p> <p><b>Safety Net:</b>  Tri-City Coop: <b>\$2,000</b>  Rochester Child Care Center: <b>\$0</b>  A Safe Place: <b>\$0</b>  Sexual Assault Support Services: <b>\$0</b>  CASA: Rochester Child Care Center: <b>\$0</b></p> <p><b>Investment:</b>  Dover Adult Learning Center <b>\$5,000</b>  Project Pride: <b>\$5,000</b></p>

	<p>Big Brothers/Big Sisters of Greater Seacoast: <b>\$0</b></p> <p><b>TOTAL: \$35,850</b></p> <p><b>Motion was made by Councilor Collins to accept these recommendations and was seconded by Councilor Kittredge and carried unanimously.</b></p>
<b>Discussion- CDBG Funding under Housing and Economic Development</b>	<p>Ms. Engle and Councilor Gray presented the average ratings of the agencies that applied for CDBG funding under the Housing and Economic Development Categories (not subjected to any funding cap).</p> <p>Community Action Partnership of Strafford County (Weatherization Assistance Program) requested level funding under “<b>Housing</b>” from the prior year of <b>\$50,000</b>.</p> <p>NH Small Business Development Center requested level funding under “<b>Economic Development</b>” from the prior year of <b>\$12,000</b>.</p> <p><b>Motion was made by Councilor Collins to accept the funding recommendation and seconded by Councilor Kittredge and carried unanimously.</b></p>
<b>Discussion- City Funding of Public Services</b>	<p>Ms. Engle and Councilor Gray presented the average ratings of the agencies that applied for funding directly from the City of Rochester. Ms. Engle explained that the Finance Dept. has allowed for <b>\$47,500</b> for funding of public services in the City budget. There were six agencies that applied for this funding and the recommendations are as follows:</p> <p>Cornerstone VNA <b>\$28,000</b>  Homemakers Health Services <b>\$10,500</b>  Community Action Partnership of Strafford County-General: <b>\$9,000</b>  Big Brothers/Big Sisters of the Greater Seacoast: <b>\$0</b>  Girls Incorporated of NH, Child and Family Services of NH: <b>\$0</b>  Child and Family Services of NH: <b>\$0</b></p> <p><b>TOTAL: \$47,500</b></p> <p><b>Motion made by Councilor Collins to accept these recommendations and was seconded by Councilor Kittredge and carried unanimously.</b></p>
<b>NEXT MEETING TOPICS</b>	TBD- Please send meeting topics to Elena Engle.

**Motion to adjourn made by Councilor Kittredge and seconded by Councilor Gray.  
The meeting was adjourned at 7:02 pm.**

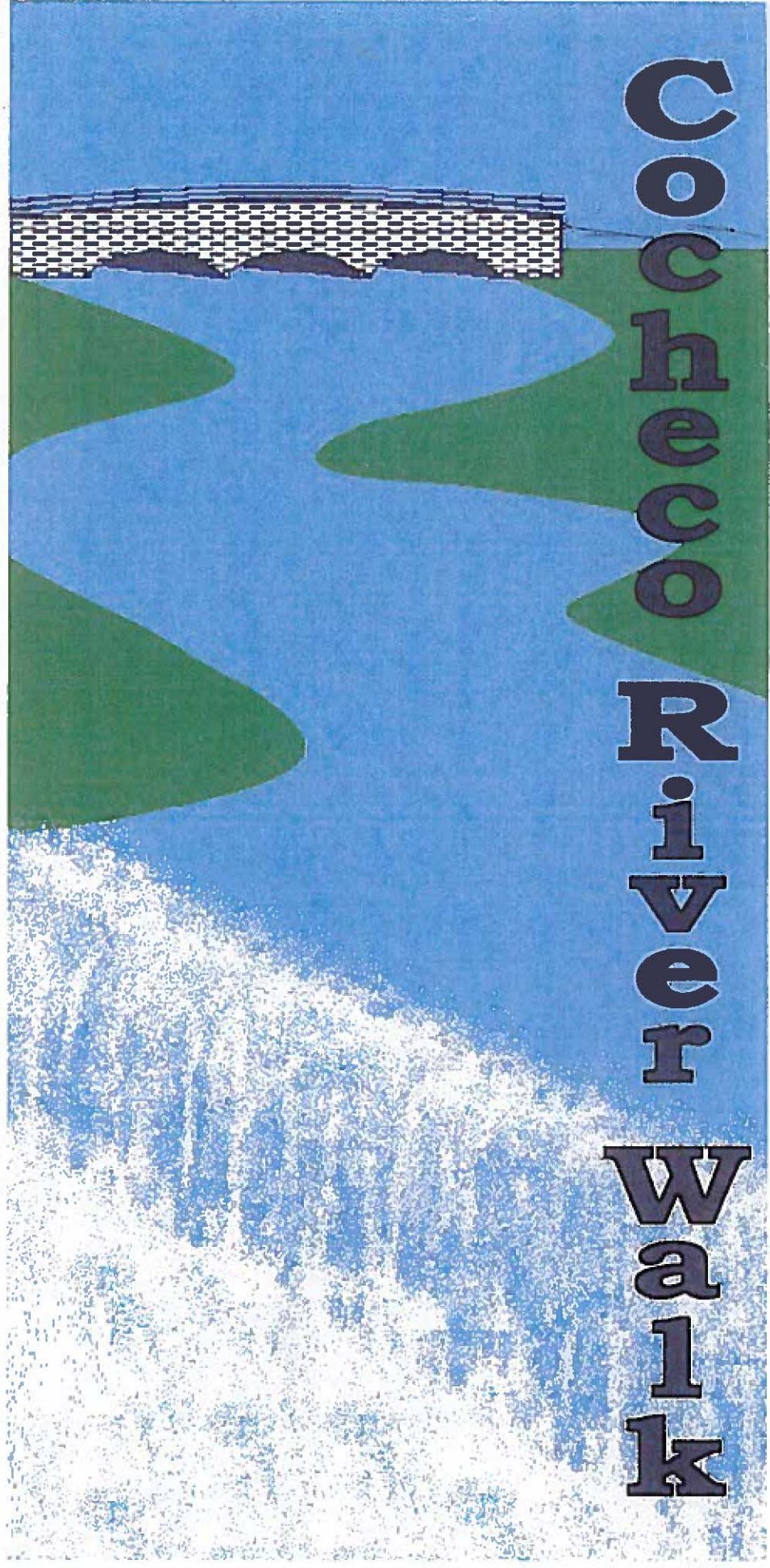
Next Meeting . April, 24 2014 in the Conference Room at City Hall  
Topics

- TBD



Central Square

28  
37



# Cocheco River Walk



## Recommended Funding Breakdown for CDBG Grant FY 14-15

Estimated Grant	
Current Grant Amount (FY 14-15)	\$239,000
Estimated Administration (20%)	\$47,800
Estimated Funding for Public Services (15%)	\$35,850
<b>BALANCE</b>	<b>\$155,350</b>

Housing and Economic Development Projects	
	<b>\$155,350</b>
Community Action Partnership of Strafford County	\$50,000
NH Small Business Development Center	\$12,000
<b>BALANCE</b>	<b>\$93,350</b>

Facility/Infrastructure Projects	
	<b>\$93,350</b>
Library Rooftop Heating/Cooling Unit	\$50,000
Hanson Pines Improvements (Skateboard Structures, potentially other items in the park, to be determined)	<b>\$43,350</b>
Bike Racks- Downtown	
<b>BALANCE</b>	<b>\$0</b>

**elena.engage:**

The \$15k estimated on the CIP was to fix/repair the current structures. After meeting with the Rec. Dept., these structures were donated and intended for indoor use and are deteriorating. CDBG funds cannot be used to repair/maintain facilities, but the funds can be used to purchase new equipment. The Rec. Dept. is looking into the cost of new structures as well as other items in the park that require improvements as part of a larger improvement project so I am plugging in the \$43,350 balance as a place holder until I receive more information (prior to the April 8th City Council Meeting).

Prior Year Unused Funds	
FY09- Historical Society Building Improvements	\$3,092
FY10- Historical Society Building Improvements	\$864
FY11 - Administration	\$2,076
FY11- Historical Society Building Improvements	\$4,044
FY12- Administration	\$254
FY12- Historical Society Building Improvements	\$2,187
FY13- Administration	\$8,410
FY13- Historical Society Building Improvements	\$813
FY14 - TBD	
<b>BALANCE from Prior Year Funds</b>	<b>\$21,740</b>
<b>Estimated BALANCE from FY 14-15 Grant</b>	<b>\$0</b>
<b>TOTAL ESTIMATED BALANCE AVAILABLE</b>	<b>\$21,740</b>

**elena.engage:**

This project still needs to go to other committees for input and planning. Project recommended by the committee but would need additional support. This project can be considered using prior year CDBG funds below if it moves forward.

\*Note: the Community Center Heater project came in under budget, so there is potential for an additional \$20k after that project is completed.

CDBG Public Services (15% cap)		Level of Impact on		FY 14-15 Funding	Committee
CATEGORY	\$35,850	City Welfare	2013 Funding	Request	Recommendation
BASIC NEEDS	Homeless Center for Strafford County	Direct/Immediate	\$7,000	\$8,000.00	\$7,650.00
BASIC NEEDS	SHARE Fund	Direct/Immediate	\$5,000	\$6,000.00	\$5,000.00
BASIC NEEDS	My Friends Place	Direct/Immediate	\$6,000	\$7,000.00	\$6,600.00
BASIC NEEDS	Cross Roads House	Direct/Immediate	\$4,000	\$12,000.00	\$4,600.00
BASIC NEEDS	Goodwin Community Health	Direct/Immediate	\$0	\$5,000.00	\$0.00
BASIC NEEDS	AIDS Response Seacoast	Direct/Immediate	\$0	\$5,000.00	\$0.00
SAFETY NET	Tri-City Coop	Indirect/Future	\$1,905	\$3,000.00	\$2,000.00
			\$5,000 for a facility		
SAFETY NET	Rochester Child Care Center	Direct/Immediate	project	\$5,000.00	\$0.00
SAFETY NET	A Safe Place	Indirect/Future	\$0	\$3,500.00	\$0.00
SAFETY NET	Sexual Assault Support Services (SASS)	Indirect/Future	\$0	\$5,000.00	\$0.00
SAFETY NET	Court Appointed Special Advocates (CASA)	Indirect/Future	\$0	\$2,000.00	\$0.00
INVESTMENT	Dover Adult Learning Center	Indirect/Future	\$4,885	\$5,000.00	\$5,000.00
INVESTMENT	Project Pride	Indirect/Future	\$4,885	\$5,000.00	\$5,000.00
INVESTMENT	Big Brothers/Big Sisters of Greater Seacoast	Indirect/Future	\$0	\$3,000.00	\$0.00
	<b>FUNDING REQUEST TOTAL</b>			<b>\$74,500.00</b>	<b>\$35,850.00</b>
CDBG Housing and Economic Development				Funding Request	Committee
CATEGORY					Recommendation
BASIC NEEDS	Community Action Partnership of Strafford County (Weatherization Assistance Program)- HOUSING			\$50,000.00	\$50,000.00
		Direct/Immediate	\$50,000		
INVESTMENT	New Hampshire Small Business Development Center			\$12,000.00	\$12,000.00
		Indirect/Future	\$12,000		
	<b>FUNDING REQUEST TOTAL</b>			<b>\$62,000.00</b>	<b>\$62,000.00</b>
City Funding Requests				Funding Request	Committee
CATEGORY	\$47,578				Recommendation
BASIC NEEDS	Cornerstone VNA	Indirect/Immediate	\$28,000	\$28,000.00	\$28,000.00
BASIC NEEDS	Homemakers Health Services	Indirect/Immediate	\$8,775	\$18,915.00	\$10,500.00
BASIC NEEDS	Community Action Partnership of Strafford County	Direct/Immediate	\$8,775	\$13,000.00	\$9,000.00
SAFETY NET	Child and Family Services of NH	Indirect/Future	\$0	\$3,000.00	\$0.00
INVESTMENT	Big Brothers/Big Sister of Greater Seacoast	Indirect/Future	\$0	\$3,000.00	\$0.00
INVESTMENT	Girls Incorporated of NH	Indirect/Future	\$0	\$2,500.00	\$0.00
	<b>FUNDING REQUEST TOTAL</b>			<b>\$68,415.00</b>	<b>\$0.00</b>

## **Rochester School Board / Rochester City Council**

Joint Building Committee Minutes

March 10, 2014

City Council Chambers

**DRAFT**

### **Members Present:**

#### School Board

Dr. Anthony Pastelis, Vice-Chair  
Mr. Daniel Harkinson  
Mr. Paul Lynch  
Mrs. Susan O'Connor  
Mrs. Audrey Stevens  
Mr. Robert Watson

#### City Council

Mrs. Sandra Keans, Chair  
Mayor T.J. Jean  
Ms. Elaine Lauterborn  
Mr. Ralph Torr  
Mr. Raymond Varney  
Mr. David Walker

### **Also Present:**

Mr. Michael Hopkins, Superintendent  
Mrs. Mary Moriarty, Asst. Superintendent  
Ms. Linda Casey, Business Administrator  
Mr. Richard Bickford, Facilities Director

Guests & Press

### **Members Absent:**

--

Mrs. Keans called the meeting to order at 7:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

### **Approval of Minutes**

Mr. Walker moved, second by Dr. Pastelis, to approve the minutes of the January 18, 2014 and February 10, 2014 Joint Building Committee meetings as written. The motion carried unanimously.

### **Updates**

Mr. Whitehead, Lavallee|Brensinger Architects and Mr. David Ross, Hutter Construction provided a detailed review of the 75% Construction Drawings and Construction Estimates (see attached handout). The construction estimates budget is at \$10,831,494 with all updates and approved alternatives to date. Mr. Whitehead indicated that with some adjustments, working with Hutter Construction regarding specifications to allow for more competitive bidding we should be at the projected budget of \$13.1 million.

Mr. Varney raised question regarding \$60,000 costs for the bond anticipation note for the first year; needs to be factored in.

Mr. Ross reported that they have been putting bids together with completion of 75% of the drawings complete, the market is lending itself to low bids. He recommends finishing up plans as soon as possible moving forward with competitive bid process.

### *Site Update*

Mr. Whitehead reviewed site plan as updated based on suggestions by the City Planning Board, Technical Review Committee and abutters to the property. He indicated that per Altus Engineering, the guardrail in the plans could be removed; there is no benefit to having it there and it would be a savings if supported by the Committee.

Interior floor plans alterations to include moving cubbies with coat hooks from the classroom to the hallway providing additional storage in classrooms was reviewed in-depth; carrying the additional storage in the classrooms as an alternate was recommended. Mr. Whitehead addressed the change in plans to provide ADA access to the existing stage platform. Lengthy discussion regarding options and potential installation of lift ensued. Mrs. Keans suggested accessing CDBG funds, if available, for installation of a permanent lift versus a portable lift. Committee members supported inquiring support of CDBG funds to enable installation of a lift to meet all ADA requirements, to include widening corridor and moving doorway. Mr. Whitehead will refine the plans for full accessibility and present it at the next JBC meeting.

*Alternates*

#1 Basketball hoop replacement; consensus of the Committee was to not keep this item as an alternate – there are no design restrictions that would not allow for this work to be done at any time.

#2 Additional Casework & Millwork; consensus of the Committee was to incorporate this alternate into the design work.

#3 Mechanical Extension; The Mechanical Engineer recommends building vent stack up; Mr. Whitehead recommends carrying this as an alternative, to be done only if needed. The consensus of the Committee was to leave this as an alternate.

#4 Additional Site Guardrail; 100 linear feet of wood guardrail to protect fence.

Mr. Walker moved, second by Dr. Pastelis, to remove site guardrail as an alternate for a savings of \$2,825. The motion carried unanimously.

#5 Add Stage Lift; this will be carried as an alternate with potential funding from CDBG funds.

#6 Fencing Options; Mr. Whitehead provided details of costs associated with three different style fencing options.

Mayor Jean moved, second by Mrs. O'Connor, to proceed with cedar fencing included in the site plans. The motion carried by majority; with Mr. Torr in opposition.

#7 Wetlands Permit from State for consideration of pervious pavement on playground area, cost \$9,000 increase because it would require an under-drain and has specific maintenance requirements.

Mayor Jean moved, second by Mr. Walker, to remove Alternate 7 pervious pavement on playground area be removed from site plan. The motion carried unanimously.

*Site Issues*

Mr. Whitehead responded to questions regarding the filtering material that would be necessary for the rain gardens planned for the front of the property. He further noted that the Planning Board recommended upgrading the drainage to the 50 year storm system; it is not required but a recommendation. Action was not taken in regards to design, pending JBC authorization.

Mr. Corey Belden, Altus Engineering addressed the committee with the design as proposed being standard for city work. He explained the significant costs associated with upsizing pipes to include significant work required on engineer side of things to run models to provide estimates. The site work as proposed is designed to provide enhanced drainage to the property and adjacent property.

Mr. Walker stated the Committee needs to do our due diligence to investigate an upgrade to the drainage system. A detailed discussion ensued regarding the current drainage system, the proposed drainage system, and the significant improvements in the proposed design. Mr. Belden noted that a change in the site plan would require going back to Department of Environmental services for approval.

Mr. Watson moved, second by Mrs. Stevens, to proceed with the current drainage system design. The motion passed by majority vote.

The property owner at 774 Portland Street addressed the JBC with several concerns regarding the location of the parent exit being located directly across from his driveway. He requested consideration of moving the driveway up the hill to have it offset his drive. Consideration was given to the request noting that at times of high traffic volume a Crossing Guard would be present to enable the property owner to exit his driveway if an emergency should arise. Mr. Whitehead also responded that moving the exit driveway was not a good option; as it would involve site redesign and wetlands considerations.

The consensus of the Committee was not to make any change to the driveway exit.

*Construction Scheduling and Phasing Plan*

Mr. Ross reviewed the flowchart and site plan (see attached handout) in regards to what staff and students can expect during construction. Hutter Construction is ready to begin as soon as possible (as bidding allows); approximately May 1, 2014 is the anticipated start date for prepping the site for construction. He assured the Committee that every caution will be taken to separate the construction area from the active school area. They will be working closely with the School Department and Fire Department to ensure all exits are free and clear and compliant with fire drills.

By April 2015 students will be moved into the new building. Mr. Hopkins indicated that the transition will be planned during the week of April vacation. Mr. Ross will continue to provide updates to the schedule as the project moves along.

*Closeout*

Mr. Whitehead noted that at the last meeting he advised the JBC they have the ability to sign a Guaranteed Maximum Price with the 75% Construction Drawing Estimate complete. He reported that Hutter Construction recommends the Committee hold off signing a GMP for competitive market; prices will go down with bidding. No action was taken by the Committee regarding the GMP at this time.

*Clerk of the Works*

Mr. Hopkins reported that a recommendation will be brought forward to the Committee in April. He indicated that having the Clerk of the Works start as soon after the April meeting as possible would be beneficial.

*Solar Vendor Updates*

Mr. Hopkins provided an overview of the meetings conducted with three solar vendors; their recommendation was to design a Request for Qualification to seek out companies that will provide planning and design. Something to consider when reviewing RFQ is are we looking at a design plan for only East Rochester School; or should options be consider to include the District and City property.

**Public Comment**

Mr. Claffey expressed concerns with snow being pushed towards the fence if the plow blade was lifted. He questioned the placement of the stop sign device that was planned for the parent entrance and exit. Mr. Walker clarified that the plow blade would not be lifted to further push snow back; it was discussion only. It was clarified that there would be no stop-sign arm or device; the plans show a stop line painted on the ground.

**Other**

None

**Adjournment**

Dr. Pastelis moved, second by Mr. Harkinson , to adjourn. On a unanimous vote, the Committee adjourned at 8:39 p.m.

Respectfully submitted,

Michael Hopkins  
Board Secretary



ROCHESTER SCHOOL DISTRICT  
East Rochester Elementary School

March 10, 2014  
Joint Building Committee Meeting





March 10, 2014

## 75% Construction Documents Update:

- Updated Estimates
- Site Plan Review / Approval
- Floor Plans Review / Approval
- Alternates Review / Approval
- Construction Scheduling & Phasing Plan

## East Rochester Elementary School

March 10, 2014



### East Rochester Elementary School

#### 75% Construction Drawing Estimate

March 10, 2014

General Conditions	\$472,550
Performance and Payment Bond	\$73,100
General Liability Insurance	\$42,800
Builders Risk Insurance	\$16,050
Copies / Blueprints	\$2,000
Badging Program	\$2,500
Construction Fencing	\$9,000
Lulls and Lifts	\$45,400
Mobilization / Demobilization	\$1,000
Air Quality Testing	\$1,000
Sitework	\$914,348
Parking Lot at Future Building Pad	\$36,250
Exterior Furnishings, allowance	\$10,000
Relocate Playground Equipment, allowance	\$15,000
Landscaping, allowance	\$30,000
Bike racks	\$3,000
Foundations and Flatwork	\$382,525
Colored sidewalks	\$82,500
Barrier 1 in Slabs	\$34,850
Masonry	\$450,500
Structural Steel	\$675,000
Misc. Steel	\$80,000
Rough Carpentry	\$59,100
Millwork	\$247,500
Thermal and Moisture Protection	\$161,540

Fireproofing & fire containment	\$11,000
Membrane Roofing	\$332,500
Joint Sealants / Caulking	\$13,500
Doors, Frames, and Hardware	\$109,420
Storefront / Curtainwall	\$470,200
Glass / Glazing / Window Film	\$97,500
Cold Form Framing / Insulation / Sheathing / GWB	\$538,000
Ceilings	\$156,250
Tackable Wall Surfacing / Wall Coverings	\$20,000
Flooring	\$144,761
Acoustical Wall Panels	\$35,000
Painting	\$90,000
Visual Display Boards	\$65,000
Building Signage	\$20,000
Toilet Specialties	\$18,760
Corner Guards	\$3,900
Fire Extinguishers	\$2,500
Lockers	\$975
Food Service Equipment, allowance	\$60,000
Flagpole	\$1,500
Window Treatments	\$18,000
Demolition with Building Protection	\$223,000
Elevator	\$67,450
Fire Protection	\$92,000
Plumbing and HVAC	\$2,275,000
Electrical and Fire Alarm	\$1,400,000
CM Contingency, 5 %	\$505,686
CM Fee, 1.95 %	\$207,079
Pre Construction Services	\$5,000
<b>TOTAL</b>	<b>\$10,831,494</b>

75% CD Estimate

Alternates:

Alternate # 1, Basketball Hoop Replacement	\$10,000
Alternate # 2, Additional Casework & Millwork	\$40,000
Alternate # 3, Mechanical Extension	\$10,000
Alternate # 4, Additional Site Guardrail	\$2,825
Alternate # 5, Add a Stage Lift	not considered
Alternate # 6a, Additional Aluminum Site Fencing	\$17,800
Alternate # 6b, Additional Vinyl Site Fencing	\$11,450

Exclusions:

Building Permit Fees
Impact Fees
Design or Engineering
Material Testing
Ledge or Boulders
Removal or replacement of unsuitable fill material
Surveys, Abatement or removal of hazardous materials
Utility Company and Municipal Costs
Acoustic windows, Type B (standard storefront carried)
Moving or storage of owner furnishings
Lockers, not shown on plans
Furniture, fixtures, and equipment
Electrical power consumption costs

## East Rochester Elementary School

March 10, 2014

## East Rochester School

Hutter Construction Estimates

Item	Schematic Design Estimate	Design Development	75% Construction	Variation DD-CD	Accepted Bid Amount	Final
General Conditions	\$472,550.00	\$472,550	\$472,550	\$0		
Performance and Payment Bond	\$73,100.00	\$73,100	\$73,100	\$0		
General Liability Insurance	\$42,800.00	\$42,800	\$42,800	\$0		
Builders Risk Insurance	\$16,050.00	\$16,050	\$16,050	\$0		
Copies / Blueprints	\$2,000.00	\$2,000	\$2,000	\$0		
Badging Program	\$2,500.00	\$2,500	\$2,500	\$0		
Construction Fencing	\$9,000.00	\$9,000	\$9,000	\$0		
Lulls and Lifts	\$45,400.00	\$45,400	\$45,400	\$0		
Mobilization / Demobilization	\$1,000.00	\$1,000	\$1,000	\$0		
Air Quality Testing	\$1,000.00	\$1,000	\$1,000	\$0		
Sitework	\$630,409.00	\$843,000	\$914,348	\$71,348		
Parking Lot at Future Building Pad	\$20,000	\$36,250	\$36,250	\$0		
Abutting Neighbor Fencing	\$20,000.00	\$12,000	in Sitework	-\$12,000		
Abutting Neighbor 6" Underdrain		\$3,000	in Sitework	-\$3,000		
Exterior Furnishings, allowance (w/ Bike Racks)		\$10,000	\$13,000	\$3,000		
Relocate Playground Eqmt, allowance		\$15,000	\$15,000	\$0		
Playground Equipment	Owner	Owner	Owner			
Landscaping, allowance	\$30,000.00	\$30,000	\$30,000	\$0		
Foundations and Flatwork	\$226,695.00	\$365,550	\$382,525	\$16,975		
Colored sidewalks	\$73,150.00	\$82,500	\$82,500	\$0		
Barrier One	\$34,128.00	\$34,178	\$34,850	\$672		
Masonry	\$301,470.00	\$438,000	\$450,500	\$12,500		
Structural Steel	\$950,000.00	\$675,000	\$675,000	\$0		
Misc. Steel	\$135,000.00	\$80,000	\$80,000	\$0		
Rough Carpentry	\$59,100.00	\$59,100	\$59,100	\$0		
Millwork	\$251,000.00	\$240,000	\$247,500	\$7,500		
Thermal and Moisture Protection	\$192,940.00	\$160,540	\$161,540	\$1,000		
Slate Siding	\$538,500.00			\$0		
Fireproofing			\$11,000	\$11,000		
Membrane Roofing	\$368,400.00	\$407,880	\$332,500	-\$75,380		
Joint Sealants / Caulking	\$13,500.00	\$13,500	\$13,500	\$0		

## Variance Report

## East Rochester Elementary School

March 10, 2014

Doors, Frames, and Hardware	\$99,535.00	\$116,420	\$109,420	-\$7,000		
Storefront / Curtainwall	\$470,200.00	\$470,200	\$470,200	\$0		
Glass / Glazing	\$92,500.00	\$97,500	\$97,500	\$0		
CFMF / Insulation / GWB	\$547,850.00	\$520,000	\$538,000	\$18,000		
Ceilings	\$179,200.00	\$156,250	\$156,250	\$0		
Tackable Wall Surfacing	\$15,200.00	\$20,000	\$20,000	\$0		
Flooring	\$148,050.00	\$166,772	\$144,761	-\$22,011		
Acoustical Wall Panels	\$35,000.00	\$35,000	\$35,000	\$0		
Painting	\$90,000.00	\$90,000	\$90,000	\$0		
Visual Display Boards	\$63,775.00	\$63,775	\$65,000	\$1,225		
Building Signage	\$10,000.00	\$10,000	\$20,000	\$10,000		
Toilet Specialties	\$18,760.00	\$18,760	\$18,760	\$0		
Corner Guards	\$3,900.00	\$3,900	\$3,900	\$0		
Fire Extinguishers	\$8,000.00	\$2,500	\$2,500	\$0		
Lockers			\$975	\$975		
Food Service Eqpmt, allowance	\$60,000.00	\$60,000	\$60,000	\$0		
Flagpole	\$1,500.00	\$1,500	\$1,500	\$0		
Window Treatments	\$18,000.00	\$18,000	\$18,000	\$0		
Demolition with Building Protection	\$200,000.00	\$223,000	\$223,000	\$0		
Elevator	\$65,000.00	\$65,000	\$67,450	\$2,450		
Fire Protection	\$75,000.00	\$87,000	\$92,000	\$5,000		
Plumbing and HVAC	\$1,900,000.00	\$2,100,000	\$2,275,000	\$175,000		
Electrical and Fire Alarm	\$1,400,000.00	\$1,400,000	\$1,400,000	\$0		
CM Contingency	\$499,640.00	\$494,824	\$505,686	\$10,862		
CM Fee	\$204,603.00	\$202,630	\$207,079	\$4,449		
Pre Construction Services	\$5,000.00	\$5,000	\$5,000	\$0		
<b>Subtotal - Construction Costs</b>	<b>\$10,700,405</b>	<b>\$10,598,929</b>	<b>\$10,831,494</b>	<b>\$232,565</b>	<b>\$0</b>	<b>\$0</b>

## Alternates

Basketball Hoops	\$10,000
Added Classroom Casework/Storage	\$40,000
Mechanical Stack Extension	\$10,000
Added Guardrail at Fence	\$2,825
Vinyl Fence Upgrade	\$11,450
Aluminum Fence Upgrade	\$17,800
Pervious Pavement	\$9,000

## Variance Report

## East Rochester Elementary School

March 10, 2014

## East Rochester School

Conceptual Opinion of Probable Cost

<u>Upfront Costs, Utility Charges, and Permit Fees</u>		<u>Notes</u>
Insurance Fees	\$0	Jobsite Insurance in CM General Conditions
Bond Council	\$20,000	Allowance to be Verified w/ School District
Legal Council (construction related contracts)	\$10,000	Allowance to be Verified w/ School District
Planning Board Fee	\$0	
Site Permitting and Preparation Fees (SWPPP, NOT, NOI)		Under Civil Contract
Construction Permit	\$0	
Power company back charges	\$0	To be verified w/ Local Utilities
Fire Alarm and Security System Tie In	\$3,000	To be verified w/ Local Utilities
Elevator Tie In	\$2,000	To be verified w/ Local Utilities
<u>Site Data</u>		
Survey, wetlands mapping		Completed under separate contract
Geotechnical investigations		Completed under separate contract
Phase I Environmental Site Assessment		Completed under separate contract
Wetlands Study		Completed under separate contract
<u>Architectural/Engineering Design Fees</u>		
Civil Engineering, Structural Engineering, MEP/FP Engineering, Acoustic, Food Service, Interior Design, and Architectural Fees		
A/E Reimbursable expenses		
Security System Selection and Design		
Furniture design/selection services	\$0	Not required at this time
Existing Equipment Inventory services	\$0	Not required at this time
Record Documents		Under CM Contract
<b>Subtotal - Utility, Permitting, Upfront, Site Data, Design, and Engineering Costs</b>	<b>\$967,000</b>	
<u>Independent Consultants</u>		
Third Party Code Reviewer	\$0	Not required at this time
Commissioning Agent	\$0	Not required at this time
Construction Inspection & Testing	\$30,000	Allowance - To be Verified by RFP
Owner's Clerk of the Works	\$60,000	Allowance for Part-time Position - To be Verified by RFP
<b>Subtotal - Independent Consultants</b>	<b>\$90,000</b>	
<u>Furnishings &amp; Equipment</u>		
Technology (cpu, infrastructure, wireless hubs, etc)	\$100,000	To be determined by District Tech Department
Card Access, Security, and Camera Systems	\$175,000	Verify with Precision Access / Exactitude
Classroom Furniture	\$540,000	To be determined upon final furnishing selections
Library Furniture	\$50,000	To be determined upon final furnishing selections
Office /Meeting Furniture	\$70,000	To be determined upon final furnishing selections
Signage (if not included in construction budget)	\$10,000	To be determined upon final furnishing selections
Custodial Equipment	\$10,000	To be determined upon final furnishing selections
Office Equipment	\$10,000	To be determined upon final furnishing selections
Supplimental Playground Equipment	\$20,000	To be determined upon final furnishing selections
<b>Subtotal - FF&amp;E</b>	<b>\$985,000</b>	<b>Subject to Change - Owner to Verify</b>

## Project Soft Costs



East Rochester Elementary School

March 10, 2014

<b>Construction Costs</b>			
Site construction			
Building Construction Cost			
CM Fees, Insurance, and Bonds			
Construction Contingency			
Subtotal - Construction Costs		\$10,831,494	
Subtotal - Soft costs and Construction Costs		\$12,873,494	
Owners Construction Contingency		\$500,000	
Rebates through Electric Company		-\$50,000	Subject to availability
Total Project Estimate		\$13,323,494	13,100,000 Target
		Delta	\$223,494

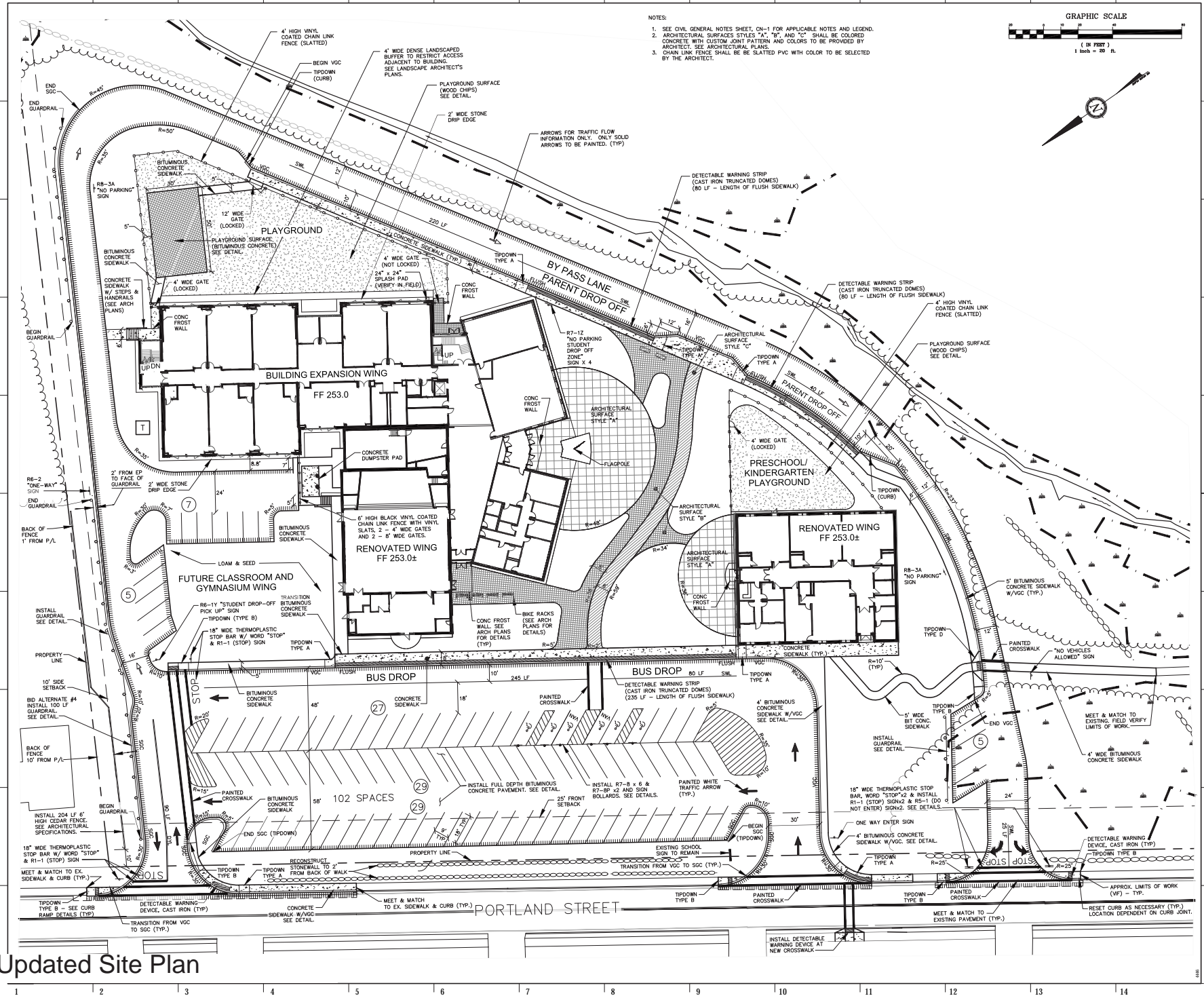
<b>Alternates</b>			
Basketball Hoops	\$10,000	Vinyl Fence Upgrade	\$11,450
Added Classroom Casework/Storage	\$40,000	Aluminum Fence Upgrade	\$17,800
Mechanical Stack Extension	\$10,000	Pervious Pavement	\$9,000
Added Guardrail at Fence	\$2,825		

Total Project Costs

March 10, 2014

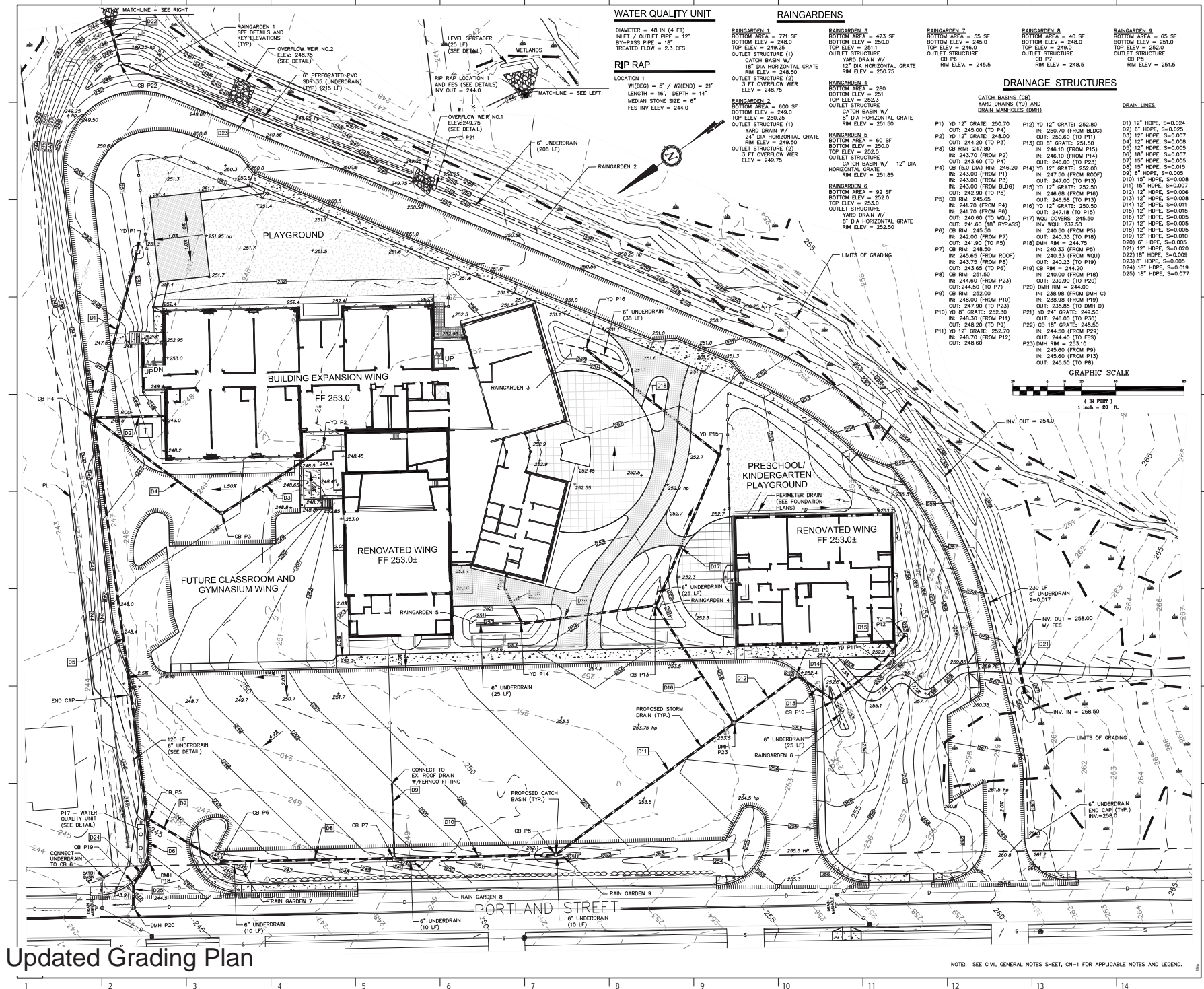
### Recommendations from Hutter:

- Refine Specifications to allow for more competitive bidding (Hardware, roofing, Signage, etc)
- Review Alternates
- Allow project to proceed to bid to take advantage of competitive bid market.
- Hold on GMP Contract until bidding is complete



NO.	DESCRIPTION	DATE
1	ISSUED FOR R.D. REVIEW	02/06/14

CONTRACT:	SITE PLAN
DRAWN BY:	CXB
PROJECT NO:	13-022-00
DATE:	02/04/14
REVISION:	33
SCALE:	1" = 20'
Project Phase	CONSTRUCTION DOCUMENTS (75% PROGRESS) NOT FOR CONSTRUCTION
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Rochester School Department

East Rochester  
 Elementary School

773 Portland Street  
 Rochester, NH 03668

NO. DESCRIPTION DATE  
 1 ISSUE FOR AC REVIEW 05/01/11

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CONTENT:  
 GRADING & DRAINAGE PLAN

DRAWN BY: CBR  
 PROJECT NO: 10-020-00  
 DATE: 02/14/11  
 REVISED: JA  
 SCALE: 1"=20'

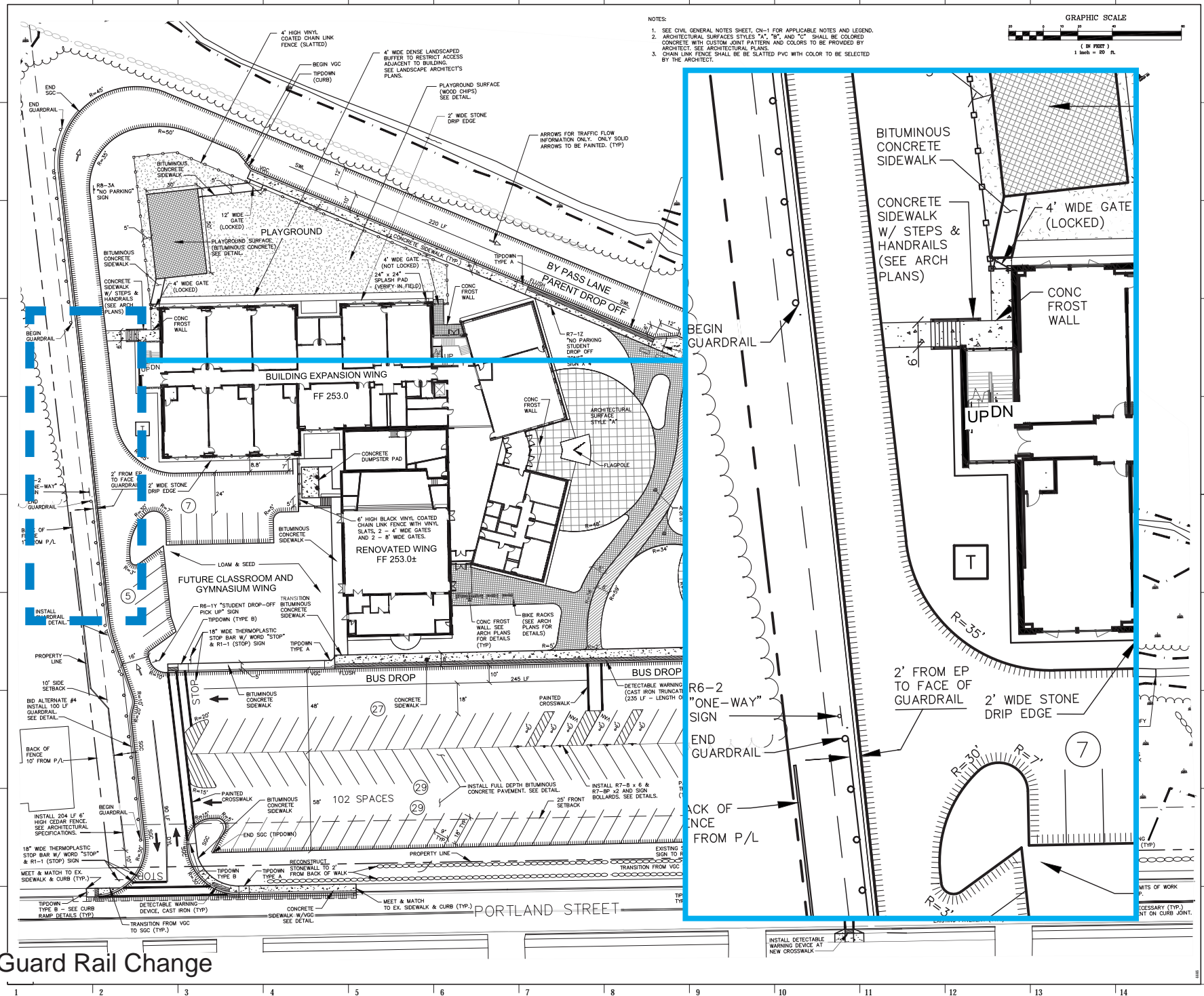
C-3

Project Phase: CONSTRUCTION DOCUMENTS  
 (75% PROGRESS)  
 NOT FOR CONSTRUCTION

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NOTE: SEE CIVIL GENERAL NOTES SHEET, CN-1 FOR APPLICABLE NOTES AND LEGEND.

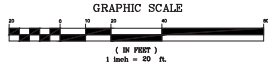




Guard Rail Change

1 2 3 4 5 6 7 8 9 10 11 12 13 14

- NOTES:
1. SEE CIVIL GENERAL NOTES SHEET, CN-1 FOR APPLICABLE NOTES AND LEGEND.
  2. ARCHITECTURAL SURFACES STYLES "A", "B", AND "C" SHALL BE COLORED CONCRETE WITH CUSTOM JOINT PATTERN AND COLORS TO BE PROVIDED BY ARCHITECT. SEE ARCHITECTURAL PLANS.
  3. CHAIN LINK FENCE SHALL BE SLATTED PVC WITH COLOR TO BE SELECTED BY THE ARCHITECT.



**LAVALLEE/BRENSINGER ARCHITECTS**  
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82 Montvale Ave., Suite 2150, Shrewsbury, MA 01545  
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**AITUS ENGINEERING, INC.**  
183 COURT STREET PORTSMOUTH, NH 03801  
(603) 433-1338 www.AITUS-ENG.com

Rochester School Department

**East Rochester Elementary School**  
773 Portland Street  
Rochester, NH 03868

NO.	DESCRIPTION	DATE
1	ISSUE FOR JBC REVIEW	03/06/14

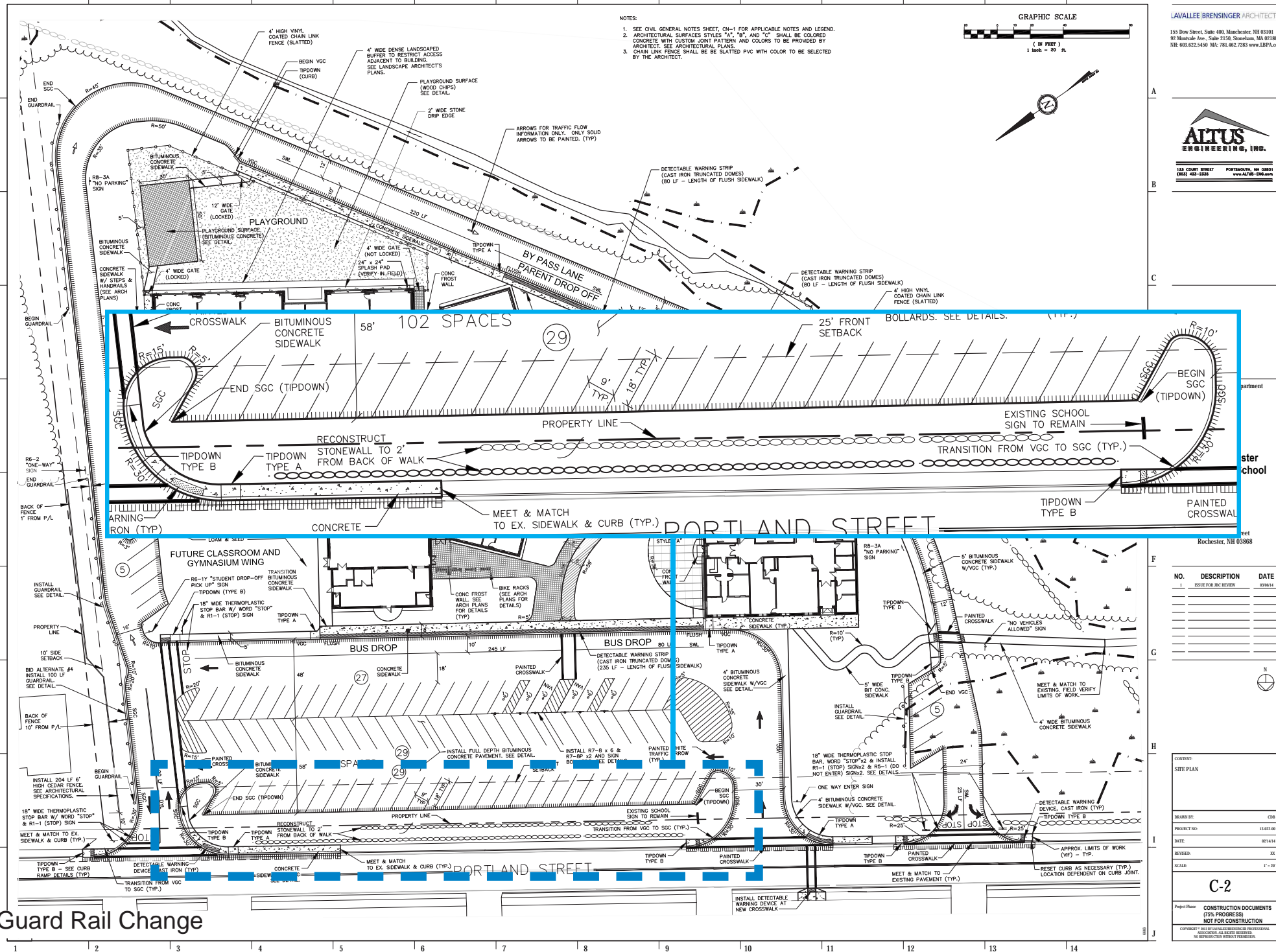
CONTENT:  
SITE PLAN

DRAWN BY:	CJB
PROJECT NO:	13-003-00
DATE:	02/18/14
REVISED:	3X
SCALE:	1" = 30'

**C-2**

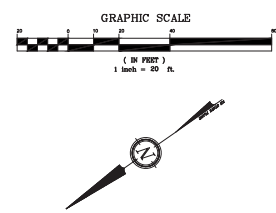
Project Phase: **CONSTRUCTION DOCUMENTS (75% PROGRESS)**  
**NOT FOR CONSTRUCTION**

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# Guard Rail Change

- NOTES:
- SEE CIVIL GENERAL NOTES SHEET, GN-1 FOR APPLICABLE NOTES AND LEGEND.
  - ARCHITECTURAL SURFACES STYLES "A", "B", AND "C" SHALL BE COLORED CONCRETE WITH CUSTOM JOINT PATTERN AND COLORS TO BE PROVIDED BY ARCHITECT. SEE ARCHITECTURAL PLANS.
  - CHAIN LINK FENCE SHALL BE SLATTED PVC WITH COLOR TO BE SELECTED BY THE ARCHITECT.



**LAVALLÉE/BRENSINGER ARCHITECTS**  
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102 Mountain Ave., Suite 2150, Shrewsbury, MA 01545  
NH: 603.622.5450 MA: 781.462.7283 www.LBPA.com

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NO.	DESCRIPTION	DATE
1	ISSUE FOR JBC REVIEW	02/06/14

CONTRACT: SITE PLAN

DRAWN BY: CJB

PROJECT NO: 13-03-06

DATE: 02/14/14

REVISED: 3X

SCALE: 1" = 20'

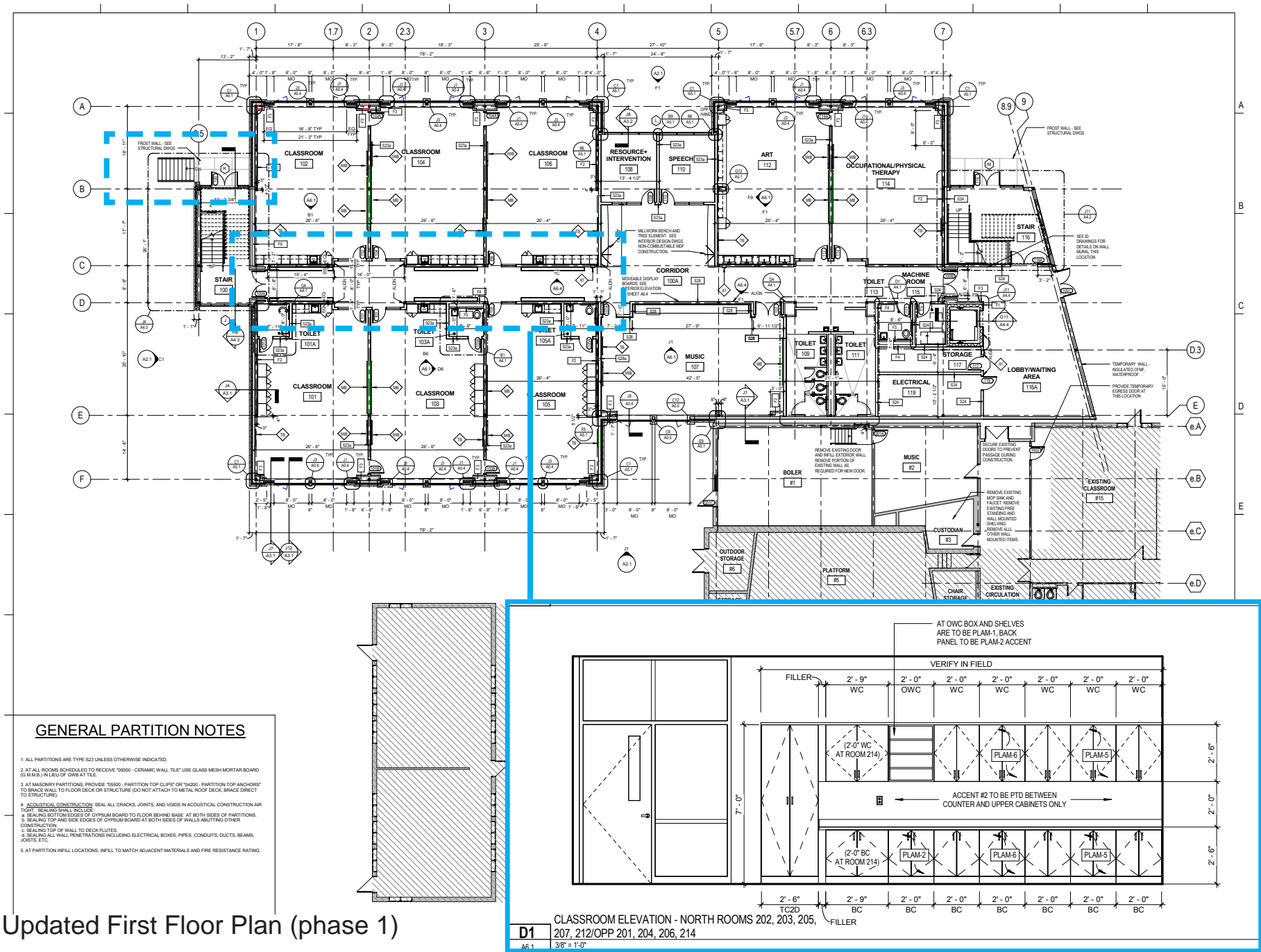
**C-2**

Project Phase: CONSTRUCTION DOCUMENTS (75% PROGRESS) NOT FOR CONSTRUCTION

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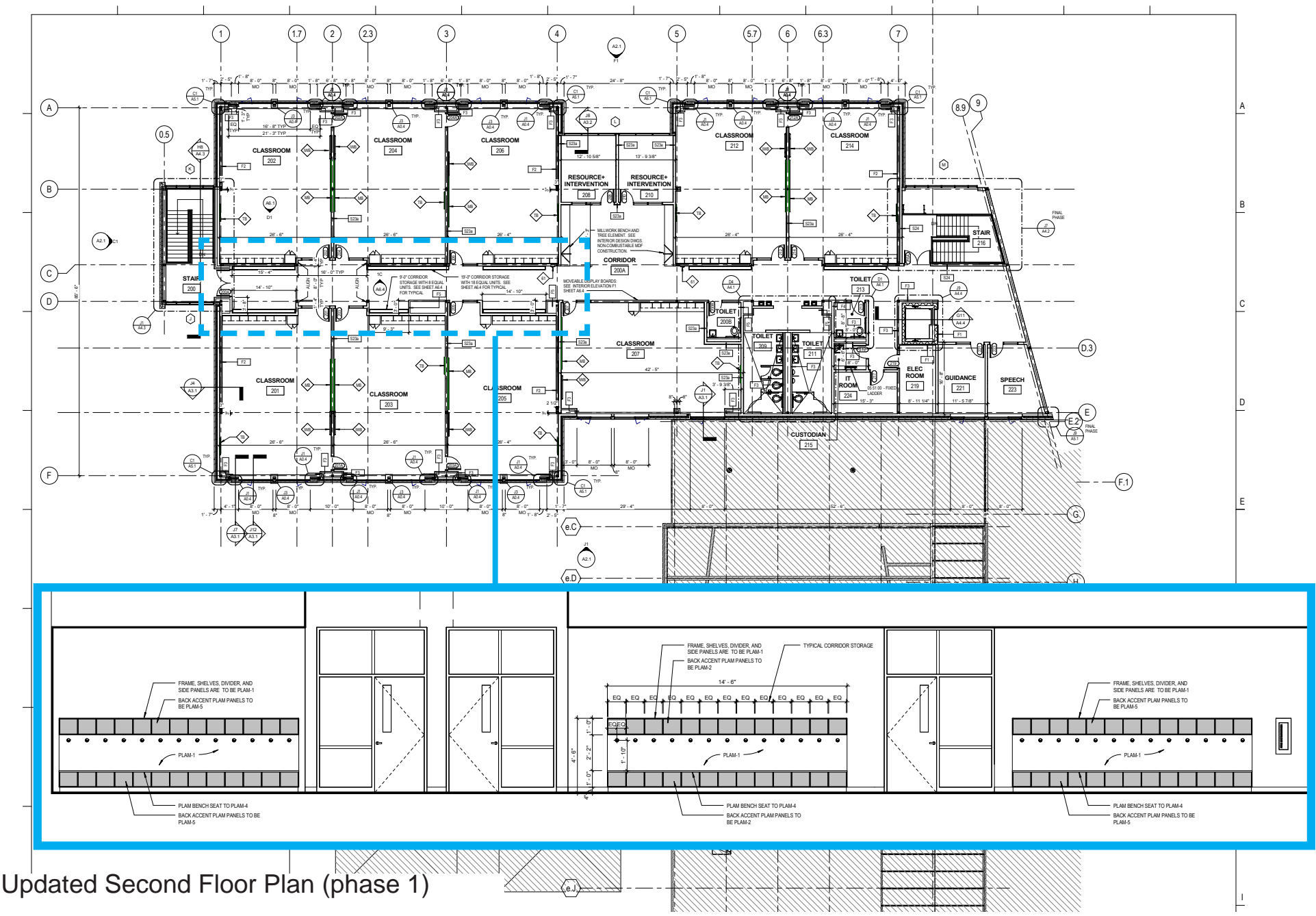


East Rochester Elementary School

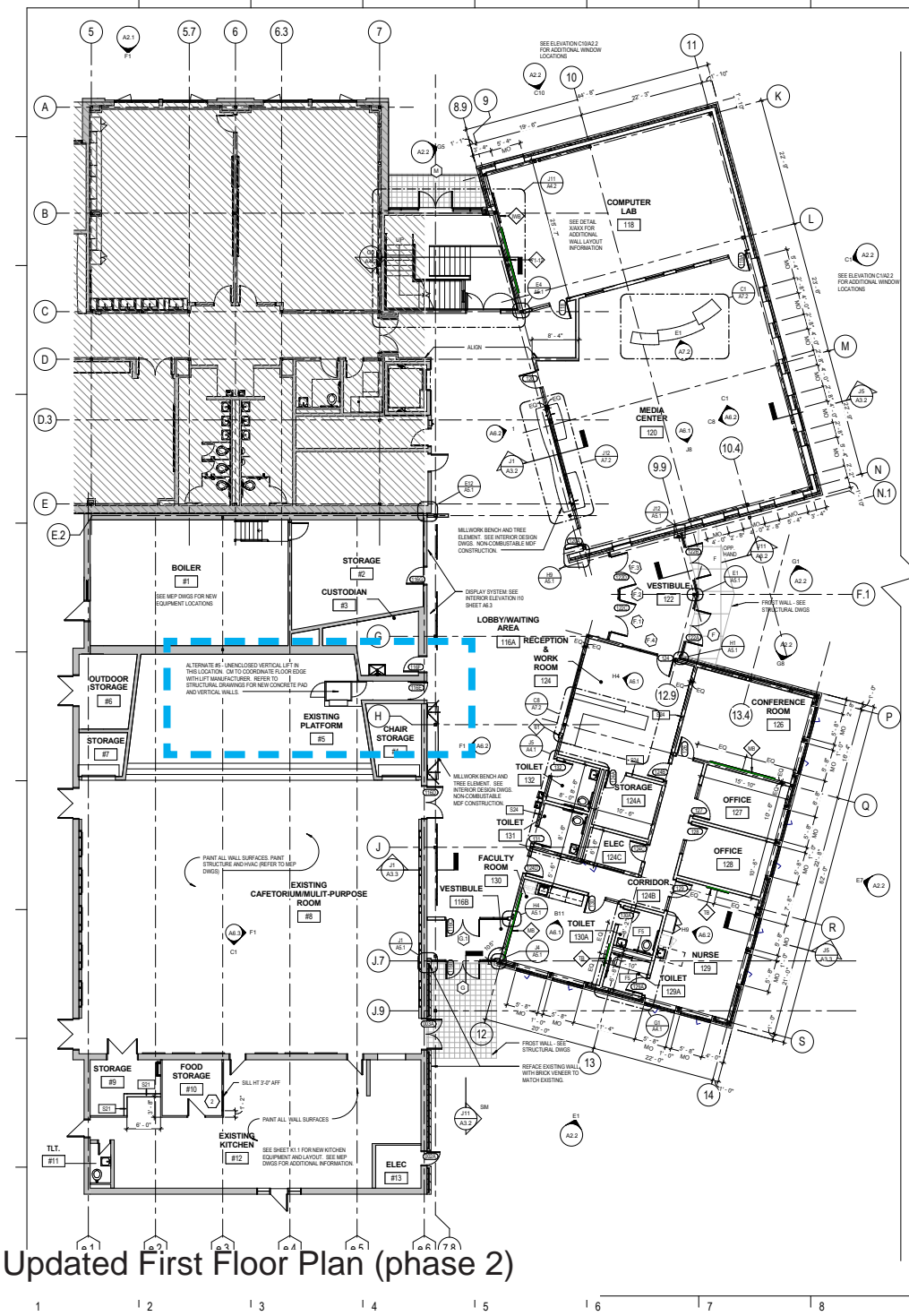


East Rochester Elementary School

March 10, 2014



East Rochester Elementary School



Updated First Floor Plan (phase 2)

GENERAL PARTITION NOTES

- 1. ALL PARTITIONS ARE TYPE G20 UNLESS OTHERWISE INDICATED.
- 2. AT ALL ROOMS SCHEDULED TO RECEIVE "10000" CERAMIC WALL TILE USE GLASS MESH MORTAR BOARD (G.M.M.B.) IN LIEU OF G.W.B. AT TILE.
- 3. AT MASONRY PARTITIONS, PROVIDE "10000" PARTITION TOP CLIPS OR "14200" PARTITION TOP ANCHORS TO BRACE WALL TO FLOOR DECK OR STRUCTURE (DO NOT ATTACH TO METAL ROOF DECK, BRACE DIRECT TO STRUCTURE).
- 4. ACOUSTICAL CONSTRUCTION: SEAL ALL CRACKS, JOINTS, AND Voids IN ACOUSTICAL CONSTRUCTION AIR TIGHT. SEALING SHALL INCLUDE:
  - a. SEALING BOTTOM EDGES OF GYPSUM BOARD TO FLOOR BEHIND BASE AT BOTH SIDES OF PARTITIONS.
  - b. SEALING TOP AND SIDE EDGES OF GYPSUM BOARD AT BOTH SIDES OF WALLS MEETING OTHER CONSTRUCTION.
  - c. SEALING TOP OF WALL TO CEILING FLUTES.
  - d. SEALING ALL WALL PENETRATIONS INCLUDING ELECTRICAL BOXES, PIPES, CONDUITS, DUCTS, BEAMS, JOISTS, ETC.
- 5. AT PARTITION INFILL LOCATIONS, INFILL TO MATCH ADJACENT MATERIALS AND FIRE RESISTANCE RATING.

LAVALLEE BRENSINGER ARCHITECTS

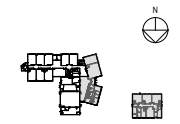
155 Dow Street, Suite 400, Manchester, NH 03101  
40 Cambridge Street, Charlestown, MA 02129  
NH: 603.622.5450 MA: 617.398.2305 www.LSPA.com

Rochester School Department

East Rochester Elementary School

773 Portland Street  
Rochester, NH 03868

NO.	DESCRIPTION	DATE



CONTENT:  
PHASE 2 - LEVEL ONE FLOOR PLAN

DRAWN BY: C300  
PROJECT NO: 13-022-00  
DATE: 02-19-2014  
REVISED: JX  
SCALE: As indicated

**A1.1-P2**

Project Phase  
75% CONSTRUCTION DOCUMENTS

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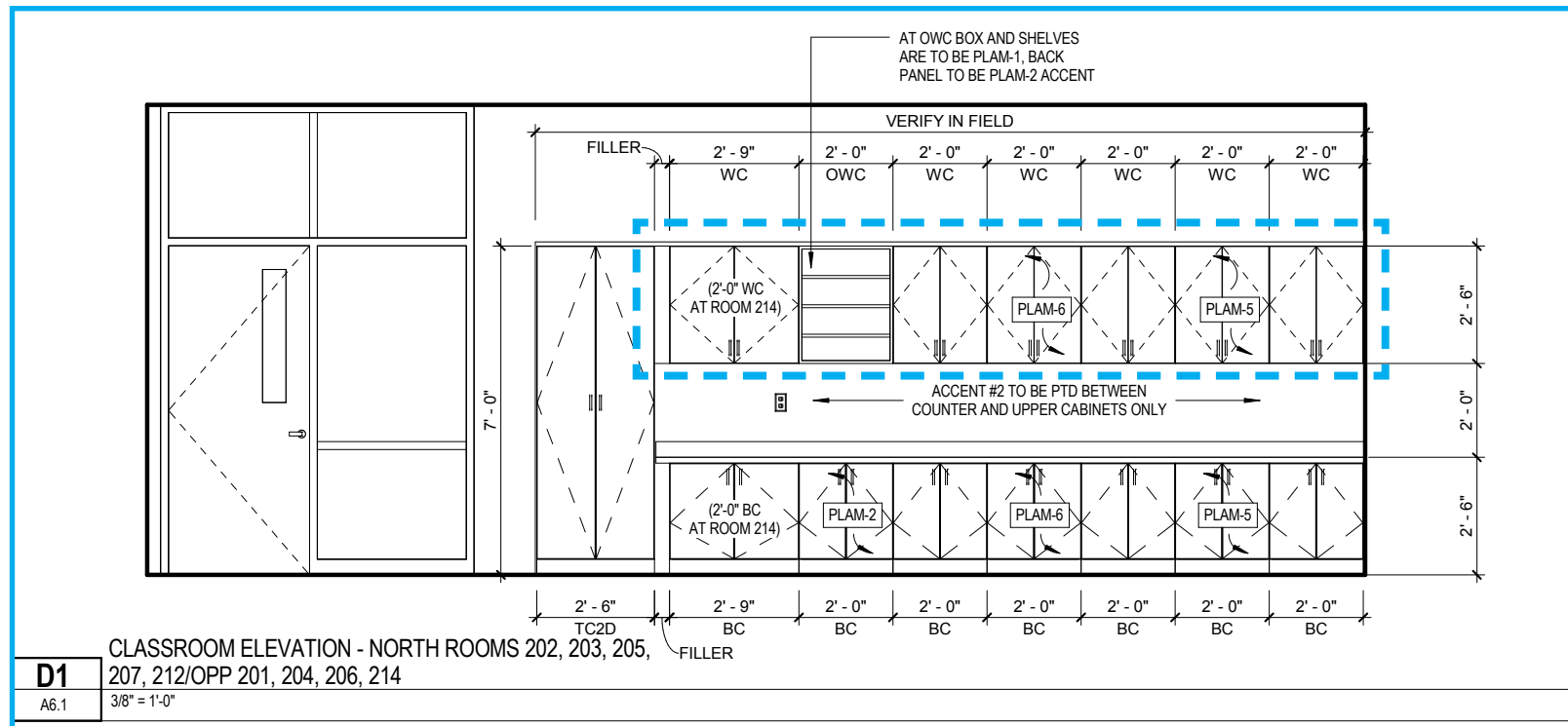
## Alternate #1: Basketball Hoop replacement (\$10,000)

- Recommendation: Keep as alternate during Bidding



## Alternate #2: Additional Casework (\$40,000)

- Recommendation: Incorporate into base bid to allow for competitive bidding



### Alternate #3: Mechanical Extension (\$10,000)

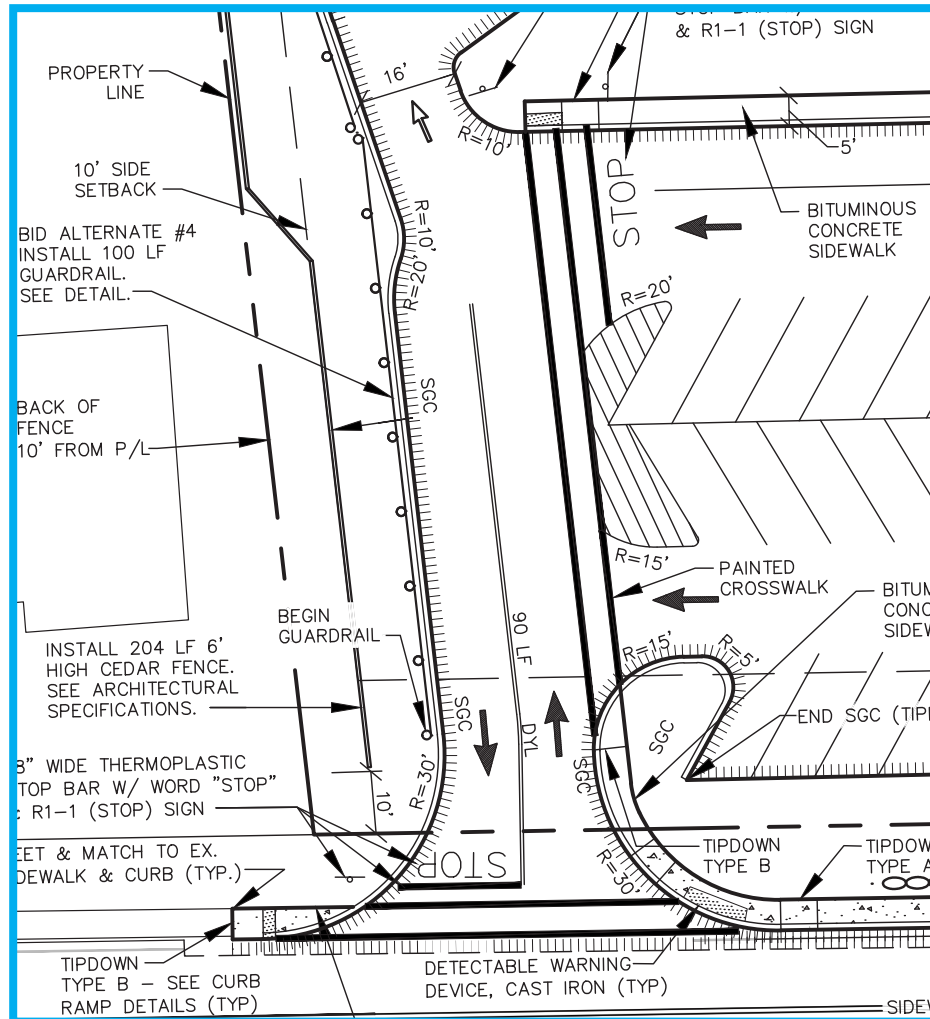
- Recommendation: Keep as alternate during Bidding - Verify if needed during construction





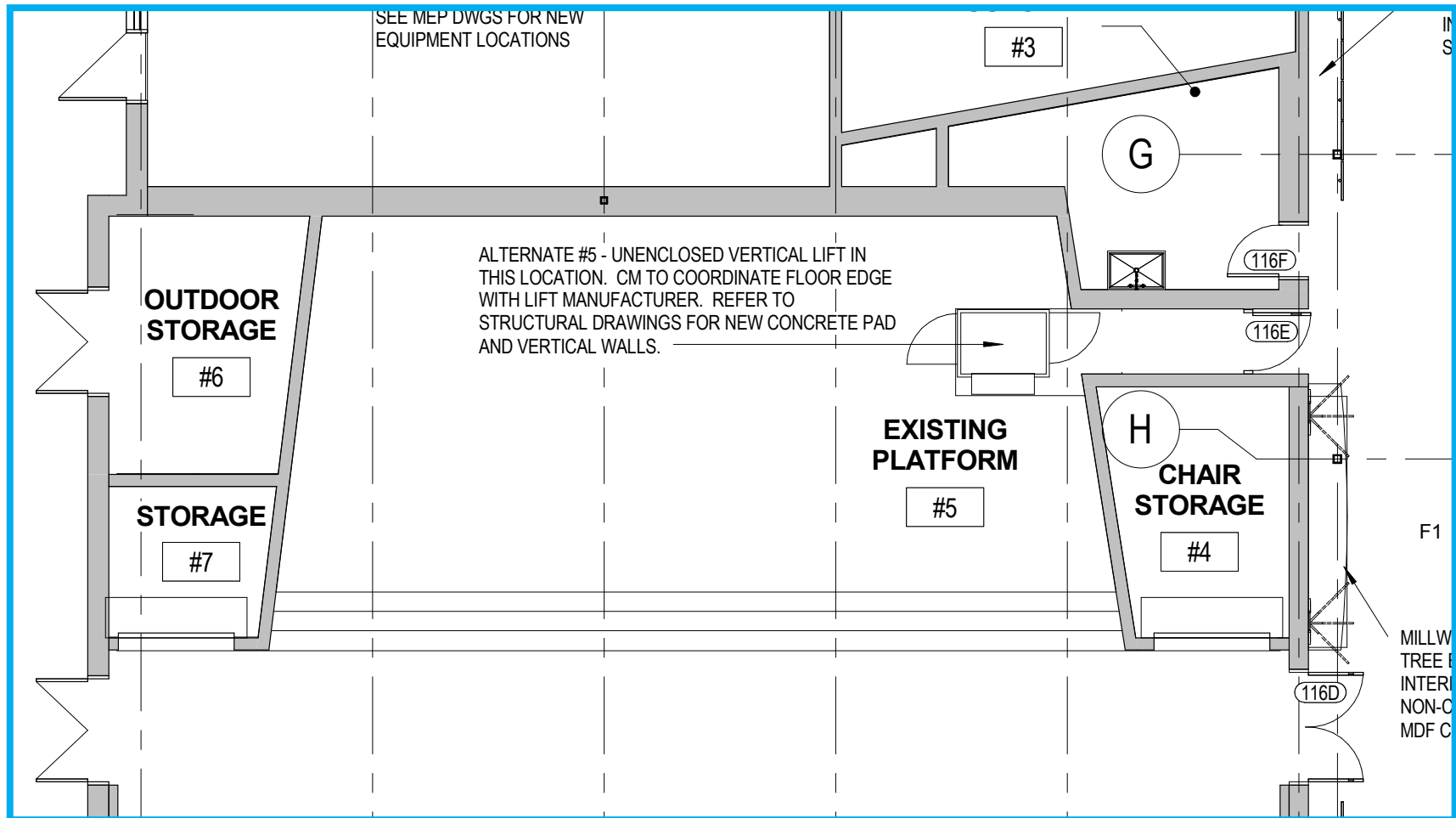
## Alternate #4: Added Site Guardrail (\$2,825)

- Recommendation: Make decision and incorporate into final Site Plan



### Alternate #5: Wheelchair Lift for Stage (Approx \$50,000)

- Recommendation: Allow School to provide portable ramp as needed



## Alternate #6: Fencing options

- Recommendation: Make decision and incorporate into final Site Plan

Option 1: Cedar Fencing  
(Approximately \$12,000)



Option 2: Aluminium Fencing  
(Additional \$17,800)

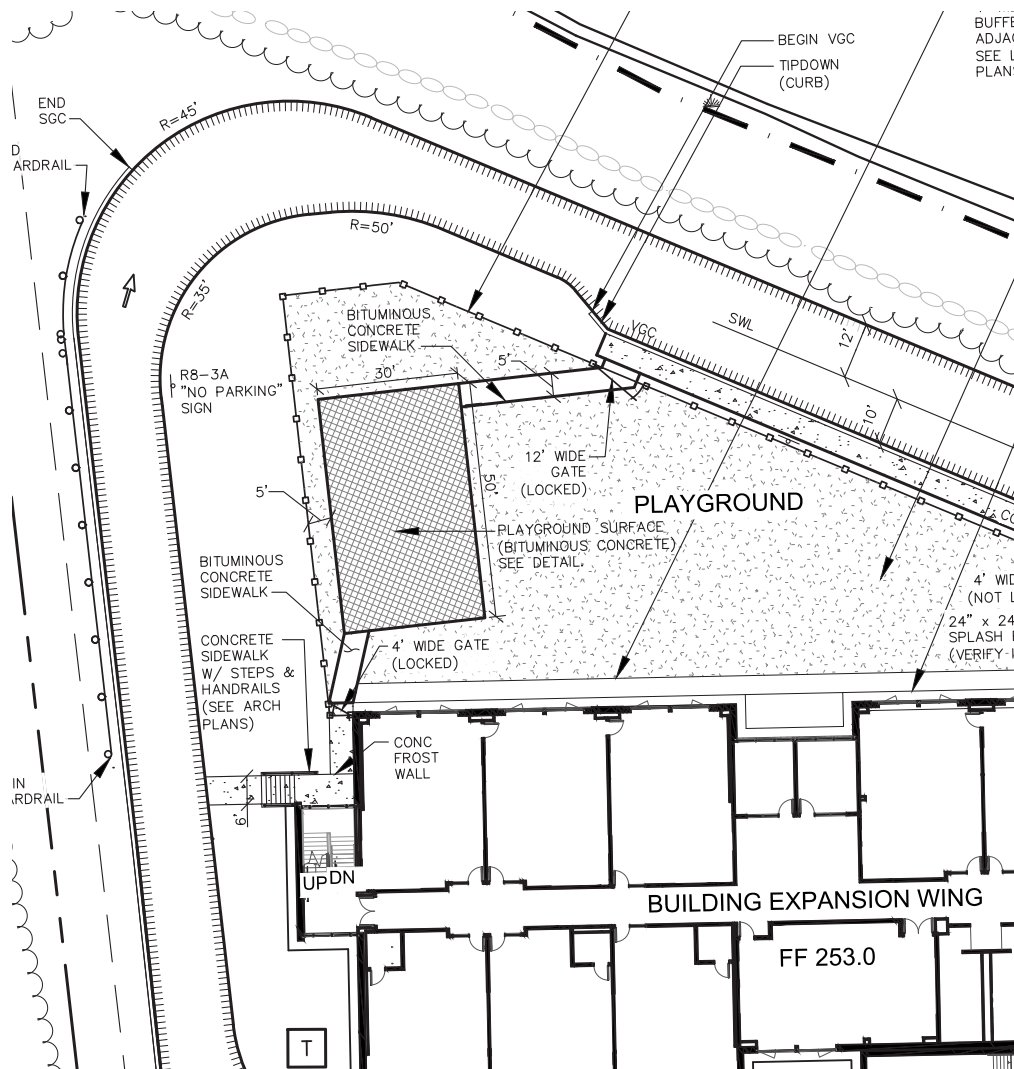


Option 3: Vinyl Fencing  
(Additional \$11,450)



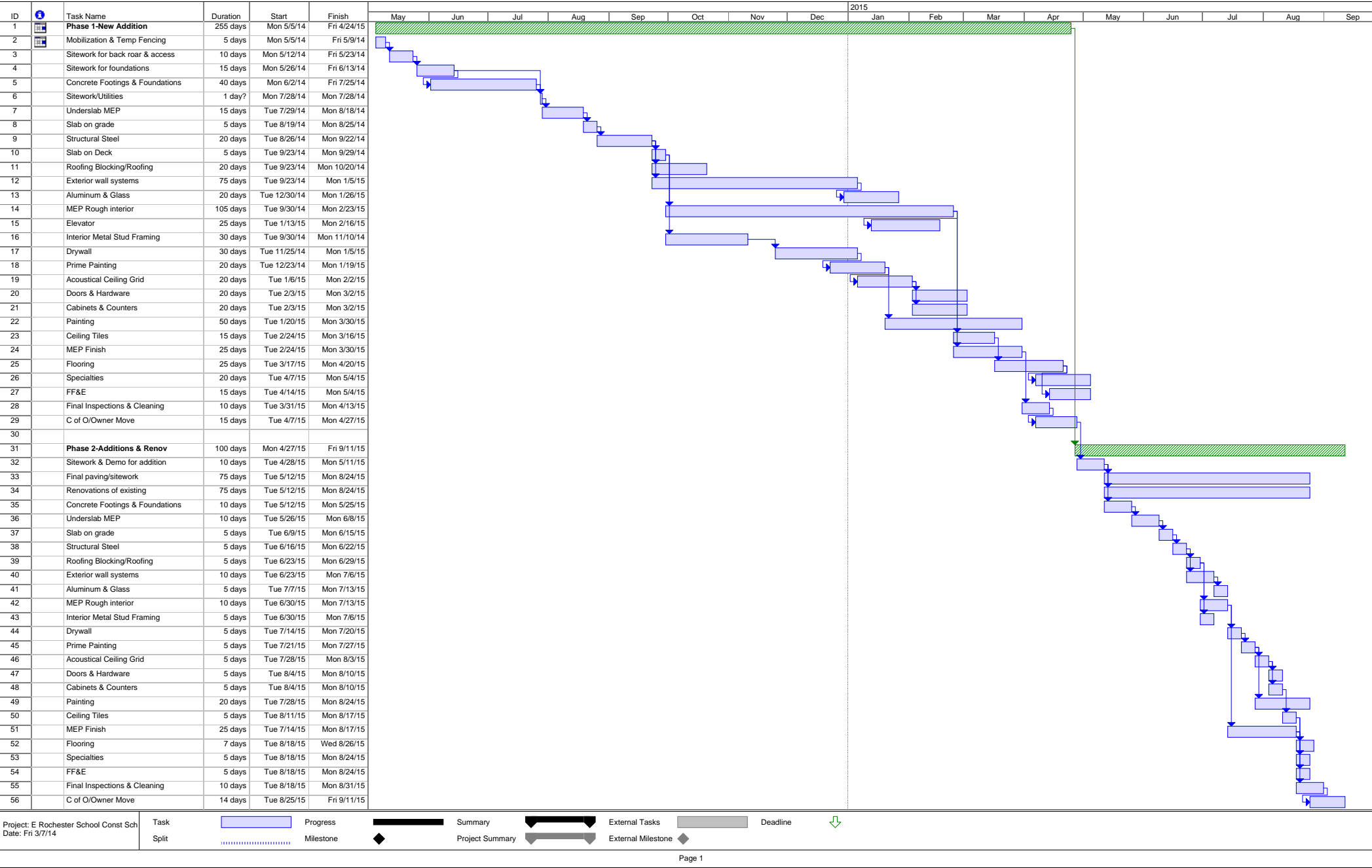
## Alternate #7: Pervious Pavement at Play Area (\$9,000)

- Recommendation: Make decision and incorporate into final Site Plan



East Rochester Elementary School

March 10, 2014





## Proposed Construction Phasing Plan

