



City Council Public Hearing
September 6, 2016
Council Chambers
7:00 PM

Agenda

1. Call to Order
2. **AB 17 – B** Resolution Authorizing Supplemental Appropriation to the FY 2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency Repairs to the Wastewater Treatment Plant and Authorizing Bonding and/or Borrowing in Connection Therewith P. 9
3. **AB 16** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Manufactured Homes P. 17
4. Adjournment

Regular City Council Meeting
September 6, 2016
Council Chambers
(Immediately following the Public Hearing)

1. Call to Order
2. Pledge of Allegiance
 - 2.1 **Presentation of the Colors and Pledge of Allegiance:** American Legion Unit 7 Junior Auxiliary
3. Opening Prayer
 - 3.1. Hailey Bilodeau, American Legion Unit 7 Junior Auxiliary, Chaplain
4. Roll Call



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5. Acceptance of Minutes:
 - 5.1. August 2, 2016: Regular City Council Meeting P. 19
 - 5.2. August 16, 2016: Special City Council Meeting P. 35
6. Communications from the City Manager
 - 6.1. Employee of the Month Award P. 43
 - 6.2. City Manager's Report P. 41
7. Communications from the Mayor
 - 7.1. **Proclamation:** Gay Pride Day P. 69
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 - 9.1. **Appointment/Election Official:** Tiffany Spears, Ward Two, Moderator
10. Reports of Committees:
 - 10.1. Codes and Ordinances Committee P. 71
 - Leak Abatement Policy **Motion to Approve** P. 83
 - 10.2. Community Development Committee P. 85
 - 10.3. Public Safety Committee P. 91
 - 10.4. Public Works Committee P. 97
11. Old Business
12. New Business
 - 12.1. **AB 22** Resolution Authorizing Acceptance of Donation from the Mary A. McDuffee Whitehouse Trust Fund (McDuffee Trust) **First Reading, Second Reading, and Adoption** P. 103



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- 12.2. **AB 10** Amendment to Chapter 11 of the General Ordinances of the City of Rochester Regarding Economic Development Special Reserve Fund **First Reading, Second Reading, and Adoption** P. 119
- 12.3. **AB 16** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Manufactured Homes **Second Reading and Adoption** P. 123
- 12.4. **AB 23** Resolution De-Authorizing Funding from Business Education Development Special Reserve Fund and Authorizing the Transfer to the Transfer to the Economic Development Fund **First Reading, Second Reading, and Adoption** P. 129
- 12.5. **AB 25** Resolution Authorizing the Re-Programming Community Development Block Grant (CDBG) Funds **First Reading, Second Reading, and Adoption** P. 135
- 12.6. **AB 24** Resolution Authorizing Acceptance and Appropriation of Community Action Partnership of Strafford County (CAP) Community Development Block Grant (CDBG) Refund **First Reading, Second Reading, and Adoption** P. 141
- 12.7. **AB 26** Resolution Authorizing Acceptance and Appropriation of Moose Plate Grant Award **First Reading, Second Reading, and Adoption** P. 147
- 12.8. **AB 29** Approve the Draft Language Access Plan for the City of Rochester's CDBG Program **Motion to Approve** P. 151
- 12.9. **AB 28** FY15-16 Consolidated Annual Performance and Evaluation Report (CAPER) **Information Only – No Action Required** P. 159
- 12.10. **AB 27** Amendment to Chapter 5 of the General Ordinances of the City of Rochester **First Reading, Second Reading, and Adoption** P. 189
- 12.11. **AB 30** Resolution Authorizing the Rochester Department of Public Works (DPW) to Apply for a Loan From the Drinking Water State Revolving Fund (DWSRF) **First Reading and Adoption** P. 195



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12.12. AB 17 Emergency Repairs to the Wastewater Treatment Plant P. 13

12.12.1. AB 17 – A Resolution De-Authorizing Funding from the Department of Public Works Sewer Fund Capital Improvements Fund First Reading, Second Reading, and Adoption P. 11

12.12.2. AB 17 – B Resolution Authorizing Supplemental Appropriation to the FY 2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency Repairs to the Wastewater Treatment Plant and Authorizing Bonding and/or Borrowing in Connection Therewith Second Reading and Adoption P. 9

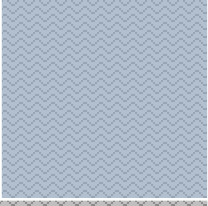
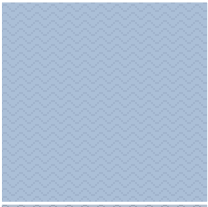
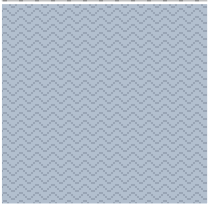
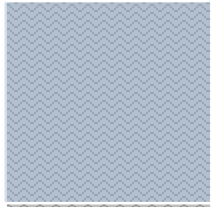
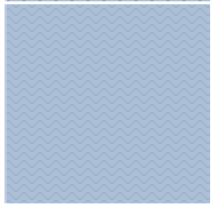
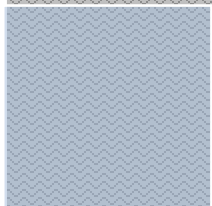
13. Other

14. Non-Public Session/Non Meeting

14.1. Non-Public Session - Land, RSA 91-A: 3, II (d)

14.2. Non-Meeting, Consultation with Legal Counsel, RSA 91-A:2I (b)

15. Adjournment



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**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE FY2017 DEPARTMENT OF PUBLIC WORKS SEWER FUND CAPITAL
IMPROVEMENTS FUND FOR EMERGENCY REPAIRS TO THE WASTEWATER
TREATMENT PLANT
AND AUTHORIZING BONDING AND/OR BORROWING
IN CONNECTION THEREWITH**

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

That the sum of Two Hundred Twenty Thousand Dollars (\$220,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2017 fiscal year Department of Public Works Sewer Fund Capital Improvements Fund such funds to be used for the purpose of providing funds necessary to pay costs and/or expenditures associated with repairing the aeration system at the Wastewater Treatment Plant.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of up to Two Hundred Twenty Thousand Dollars (\$220,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. The useful life for the aforesaid Project is 10 years.

Further, to the extent not otherwise provided for in this Resolution the City Manager and/or his designee(s) is authorized to sign all documents necessary to implement the purposes of this resolution, including the signing of any engineering and/or services, materials, construction and or similar or related type contract(s) necessary to carry out the purposes of this resolution.

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

The City reasonably expects to issue tax exempt bonds in the future to finance certain expenses related to this Project, the proceeds of which may be used, in part, to reimburse the City for Project expenses paid prior to the issuance of such bonds, including those authorized above. To that end, without in any way committing the City to issue such bonds, and/or notes, and/or other legal forms of borrowing, this Resolution shall be deemed to constitute the City's "official intent" with respect to such plans within the meaning of IRS Reg. 1.150-2.



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**RESOLUTION DEAUTHORIZING FUNDING FROM THE DEPARTMENT OF PUBLIC
WORKS SEWER FUND CAPITAL IMPROVEMENTS FUND**

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

WHEREAS, by virtue of a certain resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated Two Hundred Twenty Thousand Dollars (\$220,000.00) to the Department of Public Works Sewer Fund Capital Improvements Fund for emergency repairs to the Wastewater Treatment Plant aeration system; and

WHEREAS, the City desires to change the source of funding for this project to borrowing;

NOW THEREFORE, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Two Hundred Twenty Thousand Dollars (\$220,000.00) of the previous appropriation of funds from the Department of Public Works Sewer Fund Capital Improvements Fund and return said funds to the Sewer Fund unassigned retained earnings.

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 17 AB 17-A



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9/1/16

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.

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COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	August 16, 2016	
DEPT. HEAD SIGNATURE	John B. Storer, PE Original with signature on file with City Clerk	
DATE SUBMITTED	8/5/16	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	signature on file
SOURCE OF FUNDS	SEWER FUND - BOND!
ACCOUNT NUMBER	55026020-772000-17545
AMOUNT	\$220,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL RESOLUTIONS

SUMMARY STATEMENT

At the City Council Meeting held on Aug 2, 2016 the DPW requested and was approved for a \$220,000 unreserved retained earnings supplemental appropriation as the need for the Aeration Diffuser Repair Project had become urgent. During the discussions at that meeting the City Council, the Finance Director and the City Services Director agreed that this project could and should have bonding as the funding source. This agenda item is to de-authorize the \$220,000 supplemental unreserved retained earnings appropriation from the August 2, 2016 City Council Meeting and to authorize a supplemental appropriation of \$220,000 with bond funding for this project.

Note: this change of funding source will require a public hearing.

RECOMMENDED ACTION

1. City Council Resolution to De-Authorize \$220,000 in Un-retained Earnings Funding that was funded for the WWTP Aeration Diffuser Project.
2. City Council Resolution to Authorize \$220,000 of Bond funding for the WWTP Aeration Diffuser Project at the WWTP.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	772000	17545	-	-	220,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	772000	17545	-	-	220,000.00 -
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



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**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.2.161 and 42.20 (b) of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 Definitions.

-
-
-

161. Manufactured Housing: Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as the HUD Code, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, ~~is a minimum of 13 feet in overall width and have at least 700~~ **320** square feet of habitable space, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured Housing as defined here does not include pre-site housing as defined in RSA 674:31-a.

-
-
-

42.20 Standards for Specific Permitted Uses.

-

b. Conditions for Particular Uses

-

9. Manufactured Housing Subdivision

A. Overall Development

iii. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

10. Manufactured Housing Unit

C. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

The effective date of these amendments shall be upon passage.



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**Regular City Council Meeting
August 2, 2016
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Barnett
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Lachapelle
Councilor Lauterborn
Councilor Keans
Councilor Torr
Councilor Varney
Councilor Willis
Mayor McCarley

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
John Storer, Commissioner of Public
Works
Norm Sanborn, Jr., Fire Chief
Tim Wilder, Deputy Fire Chief/Fire
Marshall
Laura Miller, Public Works

Minutes

1. Call to Order

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

2. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

3. Opening Prayer

Mayor McCarley acknowledged the acts of violence in the world over the last few months and called for a moment of silent prayer for peace in the world.

4. Roll Call

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

5. Acceptance of Minutes

5.1. July 12, 2016: Regular City Council Meeting

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of July 12, 2016. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2. July 19, 2016: Special City Council Meeting

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes of July 19, 2016. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1. Employee of the Month Award

City Manager Fitzpatrick invited Norm Sanborn Jr., Fire Chief, and Tim Wilder, Deputy Fire Chief, to come forward. City Manager Fitzpatrick made a few comments about the challenges of being a Fire Marshall and said that Mr. Wilder has a way of getting the message across to new developers and making them feel welcome at the same time. He congratulated Mr. Wilder for being selected as Employee of the Month for August, 2016.

City Manager Fitzpatrick invited John Storer, Commissioner of Public Works, and Laura Miller, Public Works Department, to come forward. He announced that Ms. Miller is receiving the City Manager's citation this month for working to ensure the Hazardous Waste Day is successful each year.

6.2. City Manager's Report

City Manager Fitzpatrick gave the following report:

City Manager Appointment:

- Skyhaven Airport Advisory Committee - Mark Hourihane
Term to expire August 1, 2019

Contracts and documents executed since last month:

- Assessing Department
 - Pictometry Flyover Contract
- Department of Public Works
 - Columbus Avenue Parking Lot Expansion – Notice of Award
 - Franklin Street Improvements – Notice of Award

- Gonic Saw Mill Dams Project – contract amendment #3
- Milton Road /Flat Rock Bridge Road Intersection Improvements – Notice of Award
- Paving Contract 16-13, Change Order 1
- Sidewalk Contract 13-4, Change Order 3
- Wakefield Street Reconstruction – Authorization for Engineering
- Economic & Community Development
 - CDBG Contracts – contracts – Homeless Center for Strafford County
 - CDBG – contracts – Generator Facilities project
 - CDBG – contracts – Community Action Partnership of Strafford County
 - CDBG – contracts – COAST
 - CDBG – contracts – Cornerstone VNA
 - Economic Development – Extension of P & S Riley Investment Properties
- Finance Department
 - Nyhart – actuarial report contract
- Legal Department
 - MOU – St James Terrace
 - Tax Deed – Lois Street
- Police Department
 - Highway Safety Equipment Grant – J-One automation project

The following Computer Lease/Purchase and Tuition Reimbursement requests have been approved:

- Tuition Reimbursement - Mears, M – Planning
- Computer Lease/Purchase - Babine, E – Police

The following standard reports have been enclosed:

- City Council Request & Inquiry Report
- Permission & Permits Issued
- Personnel Action Report Summary

City Manager Fitzpatrick said a purchase order for the City Hall Annex has also been approved in the amount of \$2,900,000. He added that work is scheduled to begin within the next week.

Councilor Lachapelle requested to be provided with the Pictometry Flyover Contract. City Manager Fitzpatrick agreed to provide the information for the City Council.

6.3. New Staff Positions – Classifications

Mayor McCarley invited the City Council to take action on the proposed staff positions/classifications, which have been included in the City Council packet material.

Councilor Lachapelle **Moved** to **Approve** the classifications as presented. Councilor Bogan seconded the motion. Councilor Varney had questions related to the Senior Executive Assistant Position and requested to vote on the two proposals separately. City Manager Fitzpatrick clarified for the City Council that the Senior Executive Assistant would coordinate and supervise the Public Relations staff as discussed and approved within this past budget cycle. He said more information about the progress in public relations would be provided to the City Council prior to the beginning of this fall. Councilor Varney **Moved** to divide the question. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley called for a vote to approve the Administrative Services and Utility Supervisor position. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley called for a vote to approve the Senior Executive Assistant position. The **MOTION CARRIED** by a majority voice vote.

7. Communications from the Mayor

Mayor McCarley announced that the 7th Annual Rivalry Softball Game [Gonic Wards 2, 3, 4 VS. East Side Wards 1, 5, and 6] is to be held at 10:00 AM on August 13, 2016 [rain date: August 14, 2016] at Riverside Park on Old Dover Road. All residents from ages 9 to 99 are invited to play/attend.

Mayor McCarley stated that a council member had contacted her regarding the issue of water conservation. Mayor McCarley reached out to the Commissioner of Public Works regarding this issue in order to inform the public of any concerns. She said that the Commissioner of Public Works had responded that there is no need to recommend that the City take water conservation steps at this time; however, he could provide regular updates if the City Council wishes.

8. Presentations of Petitions and Council Correspondence

8.1. Memorandum from the Planning Department – Planning

Board Recommendation to Amend Zoning Ordinances Relative to the Size of Manufactured Homes

Mayor McCarley stated that the City Council received a recommendation from the Planning Department regarding amending the Zoning Ordinances relative to the size of manufactured homes. The City Council briefly discussed the matter. Councilor Varney clarified that the City's existing ordinance relative to the size of manufactured homes is not in compliance with federal regulations and the proposed amendment would correct that problem. It was determined that the first reading occurred prior to sending the matter to the Planning Board for a recommendation and that the public hearing could be scheduled for August 16, 2016, with an anticipation of adoption to take place at the Regular City Council meeting in September.

9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Jeffrey Turgeon, Recreation Commission

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation from Jeffrey Turgeon, Recreation Commission, with regret, and to send a letter of thanks. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.2. Resignation: David Ouellette, Trustees of the Trust Funds

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation from David Ouellette, Trustees of the Trust Funds, with regret, and to send a letter of thanks. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley stated that it is important to inform the public about all vacancies for the City's boards and commissions, particularly for the Trustees of the Trust Funds.

9.3. Resignation: David Ouellette, Moderator/Ward 2

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation from David Ouellette, Moderator for Ward Two, with regret, and to send a letter of thanks. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.4. Resignation: Charles W. Grassie, Jr., Planning Board

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation from Charles

W. Grassie Jr., with regret, and to send a letter of thanks. Councilor Torr seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.5. Appointment: Robert Jaffin, Strafford Regional Planning Commission

Mayor McCarley nominated Robert Jaffin to be appointed to the Strafford Regional Planning Commission, as recommended by the Planning Board, with a term to expire on June 30, 2020. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Jaffin has been appointed to the Strafford Regional Planning Commission with a term to expire on June 30, 2020, by a 13 to 0 ballot vote.

9.6. Appointment: Rick Healey, Strafford Regional Planning Commission

Mayor McCarley nominated Rick Healey to be appointed to the Strafford Regional Planning Commission, as recommended by the Planning Board, with a term to expire on June 30, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Gray seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Healey has been appointed to the Strafford Regional Planning Commission with a term to expire on June 30, 2019, by a 13 to 0 ballot vote.

Councilor Keans encouraged residents who have an interest in serving on the Strafford Regional Planning Commission to inform the Planning Board as one of their members is expected to retire from serving on the Commission.

Councilor Lauterborn questioned the two appointments for the Strafford Regional Planning Commission. She believed the terms were to be staggered terms. Kelly Walters, City Clerk, replied that the terms would continue to be staggered and that Mr. Healey should have been appointed in 2015; however, the City Council did not receive a recommendation for appointment last year.

9.7. Appointment: Councilor Elaine Lauterborn, Voting Delegate to the NHMA Legislative Policy Conference

Councilor Lachapelle **MOVED** to allow Councilor Elaine Lauterborn to serve as the voting delegate to the NHMA Legislative Policy Conference and that the Clerk cast one ballot for her. Councilor Bogan seconded the motion.

The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1. Government Channel Committee

Councilor Willis said the Government Channel Committee met and discussed the upcoming Cable Franchise Committee negotiations. He said the City staff provided a list of questions for the Committee to consider during the negotiations. The Committee endorsed a list of priorities to be discussed during negotiations. The first Cable Franchise Committee meeting is scheduled for August 10, 2016.

10.2. Public Safety Committee

Councilor Hamann **MOVED** to install signage for a deaf person living on 72 Olde Farm Lane under the discretion of Public Works. Councilor Gates seconded the motion. Councilor Varney asked if the signage would be installed for the entire development or one resident. Councilor Hamann replied that it is for one resident who is actually deaf and mute. Councilor Keans received a phone call from a neighbor of the resident, who reported that this individual has had a couple close calls with traffic incidents. Councilor Hamann said three neighbors of this individual attended the meeting and supported installing the signage. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Hamann stated that the signage for a deaf child located at 372 Portland Street are no longer needed since the family moved to Daniel Court. No one from the family has contacted the City to move the signage to the new location as of yet. Councilor Hamann **MOVED** to instruct the Department of Public Works to remove the signage located at 372 Portland Street. Councilor Gray seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle asked about the Amendments to the General Ordinances relative to graffiti and overnight parking in city parks being sent to the Codes and Ordinances Committee. City Attorney O'Rourke replied that this amendment would be sent to the Codes and Ordinances Committee meeting for September.

10.3. Public Works Committee

Councilor Torr spoke about the importance of the emergency repairs at the Wastewater Treatment Plant, which can be found under New Business.

Councilor Torr summarized the issue concerning the maintenance agreement between the City of Rochester and the Methodist Church Clock Tower. It seems recent activity has caused significant safety issues for the gentleman performing the maintenance. He added that the church had allowed a cell tower to be installed as well.

Councilor Torr said a few residents complained about the intersection of Milton Road and Flat Rock Bridge Road. Councilor Varney said the Committee decided to wait until the State completes its work in the area and then take another look at the traffic to determine if a traffic light is needed.

Councilor Torr cautioned the City Council about imposing impact fees for a developer on Flat Rock Bridge Road. Councilor Varney argued that the developer should incur some percentage of the impact fees.

Councilor Torr said that Nelson Communications has been awarded the bid for the Columbus Avenue Parking Lot Expansion Project and that work would start in August.

11. Old Business

12. Consent Calendar

13. New Business

13.1. AB 01 2017-2018 Final Legislative Policy Recommendations

Councilor Lauterborn said the final legislative policy recommendations have been provided to the City Council in the packet. She suggested that the City Council vote upon them all at once; however, she encouraged any City Council to remove any items from the list for further discussion. No items were removed. Councilor Lachapelle **MOVED** support the NHMA recommendations as written. Councilor Bogan seconded the motion. Mayor McCarley thanked Councilor Lauterborn for attending the Conference on behalf of the City Council. Councilor Lauterborn invited other Council members to attend the Conference and she welcomed any input. She added that cities and towns could still submit proposals and she requested that the Executive Assistant provide any new proposals to the City Clerk's office for the workshop packet.

13.2. AB 10 Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year Year 2015-2016 Pursuant to the Provisions of Section 11.21 (c) of the General Ordinances of the City of Rochester First Reading, Second Reading, and Adoption

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

**RESOLUTION FOR SUPPLEMENTAL APPROPRIATION TO THE
CONSERVATION FUND FOR FISCAL YEAR 2015-2016
PURSUANT TO THE PROVISIONS OF SECTION 11.21(c) OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER**

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

As a supplemental appropriation to the 2015-2016 fiscal year operating budget of the City of Rochester, the sum of Forty Seven Thousand Four Hundred Dollars (\$47,400.00); from annual excess Land Use Change Tax funds for fiscal year 2015-2016 to the City of Rochester Conservation Fund, the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2015-2016.

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. The effective date of this Resolution shall be June 30, 2016. **CC FY 17 AB 10**

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

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

Councilor Willis wished to confirm that this resolution would allow funding to be transferred from the General Fund to the Conservation Fund and that the Conservation Commission would seek eligible projects to expend the funds. City Manager Fitzpatrick replied that is correct and the City Council must approve the project prior to allowing the Conservation Commission to expend such funds. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.3. AB 11 Aeration Diffusers Project:

13.3.1. Resolution De-Authorizing City of Rochester Department of Public Works Sewer Fund Capital Improvements Project Funding for the Aeration Diffusers Project First Reading, Second Reading, and Adoption

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

RESOLUTION DEAUTHORIZING CITY OF ROCHESTER DEPARTMENT OF PUBLIC WORKS SEWER FUND CAPITAL IMPROVEMENT PROJECT FUNDING FOR THE AERATION DIFFUSERS PROJECT

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

In accordance with the provisions RSA 33:9, Twenty Thousand Dollars (\$20,000.00) of previous bond authority is deauthorized from the FY 2017 Department of Public Works Sewer Fund Capital Improvement Project Fund for the engineering design costs associated with the Aeration Diffusers Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY17 08-02 AB 11**

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

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

13.3.2. Resolution Authorizing Supplemental Appropriation to the FY2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency Repairs to the Wastewater Treatment Plant First Reading, Second Reading, and Adoption

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE FY 2017 DEPARTMENT OF PUBLIC WORKS SEWER FUND
CAPITAL IMPROVEMENTS FUND FOR EMERGENCY REPAIRS TO THE
WASTEWATER TREATMENT PLANT**

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

That a sum not to exceed Two Hundred Twenty Thousand Dollars (\$220,000.00) be, and hereby is, appropriated as a supplemental appropriation to the FY2017 City of Rochester Department of Public Works Sewer Fund Capital Improvements Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with repairing the aeration system at the Wastewater Treatment Plant, and provided further that funds for such supplemental appropriation shall be derived in their entirety from the Sewer Fund unreserved retained earnings.

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 17 08-02 AB 11**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney asked if the Finance Department is proposing the project be approved with "retained" earnings in order to expedite the project. Commissioner Storer replied that is his understanding and reiterated the condition of the aeration diffusers. Councilor Varney wished to confirm that a subsequent resolution could be presented to the City Council [change of funding source] in order to bond the project. Deputy City Manager Cox replied yes. Councilor Willis asked if by approving this resolution it would have an impact of the anticipated surplus of \$450,000 at the closing of FY 18. Deputy City Manager replied it would at first, but not after the City Council approved the change of funding source from cash to bond. Mayor McCarley called for a vote on the motion.

The **MOTION CARRIED** by a unanimous voice vote.

13.4. AB 13 Resolution Authorizing Acceptance and Appropriation of New Hampshire Bar Foundation Justice Grant First Reading, Second Reading, and Adoption

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

RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF NEW HAMPSHIRE BAR FOUNDATION JUSTICE GRANT

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

WHEREAS, that a New Hampshire Bar Foundation Justice Grant in the amount of Two Thousand Four Dollars (\$2,004.00) was awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Two Thousand Four Dollars (\$2,004.00) be, and hereby is, appropriated to a Recreation Department non-lapsing Special Revenue Fund for the purpose of carrying out activities associated with Rochester Teen Night; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 17 AB 13**

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

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

13.5. AB 14 Resolution Accepting New Hampshire Department of Environmental Services Grant, in Connection with 2017 Household Hazardous Waste Day and Authorizing City Manger to Enter into a Contract with NHDES with Respect to the 2017 Household Hazardous Waste Day

Grant [May 6, 2017] First Reading and Adoption

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

**RESOLUTION ACCEPTING
NH DEPARTMENT OF ENVIRONMENTAL SERVICES GRANT,
IN CONNECTION WITH 2017 HOUSEHOLD HAZARDOUS WASTE DAY
AND AUTHORIZING CITY MANAGER TO ENTER INTO A
CONTRACT WITH NHDES WITH RESPECT TO
THE 2017 HOUSEHOLD HAZARDOUS WASTE DAY GRANT**

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

That a New Hampshire Department of Environmental Services Grant, in the amount not to exceed Fourteen Thousand Three Hundred Sixty Four Dollars (\$14,364.00) to the City of Rochester, for the purpose of hosting hazard mitigation, is hereby accepted by the City of Rochester and, when received, such grant funds shall be assigned to account number 13011-400412 previously approved by the Council in the fiscal year 2017 operating budget of the City of Rochester.

Additionally, the City Manager of the City of Rochester, be, and hereby is authorized to enter into a contract with the New Hampshire Department of Environmental Services with respect to such grant and the conduct of the aforementioned 2017 Household Hazardous Waste Day.

Furthermore, 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 FY17 08-02 Resolution AB 14**

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

- 13.6. AB 15 Resolution Establishing Polling Places and Times for the September 13, 2016, State Primary Election, and the November 8, 2016, Presidential Election First Reading and Adoption**

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

**RESOLUTION ESTABLISHING POLLING PLACES AND TIMES
FOR THE SEPTEMBER 13, 2016, STATE PRIMARY ELECTION AND THE
NOVEMBER 8, 2016, PRESIDENTIAL GENERAL ELECTION**

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

That the following polling places are hereby established for the City of Rochester for the upcoming 2016 Elections.

[NEW] WARD 1: East Rochester Elementary School
773 Portland Street, East Rochester

WARD 2: St. Mary's Parish Center
71 Lowell Street, Rochester

[NEW] WARD 3: Gonic Elementary School
11 Railroad Avenue, Rochester

WARD 4: Rochester Home Depot
280 North Main Street, Rochester

WARD 5: Rochester Community Center
150 Wakefield Street/Community Way, Rochester
Located on the Chestnut Hill Road Side of Building

WARD 6: Elks Lodge #1393
295 Columbus Avenue, Rochester

Further, That in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day. **CC FY 17 AB 15**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Lachapelle reiterated that Ward One and Three have new polling locations. He requested that the changes be posted on the City's Website and Government Channel. The **MOTION CARRIED** by a unanimous voice vote.

13.7. Non-Meeting/Non-Public Session

**13.7.1. Non-Meeting: Consultation with Legal Counsel,
RSA 91-A:2,I(b)**

**13.7.2. Non-Public Session, Personnel, RSA 91-A:3,II
(a)**

Councilor Lauterborn **MOVED** to enter into the Non-Meeting, Consultation with Legal Counsel, under RSA 91-A:2,I(b) and the Non-Public Session, Personnel, under RSA 91-A:3,II (a) at 7:44 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Barnett, Keans, Lauterborn, Willis, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 8:19 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the Non-Public Sessions because divulgence would adversely affect the reputation of a person other than a member of the Council. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call. Councilors Bogan, Gray, Torr, Gates, Willis, Abbott, Hamann, Lauterborn, Keans, Barnett, Varney, and Mayor McCarley. Councilor Lachapelle had been excused from the meeting at 7:45 PM and therefore was not present for the roll call.

14. Other

Councilor Varney questioned a site plan, which is being reviewed by the Planning Board at this time. Councilor Willis, City Council Representative to the Planning Board, said Councilor Varney's comments are duly noted.

15. Adjournment

Councilor Hamann **MOVED** to **ADJOURN** the Regular City Council Meeting at 8:22 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



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**Special City Council Meeting
August 16, 2016
Council Chambers
7:25 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Barnett
Councilor Bogan
Councilor Gates
Councilor Hamann
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Varney
Mayor McCarley

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
City Attorney Terence O'Rourke

COUNCILORS EXCUSED

Councilor Gray
Councilor Torr
Councilor Willis

MINUTES

1. Call to Order

Mayor McCarley called the Special City Council meeting to order at 7:25 PM. Marcia Roddy, Deputy City Clerk, took the roll call. All Council members were present except for Councilors Gray, Torr, and Willis, who had been excused.

2. **AB 16 Amendment to Chapter 42 of the General Ordinances of the City of Rochester. **First reading, refer to Public Hearing.****

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

**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF
THE CITY OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.2.161 and 42.20 (b) of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 **Definitions.**

-
-
-

161. Manufactured Housing: Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as the HUD Code, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, ~~is a minimum of 13 feet in overall width and have at least 700~~ **320** square feet of habitable space, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured Housing as defined here does not include pre-site housing as defined in RSA 674:31-a.

-
-
-

42.20 **Standards for Specific Permitted Uses.**

-

b. **Conditions for Particular Uses**

-

9. **Manufactured Housing Subdivision**

A. **Overall Development**

~~iii. Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

10. **Manufactured Housing Unit**

~~C. Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

The effective date of these amendments shall be upon passage.

3. Aeration Diffusers at Water Treatment Plant

3.1 AB 17 Resolution Authorizing Supplemental Appropriation to the FY 2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency Repairs to the Wastewater Connection Therewith. First reading, refer to Public Hearing.

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE FY2017 DEPARTMENT OF PUBLIC WORKS SEWER FUND
CAPITAL IMPROVEMENTS FUND FOR EMERGENCY REPAIRS TO THE
WASTEWATER TREATMENT PLANT
AND AUTHORIZING BONDING AND/OR BORROWING IN
CONNECTION THEREWITH**

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

That the sum of Two Hundred Twenty Thousand Dollars (\$220,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2017 fiscal year Department of Public Works Sewer Fund Capital Improvements Fund such funds to be used for the purpose of providing funds necessary to pay costs and/or expenditures associated with repairing the aeration system at the Wastewater Treatment Plant.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of up to Two Hundred Twenty Thousand Dollars (\$220,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. The useful life for the aforesaid Project is 10 years.

Further, to the extent not otherwise provided for in this Resolution the City Manager and/or his designee(s) is authorized to sign all documents necessary to implement the purposes of this resolution, including the signing of any engineering and/or services, materials, construction and or similar or related type contract(s) necessary to carry out the purposes of this resolution.

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

The City reasonably expects to issue tax exempt bonds in the future to finance certain expenses related to this Project, the proceeds of which may be used, in part, to reimburse the City for Project expenses paid prior to the issuance of such bonds, including those authorized above. To that end, without in any way committing the City to issue such bonds, and/or notes, and/or other legal forms of borrowing, this Resolution shall be deemed to constitute the City's "official intent" with respect to such plans within the meaning of IRS Reg. 1.150-2.

It should be noted that the Agenda Bill for this resolution incorrectly stated "Water Treatment Plant," but should be "Wastewater Treatment Plant."

4. Non-Public Session

4.1 Non-Public Session, RSA 91-A:3, II (d) [Land]**4.2 Non-Meeting: Consultation with Legal Counsel, RSA 91-A:2, I (b)**

Councilor Lachapelle **MOVED** to enter Non-Public Session under RSA 91-A:3, II (d) [Land] and Non-Meeting under RSA 91-A:3, I (b) at 7:25 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by roll call vote. Councilors Bogan, Abbott, Varney, Lachapelle, Barnett, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley all voted yes.

Councilor Lauterborn **MOVED** to exit Non-Public session at 7:56 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes of the Non-Public session because it is determined that divulgence of this information likely would render a proposed action ineffective. Councilor Bogan seconded the motion. The **MOTION CARRIED** by roll call vote. Councilors Varney, Barnett, Lauterborn, Hamann, Lachapelle, Abbott, Gates, Bogan, and Mayor McCarley all voted yes. Councilor Keans voted no.

5. Other

Deputy Mayor Varney revisited the issue of compliance with the fireworks ordinance that was raised during the Public Input portion of the meeting. He suggested that enforcement of the provisions of the ordinance would benefit from a "permit system." Councilor Lachapelle indicated that the Codes and Ordinances Committee would take up the issue.

6. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Special City Council Meeting at 8:00 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC
Deputy City Clerk



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City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT September 6, 2016

The Employee of the Month is: Regina Lytle, Welfare Department

Contracts and documents executed since last month:

- Department of Public Works
 - Annex – CMGC Contractor Agreement
 - Household Hazardous Waste Day Contract
 - Paving Change Orders
 - Change Order 1A - Arena parking lot
 - Change Order 1B – New Rt. 125 Pump Station
 - Strafford Square Engineering Amendment #2 - \$88,255.38
 - Walker – drainage easement
- Economic & Community Development
 - CDBG Contract – Hope on Haven Hill
 - CDBG Grant Agreement – HUD
 - CDBG – Release of Funds/Environmental Review – Hope on Haven Hill
 - CDBG – Release of Funds/Environmental Review
 - Community Action Partnership – Weatherization Program
 - Rochester Main Street Façade Program
 - Homeless Center for Strafford County – generator project
 - Community Partners – elevator project
 - Tri-City Co-op – HVAC and handicap ramp project
 - CDBG Contract – Rochester Main Street – generator and public service agency funding
 - CDBG - Certificate of Consistency with Consolidated Plan
- Finance Department
 - ePlus – services outline
 - SPC (Specialized Purchasing Consultants) copier contract
- Legal Department
 - Tax Deed – Summer Street
- Library
 - Midwest Tape Service Agreement
- Planning Department
 - Conservation Easement – Baseline Conditions Report of Copper Lane easement

The following items were received and are included for informational purposes:

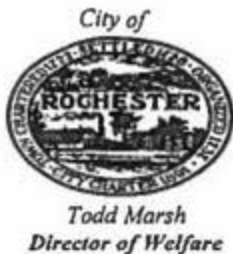
- Thank You letter from The Homemakers

The following Computer Lease/Purchase and Tuition Reimbursement requests have been approved:

- Tuition Reimbursement – Rodgerson, S – City Manager’s office

The following standard reports have been enclosed:

- City Council Request & Inquiry Report
- Monthly Departments Travel Summary Report
- Permission & Permits Issued
- Personnel Action Report Summary



ROCHESTER CITY WELFARE

City Hall
 31 Wakefield Street
 Rochester, New Hampshire 03867
 Telephone: (603) 332-3505 / FAX (603) 335-7592

EMPLOYEE OF THE MONTH NOMINATION

Regina Lytle
 WELFARE DEPARTMENT

08/10/2016

Dear Nominating Committee Members:

It is our sincere pleasure that we attach a completed employee of the month nomination form for Welfare Intake Worker Regina (Gina) Lytle for Employee of the Month.

On a daily basis, Gina demonstrates thoughtful and professional communication skills in a busy and challenging social service office environment.

Rochester City Welfare incorporates a unique, professional and thoughtful approach with residents seeking assistance. As Intake Worker, Gina is often resident's first contact with our office. Many residents are highly stressed, embarrassed and sometimes distrustful of assistance agencies and others present themselves as abrasive and demanding. Gina's approach of courteous informal professionalism fosters decreased stress levels and increased dialogue and trust. Gina's conversational style approach of gathering relevant information from resident applicants at intake increases residents comfort level with the process and maximizes shared information and honesty. This positive first impression of our office and accurate learned information greatly assists the office team as whole, including with case management and coaching. Our total team efforts have resulted in less applicant recidivism and at a savings of over 2.5 million dollars during the past eight years compared to the average assistance amounts from eight years prior.

Gina assists with coordinating the back to school, backpack initiative collaboration with Grace Community Church in Rochester and the Christmas Toy Bank Program with the Fire Department. These community efforts are in additional to the office's already busy duties to meet our primary obligations. Despite the added responsibilities, Gina takes on these community-oriented tasks without hesitation and with enthusiasm.

I hope members of the employee of the month committee agree, that Regina Lytle is highly deserving of the *Employee of the Month* recognition.

Sincerely,

Todd Marsh
Hail Halloway
Amy Follis

Welfare Department Team

EMPLOYEE OF THE MONTH NOMINATION FORM

9/1/16

EMPLOYEE'S NAME: Regina Lytle

DEPARTMENT: Welfare

Provide examples of how the employee has performed actions that were above and beyond those normally expected for the employee's position. The more examples you can give adds to the strength of the nomination. If more room is needed, please use reverse side.

SERVICE TO THE COMMUNITY

(Example: Volunteering at a blood drive, actively participating in the Adopt-a-Spot Program, chairing or sponsoring programs such as Toys for Tots or the Summer Fun Festival.)

The City Welfare Department continued our collaboration with Grace Community Church with their back to school "Backpack Program" for Rochester school children in need. Gina actively participates with the coordination and is often the first point of contact for residents signing up for the program. Despite Gina's demanding welfare intake duties, she makes time to complete weekly detailed backpack family information spreadsheets. Also, Gina assists Grace Community Church volunteers with transporting many backpacks from their vehicle to our office. Gina contacts many parents by phone or by mail to pick up backpacks, locates the backpacks when the parents and children arrive and distributes them. Gina often shares how she loves to see the faces of the parents and children when they received their backpacks and how grateful and excited the parents are to receive them. Also, Gina assists to coordinate the Toy Bank program provided by the Fire Department during the holiday season, which process is similar to the backpack program.

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

(Example: A City employee helping the elderly to their car in bad weather, creating special events for staff such as the Christmas party or the Chili-Cook-Off.)

Rochester City Welfare incorporates a unique, professional and thoughtful approach with residents seeking assistance. As Intake Worker, Gina is often resident's first contact with our office. Many residents are highly stressed, embarrassed, and sometimes distrustful of assistance agencies and others present themselves as demanding. Gina's approach of informal professionalism fosters decreased stress levels and increased dialogue and trust. Gina's conversational style approach of gathering relevant information from resident applicants at intake increases residents comfort level with the process and maximizes accurate shared information. This positive first impression of our office and accurate learned information greatly assists the office team as whole, including with case management and coaching. Our total team efforts have resulted in less applicant recidivism and at a savings of over 2.5 million dollars during the past eight years compared to the average assistance amounts from eight years prior. Gina has directed and accompanied many people with difficulty walking to the elevator (instead of them using the stairs) out of concern for their safety. Externally, Gina has helped city workers during snowstorms by helping them clear off the snow accumulated on their vehicle.

PROFESSIONALISM AND COMMITMENT BEYOND WHAT IS EXPECTED FOR THE EMPLOYEE'S POSITION

(Example: He/she gives extra hours to the job when necessary to get the job done.)

Rochester City Welfare team expectations are high, which has largely attributed to the success of the department. Despite the high standards, it is challenging to coach a thoughtful and professional communication approach in a social service oriented, stressful and demanding office environment. Gina's approach is exceptional and should not be taken for granted. Gina is very flexible and often accommodates other team member's absences by adjusting her work schedule.

YOUR NAME: [Signature]

DATE: 08/10/2016

PLEASE NOTE: You may use either this form or a letter, whichever is more convenient for you.

ANY OF THE ABOVE ITEMS IS ENOUGH TO NOMINATE AN EMPLOYEE.

9/1/16



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, DPW Office Manager *df*

DATE: July 26, 2016

SUBJECT: City Hall Annex
CMGC Building Corp Contract

CC: John B. Storer, PE Director of City Services

CITY OF
Received

JUL 26 2016

City Manager
ROCHESTER

Enclosed please find two (2) copies of the CMGC Building Corporation Contract for the amount of \$2,925,002.00. Mr. Storer, Oak Point Associates and Mr. O'Rourke have reviewed and approved these documents. CMGC were selected for this project based on the specification in City of Rochester Bid 16-38 and there is sufficient funding appropriated for this contract in account 15011090-772000-16559.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature

Blaine Cox

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received

AUG 22 2016

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Samantha Rodgerson, Senior Executive Assistant

FROM: Lisa J. Clark *LJC*

DATE: August 22, 2016

SUBJECT: Household Hazardous Waste Day Grant Contract/Agreement

Attached please find the Grant Agreement for the Household Hazardous Waste Day to be held in 2017.

Please have the City Manager sign and initial each page as indicated, and please notarize as required.

These documents should be returned to the DPW for mailing with the total package of required documents.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352

www.rochesternh.net

CITY OF
ROCHESTER
AUG 11 2016
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

FROM: Lisa J. Clark, Admin Svc & Utility Billing Supervisor *LJC*

DATE: August 10, 2016

SUBJECT: Paving Contract Change Order 1-A – Arena Parking Lot
Paving Contract Change Order 1-B – New Rt. 125 PS

CC: John B. Storer PE, Director of City Services

Enclosed please find one copy each of the Change Orders 1A & 1B for Pike Industries.

These change orders are for work outside the most recent contract with Pike and will be for work associated with Paving the Arena Parking Lot and to pave the roadway/parking lot to the New Rt125 Pump Station.

There is sufficient funding the appropriate accounts listed below:

Change 1A Arena Parking lot \$12,514 = Account 55036030-772000-14531

Change 1B New Rt 125 PS = Account 52602074-543000

If you have any questions please call me at 335-7572, if not please sign below and pass on to the City Manager for signature. These documents should be returned to the DPW for processing and Distribution.

Blaine Cox 8/11/2016
Blaine M. Cox – Finance Director / Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

AUG 22 2016

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager *LJC*

DATE: August 18, 2016

SUBJECT: Strafford Square Intersection Project
Stantec Consulting Services – (formerly FST)
Additional Engineering Amendment #2 Amount \$88,255.38

CC: John B. Storer, PE Director of City Services

Enclosed please find the Strafford Square Project Design Amendment #2.

This amendment is for additional engineering for Stantec Engineers that was outside the original contract scope of services. The scope for this amendments is due to modifications as requested to the RTE design, additional work required by NHDOT to modify the National Environmental Policy Act (NEPA) documents, and the additional work associated with the archaeological findings.

There is sufficient funding in the project accounts for this amendment. Those Munis accounts to be use are are 15013010-771000-15528 & 15013010-771000-16531.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. This documents should be returned to the DPW for distribution.

Signature

Blaine Cox

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
FROM: Lisa J. Clark, DPW Office Manager *LJC*
DATE: July 25, 2016
SUBJECT: Brock Street Drainage Easement
 Marybeth & David Walker Map 123 lot57
CC: John B. Storer, PE, Director of City Services

Enclosed please find the original Drainage easement and agreement for the Brock Street property.

This easement document is now complete and ready for signature.

If you have any questions please call. These documents should be returned to the DPW for distribution.

9/1/16

Date: August 18, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2016-2017 CDBG Contracts

Please see attached the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester and Hope on Haven Hill. The City Council approved funding for this project at the May 3, 2016 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator and the City Attorney.

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

Date: August 17, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG 17 2016
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Grant Agreement

Please see attached two copies of the FY 2016-2017 Community Development Block Grant agreement with the U.S. Department of Housing and Urban Development. The agreement requires the signature of the City Manager and can be returned to Julian after signing.

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

9/1/16

Date: August 23, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG 23 2016
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Request for Release of Funds and Environmental Review –
Hope on Haven Hill

Please see attached the completed environmental review and Request for Release of Funds for the FY 2016-2017 Community Development Block Grant (CDBG) environmental review for the Hope on Haven Hill renovation project. The City Council approved funding to this activity at the May 3, 2016 City Council meeting.

Both the environmental review and the Request for Release of Funds require the signature of the City Manager as the authorized official for the City of Rochester.

Thank you very much, and please contact Julian with any questions or concerns.

Date: August 8, 2016

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2016-2017 CDBG Request for Release of Funds

Please see attached the completed Request for Release of Funds for the FY 2016-2017 Community Development Block Grant (CDBG) environmental review for the following projects:

- Community Action Partnership of Strafford County Weatherization Project;
- Rochester Main Street Façade Program;
- Homeless Center for Strafford County Generator Project;
- Community Partners Elevator Project; and
- Tri-City Co-op HVAC and Handicap Ramp Project.

The City Council approved funding to these activities at the May 3, 2016 City Council meeting.

The Request for Release of Funds requires the signature of the City Manager as the authorized official for the City of Rochester. The Request for Release of Funds was submitted last week for signature, but unfortunately, it was submitted a day too earlier. The Request for Release of Funds must be dated at least one day after the end of the statutory public comments period, but I had submitted the request on the same day as the end of the statutory public comments period. I apologize for the error and inconvenience, and I will ensure it does not happen again.

Thank you very much, and please contact Julian with any questions or concerns.

Date: August 2, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG 3 2016
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Request for Release of Funds

Please see attached the completed Request for Release of Funds for the FY 2016-2017 Community Development Block Grant (CDBG) environmental review for the following projects:

- Community Action Partnership of Strafford County Weatherization Project;
- Rochester Main Street Façade Program;
- Homeless Center for Strafford County Generator Project;
- Community Partners Elevator Project; and
- Tri-City Co-op HVAC and Handicap Ramp Project.


The City Council approved funding to these activities at the May 3, 2016 City Council meeting.

The Request for Release of Funds requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: August 10, 2016

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager



A blue ink stamp is visible over the signature, reading: CITY OF ROCHESTER, AUG 10 2016, City Manager, ROCHESTER.

Re: FY 2016-2017 CDBG Contracts

Please see attached two copies of the signed FY 2016-2017 Community Development Block Grant (CDBG) contracts between the City of Rochester and Rochester Main Street. One contract is for public service agency funding, and the other contract is for funding of a generator facilities project. The City Council approved funding for this project at the May 3, 2016 City Council meeting.

The contracts require the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator and the City Attorney.

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

Date: August 16, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

AUG 16 2016
C. HOLLISTER
Manager

Re: Bureau of Homeless and Housing Services Certifications of Consistency with the Consolidated Plan

I have been asked to review N.H. Bureau of Homeless and Housing Services' certifications of consistency and proposed grant projects to verify that they are consistent with the City of Rochester's FY 2015-2020 Consolidated Plan. The projects provide housing and housing-related services to homeless populations within the City of Rochester and elsewhere, focusing on housing for chronically homeless and mentally ill populations, as well as permanent supportive housing.

All of these services are consistent with the goals and activities outlined in the Consolidated Plan. In particular, services and housing for homeless populations, especially chronically homeless and mentally ill populations, are priority needs identified in the Consolidated Plan.

Please sign the attached certifications of consistency with the Consolidated Plan and return to Julian Long. Please contact Julian with any questions or concerns.

City of Rochester

9/1/16

OFFICE OF THE CITY MANAGER
FINANCE OFFICE
31 WAKEFIELD STREET
ROCHESTER NH 03867

DANIEL FITZPATRICK
VOICE 603.335.1167
FAX 603.335.7589

E-MAIL: Daniel.fitzpatrick@rochesternh.net

LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager
FROM: Blaine Cox, Deputy City Manager
DATE: August 12, 2016

CITY OF
Received
AUG 12 2016
City Manager
ROCHESTER

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

ePlus Technologies Time & Materials Service Agreement

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:

ePlus has been identified as an IT Services engineering firm that the City may be able to use for assistance with IT related issues. The attached agreement simply outlines the terms if/ when the City avails itself of services from ePlus.

City of Rochester

9/1/16

OFFICE OF THE CITY MANAGER
FINANCE OFFICE
31 WAKEFIELD STREET
ROCHESTER NH 03867

DANIEL FITZPATRICK
VOICE 603.335.1167
FAX 603.335.7589

E-MAIL: Daniel.fitzpatrick@rochesternh.net

LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager
FROM: Blaine Cox, Deputy City Manager
DATE: August 16, 2016

Blaine Cox

CITY OF
Received
AUG 16 2016
City Manager
ROCHESTER

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

Specialized Purchasing Consultants Contract

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 City replaced all of its' printers and all except three of its multifunction (copier/scanner/network printer) devices in 2013 (1 Canon device remained in ED and 2 in PD because they were relatively new). The City was able to carry out this citywide upgrade utilizing a reprographic service "broker" named Specialized Purchasing Consultants (SPC).

How were we able to do this in 2013? SPC does not sell or lease equipment or service these devices. SPC, as a broker, works with municipalities & school districts to combine their printing and copying needs in grouped bids to those who do sell & provide these services – such as Canon, Konica-Minolta, Xerox, HP, etc. By combining the needs of several local government entities into grouped bids, SPC is able to receive volume pricing not otherwise offered by vendors to individual entities seeking pricing. In fact, history has shown that manufacturers have been willing to cut out their dealers/ resellers and submit pricing on SPC's bid requests directly that are up to 75% under retail pricing. These savings allowed the City to replace most



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY
19 Wakefield Street • Rochester, NH 03867
(603) 335-7564
www.RochesterNH.net

Memorandum

CITY OF
Received

AUG 2 2016

City Manager
ROCHESTER

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: August 2, 2016
Re: Quitclaim Deed for 43A Summer Street

On July 12, 2016, the City Council approved the sale of 43A Summer Street to Christopher Meyer. In order to complete the sale, the City must execute the attached Quitclaim Deed. Your signature on this deed is recommended and required to complete the sale.



Rochester Public Library
65 South Main St.
Rochester, NH 03867

9/1/16
Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

Date: 7/20/16
To: Dan Fitzpatrick, City Manager
From: Brian Sylvester, Library Director
Re: Hoopla Service Agreement

CITY OF
Received
JUL 25 2016
City Manager
ROCHESTER

The Library has asked Midwest Tape to provide the attached Service Agreement to begin the process of adding the Hoopla digital service platform to the Library's database collection. Patrons will be able to use Hoopla to download or stream eBooks, audio materials, films, television shows, and music from a website connected to the library's website. The service makes over 300,000 titles available for unlimited simultaneous use.

The agreement has been altered at the request of Midwest Tape sales staff to reflect a change to the pricing schedule for service area populations of 49,999 or fewer from \$6,000 to \$3,000. I recommend that the service agreement be signed.

Brian Sylvester
Director, Rochester Public Library



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

9/1/16

CITY OF
Received

AUG 4 2016

City Manager
ROCHESTER

Date: August 4, 2016

To: Daniel Fitzpatrick
City Manager

From: Seth Creighton SC
Chief Planner

Re: Signature needed on Baseline Conditions Report of an existing Conservation Easement.

The City in conjunction with South East Land Trust (SELT) holds a conservation easement known as the "Copper Lane Conservation Easement". Because SELT recently gained an "accredited land trust" status, they are working to make sure their previously conducted base line condition reports meet the standards that accredited land trusts follow. What is enclosed is a slightly revised (more detailed) baseline conditions report for Copper Lane.

This has been reviewed by the Conservation Commission was unanimously supported. The Commission and SELT ask that you sign the revised documents and return them to SELT.

Please contact me if you have any questions.

Office of Finance and Administration
31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 335-7589

1. Applicant's Name: Samantha Rodgers

2. Department: City Manager's Office

3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No

4. Number of Courses for this employee already approved for the current fiscal year is: 0 (attach copies of prior approvals)

5. Course(s) for which reimbursement is now being requested:

a. Name of Course Principles of Macroeconomics; Cost: \$1,140.00; and dates of Course: from 7/5/2016 to 8/20/2016

b. Name of Course _____; Cost: \$ _____; and dates of Course: from _____ to _____

c. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____

6. Reimbursement for only the cost of the course will be as follows:
100% for an A grade; 90% for a B grade; 70% for a C grade.

7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.

8. Department head approval signature: _____

9. Date of Department head's approval: _____

10. Finance Director approval signature: Blaine M Cox
Digitally signed by Blaine M Cox
DN: cn=Blaine M Cox, o=City of Rochester,
ou=Rochester, email=blaine.cox@rochester.gov, c=US,
serial=2016-08-23 14:00:00 +0000

11. Date of Finance Department approval: 2016-08-23

12. City Manager's approval Signature: [Signature]

13. Date of City Manager's Signature: AUG 23 2016

Office of Finance and Administration

(603) 335-7609 Fax (603) 335-7589

1. Applicant's Name: Samantha Rodgeron

2. Department: City Manager's Office

3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No _____

4. Number of Courses for this employee already approved for the current fiscal year is: 01 (attach copies of prior approvals)

5. Course(s) for which reimbursement is now being requested:

a. Name of Course Principles of Accounting I; Cost: \$1,140.00; and dates of Course: from 9/12/2016 to 11/5/2016

b. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____

c. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____

6. Reimbursement for only the cost of the course will be as follows:
100% for an A grade; 90% for a B grade; 70% for a C grade.

7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.

8. Department head approval signature: _____

9. Date of Department head's approval: _____

10. Finance Director approval signature: Blaun G

11. Date of Finance Department approval: 8-23-2016

12. City Manager's approval Signature: Dale W. Fritzel

13. Date of City Manager's Signature: AUG 2

AUG 23 2016

CM Report

9/1/16



CITY OF
Received
AUG 12 2016
City Manager
ROCHESTER

August 9, 2016

City of Rochester
Mr. Daniel Fitzpatrick
31 Wakefield St
Rochester, NH 03867-1916

Dear Mr. Fitzpatrick,

Thank you for helping The Homemakers Health Services continue to provide critical home health, home support and adult day care services to those persons in Rochester who do not have the ability to pay for them or for which there is inadequate reimbursement.

The City of Rochester's appropriation of \$11,000.00 will enable us to continue to subsidize health care services to elderly and disabled Rochester residents.

As our mission here at The Homemakers is to postpone or prevent unnecessary hospitalization or nursing home placement, we believe these funds will ultimately prove to be very cost-effective for the City of Rochester.

On behalf of the citizens we serve, thank you for supporting and enhancing their quality of life.

Sincerely,

Carroll Piper
Interim Chief Executive Officer

P.S. Wishing you all good health!

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Gray	Public Safety Committee 7/20/2016	Letter to Eversource about dirt and tree removal at entrance to Little Falls/Chestnut Hill Road mobile home park.	Letter sent by DPW. Item closed

MONTHLY DEPARTMENT TRAVEL SUMMARY

9/1/16

[illegible]

9/1/16

Permits Issued report - August 2016

[illegible]

PERSONNEL ACTIONS.xls, AUG 2016



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

PROCLAMATION

WHEREAS, equality of opportunity and freedom from discrimination are among the basic, inalienable moral rights of every person, necessary for the devolvement and exercise of our most vital capacities and preconditions of human flourishing; and

WHEREAS, our nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness, and that each shall be accorded the full recognition and protection of law; and

WHEREAS, over the course of our nation's history the sphere of its moral recognition has expanded to include many persons previously marginalized, disenfranchised, and subjugated; yet this recognition remains imperfect and the expansion incomplete; and

WHEREAS, Rochester's LGBT citizens have made important contributions to neighborhood and downtown restoration, community life, business, government, and the arts; and

WHEREAS, September 10th, 2016, marks the first Gay Pride celebration in downtown Rochester, NH. An event to promote unity, visibility, inclusivity, equality, and a positive image of the LGBT community;

NOW, THEREFORE, I, Caroline McCarley, Mayor of the City of Rochester, do hereby proclaim the month of September, as **GAY PRIDE MONTH** in Rochester and urge all citizens to recognize and support the efforts of our city to make this community one which truly does treat all its citizens with a fair and equal hand.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 6th day of September, in the year of our Lord, Two Thousand Sixteen.

Caroline McCarley
Mayor



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blank.



REVISED

CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday, August 4, 2016

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

Codes and Ordinances Committee

Councilor Peter Lachapelle, Chair

Councilor Elaine Lauterborn, Vice Chair

Councilor Thomas Abbott

Councilor Donna Bogan

Councilor Robert Gates

Mayor McCarley

Others Present

Councilor Keans

Councilor Willis

Councilor Torr

Councilor Gray

Councilor Varney

City Attorney O'Rourke

Lisa Stanley, Greater Rochester Chamber of Commerce Board Member

T.J. Jean, Greater Rochester Chamber of Commerce, President

Richard Bickford, School Department

MINUTES

1. Call to Order

Councilor Lachapelle called the meeting to order at 7:00 PM. All members of the Committee were present.

2. Public Input

Councilor Lachapelle invited the public to speak about any City topic not already listed on the Agenda. He noted that time would be allotted to speakers during each agenda topic. No member of the public came forward. Councilor Lachapelle closed the public input portion of the meeting at 7:01 PM.

3. Approval of the Codes and Ordinances Committee Minutes [May 5, 2016]

Councilor Abbott **MOVED** to **APPROVE** the May 5, 2016, Committee meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Amendment to Ordinances – Chapter 11.20

Councilor Lachapelle introduced the Amendment to Chapter 11.20 and invited the Committee members, City Council members, and the public to speak about the topic.

Councilor Gates **MOVED** to recommend to the full City Council that Chapter 11.20 be adopted with the proposed language presented by the Rochester Greater Chamber of Commerce. Councilor Bogan seconded the motion. The resolution as proposed is as follows:

General Ordinances

CHAPTER 11

11.20 City of Rochester Economic Development Special Reserve Fund.~~[deleted]~~

(a) City of Rochester Economic Development Special Reserve Fund – Statement of Purpose. The City of Rochester currently serves as the “Host Community” for the Turnkey Recycling and Environmental Enterprises Waste Disposal Facility (“TREE”) currently operated by Waste Management of New Hampshire, Inc., and located on the Rochester Neck Road. By virtue of its status as Host Community for TREE, the City of Rochester, in addition to incurring significant expenses in connection with such facility, receives significant financial benefits in the form of real property taxes, users fees (in the form of so-called “Host Community Fees”) and various other benefits relative to the cost to the City and its inhabitants of the disposal and/or recycling of various solid waste, including reduced and/or eliminated fees for the disposal and/or recycling of solid waste generated within the City of Rochester. It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year 2023. When such facility is filled to its permitted capacity, it is anticipated that the City will experience a loss in revenues, and the City and its inhabitants will experience increased costs associated with the disposal and/or recycling of solid waste, particularly in the form of reduced and/or lost users fees and reduced property tax revenues, as well as increased costs associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to insure the existence and/or expansion of a vibrant economic base for the City and its inhabitants. Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and RSA 47:1-c, hereby establishes a special

revenue reserve fund from the specific source identified in subsection (b) of this Section 11.20 for **capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature in support of economic development as determined by the City Council.** ~~the specific purpose of paying expenditures associated with the promotion of new, and maintenance of current sources and levels of economic development within the City of Rochester.~~ The special reserve fund established in subsection (b) of this Section 11.20 shall be known as the "City of Rochester Economic Development Special Reserve Fund." No expenditure from the said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner in which it is anticipated that such appropriation is related to the economic development of the City of Rochester.

(b) City of Rochester Economic Development Special Reserve Fund.

There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA 47:1-b, such special reserve fund to be known as the 'City of Rochester Economic Development Special Reserve Fund'. Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than \$100,000 from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc. from the so-called "Host Community Fees" payable to the City pursuant to the provisions of the "Host Agreement" between the City and Waste Management of New Hampshire, Inc., or of any successor to such Agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said 'City of Rochester Economic Development Special Reserve Fund' unappropriated 'Host Community Fees' in an amount not to exceed the difference between the total amount of Host Community Fees received from Waste Management of New Hampshire, Inc. during such fiscal year and the amount of such 'Host Community Fees' previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation requirement provided for herein and any other appropriation of such fiscal year's 'Host Community Fees' by the City Council during such fiscal year). The 'City of Rochester Economic Development Special Reserve Fund' shall, upon appropriation by the City Council to such fund, include funds currently in Account #1501-324400, in the amount of \$1,537,613.54, as of the date of adoption of this ordinance, and such funds shall be expended only for the specific purpose set forth in subsection (a) of this Section 11.20 and shall be expended only in accordance with the provisions of subsection (a) of such Section.

Lisa Stanley, resident, addressed the Committee. She said that Chapter 11.20 and the Economic Development Special Reserve Fund had been established by the guidelines found in RSA 47:1-b and c. She said the City Council did not "rescind" the Economic Reserve Fund or Chapter 11.20 properly and therefore believed that both the Economic Development Reserve Fund and Chapter 11.20 are currently active.

Attorney O'Rourke clarified that the City Council did rescind Chapter 11.20 of the General Ordinances; however, the City Council had not deleted the Economic Development Special Reserve Fund.

Councilor Varney did not oppose the motion to be voted upon; however, he said the last sentence of Chapter 11.20 (b) references the balance of \$1,537,613.54, which is no longer available. He also stated that it implies that all money must be derived from Host Community Fees. He added that the City Council should use General Funds as it sees appropriate. Councilor Gates **MOVED** to **AMEND** the proposed amendment by removing the last sentence of 11.20 (b). Councilor Bogan seconded the motion.

The sentence to be removed is as follows:

The 'City of Rochester Economic Development Special Reserve Fund' shall, upon appropriation by the City Council to such fund, include funds currently in Account #1501-324400, in the amount of \$1,537,613.54, as of the date of adoption of this ordinance, and such funds shall be expended only for the specific purpose set forth in subsection (a) of this Section 11.20 and shall be expended only in accordance with the provisions of subsection (a) of such Section.

T.J. Jean, Chairman of the Greater Rochester Commerce, supported the language as proposed and did not state any objection to the amendment.

Mayor McCarley, Councilor Keans, and Ms. Stanley opposed deleting the last sentence of 11.20 (b) in order to preserve the historical information about the Economic Development Special Reserve Fund. Councilor Lachapelle called for a vote on the motion to amend. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle called for a vote on the original motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

General Ordinances

CHAPTER 11

11.20 City of Rochester Economic Development Special Reserve Fund.~~[deleted]~~

(a) City of Rochester Economic Development Special Reserve Fund – Statement of Purpose. The City of Rochester currently serves as the “Host Community” for the Turnkey Recycling and Environmental Enterprises Waste Disposal Facility (“TREE”) currently operated by Waste Management of New Hampshire, Inc., and located on the Rochester Neck Road. By virtue of its status as Host Community for TREE, the City of Rochester, in addition to incurring significant expenses in connection with such facility, receives significant financial benefits in the form of real property taxes, users fees (in the form of so-called “Host Community Fees”) and various other benefits relative to the cost to the City and its inhabitants of the disposal and/or recycling of various solid waste, including reduced and/or eliminated fees for the disposal and/or recycling of solid waste generated within the City of Rochester. It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year 2023. When such facility is filled to its permitted capacity, it is anticipated that the City will experience a loss in revenues, and the City and its inhabitants will experience increased costs associated with the disposal and/or recycling of solid waste, particularly in the form of reduced and/or lost users fees and reduced property tax revenues, as well as increased costs associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to insure the existence and/or expansion of a vibrant economic base for the City and its inhabitants. Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and RSA 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in subsection (b) of this Section 11.20 for **capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature in support of economic development as determined by the City Council.** ~~the specific purpose of paying expenditures associated with the promotion of new, and maintenance of current sources and levels of economic development within the City of Rochester. The special reserve fund established in subsection (b) of this Section 11.20 shall be known as the “City of Rochester Economic Development Special Reserve Fund.” No expenditure from the said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner in which it~~

is anticipated that such appropriation is related to the economic development of the City of Rochester.

(b) City of Rochester Economic Development Special Reserve Fund.

There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA 47:1-b, such special reserve fund to be known as the 'City of Rochester Economic Development Special Reserve Fund'. Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than \$100,000 from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc. from the so-called "Host Community Fees" payable to the City pursuant to the provisions of the "Host Agreement" between the City and Waste Management of New Hampshire, Inc., or of any successor to such Agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said 'City of Rochester Economic Development Special Reserve Fund' unappropriated 'Host Community Fees' in an amount not to exceed the difference between the total amount of Host Community Fees received from Waste Management of New Hampshire, Inc. during such fiscal year and the amount of such 'Host Community Fees' previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation requirement provided for herein and any other appropriation of such fiscal year's 'Host Community Fees' by the City Council during such fiscal year). ~~The 'City of Rochester Economic Development Special Reserve Fund' shall, upon appropriation by the City Council to such fund, include funds currently in Account #1501-324400, in the amount of \$1,537,613.54, as of the date of adoption of this ordinance, and such funds shall be expended only for the specific purpose set forth in subsection (a) of this Section 11.20 and shall be expended only in accordance with the provisions of subsection (a) of such Section.~~

5. Leak Abatement Policy

Councilor Lachapelle stated that John Storer, P.E. Director of City Services, submitted a Leak Abatement Policy, which had been recommended for approval by the Public Works Committee and the Utility Advisory Committee.

Councilor Lauterborn **MOVED** to send the proposed Leak Abatement Policy to the full City Council for approval. Councilor Bogan seconded the motion. Mayor McCarley questioned what would happen to pending or new cases prior to this Policy being adopted. Councilor Willis, who serves on the Utility Advisory Board, explained that all pending cases or new cases would be placed on hold at this point; however, he did not believe the new policy would affect any closed cases. He further explained that the Utility Advisory Board

does not have the ability to grant relief if water passed through the meter and was returned to the sewer. The Committee briefly discussed leaks that are undetected. The **MOTION CARRIED** by a unanimous voice vote.

6. City Charter Section 29: General Powers of the School Board

Councilor Lachapelle said that the City Council did some research a few years ago about the possibility of utilizing the City's Public Buildings to manage both the City's properties and the School Departments properties, instead of having the two separate building departments. He recalled that the outcome of the research did not prove to be a feasible move. Councilor Lachapelle did not support the proposed Charter Amendment.

Councilor Gates stated that other municipalities have successfully made this change work and saved money for the taxpayers, including his hometown in Massachusetts. He believed it was worth looking into. Councilor Gray stated that new legislation had made it possible to combine some of the City services with that of the School Department.

Richard Bickford, Rochester School Department, gave a powerpoint presentation with details about the School's Building Department and its functions. Mr. Bickford gave details on improvements to the department, which have been successful.

Councilor Gray stated that it would be good for Mr. Bickford to share some of the ideas presented in the powerpoint presentation with the Department of Public Works. He supported investigating how the City and School could share some of the same services. Councilor Varney agreed and said the idea should be explored. Councilor Gates requested leaving the matter in Committee and inviting a representative from a community where this type of cooperation has been successful to speak to the Committee. Councilor Lachapelle replied that if a representative should speak on this matter then it should be a community based within New Hampshire.

7. HB 1205 Libraries with Children's Programming – Drug Free Zone

The Committee briefly discussed the Drug Free Zone. Councilor Lauterborn supported seeking advice if the City Council could expand the Drug Free Zone to include the Rochester Public Library. Brian Sylvester, Director of the Rochester Public Library, agreed to discuss the matter with the Library Trustees and report back to the Committee. Councilor Keans recalled that the drug free zones are regulated by Federal Law.

Councilor Lachapelle stated that the topic would remain in Committee. It was determined that the City Attorney would discuss the matter with Police Chief Allen and report back to the Committee with a legal opinion.

8. Amendment to Ordinances – Election Officials

Kelly Walters, City Clerk, gave a brief overview about the Chairman of the Supervisors of the Checklist and the Job Description. She noted that additional changes should be made to Chapter 5, of the General Ordinances in order to clean up the language. She suggested that Attorney O'Rourke review the changes and the job description as well. Councilor Lauterborn **MOVED** to send the proposed amendment and job description to the full City Council for approval. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9. Other

Councilor Varney stated that the City Council has set up a Special Reserve Fund for the School CIP Account; however, this should be accompanied by an ordinance. The City Attorney was asked to create a proposed ordinance for review. The Special Reserve Fund for the School CIP account is attached.

Councilor Torr requested that the Committee take another look at Chapter 42 and Chapter 43 of the General Ordinances regarding not allowing any new mobile home parks. Councilor Lachapelle said this would be on the next Codes and Ordinances Committee agenda for discussion.

10. Adjournment

Councilor Abbott **MOVED** to **ADJOURN** the Committee meeting at 8:14 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



City of Rochester Dept of Public Works

45 Old Dover Road
Rochester, NH 03867
Phone: (603) 332-4096
Fax: (603) 335-4352

Memo

To: Codes & Ordinances Committee
From: John B. Storer, P.E. Director of City Services
CC: Terence O'Rourke, City Attorney
Date: August 1, 2016
Re: **Leak Abatement Policy – Recommendations from Public Works and Utility Advisory**

General:

Rochester's Ordinances do not allow for any type of billing abatements for the water and sewer utility bills. If the water goes through the meter, the customer is responsible regardless of whether there was a leak or some other type of extenuating circumstance. Earlier this calendar year, a customer in Gonic was denied a bill appeal, which triggered some discussion of whether there should be a Bill Abatement Policy.

The topic was discussed at the Public Works Committee (PWC) in March, April and May; and was referred to the Utility Advisory Board (UAB). Both entities recommended a Leak Abatement Policy be considered by Codes & Ordinances for adoption. Some detailed information follows, along with copies of the minutes which reflect the recommendation from the PWC.

Background:

A Gonic resident raised a concern that quarterly utility billing doesn't provide timely information in the event that a leak occurs after a customer's water meter. In the specific case, a resident had a leak at a rental property and the tenant apparently did not report the issue in a timely fashion. Over a 3-month billing cycle the leak resulted in a high water and sewer bill in excess of \$1,000.

At a recent UAB meeting there were similar cases:

A couple had a single-unit rental property on Lambert Court. Extremely difficult tenant that ultimately had to be evicted. There was substantial property damage and water was left running one quarterly cycle that used over 250,000 gallons of water. Bill was about \$3,850 total when normally \$200 or \$300.

An owner of an apartment building on Walnut Street had a tenant whose hot water service in a shower failed. Hot water was running constantly. Due to tenant privacy rights, the landlord struggled to make contact to access the rental unit. Over 2 billing cycles the total went to \$4,000.

The UAB doesn't have the ability to grant relief if water passed through the meter and was returned to the sewer, which was the case in both situations.

Discussion:

Both PWC and UAB discussed the billing process and a potential Leak Abatement Policy during meetings of March, April & May. DPW staff researched what other municipal water & sewer systems were doing in terms of billing frequency (monthly, quarterly, other) and handling unusual high bills.

Neither the PWC nor UAB supported consideration of monthly billing. Costs were discussed and it would be a substantial capital cost to install radio-read technology (\$1.5 million+/-). Or if remaining with existing manual read system we would need to add an additional Meter Reader.

A high percentage of larger, New England-based communities converted to radio-read technology, which makes monthly billing much easier. In a quick review of policies, I could not find any municipality that had a Leak Abatement Policy where customers were billed monthly. Conversely, I did find a community, Wayland, Massachusetts, that only billed every 6 months. Perhaps as a concession to that practice they had a specific Abatement Board to hear requests for financial relief.

Some smaller municipalities would apparently consider abatement requests on a case-by-case basis, but I couldn't find any written policy to guide their decisions.

We did find written leak abatement policies from 3 communities: Exeter, NH; Hamilton, MA and Kennebunk, ME.

All three policies were nearly identical, but discussion focused on applying the guidelines of the Exeter policy. Exeter highlights: abatement will be considered for unusually high bill due to unpreventable leakage. High bill must be greater than 100% of normal bill or 35,000 gallons, whichever was greater. Customer would have to prove the deficiency existed and had subsequently been repaired or addressed. One request allowed in 10-year period. If successfully granted, would provide relief for 50% of amount over normal usage, based on customer's prior 3-year average.

Applying the methodology of the Exeter guidelines to the \$3,850 bill at Lambert Court, the following customer could qualify for a \$1,798 abatement and the City would still receive \$2,047.

High bill 348 units

348 units x \$4.81/unit Water = \$1,673.88
<u>348 units x \$6.24/unit Sewer = \$2,171.52</u>
\$3,845.40 Total

Average quarterly use = 22.5 units

22.5 units x \$4.81/unit Water = \$108.23
<u>22.5 units x \$6.24/unit Sewer = \$140.40</u>
\$248.63 Total

Half of excess abated = 348 units - 22.5 units = 325.5

325.5 units x \$4.81/unit Water = \$1,565.66 x 50% = \$782.83
<u>325.5 units x \$6.24/unit Sewer = \$2,031.12 x 50% = \$1,015.56</u>
\$1,798.39

City abates \$1,798.39 of Total Bill of \$3,845.40.

Customer gets bill for Average Use (\$248.63) + 1/2 of excess abated (\$1,798.39) = \$2,047.01

Recommendations:

A draft policy is attached based on the Town of Exeter's. The final recommendation from the PWC was to have the proposed Leak Abatement Policy added as an Appendix to the Water & Sewer Ordinance Chapters. By adding the Leak Abatement Policy as an Appendix, the policy could be modified in the future without having to make duplicate changes in both City Ordinance Chapters 16 and 17.

The Minutes of the May 2016 PWC are cut & pasted below.

Utility Billing Quarterly Invoicing – Referred from UAB

Mr. Storer stated that he had discussed the proposed abatement policy with this Committee last month. He stated that at the time he was unsure whether it should be a new policy or an ordinance change. Mr. Storer stated he had discussed this with the legal department and was informed that it could be done as a policy adopted by the UAB. He stated if done as an ordinance change we would need to amend both chapter 16 Sewer Ordinance and the chapter 17 Water Ordinance. The UAB supported the idea of a policy and was pleased that it would give them ability to offer some financial relief in catastrophic situations. Councilor Keans stated that unless it was added to the ordinances there is a chance that it may not be managed appropriately over the long term. She stated if the policy is used now and then not again for several years then it could be forgotten about or misplaced. She stated that between staffing and board member changes these types of things can happen. Mr. Storer stated that it could be added in as an appendix to the ordinances. Councilor Willis stated that the UAB supported the policy and if it is preferable to add it to the City Ordinances than that would work too. Councilor Varney stated that it should go to the Codes and Ordinance Committee.

Councilor Hamann made a motion to have the Leak Abatement Policy that was supported by the UAB an PWC be sent to the Codes and Ordinance Committee to be added as an appendix to chapters 16 & 17. The motion was seconded by Councilor Willis. The motion passed unanimously



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POLICY ON WATER & SEWER ADJUSTMENTS

It is the policy of the City of Rochester not to grant adjustments to water & sewer bills unless the problem rests within the City's system. However, the City recognizes that a high bill resulting from accidental, unpreventable water release can present financial hardship to a customer. While most water releases are preventable, there are certain circumstances when an accidental water release cannot be reasonably prevented. The intent of this policy is to establish a one-time abatement, during any ten-year period, for up to half of the excess water consumption above normal consumption, due to an accidental, unpreventable water release.

Adjustment Determination Procedure:

1. All customer requests to abate any portion of a metered water bill that is unusually high due to unpreventable leakage shall be reviewed by City staff on a case-by-case basis. In order to qualify for abatement, a customer's excess consumption must exceed the greater of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected. This policy only applies to leaks that have occurred within the previous six (6) months of the date of the abatement request.
2. In the event that a customer cannot determine the source or cause of the abnormally high consumption, the customer is required to hire a private licensed plumber to assist the customer in trying to determine said source or cause. If the plumber is unable to determine the source or cause of the abnormally high consumption, the City can only speculate that the customer has located and repaired or corrected said source. If the customer claims that said source never existed, the City shall test the meter and make an adjustment to the bill in accordance with NHPUC requirements for meters found to be over-recording. If the meter test reveals an accurate or under-recording meter, the customer shall be held responsible for the entire bill plus the cost of meter testing and shipping/handling.
3. In the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill.
4. In the event the abnormally high consumption has occurred due to "unpredictable leakage" not caused by customer negligence, ignorance or unfortunate circumstances, as determined by City staff and the Utility Advisory Board, the City shall consider granting a one-time abatement, per account, during any ten-year period, up to half of the water consumption above normal consumption. The abatement calculation may consider compensation from any other sources, including insurance policy claims, etc. Normal consumption will be the average of at least the previous three years' consumption history, for similar billing periods, unless deemed otherwise by the City staff or the Board. The City staff and Utility Advisory Board reserve the right to grant adjustments on water use or sewer use or both.

5. The customer may be required to submit a written statement from their homeowner's insurance policy provider stating what portion, if any, of the leak is covered by insurance.
6. The City shall not disconnect service (for abnormally high consumption) provided the customer pays the entire amount due within the normal payment period or enters into payment arrangements for the excessive amount and is in good standing on all current billings.
7. Landlords will be responsible for tenant bills in accordance with this policy. Failure by a tenant to pay water and sewer charges will not excuse the landlord of any outstanding obligations.

The following example shows how the abatement is calculated based on rates in effect as of 5/1/16:

Water Impact – Rate \$4.81 per 1 unit of consumption

Note: 1 unit of consumption = 100 cu. ft. = 748 gallons

	Consumption	Dollar Amount
Total Usage (1 quarter)	70 units (52,360 gallons)	\$336.70
3 year average (quarterly average)	14 units (10,472 gallons)	\$67.34
Excess above average	56 units (41,888 gallons)	\$269.36
Half of excess abated	28 units (20,944 gallons)	\$134.68
Remaining excess - Customer responsibility	28 units (20,944 gallons)	\$134.68
3 year average (quarterly average)	14 units (10,472 gallons)	\$67.34
Total remaining bill due		\$202.02

Sewer Impact – Rate \$6.24 per 1 unit of consumption

Note: 1 unit of consumption = 100 cu. ft. = 748 gallons

	Consumption	Dollar Amount
Total Usage (1 quarter)	70 units (52,360 gallons)	\$436.80
3 year average (quarterly average)	14 units (10,472 gallons)	\$87.36
Excess above average	56 units (41,888 gallons)	\$349.44
Half of excess abated	28 units (20,944 gallons)	\$174.72
Remaining excess - Customer responsibility	28 units (20,944 gallons)	\$174.72
3 year average (quarterly average)	14 units (10,472 gallons)	\$87.36
Total remaining bill due		\$262.08

The above policy replaces all existing water and sewer adjustment policies.



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson
Donna Bogan, Vice Chairperson
Tom Abbott
Ray Barnett
A. Raymond Varney, Jr.

Meeting Date:	Monday, August 8, 2016	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Councilor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Ms. Stacey Marchionni, Revolution Taproom and Grill Owner	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Barnett and seconded by Councilor Bogan to approve the June 13, 2016 minutes. The minutes were approved unanimously.

Public Input	There was no public input.
CDBG Prior Year Unexpended Funds	<p>Mr. Long presented an overview of the available funds from prior CDBG program years (\$74,007.99) and the requests for additional funding received (\$20,578.00 requested for the Rochester Main Street façade program, \$25,000.00 requested for the Community Action Partnership of Strafford County weatherization program, and \$28,000.00 requested for the Hope on Haven Hill renovation project). Mr. Long discussed the total Community Action Partnership expenditures for FY 2015-2016, which resulted in \$21,103.14 unexpended at the end of the program year, and that the extra \$28,000 requested by Hope on Haven Hill was a result of project changes mandated by the New Hampshire Division of Historical Resources to preserve the historic character of the building.</p> <p>Mr. Long also discussed two carry-over projects from FY 2015-2016, the Spaulding High School elevator replacement and Office of Economic Development small business services for Seacoast Gymnastics. Councilor Varney asked why Seacoast Gymnastics had been chosen to receive this assistance, and Mr. Long stated that it was partnership assistance with Seacoast Gymnastics' JOB Loan.</p> <p>Councilor Lauterborn and Councilor Bogan discussed the potential number of applicants for Rochester Main Street façade program funds. Councilor Bogan and Councilor Varney also discussed how this program will interact with the existing City downtown sign program, and Councilor Abbott mentioned that the downtown overlaps with the historic district. Councilor Lauterborn asked that Mr. Mike Provost of Rochester Main Street be invited to attend a Committee meeting to discuss the program</p>

	<p>and additional funding. Mr. Long stated that he would invite Mr. Provost.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Barnett to approve an additional \$21,103.14 in funding to the Community Action Partnership of Strafford County weatherization program for FY 2016-2017. The motion passed unanimously.</i></p> <p>Councilor Varney mentioned the possibility of using CDBG funds to address the pathway area in back of the Scenic Theater building. Councilor Lauterborn asked Mr. Long to consult with Economic Development Specialist Jenn Marsh regarding this possible project and to visit the site. Mr. Long stated he would do so.</p> <p>Councilor Lauterborn asked whether Hope on Haven Hill had recently received a grant through the state. Mr. Long stated that Hope on Haven Hill recently had entered into a contract with the Department of Health and Human Services. Mr. Long also mentioned that the historic preservation requirements from the New Hampshire Division of Historical Resources were triggered by Hope on Haven Hill's acceptance of federal CDBG funds and otherwise would not apply.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Barnett to approve an additional \$28,000.00 in funding to the Hope on Haven Hill renovation project for FY 2016-2017. The motion passed unanimously.</i></p>
CAP Weatherization Refund	<p>Mr. Long explained that in FY 2015-2016, the Community Action Partnership of Strafford County had invoiced for weatherization services provided but then issued a refund check, in the amount of \$968.10, after a different grant source had provided project funding. Mr. Long stated that the City of Rochester's finance department had explained that these funds must be formally appropriated into the CDBG budget.</p> <p><i>Motion was made by Councilor Varney and seconded by Councilor Barnett to accept and appropriate the weatherization refund check in the amount of \$968.10. The motion passed unanimously.</i></p>
CDBG Projects Program Report	<p>Mr. Long provided a brief update on completed and in-progress CDBG-funded projects, including the installation of a new elevator at Spaulding High School and obtaining contract signatures from FY 2016-2017 CDBG grantees. Mr. Long then discussed the draft Language Access Plan, which is required for all federal grantees, which includes the City of Rochester as a CDBG grantee, under Title VI of the Civil Rights Act of 1964 and Executive Order 13166.</p> <p>Councilor Varney asked about costs associated with the language access plan, and Mr. Long stated that he anticipates that, at present, they will be minimal. Currently, the raw numbers of residents who have limited English proficiency, as well as the overall percentage, both fall under HUD thresholds that require robust language assistance outreach. Mr. Long explained that currently the City of Rochester is just required to include a statement in public postings, in French, that translation of important documents is available. Mr. Long also stated that he would coordinate with English as a Second Language personnel in the school district to</p>

	<p>provide necessary services in full federal compliance but at minimal cost to the city.</p> <p><i>Motion was made by Councilor Varney and seconded by Councilor Abbott to approve the draft Language Access Plan. The motion passed unanimously.</i></p> <p>Next, Mr. Long discussed the FY 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER) for the City of Rochester's CDBG program. Mr. Long stated that there were minor performance issues with Community Action Partnership of Strafford County weatherization program, mostly due to carryover funds from FY 2014-2015, and the Office of Economic Development's small business assistance program, which failed to serve a minimum of 51% of low to moderate income residents.</p> <p>Councilor Varney asked how the program performed overall. Mr. Long stated that overall performance for FY 2015-2016 had been strong, adding that over 90% of all residents served by CDBG funds had been low to moderate income, and approximately 60% of all residents served by CDBG funds had been extremely low income. Councilor Barnett asked about using CDBG funds to supplement Welfare Office activities, and Mr. Long explained that the homeless shelters do not charge the city's Welfare Office directly for their services due to receiving CDBG funds.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the draft FY 2015-2016 Consolidated Annual Performance and Evaluation Report. The motion passed unanimously.</i></p>
Other Business	<p>Ms. Stacey Marchionni, owner of Revolution Taproom and Grill, mentioned the upcoming James W. Foley Freedom 5K Run/Walk to be held on October 15th and passed out the event flyer (attached). Ms. Marchionni then stated that she was present at the meeting to discuss the River Walk downtown. She explained that earlier she had met with Economic Development Specialist Jenn March and Economic Development Manager Karen Pollard to discuss potential River Walk improvements. Ms. Marchionni expressed concerns about the Granite Ridge development drawing business away from the downtown area and the need for unique attractions for downtown.</p> <p>Councilor Bogan and Ms. Marchionni discussed viewing the river walk in the Town of Littleton, which they had viewed as part of the First Impressions project. Ms. Marchionni requested that the original River Walk committee be reinstated to further explore the possibility of improving the city's River Walk.</p> <p>Councilor Lauterborn discussed the possibility of speaking with the mayor to reactivate the River Walk committee and suggested that councilors from Ward 4 and Ward 6 be included. Councilor Lauterborn also suggested that former city councilor Dave Walker be invited to participate, as he had previously been very involved with the River Walk project. Councilor Bogan expressed support for reactivating the River Walk</p>

	<p>committee.</p> <p>Councilor Lauterborn asked Mr. Long whether River Walk improvements would be eligible for CDBG funding. Mr. Long stated that he would need to check specific proposed activities against the CDBG regulations to give a definitive answer but added that most activities are very likely to be CDBG eligible. Councilor Varney mentioned that available CDBG funds would only cover a very small portion of the overall needed budget for the project.</p>
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Motion to adjourn was made by Councilor Bogan and seconded by Councilor Barnett. The vote to adjourn was unanimous. The meeting was adjourned at 7:45 p.m.

Next Meeting – Monday, September 12, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

Topics –CDBG Projects Program Report, Rochester Main Street Façade Program

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**Benefitting the James W Foley
Legacy Foundation**

Sat, Oct 15, 2016

www.FoleyRun.org

5K RUN/WALK in Rochester, New Hampshire!

Come to Rochester, NH to run/walk a beautiful Fall 5K Road Race with tech t-shirts, raffles, post race food and beer, a band—Join the Party!

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*Sign up to run the **Virtual Race** & receive the tech t-shirt, then join your friends to run **in your city** and celebrate it on social media **#IRunforJim***

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#IRunforJim

New this year: Kid's Fun Run (8 & under) at 11AM

Music by the Erinn Brown Band



Expanded Beer Fest: Larger Area with many more options: Smuttynose Brewing, Great Rhythm, Sam Adams, Traveler Beer Company, Two Roads, Ipswitch, and Angry Orchard



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More Age Group Categories!

The James W. Foley Legacy Foundation's important mission is to:

ADVOCATE

- ♦ For safe return of all American hostages
- ♦ For American hostage families through work of Hostage US
- ♦ Research on current American hostage policy
- ♦ Increased safety and equity of freelance conflict journalists
- ♦ Education and mentoring of vulnerable youth

PROTECT

- ♦ Press freedom and freelance conflict journalists through international collaboration with all stakeholders

EDUCATE

- ♦ The public regarding the silent crisis of hostage taking and threats to press freedom
- ♦ Journalism students on the dangers of conflict journalism and protection

**JAMES W. FOLEY
LEGACY FOUNDATION**

Public Safety Committee
 Council Chambers
 August 17, 2016
 7:00 PM

MEMBERS PRESENT

Councilor Donald Hamann
 Councilor Ray Barnett
 Councilor Robert Gates
 Councilor Peter Lachapelle

MEMBERS ABSENT

Councilor James Gray (excused)

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
 Deputy Chief Toussaint, Police Dept.
 Anthony Lazzaro, 81 Whitehouse Road
 Bradford Kenyon, 88 Whitehouse Road

Minutes

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

1. Approve Minutes from July 20, 2016

The first order of business was to approve the July 20, 2016 minutes. ***Councilor Gates made a motion to approve the July 20, 2016 minutes. The motion was seconded by Councilor Barnett. Unanimous voice vote carried the motion.***

2. Public Input

Anthony Lazzaro of 81 Whitehouse Road and Bradford Kenyon of 88 Whitehouse Road were present to discuss speeding issues on Whitehouse Road. Mr. Lazzaro stated that he has lived at his residence for 44 years and has seen 2 deaths: an 8 year old and a 16 year old girl, both related to speed and alcohol. He lives right on one of the hills and says it's like a race track. He said vehicles often travel at 50 mph and many drivers are on their cell phones. He also stated that the street paving will make a smoother surface, resulting in increased speeding issues. He went to DPW in the spring to ask for an additional speed limit sign facing the Somersworth side; he said a sign ended up being installed on the other side of the road. He said Waste Management trucks that carry the roll-offs often speed on Whitehouse. Councilor Lachapelle said he works for Waste Management and said each truck has a GPS unit installed that record time and location; he will look into this further. Mr. Lazzaro also stated that he has called the police department in the past and they have sent a directed patrol, which helps with the speeding for a while, but eventually the speeding returns. The traffic at 6:30 AM seems to be the worst. Mr. Lazzaro said that they should have "blind driveway" signs as well. Councilor Lachapelle

asked if Mr. Lazarro thought more speed limit signs would help. Mr. Lazarro said he thinks that more police presence would help more than the speed limit signs. Mr. Lazzaro said that in other areas of the country speed trailers are used to take photos of license plate numbers of speeding vehicles, which is used to generate a ticket. Deputy Chief Toussaint said the police department does not have that technology. With that technology the owner of the vehicle may not be the one driving the vehicle, but they would get the ticket. The police department uses their speed trailer to track how many vehicles, time of day, and speed. This lets them know if and when there is a problem, so that resources can be targeted effectively. Mr. Kenyon said he has lived at 88 Whitehouse Road for 11 years; he lives at the bottom of one of the hills. He said there should be at least two blind driveway signs on the road. He reiterated that the new pavement will create even more of a racetrack. He said that the police department could use the area at his property by the stone wall for directed patrols. Deputy Chief Toussaint said that Whitehouse Road is one of the known problem areas. Councilor Lachapelle suggested doing some direct patrols for now and to keep the blind drive request in committee to get more information on the area.

3. Estes Road - School Bus Sign Request

Councilor Hamann summarized the issue. Kyle Repucci, the Assistant Superintendent of Schools, has requested "school bus stop ahead" signs on Estes Road near house #128, which is on the curve near the intersection of Howard Brook Drive. The School Department is willing to pay for the signs. ***Councilor Lachapelle made a motion to install "school bus stop ahead" signs at the discretion of DPW, with the condition that the School Department will pay for the signs. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

4. Profile Bank - Site Line Safety Concern

Councilor Hamann summarized the issue. There has been a pickup truck that has been parked in the first space by the exit of Profile Bank on Summer Street. Although the truck was legally parked, it had been there for a long time and was creating a difficult situation for vehicles attempting to exit Profile Bank at that location. It was difficult to see traffic coming from the left on Summer Street due to the location of the parked pickup truck. Deputy Chief Toussaint said that the truck had been broken down for a month, and has since been removed from the area. He stated that this was an isolated incident and that there have been no other complaints. No action was taken.

5. Strafford Square - Intersection Safety Concern - Signage Request

Councilor Hamann summarized the issue. A resident relayed an incident that occurred at the Strafford Square intersection where a vehicle blocked part of the intersection waiting to turn left onto North Main Street. The resident requested a “Do Not Block Intersection” sign. Councilor Lachapelle asked when the roundabout project was going to start. Mr. Bezanson stated that the first part of this project is scheduled to go out to bid this winter and start construction in the spring. No action was taken. Councilor Hamann will contact the person to let them know the Strafford Square construction will start soon.

6. St. Leo Church - Handicap Parking Request (kept in committee to review area)

Councilor Hamann summarized the issue. Mr. Bezanson said that DPW had looked into what it would take to install handicap parking on the street. In order to install a proper ADA-compliant handicap parking space(s), the sidewalk would need to be relocated; however, the City’s right-of-way is not wide enough to accommodate the new location of the sidewalk. Significant funds would be necessary for the project and property would need to be acquired from the Church. No action was taken. Councilor Hamann will contact the Church.

7. Ten Rod Road/Tebbetts Road - Horse Crossing Signs (kept in committee - pending info)

Councilor Hamann summarized the issue. Mr. Bezanson shared with the Committee the location of the existing signs on Ten Rod Road. The signs are near the veterinarian clinic. There was some discussion regarding horses on Blackwater Road, rather than Tebbetts Road. ***Councilor Lachapelle made a motion to take no action unless this request comes back to the Committee with more information. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

8. Other

Olde Farm Lane - Deaf Person Signs

Councilor Hamann stated that residents of Olde Farm Lane were present at the last City Council meeting inquiring about the installation of “Deaf Person” signs on their street. Mr. Bezanson stated that DPW does have "Deaf Person" signs in stock and they will be installed near 72 Olde Farm Lane soon.

Portland Street - Remove "Deaf Child" Sign

Mr. Bezanson said the "Deaf Child" sign near 372 Portland Street is on the schedule to be removed soon.

Wildcat Transit - Gonic Bus Stop

Mr. Bezanson said that the current Wildcat Transit schedule ends next week and that the new schedule starts August 29, 2016. The Gonic bus stop has been eliminated from the new schedule.

Chestnut Hill Road - Stony Brook Coop Mobile Home Park Entrance

Mr. Bezanson said that DPW has been in communication with Eversource and representatives of the MHP. The natural topography of the ground creates an obstruction for vehicles exiting the MHP from the northernmost entrance road. Eversource has stated that it's a sizeable amount of material that needs to be removed, but wanted to do it when they had another project in the area. The MHP representatives had mentioned possibly installing "blind driveway" signs near this entrance to the MHP. Councilor Lachapelle asked if any legal action could be taken. Deputy Chief Toussaint said it is more of the lay of the land than a mound of deposited material. Councilor Gates asked if there was any knowledge of accidents in the area. Deputy Chief Toussaint said he didn't know of any right off hand. This was kept in committee; the police department will get information on any accidents in the area and Mr. Bezanson will look to see if the area warrants "blind driveway" signs.

Charles Street/May Street - No Parking Sign

Mr. Bezanson said there is a line of sight issue when exiting May Street onto Charles Street. Residents have requested no parking on the corner of Charles Street immediately south of May Street. ***Councilor Lachapelle made a motion to install a "no parking here to corner" sign at the discretion of DPW on Charles Street at the May Street intersection. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

Charles Street - New Crosswalk

Mr. Bezanson said that the sidewalk on the east side of Charles Street ends by the house at 160 Charles Street near the gas station. There are no crosswalks on Charles Street for more than 2000 feet from the Columbus Avenue intersection. In order to provide connectivity for the sidewalks on Charles Street, Mr. Bezanson is proposing a new crosswalk at a location just over 400 feet from the Columbus Avenue intersection on Charles Street. ADA-compliant curb ramps would be installed under the current sidewalk contract. ***Councilor Lachapelle made a motion to install a new crosswalk and***

associated curb ramps on Charles Street at a location approximately 400 feet from the Columbus Avenue intersection. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.

Downtown Two-Hour Parking Signs

Mr. Bezanson said that the DPW Highway Supervisor was preparing to replace several of the downtown "two hour parking" signs and wondered whether the Council would be supportive of standardizing those with effective hours. Currently there are two versions of these signs in the downtown area, each with different effective hours: either "8AM-5PM MON-FRI" or "MON-THUR 9AM TO 5PM FRIDAYS 9AM TO 9PM". There are also signs that simply state "TWO HOUR PARKING". There was some discussion that the later effective hours on Fridays was no longer necessary. ***Councilor Lachapelle made a motion to standardize to "TWO HOUR PARKING 8AM-5PM MON-FRI" signs in the downtown. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

Councilor Lachapelle made a motion to adjourn the meeting at 7:46PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.



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Public Works and Buildings Committee**August 18, 2016 7PM****Council Chambers****MEMBERS PRESENT**

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor Donald Hamann

MEMBERS ABSENT

Councilor Thomas Willis

OTHERS PRESENT

John B. Storer, Director of City Services

Mark Sullivan, 25 Denali Drive

James Butterfield, 23 Denali Drive

MINUTES

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

1. Approve minutes from July 21, 2016 meeting -

The Chairman requested a recommendation on last month's minutes.

*Councilor Hamann made a motion to accept minutes as presented for the July 18, 2016 Meeting. The motion was seconded by Councilor Keans. The Motion passed unanimously.***2. Public Input**

Mark Sullivan of 25 Denali Drive was present to discuss the homeowner sewer tie-ins on the Salmon Falls / Milton Road Sewer Extension EDA project. Mr. Sullivan discussed his extensive research for residential impacts in this project area. Mr. Sullivan also distributed a 33 page booklet of information that he had gathered and stated that this is a complicated issue and if anyone would like other copies of his booklet he would provide them. Mr. Sullivan further stated that there are many people in the project area that would like to tie their homes into the new sewer line but the estimated cost to the homeowner for the "stub" and then the private property piece will make it too costly to do so. He also stated that he did not believe the City Ordinance that requires tie in at the time of septic failure or property transfer is fair to the home owner. He stated that the estimate for his sewer tie in is approximately ten thousand dollars. He stated that if he did not tie in now that would be ten thousand dollars of equity he would lose if he was to sell even if he had a fully functioning septic system. Mr. Sullivan discussed the different funding sources used to fund this project and stated he believed if he has to pay for the

stub and the City then bonds the project, as a new rate payer he will be paying twice. Mr. Sullivan stated that he would like to see the City Council offer incentives to get residents to tie in now and one of those incentives should be to change the policy of having the homeowner pay all charges related to the tie in. Mr. Storer explained that if the City was to fund the stubs the current rate payer would be paying the full cost of that funding. Mr. Storer stated that if the City Council considers changing the policy then they will need to consider that we are entering into the Colonial Pines Sewer Extension Project. He stated that this area will have many more homes considering the tie in and the impact of a policy change will be significant. Councilor Keans stated that fail or sale policy has been in practice for many years and if the homeowner doesn't tie in now the City will keep a record of the cost of the stub and that cost will be paid when the property changes hands and they have to tie in. Mr. Sullivan stated that he is aware of the policy, but he believes that when the policy was written it did not take into consideration a time when sewer lines would be run into neighborhoods that have lots designed for septic systems and greater distances from where the sewer main would be.

James Butterfield of 23 Denali Drive stated that the cost estimates are high and although he would like to tie in, he believes between the cost of the work that needs to be done on his property to bring the sewer to the front of the house, plus the stub fee that the City will impose, he does not think he would be able to afford the tie in.

Councilor Varney voiced concern about the possibility of the homeowners paying twice and suggested that this discussion should be had at the Finance Committee.

Councilor Hamann made a motion to recommend that the full City Council refer the discussion of Homeowner financing to the Finance Committee. The motion was seconded by Councilor Keans. The motion passed unanimously.

3. Residential Utility Line extensions – Budget and Policy

Item discussed during Public Input and referred to the Finance Committee for future discussions.

4. DHHS Lease at the Community Center

Mr. Storer stated that City Staff had traveled with him to Concord to discuss the lease agreement with the Department of Health and Human Services (DHHS). Mr. Storer stated that the DHHS current lease expired in 2010 and that they have been working with amendments for extensions since that time. He also stated that there have been no increases to the rates since 2010. Mr. Storer stated that DHHS is in the process of many contract negotiations and extensions throughout the state and that they are considering a minimum 20 month lease extension that will start in January of 2017. He stated that during discussions they seemed open to some increase in the lease amount and that he will be discussing that with the Finance Office. Mr. Storer stated that during the extension period DHHS will be working on an RFP for a new 5-10 year lease agreement that would require significant upgrades to the current space. He stated that this is a good time for the City to discuss the long term plan for the Community Center. Councilor

Varney asked how much funding is currently in place for upgrades in that space. Mr. Storer stated that thirty thousand dollars were appropriated in FY16 and another one hundred thousand dollars in FY2017. He stated he expected the project to be in the two hundred thousand dollar range and for it to happen in the FY18 or later.

5. Water Supply

Mr. Storer stated that NHDES has been pushing for Communities to institute voluntary water conservation measures, but he felt that at this time Rochester's water supply is sufficient and that the restrictions when needed should not be voluntary. He stated that staff is out working each day to optimize flow and that while there is need for concern due to areas around the state that are experiencing drought conditions, at this time Rochester's supply is near 85%.

6. Plow Truck Update

Mr. Storer stated that there were two bidders on the truck bid and as discussed previously the Department did not go with the lowest bidder. He stated that the department is purchasing Mack trucks due to poor history with the low bidder's recent truck performance. He also stated that there were some issues as to whether the low bidder met the specifications in the bid. He stated that the funding was sufficient due to trading in the old trucks. Mr. Storer also stated that he had spoke with the low bidder to alert them of the City's decision. Chairman Torr asked why the other vendors may not have bid. Mr. Storer stated that he had not talked to them but that he was disappointed as well.

7. Bike Sharrows (Councilor Gray requested)

Mr. Storer stated that Councilor Gray had requested this to be put on the agenda for discussions but was not here to discuss. Mr. Storer also stated that he has a scheduled meeting with Mike Provost and the Economic Development representative, Jenn Marsh to discuss plans for downtown traffic related issues and the development of a Transportation Master Plan.

8. TIGER Grant, Transportation Master Plan & Wakefield Street

Mr. Storer stated that he had discussed the TIGER Grant process with Hoyle Tanner Engineers (HTA) as they had been successful securing a TIGER Grant for the City of Concord. He stated that these grants are very competitive and usually are in the average of about ten million dollars each. HTA advised us that a Transportation Master Plan would be necessary prior to the submission of a TIGER grant. The grant process would require a long term plan that demonstrates the strategic planning for Rochester and the deficiencies as they pertain to the grant project being proposed. Councilor Varney stated that funding in the Planning Departments CIP was available for staff to seek consultant assistance with the in house development of the Transportation Master Plan. Mr. Storer stated that he was aware that the Planning Department CIP had forty-five thousand dollars allocated, and that there was one hundred thousand dollars available in the DPW CIP for downtown safety improvements. He suggested that it would be one hundred to two hundred thousand dollars to contract the project out. Mr. Storer stated that

proceeding with the Wakefield Project should wait until a transportation plan was in place. Councilor Keans stated that would take 1-2 years and did not want to hold up the Wakefield Street project. Councilor Varney stated that Mr. Storer should propose it in the next CIP. Mr. Storer asked if there was any support for the plan at this time. There was no support noted.

9. Pending SRF Projects

Mr. Storer stated that the City had several projects accepted by NHDES for SRF funding and that the Council should expect to see items on their Council agendas in regards to processing the paperwork for the loans.

10. Status of Riverwalk

Mr. Storer stated that while he was on vacation the newspaper ran an article about the Rochester Riverwalk Project. He stated that until that time he had not heard of the project. Councilor Keans stated that it was a project previously worked on and she believed there is renewed interest in reactivating the Committee and creating a nice internal loop to walk the area as it was part of the original plan. There was discussion as to whether there was still a Committee to reactivate and whether to encourage the project as funding is not available. Council Keans stated that if there was interest it should be encouraged. She stated that downtown merchants are aware that fund raising may be part of the work. Mr. Storer stated that he had found a copy of the original conceptual design done by CLD Engineers in 2007. He stated that he would follow up with Ms. Marsh from Economic Development.

11. GSBP Lighting

Mr. Storer stated that there is funding in the CIP for this lighting project and that it started with a seventy thousand dollar appropriation in FY16 and another one hundred thousand dollars in FY17. He believes that the funding is for the design and installation of lighting along the roadway/walking lane. He stated the department would be painting the walk lanes soon and if the intent was to put ornamental lighting with bases and poles there would not be sufficient funding. He stated he was looking for guidance from the Committee. Chairman Torr stated that this is not an area where ornamental lighting should be considered. He believed this is appropriate in our downtown areas, but not in a remote area such as the business park. Councilor Varney suggested an agenda bill to have the lighting style discussed with the full City Council and he would like have Mr. Storer supply them with options and cost for each style. He asked Mr. Storer to clarify the project scope as to where the lights would begin and end.

12. DPW Garage

Mr. Storer stated that he wanted to keep the Committee updated regarding this project. He stated that he had met with the Consultants and the environmental review findings are back from the Pickering Road site and the only significant contamination found was likely due to a buried electrical transformer. He stated that he wasn't in favor of moving to the Pickering Road location and he is exploring the option of keeping the existing site

and building the new facility in stages. He stated that this option might significantly reduce the cost of building the new facility.

13. Clock Tower Maintenance

Mr. Storer stated that this item was left on the agenda as it was tabled last month. Mr. Storer stated that upgrades will need to be made and to expect a CIP item in next year's budget to address the access for maintenance.

14. Project Updates

Mr. Storer stated he would update the Committee on any projects and asked if there were questions regarding the numerous projects in progress. He mentioned the 4 HVAC projects in progress. Councilor Varney asked if the Arena Director was proceeding with the roof or the floor project first. Mr. Storer stated he believes it is the roof as it is the critical priority at this time. He stated that he will help in any way he could to get the bid package out to bid. Councilor Varney stated that he had heard about drainage work in the parking lot at the arena. He said it was discussed to tie it into Lowell Street drainage. Mr. Storer stated that he had not heard anything about drainage work. He is aware of paving to be done in conjunction with Lowell Street. He stated he would get back to the Councilor on that.

15. Other.

Granite Ridge – Chairman Torr asked Mr. Storer to let him know what the concrete structures are that are being put in along the front wall of Granite Ridge. Mr. Storer stated that he would get back to him.

NEWS – Mr. Storer informed the Committee that he and his wife are having baby girl!

Councilor Hamann made a motion for adjournment at 8:46 pm. The motion was seconded by Councilor Keans. The motion passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Admin & Utility Billing Supervisor.



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**RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION FROM THE MARY
A. MCDUFFEE WHITHOUSE TRUST FUND (MCDUFFEE TRUST)**

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

WHEREAS, that upon dissolution of the McDuffee Trust, the 7th Circuit Court-Probate Division approved the donation of the remaining McDuffee Trust funds to the City of Rochester to be administered by the Trustees of the Trust Funds;

THEREFORE, the donation of the remaining McDuffee Trust funds is hereby accepted by the City of Rochester;

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to work with the Trustees of the Trust Funds to identify, designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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9/1/16

City of Rochester Formal Council Meeting

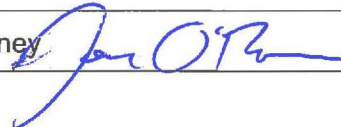
AGENDA BILL

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

AGENDA SUBJECT

Donation of money to Trustees of the Trust Funds from Mary McDuffee Whitehouse Trust

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	September 6, 2016		
DEPT. HEAD SIGNATURE	Terence O'Rourke, City Attorney 		
DATE SUBMITTED	8/25/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	12

COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	N/A

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City of Rochester Ordinance 3.6 (e)

SUMMARY STATEMENT

In 1925, Abbie McDuffie Chase's will created the Mary A. McDuffie Whitehouse Trust Fund to provide fuel for the worthy poor of Rochester. The most recent Trustee has determined that it is no longer economically viable for the McDuffie Trust to continue to operate. The Trustee petitioned the Court for leave to dissolve the Trust and to grant the remaining Trust funds to the City of Rochester Trustees of the Trust Funds to administer the funds for fuel assistance. The remaining funds are \$38,000.00 minus any legal fees approved by the Court. The Court approved the termination of the Trust and transfer to the Trustees of the Trust Fund upon approval by the City Council.

RECOMMENDED ACTION

Accept the donation of the money from the McDuffie Trust and appropriate the money to the Trustees of the Trust Funds.



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August 17, 2016

9/1/16
RECEIVED
AUG 19 2016
CITY CLERK'S OFFICE
ROCHESTER, NH

Ms. Kelly Walters, City Clerk
City Hall, 31 Wakefield Street
Rochester, NH 03867

Re: Mary A. McDuffee Whitehouse Trust Fund

Dear Ms. Walters:

The Trust created in the Will of Abbie McDuffee Chase for the benefit of supplying fuel to the worthy poor of Rochester has been under the jurisdiction of the 7th Circuit Court-Probate Division-Dover (Strafford County Probate Court) since 1926. The most recent trustee, Glenn M. Lepene, petitioned the Probate Court to terminate the Trust and turn the remaining funds over to the City of Rochester Trustees of Trust Funds. His request was granted on January 13, 2016. The amount the Trustees of Trust Funds will receive is approximately \$38,000 less legal fees to be paid.

Enclosed is a copy of the original Will of Abbie McDuffee Chase. The Mary A. McDuffee Whitehouse Trust Fund is referenced on Page 3, Article Seventh. A copy of the Assented to Motion to Terminate Trust, Assent of the NH Charitable Trusts Unit, and a Notice of Decision are also enclosed.

Please present this new fund to the City Council for approval as soon as possible. Since the City Council's acceptance must be filed in Probate Court and NH Charitable Trusts Unit, I would appreciate receiving a copy that has been certified by you as a true copy of the vote.

Please let me know if you have any questions.

Sincerely,

Candace L. Howard
Administrative Officer

Enclosures

Copy to Glenn M. Lepene
Michael J. Bolduc, Esquire
Robert Pallas
Tracy Walbridge

BE IT REMEMBERED, That I, Abbie McDuffee Chase of Rochester in the County of Strafford and State of New Hampshire being of lawful age and of sound and disposing mind and memory, but mindful of the uncertainty of life, do make, publish and declare this my LAST WILL AND TESTAMENT, hereby revoking all former wills by me made.

After the payment of my just debts, funeral charges and expenses of administration, I dispose of my estate as follows:-

FIRST:- I give and bequeath unto Lizzie A. Willett, wife of Capt. John Willett of Natick, Massachusetts, one thousand (1000) dollars, par value, in First Liberty Bonds of the United States.

SECOND:- I give and bequeath unto Ida M. Foss of Rochester, New Hampshire, if she be living with me at the time of my decease the sum of five thousand (5000) dollars, also all the furniture, bed and bedding, and in fact everything in the room over the kitchen now occupied by the said Ida M. Foss, also everything in my chamber over the living room, also whatever of my clothing she may care for, and the provisions and fuel in my house at my decease. Also the right to occupy my homestead situate at the corner of Wakefield and Summer Streets in said Rochester and to use its contents for the period of one year after my decease.

THIRD:- I give and bequeath to my sister Annie M. Brown, the remainder of my household goods, china ware, silverware, jewelry, books, pictures, clothing and bedding which are not otherwise disposed of and after the use of the same as set forth in the second clause of my will, for and during the term of her natural life, and then to her two daughters Emma B. Lyman and Annie A. Leacock, both of Exeter, New Hampshire, share and share alike.

FOURTH:- I give and bequeath unto the Wardens of the First

Abbie McDuffee Chase

Congregational Society of said Rochester, and their successors my pew number seventy-three (73) in the Meeting House of said Society.

I further give and bequeath unto the said Wardens and their successors, the sum of fifteen hundred (1500) dollars to be invested and held in trust by them as a permanent fund to be known as the Joanna McDuffee Fund, the income arising therefrom to be used solely for the improvement of and repairs upon the parsonage building of said society, also for the caring for the Communion Set and for the Communion Elements in the service of said First Congregational Church. The said Wardens shall keep a full, separate, itemized account and shall annually make a separate written report thereof and have said report recorded in the records of said Society.

FIFTH:- I give and bequeath unto the City of Rochester in said State of New Hampshire, the sum of five thousand (5000) dollars, in trust to be invested and kept as a permanent fund, the income therefrom to be expended in the purchase of books. These books are to be kept in a separate alcove or alcoves in the Library Building and to be known as the JOHN McDUFFEE ANNEX and said books shall be labelled JOHN McDUFFEE ANNEX.

I further direct that if the securities held by my trustees under the fourth and fifth clauses of this will shall depreciate in value or any of said principals shall be lost, the income of said principals or whatever remains of the same shall be held by my said Trustees and added to the principal until the full amount of said trust fund shall be regained and no part of the income shall be expended as above provided until said trust funds amount to the full amount left under said forth and fifth clauses of said will.

SIXTH:- I give and bequeath to John McDuffee and Richard McDuffee, sons of my nephew Louis H. McDuffee, one thousand (1000)

dollars par value each in the First Liberty Loan Bonds of the United States.

SEVENTH:- I give and bequeath unto my nephew Willis McDuffee the sum of ten thousand (10,000) dollars to be held by him in trust, said trust fund to be known as the MARY A. McDUFFEE WHITEHOUSE TRUST FUND, the income therefrom only to be used for the purposes of supplying fuel to the worthy poor of the City of Rochester. Said income shall be expended for this purpose only after due and adequate consideration of the needs of each beneficiary, and it is my request that the City Marshal, Overseer of the Poor and Probation Officer act as a committee to consider each case and advise said Trustee as to the expenditures of said income.

EIGHTH:- I give and bequeath unto my executor hereinafter named the sum of fifteen thousand dollars (\$15,000.) in trust for the support of a hospital in Rochester, N. H., to be invested in such investments as he shall deem proper, and whenever the Frisbee Memorial Hospital shall be formed, he shall pay over said fund with its accumulations to the trustees of said Hospital. The income thereof so paid over, keeping the principal inviolate to be used by said Hospital trustees for the care and support of the sick or injured citizens of said Rochester in said Hospital. This bequest to be known as the MARY A McDUFFEE WHITEHOUSE FUND.

NINTH:- I give and bequeath to Franklin McDuffee and Maude Chase McDuffee, son and daughter of my nephew Willis McDuffee, each a First Liberty Loan Bond of the United States, of the par value of one thousand (1000) dollars.

TENTH:- I give and bequeath to the Trustees of the Philips-Exeter Academy of Exeter, New Hampshire, the sum of five thousand (5000) dollars to be held in trust as a special fund known as the JOHN McDUFFEE FUND to maintain two scholarships of one hundred

fifty (150) dollars each, from the income of this fund. One scholarship shall be available at once, but the balance of the income shall be added to the principal until the income becomes sufficient to provide the second scholarship. These scholarships are to be awarded to needy students and, in selecting these students, those coming from Rochester, N. H., provided they satisfy the regular requirements for the award of scholarships, shall be given the preference.

ELEVENTH:- I give and bequeath to Chamberlain Brown and Lyman Brown, sons of my nephew George McDuffee Brown, each a first Liberty Loan Bond of the United States of the par value of one thousand (1000) dollars.

TWELFTH:- I give and bequeath unto Willis McDuffee of Rochester, N. H., the sum of three thousand (3000) dollars in trust for the following purposes:- To pay over to Harry W. Chase of Boston, Massachusetts, son of Charles K. Chase, when he is sick or in very needy circumstances, such part of the interest and principal as he may deem necessary, and he is to be the sole judge and whatever may remain of said sum of three thousand (3000) dollars together with any added income, I give and bequeath unto the said Willis McDuffee and his heirs forever.

THIRTEENTH:- I hereby direct that all of the above legacies and devises shall be paid in full and that any inheritance tax or the like due on the same shall be paid out of the residue of my estate.

FOURTEENTH:- I give, bequeath and devise unto my nephew Willis McDuffee, to him, his heirs and assigns, my house and lot where I now reside, being No. 45 Wakefield Street and No. 2 Summer Street, Rochester, N.H., after the year's occupancy allowed Ida M. Foss under the second clause of my will, upon the express

condition that he shall convey to my devoted nurse the two tenement house and lot No. 2 and 4 Charles Street in said Rochester, within one year after my decease.

FIFTEENTH:- All the rest and residue of my property, wherever found and however situated, I give, bequeath and devise to the Rochester Trust Company of Rochester, in the State of New Hampshire, to hold the same in trust, the income to be paid quarterly, in equal shares, to my nephews, George McDuffee Brown of New York City, in the State of New York, Willis McDuffee of Rochester, in the State of New Hampshire, Louis H. McDuffee of Rochester, in the State of New Hampshire, to my nieces Mrs. Emma Hanson Lyman of Exeter, in the State of New Hampshire, and Mrs. Annie Adams Leacock of Exeter, in the State of New Hampshire, to them and only those living at my decease. If any one of said legatees shall decease before my death, then I give said income to the remaining nephews and nieces living at my decease.

Upon the death of any of the beneficiaries named, his or her share of said quarterly income is to be paid, in equal parts, share and share alike, to my grandnephew Franklin McDuffee of Hanover, in the State of New Hampshire, and to my grand neice, Maude Chase McDuffee of New York City, in the State of New York. Upon the death of the last of said original five beneficiaries, I direct that said Rochester Trust Company pay over to the said Franklin McDuffee and Maude Chase McDuffee, in equal parts, share and share alike, the entire principal of said trust fund; said trust to terminate therewith and said principal to be the property henceforth of said Franklin McDuffee and Maude Chase McDuffee, their heirs and assigns forever.

In making the foregoing disposition of the residue of my estate, I am influenced by the consideration that my two nieces named above, Mrs. Emma Hanson Lyman and Mrs. Annie Adams Leacock, are without issue; that the two sons of my nephew, George McDuffee Brown

Alvin McDuffee Chase

will eventually inherit a large portion of the estate of their grandmother. Mrs. Annie M. Brown, and the two sons of my nephew Louis H. McDuffee, will likewise inherit eventually the chief portion of the estate of their grandfather the late George McDuffee; whereas Franklin McDuffee and Maude Chase McDuffee have no prospects of any considerable inheritance other than what they obtain directly or indirectly from my estate.

SIXTEENTH:- If any legatee under this will shall make any effort to break this will then his or her legacy shall go under the residuary clause of this will to those residuary legatees who have made no effort to break this will.

SEVENTEENTH:- I hereby appoint and nominate my said nephew Willis McDuffee, the sole Executor of this my LAST WILL AND TESTAMENT, hereby revoking all former wills by me made.

In case my said nephew Willis McDuffee shall die before myself or in case he is unable to perform the duties as executor or shall decline to accept said trust, or resign as such executor, then I appoint Bernard Q. Bond of said Rochester as executor of this will.

IN TESTIMONY WHEREOF, I hereunto set my hand and seal this *sixth* day of March in the year one thousand nine hundred twenty five.

Abbie McDuffee Chase

Signed, sealed, published and declared by the above named Abbie McDuffee Chase to be her last will and testament, in our presence, and we, in her presence and in the presence of one another, and at her request, subscribe our names hereto as witnesses this *6th* day of March, A. D., 1925.

William T. Gurnison

Pety M. Donald

Samuel D. Feller

THE STATE OF NEW HAMPSHIRE.

STRAFFORD, SS—At a Court of Probate holden at
County, on the 26th.

Dover
April

in said
A. D., 1926.

The foregoing instrument purporting to be the last Will in writing of
Abbie McDuffee Chase.

The State of New Hampshire

7TH CIRCUIT

PROBATE DIVISION - DOVER

IN RE: TRUST U/W/O ABBIE MCDUFFEE CHASE

CASE NUMBER: 319-1926-TU-00000

ASSENTED TO MOTION TO TERMINATE TRUST

TO THE HONORABLE JUDGE OF PROBATE FOR THE COUNTY OF STRAFFORD:

NOW COMES Glenn M. Lepene, Trustee of the Trust u/w/o Abbie McDuffee Chase (the "Trust"), and moves for this Court to terminate the Trust, and in support thereof states as follows:

1. This Trust was established under Article Seventh of the Last Will and Testament of Abbie McDuffee Chase dated March 6, 1925 on the following terms:

SEVENTH: I give and bequeath unto my nephew Willis McDuffee the sum of ten thousand (10,000) dollars to be held by him in trust, said trust fund to be known as the MARY A. McDUFFEE WHITE-HOUSE TRUST FUND, the income therefrom only to be used for the purpose of supplying fuel to the worthy poor of the City of Rochester. Said income shall be expended for this purpose only after due and adequate consideration of the needs of each beneficiary, and it is my request that the City Marshal, Overseer or the Poor and Probation Officer act as a committee to consider each case and advise said Trustee as to the expenditures of said income.

2. This Trust was funded in 1926 and has been administered through the Strafford County Probate Court (now the 7th Circuit - Probate Division - Dover) since that time.

3. On September 30, 2003, this Court appointed Glenn M. Lepene as Trustee under the Will of Abbie McDuffee Chase.

4. The Trust assets as of September 30, 2015 consist of the following:

360 shares of Norfolk Southern Corp	\$27,504.00
800 shares of Putnam Premier Income Trust	\$ 3,912.00
800 shares of Putnam Master Intermediate Trust	\$ 3,608.00
Citizens Bank Account	<u>\$ 3,638.68</u>
Total	\$38,662.68

5. New Hampshire RSA 564-B:4-413 provides that "upon petition by the trustee...the court may apply cy pres to modify or terminate the trust by directing that the trust property be applied or distributed, in whole or in part, to a charitable purpose which is useful to the community and which fulfills as nearly as possible the general charitable intent of the settlor."

6. Further, New Hampshire RSA 564-B:4-414 provided that "after notice to the qualified beneficiaries, the trustee of a trust consisting of trust property having a total value of less than \$100,000.00 may terminate the trust if the trustee concludes that the value of the trust property is insufficient to justify the cost of administration." Further, New Hampshire RSA 564-B:414(c) provides that "upon termination of the trust under this section, the trustee shall distribute the trust property in a manner consistent with the purposes of the trust."

7. The Trustee believes that the relatively small value of the Trust makes it uneconomical to continue the administration of the Trust as a separate Trust, and the testator's charitable purpose that the funds benefit of supplying fuel to the worthy poor of the City of Rochester can best be achieved by transferring the Trust assets to the Trustees of the Trust Fund for the City of Rochester.

8. Counsel for the Trustee has consulted with the administrator for the Trustees of the Trust Fund for the City of Rochester. The Trustees of the Trust Fund currently administer funds for fuel assistance for those citizens of Rochester evidencing financial need.

9. Counsel for the Trustee has consulted with the Attorney General's Office, Office of Charitable Trusts, Attorney Terry Knowles, who assents to the termination of the Trust and the distribution of funds to the Trustees of the Trust Fund for the City of Rochester, New Hampshire.

10. In the event this Court grants this Motion, the Trustees of the Trust Fund will need to seek approval from the City Council of the City of Rochester, New Hampshire to accept the funds, and establish a policy for distribution of the funds to be approved by the New Hampshire Attorney General's Office of Charitable Trusts.

WHEREFORE, your Petitioner prays that this Honorable Court:

A. Order that the Trust under the Will of Abbie McDuffee Chase be terminated in accord with New Hampshire RSA 564-B:4-413;

B. Alternatively, or in conjunction with Prayer A above, order the Trust under the Will of Abbie McDuffee Chase be terminated pursuant to New Hampshire RSA 564-B:4-414;

C. Allow ninety (90) days to obtain the approvals outlined in Paragraph 10;

D. Order that a Final Account be filed within thirty (30) days of obtaining the approvals outlined in Paragraph 10; and

E. Grant such further relief as may be just and equitable.

9/1/16


DATED on November 16, 2015.

Respectfully submitted,

TRUST U/W/O ABBIE MCDUFFEE CHASE

By 
Glenn M. Lepene, Trustee

**WYSKIEL, BOC, TILLINGHAST &
BOLDUC, P.A.**

By 
Michael J. Bolduc, Esquire
NH Bar No. 11247
561 Central Avenue
Dover, NH 03820
(603) 742-5222

7TH CIRCUIT

PROBATE DIVISION - DOVER

At a Court of Probate held at Dover in said County on the ____ day of _____, 2015,
upon due consideration of the foregoing motion, it is decreed that the prayer thereof be granted and
that

Judge of Probate

Wyskiel, Boc, Tillinghast & Bolduc, P.A.
561 Central Avenue, Dover, NH 03820/Telephone: (603) 742-5222

carol\document\probate\chase.abbie mcduffee\motion to terminate trust

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH**

<http://www.courts.state.nh.us>

Court Name: 7th Circuit - Probate Division - Dover

Case Name: Trust u/w/o Abble McDuffee Chase

Case Number: 319-1926-TU-00000
(if known)

ASSENT

The undersigned, being all the persons interested, assent to the

Assented to Motion to Terminate Trust and request that it be allowed.

DATE

PRINT NAME BELOW LINE
WRITE SIGNATURE ON LINE

ADDRESS

Dec 10, 2015 
Thomas J. Donovan, NH Bar #664
Director of Charitable Trusts

Charitable Trusts Unit, Office of the Atty General
33 Capitol Street, Concord, NH 03301

9/12/16 2016

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
NH CIRCUIT COURT

7th Circuit - Probate Division - Dover
259 County Farm Road, Suite 203
Dover NH 03820

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

NOTICE OF DECISION

**MICHAEL J. BOLDUC, ESQ
WYSKIEL BOC TILLINGHAST & BOLDUC PA
561 CENTRAL AVENUE
DOVER NH 03820**

Case Name: **Trust u/w/o Abbie McDuffee Chase**
Case Number: **319-1926-TU-00000**

On January 13, 2016, Judge Barbara A. Maloney issued orders relative to:

Assented to Motion to Terminate Trust - Granted
As stated in the above requested relief.

Any Motion for Reconsideration must be filed with this court by January 30, 2016. Any appeals to the Supreme Court must be filed by February 19, 2016.

January 20, 2016

Suzanne R. Doyle
Clerk of Court

C: Director of Charitable Trusts; Glenn Lepene

**AMENDMENT TO CHAPTER 11 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING THE ECONOMIC DEVELOPMENT SPECIAL
RESERVE FUND**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 11 of the General Ordinances of the City of Rochester regarding the Economic Development Special Reserve Fund and currently before the Rochester City Council, be amended as follows:

11.20 City of Rochester Economic Development Special Reserve Fund.

(a) **City of Rochester Economic Development Special Reserve Fund – Statement of Purpose.** The City of Rochester currently serves as the “Host Community” for the Turnkey Recycling and Environmental Enterprises Waste Disposal Facility (“TREE”) currently operated by Waste Management of New Hampshire, Inc., and located on the Rochester Neck Road. By virtue of its status as Host Community for TREE, the City of Rochester, in addition to incurring significant expenses in connection with such facility, receives significant financial benefits in the form of real property taxes, users fees (in the form of so-called “Host Community Fees”) and various other benefits relative to the cost to the City and its inhabitants of the disposal and/or recycling of various solid waste, including reduced and/or eliminated fees for the disposal and/or recycling of solid waste generated within the City of Rochester. It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year 2023. When such facility is filled to its permitted capacity, it is anticipated that the City will experience a loss in revenues, and the City and its inhabitants will experience increased costs associated with the disposal and/or recycling of solid waste, particularly in the form of reduced and/or lost users fees and reduced property tax revenues, as well as increased costs associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well-being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to insure the existence and/or expansion of a vibrant economic base for the City and its inhabitants.

Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and RSA 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in subsection (b) of this Section 11.20 for capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature in support of economic development as determined by the City Council. The special reserve fund established in subsection (b) of this Section 11.20 shall be known as the “City of Rochester Economic Development Special Reserve Fund.” No expenditure from the said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner

in which it is anticipated that such appropriation is related to the economic development of the City of Rochester.

(b) **City of Rochester Economic Development Special Reserve Fund.** There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA 47:1-b, such special reserve fund to be known as the ‘City of Rochester Economic Development Special Reserve Fund’. Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than \$100,000 from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc. from the so-called “Host Community Fees” payable to the City pursuant to the provisions of the “Host Agreement” between the City and Waste Management of New Hampshire, Inc., or of any successor to such Agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said ‘City of Rochester Economic Development Special Reserve Fund’ unappropriated ‘Host Community Fees’ in an amount not to exceed the difference between the total amount of Host Community Fees received from Waste Management of New Hampshire, Inc. during such fiscal year and the amount of such ‘Host Community Fees’ previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation requirement provided for herein and any other appropriation of such fiscal year’s ‘Host Community Fees’ by the City Council during such fiscal year).

The effective date of these amendments shall be upon passage.



9/1/16

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**

Codes and Ordinances Committee Action Item: Amendment to Chapter 11 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	September 6, 2016		
DEPT. HEAD SIGNATURE	Peter Lachapelle		
DATE SUBMITTED			
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

SUMMARY STATEMENT

The Codes and Ordinances sent this Amendment to the full City Council for adoption. See attached memo from the Greater Rochester Chamber of Commerce and Codes and Ordinances Committee meeting.

RECOMMENDED ACTION

First Reading, Second Reading, and Adoption.

**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.2.161 and 42.20 (b) of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 Definitions.

-
-
-

161. Manufactured Housing: Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as the HUD Code, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, ~~is a minimum of 13 feet in overall width and have~~ at least ~~700~~ **320** square feet of habitable space, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured Housing as defined here does not include pre-site housing as defined in RSA 674:31-a.

-
-
-

42.20 Standards for Specific Permitted Uses.

-

b. Conditions for Particular Uses

-

9. Manufactured Housing Subdivision

A. Overall Development

iii. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

10. Manufactured Housing Unit

C. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

The effective date of these amendments shall be upon passage.



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9/1/16

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**

Proposed Amendment to Chapter 42.2 of the General Ordinances of the City of Rochester.

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	August 16, 2016		
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk		
DATE SUBMITTED	8/10/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	signature on file
CHAIR PERSON	signature on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITYSection 4.12 Rules of Order
and RSA , 657: 7 Notice of Requirement for Public Hearing

CC FY 17 AB 16

SUMMARY STATEMENT

At the June 20, 2016 the Rochester Planning Board voted to recommend that the City Council pass the Zoning Ordinance Amendment regarding the size of manufactured homes. See attached memo.

RECOMMENDED ACTION

Read for a first time and refer to a public hearing to take place at the Codes and Ordinances Committee on September 1, 2016.



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Planning and Development
Conservation Commission
Historic District Commission
Arts and Culture Commission

To: Rochester City Council
From: James Campbell, Director of Planning & Development
Re: Manufactured Housing Size Zoning Amendment
Date: July 25, 2016



At the June 20, 2016 Planning Board meeting the Planning Board voted recommended that the amendments to the Zoning Ordinance regarding the size of manufactured homes be passed by the City Council. The recommendation was based on a 6-2 vote of the Board.

If you have any questions or need any further information, please do not hesitate to ask.

Cc: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Director of Finance & Administration
Kelly Walters, City Clerk



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**RESOLUTION DEAUTHORIZING FUNDING FROM BUSINESS EDUCATION
DEVELOPMENT SPECIAL RESERVE FUND AND AUTHORIZE A TRANSFER TO THE
ECONOMIC DEVELOPMENT FUND**

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

WHEREAS, by virtue of certain resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated Six Thousand Six Hundred One and 80/100 Dollars (\$6,601.80) to the Business Education Development Special Reserve Fund, Account 6084; and

WHEREAS, the Business Education Development Special Reserve Fund is not currently used;

NOW THEREFORE, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Six Thousand Six Hundred One and 80/100 Dollars (\$6,601.80) of the previous appropriation of funds from the Business Education Development Special Reserve Fund, Account 6084.

FURTHERMORE, the Mayor and City Council authorize the transfer of Six Thousand Six Hundred One and 80/100 Dollars (\$6,601.80) to the Economic Development Fund unassigned fund balance; and

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 17 09-06 AB 23



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9/1/16

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 De-authorize Business Education Development Funding

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	09/06/2016		
DEPT. HEAD SIGNATURE	Karen Pollard, Signature on File		
DATE SUBMITTED	07/25/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	ECONOMIC DEVELOPMENT FUND F/B
ACCOUNT NUMBER	60841010-533000-10555
AMOUNT	6,601.80
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL

SUMMARY STATEMENT

THIS REQUEST IS FOR THE COUNCIL TO DE-AUTHORIZE THE UNEXPENDED BALANCE OF \$6,601.80 FROM THE BUSINESS EDUCATION DEVELOPMENT SPECIAL REVENUE FUND 6084 AND TO AUTHORIZE THE TRANSFER OF THE \$6,601.80 BACK TO THE ECONOMIC DEVELOPMENT FUND UNASSIGNED FUND BALANCE.

RECOMMENDED ACTION

RECOMMEND APPROVAL.

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 ☒ **6084 - Business Education Development Fund**Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	60841010	533000	10555	-	-	6,601.80
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 AUTHORIZING THE REPROGRAMMING OF COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS**

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

WHEREAS, that Forty Nine Thousand One Hundred Three and 14/100 Dollars (\$49,103.14) remain unexpended from previously authorized CDBG funds;

WHEREAS, the Mayor and City Council desire to reprogram these funds into other worthwhile activities;

THEREFORE, the sum of Twenty One Thousand One Hundred Three and 14/100 Dollars (\$21,103.14) be expended on the Community Action Partnership of Strafford County weatherization program and that the sum Twenty Eight Thousand Dollars (\$28,000.00) be expended on the Hope on Haven Hill renovation project with all the funds to be derived from the aforementioned unexpended CDBG funds consistent with the attached Exhibit A; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. CC FY 17 AB 25

EXHIBIT A**Agenda Bill Funding Resolution - FY 2016-2017 CDBG Grant Annual Action Plan - Minor Plan
Amendment - Attachment**

<u>Org #</u>	<u>Object #</u>	<u>Federal Amount</u>
61127075	651601	\$18,458.73
61127074	641601	\$8,639.77
61127072	621601	\$14,185.00
61127072	621602	\$789.47
61127072	621603	\$438.39
65770762	621606	\$6,591.78

TOTAL: \$49,103.14



9/1/16

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 FY 2016-2017 CDBG Annual Action Plan - Minor Amendment
--

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	9/6/2016		
DEPT. HEAD SIGNATURE	Karen Pollard, signature on file		
DATE SUBMITTED	8/9/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG
ACCOUNT NUMBER	Multiple
AMOUNT	\$49,103.14
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

24 CFR 91.1.

SUMMARY STATEMENT

There is \$49,103.14 in unexpended Community Development Block Grant (CDBG) funds from prior years. These funds must be reprogrammed into other activities. At the 8/8/2016 Community Development Committee meeting, the Committee voted to reprogram \$21,103.14 into the already-approved Community Action Partnership of Strafford County weatherization program activity and \$28,000.00 into the already-approved Hope on Haven Hill renovation project activity.

RECOMMENDED ACTION

Approve additional funding for the Community Action Partnership of Strafford County weatherization program in the amount of \$21,2013.14 and additional funding for Hope on Haven Hill in the amount of \$28,000.00.

**Agenda Bill Funding Resolution - FY 2016-2017 CDBG Grant Annual Action Plan - Minor Plan
Amendment - Attachment**

<u>Org #</u>	<u>Object #</u>	<u>Federal Amount</u>
61127075	651601	\$18,458.73
61127074	641601	\$8,639.77
61127072	621601	\$14,185.00
61127072	621602	\$789.47
61127072	621603	\$438.39
65770762	621606	\$6,591.78

TOTAL: \$49,103.14

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	Please see attached			49,103.14 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	Please see attached			49,103.14 -	-	-
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

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF
COMMUNITY ACTION PARTNERSHIP (CAP) OF STRAFFORD COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REFUND**

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

WHEREAS, a refund in the amount of Nine Hundred Sixty Eight and 10/100 Dollars (\$968.10) was issued by CAP to the City of Rochester reflecting unexpended CDBG funds and is hereby accepted by the City of Rochester;

FURTHER, that the sum of Nine Hundred Sixty Eight and 10/100 Dollars (\$968.10) be, and hereby is, appropriated to the City of Rochester's CDBG fund; and

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

CC FY 17 AB 24



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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 Community Action Partnership for Strafford County CDBG Refund

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

AGENDA DATE	8/16/2016		
DEPT. HEAD SIGNATURE	<i>Karen Pallard</i>		
DATE SUBMITTED	8/9/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		1

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG
ACCOUNT NUMBER	61207075-651701
AMOUNT	\$968.10
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

24 CFR 91.

SUMMARY STATEMENT

Community Action Partnership of Strafford County (CAP) issued a check, in the amount of \$968.10, to the City of Rochester to refund CDBG funds that had been spent on approved weatherization activities. A different funding source paid for these activities subsequent to CAP's invoicing of the City of Rochester.

RECOMMENDED ACTION

Approve the appropriation of funds in the amount of \$968.10 into the City of Rochester's CDBG funds.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61127075	651601		968.10 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61127075	651601		968.10 -	-	-
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 AUTHORIZING ACCEPTANCE AND APPROPRIATION OF MOOSE
PLATE GRANT AWARD**

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

WHEREAS, that a Conservation License Plate Grant (“Moose Plate Grant”) grant in the amount of Ten Thousand Dollars (\$10,000.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Ten Thousand Dollars (\$10,000.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out historic restoration work to the City Hall Annex building;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Division of Historical Resources to receive and administer the grant funds detailed above;

FURTHER, that the City Clerk is authorized to sign all applicant grant agreement documents required to enter into a grant agreement with the New Hampshire Division of Historical Resources to receive and administer the grant funds detailed above; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. CC FY 17 AB 26



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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 Acceptance of and Appropriation of Funds for Moose Plate Grant
--

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	September 6, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard <i>Karen Pollard</i>		
DATE SUBMITTED	August 17, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	NH DHR
ACCOUNT NUMBER	TBD
AMOUNT	\$10,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter.

SUMMARY STATEMENT

The City of Rochester has been awarded a Conservation License Plate Grant ("Moose Plate Grant") from the NH Division of Historical Resources, in order to fund historical restoration work on the City Hall Annex building, in the amount of \$10,000.00.

RECOMMENDED ACTION

Accept the grant, appropriate the necessary funds, and authorize the City Manager to enter into a grant agreement with the NH Division of Historical Resources and the City Clerk to sign applicable grant agreement documents.



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 CDBG Language Access Plan

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

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

AGENDA DATE	8/16/2016		
DEPT. HEAD SIGNATURE	<i>Elaine Lauterborn</i>		
DATE SUBMITTED	8/9/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	6	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Title VI of the Civil Rights Act of 1964; Executive Order 13166.

SUMMARY STATEMENT

The City of Rochester's Community Development Block Grant (CDBG) program, as a recipient of federal funds through the U.S. Department of Housing and Urban Development (HUD), must have a language access plan for administering CDBG services to city residents. The draft Language Access Plan was drafted based on HUD policy guidance.

RECOMMENDED ACTION

Approve the draft Language Access Plan for the City of Rochester's CDBG program.

DRAFT

Language Access Plan (LAP) for the City of Rochester's Community Development Program

Introduction and Purpose

The City of Rochester is committed to complying with all civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI), which requires governmental entities to ensure that individuals with limited English proficiency (LEP) have meaningful access to federally-funded programs and services. The term LEP doesn't refer to people who are bilingual but rather to individuals who have a limited ability to read, write, or understand English well or at all.

The purpose of this plan is to ensure that the City of Rochester provides LEP individuals with meaningful access to the City's Community Development programs and services. In preparation for writing this plan and in order to identify the specific needs for LEP residents of the City of Rochester, the City's Community Development Coordinator conducted a needs assessment using the four-factor analysis provided in the U.S. Department of Housing and Urban Development (HUD)'s *Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*.

In accordance with this four-factor analysis, the City of Rochester has balanced the following:

- 1) The number or proportion of LEP residents served or encountered in the eligible service population. (As instructed in the guidance for the purpose of determining those LEP persons "served or encountered", the City of Rochester's Community Development program includes those persons who would be served or encountered if the persons received adequate outreach and were provided sufficient language services.)
- 2) The frequency with which LEP persons come into contact with the City of Rochester's Community Development program.
- 3) The nature and importance of the program, activity or service provided by the City of Rochester's Community Development program.
- 4) The resources available and costs to the City of Rochester's Community Development program.

LEP Populations to be Served or Encountered and the Frequency of Encounters

The City of Rochester's Community Development program manages the city's Community Development Block Grant (CDBG), which provides federal funding through HUD for improving the low- and moderate-income neighborhoods and providing important services to low- and moderate-income residents. The City of Rochester is a city of 30,038, according to 2015 estimates from the U.S. Census Bureau, and these same estimates state that 13.5% of the city's population is living in poverty (approximately 4,055 residents).

The most accurate estimate of the service size of the CDBG program and Community Development program is obtained through analysis of census tracts by income. A census tract is considered low- to moderate-income, and therefore eligible for CDBG services based on geographic area, if 51% or more of the residents within the census tract are low- to moderate income by HUD standards ($\leq 80\%$ of area median income). According to HUD data, a bit less than 50% of the city's population is low- to moderate-income or approximately 14,700 persons.

Determination of potential and actual LEP populations has been accomplished through a combination of local consultations, such as with the Rochester School Department's and the Dover Adult Learning Center's English as a Second Language (ESL) faculty, and reference to HUD-supplied data on national origin and limited English proficiency.

The predominant LEP population identified in the geographic area based on these analysis tools is comprised of residents who speak French (about 75 residents or approximately 0.2% of the overall population and 0.5% of the low-moderate income population). National origin data from HUD indicate about 75 residents are originally from Canada, 75 residents are originally from the Philippines, and 75 residents are originally from India. While this does not mean that all of these residents are LEP, it does indicate a likelihood of some need for language accessibility for languages indigenous to these nations. Consultations with ESL instructors have indicated that there is not one predominant non-English language within the City of Rochester but a variety of languages, including but not limited to French, Arabic, Tagalog, Hindi, and Chinese.

At present, a very small percentage of Rochester's population is LEP, well below HUD's 5% "Safe Harbor Rule" threshold that triggers more robust language access requirements. However, consultations indicate that the LEP population within the city is increasing and is likely to continue to do so, and therefore the City of Rochester is addressing language access needs in a proactive manner.

Language Assistance Measures

The type of language assistance necessary to provide meaningful access will vary depending on the type of communication City staff is having with the LEP person (*e.g.*, phone, in person, or written communication) and in some circumstances more than one method will work. Regardless of how the language assistance is provided, the City of Rochester recognizes the importance of providing such services in a timely manner and in an appropriate place. Failure to do so may effectively delay or deny LEP residents access to community development programs and services. City staff understands that the extent of the city's obligation to provide both oral and written translation is dependent on the HUD four-factor analysis. The City of Rochester has

chosen to follow the Safe Harbor rule, contained in HUD's final guidance, to assist in determining when to provide translation of vital documents.

The Safe Harbor rule for written translation of vital documents is based on the number and percentages of the market area-eligible population or current beneficiaries and applicants that are LEP. According to the Safe Harbor Rule:

HUD would expect translation of vital documents to be provided when the eligible LEP population in the market area or current beneficiaries exceeds 1,000 persons or if it exceeds 5% of the eligible population or beneficiaries along with more than 50 people. In cases where more than 5% of the eligible population speaks a specific language, but fewer than 50 persons are affected, there should be a translated written notice of the person's right to an oral interpretation.

As such, because the City of Rochester's LEP residents is well below the 5% of the eligible population as well as far fewer than 1,000 persons, vital documents will not be translated at this time but, rather, a translated written notice of the person's right to an oral interpretation will be provided.

Oral Interpretation Services

HUD's safe harbor rule does not apply to oral communication. An obligation to provide oral language assistance exists regardless of the number or percentage of persons who comprise a specific language group. The City of Rochester's Community Development staff will collaborate with Rochester School Department ESL staff to provide competent interpretation services whenever such are necessary for assisting LEP residents. This will include distribution and use of LanguageLine Solutions' Language Identification Card by city staff likelihood to frequently interact with residents.

Interpreters providing services to the City of Rochester must:

- Be proficient in and able to communicate information accurately in both English and the other applicable language;
- Understand relevant community development terminology;
- Understand and ensure confidentiality; and
- Maintain impartiality and act solely in the role as an interpreter.

Regardless of who is used as an interpreter, city staff will adhere to the following guidelines when using an interpreter:

- Explain to the interpreter the purpose of the communication and provide a description of the information to be conveyed;
- Provide brief explanations of technical terms of art that may come up during the communication, such as eligibility, income limits, etc.;
- Avoid using acronyms, such as HUD, DHCD, MHFA, etc.;
- Speak in short sentences;

- Express one idea at a time and allow the information to be interpreted prior to continuing;
- Check in with the interpreter to make sure he/she is understanding what staff is attempting to communicate;
- Enunciate words;
- Avoid contractions; and
- Address the LEP resident and not the interpreter during the conversation.

Residents who have limited English proficiency may choose to bring an informal interpreter with them to assist in communication, including but not limited to the LEP resident's family members, friends, legal guardians, or social services case manager. In such instances, city staff will:

- Inform LEP persons who bring an informal interpreter with them that free language interpretation is available;
- Choose a formal interpreter instead of an informal interpreter, if the circumstances and subject matter of the interaction indicate that formal interpretation is needed to protect the resident's rights and interests; and
- Avoid relying on minors as informal interpreters unless there is an extreme need and no competent interpreters are available.

Written Translation Services

In keeping with HUD's Safe Harbor Rule, the City of Rochester will provide a translated written notice of residents' rights to an oral interpretation of vital Community Development documents. At this time, however, vital documents will not be translated. This written notice will be provided in French, which is the currently-identified language spoken by a significant number of LEP residents.

Vital Community Development documents include the following:

- Public comments notices;
- Public hearing notices;
- Notices of Intent to Request the Release of Funds;
- Findings of No Significant Impact;
- Drafts and finalized versions of CDBG action plans and annual reports; and
- CDBG grant applications.

The City of Rochester's Community Development staff will collaborate with Rochester School Department ESL staff to provide accurate translation services whenever such are necessary for assisting LEP residents.

The City of Rochester will make every effort to use competent and accurate translators. Many of the considerations discussed regarding interpreters apply to translators.

HUD has translated a number of documents that, where appropriate, the City of Rochester will utilize. The City of Rochester recognizes that the translated document isn't a legal document and

that HUD intends to put a disclaimer on it stating that it is

“providing the translation to you merely as a convenience to assist in your understanding of your rights and obligations. The English language version of this document is the official, legal, controlling document. This translated document is not an official document.”

The City of Rochester intends to use a similar disclaimer on its legal documents that are translated. City staff will also be ready to provide oral interpretation of written documents for LEP residents who may not be able to read their native language.

Staff Training Regarding LEP Policies and Procedures

All current and future City of Rochester Community Development staff will be trained on their obligation to provide meaningful access to information and services for LEP residents. Training will seek to make staff aware of the following:

- The City of Rochester’s obligation to provide meaningful access to LEP residents;
- LEP policies and procedures; and
- Protocol in responding to LEP residents contacting the city via telephone, written communications, and in-person contact.

Community Development staff will also include LEP and other language access training as a component of regular, ongoing training and development to keep informed of the City of Rochester’s current and evolving obligations as a CDBG grant recipient. Information and materials received during such training will be distributed to other relevant city staff as appropriate.

Providing Notice of Free Language Services to LEP Residents

The City of Rochester recognizes that it is important to put residents on notice that free language assistance will be provided when needed. The City of Rochester’s Community Development staff will notify residents of these services through translated statements (*e.g.*, “Free language assistance is available for accessing all Community Development programs.”) to be published in French and any other languages identified in the future as being spoken by a significant number of LEP residents. These translated notices will be included on the following documents:

- Public comments notices;
- Public hearing notices;
- Notices of Intent to Request the Release of Funds;
- Findings of No Significant Impact;
- Drafts and finalized versions of CDBG action plans and annual reports; and
- CDBG grant applications.

Continuous Oversight of the LAP – Monitoring and Updates

The City of Rochester's Community Development program will monitor and update this language access plan on an ongoing basis. If new demographic data is released by the federal or state government, the City of Rochester will review the data and update the language access plan accordingly. In addition, special attention will be made to incorporate this plan into the City of Rochester's Assessment of Fair Housing.



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 FY 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER)
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input checked="" type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--	--

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

AGENDA DATE	8/16/2016		
DEPT. HEAD SIGNATURE	<i>Karen Pallard</i>		
DATE SUBMITTED	8/9/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	26	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

24 CFR Part 91.

SUMMARY STATEMENT

The City of Rochester, as a U.S. Department of Housing and Urban Development Community Development Block Grant grantee, must submit a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the end of the program year. The Community Development Committee approved the FY 2015-2016 CAPER at its August 8, 2016 meeting.

RECOMMENDED ACTION

This is for informational purposes only. No action is required of the City Council.

**Community Development
Block Grant Program**

Consolidated Annual Performance and Evaluation Report (CAPER)



**City of Rochester, New Hampshire
July 1, 2015—June 30, 2016**

Prepared for the US Department of Housing and Urban Development

September xx, 2016

*Prepared by:
Community Development Division
The City of Rochester
31 Wakefield St.
Rochester, NH 03867
(603) 335-7522*

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This FY 2015-2016 Consolidated Annual Performance Evaluation Report (CAPER) summarizes the accomplishments and financial expenditures of Year 1 of the FY 2015-2020 Consolidated Action Plan (FY 2014-2015 Annual Action Plan) of the City of Rochester.

The City of Rochester develops the Five-Year Consolidated Plan, annual Action Plan, and annual CAPER to provide a strategy for investment of federal Community Development Block Grant (CDBG) funds and review of program achievements, as required by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is a living document designed to identify the needs of the community, especially the low- to moderate-income residents of the City. The Consolidated Plan is the result of an eighteen-month collaborative process that includes extensive public outreach, multiple public hearings, and consultation with community agencies, neighborhood groups, and other relevant organizations. The Annual Action Plan is developed each fiscal year to describe the projects that have been funded for that year as they relate to the five-year Consolidated Plan program goals.

The Consolidated Plan under which this year's CAPER falls started July 1, 2015 and will end June 30, 2020, comprising five Annual Action Plan or program years. Programs and activities described in this report were intended to primarily benefit low- and moderate-income residents of the City of Rochester, neighborhoods with high concentrations of low- and moderate-income residents, and the City as a whole. The Community Development Block Grant award for the City of Rochester for FY 2015-2016 was \$ \$227,062.00.

All Annual Action Plans must address the needs of the community, primarily benefiting the needs of low- to moderate- income persons (defined as those with household incomes below 80% of the area median income). For FY 2015-2016, the median income for the Portsmouth-Rochester Metropolitan Fair Market Rent Area was \$86,100.00. In addition, Consolidated Plans and Annual Action Plans must address the three national objectives set forth by HUD: (1) to provide decent housing, (2) to provide a suitable living environment, or (3) to expand economic opportunities.

All CDBG activities undertaken during FY 2015-2016 advanced one or more of the three national HUD objectives. Public service activities included funding for the region's three homeless shelters, rental assistance for low-income families, educational programs for low-income residents, and non-medical mental health supportive services. Also, for the first time, Rochester supported fair housing law activities through CDBG public service activities funds. Most of these activities were aimed at providing a suitable living environment or to provide decent housing.

Economic development activities included loans to two Rochester businesses through the CDBG-funded Job Opportunity Benefit (JOB) revolving loan fund, which promotes the retention and creation of jobs for low- and moderate-income residents, and funding for technical assistance

for micro-businesses through the Rochester's Office of Economic Development. These activities were aimed at expanding economic opportunities.

Housing rehabilitation funding supported the Community Action Partnership for Strafford County's weatherization assistance program, which weatherizes the homes of low-income residents, as well as funding through the Handicap Accessibility Improvements Microgrants Program to install handicap-accessible shower facilities in several Rochester Housing Authority housing units. These activities were aimed at providing decent housing.

Public facilities funding supported the installation of handicap-accessible doors at the main entrance of the Rochester Public Library, a new roof on a transitional housing unit used by the Homeless Center for Strafford County, fire-safety upgrades to door hardware at the Rochester Child Care Center to bring the facility up to code, security upgrades at Community Action Partnership for Strafford County's Head Start center to bring the facility into alignment with state law, the installation of bicycle racks at key city locations, and the beginning phase of new elevator installation at Spaulding High School, which is currently scheduled to be fully complete in August 2016. The completion of a new HVAC installation at the Rochester Public Library, originally planned for FY 2013-2014, also occurred during FY 2015-2016. The library is used as a cooling center in summer months and a heating center in winter months, which is an especially vital resource for homeless residents in the city. All facilities projects occurred in neighborhoods identified as 51% or greater low-moderate income by HUD for FY 2015-2016. These projects were aimed at providing a suitable living environment.

This past fiscal year also saw a number of new community development initiatives undertaken by the City of Rochester's Community Development Coordinator, as well as renewal of previous community development initiatives. These include facilitation of potential partnership meetings between the Rochester Housing Authority and regional housing-focused non-profit organizations, entering into a memorandum of understanding with the Rochester Housing Authority to submit a joint Assessment of Fair Housing, and attendance of the statewide New Hampshire Conference on Homelessness.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

As in previous years, CDBG priorities were for public services and facilities projects serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock, and activities and projects located in low- to moderate-income city census tracts. FY 2015-2016 funding reflected these priorities.

In many categories of funding, goals were met or exceeded, such as "Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit" and "Public service activities for Low/Moderate Income Housing Benefit" categories. In other categories, the goals came very close to the target goal, such as the "Homeless Person Overnight Shelter" and "Public service activities other than Low/Moderate Income Housing Benefit" categories.

Overall, significant and substantial progress was made across all funding categories to provide decent housing, to provide a suitable living environment, and to expand economic opportunities for residents of the City of Rochester. In a few categories, there are low goal performance numbers reported, but in most cases there are reasons for the low numbers that are unrelated to actual performance. The “Jobs created/retained” category under “Small Business Establishment and Expansion” represents the City of Rochester’s Job Opportunity Benefit (JOB) Revolving Loan Fund program. The jobs created or retained through previous loans have been reported in previous CAPERs, and the two new loans entered into during FY 2015-2016 have not yet started reporting on job creation and retention.

For “Public service activities other than Low/Moderate Income Housing Benefit,” the performance goal for the New Hampshire Legal Assistance (NHLA)’s Housing Justice Project activity was based on an error; in its CDBG grant application, NHLA provided target goals for both residents to be served directly through CDBG-funded activities as well as all services to Rochester residents. In addition to the residents served directly through CDBG-funded activities, NHLA reported services provided through other funding sources to an additional 34 Rochester residents. (The target goal for FY 2015-2016 in Table 1 was corrected to the actual target goal.)

In some instances, however, the data reflects actual challenges in meeting target goals, although fewer than reported in FY 2014-2015. In particular, the Office of Economic Development’s Small Business Development Center (“Small Business Establishment and Expansion”) failed to meet CDBG program goals. While this activity exceeded the number of persons anticipated (23 residents served, versus the 13 projected to be served), well over 49% of these residents were non-low-moderate income. Also, of the \$12,000.00 budgeted for the program, only \$360.00 was actually spent during FY 2015-2016.

Most of these issues can be attributed to the facts that this was a new program and implemented by a City department somewhat unfamiliar with the details and requirements of implementing of CDBG activities. (This program replaced the New Hampshire Small Business Development Center, which was, as reported in the FY 2014-2015 CAPER, defunded due to multiple years of uncorrected performance issues.) The Community Development Coordinator met with Office of Economic Development personnel at least monthly to discuss performance, provide technical assistance, and otherwise help in implementing the new program, but the challenges persisted throughout the fiscal year.

Due to these issues, no CDBG funding for the Office of Economic Development’s Small Business Development Center was awarded for FY 2016-2017. Instead, the Office of Economic Development will continue to small business development activities using other, more compatible funding sources.

On a more positive note, the Community Action Partnership of Strafford County’s weatherization assistance program has shown significant improvement since being put on a corrective action plan at the beginning of the fiscal year. Performance goals for the program have been exceeded for FY 2015-2016. Also, in comparison with FY 2014-2015, where only about half of the awarded grant funds were spent during the fiscal year, grant funds in FY 2015-2016 were spent in a much more timely fashion. The Community Development Coordinator will

maintain increased levels of involvement with the weatherization assistance program and anticipates that performance will improve even further in FY 2016-2017.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$5,000.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	250	0	0.00%	N/A	0	N/A
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$19,619.83	Homeless Person Overnight Shelter	Persons Assisted	675	118	17.48%	126	118	93.65%
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	15	0	0.00%	N/A	0	N/A
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	HIV/AIDS Housing Operations	Household Housing Unit	115	0	0.00%	N/A	0	N/A

Improving the Safety/Livability of Neighborhoods	Non-Housing Community Development	CDBG: \$14,409.05	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4720	8878	188.09%	8878	8878	100.00%
Improving the Safety/Livability of Neighborhoods	Non-Housing Community Development	CDBG: \$2,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	N/A	185	156	84.32%
Increase Access to Affordable and Quality Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$5,000.00	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1400	87	6.21%	60	87	145.00%
Increase Access to Affordable and Quality Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$0.00	Rental units constructed	Household Housing Unit	0	0	0.00%	N/A	0	N/A

Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0.00	Facade treatment/business building rehabilitation	Business	10	0	0.00%	N/A	0	N/A
Increasing the Supply of Supportive Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$0.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	60	0	0.00%	N/A	0	N/A
Public Services Concerned with Employment	Non-Housing Community Development Economic Development	CDBG: \$10,000.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	130	241	185.38%	270	241	89.26%

Reducing Substance Abuse (Especially Heroin)	Non-Homeless Special Needs Non-Housing Community Development Substance abuse	CDBG: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	0	0.00%	N/A	0	N/A
Retention of Affordable Housing Stock	Affordable Housing	CDBG: \$99,500.00	Homeowner Housing Rehabilitated	Household Housing Unit	200	44	22.00%	50	52	104.00%
Small Business Establishment and Expansion	Non-Housing Community Development Economic Development	CDBG: \$90,000.00 (revolving loan fund)	Jobs created/retained	Jobs	75	0	0.00%	0	0	0.00%
Small Business Establishment and Expansion	Non-Housing Community Development Economic Development	CDBG: \$360.00	Businesses assisted	Persons Assisted	13	23	37.50%	13	23	176.92%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As in previous years, CDBG priorities focused on housing and were for public services and facilities projects serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock for low-moderate income residents, and activities and projects located in low- to moderate-income city census tracts. FY 2015-2016 funding reflected these priorities. Nearly half of all available public service funding went to direct services for homeless residents, and another \$3,000.00 went to facility improvements for the Homeless Center for Strafford County.

For maintaining affordable housing for low-moderate income residents, \$5,000 was spent by the SHARE Fund to provide rental assistance, as the rental market remains a large provider of affordable housing for Rochester residents, and \$55,293.60 was spent by the Community Action Partnership of Strafford County to provide weatherization for homes owned by low-moderate income residents.¹ For most residents, this greatly reduces energy costs for the home, thereby keeping the home affordable for the owner. Another \$49,500 was spent by the Rochester Housing Authority to install accessible shower facilities in eight of its residential units, seven of which are currently occupied, making those units accessible to residents with physical disabilities. All seven of the residents in the currently-occupied units are elderly.

With only a few exceptions, all activities and projects took place and/or served residents in census tracts classified by HUD as $\geq 51\%$ low-moderate income. The exceptions were for the Homeless Center for Strafford County, My Friend's Place, and Cross Roads House, which are all homeless shelters serving extremely low income homeless residents, and the Community Action Partnership for Strafford County's weatherization assistance program, which serves exclusively low-moderate income residents, usually extremely low or low-income.

Other priorities, aligned with the needs identified in the FY 2015-2020 Consolidated Plan and FY 2015-2016 Annual Action Plan, focused on providing for the basic needs of Rochester residents. Such activities included facilities improvements to the Rochester Public Library, which serves as a cooling/heating center during extreme temperatures for homeless and other vulnerable residents; High School Equivalency Testing assistance through the Dover Adult Learning Center, which provides for a basic level of education for low-moderate income residents; and facilities improvements to the Rochester Child Care Center and Rochester Head Start offices, which provide essential child care and educational services to low-moderate income families.

¹ The FY 2015-2016 grant to the Community Action Partnership of Strafford County for weatherization assistance work was \$50,000.00, but the City of Rochester allowed for unexpended FY 2014-2015 weatherization funds to be "rolled over" into FY 2015-2016.

CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)**

	CDBG
White	611
Black or African American	27
Asian	30
American Indian or American Native	4
Native Hawaiian or Other Pacific Islander	1
Total	673
Hispanic	26
Not Hispanic	647

Table 1 – Table of assistance to racial and ethnic populations by source of funds

Narrative

During FY 2015-2016, approximately 90% of the residents of the City of Rochester served were white, and approximately 10% of the residents served were of non-white races and/or ethnicities (predominantly Black or African-American and Asian). According to U.S. Census data, the City of Rochester is 95.4% white, 0.8% Black or African-American, 0.3% American Indian or Alaska Native, 1.2% Asian, 0.1% Native Hawaiian or other Pacific Islander, 1.8% Hispanic, and 1.7% two or more races. There have not been disproportionate services provided to white residents over residents belonging to racial/ethnic minorities.

Please note that there may be slight discrepancies in the number provided, as several multi-racial categories were included in the demographic questionnaires provided to recipients of CDBG-funded public services. Many residents identified as belonging to two races/ethnicities and/or as “Other/Multiracial.”

CR-15 - Resources and Investments 91.520(a)**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	HUD	\$227,062.00	94,495
Other	Economic Development	\$744,000.00	N/A
Other	N.H. Dept. of Environmental Services	\$0.00	N/A
Other	SAMHSA	\$375,000.00	N/A

Table 2 – Resources Made Available**Narrative**

During FY 2015-2016, \$227,062.00 in CDBG grant funds, plus \$57,481.64 in prior year unexpended CDBG funds, were made available to the City of Rochester. During this same time period, \$1,695,782.64 was also made available in leveraged funds provided by the public service agencies that received CDBG funding. The source of these leveraged funds is various and includes other federal grants, state grants, and private donations received by the public service agency CDBG subrecipients. (Note: In processing expended funds in the Integrated Disbursement and Information System in the beginning of the fiscal year, FY 2014-2015 administrative expenses were incorrectly attributed to FY 2015-2016 instead of FY 2014-2016. This has been corrected in the system through voucher revision and adjustments to the PR-26 CDBG Financial Summary Report, and the corrected administrative expenses for FY 2015-2016 fall within the 20% planning and administrative cap.)

During FY 2015-2016, \$201,996.55 was expended on programs and activities, and \$45,412.00 was spent on planning and administration of the CDBG program, for a total expenditure of \$247,408.55 for FY 2015-2016.

In the annual grant application developed by Community Development staff, CDBG applicants must state both the amount and the percentage of leveraged funds relative to the CDBG funds being requested. The percentage and amount of leveraged funds available are taken into account when grant applications are analyzed and funding decisions made.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Rochester Low-Moderate Income Census Tracts	60%	63%	HUD-determined census tracts of 51% or greater low-moderate income residents

Table 3 – Identify the geographic distribution and location of investments**Narrative**

FY 2015-2016 marked a change from prior years, in which all census tracts within the City of Rochester were determined by to be $\geq 51\%$ low-moderate income residents. Prior to FY 2015-2016, therefore, CDBG-funded activities occurred within low- to moderate-income census tracts. In FY 2015-2016, \$127,083.12 was spent on activities in $\geq 51\%$ low-moderate income census tracts, and \$74,913.43 was spent on activities in $\leq 51\%$ low-moderate income census tracts. All activities in non-low-moderate income census tracts, however, were based on served clients' homeless and/or low-income status.² This equals about 63% of all non-administrative CDBG funds spent in $\geq 51\%$ low-moderate income census tracts, which exceeds the 60% allocation anticipated in the FY 2015-2016 Annual Action Plan.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

During FY 2015-2016, \$1,695,782.64 was provided in leveraged funds by the public service agencies that received CDBG funding. The source of these leveraged funds is various and includes other federal grants, state grants, and private donations received by the public service agency CDBG subrecipients. The Community Action Partnership of Strafford County's weatherization assistance program, for example, receives leveraged funds through regional utility companies and the state Department of Energy. The United Way of the Greater Seacoast also provides significant funding for multiple public service agencies that receive Rochester CDBG funds, especially homeless services providers.

In the annual grant application developed by Community Development staff, CDBG applicants

² These activities were the Homeless Center for Strafford County, My Friend's Place, Cross Roads House, and the Community Action Partnership for Strafford County's weatherization assistance program.

must state both the amount and the percentage of leveraged funds relative to the CDBG funds being requested. The percentage and amount of leveraged funds available are taken into account when grant applications are analyzed and funding decisions made.

Public facilities funding supported security upgrades at the Head Start offices located in the Rochester Community Center; installation of bicycle racks at several city locations, including the community center, Hanson Pines Pool, Central Square, and the Rochester Commons; installation of handicap-accessible doors at the Rochester Public Library; and an in-progress installation of a new elevator at Spaulding High School. All of these facilities/locations are owned and maintained by the City of Rochester, and all are located within $\geq 51\%$ low-moderate income census tracts.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	126	118
Number of non-homeless households to be provided affordable housing units	0	0
Number of special-needs households to be provided affordable housing units	0	0
Total	126	118

Table 4- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	60	87
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	50	52
Number of households supported through the acquisition of existing units	0	0
Total	110	139

Table 5 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Overall, performance for FY 2015-2016 was solid. The goal for rental assistance and housing rehabilitation was exceeded by a robust margin, while the goal for homeless households felt slightly under the mark. Since the Seacoast region has transitioned to a Coordinated Entry system for managing intakes into the regional homeless services system, the three individual homeless shelters that receive Rochester CBDG funding (Homeless Center for Strafford County, My Friend's Place, and Cross Roads House) have found it challenging to accurately estimate how many clients will be served within the next year since all homeless clients are now funneled through the same organizational point of contact.

These challenges have been exacerbated by shifts in homelessness trends in the region; currently,

there are more homeless families compared to homeless single residents, while in the past the opposite was the case. As each of the three shelters serves slightly different demographics, such as the Homeless Center for Strafford County's restriction to serving families and single women, this also makes it difficult for the shelters to predict client numbers a year in advance.

Discuss how these outcomes will impact future annual action plans.

Over the last few years, Cross Roads House has exceeded its estimates, while the Homeless Center for Strafford County and My Friend's Place have fallen short of their estimates. In both FY 2014-2015 and FY 2015-2016 subrecipient site visit interviews, the Community Development Coordinator provided counseling and suggestions on how to better reconcile projected goals with actual performance. Revised goals were then included in the FY 2016-2017 Annual Action Plan. Prior to the FY 2017-2018 CDBG grant application period, the Community Development Coordinator will consult with all three homeless shelters to discuss current client trends and to provide directives on how to accurately estimate projected goals for FY 2017-2018.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low Income	543	0
Low Income	235	0
Moderate Income	79	0
Total	857	0

Table 6 – Number of Persons Served

Narrative Information

The overwhelming majority of Rochester residents assisted with CDBG funds during FY 2015-2016 were extremely low income (30% of area median income). Very few residents were moderate income, and in addition to the numbers in Table 8, there were 19 non-low-moderate income residents assisted with CDBG funds by the Office of Economic Development's Small Business Development Center program, 34 non-low-moderate income residents served by the Rochester Child Care Center fire safety upgrades project, three non-low-moderate income residents served by the Dover Adult Learning Center, and three non-low-moderate income residents served by the New Hampshire Legal Assistance Housing Justice Project.

There is not a situation in which moderate-income residents are being assisted at disproportionate levels compared to low-income residents. The opposite is the case, with most residents served by CDBG-funded activities falling into the extremely low income category, followed by low income and moderate income. A little under 94% of all residents served with FY 2015-2016 CDBG funds were low-moderate income, nearly 85% of all residents served were low or extremely low income, and a nearly 60% of all residents served were extremely low

income. This reflects the City of Rochester's focus on providing basic needs and ensuring services are available for its most vulnerable residents.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Activities to address homelessness this year included public service agency grants to the three regional homeless shelters that provide services to Rochester residents (Homeless Center for Strafford County, My Friend's Place, Cross Roads House), rental assistance for families who are threatened by homelessness via funding the SHARE Fund's rental assistance program, and participation by Community Development staff in multiple events and coalitions addressing homelessness issues. For example, this year the Community Development Coordinator attended most Balance of State Continuum of Care meetings, continued participation on the steering committee of the Greater Seacoast Coalition to End Homelessness, organized several regional meetings regarding upcoming potential loss of affordable housing, and extensive consultations with homeless services and allied providers.

The region's three homeless shelters, along with Coordinated Entry staff housed within the Community Action Partnership of Strafford County, provide individual assessment for each homeless person or person at risk for homelessness. Based on these assessments, the person is placed with a homeless shelter that best fits their needs, referred to an organization that can provide rental assistance, or provided other relevant referrals. The continued implementation of the Coordinated Entry system for the entire Seacoast region has formalized this intake process and ensured that the provided resources are a good match for the individual's particular situation and needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

During FY 2015-2016, CDBG public services grants were awarded to the three regional homeless shelters that provide services to Rochester residents. In fact, this made up approximately half of the available public service grant funds awarded for the fiscal year. All three shelters provide emergency shelter and supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics. Two of the three shelters have transitional housing units available. Cross Roads House, the regional homeless shelter with the largest capacity, also started implementing Housing First initiatives.

In addition, a facilities grant was awarded to the Homeless Center for Strafford County to fund a new roof for the organization's transitional housing unit. As federal funding priorities have shifted from transitional housing to rapid rehousing and Housing First models, it has become even more important to maintain existing transitional housing resources, as no new resources are being added in the region.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become

homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

During FY 2015-2016, CDBG funds supported a rental assistance programs for families who are threatened by homelessness, via a public service grant to the SHARE Fund; housing rehabilitation via funding for the Community Action Partnership of Strafford County's weatherization assistance program; and accessibility improvements via funding for the Rochester Housing Authority. Without this assistance, it is likely that these Rochester residents would have been placed at risk of losing their current housing and becoming homeless.

In addition, CDBG funding has supported Tri-City Co-op, which provides peer-to-peer mental health support services; the Rochester Child Care Center, which serves a large number of low-moderate income families; and the Rochester Head Start program, which provides educational services to low-income families. All of these services help support stable housing situations and increased quality of life.

In addition, the Community Development Coordinator has been active in multiple coalitions and groups, including the Greater Seacoast Coalition to End Homelessness and the Rochester Area Family Support Team. During FY 2015-2016, the Greater Seacoast Coalition to End Homelessness has continued its Community Care Teams initiative, which particularly supports residents who are chronically homeless and/or have a mental illness and/or substance use disorder. The Rochester Area Family Support Team, which is a coalition comprised of representatives from multiple regional non-profit agencies, provides cross-agency support and coordination for Rochester's most vulnerable residents. This includes low-income youth and victims of domestic violence.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

During FY 2015-2016, CDBG public services grants were awarded to the three regional homeless shelters that provide services to Rochester residents. Two of the three shelters have transitional housing units available, and all three shelters provide supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics. Cross Roads House, the regional homeless shelter with the largest capacity, also started implementing Housing First initiatives.

In addition, CDBG funding has supported Tri-City Co-op, which provides peer-to-peer mental health support services; the Rochester Child Care Center, which serves a large number of low-moderate income families; and the Rochester Head Start program, which provides educational

services to low-income families. While these services are not homeless-specific, there is considerable overlap between these served populations and homeless populations in Rochester, and all of these services help support the transition to permanent housing and independent living.

CR-30 - Public Housing 91.220(h); 91.320(j)**Actions taken to address the needs of public housing**

The most recent Five Year Plan prepared by the Rochester Housing Authority (RHA) reports its goals and objectives as including reduction of public housing vacancies, increase in affordable housing units, the creation of workforce housing, and the promotion of economic opportunities and an increase in affordable healthcare access to low-income families. Also, RHA is in the beginning stages of building new housing units specifically for elderly residents, as the continued “aging of New Hampshire” makes appropriate housing for elderly residents a key priority.

During FY 2015-2016, CDBG housing rehabilitation funding went to accessibility improvements in eight RHA units, seven of which are currently occupied. All of the residents in the seven occupied units are elderly residents, which is a key demographic for both RHA and the City of Rochester’s CDBG program. In addition, the City of Rochester has entered into a memorandum of understanding with RHA to draft and submit a joint Assessment of Fair Housing, and Rochester Community Development staff has arranged to have all CDBG project bids posted at RHA housing units to encourage the hiring of public housing residents for CDBG-funded projects.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Rochester Housing Authority maintains a Resident Advisory Board, including representatives from each of the RHA’s housing sites, that meets to review RHA annual and five year plans. The Resident Advisory Board also provides input on general RHA operations. During the FY 2016-2017 Annual Action Plan citizen participation project, the City of Rochester’s Community Development staff arranged for an outreach and feedback meeting specifically for RHA residents. RHA management staff, including the executive director, also participated in this meeting, and several items of resident concern were referred to RHA management for appropriate follow-up and action.

Actions taken to provide assistance to troubled PHAs

N/A. The Rochester Housing Authority is not designated as a troubled agency by HUD.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Rochester's Community Development staff has attended a landlord-tenant law "know your rights" training organized by the New Hampshire Legal Assistance Housing Justice Project and funded through Rochester CDBG funds. Community Development staff has also carefully monitored proposed City ordinances and legal actions that might impact affordable housing, including extensive consultation with the City's Legal Department, Welfare Office, and City Manager's Office regarding litigation involving a facility zoned as a campground but used as a permanent residence by many low-income Rochester residents. This has involved Community Development staff reaching out to many regional non-profit partners to help coordinate and plan, and it has been an especially difficult situation to address due to reported poor conditions of the trailers at the campground and health and safety concerns.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Some of the top underserved needs within the City of Rochester are supportive services and housing for residents with mental illnesses and substance abuse issues. During the FY 2015-2016 and FY 2016-2017 Annual Action Plan research and consultation process, the need for more services for those with mental illnesses and substance use disorders came up time and time again.

The main obstacles to serving these underserved needs are lack of funding and lack of organizational capacity. These obstacles have been addressed through a variety of means. CDBG funding was awarded in FY 2015-2016 to the Tri-City Consumers' Action Co-Operative, a public service agency that provides non-medical peer-to-peer support services to residents of the City with mental illnesses. The Community Development Coordinator also has been active in the Greater Seacoast Coalition to End Homelessness, which has been spearheading the creation of Community Care Teams, which will support residents who are chronically homeless, many of whom have mental illness and/or substance use disorders. Significant success has already been reported from the Community Care Team that meets at Frisbie Memorial Hospital, which is located in Rochester and is the largest health care provider for city residents.

Substance use disorder support services remain an underaddressed need, but Community Development staff has taken actions to change that. During the FY 2016-2017 Annual Action Plan planning processes, Community Development staff conducted targeted outreach to substance use disorder service providers to encourage submission of CDBG grant applications in this area. Three agencies submitted grant applications for FY 2016-2017, and one project was approved for funding in FY 2016-2017.

Also, throughout FY 2015-2016, the City of Rochester continued its fiscal agent responsibilities for Bridging the Gaps: The Rochester Community Coalition for Alcohol and Drug Prevention. Bridging the Gaps receives federal funding through the Substance Abuse and Mental Health

Services Administration to enact community-level change and reduction in substance abuse by the City's youth population. Community Development staff is involved in the fiscal management of the federal grant, identification of funding opportunities, and in coalition planning and programming.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The weatherization assistance program run by the Community Action Partnership of Strafford County, which expended \$55,293.60 in CDBG funding during FY 2015-2016, provides weatherization assistance to low-income residents of the City of Rochester. This includes updating heaters and boilers, replacing inadequate insulation, and other related rehabilitation activities. While performing this rehabilitation work, the weatherization assistance program also provides lead evaluation, containment, and/or abatement services when circumstances, such as the age of the home in question, indicate the need for such. This was also the case for the eight housing units owned and managed by the Rochester Housing Authority that received accessibility improvements. In FY 2015-2016, a total of 51 housing units received housing rehabilitation assistance, including nine units constructed prior to 1978.

In addition, the Community Development Coordinator presented the opportunity of HUD lead hazard control grant funding to the Community Development Committee and City Council, encouraging the city to apply for funding. The City Council voted to approve submission of an application for the 2017 grant round.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Rochester engages in a multi-faceted approach to reducing poverty among city residents. One prong of this approach is the provision of direct services aimed at addressing basic and immediate needs of our most vulnerable, lowest-income residents. This includes emergency housing assistance, in the forms of funding for the region's homeless shelters and for the SHARE Fund's rental assistance program. Another prong involves investment in activities and programs that will help prevent poverty and/or address poverty over a longer period of time. This includes funding for educational services, such as the Dover Adult Learning Center's High School Equivalency Testing program, and funding for the mental health peer-to-peer support services provided by the Tri-City Consumers' Action Co-operative.

A third prong involves investing funds to create and broaden economic opportunities within the City of Rochester. The City maintains a revolving loan fund, the Job Opportunity Benefit (JOB) loan program, to provide funding to local businesses that commit to retaining at-risk jobs or creating new jobs specifically for low- to moderate-income residents. Two JOB loans were entered into during FY 2015-2016, with Seacoast Gymnastics and Rochester Eye Care. Also, vocational and internship services were provided through CDBG public services funding of MY-TURN (formerly Project PRIDE).

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Rochester is a public entity that engages in municipal activities such as planning and

financing of economic development projects, code enforcement, planning and zoning review, financial relief assistance, and community development. Community Development staff regularly coordinates with various city departments, such as the Planning Department and Department of Public Works, and a multitude of public service agencies, including both agencies that receive CDBG funding subgrants and agencies that do not. This coordination has enabled the time- and cost-efficient provision of supportive services, housing rehabilitation, and public facilities improvements to low-moderate income Rochester residents. This coordination also identifies specific program and activity needs within the City, as well as other funding sources for City projects that may not qualify under CDBG.

The Community Development Coordinator participates also as a member of the Balance of State Continuum of Care, a member of the Rochester Area Family Support Team, and a steering committee member of the Greater Seacoast Coalition to End Homelessness. The involvement of Community Development staff in these organizations and coalitions provides for the development and strengthening of cross-agency relationships and projects.

In addition, Community Development staff has undertaken the process of formalizing policies and procedures relevant to the city's CDBG program. This will enable other city departments to quickly understand and implement CDBG-relevant policies, as well ensuring smooth transition of responsibility should the current Community Development Coordinator leave the position. Such policy formalization efforts include researching and drafting a Section 3 policy, researching and drafting a Language Access Plan, and the drafting of monthly Community Development reports that are submitted to the City Manager as well as the Community Development Committee.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Community Development staff have engaged in a broad range of outreach and networking activities, including regularly forwarding relevant HUD, New Hampshire Bureau of Homeless and Housing Services, New Hampshire Housing Finance Authority, and other housing- and homelessness-related training opportunities to public service agency and local government contacts who might be interested. The Community Development Coordinator also participates as a member of Balance of State Continuum of Care, a member of the Rochester Area Family Support Team, and a steering committee member of the Greater Seacoast Coalition to End Homelessness. Both the Rochester Area Family Support Team and the Greater Seacoast Coalition to End Homelessness are comprised of mixes of local government staff and public service agency staff, including community development, welfare, housing, health care, education, and mental health services staff.

In addition, the Community Development Coordinator has initiated and led several regional meetings regarding affordable housing issues and the actual and potential loss of affordable housing in the region. These meetings have, in many cases, brought together individuals who had not previously worked with one another and have encouraged better coordination of regional efforts in addressing affordable housing issues.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

During FY 2015-2016, CDBG funds paid for a landlord-tenant law “know your rights” workshop hosted by New Hampshire Legal Assistance’s Housing Justice Project staff. This workshop provided an important resource to the Rochester community, and several important connections between landlords, tenants, city staff, and legal assistance staff were made during the workshop.

In addition, Community Development staff has drafted and posted a fair housing webpage to the city’s Community Development website. This page, which can be found online at <http://www.rochesternh.net/community-development-division/pages/fair-housing>, provides links to the texts of the federal Fair Housing Act and New Hampshire state anti-discrimination protections, to several HUD fair housing resources, to HUD housing demographics data for the city, and to the New Hampshire Legal Assistance’s Housing Justice Project webpage. Drafts of the City of Rochester’s Assessment of Fair Housing will also be posted to this page, and the draft Citizen Participation and Consultation Process in the Assessment of Fair Housing is currently posted.

CR-40 - Monitoring 91.220 and 91.230**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

During the FY 2015-2016 and FY 2016-2017 subrecipient CDBG grant application processes, the City of Rochester required information as to the applicant organization's experience with federal grant requirements, prior CDBG funding history, and ability to comply with federal and local regulations. The applicants certified that they would comply with the City of Rochester's anti-displacement and relocation policy and, in the FY 2016-2017 application, applicants also certified that they would not award any subcontracts, commit any funds, or begin any construction prior to a HUD Release of Funds.

Applications from previously-funded organizations were analyzed for prior compliance and demonstrated ability to carry out program activities as promised. During the FY 2016-2017 CDBG grant cycle, the Community Action Partnership of Strafford County's weatherization assistance program was awarded only half of the funds requested, due to the inability of the organization to expend approximately half its grant in both FY 2014-2015 and FY 2015-2016.

The City of Rochester continues to collect both quarterly and annual reports from its FY 2015-2016 CDBG subrecipients. These reports include racial/ethnic, sex, income, and other demographical information of clients served, as well as expense details. In cases where the quarterly reports indicated that performance goals likely would not be met, Community Development staff reached out to the subrecipients to discuss the shortfalls, any challenges the organization was facing, and ways to improve performance. For the Community Action Partnership of Strafford County's weatherization assistance program, this included a formal corrective action plan with quarterly progress meetings.

In June 2016, Community Development staff performed annual site visits to the offices of all FY 2015-2016 CDBG grant subrecipients, with the exception of New Hampshire Legal Assistance. (This exception was granted due to the extended absence of a key New Hampshire Legal Assistance staff person due to medical issues.) During each visit, Community Development staff interviewed key agency personnel, reviewed program and financial documents, and discussed performance successes and challenges. While in a few cases performance difficulties were identified, which have been discussed previously, overall the FY 2015-2016 CDBG grant subrecipients were found to be in compliance with HUD regulations and CDBG objectives and to be meeting or exceeding established program performance goals.

During FY 2015-2016, Community Development staff also performed environmental reviews for all CDBG-funded projects and Davis-Bacon Act wage rate compliance monitoring for all CDBG-funded construction projects. For environmental reviews, this included field site visits to each project site and consultations with the New Hampshire Division of Historical Resources. Community Development staff also discussed environmental review procedures with all FY 2015-2016 CDBG subrecipients prior to the beginning of the fiscal year to ensure that all

subrecipients understood that work on the projects could not begin until the completion of the environmental review.

For Davis-Bacon Act compliance, this included site visits to the construction project sites and interviews with project workers. During FY 2015-2016, Community Development staff performed a site visit and laborer interviews for the Homeless Center for Strafford County new roof project, Head Start security upgrades project, Rochester Child Care Center fire safety upgrades project, Handicap Accessibility Improvements Microgrants program/Rochester Housing Authority accessibility improvements project, Spaulding High School elevator project, and Rochester Public Library handicap-accessible doors project. (The Community Action Partnership of Strafford County's weatherization assistance program and the bicycle racks project were both exempt from Davis-Bacon Act requirements.) Full Davis-Bacon Act compliance has been documented for all FY 2015-2016 construction projects.

In addition, Community Development staff has maintained regular contact with the City's HUD representative and has maintained active membership on all relevant HUD email list-servs. Relevant updates and notices from HUD have been forwarded to CDBG subrecipients. Community Development staff also has attended a number of relevant trainings during FY 2015-2016, including Davis-Bacon Act and environmental review trainings presented by regional HUD officials.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The final draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is made available to the public through a variety of means. Hard copies of the report are provided for public viewing at City Hall, the Rochester Public Library, and the Office of Economic and Community Development. Electronic copies of the report are provided for public viewing and download on the City of Rochester's Community Development website. Notice of the public comment opportunity is posted in a local newspaper of general circulation, as well as at City Hall, the Rochester Public Library, and the Rochester Community Center. Notice is provided via electronic means, as well, including but not limited to postings to the Community Development Division webpage and postings to the Office of Economic and Community Development's social media accounts.

Non-finalized drafts of the CAPER will be posted to the City of Rochester's Community Development website.

Notice will be posted no later than 15 days prior to the submission of the CAPER to HUD, with an ideal goal of providing 30 days notice prior to submission of the CAPER to HUD. All public comments will be forwarded to HUD after the public comment period has ended.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There have not been any changes in the City of Rochester's program objectives during FY 2015-2016. The City of Rochester would, and has, changed its activities as a result of its experiences in implementing CDBG programs and activities, however. For example, in FY 2015-2016, the City of Rochester has discontinued CDBG funding to the New Hampshire Small Business Development Center due to ongoing performance issues and after counseling and other attempts to improve performance were unsuccessful. In FY 2016-2017, the City of Rochester is discontinuing CDBG funding to the Office of Economic Development's Small Business Development Center due to performance issues and assessed mismatch between program activities and CDBG program restrictions.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

The City of Rochester does not have any open Brownfields Economic Development Initiative grants.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A. The City of Rochester is not a BEDI grantee.



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**AMENDMENTS TO CHAPTER 5 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 5.3 of Chapter 5 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

Chapter 5 Salaries

5.3 Elected Officials

*
*
*
*
*

(6) Election Officials

- A. Ward Moderator - \$150.00 per day
- B. Ward Clerk - \$125.00 per day
- C. Selectman - \$120.00 per day
- D. Checklist Supervisor - \$150.00 per election or session day
- E. Checklist Supervisor Chairman – ~~none~~ **\$300**
- F. Ballot Clerk - \$100.00 per day
- G. In the event that an election official shall perform duties and/or attend any election related activity approved by the City Clerk and lasting ~~four (4) or less hours~~, **at least (3) hours** the election official(s) in question shall receive a per diem payment for the performance of such duties or attending such activity at a rate one-half that is provided for in subparagraphs 6 (A), (B), (C), **(D)**, and (F) above. **Furthermore, In the event that the Checklist Supervisor Chairman shall perform duties and/or attend any election related activity approved by the City Clerk and lasting at least (3) hours the election official in question shall receive a per diem payment for the performance of such duties or attending such activity at a rate one-fourth that is provided for in subparagraphs 6 (E).**

The effective date of these amendments shall be upon passage.



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9/1/16

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

Chairman of the Supervisors of the Checklist

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	September 6, 2016		
DEPT. HEAD SIGNATURE	Kelly Walters		
DATE SUBMITTED	5/27/2016 <i>Sent to codes on August 4th</i>		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

CC FY 17 AB 30

CC FY 16 AB 169

SUMMARY STATEMENT

As many State and Federal Election laws are changing, it has become challenging to ensure unified election day practice across all the voting locations.

Please see the attached job description for a Chairman of the Supervisors of the Checklist.

If the City Council reinstated this position at the rate of \$300 per election there would be no impact on the election budget for this year. There is already \$600 set aside for the building rentals, which will not be used this year due to the polling location changes to the schools.

The City Clerk's office could utilize this person for the purpose of visiting the nursing homes in the City for registrations and absentee ballots.

RECOMMENDED ACTION

Send the recommended changes to the next Codes and Ordinances Committee in August.

Job Description – Chairman, Supervisors of the Checklist

The Chairman of the Supervisors of the Checklist is responsible for attending election law training offered by the Secretary of the State prior to any State Election. Sessions are held prior to candidate filing periods. The Chairman of the Supervisor is required to meet with the Chief Election Official at least one week prior to any State election in order to review any changes in election law or the election procedure for the upcoming election.

On election days, the Chairman shall drive around to each of the polls to inspect and answer questions from the Supervisors and Ballot Clerks in each ward regarding voter registration. The Chairman must be thoroughly versed in New Hampshire election laws regarding voter registration requirements.

The Chairman of the Supervisors of the Checklist is an appointed position. Eligible candidates must be registered voters domiciled in the City of Rochester and registered on the voter master checklist for the City of Rochester. The City Council of the City of Rochester shall make the appointment. The Chairman shall serve for a term of two years, terms expiring January 2nd of the year immediately following each municipal election.

The Chairman may be required to visit nursing homes and private homes to assist individuals who wish to apply for voter registration in the City and/or who wish to apply for an absentee ballot for an election. No additional monetary compensation will be awarded for these duties.



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**RESOLUTION AUTHORIZING THE ROCHESTER DEPARTMENT OF PUBLIC
WORKS (DPW) TO APPLY FOR A LOAN FROM THE DRINKING WATER STATE
REVOLVING FUND (DWSRF)**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a loan application in an amount up to Five Hundred Forty Thousand Dollars (\$540,000.00) to the Drinking Water State Revolving Fund (DWSRF) in order to fund the Water Treatment Plant Low Lift Station Upgrade Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to act as the City's representative(s) for the execution of all documents necessary to complete the application to the DWSRF.

CC FY 17 AB 30



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9/1/16

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 Treatment Plant Low Lift Station Upgrade - DWSRF Authorization for App & Certificate of Authority

COUNCIL ACTION ITEM ☒**INFORMATION ONLY** ☐**FUNDING REQUIRED?** YES ☐ NO ☒

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐**FUNDING RESOLUTION FORM?** YES ☒ NO ☐

AGENDA DATE	September 6, 2016	
DEPT. HEAD SIGNATURE	John B. Storer-Original with signature on file at City Clerks office	
DATE SUBMITTED	August 16, 2016	
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	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	DWSRF - Water Fund
ACCOUNT NUMBER	Project #'s 15539 & 17541
AMOUNT	\$540,000 (total both accounts)
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

The DPW seeks City Council Authority to submit a Drinking Water State Revolving Fund (DWSRF) Loan Application and for the City Council to designate the City Manager and Deputy City Manager to act as the City's representative to execute the agreement and all documentation in regards to the Water Treatment Plant Low Lift Station Upgrade Project.

The funds were previously appropriated for this project which addresses the upgrades necessary at the low lift station.

RECOMMENDED ACTION

1. Resolution giving City Staff authorization to submit the DWSRF Application for the Water Treatment Plant Low Lift Station Upgrade Project.

2. Resolution giving the City Manager & Deputy City Manager the authority to act as the City's representative for all documentation and execution of the agreements associated with the City's Low Lift Station & DWSRF project.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	773150	15539	-	-	\$100,000.00 -
2	55016010	772000	17541	-	-	\$440,000.00 -
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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