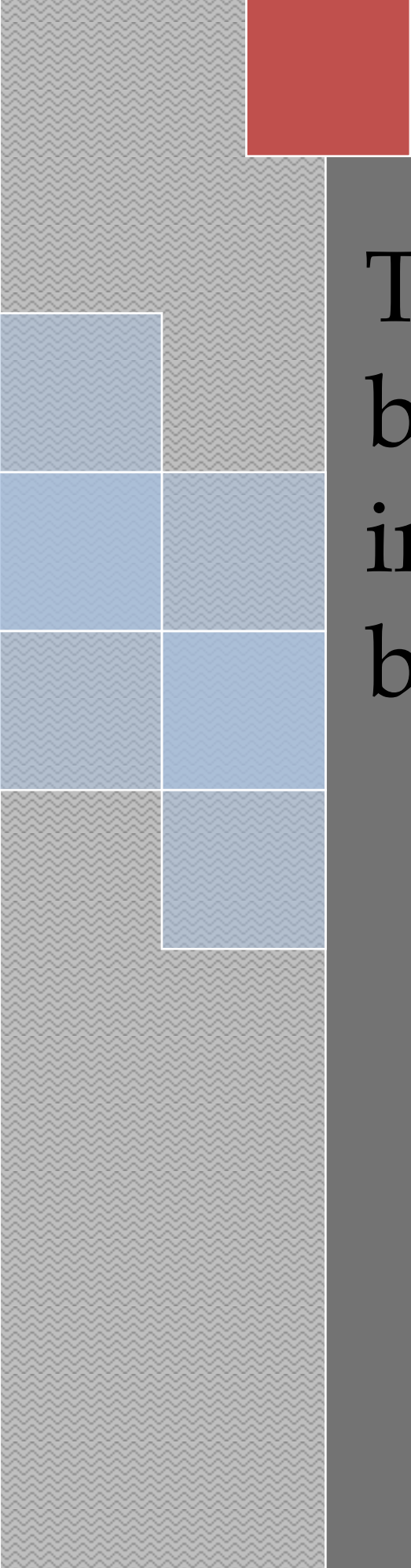




**Regular City Council Meeting
February 3, 2015
COUNCIL CHAMBERS
7:00 PM**

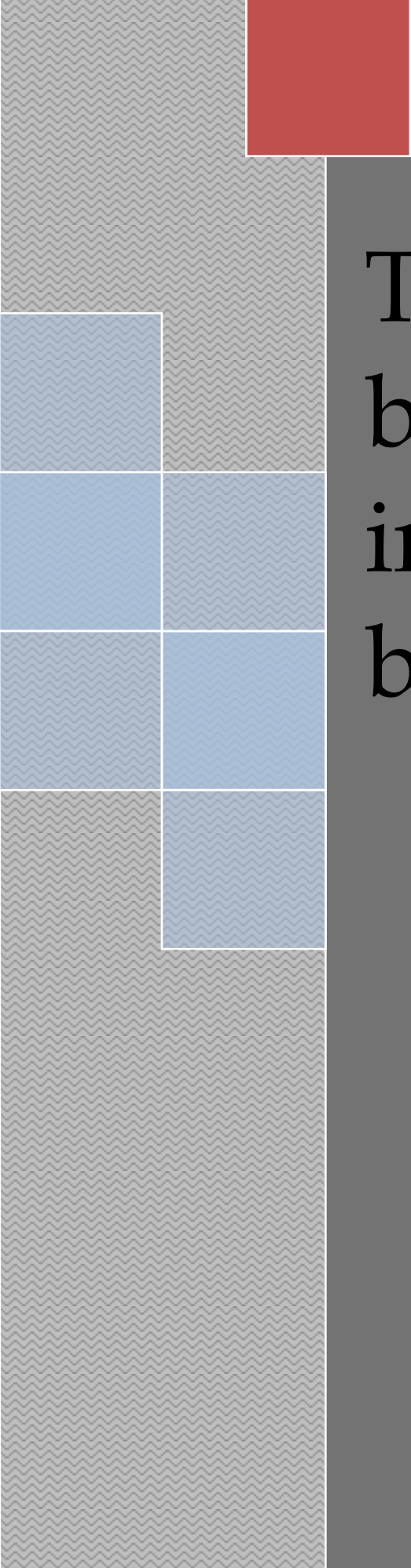
1. Call to Order
2. Opening Prayer
3. Roll Call
4. Acceptance of Minutes
 - 4.1. [January 6, 2015, Regular City Council Meeting Minutes](#)
 - 4.2. [January 20, 2015, Special City Council Meeting](#)
5. Communications from the City Manager
 - 5.1. Employee of the Month Award
 - 5.2. City Manager's Report P.7
6. Communications from the Mayor
 - 6.1. **AB 96** Letter Addressed to Executive Councilor Colin Van Ostern Regarding FairPoint Communications Contract Negotiations P.43
7. Presentations of Petitions and Council Correspondence
8. Nominations, Appointments, Resignations, and Elections
 - 8.1. Resignation: Sharon Parshley, Utility Advisory Board P.47
9. Reports of Committees P.49
 - 9.1. Appointments Committee P.51
 - 9.2. Community Development Committee P.53
 - 9.3. Finance Committee P.57



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- 9.4. Joint Building Committee P.67
- 9.5. Public Safety Committee P.73
- 9.6. Public Works Committee P.77
- 10. Old Business
- 11. Consent Calendar
 - 11.1. **AB 100** Resolution De-Authorizing a Fiscal Year 2012 NHDOT Sign Grant - **First Reading, Second Reading, and Adoption** P.83
 - 11.2. **AB 97** Resolution De-Authorizing Funds – EDA Salmon Falls Road Project – Highway/Water/Sewer – **First Reading, Second Reading, and Adoption** P.89
 - 11.3. **AB 95** Resolution De-Authorizing the Unexpended Balance of \$9,978 Related to Purchasing What is Known as the “Clement Conservation Easement” on 30 Bickford Road – **First Reading, Second Reading, and Adoption** P.95
- 12. New Business
 - 12.1. **AB 82** Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding “Fire Safety Measures” – **Second Reading and Adoption** P.101
 - 12.2. **AB 83** Amendment to Chapter 34 of the General Ordinances of the City of Rochester Regarding “Junk and Second-hand Dealers” - **Second Reading and Adoption** P.105
 - 12.3. **AB 84 - 1** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Zoning - **Second Reading and Adoption** P.109
 - 12.4. **AB 84 - 2** Amendment to Chapter 43 of the General Ordinances of the City of Rochester Regarding the “Mobile Home Park Ordinance” **Second Reading and Adoption** P.113
 - 12.5. **AB 98** Resolution Authorizing the City Manager to direct staff to “Un-merge” Two Lots that were Involuntarily Merged to form the Parcel Currently Known as 59



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Richardson Street [Map/Lot 128-98] - First Reading and Adoption P.117

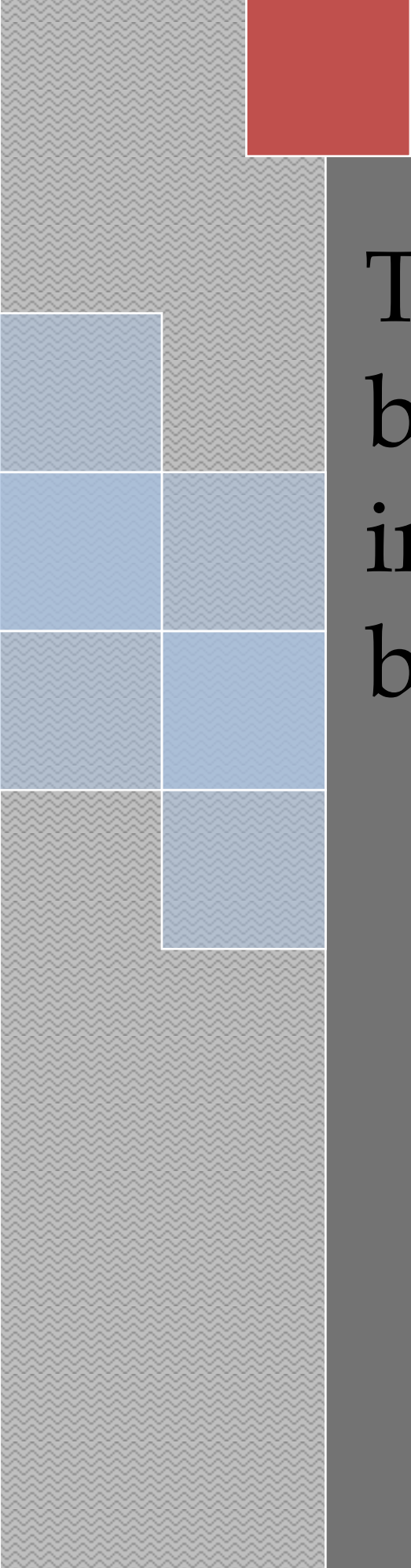
12.6. AB 99 Ten Rod Road Tenant Sign Location Change – Motion to Approve P.139

13. Other

14. Non-Public Session:

14.1. Non-Public, Consultation with Legal Counsel, Land, RSA 91-A: 3, II (d)

15. Adjournment



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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
FEBRUARY 3, 2015**

The Employee of the Month is: Paul Michaud, Department of Public Works

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

- December 29, 2014 P.8
- January 5, 2015 P.11
- January 12, 2015 P.14
- January 20, 2015 P.18

Contracts and documents executed since last month:

- Annual DMR Authorization letter P.21
- Brock Street – Initiation of Operation Certification P.22
- COOP Grant signoff – Fire Dept. P.23
- EMPG grant – EOC equipment – Fire Dept. P.24
- Engagement letter – Melanson Heath – FY 14 audit P.25
- EMPG grant – Fire Dept. P.26
- Granite Ridge Development District – engineering contract amendments 1 & 2 P.27
- Notification of Award – WTP tank maintenance P.28
- PRB Construction – Change Order #2 P.29
- RSA 79e Covenants – 124 North Main Street / 2-6 North Main Street P.30
- Route 125 pump station – Change Order #1 P.31
- Snow Storage agreement with Rochester Fairgrounds P.32
- State of NH Dept of Safety – Seabrook Station Exercise thank you letter P.33
- Strafford Square – Engineering contract P.34
- Utility Billing Office – position upgrade P.35

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

- Computer Lease – Dube, D (Fire Dept.) P.36
- Tuition Reimbursement – Mears, M (Planning) P.37

The following standard reports have been enclosed:

- City Council Request & Inquiry Report P.38
- Permission & Permits Issued P.40
- Personnel Action Report Summary P.41



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

MANAGEMENT TEAM MEETING
December 29, 2014
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Brian Sylvester, Library Director
Michael Allen, Police Chief

Samantha Rodgers, Executive Asst.
Mark Dupuis, Assistant Fire Chief
Mike Bezanson, DPW – City Engineer
Chris Bowlen, Director - RAYS
Karen Pollard, Economic Development Mgr.
Jim Campbell, Planning Director

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes – December 15, 2014 and December 22, 2014

Minutes were approved by general consensus.

2. City Council Inquiry Report

There were several new items. Items #1-3 have been completed. Items #4-5 are being worked on by DPW. Item #6 should be answered at the Jan 20th workshop. Item #7 has been completed. Item #8, will check with City Clerk's office as to whether they have sent an invitation. Item #9, is being worked on. Item #10 is being worked on. Item #11 – letter was sent out. Mr. Campbell will forward a copy to the City Manager's office. Item #12 – the business has submitted the necessary forms and is going through the process. Item #13, a report should be completed by the end of the week.

3. City Calendar for Week

No discussion. City Hall offices will be closed on Thursday, January 1, 2015.

4. Right to Know Requests

All requests have been answered and closed.

5. Other

Director Sylvester

- Advised that they have narrowed down the vendors for security system and will have a sub-committee meeting next week to discuss.
- Advised that they are waiting to hear from vendors about redoing the chairs.

Director Grant

- Advised that he has the final numbers for the tax cap and that the net new construction was looking good. The numbers are currently where they were last year and there are still 3 more months to go.

Director Campbell

- Advised that they should have an answer on the car wash at the next meeting.
- Advised that the next Planning Board meeting is also the retreat.

Director Bowlen

- Advised that his department is catching up on their budget.
- Advised that they had a busy weekend with hockey and basketball tournaments.

Deputy City Manager Cox

- Advised that the cash flow is now over \$29 million as of this morning.
- Advised that they closed on Bond Anticipation Note (BAN) proceeds.
- Advised that there has been a steady stream of questions, etc on the reassessment issue.

Assistant Fire Chief Dupuis

- Advised that the department has been busy with heroin overdoses with over a dozen calls on Christmas day, not all heroin overdoses.

Chief Allen

- Advised they attended to several overdoses over the weekend, resulted in one death.
- Advised that they handled a suicidal male on Blackwater Road.
- Advised that they received several calls for domestics on Christmas Day.
- Advised that at the same time as the other calls, they were dealing with a theft of wallet at China Palace that resulted in a road rage incident.
- Advised that they had a drug-related suicide of a female.
- Advised that they will be doing interviews for the prosecutor position on Wednesday.

- Advised that they have 2 good candidates for dispatch and are doing the backgrounds checks now.

Attorney Wensley

- Updated on the Route 202 LLC and will discuss with the Council on Tuesday night.

City Manager Fitzpatrick

- Advised that he will be working on getting some good press releases out.

The Management Team meeting adjourned at 9:28 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



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

MANAGEMENT TEAM MEETING

January 5, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Brian Sylvester, Library Director
Seth Creighton, Chief Planner
Chris Bowlen, Director - RAYS

Samantha Rodgers, Executive Asst.
Norm Sanborn, Fire Chief
Peter Nourse, DPW Director
Michael Allen, Police Chief

EXCUSED:

Karen Pollard, Economic Development Mgr.

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:05 A.M.

1. Management Team Minutes – December 29, 2014

Minutes were approved by general consensus.

2. City Council Inquiry Report

There were no new item and no discussion.

3. City Calendar for Week

No further discussion.

4. Right to Know Requests

All requests have been answered and closed.

5. Other

City Manager Fitzpatrick

- City Manager Fitzpatrick inquired as to whether the Police Department has a coin for their department. There was some discussion as to the origin of “Commander’s Challenge Coins” and how they are used.

Director Sylvester

- Advised that they are still working on the same projects as has been discussed at prior meetings.
- Advised that they were short-staffed over the weekend and had to make adjustments to compensate.

Director Grant

- Advised that the department has sent letters that they will be performing inspections for 2nd hand dealers (25) & pawn shops (4).

Chief Planner Creighton

- Advised that there was a Planning Board meeting scheduled for tonight.
- Advised that the former Hostess building has been purchased and that the owner is seeking to purchase a small parcel of City land. They have notified him of the City land purchasing procedure.
- Advised that they have had a few requests to get started back up on some older historical projects.

Chief Sanborn

- Advised that the Continuity of Operations Plan (COOP) grant item would be discussed at the City Council meeting on Tuesday. It would then need to go to the Governor & Executive Council. Once approved, meetings with the consultant would startup in the spring.
- Advised that the Emergency Operations Center equipment update grant received preliminary approval on Friday.
- Advised that they had a busy weekend with storm related and medical calls.

Chief Allen

- Advised that they made a few arrests over the weekend.
 - Stolen vehicle, resisting arrest and heroin
 - Overdose on the 1st
 - Burglary arrest for past burglary of stolen firearms
 - Heroin overdose and possession charge

Deputy City Manager Cox

- Advised that they will be rolling to Level 2 of the budget. Will send updated timeline and instructions.
- Informed of HealthTrust's "Slice of Life" health benefit overview on January 8th that is open to all employees. Two sessions, 11am or noon.

Director Nourse

- Advised that the major storm event had crews out for 18 hours.
- Advised that the downtown snow removal would take place tonight.
- Advised that the construction season will be very busy in the coming budget season.

The Management Team meeting adjourned at 9:27 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



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

MANAGEMENT TEAM MEETING
January 12, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Brian Sylvester, Library Director
Jim Campbell, Planning Director

Samantha Rodgers, Executive Asst.
Norm Sanborn, Fire Chief
Peter Nourse, DPW Director
Michael Allen, Police Chief
Karen Pollard, Economic Development Mgr.
Chris Bowlen, Director - RAYS

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:05 A.M.

1. Management Team Minutes – January 5, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

#11 – This issue was discussed and known by the Conservation Commission. Item is closed.

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

- The ACLU request is being worked by PD staff. Request was for internal Police Department policies and items.

5. Refunds to Expense Accounts

- Deputy City Manager Cox advised that the new audit firm no longer allows credit refunds to expense accounts. In order to be able to utilize refunded amounts, a supplemental appropriation must be requested.

6. CGI Videos – talking points for video topics

- City Manager Fitzpatrick advised that the City has contracted with CGI to do 4 promotional videos.
- Requested input from departments as to topics and talking points for the videos.

7. Wells Fargo – home donation request

- An email was received from Wells Fargo offering to donate a REO property to the City. Suggested that this be sent to the Finance Department to discuss.

8. PPM – Employee Retirement Gift Policy

- There was discussion on policy and retirement vs. end of service terminology. Suggested updating the title of the policy to End of Service Gift Policy. This will be sent to the Department Head meeting to discuss before receiving final approval.

9. Other

Director Sylvester

- Advised that they will be having an air quality assessment done due to some mold concerns in the basement.
- Advised that the circulation numbers were up for December.
- Advised that they are working with CDBG for a request for a handicap door at the front of the building.
- Advised that they awarded the bid for security cameras to Envisionware on Friday.

Deputy City Manager Cox

- Advised that they are finalizing the audit.
- Advised that they are converting the BAN to permanent bond financing.

Director Campbell

- Advised that the Planning Board was cancelled last week and had been rescheduled for tonight. They will discuss the following:
 - Progressive Training – former Hostess building on Hancock St.
 - Cumberland Farms on Milton Road
 - Lot line revision on Constitution Way

Director Bowlen

- Advised that the department took delivery of a new vehicle for the 1st time in 24 years.
- Advised that they will have committee meetings tonight.
- Advised that they are working on the Spring programming.

Chief Sanborn

- Advised that there were several calls for water leaks and freeze ups due to the weather.
 - Ben Franklin building
 - Spaulding Composites
 - Middle School
 - Shell Station on Route 11

Chief Allen

- Advised that there were a couple of heroin overdoses that resulted in 1 arrest.
- Advised that there was a theft of money at the Shell on Washington Street and that the suspect was then involved in an accident.
- Advised that they had some positive articles last week in regards to awards given out.
- Advised that he had forwarded attrition rate information to Councilor Gray as requested.

Manager Pollard

- Advised that there have been updates to the CDBG census tracts for Rochester and that not all are considered low income anymore.

Director Nourse

- Advised that the Loop Road for the Granite Ridge Development District will be put out to bid this month.

Attorney Wensley

- Advised that there were positive movements on the Route 202 LLC and the Gantert case.

Director Grant

- Advised that he would be travelling with Mark Sullivan and Councilor Hamann tomorrow to view Viewpoint software and make tweaks.
- Advised that the Zoning Board on Wednesday will review 3 projects:
 - Cat rescue business in the Gonic Mill
 - Milton Road – paving company
 - Family group childcare in home on Rochester Hill Road

The Management Team meeting adjourned at 10:20 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



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

MANAGEMENT TEAM MEETING
January 20, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Karen Pollard, Economic Development Mgr.
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Brian Sylvester, Library Director
Seth Creighton, Chief Planner
Norm Sanborn, Fire Chief

Samantha Rodgerson, Executive Asst.
Roland Connors, Deputy Finance Director
Mike Bezanson, DPW Engineer
Michael Allen, Police Chief

EXCUSED:

Chris Bowlen, Director - RAYS

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes – January 12, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

Reviewed the background of why this report was created.

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

5. State Highway Safety Agency info letter – FY 16 Financial Assistance for Cities & Towns

- This letter was for information purposes only. No discussion.

6. Other

City Manager Fitzpatrick

- Advised that there were some questions at the Public Works Committee in regards to the municipal parking lot that was created and is used by Service Credit Union.
- There was discussion as to the agreement that was made and any financial contributions.
- Staff will look into the project and let the City Manager know how this was done.

Chief Planner Creighton

- Advised that the TRG would be reviewing a townhouse development (40 market rate units) on Rochester Hill Road.

Chief Allen

- Advised that there was 1 overdose over the weekend.
- Advised that Joe Plaia would have his medical exam tomorrow and has a tentative start date of February 2.
- Advised that things are going well in the hiring process of the 2 dispatchers.
- Advised that he sent a memo to convene the Licensing Board over concerns with a towing company.

Chief Sanborn

- Advised that they provided mutual aid to Farmington.
- Advised that they had several accidents on Sunday due to the weather.
- Advised that they also had an overdose call and several other medical calls.

Deputy Finance Director Connors

- Advised that the budget was locked down at Level 2.
- Advised that Mark Sullivan is doing reconciliation of the budget data.
- Advised that the Department Heads would be meeting with the City Manager the beginning January 28th.

Manager Pollard

- Explained strategy for retail attraction.

Engineer Bezanson

- Advised that they had been treating roads due to the storm on Sunday.

Director Sylvester

- Advised that the IRS has cut down significantly on the number of forms that they have sent to the Library. Will post this info on the Government Channel.
- Sought advice from Chief Allen on some concerns they have had with a patron. Advised to discuss with Todd Marsh before resorting to calling the police as that might escalate the situation.

The Management Team meeting adjourned at 9:48 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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

1/29/15

CITY OF
Received
JAN 22 2015
City Manager
ROCHESTER

Memorandum

To: Dan Fitzpatrick, City Manager

From: David Green, Chief Operator WWTF

Date: January 20, 2015

Re: Annual DMR Signature Authorization Letter

Please sign the attached signature authorization letter pertaining to our NPDES Permit NH0100668.

This is an annual letter that is sent in to the EPA stating who is authorized to sign the monthly DMR's.



City of Rochester Dept of Public Works

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

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark *LJC*

Date: 12/30/2014

Re: Brock Street – Initiation of Operation Certification

CITY OF
Received
DEC 31 2014
City Manager
ROCHESTER

Enclosed please find the "Initiation of Operation Certification" for the Brock Street Reconstruction project. This form requires the City's signature formally accepting the project as of 7/15/14.

There is no funding associated with this form. The Street will be fully accepted after one year from this date

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

Signature *Blaine Cox* 12-31-2014
(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Peter Nourse, PE, City Engineer

1/29/15



Norman Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

Tel (603) 335-7345
Fax (603) 332-9711

January 7, 2015

CITY OF
Received
JAN 7 2015
City Manager
ROCHESTER

TO: Dan Fitzpatrick, City Manager
FROM: Norman Sanborn, Jr., Fire Chief
SUBJECT: EMPG Grant

Norm Sanborn Jr.

The City of Rochester is in need of a Continuity of Operations Plan (COOP). An Emergency Management Performance Grant (EMPG) is currently available to cover the cost of this plan.

I applied for this grant in December after receiving approval from you to apply. The grant amount is for \$6,500.00 which will cover the total cost of hiring Hubbard Consulting LLC services to complete the plan. There is a 50% match which will be covered by in-kind services from city staff time.

I have received a grant agreement from the NH Homeland Security and Emergency Management Office for you to approve. I believe this is in the best interest of the City and Fire Department. By obtaining this grant we will receive the funds needed to complete this project.

If you need any more information or have any questions, please feel free to contact me.

cc: Blaine Cox, Deputy City Manager

Attachments



Norman Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

CITY OF
Received

JAN 22 2015

City Manager
ROCHESTER
Tel (603) 335-7545
Fax (603) 332-9711

1/29/15

January 21, 2015

TO: Dan Fitzpatrick, City Manager

FROM: Norm Sanborn, Jr., Fire Chief



SUBJECT: EMPG Grant, Emergency Operations Center (EOC)

The City of Rochester applied for this grant in December after receiving your approval to apply. The grant amount is for \$7,000.00 which will cover the total cost of equipment. There is a 50% match which will be covered by in-kind services from City staff time.

I have received this grant agreement from NH Homeland Security and Emergency Management office for you to approve. The City Council approved this grant on Tuesday, January 20, 2015 during a special city council meeting.

If you need any more information or have any questions, please feel free to contact me.

City of Rochester

1/29/15

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

BLAINE COX
VOICE 603.332.7609
FAX 603.335.7589
E-MAIL: blaine.cox@rochesternh.net

LETTER OF TRANSMITTAL

CITY OF
Received
JAN 22 2015
City Manager
ROCHESTER

TO: Daniel Fitzpatrick, City Manager
FROM: Blaine Cox, Director of Finance & Administration *BC*
DATE: January 22, 2015

NUMBER OF PAGES: (including this cover page)

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

Engagement Letter for Melanson Heath for FY2014 Audit

These are transmitted as checked below:

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

REMARKS:

The attached engagement letter is submitted for your review and approval for their work to conduct the independent audit of the City's FY2014 Financial statements.

agreement reached with Vachon Clukay in 2011.

I recommend approval.

1/29/15



Norman Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

CITY OF
Received

Tel (603) 335-7549

JAN 12 2015

Fax (603) 332-0711

City Manager
ROCHESTER

January 7, 2015

TO: Dan Fitzpatrick, City Manager

FROM: Norman Sanborn, Jr., Fire Chief *Norm Sanborn Jr.*

SUBJECT: EMPG Grant

The City of Rochester currently operates an Emergency Operations Center (EOC) in the Central Fire Station. Most of the electronic equipment is outdated and needs to be replaced.

An Emergency Management Performance Grant (EMPG) is currently available to cover the cost of this equipment.

I applied for this grant in December after receiving your approval to apply. The grant amount is for \$7,000.00 which will cover the total cost of equipment. There is a 50% match which will be covered by in-kind services from city staff time. I have received a grant agreement form from NH Homeland Security and Emergency Management office for you to approve after City Council approval. I believe this is in the best interest of the City and the Fire Department. By obtaining this grant we will received the funds needed to complete this project.

If you need any more information or have any questions please feel free to contact me.

cc: Blaine Cox, Deputy City Manager

Attachments



City of Rochester Dept of Public Works

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

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark *LJC*

Date: 1/22/2015

Re: Granite Ridge TIF Project
Engineering Services Contract – Amendments 1&2

CITY OF
Received
JAN 23 2015
City Manager
ROCHESTER

Enclosed please find Tighe & Bond Task Order #4 Amendment #1 & 2. These amendments are for work to be performed on the Granite Ridge TIF District project. This work is outside the scope of the Tighe and Bond current contract. Tighe and Bond Engineers were selected for this project per RFQ14-35.

Amendment #1 is in regards to the PSNH Easement and is in the amount of \$5,000. Amendment #2 is in regards to PSNH street lighting and is in the amount of \$3700.

Account # 61083010-771000-15553 has been set up for this project.

If you have any questions please let me know, if not, please sign and forward to the City Manager for Signature.

Blaine Cox 1-22-2015
Blaine Cox, Finance Director/Deputy City Manager

Cc: Peter Nourse, PE, DPW Director



**City of Rochester
Dept of Public Works**

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

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark

Date: 1/22/2015

Re: **Notice of Award** WTP Tank Maintenance Project.

CITY OF
Received
JAN 23 2015
City Manager
ROCHESTER

Enclosed please find four (4) copies of the Notice of Award document for the Water Storage Tank Maintenance Project.
Utility Service Company is being awarded the tank maintenance project as low bid on Bid# 15-18. Total bid \$528,138.00
Funding for the projected is from the following accounts
55016010-772000-13528 \$278,168.31
55016010-772000-15538 \$200,000.00
Supplemental Appropriation (1/20/15) \$75,000.00.
Total Funds Available = \$553,168.31

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 1-22-2015
(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Peter Nourse, PE, DPW Director



City of Rochester Dept of Public Works

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

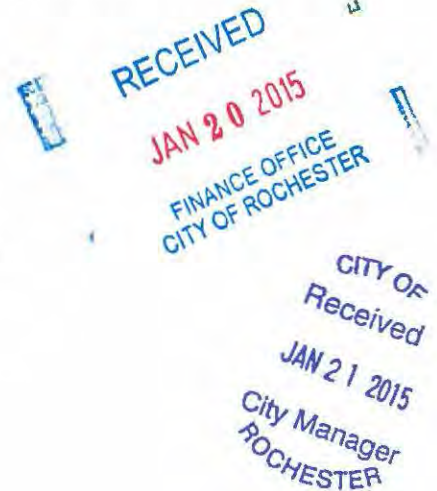
Memo

To: Blaine Cox
Finance Director / Deputy City Manager

From: Lisa J. Clark

Date: 1/20/2015

Re: PRB Construction Inc, Gilford NH
Change Order #2 - \$1,544.00



Attached please find (3) Copies of the Four Pump Station Upgrades project change order #2. Change #1 was a time extension only change and this is change is for additional landscaping to the areas of the four small pump station sites. Work will be completed in the spring.

The total additional cost is \$1,544.00 and will be from the account set up for this project, 55026020-772000-14533.

Please sign below and forward to the City Manager for signature. Documents should be returned to the DPW for distribution.

 1-20-2015
Blaine C. Cox, Finance Director / Deputy City Manager

Cc: Peter Nourse, PE, City Engineer

MEMO

Date: 1/15/15
To: Dan Fitzpatrick
City Manager
From: Michelle Mears
Staff Planner

CITY OF
Received
JAN 23 2015
City Manager
ROCHESTER

Re: 124 North Main Street 79 E Covenant

+ 2-6 NO. MAIN ST

Attached is 124 North Main Street 79 E Covenant To Protect Public Benefit, approved by City Council on January 6, 2015. This document has been reviewed by the Chief Planner, Jim Campbell and City Assessor, Tom Mullin who responded via email and no concerns were identified. As the Authorized Official, your signature is requested at the bottom of page 4 of the Covenant. This also has to be notarized by the applicant beforehand. They will drop this off once it has been notarized. If you have any questions please let me know.

Thank you.

Michelle Mears



City of Rochester Dept of Public Works

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



Memo

To: Blaine Cox
From: Lisa J. Clark *LJC*
Date: 1/14/15
Subject: Change order #1
New Rt 125 Pump Station Project

Attached please find five (5) of the Scherbon Consolidated Change Order #1 for the New Rt 125 Pump Station Project. This is a zero cost change order to provide Scherbon with a time extension of 120 days due to the delays associated with the project award and to the lead times on equipment delivery.

Please sign this memo and pass on to the City Manager for contract document signatures. If you have questions please call. All 5 copies should be returned to the DPW for distribution.

Sign Off: *Blaine Cox* 1-16-2015
Blaine Cox, Finance Director

Cc: Peter C. Nourse, PE – Director DPW
Michael Bezanson, PE – City Engineer

Samantha Rodgerson

From: Blaine Cox
Sent: Wednesday, January 21, 2015 11:59 AM
To: Dan Fitzpatrick
Cc: Samantha Rodgerson
Subject: Snow Storage Agreement
Attachments: Snow Storage Agreem with Fairgrounds 2014-12-22.pdf

CITY OF
 Received
 JAN 21 2015
 City Manager
 ROCHESTER

Dan – You will recall that I brought up the snow storage agreement issue at the Finance Committee a couple months ago. Director Nourse explored the alternate site near the Post Office and has determined it to be too small to meet our needs. As a result, he seeks your signature on the attached. Please be aware that we are already storing snow at the Fairgrounds this winter.

Once signed, please return to Lisa at Public Works.

Blaine M Cox
 Deputy City Manager
 City of Rochester, New Hampshire
 31 Wakefield Street
 Rochester, NH 03867
 Telephone: (603)335-7609
 Email: blaine.cox@rochesternh.net

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees regarding the business of the City of Rochester, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.

cm
Report



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Earl M. Sweeney, Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



January 6, 2015

CITY OF
Received
JAN 12 2015
City Manager
ROCHESTER

Mr. Daniel Fitzpatrick
City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Fitzpatrick:

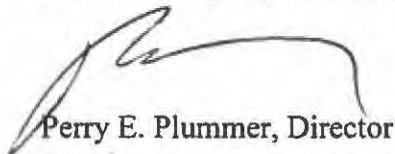
The Seabrook Station first-ever, hostile-action-based exercise series culminated on November 5, 2014, with the first New Hampshire ARCA-free FEMA evaluation in 30 years.

This would not have been possible without the teamwork and dedication demonstrated by an extensive and diverse pool of emergency response personnel which included staff from local emergency operation centers, police and fire departments, ham radio operators . . .

To you, the City of Rochester, thank you for the superb performance you delivered in all of the activities which made up this exercise cycle. Your accomplishment was integral, impressive and invaluable to this outstanding achievement. We would like to particularly recognize Norman Sanborn, Jr., Mark Dupuis, Mike Allen, Richard Bickford, Blaine Cox, Peter Cutrer, Scott Dumas, Heath Gagnon, Mike Hopkins, Jason Jasper, Mike Lavoie, Brian Snyder, Jason Thomas and Fran Zombek.

The citizens of New Hampshire, and especially those of the City of Rochester, are well-served by your committed cadre of public servants.

With our deep appreciation,



Perry E. Plummer, Director

dpm

cc: Norman Sanborn, Jr., Emergency Management Director



City of Rochester Dept of Public Works

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

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark *LJC*

Date: 1/22/2015

Re: Strafford Square
Engineering Services Contract

CITY OF
Received
JAN 23 2015
City Manager
ROCHESTER

Enclosed please find the Fay, Spofford & Thorndike (FST) contract for engineering the Strafford Square Round A-Bout Project. The State of NH has approved this firm for engineering and they have approved this contract for the project. The NHDOT approval document is attached. The total contract value is \$452,211.57.

Funding for this project has been set up in advance and is available to begin.

If you have any questions please let me know, if not, please sign and forward to the City Manager for Signature.

Blaine Cox 1-22-2015
Blaine Cox, Finance Director/Deputy City Manager

Cc: Peter Nourse, PE, DPW Director



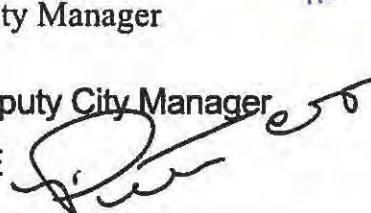
City of Rochester Dept of Public Works

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

CITY OF ROCHESTER
Received
JAN 8 2015
City Manager
ROCHESTER

Memo

To: Daniel Fitzpatrick, City Manager
Blaine Cox.
Finance Director/Deputy City Manager

From: Peter C. Nourse, PE 
DPW Director

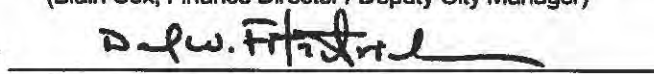
Date: 1/6/2015

Re: **Utility Billing Office Position Upgrade**

The UB Office Administrator (Grade 5) retires on February 6, 2015. We have discussed this previously with H/R and we have concluded that this is the optimal time to upgrade the Clerk I (Grade 3) position in that office. Both of the employees, clerk and administrator, have the same responsibilities and we feel that equal job titles and job descriptions are appropriate. There will be no budgetary impact as the current clerk would be moved to the new classification with up to a 5% increase, and the new person will be hired with the same classification at the same or less than current staff budgeted. The total of both positions will be less than the two currently budgeted employees.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for approval.

Signature  1-6-2015
(Blaine Cox, Finance Director / Deputy City Manager)

Signature 
(Daniel Fitzpatrick, City Manager)

Cc: Lisa J. Clark, Utility Billing Supervisor

FORM A

(To be completed by the employee and returned to the City Manager)

TO: DAN FITZPATRICK, CITY MANAGER**FROM:** *Dennis Dube - Fire - H.*
(name, department & title)**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER
LEASE/PURCHASE PROGRAM**

I have read and understand the terms and conditions of the Employee Computer Lease/Purchase Agreement and I wish to be considered for participation in the plan. I request the City reimburse me after I have made the purchase and submitted an itemized vendor's receipt. I understand that this request must be approved by the City and that I must complete a lease purchase agreement before I purchase the equipment. I understand that my request will be evaluated based upon my application to purchase equipment meeting or exceeding minimum recommended specifications system requirements which are subject to change based on the latest hardware technologies. I understand that only brand name, new equipment which must include an industry standard manufacturer's warranty will be considered for this program.

Attached is a quote which describes the equipment intended to be acquired through this program.

The estimated cost of the equipment to be acquired: \$ 799.00 (not to exceed \$2,000)Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

This device will allow me to use various social media resources to enhance training for my shift, and link my personal phone w/ that work.

I have ☒ have not (check one) previously purchased equipment under this program.12/30/14
Date

Employee Signature


I have reviewed and recommend this request:

12/30/14
Date

Supervisor or Department Head and Title

Approved:

JAN 06 2015
Date


City Manager or designee

RECEIVED

JAN 06 RECD

HOURS



City of Rochester, New Hampshire

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

CITY OF
Received
JAN 12 2015
City Manager
ROCHESTER

Tuition Reimbursement Pre-Approval Form

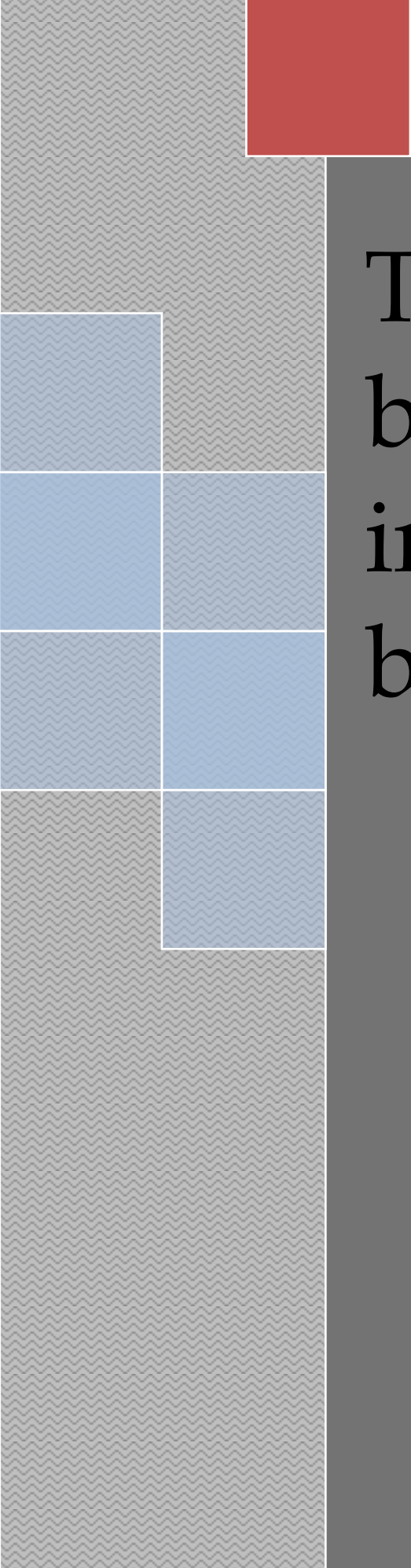
1. Applicant's Name: Michelle Mears
2. Department: Planning and Development
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No
4. Number of Courses for this employee already approved for the current fiscal year is: 0 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course Organization Management Cost: 2250; and
dates of Course: from Jan 26 to May
 - 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: [Signature]
9. Date of Department head's approval: 1/6/15
10. Finance Director approval signature: Blaine Cox
11. Date of Finance Department approval: 1-9-2015
12. City Manager's approval Signature: [Signature]
13. Date of City Manager's Signature: JAN 12 2015

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Walker	11/20/2014 Public Works Committee	Councilor Walker asked that Mr. Nourse look into the cost of addressing the Chelsey Hill drainage concerns stated and to report back to the Committee.	DPW is working on.
2	Keans	11/20/2014 Public Works Committee	Asked if the concrete that had been splashed up onto the Library step bricks could be cleaned off.	Mr. Nourse stated that he would look at it.
3	Varney	12/2/2014 City Council - regular	Councilor Varney requested that the two TIF District Reports [annual] be provided at the next City Council Workshop. He questioned if there would be any revenue left to be transferred to the General Fund once all expenses were paid. Councilor Varney said these reports and what is in the reports must be provided according to State Law.	TIF committee will be meeting 1/30/2015.
4	Gates	12/4/2014 Codes & Ordinances	Councilor Gates asked that an invitation be sent to Mr. Hopkins, Superintendent of Schools, to attend the next Codes and Ordinances meeting. Then he could advise them as to why he opposes the polling locations at the schools.	Superintendent unavailable. Chairman Lachapelle will schedule a meeting with the Superintendent to discuss.
5	Lachapelle	12/4/2014 Codes & Ordinances	Councilor Lachapelle asked that Attorney Wensley look at Chapter 23 (23.14 and 23.15) and draft these items in legal form.	Attorney Wensley is working on.
6	Varney	12/10/2014 Finance Committee	Seeking a map depicting developed versus undeveloped acreage in the commercial/ industrial zone with a total of acres in each category.	Map completed. Item closed
7	Jean	12/10/2014 Finance Committee	Inquired as to whether the letter has been sent regarding Eastern Avenue as was requested?	Planning sent a letter. Will send a copy to CM's office. Item closed.
8	Keans	12/10/2014 Finance Committee	Inquired as to whether a former car wash now being used by an overhead door company has sought & received the appropriate change of use approvals	The property owner has completed the necessary paperwork and going through the process. Planning will be reviewing.
9	Keans	12/16/2014 City Council - workshop	Would like to know about Rec. Dept security system issues	Report sent to Councilor Keans by Rec. Dept. Item closed

10		12/18/2015 - Public Works Committee	Councilor Varney asked that Mr. Fitzpatrick gather all necessary information regarding the previous project and an estimated cost for the expansion and report back to the committee next month.	Information was presented to January PWC. Item closed.
11	Varney	1/6/2015 - City Council	Wanted to make sure that the PB would be involved with the intersection design at Cumberland Farms on Milton Rd.	PB will be involed. Item closed
12	Varney	1/6/2015	GRDD Conservation Easement change - not known by Conservation Commission.	Issue was known and discussed by Conservation Commission. Item closed.
13	Keans	1/6/2015 - City Council	Fairpoint outage issue to be shared with Gov. Council. Asked that Mayor send letter to Executive Councilor VanOstern.	Letter drafted. Copy will be included in 2/3/2015 Council packet. Item closed.
14	Walker	12/17/2014 - Public Safety Committee	Councilor Walker asked Ms. Pollard to send an e-mail to the mayor to ask the Governor of NH for assistant in this matter.	Ms. Pollard to send email to Mayor.

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
1/2/2015	City Manager's Office	TAG	Spaulding High School - Girls Soccer
1/5/2015	City Manager's Office	TAG	Spaulding High School - Class of 2017
1/5/2015	City Manager's Office	TAG	Rochester Youth Football
1/5/2015	City Manager's Office	TAG	SHS - Drama - Sept/October/April
1/5/2015	City Manager's Office	TAG	
1/5/2015	City Manager's Office	TAG	Angels of Hope - Toll Booth
1/5/2015	City Manager's Office	TAG	HOSA - April/May
1/5/2015	City Manager's Office	TAG	Roger Allen - Cooperstown Team
1/5/2015	City Manager's Office	TAG	Roger Alllen
1/15/2015	City Manager's Office	TAG	Corinne's School of Dance - Feb/March/April
1/23/2015	City Manager's Office	TAG	Knights of Columbus
1/26/2105	City Manager's Office	TAG	Dance N' Motion2 - Feb/March

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1/29/15

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

FairPoint Service Issues - complaint letter to Councilor VanOstern

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	02/03/2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	01/20/2015		
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	Dan Fitzpatrick - Signature on file with City Clerk
CITY MANAGER	Blaine Cox, Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

N/A

SUMMARY STATEMENT

At the request of the City Council, this letter was forwarded to Councilor VanOstern regarding the concerns we have had within the community on the FairPoint service issues.

RECOMMENDED ACTION

For information only.



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

January 12, 2015

The Honorable Colin Van Ostern
Executive Councilor
PO Box 193
Concord, NH 03302

Dear Executive Councilor:

As I know that FairPoint's contract is coming up for negotiating, I would be remiss not to let you know of the concerns to our residents and business community we have had with their service.

In my capacity as Mayor, I have received several constituent complaints about residential telephone service delays. Furthermore, their service has been detrimental to our dispatch and public safety communications systems.

On numerous occasions we have had connection issues with the following:

- Frame Relay Circuit, which is crucial for our police cruisers connection to the IMC system.
- State (SPOTS) system, another crucial public safety item.
- State system for auto registrations; the most recent connectivity issue lasted nearly a week.

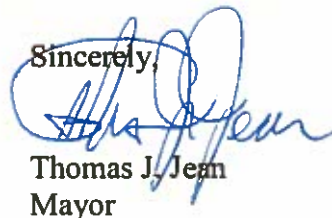
As with all of these systems; they are crucial services for our community and critical to the public safety and well being of our citizens.

Since the strike began, the times we've had problems with these systems, the FairPoint response time has been slow. Most of these times it is Public Safety systems involved and the response should get a top priority, but it has not seemed that way.

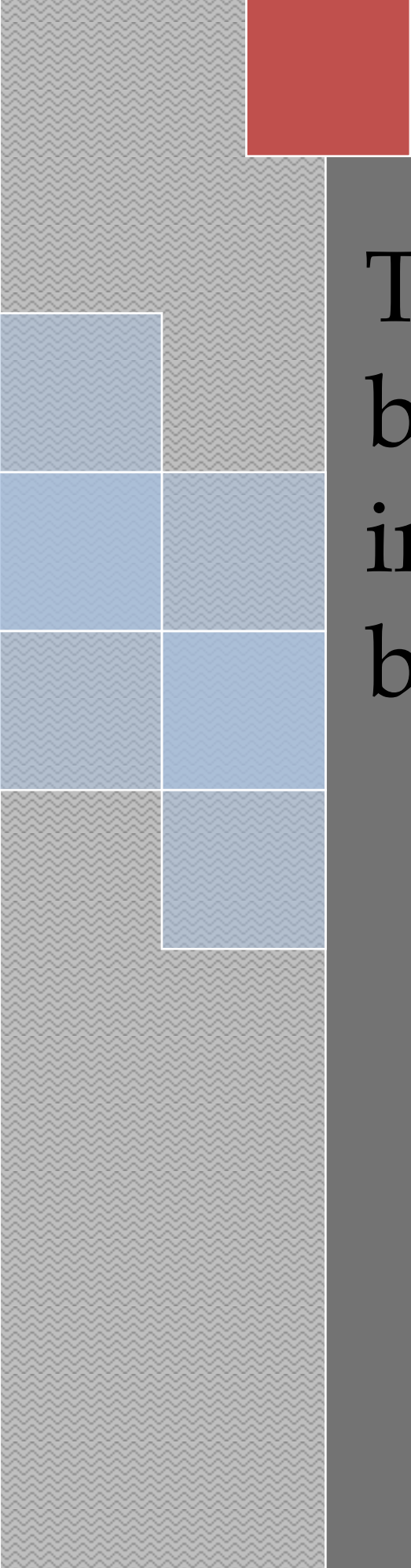
We must hold FairPoint accountable in providing critical telecommunication and broadband services to our residents and business community. I hope you will consider all of this information as you make decisions on the terms and renewal of their contract.

Please contact me if you would like to discuss any of the concerns listed above.

Sincerely,



Thomas J. Jean
Mayor



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From: [Blaine Cox](#)
To: energyquilt@metrocast.net; [Kelly Walters](#)
Cc: [Shirley McCrillis](#)
Subject: RE: January 12, 2015 Packet
Date: Monday, January 12, 2015 2:18:51 PM

Sharon – I am sad to see you resign. However, I certainly understand. Family comes first. Best of luck and stop in once in awhile and let us know how you are doing ☺

Kelly – Please include Sharon’s resignation in the Council’s “Resignations.”

Blaine M Cox
Deputy City Manager
City of Rochester, New Hampshire
31 Wakefield Street
Rochester, NH 03867
Telephone: (603)335-7609
Email: blaine.cox@rochesternh.net

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees regarding the business of the City of Rochester, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.

From: energyquilt@metrocast.net [mailto:energyquilt@metrocast.net]
Sent: Monday, January 12, 2015 8:35 AM
To: Blaine Cox
Cc: energyquilt@metrocast.net
Subject: Re: January 12, 2015 Packet

I will not be at the meeting tonight due to the snow.

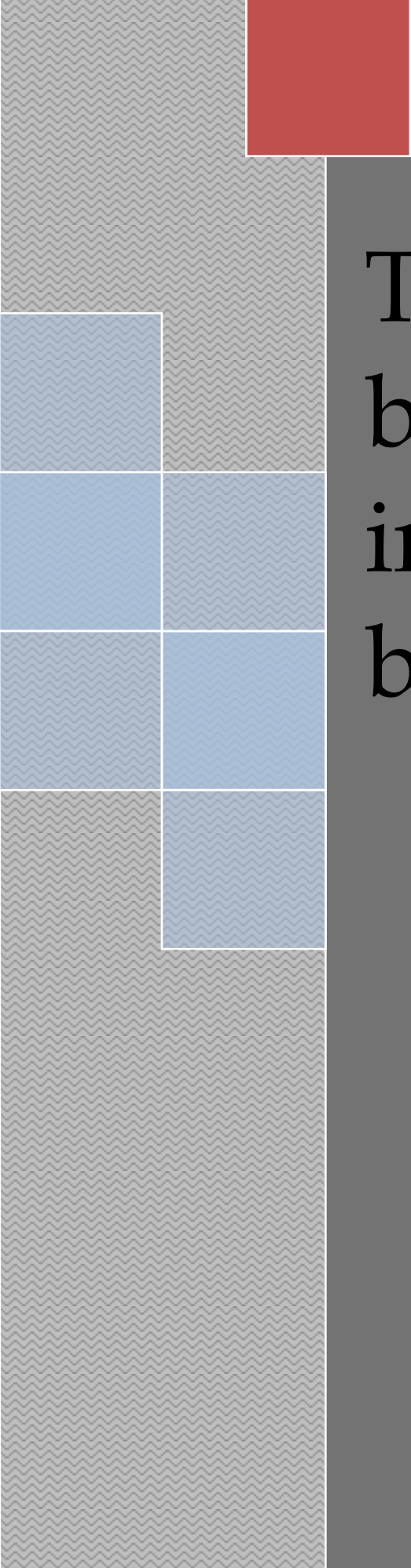
I have been going over this decision for several months and I regretfully submit my resignation to the UAB. Family requirements have caused me to reconsider my time availability. I have enjoyed my time on the Board and working with everyone but this is the best solution to my family’s current needs.

Sharon Parshley

On 01-07-2015 11:52 AM, Shirley McCrillis wrote:

Please see attached packet. Hard copies will be mailed to UAB members.

Shirley A. McCrillis



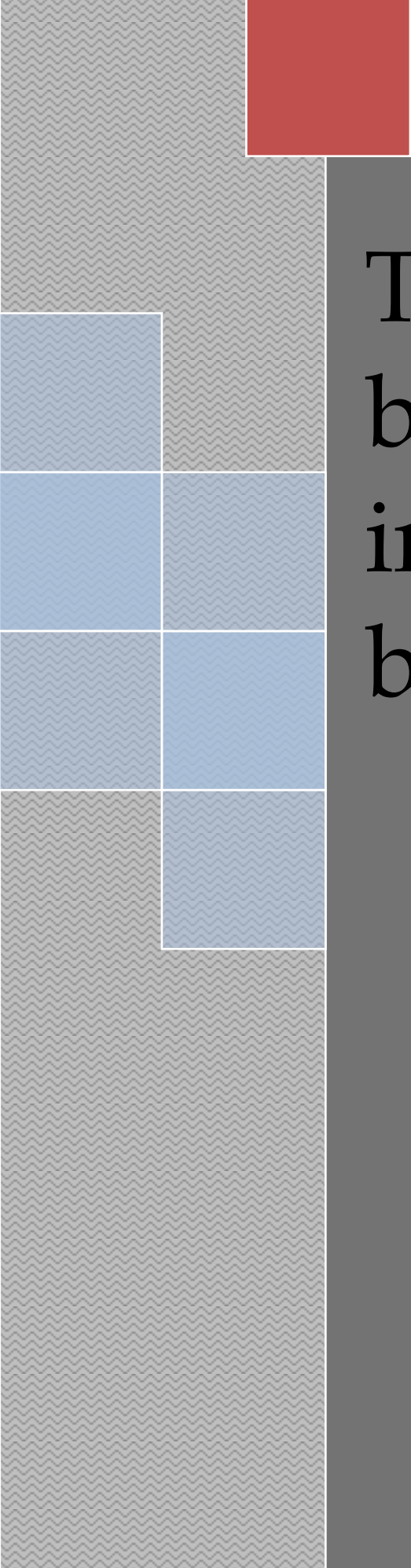
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Reports of Committees

January 2015

- Appointments Committee – 01/06/2015 **P. 5110**
- Community Development – 01/22/2015 **P. 530**
- Finance Committee – 01/13/2015 **P. 5710**
- Joint Building Committee – 01/07/2015 **P. 6710**
 - Joint Building Sub-Committee 01/13/2015 **P. 7110**
- Public Safety Committee – 01/21/2015 **P. 7310**
- Public Works and Building Committee – 01/15/2015 **P. 1770**



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Appointments Committee Minutes

January 6, 2015

Committee Members Present:

John Larochelle, Chair

Jake Collins

James Gray

Donald Hamann

Sandra Keans

John Larochelle called the meeting to order at 6:20 p.m. on January 6th.

David M. Ancil - Arena Advisory Commission (reappointment)

Dave is the Chairman of the Arena Advisory Commission and has served on the Commission for over two decades. He is excited about the progress they have made in making the Arena a first class facility for skating and is looking forward to exploring other recreational opportunities there.

The Appointments Committee unanimously recommends David M. Ancil for reappointment to the Arena Advisory Commission, term to expire January 2, 2018.

Dale Bickford - Arena Advisory Commission (reappointment)

Dale has also been on the Arena Advisory Commission for over two decades and has served as president and coach of Rochester Youth Hockey. He is looking forward to serving on the Commission for another term.

The Appointments Committee did not require that Dale interview and recommends Dale Bickford for reappointment to the Arena Advisory Commission, term to expire January 2, 2018.

Susan DeRoy - Rochester Economic Development Commission (REDC) (reappointment)

Susan has been a member of the REDC for several years. She brings a strong business perspective to meetings and has been participating in trade shows to promote Rochester for economic development.

The Appointments Committee unanimously recommends Susan DeRoy for reappointment to the REDC, term to expire January 2, 2018.

Roger Burkhart - Conservation Commission

Roger is a retired minister with a farming background. He has a long standing interest in the conservation of natural resources. Roger would like to apply his interests and talents as a member of the Conservation Commission.

The Appointments Committee unanimously recommends Roger Burkhart for appointment to the Conservation Commission, term to expire January 2, 2018.

Respectfully submitted,

John Larochelle, Chair



Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson

Elaine Lauterborn, Vice Chairperson

Sandra Keans

Jake Collins

Donna Bogan

Meeting Date:	January 22, 2015	
Members Present:	Councilor Gray Councilor Keans Councilor Collins Councilor Bogan	Members Absent: Councilor Lauterborn
Guests/Staff:	Julian Long, Community Development Coordinator	

Councilor Gray called the meeting to order at 6:00 p.m. Motion was made by Councilor Collins and seconded by Councilor Bogan to approve the December 15, 2014 minutes. The minutes were approved unanimously.

Five Year Consolidated Action Plan	<p>Mr. Long began by discussing the work performed to prepare the City's Five Year Consolidated Action Plan that is due for submission in May 2015. Mr. Long has been conducting consultation meetings and attending the neighborhood ward meetings to identify community needs. The first of two required public hearings, to gather public input on the Consolidated Action Plan, was also held in December 2014.</p> <p>Councilor Gray requested that Mr. Long prepare the first year of the Five Year Consolidated Action Plan to present at the February 2015 Committee meeting. Mr. Long stated he would so.</p> <p>Mr. Long also discussed an email received from a City resident, in response to the December 2014 public hearing notice, that requested CDBG funding be used on a community garden. Councilor Gray stated that there is already a community garden located on Franklin Street and requested that Mr. Long contact the Department of Public Works to learn more about the community garden. Mr. Long stated he would do so.</p>
Low to Moderate Income Census Tracts	<p>Mr. Long presented a map showing the new classifications of City census tracts from the U.S. Department of Housing and Urban Development (HUD). Formerly, all census tracts within the City were classified as low to moderate income, but the updates have placed several census tracts outside of this low to moderate income classification.</p> <p>Councilor Gray and Councilor Keans questioned the accuracy of these revisions and asked how HUD made these determinations. Mr. Long said he would find out the exact criteria used by HUD.</p>
FY 2015-2016 CDBG Grant Applications	Mr. Long reported on the grant applications received requesting Community Development Block Grant (CDBG) funding for FY 2015-2016.

	<p>Twenty CDBG grant applications were received, from seventeen public service agencies and government entities. Mr. Long provided to the Committee a brief spreadsheet summary of the grant applications received.</p> <p>Councilor Gray requested that City Welfare director Todd Marsh and Rochester Schools' School Lunch Program coordinator Tom Tanner be invited to the March 2015 Committee meeting to provide guidance as the Committee evaluates the grant applications received. Mr. Long said he would invite Mr. Marsh and Mr. Tanner to this meeting.</p> <p>Councilor Bogan asked why an application had been received from the Dover Adult Learning Center. Mr. Long explained that the Dover Adult Learning Center has a Rochester location. Mr. Long also mentioned that the grant applications requested information specifically on Rochester residents served.</p> <p>Councilor Collins requested that the spreadsheet summary include information on the grant amounts awarded to the grant applicants who received funding in FY 2014-2015. Mr. Long said that he would prepare full analyses of the grant applications for the February 2015 Committee meeting and that this would include information on previous grants awarded.</p>
FY 2015-2016 General City Funds Grant Applications	Mr. Long reported on the grant applications received requesting general City funding for FY2015-2016. Three general City funding grant applications were received from three public service agencies.
CDBG Projects Program Report	<p>Mr. Long provided updates on two previously-approved projects, the installation of a pavilion at Hanson Pines Park and the installation of an HVAC system at the City's public library. Mr. Long is checking with federal officials on the current status of the required environmental reviews for both projects.</p> <p>Mr. Long also provided updates on two potential projects, Gonic School playground construction and bicycle racks installations. Mr. Long stated that Gonic School's PTA Playground Committee has contacted the City to request funding for Phase 3 of its playground project. Mr. Long explained that, due to the updates in the HUD classification of census tracts, Gonic School is no longer eligible for CDBG funding.</p> <p>Regarding the bicycle racks project, Mr. Long requested that the Committee finalize the locations for bicycle racks. Councilor Keans asked about the sample bicycle rack designs provided. Mr. Long explained that some of the samples provided were the City logo on other bicycle rack equipment that is not under consideration for purchase.</p> <p>Mr. Long also discussed which proposed bicycle rack locations are in low to moderate income census tracts and which are not. Councilor Gray requested Mr. Long to research other CDBG eligibility possibilities for the proposed locations that are not in low to moderate income census tracts. Mr. Long said he would research this.</p> <p>Councilor Keans suggested that CDBG funds be used to install lighting at</p>

	<p>the basketball court. Councilor Bogan suggested lighting at the tennis courts, as well. Both councilors expressed that such projects would channel youth activity into productive directions. Councilor Collins expressed agreement and support. Councilor Keans suggested the installation of a boat ramp at Hanson Pines Park. Councilor Gray suggested canoeing but stated that lights installations at the basketball and tennis courts should be prioritized.</p> <p>Councilor Gray asked Mr. Long to consult with the Recreation Department and to check on the CDBG eligibility of these potential projects. Mr. Long said he would do so.</p> <p>Councilor Gray suggested the possibility that CDBG funding be used to install an accessibility lift at Spaulding High School. Councilor Gray requested that Mr. Long consult with Assistant Superintendent Mary Moriarty and Rochester School Department's Building and Grounds head Richard Bickford. Mr. Long said he would do so.</p> <p>Lastly, Mr. Long discussed his involvement with Bridging the Gaps: Rochester Community Coalition for Alcohol and Drug Prevention (Bridging the Gaps). Pending federal approval of the City becoming the new fiscal agent for Bridging the Gaps, Mr. Long will become the fiscal agent for the program and oversee the grants management portion of its administration.</p>
Other Business	<p>Councilor Bogan mentioned that a resident approached her with concerns regarding the Granite Ridge development and whether or not Market Basket will close its current location to move to the development. Councilor Gray suggested that this concern be referred to Economic Development Manager Karen Pollard.</p>
Public Input	<p>There was no public input.</p>

Motion to adjourn was made by Councilor Keans and seconded by Councilor Collins. The meeting was adjourned at 7:04 p.m.

Next Meeting – FEBRUARY 26, 2015 at 6:00pm in the Conference Room at City Hall
Topics – Five Year Consolidated Action Plan, CDBG Grant Applications

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FINANCE COMMITTEE MEETING

January 13, 2015
Council Chambers
7:00 P.M.

Committee Present

Mayor Jean
Deputy Mayor Varney
Councilor Keans
Councilor Laroche
Councilor Lauterborn
Councilor Walker
Councilor Torr

Others Present

Councilor Hamann
Councilor Gray
Councilor Bogan
Councilor Collins
PD Commr Levesque
PD Commr Peters
PD Commr Lindsay
Attorney Grossman

Staff Present

City Manager Fitzpatrick
Deputy City Manager Cox
Police Chief Allen

-

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:03 P.M.

2] Public Input

Resident Ray Barnett addressed the Committee regarding the Assessing Review process. (Agenda Item #4.3)

Resident John Panteledes addressed the Committee regarding the Veteran's Tax Credit. (Agenda Item #4.2)

Resident Dave Stevens addressed the Committee regarding the Veteran's Tax Credit as well as the Assessing Review process.

3] Old Business

3.1 Public Buildings & Grounds Outsourcing

Mayor Jean stated that City staff are working with the potential contractor, DTZ, on several issues that could be included in a possible contract. This issue is expected to come back to the Committee in February.

3.2 Planning & Permitting Software Request for Proposals Update

Deputy City Manager Cox updated the Committee with the following:

- a) The request for Proposals Committee has selected Viewpoint as their chosen vendor
- b) A meeting at the vendor's place of business took place today during which Outlook Calendar integration issues were worked out
- c) The cost of the software and hardware came in at \$110,000 with a \$15,000 per year maintenance fee. The project budget appropriation is \$170,000.

3.3 Budget Development Calendar

Mayor Jean stated that Mr. Cox was working to refine a Budget Development Calendar based upon last year's calendar. Mr. Cox was directed to bring a draft back for Finance Committee review in February.

4] New Business

4.1 Bridging the Gaps

Police Chief Allen informed the Committee that he, along with the Bridging the Gaps' Board of Directors, is proposing that the Police Department take on a management role over the grant funded program. He explained that it had been determined that:

- a) the BTG Board did not have the legal authority to employ a program director and,
- b) the most effective approach would be to emulate the City of Dover's program in which the Dover Police Department manages their drug prevention program.

Chief Allen also noted that the Dover program is nationally recognized as being one of the best in the country.

Councilor Walker inquired if the program's coordinator would be a City employee.

City Manager Fitzpatrick responded that it had not yet been determined or discussed as to whether the coordinator would be a full-time or part-time employee or possibly an independent contractor.

Councilor Larochelle, who serves on the BTG Board, stated that the previous coordinator had been an employee of the Community Action Program and not a BTG employee.

Councilor Keans voiced her support of the work of the program, however, she suggested that the BTG Board pursue gaining IRS 501c 3 legal status and seek the assistance of an attorney to do so.

Councilor Lauterborn expressed concern that the federal grant funds would be reduced or eliminated in the future leaving the City with the financial burdens of the program.

Councilor Larochelle informed the Committee that the program is starting a second 5-year grant cycle and that the federal program does not allow any more grant cycles after this one. He stated that the federal authorities expect the program to become self-sustaining at the end of this 5-year cycle.

Councilor Varney expressed his desire that the Grant Specialist currently employed by the City and the Community Development Block Program would be able to take on the BTG grant work without the City hiring more staff.

Councilor Gray, who is also on the BTG Board of Directors, indicated that he felt the BTG Board would not object to the hiring of an independent contractor to serve as the program coordinator and would not object to the City stipulating that if the grant goes away the program is terminated.

Mayor Jean suggested that the Police Department and the City's Grant Specialist work together in a creative manner to fashion an approach that would be acceptable based upon the Committee discussion.

City Manager Fitzpatrick stated that his intention since the beginning was to have the Grant Specialist carry out the fiscal agent role only with regard to the BTG grant.

Councilor Lauterborn made a MOTION that the Finance Committee send a recommendation to the full City Council that the City seek to hire an independent contractor to serve as the Program Coordinator for the BTG program, utilize the existing Grants Specialist staff person to carry out the fiscal agent functions of the BTG program and the term of this arrangement is no more than the 5-year term of the current grant cycle. Councilor Varney provided a SECOND to the motion which was then ADOPTED by a majority voice vote.

Mayor Jean directed that detailed information regarding the Dover program be provided to the Council.

4.2 Veterans Tax Credit Adjustment

Mayor Jean stated that Deputy Mayor Varney had been contacted by a constituent requesting that the City Council consider increasing the Veteran's Credit from \$200 to \$300.

Councilor Walker noted that it has been many years since this issue had been addressed. He also suggested that a phased increase, such as \$50 per year, would be a good approach to accommodate the fiscal impact of increasing the credit.

Councilor Varney requested data showing how many taxpayers receive both the Veteran's Tax Credit as well as the Elderly Exemption. He also suggested that this issue would be appropriate to address during the upcoming fiscal year 2016 budget process.

Mayor Jean indicated this item would be retained in Committee for continued discussion.

4.3 Independent Assessing Review

Mayor Jean reviewed the Assessing Review proposal submitted by Municipal Resources Incorporated (MRI). He stated that project items 1,2,5,6 and 7 fulfilled the scope of work envisioned by the City Council at the January 6, 2015 meeting. He went on to state that items 3 and 4 went beyond the scope of work contemplated and that these issues, errors in property records, could be sufficiently addressed through the existing property owner abatement request process.

After a brief discussion, Councilor Walker MOVED to direct the City Manager to:

- a) proceed with proposal items #1,2,5,6 and 7**
- b) verify that the proposal in item #2 included a review of the "neighborhood" designation process**
- c) stipulate with the contractor that item #4 includes not only "industry standards" but also Department of Revenue standards**
- d) confirm that the "not-to-exceed" contract price of \$2,660 was clearly agreed upon.**

Councilor Varney provided a SECOND to the motion which was then ADOPTED by a majority voice vote.

5] Finance Director's Report

Deputy City Manager Cox reviewed the following items from his written report:

- Utilities Extension Memorandum from Public Works Director Nourse
- fiscal year 2014 ending unassigned fund balance
- revenues reported for the Water and Sewer enterprise funds

Mayor Jean asked Mr. Cox to seek a status report from the School Department regarding Catastrophic Aid received in fiscal year 2015 for tuition expenses incurred during fiscal year 2014.

Councilor Larochelle stated his preference for further work to detail a semi-quantitative method to evaluate proposed utility extension. He requested that Director Nourse follow up with Pennichuck and seek a copy of any such rating matrix they might utilize. Councilor Keans pointed out that all of the entities cited in Mr. Nourse's letter were private companies and that information should be sought from other municipalities such as Dover and Somersworth.

6] Monthly Financial Statements

There was no discussion on the Financial Statements.

7] Non-Public

Councilor Walker **MOVED** to enter Non-Public session per RSA 91-A:3, II (a) and RSA 91-a:3, II (d). Councilor Varney provided a **SECOND** to the motion which was **ADOPTED** by a unanimous roll call vote. The Committee entered Non-Public session at 8:30 P.M.

Councilor Varney **MOVED** to exit Non-Public session and to seal the minutes indefinitely. Councilor Walker provided a **SECOND** to the motion which was then **ADOPTED** by a unanimous voice vote.

The Committee came out of non-public session at 10:06 P.M.

8] Other

Deputy City Manager Cox presented a handout (copy attached) detailing a proposed donation of the property at 10 Glen Street.

After a brief discussion, Mayor Jean directed the City Manager to have the Building, Zoning & Licenses Department conduct an assessment of the property regarding such issues as life safety, structural and overall general conditions. The City Manager is also to report back as to whether the property is currently inhabited and the legal status of any inhabitants.

9] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Councilor Varney provided a second to the motion which was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 10:17 P.M.

Respectfully Submitted,

Blaine M. Cox
Deputy City Manager

BMC:sam

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Glen Street Wells Fargo Property Donation

Date Submitted: 1-12-2015

Name of Person Submitting Item: Wells Fargo

E-mail Address:

Meeting Date Requested: January 13, 2015

This Item is (Select One):

- ☐ Informational Only
- ☐ Discussion
- ☐ As Requested by Finance Committee
- ☒ Review & Recommendation to Full City Council
- ☐ Referred by Other Council Committee

Summary Statement: Wells Fargo has obtained the property at 10 Glen Street and is offering to donate this property to the City along with a \$20,000 cash contribution (see attached email).

Recommended Action:

None.

From: kelly.l.wright@wellsfargo.com
 To: [Samantha Rodriguez](#)
 Subject: Donation Property - 10 Glen St. Rochester, NH 03867
 Date: Thursday, January 08, 2015 3:29:44 PM

My name is Kelly Wright and I am a Donation Asset Manager for Wells Fargo, Premiere Asset Services. I donate REO properties to non-profit organizations and municipalities in your area.

Recently we obtained a property at 10 Glen St. Rochester, NH 03867 that is eligible for donation. This property is a multi-family residence, and comes with a \$20,000 cash contribution. Wells Fargo's REO Donation program is designed to facilitate the transfer of Wells Fargo owned or serviced REO properties to cities and public nonprofits that provide sustainable homeownership or rental opportunities to low- to moderate-income (LMI) families. In an effort to stabilize neighborhoods and prevent blight, Wells Fargo expects all donated properties to be secured and maintained until they can be rehabilitated and occupied.

If you are interested in this opportunity, I will provide you with our listing agent's contact information, as well as answer any questions you have in regards to the donation process. Wells Fargo provides marketable title on donation properties & will pay all closing costs including title insurance policy, taxes through the day of closing, & past due utilities.

I look forward to hearing from you!

Kelly Wright

REO Alternative Disposition Asset Manager - Community Development
 Premiere Asset Services

Wells Fargo Home Mortgage | 800 Jordan Creek Parkway | West Des Moines, IA 50326
 MAC K2304-049
 Tel (515) 324-5007 | Fax (515) 887-5779

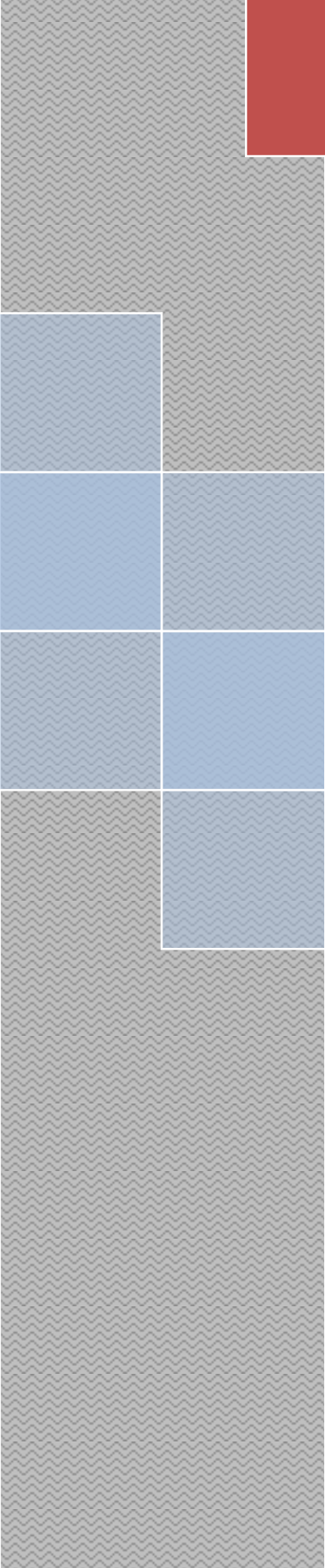
kelly.l.wright@wellsfargo.com
<http://re.wellsfargo.com>

The Wells Fargo REO Community Development Team fosters relationships with key stakeholders to revitalize neighborhoods through innovative solutions and responsible property management.

Confidentiality Notice: This electronic mail transmission and its attachments are intended solely for the use of the individual or entity to which it is addressed and may contain confidential, privileged and/or exempt from disclosure information belonging to the sender which is protected under applicable law. If you are not the intended recipient, you are hereby notified that you have received this transmittal in error and that any review, dissemination, disclosure, copying, or distribution of this transmittal is strictly prohibited. Further, the taking of any action or reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify the sender immediately by e-mail and delete the original message and all its attachments, if any.







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Rochester School Board / Rochester City Council

Joint Building Committee Minutes

January 12, 2015

East Rochester School

DRAFT

Members Present:

School Board

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

City Council

Mrs. Sandra Keans, Chair
Mayor TJ Jean
Ms. Elaine Lauterborn
Mr. Raymond Varney

Also Present:

Mr. Michael Hopkins
Mr. Richard Bickford
Mr. Richard Drapeau
Mr. David Ross
Mr. Lance Whitehead

Members Absent/Excused:

Mrs. Susan O'Connor
Mr. Ralph Torr
Mr. David Walker

Tour of Addition

Mr. Ross and Mr. Whitehead conducted a tour of the first floor reception area, hallway, classrooms, music room and location of elevator and stairway. They reviewed the acoustical quality of insulation being used to ensure no outside disturbances within the classrooms and the high durability wall board being used in the hallways and classrooms.

Mrs. Keans called the meeting to order at 7:26 p.m. with a quorum present. Members participated in the pledge of allegiance.

Approval of Minutes

Mr. Harkinson moved, second by Dr. Pastelis, to approve the minutes of the October 27, 2014 Joint Building Committee meetings as written. The motion carried unanimously.

Construction Update – Hutter Construction

Mr. David Ross, Hutter Construction reviewed the Change Order Log (attached) that outlines the design and construction issues that have been worked through totaling \$72,500 of contingency funds; significant changes have been or will be reviewed and approved by the Committee. Phase I of the project is coming down to the final stretch, all contractors and structural needs are in order.

Mr. Lance Whitehead, Lavallee|Brensinger Architects reviewed the budget to date (attached); we are still maintaining under budget by approximately \$428,000; with \$518,000 in Owner's Contingency remaining.

Mr. Lynch inquired about the decision to add a toilet in the Special Education classroom area. Mr. Hopkins discussed the need for this accommodation; it was a good time to make this change before the slab was poured to get the additional facility in.

VTC Tile vs. Quartz Tile

Mr. Richard Bickford, Facilities Director provided a detailed review of the benefits to use quartz tile in the areas of the building where VTC Tile is currently planned for installation. The overall costs savings associated with the maintenance of quartz versus VTC tile and the longevity of quartz was discussed by the Committee.

Mrs. Stevens moved, second by Mr. Lynch, to change the flooring product from VTC Tile as currently designated to Quartz Tile. The motion carried unanimously.

Mr. Hopkins noted that the Owner's Contingency would cover the additional costs associated with the installation of the quartz tile.

Other

Mr. Varney questioned the impact of the construction schedule with the earlier mention of being two weeks behind schedule. Mr. Ross responded that work is back on track with mechanical work, they are still a little behind schedule with drywall but will get back on track with some overtime. Now that the roof is weather tight and windows closed in they are able to move forward with electrical installation.

Mr. Ross reported that building and code inspections have been done within twenty-four hours of a call to request inspection; they have been very helpful in moving the project along.

Public Comment

None

Adjournment

Mrs. Stevens moved, second by Mr. Harkinson, to adjourn. On a unanimous vote, the Committee adjourned at 7:43 p.m.

Respectfully submitted,

Michael Hopkins
Board Secretary

East Rochester School Change Order Log					Hutter Construction Corporation Job #201320 1/9/2015					
PCO#	PR#	RFI#	ASI#	CO#	Description of Work	Approved	Pending	CM Contingency	Disapproved	Notes
NA					Ledge removal			\$ 6,982		
NA					Unsuitables at roadway with extra drainage			\$ 10,607		
NA					Tie in existing roof drain to underdrain			\$ 701		
1	1				Change intercomm system from Valcom to a Bogen				\$ 6,250	
2	2				Remove 1hr fireproofing from elevator shaft	\$ (1,500)				
3	3				Change CPT-1 to Tandus Style Change II 03747				\$ 7,440	6' Rolled goods
4	4				Change VCT to Altro Quartz Tile		\$ 72,015			No wax w/GMP
5	5				Change Smartboard manufacturers					
6	6				Revise Trane equipment	\$ (20,850)				
7			3		Revise electrical panels			\$ 7,445		
8					Revise doors and frames per approved submittals			\$ 1,548		
9	7				Add Toilet 223 at Special Ed room 221		\$ 12,636			SK9&10, SKE 17 & 18, SKM 01&02, SKP2
10					Floor drain with solids interceptor for Art room	\$ 3,418				
11					Ledge removal at UG waterline from mech to mech rm			\$ 7,263		
12			2		Electrical changes per ASI#2			\$ 9,153		SKE-10 thru 16. Rev E6.0-6.3
13	5				Revisions to electrical per RFI#5 response			\$ 831		
14	18				Electrical revisions for the Glycol feed unit per RFI#18			\$ 1,109		SKE-19
15					Relieving angle and window head deflection			\$ 15,874		See FBR Site report #4 and SKS-5
16					Missing underground plumbing per plans			\$ 3,506		
17					Fin Tube revisions			\$ 10,709		
18					Credit to eliminate seismic bracing			\$ (1,220)		Net credit. Redo plans without seismic and eliminate bracing
19	21				Revision to door frame HM type 2a in PreSchool			\$ (1,000)		Per SK-18
20	23				Change EMT to MC cable			\$ (1,000)		
21	8				Added roof hatches with ladders		TBD			
22	9				Changes to the media center/computer lab		TBD			
23	10				Intercomm changes for the PreSchool		TBD			
24					Data wiring changes per IT dept request		TBD			
Total Change Estimates						\$ (18,932)	\$ 84,651	\$ 72,508	\$ 13,690	
Items in Italics need to be confirmed for price										
NC-No cost change										
						Approved	Pending	Contingency	Total	
Total Change Orders						\$ (18,932)	\$ 84,651	\$ 72,508	\$ 65,719	
Contract Value						\$ 10,154,505		\$ 474,065	\$ 10,154,505	
Adjusted Contract Value						\$ 10,135,573		\$ 401,557	\$ 10,220,224	

East Rochester School

Conceptual Opinion of Probable Cost

Upfront Costs, Utility Charges, and Permit Fees		Notes
First Year Bond Payment	\$60,000	
Insurance Fees	\$0	Jobsite Insurance in CM General Conditions
Bond Council	\$20,000	Allowance to be Verified w/ School District
Legal Council (construction related contracts)	\$10,000	Allowance to be Verified w/ School District
Planning Board Fee	\$0	No Local Fees Charged
Site Permitting and Preparation Fees (SWPPP, NOT NOI)	\$3,500	Under Civil Contract
Construction Permit	\$0	No Local Fees Charged
Power company back charges	\$3,000	To be verified w/ Local Utilities
Fire Alarm and Security System Tie In	\$3,000	To be verified w/ Local Utilities
Elevator Tie In	\$2,000	To be verified w/ Local Utilities
Site Data		
Survey, wetlands mapping		Completed under separate contract
Geotechnical investigations		Completed under separate contract
Phase I Environmental Site Assessment		Completed under separate contract
Wetlands Study		Completed under separate contract
Architectural/Engineering Design Fees		
Civil Engineering, Structural Engineering, MEP/FP Engineering, Acoustic, Food Service, Interior Design, and Architectural Fees		
A/E Reimbursable expenses		
Security System Selection and Design		
Furniture design/selection services	\$0	Not required
Existing Equipment Inventory services	\$0	Not required
Record Documents		Included in CM Contract
Subtotal - Utility, Permitting, Upfront, Site Data, Design, and Engineering Costs	\$1,030,000	
Independent Consultants		
Third Party Code Reviewer	\$0	Not required
Commissioning Agent	\$0	Not required
Construction Inspection & Testing	\$32,850	Based on John Turn Contract Value
Owner's Clerk of the Works	\$81,600	Assumes 17 Months
Subtotal - Independent Consultants	\$114,450	
Furnishings & Equipment		Allowances
Moving Expense	\$25,000	To be determined by District
Card Access, Security, and Camera Systems	\$40,759	Provided by Precision Access / Exactitude (directly with Owner)
Technology and Furniture Spent to Date	\$155,884	Based on Accepted Furniture Package To Date
Technology and Furniture Still to Purchase	\$614,118	To be determined upon final selections
Signage (if not included in construction budget)	\$10,000	To be determined upon final selections
Custodial Equipment	\$10,000	To be determined upon final selections
Supplemental Playground Equipment	\$20,000	To be determined upon final selections
Subtotal - F&E	\$875,759	Updated Owner's Budget for Furnishings
Construction Costs		
Site Construction		
Building Construction Cost		
CM Fees, Insurance, and Bonds		
Construction Contingency	\$474,065	
Base Contract Value - Construction Costs	\$10,154,505	Includes Construction Costs Listed Above
Alternate #1 (Basketball Hoops)	\$8,955	
Alternate #2 (Stage Lift)	\$30,000	
Alternate #3 (Mech Extension)	\$7,601	
Subtotal - Soft costs and Construction Costs	\$12,221,270	Includes Accepted Alternates
Owners Construction Contingency Spent to Date	-\$18,932	Includes Approved Expenditures to Date (not pending)
Owners Construction Contingency Remaining	\$518,932	
Rebates through Electric Company	-\$50,000	Subject to availability
Total Project Estimate	\$12,671,270	13,100,000 Target
	UNDER BUDGET	-\$428,730
		Assuming All Contingencies Are Spent and Rebates Achieved

Rochester School Board/City Council
JBC Subcontractor Approval Sub-Committee Minutes
School Department Room #1
January 7, 2015

DRAFT

Members Present:

Mrs. Sandra Keans, Chair
Mr. Daniel Harkinson
Mr. Raymond Varney

Members Absent:

Also Present:

Mr. Michael Hopkins
Mr. Richard Bickford
Mr. Dick Drapeau
Mr. David Ross
Ms. Casey Gerken
Mr. Lance Whitehead

Mrs. Keans called the meeting to order at 11:30 a.m. with a quorum present.

Bids

Mr. David Ross, of Hutter Construction presented bid results and the selection of companies based upon review of bid submissions and vendor qualifications.

Mr. Harkinson moved, second by Mr. Varney, to approve the recommendation of John C. Pratt Company for ACT (acoustical ceiling supplies and installation) for the lump sum amount of \$117,745.00. The motion carried unanimously.

Mr. Harkinson moved, second by Mr. Varney, to approve the recommendation of Pro AV Systems, Inc. for twenty (20) ENO Flex Boards (interactive white boards) for the lump sum amount of \$89,400.00. The motion carried unanimously.

Mr. Hopkins reviewed the bid results and recommendations from the first round of bids for classroom furniture. He noted that Officer Leader is recommended low bidder for adult chairs (desk chairs) pending receipt of sample chair to verify quality. Bid results are well under the estimated furniture bid amount for this first round of bids.

Mr. Varney moved, second by Mr. Harkinson, to approve the bids for school furniture as presented (see attached) for the total amount of \$155,884. The motion carried unanimously.

Discussion ensued regarding the process and timeline for receiving furniture and supplies. Mr. Ross suggested the best delivery time for this furniture would be one week prior to the April Break. This will ensure there is a designated area to receive shipments.

Other

None

Adjournment

The meeting was to adjourn at 12:00 p.m.

Respectfully submitted,

Mrs. Sandra Keans, Chair

East Rochester School Furniture Bids - Results						
Item	Qty	Estimated Price Each	Estimated Total	Bid Results TOTAL	Company	Notes
Student Desk	300	\$ 99.00	\$ 29,700.00	\$ 18,951.00	WB Mason	Clear Low bidder
Student Chairs	400	\$ 60.00	\$ 24,000.00	\$ 15,297.00	WB Mason	Clear Low bidder
noiseless feet	400	\$ 7.00	\$ 2,800.00			included with chairs
Kidney Shaped Table	27	\$ 140.00	\$ 4,299.00	\$ 4,299.00	Virco	Clear Low bidder
Trapazoid Table	120	\$ 96.00	\$ 11,520.00	\$ 10,920.00	Criteria	low bidder meeting specs
File Cabinest	55	\$ 270.00	\$ 14,850.00	\$ 10,505.00	Office Leader	Clear Low bidder
Bookcases	120	\$ 307.00	\$ 36,840.00	\$ 18,000.00	Criteria	Clear Low bidder
Storage Cabinets	30	\$ 700.00	\$ 21,000.00	\$ 7,706.00	Hertz	Clear Low bidder
Portable Storage Cabinets	30	\$ 700.00	\$ 21,000.00	\$ 13,650.00	Criteria	Clear Low bidder
Teacher Desks	55	\$ 250.00	\$ 13,750.00	\$ 14,025.00	Office Leader	Clear Low bidder
Adult Chairs	120	\$ 110.00	\$ 13,200.00	\$ 9,480.00	Office Leader	Clear Low bidder
Student Mailboxes	14	\$ 300.00	\$ 4,200.00	\$ 1,243.00	WB Mason	Clear Low bidder
Classroom Rugs	14	\$ 300.00	\$ 4,200.00	\$ 3,154.00	AFP Industrries	Clear Low bidder
Big Book Easels	9	\$ 150.00	\$ 1,350.00	\$ 1,404.00	Criteria	Clear Low bidder
Computer Tables	40	\$ 150.00	\$ 6,000.00	\$ 4,374.00	Criteria	Clear Low bidder
Art Room Chairs	30	\$ 60.00	\$ 1,800.00	\$ 1,181.00	WB Mason	Clear Low bidder
noiseless feet	30	\$ 7.00	\$ 210.00			included with chairs
Art Tables	15	\$ 140.00	\$ 2,100.00	\$ 1,440.00	Criteria	Clear Low bidder
Dryinv Rack	4	\$ 150.00	\$ 600.00	\$ 429.00	WB Mason	Clear Low bidder
Display Rack	3	\$ 250.00	\$ 750.00			no bids
Storage Cabinets	2	\$ 700.00	\$ 1,400.00	\$ 950.00	Criteria	Clear Low bidder
Step to Interactive Board	9	\$ 300.00	\$ 2,700.00	\$ 1,824.00	WB Mason	Clear Low bidder
Music Risers	12	\$ 750.00	\$ 9,000.00	\$ 6,669.00	Wenger	Wenger bid, direct from company
Music Chairs	60	\$ 80.00	\$ 4,800.00	\$ 2,820.00	Wenger	Wenger bid, direct from company
Music Stands	30	\$ 57.00	\$ 1,710.00	\$ 1,440.00	Wenger	Wenger bid, direct from company
Music Tables	8	\$ 100.00	\$ 800.00	\$ 768.00	Criteria	Clear Low bidder
Computer Tables	15	\$ 250.00	\$ 3,750.00	\$ 2,925.00	Criteria	Clear Low bidder
Computer Chairs	30	\$ 88.00	\$ 2,640.00	\$ 2,430.00	WB Mason	low bidder meeting specs
Totals			\$ 240,969.00	\$155,884.00		

Public Safety Committee
Councilor Chambers
January 21, 2015
7:00 PM

MEMBERS PRESENT

Council David Walker, Chairman
Councilor Jake Collins
Councilor Robert Gates

MEMBERS ABSENT

Councilor Donald Hamann
Councilor Peter Lachapelle

OTHERS PRESENT

Councilor James Gray
Scott Dumas, Deputy Chief P.D.
Michael Bezanson, PE City Engineer
Patrick Cyr, 30 Betts Road

Minutes

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

1. Public Input

The only member of the public present was there for item #4 of the agenda.

2. Betts Road-"Blind Driveway" Sign

Councilor Walker stated that Patrick Cyr of Betts Road was present to discuss the need for a "Blind Driveway" sign, so this item was moved up on the agenda. Patrick Cyr has lived at 30 Betts Road for 31 years. He stated that traffic travelling Betts Road from Cross Road goes over two hills with a dip in between. When pulling out of his driveway, you cannot see vehicles over the crest of the hill in the dip. There have been many near misses and one accident in this area over the years. He said there will be an increase in traffic on Betts Road when the new mall on Route 11 is completed. Mr. Cyr stated that the Newhalls that live across the street at 31 Betts Road would also benefit from the "Blind Driveway" sign. He said he would like to put it by his boundary marker coming from Cross Road. He also said that, if necessary, he would be willing to pay for the sign. Councilor Walker said who pays for the sign depends on the situation. He said the sign is warranted for awareness. Councilor Collins said when he sees a "Blind Driveway" sign, he pays attention to it. **Councilor Collins made a motion to install a "Blind Driveway" sign on Betts Road. The motion was seconded by Councilor Gates. Unanimous**

voice vote carried the motion. Councilor Collins asked Deputy Chief Dumas if the speed was checked on Betts Road. Deputy Chief Dumas said there haven't been any issues reported in that area until now, so it has not been checked; but he can have the speed trailer placed in this area.

2. Sheepboro Road-Bus Stop Safety Concerns (update)

Councilor Walker summarized the issue. Councilor Walker stated that he went to the bus stop on three separate occasions. Each time there were only two vehicles waiting for the high school bus and one waiting for the grammar school bus. The parents that were at the bus stop did not want the bus stop to be moved; they think it is fine. The parents actually seemed a little upset that the situation had been reported as a safety concern. Deputy Chief Dumas said he thought there was a concern with vehicles stacking up. Councilor Walker said when he was there it was not bad. Councilor Walker said he was a little reluctant to change the bus stop for two vehicles that actually do not want it changed. No action was taken.

3. Discussion-New Hampshire Highway Safety Grants, DWI Saturation Patrol and Speed Enforcement

Councilor Walker summarized the issue. Deputy Chief Dumas explained that they apply for two grants every year and there are no roadblocks involved. These grants are for overtime for extra patrols. DWI Saturation Patrol involves overtime when there is a higher volume of occurrences, which is Thursdays, Fridays, Saturdays and Holidays 9-3 PM. The Speed Enforcement grant will be during the high volume traffic 8am to 12 PM. Councilor Collins asked if there was a difference in the amount of DWI from last year. Deputy Chief Dumas said there about the same as last year but accidents are down this year. Deputy Chief Dumas said that even though they deauthorize money every year, the hours are being worked and the work is getting completed. When they apply for the grants, they need to make projections based upon the highest pay rate, but because some officers are paid at a lower rate there is generally an excess amount remaining at the end of the year.

Councilor Gates made a motion to accept the Highway Safety Grants. The motion was seconded by Councilor Collins. Unanimous voice vote carried the motion.

5. Other

Old Wakefield Street "No Littering" signs

Mr. Bezanson said that Old Wakefield Road is state jurisdiction. He contacted the state about the "no littering" signs but he said that the state no longer uses these signs.

Councilor Walker asked Mr. Bezanson to send a letter to the woman who requested the signs to let her know it was a state maintained road and they no longer place "no littering \$250 fine" signs.

Councilor Gates made a motion to adjourn the meeting, seconded by Councilor Collins. The motion passed and the meeting adjourned at 7:16 PM.

Respectfully submitted by
Laura Miller
Secretary II, DPW

Public Works and Buildings Committee

January 15, 2015

Council Chambers

7PM

MEMBERS PRESENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor David Walker

Councilor Donald Hamann

OTHERS PRESENT

Mayor TJ Jean

Councilor James Gray

Dan Fitzpatrick, City Manager

Peter Nourse, PE - DPW Director

Jennifer Hale, PE Tighe & Bond Engineers

David Cedarholm, PE Tighe & Bond Engineers

MINUTES

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

1. Approve minutes from December 18, 2014 meeting -

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

Mayor Jean motioned to accept minutes as presented for the December 18, 2014 Meeting. The motion was seconded by Councilor Walker. The Motion passed unanimously.

2. Public Input

No public input.

3. Franklin Street Sidewalks

Mr. Nourse stated there is approximately 3200 feet of sidewalk on the Franklin Street that is part of the I/I project. He stated that cost for concrete would be approximately \$30,000 more than asphalt and he requested that the committee give a recommendation on this in order to complete the design. There was a discussion regarding the area. Councilor Torr asked if the sidewalks are on both sides. Mr. Nourse stated that they will be on one side, the north side of the street. Councilor Keans stated that it would be worth the additional

\$30,000 as they would last much longer than the asphalt.

Councilor Varney made a motioned to recommend that the full Council approve the installation of concrete sidewalks for Franklin Street. Councilor Keans seconded the motion. The motion passed unanimously. .

4. EDA Salmon Falls Road Project

Mr. Nourse stated the design is on schedule and that the plan is to use the sewer design option that involves cutting across Kodia Court in order to provide Market Basket with the sewer at a depth that will allow them to run gravity to the city main instead of pumping. Mr. Nourse stated that they have agreed to an additional \$50,000 dollars in contributions. Mr. Nourse stated that this plan could cost the City an additional \$500,000 plus or minus and that he would keep the Council informed as the project moves along. He expects that when the bids are opened supplemental funding may be necessary.

5. Columbus Avenue / China Palace Parking Lot extension

Mr. Nourse stated that he has asked Tighe and Bond Engineers for a cost estimate to build the parking lot extension requested by the China Palace. He stated that the estimate was \$117,000. Councilor Varney stated that when this parking lot was proposed previously it was determined that the property was too narrow to accommodate the additional spaces. Councilor Walker asked how much money the China Palace is willing to contribute. Mr. Nourse stated that he has been told 50%. Councilor Varney suggested that the abutters be notified of project proposed and he further suggested a written commitment letter from the owners of the China Palace be obtained. Mr. Nourse suggested that the China Palace start by paying the design cost. Mr. Fitzpatrick agreed that this would be a good idea. Councilor Keans asked if the Service Credit Union had to pay for the parking lot on the other end of Columbus Avenue. She stated that this business should be given the same considerations at they were. Councilor Varney suggested keeping this in committee and notifying the abutters that there will be discussion at the next Public Work Committee Meeting if they were interested in attending.

6. Milton Road Corridor Study

Mr. Nourse stated that the corridor study is not yet completed. He stated that he is waiting on some additional traffic data from the Police Department. He further stated that it has been updated to reflect the concerns that were raised at the last presentation. Mrs. Hale from Tighe & Bond Engineers stated that the additional traffic counts have been completed. Mr. Nourse stated that the intersection improvement projects for the Flat Rock Ridge Road intersection and the Salmon Falls Road intersection have been put in the proposed FY 2016 CIP for the Council to consider for funding.

7. **Wakefield Street Reconstruction Project**

Mr. Nourse stated that this project is to reconstruct Wakefield Street from Union Street to the Chestnut Hill Road connector. Mr. Nourse introduced David Cedarholm from Tighe and Bond Engineers. Mrs. Hale and Mr. Cedarholm gave a brief description of the project. They stated that the project is approximately a ½ mile area and that it includes water, sewer, roadway, drainage and streetscape elements. Mrs. Hale stated that they have determined the existing conditions underground and the most significant items to note are as follows. The pavement has been found to be as deep as 12 inches in some areas. There are several utilities underground including a concrete drain line, several water and sewer lines. She stated that previous projects done in the area were supposed to tie services into the new mains and they did not. Mrs. Hale stated that some sections have water lines are approaching 100 years of age. Mr. Cedarholm stated that drainage and curbing would be re-established and parking would be on one side of the road in some areas and on both sides in other areas. Councilor Torr asked if there would be any curbed “bump outs”. Mr. Cedarholm stated there were not. There was discussion regarding the location of the Crosswalk at the intersection of Columbus Avenue. Councilor Gray stated that he would like to see the crosswalk moved to the south side of the intersection. Councilor Keans stated that the issue of concern would likely be corrected with the updated signals and pedestrian crossing equipment. Councilor Keans stated that in the area of Union to Columbus, the businesses on the left hand side of the road as you are leaving town have parking in the rear of those businesses. She stated that roadside parking is needed on the right side of the road. Councilor Walker asked for a total project cost estimate. Mrs. Hale suggested 3.6 million plus construction admin. Mr. Fitzpatrick asked the engineers if they could give a rough estimate as to how much of the project would be water, sewer and highway. Mrs. Hale suggested two-thirds of the project would be highway. There was discussion about continuation of the downtown lighting through this area. Councilor Keans stated that those lights might not provide enough lighting. Mrs. Hales suggested that they could to be used in conjunction with the existing cobra head lights. That way it would make the impression of extending the walking area from downtown, but continue to be well lit. Councilor Varney asked how the design budget was doing. Mr. Nourse stated that currently the project is within budget and that he has added this project in to the proposed FY2016 CIP for construction funding consideration. Councilor Varney asked if there were traffic counts for this area. Mrs. Hale stated that there are and she would provide them for the councilors.

8. **Fieldstone Village Meters**

Mr. Nourse stated that Underwood Engineers had been asked to look into the metering situation at Fieldstone Village. He stated this is a privately owned cooperative mobile home park off from Eastern Avenue. He stated that the State of NH had sent a letter to the City a few years back stating that the City is required to meter this Mobil home park. Councilor Torr asked how many homes were in the park. Mr. Nourse stated

approximately 100 homes and that this association is paying flat rate water and sewer for each of them. He stated that it is likely when the park is metered properly we will find that they have been paying significantly more than what they would have if they had been metered. He believes that the City will be receiving as much as 30 to 50 thousand dollars less annually. He then introduced Underwood Engineers, Keith Pratt and Michael Unger. Mr. Pratt stated that he is the president of the company and he has come along to meet the Committee but he will have Mr. Unger the project manager discuss their findings. Mr. Unger stated that with help from the City staff they had done extensive investigation into the area and that they believe that all of the streets and approximately 12 to 16 homes on Village Lane are all tied into the two directional 10 inch main that flows from Eastern Avenue through the park and cross country to the Lilac Mall. Mr. Unger stated that there is an 8 inch main that comes in from Eastern Ave but it appears to terminate just inside the park. Councilor Keans asked how can they be sure that nothing is tied into that line. Mr. Unger stated that the City staff turned the gate off a few months ago and nobody had any problems with low pressure or lack of water. Mr. Unger stated that he has looked at several options for metering the water. One option was to put in a master meter at each street entrance (4) and each of the homes that are tied directly to the main (14) and then they would receive 18 invoices each month, or one totaling all meters. He further stated that an option also explored putting in a meter at each individual home, but that wouldn't solve the issue of metering for leaks which is the State of NH's concern. Mr. Unger stated that they had also looked into the installation for a mag meter that would measure two directional flows on that 10 inch main, but stated it was ruled out as the margin of error with these meters could result in significant over charges and undercharges. Mr. Unger stated that the option they would recommend would be to install a new parallel water main from Eastern Avenue through the park and tie it into the cross country line. He suggested that the section that has all of the streets and homes tied into it could then be isolated and a master meter could be installed that would meter the parks consumption. Councilor Varney asked the cost of this option. Mr. Unger stated that costs could run from \$287,000 to \$367,000. Mr. Nourse stated that he had discussed the project with a local contractor and if done as a design build project it might be completed for \$275,000. There was discussion of how Fieldstone Village might participate in the cost of the water main project. Mr. Nourse stated that with the fees they are currently paying they are unable to fund much of this. Mr. Nourse stated that he has remaining funds and he has put the project into the proposed FY2016 CIP. Councilor Varney liked the idea of having the Co-op fund some of the cost with the monthly savings for a time period to be determined and set up in advance with a written agreement. He suggested that the City attempt to negotiate something with the park.

9. Strafford Square

Mr. Nourse stated that he is still awaiting NHDOT approval of the FST Engineering

contract. He stated that he is frustrated with the length of time that it takes to get approvals from the state at each step of the way. Mr. Nourse stated that his plan is to use calendar year 2015 to accomplish utility relocations and demolishing the 2-4 Walnut Street building. He stated that he has put the Twombly Street intersection (Walnut & North Main) into the FY2016 proposed CIP. Mr. Nourse stated that this needs to be done in advance and separately from the Strafford Square project. He stated if we incorporated it into the project it would set us back so far in the process because the area would then have to go through historical and environmental reviews that we have already completed. Councilor Varney stated that he would like the culvert area of Twombly Street addressed when the intersection work happens. Mr. Nourse state that it would be addressed.

10. Other

Roadway vs. City Buildings – Chairman Torr stated that he believes it is time we took a break from all of the roadway and sewer I/I projects. He stated its time to get the City Buildings up to today's standards. He mention City Hall and he stated that it is time for a new Public Works facility. Councilor Torr stated that putting off some projects a few more years in order to due do what is right with the buildings would not make that big of a difference. Mr. Nourse stated that he has also put the new DPW into the proposed FY2016 budget. He stated that he has proposed it as a 24 million dollar project. 1/3 each from the Water, Sewer and highway funds. Councilor Torr asked if that was an accurate estimate. Mr. Nourse stated that several years ago Dover had built a shell for 16 million dollars and then spent another 10 million equipping it. He stated that he thinks 24 million dollars would complete it. Councilor Varney suggested that this is a discussion to be considered during the budget process.

Backflow Prevention Devices – Councilor Varney stated that the State legislature has a bill in the process that would significantly reduce the testing requirements required as part of the backflow program. Mr. Nourse stated that he had read it and he believes that the City should take a position in opposition to the bill.

Downtown Christmas Decorating / Removal – Councilor Varney stated that he had received a call from a constituent thanking the City Staff for working the frigid conditions to remove the decorations downtown. Councilor Keans requested that in future years the tree and decorations stay up until after January 7th. Councilor Torr asked if there was a possibility of planting a tree downtown that could stay up all year and be decorated for the season annually. He suggested replanting every time the tree got to a significant height of 25 feet or so. The Committee and the City Manager thought it was a good idea. The DPW staff will look into the ability to plant there as there may be problems with underground utilities.

Councilor Walker made a motion for adjournment at 8:53PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, Office Manager Rochester DPW.

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**RESOLUTION DEAUTHORIZING A PORTION OF A CERTAIN
FY 2012-2013 STATE OF NH, DEPARTMENT OF TRANSPORTATION GRANT
TO CITY OF ROCHESTER FOR
TEN ROD ROAD BUSINESS PARK SIGN**

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

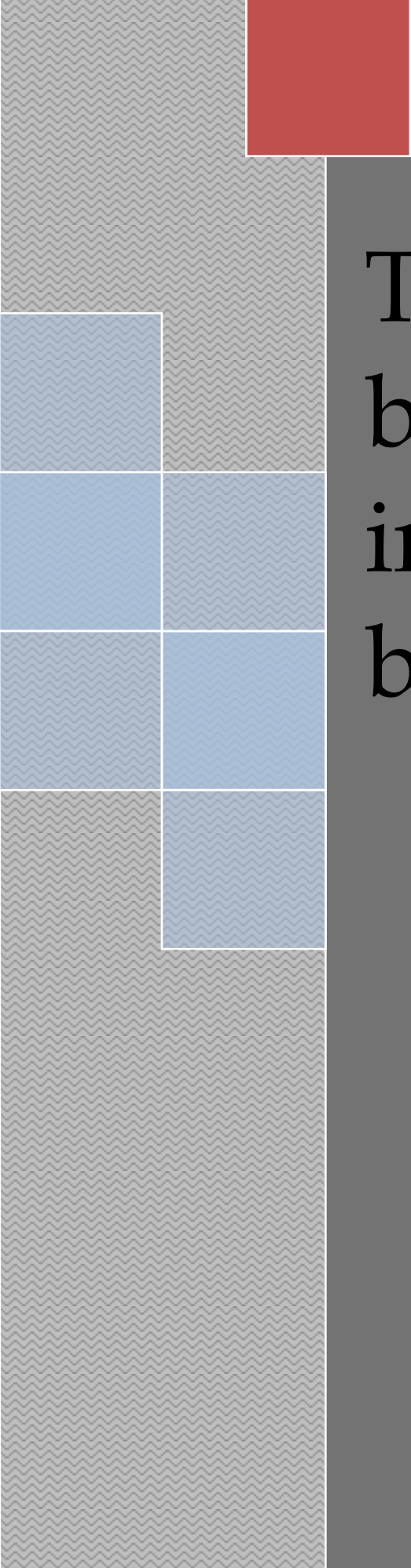
WHEREAS, by resolution previously adopted by the Mayor and City Council, in June 2012 adopting the City of Rochester FY 2012-2013 Capital Improvements Projects budget the sum of Sixty-Three Thousand Nine Hundred Dollars (\$63,900.00) was appropriated to the City of Rochester, for the purpose of paying costs associated with the construction of signage for the so-called Ten Rod Road Business Park (the “Project”), with funding for such Project to be drawn, to the extent of Thirteen Thousand Nine Hundred Dollars (\$13,900.00) from a grant in such amount from the State of NH, Department of Transportation (DOT), and to the extent of Fifty Thousand Dollars (\$50,000.00) from the proceeds of bonds to be issued by the City of Rochester; and

WHEREAS, the NH DOT grant towards the Project, was paid directly to a Project vendor by the NH DOT, in a manner rendering the aforesaid grant appropriation to be funded from a NH DOT grant to the City in the amount of Thirteen Thousand Nine Hundred Dollars (\$13,900.00) unnecessary for its appropriated Project purposes; and

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby withdraw and deauthorize the above mentioned appropriation to the FY 2012-2013 City of Rochester, City of Rochester, Economic Development Department Capital Improvement Project budget for the Project to the extent of Thirteen Thousand Nine Hundred Dollars (\$13,900.00), leaving an appropriated balance in such Project account of Fifty Thousand Dollars (\$50,000.00).

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 FY15 02-03 AB 100



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1/29/15

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 NHDOT Sign Grant

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

AGENDA DATE	February 3, 2015		
DEPT. HEAD SIGNATURE	Karen Pollard, ED Manager - Signature on file with City Clerk		
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connor - Signature on file with City Clerk
SOURCE OF FUNDS	NHDOT Grant
ACCOUNT NUMBER	15011010-771000-13501
AMOUNT	\$13,900
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	De-Authorization

LEGAL AUTHORITY

At the request of the Deputy Director of Finance, Roland Connor.

SUMMARY STATEMENT

NHDOT paid \$13,900 towards the new Ten Rod Road Business Park Sign, but instead of issuing the check to the City of Rochester it was put out to bid by the NHDOT and paid directly to Renaissance Signs in Gonic. No additional grant funds are expected by the City for this project.

RECOMMENDED ACTION

Please include on the Consent Agenda for February 3, 2015

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: De-authorize NHDOT Sign Grant

Date: 01/26/2015 Fiscal Year: FY15

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐
 CIP ☒ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐
 Special Revenue ☐

Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒

Request Type: De-authorization ☒ Supplemental ☐
 Change of Funding Source ☐

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15011010	771000	13501	-	13,900.00	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-
6				-	-	-

Revenue

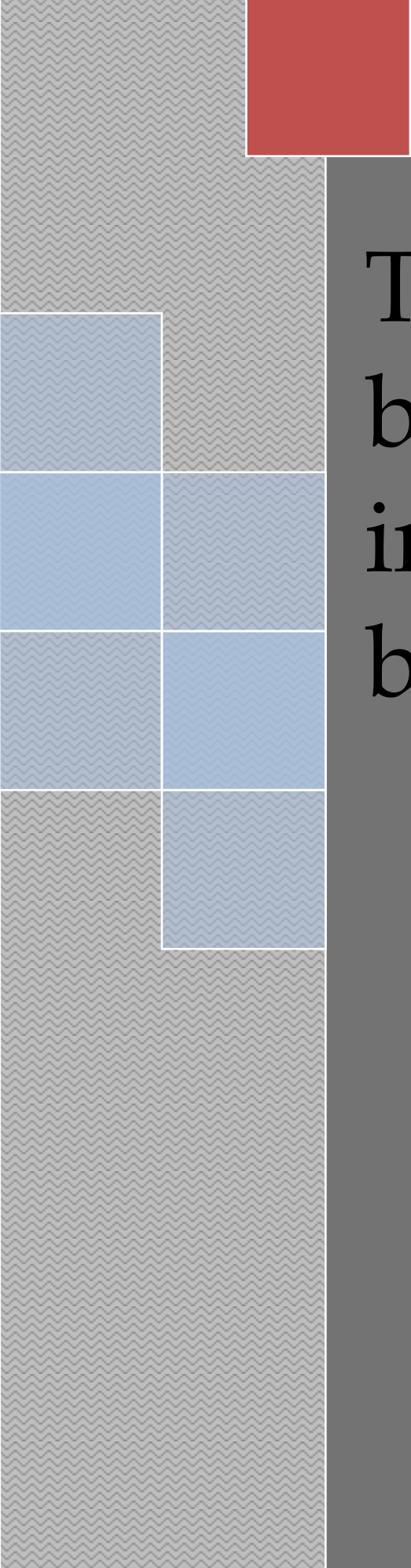
	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150005	471000	13501	-	13,900.00	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-
6				-	-	-

DUNS # CFDA #

Grant # Grant Period: From
 To

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

Reimbursement Request will be reduced ☒ Funds will be returned ☐



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**RESOLUTION DEAUTHORIZING A PORTION OF
CERTAIN CAPITAL IMPROVEMENT BUDGET APPROPRIATIONS
FOR THE SO-CALLED
SALMON FALLS/MILTON ROAD EDA
PUBLIC INFRASTRUCTURE IMPROVEMENT PROJECT,
AND TRANSFERRING CERTAIN PORTIONS
OF SUCH DEAUTHORIZED FUNDS**

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

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester on September 4, 2012, August 6, 2013 and December 2, 2014 the Mayor and City Council appropriated and/or transferred funds, through supplemental appropriations to various fiscal year Capital Improvement Budgets of the City of Rochester, Public Works Departments, Highway, Water Works and Sewer Works Divisions the sum of Four Million Four Hundred Seventy-Eight Thousand Four Hundred Eighteen Dollars and Sixty-Six Cents (\$4,478,418.66) for the purpose of paying for costs and expenses incurred with respect to the various aspects of the so-called Salmon Falls/Milton Road EDA public infrastructure improvement project (the "Project"), all as more fully shown on **Exhibit A** annexed hereto; and

WHEREAS, the aforesaid supplemental appropriations have resulted in appropriated funds for the Project which exceed the current budget for such Project by the sum of Five Hundred Eighty-Six Thousand Two Hundred Eighteen Dollars and Sixty-Six Cents (\$586,218.66);

NOW THEREFORE, in light of the current excess appropriation of funds for the Project, in the total amount of Five Hundred Eighty-Six Thousand Two Hundred Eighteen Dollars and Sixty-Six Cents (\$586,218.66) in the various aforesaid Capital Improvement budget account(s) of the City of Rochester, Public Works Departments, Highway, Water Works and Sewer Works Divisions and shown in **Exhibit A** annexed hereto, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum Five Hundred Eighty-Six Thousand Two Hundred Eighteen Dollars and Sixty-Six Cents (\$586,218.66) of the previous appropriation of funds for the aforementioned Project from the various aforesaid Capital Improvement budget account(s) of the City of Rochester, Public Works Departments, Highway, Water Works and Sewer Works Divisions as shown on **Exhibit A** annexed hereto, thereby reducing the amount of the aforesaid appropriation for such Project, from Four Million Four Hundred Seventy-Eight Thousand Four Hundred Eighteen Dollars and Sixty-Six Cents (\$4,478,418.66) to Three Million Eight Hundred Ninety-Two Thousand Two Hundred Dollars (\$3,892,200.00).

FURTHERMORE, that the sum of Fifty-Five Thousand Three Hundred Thirty-Nine Dollars and Fifty-Seven Cents (\$55,339.57) of the aforementioned deauthorized fund be transferred to the City of Rochester's so-called undesignated Fund Balance, and that the sum of Thirty Thousand Eight Hundred Seventy-Nine Dollars and Nine Cents (\$30,879.09) of said

deauthorized funds be transferred to the City of Rochester's so-called Economic Development Fund.

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 15 02-03 AB 97



1/29/15

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 EDA Salmon Falls Road Project De-Authorize Corporate Donation & Fund Balance Funding Sources
--

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 checked="" type="checkbox"/> NO <input type="checkbox"/>
--

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

AGENDA DATE	February 3, 2015		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE DPW Director - Original on file at City Clerk's office with Signature		
DATE SUBMITTED	January 16, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	Project 13551 funding spreadsheet	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Water Fund, Sewer Fund & Highway (General) Fund
ACCOUNT NUMBER	Highway 15013010-771000-13551 Water 55016010-771000-13551 Sewer 55026020-771000-13551
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

CC FY 15 AB 97 PW EDA 13551 De-auth 02-03

SUMMARY STATEMENT

This action is to de-authorize a total of \$586,218.66 from the Salmon Falls Road EDA Project. \$500,000 of corporate donations and \$86,218.66 in previous appropriations from the Economic Development Fund balance (\$30,879.09) and the General Fund balance (\$55,339.57). These de-authorizations are due to the repurposed TIF-205C bond proceeds. See the attached spreadsheet for reference.

RECOMMENDED ACTION

- 1.) Resolution to de-authorize a total of \$117,243.73 from the Highway Fund Salmon Fall Road EDA Project. \$101,035.50 of corporate donations not to be received and \$16,208.23 to be transferred back to the Economic Development Fund balance.
- 2.) Resolution to de-authorize a total of \$105,519.36 from the Water Fund Salmon Falls Road EDA project. \$90,848.50 of corporate donations not to be received and \$14,670.86 to be transferred back to the Economic Development Fund Balance.
- 3.) Resolution to de-authorize a total of \$363,455.57 from the Sewer Fund Salmon Falls Road EDA project. \$308,116.00 of corporate donations not to be received and \$55,339.57 to be transferred back to the General Fund balance.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: De-authorize EDA Salmon Falls Rd Project and Transfer \$30,879.09 and \$55,339.57 back to ED Fund and General Fund Respectively

Date: 01/20/2015

Fiscal Year: FY15

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐
 CIP ☒ Water CIP ☒ Sewer CIP ☒ Arena CIP ☐
 Special Revenue ☐

Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒

Request Type: De-authorization ☒
 Supplemental ☐
 Change of Funding Source ☐

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	13551	-	-	117,243.73
2	55016010	771000	13551	-	-	105,519.36
3	55026020	771000	13551	-	-	363,455.57
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150003	471000	13551	-	-	16,208.23
2	150005	471000	13551	-	-	101,035.50
3	550103	471000	13551	-	-	14,670.86
4	550105	471000	13551	-	-	90,848.50
5	550203	471000	13551	-	-	55,339.57
6	550205	471000	13551	-	-	308,116.00

DUNS # CFDA #

Grant # Grant Period: From
 To

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

Reimbursement Request will be reduced ☐ Funds will be returned ☐

Current EDA Salmon Falls Appropriations / funding sources showing actions requested									
	Gross Approp		EDA Grant	Corp Donations	Deauth Corp Donations	Fund Balance	Deauth Fund Balances	Repurposed TIF-205C Bond Proceeds	Total Sources
Highway	786,500.00		393,250.00	202,071.00	(101,035.50)	191,179.00	(16,208.23)	117,243.73	786,500.00
Water	707,200.00		353,600.00	181,697.00	(90,848.50)	171,903.00	(14,670.86)	105,519.36	707,200.00
Sewer	2,398,500.00		1,199,250.00	616,232.00	(308,116.00)	583,018.00	(55,339.57)	363,455.57	2,398,500.00
Totals	3,892,200.00		1,946,100.00	1,000,000.00	(500,000.00)	946,100.00	(86,218.66)	586,218.66	3,892,200.00

Revised Revenue Sources 13551						
	Gross Approp		EDA Grant	Corp Donations	FUND BALANCE	Revised Total Sources
Highway	786,500.00		393,250.00	101,035.50	174,970.77	786,500.00
Water	707,200.00		353,600.00	90,848.50	157,232.14	707,200.00
Sewer	2,398,500.00		1,199,250.00	308,116.00	527,678.43	2,398,500.00
Totals	3,892,200.00		1,946,100.00	500,000.00	859,881.34	3,892,200.00

**RESOLUTION DEAUTHORIZING
FY 2012-13 ROCHESTER CONSERVATION COMMISSION
CAPITAL IMPROVEMENT BUDGET APPROPRIATION
FOR PURCHASE OF A CONSERVATION EASEMENT
ON THE SO-CALLED CLEMENT PROPERTY ON BICKFORD ROAD**

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

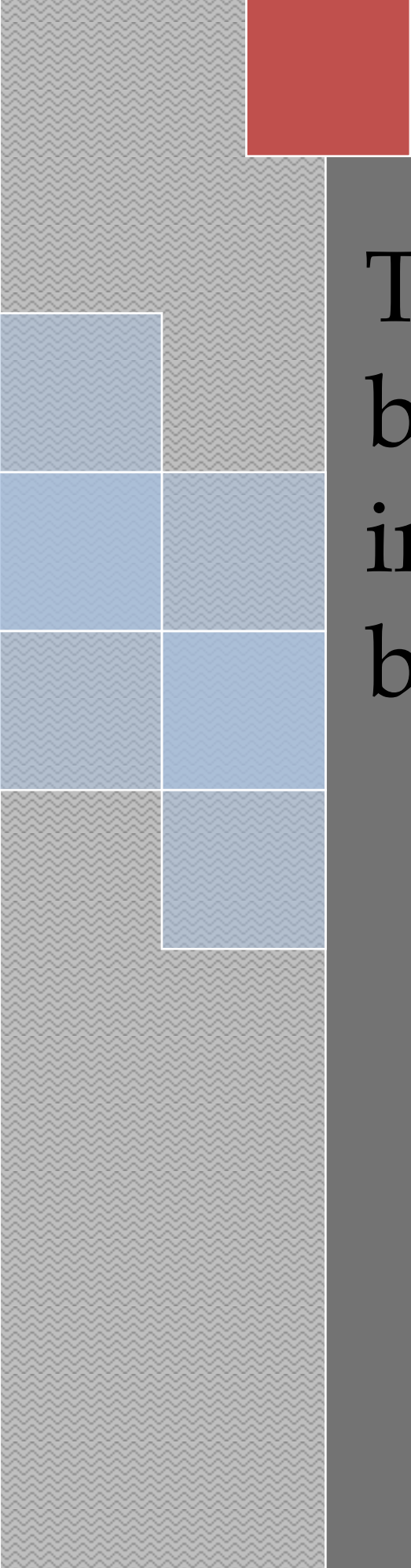
WHEREAS, by resolution previously adopted by the Mayor and City Council, on December 4, 2012 as part of the FY 2012-2013 Capital Improvement Projects budget of the City of Rochester, Conservation Commission, Conservation Fund the Mayor and City Council authorized for the purpose of providing funds to be used by the Rochester Conservation Commission in connection with the acquisition of a Conservation Easement on the so-called Clement property on Bickford Road in Rochester, the amount of Two Hundred Eighty-One Thousand Two Hundred Sixty-One Dollars (\$281,261.00) was appropriated in the City of Rochester's FY 2012-2013 capital improvements budget of the City of Rochester, Conservation Commission, Conservation Fund, for the purpose of acquiring a conservation easement on the so-called "Clement property" on Bickford Road (the "Project"), such Project to be funded in its entirety from funds herein appropriated from the so-called Conservation Fund; and

WHEREAS, such Project has, of the present date, been completed in its entirety in a manner leaving an unexpended portion of the above referenced supplemental appropriation in the amount of Nine Thousand Nine Hundred Seventy-Eight Dollars (\$9,978.00) unexpended and unnecessary for Project purposes;

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize the above mentioned appropriation to the City of Rochester FY 2012-2013 capital improvements budget for the aforesaid Project purposes to the extent of Nine Thousand Nine Hundred Seventy-Eight Dollars (\$9,978.00), thereby leaving an unexpended balance in the above referenced supplemental appropriation for Project purposes in the amount of zero (\$0.00).

FURTHERMORE, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate, establish, and/or eliminate such accounts and/or account numbers, and to take all such other steps, as may be necessary to implement the transactions contemplated by this Resolution.

CC FY15 02-03 AB 95



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1/29/15

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: Vote to De-Authorize Unexpended Balance of \$9,978 related to purchasing what is known as the "Clement Conservation Easement" on Bickford Rd (30 Bickford Rd, Map-Lot).	
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 checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	February 3, 2014		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	November 6, 2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	One page attached.	

COMMITTEE SIGN-OFF

COMMITTEE	Conservation Commission
CHAIR PERSON	Deborah Shigo

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Conservation Fund (City of Rochester)
ACCOUNT NUMBER	15011081-771000-13558
AMOUNT	\$9,978
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

Chapter 11, Section 21 of the City of Rochester General Ordinances and as authorized by RSA 36-A:4.

CC FY 15 AB 95

SUMMARY STATEMENT

In 2012 the City Council approved a \$281,261 expenditure of Conservation Funds for purposes of purchasing the "Clement" conservation easement, on Bickford Rd. The project has since been completed and a conservation easement has been recorded, at a lower than projected cost. There is a \$9,978 balance remaining in this project's budget

RECOMMENDED ACTION

The Conservation Commission formally requests that City Council de-authorize the remaining Clement Easement balance of \$9,978.

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	NEW			-	-	-
2	15011081	771000	13558	-	-	9 978 -
3				-	-	-
4				-	-	-

Appropriation

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

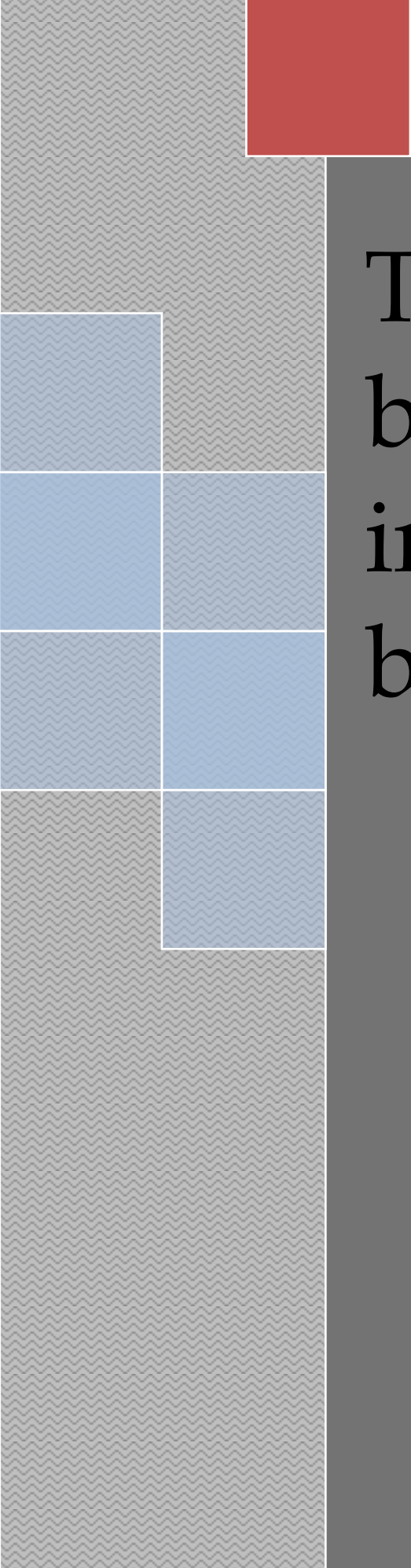
Revenue

	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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**AMENDMENTS TO CHAPTER 23 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “FIRE SAFETY MEASURES”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 23 of the General Ordinances of the City of Rochester, entitled “Fire Safety Measures”, as presently amended, be further amended as follows:

- I. That Chapter 23 of the General Ordinances of the City of Rochester, entitled “Fire Safety Measures”, as presently amended, be further amended, by amending the “introductory “SECTIONAL ANALYSIS” of such Chapter 23, so as to provide as follows:

“

23.1 Fire Safety Rules and Regulations

- 23.2 Smoke Detector Wiring
- 23.3 Enforcement Officer
- 23.4 Control of Outdoor Fires
- 23.5 Knox Box Installations
- 23.6 Public Safety Amplification System Required in Large Facilities
- 23.7 Administration and Enforcement
- 23.8 Means of Escape
- 23.9 Fire Department Access
- 23.10 Control of Fire Hazards
- 23.11 Penalty
- 23.12 Sprinkler Requirements for Certain Single-family Dwelling Units
- 23.13 Prohibition and Regulation of Fireworks
- 23.14 Certificate of Fitness Program
- 23.15 Regulation of Fire Alarms”

- II. That Section 23.7 of the General Ordinances of the City of Rochester entitled “Administration and Enforcement”, as presently amended, be further amended, by amending said Section 23.7, as presently enacted, to provide as follows, said amended Section to be known as Section 23.7 of the General Ordinances of the City of Rochester, to wit:

“23.1 Administration and Enforcement.

The authority having jurisdiction for the administration and enforcement of this chapter shall be Fire Prevention of the City of Rochester. The fee schedule under this chapter shall be as follows:

Tank Removal	\$25.00
Blasting	\$25.00
Incident Report	\$5.00
Fire Marshal’s Investigation Report	\$25.00

Photographs (Fire Scene)	\$15.00
CD Photos (Fire Scene)	\$15.00
Fire Alarm System Plan Review	\$1.00 per device or \$50.00 minimum
Sprinkler System Plan Review	\$1.00 per device or \$50.00 minimum
Commercial Hood Fire Suppression	\$1.00 per device or \$50.00 minimum
Clean Agent Initial Inspection	\$1.00 per device or \$50.00 minimum Free of Charge
Re-Inspections (Sprinkler Systems, Fire Alarm Systems, Commercial Hood Fire Suppression, Clean Agent)	\$50.00 per person with \$100.00 minimum
Fine permit or license	\$100.00 <u>175.00</u> (working without a
Certificate of Fitness	\$25.00 per year, per restriction
False Alarm, Fire alarm activation	\$175 after 2 consecutive, per calendar year”

III. That Chapter 23 of the General Ordinances of the City of Rochester entitled “Fire Safety Measures”, as presently amended, be further amended, by adding to said Chapter 23, a new Section, to be known as Section 23.14 of the General Ordinances of the City of Rochester, said Section 23.14 to provide as follows, to wit:

“23.14 Certificate of Fitness Program.”

In accordance with NFPA 1:2009 1.13, The Rochester Fire Department enacts the applicable section of the currently adopted version of NFPA 1 for the Certificate of Fitness Program. The Fire Chief or his designee shall promulgate administrative rules for the management of the Certificate of Fitness program.”

IV. That Chapter 23 of the General Ordinances of the City of Rochester entitled “Fire Safety Measures”, as presently amended, be further amended, by adding to said Chapter 23, a new Section, to be known as Section 23.15 of the General Ordinances of the City of Rochester, said Section 23.15 to provide as follows, to wit:

“23.15 Regulation of Fire Alarms.”

The Fire Chief or his designee shall promulgate administrative rules for the management the installation and maintenance of Fire Alarms.”

CC FY 15 01-06 AB 82

NOTE: Deleted matter appears with strikeout (e.g. ~~strikeout~~)
Added matter appears in red (e.g. **red**)



1/29/15

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 **Amendments to Chapter 23: 23.14, and 23.15 ---Fire Safety Measures**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	January 6, 2015	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	December 11, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

CC FY 15 AB 82

SUMMARY STATEMENT

The attached documents are at the request of Councilor Keans. They are the registration forms and ordinances of several towns and cities within New Hampshire that use a form of contractor registration. Some of the municipalities label the registration as "Listed Agent" or "Certificate of Fitness" or even "Fire Alarm Access". These communities represent the intent of NFPA 1, Chapter 1, Section 13, in requiring "competent, trained contractors" performing life safety work within the jurisdiction, to be registered.

RECOMMENDED ACTION

Approve the Amendment to Chapter 23 of the City Ordinances.

**AMENDMENTS TO CHAPTER 34 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “JUNK AND SECOND-HAND DEALERS”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 34 of the General Ordinances of the City of Rochester, entitled “Junk and Second-Hand Dealers”, as presently amended, be further amended as follows:

- I. That Section 34.4 of the General Ordinances of the City of Rochester entitled “License Applications”, as presently amended, be further amended, by amending said Section 34.4, as presently enacted, to provide as follows, said amended Section to be known as Section 34.4 of the General Ordinances of the City of Rochester, to wit:

“34.4 License Applications. Applications for licenses shall be made to the Licensing Board and filed with the Director of Building, Zoning, & Licensing Services Department upon blanks furnished by the Director of Building, Zoning, & Licensing Services Department for that purpose, and shall be submitted by the Director of Building, Zoning, & Licensing Services Department to the Chief of Police who shall cause an investigation to be made of the fitness of the applicant to engage in the business of a junk dealer or second-hand dealer and report his findings to the Licensing Board before such license is acted upon by the City Council. The license fee for each license shall be Fifty Dollars (\$50.00) per year payable in advance to the Building, Zoning, & Licensing Services Department. There shall be no fee for non-profit charitable organizations, public schools, and public institutions.

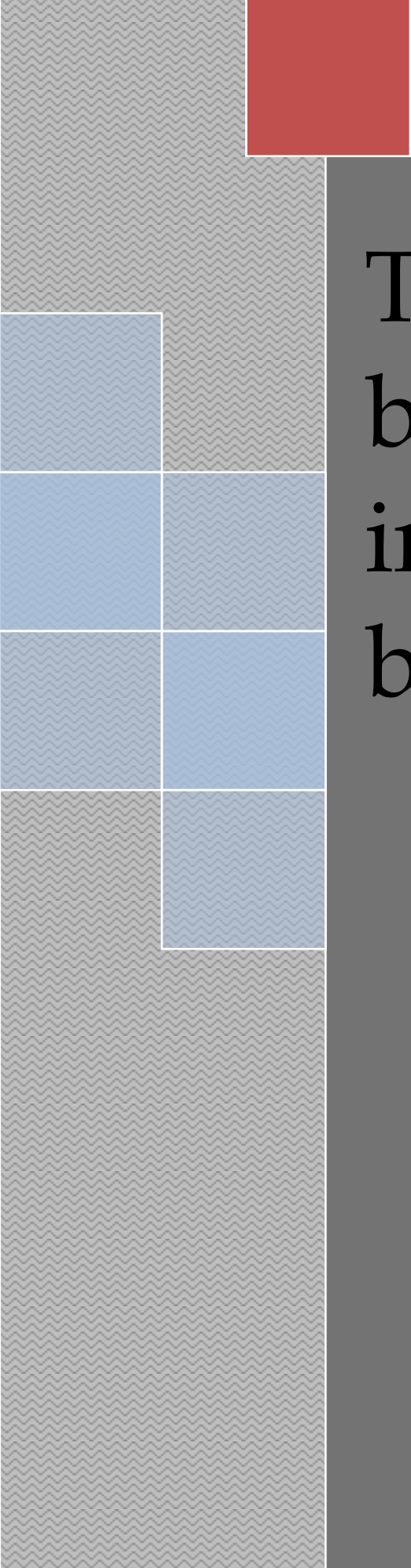
The Licensing Board, after a satisfactory investigation by the Police Chief, may issue a temporary license to existing junk or second-hand dealer establishments when there is only a change of ownership.”

- II. That Section 34.4 of the General Ordinances of the City of Rochester entitled “License Applications”, as presently amended, be further amended, by amending said Section 34.4, as presently enacted, to provide as follows, said amended Section to be known as Section 34.4 of the General Ordinances of the City of Rochester, to wit:

“34.5 License Revocation/Expiration. ~~Such~~ Annual licenses shall expire on April 1st of each year, ~~unless sooner revoked, and shall not be assigned or transferred, but it may be revoked at any time by the Licensing Board after notice and hearing for just cause.~~ Temporary licenses shall expire after 45 days from the date issued or when acted upon by the City Council, whichever occurs first. Licenses shall not be re-assigned or transferred and may be revoked at any time by the Licensing Board after notice and hearing for just cause.”

CC FY 15 01-06 AB 83

NOTE: Deleted matter appears with strikeout (e.g. ~~strikeout~~)
Added matter appears in red (e.g. red)



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1/29/15

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 **Amendments to Chapter 34: 34.4, and 34.5**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	January 6, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	December 11, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

CC FY 15 AB 83

SUMMARY STATEMENT

Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing

**AMENDMENTS TO CHAPTER 42 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “ZONING”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester, entitled “Zoning”, as presently amended, be further amended, as follows:

- I.** That Section 42.2 of the General Ordinances of the City of Rochester entitled “Definitions and Terminology”, as presently amended, be further amended, by amending the definition of “Manufactured Housing” as presently contained in Section 42.2(a), to provide as follows, said amended Section to be known as the definition of “Manufactured Housing” as contained Section 42.2(a) of the General Ordinances of the City of Rochester, to wit:

“42.2 Definitions and Terminology.

* * *

161. Manufactured Housing: Any structure, meeting the Federal Manufactured Home Construction and Safety Standards Act, commonly known as 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 320 700 square feet or more 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 built housing as defined in RSA 674:31-a.”

- II.** That Section 42.20 of the General Ordinances of the City of Rochester entitled “Standards for Specific Permitted Uses”, as presently amended, be further amended, by amending subsections (b)(9) and (b)(10) of Section 42.20, entitled “Manufactured Housing Subdivision” and “Manufactured Housing Unit” respectfully, as presently enacted, to provide as follows, said amended subsections of Section 42-20 to be known as subsections (b)(9) and (b)(10) of Section 42.20 of the General Ordinances of the City of Rochester, to wit:

“b. Conditions for Particular Uses.

For each individual use listed below, all of the specific conditions attached to that use must be met along with any requirements of this chapter.

* * *

9. **Manufactured Housing Subdivision – Not part of an existing Mobile Home Park – See Chapter 43 for existing Mobile Home Parks**

A. Overall Development.

- i. All requirements otherwise applicable to subdivision of lots for conventional houses within a conservation subdivision shall apply.
- ii. Additions to Manufactured Housing Units (or “Homes”). There shall be no additions constructed onto manufactured homes with the exception of **garages**, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.
- iii. Minimum Size. Every manufactured home shall be at least ~~28~~**23** feet in overall width ~~at the body~~ and have at least 700 square feet of habitable living space.”

10. Manufactured Housing Unit – **Not part of an existing Mobile Home Park – See Chapter 43 for existing Mobile Home Parks**

- A. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii); within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots.
- B. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of **garages**, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.
- C. Minimum Size. Every manufactured home shall be at least ~~28~~**23** feet in **overall** width ~~at the body~~ and have at least 700 square feet of habitable living space.”

III. That Section 42.23 of the General Ordinances of the City of Rochester entitled “Accessory Uses”, as presently amended, be further amended, by amending subsection (a)(2) of Section 43.5, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (a)(2) of Section 43.5 of the General Ordinances of the City of Rochester, to wit:

“42.23 Accessory Uses

* * *

b. Standards for Specific Accessory Uses. The following standards shall apply to these specific accessory uses, activities, structures, and situations wherever they are allowed:

- 5. Commercial Vehicles, Parking of. Parking commercial vehicles outdoors overnight within residential districts is permitted as an accessory use as follows:

- A. One small commercial vehicle - a passenger automobile, pick-up truck or van - is allowed. Additional commercial vehicles may be allowed by special exception.
- B. Other larger types of commercial vehicles – ~~such as box trucks or vehicles with more than 2 axles~~ **those weighing over 26,000 gvw** - are permitted only by special exception subject to the property owner being able to provide adequate buffering and sound mitigation.
- C. Adequate off-street parking must be provided. Parking shall not be within any public right-of-way.”

IV. That Section 42.28 of the General Ordinances of the City of Rochester entitled “Performance Standards”, as presently amended, be further amended, by amending subsection (d)(1)(A) of Section 42.28, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (d)(1)(A) of Section 42.28 of the General Ordinances of the City of Rochester, to wit:

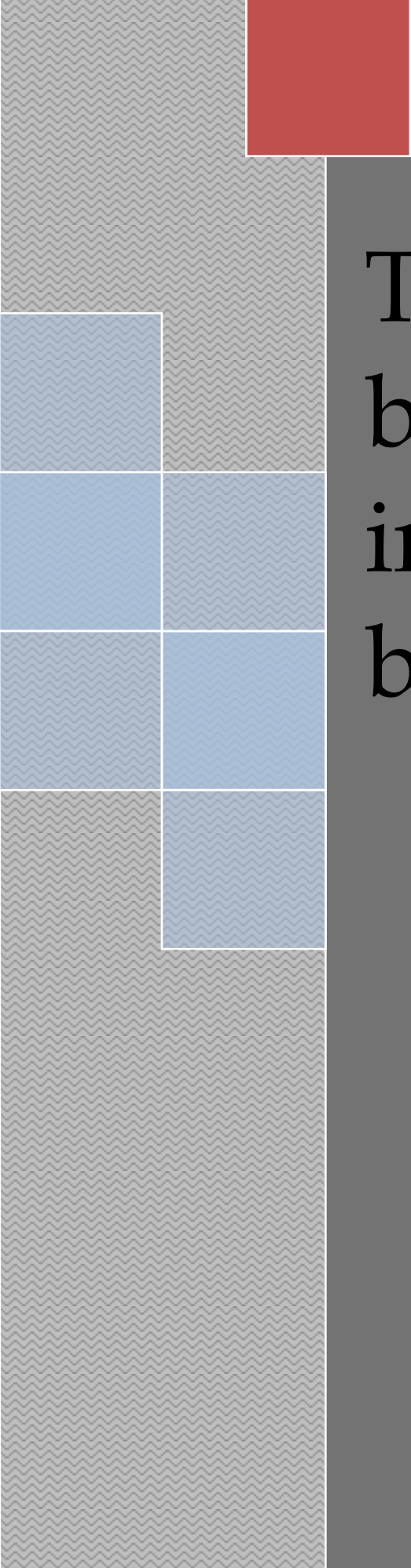
“d. Other Specific Standards

1. Glare or Light

- a. ~~All lighting installations, for every use (including single family dwellings), shall be shielded in order to avoid skyglow or undue glare onto any road or adjoining property.~~ **All exterior lights shall be designed, located, installed and directed in such a manner so as to prevent glare and objectionable light trespass onto neighborhood properties or roads.”**

CC FY 15 01-06 AB 84 (1)

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Added matter appears in red (e.g. **red**)



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**AMENDMENTS TO CHAPTER 43 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “MOBILE HOME PARK ORDINANCE”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 43 of the General Ordinances of the City of Rochester, entitled “Mobile Home Park Ordinance”, as presently amended, be further amended as follows:

- I.** That Section 43.1 of the General Ordinances of the City of Rochester entitled “Purpose and Intent”, as presently amended, be further amended, by amending said Section 43.1, as presently enacted, to provide as follows, said amended Section to be known as Section 43.1 of the General Ordinances of the City of Rochester, to wit:

“43.1 Purpose and Intent.

The purpose of this ordinance is to establish minimum standards for the construction **in** and maintenance of mobile home parks **existing (as of April 22, 2014)** in the City of Rochester. The intent of the ordinance is that mobile home parks **existing (as of April 22, 2014)** shall provide a healthful, safe, pleasant, and attractive residential atmosphere for their occupants, while at the same time being compatible with existing and anticipated future development in the surrounding areas.”

- II.** That Section 43.3 of the General Ordinances of the City of Rochester entitled “Definitions”, as presently amended, be further amended, by amending subsection (j) of Section 43.3, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (j) of Section 43.3 of the General Ordinances of the City of Rochester, to wit:

“(j) Manufactured Housing. Any structure, 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~~ **and** when erected on site, **is at least 13 feet in overall width and have at least 320**~~700~~ square feet or more **of habitable living space**, and which is built on a permanent chassis and is designed to be used as a single-family habitation with or without a permanent foundation when connected to required utilities, which include plumbing, heating, and electrical systems contained therein (in conformance with the definition in RSA 674:31, as amended).”

- III.** That Section 43.5 of the General Ordinances of the City of Rochester entitled “Design Standards”, as presently amended, be further amended, by amending subsection (a)(2) of Section 43.5, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (a)(2) of Section 43.5 of the General Ordinances of the City of Rochester, to wit:

“(a)

* * *

(2) No mobile home with accessory buildings, garage, structures, storage building and paved parking spaces shall occupy in excess of ~~twenty five percent (25%)~~ **thirty five percent (35%)** of a mobile home lot.”

CC FY 15 01-06 AB 84 - 2

NOTE: Deleted matter appears with strikeout (e.g. ~~strikeout~~)
Added matter appears in red (e.g. ~~red~~)



1/29/15

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 Various Amendments to Chapter 42: 42.2, 42.23 and 42.28 – Amendments to Chapter 43: 43.3, and 43.5	
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 checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	January 6, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	December 11, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

CC FY 15 AB 84

SUMMARY STATEMENT

Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing

**RESOLUTION, IN ACCORDANCE WITH
THE PROVISIONS OF RSA 674:39-aa, RECOGNIZING THE
“INVOLUNTARY MERGER” OF PROPERTY KNOWN AS
59 RICHARDSON STREET (CURRENTLY, ROCHESTER TAX MAP 128, LOT 98),
AND ACKNOWLEDGING, AMONG OTHER THINGS, THE APPROPRIATENESS OF
RESTORATION OF SUCH LOT
TO ITS IMMEDIATE PRE-MERGER CONFIGURATION**

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

WHEREAS, the owners of property situate at, currently known as, 59 Richardson Street, Rochester, New Hampshire (Tax Map 124, Lot 98), have, in December 2014 filed a request with the City of Rochester, and its City Council, pursuant to the provisions of RSA 674:39-aa, requesting that such property, which they assert was previously “involuntarily merged” by action of one or more administrative agency/official of the City of Rochester in, or around, 1986 (presumably after the adoption of the 1986 Rochester Zoning Ordinance in March of 1986) from two (2) separate lots formerly known respectively as Rochester Tax Map 61, Lots 66 & 68, into a single lot, currently known as 59 Richardson Street, Rochester, New Hampshire, and currently depicted on Rochester Tax Map 128, Lot 98; and

WHEREAS, RSA 674:39-aa provides that under certain conditions the owner(s) of lots previously involuntarily merged by a municipality, shall, upon request, by the owner(s) to the municipality's governing body, be restored to its pre-involuntary merger status; and

WHEREAS, the owners of 59 Richardson Street have filed a request to have the involuntary merger of such lot be restored to its pre-merger two (2) separate lot status configuration; and

WHEREAS, City officials in the Planning and Assessing Departments, as well as other City officials, have reviewed the facts surrounding the 1986 merger of the property currently known as 59 Richardson Street, and have determined that the lot currently known as 59 Richardson Street (Rochester Tax Map 128, Lot 98) was created by the involuntary merger by the City of Rochester, in or around 1986, of two (2) lots previously known as Rochester Tax Map 61, Lots 66 & 68 into a single lot currently depicted on Rochester Tax Map 128, Lot 98 Known as 59 Richardson Street, and that no voluntary action by, or on behalf of, the current or prior owners of the unmerged lots was taken to bring about their currently merged single lot status;

NOW, THEREFORE, in accordance with the provisions of RSA 674:39-aa, the Mayor and City Council of the City of Rochester, in its capacity as the governing body of the City of Rochester, hereby acknowledges both the request by the owners to have the lot status of 59 Richardson Street be restored to its two-lot pre-merger status and the accuracy of the facts set forth above herein, and therefore determine that the request to have the property known as 59 Richardson Street (Rochester Tax Map 128, Lot 98) be restored to its pre-involuntary merger status, and that all zoning and tax maps be updated to identify the pre-merger boundaries of said

lots or parcels, is appropriate and proper and consistent with the provisions and requirements of RSA 674:39-aa, and therefore direct that appropriate administrative officials of the City take all steps necessary to effectuate and implement such ends consistent with the mandate of RSA 674:39-aa.

CC FY15 02-03 AB 98



1/29/15

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

Vote to "Un-Merge" two lots that were involuntarily merged to form the parcel currently known as 59 Richardson Street - (Map/Lot 128-98)

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	February 3, 2015		
DEPT. HEAD SIGNATURE	Jim Campbell - Signature on file with City Clerk		
DATE SUBMITTED	January 23, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	18

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

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

NH RSA 674:39-aa ("Restoration of Involuntarily Merged Lots")

CC FY 15 AB 98 02/03 P&DD Unmerger

SUMMARY STATEMENT

NH RSA 674:39-aa requires that any "involuntarily merged" lots be returned to their non-merged status if requested by the property owner. The property owner(s) of 59 Richardson St, Tax Map-Lot 128-98, has submitted such a request.

City Staff and Legal Counsel have researched and reviewed files and deeds related to this property and have concluded that in the 1980's two lots were merged by the City involuntarily. Because of these findings, and in accordance with NH State Law, this property must be returned to pre-merger status (two lots) by the "governing body" (i.e. – City Council)

RECOMMENDED ACTION

City Staff and Legal Counsel suggest that City Council vote in the affirmative to "un-merge" these two lots and restore them to their pre-merger status.

Seth Creighton

From: Danford J. Wensley [dwensley@joneswensley.com]
Sent: Wednesday, January 21, 2015 3:43 PM
To: Seth Creighton
Subject: Re: 59 Richardson Street - Merger Issue RSA 674:39-aa
Attachments: Creighton Letter 1-21-15.pdf

Wensley & Jones, P.L.L.C.

Attorneys at Law/E-mail Transmission

40 Wakefield Street, Rochester, NH 03867

Tel.: (603) 332-1234/Fax: (603) 332-9716

1/21/15

Re: 59 Richardson Street - Merger Issue RSA 674:39-aa

Seth.

Attached is a copy of my opinion letter with respect to the 59 Richardson Street property and the request which you received to "un-merge" such lot into the two lots that appear to have existed prior to the March 1986 City-wide rezoning. As we discussed yesterday, the records you and Tom provided to me appear to indicate that the two lots were involuntarily merged by the City after the 1986 rezoning, and are thus eligible for having such merger reversed under the provisions of RSA 674:39-aa, once the City Council (in its capacity as governing body of the City) accepts the conclusions that the records appear to support.

If you have any questions or if I may be of assistance please contact me.

Dan

Danford J. Wensley, Esq.
Wensley & Jones, P.L.L.C.
40 Wakefield Street
Rochester, NH 03867
Tel: (603) 332-1234
Fax: (603) 332-9716
dwensley@joneswensley.com

NOTE: THIS MESSAGE AND THE INFORMATION CONTAINED HEREIN ARE THE PROPRIETARY AND CONFIDENTIAL PROPERTY OF WENSLEY & JONES, P.L.L.C. AND MAY BE PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE DO NOT READ, COPY, DISCLOSE OR DISTRIBUTE ITS CONTENTS TO ANY PARTY, AND NOTIFY THE SENDER IMMEDIATELY.

Wensley & Jones, P.L.L.C.
Attorneys at Law

40 Wakefield Street
Rochester, N.H. 03867

e-mail: www@joneswensley.com
Web page: www.joneswensley.com

Tel.: 603 332-1234
Tel.: 603 332-1235
Tel.: 603 332-2442
Fax: 603 332-2345

Stephen O. Wallace
(1955-1968)

January 21, 2015

Seth Creighton, City Planner
City of Rochester
31 Wakefield Street
Rochester, NH 03867

RE: *Merger Status of Lot 98, Rochester Tax Map 128 (formerly Rochester Tax Map 66, Lots 66 and 68)*

Dear Seth:

This letter is written to you in response to your request for an opinion as to the merger status of the lot currently known as 59 Richardson Street, Rochester, New Hampshire (Rochester Tax Map 128, Lot 98) (such properties formerly, prior to the March 1986 Rochester rezoning, being known separately as Lots 66 and 68 on Rochester Tax Map 66). Based on information which you supplied to me shortly after December 16, 2014, which included a request addressed to you from Dawna Hebert who, with her sister, Kelley Weymouth, inherited the property in question, and they are currently in the process of attempting to sell the same. Ms. Hebert's December 16, 2014 memorandum to you requested that the City "un-merge the two lots that were involuntarily merged by the City of Rochester at a previous date." Along with her memorandum and copies of a plot plan and several deeds, Ms. Hebert provided some background information with regard to the property. For reference purposes, I have attached an excerpt from the current Rochester Tax Map 128 depicting the existing Lot 98, which I understand was provided by the applicant.

The "unmerging" of previously involuntarily merged lots is partly covered by the provisions of RSA 674:39-aa entitled "Restoration of Involuntarily Merged Lots." I have reviewed the materials provided by Ms. Hebert, and discussed this matter further with you and the Tax Collector, to determine if the two lots in question were, in fact, "involuntarily merged" by the City prior to December 18, 2010, a date specified in RSA 674:39-aa.

Based on an examination of information provided by you and, particularly, by the Tax Collector, Thomas Mullen, it appears that up until sometime in 1986, apparently subsequent to the passage of the March 1986 new Rochester zoning ordinance, the two lots in question (i.e. Rochester Tax Map 66, Lots 66 and 68) were treated as two separate lots for tax and other purposes by the City of Rochester. In the new March 1986 zoning ordinance, apparently as a result of the newly adopted Section 42.7 of the 1986 Rochester Zoning Ordinance governing "Non-Conforming Uses", the two lots shown on Rochester Tax Map 66 as Lots 66 and 68 were involuntarily merged, because both lots were non-conforming, and while

Seth Creighton, City Planner
 January 21, 2015
 Page Two.

the resulting lot did not constitute a conforming lot, it was less non-conforming than the previously separate lots. Since that time, the two previously separate lots have been treated for tax, and presumably other City purposes as well, as a single lot, which had a total frontage of 90 feet, 60 of which feet were located on Richardson Street and 30 feet of which were located on Preston Street, and was part of a right-of-way by which Lot 68 was originally intended to be accessed (it is unclear as to whether the so-called 30 foot right-of-way has as a result of earlier changes in ownership, become a fee interest in the current owners of Lot 98 as it currently exists).

In July of 2011, a statute enacted that year by the New Hampshire legislature became effective and currently governs the ability of an owner of lots involuntarily merged by a municipality prior to September 18, 2010, are allowed to have such lots "un-merged" provided that they request such relief from the municipality prior to December 31, 2016. A copy of RSA 674:39-aa is attached hereto for your information and review with regard to this matter. As you will note, the statute provides that lots which were "... involuntarily merged prior to September 18, 2010" by a municipality "... shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of the lots or parcels as recorded at the appropriate registry of deeds, provided, that:

- “(a) The request is submitted to the governing body prior to December 31, 2016.
- (b) No owner in the chain of title voluntarily merged his or her lots.”

From the available information in the Planning Office and the Tax Collector's Office, it does not appear that any effort was made by an owner of the lots in question to merge them voluntarily. Given the fact that the statute places the burden to show voluntary merger on the municipality, it would appear that the available records are that the two lots in question should be viewed as having been "involuntarily merged," within the meaning of RSA 674:39-aa. This being the case, it would appear that the appropriate action by the City Council (acting in its capacity as the governing body of the City of Rochester) would be to grant the request that the two lots in question be "unmerged" and that the lots "... be restored to their premerger status".

Having indicated the above, it should be noted that the provisions of RSA 674:39-aa, V, also provides that "(t)he restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances."

It is also appropriate to note that pursuant to the provisions of RSA 674:39-aa, III, all decisions of the governing body with respect to requests for the undoing of "involuntary merger" may be appealed to the Rochester Zoning Board of Adjustment in accordance with the provisions of RSA 676.

Seth Creighton, City Planner
January 21, 2015
Page Three.

I hope that the above is of assistance to you and to the governing body. If you have any questions or if I may be of any assistance, please do not hesitate to contact me.

Sincerely yours,



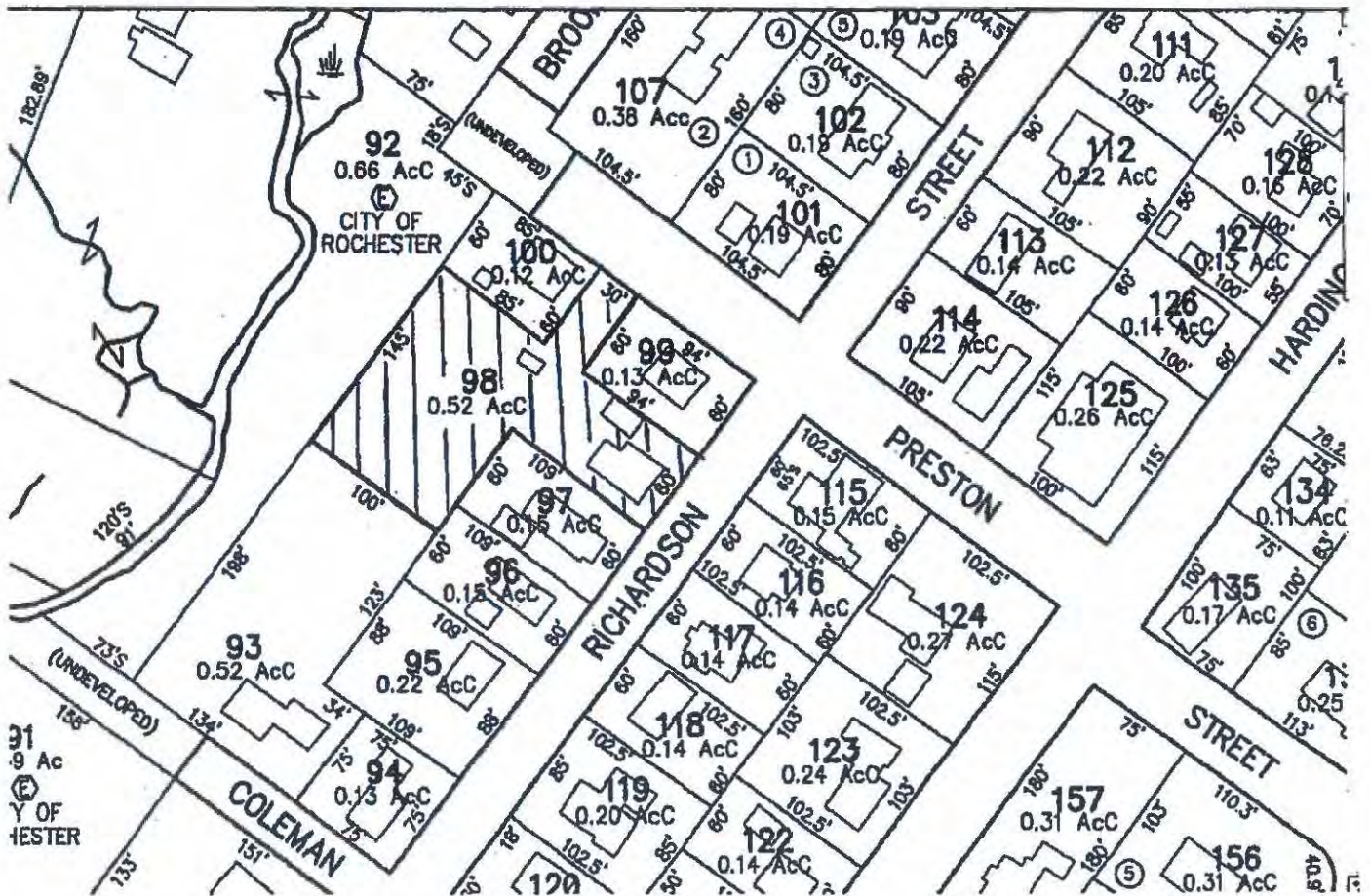
Danford J. Wensley

DJW/pjv
Enclosures

CC: Daniel W. Fitzpatrick, City Manager
CC: Blaine Cox, Deputy City Manager/Finance Director
CC: James Grant, Director of Building, Zoning & Licensing Services

Map #128 LOT #98

Tax map Lot #98
#128



TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:39-aa

674:39-aa Restoration of Involuntarily Merged Lots. –

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2016.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

Source. 2011, 206:4, eff. July 24, 2011.

DEC 16 2014

Planning Dept.

TO: Seth Creighton
City of Rochester NH Planning & Development

December 16, 2014

FROM: Dawna Hebert
Owner of 59 Richardson St.

I would like to "un-merge" two lots that were involuntarily merged by the City of Rochester.

I would like to request that the City of Rochester acknowledge in writing that 59 Richardson Street, Parcel ID # Map 128, Lot 98 is two lots and that one has the house at 59 Richardson Street on it and the other lot is a buildable lot that can be sold separately and is accessed by a 30 foot right of way off of Preston Street.

The current deed recorded in the Strafford County Registry lists the two lots as Tract I and Tract II and was recorded on June 10, 1999 at Book 2114, Page 0553 (Deed attached). Prior to that deed, the property was two separate deeds, both deeds are attached. Tract I was a deed recorded at the Strafford Registry on November 17, 1977 at Book 1007, Page 930 with ownership going to Sheldon Damon and Tract II was a deed recorded at the Strafford Registry on May 20, 1981 at Book 1065, Page 481 with ownership going to Sheldon and Dawn Damon.

The property's current address is 59 Richardson Street, Map 128, Lot 98 and it is located in the R1 zone.

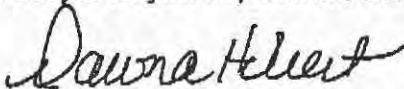
I have attached the original survey of the property, the current tax map, the tax card and all deeds.

Dawn Damon is my mother, the owner of the lot and she has passed away so my sister, Kelly Weymouth and I (Dawna Hebert) inherited the lot and are selling the property. Our real estate agent is Mike Hill of RE/MAX Insight and we give you permission to discuss everything about the property with him.

Here is the contact information for me and real estate agent Mike Hill:

Dawna Hebert, 40 Grove Street #2, Dover, NH 03820, email address is dawna.hebert@wdhospital.com and cell phone number is 603-289-8867. The contact information for our agent Mike Hill is email: mhill34035@aol.com and cell is 603-969-7715.

Thank you for your help with this matter.



Dawna Hebert, owner 59 Richardson St. Rochester NH

Tract II:

A certain parcel of land lying Southwesterly from Preston Street, so-called, and on the Southeasterly side of Brook Street, so-called, in Rochester, County of Strafford and State of New Hampshire, said parcel being described thus:

Beginning at an iron pipe to be set in the ground at the Southwesterly corner of land now or formerly owned by William S. and Vera M. Root, said point being on the Northwesterly side of a 30-foot right of way hereinafter conveyed to said grantor and at a distance of 60 feet in a course South 36° 35' West from the Southwesterly sideline of Preston Street as relocated; thence in a course North 36° 15' West 85 feet by land of said Roots to Brook Street, so-called; thence South 53° 25' West by said Brook Street 145 feet to an iron hub to be set in the ground; thence South 36° 35' East 100 feet to an iron hub to be set in the ground at land now or formerly of Melvin R. and June I. Perkins; thence North 36° 35' (sic) East 25 feet by land now or formerly of said Perkins and 60 feet by land now or formerly of Edward and Ruby Nadeau to an iron pipe to be set in the ground; thence North 36° 35' West 15 feet by the Westerly side of the 30-foot way as relocated to an iron pipe to be set in the ground; thence North 53° 25' East 60 feet by said 30-foot passway to the point of beginning.

Also there is conveyed herewith said 30-foot passway, which extends Southwesterly from said Preston Street as relocated for a distance of 120 feet, being bounded Northwesterly by the lands of said Roots and lands herein conveyed and Southwesterly by lands now or formerly owned by Samuel B. and Mary Smith, and by William H. Smith.

The plots herein conveyed represent said passway as relocated and Lots 11 and 10 according to the original plan of Brookdale Development and part of Lot 12. (See deed of Root to the People's Building and Loan Association and also "Revised Plan of Brookdale Development, F.F. Spencer, C.E. March 10, 1948."

Meaning and intending to describe and convey the same premises as conveyed in deed of Jacquelyn T. Larson to Sheldon W. Damon and Dawn Damon dated May 20, 1981 and recorded in Book 1065, Page 480, Strafford County Registry of Deeds.

This conveyance is SUBJECT to a LIFE ESTATE in the above-described premises (Tracts I and II) in favor of the Grantor, Sheldon W. Damon, during the term of his life, and the Grantor, Sheldon W. Damon, reserves the full, exclusive and unrestricted right to use, occupy, hold, possess and enjoy the conveyed premises.

This conveyance is made pursuant and subject to a divorce in the matter styled "In the Matter of Sheldon W. Damon and Dawn

BK2114PG0554

Damon", Strafford County Superior Court Docket # 99-M-0145 and is therefore exempt from transfer taxes.

Dated this 16 day of June, 1999.

Sheldon W. Damon
Sheldon W. Damon

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

JUNE 16, 1999

Personally appeared the above-named Sheldon W. Damon, known to me, or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes therein contained.

Before me,

Janet Hilber
Notary Public/Justice of the Peace

JANET HILBER, Notary Public
My Commission Expires October 25, 2003



BK2114PG0555

TRACT I

1/29/15

Know All Men By These Presents

THAT WE, GERTRUDE LETENDRE of Cross Road, Rochester, and REBECCA BERNARD, also of Rochester, Strafford County, New Hampshire

Original Deed
Tract I

for consideration paid, grant to SHELDON W. DAMON, of Profile Apartments, P. O. Box 276, Rochester, Strafford County, New Hampshire 03867

with warranty covenants -

A certain tract or parcel of land with the buildings thereon, situate on the northwesterly side of Richardson Street in said City of Rochester, bounded and described as follows:

Beginning at an iron pipe set in the ground on the northwesterly side of said Street at a point South 55°25' West sixty (60) feet from a stone post set in the ground at the intersection of the northwesterly side of said Richardson Street and the southwesterly street line of Preston Street, as relocated according to a plan entitled, "Revised Plan of Brookdale Development, Rochester, NH dated March 10, 1948, later revised to December 22, 1948, FF Spencer. CE" said plan being Rochester Plan #23 located in Pocket 5, Folder 4, Strafford County Registry of Deeds; thence from said iron pin North 36°35' West for a distance of eighty-five (85) feet by land now or formerly of Samuel B. and Mary Smith to an iron pipe set in the ground at a 30 foot right of way; thence turning and running South 53°25' West for a distance of sixty (60) feet to Lot #3 on the aforementioned plan; thence turning and running South 36°35' East eighty-five (85) feet to said Richardson Street; thence turning and running North 53°25' East for a distance of sixty (60) feet by said Richardson Street to the point begun at.

Meaning and intending to convey the same premises conveyed to Jesse M. and Pauline H. Ames, by deed of Joseph A. and Esther M. Vallee dated December 27, 1967, recorded at Book 838, Page 239, Strafford County Records, the said Pauline H. Ames died on October 8, 1975, Jesse M. Ames was surviving joint owner until his death on December 22, 1976. See Also Strafford County Probate File #A17534, whereby grantors acquired title as devisees of Jesse M. Ames.

The above described premises are not homestead property of the grantors.



WITNESS OUR hand(s) and seal(s) this 17th day of November -- 1977

Witness:

Cornelius L. Varney

Gertrude Letendre
Gertrude Letendre

Cornelius L. Varney

Rebecca Bernard
Rebecca Bernard

STATE OF NEW HAMPSHIRE

The foregoing instrument was acknowledged before me this, 17th day of November 1977 by Gertrude Letendre and Rebecca Bernard.

COUNTY OF STRAFFORD
November 19 77

Laura D. Carey

Cornelius L. Varney

JUSTICE OF THE PEACE
NOTARY PUBLIC

COOPER, HALL & WALKER, ATTORNEYS

REGISTER OF DEEDS
STRAFFORD COUNTY

BK-1007 PGE-930

WARRANTY DEED BK-1065 PGE-480
Joint Tenancy
~~XXXXXXXXXXXXXXXXXXXX~~

Original Deed
Tract II

Know all Men by these Presents,

That Jacquelyn T. Larson of 150 Rochester Hill Road,

of Rochester, County of Strafford, State of New Hampshire
being unmarried, for consideration paid, grant to Sheldon W. Damon and Dawn Damon

of Rochester, County of Strafford, State of New Hampshire
whose mailing address is Richardson Street, Rochester, New Hampshire

with warranty covenants as joint tenants the land in Rochester, County of Strafford,
State of New Hampshire
described as follows:

A certain parcel of land lying Southwesterly from Preston Street, so-called, and on the Southeasterly side of Brook Street, so-called, in Rochester, County of Strafford and State of New Hampshire, said parcel being described thus:

Beginning at an iron pipe to be set in the ground at the Southwesterly corner of land now or formerly owned by William S. and Vera M. Root, said point being on the Northwesterly side of a 30-foot right of way hereinafter conveyed to said grantor and at a distance of 60 feet in a course South 36° 35' West from the Southwesterly side line of Preston Street as relocated; thence in a course North 36° 15' West 85 feet by land of said Roots to Brook Street, so-called; thence South 53° 25' West by said Brook Street 145 feet to an iron hub to be set in the ground; thence South 36° 35' East 100 feet to an iron hub to be set in the ground at land now or formerly of Melvin R. and June I. Perkins; thence North 36° 35' (sic) East 25 feet by land now or formerly of said Perkins and 60 feet by land now or formerly of Edward and Ruby Nadeau to an iron pipe to be set in the ground; thence North 36° 35' West 15 feet by the Westerly side of the 30-foot way as relocated to an iron pipe to be set in the ground; thence North 53° 25' East 60 feet by said 30-foot passway to the point of beginning.

Also there is conveyed herewith said 30-foot passway, which extends Southwesterly from said Preston Street as relocated for a distance of 120 feet, being bounded Northwesterly by the lands of said Roots and lands herein conveyed and Southwesterly by lands now or formerly owned by Samuel B. and Mary Smith, and by William H. Smith.

The plots herein conveyed represent said passway as relocated and Lots 11 and 10 according to the original plan of Brookdale Development and part of Lot 12. (See deed of Root to the People's Building and Loan Association and also "Revised Plan of Brookdale Development, F.F. Spencer, C.E. March 10, 1948.")

This is not my homestead premises.



1981 JUN - 3 AM 9:02
Larson D. Larson

REGISTER OF DEEDS
STRAFFORD COUNTY

And I, Jacquelyn T. Larson

~~has hereby acknowledged and released all rights by descent and all other rights.~~

Witness my hand and seal this 20th day of the month of
May, 1981.

Signed, Sealed and Delivered
in presence of

Marva Taylor

Jacquelyn T. Larson
Jacquelyn T. Larson

New Hampshire
State of ~~Strafford~~ County of ~~Strafford~~ as May 20, 1981

Then personally appeared the above named Jacquelyn T. Larson

and acknowledged the foregoing instrument to be her free act and deed.

Before me,

Robert A. Dyer
My Commission Expires April 23, 1985
Notary Public
FENTON

Laura D. Coney

REGISTER OF DEEDS
STRAFFORD COUNTY

BK 1065 PG 481

BK-1065 PGE-481

Unofficial Property Record Card - Rochester, NH

General Property Data

Parcel ID 0128-0098-0000	Account Number 31781
Prior Parcel ID --	
Property Owner DAMON DAWN M % SHELDON DAMON	Property Location 59 RICHARDSON ST Property Use SINGLE FAM
Mailing Address 59 RICHARDSON ST	Most Recent Sale Date 6/16/1999
	Legal Reference 2114-553
City ROCHESTER	Grantor DAMON SHELDON W
Mailing State NH Zip 03867-3519	Sale Price 0
Parcel Zoning R1	Land Area 0.520 acres

Current Property Assessment

Card 1 Value	Building Value 53,900	Yard Items Value 8,400	Land Value 41,800	Total Value 104,100
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Building Description

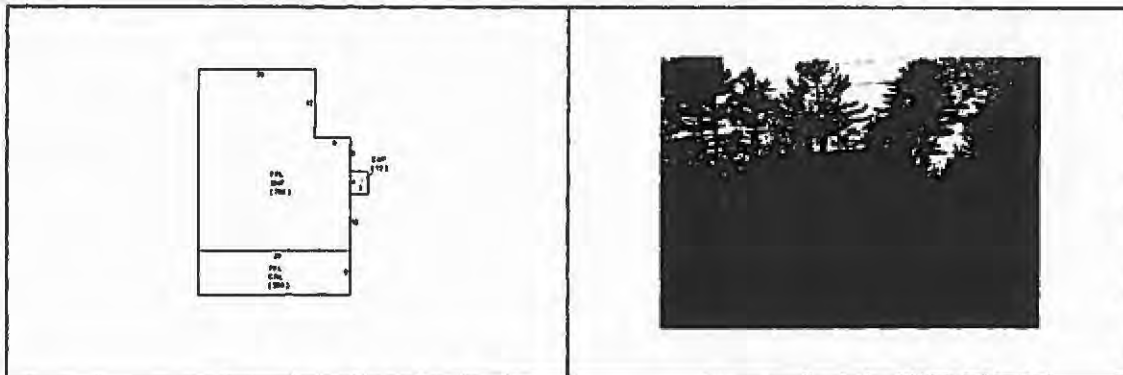
Building Style COTTAGE	Foundation Type CONCRETE	Flooring Type AVERAGE
# of Living Units 1	Frame Type WOOD	Basement Floor CONCRETE
Year Built 1943	Roof Structure GABLE	Heating Type FORCED H/W
Building Grade AVG. (-)	Roof Cover ASPH SHINGLE	Heating Fuel OIL
Building Condition Average	Siding ALUM/VINYL	Air Conditioning 0%
Finished Area (SF) 968	Interior Walls AVERAGE	# of Bsmt Garages 0
Number Rooms 4	# of Bedrooms 2	# of Full Baths 1
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

Legal Description

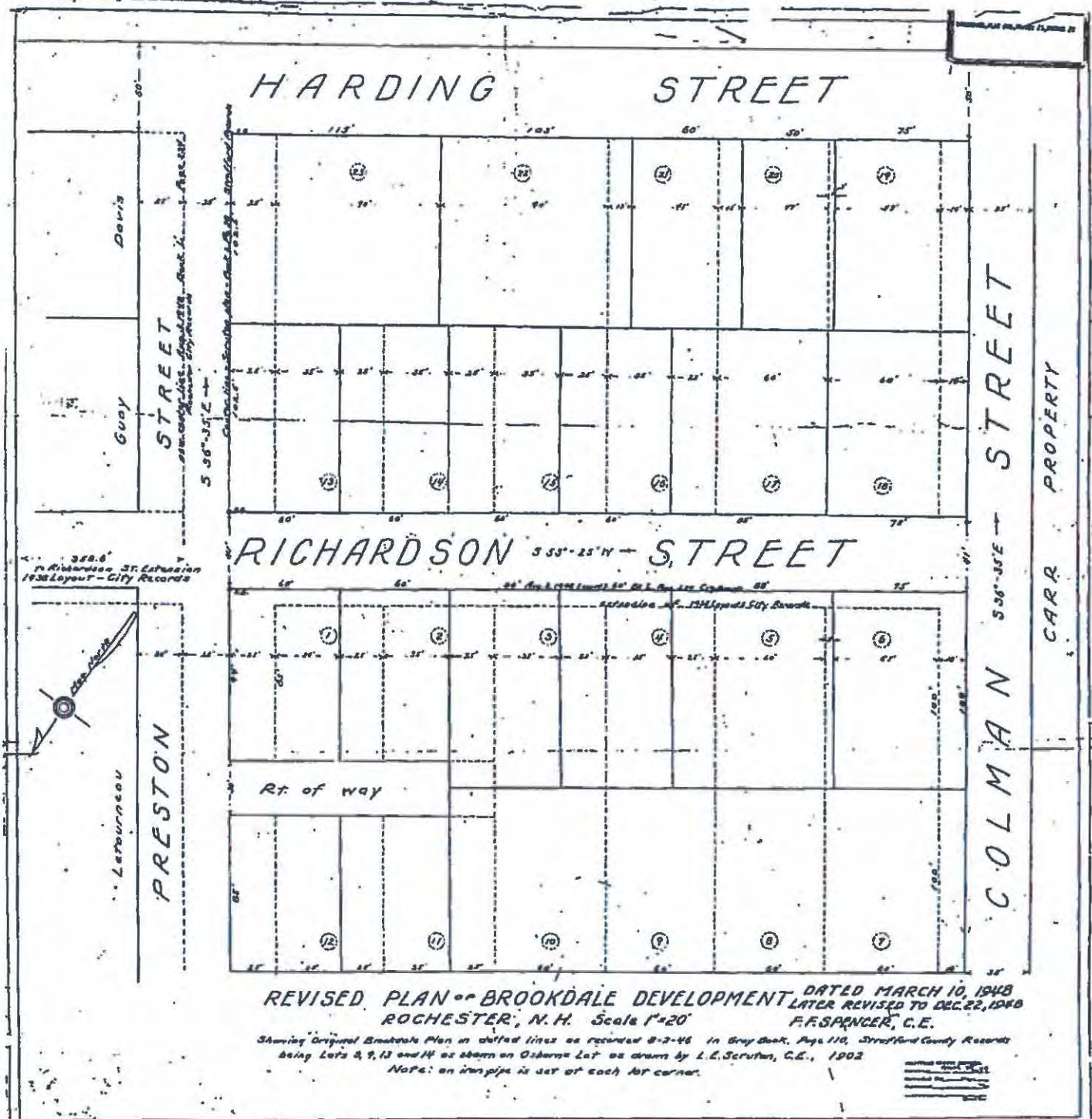
Narrative Description of Property

This property contains 0.520 acres of land mainly classified as SINGLE FAM with a(n) COTTAGE style building, built about 1943 , having ALUM/VNYL exterior and ASPH SHINGLE roof cover, with 1 unit(s), 4 room(s), 2 bedroom(s), 1 bath(s), 0 half bath(s).

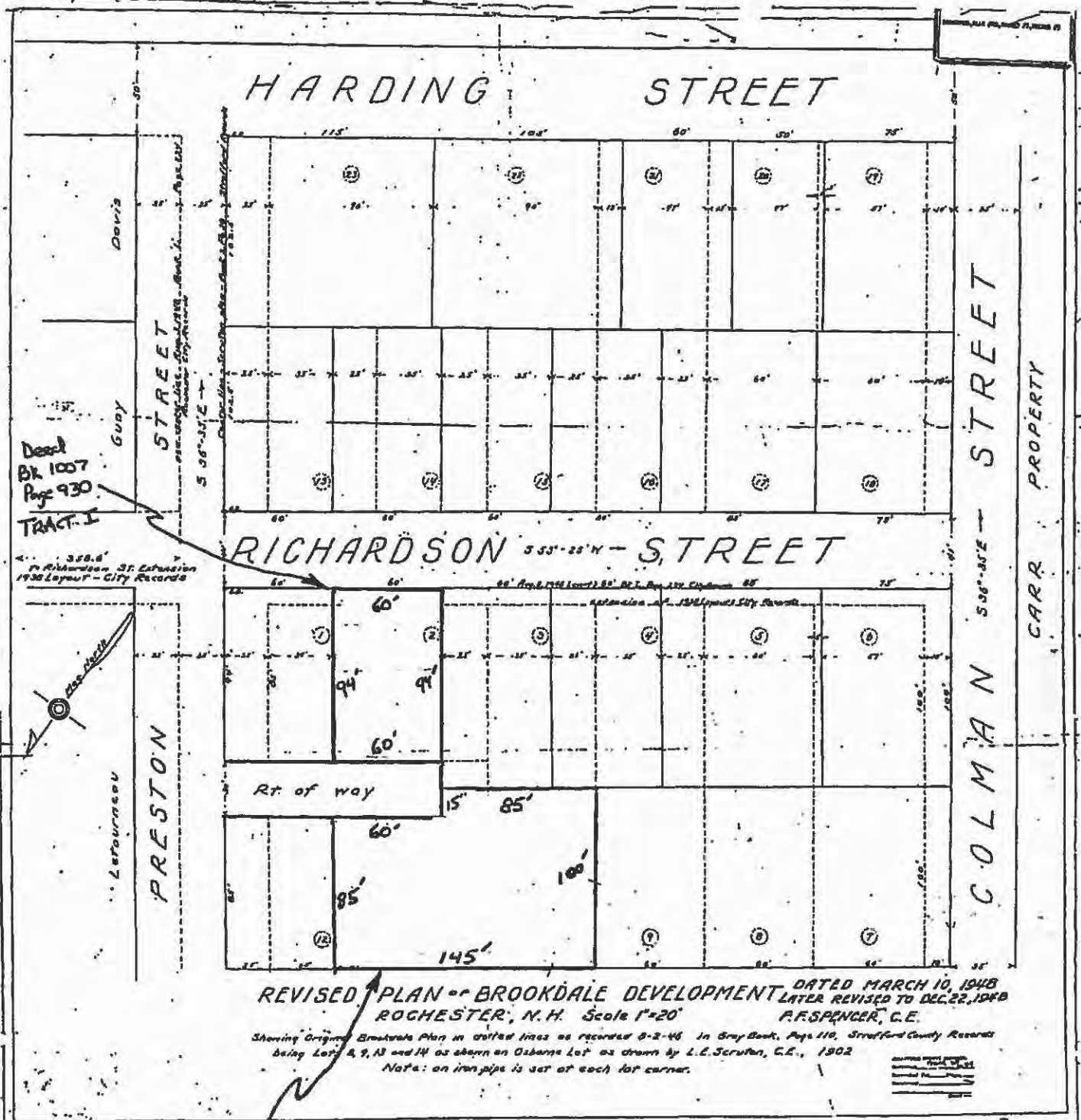
Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranteed.



Survey From Registry



Map #128 LOT #98

Tax map Lot #98
#128

Current Deed

1/29/15

Current Deed
Tract I + II

011278

1999 JUN 16 AM 8:51

REGISTER OF DEEDS
STRAFFORD COUNTY

Exhibit A

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, that SHELDON W. DAMON, unmarried, of 31 Richardson Street, Rochester, County of Strafford and State of New Hampshire 03867, for consideration paid, grants to DAWN M. DAMON, unmarried, of 21 Rochester Hill Road, Rochester, County of Strafford and State of New Hampshire 03867, with QUITCLAIM COVENANTS, all my right, title and interest in the following described premises:

Rochester, New Hampshire (2 Tracts):

Tract I:

A certain tract or parcel of land with the buildings thereon, situate on the Northwestern side of Richardson Street in said City of Rochester, bounded and described as follows:

Beginning at an iron pipe set in the ground on the Northwestern side of said Street at a point South 55° 25' West 60 feet from a stone post set in the ground at the intersection of the Northwestern side of said Richardson Street and the Southwesterly Street line of Preston Street, as relocated according to a plan entitled, "Revised Plan of Brookdale Development, Rochester, NH dated March 10, 1948 later revised to December 22, 1948, FF Spencer, CE" said plan being Rochester Plan #23 located in Pocket 5, Folder 4, Strafford County Registry of Deeds; thence from said iron pin North 36° 35' West for a distance of 85 feet by land now or formerly of Samuel B. and Mary Smith to an iron pipe set in the ground at a 30 foot right of way; thence turning and running South 53° 25' West for a distance of 60 feet to Lot #3 on the aforementioned plan; thence turning and running South 36° 35' East 85 feet to said Richardson Street; thence turning and running North 53° 25' East for a distance of 60 feet by said Richardson Street to the point begun at.

Meaning and intending to describe and convey the same premises conveyed in deed of Sheldon W. Damon to Sheldon W. Damon and Dawn M. Damon dated August 11, 1982 and recorded in Book 1084, Page 382, Strafford County Registry of Deeds. Reference is also made to deed of Gertrude Letendra and Rebecca Bernard to Sheldon W. Damon dated November 17, 1977 and recorded at Book 1007, Page 930, Strafford County Registry of Deeds.

59 Richardson St Tract I

BK2114P60553



1/29/15

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 Ten Rod Road Tenant Sign Location Change

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	February 3, 2015		
DEPT. HEAD SIGNATURE	Karen Pollard, Economic Development Manager - Signature on file with City Clerk		
DATE SUBMITTED	January 23, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

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 AUTHORITY

--

SUMMARY STATEMENT

The City Council approved the Ten Rod Road Business Park sign locations on September 7, 2012. In current meetings with business park tenants we have heard their requests for signs to be placed closer to Ten Rod Road without impeding lines of sights. Attached please find the original location approved and the proposed new location. No city expenditure required.

RECOMMENDED ACTION

Please consider and approve the new proposed location for the tenant sign at the Ten Rod Road Business Park.



Street: 0 TEN ROD RD
Owner Name: COLEMAN ALVIN J & SON
INC
Parcel #: 0F221-0000-0000

141



Date: 11/30/2012
© 2014 Nokia O AND S 2015
Level Neighborhood Scale 200%



12 ft.

Ten Rod Road Business Park

30 INDUSTRIAL WAY
ASHLAND ELECTRIC

30 INDUSTRIAL WAY
LAARS TECHNOLOGIES

30 INDUSTRIAL WAY
EASTERN PROPANE & OIL

30 INDUSTRIAL WAY
 TENANT 1
 TENANT 2
 TENANT 3
 TENANT 4

30 INDUSTRIAL WAY
 TENANT A
 TENANT B
 TENANT C
 TENANT D

30 INDUSTRIAL WAY
STRAFFORD COUNTY BOARD OF REALTORS
 TENANT 1A
 TENANT 2B
 TENANT 3C

6 ft.



2'-3 ft.



8 ft.

