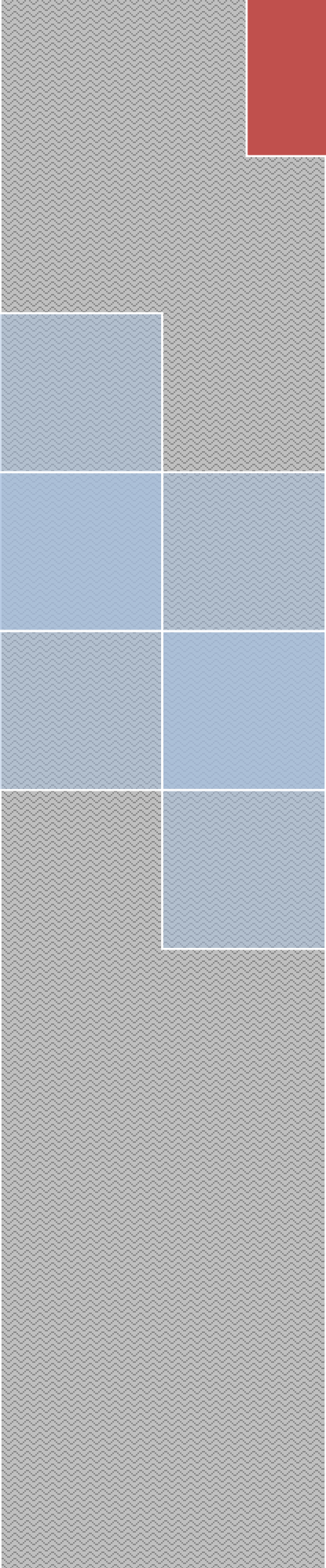




Regular City Council Meeting
April 7, 2015
COUNCIL CHAMBERS
7:00 PM

Agenda

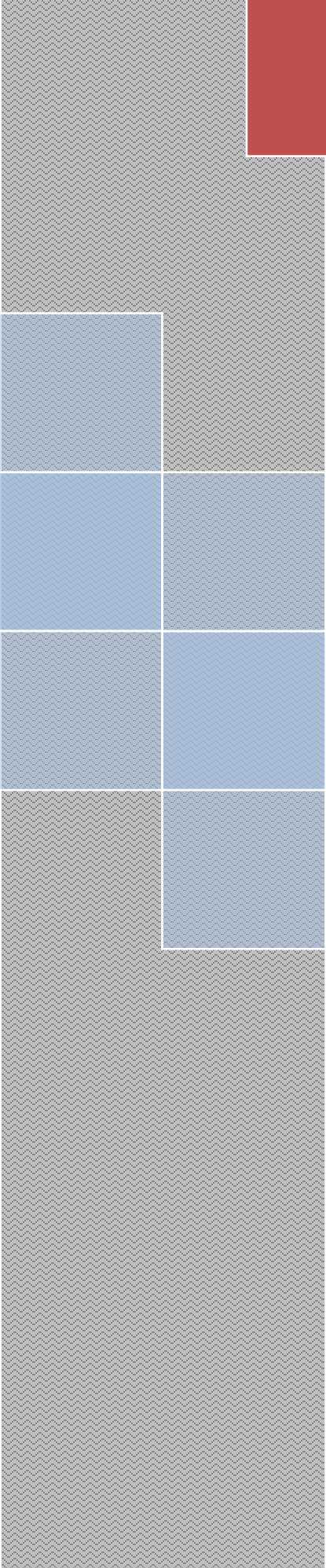
1. Call to Order
2. Pledge of Allegiance
3. Opening Prayer
4. Roll Call
5. Acceptance of Minutes
 - 5.1. [March 3, 2015, Regular City Council Meeting Minutes](#)
6. Communications from the City Manager
 - 6.1. Employee of the Month Award
 - 6.2. City Manager's Report P. 11
7. Communications from the Mayor
 - 7.1. **Proclamation:** Arbor Day P. 57
 - 7.2. **Announcement:** Dog Registration and Rabies Clinics P. 59
8. Communications from the Deputy City Manager
 - 8.1. **AB 135** Budget Calendar P. 61
9. Presentations of Petitions and Council Correspondence
 - 9.1. **AB 134** Review of Update of Values – Report from Municipal Resources, Inc. P. 65
10. Nominations, Appointments, Resignations, and Elections
 - 10.1. **Resignation:** Daniel Spencer, Ward Clerk: Ward Five P. 93



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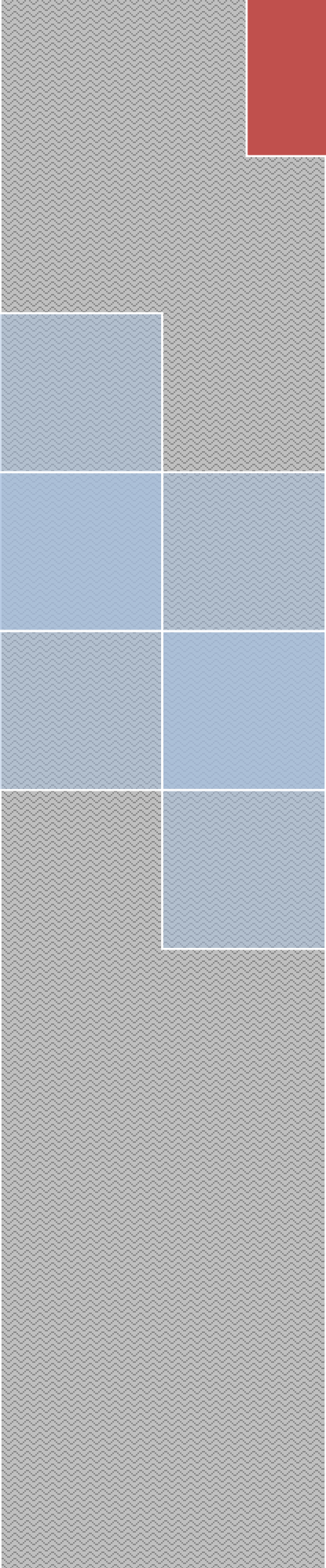
- 10.2. **Appointment:** Daniel Spencer, Moderator: Ward Five P. 94
- 11. Reports of Committees: P. 95
 - 11.1. Appointments Committee P. 97
 - 11.2. Community Development Committee P. 101
 - 11.3. Finance Committee P. 105
 - 11.4. Joint Building Committee P. 109
 - 11.5. Public Safety Committee P. 125
 - 11.6. Public Works Committee P. 129
- 12. Old Business
- 13. Consent Calendar
 - 13.1. **AB 121** Resolution De-Authorizing FY 2004 – 2005 Capital Improvement Budget Appropriation for the So-Called Strafford Square Project – **First Reading, Second Reading, and Adoption** P. 139
 - 13.2. **AB 122** Resolution De-Authorizing FY 2011-2012 Capital Improvement Budget Appropriation for the So-Called Strafford Square Project – **First Reading, Second Reading, and Adoption** P. 145
 - 13.3. **AB 123** Resolution De-Authorizing FY 2013 – 2014 Capital Improvements Budget Appropriation for the So-Called Strafford Square Project – **First Reading, Second Reading, and Adoption** P. 151
- 14. New Business
 - 14.1. **AB 120** Welfare Guidelines – **Motion to Approve** P. 157
 - 14.2. **AB 127** Resolution Adopting a 2015-2016 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2015-2016 Community Development Budget for the City of Rochester – **First Reading and Refer to a Public Hearing** P. 163



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- 14.3. **AB 128** Resolution Adopting a 2015-2020 Rochester CDBG "Consolidated Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2015-2016 Community Development Budget for the City of Rochester – **First Reading and Refer to a Public Hearing** P. 167
- 14.4. **AB 131** Resolution Authorizing Permission to the Rochester Police Department to Apply for Paul Coverdell Forensic Science Improvements Grant in the Amount of \$119,359 – **First Reading and Adoption** P. 171
- 14.5. **AB 116** Secondhand Dealer Renewal License for "A Formal Affair" – **Motion to Approve** P. 175
- 14.6. **AB 126** New Secondhand Dealer Application "World's Largest Yard Sale" – **Motion to Approve** P. 179
- 14.7. **AB 119** 2017-2026 State of New Hampshire Ten Year Transportation Improvement Plan – **Submit any Comments to the Strafford Metropolitan Planning Organization** P. 185
- 14.8. **AB 118** Resolution Pursuant to Section 60 of the Rochester City Charter Approving the City Manager's Proposed Amendment to the City of Rochester's So-Called "Merit Plan" Creating the Position of "Director of City Services" and Making Certain Related Changes/Additions to Said Plan – **First Reading and Adoption** P. 191
- 14.9. **AB 111** Resolution Accepting Grant to the Rochester Police Department for DWI/DUI Enforcement Patrols and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$7,664.28 – **First Reading, Second Reading, and Adoption** P. 205
- 14.10. **AB 112** Resolution Accepting Grant to the Rochester Police Department for Speeding Enforcement Patrols and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$5,748.21– **First Reading, Second Reading, and Adoption** P. 215
- 14.11. **AB 124** Resolution De-Authorizing a Portion of the 2010-2011 Capital Improvement Budget Appropriation for the So-Called Strafford Square

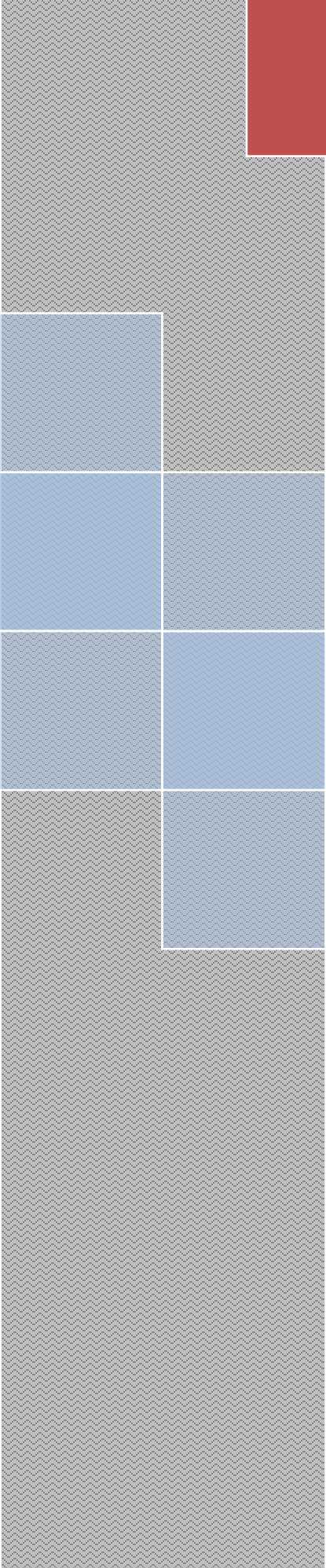


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Project – **First Reading, Second Reading, and Adoption** P. 219 ^{4/2/15}

- 14.12. **AB 125** Resolution Authorizing Supplemental Appropriation to the 2014-2015 Capital Improvements budget of the City of Rochester, Department of Public Works, for Land Acquisition for the Strafford Square Project and Accepting NH DOT Grant Regarding the Same – **First Reading, Second Reading, and Adoption** P. 223
- 14.13. **AB 132** Amendment to Chapter 15.5 of the General Ordinances of the City of Rochester Regarding “Highways, Bridges, Sidewalks, and Street Lighting” – **First Reading, Second Reading, and Adoption** P. 227
- 14.14. **AB 136** Collins Circle Gas Line Service Project – **Motion to Approve** P. 231
- 15. Other
- 16. 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
APRIL 7, 2015

The Employee of the Month is: Kathy Mallett, Library **P.11**

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

- February 23, 2015 **P.13**
- March 2, 2015 **P.16**
- March 9, 2015 **P.19**
- March 16, 2015 **P.22**
- March 23, 2015 **P.25**

Contracts and documents executed since last month:

- Bridging the Gaps – Memorandum of Understanding **P. 28**
- CDBG – release of funds – Library Heating/Cooling units project **P.29**
- Chesley Hill improvements project – bid award **P. 30**
- Eversource/FairPoint infrastructure - construction contracts – GRDD (Granite Ridge Development District) **P.31**
- Force Engineering proposal – arena roof **P.32**
- State Highway Grant notification – PD DUI Patrols **P.33**
- State Highway Grant notification – PD Enforcement Patrols **P.34**
- GRDD (Granite Ridge Development District) – bid award – Severino Trucking **P.35**
- GRDD (Granite Ridge Development District) Infrastructure Improvements – Severino Trucking construction agreement **P.36**
- Lakes Region – GIS mapping request **P.37**
- LexisNexis agreement **P.38**
- Pump Station amendment **P.39**
- Seabrook Power Plant FY16 Budget **P.40**
- Water Storage Tank Rehab project **P.41**
- Watershed Assistance Grant – Grant Award Acceptance documents **P.42**

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

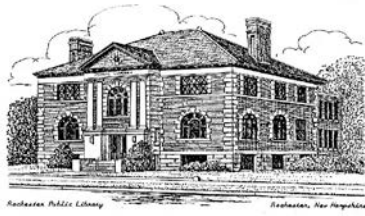
- Computer Lease – McVay, K (Police) **P.43**
- Computer Lease – Stevens, C (Fire Dept.) **P.44**
- Computer Lease – Warburton, R (Police) **P.45**

The following is included for your information:

- Attorney opinion – Rochester Fairgrounds **P.46**
- Metrocast Franchise Fees received **P.49**
- Parsell Haying Agreement **P.50**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report **P.53**
- Permission & Permits Issued **P.54**
- Personnel Action Report Summary **P.55**



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

4/2/15
Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

To: Employee Recognition Self-Directed Work Team; Lisa Clark, Chair
From: Brian Sylvester, Library Director
Date: 2/24/15
Subject: Employee of the Month Nomination

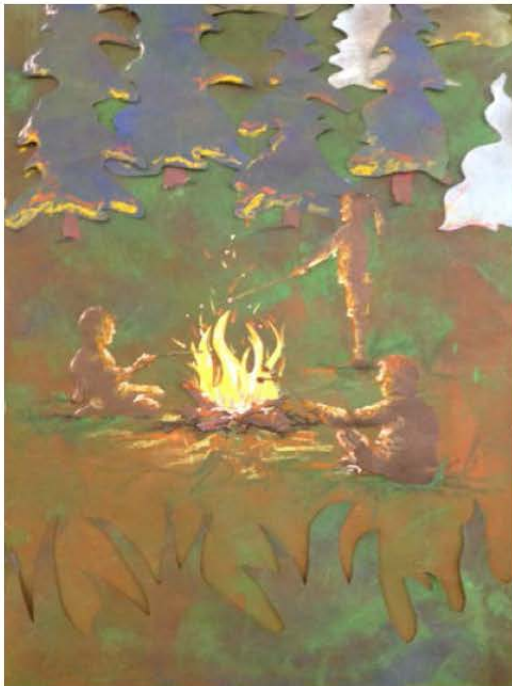
I would like to nominate Library Assistant Kathy Mallet for the city's Employee of the Month award. Kathy is one of our dedicated front desk workers, and is responsible for the wonderful artwork regularly on display behind the desk each season. Kathy uses cut paper and paint illustration methods to make seasonal backdrops behind the circulation desk, ranging from a winter ice skating scene to children celebrating Halloween. She has also created amazing table-top displays, book displays, signage about library policies, and decorations. Her most recent display is a 50 piece wall of suspended placards with inspirational quotes about books, reading, and libraries. Because of its size and location it is difficult to photograph, but I have attached images of some of her other creations to this letter, and I invite the committee members to visit the library's main floor to take a look at the display.

While Kathy does work on these displays during her shifts, she also works on them from home. She planned and built the newest installation in her home on her off hours, using her own materials, and estimates that she had to rebuild it numerous times to get it to fit the space and display well. She is very committed to making the library an inviting space for our visitors.

We are all very proud of Kathy for her amazing work and would be thrilled to see her recognized by the city.

Brian Sylvester
Library Director

2/24/15





City of Rochester
OFFICE OF THE CITY MANAGER
MANAGEMENT TEAM
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
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MANAGEMENT TEAM MEETING
February 23, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Roland Connors, Deputy Director - Finance
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Brian Sylvester, Library Director
Norm Sanborn, Fire Chief
Samantha Rodgers, Executive Asst.

Seth Creighton, Chief Planner
Chris Bowlen, Director – Recreation
Michael Allen, Chief - Police
Jenn Marsh, Economic Dev. Specialist
Mike Bezanson, Interim Director DPW

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:01 A.M.

1. Management Team Minutes – February 17, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

- Item #11 – need to get clarification of request from the Finance Committee.
- Item #13 – letter was sent – Item closed.

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

No new requests, no discussion.

5. City owned property purchase request

The City Manager's office received a request to purchase a portion of the City's right of way behind property Map 0128-00027-0000. City Manager Fitzpatrick sent to the Planning Department to look into and make a recommendation.

6. Other

Director Sylvester

- Advised that he had a discussion with Sgt. Deluca to make sure that the Police Dept. has the same records about banned patrons.
- Advised that he has been in discussions with other libraries about frequency of banning patrons and that he along with several other representatives from surrounding communities will be meeting with the Dover police chief.
- Advised that the Trustees adopted a pest management policy.

Economic Development Specialist Marsh

- Advised that Fest Events would be at the TRG and will be looking for feedback from staff about events they will be holding at the Fairgrounds.

Deputy Finance Director Connors

- Reminded staff to get Mark Sullivan their list of prioritized cash capital projects by the end of the week.
- Advised that the bond sale would take place on Wednesday for the \$18.2 million bond issue. It was further discussed that there would be a large premium that could be further applied to reduce the bond amount.

Chief Planner Creighton

- Advised that the Planning Board meeting that had been rescheduled twice due to weather is scheduled for tonight. Advised that there will be another Planning Board meeting next week.

Chief Sanborn

- Advised that there were several storm related calls from businesses due to snow concerns.
- Advised that there were also several medical calls.

Chief Allen

- Advised that there are three police recruits halfway through the police academy. They should be graduating in April.
- Advised that he has one new officer halfway through field training.
- Advised that backgrounds are being done on new officer candidates and one dispatch position.
- Advised that he met with Frank Guinta and had good discussion about the heroin epidemic and getting his support for funding.
- Boasted in jest that the Police are undefeated against Fire for the annual charity skate.

- Advised that he participated in a webinar regarding social media usage. Brought up some items to consider such as: archiving the digital information according to records retention policy.

Director Bowlen

- Advised that the Arena had a good weekend of events.
- Advised that they will have to play catch up in order to reschedule the basketball events that were cancelled due to the building closure.

Director Grant

- Advised that he would be closing the office at some point, as his staff will be attending the services for Mr. Perkins father.
- Advised that he has two large permits. The renovations for the Milton Road Cumberland Farms and renovations for 1 Wakefield Street.

Acting Director Bezanson

- Advised that snow was removed from the Community Center roof and the building was reopened.
- Advised that his staff will be doing snow removal tonight.
- Advised that they are aware of concerns with frost heaves and are assessing. Also that there have been some issues with water service due to frozen pipes.

The Management Team meeting adjourned at 9:47 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



City of Rochester
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MANAGEMENT TEAM
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
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MANAGEMENT TEAM MEETING

March 2, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Danford Wensley, City Solicitor
Terence O'Rourke, City Attorney
Mike Bezanson, Interim Director DPW
Samantha Rodgers, Executive Asst.
Norm Sanborn, Fire Chief

Jim Campbell, Planning Director
Chris Bowlen, Director – Recreation
Michael Allen, Police Chief
Brian Sylvester, Library Director

EXCUSED:

Karen Pollard, Economic Development Mgr.

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:04 A.M.

1. Management Team Minutes – February 23, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

- Item # 7 – This was reviewed and approved by the Planning Board. Item is closed.
- Item # 11 – Deputy City Manager Cox will discuss with the Finance Committee

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

One request was received for RSA (Revised Statutes Annotated) 79e approved property information. The request will be sent to the Assessor's office and the City Clerk's office to research.

5. Timeliness of agenda items

City Manager Fitzpatrick reiterated the need to make sure to get items to the City Clerk's office in by the deadline (10am Monday the week prior to the Council meeting) if it is to be included in the packet.

6. NH DOT letter – discontinued state maintained streetlights

This letter was sent for informational purposes.

7. Other

City Manager Fitzpatrick

- Mentioned that it was asked at the Community Development Committee if bike racks were at City Hall and the Library and if removed seasonally.
 - Informed that there is a bike rack between City Hall and the Fire Department and that it is left all year long.
 - Informed that there is a bike rack at the Library that is left out year round.
- Asked staff for information on the river levels & dam control for the Cocheco River downtown.
 - DPW has some control over that dam, however must stay within state mandated limits.

Director Sylvester

- Advised that they received the first upholstered chair back and that they were pleased and would be having the rest completed.
- Advised that he would be working on updating a written safety policy that he will bring for review at the next Management Meeting.

Director Bowlen

- Advised that they are wrapping up the winter programs.
- Advised that the shower equipment is being replaced and/or fixed in the boys locker rooms.
- There was some discussion on facility management and that it would be discussed with the Council on Tuesday.

Director Campbell

- Advised that the Planning Board has a meeting tonight.
- Advised that staff is working on an easement by the old Wonder Bread location on Hancock Street.

Chief Sanborn

- Provided an update on the grants.
 - Advised that they will be working on finalizing who needs to be at the meeting for the COOP (Continuity of Operations Plan).
 - Advised that they received the official letter from the state and that they can begin purchasing the equipment for the EOC (Emergency Operations Center) grant. They are working closely with MIS to get the equipment installed.

- Advised that they provided a mutual aid call to Farmington during the frigid temps but that the rest of the weekend was fairly calm.

Chief Allen

- Advised that there were some overdoses over the weekend. Mentioned the new state regulations that would allow police officers to carry and administer Narcan. Officers will receive training on the administering.
- Advised that the department has been concentrating patrols in known areas for drug dealing and that is has been making an impact.
- Advised that there would be a Police Commission meeting on Wednesday.

Deputy City Manager Cox

- Advised that the bond was sold last week (Wednesday) and that they received an interest rate of 2.4%.

Director Grant

- Advised that staff would be working on mapping out workflows with the new ViewPoint software and that this would also benefit the customers as it would allow them to show the customer the progression of their project.

Acting Director Bezanson

- Advised that Assistant City Engineer Jennifer Hale would be officially starting on Wednesday
- Advised that the Granite Ridge frontage road bid was opened and that 3 bids were received and that Severino was the apparent low bidder.

City Solicitor Wensley

- Provided an update on the conservation easement for Granite Ridge and that the AG's office ruled it a more problem change but that they will take no action. Should be able to get the change finalized quickly.

The Management Team meeting adjourned at 9:50 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



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31 Wakefield Street • Rochester, NH 03867
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MANAGEMENT TEAM MEETING

March 9, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Brian Sylvester, Library Director
Terence O'Rourke, City Attorney
Mike Bezanson, Interim Director DPW
Samantha Rodgers, Executive Asst.

Seth Creighton, Chief Planner
Karen Pollard, Economic Development Mgr.
Scott Dumas, Police – Deputy Chief
Norm Sanborn, Fire Chief

EXCUSED:

Chris Bowlen, Recreation & Arena

MINUTES

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

1. Management Team Minutes – March 2, 2015

One change was made for clarification. Minutes were then approved by general consensus.

2. City Council Inquiry Report

- Item # 1 – presentation was made at the following Public Works Committee – item is closed

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

There were no new requests received. No discussion.

5. Accident & Safety Policy – to review

- This policy was updated to the new format and is needed as part of the Primex – Prime 3 designation.

6. Granite State Street Rodders request

- Ms. Rodgerson summarized the request for the committee and explained that they are looking for a new location to display the cars for a couple of hours, one day a month from May – September. The committee did not have any concerns with using the parking lot at the Community Center and suggested that the Granite State Street Rodders supply a port-a-potty and forward a copy of their insurance binder if they wish to proceed.

7. Outside Employment Policy

- City Manager Fitzpatrick expressed the need to have a policy on this topic. A sample policy was included for review and changes.

8. Other

Director Sylvester

- Advised that the Library is dealing with some concerning building leaks.

Deputy City Manager Cox

- Advised that they are working on trimming the cash CIP budget. There is \$2.4 million in requests and only \$1.6 million in funding available.
- Advised that they have put together cash flow analysis for water & sewer and will be discussing rates at the Utility Advisory Board meeting tonight.

Interim Director Bezanson

- Advised that they would be working on snow removal this week as the weather is predicted to be warmer.

Executive Assistant Rodgerson

- Reminded the committee that RSVP's are due by March 16th for the Employee Appreciation Dinner on March 27th.

Deputy Chief Dumas

- Advised that teen night went well and that attendance was up from the previous.
- Advised that Citizens Academy begins on Tuesday night and continues for 11 weeks.

Manager Pollard

- Advised that Jenn Marsh attended the retail tradeshow on her behalf while she was out sick.
- Informed the committee that Waterstone has kicked off a campaign for the community to take part in. They have requested that the Economic Development Department put a question out on Facebook about what stores the community wishes to see on Route 11. There was some further discussion about the anticipated schedule for opening.

Chief Sanborn

- Advised that they had two mutual aid calls over the last week. One in Sanford and one in Lebanon.
- Advised that they have been working with Emergency Management regarding 2 rivers and control of levels, the Cocheco and Salmon Falls Rivers.
- Advised that an appointment request was sent out to several departments to attend the COOP (Continuity of Operations Plan) kickoff meeting with Hubbard Consulting scheduled for March 26th from 9am-12pm.

Chief Planner Creighton

- Advised that they will be meeting with Cumberland Farms and that the site is soon to become an active work site.
- Advised that they will be meeting with Liu's Garden on their last step.
- Advised that they are working on wrapping up other projects received from various committees.

Attorney O'Rourke

- Advised that he is working on the transitioning and office setup but that he is available for assistance.

Director Grant

- Advised that they have two variances for signs.

The Management Team meeting adjourned at 9:36 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



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MANAGEMENT TEAM
31 Wakefield Street • Rochester, NH 03867
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MANAGEMENT TEAM MEETING

March 16, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Brian Sylvester, Library Director
Terence O'Rourke, City Attorney
Mike Bezanson, Interim Director DPW

Jim Campbell, Planning Director
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Norm Sanborn, Fire Chief
Chris Bowlen, Recreation & Arena
Samantha Rodgers, Executive Asst.

MINUTES

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

1. Management Team Minutes – March 9, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

- Item # 3 – presented at March 3, 2015 meeting. Item is closed.

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

There were no new requests received. No discussion.

5. Other

City Manager Fitzpatrick

- Advised that he received an appeal request for a Licensing Board decision. Information was given to Attorney O'Rourke to make sure we follow legal process & procedure of an appeal.

Director Sylvester

- Advised that the leaks have been addressed and things have dried out, appears as though an ice clogged roof drain was the most likely cause.

Executive Assistant Rodgerson

- Asked that all remind their staff that today is the last day to RSVP for the Employee Appreciation Dinner on March 27th.

Deputy City Manager Cox

- Advised that discussion on the annex was on the agenda for the City Council meeting.
- Advised that they have had a good response for the Facility Manager position.

Director Bowlen

- Advised that they will finish up at the ice arena today and start focusing on the spring programming.

Manager Pollard

- Advised that they are working on catching up with contacts made at the retail trade show.
- Informed the committee how impressed Waterstone is with the Buxton data.
- Informed the committee that she had a tour of the expansion of Great Bay's Advanced Technology & Training Center.

Chief Sanborn

- Advised that they had a busy week. On Tuesday they received their new air packs purchased with a grant they received.
- Advised that they were on a mutual aid call in Berwick when they were called to the fire at Dustin Homestead, where they used the new air packs.
- Advised that they responded to a fire on Friday on Anctil Court.
- Advised that they had several weather related accidents on Saturday.
- Advised that they have been working with Emergency Management about flooding & rivers. They have a meeting on Wednesday to discuss the updated information.

Chief Allen

- Advised that they had made an arrest of the former administrator of the Gafney Home for theft of funds while she was there.
- Advised that they had received recognition for the Missing Kids Readiness Project from the National Center for Missing and Exploited Children, 1st in NH, 1 of 17 in the US.
- Advised that the Citizens Academy started last week, 13 residents attending.
- Advised that they received notification the Officer MacKenzie would be receiving recognition by the SPCA for Police Dogs for Patrol Case of the Year.
- Advised that Councilor Keans attending the CompStat meeting.

- Advised that they had a busy weekend with an overdose and accidents due to weather.
- Advised that he met with Steve Beaudoin last week regarding the bad check policy.

Interim Director Bezanson

- Advised that they are looking forward to spring and construction starting up.

Attorney O'Rourke

- Advised that he is settling in and meeting more people.

Director Grant

- Advised that the junkyard case went to court and that the decision was favorable to the City.
- Advised that there was a ZBA meeting last month regarding the sign ordinance and that a motion to be reheard has been filed regarding the sign on Milton Road.

Director Campbell

- Advised that there would be a Planning Board meeting tonight.
- Advised that they (Plannign & DPW staff) met last week with Waterstone Development and Tighe Bond and discussed the public space to be put in at Granite Ridge.

The Management Team meeting adjourned at 9:48 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



City of Rochester
OFFICE OF THE CITY MANAGER
MANAGEMENT TEAM
31 Wakefield Street • Rochester, NH 03867
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MANAGEMENT TEAM MEETING

March 23, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Brian Sylvester, Library Director
Terence O'Rourke, City Attorney
Mike Bezanson, Interim Director DPW

Jim Campbell, Planning Director
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Norm Sanborn, Fire Chief
Chris Bowlen, Recreation & Arena
Samantha Rodgers, Executive Asst.

MINUTES

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

1. Management Team Minutes – March 16, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

- Item #2 – will be discussed at Thursdays Community Development Committee – item closed
- Item # 6 – concrete splash up will be addressed this Spring – item closed

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

There were no new requests received. No discussion.

5. Real Estate sign on City-owned property

Discussed the request from the owner that is selling property behind the Anchorage Hotel. He has requested to place a real estate sign on city-owned property. As there is no ordinance, permission needs to be given by the City. After brief discussion, it was determined that this request would be allowed.

6. Media display racks – City Hall and Revenue building

Economic Development has requested permission to install media racks in City Hall and the Revenue building that provide information on various topics from their department. Placement was discussed and consensus was that this would be allowed in both locations.

7. Other

City Manager Fitzpatrick

- Discussed some plumbing concerns with the men's bathroom. Interim Director Bezanson will look into updating fixtures.

Director Campbell

- Advised that the Rochester Hill Road project was approved at the Planning Board meeting. He praised Jenn Hale's work on the project.

Interim Director Bezanson

- Advised that they received 5 bids for the Chesley Hill project.
- Advised that they will be looking into the hydrants in the area of the fire to determine cause of malfunction.

Chief Allen

- Advised that they have 3 new officers graduating from the police academy in April.
- Advised that they are completing the background for hiring a new officer and dispatch center staff.
- Advised that the grant for the Family Justice Center was due tomorrow and that staff was wrapping that up.
- Advised that Bridging the Gaps is working on completion of the grant for the end of the month.
- Informed the committee that NH Listens would be hosting a community forum at Frisbie Conference Center on April 2 from 6pm -9pm to discuss police and community relations. He would encourage all to attend.
- Advised that the department was recognized last week by the Center for Missing and Exploited Children and the work that they have done to meet standards. They are one of 17 in the country receiving this recognition and the 1st in NH.

Chief Sanborn

- Advised that they had the 4th structure fire in as many weeks. No injuries and Route 202 had to be shut down for approximately 3 hours. The hydrant by the house ended up being compromised and they had to use a secondary hydrant. Wind was the biggest issue. The hydrant failure did not impede their response, however DPW will be looking into it.
- Provided mutual aid to house fire in Milton.
- Advised that they met with Emergency Management to discuss the dams. All are currently at winter levels.

Manager Pollard

- Advised that Julian Long had completed putting together the 1 and 5 year consolidated plan. The Community Development Committee would be looking at it this week. Public Hearings would be scheduled for April. Ms. Pollard commended Mr. Long for all of his hard work.
- Advised that John Larochelle has stepped down as Vice-Chairman of the REDC (Rochester Economic Development Commission) but will remain a member and that Susan DeRoy has stepped up to fill that position on the commission.
- Advised that the bid was awarded to Barlo Signs for the Granite State Business Park sign.

Deputy City Manager Cox

- Advised that they will be looking at wrapping up the FY16 Bond CIP budget this week.
- Advised that they will be conducting Facility Manager interviews on Thursday. Members of the committee conducting interviews are Mike Bezanson, Chris Bowlen, Blaine Cox and Richard Bickford.
- Advised that he would be meeting with the City Clerk today to discuss resolutions.

Attorney O'Rourke

- Advised that he is now fully staffed as his paralegal, Jenn Mutolo, started today.
- Advised staff that if they have any questions or need assistance to please reach out to his office.

Director Sylvester

- Advised they would be working on installing the authority control system that was approved in last year's budget and that he would include it in his general budget going forward.
- Advised that he would be meeting today with Envisionware to discuss the security system.

The Management Team meeting adjourned at 9:47 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant

Date: March 20, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAR 20 2015
City Manager
ROCHESTER

Re: Memorandum of Understanding with Bridging the Gaps

Please see attached the finalized Memorandum of Understanding (2 copies) with Bridging the Gaps. The City Council approved the formation of a fiscal agent relationship with Bridging the Gaps on December 16, 2014, and a Memorandum of Understanding is required for the City of Rochester to submit the fiscal agent change request to the federal government.

The Memorandum of Understanding requires the signature of the City Manager. It has been reviewed and approved by the Community Development Coordinator, the Chief of Police, the Deputy City Manager, and the City Attorney.

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

Date: March 9, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAR 9 2015
City Manager
ROCHESTER

Re: Environmental Review Process and Request for Release of Funds from HUD –
Rochester Library Heating/Cooling Units

As required by HUD's 24 CFR Part 58 regulations for the environmental review process, an environmental review was completed for the Rochester Library Heating/Cooling Units project, with a determination of "No Significant Impact" on the quality of the human environment.

A combined Notice of Intent to Request Release of Funds and Finding of No Significant Impact was published in the newspaper on August 21, 2014. This certification can now be signed by the Certifying Officer and sent to HUD for approval, satisfying the requirements under 24 CFR Part 58.

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

4/2/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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CITY OF
Received

MAR 31 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Jennifer L. Hale P.E., Assistant City Engineer
DATE: March 31, 2015
SUBJECT: Recommendation to Award Bid #15-24 Chesley Hill Road
Infrastructure Improvements Project
CC: Michael Bezanson, Interim DPW Director

Based on review of the bids received for the above referenced project, and with the recommendation of our Engineering Consultant Tighe and Bond (See attached recommendation letter dated March 26, 2015) we are recommending Award of Bid #15-24 with Alternate #1 to John H. Lyman & Sons, Inc. Enclosed please find four (4) copies of Notice to Award for signature.

The total award is for \$834,900. (Base Bid: \$774,000 and Alternate #1:\$60,900) The funds are available. The Base Bid will be funded through the Highway, Water and Sewer Chesley Hill Road Project Account 15520. The drainage improvements identified as Alternate #1 will be funded through the Highway Drainage Account 15013010-771000-14522.

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

Signature _____

4/2/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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Fax (603) 335-4352

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CITY OF
Received

MAR 23 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Jennifer Hale, PE, Assistant City Engineer
DATE: March 23, 2015
SUBJECT: Eversource and Fairpoint Design/Construction Contracts associated with the GRDD Infrastructure Improvements Project

Enclosed, please find two (2) copies of the following:

- Service Agreement between the City of Rochester and Eversource (Public Service of New Hampshire) for the electrical design and construction associated with the Route 11 Improvements and Construction of Frontage Road.
Work Request #2475637 for \$ 74,087.20.
- 2 Service Agreements between the City of Rochester and Fairpoint for the communications design and construction associated with the Route 11 Improvements and Construction of Frontage Road.
Service Agreement #283781 for \$ 20,824.65
Service Agreement #284440 for \$ 8,430.78

The total amount for these services is \$103,342.63. These funds are available in the TIF District account line 61083010-771000-15553.

Please sign the two (2) copies of the each agreement and return the entire package to me for processing.

Please call me with any questions. Thank you.



LETTER OR TRANSMITTAL

TO: **Blaine Cox**

FROM: **Chris Bowlen**

DATE: **March 20, 2015**

RE: **Engineering Proposal**

CITY OF
 Received
 MAR 27 2015
 City Manager
 ROCHESTER

Description:

Please find attached a proposal from Force Engineering and Testing, Inc. of Humble, Texas to perform third party testing of a product we are researching in order to help us with enhancing the arena roof structure. If this product is successful in testing, it may result in a system that can help us achieve our desired project outcome with regard to increasing the load capacity of the secondary framing system. JSN, our consulting structural engineer will act on our behalf in order to validate and substantiate any findings produced.

This amount of the proposal is \$3,550 and funding is available through the already established arena CIP program funds.

City Manager Signature: _____

D. W. Fritzel

Date March 20, 2015

im Report



STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR
HIGHWAY SAFETY AGENCY
78 REGIONAL DRIVE, BUILDING 2
CONCORD, N.H. 03301-8530

4/2/15

Margaret Wood Hassan
GOVERNOR

TDD Access: Relay NH 1-800-735-2964
603-271-2131
FAX 603-271-3790

Peter M. Thomson
COORDINATOR

February 25, 2015

CITY OF
Received
MAR 2 2015
City Manager
ROCHESTER

Chief Michael J. Allen
Rochester Police Department
23 Wakefield Street
Rochester, NH 03867

Dear Chief Allen:

Please be advised that your application for federal funds for Highway Safety Project #308-15A-041 entitled "Rochester DWI/DUI Patrols" has been officially approved by this Office, and will be reimbursed to the extent described in the approved project application. You will note the effective date is February 25, 2015.

Requests for reimbursement for overtime patrols should be submitted quarterly. The "Overtime Reimbursement Form" and the original "Overtime Selective Traffic Enforcement Program Report" forms (HS-200) or the Sobriety Checkpoint Activity Program Report forms (HS-200-A) must accompany a written request for reimbursement. A copy of the "Procedure for Reimbursement of Federal Highway Safety Funds for Municipal Projects" is enclosed along with a questionnaire entitled "Project and Audit Information" which is to be completed and returned to this Agency.

Also find enclosed a quarterly report form for your use in reporting the progress made as the result of this contract. The information is required for our reports to the National Highway Traffic Safety Administration to demonstrate the overall effectiveness of the State's Highway Safety Program. Please return the report to us at the end of the month following each quarterly period.

We ask that you pay special attention to the audit report requirement appearing on the enclosed project addendum - HS-4(a).

Your cooperation will expedite the processing of reimbursements. If you have any questions concerning any aspects of this project, please let me know at once so that we may complete the project in an orderly fashion.

Sincerely,

Peter M. Thomson
Coordinator

/djf

Enclosures

cc: Daniel Fitzpatrick, City Manager ✓



Margaret Wood Hassan
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR
HIGHWAY SAFETY AGENCY
78 REGIONAL DRIVE, BUILDING 2
CONCORD, N.H. 03301-8530

TDD Access: Relay NH 1-800-735-2964
603-271-2131
FAX 603-271-3790

4/2/15

Peter M. Thomson
COORDINATOR

February 25, 2015

CITY OF
Received
MAR 2 2015
City Manager
ROCHESTER

Chief Michael J. Allen
Rochester Police Department
23 Wakefield Street
Rochester, NH 03867

Dear Chief Allen:

Please be advised that your application for federal funds for Highway Safety Project #315-15A-117 entitled "Rochester Enforcement Patrols" has been officially approved by this Office, and will be reimbursed to the extent described in the approved project application. You will note the effective date is February 25, 2015.

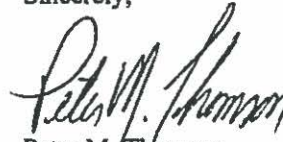
Requests for reimbursement for overtime patrols should be submitted quarterly. The "Overtime Reimbursement Form" and the original "Overtime Selective Traffic Enforcement Program Report" forms (HS-200) or the Sobriety Checkpoint Activity Program Report forms (HS-200-A) must accompany a written request for reimbursement. A copy of the "Procedure for Reimbursement of Federal Highway Safety Funds for Municipal Projects" is enclosed along with a questionnaire entitled "Project and Audit Information" which is to be completed and returned to this Agency.

Also find enclosed a quarterly report form for your use in reporting the progress made as the result of this contract. The information is required for our reports to the National Highway Traffic Safety Administration to demonstrate the overall effectiveness of the State's Highway Safety Program. Please return the report to us at the end of the month following each quarterly period.

We ask that you pay special attention to the audit report requirement appearing on the enclosed project addendum - HS-4(a).

Your cooperation will expedite the processing of reimbursements. If you have any questions concerning any aspects of this project, please let me know at once so that we may complete the project in an orderly fashion.

Sincerely,


Peter M. Thomson
Coordinator

/djf

Enclosures

cc: Daniel Fitzpatrick, City Manager ✓

4/2/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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RECEIVED

MAR 09 2015

FINANCE OFFICE
CITY OF ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager/Finance Director
FROM: Michael Bezanson, Interim Director *MB*
DATE: March 6, 2015
SUBJECT: Recommendation to Award Bid #15-22 Granite Ridge Development District Infrastructure Improvement Project
CC: Jennifer Hale, PE Assistant City Engineer

CITY OF
Rochester

MAR 10 2015

City Manager
ROCHESTER

Based on review of the bids received for the above referenced project, and with the recommendation of our Engineering Consultant Tighe and Bond (See attached recommendation letter dated March 5, 2015) we are recommending Award of Bid #15-22 to Severino Trucking Company Inc. Enclosed please find four (4) copies of Notice to Award for signature.

The total award is for \$3,337,188.25. The funds are available in the TIF District account line 61083010-771000-15553.

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 3/10/2015



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

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4/2/15

CITY OF
Received

MAR 23 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Jennifer Hale, PE, Assistant City Engineer
DATE: March 23, 2015
SUBJECT: GRDD Infrastructure Improvements Project, Contract 15-22
Construction Agreement

Enclosed, please find four (4) copies of the agreement between Severino Trucking Company, Inc. and the City of Rochester for the construction of Granite Ridge Development District Infrastructure Improvements Project, along with copies of bonds and insurance certificates. This project was publicly bid and awarded to Severino Trucking Company, Inc. on March 11, 2015.

Also enclosed, please find two (2) copies of the Notice To Proceed for the above mentioned project.

Please sign all four (4) copies of the agreement and both copies of the Notice To Proceed, and return the entire package to me for processing. The effective date of the agreement is the date you provide your signature.

Please call me with any questions. Thank you.



Norman Sanborn, Jr.
Chief of Department

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

4/2/15

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

March 31, 2015

TO: Dan Fitzpatrick, City Manager
FROM: Norm Sanborn, Jr., Fire Chief
SUBJECT: Lakes Region Mutual Fire Aid Request

CITY OF
Received
MAR 31 2015
City Manager
ROCHESTER

Lakes Region Mutual Fire Aid is adding GIS mapping data of communities into their Computer Aided Dispatch system.

They need your authorization to be able to obtain this information.

I support this project as it will enable them to better serve emergency units that are responding into Rochester with accurate directions to the incident.

If you have any concerns or want more information, please feel free to contact me.

City of Rochester

4/2/15

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

TO: Daniel Fitzpatrick, City Manager
FROM: Shirley McCrillis for Terence O'Rourke, City Attorney
DATE: March 9, 2015

NUMBER OF PAGES: 6 (including this cover page)

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

LexisNexis Agreement for Online Legal Services

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="text"/> | |

REMARKS:

COPY TO: _____

SIGNED: _____

CITY OF
Received

MAR 9 2015

City Manager
ROCHESTER



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager/Finance Director
FROM: Lisa J. Clark, DPW Office Manager
DATE: February 25, 2015 *hjc*
SUBJECT: (4) Four Pump Stations Project
 HTA Engineering Amendment 2 - \$5000
CC: Michael Bezanson, PE Interim Director

CITY OF
 Received
 MAR 2 2015
 City Manager
 ROCHESTER

Enclosed please find four (4) copies of engineering amendment #2. This change is for an additional five thousand dollars for construction administration and oversight.

The funding for this amendment is available in the project account as appropriated in the Sewer CIP Fund 55026020-772000-14533.

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

Signature

Blaine Cox

Blaine Cox, Finance Director/Deputy City Manager

4/2/15



Norman Sanborn, Jr.
Chief of Department

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

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

March 24, 2015

TO: Dan Fitzpatrick, City Manager

FROM: Norm Sanborn, Jr., Fire Chief

SUBJECT: Seabrook Power Plant Budget (FY16)

CITY OF
Received
MAR 24 2015
City Manager
ROCHESTER

Attached to this memo is the FY16 Seabrook Power Plant budget request. This has to be submitted to NH Emergency Management as part of our responsibilities as a host community.

Once the budget is approved we will receive our final adopted budget number from NH Emergency Management. We have included estimated budget numbers for the Seabrook Power Plant as part of our overall FY16 budget request that you have received. All costs associated with the Seabrook Power Plant will be reimbursed, so it will be budget neutral.

If you have any questions on this, please feel free to contact me.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received

FEB 25 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

FROM: Michael S. Bezanson, PE, Interim Director of Public Works *MJS*

DATE: February 25, 2015

SUBJECT: Water Storage Tank Rehabilitation - Construction Agreement

CC:

Enclosed, please find four (4) copies of the agreement between Utility Service Co., Inc. and the City of Rochester for the construction of the Water Storage Tank Rehabilitation project, along with copies of bonds and insurance certificates. This project was publicly bid and awarded to Utility Service Co., Inc. on January 28, 2015.

Also enclosed, please find two (2) copies of the Notice To Proceed for the above mentioned project.

Please sign all four (4) copies of the agreement and both copies of the Notice To Proceed, and return the entire package to me for processing.

Please call me with any questions. Thank you.

Date: March 17, 2015

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAR 17 2015
City Manager
ROCHESTER

Re: Award Acceptance Documents for Watershed Assistance Grant

Please see attached the completed award acceptance documents that will be submitted to the NHDES for the awarded Watershed Assistance Grant. The City Council approved the submittal of this grant application on July 1, 2014.

The award acceptance documents require the signature of the City Manager *before a notary* before submittal. Please sign the attached application *before a notary* as the authorized official and return the signed documents to Julian.

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

4/2/15

ROCHESTER POLICE DEPARTMENT



MICHAEL J. ALLEN
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

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POLICE COMMISSION

LUCIEN G. LEVESQUE
Chairman
BRUCE E. LINDSAY
Vice Chairman
DEREK J. PETERS
Commissioner



March 5, 2015

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

MJA

RE: Computer Lease Program Request – Kayla McVay

CITY OF
CITY OF
Rec'd
Received
MAR 9 2015
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

I have received a request from an employee to participate in the City's computer lease program. I have reviewed the request and associated documents and find that approval of the request will benefit the employee.

I support the participation. I have attached the request for your further review and offer my thanks in advance for your consideration.

Please let me know if you need anything further from me in this regard.

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER**FROM:** Christopher Stevens - Fire Fighter - Fire Dept.
(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 Agreements 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: \$1,199.⁰⁰ (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.For work purposes. Research, Projects, Searching Internet.I have ☒ have not ☐ (check one) previously purchased equipment under this program.3/18/15
Date

Employee Signature

I have reviewed and recommend this request:

3/18/15
Date

Supervisor or Department Head and Title

Approved:

MAR 22 2015

Date

City Manager or designee

4/2/15



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

LUCIEN G. LEVESQUE
Chairman
BRUCE E. LINDSAY
Vice Chairman
DEREK J. PETERS
Commissioner

MICHAEL J. ALLEN
Chief of Police



March 16, 2015

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen *MSA*
Chief of Police

RE: Computer Lease Program Request – Rebecca Warburton

CITY OF
Received

MAR 19 2015

City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

I have received a request from an employee to participate in the City's computer lease program. I have reviewed the request and associated documents and find that approval of the request will benefit the employee.

I support the participation. I have attached the request for your further review and offer my thanks in advance for your consideration.

Please let me know if you need anything further from me in this regard.



CITY OF
Received
MAR 27 2015
City Manager
ROCHESTER

City of Rochester, New Hampshire

CITY ATTORNEY – Terence O'Rourke
31 Wakefield Street • Rochester, NH 03867
(603) 335-7564
www.RochesterNH.net

ATTORNEY WORK PRODUCT-CONFIDENTIAL

ISSUES PRESENTED:

Given that the Rochester Fairgrounds are located in the Office Commercial (OC) District, are the five festivals scheduled for the summer/fall of 2015 permitted uses?

ANSWER:

Whether these types of events are permitted in the OC District is an open question¹, however, the Rochester Fairgrounds are a Vested Nonconforming Property under Ordinance 42.30.b. and the nonconforming uses carried on before passage of the Ordinance are allowed to continue. It is my opinion, that these festivals are consistent with the nonconforming uses of the Rochester Fairgrounds and, therefore, are permissible.

ANALYSIS:

The Rochester Fairgrounds ("Fairgrounds") has hosted the Rochester Fair (the "Fair") since at least 1875 and has been owned for its entire existence by the Rochester Agricultural & Mechanical Association, which has been incorporated since August 4, 1879. The Fairgrounds

¹ The festivals arguable could be considered a "Recreation, Park" use, defined at Ordinance 42.2.b.209, which *is* permissible in the OC District.

and the Fair preexist all versions of the Rochester Zoning Ordinance. Therefore, the Fairgrounds and the Fair meet the definitions of Nonconforming Property and Nonconforming Uses under Ordinance 42.30.

Ordinance 42.30.c. states that "[n]onconforming property or a nonconforming condition may not be expanded, enlarged, extended nor intensified." It may be argued that adding these five festivals would be an impermissible expansion of the nonconforming use at the Fairgrounds as they would extend the nonconforming use past the traditional two to three week Fair time frame.

However, the Fairgrounds have always been used for more than just the Fair. The Fairgrounds host and have hosted festival-type events aside from the Fair from time immemorial. These have included motorcycle races and exhibitions with camping and music, Reggae music festivals, Native American Pow Wow's, Rodeos, Monster Truck Shows with camping, 4th of July Fireworks, concerts, flea markets, circuses, car shows, church revivals, and horse races, to name a few. The five festivals this summer/fall are very much in keeping with the traditional, vested, nonconforming use of the Fairgrounds.

Now, since "the policy of zoning law is to carefully limit the extension and enlargement of nonconforming uses, [courts] strictly construe provisions that permit the continuance of such uses, [and] the party asserting that a proposed use is not new or impermissible bears the burden of proof." *Town of Salem v. Wickson*, 146 N.H. 328, 330(2001). In the present case, after only cursory research of the traditional uses of the Fairgrounds, it is my belief that they would be able to meet this burden in regards to these five festivals. In other words, given the nature and extent of the nonconforming use of the Fairgrounds at the time of the passage of the Zoning Ordinance, these five festivals would not constitute an impermissible expansion under Ordinance 42.30.c.

Submitted by:

Terence O'Rourke
City Attorney

cc: Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
James Grant, Code Enforcement Officer
James Campbell, Chief Planner

DRAFT

CM Report

4/2/15



CITY OF
Received
MAR 13 2015
City Manager
ROCHESTER

March 10, 2015

City of Rochester
City Manager
31 Wakefield Street
Rochester, NH 03867

Dear Sir/Madam:

For the year ended December 31, 2014, MetroCast Cablevision of New Hampshire, LLC remitted franchise fees of \$242,139.63 to the City of Rochester, New Hampshire. Such franchise fees were based upon gross revenues of \$8,071,321.15 for the year ended December 31, 2014.

To the best of my knowledge and belief, the above franchise fees paid and gross revenues for the year ended December 31, 2014 are true, factual and consistent with our Franchise Agreement with the City of Rochester, New Hampshire.

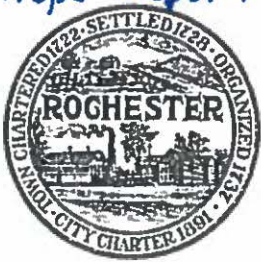
If you have any questions or require further information, please contact me at 610-993-1010.

Sincerely,

A handwritten signature in black ink, appearing to read "B. J. Earnshaw".

Brian W. Earnshaw, CPA
Vice President and Corporate Controller

city mgr report



City of Rochester, New Hampshire

CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

4/2/15

COPY

**HAYING AGREEMENT
BETWEEN RANDALL WAYNE PARSELL (PARSELL FARMS)
AND THE CITY OF ROCHESTER**

This Haying Agreement (hereinafter the "Agreement") made this 18th day of February, 2015, by and between the **City of Rochester** (hereinafter referred to as "Owner") of Rochester, New Hampshire, and **Randall Wayne Parsell** (hereinafter referred to as the "Contractor") of Rochester, New Hampshire. For and in consideration of the mutual covenants and agreements herein contained and for the consideration herein expressed, the parties hereby agree as follows:

WHEREAS, the Owner is the owner of two (2) separate tracts of parcel of land (the "Subject Premises"), more particularly described below, portions of which parcels, pursuant to best land management practices, require periodic haying in order to comply with applicable agricultural practices so as to maintain and/or increase the yield capacity of the Subject Premises; and

WHEREAS, the Owner is without appropriate equipment, expertise and/or personnel to carry out periodic haying of the Subject Premises on an on-going basis so as to maintain and /or improve the yield capacity of the Subject Premises; and

WHEREAS, the Contractor has the equipment, expertise and personnel to carry out periodic haying of the Subject Premises in a manner designed, through the use of appropriate agricultural practices, to maintain and/or improve the yield capacity of the Subject Premises;

1. The Owner hereby authorizes the Contractor to hay and maintain a certain portion of the parcel of land designated on Map 257 Lot 58 subject to the terms and conditions contained herein (Map attached hereto as **Exhibit A**). The term of this portion of the Agreement shall commence on March 1, 2015 and terminate on March 1, 2016. The Contractor must notify the City Manager's Office three (3) months prior to March 1, 2014 if he wishes to renew this Agreement.
2. The Owner hereby authorized the Contractor to hay and maintain a certain Parcel of land designated on Map 263 Lot 64 subject to the terms and conditions contained herein (Map attached hereto as **Exhibit B**). The term for this portion of the Agreement shall commence on March 1, 2015 and terminate on March 1, 2016. The Contractor must notify the City Manager's Office three (3) months prior to March 1, 2015 if he wishes to renew this Agreement.
3. During the term of this Agreement, the Contractor understands and agrees that with respect to the Subject Premises the Contractor's activities hereunder shall be confined solely to cutting hay and related appropriate agricultural practices, to maintain and/or improve the yield capacity of the Subject Premises and that no part of

the Subject Premises shall be used for any other purposes. The Contractor further understands and agrees that if the property is used for other than cutting hay, the Agreement may be terminated forthwith at the option of the Owner.

4. Land Use and Cropping Program

- a. It is the intent of both parties that the land covered by this Agreement shall be improved and its yielding capacity maintained or increased by means of agricultural practices carried out on a continuing long-term basis.
- b. In addition, the Contractor agrees to carry out such cropping and conservation practices as are generally agreed to be prudent for the type of haying activity being conducted and the nature and location of the property being hayed.

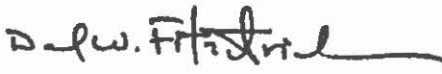
5. This Agreement is further subject to the following conditions:

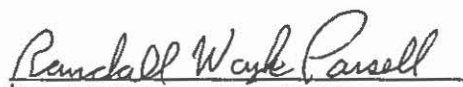
- a. The Contractor agrees to remove all agricultural equipment or harvested crops from the property as soon as harvest is completed.
 - b. The Contractor agrees to remove no soil, sod, stone walls or trees from said property.
 - c. The Owner reserves the right to enter upon the land for educational purposes, provided that no damage is done to any crops located thereon.
 - d. The Owner, or anyone designated by it, shall have the right to entry to inspect the property, soils, and farming methods being used.
 - e. The Owner reserves the right to designate appropriate access routes for the use by the Contractor in tilling, planting, and harvesting crops on the Subject Premises.
 - f. The Owner reserves the right to make necessary drainage work, to Reshape ditches and to improve waterways, as deemed necessary by the Owner, during the term of this Agreement. Owner will inform Contractor prior to such improvements.
6. The consideration paid by the Contractor to the Owner for Contractor's rights under this agreement is as follows: The Contractor will maintain parcels of land on Pickering Road as determined by agreement of the Owner, acting through its City Manager, and the Contractor.
7. The consideration paid by the Owner to the Contractor for the activities to be performed by the Contractor for the Owner shall be the Contractor's right to keep the hay harvested from the Subject Premises during the terms of this Agreement.
8. At the expiration of the Agreement, the Contractor shall vacate the Subject Premises and remove any equipment owned by Contractor and such premises shall be in substantially the same conditions in respect to soil fertility and pH levels as when the Agreement began.

9. Breach by the Contractor of any of the conditions and covenants set forth in this Agreement shall be considered a material breach of the Agreement and shall be grounds for rescission of said Agreement.
10. In the event that any party of this Agreement shall breach the covenants herein contained, that party shall pay as part of the damages any and all reasonable attorney fees and legal costs incurred in remedying said breach.
11. This Agreement can be terminated by the Owner or the Contractor with one (1) month's notice in writing. The Owner agrees that the Agreement will not be terminated in order to lease to another agricultural enterprise.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____
Day of Feb-18 —, 2015.

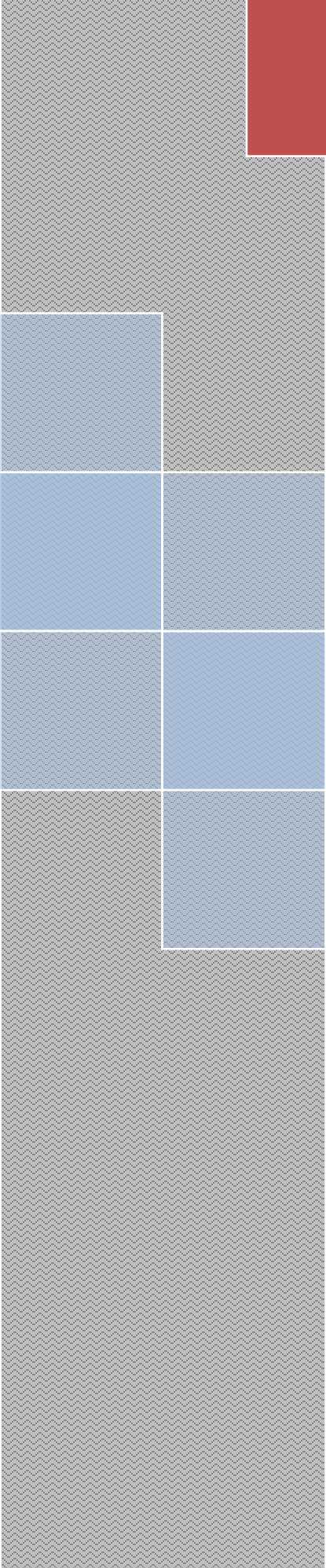
CITY OF ROCHESTER, Owner

By: 
Daniel W. Fitzpatrick, ICMA C-M
City Manager


Randall Wayne Parsell, Contractor

| 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. | presented at PWC meeting the following month. Item closed. |
| 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. | Will take care of when weather improves. Item closed. |
| 3 | 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. | presented at March meeting. Item closed. |
| 4 | 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 | This has been reviewed and approved by the Planning Board. Item closed. |
| 5 | Larochelle / Keans | 1/13/2105 Finance Committee | Councilor Larochelle stated his preference for further work to detail a semi-quantitative method to evaluate proposed utility extension. Requested that Director Nourse follow up with Pennichuck and seek a copy of such rating matrix they might utilize. Councilor Keans pointed out that all entities cited were private companies and information should be sought from other municipalities; such as Dover & Somersworth. | Will be discussed with the Finance Committee. Item closed. |
| 6 | Keans | 2/26/2015 Community Development Committee | Asked where the Library HVAC system is to be installed. | to be discussed at March CDC meeting. Item closed. |
| 7 | Keans/Varney | Public Works Committee | Robbins Auto Parts building/Hanson Street - fire flows in that area will not support a sprinkler system. Councilor Varney asked Mr. Bezanson if he could check on that and get the results back to the Committee. | Mr. Bezanson to look into and report back to committee. |
| 8 | Walker | Public Safety Committee | Asked if there were different signs for municipal parking lots. | Mr. Bezanson to look into and report back to committee next month. |

| DATE | DEPARTMENT | PERMISSION PERMITS | MISCELLANEOUS |
|-----------|-----------------------|--------------------|--|
| 3/11/2015 | City Manager's Office | BANNER | Fest Events |
| 2/25/2015 | City Manager's Office | EVENT | Harvest of Praise Church - National Day of Prayer |
| 3/9/2015 | City Manager's Office | EVENT | Fest Events |
| 3/10/2015 | City Manager's Office | EVENT | Art Connects NH |
| 3/11/2015 | City Manager's Office | EVENT | Townsquare Media - Yard Sale at Rochester Fairgrounds |
| 3/20/2015 | City Manager's Office | EVENT | Strafford County 4-H - 5K Trail Run |
| 3/20/2015 | City Manager's Office | EVENT | Granite State Street Rodders - car show |
| 3/27/2015 | City Manager's Office | EVENT | Harvest of Praise Church - Annual Gospel Concert at the Common |
| 3/27/2015 | City Manager's Office | EVENT | Strafford County Board of REALTORS - food drive |
| 3/2/2015 | City Manager's Office | RAFFLE | Ryan Canney Memorial Scholarship |
| 3/9/2015 | City Manager's Office | TAG | Relay for Life - Everyday Angels |
| 3/12/2015 | City Manager's Office | TAG | SHS HOSA |
| 3/12/2015 | City Manager's Office | TAG | SHS HOSA |
| 3/12/2015 | City Manager's Office | TAG | VFW |
| 3/16/2015 | City Manager's Office | TAG | Girls Lacrosse |
| 3/20/2015 | City Manager's Office | TAG | Teneriffe Sports Club |



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PROCLAMATION

WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, ARBOR DAY is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

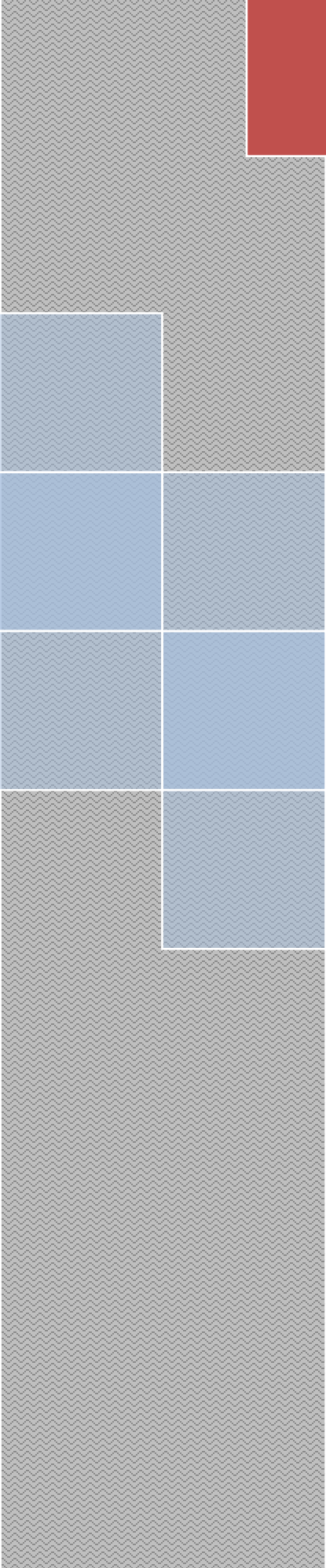
WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, Rochester has been recognized for twelve years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

NOW THEREFORE, I, Thomas J. Jean by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim April 24, 2015 as **ARBOR DAY** in the City of Rochester and urge all citizens of our community to support efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

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

Thomas J. Jean
Mayor



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**DOG LICENSES FOR THE
2015-2016 LICENSING YEAR
ON SALE NOW**

License fees are:

\$10 for adult dogs (not neutered or spayed)

\$7.50 for puppies under 7 months old and
neutered or spayed dogs

\$3.00 for senior citizens over 65 years

Previously registered dogs can be licensed online at
<http://www.rochesternh.net>



RABIES VACCINATION CLINICS

The City of Rochester will once again be hosting 2 rabies vaccination clinics:

April 18 and May 30

12:00 noon – 2:00 p.m.

**Both clinics will be at the
Rochester Fairgrounds in the 4H Building
72 Lafayette St., Rochester, NH**

All shots are \$15.00

**Dogs must be on a leash and
cats must be in a carrier.**

*One year shots will be given unless owner provides proof of previous vaccination.
The City Clerk's office will be available for dog licensing.*





4/2/15

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 | Budget Calendar for Fiscal Year 2016 Budget Development |
|----------------|--|

| |
|--|
| COUNCIL ACTION ITEM <input type="checkbox"/> |
| INFORMATION ONLY <input checked="" type="checkbox"/> |

| |
|---|
| FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| * IF YES ATTACH A FUNDING RESOLUTION FORM |

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

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

| | | | |
|--|--|--|--|
| AGENDA DATE | April 7, 2015 | | |
| DEPT. HEAD SIGNATURE | | | |
| DATE SUBMITTED | | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | | |

COMMITTEE SIGN-OFF

| | |
|--------------|--|
| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|------------------------------------|
| DEPUTY CITY MANAGER | Blaine Cox, Signature on file |
| CITY MANAGER | Dan Fitzpatrick, Signature on file |

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

| |
|---------------------------|
| Charter Section 41 |
|---------------------------|

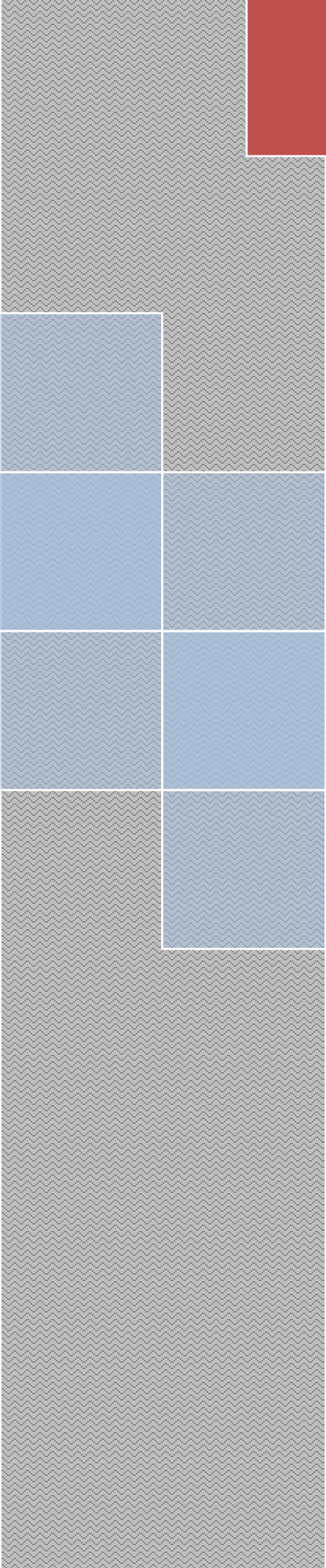
SUMMARY STATEMENT

The Finance Committee has reviewed the proposed budget development calendar for Fiscal Year 2016. The Mayor has directed that this calendar be shared with the City Council as a whole for review & comment.

RECOMMENDED ACTION

Review & comment.

| <u>Date</u> | <u>Meeting</u> | <u>Activity</u> |
|----------------|------------------|--|
| April 21, 2015 | Council Workshop | 1. City Manager presents his FY2016 Proposed Budgets |
| | | 2. CDBG Action Plan - 1st Reading, Refer to Public Hearing |
| | | 3. Council Workshop Agenda (non-budget) |
| April 28, 2015 | Budget Workshop | 1. CDBG Action Plan - Public Hearing |
| | | 2. School Department |
| | | 3. Fire Department |
| | | 4. Debt Service Analysis |
| May 5, 2015 | Regular Meeting | 1. CDBG Action Plan - 2nd Reading, Adoption |
| | | 2. FY2016 O&M, CIP - 1st Reading, refer to Public Hearings |
| | | 3. Regular Meeting Agenda (non-budget) |
| May 12, 2015 | Council Workshop | 1. Main Library & E. Roch. Library |
| | | 2. Economic Development |
| | | 3. Building, Zoning & Licensing Department |
| | | 4. Planning Department |
| | | 5. Police Department |
| | | 6. Communications (Dispatch) Department |
| | | 7. Legal Department |
| | | 8. Council Workshop Agenda (non-budget) |
| May 19, 2015 | Budget Workshop | 1. Recreation Department |
| | | 2. Arena Department |
| | | 3. Public Works Department |
| | | 4. Public Buildings Department |
| | | 5. Community Center |
| | | 6. Water Works Department |
| | | 7. Sewer Works Department |
| May 26, 2015 | Budget Workshop | 1. Tax Collector |
| | | 2. Assessing Department |
| | | 3. Management Information Sysytems Department |
| | | 4. Government Channel Department |
| | | 5. City Clerk |
| | | 6. Elections |
| | | 7. Welfare Department |
| | | 8. Business Office Department |
| | | 9. City Council Budget |
| | | 10. City Manager Department |
| | | 11. General Overhead Budget |
| June 2, 2015 | Regular Meeting | 1. FY2016 O&M, CIP - Public Hearings |
| | | 2. Final "Other Adjustments" from Finance Department |
| | | 3. Current Use Resolution |
| | | 4. Excess Host Community Fees Resolution |
| | | 5. Regular Meeting Agenda (non-budget) |
| June 9, 2015 | Council Workshop | "Special Mtg" - O&M, CIP 2nd Readings, Adoptions? |
| June 16, 2015 | Budget Workshop | HOLD |
| June 23, 2015 | Budget Workshop | HOLD |
| June 30, 2015 | Budget Workshop | HOLD |



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4/2/15

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 **Assessing Update of Values Review Report**COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☒FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

| | | | |
|--|--|--|--|
| AGENDA DATE | April 7, 2015 | | |
| DEPT. HEAD SIGNATURE | | | |
| DATE SUBMITTED | April 2, 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 | Blaine Cox, Signature on file |
| CITY MANAGER | Dan Fitzpatrick, Signature on file |

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY**Charter Section 14**

SUMMARY STATEMENT

The City Council directed the City Manager to retain the services of an outside independent expert to review the update of values process conducted by the Assessor. The review is now complete and the independent expert will deliver the findings contained in his report.

RECOMMENDED ACTION

None.



120 Daniel Webster Highway
Meredith, NH 03253

tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

Municipal Resources
www.municipalresources.com

REVIEW OF 2014 UPDATE OF VALUES **ROCHESTER, NH**

EXECUTIVE SUMMARY

The City Council engaged Municipal Resources Inc. (MRI) to conduct a review of the update of values recently completed by the City's Assessing Department. Joseph Lessard, MRI's Vice President and senior certified assessor, met with the City Assessor and had several follow-up conversations with him. Mr. Lessard also reviewed information provided by the Assessing Department, various International Association of Assessing Officers (IAAO) documents, the Uniform Standards of Appraisal Practice (USPAP) publication, DRA online information, conducted several additional analyses of data and spoke with Charles Reese of the DRA in the process of preparing this report.

A review and analysis of the data indicates that the overall equity of property assessments is better post-update than it was prior; and a review of more recent sales supports this conclusion. After reviewing the Assessor's work, pertinent publications, DRA requirements, and conducting our own analysis, we conclude that the Assessor's processes were professional, done according to accepted practices and resulted in a very acceptable outcome. Since the Assessor does not work alone, we believe that the entire assessing office staff should be acknowledged for a quality work product.

CITY'S CHARGE

The City Council requested that MRI conduct an assessing review of the City's recent update of values by performing the tasks below:

1. Meet with the City's Chief Assessor to review and document the process and procedures utilized to perform the update and review the associated work papers.
2. Compare and contrast the process and procedure utilized to Department of Revenue Administration (DRA) standards and industry standards and best practices, note any

deviations or variances and; opine on the likely impact/consequence of such deviations/variances on the veracity of the outcome of the update process, to include a review of the “neighborhood” designation process.

3. Compile a report with findings and conclusions citing standards and regulations as appropriate.
4. Review preliminary results with the City Manager.
5. Present to the finance committee of the City Council on April 7th.

OVERVIEW

On February 11, 2015, I met with Assessor, Tom Mullin, to gather data, review with him his processes and to view several neighborhoods. Tom was very professional, provided all that was requested and created several reports which he prepared at my request. Since then I have had several follow-up conversations with the Assessor, reviewed various International Association of Assessing Officers (IAAO) documents, the Uniform Standards of Appraisal Practice (USPAP) publication, DRA online information, the information provided by the Assessor, several additional analyses of data which were created by my associate, Scott Marsh, and spoke with Charles Reese of the DRA in the preparation of this report.

The update of values is an appraisal. It is a Mass appraisal that values all of the properties in a municipality as of a specific date (April 1 of the year of the revaluation) and is used as the valuation basis until the next update of values (5 years or less). This differs from a Fee appraisal which focuses on one property typically conducted as of the date of inspection. A Mass appraisal typically relies on all of the sale data for the previous 2 years, current construction costs and, in the case of commercial properties, the rental and expenses attributed to the real estate. A Fee appraisal relies on selected recent sales (typically at least 3 properties) which the appraiser believes are comparable to the subject (the property being appraised), current construction costs (when deemed applicable) and, in the case of commercial properties, the rental and expenses attributed to the real estate.

Mass appraisals result in valuation indications that can be as reliable as Fee appraisals. The method involves the gathering and analysis of all sales, cost and rental/expense data to arrive at a valuation of each property that, when properly applied, provides for the satisfaction of the two requirements of municipal assessments; that all properties are assessed using the same methodology and that all values are at market value or at some uniform percentage thereof. The process involves developing a pricing model for each type of property (vacant land, residential, mobile home, commercial, etc.) from the analyses done on the above referenced data. The models are tested to ensure that they work for the sold properties and once finalized

are applied to each property in Town by inputting each property description into the Computer Assisted Mass Appraisal (CAMA) System to calculate an appropriate value. Finally, a review of each property value is conducted in the field to ensure that all applicable adjustments (topography, view, depreciation, etc.) have been applied and applied in a similar manner for all similar properties. The calculation of value is termed the Market Adjusted Cost Approach. Additionally, for commercial properties, a value by the Income Approach is typically calculated. During the process, the Department of Revenue Administration (DRA) monitors the Assessor's work/progress and, once it is complete, prepares a report discussing its findings with regard to how well the assessor followed the Uniform Standards of Professional Appraisal Practice (USPAP) and the DRA's and Appraisal Standards Board's (ASB) rules. Additionally, each year the DRA calculates several measures of central tendency as well as two measures of equity related to the relationship of the assessments of the properties that sell to their sale prices.

In the case of Fee appraisals, adjustments are made to the sales prices of the comparables for the differences between each of them and the subject property to arrive at an indication of value for the subject by the Sales Comparison Approach. When deemed appropriate, the appraiser will also consider the value of the land as if vacant and add to it his estimate of the current cost to replace the improvement(s)/structure(s) less accrued depreciation to arrive at an indication of value by the Cost Approach. Additionally, when an income property is involved, the appraiser will likely consider what the property can rent for as well as the expenses involved in obtaining that rent to arrive at an indication of value by the Income Approach. If more than one approach is used, a reconciliation of the different value indications is then necessary to determine what value, in the appraiser's judgment, is the best indication of market value.

Both approaches involve more than just math. Experienced judgment is required not only in selecting the right data to use, but also in determining the proper adjustments, and amounts thereof, to be made.

APPROACH

Although the updating process was reviewed and will be discussed, it is important to know that the real test of how well a revaluation or update of values has been conducted is the resultant equity that is achieved. Additionally, since perfection is not possible to achieve, a comparison of the equity in the revised values to the previous values can tell whether improvement was made. Equity in assessing is measured by the Coefficient of Dispersion (COD), which is defined below. For more discussion of this and other ratios please see Section 3 of Tom's report, "Analysis & Support to Maintain Proportionality via Statistical Analysis with Update".

In checking the equity of the results, one should look not only at the overall equity of the project (which, based on the sales used for the update, improved from a COD of 16.37 to a COD of 7.67), but also at the equity of the various strata such as residential and commercial properties and also sub-strata of those such as single family, condos, mobile homes, etc. Additionally, the data should be analyzed on the basis of neighborhood, quality of construction, age, etc. The sales used and the various resulting ratios from both before and after the update, are found in Sections 6 and 7 of Tom's report and summarized in Attachment #2. For each grouping of sales provided, a number of statistics are calculated. The three statistics which I believe are the most telling are the median ratio, the COD and the Price Related Differential (PRD). The ratio of each assessed value to its sale price is calculated for each qualified sale property. These are then arrayed in ascending or descending order and the middle ratio is determined. It is called the median ratio and for this process is the most representative measure of the various measures of central tendency which are calculated. In an update of values, the attempt is to achieve a ratio that is close to 100%. The COD is a measure of the degree to which the data being analyzed clusters around a central data point (in this case the median ratio). The lower the COD the better and while up to 20 is acceptable, lower than 15 is considered good. After a revaluation /update the overall COD should be close to or under 10; however, for individual strata, it is very difficult to get them all under 10. The PRD shows whether or not there is a price related bias. The acceptable range is from .98 to 1.03. A PRD under .98 tends to indicate assessment progressivity (assessment ratios increase with price), while a PRD above 1.03 tends to indicate assessment regressivity (assessment ratios declining with price). Findings related to the median ratio and equity will be discussed later.

One of the first actions that needs to be conducted in a revaluation or update of values is to verify or correct the neighborhoods as defined in the previous update. It is not unusual for boundaries to change. A neighborhood is a geographic area defined to ensure for modeling that the properties are homogenous and share important locational characteristics. The IAAO Standard on Mass Appraisal of Real Property, in its section (3.3.1) on the selection of "property characteristics (that) are usually important in predicting residential property values" includes improvement data, land data and location data. The location data includes market area, submarket area or neighborhood, site amenities, and external influences, which indicates the importance of neighborhood delineation.

The Assessor's process in establishing neighborhoods was in keeping with appropriate actions. He reviewed the sales data for the previous 3 years (generally the sales for the previous 2 years are reviewed unless less than an adequate number of valid sales are found). With even 3 years of sales there were some previously determined residential neighborhoods with no or perhaps only 1 valid sale. Many had a few, but not nearly enough to establish values for a whole

neighborhood. Therefore an effort was made to see if there were areas that could be grouped into the same or similar neighborhoods. Sales were grouped by building size, building age and pre-update total values. After analyzing this data and viewing properties in the various parts of Rochester, it was determined that using different neighborhood boundaries was more appropriate than the existing ones and would result in better equity between the various age, size and quality residential properties. As the update process moved along it is also typical to refine the boundaries.

FINDINGS

A review of the results as analyzed by both the Assessor, as shown in his report, and the DRA's 2013 and 2014 Ratio Studies, which are at Attachment #1 to this report, indicate that the equity of the assessments overall after the update of values is better than it was prior to the update. Additionally, those reports showed that the equity for most of the various strata improved as well. The Assessor's analyses were based upon sales that had been used as the basis for the update. The DRA's analysis used some of those same sales along with additional sales that occurred for several months after the Assessor's work was complete. Although included in the Assessor's analyses are the measure of equity for both the before and after neighborhood values, because the boundaries of the neighborhoods changed, it was not easy to see if the new values in the new neighborhoods reflected better equity than the old values (for the same properties in the same described areas) reflected. For these reasons, additional analyses were conducted on some sales occurring subsequent to the ones used by the DRA, on several sub-strata of property types and on the pre-update values of properties located in the new neighborhoods. Additionally, an attempt was made to compare the sales and assessments before and after the update for the same properties in the same areas as the new neighborhoods. The summaries of these analyses are at Attachment #3.

The results of these additional analyses confirm the analyses of the Assessor and DRA that the equity of assessments for 2014 was better overall than it was in 2013. Additionally, it appears to also be the case regarding the subsequent sales that were analyzed. As the market is ever changing, the Assessor's work is to continue to monitor it. The results of the sub-strata analysis, which will be provided to the Assessor (although his continuing analyses may have already alerted him), indicate some areas to focus on going forward as additional sales occur, but do not indicate that improvement in the equity of assessments has not been realized. Finally, the analyses conducted on the sales and pre-update values in the areas that make up the new neighborhoods indicate that the equity in all except for two is better after the update than they were before the update. Additionally, the equity in one was essentially the same good numbers

as before and the other, although not better, is well within the limits of what is considered to be very good equity with COD and PRD values of 8.11 and .98, respectively.

Finally a conversation with Charles Reese, of the DRA was conducted to ensure that there wasn't something that I missed in my review and analyses. He told me that the update of values certainly met the department's requirements. He had asked Tom for some additional documentation for the report that had been prepared, which Tom provided. The City has recently received a letter from Mr. Reese indicating that the update was in full compliance with the DRA's requirements.

CONCLUSION

In determining the statistics for each year the DRA uses sales from October 1 of the previous year through September 30 of the year being calculated, such that the results reflect the market as of April 1 of the year being calculated. The overall median, COD and PRD for 2013 were 104.12, 13.99 and 1.07, respectively. The overall median, COD and PRD for 2014 are 96.09, 10.55 and 1.00, which shows improvement in the two measures of equity. Having reviewed the Assessor's work, pertinent publications, DRA requirements, conducted various analyses ourselves and spoken with the DRA representative, we conclude that the update was performed properly, done according to accepted practices and resulted in a very acceptable outcome.

Respectfully Submitted,

Joseph Lessard
(CSP)

Joseph Lessard, CNHA
Vice President

ATTACHMENT #1



2013 Ratio Study Summary Report

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Town Name: Rochester, Strafford County

Date Range: 10/01/2012 through 09/30/2013

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

| Strata | Description | Mean Ratio | Median Ratio | WM Low CI | WM Ratio | WM High CI | COD | PRD | Total Strata | Sales PA34 | Valid | Valid % | Valid PA34 | Valid PA34 % | UT# | UT % |
|--------|------------------------|------------|--------------|-----------|----------|------------|-------|------|--------------|------------|-------|---------|------------|--------------|-----|-------|
| 11 | Single Family Home | 101.94 | 100.18 | 99.31 | 100.67 | 102.07 | 8.79 | 1.01 | 305 | 259 | 163 | 53.4% | 151 | 92.6% | 155 | 95.1% |
| 12 | Multi Family 2-4 Units | 122 | 117.5 | 0 | 110.55 | 0 | 25.59 | 1.1 | 23 | 18 | 4 | 17.4% | 4 | 100% | 4 | 100% |
| 14 | Single Res Condo Unit | 114.25 | 110.75 | 105.98 | 111.26 | 116.21 | 10.77 | 1.03 | 47 | 41 | 22 | 46.8% | 20 | 90.9% | 22 | 100% |
| 17 | Mfg Housing With Land | 102.88 | 104.68 | 0 | 95.93 | 0 | 22.99 | 1.07 | 9 | 8 | 4 | 44.4% | 3 | 75.0% | 4 | 100% |
| 18 | Mfg Housing Without | 114.91 | 109.56 | 107.07 | 111.09 | 116.96 | 17.08 | 1.03 | 122 | 102 | 80 | 65.6% | 73 | 91.2% | 78 | 97.5% |
| 22 | Residential Land | 114.75 | 98.91 | 93.27 | 104.57 | 117.01 | 26.87 | 1.1 | 37 | 31 | 18 | 48.6% | 15 | 83.3% | 18 | 100% |
| 23 | Commercial Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 3 | 3 | 75.0% | 2 | 66.7% | 3 | 100% |
| 33 | Commercial L&B | 95.69 | 95.27 | 0 | 87.92 | 0 | 10.33 | 1.09 | 12 | 9 | 5 | 41.7% | 5 | 100% | 5 | 100% |
| AA | Any & All | 107.12 | 104.12 | 96.2 | 99.7 | 101.98 | 13.99 | 1.07 | 591 | 495 | 303 | 51.3% | 276 | 91.1% | 292 | 96.4% |
| GC1 | Area Improved Res | 107.22 | 104.31 | 101.22 | 102.63 | 104.06 | 12.61 | 1.04 | 506 | 428 | 274 | 54.0% | 251 | 91.9% | 265 | 96.7% |
| GC2 | Area Improved Non-Res | 90.35 | 95.27 | 0 | 80.07 | 0 | 14.46 | 1.13 | 24 | 17 | 7 | 33.3% | 7 | 87.5% | 6 | 85.7% |
| GC3 | Area Unimproved | 114.89 | 98.91 | 64.06 | 86.09 | 109.56 | 32.5 | 1.33 | 44 | 36 | 22 | 50.0% | 18 | 81.8% | 22 | 100% |



2013 Ratio Study Summary Report

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Town Name: Rochester, Strafford County

Date Range: 10/01/2012 through 09/30/2013

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

| Type | Description | Median Low CI | Median Ratio | Median High CI | PRD Low CI | PRD | PRD High CI | COD | UT# |
|-------------|-----------------------|---------------|--------------|----------------|------------|------|-------------|-------|-----|
| All (AA) | Any & All | 101.45 | 104.12 | 105.14 | 1.05 | 1.07 | 1.11 | 13.99 | 292 |
| Group (GC1) | Area Improved Res | 102.67 | 104.31 | 106.11 | 1.03 | 1.04 | 1.06 | 12.61 | 265 |
| Group (GC2) | Area Improved Non-Res | 0 | 95.27 | 0 | 0 | 1.13 | 0 | 14.46 | 6 |
| Group (GC3) | Area Unimproved | 95.52 | 98.91 | 141.73 | 1.1 | 1.33 | 1.7 | 32.5 | 22 |

| Title | Description | Criteria Met |
|-----------------------------|--|--------------|
| Strata-Any and All (Median) | Overall Median Point Estimate confidence interval should overlap range of 90-110 | True |
| Strata-Any and All (PRD) | Overall PRD Confidence Interval should overlap range of .98-1.03 | False |
| Strata-Any and All (COD) | Coefficient of Dispersion < 20.0 | True |
| Strata-GC1 | Median Confidence Interval should overlap overall median +/- 5% | True |
| Strata-GC2 | Median Confidence Interval should overlap overall median +/- 5% | N/A |
| Strata-GC3 | Median Confidence Interval should overlap overall median +/- 5% | True |



2014 Ratio Study Summary Report

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Town Name: Rochester, Strafford County

Date Range: 10/01/2013 through 09/30/2014

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

| Strata | Description | Mean Ratio | Median Ratio | WM Low CI | WM Ratio | WM High CI | COD | PRD | Total Strata | Sales PA34 | Valid | Valid % | Valid PA34 | Valid PA34 % | UT# | UT % |
|--------|------------------------|------------|--------------|-----------|----------|------------|-------|------|--------------|------------|-------|---------|------------|--------------|-----|-------|
| 11 | Single Family Home | 97.55 | 96.35 | 95.73 | 97.04 | 98.34 | 8.64 | 1.01 | 328 | 224 | 189 | 57.6% | 135 | 71.4% | 187 | 98.9% |
| 12 | Multi Family 2-4 Units | 101.94 | 97.56 | 90.17 | 97.11 | 104.32 | 12.7 | 1.05 | 34 | 23 | 12 | 35.3% | 9 | 75.0% | 12 | 100% |
| 14 | Single Res Condo Unit | 97.3 | 95.18 | 94.03 | 95.88 | 98.43 | 5.32 | 1.01 | 37 | 28 | 16 | 43.2% | 11 | 68.8% | 16 | 100% |
| 17 | Mfg Housing With Land | 100.25 | 97.34 | 0 | 98.63 | 0 | 12.09 | 1.02 | 9 | 7 | 6 | 66.7% | 5 | 83.3% | 6 | 100% |
| 18 | Mfg Housing Without | 93.38 | 96.09 | 88.36 | 91.88 | 95.25 | 16.62 | 1.02 | 144 | 104 | 100 | 69.4% | 77 | 77.0% | 97 | 97.0% |
| 22 | Residential Land | 93.43 | 91.09 | 89.56 | 92.35 | 96.59 | 7.72 | 1.01 | 37 | 18 | 19 | 51.4% | 6 | 31.6% | 19 | 100% |
| 23 | Commercial Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 3 | 2 | 50.0% | 2 | 100% | 2 | 100% |
| 33 | Commercial L&B | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 5 | 3 | 37.5% | 2 | 66.7% | 3 | 100% |
| AA | Any & All | 95.93 | 96.09 | 95.11 | 96.21 | 97.32 | 10.55 | 1 | 626 | 433 | 350 | 55.9% | 250 | 71.4% | 343 | 98.0% |
| GC1 | Area Improved Res | 96.25 | 96.24 | 95.32 | 96.5 | 97.69 | 10.86 | 1 | 552 | 386 | 323 | 58.5% | 237 | 73.4% | 317 | 98.1% |
| GC2 | Area Improved Non-Res | 94.95 | 92.91 | 0 | 95.6 | 0 | 5.08 | 0.99 | 17 | 12 | 5 | 29.4% | 4 | 80.0% | 5 | 100% |
| GC3 | Area Unimproved | 93.93 | 91.45 | 90.79 | 93.56 | 97.63 | 7.67 | 1 | 42 | 22 | 22 | 52.4% | 9 | 40.9% | 22 | 100% |



2014 Ratio Study Summary Report

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Town Name: Rochester, Strafford County

Date Range: 10/01/2013 through 09/30/2014

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

| Type | Description | Median Low CI | Median Ratio | Median High CI | PRD Low CI | PRD | PRD High CI | COD | UT# |
|-------------|-----------------------|---------------|--------------|----------------|------------|------|-------------|-------|-----|
| All (AA) | Any & All | 94.66 | 96.09 | 96.59 | 0.99 | 1 | 1.01 | 10.55 | 343 |
| Group (GC1) | Area Improved Res | 95.03 | 96.24 | 96.89 | 0.99 | 1 | 1.01 | 10.86 | 317 |
| Group (GC2) | Area Improved Non-Res | 0 | 92.91 | 0 | 0 | 0.99 | 0 | 5.08 | 5 |
| Group (GC3) | Area Unimproved | 89.45 | 91.45 | 92.55 | 0.98 | 1 | 1.03 | 7.67 | 22 |

| Title | Description | Criteria Met |
|-----------------------------|--|--------------|
| Strata-Any and All (Median) | Overall Median Point Estimate confidence interval should overlap range of 90-110 | True |
| Strata-Any and All (PRD) | Overall PRD Confidence Interval should overlap range of .98-1.03 | True |
| Strata-Any and All (COD) | Coefficient of Dispersion < 20.0 | True |
| Strata-GC1 | Median Confidence Interval should overlap overall median +/- 5% | True |
| Strata-GC2 | Median Confidence Interval should overlap overall median +/- 5% | N/A |
| Strata-GC3 | Median Confidence Interval should overlap overall median +/- 5% | True |

ATTACHMENT #2

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|------------|------------|--------|--------|-------|------|----------|-----------|---------------|--|
| ALL | 368 | 110.1% | 101.5% | 16.37 | 1.09 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| ALL | 453 | 98.2% | 96.3% | 10.14 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| VACANT | 18 | 118.0% | 108.0% | 30.44 | 1.41 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| VACANT | 21 | 102.7% | 92.5% | 13.80 | 1.04 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| APARTMENTS | 1 | 86.9% | 86.9% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| APARTMENTS | 1 | 100.0% | 100.0% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| BUNGALOW | 6 | 103.0% | 103.2% | 6.06 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| BUNGALOW | 7 | 91.8% | 89.1% | 4.94 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| CAPE | 47 | 100.6% | 99.2% | 7.67 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| CAPE | 61 | 95.2% | 94.8% | 7.13 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| COLONIAL | 49 | 99.9% | 98.0% | 6.50 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| COLONIAL | 63 | 98.9% | 96.3% | 8.58 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| CONDO | 18 | 114.3% | 112.2% | 10.68 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| CONDO | 24 | 96.5% | 96.1% | 4.43 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| CONTEMP | 8 | 106.2% | 100.4% | 6.76 | 1.01 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| CONTEMP | 13 | 102.7% | 99.5% | 8.06 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| COTTAGE | 5 | 117.5% | 106.5% | 17.21 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| COTTAGE | 7 | 97.6% | 93.0% | 11.61 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| DUPLEX | 5 | 121.7% | 110.0% | 14.21 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| DUPLEX | 5 | 112.3% | 97.5% | 17.55 | 1.04 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| GAMBREL | 4 | 98.0% | 95.1% | 8.77 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| GAMBREL | 5 | 89.6% | 91.0% | 8.54 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| GARRISON | 2 | 103.1% | 103.1% | 4.77 | 0.99 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| GARRISON | 4 | 94.3% | 95.7% | 3.85 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| INDUST-SM | 1 | 102.3% | 102.3% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| INDUST-SM | 1 | 92.9% | 92.9% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| MANUF | 100 | 119.6% | 110.0% | 23.36 | 1.13 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| MANUF | 118 | 97.7% | 96.2% | 14.36 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| MULTI-FAM | 5 | 109.2% | 114.9% | 12.15 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| MULTI-FAM | 6 | 92.1% | 97.5% | 10.40 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| NEW ENG | 25 | 113.6% | 105.4% | 17.24 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| NEW ENG | 28 | 100.9% | 97.4% | 12.31 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| OLD STYLE | 3 | 117.6% | 99.6% | 20.99 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|-----------|------------|--------|--------|-------|------|----------|-----------|---------------|--|
| OLD STYLE | 4 | 102.6% | 97.7% | 6.00 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| RSD RANCH | 22 | 103.2% | 99.0% | 8.46 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| RSD RANCH | 26 | 99.1% | 96.7% | 8.47 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| RANCH | 45 | 108.3% | 100.3% | 12.41 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| RANCH | 56 | 98.7% | 97.8% | 7.63 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| RETAIL | 1 | 91.0% | 94.1% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | | | AFTER UPDATE | |
| SPL LVL | 1 | 108.5% | 108.5% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| SPL LVL | 1 | 103.8% | 103.8% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| SV GARAGE | 2 | 106.7% | 106.7% | 10.69 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| SVC GARAG | 2 | 94.5% | 110.4% | 3.48 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| AG CNDTN | 58 | 107.7% | 100.5% | 14.08 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| AG CNDTN | 77 | 96.2% | 93.9% | 10.40 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| AV CNDTN | 256 | 110.4% | 101.9% | 16.38 | 1.09 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| AV CNDTN | 306 | 98.6% | 96.8% | 10.13 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| FA CNDTN | 4 | 142.1% | 147.2% | 18.46 | 1.09 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| FA CNDTN | 6 | 114.7% | 107.0% | 12.30 | 1.06 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| FR CNDTN | 2 | 109.8% | 109.8% | 2.59 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| FR CNDTN | 2 | 93.1% | 93.1% | 3.11 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| GD CNDTN | 24 | 102.6% | 100.0% | 7.53 | 1.01 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| GD CNDTN | 35 | 95.0% | 94.7% | 6.27 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| VG CNDTN | 6 | 101.9% | 102.4% | 7.35 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| VG CNDTN | 6 | 91.1% | 93.7% | 6.20 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| B- GRADE | 29 | 96.1% | 97.1% | 6.85 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| B- GRADE | 35 | 97.0% | 96.2% | 7.51 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| B GRADE | 11 | 97.9% | 97.6% | 5.52 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| B GRADE | 14 | 99.8% | 97.5% | 6.12 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| B+ GRADE | 2 | 112.0% | 112.0% | 10.56 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| B+ GRADE | 2 | 109.3% | 109.3% | 7.26 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| C- GRADE | 32 | 129.2% | 112.5% | 25.20 | 1.17 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| C- GRADE | 43 | 98.5% | 95.8% | 12.64 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| C GRADE | 177 | 107.6% | 103.3% | 12.04 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| C GRADE | 210 | 97.9% | 96.2% | 9.35 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|----------|------------|--------|---------|-------|------|----------|-----------|---------------|--|
| C+ GRADE | 75 | 106.7% | 99.4% | 13.23 | 1.06 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| C+ GRADE | 105 | 98.8% | 97.1% | 8.52 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| D GRADE | 13 | 121.7% | 98.3% | 35.28 | 1.11 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| D GRADE | 13 | 82.9% | 80.8% | 23.08 | 0.95 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| D+ GRADE | 11 | 139.4% | 124.6% | 28.07 | 1.14 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| D+ GRADE | 10 | 104.5% | 102.6% | 21.00 | 1.06 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 013 LUC | 1 | 155.3% | 155.3% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 013 LUC | 1 | 102.7% | 102.7% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 101 LUC | 201 | 103.6% | 9940.0% | 9.59 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 101 LUC | 261 | 98.1% | 96.4% | 8.56 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 102 LUC | 5 | 121.7% | 110.0% | 14.21 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 102 LUC | 5 | 112.3% | 97.5% | 17.55 | 1.04 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 104 LUC | 18 | 114.3% | 112.2% | 10.68 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 104 LUC | 24 | 96.5% | 96.1% | 4.43 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 105 LUC | 5 | 104.9% | 105.0% | 7.29 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 105 LUC | 5 | 94.2% | 92.4% | 7.04 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 106 LUC | 94 | 120.4% | 110.2% | 24.32 | 1.14 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 106 LUC | 112 | 98.0% | 96.2% | 14.69 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 109 LUC | 1 | 112.7% | 112.7% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 109 LUC | 1 | 99.7% | 99.7% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 110 LUC | 4 | 107.8% | 104.1% | 16.76 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 110 LUC | 5 | 91.1% | 97.6% | 12.38 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 111 LUC | 1 | 114.9% | 114.9% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 111 LUC | 1 | 97.3% | 97.3% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 113 LUC | 1 | 86.9% | 86.9% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 113 LUC | 1 | 100.0% | 100.0% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 130 LUC | 27 | 122.6% | 100.9% | 25.25 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 130 LUC | 33 | 100.0% | 92.0% | 11.38 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 316 LUC | 1 | 102.3% | 102.3% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 316 LUC | 1 | 92.9% | 92.9% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 325 LUC | 1 | 91.0% | 91.0% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 325 LUC | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 330 LUC | 1 | 95.3% | 95.3% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|----------|------------|---------|--------|-------|------|----------|-----------|---------------|--|
| 330 LUC | 1 | 91.2% | 91.2% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 332 LUC | 1 | 118.1% | 118.1% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 332 LUC | 1 | 97.8% | 97.8% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 390 LUC | 3 | 64.0% | 71.7% | 18.59 | 1.13 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 390 LUC | 1 | 93.7% | 93.7% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 440 LUC | 1 | 141.7% | 141.7% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 440 LUC | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 673 LUC | 2 | 109.6% | 109.6% | 5.31 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 673 LUC | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1010 NBC | 8 | 112.1% | 97.5% | 20.29 | 1.07 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | 34 | 96.2% | 94.1% | 9.24 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1011 NBC | 1 | 120.1% | 120.1% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1012 NBC | 8 | 112.4% | 98.6% | 18.00 | 1.11 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1013 NBC | 1 | 9940.0% | 99.4% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1014 NBC | 1 | 119.8% | 119.8% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1030 NBC | 27 | 98.8% | 98.7% | 3.55 | 1.01 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | 14 | 97.7% | 96.5% | 6.10 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1031 NBC | 1 | 186.2% | 186.2% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1032 NBC | 4 | 105.6% | 105.7% | 1.99 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1050 NBC | 6 | 107.8% | 107.7% | 6.63 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1051 NBC | 9 | 95.3% | 95.0% | 5.65 | 0.99 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1052 NBC | 7 | 99.8% | 101.4% | 5.47 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1053 NBC | 7 | 95.4% | 95.8% | 4.13 | 1.01 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|----------|------------|--------|--------|-------|------|----------|-----------|---------------|--|
| 1055 NBC | 4 | 103.7% | 100.4% | 8.14 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1070 NBC | 1 | 87.5% | 87.5% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | 25 | 95.8% | 96.9% | 8.79 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1071 NBC | 1 | 108.4% | 108.4% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1090 NBC | 15 | 106.4% | 100.2% | 11.66 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1091 NBC | 4 | 92.8% | 92.4% | 4.12 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1092 NBC | 18 | 109.3% | 97.8% | 15.12 | 1.11 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1100 NBC | 17 | 105.1% | 102.1% | 10.10 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1101 NBC | 6 | 99.5% | 98.6% | 1.63 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1102 NBC | 4 | 106.8% | 104.2% | 10.04 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1140 NBC | 18 | 113.0% | 104.7% | 15.77 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1141 NBC | 3 | 93.7% | 97.3% | 4.85 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1150 NBC | 22 | 106.1% | 105.2% | 8.56 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | 31 | 97.3% | 94.8% | 8.75 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1151 NBC | 2 | 92.7% | 92.7% | 3.32 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1210 NBC | 7 | 99.2% | 97.8% | 3.31 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | 8 | 102.0% | 97.1% | 10.40 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1211 NBC | 2 | 95.7% | 95.7% | 0.00 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1250 NBC | 27 | 113.0% | 106.5% | 14.82 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| | 29 | 101.3% | 97.0% | 12.17 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1280 NBC | 2 | 132.8% | 132.8% | 18.94 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|----------|------------|--------|--------|-------|------|----------|-----------|---------------|--|
| | 3 | 97.6% | 92.8% | 13.33 | 1.04 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1301 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1301 NBC | 4 | 103.0% | 102.8% | 5.54 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1302 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1302 NBC | 11 | 99.9% | 94.8% | 8.21 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1303 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1303 NBC | 8 | 97.8% | 95.8% | 7.09 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1304 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1304 NBC | 26 | 97.4% | 96.3% | 9.02 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1305 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1305 NBC | 11 | 99.8% | 97.1% | 9.14 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1306 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1306 NBC | 40 | 99.9% | 97.6% | 9.37 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1307 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1307 NBC | 36 | 97.0% | 96.3% | 6.55 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1308 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1308 NBC | 17 | 98.3% | 96.1% | 7.18 | 0.98 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 2004 NBC | 8 | 118.5% | 113.3% | 14.29 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 2004 NBC | 10 | 101.7% | 97.6% | 14.98 | 1.06 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 2012 NBC | 1 | 114.9% | 114.9% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 2012 NBC | 1 | 97.3% | 97.3% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 2013 NBC | 1 | 86.9% | 86.9% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 2013 NBC | 1 | 100.0% | 100.0% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 2204 NBC | 1 | 91.6% | 91.6% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 2204 NBC | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 2304 NBC | 1 | 112.7% | 112.7% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 2304 NBC | 1 | 99.7% | 99.7% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 3001 NBC | 3 | 67.6% | 71.7% | 23.67 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3001 NBC | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 3002 NBC | 1 | 95.3% | 95.3% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3002 NBC | 1 | 91.2% | 91.2% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 3005 NBC | 1 | 118.1% | 118.1% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3005 NBC | 1 | 97.8% | 97.8% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|----------|------------|--------|--------|-------|-------|----------|-----------|---------------|----|
| 3012 NBC | 1 | 124.7% | 124.7% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3012 NBC | 1 | 117.0% | 117.0% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 3013 NBC | 1 | 141.7% | 141.7% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3013 NBC | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 3014 NBC | 1 | 80.1% | 80.1% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3014 NBC | 1 | 93.7% | 93.7% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 3400 NBC | 2 | 128.8% | 128.8% | 20.58 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3400 NBC | 2 | 97.8% | 97.8% | 5.01 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 3911 NBC | 1 | 88.2% | 88.2% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 3911 NBC | 1 | 90.7% | 90.7% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 5012 NBC | 2 | 112.6% | 112.6% | 1.52 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 5012 NBC | 3 | 97.1% | 96.1% | 3.48 | 0.98 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 5022 NBC | 22 | 129.7% | 131.5% | 22.11 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 5022 NBC | 27 | 100.7% | 96.3% | 21.74 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5032 NBC | 3 | 111.5% | 98.3% | 21.07 | 1.01 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5032 NBC | 4 | 72.5% | 61.2% | 24.64 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5042 NBC | 5 | 142.8% | 128.6% | 34.86 | 1.05 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5042 NBC | 5 | 102.5% | 94.6% | 30.02 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5052 NBC | 4 | 105.6% | 102.8% | 14.90 | 0.97 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5052 NBC | 5 | 99.8% | 96.9% | 12.70 | 97.50 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5062 NBC | 3 | 159.4% | 146.8% | 36.53 | 1.18 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5062 NBC | 3 | 102.6% | 94.2% | 19.98 | 1.08 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5072 NBC | 1 | 136.3% | 136.3% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5072 NBC | 1 | 96.3% | 96.3% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5082 NBC | 2 | 152.7% | 152.7% | 18.80 | 1.07 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5082 NBC | 4 | 98.5% | 96.4% | 6.55 | 1.04 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5092 NBC | 13 | 108.6% | 107.7% | 10.21 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5092 NBC | 15 | 101.0% | 96.2% | 12.62 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5102 NBC | 1 | 342.0% | 342.0% | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5102 NBC | 1 | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5112 NBC | 3 | 106.9% | 107.4% | 1.38 | 1.01 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5112 NBC | 4 | 98.4% | 96.7% | 2.45 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5122 NBC | 15 | 103.3% | 97.5% | 12.52 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |

| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|----------|------------|--------|--------|-------|------|----------|-----------|---------------|-------|
| 5122 NBC | 20 | 98.5% | 96.2% | 9.92 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5132 NBC | 3 | 133.3% | 116.9% | 18.11 | 1.02 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5132 NBC | 4 | 97.7% | 91.5% | 19.22 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5142 NBC | 1 | 240.8% | 240.8% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5142 NBC | 1 | 96.7% | 96.7% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5162 NBC | 2 | 119.5% | 119.5% | 4.72 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5162 NBC | 2 | 96.6% | 96.6% | 2.52 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5172 NBC | 1 | 133.8% | 133.8% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5172 NBC | 1 | 96.6% | 96.6% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5182 NBC | 11 | 94.3% | 93.1% | 15.71 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5182 NBC | 11 | 92.5% | 96.8% | 12.04 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5222 NBC | 1 | 104.7% | 104.7% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5222 NBC | 1 | 95.3% | 95.3% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 5228 NBC | 1 | 69.3% | 69.3% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | MH |
| 5228 NBC | 1 | 94.3% | 94.3% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | MH |
| 6001 NBC | 1 | 131.5% | 131.5% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6001 NBC | 3 | 94.2% | 96.1% | 2.06 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6002 NBC | 3 | 112.2% | 113.1% | 4.71 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6002 NBC | 5 | 95.2% | 96.6% | 2.54 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6003 NBC | | | | | | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6003 NBC | 2 | 96.7% | 96.7% | 6.17 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6004 NBC | 2 | 123.9% | 123.9% | 1.22 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6004 NBC | 2 | 96.5% | 96.5% | 1.22 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6005 NBC | 1 | 118.8% | 118.8% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6005 NBC | 2 | 96.5% | 96.5% | 2.36 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6008 NBC | 1 | 127.0% | 127.0% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6008 NBC | 1 | 96.8% | 96.8% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6015 NBC | 2 | 107.3% | 107.3% | 3.76 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6015 NBC | 2 | 96.3% | 96.3% | 4.13 | 1.00 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6016 NBC | 3 | 118.8% | 103.0% | 15.72 | 1.06 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6016 NBC | 4 | 101.2% | 97.5% | 11.84 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6018 NBC | 1 | 109.4% | 109.4% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6018 NBC | 1 | 90.9% | 90.9% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |

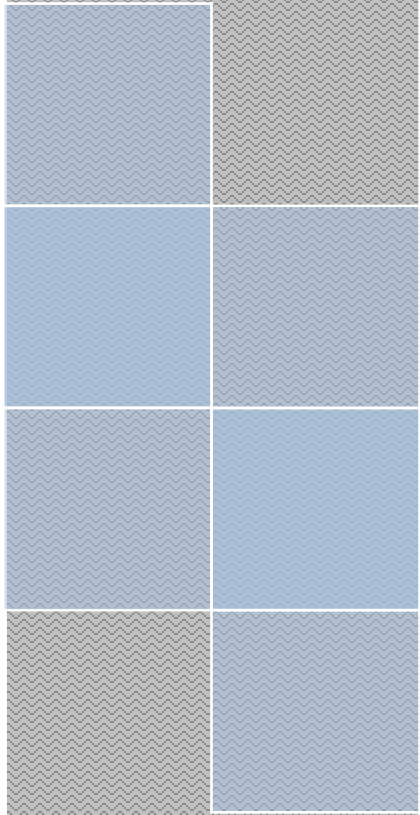
| CATEGORY | # OF SALES | MEAN | MEDIAN | COD | PRD | | | | |
|----------------|------------|--------|--------|-------|------|----------|-----------|---------------|-------|
| 6040 NBC | 2 | 96.0% | 96.0% | 4.32 | 1.00 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6040 NBC | | | | | | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6042 NBC | 1 | 95.8% | 95.8% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6042 NBC | 1 | 99.0% | 99.0% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| 6205 NBC | 1 | 127.7% | 127.7% | N/A | N/A | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | CONDO |
| 6025 NBC | 1 | 94.3% | 94.3% | N/A | N/A | 4/8/2013 | 7/28/2014 | AFTER UPDATE | CONDO |
| LESS THAN 1900 | 17 | 120.2% | 114.9% | 17.98 | 1.04 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| LESS THAN 1900 | 22 | 100.4% | 97.9% | 11.39 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1901-1930 | 19 | 111.9% | 110.3% | 14.99 | 1.06 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1901-1930 | 22 | 101.7% | 97.9% | 14.18 | 1.05 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1931-1950 | 34 | 103.0% | 101.0% | 7.14 | 1.01 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1931-1950 | 41 | 93.1% | 91.7% | 6.96 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1951-1965 | 29 | 118.5% | 106.8% | 20.35 | 1.09 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1951-1965 | 35 | 96.4% | 94.7% | 8.00 | 1.02 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1966-1980 | 42 | 108.3% | 101.4% | 16.74 | 1.10 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1966-1980 | 53 | 92.3% | 94.3% | 12.17 | 0.97 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1981-1990 | 59 | 119.6% | 107.4% | 25.02 | 1.18 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1981-1990 | 77 | 97.6% | 95.3% | 11.54 | 1.03 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 1991-2000 | 41 | 106.4% | 103.2% | 11.18 | 1.06 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 1991-2000 | 55 | 101.5% | 99.5% | 8.45 | 1.01 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| 2001-CURRENT | 109 | 103.7% | 99.3% | 9.56 | 1.03 | 4/8/2013 | 5/1/2014 | BEFORE UPDATE | |
| 2001-CURRENT | 127 | 100.0% | 97.0% | 8.55 | 0.99 | 4/8/2013 | 7/28/2014 | AFTER UPDATE | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |

ATTACHMENT #3

| NBC | # SALES | MEAN | MEDIAN | COD | PRD | |
|------------|----------------|-------------|---------------|------------|------------|-------------------|
| 1301 | 4 | 109.8% | 111.9% | 8.63 | 1.01 | BEFORE ADJUSTMENT |
| 1301 | 4 | 103.0% | 102.8% | 5.54 | 0.99 | AFTER ADJUSTMENT |
| | | | | | | |
| 1302 | 7 | 114.8% | 104.1% | 16.36 | 1.03 | BEFORE ADJUSTMENT |
| 1302 | 7 | 102.4% | 99.4% | 9.99 | 1.02 | AFTER ADJUSTMENT |
| | | | | | | |
| 1303 | 2 | 112.5% | 112.5% | 11.67 | 1.02 | BEFORE ADJUSTMENT |
| 1303 | 2 | 102.7% | 102.7% | 11.29 | 1.02 | AFTER ADJUSTMENT |
| | | | | | | |
| 1304 | 20 | 103.7% | 98.5% | 12.02 | 1.04 | BEFORE ADJUSTMENT |
| 1304 | 20 | 98.1% | 96.5% | 9.80 | 1.02 | AFTER ADJUSTMENT |
| | | | | | | |
| 1305 | 10 | 100.1% | 95.7% | 7.64 | 1.00 | BEFORE ADJUSTMENT |
| 1305 | 10 | 97.7% | 94.7% | 7.85 | 1.00 | AFTER ADJUSTMENT |
| | | | | | | |
| 1306 | 32 | 105.1% | 99.3% | 10.65 | 1.05 | BEFORE ADJUSTMENT |
| 1306 | 32 | 101.3% | 98.2% | 9.88 | 0.99 | AFTER ADJUSTMENT |
| | | | | | | |
| 1307 | 30 | 109.4% | 98.8% | 14.08 | 1.09 | BEFORE ADJUSTMENT |
| 1307 | 30 | 96.9% | 96.3% | 6.20 | 1.02 | AFTER ADJUSTMENT |
| | | | | | | |
| 1308 | 13 | 94.4% | 95.0% | 5.80 | 0.99 | BEFORE ADJUSTMENT |
| 1308 | 13 | 98.7% | 96.1% | 8.11 | 0.98 | AFTER ADJUSTMENT |

| CATERGORY | TAX YEAR | # OF SALES | MEAN | MEDIAN | COD | PRD |
|----------------------------|-------------|------------|------|--------|-------|------|
| ALL - NON COMMERCIAL | 2014 BEFORE | 160 | 117% | 113% | 21.69 | 1.14 |
| ALL - NON COMMERCIAL | 2014 AFTER | 165 | 100% | 97% | 17.31 | 1.02 |
| | | | | | | |
| ALL - NO MAN HOME W/O LAND | 2014 BEFORE | 70 | 118% | 113% | 21.79 | 1.17 |
| ALL - NO MAN HOME W/O LAND | 2014 AFTER | 74 | 100% | 97% | 9.78 | 1.01 |
| | | | | | | |
| RES L&B ONLY | 2014 BEFORE | 15 | 97% | 100% | 7.48 | 1.01 |
| RES L&B ONLY | 2014 AFTER | 19 | 98% | 98% | 5.03 | 1.00 |
| | | | | | | |
| MAN HOME - NO LAND | 2014 BEFORE | 90 | 117% | 113% | 21.51 | 1.07 |
| MAN HOME - NO LAND | 2014 AFTER | 91 | 99% | 97% | 23.44 | 1.04 |
| | | | | | | |
| MAN HOME WITH LAND | 2014 BEFORE | 6 | 118% | 113% | 17.68 | 1.06 |
| MAN HOME WITH LAND | 2014 AFTER | 6 | 103% | 103% | 11.22 | 1.03 |
| | | | | | | |
| CONDO | 2014 BEFORE | 20 | 123% | 123% | 8.98 | 1.03 |
| CONDO | 2014 AFTER | 20 | 95% | 94% | 4.40 | 1.00 |
| | | | | | | |
| LAND | 2014 BEFORE | 10 | 121% | 131% | 27.07 | 1.32 |
| LAND | 2014 AFTER | 10 | 101% | 103% | 8.72 | 1.00 |
| | | | | | | |
| MULTI FAM | 2014 BEFORE | 14 | 136% | 113% | 31.59 | 1.14 |
| MULTI FAM | 2014 AFTER | 14 | 106% | 98% | 16.79 | 1.04 |

| CATERGORY | TAX YEAR | # OF SALES | MEAN | MEDIAN | COD | PRD |
|----------------------------|-------------|------------|------|--------|-------|------|
| ALL - NON COMMERCIAL | 2014 BEFORE | 61 | 114% | 107% | 18.98 | 1.11 |
| ALL - NON COMMERCIAL | 2014 AFTER | 61 | 99% | 99% | 13.60 | 0.97 |
| | | | | | | |
| ALL - NO MAN HOME W/O LAND | 2014 BEFORE | 38 | 112% | 104% | 17.23 | 1.09 |
| ALL - NO MAN HOME W/O LAND | 2014 AFTER | 38 | 101% | 99% | 11.51 | 0.98 |
| | | | | | | |
| RES L/B ONLY | 2014 BEFORE | 18 | 105% | 101% | 10.65 | 1.03 |
| RES L/B ONLY | 2014 AFTER | 18 | 101% | 99% | 10.49 | 1.00 |
| | | | | | | |
| MAN HOME - NO LAND | 2014 BEFORE | 22 | 120% | 123% | 18.94 | 1.12 |
| MAN HOME - NO LAND | 2014 AFTER | 22 | 97% | 95% | 18.17 | 1.06 |
| | | | | | | |
| MAN HOME WITH LAND | 2014 BEFORE | 3 | 113% | 112% | 3.09 | 1.01 |
| MAN HOME WITH LAND | 2014 AFTER | 3 | 100% | 102% | 4.79 | 0.99 |
| | | | | | | |
| CONDO | 2014 BEFORE | 8 | 123% | 120% | 10.70 | 1.04 |
| CONDO | 2014 AFTER | 8 | 93% | 92% | 7.11 | 1.00 |
| | | | | | | |
| LAND | 2014 BEFORE | 4 | 129% | 144% | 13.84 | 1.46 |
| LAND | 2014 AFTER | 4 | 106% | 103% | 6.17 | 0.92 |
| | | | | | | |
| MULTI-FAMILY | 2014 BEFORE | 3 | 86% | 94% | 20.38 | 1.04 |
| MULTI-FAMILY | 2014 AFTER | 3 | 104% | 94% | 14.16 | 0.98 |



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March 17, 2015

Kelly Walters
City Clerks Office
31 Wakefield St. # 105
Rochester, NH 03867

RECEIVED
MAR 17 2015
CITY CLERK'S OFFICE
ROCHESTER, NH

Dear Kelly,

I am writing to inform you I will be resigning from the position of Ward Clerk for Ward 5 in Rochester.

I am also writing to inform you that I will be perusing the vacant position of Ward Moderator of Ward 5.

Sincerely,



Daniel A. Spencer



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

RECEIVED
 MAR 17 2015

CITY CLERK'S OFFICE
 ROCHESTER, NH

STATEMENT OF INTEREST
 BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: Ward Moderator - Ward 5

NEW ☒ RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Daniel A. Spencer

STREET ADDRESS: 59 Struffland Rd

ZIP 03867

TELEPHONE: (H) 978-9153 (W) _____ E-MAIL danspe72@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO _____ WARD 5

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

Currently serving as Ward Clerk.

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

I certify that I am 18 years of age or older: Daniel A. Spencer

Reports of Committees

March 2015

- Appointments Committee – 3/03/2015 and 3/17/2015
- Community Development - 3/26/2015
- Finance Committee – 3/10/2015
- Joint Building Committee – 3/9/2015
- Public Safety Committee – 3/18/2015
- Public Works and Building Committee – 3/19/2015

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

4/2/15

Appointments Committee Minutes
March 3, 2015

Committee Members Present:

John Larochelle, Chair
Jake Collins
Sandra Keans

James Gray
Donald Hamann

John Larochelle called the meeting to order at 6:15 p.m. on March 3rd.

The Appointments Committee is keeping the following appointments in committee.

Jeff Winders - Conservation Commission - Reappointment

Jeff has been on the Conservation Commission for over 2 decades. He is highly committed to the preservation of important natural resources. Jeff has been very involved in working with owners of land with potential for protection under conservation easements.

Meredeth S Lineweber- Conservation Commission - Reappointment

Merry has been a member of the Conservation Commission for 13 years. Merry enjoys participating on the Conservation Commission and would like to serve another term. She mentioned that she was unaware that her term had expired. To that end, the Appointments Committee recommends that the City Clerk remind chairs of boards and committees to remind members when their term is about to expire.

Recommendation was held in committee.

Kevin Sullivan - Conservation Commission - Appointment to Regular Member

Kevin is currently an alternate member of the Conservation Commission and would like to be appointed as a regular member. Kevin has worked for the NH Fish and Game Department for over a decade as a marine biologist and has a strong interest in preserving our natural heritage. His background gives him a strong base to build on to be an effective member of the Conservation Commission.

Respectfully submitted,

John Larochelle, Chair



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

4/2/15

Appointments Committee Minutes
March 17, 2015

Committee Members Present:

John Larochelle, Chair
Jake Collins
Sandra Keans

James Gray
Donald Hamann

John Larochelle called the meeting to order at 6:10 p.m. on March 17th

Martha Wingate - Historic District Commission (HDC) - Reappointment

Martha has been on the HDC for nearly a decade and is presently Vice Chair. She feels that there is good collaboration with members of the Rochester Main Street and City staff to promote economic development while maintaining the historic character of the City. Interactions with applicants working with the HDC have been mostly smooth and productive.

The Appointments Committee unanimously recommends Martha Wingate for reappointment to the Historic District Commission, term to expire January 2, 2018.

David Ouellette Trustee of the Trust Funds - Reappointment

David has been a trustee since 2007. He feels that the trustees have a very good working relationship and are effective in addressing the projects they have been working on. He indicates that Charter Trust goes well beyond their required duties with regard to the fiscal management of the trusts. Dave is looking forward to future projects and would like to have additional personnel added to the Trustees, especially a member who would have a very strong financial background.

The Appointments Committee unanimously recommends David Ouellette for reappointment as Trustee of the Trust Funds, term to expire January 2, 2018.



City of Rochester, New Hampshire
CITY COUNCIL – APPOINTMENTS COMMITTEE
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
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4/2/15

Conservation Commission

The Appointments Committee unanimously recommends the following:

Meredeth S Lineweber for reappointment to the Conservation Commission, term to expire January 2, 2018.

Kevin Sullivan for Appointment as Regular Member of the Conservation Commission , term to expire January 2, 2018.

Roger Burkhart for appointment as the Alternate Member of the Conservation Commission, term to expire January 2, 2017

Respectfully submitted,

John Larochelle, Chair

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Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson

Elaine Lauterborn, Vice Chairperson

Sandra Keans

Jake Collins

Donna Bogan

| | | |
|-------------------------|--|--------------------------------|
| Meeting Date: | March 26, 2015 | |
| Members Present: | Councilor Bogan Councilor Collins Councilor Gray Councilor Keans (arrived 6:10 p.m.) Councilor Lauterborn | Members Absent: None |
| Guests/Staff: | Julian Long, Community Development Coordinator Todd Marsh, Welfare Office Director Karen Pollard, Economic Development Director Brian Sylvester, Rochester Public Library Director Tom Tanner, School Lunch Program Director | |

Councilor Gray called the meeting to order at 6:00 p.m. Motion was made by Councilor Lauterborn and seconded by Councilor Gray to approve the February 26, 2015 and the March 16, 2015 minutes. The minutes were approved unanimously.

| | |
|--|--|
| Other Business - Office of Economic Development's Draft Conference Center Feasibility Study | <p>Ms. Pollard requested permission to present at the beginning of the meeting. Councilor Gray asked Mr. Long to decide on what the presentation order would be for the City staff presentations. Mr. Long granted Ms. Pollard's request to present first. The agenda was amended to allow Ms. Pollard to speak first.</p> <p>Ms. Pollard stated that the Office of Economic and Community Development is considering a feasibility study for a hotel and conference center that would serve the Seacoast Region and the many businesses that are in need of professional meeting and conference space. The Rochester Economic Development Commission gave a unanimous endorsement to proceed on February 12, 2015. There are three tentative potential sites under consideration for the location of the center: the Rochester Fairgrounds, the former Thompson Center Arms site, and a site on Route 11. Ms. Pollard requested an endorsement from the Community Development Committee.</p> <p>Councilor Keans entered the meeting at 6:10 p.m.</p> <p>Councilor Collins asked how the existing Holiday Inn Express feels about this proposal. Ms. Pollard stated that the Holiday Inn Express is supportive, as a conference center would bring a greater number of people to the City. Councilor Collins asked if the center would include a</p> |
|--|--|

| | |
|--|--|
| | <p>restaurant. Ms. Pollard said it was a possibility and will be analyzed in the feasibility study.</p> <p>Motion was made by Councilor Lauterborn and seconded by Councilor Bogan to endorse the feasibility study. The Committee voted unanimously to endorse the feasibility study.</p> |
| FY 2015-2016 Grant Applications Presentations by City Staff | <p>Mr. Long passed out hard copies of the cost estimates received from the Community Action Partnership of Strafford County for its proposed Head Start security system upgrades project.</p> <p>Mr. Sylvester gave a presentation on the proposed Rochester Public Library project to install handicap-accessible doors on the Main Street entrance to the library. There is a ramp to the main entrance but no button to open the doors. There is another door to enter the building that is equipped with a button to open the doors but it is not easily reached.</p> <p>Councilor Gray asked about the potential for a project replacing window blinds in the library with blinds with child-safe cords, and Mr. Sylvester stated that the library would be interested in the project. Councilor Lauterborn asked if there would be enough money for this project, and Mr. Long stated that there should be. Mr. Sylvester stated he would obtain a price quote for the project.</p> <p>Mr. Tanner gave a presentation on food insecurity issues affecting Rochester School Department students. He stated that the School Department used to run the summer meals program but that the program is now run by the Community Action Partnership of Strafford County. Councilor Bogan commented on the issue of food wastage and how this issue has been addressed at Chamberlain Street School. Councilor Collins asked Mr. Tanner to investigate implementing the Chamberlain Street School solutions at the other schools in the district.</p> <p>Mr. Marsh gave a presentation on how the Welfare office and the region's public service agencies interact with and support one another's work. Mr. Long added comments on the areas of public services support in which the U.S. Department of Housing and Urban Development might be most interested.</p> |
| FY 2015-2016 Annual Action Plan | <p>Councilor Lauterborn requested that representatives from the Community Action Partnership for Strafford County be invited to attend the April 2015 Community Development Committee meeting to further discuss the Head Start security systems grant application. Mr. Long stated he would invite them.</p> <p>Motion was made by Councilor Gray and seconded by Councilor Lauterborn to add 10% to all facilities project estimates to ensure adequate project funding. The vote was unanimous in favor of the motion.</p> <p>Motion was made by Councilor Keans and seconded by Councilor Lauterborn to recommend:</p> |

| Consolidated Plan Priority Category | Project/Activity | Funding Amount |
|--|---|-----------------------|
| <i>Public Service Agencies</i> | | |
| Basic | Homeless Center for Strafford County | \$7,059.30 |
| Investment | Project Pride | \$5,000.00 |
| Basic | SHARE Fund | \$5,000.00 |
| Safety Net | New Hampshire Legal Assistance Housing Justice Project | \$1,000.00 |
| Basic | My Friend's Place | \$6,000.00 |
| Safety Net | Tri-City Co-Op | \$1,500.00 |
| Basic | Cross Roads House | \$3,500.00 |
| Investment | Dover Adult Learning Center | \$5,000.00 |
| <i>Economic Development</i> | | |
| Investment | Development of In- City Small Business Development Center | \$12,000.00 |
| <i>Housing Rehabilitation</i> | | |
| Basic | Community Action Partnership of Strafford County – Weatherization Program | \$50,000.00 |
| <i>Facilities</i> | | |
| Investment | Rochester Public Library – Handicap- Accessible Doors | \$16,500.00 |
| Basic | Homeless Center for Strafford County – Roof Construction | \$3,850.00 |
| Investment | Rochester Child Care Center – Fire-Safety Upgrades | \$4,400.00 |
| Investment | Community Action Partnership of Strafford County – Head Start Security Upgrades | \$8,800.00 |
| Investment | Rochester School Department – Handicap-Accessible Elevator Lift | \$48,400.00 |
| Investment | Bicycle Racks Project | \$13,200.00 |
| Investment | Handicap Accessibility Improvements Microgrants Program | \$47,921.94 |
| The vote was unanimous in favor of the motion. | | |

| | |
|---|---|
| | <p>Motion was made by Councilor Lauterborn and seconded by Councilor Keans to approve the draft FY 2015-2016 Annual Action Plan and send to the full City Council for its consideration and approval. The vote was unanimous in favor of the motion.</p> <p>Councilor Gray tabled the discussion of the three general City funding grant applications until the April 2015 Community Development Committee meeting.</p> <p>Councilor Keans requested that the possibility for a feasibility study for a teen drop-in center be added to the April 2015 Community Development Committee agenda. Mr. Long stated he would add it to the agenda.</p> |
| Five Year Consolidated Action Plan | <p>Councilor Lauterborn asked from where the area median income information in the draft plan was taken. Mr. Long stated that it was taken from U.S. Department of Housing and Urban Development data. Councilor Lauterborn requested that Mr. Long check this data against other available data, as the area median income seemed high. Mr. Long stated he would do so.</p> <p>Motion was made by Councilor Collins and seconded by Councilor Keans to approve the draft FY 2015-2020 Consolidated Action Plan and send to the full City Council for its consideration and approval. The vote was unanimous in favor of the motion.</p> |
| CDBG Projects Program Report | <p>Mr. Long gave brief updates on the Hanson Pines Pavilion and Rochester Public Library HVAC projects. Both projects are scheduled to go out to bid at the beginning of April and to be completed by the end of June.</p> |
| Other Business | <p>Mr. Long gave a brief update on the Willow Brook Watershed grant. The grant award acceptance paperwork has been completed for the Willow Brook Watershed grant and submitted to the New Hampshire Department of Environmental Services. Councilor Gray requested that the Planning Department be kept updated on this project. Mr. Long stated he would ensure the Planning Department is kept updated.</p> |
| Public Input | <p>There was no public input.</p> |

Motion to adjourn was made by Councilor Collins and seconded by Councilor Bogan. The vote to adjourn was unanimous. The meeting was adjourned at 8:25 p.m.

Next Meeting – APRIL 23, 2015 at 6:00 p.m. in the Conference Room at City Hall
Topics – FY 2015-2016 CDBG Grant Applications, General City Funding Grant Applications, Continuing CDBG Projects, Potential CDBG Projects

FINANCE COMMITTEE MEETING

March 10, 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 Gates
Councilor Gray
Councilor Bogan
Councilor Collins

Staff Present

City Manager Fitzpatrick
Deputy City Manager Cox
HR Manager Hoyt
Police Chief Allen
Welfare Director Marsh

Trustees of Trust Fund

Dave Ouellette
Robert Pallas

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:00 P.M.

2] Public Input

There was no public input.

3] Old Business

3.1 Bridging the Gap Coordinator

Mayor Jean outlined how a leasing company has submitted a proposal to lease an employee to the City to serve as the Bridging the Gaps Coordinator at a 55% mark up.

Councilor Lauterborn questioned why the company had referenced Medicaid as being covered by their mark-up and why it was not certain how quickly the Affordable Care Act would require the provision of health insurance coverage.

Chief Allen informed the Committee that if the City covered the cost of the coordinator before the grant is approved that the City would not be eligible for reimbursement for this cost from the federal grant program.

Chief Allen also described how the person being informally considered for the position was not recruited and has not been interviewed. He described how information gathering on the Dover program made him aware that this person was

possibly available and is very qualified. He had an initial conversation with her and she has expressed some interest in our program.

Councilor Varney MOVED to recommend to the full Council that the City fund the Bridging the Gap Coordinator position for up to six months. Councilor Keans provided a SECOND to the motion which was ADOPTED by a voice vote.

3.2 Budget Calendar

There was no discussion and no action on this item.

3.3 Trust Funds Reporting

David Ouellette and Robert Pallas, two of the three Trustees of the Trust Funds, were present and addressed the Committee. Mr. Ouellette and Mr. Pallas indicated that they had no issues with the Council's adoption of the provisions of RSA 34:16, II. In fact, they had already spoken with Terry Knowles of the New Hampshire Department of Justice regarding how to implement the provisions of the statute.

The Trustees also informed the Committee that they meet regularly with Charter Trust which is the firm that manages the City's investments.

Councilor Varney reminded the Trustees of the need to post the Trustees' meeting minutes on the City's website. He also asked the Trustees if they would want the City's ordinances amended to add two more members to the current three member make-up of the Trustees of the Trust Funds.

Trustee Ouellette responded that such a change would be welcomed.

3.4 City Hall Annex Contractor

Mayor Jean informed the Committee that Fenton Groen of Groen Construction has agreed to look at the City Hall Annex building and offer his thoughts on rehabilitating the structure. He would not charge the City for this. Mayor Jean also indicated he would be reaching out to Bud Meader of Budel Construction. Once a meeting and tour of the Annex Building is set to occur with these two contractors, the date and time will be made public for those who wish to attend.

4] New Business

4.1 Welfare Guidelines

Todd Marsh, City of Rochester Welfare Director, was present and addressed the Committee providing an overview of the amendments he is proposing to the City's

Welfare Guidelines. He indicated that the changes being proposed conform to the dictates of RSA 165.

Mayor Jean commended Mr. Marsh on the effort to update the current guidelines.

Councilor Lauterborn MOVED to recommend to the full Council that the Welfare Guidelines be ADOPTED as written. Councilor Walker provided a SECOND to the motion which was ADOPTED by a unanimous voice vote.

4.2 Mayor and Council Stipends

Council Torr stated that his reason for bringing this item up for discussion was primarily to address his belief that the Mayor's stipend was too low in light of how much time and effort was devoted by Mayor Jean in recent years.

Councilor Walker stated that after reviewing the stipend data from other communities, it appears that the stipends here in Rochester are in line with other communities, however, the payment for meeting attendances needs to be looked at.

Councilor Lauterborn expressed her belief that the stipend for committee chairs listed in the data provided is inaccurate.

City Manager Fitzpatrick shared his experience from other communities in which this issue was addressed by the creation of a Mayoral Committee of 3 citizens to study the issue and report findings and recommendations to the Council.

Councilor Walker suggested that other boards and committees be looked at as well, such as land use boards, assessing boards, etc.

Councilor Gates suggested that any stipends awarded should be based upon meeting attendance.

City Manager Fitzpatrick also shared that some communities host a "Thank You" dinner for their boards and committees.

Mayor Jean concluded the discussion indicating that he will form a three person committee to study the issue and make recommendations.

5] Finance Director's Report

Councilor Larochelle referenced the low 2.36% bond rates recently received and suggested that the City look at "bonding ahead" for immediate future projects before interest rates increase.

6] Monthly Financial Reports

There was no discussion on this item and no actions taken.

- 7] Councilor Collins noted that Pi Day occurs on March 14th during which at 09:26:53 A.M. and P.M. the date and time will represent the first ten digits of the mathematical formula of π .

Councilor Varney asked the City Manager about a Hospitality Study being conducted. The City Manager indicated that this is a staff project.

- 8] Councilor Walker **MOVED** to enter Non-Public Session per RSA 91-A:3, II (a) for Personnel. Councilor Larochelle provided a **SECOND** to the motion which was **ADOPTED** by a unanimous roll call vote.

The Finance Committee entered Non-Public session at 8:50 P.M.

Mayor Jean **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 exited non-public session at 9:35 P.M.

9] Adjournment

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

The meeting adjourned at 9:35 P.M.

Respectfully Submitted,

Blaine M. Cox
Deputy City Manager

BMC:sam

Rochester School Board / Rochester City Council

Joint Building Committee Minutes

March 9, 2015

East Rochester School

DRAFT**Members Present:**School Board

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

City Council

Mrs. Sandra Keans, Chair
 Ms. Elaine Lauterborn
 Mr. Raymond Varney
 Mr. David Walker

Also Present:

Mr. Michael Hopkins
 Mr. Richard Bickford
 Ms. Linda Casey
 Ms. Coby Troidl
 Mr. Lance Whitehead
 Mr. David Ross
 Guest

Members Absent:

Mayor T.J. Jean
 Mr. Ralph Torr

Committee members were given a tour of the addition prior to the start of the meeting. The meeting was called to order at 7:18 p.m.

Approval of Minutes

Mr. Lynch moved, second by Mrs. O'Connor, to approve the minutes of the January 12, 2015 Joint Building Committee meetings as written. The motion carried unanimously.

Solar Power Proposal Presentation

Mr. Jack Ruderman, ReVision Energy and Mr. Bobbie Lambert, SunRaise Investments provided an in-depth overview of their company's mission and the services each provides to enable the efficient transition from traditional fossil fuels to clean renewable energy sources (presentation attached).

Mr. Lambert explained the Power Purchase Agreement (PPA) structure and how it would be designed to meet the needs at East Rochester School. There is no cost or initial investment required by the District to install solar system; after year 7 of the PPA there becomes a Host Purchase Option which enables the District to purchase the system for a nominal fee that is determined by the IRS. The example was given that the initial costs for the system would be approximately \$258,000 after year 7 the system could be purchased at approximately \$150,000 by the District, depending on the formula used to determine value by the IRS.

Mr. Ruderman assured the Committee that Power Purchase Agreements have been around for a number of years; ReVision has been involved with a number of projects with municipalities, public & private schools, and churches in Maine, NH and VT. Some schools participating are looking to enhance the range of service to other buildings.

The use of solar energy through this partnership provides value added opportunities for students; tie in the benefits of solar energy to classrooms, monitors installed in the hallway or designated area that will show real-time monitoring of what the panels are producing, energy consumption, and all aspects and components of clean energy use.

In-depth question and answer discussion ensued pertaining to maintenance of panels, productivity during winter months, and structural weight load of the roof, concerns for safety with snow accumulation, panel production, quality and manufacturing specifics, and set rate fees.

Mr. Lambert and Mr. Ruderman assured the Committee that if there was any issue related to student safety, they would work with District to do whatever necessary to ensure safety. It was also noted that design engineers look a structural integrity before proposing a system; would not put a system in place with safety concerns.

Mr. Whitehead noted that the dead load weight on the roof was increased to accommodate the potential for solar panels. He will check weight load with structural load; and what the height of snow is before removal is required.

Mr. Ruderman further explained that when solar panels are not producing there is no loss or charges by the District; you will still be paying for power to EverSource the same as if there were no solar option at all. Mr. Whitehead commented on the importance to show that energy is being produced on sight, and that we are changing the green footprint by using a natural resource.

The Committee requests a report showing the anticipated amount of power that panels will produce. Mr. Ruderman will provide this information to Mr. Hopkins to send out to Committee members.

Mr. Ruderman and Mr. Lambert concluded their presentation and responses to questions by the Committee at 8:00 p.m.

Mr. Hopkins provided an overview of the undertaking by the JBC Green Energy Sub-Committee over the past nine months to bring us to the proposed option by ReVision Energy for a solar system. A decision to move forward or not with the solar option should be made within the next two weeks; if approved materials need to be ordered and construction to take place during the summer.

Mrs. Stevens moved, second by Mrs. O'Connor, to approve the Solar Energy Purchase Power Agreement with Revision Energy and SunRaise Investments for East Rochester School. A show of hands vote was called; the motion passed by a vote of 9 to 1.

Mr. Hopkins reviewed the process that would begin immediately initiating the PPA; which will be reviewed by Attorney Jerry Grossman and presented to the JBC at the April meeting.

Construction Update – Hutter Construction

Mr. Ross provided an update on the construction schedule; work is on schedule and still under budget. At this time there is no wait for any materials; the masonry work should be completed by the end of March with a first day of school in the new building scheduled for May 4, 2015. Mr. Ross indicated that approximately 25% of the contingency budget has been used; close to 50% of billing for entire project. No large change orders are anticipated at this time.

Mr. Drapeau and Ms. Troidl have been working with playground equipment people, completion of the playground structure will be done during the summer.

Mr. Whitehead distributed and reviewed an updated probable costs analysis (attached). He pointed out that the approved Change Order for Card Access, Security and Camera Systems was moved to the Construction Budget contingency.

Furniture Purchases Update

Mr. Hopkins reported that the Subcontractor Sub-Committee approved bids for classroom furniture. He wanted to make the full JBC aware of the request by Criteria for 80% upfront payment for furniture bids they were awarded; the sub-committee approved the upfront payment due to the significant savings realized with Criteria.

Other

Mr. Harkinson thanked committee members serving on the Green Energy Options Sub-Committee.

The next Joint Building Committee meeting will be held on Monday, April 13, 2015 at 7:00 p.m. at the East Rochester School.

Public Comment

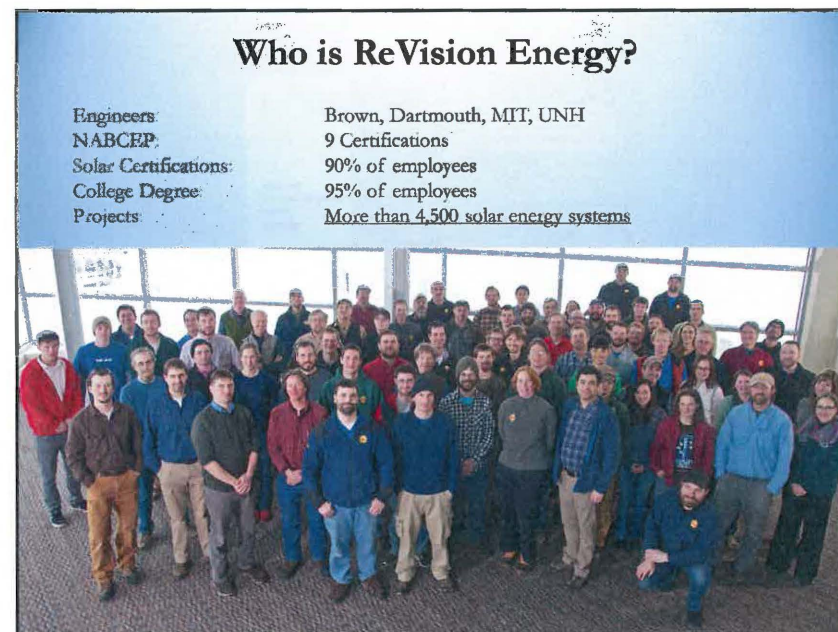
None

Adjournment

Mr. Harkinson moved, second by Mr. Walker, to adjourn. On a unanimous vote, the Committee adjourned at 8:25 p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary



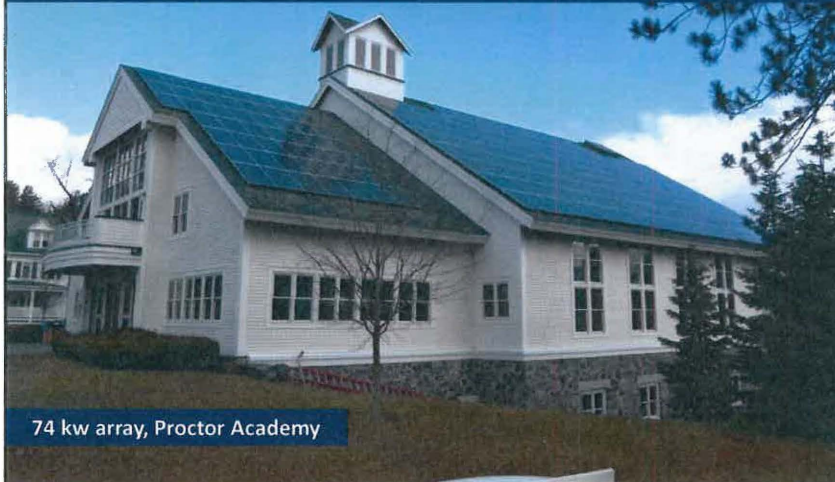
ReVision Awards and Recognitions

- Largest solar installer in northern N. England
- #25 in the country for rooftop solar installers in Solar Power World's Top 2014 Solar Contractors
- 2014 "Business of the Year" in the Real Estate/Construction category by the Exeter Area Chamber of Commerce.
- Named to Business New Hampshire Magazine's "10 to Watch" List in 2013 & 2014
- 2012 Cornerstone Award Finalist, NH Businesses for Social Responsibility



ReVision Energy's Mission...

To accelerate the transition to clean, renewable energy sources. To help schools, local governments and non-profits access renewable energy through advantageous financing partnerships.



SunRaise Investment's Mission:

SunRaise believes in removing the barriers to using solar energy so all can enjoy its financial and environmental benefits. The sun is arguably the most abundant, predictable, clean way to generate electricity, and SunRaise wants to give organizations a pathway to go solar without the hassles of designing, maintaining, or paying for it. We work with local investors and banks to finance your solar panels so you can enjoy immediate savings without any upfront cost. By using local money, local energy, and local installers, your choice to go solar spreads the benefits to your organization, your community and the regional economy.

Both founders are from New Hampshire, with a dream to accelerate the shift away from our fossil-fuel based economy and towards a sustainable-energy based economy bursting with co-benefits. This shift is underway thanks to organizations like yours, and SunRaise wants to partner with you to lead the way.

Cost of Solar

Federal tax incentive

Investment Tax Credit = 30%
Accelerated Depreciation = 20% – 25%



BUT

Schools cannot use these tax benefits



Solution

Power Purchase Agreement (PPA)

A Cost Effective Path to Ownership

Capturing Tax Subsidies for Municipalities and
Non-Profits Using PPAs



Solar PPA Structure

Financier:

(SunRaise)

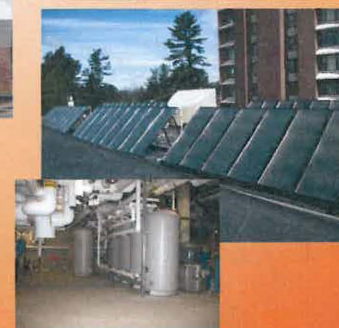
- ◆ Provide Capital, Form LLC
- ◆ Build/Own/Operate ≥ 6 yrs
- ◆ Recoup Investment thru:
 - + Federal Tax Credit
 - + Depreciation
 - + Energy Payments from Host
 - + Grants, Rebates, REC sales
 - + Buyout Payment

Host

(East Rochester)

- ◆ Provides Roof Space
- ◆ Net Metering w/ Utility
- ◆ Off-takes Energy
- ◆ Option to Buyout Equipment \geq year 7 at fraction of original cost
- ◆ Enjoys benefits of cheap green power for no upfront capital, administration duties, or maintenance

ReVision Energy is Leading the way with Non-Profit and Institutional Solar Projects in New England:



Schools

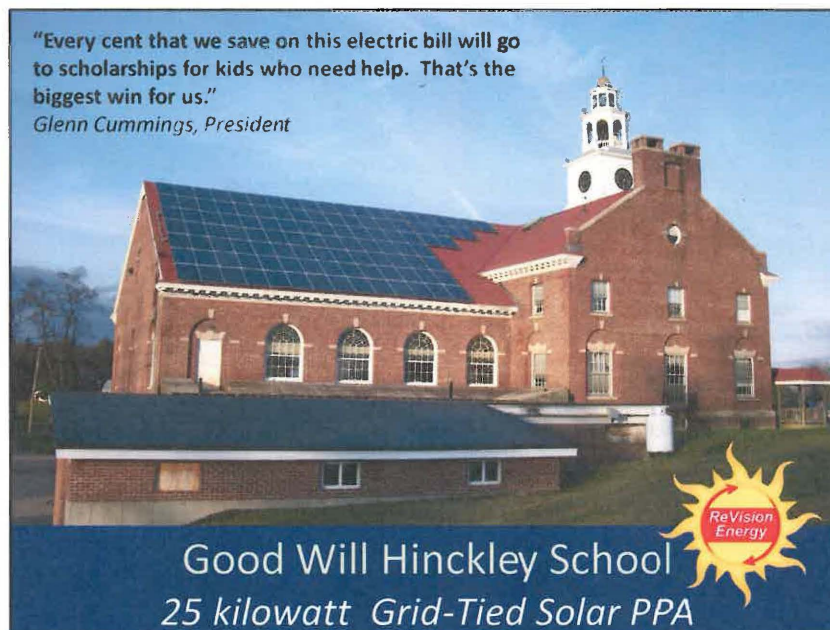
50 kW – College of the Atlantic, Maine
26 kW – Good Will Hinckley School, Maine
126 kW – Colby Sawyer College, NH
74 kW – Proctor Academy, NH
38 kW – Unity College, Maine
170 kW – Thomas College, Maine



Unity College, Phase 2 – Unity, ME

"Every cent that we save on this electric bill will go to scholarships for kids who need help. That's the biggest win for us."

Glenn Cummings, President



Good Will Hinckley School
25 kilowatt Grid-Tied Solar PPA



"Our inspiration was to take a positive and significant step in the solar energy arena as part of our college's strategic and very real commitment to living sustainably. The community reaction has been fantastic. We could not be more pleased."
Tom Galligan, President, Colby Sawyer College



Colby Sawyer College - New London, NH
 5 rooftop, 126 kilowatt Solar PPA

"That [energy] plan seeks to provide Thomas College with diverse renewable energy sources that will lower long-term energy expenses and keep tuition costs down." *Laurie Lachance, President*



Thomas College – Waterville, ME
 170 kilowatt Grid-Tied Solar PPA

Municipal Projects

110 kW – Boothbay, Maine

120 kW - Durham, NH

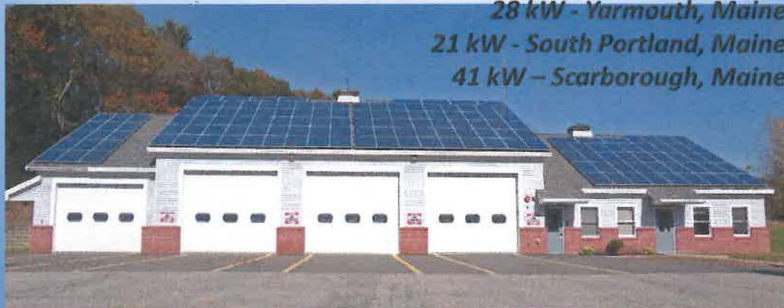
41 kW - Eliot, Maine

40 kW – Windham, Maine

28 kW - Yarmouth, Maine

21 kW - South Portland, Maine

41 kW – Scarborough, Maine



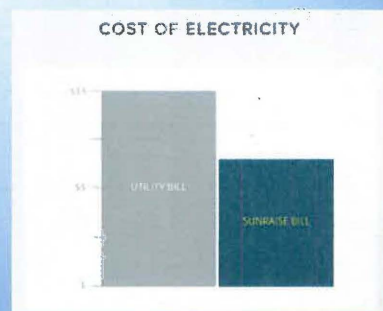
Fire Station – Windham, ME
40 kilowatt Grid-Tied Solar PPA



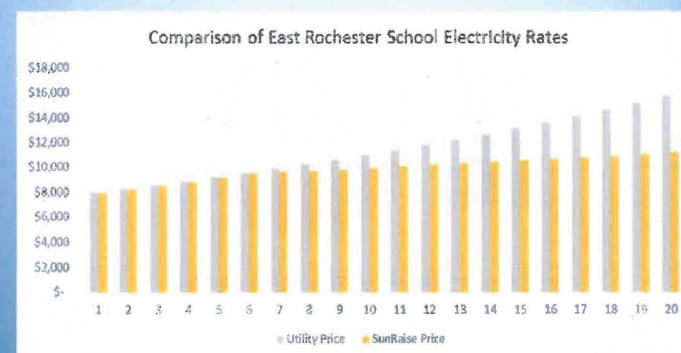
96 kW Grid-Tied Array (120 kW PPA)
Churchill Rink, Durham NH

Why SunRaise

- We make it easy
- Financially sophisticated, accurate projections
- Partners with universities, municipalities, public & private schools, churches
- 1+1=3
- Lowest rates



East Rochester PPA Rate

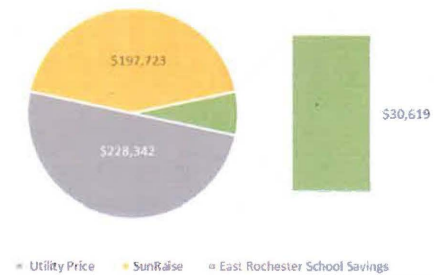


Rate Comparison

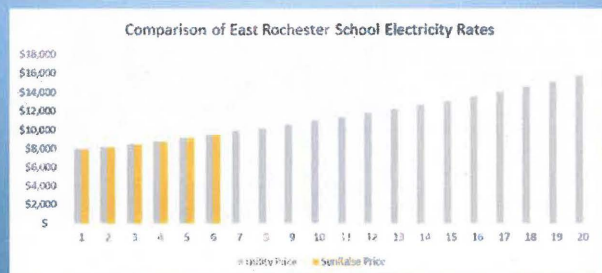
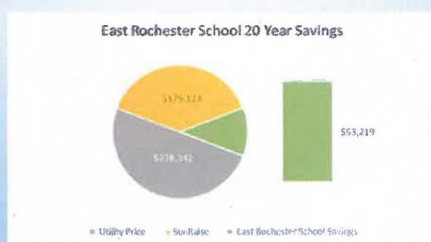
| Year | Generation (kWh) | PPA \$/kWh Rate | Estimated Annual PPA PMT | Utility \$/kWh Rate | Estimated Annual Utility PMT | ERS Estimated Annual Savings |
|------|------------------|-----------------|--------------------------|---------------------|------------------------------|------------------------------|
| 1 | 79393 | \$0.100000 | \$7,939 | \$0.100000 | \$7,939 | \$0 |
| 2 | 78758 | \$0.104500 | \$8,230 | \$0.104500 | \$8,230 | \$0 |
| 3 | 78128 | \$0.109203 | \$8,532 | \$0.109203 | \$8,532 | \$0 |
| 4 | 77502 | \$0.114117 | \$8,844 | \$0.114117 | \$8,844 | \$0 |
| 5 | 76882 | \$0.119252 | \$9,168 | \$0.119252 | \$9,168 | \$0 |
| 6 | 76267 | \$0.124618 | \$9,504 | \$0.124618 | \$9,504 | \$0 |
| 7 | 75657 | \$0.127111 | \$9,617 | \$0.130225 | \$9,853 | \$236 |
| 8 | 75052 | \$0.129653 | \$9,731 | \$0.136086 | \$10,214 | \$483 |
| 9 | 74452 | \$0.132246 | \$9,846 | \$0.142210 | \$10,588 | \$742 |
| 10 | 73856 | \$0.134891 | \$9,962 | \$0.148610 | \$10,976 | \$1,013 |
| 11 | 73265 | \$0.137589 | \$10,080 | \$0.155297 | \$11,378 | \$1,297 |
| 12 | 72679 | \$0.140340 | \$10,200 | \$0.162285 | \$11,795 | \$1,595 |
| 13 | 72098 | \$0.143147 | \$10,321 | \$0.169588 | \$12,227 | \$1,906 |
| 14 | 71521 | \$0.146010 | \$10,443 | \$0.177220 | \$12,675 | \$2,232 |
| 15 | 70949 | \$0.148930 | \$10,566 | \$0.185194 | \$13,139 | \$2,573 |
| 16 | 70381 | \$0.151909 | \$10,692 | \$0.193528 | \$13,621 | \$2,929 |
| 17 | 69818 | \$0.154947 | \$10,818 | \$0.202237 | \$14,120 | \$3,302 |
| 18 | 69259 | \$0.158046 | \$10,946 | \$0.211338 | \$14,637 | \$3,691 |
| 19 | 68705 | \$0.161207 | \$11,076 | \$0.220848 | \$15,173 | \$4,098 |
| 20 | 68156 | \$0.164431 | \$11,207 | \$0.230786 | \$15,729 | \$4,522 |

20 Year PPA Savings

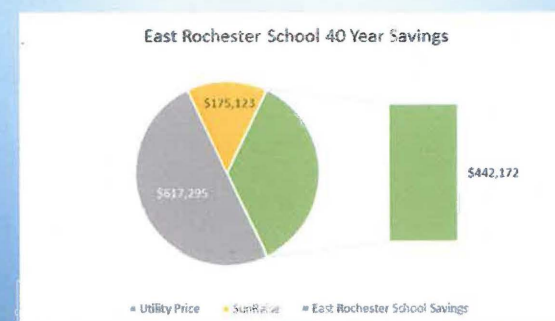
East Rochester School Savings (20 Year PPA)

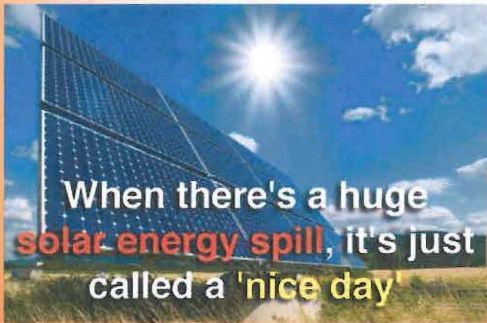


Host Purchase Option



40 Year Savings





When there's a huge
solar energy spill, it's just
called a **'nice day'**

Jack Ruderman
Director, Community Solar
Initiatives
ReVision Energy 603.679.1777
jack@revisionenergy.com

Bobby Lambert
Co-Founder
SunRaise Investments
603.767.5913
bob@sunraiseinvestments.com

IRS Circular 230 Notice: Any tax advice herein was not intended or written to be used, and it cannot be used, by any taxpayer for the purpose of avoiding penalties that may be imposed on the taxpayer by the Internal Revenue Service.

East Rochester School

Conceptual Opinion of Probable Cost

| Upfront Costs, Utility Charges, and Permit Fees | | Notes |
|--|--------------|--|
| First Year Bond Payment | \$80,000 | |
| 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 | \$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 | \$0 | Access and Rochester Security Contracts Moved to Construction Budget (Via CO #1) |
| Technology and Furniture Spent to Date | \$155,884 | Based on Accepted Furniture Package To Date |
| Technology and Furniture Still to Purchase | \$814,116 | 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 | \$835,000 | Updated Owner's Budget for Furnishings |
| Construction Costs | | |
| Site Construction | | |
| Building Construction Cost | | |
| CM Fees, Insurance, and Bonds | | |
| Construction Contingency | \$474,065 | \$401,557 Remaining |
| 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 | \$12,180,511 | includes Accepted Alternates |
| Owners Construction Contingency Spent to Date | \$158,996 | Includes Approved Expenditures to Date (not pending) |
| Change Order #1 | \$158,996 | |
| Owners Contingency Remaining | \$341,004 | |
| Rebates through Electric Company | -\$50,000 | Subject to availability |
| Total Project Estimate | \$12,630,511 | 13,100,000 Target |
| UNDER BUDGET | | -\$469,489 |
| Assuming All Contingencies Are Spent and Rebates Achieved | | |

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Public Safety Committee
 Councilor Chambers
 March 18, 2015
 7:00 PM

MEMBERS PRESENT

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

OTHERS PRESENT

Councilor James Gray
 Councilor Ray Varney
 Michael Bezanson, PE Acting Director, DPW
 Rick Lundborn
 Leo Brodeur, 29 Sugar Brook Road

Minutes

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

1. Public Input

Leo Brodeur of 29 Sugar Brook Road was present to discuss the recent safety concerns with the robberies in the area of Stillwater Circle. Mr. Brodeur said that no information is being shared with the residents; he knows it's an active investigation, but they are getting no updates regarding the situation. He stated that there has been police presence at least twice a day. He said he believes that there have been 2 police officers assigned to the area, but there has been very little feedback. Councilor Lachapelle asked if the Public Safety Committee could ask the Police Department what was going on. Councilor Walker stated that the residents deserve to get some information, he said the Police Department probably cannot say much because it's an ongoing investigation but they deserve some sort of update. There was not police presence at the meeting, Councilor Lachapelle will try to get an update from them and pass it on to Mr. Brodeur.

2. Timing of Lights at Airport Drive/Rt. 108-Update

Councilor Walker summarized the issue. Mr. Bezanson stated that these lights are regulated by the state and that this issue has not been addressed yet. He said they might be waiting for warmer weather because they may have to dig in the area to repair the issue. This was kept in committee.

3. Granite State Business Park Safety Concerns

Councilor Walker summarized the issue. Rick Lundborn was present to discuss the safety concerns in the area. He stated that they wanted to improve safety within the Granite State Business Park with TIF funds. The only street- light in the area is a cobra head and it sets way back. There are not many sidewalks in the area and he said that there are a lot of people that walk on their lunches and breaks.

He would also like to see the bus stop moved for safety reasons. Councilor Lachapelle said that these concerns should also go to the Public Works Committee and the Finance Committee. Mr. Lundborn said there are larger businesses in the park now and an increased number of people. Councilor Varney asked Mr. Bezanson if this was in the 2016 Public Works budget. Mr. Bezanson said that he didn't think so. Councilor Walker asked if Airport Drive was wide enough and if there were any poles on it. Mr. Lundborn said yes the street was wide enough and the utilities are underground. Councilor Walker said the money needs to get put in the budget for 2016 because these are safety concerns, then they will bring to full council.

4. Other

Parking Issue at Athletic Field Update

Councilor Gates asked if there was an update regarding the parking issue near the athletic field. Councilor Walker said the school board is going to design parking at the vacant lot and that he would touch base with them and get back to the committee.

Sheepboro Road-Snow Push Backed

Councilor Gray asked if the snow was pushed back on Sheepboro Road. Mr. Bezanson said he would talk to DPW about the snow being pushed back. DPW will also attempt to re-grade the side of the road in the spring.

Municipal Parking Lot Signage

Councilor Walker asked if there were different signs for the municipal parking lots because the current ones with the "P" are confusing and people are not so sure which lots are for municipal parking. Mr. Bezanson will see what's available for signage. This was kept in committee and Mr. Bezanson will get back to the committee next month with the information.

Street-light Request-Harry Street

Mr. Bezanson asked about the street-light request for Harry Street. He said there was a light already on Brickyard that could be moved to another pole near the intersection. Councilor Walker said that would be fine.

Street-Lights

Councilor Varney said there were many street-lights that are out on Milton Road, the city still pays for them when they're out. He suggested if DPW gets an intern they could go around at night to write down the pole numbers of the ones out.

4/2/15

Councilor Gates made a motion to adjourn the meeting, seconded by Councilor Collins. The motion passed and the meeting adjourned at 7:20 PM.

Respectfully submitted by

Laura Miller

Secretary II, DPW

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Public Works and Buildings Committee

March 19, 2015

Council Chambers

7PM

MEMBERS PRESENT

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor David Walker

Councilor Donald Hamann

MEMBERS ABSENT

Ralph Torr - Chairman

OTHERS PRESENT

Councilor James Gray

Councilor Jake Collins

Blaine Cox, Deputy City Manager

Michael Bezanson, PE, Interim DPW Director

Jennifer Hale, PE, Assistant City Engineer

Clifford Summers, 26 Collins Circle

MINUTES

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

1. Approve minutes from February 19, 2015 meeting -

Vice Chairman Varney requested a recommendation on last month's minutes.

Councilor Walker made a motion to accept minutes as presented for the February 19, 2015 Meeting. The motion was seconded by Councilor Haman. The Motion passed unanimously.

2. Public Input

Clifford Summers of 26 Collins Circle addressed the Committee. Mr. Summers stated that Until Gas Company had recently been denied an excavation permit that was to extend the gas main from Anderson Lane to Collins and Givens Circle. Mr. Summers stated that he was here to request that the City Council lift the 3 year moratorium that prohibits digging in newly paved roads. He stated that the gas line was originally proposed throughout the subdivision and that when the City took the developers surety and paved the road that prohibited it from happening. Mr. Summers stated that he has bottled gas and the cost for that was \$3600 this season so far. There were approximately six to eight other residents of the neighborhood in attendance with Mr. Summers, all wishing to have the gas line available to tie into. Mr. Summers stated that Unitil Gas

Company had met with the neighborhood and there were alternative ways of putting in the main and the individual home services that would reduce the amount of roadway cuts necessary. He stated that the sidewalks are in poor condition and that Unitil may be able to run the main under them. Councilor Varney asked Mr. Bezanson if that was a possibility. Mr. Bezanson stated that they could put the line under the sidewalk, but the installation of main would still require roadway cuts and then additional cuts for services. Mr. Summers stated that Unitil did say that they could bore lines under the roadway in some cases. Councilor Walker asked if Unitil or the City would be paying to repair the roadways and sidewalks. Mr. Bezanson stated that Unitil repairs all areas disturbed at their own cost. Councilor Varney suggested Mr. Bezanson meet with Unitil to determine a plan that would have the least impacts to the roadway and he suggested Mr. Bezanson have this added to the the City Council's April meeting agenda for approval.

3. China Palace / Columbus Ave Parking Lot Extension Project Request

Mrs. Hale stated that the DPW sent the letter and engineering proposal to the China Palace owner as requested. Mrs. Hale stated that the letter asked that Mrs. Goon submit a check for half of the costs of the consultant proposal and a planning project application to the City. Once received then the City Council can discuss approval and funding of the parking lot extension. Councilor Walker asked the cost of the consultant proposal. Mrs. Hale stated \$14,000. Councilor Keans asked why the need for engineering when this is just an extension. Mrs. Hale stated that there is drainage and boundary concerns, and bid documents will be necessary. She stated that this proposal will take them through the bidding phase of the project. Councilor Varney stated that the ball is now in Mrs. Goon's court.

4. Granite Ridge Development Update

Mrs. Hale stated that the project had gone out for bid and is being awarded to the lowest bidder, Severino Trucking Company. She stated that the lowest bid was \$3,337,188.25. Councilor Collins asked how many bidders and the cost range. Mrs. Hale stated there were 3 bids at approximately 3.3 million, 3.6 million and 3.9 million. Councilor Varney asked if the booster station was necessary for the current phase of development. Mrs. Hale stated that the booster station is needed for this phase. She further stated that it is being built with room for future expansion as additional phases of development occur. Councilor Varney asked what is the park plan he is hearing about. Mrs. Hale stated that Waterstone Developers' had recently started a discussion about a green space or park area that might be used as a farmers market or as another outside venue for similar types of functions. Councilor Walker inquired as to who would be paying for this area. Mrs. Hale stated that it was still in the discussion phase as Waterstone explores funding sources. There was a discussion regarding TIF District maintenance and offsetting of the DPW General O&M funds and discussion on funding of TIF District CIP plans.

5. **Strafford Square**

Mr. Bezanson stated that Fay, Spofford and Thorndyke Engineering (FST) is working with NHDOT to see that all processes are followed and they are working with NHDOT on final designs. Mr. Bezanson distributed the **attached** summary spreadsheet and stated that the department is working with the City's finance office to close out old account lines and to appropriate the necessary funds to bring the project to completion. It was stated that there will be approximately 1.3 million in de-authorizations at the April City Council Meeting. Mr. Bezanson stated that in order to do the supplemental appropriation necessary the City Council will need to decide whether the utilities will be put in above or below ground. Mr. Bezanson stated that the estimated cost for the project with above ground utilities is 3 million dollars, and the estimated cost for below ground utilities in just the Strafford Square area is approximately 5.25 to 5.75 million dollars. He also explained that Eversource has stated that there is a chance that if the Council decides to go below ground, then the City may have to do the "Gap" project area as well and this would drive the cost up to approximately 6.25 to 7 million. Mr. Bezanson distributed a mock up plan that showed the Strafford Square area with and without the above ground utility poles. Councilor Varney stated that it will be difficult to make this appropriation and decision prior to the FY2016 budget approval in June.

6. **Paving FY2016**

Mr. Bezanson stated that he had given the Committee the **attached** list for streets recommended for paving and that he was waiting direction. Councilor Walker suggested that they might limit the streets to be paved this year and concentrate on making decision regarding buildings. Councilor Varney stated that it will be late in the budget season before they are able to decide which streets. He stated that the paving is completed with cash and they will not know that number in time for paving this construction season. The Council is aware that the FY2016 paving will need to be done early in calendar year 2016 construction season.

7. **Other**

NHDOT – Letter regarding State road construction projects – Mr. Bezanson stated that he had received the annual list of roads that NHDOT will be re-surfacing. He stated that the only Rochester Street listed is Milton Road from Wildflower to Brown Rd in Milton. Councilor Walker asked if it was a complete grind and pave. Mr. Bezanson stated that the letter is not that specific and he will have it **attached** to these minutes.

10 Year Transportation Project Plan – Mrs. Hale stated that the plan has been reviewed by City Staff and that there are some changes that will need to be made as some items mentioned have been completed and she stated that guidance on project priority is needed. Mrs. Hales stated that there are two intersections on the southern section of Route 125 mentioned. She stated that the Lowell Street intersection and the Charles Street intersection are both mentioned. Councilor Keans stated that the Lowell Street intersection should be a low priority as it is working perfectly fine. She stated that it took

good signage and a few years but it seems to operate fine as is. Mrs. Hale stated that the other intersection mentioned was the Charles Street / Route 125 intersection. All were in agreement that it could be realigned and sidewalks in the area are necessary. The “Gap” area project on North Main from Cove Court to Strafford Square was discussed as one of the top priorities, as was the Pedestrian bridge crossing from Dewey Street to Hanson Pines. There was brief discussion about other roadway bridges qualifying for other funding sources and that they should be removed or left low on the priorities list. The Committee discussed that the following priorities list. #1 Pedestrian Bridge at Dewey Street, #2 The Gap project area of North Main, #3 Route 125 at Charles Street, #4 Milton Road intersections & sidewalks, #5 Route 125 and Lowell. Councilor Varney suggested the staff get the recommendations prepared and added to this meetings minutes to be discussed at the April City Council Meeting.

Emergency Management Plan (Dams) – Mr. Bezanson stated that the Milton Dam is controlled remotely by the State of NH. He stated that when discussed with the State they have stated that they will be paying close attention to the levels. Councilor Varney stated that there is a link to the site that he will provide to the Committee email. Council. Varney stated that Bacon Felt has submitted application to put that dam back into services and Mr. Bezanson stated that the City of Rochester does have some discretionary control of the Upper City Dam.

Gonic Dam – Mr. Bezanson stated that he is continuing to work with NHDES on the Gonic and Gonic Sawmill dam. He stated that we have been a pass through for grants that have allowed the State to do assessments and studies for the removal of these dams. He stated that the state would like us to continue to work with them. Councilors Walker and Keans stated as long as it is not a City expense we can continue. Councilor Varney stated the same but added that the City also does not want to be part of a plan that would assume any liability for issues that could arise.

Robbins Auto Parts Building on Hanson Street – Councilor Keans stated that the Rochester Fire Department has stated that the building will require a sprinkler system. She further stated that someone said the fire flows in that area will not support a sprinkler system. Councilor Varney asked Mr. Bezanson if he could check on that and get the results back to the Committee.

Bicycle Path Symbols / Share the road signage – Councilor Gray stated that he had previously discussed the Community Development Commissions desire for signage and road marking for share the road type symbols. Councilor Walker suggest that this is an item for Councilor Gray to bring to the Public Safety Committee.

Flat Rock Ridge Road Intersection – Councilor Varney asked if the intersection improvements and property transfer is in the process. Mrs. Hale stated that the new City Attorney is working on this now. Councilor Varney asked if the Cumberland Farms project was going to start soon and if the transfer would be completed in time for work to begin. Mrs. Hale stated that it will be starting soon and she believed there will be enough

time to complete the improvements.

DPW Facility – Councilor Varney asked if there was going to be a presentation on the new facility plan. Mr. Bezanson stated he would check to see if this was ready for presentation and if it is included in the current scope of work with the consultant. Councilor Keans suggested a plan that includes several different options and the costs for each.

Councilor Walker made a motion for adjournment at 8:33 PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

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

City Funding - Strafford Square to Date

| Actual Expenses | City Funded | Expensed | Remaining Balance | Funding Sources | Used to date for? |
|---------------------------|----------------|-----------------|-------------------|------------------|--|
| 15013010-771000-05518 | \$1,045,000.00 | \$ 349,969.48 | \$ 695,030.52 | State/bond/other | CLD - Mclane & Urban Tree |
| 15013010-771000-11538 | \$300,000.00 | \$ 299,903.50 | \$ 96.50 | State/bond | Purchased 2-4Walnut |
| 15013010-771000-12514 | \$525,000.00 | \$ 113,848.93 | \$ 411,057.16 | State /bond | CLD, RTE, CMA & SUR - not reimbursable |
| 15013010-771000-14523 | \$150,000.00 | \$ - | \$ 150,000.00 | bond | - |
| 15013010-771000-15528 | \$500,000.00 | \$ 452,211.57 | \$ 47,788.43 | bond | Encumbered for FST Contract-no invoices as of yet. |
| Remaining Available Funds | \$2,520,000.00 | \$ 1,215,933.48 | \$ 1,303,972.61 | | |

| Currently Actual Expended | \$ 763,721.91 | Revenue Rec'd | | | 2/15/2015 Received |
|---------------------------|---------------|---------------|----|------------|-----------------------|
| | | Bonded | \$ | 185,784.40 | |
| | | State of NH | \$ | 462,344.58 | |
| | | Other cash? | \$ | 1,744.00 | |
| | | | \$ | 649,872.98 | |

| | NHDOT Approved For | Available 80%Share | Spent | NHDOT 80% Rec'd to date | Remaining eligible for 80/20 | Available State 80% |
|----------------|--------------------|--------------------|--------------|-------------------------|---------------------------------|------------------------|
| Prelim | \$191,000.00 | \$152,800.00 | \$113,930.72 | \$91,144.58 | \$77,069.28 | \$61,655.42 |
| ROW | \$525,000.00 | \$420,000.00 | \$464,000.00 | \$371,200.00 | \$61,000.00 | \$48,800.00 |
| Construction | \$700,000.00 | \$560,000.00 | \$0.00 | \$0.00 | \$700,000.00 | \$560,000.00 |
| Eligible costs | \$1,416,000.00 | \$1,132,800.00 | | \$462,344.58 | \$838,069.28 | |

Construction Cost Estimates (as of 3/19/2015)

Construction of Roundabout (including 2-4 Walnut demo and potential additional drainage to river outfall) **\$3,000,000.00**

Underground Utility Costs within Roundabout Project Limits:

Construction of Underground Utility Infrastructure (City's construction portion) \$1,250,000.00
 Utility Fees (Utility companies' design and construction costs) \$1,000,000.00-\$1,500,000.00
 Subtotal: **\$5,250,000.00-\$5,750,000.00**

Additional Underground Utility Costs in the Gap (Roundabout to N. Main St. Bridge):

Construction of Underground Utility Infrastructure (City's construction portion) \$500,000.00
 Utility Fees (Utility companies' design and construction costs) \$500,000.00-\$750,000.00
 Total: **\$6,250,000.00-\$7,000,000.00**

| FY16 Proposed Paving List | | | | Revision Date: 11/20/2014 |
|--|---------------|-------------|-------------|---|
| Street Name | Cost Estimate | | Last Paved | Comments |
| Whitehouse Road | \$415,000 | \$415,000 | 1990 (est.) | previously proposed (FY15 estimate) |
| Ledgeview Drive | \$315,000 | \$730,000 | 1985 | previously proposed (FY14 estimate) |
| Gear Road | \$515,000 | \$1,245,000 | 2003 | previously proposed (FY14 estimate) |
| Tebbetts Road (portions Lowell St. to Rte. 108) | \$125,000 | \$1,370,000 | 2004 | previously proposed (FY15 estimate) |
| Lowell Street (Hillside - Tebbetts) | \$300,000 | \$1,670,000 | 2005 | previously proposed (FY15 estimate) |
| Columbus Ave./Old Dover Rd. Intersection | \$85,000 | \$1,755,000 | '02/'05/'06 | |
| Hansonville Rd. (Including portion of Flagg Rd.) | \$400,000 | \$2,155,000 | 2001/2002 | |
| Sheepboro Road | \$210,000 | \$2,365,000 | 2006 | previously proposed (FY13 estimate) |
| Weeping Willow Drive | \$70,000 | \$2,435,000 | 2004 | |
| Eastern Avenue (Allen St. to Fieldstone Ln.) | \$275,000 | \$2,710,000 | 2003 | |
| French Hussey Road | \$75,000 | \$2,785,000 | 1990 (est.) | |
| Sullivan Farm Drive | \$125,000 | \$2,910,000 | 2005 | |
| Four Rod Road | \$500,000 | \$3,410,000 | 2012 shim | previously proposed (FY13 estimate) |
| Jackson Street | \$65,000 | \$3,475,000 | 1990 (est.) | previously proposed (FY15 estimate) |
| Rockledge Road | \$78,000 | \$3,553,000 | 2003 | previously proposed (FY14 estimate) |
| Boulder Avenue | \$64,000 | \$3,617,000 | 2003 | previously proposed (FY14 estimate) |
| Conifer Circle | \$48,000 | \$3,665,000 | 2004 | previously proposed (FY14 estimate) |
| Myrtle Street | \$50,000 | \$3,715,000 | 1990 (est.) | Mill & Overlay only. Future project area. |
| Woodman Street | \$45,000 | \$3,760,000 | 1990 (est.) | Mill & Overlay only. Future project area. |
| | | | | |
| Total: | \$3,760,000 | | | |

4/2/15



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.
ACTING COMMISSIONER

February 24, 2015

Public Works - City of Rochester
45 Old Dover Road
Rochester, NH 03867

RE: Highway Maintenance District 6
Proposed Resurfacing Program CY 2015

For your planning information, the New Hampshire Department of Transportation has tentatively programmed the state road(s) on the attached list and map in your town for paving during the coming season. I hope this information will assist you in coordinating your community's maintenance activities such as crosswalk striping, underground utility projects, trenching, and curb or sidewalk work prior to the road resurfacing. This is particularly important for manholes and other structures within the paving limits as significant depressions can develop if they are not set to the proper grade. If appropriate, please advise local utilities to prepare for the proposed resurfacing since it is their responsibility to make adjustments as required to accommodate the paving.

Please be aware that the State Legislature has delegated the Commissioner of the Department with the full authority to control traffic in highway/bridge construction work zones on Class I, II and III highways. The Department, as of April 1, 2013, will only compensate for the use of police officers that have successfully completed an NHDOT approved course on the Safe and Effective Use of Law Enforcement in Work Zones. Prior to commencement of the work, the Department will send notice of a preconstruction meeting. You are invited to attend this meeting as project schedule and anticipated traffic control measures are among the topics discussed.

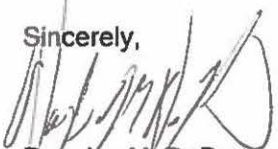
For clarification, the resurfacing program does not include any municipal parking spaces. The Department will not resurface any parking spaces along side the roadway as part of the resurfacing project, however, the municipalities can make arrangements with the contractor, at their own expense, to have the parking spaces resurfaced while the contractor is in the area.

Should the program be changed due to funding considerations or pavement conditions, I will contact you. Once a contract and schedule of work has been approved, the Contractor is required to provide written notice to your town between 7 and 14 work days in advance of the final paving.

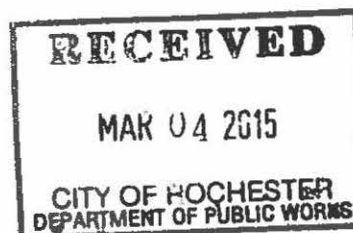
In addition to this work, District maintenance forces will grader-shim various sections of the secondary highway system as part of our routine maintenance program.

Should you have any questions related to the proposed resurfacing, please feel free to call me at (603) 868-1133.

Sincerely,


Douglas M. DePorter, P.E.
District Engineer

Attachment: Resurfacing Section, Location Map

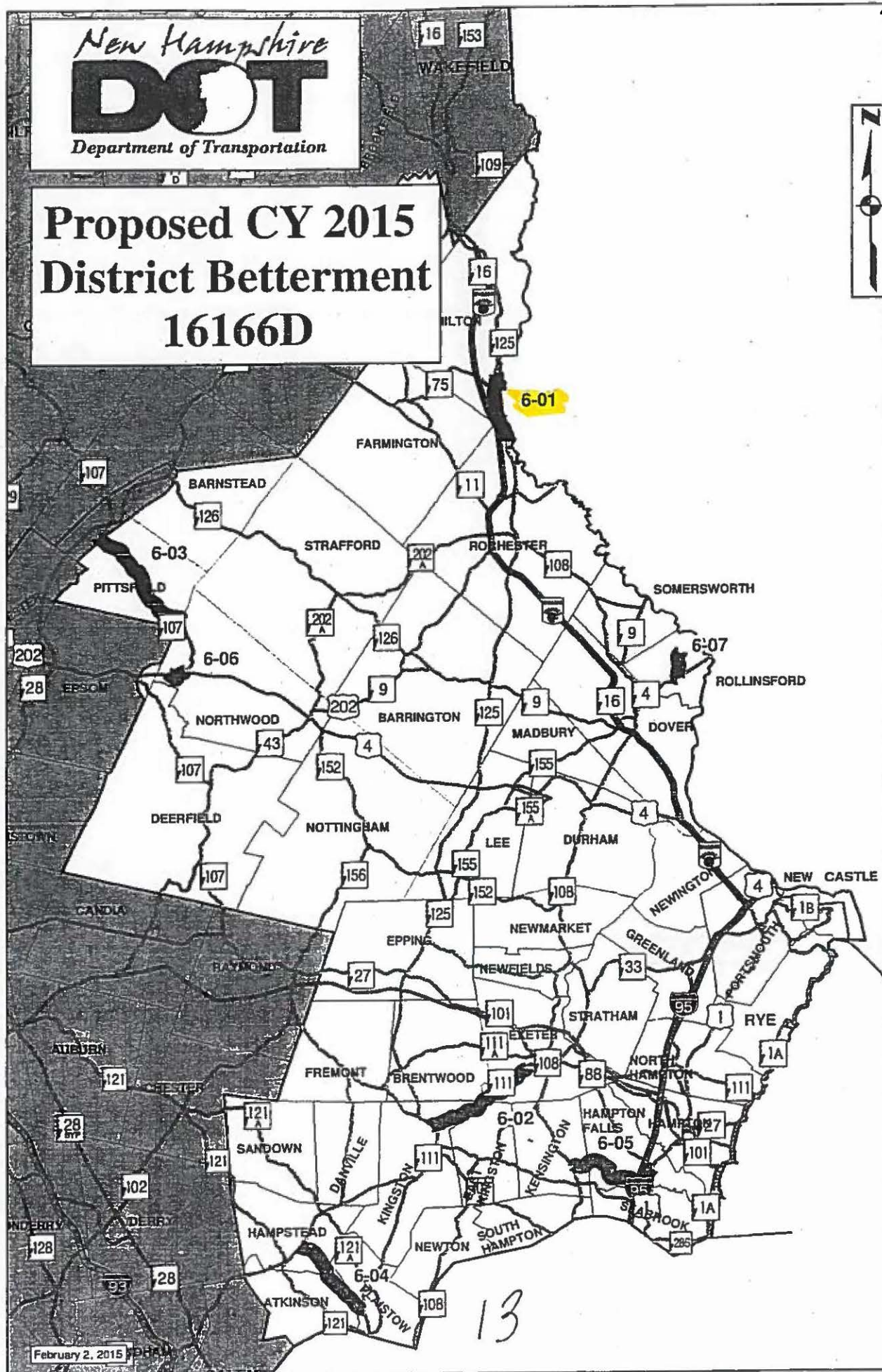


District 6 Description of Resurfacing Sections
(Base Program)

- 6-01 **Rochester - Milton, NH 125, 3.0 miles, 1" PMST**
From the intersection of Wildflower Way in Rochester northerly to approximately 300 feet south of the intersection of Brown Road (RR Bridge) in Milton.
- 6-02 **Kingston - Exeter, NH 111, 5.2 miles, ¾" PMST**
From the pavement joint east of the intersection of NH 125 easterly to approximately 150 feet west of the intersection of Westside Drive (Urban Compact).
- 6-03 **Pittsfield, NH 107, 5.3 miles, ¾" PMST/2" H.B.P.**
From the Pittsfield/Northwood Town line northerly to the intersection of Carroll Street. Place a 2" H.B.P. from ½ mile north of the Pittsfield/Northwood Town line to 0.1 miles north of Berry Pond Road (section previously reconstructed under RSR Project 29239). Place a ¾" PMST for the remainder of the project limits.
- 6-04 **Plaistow - Hampstead, East Rd, 4.0 miles, ¾" PMST**
From the intersection of NH 125 in Plaistow northerly to the intersection of NH 111 in Hampstead. Place high strength pavement and loop detectors at the NH 125 and NH 111 intersection.
- 6-05 **Hampton Falls - Kensington, NH 84, 4.4 miles, ¾" PMST**
From the intersection of US 1 in Hampton Falls westerly to the intersection of NH 150 in Kensington. Including all ramp at NH 150 and US 1.
- 6-06 **Northwood, Lake Shore Drive, 0.9 miles, ¾" PMST**
From the intersection of US 4 easterly to the intersection of US 4.
- 6-07 **Rollinsford, Roberts Rd, 1.1 miles, ¾" PMST**
From the intersection of NH 4 (Portland Ave) easterly to the intersection of Silver Street.



**Proposed CY 2015
District Betterment
16166D**



RESOLUTION DEAUTHORIZING
FY 2004- 2005 CAPITAL IMPROVEMENT BUDGET APPROPRIATION
FOR THE SO-CALLED STRAFFORD SQUARE PROJECT

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

WHEREAS, by virtue of a certain resolution adopted by the Mayor and City Council of the City of Rochester in June 2004, the Mayor and City Council approved a supplemental appropriation to the FY 2005 Capital Improvement Budget of the City of Rochester, Public Works Departments, Highway Division, in the sum of One Million Forty-Five Thousand Dollars (\$1,045,000.00) for the purpose of paying for costs and expenses incurred with respect to the various aspects of the so-called Strafford Square project (the "Project"), with such supplemental appropriation to be funded to the extent of Eight Hundred Thirty-Six Thousand Dollars (\$836,000.00) from a Federal/NH Department of Transportation grant to the City, and to the extent of Two Hundred Nine Thousand Dollars (\$209,000.00), from the proceeds of bonds to be issued by the City of Rochester; and

WHEREAS, the aforesaid supplemental appropriation has, to date, remained unexpended to the extent of Six Hundred Ninety-Five Thousand Thirty Dollars and Fifty-Two Cents (\$695,030.52), and the plans for the originally proposed Project have been revised so as to encompass different components (the "Revised Project"), which different components can be paid for utilizing different funding sources which are currently available to fund various aspects and components of the Revised Project; and

WHEREAS, the changes in the physical aspects and available funding sources for the Revised Project, have rendered the Project and its original funding source, no longer necessary, appropriate and/or in the best interests if the City, to the extent of the Six Hundred Ninety-Five Thousand Thirty Dollars and Fifty-Two Cents (\$695,030.52) portion of the appropriation referred to above;

NOW THEREFORE, in light of the above resulting in an excess appropriation of funds for the Project, in the total amount of Six Hundred Ninety-Five Thousand Thirty Dollars and Fifty-Two Cents (\$695,030.52), the Mayor and City Council of the City of Rochester hereby deauthorize the sum of Six Hundred Ninety-Five Thousand Thirty Dollars and Fifty-Two Cents (\$695,030.52) of the above appropriation of funds for the aforementioned Project, with Two Hundred Twenty-Six Thousand Three Hundred Forty-Four Dollars Fifty-Eight Cents (\$226,344.58) of said deauthorized funds being drawn from the Federal/NH Department of Transportation grant to the City and One Hundred Twenty-Three Thousand Six Hundred Twenty-Four Dollars Ninety Cents (\$123,624.90) being drawn from the abovementioned proceeds of bonds to be issued by the City, thereby reducing the amount of the aforesaid appropriation for such Project to Three Hundred Forty-Nine Thousand Nine Hundred Sixty-Nine Dollars Forty-Seven Cents (\$349,969.47). Furthermore, the Mayor and City Council hereby withdraw and discontinue all bonding authority with respect to the deauthorized portion of the Project funding to be derived from the proceeds of bonding deauthorized herein.

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 04-07 AB 121



4/2/15

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.**

| |
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| AGENDA SUBJECT Strafford Square Project De-Authorizations |
|--|

| | |
|--|--|
| 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 |
|--|--|

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

| | | | |
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| AGENDA DATE | 4/7/14 | | |
| DEPT. HEAD SIGNATURE | Original Signed copy on file City Clerk Ofc | | |
| DATE SUBMITTED | 3/26/15 | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | | |

COMMITTEE SIGN-OFF

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| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
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| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

| | |
|--|-----------------------|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | Bonding and NHDOT |
| ACCOUNT NUMBER | 15013010-771000-05518 |
| AMOUNT | \$695,030.52 |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |

LEGAL AUTHORITY

| | |
|--------------|-----------------|
| City Council | CC FY 15 AB 121 |
|--------------|-----------------|

SUMMARY STATEMENT

In an effort to better account for future project expenses and revenues this Strafford Square project account is to be closed and a new appropriation will be requested to bring this project to completion.

RECOMMENDED ACTION

Resolution to De-Authorize \$695,030.52

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 | 15013010 | 771000 | 05518 | - | 609,655.42 | 85,375.10 |
| 2 | | | | - | - | - |
| 3 | | | | - | - | - |
| 4 | | | | - | - | - |

Appropriation

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

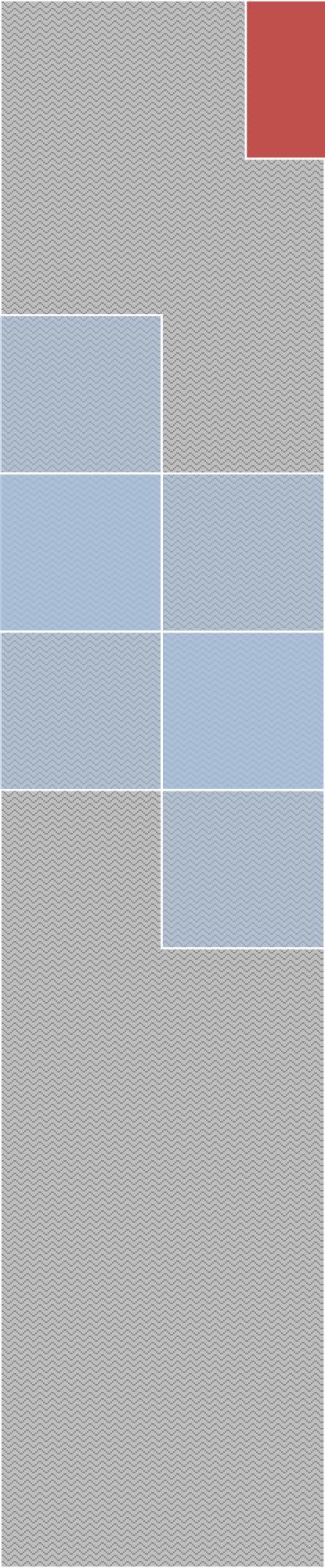
Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



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RESOLUTION DEAUTHORIZING
FY 2011-2012 CAPITAL IMPROVEMENT BUDGET APPROPRIATION
FOR THE SO-CALLED STRAFFORD SQUARE PROJECT

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

WHEREAS, by virtue of a certain resolution adopted by the Mayor and City Council of the City of Rochester in June 2011, the Mayor and City Council approved an appropriation to the FY 2011-2012 Capital Improvement Budget of the City of Rochester, Public Works Departments, Highway Division, the sum of Five Hundred Twenty-Five Thousand Dollars (\$525,000.00) for the purpose of paying for costs and expenses incurred with respect to the various aspects of the so-called Strafford Square project (the "Project"), with such appropriation to be funded to the extent of Three Hundred Ninety-Three Thousand, Seven Hundred Fifty Dollars (\$393,750.00) from a Federal/NH DOT Highway grant, and to the extent of One Hundred Thirty-One Thousand Two Hundred Fifty Dollars (\$131,250) from the proceeds of bonds to be issued by the City of Rochester; and

WHEREAS, the aforesaid supplemental appropriation has, to date, remained unexpended to the extent of Four Hundred Eleven Thousand Fifty-Seven Dollars and Sixteen Cents (\$411,057.16), and the plans for the originally proposed Project have been revised so as to encompass different components (the "Revised Project") which different components can be paid for utilizing different funding sources which are currently available to fund various aspects and components of the Revised Project; and

WHEREAS, the changes in the physical aspects and available funding sources for the Revised Project, have rendered the Project and its original funding source, no longer necessary, appropriate and/or in the best interests if the City to the extent of the Four Hundred Eleven Thousand Fifty-Seven Dollars Sixteen Cents (\$411,057.16) of the appropriation referred to above;

NOW THEREFORE, in light of the above resulting in an excess appropriation of funds for the Project, in the total amount of Four Hundred Eleven Thousand Fifty-Seven Dollars Sixteen Cents (\$411,057.16), the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum Four Hundred Eleven Thousand Fifty-Seven Dollars Sixteen Cents (\$411,057.16) of the previous appropriation of funds for the aforementioned Project, with Three Hundred Ninety-Three Thousand, Seven Hundred Fifty Dollars (\$393,750.00) of said deauthorized funds being drawn from the Federal/NH Department of Transportation grant to the City, and Seventeen Thousand Three Hundred Seven Dollars and Sixteen Cents (\$17,307.16) being drawn from the abovementioned proceeds of bonds to be issued by the City, thereby reducing the amount of the aforesaid appropriation for such Project to One Hundred Thirteen Thousand Nine Hundred Forty-Two Dollars and Eighty-Four Cents (\$113,942.84), to be raised in its entirety from the proceeds of bonding by the City of Rochester. Furthermore, the Mayor and City Council hereby withdraw and discontinue all bonding authority with respect to the deauthorized portion of the Project funding to be derived from the proceeds of bonding deauthorized herein.

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 04-07 AB 122



4/2/15

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 Strafford Square Project De-Authorizations |
|--|

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

| | | | |
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| AGENDA DATE | 4/7/15 | | |
| DEPT. HEAD SIGNATURE | Original Signed copy on file City Clerk Ofc | | |
| DATE SUBMITTED | 3/26/15 | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | | |

COMMITTEE SIGN-OFF

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| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

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| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

| | |
|--|-----------------------|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | Bonding and NHDOT |
| ACCOUNT NUMBER | 15013010-771000-12514 |
| AMOUNT | \$411,057.16 |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |

| | | |
|---------------------|------------------------|-----------------|
| CITY COUNCIL | LEGAL AUTHORITY | CC FY 15 AB 122 |
|---------------------|------------------------|-----------------|

SUMMARY STATEMENT

In an effort to better account for future project expenses and revenues this Strafford Square project account is to be closed and a new appropriation will be requested to bring this project to completion.

RECOMMENDED ACTION

Resolution to De-Authorize \$411,057.16

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 | 15013010 | 771000 | 12514 | - | 393,750.00 | 17,307.16 |
| 2 | | | | - | - | - |
| 3 | | | | - | - | - |
| 4 | | | | - | - | - |

Appropriation

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

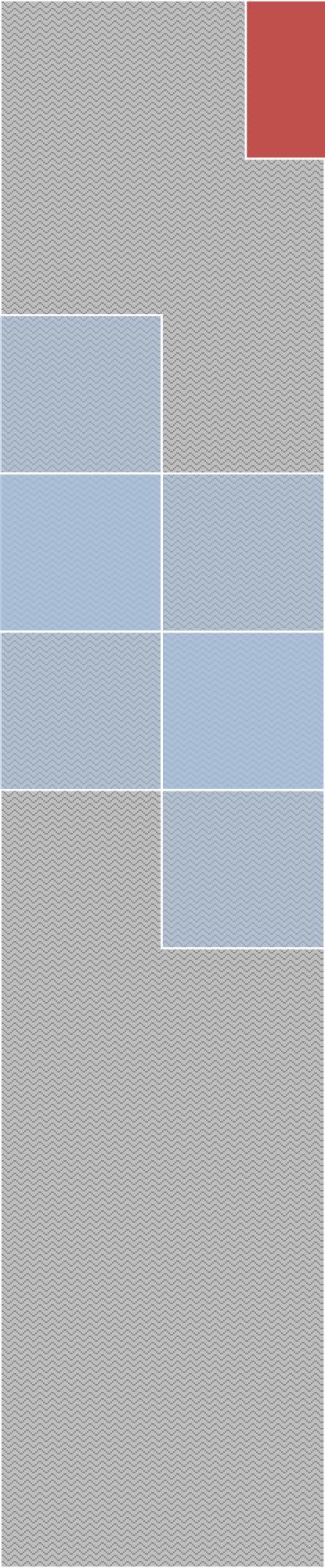
Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



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RESOLUTION DEAUTHORIZING
FY 2013-2014 CAPITAL IMPROVEMENT BUDGET APPROPRIATION
FOR THE SO-CALLED STRAFFORD SQUARE PROJECT

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

WHEREAS, by virtue of a certain resolution adopted by the Mayor and City Council of the City of Rochester in June 2013, the Mayor and City Council approved an appropriation to the Capital Improvement Budget of the City of Rochester, Public Works Departments Division the sum of One Hundred Fifty Thousand Dollars (\$150,000.00) for the purpose of paying for costs and expenses incurred with respect to the various aspects of the so-called Strafford Square project (the “Project”), with such appropriation to be funded, in its entirety, from funds derived from issuance of bonds by the City of Rochester; and

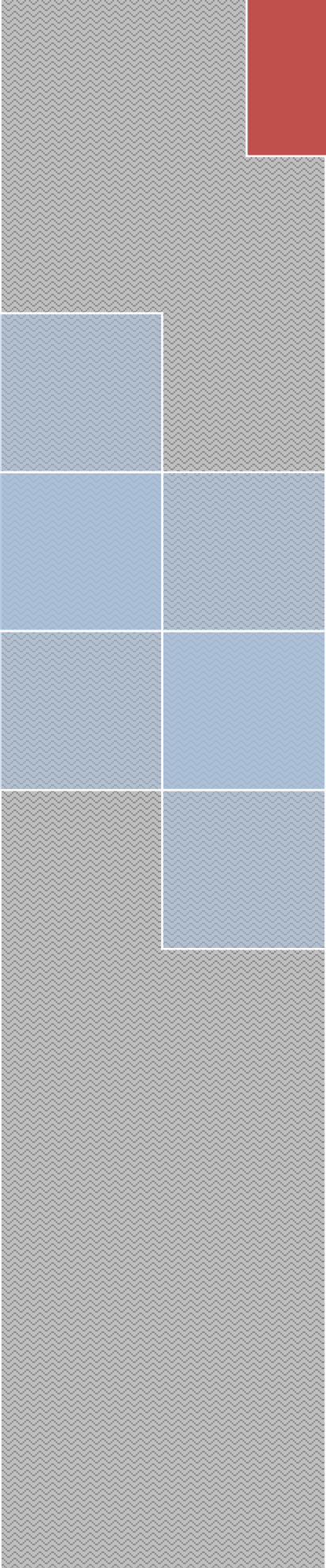
WHEREAS, the aforesaid supplemental appropriation has, to date, remained unexpended, and the plans for the originally proposed Project have been revised so as to encompass different components (the “Revised Project”) which different components can be paid for utilizing different funding sources which are currently available to fund various aspects and components of the Revised Project; and

WHEREAS, the changes in the physical aspects and available funding sources for the Revised Project, have rendered the Project and its original funding source, no longer necessary, appropriate and/or in the best interests if the City to the full extent of the One Hundred Fifty Thousand Dollars (\$150,000.00) appropriation referred to above;

NOW THEREFORE, in light of the above resulting in an excess appropriation of funds for the Project, in the total amount of One Hundred Fifty Thousand Dollars (\$150,000.00), the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of One Hundred Fifty Thousand Dollars (\$150,000.00) of the previous appropriation of funds for the aforementioned Project, thereby reducing the amount of the aforesaid appropriation for such Project to zero (\$0.00). Furthermore, the Mayor and City Council hereby withdraw and discontinue all bonding authority with respect to the deauthorized portion of the Project funding to be derived from the proceeds of bonding deauthorized herein.

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 04-07 AB 123



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4/2/15

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 Strafford Square Project De-Authorization |
|---|

| | |
|--|--|
| 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 | 4/7/15 | | |
| DEPT. HEAD SIGNATURE | Original Signed copy on file City Clerk Ofc | | |
| DATE SUBMITTED | 3/26/15 | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | | |

COMMITTEE SIGN-OFF

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| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|--|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

| | |
|--|-----------------------|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | Bonding |
| ACCOUNT NUMBER | 15013010-771000-14523 |
| AMOUNT | \$150,000.00 |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |

| | | |
|---------------------|------------------------|-----------------|
| City Council | LEGAL AUTHORITY | CC FY 15 AB 123 |
|---------------------|------------------------|-----------------|

SUMMARY STATEMENT

In an effort to better account for future project expenses and revenues this Strafford Square project account is to be closed and a new appropriation will be requested to bring this project to completion.

RECOMMENDED ACTION

Resolution to De-Authorize \$150,000.00

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 | 15013010 | 771000 | 14523 | - | - | 150,000.00 - |
| 2 | | | | - | - | - |
| 3 | | | | - | - | - |
| 4 | | | | - | - | - |

Appropriation

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

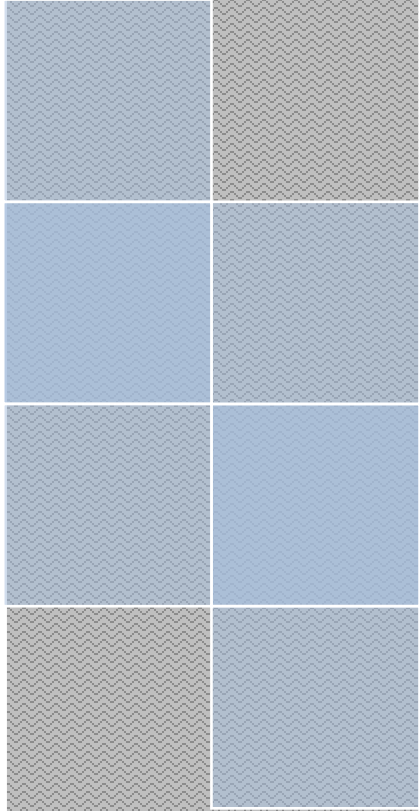
Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



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4/2/15

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.**

| |
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| AGENDA SUBJECT Welfare Guidelines Update |
|---|

| | |
|--|--|
| 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 | APRIL 7, 2015 | | |
| DEPT. HEAD SIGNATURE | Todd Marsh, Welfare Director - Si gnature on file | | |
| DATE SUBMITTED | March 16, 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 | Blaine Cox, DCM - Signature on file |
| CITY MANAGER | Dan Fitzpatrick, CM - Signature on file |

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"/> | |

| | | |
|----------------------------|------------------------|----------------|
| CITY COUNCIL ACTION | LEGAL AUTHORITY | CCFY 15 AB 120 |
| City Council action. | | |

SUMMARY STATEMENT

The Welfare Department has undergone a review and update of the City's Welfare Guidelines. The City Council's approval of these changes is needed before they are in effect. Director Marsh presented these proposed changes and the perceived need for the amendments at the last Finance Committee. The Finance Committee unanimously recommended that the Welfare Guidelines be adopted as written.

Please find the Link to the Welfare Guidelines Draft Update:[here](#)

Paper copy of the Welfare Guidelines is attached to the end of the City Council packet.

RECOMMENDED ACTION

Approve as written.

FINANCE COMMITTEE

Agenda Item

4/2/15

Agenda Item Name:

Welfare Guidelines Update

Date Submitted:

2015-03-04

Name of Person Submitting Item:

Welfare Director Marsh

E-mail Address:

todd.marsh@rochesternh.net

Meeting Date Requested:

March 9, 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:

The Welfare Department has undergone a review and update of the City's Welfare Guidelines. The City Council's approval of these changes is needed before they are in effect. Director Marsh will be present to explain the proposed changes and the perceived need for the amendments.

Recommended Action:

Recommendation to the full City Council adoption of the proposed amendments to the City's Welfare Guidelines.



To: Mayor T.J. Jean, City Council Members, City Manager

From: Todd Marsh, Welfare Director

Date: 02/05/2015

Re: General Assistance Guidelines Update

By state statute (RSA 165:1, II), every local welfare office must adopt written guidelines relative to general welfare assistance. It is on the basis of these guidelines and RSA 165 that decisions in our Welfare Department are made. The last update to the welfare guidelines was adopted in 2005. The review was limited in scope and updates were mostly due to changes in state laws.

Rochester City Welfare practices continuous improvement with department operations. I am pleased to submit the attached updated general assistance guidelines for approval. The proposed updates are a result of a comprehensive effort, including a detailed section by section review of the welfare guidelines, researching of state RSAs and communication and coordination with other municipal welfare departments.

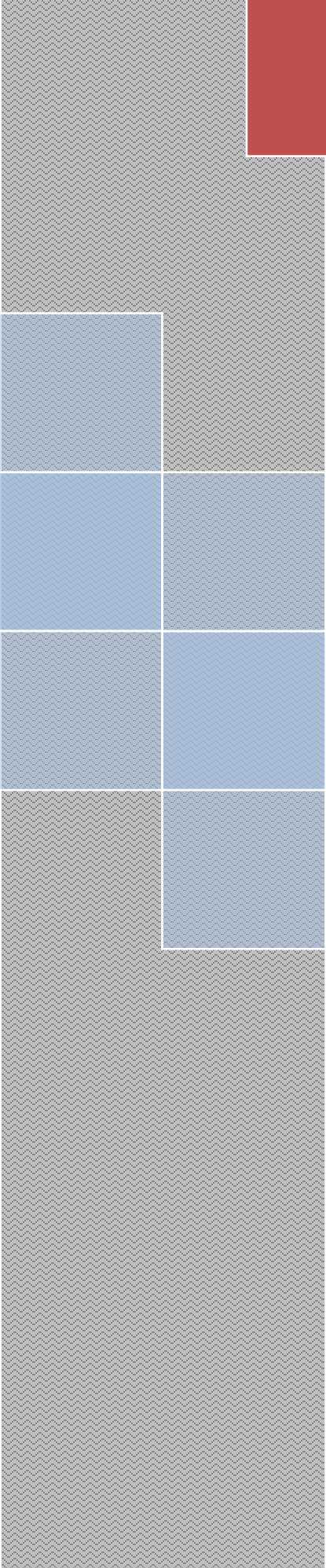
The proposed improvements:

- Maintains the legal rights of applicants and more professionally and clearly define the criteria for determining assistance and the decision appeal process.
- Updates outdated/changed wording to resource programs, references to technology and changes to state law.
- Clarifies hotels, motels and inns are not normally considered "permanent housing" for general assistance consideration, as they are exempt from the legal eviction process. Vouchers for this housing type will only be issued if all other reasonable emergency housing options have been exhausted.
- Includes wording indicating a voucher previously issued, but not yet paid, may be revoked and voided under certain limited circumstances, including the discovery of fraud.
- Includes a maximum monthly rental amount based either on the most recent local HUD Fair Market Rent, NH Housing Finance Authority Survey, or by minimum reasonable local market factors, as chosen by the welfare official. Current guidelines do indicate a limit and subjects the city to potentially paying unreasonably high monthly rent amounts.
- Ties the need for allowable food amounts to the "most recent" Federal Supplemental Assistance Nutrition Program (SNAP) allotment. Minimizes need to update general assistance guidelines, as SNAP (formally known as Food Stamps) allotments periodically change.
- Includes added and unique expectations of the welfare official to case manage applicants toward self-sufficiency whenever possible. This has been proven to minimize applicant recidivism.
- Includes a welfare team department developed mission statement.

The attached updated proposed guidelines have been shared with the communities of Dover and Somersworth and have recently been adopted by their governing bodies. 4/2/15
Other area municipal welfare officials are in the process of proposing these guidelines adapted to their own communities. We are proud our proposed guidelines are becoming a model for other communities. Also, this type of coordination will increase consistency within the municipal local welfare system and minimize what is known as “welfare shopping.”

I appreciate your review and consideration for adoption.

See attached proposed guidelines.



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RESOLUTION ADOPTING A 2015-2016 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE 2015-2016
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2015-2016 “Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

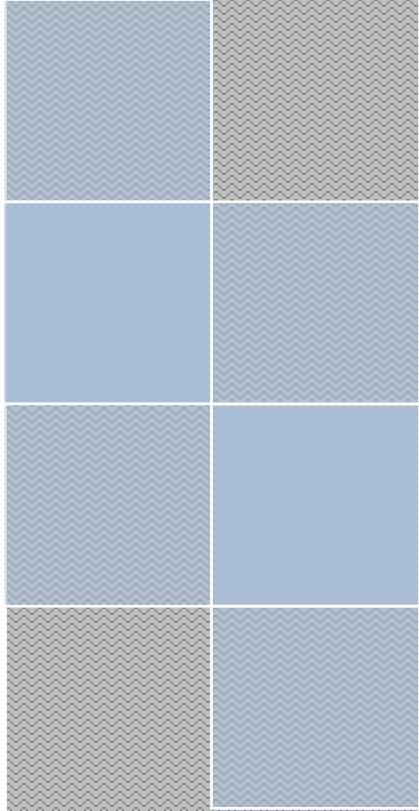
II. Further, that a twelve (12) month Community Development Block Grant budget for the Department of Planning and Development for the City of Rochester in the total amount of Two Hundred Twenty-Seven Thousand and Sixty-Two Dollars (\$227,062.00) be, and hereby is, approved and appropriated for fiscal year 2015-2016. Included in said approval and appropriate are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

| | |
|----------------------------------|---------------------|
| Administration and Planning | \$ 45,412.00 |
| Public Service Agencies | \$ 34,059.00 |
| Economic Development | \$ 12,000.00 |
| Housing | \$ 50,000.00 |
| Public Facilities/Infrastructure | \$ 85,591.00 |
| Total | \$227,062.00 |

This budget and the one-year action plan for 2015-2016 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2015-2016 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriate in the amount of Two Hundred Twenty-Seven Thousand and Sixty-Two Dollars (\$227,062.00) shall be drawn in their entirety from the above-mentioned 2015-2016 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic & Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 15 AB 127**



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4/2/15

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 First Reading of Community Development Block Grant (CDBG) Program Annual Action Plan for FY 2015-2016 | |
| 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 | April 7, 2015 | | |
| DEPT. HEAD SIGNATURE | Karen Pollard, signature on file | | |
| DATE SUBMITTED | March 30, 2015 | | |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 47 | |

COMMITTEE SIGN-OFF

| | |
|--------------|---|
| COMMITTEE | Community Development Committee |
| CHAIR PERSON | Councilor James Gray, signature on file |

DEPARTMENT APPROVALS

| | |
|---------------------|--|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

24 CFR § 91.1 requires the submission of an Annual Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

CC FY 15 AB 127

SUMMARY STATEMENT

The City of Rochester receives federal grant funding through the Community Development Block Grants (CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit an Annual Action Plan to HUD that outlines its proposed uses of the grant funding received. This will be the first reading of the Annual Action Plan, to be followed by a public hearing and second reading and adoption.

No City funds need to be obligated to receive this grant funding.

Please find the 2015-2016 Action Plan: [here](#) *Paper copy attached to the end of the City Council packet*

RECOMMENDED ACTION

- Step 1 (4/7/2015): Review of the draft FY 2015-2016 Annual Action Plan and referral to public hearing scheduled for April 21st.
- Step 2 (4/21/2015): Public hearing to solicit citizen feedback on adoption of the draft FY 2015-2016 Annual Action Plan.
- Step 3 (5/5/2015): Second review and adoption of the draft FY 2015-2016 Annual Action Plan.

RESOLUTION ADOPTING A 2015-2020 ROCHESTER CDBG
“CONSOLIDATED ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE 2015-2016
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2015-2020 “Consolidated Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic & Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

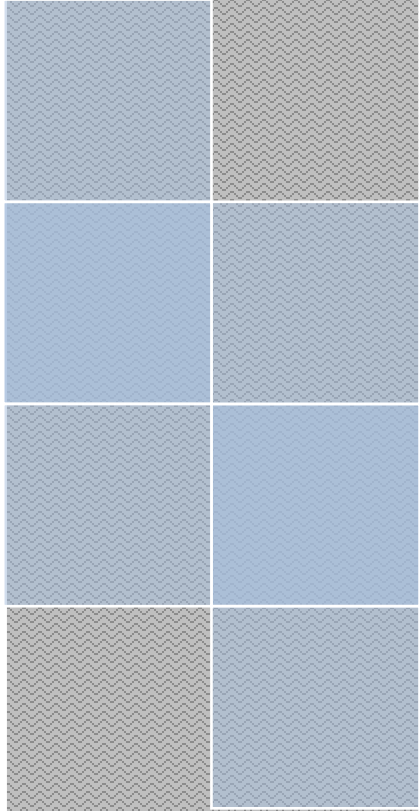
II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic & Community Development for the City of Rochester in the total amount of Two Hundred Twenty-Seven Thousand and Sixty-Two Dollars (\$227,062.00) be, and hereby is, approved and appropriated for fiscal year 2015-2016. Included in said approval and appropriate are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

| | |
|----------------------------------|---------------------|
| Administration and Planning | \$ 45,412.00 |
| Public Service Agencies | \$ 34,059.00 |
| Economic Development | \$ 12,000.00 |
| Housing | \$ 50,000.00 |
| Public Facilities/Infrastructure | \$ 85,591.00 |
| Total | \$227,062.00 |

This budget, Year 1 of the 2015-2020 “Consolidated Action Plan for the Community Development Division for the City of Rochester, N.H.,” may be reconsidered if federal funding is changed or if it is inconsistent with the total 2015-2016 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriate in the amount of Two Hundred Twenty-Seven Thousand and Sixty-Two Dollars (\$227,062.00) shall be drawn in their entirety from the above-mentioned 2015-2016 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic & Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 15 AB 128**



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4/2/15

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 First Reading of Community Development Block Grant (CDBG) Program Five-Year Consolidated Action Plan | |
| COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> | FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |

| | | | |
|---|--|-----|--|
| AGENDA DATE | April 7, 2015 | | |
| DEPT. HEAD SIGNATURE | Karen Pollard, signature on file | | |
| DATE SUBMITTED | March 30, 2015 | | |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 139 | |

COMMITTEE SIGN-OFF

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|--------------|---|
| COMMITTEE | Community Development Committee |
| CHAIR PERSON | Councilor James Gray, signature on file |

DEPARTMENT APPROVALS

| | |
|---------------------|------------------------------------|
| DEPUTY CITY MANAGER | Blaine Cox, Signature on file |
| CITY MANAGER | Dan Fitzpatrick, Signature on file |

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

24 CFR § 91.1 requires the submission of a Five-Year Consolidated Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

CC FY 15 AB 128

SUMMARY STATEMENT

The City of Rochester receives federal grant funding through the Community Development Block Grants (CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit a Five-Year Consolidated Action Plan to HUD that outlines its proposed uses of the grants received. This will be the first reading of the Five-Year Consolidated Action Plan, to be followed by a public hearing and second reading and adoption.

No City funds need to be obligated to receive this grant funding.

Paper copy of the Draft Five Year Plan is attached to the end of the City Council packet.

Please find the link to the DRAFT Five Year Consolidated Action Plan: [here](#)

RECOMMENDED ACTION

- Step 1 (4/7/2015): Review of the draft FY 2015-2020 Consolidated Action Plan and referral to public hearing scheduled for April 21st.
- Step 2 (4/21/2015): Public hearing to solicit citizen feedback on adoption of the draft FY 2015-2020 Consolidated Action Plan.
- Step 3 (5/5/2015): Second review and adoption of the draft FY 2015-2020 Consolidated Action Plan.

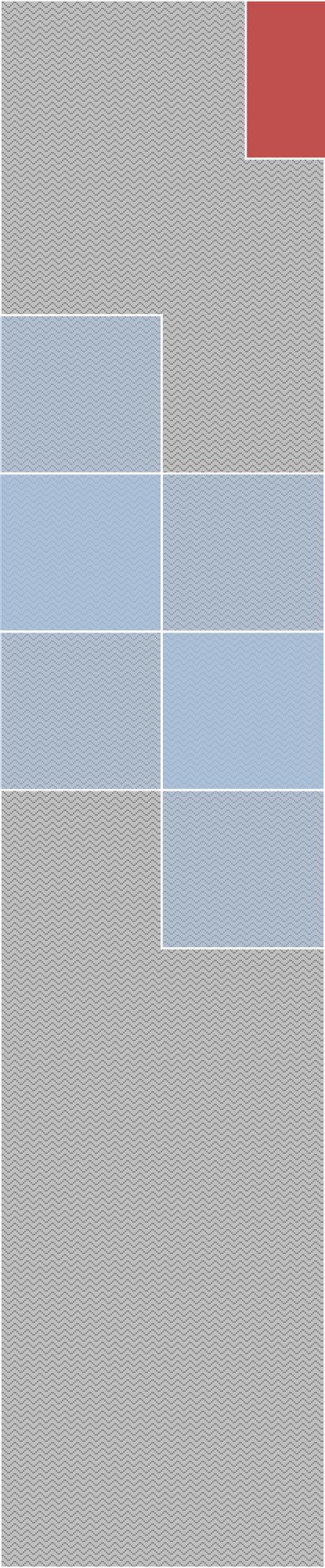
RESOLUTION AUTHORIZING
APPLICATION, ON BEHALF OF THE CITY OF ROCHESTER,
POLICE DEPARTMENT,
FOR A SO-CALLED PAUL COVERDELL
FORENSIC SCIENCE IMPROVEMENTS GRANT

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

That the Mayor and City Council, of the City of Rochester, by adoption of this resolution, hereby authorizes the City of Rochester, City Manager and/or his Designee, and the Rochester Police Department to apply for a so-called Paul Coverdell Forensic Science Improvements Grant Federal grant (the “Grant”) in an approximate amount of One Hundred Nineteen Thousand Dollars (\$119,000.00), for the purpose of paying the costs associated with best preparing and sending five (5) Department Police Officers to receive instruction with regard to forensic crime scenes. This Grant requires no City funding match.

Further, that the City Manager, and or his designee, be, and hereby are authorized to sign all documents and perform all actions necessary and/or appropriate to apply for such Grant.

CC FY15 04-07 AB 131



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4/2/15

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**

Seeking permission from council to apply for funding in the amount of \$119,359.00 from the Paul Coverdell Forensic Science Improvements Federal Grant.

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 | Next available April meeting | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | 3/30/15 | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | |

COMMITTEE SIGN-OFF

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| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

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|---------------------|------------------------------------|
| DEPUTY CITY MANAGER | Blaine Cox, Signature on file |
| CITY MANAGER | Dan Fitzpatrick, Signature on file |

FINANCE & BUDGET INFORMATION

| | |
|--|--------------|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | Federal |
| ACCOUNT NUMBER | TBD |
| AMOUNT | \$119,359.00 |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |

LEGAL AUTHORITY**Council action required**

CC FY 15 AB 131

SUMMARY STATEMENT

This grant is to best prepare 5 officers who will attend training for forensic crime scene's. There are no matching funds associated with this grant, it is 100% funded.

RECOMMENDED ACTION

Recommend applying for funds from the Paul Coverdell Grant.



4/2/15

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.**

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|---|
| AGENDA SUBJECT SECOND HAND DEALER - ANNUAL RENEWAL |
|---|

| | |
|--|--|
| 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 |
|--|--|

| | |
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| 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 | APRIL 7, 2015 | | |
| DEPT. HEAD SIGNATURE | JAMES GRANT - signature on file | | |
| DATE SUBMITTED | March 16, 2015 | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 1 | |

COMMITTEE SIGN-OFF

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| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|-----------------------------------|
| DEPUTY CITY MANAGER | Blaine Cox, signature on file |
| CITY MANAGER | Dan Fitzpatrick signature on file |

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 City Council action. | CC FY 15 AB 116 |
|--|-----------------|

SUMMARY STATEMENT

Late application for annual license renewal for this second hand dealer.

RECOMMENDED ACTION

Approve annual renewal of Second Hand Dealer license for:

Melissa Kenison, Behavioral Health & Development Services of Strafford County
"A Formal Affair" , 43 No Main Street, Rochester NH 03867



City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
 (603) 332-3508 * Fax (603) 509-1912

SECOND HAND DEALER
LICENSE APPLICATION

Name of Applicant Behavioral Health & Development
Services of Strafford County Telephone (603) 994-1173

Legal Address 113 Crosby Rd Suite 1 Dover NH 03820

Date of Birth 5/5/69 Place of Birth Exeter NH US Citizen (Y) N

Have you ever been convicted of a misdemeanor? NO

If so, for what please list _____

Name of Business A Formal Affair Telephone 994-1173

Mailing Address 43 North Main St Rochester NH

Description or Nature of Business Second hand womens Formal Wear
 Contact: Melissa Kenison
mkenison@communitypartnersnh.org

I agree to comply with all rules and regulations pertaining to the City Ordinance adopted by the City of Rochester and all state statutes, where applicable, pertaining to the license applied for.

DATE 3/5/15

Melissa Kenison
 SIGNATURE

Official Use Only

APPROVED

City Council _____

Zoning Board 3/16/15

Miscellaneous _____

Date of Issue _____

Date of Expiration _____

License Number _____

Amount Paid _____

LICENSING BOARD

Dale W. Fritsch

City Manager

John P. Kelly

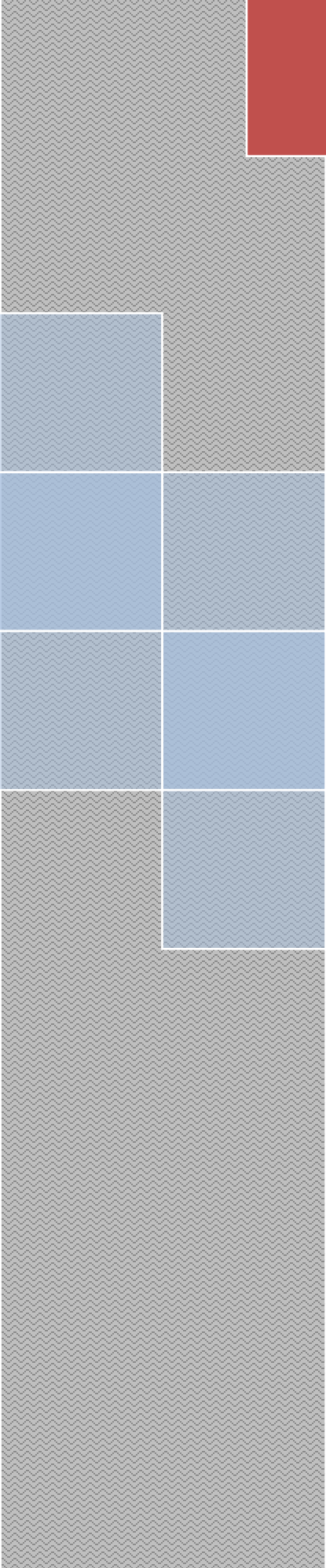
Police Chief

Norm Anderson Jr.

Fire Chief

*last inspected on 10/28/14
 A.B.S.*

James Grant
 Building, Zoning & Licensing Officer



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4/2/15

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 New Second Hand Dealer Approval |
|---|

| | |
|--|--|
| 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 |
|--|--|

| | |
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| 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 | APRIL 7, 2015 | | |
| DEPT. HEAD SIGNATURE | Jim Grant, Signature on File | | |
| DATE SUBMITTED | March 26, 2015 | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 3 | |

COMMITTEE SIGN-OFF

| | |
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| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|------------------------------------|
| DEPUTY CITY MANAGER | Blaine Cox, Signature on file |
| CITY MANAGER | Dan Fitzpatrick, Signature on file |

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

City Council action.

SUMMARY STATEMENT

Kristin Vebeeren for Townsquare Media New Hampshire to hold the "World's Largest Yard Sale" on May 9, 2015 at the Rochester Fairgrounds.

RECOMMENDED ACTION

Approve request of new Second Hand Dealer.



City of Rochester, New Hampshire

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

March 11, 2015

TO WHOM IT MAY CONCERN:


Permission is hereby granted to Townsquare Media New Hampshire to hold their event, World's Largest Yard Sale, on May 9, 2015 from 8am – 3pm. This event will take place at the Rochester Fairgrounds.


This event is under the supervision of Kristin Verbeeren 603-749-9749 ext. 5084.

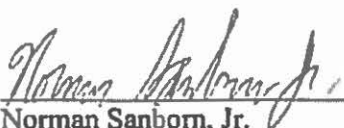
It is understood that there may be other permits required for this event and that you will need to be in contact with the Building, Zoning & Licensing Services Department at 603-335-3508 to determine what may be required.

It is further understood that the City of Rochester will be held free and clear of any liability as a result of damage to persons or property in connection with this activity.

Comments:


Daniel W. Fitzpatrick, ICMA-CM
City Manager


Michael J. Allen
Police Chief


Norman Sanborn, Jr.
Fire Chief

03-26-15P12:38 RCVD



City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
 (603) 332-3508 * Fax (603) 509-1912

SECOND HAND DEALER
LICENSE APPLICATION

Name of Applicant BRIAN LANG Telephone 603-749-9750

Legal Address 292 Middle Rd, Dover, NH 03820

Date of Birth 12/31/1962 Place of Birth Queens, NY US Citizen (Y) N

Have you ever been convicted of a misdemeanor? NO

If so, for what please list _____

Name of Business Townsquare Media NH Telephone 603 749 9750

Mailing Address Po Box 576 Dover NH 03820

Description or Nature of Business Yard sale event

Contact Person: Kristin Verbeerm

I agree to comply with all rules and regulations pertaining to the City Ordinance adopted by the City of Rochester and all state statutes, where applicable, pertaining to the license applied for.

3-26-15
 DATE

[Signature]
 SIGNATURE

Official Use Only

APPROVED

City Council _____

Zoning Board _____

Date of Issue _____

Date of Expiration _____

License Number _____

Amount Paid 50.00

LICENSING BOARD

[Signature]
 City Manager

[Signature]
 Police Chief

[Signature]
 Fire Chief

Building, Zoning & Licensing Officer

03-26-15A10:00 RCVD

**PERMIT APPLICATION
ROCHESTER, NEW HAMPSHIRE
LICENSE BOARD APPROVAL**

CITY OF
Received
MAR 11 2015
City Manager
ROCHESTER

Name of Organization: Townsquare Media New Hampshire
Street/Mailing Address PO Box 576
City/Town Dover, NH 03820

Non-Profit Identification Number: _____

Contact Person Kristin Verbeeren
Telephone 603-749-9749 ext 5084 E-Mail Address: kristin.verbeeren@townsquaremedia.com

Information About the Event:

Type of Event World's Largest Yard Sale Date & Time May 9th 8am to 3pm
Location of Event Rochester Fairgrounds Approximate number of people expected: 1500
Will Security Service be Provided: _____

***Alcohol Waiver for Non Profit Groups**

Type of Alcohol to be Served: _____
Are you in compliance with all State Liquor Licensing Laws? Yes ___ (Provide Copies) No ___

Parade/Race (if necessary, you may attach a map of the route)

Requested Route: _____

Banners

Location(s) requested: _____ Dates Requested: _____

****Raffle**

Prizes to be Awarded TBD Amount of Donation _____
Date & Time of Drawing _____ Place of Drawing _____

Solicitation

Name _____ Vehicle Make & Model _____
Name _____ Vehicle Make & Model _____

Wrestling/Boxing

State of New Hampshire Boxing Commission Application must accompany the City Application. A fee of \$25.00 will be charged for this permit

I CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT. I understand that my misrepresentation of information on this form may result in denial of permit by the Licensing Board.

Signature  Date 3/11/15

*Under Chapter 21 – Recreation, Parks, and Youth Services (21.2J) alcohol may be served in City parks only upon approval of this waiver request by the Rochester City Council. Only non-profit organizations are eligible to apply for this waiver.

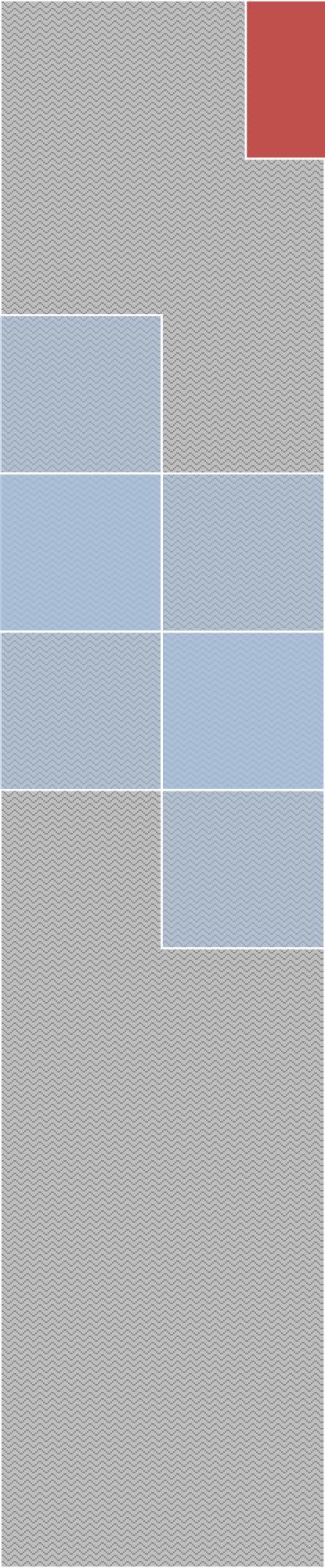
**A raffle is to be conducted in accordance with RSA 287-A:7 of the New Hampshire Revised Statutes Annotated.

Office Use Below

Request Approved: _____ Request Denied _____
Date of Council Decision _____
Conditions: _____

Comments from Police/Other Staff (If Appropriate): _____

Staff Signature _____



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4/2/15

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 2017 - 2026 NH Ten Year Transportation Improvement Plan |
|---|

| |
|--|
| COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input checked="" type="checkbox"/> |
|--|

| |
|--|
| FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM |
|--|

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

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

| | | | |
|---|--|---|--|
| AGENDA DATE | APRIL 7, 2015 | | |
| DEPT. HEAD SIGNATURE | | | |
| DATE SUBMITTED | April 7, 2015 | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 4 | |

COMMITTEE SIGN-OFF

| | |
|--------------|--|
| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|--|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

| |
|-----|
| N/A |
|-----|

SUMMARY STATEMENT

The Public Works Committee recommended that the draft plan be discussed at the City Council. See page of the Public Works Committee minutes.

RECOMMENDED ACTION

Review the draft plan and submit any comments to the Strafford Metropolitan Planning Organization.

Submitted by Strafford Municipal Planning Organization for Public Comment

Transportation projects to be submitted for inclusion in the 2017-2026 New Hampshire Ten Year Transportation Improvement Plan (Comment Period starts March 16th and ends April 17th, 2015)

The New Hampshire Statewide Ten Year Transportation Improvement Plan

This document is a draft list of local transportation projects from the Strafford Region to be submitted for inclusion in the updated New Hampshire Ten Year Transportation Improvement Plan (Ten Year Plan). In the state transportation planning process projects move through a series of planning documents that cover long-term timeframes (20+ years from now), mid-term timeframes (10 years from now), and short-term timeframes (the next 4 years). The Ten Year Plan process is designed to move projects from long-term into the mid-term timeframe. The updated Ten Year Plan will cover years 2017-2026.

Fiscal Constraint

New Hampshire receives a portion of federal funding for transportation from the Federal Highway Administration and Federal Transit Administration. The state manages the distribution of this funding to transportation projects through the Ten Year Plan. The Ten Year Plan primarily concerns state- and federally-owned highways and bridges that are eligible for funding through the Federal Highways Administration and public transit agencies that are funded through the Federal Transit Administration. Rigorous fiscal constraint forms the backbone of the statewide transportation funding process and there continues to be a great deal of competition for limited public funds. For each fiscal year, the Strafford Metropolitan region can theoretically receive approximately 10% of the total federal funding resources allocated to the State of New Hampshire. The Strafford Metropolitan Planning Organization (SMPO) is required to fiscally constrain all federal funds listed in its Metropolitan Transportation Plan (a 20-year outlook) for each programmed year. This means that each years' programmed funding for projects does not exceed the theoretical 10% of statewide funding.

Project Solicitation

The Ten Year Plan is updated every two years and the first phase of this process is project solicitation. During February and March, staff from SMPO met face-to-face with representatives of municipalities and regional transit providers to discuss local and regional transportation challenges, and to prioritize local transportation projects. The project solicitation process is a critical opportunity for individual communities and the region as a whole to present transportation needs, challenges, and goals to officials at New Hampshire Department of Transportation (NHDOT) and members of the Governor's Advisory Council on Intermodal Transportation (GACIT), who are part of the process for managing New Hampshire's transportation funding. The major value of project solicitation is in the coordinated development and update of local planning and projects in the Strafford Region.

The projects on the list below will be ranked according to criteria developed collaboratively by the NHDOT, Municipal Planning Organizations (MPOs), and Regional Planning Commissions (RPCs). Based on these rankings, the projects that fit within the fiscally constrained 10% allocation for the Strafford Metropolitan region will be submitted to NHDOT for additional analysis and scoring. Projects that are approved by NHDOT will be added to years 9 and 10 of the updated Ten Year Plan (2025-2026). Developing a list of projects is one of the first steps in the statewide process for updating the Ten Year Plan. Detailed information about these criteria and the scoring process is available upon request. All projects from this process will be listed in SMPO's Metropolitan Transportation Plan (Metro Plan) regardless of whether they are added to the Ten Year Plan. The Metro Plan is a comprehensive document that includes the region's transportation planning goals for the next 20 years.

Sources of Federal Aid for Transportation Projects

The Ten Year Plan manages federal funding for highway and bridge improvement projects, but for some projects it may be appropriate to seek one of several other sources of federal aid that are managed by the state. For instance, communities seeking funding for projects that would improve bicycle and pedestrian facilities and infrastructure could apply to the Transportation Alternatives Program (TAP). The federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) would be an appropriate funding source for projects focused on public transit or reducing traffic congestion. The Highway Safety Improvement Program (HSIP) provides aid to projects that will reduce serious and fatal accidents on public roads (including non-state-owned public roads).

Project List

The list below was generated from discussion at project solicitation meetings between SMPO staff, municipal representatives, and transit agency staff. Each municipality's projects are listed according to priorities established at the meetings. The list is currently in draft form and will be updated on an ongoing basis as communities develop and refine project scopes of work and cost estimates. Municipalities and transit providers are encouraged to come forward at any time with new projects that arise during the intervening years between Ten Year Plan updates. These projects will be added to the Metro Plan.

Please submit comments and questions to:

Colin Lentz

Regional Transportation Planner

clentz@strafford.org

(603) 994-3500

Strafford Regional Planning Commission

150 Wakefield St, Suite 12, Rochester, NH 03867

| Municipality | Project Type | Routes/ Roads | Need for Project | Estimated Scope | Estimated Costs |
|--------------|--------------------------------|---|--|---|--------------------|
| Rochester | Intersection Improvements | NH 125 & Lowell | Convergence of numerous roads, poor intersection alignment issues, and a lack of bike/ped facilities. Issues with alignment are a major factor. This is a 5 way signalized intersection that contributes to safety issues on NH125 | Possible roundabout, intersection realignment and safety improvements. Signal timing and coordination with other route 125 signals | 1,506,938 |
| Rochester | Intersection Improvements | NH 125 & Charles Street | Convergence of numerous roads, intersection alignment issues, and a lack of bike/ped facilities. The number and frequency of access points to Route 125 create traffic safety issues, contribute to congestion, and create environments unfriendly to other modes of travel | Intersection realignment and safety improvements. Signal timing and coordination with other Route 125 signals. | TBD |
| Rochester | Intersection Improvements | Between Strafford Square Round about & N. Main Bridge | A "Gap" existing between the Round About and the North Main Bridge (River Street) that has various streets and intersections that are aligned which creates safety concerns. | Intersection and Streetscape Improvements to manage access to North Main, improve alignment of Pine and River Street overall increase safety for motorists, bicyclists and pedestrians. | 1,660,000 |
| Rochester | Livability Improvements safety | US Route 202 | Route 202 east of Route 16 in Rochester. Deteriorating sidewalk infrastructure lack of bike lanes in this residential area is a barrier to safe pedestrian travel. | Livability improvements in residential areas including sidewalk upgrades, streetscaping, bike lanes, and traffic calming. | 1,706,938 |
| Rochester | Intersection Improvements | Between Strafford Square Round about & N. Main Bridge | A "Gap" existing between the Round About and the North Main Bridge (River Street) that has various streets and intersections that are aligned which creates safety concerns. | Intersection and Streetscape Improvements to manage access to North Main, improve alignment of Pine and River Street overall increase safety for motorists, bicyclists and pedestrians. | TBD |
| Rochester | Livability Improvements safety | Milton 125/Route 125 | Intersection improvements to align Salmon Falls Road with industrial development and roadway widening for traffic volumes, including geometrical changes for Cross Road intersection. New pedestrian connections are needed to connect the downtown residential areas to shopping centers. | Construct sidewalks on Route 125 North to Market Basket Plaza | 1,408,770 |

| Municipality | Project Type | Routes/ Roads | Need for Project | Estimated Scope | Estimated Costs |
|--------------|----------------------------|--|---|--|--------------------|
| Rochester | Livability Improvements | Salmon Falls Road | A recent Rochester corridor study makes recommendations for roadway improvements to this corridor. Upgrades include sidewalks and bike lanes. | Create sidewalks in residential areas and roadway improvements | 1,506,933 |
| Rochester | Livability Improvements | Old Dover Road (between 125 and Tebbetts Road) | Some shoulder widening, painting, and intersection improvements from 125 to Tebbetts Road. Sidewalks or bike lanes. | Widen shoulders. | 1,303,202 |

RESOLUTION PURSUANT TO
SECTION 60 OF THE ROCHESTER CITY CHARTER
APPROVING CITY MANAGER’S PROPOSED AMENDMENT TO
TO THE CITY OF ROCHESTER’S SO-CALLED “MERIT PLAN”
CREATING THE POSITION OF “DIRECTOR OF CITY SERVICES”AND MAKING
CERTAIN RELATED CHANGES/ADDITIONS TO SAID PLAN

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

That the Mayor and City Council of the City of Rochester, by adoption of this resolution, in accordance with the provisions of Section 60 of the Rochester City Charter hereby approve the proposed amendment and changes to the City’s so-called “Merit Plan” proposed by the City Manager, and submitted to the said Mayor and City Council of the City of Rochester on April 7, 2015, with regard to the creation of the position of “Director of City Services”, and containing related changes to said plan consistent with the accompanying job description and pay grade information attached hereto as **EXHIBIT A** and with additional Agenda Bill materials submitted to the Mayor and City Council contained in the so-called “Packet” provided to Council members in connection with its April 7, 2015 meeting.

CC FY15 04-07 AB 118

EXHIBIT A

To

RESOLUTION PURSUANT TO
SECTION 60 OF THE ROCHESTER CITY CHARTER
APPROVING CITY MANAGER’S PROPOSED AMENDMENT TO
TO THE CITY OF ROCHESTER’S SO-CALLED “MERIT PLAN”
CREATING THE POSITION OF “DIRECTOR OF CITY SERVICES”AND MAKING
CERTAIN RELATED CHANGES/ADDITIONS TO SAID PLAN

DIRECTOR OF CITY SERVICES

Statement of Duties

Administrative, supervisory, technical and professional work in planning, organizing, directing, monitoring and supervising City Services, including:

- Engineering
- Highway
- Water and Wastewater Treatment and Distribution
- Public Buildings and Grounds
- Vehicle Maintenance

Serves and acts on behalf of City Manager or Deputy City Manager as assigned, including in the manager's absence supervision of those department heads that report directly to the City Manager.

Demonstrates leadership and organization skills to plan and direct the work of the department's managerial, professional and other staff. Performs such other duties as may be assigned from time to time by the City Manager.

Supervision

Works under the general administrative direction of the City Manager.

Performs highly responsible work requiring the exercise of considerable independent judgment and initiative in the planning, direction, and control of the operation and maintenance of public works and public buildings infrastructure including highway, fleet, buildings, grounds, water and sewer for the City of Rochester.

Supervises, both directly and through subordinates, a department of 54 full-time, part-time and seasonal employees; directly supervises five division heads. Outlines operating policies and issues work assignments and areas of responsibility. Evaluates complete work for effectiveness and conformity to established procedures, practices, work plan or other instructions.

Job Environment

Work is generally performed under typical office conditions; occasional exposure to variable outdoor weather conditions and hazards associated with construction sites and various public works projects. Frequently required to work outside normal business hours. In addition, may be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.

Operates computers and standard office equipment; operates automobile.

City of Rochester, N. H.
Director of City Services/Grade 18
Adopted xxxxxx

Makes frequent contacts requiring perceptiveness and discretion with other city officials, boards and commissions, local state and federal agencies, engineers, attorneys, architects, and the general public.

Has access to department-oriented confidential information including personnel records, lawsuits, collective bargaining negotiations and bid proposals. When assigned Acting City Manager duties, access is increased to city-wide confidential information.

Errors in administrative decisions could result in lower standards of service, substandard construction and inadequate maintenance programs, with consequent danger to public safety; errors in supervisory and financial decisions could result in excessive costs for both construction and maintenance programs.

City of Rochester, N. H.
Director of City Services/Grade 18
Adopted xxxxxx

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Plans, directs, and administers all aspects of the Department of Public Works, including the Building Equipment and Vehicle Maintenance, Engineering, Highway, Solid Waste, Sewer and Water Divisions; formulates, develops, and recommends departmental policies, projects, and procedures; confers with division heads concerning ongoing and future projects.

Responsible for maintenance and repair to all public buildings, parks and upkeep of grounds. Identifies structural, non-structural and equipment-related problems; recommends improvements to facilities and grounds to City Manager.

Oversees management of department personnel administration, labor relations, training, staffing, and evaluation of employees; participates in labor negotiations; administers all division budgets; administers all short and long-term planning; maintains department records and correspondence.

In the absence of the City Manager and/or Deputy City Manager, serves as Acting City Manager including the supervision of those department heads that report directly to the City Manager.

Conducts public hearings on department projects; represents the City of Rochester as an expert witness on public works projects.

Acts as spokesperson for the City of Rochester on public works projects; responds to media questions and inquiries on public works projects.

Reviews all major engineering, design, and construction projects for the department; oversees services and other technical assistance to all other city departments engaged in capital projects, as required.

Coordinates preparation of division budgets; presents annual budget to City Manager for approval; reports to the City Manager as required.

Oversees the planning, design and operation of Water & Wastewater Treatment Facilities, sewer collection system and water distribution, storm drainage systems, road construction and improvements, winter maintenance, public buildings, equipment maintenance, and various special projects related to public works.

Responsible for the scheduled maintenance and repair of all buildings and related equipment. Develops and Implements preventive maintenance program and the development of a long-range capital program. Ensures that all buildings and equipment are in proper and safe working order.

City of Rochester, N. H.
Director of City Services/Grade 18
Adopted xxxxxx

Investigates costs related to the care and maintenance of the buildings and grounds; contacts various contractors and vendors to determine the most cost-efficient alternative for repair and maintenance activities. Develops schedules for recommended equipment and facilities improvements, prioritizing activities for both short-term and long-term care; responds and reacts to City department head's request for maintenance needs.

Oversees the competitive bidding process to ensure compliance with applicable regulations; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Represents the department at a variety of meetings both within and outside of the City system; is in frequent contact with county, state, and federal agencies to ensure compliance with all laws and regulations affecting the work of the department.

Prepares and oversees applications and documentation for state and federal grants and loans for DPW projects and purchases.

Performs other similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor of Science degree in civil engineering; fifteen years progressively responsible experience in municipal public works construction, maintenance, and engineering, five of which are in a management position, strong public administration background highly desirable; or an equivalent combination of education and experience.

Special Requirements

Licensed Professional Engineer
Valid Motor Vehicle Operator's License

Knowledge, Ability and Skill

Knowledge: Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues; thorough knowledge of public works financing and administration. Thorough knowledge of the materials, methods and techniques relative to road construction and maintenance. Knowledge of snow and ice control techniques and practices. Detailed knowledge of the physical characteristics of the city and its road system. General knowledge of computer applications in engineering design and drafting, word processing, data collection, and spreadsheets.

City of Rochester, N. H.
Director of City Services/Grade 18
Adopted xxxxxx

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective and harmonious working relationships with city officials and departments, state agencies and the general public. Ability to deal with employees tactfully and effectively and maintain positive public relations. Ability to prepare and administer budgets and to prepare financial reports.

Skill: Excellent management and leadership skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent public relations skills.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

City of Rochester, N. H.
Director of City Services/Grade 18
Adopted xxxxxx



4/2/15

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 | Director of City Services Position |
|----------------|------------------------------------|

| | |
|--|--|
| 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 | April 7, 2015 | | |
| DEPT. HEAD SIGNATURE | | | |
| DATE SUBMITTED | | | |
| ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | | |

COMMITTEE SIGN-OFF

| | |
|--------------|--|
| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|--|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Charter Section 60, General Ordinances Chapter 11.22

CC FY 15 AB 118

SUMMARY STATEMENT

The City Manager is proposing the creation of the new position of Director of City Services (see attached letter of transmittal).

RECOMMENDED ACTION

Approval.

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

BLAINE COX
VOICE 603.335.7609
FAX 603.335.7589
E-MAIL: blaine.cox@rochesternh.net

LETTER OF TRANSMITTAL

TO: Finance Committee
FROM: Blaine Cox, Deputy City Manager
DATE: March 10, 2014

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

1. Director of City Services Proposed Job Description
2. Personnel Advisory Board Meeting Minutes of March 6, 2015
3. Merit Plan (a) Classification Schedule and (b) Non-Union Pay Plan

These are transmitted as checked below:

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

SUPPLEMENTAL INFORMATION:

The City Manager is proposing:

1. the creation of a new position titled Director of City Services
2. this position would supplant the current position of Director of Public Work
3. the new position would be a non-union position at a pay grade 18
 - a. pay range of \$91,645 - \$123,136
 - b. other positions at this range are: Police Chief, City Attorney, Deputy City Manager
4. the Personnel Advisory Committee has reviewed and recommends this position as proposed
5. the current Director of Public Works is at a pay range of \$78,385 - \$105,056

**Personnel Advisory Board
March 6, 2015
City Hall Conference Room**

Members present:

Joanne Sylvain

David Dubois

Members absent:

Gary Stenhouse

Others Present:

Diane Hoyt, Human Resource Manager

Review of new classification

1. Director of City Services; David Dubois **moved** to recommend pay grade 18.
Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

The meeting adjourned at 3:10 PM.

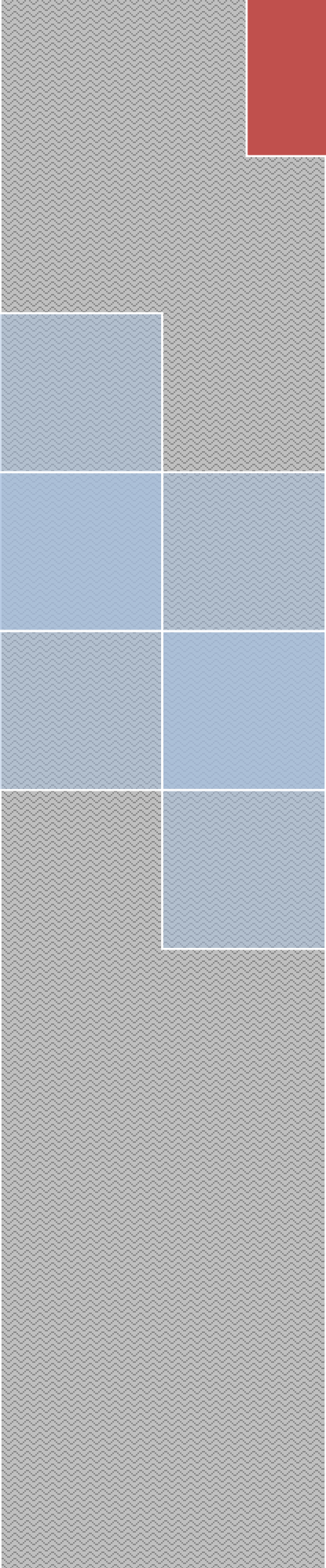
Classification Schedule

| Grade | Position Title |
|-------|--|
| 1 | Library Page |
| 2 | No positions in this grade. |
| 3 | Custodian (part-time) |
| 4 | No positions in this grade. |
| 5 | Lead Custodian (inactive position) |
| 6 | No positions in this grade. |
| 7 | Financial Analyst (inactive position) |
| 7 | Payroll/Human Resource Specialist |
| 8 | Executive Secretary |
| 9 | Executive Assistant |
| 9 | Office Manager |
| 10 | Deputy Assessor (inactive position) |
| 11 | DPW Operations Manager (inactive position) |
| 11 | Assistant City Engineer |
| 12 | No positions in this grade. |
| 13 | Human Resource Manager |
| 13 | Lieutenant Prosecutor |
| 13 | Police Lieutenant |
| 13 | Police Prosecuting Attorney |
| 14 | Deputy Finance Director/Deputy Treasurer |
| 14 | Police Captain |
| 15 | No positions in this grade. |
| 16 | Deputy Police Chief |
| 17 | Director of Finance (inactive position) |
| 18 | Chief of Police |
| 18 | City Attorney |
| 18 | Deputy City Manager - Community Development |
| 18 | Deputy City Manager - Finance & Administration |
| 19 | No positions in this grade |

Non-Union Pay Plan

Full and Part-time regular employees

| Grade | FY14 | | FY14 Annual | |
|-------|-------|-------|-------------|------------|
| | Min | Max | Min | Max |
| 1 | 9.90 | 13.31 | 20,592.00 | 27,684.80 |
| 2 | 12.87 | 17.29 | 26,769.60 | 35,963.20 |
| 3 | 13.90 | 18.68 | 28,912.00 | 38,854.40 |
| 4 | 15.01 | 20.17 | 31,220.80 | 41,953.60 |
| 5 | 16.21 | 21.79 | 33,716.80 | 45,323.20 |
| 6 | 17.51 | 23.55 | 36,420.80 | 48,984.00 |
| 7 | 18.91 | 25.42 | 39,332.80 | 52,873.60 |
| 8 | 20.42 | 27.44 | 42,473.60 | 57,075.20 |
| 9 | 22.05 | 29.62 | 45,864.00 | 61,609.60 |
| 10 | 23.81 | 31.99 | 49,524.80 | 66,539.20 |
| 11 | 25.71 | 34.55 | 53,476.80 | 71,864.00 |
| 12 | 27.77 | 37.32 | 57,761.60 | 77,625.60 |
| 13 | 29.99 | 40.29 | 62,379.20 | 83,803.20 |
| 14 | 32.39 | 43.52 | 67,371.20 | 90,521.60 |
| 15 | 34.98 | 47.01 | 72,758.40 | 97,780.80 |
| 16 | 37.78 | 50.77 | 78,581.40 | 105,601.60 |
| 17 | 40.80 | 54.84 | 84,864.00 | 114,067.20 |
| 18 | 44.06 | 59.20 | 91,644.80 | 123,136.00 |
| 19 | 47.55 | 63.94 | 98,966.40 | 132,995.20 |



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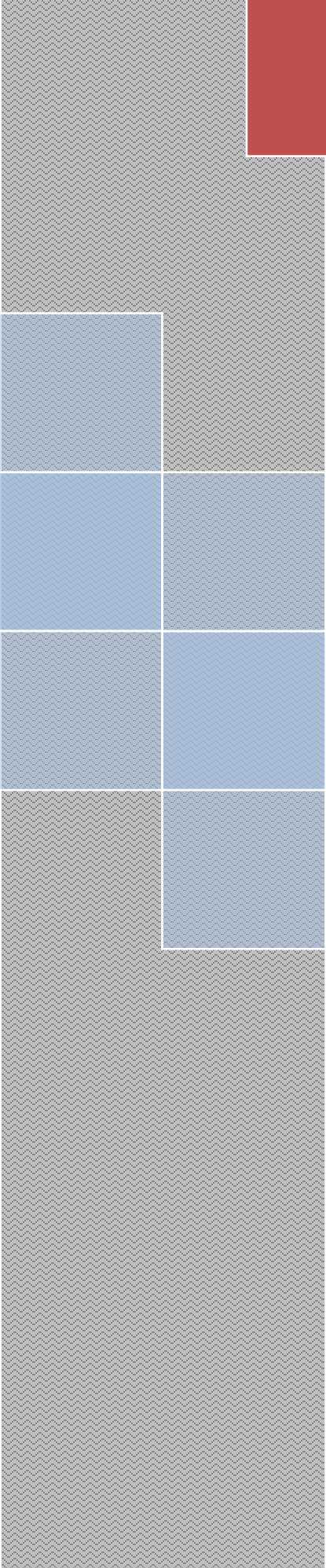
RESOLUTION ACCEPTING GRANT
TO THE ROCHESTER POLICE DEPARTMENT
FOR DWI/DUI ENFORCEMENT PATROLS
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH

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

That a grant by the State of New Hampshire, N.H. Highway Safety Agency in the amount of Seven Thousand Six Hundred Sixty-Four Dollars and Twenty-Eight Cents (\$7,664.28) to the City of Rochester, Police Department, for the purpose of conducting DWI/DUI Enforcement Patrols, is hereby accepted by the City of Rochester, and such funds shall be assigned to a special non-lapsing revenue account, the number of which account is to be established by the Finance Director, in the 2014-2015 operating budget of the Police Department. Further, that the sum of Seven Thousand Six Hundred Sixty-Four Dollars and Twenty-Eight Cents (\$7,664.28) be, and hereby is, appropriated to special non-lapsing revenue account as a supplemental appropriation to the 2014-2015 operating budget for the City of Rochester, Police Department, such funds to be used for the purpose of conducting DWI/DUI Enforcement Patrols. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid State of New Hampshire, Highway Safety Agency grant.

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 03-03 AB 111



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4/2/15

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**

Seeking permission from council to accept funds in the amount of \$7,664.28 from the Highway Safety Agency for "DWI Patrols" Grant.

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 | Next available March meeting | | |
| DEPT. HEAD SIGNATURE | | | |
| DATE SUBMITTED | 2/24/15 | | |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 4 | |

COMMITTEE SIGN-OFF

| | |
|--------------|--|
| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|--|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

| | |
|--|-------------|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | State of NH |
| ACCOUNT NUMBER | TBD |
| AMOUNT | \$7,664.28 |
| APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | |

LEGAL AUTHORITY**Council action required****CC AB 111**

SUMMARY STATEMENT

This grant is to help control driving while impaired issues that continue on Rte 125, Rte 11, Rte 202 and Rte 108.

RECOMMENDED ACTION

Recommend acceptance of funds from the NH Highway Safety Agency.

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 | | | | - | - | - |
| 3 | | | | - | - | - |
| 4 | | | | - | - | - |

Appropriation

| | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 | TBD | TBD | TBD | - | 7,664.28 - | - |
| 2 | | | | - | - | - |
| 3 | | | | - | - | - |
| 4 | | | | - | - | - |

Revenue

| | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 | TBD | TBD | TBD | - | 7,664.28 - | - |
| 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

mailed 4/2/15
3/24/15

**JOINT APPROVAL
OF
HIGHWAY SAFETY PROJECT APPLICATION**

TO: NH Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301-8530

Date: 1-27-15

This is to certify that the **ROCHESTER** Highway Safety Committee has reviewed the attached Federal Highway Safety Project Application and is aware of the contents of the application.

This further certifies that after due consideration by the Committee and the city/town officials that this project application represents a top priority need of the town or city for the period covered by the grant period.

X [Signature]
Chairman, Board of Selectmen or
Other Authorizing Official

X [Signature]
Chairman, Highway Safety Committee

X [Signature]
Project Director

HS-5 (2/10)

CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

4/2/15

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

For HSA Use Only

| | |
|---------------|-----------------------------|
| Date Received | Project Number |
| Date Approved | PSP and Task # 15-02, 08 |

Part I

1. Project Title
Rochester DWI/DUI Patrols

2. Type of Application (Check One)

- ☒ Initial
☐ Revision
☐ Continuation

3. Applicant

A. Name of Agency DUNS Number 968578153
Rochester Police Department

B. Address of Agency
23 Wakefield Street
Rochester NH 03867-1916

C. Government Unit (Check One)

- ☐ State
☒ City/Town
☐ County
☐ Other (specify):

D. Name Address of Governmental Unit
City of Rochester
31 Wakefield Street
Rochester, NH 03867-1916

4. Contract Duration

A. Contract Period

Start Date: December 1, 2014
Termination Date: September 15, 2015

Functional Area K8 - 410 Alcohol SAFETEA-LU
CFDA# 20.601
Program Title Alcohol Traffic Safety & Drunk Driving Preven
Funding Source National Highway Traffic Safety Administratio

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds

| Cost Category | Total Budget | Federal Budget | Local Budget | State Budget | Other Funds |
|--|--------------|----------------|--------------|--------------|-------------|
| a. Personnel Services | \$7,664.28 | \$7,664.28 | | | |
| b. Current Expense | | | | | |
| c. Equipment | | | | | |
| d. Indirect Costs Audit | | | | | |
| e. Contractual Services | | | | | |
| f. Other | | | | | |
| Total Estimated Costs Including Non-Federal Share | \$7,664.28 | \$7,664.28 | | | |

7. Local Benefit:


It is anticipated that the federal share for local benefit will be: 100% (\$7,664.28)

BUDGET AND PERSONNEL DATA

| | | |
|--|------------|------------|
| Personnel Services (OVERTIME DWI/DUI PATROLS) | | |
| Salary: 40 patrols x 3 hours/patrol x \$49.13/hour | \$5,895.60 | |
| Payroll-related deductions: \$5,895.60 x 30 percent | 1,768.68 | \$7,664.28 |
| *See Proposed Solution (page 3) for explanation of pay rates | | |
| b. Current Expenses | | |
| c. Equipment | | |
| d. Indirect Costs and Audit Expense | | |
| e. Contractual Services | | |
| f. Other Expenses | | |
| Total | | \$7,664.28 |

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

| | | |
|---|--|--|
| A. Project Director | | |
| 1) Name Michael J. Allen | 2) Title Chief, Rochester Police Department | 3) Address 23 Wakefield Street Rochester, NH 03867 |
| 4) Signature  | | 5) Telephone Number 330-7127 |
| B. Authorized Official | | |
| 1) Name Daniel Fitzpatrick | 2) Title Rochester City Manager | 3) Address 31 Wakefield Street Rochester, NH 03867 |
| 4) Signature X | | 5) Telephone Number 332-1167 |

Part IV (For HSA Use Only)

| | |
|---|---|
| 1. Approval Date | 2. Signature & Title Peter M. Thomson, Coordinator NH Highway Safety Agency |
| 3. Federal Funds Obligated by this Agreement: | |

**SCHEDULE A
GENERAL PROJECT INFORMATION**

Description of Project

STATEMENT OF PROBLEM/NEED: The City of Rochester is the largest community in the Seacoast area in both population and land area. The city covers 47 square miles and has a population of approximately 30,000. Bordering towns include Dover, Barrington, Farmington, Milton, Somersworth, and Strafford, New Hampshire, and Berwick and Lebanon, Maine.

Rochester has several major thruways that include Route 11, Route 108, Route 125, Route 202, and the Spaulding Turnpike. Driving while impaired continues to be a problem on these roads Friday, Saturday, and holidays between the hours of 9:00 PM and 3:00 AM. The City of Rochester has 30 establishments that sell alcohol and 15 establishments that serve alcohol. Impaired motorists are typically driving from establishments located in Rochester (45 combined establishments that sell or serve alcohol), Dover (40 combined establishments that sell or serve alcohol), Portsmouth (150 combined establishments that sell or serve alcohol), and Somersworth.

| | 2011 | 2012 | 2013 |
|-------|------|------|------|
| DWI's | 172 | 109 | 111 |

PROPOSED SOLUTION: In an effort to combat the DWI/DUI problem, the Rochester Police Department will hire, on an off-duty basis, officers who have completed training in the identification of intoxicated drivers. These fully trained officers will conduct one-man DWI/DUI enforcement patrols (40 3-hour shifts) on those evenings (Friday, Saturday, and holidays) and during those times (9:00 PM-3:00 AM) when the drunk driver is felt to be most prevalent. **It is understood that one (1) overtime DWI/DUI patrol will be conducted during NHTSA's "Driver Sober or Get Pulled Over" mobilization scheduled for August 19-September 7, 2015.** Primary emphasis will be placed on apprehending the drunk driver; however, adherence to all traffic laws, including the state's occupant protection law, will be monitored and enforced. **It is understood that these patrols will be conducted on an overtime basis and officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate.**

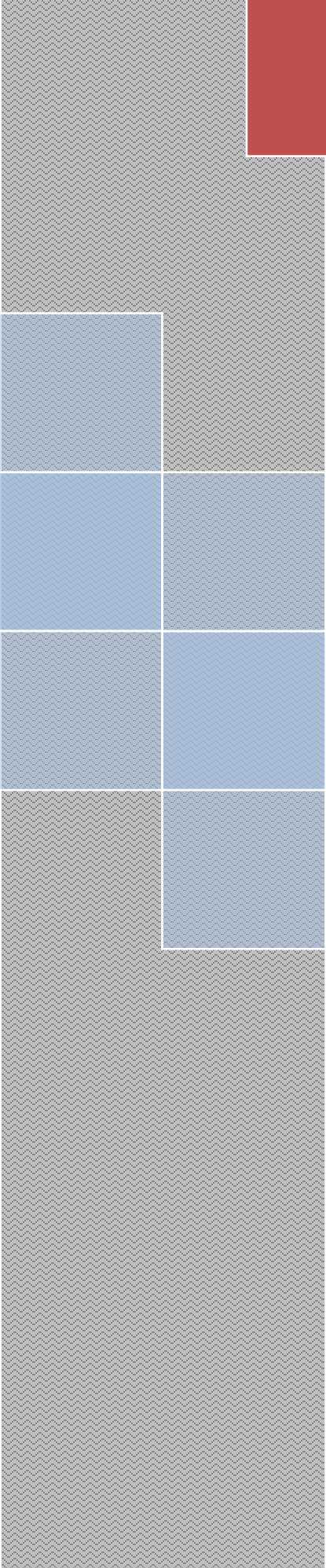
ANTICIPATED RESULTS: The Rochester Police Department anticipates that through the implementation of proactive DWI/DUI enforcement details that officers will see the number of arrests increase and the number of DWI/DUI-related crashes decrease. Allowing officers to concentrate on traffic enforcement with an emphasis on DWI/DUI apprehension will drastically increase the chances of them locating, identifying and apprehending offenders. It is anticipated that for each three-hour DWI/DUI patrol conducted that one (1) DWI arrest will be made.

ADDITIONAL CONTRACT CONDITIONS: It is agreed that "Overtime Selective Traffic Enforcement Program Report" forms (HS-200) will be completed for each patrol and submitted to the NH Highway Safety Agency along with requests for reimbursement.

New Hampshire's Child Passenger Safety law is a primary law. A driver should be stopped for violating RSA 265:107-a which requires that all vehicle occupants under the age of 18 riding in a motor vehicle must be restrained and properly fastened in a safety belt and children under the age of 6 must be restrained and properly secured in an approved child passenger safety seat. It is agreed that whenever a stop is made during a patrol supported by this agreement, action will be taken to enforce the state's child passenger safety law.

The recipient of these funds is encouraged to provide programs to encourage the use of safety belts by all drivers and passengers in motor vehicles (23 U.S.C. 1200.11 (a)(d)) and to adopt and enforce seat belt use policies for employees operating company-owned, rented, or personally-owned vehicles when performing official business.

See attached Addenda for additional information that is hereby made a part of this contractual agreement.



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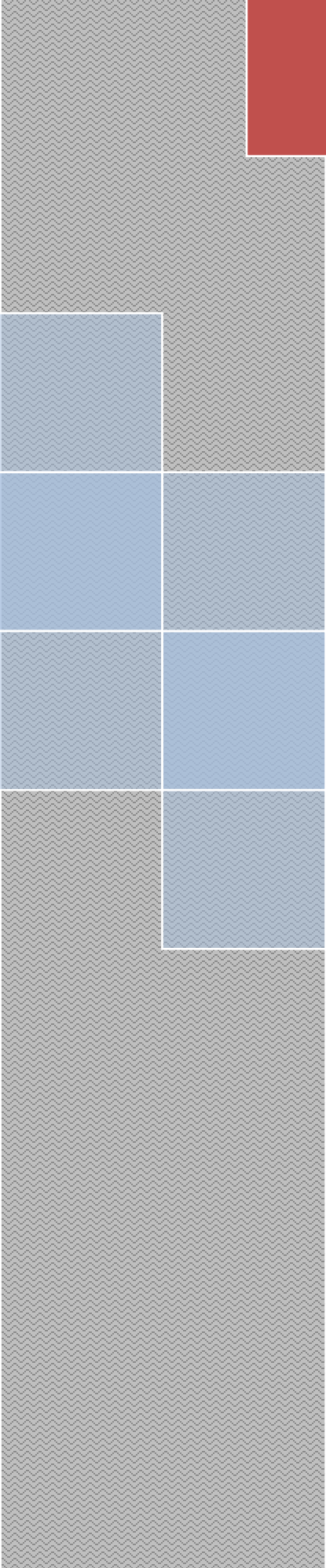
RESOLUTION ACCEPTING GRANT
TO THE ROCHESTER POLICE DEPARTMENT
FOR SPEEDING ENFORCEMENT PATROLS
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH

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

That a grant by the State of New Hampshire, N.H. Highway Safety Agency in the amount of Five Thousand Seven Hundred Forty-Eight Dollars and Twenty-One Cents (\$5,748.21) to the City of Rochester, Police Department, for the purpose of conducting Speeding Enforcement Patrols, is hereby accepted by the City of Rochester, and such funds shall be assigned to a special non-lapsing revenue account, the number of which account is to be established by the Finance Director, in the 2014-2015 operating budget of the Police Department. Further, that the sum of Five Thousand Seven Hundred Forty-Eight Dollars and Twenty-One Cents be, and hereby is, appropriated to special non-lapsing revenue account as a supplemental appropriation to the 2014-2015 operating budget for the City of Rochester, Police Department, such funds to be used for the purpose of conducting Speeding Enforcement Patrols. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid State of New Hampshire, Highway Safety Agency grant.

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 03-03 AB 112



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4/2/15

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**

Seeking permission from council to accept funds in the amount of \$5,748.21 from the Highway Safety Agency for "Rochester Enforcement Patrols" Grant.

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 | Next available March meeting | | |
| DEPT. HEAD SIGNATURE | | | |
| DATE SUBMITTED | 2/24/15 | | |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 4 | |

COMMITTEE SIGN-OFF

| | |
|--------------|--|
| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|--|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

FINANCE & BUDGET INFORMATION

| | |
|--|-------------|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | State of NH |
| ACCOUNT NUMBER | TBD |
| AMOUNT | \$5,748.21 |
| APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | |

LEGAL AUTHORITY**Council action required**

CC FY 15 AB 112

SUMMARY STATEMENT

This grant is to help control speeding issues that continue on Rte 125, Rte 11, Rte 202A, Rte 108 & Rte 16B.

RECOMMENDED ACTION

Recommend acceptance of funds from the NH Highway Safety Agency.

**RESOLUTION DEAUTHORIZING A PORTION OF THE
2010-2011 CAPITAL IMPROVEMENT BUDGET APPROPRIATION
FOR THE SO-CALLED STRAFFORD SQUARE PROJECT,**

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

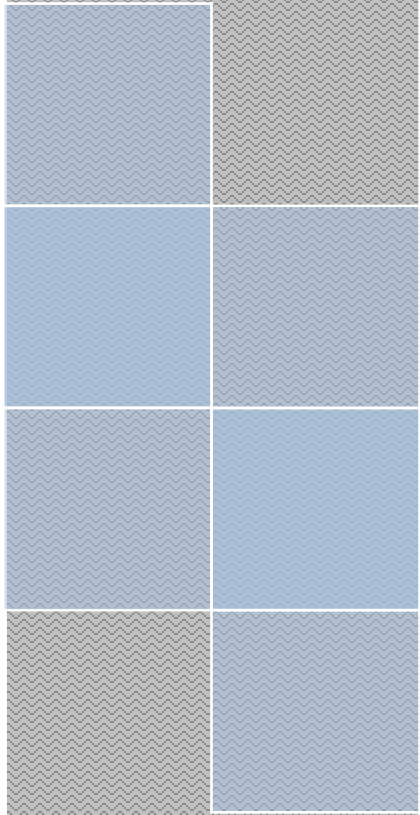
WHEREAS, by virtue of a resolution adopted by the Mayor and City Council of the City of Rochester in December 2010, the Mayor and City Council authorized a Capital Improvement Budget supplemental appropriation for FY 2010-2011 to the City of Rochester, Public Works Departments, Highway Division in the sum of Three Hundred Thousand Dollars and (\$300,000.00) for the purpose of paying for costs and expenses incurred with respect to land acquisition for the so-called Strafford Square (the "Project), such appropriation to be funded, in its entirety, from the proceeds of bonding to be issued by the City of Rochester; and

WHEREAS, the aforesaid Project has been completed, through the use, in part, of another funding source, in a manner resulting in a balance of Two Hundred Thirty-Six Thousand Ninety-Six Dollars Fifty Cents (\$236,096.50) in funds no longer necessary for the Project;

NOW THEREFORE, in light of the current excess appropriation of unneeded funds for the Project, in the total amount of Two Hundred Thirty-Six Thousand Ninety-Six Dollars and Fifty Cents (\$236,096.50) in a Capital Improvement budget account of the City of Rochester, Public Works Department Division, the Mayor and City Council of the City of Rochester hereby deauthorize the sum of Two Hundred Thirty-Six Thousand Ninety-Six Dollars and Fifty Cents (\$236,096.50) of the previous supplemental appropriation of funds for the aforementioned Project, and further withdraw bonding authority with respect to such deauthorized portion of said supplemental appropriation, thereby reducing the amount of the remaining aforesaid supplemental appropriation for such Project, from Three Hundred Thousand Dollars (\$300,000.00) to Sixty-Three Thousand Nine Hundred Three Dollars and Fifty Cents (\$63,903.50), such remaining portion of such supplemental appropriation to be funded from the proceeds of bonding to be issued by the City of Rochester as previously authorized.

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 AB 124



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4/2/15

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 Strafford Square Funding |
|--|

| | |
|---|--|
| COUNCIL ACTION ITEM <input 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 | 4/7/15 | | |
| DEPT. HEAD SIGNATURE | Original Signed copy on file City Clerk Ofc | | |
| DATE SUBMITTED | 3/26/15 | | |
| 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 | 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 | Bonding |
| ACCOUNT NUMBER | 15013010-771000-11538 |
| AMOUNT | \$236,096.50 |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/> | |

LEGAL AUTHORITY

City Council

CC FY 15 AB 124

SUMMARY STATEMENT

This account was originally appropriated for \$300,000 with bonding as the funding source. We expensed \$299,903.50 on 2-4 Walnut Street leaving a balance of \$96.50 in this account. This purchase was later determined to be reimbursable and the City received \$236,000 in NHDOT State Aid.

This request is to de-authorize \$236,096.50 in bonding authority due to NH DOT funds received and 96.50 not expensed.

RECOMMENDED ACTION

Resolution to De-Authorize \$236,096.50

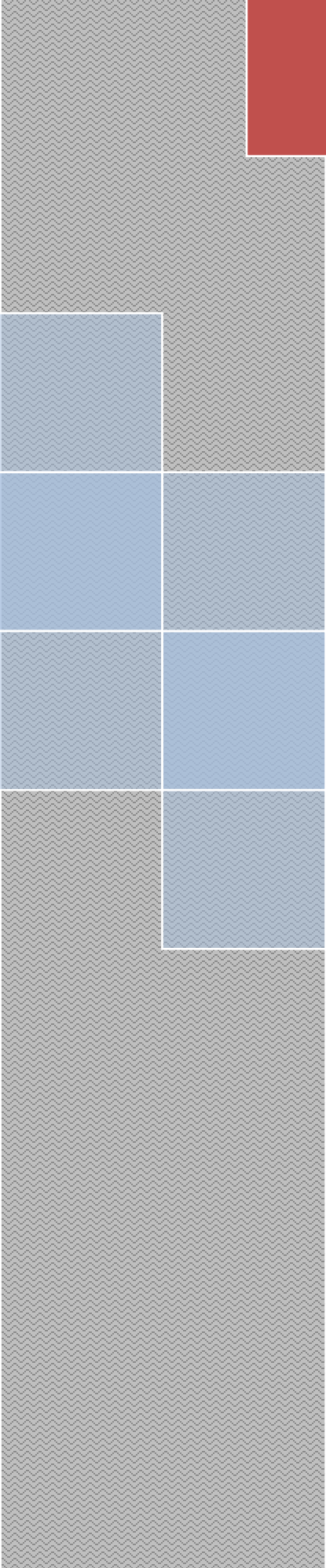
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE 2014-2015 CAPITAL IMPROVEMENTS BUDGET OF THE
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS,
FOR LAND ACQUISITION FOR THE STRAFFORD SQUARE PROJECT
AND ACCEPTING NH DOT GRANT REGARDING THE SAME**

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

That the sum of Two Hundred Thirty-Six Thousand Dollars (\$236,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 capital improvements budget of the City of Rochester, Department of Public Works, Highway Division, for the purpose of providing funds necessary to pay costs and/or expenditures with respect to land acquisition related to the so-called Strafford Square project, (the "Project"), and provided further that funds for such supplemental appropriation shall be derived in their entirety from a Federal/NH Department of Transportation highway related grant to the City of Rochester Capital Projects Fund for land acquisition reimbursement to the City of Rochester related to the Project, which grant, by passage of this Resolution, is hereby accepted by the City of Rochester.

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 04-07 AB 125



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4/2/15

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 STRAFFORD SQUARE FUNDING SOURCE CHANGE - APPROPRIATION |
|--|

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

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

| | | | |
|---|--|--|--|
| AGENDA DATE | 4/7/15 | | |
| DEPT. HEAD SIGNATURE | Original Signed copy on file City Clerk Ofc | | |
| DATE SUBMITTED | 3/26/15 | | |
| ATTACHMENTS YES <input checked="" 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 | Blaine Cox, Signature on file |
| CITY MANAGER | Dan Fitzpatrick, Signature on file |

FINANCE & BUDGET INFORMATION

| | |
|--|-----------------------|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | NH DOT |
| ACCOUNT NUMBER | 15013010-771000-11538 |
| AMOUNT | \$236,000 |
| APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | |

| | | |
|---------------------|------------------------|-----------------|
| CITY COUNCIL | LEGAL AUTHORITY | CC FY 15 AB 125 |
|---------------------|------------------------|-----------------|

SUMMARY STATEMENT

This account was originally appropriated for \$300,000 with bonding as the funding source. We expensed \$299,903.50 on 2-4 Walnut Street leaving a balance of \$96.50 in this account. This purchase was later determined to be reimbursable and the City received \$236,000 in NHDOT State Aid.

This request is to appropriate \$236,000 with a funding source of NHDOT

RECOMMENDED ACTION

Resolution to Appropriate \$236,00 with NHDOT as the funding source

**AMENDMENTS TO CHAPTER 15 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING "HIGHWAYS, BRIDGES, SIDEWALKS, AND STREET LIGHTING"**

THE CITY OF ROCHESTER ORDAINS:

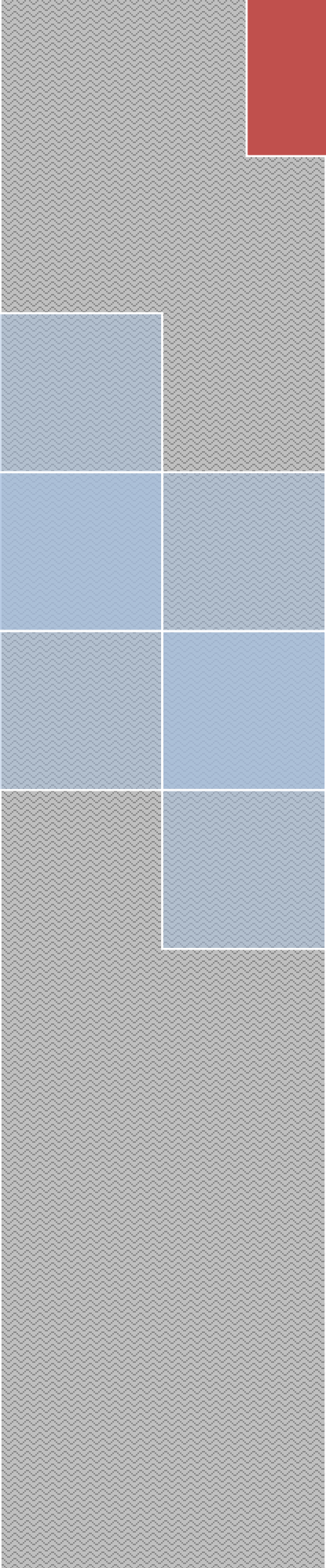
That Chapter 15 of the General Ordinances of the City of Rochester, entitled "Highways, Bridges, Sidewalks, and Street Lighting", be amended as follows:

- I.** That Chapter 15 of the General Ordinances of the City of Rochester, entitled "Highways, Bridges, Sidewalks, and Street Lighting", by amending Section 15.5 Permit for Excavation Upon Highway or Sidewalk (b):

15.5 Permit for Excavation Upon Highway or Sidewalk.

(a) No person shall break or dig up the ground, stone or concrete in any street, lane or alley, or in any sidewalk or common in the City, or erect any staging for building, or fence off any portion of said street or sidewalk, or place or deposit any stone, brick, timber, or other building material thereon, without first obtaining a written license from the Commissioner and complying in all respects with conditions said Commissioner may impose. Whenever any street, lane, alley, sidewalk, or other public place in the City shall, under any license granted, be dug up, obstructed or encumbered, and thereby rendered unsafe or inconvenient for travelers, the person so digging up, obstructing or encumbering, shall put, and at all times keep up, a suitable railing or fence around the section or parts of any street, lane, alley, or sidewalk or other public place so dug up, obstructed or encumbered, so long as the same shall be, or remain, unsafe or inconvenient as aforesaid, and shall also keep one or more lighted lanterns fixed to such fence, or in some proper place, every night from twilight in the evening and throughout the whole night so long as such railing or fence shall be kept standing. He/She shall also, at his/her expense, to the acceptance of the Commissioner, and within such reasonable time as the Commissioner shall direct, repair such street, lane, alley, sidewalk or public place.

(b) For a period of three (3) years, beginning with the date of the completion of the final paving of a public street or way relating to the construction or reconstruction of said street or way, no person, firm or corporation or any agent servant thereof shall excavate, construct or in any way encumber the paved or traveled portion of the street or way in the City of Rochester at any time, except for emergencies as may be deemed necessary by the Commissioner of Public Works and then only upon the posting by such entity of sufficient security, as determined by the Commissioner of Public Works and the agreement by such entity, to pay the cost of restoring such street or way to its original condition "or with the approval by majority vote of the City Council." For one (1) year after being notified of the completion of such restoration by such entity, the Commissioner may reduce the amount of the security posted by such entity, however, the Commissioner shall retain sufficient security to insure that such restoration has been performed in a manner that will insure that said street or way has been restored to its original condition. One (1) year after being notified of the completion of such restoration, the Commissioner shall inspect the area restored and shall release such security if, in the judgment of the Commissioner, such restoration is satisfactory. **CC FY 15 AB 136**



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4/2/15

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 Amendment to Chapter 15.5 of the City of Rochester General Ordinances |
|---|

| |
|--|
| 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 | APRIL 7, 2015 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | April 1, 2015 | |
| 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 | Signature on file |
| CITY MANAGER | Signature on file |

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

| |
|---------------------------------------|
| Sent to Attorney O'Rourke for review. |
|---------------------------------------|

SUMMARY STATEMENT

In order to approve the action to be taken on Collins Circle the current City Ordinance must be amended first. Attorney O'Rourke suggested the following amendment: Chapter 15.5 (b) to add "or with the approval by majority vote of the City Council" after the words "original condition" at the end of the first, long sentence of paragraph (b).

RECOMMENDED ACTION

Approve as written.



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

Collins Circle request to allow excavation for Gas Service although within Roadway Moratorium Time frame


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 | April 7, 2015 | |
| DEPT. HEAD SIGNATURE | Michael Bezanson  | |
| DATE SUBMITTED | March 30, 2015 | |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 2 |

COMMITTEE SIGN-OFF

| | |
|--------------|--|
| COMMITTEE | |
| CHAIR PERSON | |

DEPARTMENT APPROVALS

| | |
|---------------------|--------------------|
| DEPUTY CITY MANAGER | Blaine Cox |
| CITY MANAGER | Daniel Fitzpatrick |

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Council Action

SUMMARY STATEMENT

As required by Chapter 15.5 (b) of City's General Ordinances, the roadways within the Anderson Lane Subdivision are currently under our 3-year moratorium that prohibits roadway excavation (with the exception of emergencies). These roadways were top coated by the City in 2013 after a series of events including a resolution by City Council authorizing the appropriation of Surety Funds to allow the City to "address, complete, correct and/or take other appropriate actions" relative to the Anderson Lane Subdivision (City Council Meeting Minutes - May 7, 2013). After meeting with Unifit on-site March 25, 2015, it has been determined that the gas main servicing Collins and Givens Circle would be able to be located within the landscape strip between the roadways and the sidewalk. The new gas main connection to the existing gas main as well as the service connections would be punched under the roadways. However, excavations would still be required at the connection point to the existing gas main (within Anderson Lane) as well as over the existing water main within the roadways. Due to extenuating circumstances related to the timing in which the paving occurred and in conjunction with the failure of the developer to complete the project this excavation is being requested by the residents to provide gas service to the remainder of the this subdivision. The roadways are not through-ways to other neighborhoods and are residential.

RECOMMENDED ACTION

To allow excavation of the Anderson Lane Subdivision Roadways (Anderson Lane, Givens Circle and Collins Circle) with conditions as established by the DPW for gas service.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

TO: Michael Bezanson, Interim DPW Director
FROM: Jennifer L. Hale, Assistant City Engineer
DATE: March 26, 2015
SUBJECT: **Anderson Lane Subdivision: Authorization to Excavate within the Roadway**

At the request of the Public Works Committee, I met with representatives of Unitil regarding the construction operations required to connect the residents of Collins Circle and Givens Circle to the natural gas service that is currently located within Anderson Lane. These roadways comprise what is known as the Anderson Lane Subdivision. This request was introduced by residents of Collins Circle at the March 19, 2015 Public Works Committee.

As required by Chapter 15.5 (b) of City's General Ordinances, the roadways within the Anderson Lane Subdivision are currently under our 3-year moratorium that prohibits roadway excavation (with the exception of emergencies). These roadways were top coated by the City in 2013 after a series of events including a resolution by City Council authorizing the appropriation of Surety Funds to allow the City to "address, complete, correct and/or take other appropriate actions" relative to the Anderson Lane Subdivision (City Council Meeting Minutes - May 7, 2013). The City worked with the available funds to correct utility and pavement insufficiencies that were required to bring the infrastructure to City Standards and ultimately accept the roadways.

After meeting with Unitil onsite March 25, 2015, it has been determined that the gas main servicing Collins and Givens Circle would be able to be located within the landscape strip between the roadways and the sidewalk. The new gas main connection to the exiting gas main as well as the service connections would be punched under the roadways. However, excavations would still be required at the connection point to the existing gas main (within Anderson Lane) as well as over the existing water main within the roadways. The excavation at the existing gas main would be approximately 7' x 8' and each water main exposure would create a 2'x2' to 3'x3' disturbance. There are approximately thirteen waterline exposures.

It is DPW's opinion that due to extenuating circumstances related to the timing in which the paving occurred and in conjunction with the failure of the developer to

complete the project, this excavation could be considered. Using proper excavation, compaction and trench repair techniques it is possible to complete this work such that it is acceptable to DPW. These techniques include compaction of the sub-base materials according to NHDOT standards, creating trench cuts that are not perpendicular to travel and milling the surface one foot beyond the trench/excavation area, applying a tack coat and keying in the pavement repair. The city has a bond from Unitil for \$50,000(LMS Safe Co. Underwriting (#6282691-11) that covers their work within the city. We would require that Unitil agree that repairs would not be considered accepted till after one freeze/thaw cycle. At that time the repairs would be inspected and signed-off by the DPW. These conditions were verbally agreed to by Unitil and would become conditions of any excavation permit issued by the City.