



**City Council Public Hearing
August 6, 2019
Council Chambers
7:00 PM**

- 1. Call to Order**
 - 2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 22 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project P. 9**
 - 3. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2019-2020 P. 23**
 - 4. Resolution Authorizing Supplemental Appropriation to the FY 2020 Sewer Fund Capital Improvement Plan Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids and Carbon System Storage Facilities Project in the Amount of \$8,750,000.00 and Borrowing Authority Pursuant to RSA 33:9 and Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan P. 27**
 - 5. Adjournment**
-

**Regular City Council Meeting
August 6, 2019
Council Chambers
*Immediately following the public hearing***

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**

*Intentionally
left blank...*

City Clerk's Office

4. Roll Call
5. Acceptance of Minutes
 - 5.1 Regular City Council Meeting: July 2, 2019 **consideration for approval** P. 35
 - 5.2 Special City Council Meeting: July 16, 2019 **consideration for approval** P. 57
6. Communications from the City Manager
 - 6.1 Employee of the Month Award P. 61
 - 6.2 City Manager's Report P. 65
7. Communications from the Mayor
 - 7.1 Non-Public Meeting Minutes Review Committee
8. Presentation of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 - 9.1. **Resignation:** Tyffany Spear, Ward 2 Moderator P. 99
10. Reports of Committees
 - 10.1 Appointments Committee P. 101
 - 10.1.1 **Reappointment:** Robert Pallas – Trustees of the Trust Fund, Term to Expire 1/2/2022
 - 10.2 Codes & Ordinances Committee [Meeting on 8/1/19]
 - 10.3 Community Development Committee P. 103
 - 10.3.1 **Committee Recommendation:** To recommend adoption of the draft Analysis of Impediments to Fair Housing **consideration to accept** P. 105
 - 10.4 CTE Joint Building Committee
 - 10.4.1 Construction Update P. 107

*Intentionally
left blank...*

City Clerk's Office

10.5 Finance Committee P. 119

10.5.1 Non-Union Annual CPI Wage Scale Adjustments *motion to consider* P. 127

10.6 Public Safety P. 133

10.6.1 *Committee Recommendation:* That the parking spot to the left of the 109 North Main Street driveway be striped for “no parking” *consideration for approval* P. 134

10.6.2 *Committee Recommendation:* To deny the speed bumps on Maplewood Avenue *consideration for approval* P. 135

10.6.3 *Committee Recommendation:* To add school speed limit assembly signage (20 mph) in both directions on Charles Street in the area of the Granite Street crosswalk at the discretion of DPW *consideration for approval* P. 136

10.6.4 *Committee Recommendation:* To paint arrows on Wakefield Street at the discretion of DPW *consideration for approval* P. 138

10.7 Public Works P. 141

11. Old Business

11.1. Amendment to Chapter 75 of the General Ordinances of the City of Rochester Regarding Means of Escape [Fires and Fire Safety] *consideration for second reading and adoption* P. 145

11.2. Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding Overcrowded Housing *consideration for second reading and adoption* P. 147

11.3. Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Building, Plumbing, Electrical, and Life Safety Codes *consideration for second*

*Intentionally
left blank...*

City Clerk's Office

reading and adoption P. 149

12. Consent Calendar

13. New Business

13.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding the Downtown Commercial District *first reading and refer to the Planning Board, Codes and Ordinances Committee, and to a public hearing on August 20, 2019* P. 151

13.2 Resolution For Supplemental Appropriation to the Conservation Fund for Fiscal Year 2018-2019 Pursuant to the Provisions of Section 11.21(s) of the General Ordinances of the City of Rochester *first reading, consideration for a second reading and adoption* P. 157

13.3 Resolution Granting Community Revitalization Tax Relief to the Property Located at 22 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *first reading and refer to a Special Meeting on August 20, 2019* P. 9

14. Other

15. Non-Public/Non-Meeting

15.1 Non-Public Public Session, Personnel, RSA 91-A:3,II (a)

16. Adjournment

*Intentionally
left blank...*

City Clerk's Office

Resolution Granting Community Revitalization Tax Relief to the Property Located at 22 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project

Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:

Whereas, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled “Community Revitalization Tax Relief Incentive”; and

Whereas, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

Whereas, the Norman Vetter & Staci Vetter Revocable Trust, owner of the so-called 22 South Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 22 South Main Street; and

Whereas, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 22 South Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated June 28, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 22 South Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 22 South Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 22 South Main Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on July 8, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of eleven (11) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 22 South Main Street property.

22 South Main Street: RSA 79-E Application Summary

Applicant: Norm and Staci Vetter

Eligible years: 11 out of the max of 15 years

Project: Rehabilitation of the existing floor and basement level for a restaurant and/or commercial space. This is approximately 12,200 SF. The second floor is approximately 6,000 SF and will be renovated into 6 residential units, a mix of one and two bedroom units.

Exterior Changes: Some windows will be added to the rear of the building in which there were windows at one time and bricked over. The rear elevation will be raised to accommodate the living area. All windows replacements and materials for the elevation change have been approved with conditions on said materials by the Historic District on 7/31/19.

RSA 79-E Provides an incentive to rehabilitate underutilized qualifying downtown structures. Temporary tax relief is allowed on substantial investment and rehabilitation in a historic district, downtown or village center. The tax relief, if granted, would consist of a finite period of time during which the additional assessed value created by the rehabilitation is suspended and not subject to property taxation. In exchange for the relief, the property owner grants a covenant ensuring there is public benefit to the rehabilitation. The City Council can adjust the period, or terminate the covenant if the public benefits are not being met.

Qualifications:

1. A qualifying property must provide a public benefit. Public benefits could be restoring a historic building, promoting downtown development, increasing downtown housing, or increasing the economic vitality of downtown. 22 South Main meets all of these criteria.
2. A qualifying project must have substantial rehabilitation costs of at least 15% of the pre-rehabilitated assessed value, or costs of \$75,000 whichever is less. 22 South Main exceeds both of these baselines. Total estimated costs of the project are \$1,404,500 which is approximately an increase of 367% of the pre-assessed value.

*Intentionally
left blank...*

City Clerk's Office



08/01/2019

City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

Review Form: For RSA 79e Community Revitalization Tax Relief Incentive

Building Name (if any): <u>Bank and Trust</u> Building Address: <u>22 South Main Street</u> Owner Name(s): <u>Norman Vetter</u> Owner Address(es): <u>PO Box 181, Rochester, NH 03866-0181</u>	Map# <u>120</u> Lot# <u>363</u> Zoning: <u>DTC</u> Overlay District: <u>Special Downtown</u> Year Built <u>1850</u> Square Footage of Building <u>12,000 SF</u>
Contact Name: <u>Norm Vetter</u> Phone # <u>603-817-9359</u> Email address: <u>_norm@normvetterfoundations.com</u>	Applicant Name(s) (if different from owner): <u>Shannon Alther, TMS Architects</u> Applicant Address: <u>1 Cate Street, Ports, NH 03801</u> Phone # <u>603-436-4274</u> Email address: <u>pod1@tms-architects.com</u>
	Application Fee Paid: <u>X</u> Yes <u> </u> No
Existing Uses (describe number of units by type and size) <u>6,000 sq feet each for basement, first and second floors.</u> Is there a change of use associated with this project? <u>X</u> Yes <u> </u> No If so, please describe: <u>The building has been vacant for a number of years. Renovations will include commercial and residential units</u>	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes <u>X</u> No <u> </u> Provide historic district name: <u>The Norway Plains Savings Bank</u>
Will the project include rehabilitation of residential units? <u>X</u> Yes <u> </u> No If yes, how many: <u>6</u> If yes, please describe: <u>The second floor which was +/- 6,000 SF of office space and will become a mix of one and two bedroom units and will total about 12,000 SF of area.</u>	Will the project involve affordable residential units? <u> </u> Yes <u>X</u> No If yes, please describe: <u>Portsmouth-Rochester, NH 60% RENT LIMIT</u> <u>EFFIC. \$925/ 1 BR \$991/ 2 BR \$1,189</u> <u>NHHFA RENTS EFFECTIVE DATE: 5/1/2014</u> <u>Rental rates are below the above maximums.</u>
<u>Other Review & Comment (if necessary)</u> Historic District Review: <u>yes</u> Special Downtown Review: <u>yes</u> Minor Site Review: <u>n/a</u> Planning Board Review: <u>n/a</u> Zoning Board of Adjustment: <u>n/a</u> Tax Assessor: <u>yes Jon Rice on 7/1/19</u>	<u>Section 79:E-4</u> Application Date: <u>6/21/19</u> Complete: <u>Y</u> Staff Review: <u>6/21/19</u> Community Development Committee: <u>7/8/19</u> Finance Committee: <u>7/9/19</u> Post Public Hearing: <u>no later than 7/26/19</u> Public Hearing Date: <u>8/6/19</u> *Required within 60 days of receipt of application City Council: <u>8/20/19 (update by JM on 7/31)</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pre-rehabilitation assessed value (from most recent City Assessment): \$ 382,700
Total estimated cost of rehabilitation (from application): \$1,404,500 _____
Percentage of rehabilitation costs to assessment valuation: _____ 366.99% _____ %
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Is there public benefit? Must satisfy at least 1 of the conditions below. (Section 79-E:7) <input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District. <input checked="" type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district. <input type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community. <input checked="" type="checkbox"/> It increases residential housing in urban or town centers. <input checked="" type="checkbox"/> In a Local, State, or Federal Historic District?
Are other funding programs being applied to this project? _____ Yes <input checked="" type="checkbox"/> No Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

ELIGIBILITY: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1) Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)	5
2) Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)	4
3) Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)	_____
4) Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)	2
* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.	11
	(Total)

Name & Title: Jenn Marsh, Economic Development Specialist **Date:** 6/26/19

City Council Review/Decision

Public Hearing Posting: July 24, 2019 Public Hearing Date: August 6, 2019

City Council Meeting Date: First Reading August 6; Second Reading August 20

Does the City Council agree with findings of at least one Public Benefit?

- ☐ Enhances economic vitality of the village ___Yes___No
- ☐ Enhances and improves a culturally or historically important structure? ___Yes___No
- ☐ Promotes development of the downtown, providing for efficiency, safety, and greater sense of community? ___Yes___No
- ☐ Increases residential housing units in downtown? ___Yes___No

The Application was:	() GRANTED () DENIED
Substantial Rehabilitation Tax Relief Incentive granted for (up to 5 years beginning with completion of rehab)	Years
Tax Relief Incentive for New Residential Units granted for (up to an additional 2 years, 4 years if affordable housing)	Years
Tax Relief Incentive for Rehabilitation of Historic Places in accordance with the U.S. Secretary of Interiors Standards for Rehabilitation for (up to additional 4 years)	Years
Total	Years

IF DENIED, REASON(S) FOR DENIAL

Number of Yea: _____ Number of Nay: _____

Follow Up Letters Sent to:

- ☐ Applicant/Owner
- ☐ Assessing Department
- ☐ Economic Development
- ☐ Planning Department
- ☐ City Manager's Office
- ☐ Finance Department

COVENANTS

Completed By: _____ Date: _____

Filed at Strafford County: _____ Date: _____

Copies to:

- ☐ Assessing Dept
- ☐ Finance Dept
- ☐ In File

The Standards (Department of the Interior regulations 36 CFR 67) pertain to all historic properties listed in or eligible for listing in the National Register of Historic Places.

- 1) A property shall be used for its intended historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project, shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Comments from Historic District Commission:

Name & Title: _____

Meeting Date: _____

**TITLE V
TAXATION
CHAPTER 79-E
COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE
Section 79-E:1**

79-E:1 Declaration of Public Benefit. –

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. – In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and
- (4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order

to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

- (a) The development program or financing plans for such tax increment finance districts; or
- (b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or
- (c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. – In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
 - II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community,

consistent with RSA 9-B; or

IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. –

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:11

79-E:11 Enforcement. – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. – The commissioner of the department of revenue administration shall adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:13

79-E:13 Extent of Tax Relief. –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

79-E:14 Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.

*Intentionally
left blank...*

City Clerk's Office

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2020

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

WHEREAS, the City of Rochester has received additional requests for funding for Community Development Block Grant (CDBG) eligible projects and has unallocated prior year CDBG funds;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Five Thousand Dollars (\$5,000.00) in unexpended prior year CDBG funds for a My Friend's Place generator project and to reallocate Five Thousand Dollars (\$5,000.00) in Community Action Partnership's previously awarded FY 20 weatherization funds towards an emergency winter homeless shelter project.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned FY 2020 and prior fiscal year CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, 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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

*Intentionally
left blank...*

City Clerk's Office



08/01/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

Resolution Authorizing Supplemental Appropriation to the FY 2020 Sewer Fund Capital Improvement Plan Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids and Carbon System Storage Facilities Project in the Amount of \$8,750,000.00 and Borrowing Authority pursuant to RSA 33:9 and Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan

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

That the amount of Eight Million Seven Hundred Fifty Thousand Dollars (\$8,750,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works FY2020 Sewer CIP fund for the purpose of paying costs associated with the WWTP Biosolids and Carbon System Storage Facilities Project.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Million Seven Hundred Fifty Thousand Dollars (\$8,750,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of Fifteen Million Nine Hundred Fifty Two Thousand Seven Hundred Seventy Three and 50/100 Dollars (\$15,952,773.50) to the NHDES CWSRF Loan program in order to finance the completion of the WWTP Biosolids and Carbon System Storage Facilities Project.

It is also further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of Fifteen Million Nine Hundred Fifty Two Thousand Seven Hundred Seventy Three and 50/100 Dollars (\$15,952,773.50) from the NHDES CWSRF Loan program.

Finally, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) and designated authority(ies) for the execution of all documents necessary to complete the application to the CWSRF.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

*Intentionally
left blank...*

City Clerk's Office



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: Mayor McCarley and City Council, Blaine Cox, City Manager
FROM: Peter C. Nourse, Director of City Services
DATE: 31 July, 2019
SUBJECT: Bio-Solids Dewatering and Carbon Storage Facilities Project

Bids have been received for the Bio-Solids Dewatering Facility project (Base bid) and alternate to this project, Carbon Storage Facility. These bids will be held until 8/21/19.

Note:

- The Bio-Solids Dewatering Facility is required exclusive of any EPA NPDES permit issued for the Wastewater Treatment Facility. This project is required for continued operation of our plant, and, improves its operation.
- The Carbon Storage Facility is required for compliance with the anticipated future EPA NPDES permit, as it will assist to significantly reduce effluent nitrogen levels.

Bid Structure/Low Bidder Costing:

Bio-Solids Dewatering (Base):	\$10,138,735.00
Carbon Storage Facility (Alternate):	\$2,808,150.00
State Revolving Fund Adder:	\$708,000.00
Contingency 10%:	\$1,365,488.50
Construction Engineering:	\$932,400.00
Total:	\$15,952,773.50
 Total Available Existing Funds:	 \$7,252,241.73
Supplemental Funding Required:	\$8,700,531.77 Say \$8,750,000
 Impact to Sewer Rate:	 \$0.96/unit (\$0.11 per \$1M)



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

I recommend using the SRF approach as shown above. The added costs to complete the work using SRF are less than the 10% principal forgiveness of the project total as provided by the program. The 10% contingency factor is required by the SRF program. Contingency is conservative and may not be needed in whole.

I recommend the alternate Carbon Storage Facility option be exercised with the base bid because both facilities are of like construction, and with a construction cost index sharply increasing, the alternate if constructed at a later time, will cost more. I do not recommend rebidding this project package as the sharply increasing construction cost index will result in higher costs.

The large costs are mainly attributed to the current climate of an increasing construction cost index. Further details can be provided.

The technical details of these projects and the need for them have been discussed with The Public Works Committee.



08/01/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

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

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

*Intentionally
left blank...*

City Clerk's Office

**Regular City Council Meeting
July 2, 2019
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Hutchinson
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Keans
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney
Mark Klose, Fire Chief
Andrew Watkins, IT Department
Sonja Gonzalez, CEO

COUNCILORS EXCUSED

Councilor Lachapelle

MINUTES

1. Call to Order

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

2. Opening Prayer

Mayor McCarley requested a moment of silence.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Council members were present, except for Councilor Lachapelle who was excused.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: June 4, 2019 *consideration for approval*

Councilor Walker **MOVED** to **ACCEPT** the June 4, 2019, Regular City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1 Employee of the Month Award

City Manager Cox invited Andrew Watkins, IT Department, and Sonja Gonzalez, CEO, to come forward. City Manager Cox said that Mr. Watkins had quickly responded to save the network switches for the Library's public computers from the water leak which occurred at the Rochester Public Library. Had it not been for Mr. Watkins quick response and the assistance of others, the Library could not have re-opened the following business day. For this reason and others Mr. Watkins has been selected as the Employee of the Month for the City of Rochester in July, 2019.

6.2 City Manager's Report

City Manager Cox introduced Kathryn "Katie" Ambrose to the City Council. Ms. Ambrose has been hired as the Deputy City Manager.

City Manager Cox referred to his report which can be found in the City Council's packet as follows:

Contracts and Documents:

- **City Manager's Department**

- Connectivity Point Contracts for Audio Maintenance Phase I, Phase II and equipment purchase

- **Department of Public Works**

- Brown & Caldwell NPDES Negotiation & Compliance Assistance
 - Community Center Lease – Strafford Regional Planning Commission
 - CWSRF Loan Project – disbursement #5
 - GZA Environmental Wetland Monitoring Agreement – Cocheco

Well Site

- Keymont Construction Low Lift Pump Upgrades Project
- SUR - Calef Highway Waterline Extension Contract
- Low Lift Pump Upgrades Project – Change Orders 3 & 4
- Strafford Square Project Amendments 4 & 5

• **Economic Development**

- Digital Advertising Campaign – Multiview
- CDBG Environmental Review – East Rochester Library building renovations–
- Rochester Child Care Center – sprinkler installation
- CDBG – East Rochester Library Services Contract
- Non CDBG – Strafford CAP Services Contract
- CDBG – Rochester Child Care Center sprinkler installation contract
- Non-CDBG – COAST Contract
- CDBG – East Rochester Services Contract
- CDBG Gonic Pool Environmental Review
- CDBG Homeless Center of Strafford County Services Contract
- CDBG Riverwalk Kayak/Canoe Launch – environmental review
- CDBG SOS Services Contract
- CDBG Cornerstone VNA Contract
- CDBG MY TURN Services Contract
- CDBG My Friend’s Place and Community Partners Services Contract
- CDBG Easter Seals Services Contract

• **Finance Department**

- Nyhart Actuarial Services Agreement
- Cooperative Purchasing Group Contract Houston Galveston
- Area Council Fire Department
- Forest Warden Appointment

• **IT Department**

- Phone System Replacement CN#1 – quote adjustment
- Phone System Replacement CN#2 – additional equipment

• **Legal**

- Redemption of 25 Royal Crest Mobile Home Park

- **Planning Department**

- Sidewalk Agreement – 306 North Main Street

- **Computer Lease/Purchase or Tuition Reimbursement Requests:**

- Wilder, T - Fire

- **Standard Reports:**

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

7. Communications from the Mayor

Mayor McCarley announced that the Farmers' market has had a successful start this year.

Mayor McCarley announced that the City of Rochester is hosting a fireworks display again this year at the Rochester Community Center on July 3, 2019. She thanked Rochester Main Street and the Rochester Recreation and Arena Department for their hard work.

Councilor Gray said that he received positive feedback about the Farmers' Market that had been relocated to the Rochester Arena Center a few weeks ago due to weather related issues.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1 Nomination: Jon Batson, NHDES Local River Management Advisory Committee

Mayor McCarley **NOMINATED** Jon Batson to be appointed to the NHDES Local River Management Advisory Committee. Councilor Keans seconded the nomination. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Batson. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1. Codes & Ordinances Committee

Councilor Lauterborn said one minor correction is needed to the June 4, 2019, Codes and Ordinances Committee meeting minutes. She said the meeting commenced at 6:00 PM and not at 7:00 PM as stated in the meeting minutes.

10.1.1 Amendment to Chapter 210 of the General Ordinances of the City of Rochester Regarding Solid Waste *first reading, consideration for a second reading and adoption*

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

Amendment to Chapter 210 of the General Ordinances of the City of Rochester Regarding Solid Waste

THE CITY OF ROCHESTER ORDAINS:

That Chapter 210 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

RECYCLABLE MATERIAL — Any material, including various glass, paper, cardboard, metal cans, plastics or other materials, that can be processed or treated at a the Waste Management-Material Recovery Facility in order to produce reusable materials.

§ 210-3. Residential solid waste collection.

The City of Rochester shall only collect residential solid waste on public streets or highways. For those properties served by streets other than public streets or highways, including but not limited to mobile home parks, condominiums, or streets not yet accepted by the City, residential solid waste shall not be placed within the public street curbside for collection unless agreed to by the Commissioner of Public Works or his/her designee and the City's waste collection contractor.

*

§ 210-6. Receptacles for residential solid waste.

All residential solid waste shall be placed in ~~suitable~~-receptacles, provided by the City's waste collection contractor, as defined under § 210-1. Residential solid waste that does not fit in the approved receptacle shall not be collected unless such waste is recyclable materials as defined in § 210-1 and placed at ~~roadside~~-curbside as described in § 210-17.

*

§ 210-17. Residential ~~roadside~~-curbside recycling.

Recyclable material will be collected from residences (as defined by § 210-1) on the same day as residential solid waste collection. Recyclable material must be placed in the approved residential recycling receptacles (as defined by § 210-1). The approved residential recycling receptacles must be placed at the ~~roadside~~-curbside on the evening before or by 7:00 a.m. on the scheduled pickup day. Unacceptable material found in the approved residential recycling receptacles will not be collected.

The effective date of these amendments shall be upon passage.

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

Councilor Walker **MOVED** to **ADOPT** the Amendment. Councilor Bogan seconded the motion.

Councilor Lauterborn briefed the City Council about the proposed amendment. She said the amendment had been presented to the Committee by Councilor Lachapelle. She noted that the language about the Waste Management Facility is being removed. The general term "Material Recovery Facility" will remain. She said other minor changes were proposed to clarify the required receptacles to be used for waste collection. Lastly, the word "curbside" is to replace the word "roadside." Mayor McCarley called for a vote on the motion to approve the Amendment. The **MOTION CARRIED** by a unanimous voice vote.

10.1.2 Amendment to Chapter 75 of the General Ordinances of the City of Rochester Regarding Means of Escape [Fires and Fire Safety] *first reading, consideration for a second reading and adoption*

Councilor Keans expressed concern regarding the following three amendments. She **MOVED** to send the next three amendments to a public hearing at the next City Council Workshop. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Councilor Gray suggested that the Amendments should be read for a first time this evening.

Councilor Walker **MOVED** to read the Amendment to Chapter 75 for a first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for the first time by title only as follows:

Amendment to Chapter 75 of the General Ordinances of the City of Rochester Means of Escape

THE CITY OF ROCHESTER ORDAINS:

That Chapter 75 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 75-11 Means of escape.

~~All factories, hotels, tenement houses, public halls, schoolhouses and other buildings used as places of public resort in the City shall be provided with ample means of escape in case of a fire and adequate facilities for entrance and exits on all occasions, and be so erected as not to endanger the health and safety of persons who occupy them.~~

The effective date of these amendments shall be upon passage.

This Amendment shall be sent to a public hearing at the next City Council Workshop.

10.1.3 Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding Overcrowded Housing *first reading, consideration for a second reading and adoption*

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

Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding Overcrowded Housing

THE CITY OF ROCHESTER ORDAINS:

That Chapter 94 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 94-1. Overcrowded housing.

No owner, lessee, or keeper of any tenement house, lodging house, or boardinghouse shall cause or allow any such house to be overcrowded or allow so great a number of persons to dwell or sleep in such house or houses or any portion thereof so as to cause danger to health, and no such place or room shall be so overcrowded that there shall be less than 500 cubic feet of air or a floor space of less than 50 square feet to each occupant of such place, building or room. ~~No room as a living or sleeping room shall hereafter be built without direct opening to the outdoor air.~~

The effective date of these amendments shall be upon passage.

This Amendment shall be sent to a public hearing at the next City Council Workshop.

10.1.4 Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Building, Plumbing, Electrical, and Life Safety Codes *first reading, consideration for a second reading and adoption*

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

Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Building, Plumbing, Electrical, and Life Safety Codes

THE CITY OF ROCHESTER ORDAINS:

That Chapter 210 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 40-1 Statutory authority.

The provisions of New Hampshire Revised Statutes Annotated Chapter 673, as amended, pertaining to an inspector of buildings, building plans, regulations, and appeal are hereby adopted.

§ 40-2 Building Code Board of Appeals.

The power of a Building Code Board of Appeals in Chapter 673 of the New Hampshire Revised Statutes Annotated shall be vested in the Rochester Zoning Board of Adjustment.

§ 40-3 Recognition and adoption of State Building Code and State Fire Code.

The City of Rochester hereby recognizes that the State Building Code under RSA 155-A and the State Fire Code under RSA 153 are applicable within the City of Rochester and for enforcement purposes adopts the provisions of the same.

§ 40-4 Department of Building, Zoning, and Licensing Services.

For enforcement purposes by the City of Rochester, all references in the State Building Code under RSA 155-A, or in any applicable successor code, to the "department of building safety" shall be deemed to refer to the Department of Building, Zoning, and Licensing Services for the City of Rochester, and all duties as defined therein, including those imposed upon the "Building Official," shall be assumed by said Director of the Building, Zoning, and Licensing Services Department, along with the right to enforce the same.

§ 40-5 Adoption of other codes.

A. Pursuant to the provisions of RSA 47:22, 674:51 and 674:51-a, there are hereby adopted by the City of Rochester for the purpose of establishing rules and regulations, including the issuance of permits for the construction, alteration, removal, demolition, equipment, location, maintenance, use and occupancy of buildings and structures, installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electric wiring, and fire protection incident thereto and for the prevention of fires, the following codes:

- (1) International Property Maintenance Code (2006 edition), published by the International Code Council, Inc., Copyright 2006.
- (2) International Existing Building Code ~~(2009 edition), published by the International Code Council, Inc., Copyright 2009.~~ as codified at RSA 153.

B. Three copies of each of the aforesaid codes have been and are now on file in the office of the City Clerk of the City of Rochester and three copies of such codes are filed with the Department of Building, Zoning, and Licensing Services for the City of Rochester. Such codes are hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this section shall take effect, the provisions thereof shall be controlling on the construction of all buildings and other structures within the corporate limits of the City of Rochester. There are annexed to such of the aforesaid codes, as filed in the office of the City Clerk and the Department of Building, Zoning, and Licensing Services, as set forth below, the following exhibits setting forth the insertions in, deletions from, exceptions to and/or changes in such codes, which insertions, deletions, exceptions and/or changes are adopted as part of the aforementioned codes:

- (1) Exhibit A, Statement dated September 4, 2007, of insertions in, deletions from, exceptions to and changes in the International Property Maintenance Code (2006 edition) by the City of Rochester, New Hampshire.
- (2) Exhibit A, Statement dated January 4, 2011, of insertions in, deletions from, exceptions to and changes in the International Existing Building Code (2009 edition) by the City of Rochester, New Hampshire.

§ 40-6 Life Safety Code.

The duties defined in and the enforcement of the Life Safety Code, ~~NFPA 101 (2003 edition)~~, as codified at RSA 153 or any applicable successor code, shall be assumed by the Fire Chief of the City of Rochester or his/her authorized representative.

§ 40-7 Electrical Code and Property Maintenance Code.

The duties defined in and the enforcement of the NEC 2005, National Electrical Code ~~(2005 edition)~~, as codified by RSA 155-A and the International Property Maintenance Code (2006 edition), or any applicable successor codes, shall be assumed by the Director of Building, Zoning, and Licensing Services or his/her authorized representative.

§ 40-8 Plumbing Code.

The duties defined in and the enforcement of the International Plumbing Code ~~(2006 edition)~~, as codified at RSA 153 or any applicable successor code, shall be assumed by the Director of Building, Zoning, and Licensing Services, or his/her authorized representative, except as otherwise provided in Chapter 200, Sewers, of the Code of the City of Rochester where the same are defined as the duties of the Commissioner of Public Works, with inspections to be done by the Director of Building, Zoning, and Licensing Services or an authorized

member of the Division of Water Supply Works or Division of Sewage and Waste Treatment Works.

The effective date of these amendments shall be upon passage.

Councilor Abbott stated that the reference to RSA 153 for the plumbing code should be corrected to RSA 155-A prior to sending the matter to a public hearing. The City Attorney concurred. This Amendment shall be sent to a public hearing at the next City Council Workshop.

10.2. Community Development Committee

Councilor Lauterborn said the Committee did not meet in June. The next meeting shall meet for a site tour followed by a meeting at Rochester City Hall Annex in the Isinglass Conference Room. Councilor Keans asked for the address of the site tour. Councilor Lauterborn replied 22 South Main Street.

10.3 Public Safety

10.3.1 Committee Recommendation: To Install "Do Not Enter" signs at the corner of Maple Streets and Waldron Avenue at the discretion of DPW consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee Recommendation stated above. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.3.2 Committee Recommendation: To deny moving the crosswalk on Washington Street consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee Recommendation to **DENY** the request to move the crosswalk on Washington Street. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.3.3 Committee Recommendation: To replace all the old signs near the Chestnut Hill Road corner crosswalks with the modern school zone crossing sign package consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee Recommendation stated above. Councilor Gates seconded the motion. The

MOTION CARRIED by a unanimous voice vote.

10.3.4 Resolution Authorizing Supplemental Appropriation in the amount of \$19,932.00 to the 2019-2020 Rochester Fire Department Operating Budget and Acceptance of an Emergency Management Performance Grant (EPMG) in the amount of \$9,966.00 *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Supplemental Appropriation in the amount of \$19,932.00 to the 2019-2020 Rochester Fire Department Operating Budget and Acceptance of an Emergency Management Performance Grant (EPMG) in the amount of \$9,966.00

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, accept a grant in the amount of Nine Thousand Nine Hundred Sixty Six Dollars (\$9,966.00) from the State of New Hampshire EPMG Grant program in order to the purchase of emergency response trailer for Seabrook Nuclear Plant emergencies. The EPMG requires a Fifty Percent (50%) match by the City.

Still further, that the sum of Nineteen Thousand Nine Hundred Thirty Two Dollars (\$19,932.00) be, and hereby is, appropriated as a supplemental appropriation to the 2019-2020 operating budget for the City of Rochester Fire Department. The source of the sums necessary to fund such appropriation shall be drawn Nine Thousand Nine Hundred Sixty Six Dollars (\$9,966.00) from the EPMG Grant and Nine Thousand Nine Hundred Sixty Six Dollars (\$9,966.00) from the General Fund Unassigned Fund Balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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

Councilor Keans requested more information about the vehicles being purchased. She questioned the high price of the trailer. Councilor Walker replied that it is a newer trailer than the one that the City has currently and that the length is 22 feet long. He said the City is utilizing a Homeland Security Emergency Grant to replace the existing old rusted trailer. The new one is an enclosed trailer.

Chief Klose said this is a new 2019 trailer. He gave more details about the new trailer and said the existing trailer has been infested with mice and ants. The old trailer will be sent back to the Emergency Management Program because the City only managed that trailer.

Councilor Walker **MOVED** to **ADOPT** the Resolution. The City Council briefly discussed the matter. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.3.5 Resolution Authorizing the Acceptance of a Donation from the State of New Hampshire Department of Natural and Cultural Resources Division of Forest and Lands of a Yamaha 4 x 4 Big Bear ATV *first reading, consideration for second reading and adoption*

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

Resolution Authorizing the Acceptance of a Donation from the State of New Hampshire Department of Natural and Cultural Resources Division of Forest and Lands of a Yamaha 4 x 4 Big Bear ATV

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

The City hereby accepts a donation of a Yamaha 4 x 4 Big Bear ATV from State of New Hampshire Department of Natural and Cultural Resources Division of Forest and Lands to be used by the Rochester Fire Department.

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

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

Councilor Walker **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. The City Council briefly discussed the matter. The **MOTION CARRIED** by a majority voice vote.

10.3.6 Committee Recommendation: To install a “No right on Red” sign on the mast arm facing Lowell Street at the discretion of DPW *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee Recommendation stated above. Councilor Bogan seconded the motion. Councilor Walker explained that vehicles were taking a right-turn-on-red from Lowell Street onto Columbus Avenue; however, the problem is that Hancock Street is between those two streets and this could potentially cause collisions with cars exiting on Hancock Street. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Gray stated that he had received complaints about speeding on Maplewood Avenue. It has been brought the Public Safety Committee in the past; however, the problem has not been resolved.

Councilor Walker referred to a complaint about another street and it turned out that the speed tracker produced data that did not warrant any Committee action. Councilor Gray reiterated that residents on Maplewood Avenue do not feel safe. This topic will be sent to the next Public Safety Committee Agenda.

10.4 Public Works

10.4.1 Committee Recommendation: To waive the paving moratorium on Gear Road for the installation of the two water lines with the pavement patch recommended by the DPW *Consideration for approval*

Councilor Torr **MOVED** to **APPROVE** the Committee Recommendation stated above. Councilor Bogan seconded the motion. Councilor Torr briefed the City Council about the request to waive the paving moratorium on Gear Road. The **MOTION CARRIED** by a unanimous voice vote.

10.4.2 Committee Recommendation: To approve the large 335kw Solar Array using a PPA for the roof of the new DPW Facility *Consideration for approval*

Councilor Torr **MOVED** to **APPROVE** the Committee Recommendation stated above. Councilor Walker seconded the motion. Councilor Varney said a summary of the agreement is attached to the Committee meeting minutes and this is exactly the same type of agreement established for similar request in the City. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn wished to compliment Lisa Clark, City of Rochester Administration and Utility Billing Supervisor, for being thorough with taking the meeting minutes for the Public Works and Buildings Committee.

11. Old Business

No discussion.

12. Consent Calendar

12.1 Resolution Deauthorizing \$473 of Previously Accepted Federal Forfeiture Funds *first reading, consideration for second reading and adoption*

Councilor Walker **MOVED** to **ACCEPT** the Consent Calendar. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Resolution Deauthorizing \$473.00 of Previously Accepted Federal Forfeiture Funds

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

That Four Hundred Seventy Three Dollars (\$473.00) previously awarded to and accepted by the City of Rochester is hereby deauthorized as the original

amount accepted by the City did not reflect the amount of money retained by the Federal Government.

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

13. New Business

13.1 Resolution Authorizing Acceptance of New Hampshire Department of Justice (NHDOJ) Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$2,391.75 *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Acceptance of New Hampshire Department of Justice (NHDOJ) Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$2,391.75

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

WHEREAS, that NHDOJ Forfeiture Funds in the amount of Two Thousand Three Hundred Ninety One and 75/100 Dollars (\$2,391.75) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Two Thousand Three Hundred Ninety One and 75/100 Dollars (\$2,391.75) be, and hereby is, appropriated to the General Fund Unassigned Fund Balance fund; and

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

Councilor Walker **MOVED** to suspend the rules and read the Resolution

for a second time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the Resolution for a second time by title only.

Councilor Walker **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. Councilor Keans expressed concern that the money ought to go back to the department which the money had been intended for and not just be returned to the General Fund.

Councilor Keans **MOVED** to **AMEND** the resolution to deposit the funds into the already established forfeiture funds account. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

The Amended resolution is shown below:

Resolution Authorizing Acceptance of New Hampshire Department of Justice (NHDOJ) Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$2,391.75

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

WHEREAS, that NHDOJ Forfeiture Funds in the amount of Two Thousand Three Hundred Ninety One and 75/100 Dollars (\$2,391.75) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Two Thousand Three Hundred Ninety One and 75/100 Dollars (\$2,391.75) be, and hereby is, appropriated to the Established Forfeiture Fund(s) Account:

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

13.2 Resolution Approving Cost Items Associated with Proposed Rochester School Department Multi-Year Collective Bargaining Agreement with the Rochester Federation of Food Service Bargaining Unit *first reading consideration for second reading and adoption*

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

**Resolution Approving Cost Items Associated with Proposed
Rochester School Department Multi-Year Collective
Bargaining Agreement with the Rochester Federation of
Food Service Bargaining Unit**

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

That pursuant to and in accordance with the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the three (3) year collective bargaining agreement between the Rochester School Board, Rochester School Department and the Rochester Federation of Food Service Bargaining Unit, covering the period beginning July 1, 2019 and ending June 30, 2022, as set forth in the proposed contract, copies of which have been provided to members of the Rochester City Council, and as more particularly detailed in a letter dated June 7, 2019, and financial summary analysis provided by the Superintendent of Schools, Rochester School Department, to the City Manager, a copy of which is annexed hereto as **Exhibit A**, is hereby approved.

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

Councilor Walker **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. Councilor Walker requested a roll call vote. Councilor Hamann seconded the request. The **MOTION CARRIED** to **ADOPT** the resolution by a unanimous roll call vote of 12 to 0. Councilors Lauterborn, Keans, Walker, Hutchinson, Gray, Abbott, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley voted in favor of the motion.

13.3 Resolution Granting Discretionary Preservation Easement to the Property Located at 290 Chestnut Hill Road Under the Provisions of RSA 79-D in Connection with its Proposed Preservation Project *first reading, consideration for second reading and adoption*

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

Resolution Granting
Discretionary Preservation Easement to the Property Located at 290
Chestnut Hill Road Under the Provisions of RSA 79-D
In Connection With Its Proposed Preservation Project

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

WHEREAS, the owner(s) of the so-called 290 Chestnut Hill Road property in Rochester, being the same property described in the Warranty Deed from David J. Torr to the Torr Family Trust, dated June 12, 2018 and recorded on June 12, 2018 at the Strafford County Registry of Deeds at Book 4575 Page 0576, is/are desirous of taking advantage of the potential opportunities and benefits available to property owners as a result of the adoption of Chapter 79-D and they have, therefore, proposed a preservation of historic agricultural structure with respect to the so-called 290 Chestnut Hill Road Historic Barn preservation; and

WHEREAS, Chapter 79-D requires that the governing body of the City of Rochester make certain findings and or determinations with regard to a proposed substantial preservation project in order for the structure subject to such preservation project to qualify for the Chapter 79-D Discretionary Preservation Easement Tax Relief Incentive;

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following determinations and findings with respect to the proposed preservation for the so-called 290 Chestnut Hill Road property contemplated by the owner's Discretionary Preservation Easement application, to wit:

- (1) Any tax relief under the provisions of Chapter 79-D or this resolution that is to be accorded with respect to the so-called 290 Chestnut Hill Road project shall be accorded only after the property owners grant to the City a discretionary preservation easement pursuant to the provisions of RSA 79-D:4 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-D:1; and

(2) The Mayor and City Council find a public interest under RSA 79-D:1 in the proposed preservation project proposed with respect to the so-called 290 Chestnut Hill Road project; and

(3) The proposed historic agricultural structure preservation provides the following public benefits to Rochester:

I. It prevents the loss of historic agricultural structures due to property taxation at values incompatible with their preservation; and

II. It maintains the historic rural character of the City's landscape, sustaining agricultural traditions, and providing an attractive scenic environment for work and recreation of the City's citizens and visitors

(4) The specific public benefit is preserved through a discretionary preservation easement pursuant to the provisions of RSA 79-D:4 if the project is implemented consistent with (a) the aforesaid application; (b) compliance with the recommendation to the Council approved by the Historic District Commission at its May 8, 2019 meeting; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-D; and

(5) The Mayor and City Council finds that the proposed use is consistent with the City's master plan and/or development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner(s) compliance therewith, and with the provisions of Chapter 79-D, the Mayor and City Council hereby grants the requested tax relief for a period of ten (10) years during which the qualifying historic barn shall be assessed at Fifty Percent (50%) of its full value assessment, beginning with the granting of the discretionary preservation easement of the so-called 290 Chestnut Hill Road Historic Barn to the City of Rochester.

In accordance with RSA 79-D:8, III, upon the expiration of the terms of the discretionary easement, the owner(s) may apply for renewal, and the owner(s) and the City of Rochester shall have the same rights and duties with respect to the renewal application as they did with respect to the original application.

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

Resolution for a second time by title only.

Councilor Walker **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. Councilor Varney said the barn would not be restored to its original design and questioned if this was a direction for the City to take. Councilor Keans replied that the barn did not need to be restored to its 200-year old design. City Manager Cox said the minutes should indicate that this would be approved at 50% of the assessed value of the qualifying barn. The **MOTION CARRIED** by a majority voice vote.

14. Other

Councilor Torr requested an update on the Creteau Technology Building project. Councilor Varney replied that there will be a tour of the new building on Monday, July 8, 2019.

15. Non-Public/Non-Meeting

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

Councilor Walker **MOVED** to enter into a Non-Public Session under RSA 91-A:3, II (d), for Land at 7:40 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 12 to 0. Councilors Torr, Abbott, Varney, Hutchinson, , Gray, Walker, Bogan, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public meeting at 8:51 PM. Councilor Gates seconded the motion. Councilor Lauterborn **MOVED** to seal the minutes because it is determined that disclosure likely would render a proposed action ineffective. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

16. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Regular City Council meeting at 8:53 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

EXHIBIT A**RFT Food Service Tentative Agreement**

School Health Contribution	80/20 plus \$1000/\$1500/\$ 2000 towards Deductible	86/14	83/17	80/20
Health Plan	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Projected Health Increase		FY 2020 Rates	5%	5%
MERIT				
	Current FY19	FY20	FY21	FY22
Wages				
Base Wage	\$ 507,094	\$ 549,260	\$ 581,634	\$ 612,775
Total Wages	\$ 507,094	\$ 549,260	\$ 581,634	\$ 612,775
Dollar Change		\$ 42,166	\$ 32,373	\$ 31,141
% Change		8.3%	5.9%	5.4%
Benefits				
FICA/Medicare	\$ 38,793	\$ 42,018	\$ 44,495	\$ 46,877
Health Insurance	\$ 203,105	\$ 206,140	\$ 208,896	\$ 211,413
Opt Out				
Dental	\$ 2,368	\$ 2,424	\$ 2,473	\$ 2,522
Total Rollups	\$ 244,266	\$ 250,582	\$ 255,864	\$ 260,812
Dollar Change				
% Change		2.6%	2.1%	1.9%
Totals				
Total Wages Benefits and Rollups	\$ 751,359	\$ 799,842	\$ 837,497	\$ 873,587
Dollar Change		\$ 48,483	\$ 37,655	\$ 36,090
% Change		6.5%	4.7%	4.3%

37 Total Employees

**Rochester City Council Special Meeting
July 16, 2019
Council Chambers
7:04 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney
Tom Kaczynski, Resident

COUNCILORS EXCUSED/ABSENT

Councilor Keans

Minutes

1. Call to Order

Mayor McCarley called the City Council Special Meeting to order at 7:04 PM. She asked Deputy City Clerk Cassie Givara to take the roll. All Councilors were present except for Councilor Abbott and Councilor Walker who were excused.

2. Resolution Authorizing Supplemental Appropriation to the FY 2020 Sewer Fund Capital Improvement Plan Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids and Carbon System Storage Facilities Project in the Amount of \$8,750,000.00 and Bonding Authority Pursuant to RSA 33:9 and Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only and refer to a public hearing. Councilor Bogan seconded the motion.

The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Authorizing Supplemental Appropriation to the FY 2020 Sewer Fund Capital Improvement Plan Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids and Carbon System Storage Facilities Project in the Amount of \$8,750,000.00 and Borrowing Authority pursuant to RSA 33:9 and Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan

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

That the amount of Eight Million Seven Hundred Fifty Thousand Dollars (\$8,750,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works FY2020 Sewer CIP fund for the purpose of paying costs associated with the WWTP Biosolids and Carbon System Storage Facilities Project.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Million Seven Hundred Fifty Thousand Dollars (\$8,750,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of Fifteen Million Nine Hundred Fifty Two Thousand Seven Hundred Seventy Three and 50/100 Dollars (\$15,952,773.50) to the NHDES CWSRF Loan program in order to finance the completion of the WWTP Biosolids and Carbon System Storage Facilities Project.

It is also further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of Fifteen

Million Nine Hundred Fifty Two Thousand Seven Hundred Seventy Three and 50/100 Dollars (\$15,952,773.50) from the NHDES CWSRF Loan program.

Finally, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) and designated authority(ies) for the execution of all documents necessary to complete the application to the CWSRF.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded

Mayor McCarley indicated that Peter Nourse, Director of City Services, would be speaking and giving more information on this project at the Public Hearing on August 6, 2019.

3. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2019-2020

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

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2019-2020

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

WHEREAS, the City of Rochester has received its FY 2019-2020 Community Development Block Grant program allocation in the total amount of Two Hundred Ninety Thousand Six Hundred Thirty Seven Dollars (\$290,637.00), an increase of Sixty Four Thousand Five Hundred Sixty Seven Dollars (\$64,567.00) over the Two Hundred Twenty-Six Thousand Seventy Dollars (\$226,070.00) previously appropriated by the City Council at its May 7, 2019 meeting;

WHEREAS, the final allocation of funds 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:

Category	May 1, 2018	Additional Funding	Final Allocation
Administration and Planning	\$45,214.00	\$12,913.40	\$58,127.40
Public Service Agencies	\$33,910.50	\$9,685.05	\$43,595.55
Housing/Public Facilities/Infrastructure	<u>\$146,945.50</u>	<u>\$41,968.55</u>	<u>\$188,914.05</u>
Total	\$226,070.00	\$64,567.00	\$290,637.00

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Sixty Four Thousand Five Hundred Sixty Seven Dollars (\$64,567.00) bringing the total appropriation for the FY 2019-2020 Community Development Block Grant program to Two Hundred Ninety Thousand Six Hundred Thirty Seven Dollars (\$290,637.00).

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned 2019-2020 fiscal year Community Development Block Grant from the federal government to the City of Rochester.

FURTHER STILL, 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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

4. Adjournment

Mayor McCarley **ADJOURNED** the City Council Special Meeting at 7:06PM.

Respectfully Submitted,
Cassie Givara, Deputy City Clerk

08/01/2019



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

DEREK J. PETERS
Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner



PAUL R. TOUSSAINT
Chief of Police

June 19, 2019

To: City of Rochester
Employee of the Month Committee

Fr: Captain Jason Thomas

Re: Nomination for Lt. Jeremy Aucoin

RECEIVED

JUN 20 2019

FINANCE OFFICE
CITY OF ROCHESTER

Dear committee,

I would like to **nominate Lieutenant Jeremy Aucoin for Employee of the Month**. Lt. Aucoin has spent many years involved with the St. Charles Children's Home. Before I discuss the most recent June 14th event—I wanted to give some history on Lt. Aucoin and the St. Charles Children's home.

Lt. Aucoin started his involvement at the Home back in 2013-2014 when he, Lt. Bossi, and the shift would go for breakfast with the kids every Friday morning. Their interaction would include eating with the kids, reading, and playing games before the kids left for school. Prior to this, the kids only had negative interactions with the police. The police interaction continued and Lt. Aucoin would get his shift involved, and they put together Christmas stockings with small gifts inside. The RPBA also became involved and purchased police uniforms for all the kids. This went on for about two years until the kids were relocated into homes or back with their families. The St. Charles Children Home at that point did not have resident kids anymore.

During the couple of years that it took to transition, Lt. Aucoin would stop in occasionally to see the Sisters as well as employees. He kept an open line of communication with them, and when the Home had issues they would reach out to Lt. Aucoin or Lt. Bossi. This has been a great resource for the Home as they enjoyed having the one on one contact at RPD as they use our resources at times with their troubled kids.

Once they started schooling kids at the home, Lt. Aucoin would stop in and see the kids while they were in their classrooms. This again was only periodically as this was new for St. Charles, but he still wanted to interact with the kids and let them interact with the police in a positive manner. When he worked days, he would go there once a week with Officers to interact with the kids during their lunch and also recess time. Lt. Aucoin has always tried to work with the kids in a positive manner, so that when the police interact with them that it is not always negative. When they started to have kids back for school, Lt.

Aucoin again started to work with them over the holidays, and he would gift them small items of things in need such as hats, gloves, and small toy gifts. This past year Lt. Aucoin was able to get several people on board to do this again, and several Officers and other Rochester employees sponsored a child for Christmas. Thanks to Lt. Aucoin, we were able to sponsor ALL the kids that went to the school this past year. A small needed gift was bought for these kids, and given to them by the people sponsoring them. The RPBA again participated in this with Lt. Aucoin, and they donated the funds to buy ginger bread houses to build with the kids—officers and support staff took part in this fun and successful event. This was a huge event that everyone involved in enjoyed. Lt. Aucoin has already begun to work with St. Charles again in doing this again for Christmas 2019 along with the RPBA participating in doing something along with sponsoring the kids with a gift.

Every Labor Day since Lt. Aucoin's involvement with St. Charles—he has participated in the 5k fundraiser. Lt. Aucoin has recruited several RPD personnel to participate over the years. This past year, Lt. Aucoin did the 5k with his 10 year old and 8 year old children. This coming Labor Day he's planning on his entire family to participate. The RPBA is now a sponsor for the race in which the RPBA will have their logo on the race shirts.

Weeks ago, Lt. Aucoin reached out the Home to ask about putting together a Field Day of activities with the kids, so that RPD officers and personnel could interact and continue building relationships. The St. Charles Children's Home approved this and put together the field activities for the kids—this took place Friday June 14, 2019. The RPBA again donated all the food for this event. Sgt. Smith, Lt. Bossi, and Lt. Aucoin went shopping for the food, and Police Chaplain Ed Cilley cooked all the food for the event. Many officers participated along with support staff from RPD. Everyone, including myself, had a fantastic time interacting and taking part in the field activities that day with the kids and St. Charles staff—it was a huge success.

So, as you can see, this was not just one event Lt. Aucoin put together—this has been years' worth of work that Lt. Aucoin has done to help build trust, relationships, and communication with kids who have come from troubled homes. Lt. Aucoin has four children of his own in which he is heavily involved in their sporting activities, and is even an assistance coach for hockey and lacrosse. Lt. Aucoin truly loves working with and helping kids—he has shown to be a true positive role model.

I encourage you to give strong consideration to Lt. Aucoin for this month's Employee of the Month award.

Respectfully submitted,


 Captain Jason Thomas
 Patrol Services

[Home](#)[About Us](#)[Divisions](#)[Specialty Units](#)[Resources](#)[Online Crime Report](#)[Contact Us](#)[News Blog](#)

JUNE 14, 2019 BY CAPTAIN TODD PINKHAM

Rochester Police Team Up with St. Charles School for Field Day Event

On Friday June 14, 2019, Rochester Police teamed up with staff from the St. Charles School to put on a Field Day event for the student's there. St. Charles students and staff, as well as RPD Officers and civilian employees, enjoyed various activities throughout the morning before a delicious BBQ, which was donated by the Rochester Police Benevolent Association (RPBA,) cooked by RPD Chaplin Edward Cilley. The event was a great success, filled with fun for all involved.

The St. Charles School provides academic, social, emotional and behavioral services in a therapeutic setting for male and female students in grades K-8. Rochester Police have been involved with various activities, such as morning breakfasts, on a limited basis since 2013, however have become more involved recently through collaborative efforts between school staff and RPD Lt. Jeremy Aucoin. Lt. Aucoin helped organize a winter holiday gingerbread house decorating event there where students teamed up with school staff and RPD employees to build and decorate gingerbread houses for the holiday season. Lt. Aucoin also helped put this most recent field day event together with school staff in effort for the two organizations to stay connected to do something fun and positive with the students there.



Filed Under: [Press Releases](#)

08/01/2019

SUBSCRIBE TO RPD VIA EMAIL

Enter your email address to receive notifications of new posts to RochesterPD.org.
Join 39,477 other subscribers



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 August 6, 2019

The Employee of the Month is: Jeremy Aucoin, Police Department

Contracts and documents executed since last month:

- Assessor's Department
 - Tax Map Maintenance Proposal **P. 67**
- Building, Zoning & Licensing Services
 - Viewpoint Cloud Software Implementation **P. 68**
- Department of Public Works
 - Abutter Impacts Survey – Round Pond Expansion **P. 69**
 - Colonial Pines Sewer Extension – Phase 2 Change Order #1 **P. 70**
 - Community Center Lease Agreement – Crosspoint Church **P. 71**
 - Drainage System Evaluation - Colonial Pines Sewer Extension **P. 72**
 - Generator Connection – Main Aeration Blower **P. 73**
 - Honeywell Contract – Recreation Mini-splits **P. 74**
 - Hydraulic Modeling Assistance **P. 75**
 - Sidewall Blower Interconnection/Main Aeration System **P. 76**
 - Portland Street Sidewalk Project – Change Order #1 **P. 77**
 - Route 11 Sewer Pump Station Final Design **P. 78**
 - Soda Ash System Replacement **P. 79**
 - Stream Gauge Assistance **P. 80**
 - Stormwater Management – MS4 Permit **P. 81**
 - Temporary Assistant City Engineer Assistance **P. 82**
 - Water Treatment Plant – Low Lift Pump Station Upgrades **P. 83**
 - Rt. 202A Water Extension Project Contract **P. 84**
- Economic Development Department
 - 19 Main Street & 13 Sawyer Avenue – Survey bid selection – lot line survey **P. 85**
 - CDBG – environmental review – Riverwalk kayak launch **P. 86**
 - CDBG FY2020 Annual Action Plan **P. 87**
 - CDBG Environmental Review – East Rochester Library / Rochester Child Care Center **P. 88**
 - Millyard Communications – Cooperative Advertising Contract **P. 89**
- Finance Department
 - Melanson Heath Audit Engagement Letter **P. 90**
- Fire Department
 - ATV Co-operative Agreement **P. 91**
 - Emergency Management Trailer **P. 92**
- Human Resources
 - KRONOS Implementation **P. 93**
- Legal
 - Redemption of 40 Day Lilly **P. 94**
- Police Department
 - Housing Authority Contract **P. 95**

The following standard reports have been enclosed:

- Permission & Permits Issued **P. 96**
- Personnel Action Report Summary **P. 97**
- Monthly Department Travel Summary **P. 98**



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867
(603) 332-5109 Assessor@rochesternh.net
www.rochesternh.net

CITY OF
Received
JUL 8 2019
City Manager
ROCHESTER

MEMO

To: Blaine Cox, City Manager
From: Jonathan Rice, Chief Assessor
Date: July 5, 2019

RE: Request for Signature for Tax Map Maintenance Proposal

Dear Blaine,

Would you please sign the attached contract for tax map services?

Thank you,

Jonathan Rice
Chief Assessor

Finance Review to Confirm Funding Availability

7-8-19
Date



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

July 15, 2019

MEMO

CITY OF
Received
JUL 15 2019
City Manager
ROCHESTER

Re: Viewpoint Cloud Software

To whom it may concern:

City Managers review and approval is needed to move forward with the Viewpoint Cloud software implementation. The \$35,950 discount offer expires July 31, 2019.

Attached, is the budget proposal for City Manager's review and signature as well as e-mail communications with Viewpoint.

Please let me know if there are any questions or if you need more information. Once signed, please return the contract to Building, Zoning, and Licensing.

Regards,

Julia Libby
Secretary II
Building, Zoning, Licensing Services

Approved: X

Denied: _____

Blaine Cox
Signature

7-15-2019
Date

Blaine Cox
City Manager
City of Rochester, NH



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *ljc*

DATE: July 12, 2019

SUBJECT: Wright Pierce Engineers \$16,443.00
Abutter Impacts Survey & Public Necessity Pkg Round Pond Dam Expansion

CC: Peter C. Nourse, PE, Director of City Services
Michael S. Bezanson, PE, City Engineer

Attached please find (1) one copy of the Wright Pierce Engineers scope of service related to the Round Pond Dam Expansion Project. This scope included engineering and survey work associated with the project. Wright Pierce was selected for WTP Engineering Assistance and other Capital Improvement Projects with RFQ 14-35.

Funding is available it the CIP Project as follows:

55016010-771000-13523 Original Appropriation Berry River / Round Pond Project \$500,000

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW for distribution.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received

JUL 16 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Roland Connors, Deputy Finance Director of Treasury & Accounting

FROM: Michael Bezanson, PE, City Engineer *MJB*

DATE: July 12, 2019

SUBJECT: Colonial Pines Sewer Extension – Phase 2
Change Order No. 1

CC: Peter Nourse, PE, Director of City Services

Attached are six (6) originals of Change Order No. 1 for the Colonial Pines Sewer Extension – Phase 2 project. This change order document reflects no change in the contract price and only extends the overall contract time by 24 days for the additional dewatering effort required to complete the sewer installation. The costs of the additional work included in this change order are offset by credits of certain unused bid item quantities and built-in contingency in the contract.

Please contact me with any questions. If approved by the Finance Department, please forward to the City Manager for signature. All six signed originals should be returned to the DPW for distribution.

Thank you.

Finance Department Approval:

Roland Connors
Deputy Finance Director, Treasury & Accounting



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



CITY OF
Received
JUL 8 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *LJC*

DATE: July 3, 2019

SUBJECT: Crosspoint Church Lease
Community Center
July 1, 2019 Through June 30, 2021

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

Attached please find (2) two copies of the Lease Agreement for the Crosspoint Church. This is a 2 year agreement that increases the rent for that space from \$18,000 annually to \$19,800 for fiscal years 2020 & 2021. The original agreement with this tenant was a lessor rate in order to facilitate upgrades to the space that were co-funded by the Community Center Fund and the tenant.

If you have any question, please call me, if not please sign and send this document to the City Manager to be signed, witnessed and notarized. The document should be returned to the DPW for distribution.

(Roland E. Connors, Deputy Finance Director)

08/01/2019



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *LJC*

DATE: July 18, 2019

SUBJECT: Underwood Engineers
Colonial Pines Engineering Amendment#2
Drainage System Evaluation \$8,000

CC: Peter C. Nourse, PE, Director of City Services
Michael S. Bezanson, PE, City Engineer

Attached please find (1) one copy of the Underwood Engineers contract for the evaluation of the drainage systems with in the Colonial Pines Project Area.

Funding is available it the Corrective Drainage CIP Account as follows:

15013010-771000-19522 - Original Appropriation \$100,000

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW for distribution.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: July 5, 2019

SUBJECT: Brown and Caldwell Engineers Contract
Generator Connection Main Aeration Blower
Contract Amount \$19,460.00

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

CITY OF
Rochester
Received
JUL 9 2019
City Manager
ROCHESTER

Attached please find (1) one copy of Brown & Caldwell Engineering Contract in the amount of \$19,460.00. This contract is for engineering associated with the WWTF Generator Connection for Main Aeration Blower Project.

Brown and Caldwell was the engineering firm selected for WWTP and CIP Infrastructure projects using RFP# 14-35.

The funds for this contract are available in the following CIP Account:

WWTP GENERATOR FOR MAIN BLOWER 55026020-772000-19547 = \$19,460.00 *Le C*

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

Roland E. Connors

Roland E. Connors, Deputy Finance Director

ACCOUNT #55026020-772000-19547
WWTP GENERATOR MAIN BLOWER
PROJECT APPROPRIATION = \$75,000



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



CITY OF
Received

JUL 22 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *hjc*

DATE: July 19, 2019

SUBJECT: Honeywell International
Recreation Department Mini Splits A/C
\$25,530

CC: Peter C. Nourse, PE, Director of City Services
Michael S. Bezanson, PE, City Engineer

Attached please find (1) one copy of the Honeywell Scope of services agreement for installation of the mini-split units for Air Conditioning in the Recreation Department Offices. This scope does not include the electrical work that will be completed by a separate vendor and the necessary roofing duct install and sealing which will also be done by a separate vendor.

Funding is available in the following CIP account line as budgeted for this project:

15011090-772000-20565 - Original Appropriation \$35,000 ✓

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW for distribution.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *LJC*

DATE: June 3, 2019

SUBJECT: Wright Pierce Engineers \$6,000✓
Hydraulic Modeling Assistance – Annual O&M Expense

CC: Peter C. Nourse, PE, Director of City Services
Michael S. Bezanson, PE, City Engineer

Attached please (1) one copy of the Wright Pierce Engineers scope of services agreement related to the on-call service for assistance with the Distribution Hydraulic Modeling. This service assists with determining the follow information on an as needed basis.

- Available Fire Flows analysis
- Water Age
- Storage mixing & distribution blending of treated water
- Disinfectant decay
- Microbial transport studies

Wright Pierce was selected for WTP and other Capital Improvement Projects with RFQ 14-35.

Funding is available and was budgeted in the following O&M Account.

51601057-533002 Original FY2020 O&M Appropriation is \$13,800✓

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: July 5, 2019

SUBJECT: Brown and Caldwell Engineers Contract
Sidewall Blower Interconnection / Main Aeration System
Contract Amount \$11,998

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

CITY OF

Received

JUL 9 2019

City Manager
ROCHESTER

Attached please find (1) one copy of Brown & Caldwell Engineering Contract in the amount of \$11,998.00. This contract is for engineering associated with the WWTP project to interconnect the Sidewall Blower System with the Main Aeration System.

Brown and Caldwell was the engineering firm selected for WWTP and CIP Infrastructure projects using RFP# 14-35.

The funds for this contract are available in the following CIP Account:

WWTP AERATION BASIN UPGRADES 55026020-772000-18537 = \$11,998.00

Dec

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

Roland E. Connors

Roland E. Connors, Deputy Finance Director

ACCOUNT #55026020-772000-18537
WWTP AERATION BASIN UPGRADES
PROJECT APPROPRIATION = \$200,000



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: TIMOTHY GOLDTHWAITE, PE ASSISTANT CITY ENGINEER

DATE: June 26, 2019

SUBJECT: SUR Construction Contract Change Order #1
Portland Street Sidewalk Project
Change Order Amount \$524

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy each of SUR Construction Change Order #1 in the amount of \$524. The change order is for unanticipated work associated with water utility structure and storm drain structure that was not included in original bid #19-14 scope of services.

The funds for this change are available in the following CIP Sidewalk Construction Account

\$524 from 15013010-771000-19563

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

Roland E. Connors, Interim Finance Director

08/01/2019



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: June 26, 2019

SUBJECT: Brown and Caldwell Engineers Contract
RT11 Sewer Pump Station Final Design
Contract Amount \$78,733.00

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy each of Brown & Caldwell Engineering Contract in the amount of \$78,733. This contract is for design and bidding of the RT 11 Sewer Pump Station Upgrade Project.

The funds for this change are available in the following CIP Account for this project.

61086020-772000-18545 = \$78,733.00

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

Roland E. Connors, Interim Finance Director



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



CITY OF
Received
JUL 9 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: **BLAINE M. COX, CITY MANAGER**
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: **LISA J. CLARK, ADMINISTRATIVE SUPERVISOR** *LJC*

DATE: July 5, 2019

SUBJECT: Brown and Caldwell Engineers Contract
Soda Ash System Replacement
Contract Amount \$11,993.00

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of Brown & Caldwell Engineering Contract in the amount of \$11,993. This contract is for engineering associated with the Bulk Soda Ash Feed System Replacement Project. Brown and Caldwell was the engineering firm selected for WWTP and CIP Infrastructure projects using RFP14-35.

The funds for this contract are available in the following CIP Account:

WWTP SODA ASH FEEDER REPLACEMENT 55026020-772000-18540 = \$11,993.00 *LEC*

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

Roland E. Connors, Deputy Finance Director

ACCOUNT #55026020-772000-18540
WWTP SODA ASH FEED REPLACEMENT
PROJECT APPROPRIATION = \$170,000



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



CITY OF
Received

JUL 11 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *ljc*

DATE: June 3, 2019

SUBJECT: Wright Pierce Engineers \$10,000 ✓
Stream Gage Assistance – WTP Annual O&M Expense

CC: Peter C. Nourse, PE, Director of City Services
Michael S. Bezanson, PE, City Engineer

Attached please (1) one copy of the Wright Pierce Engineers scope of services agreement related to the on-call service for assistance with the Berry River Watershed Stream Gage Equipment and Data Management. This service assists with conducting the following services as needed.

- Steam flow algorithm recalibration
- Stream cross section verification
- Coordination with the stream gage vendor
- General trouble shooting with stream gage equipment & reporting issues
- Data verification

Wright Pierce was selected for WTP Engineering Assistance and other Capital Improvement Projects with RFQ 14-35.

Funding is available and was budgeted in the following O&M Account specifically for this service.

51601073-533002 Original FY2020 O&M Appropriation is \$10,000 ✓

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867


(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
JUL 1 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Bezanson, PE, City Engineer 
DATE: June 28, 2019
SUBJECT: **EPA 2017 NPDES NH Small MS4 General Permit (ID #NHR041028)
Stormwater Management Program (SWMP)**
CC: Peter Nourse, PE, Director of City Services

The EPA 2017 NPDES NH Small MS4 General Permit became effective on July 1, 2018. Rochester has been granted authorization to discharge stormwater from our MS4 by EPA under Permit ID NHR041028. A requirement of the permit is to “develop, implement, and enforce a written Stormwater Management Program (SWMP)” with the initial written SWMP being completed and signed within one year of the effective date of the permit. Attached please find one (1) original of the Certification for this SWMP for signature by the City Manager.

Please sign this original document and return it to me at Public Works.

Please contact me with any questions. Thank you.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



CITY OF
Received

JUL 10 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *LJC*

DATE: June 3, 2019

SUBJECT: Weston & Sampson
Contract – Temporary Assistant City Engineer Assistance
\$25.00

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

Attached please (1) one copy of the Weston & Sampson Engineering Amendment #1 for the contract associated with Assistant City Engineer temporary services. The total cost in the proposed scope of services is \$25,000: This is an amendment to the original contract. Originally the city contracted for the same amount (25,000), which includes 160 hours at the rate of \$150 per hour with a contingency of \$1000 to cover any overlap in hours. This consultant is scheduled to work 20hours per week while the search for a new Assistant City Engineer continues.

Attached is the City Manager Email Approval for this necessary service.

Funding for this scope of services is available via a transfer from the O&M Salaries Account lines to the Contracted services Account lines with a 1/3 contribution from the General Fund, Water Fund & Sewer Fund as follows. :

H= \$8,334.00 from Salaries Account 13010057-511001 to the Contracted Service Account 13010057-532200
W= \$8,333.00 from Salaries Account 51601057-511001 to the Contracted Service Account 51601057-532200
S= \$8,333.00 from Salaries Account 51601057-511001 to the Contracted Service Account 52602057-532200

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, DEPUTY FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *ljc*

DATE: July 12, 2019

SUBJECT: Wright Pierce Engineers \$5,000
WTP Low Lift –PS Upgrades Project

CC: Peter C. Nourse, PE, Director of City Services
Michael S. Bezanson, PE, City Engineer

Attached please find (1) one copy of the Wright Pierce Engineers contract amendment #2 for services related to the WTP Low Lift Pump Station Project. This amendment increases the current contract amount by \$5,000 for additional construction phase engineering in regards to the construction contractor closing for business with remaining work. Wright Pierce will be working with the bonding company to ensure completion of the project. Wright Pierce was selected for WTP Engineering Assistance and other Capital Improvement Projects with RFQ 14-35.

Funding is available it the CIP Projet as follows:

55016010-772000-18568 Original Appropriation \$111,823.00

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW for distribution.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/01/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: June 26, 2019

SUBJECT: Wright Pierce Design & Bidding Contract
RT202A Water Main Extension Project
Contract Amount \$309,709.00

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy each of Wright Pierce Engineers Contract in the amount of \$309,709. This contract is for design and bidding of the Rt202A Water Main Extension Project. This project will run water from Rt202, through the Highfields Development, cross country to Bickford Road and out to 202A. This project also includes a water storage tank.

The funds for this change are available in the following CIP Account for this project.

55016010-771000-~~19528~~ = \$309,709.00
19532

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

Roland E. Connors, Interim Finance Director

**INTEROFFICE MEMORANDUM**

TO: Blaine Cox, City Manager
FROM: Michael Scala, Director of Economic Development
DATE: Wednesday, July 17, 2019
SUBJECT: Bid Selection for Lot Line Survey - 19 Main Street & 13 Sawyer Avenue
Berry Surveying and Engineering
Surveying Services - \$5,400
CC: Roland Connors, Deputy Finance Manager

The Economic Development Department secured three bids for Lot Line Survey for 19 Main Street and 13 Sawyer Avenue, with the Scope of Work including a deed search, fieldwork, and Boundary Plan for the two sites.

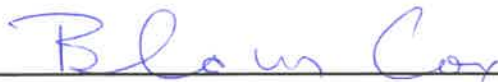
The bids received:

- Berry Surveying and Engineering: 19 Main, \$1,600 & 13 Sawyer, \$3,800
Total: \$5,400
- Allen and Major: 19 Main, \$3,500 & 13 Sawyer, \$5,200
Total: \$8,700
- Norway Plains: 19 Main: \$4,800 but did not submit a bid for 13 Sawyer, but we can assume it would be higher than the other bids.

After evaluating all bids for cost and services, we are selecting Berry Surveying and Engineering for the work on 19 Main Street and 13 Sawyer Avenue. Attached please find two (2) contracts from Berry Surveying and Engineering for Surveying Services.

The Economic Development Budget 11012351, **Consulting Other 534006**, line will fund the work.

Signature



Date

7-22-2019

Blaine M. Cox, City Manager

Signature



Date

7/19/2019

Finance & Budget Office Review

Date: July 19, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUL 19 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Review – HUD Request for Release of Funds

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) Request for Release of Funds for the Riverwalk Committee Kayak Launch Project. The City Council approved funding for this project at the May 7, 2019 City Council meeting.

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

Date: July 10, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUL 10 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Annual Action Plan

Please see attached two copies of the FY 2020 CDBG Grant Agreement with the U.S. Department of Housing and Urban Development. The FY 20 plan and its funding allocations was approved by the City Council at the May 7, 2019 City Council meeting. Both copies of the grant agreement require the signature of the City Manager as the City of Rochester authority.

Please sign by hand and do not sign via stamp.

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

Date: July 1, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUL 1 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Review – HUD Request for Release of Funds

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) Request for Release of Funds for the Historic District Commission Façade Improvements Program, East Rochester Library Building Renovation Project, and Rochester Child Care Center Fire Sprinkler Installation Project. The City Council approved funding for these project at the May 7, 2019 City Council meeting.

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



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

08/01/2019

CITY OF
Received
JUL 18 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Scala, Director of Economic Development
DATE: July 11, 2019
SUBJECT: Millyard Communications, dba. Business NH Magazine

MFS

CC:

For over six years, the Economic Development Department participates with neighboring economic development community partners, (known as the "Greater Seacoast EDA") in a regional marketing campaign in Business NH Magazine, featuring the following stakeholders:

- City of Rochester
- City of Dover
- City of Portsmouth
- ~~Town~~ City of Somersworth
- Pease Development Authority

Costs of the advertising are split amongst the communities, with the running of five, 2/3 page vertical, 4 color ads, invoiced 1/5 of the cost (\$479.20) each month that an ad runs. Four ads scheduled to run in FY 20, with the total cost of \$1,916.80.

Now celebrating its 27th year, *Business NH Magazine* is a glossy monthly Business-to-Business online platform and publication that reaches a controlled circulation of 15,100 subscribers and more than 50,000 business professionals, with pass along, throughout the Granite State.

Signature Blaine Cox Date 7-18-2019

Blaine M. Cox, City Manager

Signature Michael Scala Date 7/17/2019

Finance & Budget Office Review



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

CITY OF
Received
JUL 18 2019
City Manager
ROCHESTER

Date: July 16, 2019

To: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager

From: Roland Connors, Deputy Finance Director

RE: Melanson Heath Audit Engagement Letter – FY19 Audit

Please find the attached engagement letter for fiscal year 2019 audit between the City of Rochester and Melanson Heath. The estimated cost of the audit is \$37,000.

I recommend that the City sign this engagement letter.

Roland Connors, Deputy Finance Director

Blaine Cox, City Manager



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT

08/01/2019



Date: July 8, 2019

To: Blaine Cox

From: Fire Department

Subject: Co-Operative Agreement

Received

JUL 9 2019

City Manager
ROCHESTER

Blaine,

Please find the Co-Operative Agreement attached for the 1988 Yamaha 4x4 ATV Big Bear. This agreement is between the State of New Hampshire and the City of Rochester. Please read and sign the agreement. Once completed, please return the agreement to Fire.

If you have any questions, please let us know.

Thank you,



Tim Wilder
Assistant Chief

37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT

08/01/2019



Date: July 9, 2019

To: Blaine Cox, City Manager

From: Fire

Subject: Emergency Management Trailer

CITY OF
Received
JUL 9 2019
City Manager
ROCHESTER

Blaine,

Please review and sign the attached grant agreement in regards to the Emergency Management Trailer. Please sign under section 1.11 "Subrecipient Signature 1" and initial on all pages at the bottom of each page. The document also has to be notarized.

Please let us know if you have any questions.

Thank you

Memo

CITY OF
Received
JUL 9 2019
City Manager
ROCHESTER

To: Blaine Cox, City Manager
From: Diane Hoyt, Human Resource Manager
RE: KRONOS Implementation
Date: June 10, 2019

Blaine, We have found three KRONOS approved vendors to assist us in completing the KRONOS implementation:

1. SKSEVA; does not work with KRONOS Workforce Ready
2. SWB Group; phone interview; not available at this time to assist with implementation
3. WFC Group; phone interview; proposed agreement attached

Attached please find the WFC Group agreement which was reviewed by this office, Deputy Finance Director Mark Sullivan and City Attorney Terence O'Rourke. This assistance will help us get through the larger departments (Police, Fire and Public Works) over the next 90 to 180 days.

Thank you



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY
31 Wakefield Street • Rochester, NH 03867
(603) 335-7599
www.RochesterNH.net

CITY OF
Received
JUL 8 2019
City Manager
ROCHESTER

Memorandum

To: Blaine Cox, Deputy City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: July 1, 2019
Re: Redemption of 40 Day Lilly

On April 22, 2019, the Tax Collector issued a Tax Deed for 40 Day Lilly. On July ⁹~~1~~, 2019, the former owner, John Brock, will redeem the property in full. In order to complete the redemption process, the City must issue John Brock a Quitclaim Deed which must be signed by the City Manager.

A. Property Taxes:	\$7,406.49
B. Interest:	\$5,566.81
C. Cost:	\$193.05
D. 2019 Taxes:	\$1,045.76

TOTAL: **\$14,212.11**

08/01/2019



City of Rochester, New Hampshire
23 Wakefield Street . Rochester, NH 03867
603-330-7128
www.rochesterpd.org



INTEROFFICE MEMORANDUM

TO: ROLAND CONNORS
FROM: Becky Warburton
DATE: July 16, 2019
SUBJECT: Review Housing Authority Contract
CC:

CITY OF
Received
JUL 17 2019
City Manager
ROCHESTER

Roland – Please review the attached Housing Authority Contract. If all is in order, please forward the packet along to the City Manager for signature.

Thank You.

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
6/25/2019	7/1/2019	EVENT	Robbins - block party	July 3, 2019
7/10/2019	7/11/2019	EVENT	Mills - Moose with a Uke	7/29/2019
7/9/2019	7/11/2019	EVENT	All American Entertainment dba Great Benjamins Circus	10/11-13/2019
7/1/2019	7/11/2019	BANNERS	Rochester Rotary - Thank a Police Officer Day	9/21/2019
7/2/2019	7/11/2019	TAG	SHS Girls Soccer Boosters	9/11-13/2020
7/8/2019	7/11/2019	EVENT	Fire Department - Fire Safety Festival	10/6/2019
7/9/2019	7/11/2019	RAFFLE	Easterseals Homemakers & Health Services	September
7/15/2019	7/18/2019	EVENT	Club Victoire - annual outing	8/10/2019
7/1/2019	7/18/2019	BANNERS	Rochester Rotary - Thank a Police Officer Day - downtown decorations	9/20/2019 - 9/23/2019
7/15/2019	7/18/2019	TAG	SHS Gymnastics	9/19/2019 & 10/10&19/2019

ELECTRONIC MESSAGE BOARD REQUESTS				
7/1/2019	7/1/2019	MESSAGE	Concerts on the Common	now through August 12, 2019
7/9/2019	7/9/2019	MESSAGE	Strafford County CAP - Free Kindergarten signups	ongoing
7/17/2019	7/18/2019	MESSAGE	First Church Congregational Church - Blueberry Fest	8/3/2019
7/17/2019	7/18/2019	MESSAGE	First Church Congregational Church - Blueberry Pancake Breakfast	8/24/2019

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ASSESSING	CHRISTIAN KUHN	DEPUTY ASSESSOR	1	X			X										
CITY CLERK	DIANE MOSES	ELECTIONS/CLERK	1			X											TEMP
CITY CLERK	CAROLINE LEWIS	CLERK TEMP	1			X				X							
COMMUNICATIONS		VARIOUS	9	X								X					AVG 2.89%
COMMUNICATIONS	RICHMOND GIBBS	COMM SPECIALIST	1	X						X							
COMMUNICATIONS		COMM SPECIALIST	4			X								X			PER DIEM
FIRE	COLIN HICKAMN	FIREFIGHTER	1	X			X										
FIRE		VARIOUS	19	X								X					AVG 3.95%
HUMAN RESOURCES	ANDREA METZDORF	PR/HR SPECIALIST	1		X		X										
HUMAN RESOURCES	KAY SNYDER	PR/HR SPECIALIST	1	X										X			
HUMAN RESOURCES	DIANE HOYT	HR MANAGER	1	X										X			
LEGAL	JENNIFER CARROLL	LEGAL ASST I	1	X			X										
LIBRARY	SARAH HART	LIBRARIAN I	1	X											X		
NON-UNION		VARIOUS	37	X	X							X					AVG 3.05%
POLICE		PATROL OFFICER	13	X												X	CPI INCREASE MIN RANGE
POLICE	TIMOTHY COSTIN	PATROL OFFICER	1	X								X					
POLICE	THOMAS BUTCHER	PATROL OFFICER	1	X								X					
POLICE	IAN WATT	PATROL OFFICER	1	X								X					
POLICE	JOSEPH OSWALT	PATROL OFFICER	1	X								X					
PUBLIC WORKS	JOHN ENGLAND	MUNICIPAL SVC SUPER	1	X			X										
PUBLIC WORKS	BRIAN MITCHELL	HIGHWAY -LEO	1	X												X	CDL -A
PUBLIC WORKS		VARIOUS	42	X								X					
RECREATION	MATT ROY	LIFEGUARD	1			X	X										
RMEA		VARIOUS	43	X	X							X					AVG 3.29%
RMMG		VARIOUS	10	X								X					AVG 3.07%
RMMG		VARIOUS	15	X								X					AVG 3.54%
TAX	DEB MILLSPAUGH	CLERK TYPIST II	1	X												X	TEMP REDUCTION IN HOURS
TEAMSTERS		VARIOUS	18	X	X							X					AVG 3.58%

MONTHLY DEPARTMENT TRAVEL SUMMARY

08/01/2019

[illegible]

08/01/2019

File Message Tell me what you want to do...

Ignore X Delete Reply Reply All Forward Meeting More Move Rules OneNote Actions Mark Unread Categorize Follow Up Translate Find Related Select Zoom



Thu 8/1/2019 9:38 AM

Tyffany Spear <tyffany.spear@outlook.com>

[External] WARD TWO RESIGNATION (MODERATOR) - SPEAR, TYFFANY

To Kelly Walters

Cc rjpallas@metrocast.net; hotmimi39@aol.com

i You replied to this message on 8/1/2019 10:47 AM.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Ms. Kelly,

I am writing you with bittersweet news that I have moved out of Ward Two. My husband and I bought a house in Portsmouth; we closed on Friday, July 26.

Please accept this email as my formal resignation as Ward Two Moderator for the remainder of my term.

Thank you for all your help. Best of luck to you and all of the City Clerk's Office.

Special thanks to all of Ward Two for all their hard work and effort they put into each and every election day! THANKS!!

Very Respectfully, Tyffany

Tyffany C. Spear
E: tyffany.spear@outlook.com
C: 603.617.0978

*Intentionally
left blank...*

City Clerk's Office



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

Appointments Committee Minutes
July 2, 2019
City Council Chambers – Conference Room
6:30 PM

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Tom Abbott
Donna Bogan

Committee Members Absent:

Robert Gates

The meeting was called to order at 6:30 p.m. on July 2, 2019.

Timothy Roberts – Recreation and Arena Commission (6:30 PM)

Timothy Roberts did not show up for the scheduled appointment and therefore a determination on this appointment could not be made. *(It was later discovered that Mr. Roberts left a message with the City Clerk's office that evening stating that he had a family emergency and was not able to keep this appointment.)*

Robert Pallas – Trustees of the Trust Fund

Councilor Keans said that Mayor McCarley advocated for Mr. Pallas to be reappointed for another term as he has a long term commitment to the Trustees of the Trust Fund.

Councilor Gray **MOVED** to recommend Mr. Pallas. Councilor Bogan seconded the recommendation. The Appointments Committee unanimously recommends Mr. Pallas to be appointed as a member of the Trustees of the Trust Fund with a term to expire 1/2/2022.

The meeting was adjourned at 6:20 PM.

Respectfully submitted,

Sandra B. Keans, Chair

*Intentionally
left blank...*

City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
Donna Bogan, Vice Chair
Tom Abbott
Jeremy Hutchinson
James Gray

Meeting Date:	Monday, July 8, 2019	
Members Present:	Tom Abbott Donna Bogan James Gray Jeremy Hutchinson Elaine Lauterborn	Members Absent: None
Guests/Staff:	Julian Long, Rochester Community Development Coordinator Michael Scala, Rochester Economic Development Director Jennifer Marsh, Rochester Economic Development Specialist Norm Vetter, Norm Vetter Foundations Stacia Vetter, Norm Vetter Foundations Shannon Alther, TMS Architects Anthony Ejarque, Rochester Opera House and Governor's Inn	

Councilor Lauterborn called the meeting to order at 7:00 p.m, with the committee convening at 22 South Main Street. Motion was made by Councilor Bogan and seconded by Councilor Gray to approve the May 13, 2019 Community Development Committee minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
79E APPLICATION – Review and Site Tour	<p>The Community Development Committee members toured the former Rochester Trust Company building located at 22 South Main Street with Mr. Vetter, Ms. Vetter, and Mr. Alther. Mr. Vetter and Mr. Alther stated that they have submitted a 79E application requesting tax relief for the renovation of the property. They stated that they plan to create commercial space on the first floor and basement level, most suitable for occupancy by a restaurant and bar, with market-rate residential units on the second floor. A privately-owned parking lot is located across South Main St. from the property.</p> <p>The committee reconvened in the Isinglass Conference Room at the City Hall Annex after the site tour to continue the meeting.</p>

	<p>Councilor Lauterborn asked for the Economic Development Office's opinion on the eleven year tax abatement period. Mr. Scala and Ms. Marsh replied that the Economic Development Office supports the requested time period.</p> <p><i>Motion was made by Councilor Gray and seconded by Councilor Bogan to recommend to the full City Council that an eleven-year tax abatement be granted to Mr. Vetter for the proposed renovation project at 22 South Main Street.</i> The motion passed unanimously.</p> <p>Councilor Lauterborn asked about the city process for review and approval of 79E applications. Ms. Marsh stated that the application goes to Community Development Committee for recommendation and that the Finance Committee has been added to the list of boards and committees to review applications.</p>
<p>ROCHESTER OPERA HOUSE – Summer Music Series</p>	<p>Mr. Ejarque introduced himself to the committee and stated that he is proposing that the Rochester Opera House be used for a family-friendly summer arts festival. Mr. Ejarque added that he has discussed the possibility with the Rochester Rotary and that Rotary has expressed interest. Mr. Ejarque stated that he envisions the arts festival as a way of boosting downtown and supporting downtown restaurants and businesses.</p> <p>Councilor Lauterborn asked if the events will be held indoors. Mr. Ejarque replied that the plan is to host the events indoors to avoid the logistical problems of outdoor events. Mr. Ejarque is requesting that the City of Rochester partner with the Opera House to host the event and to provide funding.</p> <p>Councilor Abbott asked about the availability of funding from the Economic Development Office's allocated arts budget. Ms. Marsh stated that the arts budget is a maximum of \$5,000. Councilor Abbott suggested using Waste Management funds to increase the arts budget. Councilor Bogan expressed support for an arts festival to draw visitors from outside the city as well as to provide quality entertainment for Rochester residents.</p> <p>Councilor Lauterborn suggested that the city's Arts and Culture Commission could be involved in the planning of an arts festival and provide other supports. The consensus of the committee was to support the proposed summer arts festival.</p>

<p>FY 2020 CDBG SUPPLEMENTAL FUNDING REQUESTS – Community Action Partnership of Strafford County, Homeless Center for Strafford County, My Friend’s Place</p>	<p>Mr. Long informed the committee that the city’s CDBG program has received three supplemental funding requests: the Homeless Center for Strafford County has requested \$3,000 to pay for a required Phase I environmental review for its previously-approved land acquisition project; My Friend’s Place has requested \$5,000 for its generator budget, as its Dover CDBG budget is anticipated to fall short of the actual project costs; and Community Action Partnership of Strafford County (CAP) has requested to reallocate \$5,000 of its previously awarded weatherization funds to serve as matching funds for a state CDBG grant application to open an emergency winter homeless shelter. The Committee discussed the funding requests and available prior year funds.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Abbott that up to \$5,000 be allocated to the My Friend’s Place generator project to cover project costs not covered by Dover CDBG funds.</i> The motion passed unanimously.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Abbott that CAP be allowed to reallocate \$5,000 from its weatherization assistance program to use for a proposed emergency winter homeless shelter.</i> The motion passed unanimously.</p>
<p>ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING – Review and Approval</p>	<p>Mr. Long presented a brief overview of the draft Analysis of Impediments to Fair Housing. He mentioned that it is an internal document that does not need to be submitted to the U.S. Department of Housing and Urban Development for review and approval. The draft goals include affordable housing initiatives, increasing homeownership opportunities for ethnic and racial minorities, reducing housing discrimination against residents with disabilities, and landlord outreach and education activities.</p> <p>Councilor Abbott discussed what sorts of true affordability increasing measures that the city can take. Councilor Bogan mentioned allowing tiny houses. Councilor Hutchinson mentioned reducing impact fees. Councilor Gray discussed reducing development costs affected by frontage and landscaping requirements.</p> <p><i>Motion was made by Councilor Abbott and was seconded by Councilor Bogan to recommend to the full City Council that it</i></p>

	<i>adopt the draft Analysis of Impediments to Fair Housing.</i> The motion passed unanimously.
PROGRAMS REPORT – CDBG Projects, Other Grant Projects	<p>Mr. Long provided a brief overview of CDBG activities, including an upcoming site monitoring visit from HUD in August 2019 and a review of completed FY 19 subrecipient site visits. Mr. Long stated that Community Partners, which received FY 19 funding for its rental assistance program, improved its performance in quarter 4, meeting its goal projections and expending nearly all of its grant allocation.</p> <p>Mr. Long also discussed that during his meeting with the Rochester Housing Authority to discuss its on-hold Charles St. permanent supportive housing project, RHA suggested that increased density allowances similar to those implemented in the downtown district would make the project more financially feasible. Councilor Lauterborn requested that Mr. Long refer this request to Mr. Campbell in the Planning Department for analysis and consideration.</p>
OTHER BUSINESS	There was no other business.

The meeting was adjourned at 9:02 p.m.

Next Meeting – Monday, August 12, 2019 at 7:00 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – Consolidated Annual Performance and Evaluation Report, Projects Program Report, JOB Loan Report

Spaulding HS Creteau TC Construction Update

July 8, 2019



Phase 3 New Front Addition

Envelope nearing
completion – metal
panels

Energize new power
service

Interior finishes nearing
completion – painting
millwork

Summer sitework at
entrance and parking
lot



Interior Finishes progressing:

Ceilings
Glazing
Flooring
Millwork
MEP finishes



Phases 5 Maker Space

Ready for inspections and
move in late August



Phases 6 Graphic Arts

Ready for inspections
and move in late August



Phase 8a Auto Addition



HARVEY

Phase 8 Lab and Classroom Renovations



Phase 8 Small Wonders

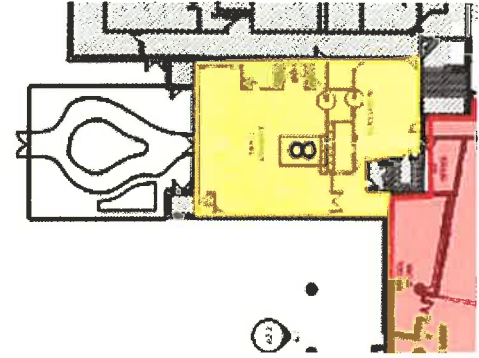
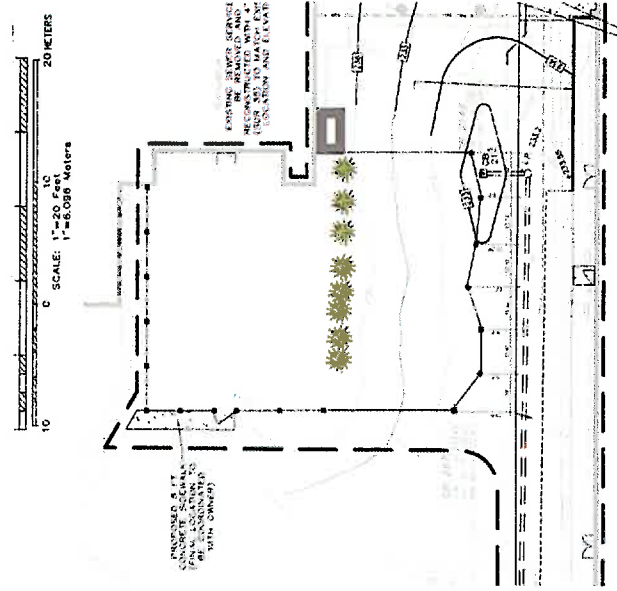
Controls upgrade

Millwork

Playground Design under review



08/01/2019

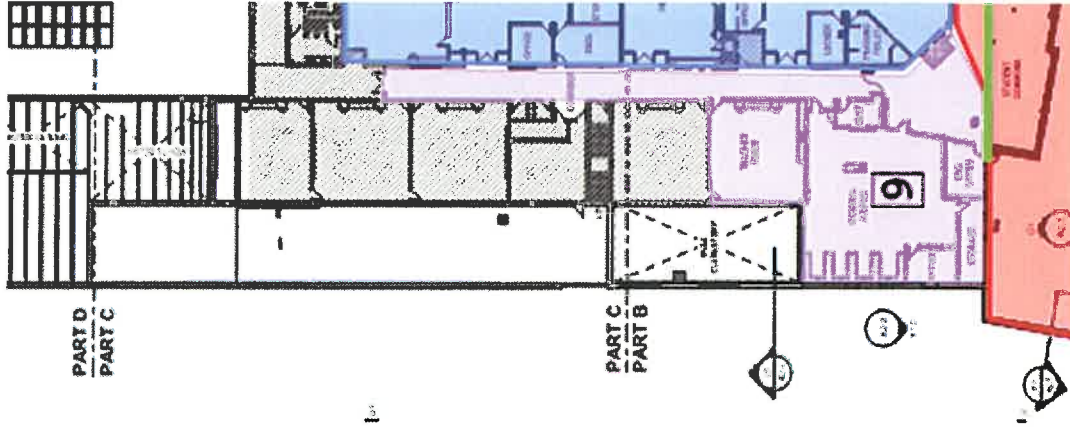


Phase 9 2nd Floor Criminal Justice

Culinary Program moves
into new space next
month

September through
December 2019
renovation to house
criminal justice program

2nd floor corridor
upgrades



Phase 9 1st Floor Photo / Video Lab/Environmental Science

Current Photo/Video
Classroom relocates to
temporary space

Current Financial
Services moves into new
space next month

September through
December 2019



Rochester RW Creteau
Overall Budget
Based on Harvey Construction Schedule of Values
83,233sf of Renovated or Added Space, 543sf of High School Space
Project is 99.35% CTE Space, 00.65% High School Space

Overall Budget				3-Jun-19	State	Local
Upfront Costs, Utility Charges, and Permit Fees				Notes		
Insurance Fees	Pre-Bond Budget	Updated 06/03/2019		Jobsite Insurance in CM General Conditions		
Bond and Legal Council and Site Permitting				Not applicable for State Funding		
Planning Board Fee	\$23,500			Paid directly by Operating Budget		
Re-zoning Fees	\$0			Verify w/ Local Authorities	0	
Water System Permit	\$0			Existing		
Other Permitting and Utility Tie Ins	\$3,000			Existing		
Elevator Tie In	\$0			Verify w/ Local Authorities	\$2,235.30	\$765
Telephone and Data Connection	\$0			Existing		
1 Subtotal - Upfront Costs, Utility Charges, and Permit Fees	\$26,500		\$3,000	On Budget - Still to be Verified		
Site Data						
Survey, Wetlands mapping, Environmental, Traffic Studies				Not applicable for State Funding		
Geotechnical Investigations	\$20,000		\$6,000	Hayner Swanson		\$8,000
2 Subtotal - Site Data	\$20,000		\$12,500	SW Cole	\$9,313.75	\$3,186
Professional Fees						
Architectural Structural / Civil / MEP / FP Engineering Fees	\$997,739		\$1,033,700	Lavallee Brensingher Architects		\$263,490
A/E Reimbursable expenses (estimate)	\$34,000		\$51,000	Printing, Shipping, Etc		\$13,000
Existing Assessment & Drawings	\$37,500		\$82,559	Completed under separate contract- Local Side Funded		
Assessment, Programming, Equipment Review				by previous Budget	\$61,514.71	\$21,044
Conceptual Design	\$37,500			Completed under separate contract- Local Side Funded		
Additional Services: Studio Lighting and AV, Intercom, Phone, Security				by previous Budget		
System	\$12,000		\$37,000	Integrated Solutions Group - Awarded by JBC 01/28/2019	\$27,568.70	\$9,431
Furniture design/selection services	\$0		\$0	To be determined if Needed		
Existing Equipment Inventory services	\$0		\$0	To be determined if Needed		
Record Documents	\$0		\$0	Under CM Contract		
3 Subtotal - Design and Engineering Costs	\$1,118,739		\$1,204,259			
Independent Consultants						
Commissioning Agent	\$15,000		\$38,500	RFS - Awarded by JBC on 1/28/2019		\$9,814
Construction Inspection & Testing	\$25,000		\$28,044	Based on SW Cole's Proposal	\$28,886.35	\$7,148
Owner's Clerk of the Works	\$80,000		\$90,000	Not applicable for State Funding		
4 Subtotal - Independent Consultants	\$120,000		\$156,544	Based on Diapreau Proposal of \$500/mos. x 18 Mos.	0	\$90,000
Furnishings & Equipment						
Camera And Card Access Systems	\$0		\$0	Part of Construction Budget		
Technology (CPU & Promethean Boards)	\$200,000			Part of CTE Equipment, Furniture, Tech Budget Below	\$0.00	\$0
Furniture	\$20,000			Part of CTE Equipment, Furniture, Tech Budget Below	\$0.00	\$0
Digital Television and Streaming Services at the TV Studio			\$29,689	Televue - Awarded by JBC on 1/28/2019 - Atlantic	\$22,120.90	\$7,568
TV Studio Lighting and AV Equipment			\$157,468	Broadband Funding of \$9885.70 for Local Side of costs		
CTE Program Equipment, Furniture, and Technology (priorities 1+2)			\$888,058	Additional Equipment Approved by JBC 3/25/2019		
5 Declined Large Equipment Purchases	\$800,000		\$888,058	Requests total \$1,789,200	\$661,692.02	\$226,366
Custodial Equipment	\$7,500		\$20,000	\$447,995		
6 Subtotal - FF&E	\$1,027,500		\$1,095,215	\$7500 VGT Equipment, \$4400 Carpet	\$14,902.00	\$5,098
Construction Costs						
1 Construction Costs	\$0		\$0			
2 Site construction (Earthwork Bid + Ext Improvements)				Earthwork Bid= \$518,265 Exterior Improvements=		
Builders Risk Insurance	\$520,000		\$216,096	\$97,801 Per Harvey Schedule of Values 5/29/2018	0	\$0
Flooring at Bridge - Duct Alternat - Declined (below)	\$55,000		\$20,710	Not applicable for State Funding		\$0
High School renovations	\$50,000		\$5,520	Based on HCC Contract	0	\$0
General Conditions			\$20,000	HS Cole Area - earned an Alternate for bidding	0	\$3,528
Building Demolition						\$30,000
Culinary Kitchen Equipment						
CTE Additions						
CTE Renovation Level 2 (MEP, Interiors, new partitions)						
CTE Renovation Level 1 (MEP, Interiors, limited partition changes)						
CTE Renovation - Limited Changes (MEP only)						
CTE Core Areas- Unchanged (MEP only)						
Performance and Payment Bonds						
CM Fees						
CM's Construction Contingency						
6 Subtotal - Construction Costs	\$13,857,485		\$13,808,670	Based on Bid results and Harvey Construction	\$9,774,492.27	\$3,343,871
Owners Construction Contingency -Allowance						
Alternates to come out of contingency	\$500,000		\$700,000	GMP Contract with Harvey Construction		
6 ADD - Cost to Engrave Bricks for Donation - \$20/Brick - pending decisions				Increased due to unforeseen conditions to date.		
7 ADD- New paving Overlay - \$29,388, Declined by JBC 4/30/18				JBC Decision to Proceed with Fundraising in Future		
Change Orders / Proposed Change Orders to Date				Declined - JBC to re-evaluate at a later date		
Change Order 1	\$		32,450.33			\$8,272
Change Order 2	\$		(14,703.76) Credit		\$24,178.74	\$8,272
Change Order 3	\$		106,692.16		-\$10,955.77	-\$3,748
Change Order 4	\$		173,095.73		\$79,496.33	\$27,196
Change Order 5	\$		18,265.42		\$128,973.63	\$44,122
Change Order 6	\$		49,451.83		\$13,609.56	\$4,656
Change Order 7	\$		(22,433.75) Credit		\$36,846.41	\$12,605
7 Remaining Contingency	\$357,182		\$357,182		-\$16,715.39	-\$5,718
7 TOTAL - Contingencies	\$500,000		\$700,000		\$266,136.49	\$91,045.75
Total Project Estimate						
8 Total Project Estimate	\$16,690,224		\$16,988,188			
Likely State Funded Portion						
Likely State Funded Portion	\$4,666,431		\$4,988,188	Assuming 75% Maximum applied to Applicable Expenses - Capped Per Budget Request	\$11,953,201.55	\$4,877,517.95
Likely Community Funded Portion						
Likely Community Funded Portion				Costs for renovations related to Improvements for High School Areas and Silework		
Local/Community Funding Sources						
Bond Amount Per City Council	\$		4,800,000.00			
Operating Budget Previous Years Expenditures	\$		21,043.00			
Atlantic Broadband	\$		9,685.70	Local Portion For Pre-Bond Services		
Rebates through Electric Company	\$		70,000.00	To be Verified - Subject to availability		
FTA Contributions for Lighting Changes	\$		27,973.33			
Contributions from HRCU for Change Order 6	\$		11,495.17	For Dedicated Electric Panel		
9 Operating Budget 2019 or Other Funding Source	\$		47,990.30	Needed for overages above on Local Side		
Total Local Funding Available	\$		4,988,187.50			

*Intentionally
left blank...*

City Clerk's Office

Finance Committee

Meeting Minutes

Meeting Information

Date: July 9, 2019

Time: 7:00 P.M.

Location: City Council Chambers

31 Wakefield Street Rochester, New Hampshire

Committee members present: Deputy Mayor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. Councilor Abbott and Mayor McCarley were excused.

City staff present: City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan, Fire Chief Mark Klose, Economic Development Specialist Jenn Marsh.

Others present: Ray Barnett and Norm Vetter.

Agenda & Minutes

1. Call to Order

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

2. Public Input

Ray Barnett, resident, addressed the Committee regarding the elderly tax exemption and potentially modifying the qualifications for those eligible.

3. Unfinished Business

No Discussion.

4. New Business

4.1 Fire Department FY20 Bid Waiver Request

Mark Klose, Fire Chief, spoke to the committee regarding his request to forgo the sealed bid process for the purchase of a swiftwater rescue boat and to instead go with a 3 quote process.

Chief Klose clarified that the reason that he wanted to forgo the sealed bidding process is due to a new vendor's willingness to include all the necessary swiftwater rescue equipment along with the cost of the boat. Other vendors either did not include the necessary equipment in the quote or didn't offer this type of equipment for purchase. Chief Klose stated that the wait time to have this InMar vehicle manufactured and delivered would be 14 weeks. There was also a quote received for a Zodiac boat, which is a brand name. This boat would be \$5000 more expensive than the InMar, would not include any equipment, and the wait time would be approximately 6 months.

Deputy Mayor Varney inquired if a specification sheet had been provided to each vendor listing what the department was looking for and what would be required. Chief Klose answered that he had provided specifications to each vendor; some of the discussions had been verbal over the

phone and he had been having some difficulty reaching particular vendors and was waiting weeks for response emails.

It was stated that all three quotes the fire department had received did meet the department's requirements. There was a brief discussion on the differences between the quotes. Chief Klose stated that the quote he is recommending is the lowest cost quote.

Councilor Keans expressed concern that the Committee did not have a list of the specifications which the Fire Department was asking of the vendors. She stated that even if the sealed bid process was waived, she would still expect a list of requirements provided to each vendor in order to receive comparable quotes. Councilor Walker asked if Chief Klose had done an RFP (Request for Proposal). Chief Klose answered that he had not done an RFP because to do so would have been through the sealed bid process. Instead he was working directly with the finance department to attempt a three quote process.

There was a discussion in Committee regarding the differing quotes. It was stated that the types of motors quoted contributed to the price differences. Deputy Mayor Varney requested that Chief Klose draft a specification list including the required equipment. This list can be distributed to each vendor for comparable quotes.

Councilor Lauterborn pointed out that item #4.5 on the agenda would involve a discussion on the City's purchasing policy. She suggested that the committee take a look at the big picture as far as purchasing before making a decision on this single item.

Chief Klose clarified stated that he had requested the same items from each vendor. The vendor in Portsmouth, RI could supply the boat, motor, and trailer but does not deal in safety equipment so it would have to be purchased separately. The company the fire department purchases their safety equipment from does not sell boats. IPS, the vendor with the lowest quote, could provide both the boat and the safety equipment.

Councilor Walker **MOVED** to **TABLE** the discussion on the bid waiver request. Councilor Keans seconded the motion. The **MOTION CARRIED** by a unanimous voice vote to **TABLE** the request.

4.2 79E Application 22 So. Main Street

Jenn Marsh, Economic Development Specialist, addressed the committee regarding the request for a 79E application for 22 South Main Street. Ms. Marsh reported that due to the infrequency of these applications, the process had been reviewed by herself along with the Chief Assessor, City Manager and City Attorney. Ms. Marsh outlined the process these applications have to go through within the City prior to final approval, starting with the assessor visiting the property to review condition and make an appraisal before the application appears before relevant City commissions and Boards. Ms. Marsh said they are looking for a recommendation to Full Council on whether or not to approve the application and for how many years.

Deputy Mayor Varney clarified that, if approved, the City Council would be waiving the difference in value between the original value and the current assessed value; the increase in property taxes would be waived for an approved period of time, which in this case is 11 years.

Ms. Marsh stated that if for some reason the project did not get completed, there is a clause in the RSA which would allow for the City to recoup their costs.

Councilor Lauterborn reported that the Community Development Committee did a lengthy site review of the property and unanimously voted to recommend to full Council to approve the

application for the 11-year eligibility.

Councilor Gray stated that approving the 11-year eligibility would not be a large impact on the tax rate due to the HCA merger with Frisbie Hospital mitigating some of this cost. Councilor Gray agreed that the project would be a good addition and would spur further development in the downtown area.

Norm Vetter, 79E applicant and resident, gave details on his proposal for the building; one or two high-end restaurants on the first level and apartments on the upper levels with the potential of using the vaults in the basement for entertainment space.

Councilor Keans inquired if the Economic Development Commission had looked at past 79E applicants comparatively and the durations for which they were approved. Councilor Lauterborn answered that the Committee had reviewed previous applications and the Committee felt that the potential of this project to generate further development and change in the downtown area made the 11-year eligibility worthwhile.

Councilor Walker **MOVED** to recommend to full Council to approve the 79E Application for the 11-year eligibility. Councilor Torr seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4.3 Veterans Credits and Elderly Exemptions-Discussion

Deputy Finance Director Sullivan directed the Committee to documentation in the packet showing the current veteran's tax exemption as well as comparisons to other communities. He indicated that the tax impact of this exemption since it was implemented in 2017 (the dollar amount which came off the net valuation) was \$7 million. This may be due to more citizens qualifying as well as existing citizens getting the higher thresholds. He clarified that this represents an increase off the net valuation before the City used the valuation to set the tax rate. Prior to changing the thresholds the amount was \$24 million and it is now over \$30 million.

Councilor Gray spoke about the difference between the Veteran's credit, which is only available to those who served during times of conflict, and the "All Veteran's" credit which is available to all those who served active duty during "gap periods" for more than 90 days at any time. He suggested this should be considered before raising the veteran's tax credit because these credits have to be the same once enacted and it would make the step to get to the all veteran's tax credit even higher than it would be now.

Deputy Mayor Varney inquired if this tax credit could be phased in over the course of three years. Chief Assessor Rice confirmed that this can be phased in.

Deputy Mayor Varney stated that it was unknown how many veterans were in the City who would be eligible for the all veterans' credit; it could potentially open the eligibility up to another 800 residents. Chief Assessor Rice confirmed that when his department has researched enacting the all veterans' credit, they had estimated the number in their calculations due to the unknown factors such as how many residents would be eligible, how long it would take them to come in and how proactive the City is to educate the tax payers that this program has been enacted.

It was clarified that to qualify for the veterans tax credit, a resident need not prove income, but rather they need to have been honorably discharged and to have served active duty for at least 90 days.

Councilor Walker suggested that Chief Assessor Rice look at similar sized communities which had

enacted the all veterans' credit and try to extrapolate the increase from the year before and after the credit being enacted. Councilor Gray stated that there would be a Committee at the State House this summer studying Veterans tax credits and he would be able to get this data.

Chief Assessor Rice stated that in order for this change to take effect in FY21, the City would need to give eligible residents the opportunity to apply by April 15 to qualify for the next tax year. Chief Assessor Rice recommended making this change effective at the start of the tax year in order to split the exemption between two tax bills.

Councilor Walker asked if the intention for the elderly exemption was to do the dollar amount or the asset limit. Deputy Finance Director Sullivan stated that the asset limit was recently changed from \$50,000 to \$100,000. Chief Assessor Rice clarified that both the asset limit and dollar amount were increased in 2018 to stay in line with similar sized communities.

Councilor Walker requested information on residents who just missed qualifying for the exemptions or credits by a small amount. Chief Assessor Rice indicated he could compile that data and bring it back to the Finance Committee next month.

This item was held in Committee.

4.4 Non Union Annual CPI Wage Scale Adjustments

Deputy Finance Director Sullivan spoke to the Committee about recommending approval for the Boston-Cambridge CPI wage scale increase. He said that the suggested increase from November 2017 through November 2018 (which would impact FY 19) was 3.2%.

City Manager Cox clarified that this was just a decision on adjusting the wage scales for non-union positions, it does not affect individual employees' pay.

Councilor Gray inquired about the cost breakdown of benefits which Council reviews when approving CBAs and why one had not been provided for this item. Councilor Walker clarified that this was not a merit-based increase or cost of living increase, it was simply adjusting the pay range at which non-union employees would be paid.

There was a discussion regarding how an increase in wage scale would work; it is not similar to approving a union contract. The wage scale would increase by a fixed percentage and there would not have to be any consideration for benefits as there would be in a union contract. City Manager Cox stated that when the Council reviews the CBA cost sheets, those do not take into account the annual CPI adjustment but rather the average merit increase. It was clarified that the new wage scale range would not affect currently employees. It would not automatically give them a 3.2% pay increase.

Councilor Walker **MOVED** to adjust the non-union wage scale by 3.2%. Deputy Mayor Varney seconded the motion. The **MOTION FAILED** by a 3 to 3 voice vote. Deputy Mayor Varney stated that the item would be sent to full Council.

4.5 Purchasing Procedures- Administrative Ordinance 7-40 Discussion

Deputy Finance Director Sullivan indicated that he had gathered information from the larger City departments to determine how the current purchasing process is working for them. In the current system, any purchase below \$1000 can be done at the department's discretion without sourcing quotes. For purchases \$1001 to \$10,000, the department must obtain three quotes, and all purchases over \$10,000 go through a sealed bid process.

The City departments reported that they had difficulty getting vendors to respond to requests in the \$1000 - \$5000 range, with departments often having to send out multiple quote requests in order to get the required 3 quotes.

Deputy Finance Director Sullivan stated that he had looked at data from the past three years in the sealed bid process for purchases over \$10,000 and found that in 50% of these bids, the City had only received one or two responses each. Of these bids, 67% were under \$50,000. He specified that in this sealed bid process, more is asked from the vendor and there is more paperwork involved to determine references and insurance. He also compared the City of Rochester's purchase policy to other local municipalities.

Mr. Sullivan spoke specifically regarding the vehicle purchasing process, where departments will sometimes send out up to 14 request to dealerships and only receive one or two responses.

Deputy Finance Director Sullivan suggested that the Committee look at changing the minimum threshold from \$1,000 up \$5,000. This would allow departments to use their discretion and trusted vendors for purchases in this range without having to go through a lengthy process of waiting for quotation responses. He recommended departments use three competitive price quotations for items in the \$5,000-\$10,000 range. The \$10,000 – \$49,000 range will mandate that there be a specification list with all requirements itemized and then supplied to all vendors to determine if they qualify; there must be at least 3 quotes received. The purchases over \$50,000 would go through the sealed bid process.

Deputy Finance Director Sullivan said that the current purchasing thresholds are governed by City ordinance, although there is also City purchasing policy which can be more restrictive. He stated that there are some things that are missing from the policy, such as bid alternatives and purchasing groups.

Mr. Sullivan briefly covered some other factors to be considered when looking at the purchasing policy such as bid waiver requests, requests for standardization of equipment, and sole source vendor relationships.

There was a discussion regarding how the departments proceed when only receiving a single bid for the purchase of a vehicle and whether or not the requirements have been met by requesting multiple bids and only receiving one. Mr. Sullivan said that with this issue it is hard to know if the City is getting a good price as there is no base for comparison.

There was a lengthy discussion regarding the shortfalls on the current purchase policies and potential reasons why departments are not getting good responses from vendors.

Councilor Walker recommended that the City develop a qualified vendor list based on trusted relationships which departments already have with certain companies. The vendors on this list could supply information upfront which would decrease the paperwork for each individual bid which may be prohibitive for certain vendors.

Councilor Walker stated that he felt the threshold for sealed bids should remain at \$10,000 and other aspects of the purchasing policy can be adjusted in order to get better results. Councilor Keans agreed that the sealed bid process should remain around \$10,000.

The Committee recommended that the thresholds should be adjusted as follows: \$1,000 -\$5,000 purchases can receive verbal quotes. Purchases from \$5,001 – \$15,000 will require the department to source three comparative, written quotes. Purchases greater than \$15,001 will go through the sealed bid process.

Deputy Finance Director Sullivan requested the opportunity to gather more information and data on the sealed bid process and come back to present to the Committee. It was also requested that he gather information about the School Department's purchasing process.

There was a brief discussion regarding the legality of the Finance Committee making decisions about buying groups rather than recommendations to be sent to Full Council. It was determined that the City Attorney could look into this item.

The item was held in committee until the next Finance Committee meeting.

Councilor Walker **MOVED** to remove the Fire Department's bid waiver request from the **TABLE**. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

The Committee discussed Chief Klose developing an RFP or specification sheet to be distributed to each vendor to ensure they are all quoting for the same items. It was discussed how broad of detailed the spec sheet should be. Chief Klose was directed to work further with Deputy Finance Director Sullivan and City Manager Cox on this process.

5. Reports from Finance & Administration

5.1 Report on Tax Deeded Property

5.2 Report on Sale of City Property

5.3 Monthly Financial Report Summaries June 30,

2019 FY19 Revenues

FY19 Expenses

FY19 General Fund Salary & Benefits

Councilor Keans inquired about the charts contained in the packet showing the Tax Foreclosure account reconciliation and the Sale of City Property. She asked if there were duplicate items contained in both tables. Deputy Finance Director Sullivan explained what each chart contained and how to interpret the data. Councilor Keans asked if there was a way to see if the purchased properties sold for below or above market value. Deputy Sullivan stated that the charts could be reformatted to more easily convey this information.

6. Other

Councilor Lauterborn spoke to the Committee regarding a recent report on Rochester's water in regards to PFA levels (polyfluoroalkyl /perfluoroalkyl). She stated that the new regulations for PFAs will go into effect on October 1, 2019 and requested that this item be taken up at a future Finance Committee meeting. Councilor Lauterborn asked for a report of data from the Water Department showing the current PFA levels in the 4 different categories and, if not, what it would take to get this information and what the future expense would be to obtain this data.

Councilor Gray addressed the PFA item as it pertains to homeowners with private wells. He recommended that there be a PR campaign encouraging homeowner's to have their wells tested. Councilor Keans spoke regarding the expense of having wells tested at the State recommendation of twice yearly.

7. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the meeting at 8:39 PM. Councilor Torr seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

*Intentionally
left blank...*

City Clerk's Office



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

MEMO

TO: City Council

FROM: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

DATE: July 31, 2019

RE: Non-Union Annual CPI Wage Scale Adjustment

- This is an ongoing, annual practice which aligns the non-union employees with the wage scale adjustments found in all of our collective bargaining agreements (CBAs).
- Fiscal Impact: Approving the adjustment will result in a cost of \$339 to bring 3 part-time employees up to the new minimum.
- The CBA spreadsheets produced by Human Resources are a projection of the cost of tentative CBA agreements. There are no spreadsheets for the non-union CPI adjustment as there is nothing to project (salary impact only occurs if an employee has to be brought up to the new minimum).
- The wage scale sets the minimum and maximum wages for a pay grade. Increases within a grade occur through a separate, merit-based process.
- A 2014 classification and compensation study of Rochester's non-union employees concluded that we were behind in the market and needed to reclassify multiple grades. Lack of regular review and updates on the status of positions and the wage scale contributed to this decline.
- Adjustment to the non-union wage scale according to the Boston-Cambridge-Newton-MA CPI period Nov-17 to Nov-18 for fiscal year 2020 is 3.2%.

*Intentionally
left blank...*

City Clerk's Office

Non Union Classification Schedule

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

Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY20 ANNUAL			
	Min	Max	Min	Max
1	10.91	14.43	22,683.13	30,496.21
2	14.18	18.75	29,488.07	39,615.29
3	15.31	20.26	31,848.03	42,800.09
4	16.53	21.87	34,391.29	46,214.02
5	17.86	23.63	37,140.76	49,925.80
6	19.29	25.54	40,119.36	53,958.36
7	20.83	27.56	43,327.07	58,242.95
8	22.49	29.75	46,786.82	62,871.22
9	24.29	32.12	50,521.52	67,866.10
10	26.23	34.69	54,554.08	73,296.30
11	28.32	37.46	58,907.40	79,161.84
12	30.59	40.47	63,627.33	85,508.53
13	33.04	43.69	68,713.85	92,313.47
14	35.68	47.19	74,212.79	99,714.13
15	38.53	50.97	80,147.06	107,710.50
16	41.62	55.05	86,561.39	116,325.51
17	44.94	59.46	93,482.00	125,650.80
18	48.53	64.19	100,951.39	135,640.54
19	52.38	69.33	109,016.50	146,500.95

New England Information Office

SHARE ON: [f](#) [t](#) [in](#) [New England Home](#)[New England Geography](#)[New England Subjects](#)[New England Archives](#)[Contact New England](#)[Geographic Information](#) > [New England](#) > Table

Consumer Price Index Boston-Cambridge-Newton, MA-NH (1982-84 = 100)

CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U), NOT SEASONALLY ADJUSTED

Boston-Cambridge-Newton, MA-NH All Items 1982-84=100 (R)=Revised													
Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Avg.
1998	171.2		171.3		170.9		170.7		172.1		173.3		171.7
1999	174.1		174.8		174.2		175.3		176.8		179.2		176.0
2000	180.2		182.8 (R)		181.7 (R)		183.2		184.3		187.4		183.6
2001	189.0		190.9		190.9		192.1		192.7		192.7		191.5
2002	192.9		194.7		194.8		195.7		199.1		200.4		196.5
2003	199.8		202.8		202.3		203.0		206.8		206.5		203.9
2004	208.4		208.7		208.7		208.9		209.8		211.7		209.5
2005	211.3		214.2		214.6		217.2		220.1		218.6		216.4
2006	220.5		221.3		222.9		225.1		224.5		223.1		223.1
2007	224.432		226.427		226.247		226.929		227.850		230.689		227.409
2008	231.980		233.084		235.344		241.258		238.519		232.354		235.370
2009	230.806		232.155		231.891		233.018		236.596		236.589		233.778
2010	237.266		237.986		238.083		236.132		236.474		238.103		237.446
2011	239.814		242.787		244.574		244.256		245.310		245.030		243.881
2012	245.891		247.166		246.582		246.326		249.488		249.929		247.733
2013	249.957		250.835		250.036		251.067		251.918		252.230		251.139
2014	253.123		254.982		255.209		255.296		255.878		256.262		255.184
2015	254.556		257.013		256.839		256.999		256.643		258.407		256.715
2016	257.215		258.587		260.809		260.800		262.606		261.675		260.496
2017	264.865		265.070		266.256		266.429		269.757		269.149		267.033
2018	272.229		274.591		274.668		275.402		278.663		277.632		275.815
2019	278.976		280.393		280.937								
PERCENT CHANGE FROM TWELVE MONTHS AGO, NOT SEASONALLY ADJUSTED													
1999	1.7		2.0		1.9		2.7		2.7		3.4		2.5
2000	3.5		4.6 (R)		4.3 (R)		4.5		4.2		4.6		4.3
2001	4.9		4.4		5.1		4.9		4.6		2.8		4.3
2002	2.1		2.0		2.0		1.9		3.3		4.0		2.6
2003	3.6		4.2		3.9		3.7		3.9		3.0		3.8
2004	4.3		2.9		3.2		2.9		1.5		2.5		2.7
2005	1.4		2.6		2.8		4.0		4.9		3.3		3.3
2006	4.4		3.3		3.9		3.6		2.0		2.1		3.1
2007	1.8		2.3		1.5		0.8		1.5		3.4		1.9
2008	3.4		2.9		4.0		6.3		4.7		0.7		3.5
2009	-0.5		-0.4		-1.5		-3.4		-0.8		1.8		-0.7
2010	2.8		2.5		2.7		1.3		-0.1		0.6		1.6
2011	1.1		2.0		2.7		3.4		3.7		2.9		2.7
2012	2.5		1.8		0.8		0.8		1.7		2.0		1.6
2013	1.7		1.5		1.4		1.9		1.0		0.9		1.4
2014	1.3		1.7		2.1		1.7		1.6		1.6		1.6
2015	0.6		0.8		0.6		0.7		0.3		0.8		0.6
2016	1.0		0.6		1.5		1.5		2.3		1.3		1.5
2017	3.0		2.5		2.1		2.2		2.7		2.9		2.5
2018	2.8		3.6		3.2		3.4		3.3		3.2		3.3
2019	2.5		2.1		2.3								
PERCENT CHANGE FROM TWO MONTHS AGO, NOT SEASONALLY ADJUSTED													
1999	0.5		0.4		-0.3		0.6		0.9		1.4		
2000	0.6		1.4		-0.6		0.8 (R)		0.6		1.7		

*Intentionally
left blank...*

City Clerk's Office

Public Safety Committee
Council Chambers
July 17, 2019
7:00 PM

MEMBERS PRESENT

Councilor David Walker
Councilor Robert Gates
Councilor Geoffrey Hamann
Councilor Peter Lachapelle

MEMBERS ABSENT

Councilor Jeremy Hutchinson

OTHERS PRESENT

Councilor James Gray
Michael Bezanson, PE, City Engineer
Gary Boudreau, Deputy Police Chief
Dan Camara, GIS Asset Mgmt. Technician
Violet Nelson, 109 North Main Street
Amy Nelson, 109 North Main Street

Minutes

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

1. Public Input

The members of the public that were present were there for items already on the agenda.

2. 109 North Main Street-Parking Spot

Councilor Walker summarized the issue. Violet Nelson and her mom were present to discuss the new parking space at 109 North Main Street. Violet Nelson sent a letter to Mayor McCarley saying that she is 11 years old and that the City just put a parking spot on the left side of their driveway at 109 North Main Street. She said it makes it hard to see oncoming traffic and makes her and her family feel unsafe trying to get out of their driveway. She is requesting that the City remove the parking spot. Mr. Cox the City Manager sent an email to Violet letting her know that he and some of the staff at the Public Works Department will do research on the parking spot in question and explained how the City evaluates these types of issues. He said that he could refer this issue to

the Public Safety Committee who addresses these types of issues and asked if it would be possible for her to attend to answer any questions the committee might have regarding this issue. Mrs. Nelson explained that it is hard to see getting out of their driveway, it is a new spot that was created last year. If a larger vehicle is parked in the space it is very hard to see; she said you have to pull out far, almost into the road to be able to see what is coming. Councilor Lachapelle asked if it meets all of the specifications. Mr. Bezanson said that it is a difficult driveway to begin with and that it does not meet all of the requirements that a new driveway would meet, but it is an existing driveway. Councilor Lachapelle asked if this spot was there before and Mr. Bezanson said no but people did try to use it before it was a parking spot. Councilor Gates asked if the parking spot was removed would people still try to use it? Mr. Bezanson said if the space were striped for no parking that could be enforced. Councilor Hamann said he was on the fence with this one; he does see the merit, but is not sure if this would get approval by the City Council because they do not like to remove parking spots. He will support it, but does not want them to get their hopes up in case it is not approved. ***Councilor Lachapelle made a motion to recommend to City Council that the parking spot to the left of the 109 North Main Street driveway be striped for no parking. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.*** Councilor Walker explained that this motion has to go to the full City Council for a vote at the regular City Council meeting in August. Councilor Lachapelle said that the meeting is scheduled for Tuesday, August 6, 2019 at 7:00 PM. Although there is no public input at the meeting, the public can attend the meeting and watch it.

3. Maplewood Ave. Speeding Concern

Councilor Walker summarized the issue. Councilor Gray was present to speak to the speeding concern on Maplewood Avenue. He received an email from Christin Cmejla regarding the speeding concern she has on Maplewood Avenue. She would like speed bumps or any other way to reduce speeding the road. She said that there is a lot of traffic with people trying to avoid the Salmon Falls Road intersection. Councilor Gray said he brought this up at the City Council meeting and there have been similar issues brought up in the past. He knows that typically the speed trailer goes up and the data comes back. He feels things need to be done a little differently; if the speed trailer is out in the area, evaluate speed issues by time of day, or ask the individual if they know the person who is allegedly speeding. Hampshire and Vernon are also straightaways in this neighborhood and some people also go faster than they should on these roads. He is looking for more than putting the speed trailer out there, and would like it

taken to the next level. Does the speed trailer have the ability for times of day or does it take pictures? Councilor Walker said speed bumps were not going to happen. Councilor Gray said he realizes that, and did not mention speed bumps. Councilor Gates said he assumes there are speed limit signs on Maplewood Avenue. Councilor Walker said not necessarily; it is in the middle of a neighborhood and it is prima facie 30 mph. Councilor Walker said that the speed trailer does give the data and the time of day. Deputy Chief Boudreau said that the speed trailer has been on Maplewood for 3 days and he took a quick snapshot of the data. There have been 815 trips past it with the average speed being 15.6 and the maximum speed being 36 mph, the 85th percentile was 19 mph. He said it would be out there until next week. He said the speed trailer can generate 6 different reports with average speed every hour, total vehicles, low and high speeds 50th and 85th percentile and can break it down in 1 report. Councilor Gray said at the intersection of Roulx and Maplewood there are families with small children. Councilor Gates asked if there were any incidents or accidents in the area. Deputy Chief Boudreau said not that he is aware of, but he will research it. Councilor Lachapelle said maybe the Committee should wait until next month to get more data. Councilor Walker said they already have the data. Deputy Chief Boudreau said there is an average of 271 vehicles that travel this area a day. Deputy Chief Boudreau said a lot of times it is someone who lives in the area that is speeding. If we know who the person is, then we can talk to the person. ***Councilor Lachapelle made a motion to deny the speed bumps on Maplewood Avenue. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.*** Councilor Hamann said speed concerns are frustrating because there is not much that the PSC can do about it. Councilor Lachapelle said that these issues can be difficult to address since PD cannot have someone dedicated to the area. Councilor Walker asked Deputy Chief Boudreau how long the speed trailer would be out there. Deputy Chief Boudreau said Monday or Tuesday. Councilor Walker asked Deputy Chief Boudreau if the data changes in that time please let the Committee know. Councilor Gray said just having the speed trailer out in the area, education, and community policing are all things that we can do. He said he will follow up with a letter to the constituent and will let them know that if they have any further information to forward it on to the Deputy Chief. Councilor Walker said having the speed trailer out there collecting data and validating the concerns are things that this Committee can do.

4. School Zone Signage

Councilor Walker summarized the issue. Mr. Bezanson said that they took a look at the William Allen School on Granite Street. He said that there is a CIP project in final design for infrastructure upgrades in this area; the schedule is to go out to bid in the winter and begin construction in the spring. New signage will be incorporated into this project. Notable walking routes are from downtown to the school thru Congress and Charles, and from Sawyer Avenue to So. Main Street crossing at the signalized intersection; there is not much of a concern with signage along these routes. The most critical crosswalk is on Charles Street at Granite Street; there is a crossing guard at this one. DPW took a look at the existing signage; there is quite a bit of the 5-sided signs that can be updated with the project. There currently are two reduced speed zone signs in the area: one on Woodman as you enter from Charles and the other on Granite. Mr. Bezanson said that because of the critical crosswalk on Charles Street, perhaps reduced speed zone signage should be installed on Charles. ***Councilor Lachapelle made a motion to add School Speed Limit assembly signage (20 mph) in both directions on Charles Street in the area of the Granite Street crosswalk at the discretion of DPW. The signs will be incorporated into the Woodman/Myrtle Area Improvements CIP project. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

5. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said that they did not meet last week, they are still taking care of the name changes for East Rochester Main Street and Gonick Main Street.

6. Emergency Management Update

Fire Chief Klose was unable to attend tonight's meeting; however, he emailed the PSC members regarding the updates he had. He said that the full City Council supported the new Seabrook REP supply trailer at the July 2, 2019 City Council meeting. The formal EMPG Grant packet was sent back to Homeland Security/Emergency Management (HSEM) and they are waiting for further instructions on the process. Fire Chief Klose is working with Julia Chase from HSEM to apply for another EMPG Grant so they can update the City of Rochester's Emergency Operations Plan (EOP); this has to be updated every 5 years and the last update was in 2014. By filing for an EMPG Grant they can

have a private contractor update the plan like it had been in the past. The Emergency Operations Plan is different than the Hazard Mitigation Plan that was updated and adopted earlier this year.

7. Seasonal Cold Weather Shelter

Councilor Walker said that the mayors were supposed to meet last week, but he has not heard anything. Councilor Lachapelle said he thinks it was next week. Councilor Walker said this will be a continuing item on the agenda. Fire Chief Klose mentioned in the email he sent to PSC that Tri-City Mayors will be hosting a meeting amongst the three city Emergency Management Directors in the very near future to discuss winter shelter options; no date has been scheduled for the meeting yet.

8. Other

Bike Lanes Downtown

Councilor Hamann said that the bike lanes downtown did not get painted when the rest of the downtown got painted. Mr. Bezanson said that the company contracted to do the lines was set up to only to a single line so this will have to be contracted to a different company or DPW will have to do it; they are aware that it needs to be done and the work is being scheduled.

Turning Lane from 125 to Gear Road

Councilor Lachapelle asked Mr. Bezanson if there were any updates on the turning lane from 125 to Gear Road; he said summer is almost over and he has not seen any action yet. Mr. Bezanson said he did not have an update regarding the schedule other than it is supposed to happen this year and should begin soon. NHDOT has a contractor chosen and Mr. Bezanson attended the pre-construction meeting; he just is not sure what the exact construction schedule is.

Road Safety Audit-Old Dover Road/Tebbetts Road

Mr. Bezanson said he heard from NHDOT regarding the road safety audit and they are looking to schedule this for August. He said he would keep the Committee updated and that most of the process happens in one day. It's open to anybody who wants to get involved. You can contact him if you want to be part of it. Councilor Walker said once the meeting date and time is set, to send it

to the full City Council. Councilor Walker said that this road safety audit will address an important safety issue in the City.

Wakefield Street-Wrong way driver

Mr. Bezanson said Fire Chief Klose took a picture of a driver going the wrong way on Wakefield Street. Mr. Bezanson said that he didn't know the origin of the car. DPW has re-installed a sign at the Wakefield/Union intersection and placed a moveable pedestrian sign purposely to help with this problem. Councilor Walker asked if there were any signs at the Summer Street intersection and Mr. Bezanson said there are 3 signs up. ***Councilor Lachapelle made a motion to paint arrows on Wakefield at the discretion of DPW. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

Speed Trailer Updates

Deputy Chief Boudreau had updates from the speed trailer.

On Hancock Street they flipped the trailer around in the other direction; it was out there a total of 17 days and with both sides included in the data the average speed was 28 mph and the 85th percentile was 34 mph. He said there was no big difference putting the speed trailer in the other direction.

Autumn Street there were no problems, the average speed was 23 mph which is under the speed limit, the speed limit is 35 mph on Autumn Street.

Milton Road the speed trailer was placed near 109 Milton Road for 11 days and there was 48,000 vehicles that went through and the average speed was 26.7 and the 85th percentile was 33 mph. The speed limit on Milton road is 35 mph. There was one high speed of 78 mph and it could have been an emergency vehicle.

Councilor Walker asked where the speed trailer would be placed. Deputy Chief Boudreau said it is on Maplewood and will got to Whitehouse Road, Gear Road and there was a request to have it placed on Main Street in Gonic.

Route 202/Salmon Falls Road

Councilor Walker said there was a request that came in for a sign. A resident in the area has an autistic child and was requesting a sign. Councilor Walker asked

Mr. Bezanson if there was a sign dedicated for this or would it be a handicap sign. Mr. Bezanson said he will look into a sign and will get back to the Committee next month. This was kept in committee until next month.

Fire Chief Klose had a few other items listed in his email to PSC. He said that the City Manager has signed the agreement for the Department of Natural and Cultural Resources for the 4-wheeler ATV. The agreement has been sent back to the Department of Natural and Cultural Resources and that he is waiting for additional instructions on the process.

City Fireworks Display on Wednesday July 3, 2019

Fire Chief Klose said there were no issues with the City's fireworks display on Wednesday July 3, 2019. Central Maine Pyrotechnics did an outstanding job, they met all of the safety requirements set forth by the NH State Fire Marshal's Office. The event was successful with no known injuries were reported.

Councilor Lachapelle made a motion to adjourn the meeting at 7:41 PM. Councilor Hamann seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

*Intentionally
left blank...*

City Clerk's Office

**Public Works and Buildings Committee
Meeting Minutes
July 18, 2019
Council Chambers**

MEMBERS PRESENT

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

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management

MINUTES

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

1. Approve minutes from the June 20, 2019 Public Works & Building Meeting.

Chairman Torr requested comments or a recommendation on last month's meeting.

Councilor Walker made a motion to accept minutes as presented for June 20, 2019

Public Works & Building Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input - None

3. Project Updates

Granite State Business Park Water Line Extension Project – Mr. Nourse stated that the bids will close in one week. This project is expected to start work in September and be completed prior to the end of the year. He stated that there is a business looking to start up in this industrial park and the project should be completed on time to meet the needs of that business.

New DPW Facility – Mr. Nourse stated the facility is at 66% design and he will be having the engineers in August to give the Committee an update on the buildings design. Mr. Nourse stated that the bid will go out in September with a closing in November.

Colonial Pines Sewer Extension Project & Drainage Concerns – Mr. Nourse stated that the contractor continues to move up Juniper Street laying sewer pipe. He stated that the progress is slow due to the high volume of water underground. He stated that it has fallen slightly behind. He discussed a draft drainage report from the engineers, Underwood Engineers. He stated that there are 56 driveways in this project area and 25 of them have potential surface drainage or ponding issues because their driveways aprons

are lower than the roadway. Mr. Nourse stated some could be handled by raising the driveways and some could be handled by lowering and regrading sections of the roadway prior to new pavement. Mr. Nourse stated that the current contract included paving trench patches this year and a mill and overlay next year. He stated that these discussed changes to accommodate the surface drainage driveway issues would result in an estimated additional cost of \$225,000 in this phase alone. He stated these changes would not be incidental to the sewer work and this would not be charged to the sewer fund. He stated that a general fund supplemental appropriation would be needed. Mr. Nourse stated that the second part of the drainage study was for the subsurface or closed drainage system. He stated the study showed that the closed drainage system is in bad shape. He stated that the pipe is in very poor condition and in some areas and that there is no flow going through due to collapses and blockages. Mr. Nourse explained that the closed drainage is mostly outside the roadway and although it might be easier to do now, it does not have to be. He stated that this has not been discussed with the contractor yet and he does not know if they would be interested in completing this work as well. He stated that the cost to replace the closed drainage system in this phase is estimated at \$775,000. He stated that this would also be a general fund expense. Chairman Torr asked if the total million dollars was just this phase. Mr. Nourse stated that it was. Councilor Varney asked if he estimated about the same for the next two phases. Mr. Nourse stated that yes that is likely, 3 million for drainage plus the 12-15 million in sewer work. There was discussion on the rate impacts of this project overall to the sewer users and pushing out the 2nd and 3rd phases of this project. Councilor Varney asked Mr. Cox for a summary of all of the Sewer Projects currently in progress with the expected dates of completion.

Rt. 202A Water Main Extension Project – Mr. Nourse stated that he had sent survey letters out to all residents in the project area to determine which properties were interested in tying into the new water line. He stated that of the 31 homes on Winkley Farm he had heard from 24 that would be interested in tying-in during the project or within 5 years and 1 that is not interested ever. Mr. Nourse stated of the 18 homes on Fiddlehead Lane there were 5 interested and 2 not interested that have responded so far. He stated that we have not heard from anyone on Bickford, Rt 202A or Walnut Street. Mr. Nourse stated that he has not been able to discuss the tank location and other issues with the Highfield Common Developer as of yet. He was given guidance to wait until the Planning Department and the Developer have worked out an agreement on the site stabilization issues.

2019 Paving Program – Mr. Nourse stated that he is pleased that the current schedule is working. Brox Industries has nearly completed the scheduled paving for this season and it is still early in the season. He stated that he expects to come back next month with the 2020 paving list for approval. Mr. Nourse stated that as requested he had run the list with the current \$900,000 that is appropriated and the \$1.1 million that might occur with some de-authorizations. He stated that after some other considerations we've taken into

account he would bring that list to the Committee next month. Mr. Nourse stated that he has discussed improvements to North Street and Osborn Street with the contractor and he is waiting for estimates on that potential work. He stated he also waiting on proposal for drainage and pavement on Estes Road, Betts Road, Sheepboro Road and Salmon Falls. He stated that these roads can be looked at as standalone projects if the Council wanted to consider them.

Drainage Projects – Mr Nourse stated we were planning to move forward with the drainage project at the end of Emerson Lane. He stated the project's cost is about \$76,000, but prior to proceeding with that project a new problem has come up on Columbus Ave. near Linscott Court. He stated that with the new FY2020 budget we have approximately \$101,000 available for drainage repairs and if the Columbus Ave. repair is higher than that we will need to hold on the Emerson Ave. repair. He stated that there is a sink hole issue on Columbus and it is definitely the priority project.

Strafford Square - Mr. Nourse stated that the eight required appraisals will be starting in August and will take about six to eight weeks. Once that is completed and the agreements are signed we will be able to go out to bid. He stated that the bidding will be done over the winter and construction will begin next season.

4. **Other**

Ten Rod Road Paving – Councilor Hamann stated that he had someone mention that the side of the recently paved road was already washing out in the area between the horse clinic and the animal veterinarian. Mr. Nourse stated that he would look into it.

Tebbetts Road, Road Safety Audit – Mr. Nourse stated that this NHDOT road safety audit will be next month with the NHDOT's consultant VHB. He stated that they have asked us to put together a team that can be on site for the ½ day. Mr. Nourse stated that he expected the team to be DPW Staff, Rochester Fire and Police Department Staff, and possibly some City Councilors. He stated he did not have a date yet. Councilor Walker asked that he email the City Council as soon as he gets the date. Mr. Nourse stated that they will also be discussing the intersection of Rt. 202 and Estes Road.

Portable Toilets at the Common – Councilor Varney stated that he has heard that there are issues with the use and cleanliness of the portable toilets. He stated that even if cleaned daily that the issue cannot be resolved as they are not being used for the intended purpose.

Eastern Ave / Exiting Roberge Manor – Councilor Keans asked if the area had been looked at for safe site distance. Councilor Walker stated that the Public Safety Committee had looked at it.

Hancock Street Crosswalk – Councilor Keans asked if the crosswalk was repainted in a different area. She stated that she had a call 2 weeks ago that it was relocated. Councilor Walker stated that Public Safety Committee did not authorize any being moved. Mr. Nourse stated that he would look into it.

Councilor Walker made a motion to adjourn at 7:28 pm. Councilor Haman seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.

**Amendment to Chapter 75 of the General Ordinances of the City of Rochester Means of
Escape**

THE CITY OF ROCHESTER ORDAINS:

**That Chapter 75 of the General Ordinances of the City of Rochester and currently before the
Rochester City Council, be amended as follows (changes in red):**

§ 75-11 Means of escape.

~~All factories, hotels, tenement houses, public halls, schoolhouses and other buildings used as
places of public resort in the City shall be provided with ample means of escape in case of a fire
and adequate facilities for entrance and exits on all occasions, and be so erected as not to
endanger the health and safety of persons who occupy them.~~

The effective date of these amendments shall be upon passage.

*Intentionally
left blank...*

City Clerk's Office

Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding Overcrowded Housing

THE CITY OF ROCHESTER ORDAINS:

That Chapter 94 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 94-1. Overcrowded housing.

No owner, lessee, or keeper of any tenement house, lodging house, or boardinghouse shall cause or allow any such house to be overcrowded or allow so great a number of persons to dwell or sleep in such house or houses or any portion thereof so as to cause danger to health, and no such place or room shall be so overcrowded that there shall be less than 500 cubic feet of air or a floor space of less than 50 square feet to each occupant of such place, building or room. ~~No room as a living or sleeping room shall hereafter be built without direct opening to the outdoor air.~~

The effective date of these amendments shall be upon passage.

*Intentionally
left blank...*

City Clerk's Office

**Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding
Building, Plumbing, Electrical, and Life Safety Codes**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 210 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 40-1 Statutory authority.

The provisions of New Hampshire Revised Statutes Annotated Chapter 673, as amended, pertaining to an inspector of buildings, building plans, regulations, and appeal are hereby adopted.

§ 40-2 Building Code Board of Appeals.

The power of a Building Code Board of Appeals in Chapter 673 of the New Hampshire Revised Statutes Annotated shall be vested in the Rochester Zoning Board of Adjustment.

§ 40-3 Recognition and adoption of State Building Code and State Fire Code.

The City of Rochester hereby recognizes that the State Building Code under RSA 155-A and the State Fire Code under RSA 153 are applicable within the City of Rochester and for enforcement purposes adopts the provisions of the same.

§ 40-4 Department of Building, Zoning, and Licensing Services.

For enforcement purposes by the City of Rochester, all references in the State Building Code under RSA 155-A, or in any applicable successor code, to the "department of building safety" shall be deemed to refer to the Department of Building, Zoning, and Licensing Services for the City of Rochester, and all duties as defined therein, including those imposed upon the "Building Official," shall be assumed by said Director of the Building, Zoning, and Licensing Services Department, along with the right to enforce the same.

§ 40-5 Adoption of other codes.

A. Pursuant to the provisions of RSA 47:22, 674:51 and 674:51-a, there are hereby adopted by the City of Rochester for the purpose of establishing rules and regulations, including the issuance of permits for the construction, alteration, removal, demolition, equipment, location, maintenance, use and occupancy of buildings and structures, installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electric wiring, and fire protection incident thereto and for the prevention of fires, the following codes:

- (1) International Property Maintenance Code (2006 edition), published by the International Code Council, Inc., Copyright 2006.
- (2) International Existing Building Code ~~(2009 edition), published by the International Code Council, Inc., Copyright 2009.~~ as codified at RSA 153.

B. Three copies of each of the aforesaid codes have been and are now on file in the office of the City Clerk of the City of Rochester and three copies of such codes are filed with the Department of Building, Zoning, and Licensing Services for the City of Rochester. Such codes are hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this section shall take effect, the provisions thereof shall be controlling on the construction of all buildings and other structures within the corporate limits of the City of Rochester. There are annexed to such of the aforesaid codes, as filed in the office of the City Clerk and the Department of Building, Zoning, and Licensing Services, as set forth below, the following exhibits setting forth the insertions in, deletions from, exceptions to and/or changes in such codes, which insertions, deletions, exceptions and/or changes are adopted as part of the aforementioned codes:

- (1) Exhibit A, Statement dated September 4, 2007, of insertions in, deletions from, exceptions to and changes in the International Property Maintenance Code (2006 edition) by the City of Rochester, New Hampshire.
- (2) Exhibit A, Statement dated January 4, 2011, of insertions in, deletions from, exceptions to and changes in the International Existing Building Code (2009 edition) by the City of Rochester, New Hampshire.

§ 40-6 Life Safety Code.

The duties defined in and the enforcement of the Life Safety Code, ~~NFPA 101 (2003 edition)~~, as codified at RSA 153 or any applicable successor code, shall be assumed by the Fire Chief of the City of Rochester or his/her authorized representative.

§ 40-7 Electrical Code and Property Maintenance Code.

The duties defined in and the enforcement of the NEC 2005, National Electrical Code ~~(2005 edition)~~, as codified by RSA 155-A and the International Property Maintenance Code (2006 edition), or any applicable successor codes, shall be assumed by the Director of Building, Zoning, and Licensing Services or his/her authorized representative.

§ 40-8 Plumbing Code.

The duties defined in and the enforcement of the International Plumbing Code ~~(2006 edition)~~, as codified at RSA 155-A or any applicable successor code, shall be assumed by the Director of Building, Zoning, and Licensing Services, or his/her authorized representative, except as otherwise provided in Chapter 200, Sewers, of the Code of the City of Rochester where the same are defined as the duties of the Commissioner of Public Works, with inspections to be done by the Director of Building, Zoning, and Licensing Services or an authorized member of the Division of Water Supply Works or Division of Sewage and Waste Treatment Works.

The effective date of these amendments shall be upon passage.

**Amendment to Chapter ~~275~~10 of the General Ordinances of the City of Rochester the
Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (~~65~~) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

(~~65~~) Downtown Commercial District. Within the Downtown Commercial (DC) District, multifamily is allowed with the following restrictions:

~~(a) Multifamily units are prohibited on the ground floor and only permitted non-residential uses within the Downtown Commercial District shall be located on the ground floor. However, parking shall be allowed on the ground floor except for parcels fronting any of the following streets:~~

- ~~i. Union Street~~
- ~~ii. North Main Street South of North Main Street Bridge~~
- ~~iii. South Main Street~~
- ~~iv. Wakefield Street south of Columbus Avenue~~
- ~~v. Hanson Street~~
- ~~vi. Museum Way~~

~~(ab) Ancillary ground floor multifamily use, such as entryways, lobbies, utility areas, and similar functional spaces shall be minimized to the extent practical. Remaining Gground floor space within the first 50 feet of building depth shall be reserved for non-residential uses, as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code, for parcels fronting any of the following streets (Applicants may apply to the Special Downtown Committee to locate these uses between 30 feet and 50 feet):~~

- ~~i. Union Street~~
- ~~ii. North Main Street south of North Main Street Bridge~~
- ~~iii. South Main Street~~
- ~~iv. Wakefield Street south of Columbus Avenue~~
- ~~v. Hanson Street~~
- ~~vi. Museum Way~~

These amendments shall take effect upon passage

*Intentionally
left blank...*

City Clerk's Office



08/01/2019

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 275, Section 20.2.K. (6) of the Zoning Ordinance

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

AGENDA DATE	August 6, 2019		
DEPT. HEAD SIGNATURE	Caroline McCarley, Mayor		
DATE SUBMITTED			
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	<i>Blaine M. Cox</i>

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

RSA 675:2; RSA 675:7




SUMMARY STATEMENT

Recent changes to the Zoning Ordinance for the Downtown Commercial District completely eliminated first floor residential uses on certain streets. This amendment seeks to allow for first floor residential uses on those streets with strict limitations.

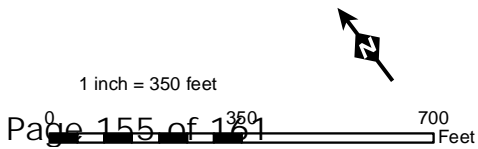
RECOMMENDED ACTION

First Reading and referral to August 19, 2019 Planning Board Meeting and August 20, 2019 City Council Workshop for Public Hearing



- Legend**
-  Building Footprint
 -  Non Residential is Permitted. Residential is Not permitted (0-30ft)
 -  Non Residential is Permitted. Residential may be Permitted by Conditional Use (30-50ft)

 Downtown Commercial Zone



This map is intended for planning purposes only.
All features shown should be considered approximate.
Date: 7/24/2019
Author: DC - Rochester, NH
Source: NHGRANIT, City of Rochester

Downtown Commercial Zone
Proposed Zoning Change to 1st Floor Commercial Use
Rochester, NH

*Intentionally
left blank...*

City Clerk's Office

**RESOLUTION FOR SUPPLEMENTAL APPROPRIATION TO THE
CONSERVATION FUND FOR FISCAL YEAR 2018-2019
PURSUANT TO THE PROVISIONS OF SECTION 11.21(c) OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER**

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

As a supplemental appropriation to the 2018-2019 fiscal year operating budget of the City of Rochester, the sum of Sixty Two Thousand Eight Hundred Sixty Seven Dollars (\$62,867.00); from annual excess Land Use Change Tax funds for fiscal year 2018-2019 (account number to be designated/determined by the Finance Director) to the City of Rochester Conservation Fund (account number to be designated/determined by the Finance Director), the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2018-2019.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. The effective date of this Resolution shall be June 30, 2019.

*Intentionally
left blank...*

City Clerk's Office



08/01/2019

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 FY19 EXCESS LAND USE CHANGE TAX - TRANSFER REQUEST RETROACTIVE TO 06/30/2019
--

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	08/06/2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	07/17/2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	EXCESS LAND USE CHANGE TAX (LUCT)
ACCOUNT NUMBER	11080050-593004
AMOUNT	\$62,867.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL

SUMMARY STATEMENT

THIS REQUEST IS FOR COUNCIL TO CONSIDER A TRANSFER OF \$62,867.00 IN EXCESS LAND USE CHANGE TAX TO THE CONSERVATION COMMISSION FUND FROM THE GENERAL FUND.

RECOMMENDED ACTION

RECOMMEND APPROVAL OF THE TRANSFER.

FY19 Accounts Receivable Current Use
Reconciliation as of June 30, 2019

FY	Warrant #	Parcel ID	Amount	6/30/2018 Balance	FY19 Activity				6/30/2019 Balance
					Billed	Paid	Abated	Other	
Old Year Activity									
FY17	17-6	0237-0003-0160	5,500.00	5,500.00	-	-	-	-	5,500.00
FY17	17-7	0237-0003-0134	5,500.00	5,500.00	-	5,500.00	-	-	-
FY17	17-17	0237-0008-0003	46,000.00	46,000.00	-	-	-	-	46,000.00
FY18	18-13	0237-0003-0002	5,500.00	5,500.00	-	5,500.00	-	-	-
FY18	18-14	0237-0003-0162	5,500.00	5,500.00	-	5,500.00	-	-	-
FY18	18-17	0237-0003-0126	5,500.00	5,500.00	-	5,500.00	-	-	-
FY18	18-18	0237-0003-0128	5,500.00	5,500.00	-	5,500.00	-	-	-
FY18	18-21	0237-0003-0152	5,500.00	5,500.00	-	5,500.00	-	-	-
Subtotal			84,500.00	84,500.00	-	33,000.00	-	-	51,500.00
New Year Activity									
FY19	19-1	0246-0032-0031	-	-	7,000.00	7,000.00	-	-	-
FY19	19-2	0203-0027-0001	-	-	5,000.00	5,000.00	-	-	-
FY19	19-3	0203-0027-0004	-	-	10.00	10.00	-	-	-
FY19	19-4	0203-0027-0003	-	-	1,100.00	1,100.00	-	-	-
FY19	19-5	0217-0003-0001	-	-	5,000.00	5,000.00	-	-	-
FY19	19-6	0217-0003-0002	-	-	5,000.00	5,000.00	-	-	-
FY19	19-7	0232-0013-0001	-	-	1,000.00	1,000.00	-	-	-
FY19	19-8	0237-0003-0137	-	-	5,500.00	5,500.00	-	-	-
FY19	19-9	0255-0024-0000	-	-	42.00	42.00	-	-	-
FY19	19-10	0134-0005-0000	-	-	1,620.00	1,620.00	-	-	-
FY19	19-11	0236-0002-0000	-	-	95.00	95.00	-	-	-
FY19	19-12	0259-0036-0004	-	-	4,500.00	4,500.00	-	-	-
FY19	19-13	0259-0036-0006	-	-	4,500.00	4,500.00	-	-	-
FY19	19-14	0259-0036-0008	-	-	4,500.00	4,500.00	-	-	-
FY19	19-15	0259-0036-0010	-	-	4,500.00	4,500.00	-	-	-
FY19	19-16	2589-0036-0021	-	-	4,500.00	4,500.00	-	-	-
FY19	19-17	0259-0036-0028	-	-	4,500.00	4,500.00	-	-	-
FY19	19-18	0237-0008-0002	-	-	30.00	-	-	-	30.00
FY19	19-19	0237-0003-0175	-	-	23.00	-	-	-	23.00
FY19	19-20	0232-0006-0003	-	-	6,500.00	6,500.00	-	-	-
FY19	19-21	0259-0036-0002	-	-	4,500.00	-	-	-	4,500.00
FY19			-	-	-	-	-	-	-
FY19			-	-	-	-	-	-	-
Subtotal			-	-	69,420.00	64,867.00	-	-	4,553.00
Totals			84,500.00	84,500.00	69,420.00	97,867.00	-	-	56,053.00

FY17 Warrant LUCT Amount Received	5,500.00
FY18 Warrant LUCT Amount Received	27,500.00
FY19 Warrant LUCT Amount Received	64,867.00
General Fund Retains	(25,000.00)
Conservation Fund Transfer Per FY19 Adopted Budget	(10,000.00)
Remaining Amount Available to Transfer	62,867.00