



City Council Public Hearing  
August 5, 2014  
COUNCIL CHAMBERS  
7:00 PM

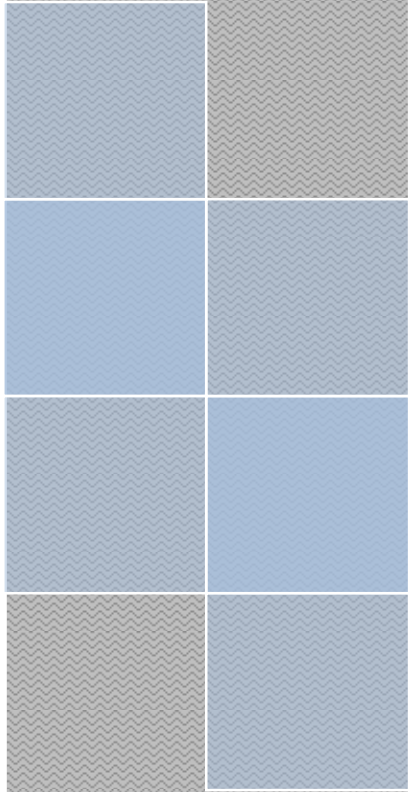
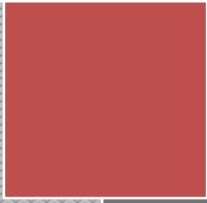
**AGENDA**

1. Call to Order
  2. **AB 08** Resolution Authorizing Supplemental Appropriation to the 2014-2015 Capital Improvement Budget of the City of Rochester, Department of Public Works, Water Works for the So-Called Water Treatment Plant Upgrades Project and Authorizing Borrowing in Connection Therewith **P.11**
  3. **AB 11** Resolution Granting Community Revitalization Tax Relief to the Property Situate at 82 Wakefield Street Under the Provisions of RSA 79-E in Connection with the Proposed Rehabilitation Project for Such Premises **P.15**
  4. Adjournment
- 

Regular City Council Meeting  
August 5, 2014  
COUNCIL CHAMBERS  
(Immediately following the Public Hearing)

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Opening Prayer
4. Roll Call
5. Acceptance of Minutes
  - 5.1. [July 1, 2014, Regular City Council Meeting Minutes](#)
6. Communications from the City Manager
  - 6.1. Employee of the Month Award **P. 44**
  - 6.2. City Manager's Report **P. 43**



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## **7. Communications from the Mayor**

**7.1. Appointment: Sandra Keans, Strafford Regional Planning Commission**

**7.2. Appointment: Peter Lachapelle, City Council Representative to the Recreation Advisory Commission**

## **8. Presentations of Petitions and Council Correspondence**

## **9. Nominations, Appointments, Resignations, and Elections**

### **9.1. City Council Statement of Interest**

**9.1.1 Donna Bogan, Ward 6, City Council, Seat A P. 89**

**9.1.2 Tara Paradis, Ward 6, City Council, Seat A P. 91**

### **9.2. School Board Statement of Interest**

**9.3. Appointment: Robert Pallas, Ward 2, Selectman P.93**

## **10. Reports of Committee P.95**

**10.1. Appointments Committee P. 97**

**10.2. Community Development P. 99**

**10.3. Finance Committee P. 103**

**10.4. Joint Building Committee P. 107**

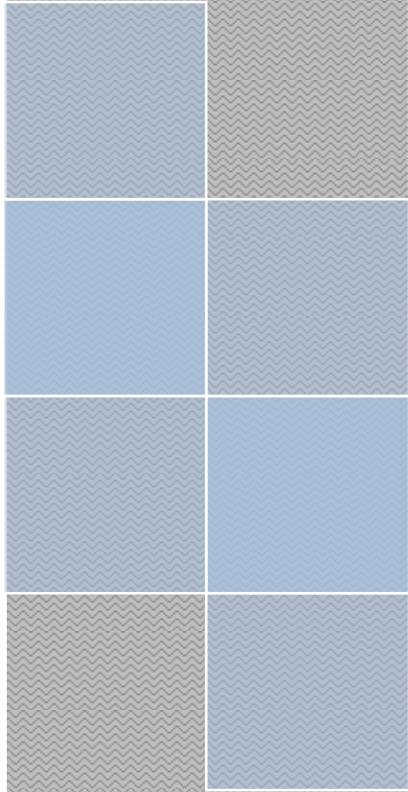
**10.5. Public Safety Committee P. 109**

**10.6. Public Works Committee P. 113**

## **11. Old Business**

## **12. Consent Calendar**

**12.1. AB 15 Resolution De-Authorizing Portion of FY 2011-2012 Capital Budget Appropriation for the City of Rochester, Department of Public Works, Water Works, for the So-Called Salmon Falls Road Water Project [\$241,236.25]– First Reading, Second Reading, and Adoption P. 119**



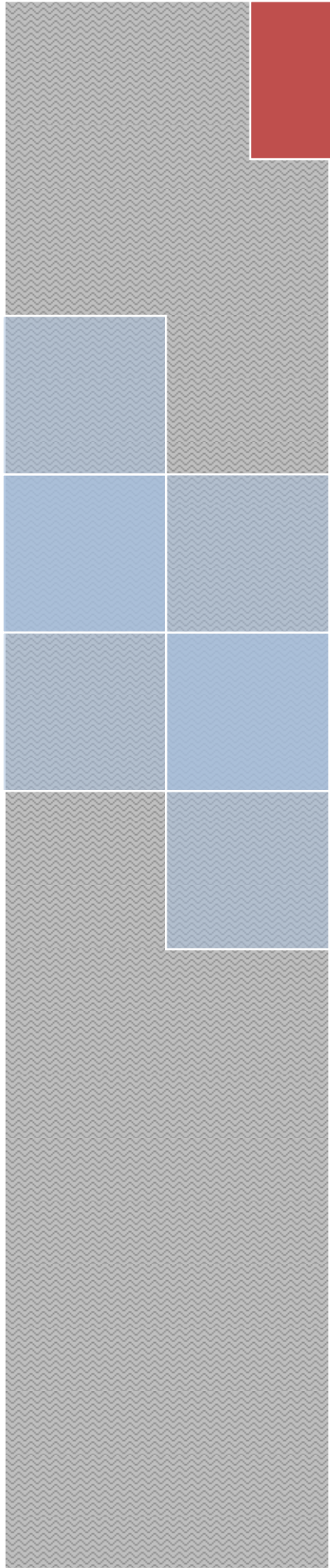
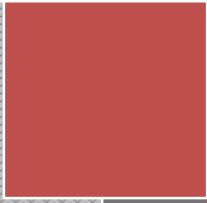
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- 12.2. **AB 17** Resolution De-Authorizing Portion of FY 2009-2010 Capital Budget Appropriation for the City of Rochester, Department of Public Works, Sewer Works, for the So-Called Spaulding Turnpike Sewer Project [\$61,562.18]– **First Reading, Second Reading, and Adoption P. 123**
- 12.3. **AB 18** Resolution De-Authorizing Portion of the FY 2010-2011 Capital Budget Appropriation for the City of Rochester, Department of Public Works, Sewer Works, for the So-Called Spaulding Turnpike Sewer Project [\$200,000.00] - **First Reading, Second Reading, and Adoption P. 127**
- 12.4. **AB 19** Resolution De-Authorizing FY 2010-2011 City of Rochester, Sewer Works, Business Office Capital Budget Appropriation [\$55.50]– **First Reading, Second Reading, and Adoption P. 131**
- 12.5. **AB 22** Resolution De-Authorizing FY 2009-2010 Rochester Conservation Commission Capital Improvements Budget Appropriation for Purchase of a Conservation Easement on the So-Called Jacob's Farm – [\$350,000] [USDA GRANT] **First Reading, Second Reading, and Adoption P. 135**

**13. New Business**

- 13.1. **AB 08** Resolution Authorizing Supplemental Appropriation to the 2014-2015 Capital Improvement Budget of the City of Rochester, Department of Public Works, Water Works for the So-Called Water Treatment Plant Upgrades Project and Authorizing Borrowing in Connection Therewith - **Second Reading and Adoption P.11**
- 13.2. **AB 06** Resolution, Pursuant to New Hampshire RSA 75:8-b, to Authorize the City of Rochester to Annually Appraise Real Estate at Market Value, as Defined in RSA 75:1 – **Second Reading and Adoption P. 145**
- 13.3. **AB 11** Resolution Granting Community Revitalization Tax Relief to the Property Situate at 82 Wakefield Street Under the Provisions of RSA 79-E in Connection with the Proposed Rehabilitation Project for Such Premises - **First Reading and Adoption P. 15**
- 13.4. **AB 12** Resolution Accepting a NH Department of Safety, Homeland Security Exercise and Evaluation Grant and Making as Supplemental Appropriation in Connection



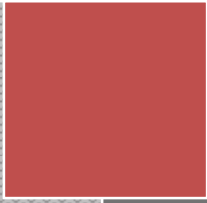
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Therewith [\$9,016.14] - **First Reading, Second Reading, and Adoption** P. 177

- 13.5. **AB 14** Resolution Authorizing Supplemental Appropriation to the 2014-2015 Capital Improvements Budget of the City of Rochester, Department of Public Works, for the So-Called Route 11 Widening Project [\$155.94] - **First Reading, Second Reading, and Adoption** P. 185
- 13.6. **AB 13** Resolution, Pursuant to Section 60 of the Rochester City Charter, Endorsing Proposed Amendments to the So-Called Merit Plan of the City of Rochester Proposed by the City Manager - **First Reading and Adoption** P. 193
- 13.7. **AB 20** Resolution Authorizing Acceptance Donation of Services to the City of Rochester Fire Department from Servpro of the Seacoast, INC. [\$1,699.36] - **First Reading, Second Reading, and Adoption** P. 231
- 13.8. **AB 21** Resolution Accepting Liberty Mutual Insurance Donaiton to the City of Rochester Recreation and Arena Department, and Making a Supplemental Appropriation in Connection Therewith [\$1,000] - **First Reading, Second Reading, and Adoption** P. 243
- 13.9. **AB 23** Resolution Conditionally Accepting Conservation Easement with Respect to Property Situate at 195 Ten Rod Road in Rochester, Known as the Laverdiere Farm and Making a Supplemental Appropriaiton in Connection Therewith - **First Reading, Second Reading, and Adoption** P. 249
- 13.10. **AB 24** Resolution Accepting a US Department of Justice Byrne Justice Assistance Grant to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith [\$22,984.00] **First Reading, Second Reading, and Adoption** P. 261
- 13.11. **AB 26** Resolution Accepting Donation to the Rochester Police Department's D.A.R.E. Program from the Jason Danner Memorial Fund, and Making a Supplemental Appropriation in Connection Therewith [\$175.00] – **First Reading, Second Reading, and Adoption** P. 267





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13.12. **AB 27** New Second Hand Dealer's License – Glass Slippers, 43 North Main Street, Rochester, NH – **Seeking Approval** P. 275

13.13. **AB 25** Resolution Establishing Polling Locations and Times for the September 9, 2014, State Primary Election and the November 4, 2014, State General Election **First Reading and Adoption** P. 279

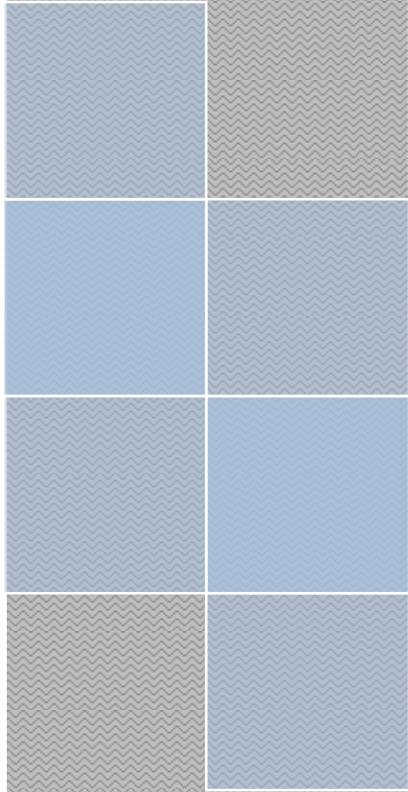
14. Other

15. Non-Meeting/Non-Public Sessions

15.1. Non-Public Personnel, RSA 91-A:3 II (c)

15.2. Non-Meeting Consultation with Legal Counsel, RSA 91-A:2

16. Adjournment



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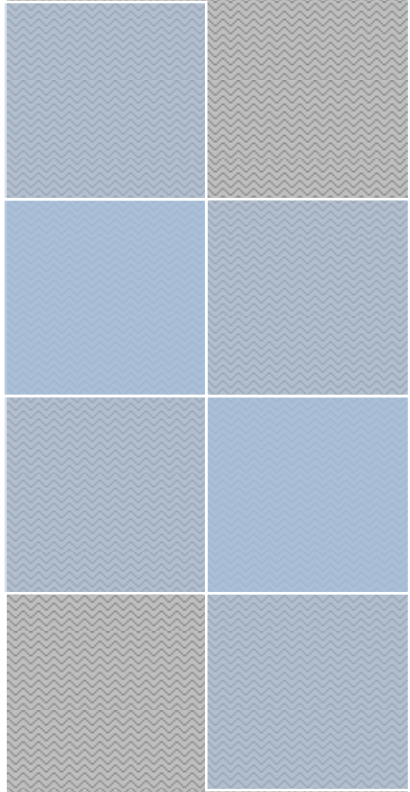
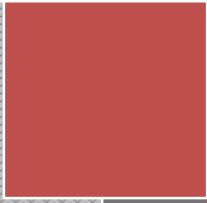
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE 2014-2015 CAPITAL IMPROVEMENTS BUDGET OF THE  
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, WATER WORKS  
FOR THE SO-CALLED WATER TREATMENT PLANT UPGRADES PROJECT  
AND AUTHORIZING BORROWING IN CONNECTION THEREWITH**

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

That the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 capital improvements budget of the City of Rochester, Department of Public Works, Water Works for the purpose of providing sums necessary to pay expenditures with respect to the so-called Water Treatment Plant Upgrades project (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of borrowing by the City of Rochester from the State of N.H. Drinking Water State Revolving Fund with respect to the aforesaid Project.

Additionally, and to the extent applicable, the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of Section 45 of the Rochester City Charter, the City Treasurer, with the approval of the City Manager, be, and hereby is, authorized to borrow the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00), for the purpose of providing funds necessary for the so-called Project, 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. Furthermore, such borrowing is authorized subject to compliance with the provisions Section 45 of the Rochester City Charter. The useful life for the aforesaid Project is 20 years.

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.



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT : SUPPLEMENTAL APPROPRIATION Water Treatment Plant Upgrades	
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	JULY 1, 2014		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – Director DPW Signature on File at City Clerk's office		
DATE SUBMITTED	623/14		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Rolland Connors, Signature on file with City Clerk
SOURCE OF FUNDS	NHDES DWSRF
ACCOUNT NUMBER	55016010-772000-15XXX
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$250,000

#### LEGAL AUTHORITY

A Resolution for a supplemental appropriation of \$250,000 to be NH DES DWSRF funded

### **SUMMARY STATEMENT**

The WTP UPGRADE PROJECT was funded during the FY14 CIP Process and the funding source is the DWSRF program. The project has gone out to bid and will need an additional \$250,000 in order to complete all of the proposed upgrades.

Original appropriation was \$1,820,000, spent and encumbered on the project to date is \$293,241.47 . The remaining balance is \$1,526,758.53. The lowest responsible bidder is Apex Construction for a total of \$1,739,400. This leave us with a short fall of \$212,642.00, and this request is for \$250,00 which will leave \$37,358.00 for contingencies.

NHDES DWSRF has already given us an emailed consent for the additional funding and they have confirmed that the additional funds are also eligible for the 15% forgiveness

### **RECOMMENDED ACTION**

Resolution for a supplemental appropriation in the amount of \$250,000



**RESOLUTION GRANTING**  
**COMMUNITY REVITALIZATION**  
**TAX RELIEF TO THE PROPERTY SITUATE AT 82 WAKEFIELD STREET**  
**UNDER THE PROVISIONS OF RSA 79-E**  
**IN CONNECTION WITH ITS 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 Chapter 79-E of the New Hampshire Revised Statutes Annotated, entitled “Community Revitalization Tax Relief Incentive”; and

WHEREAS, the City of Rochester on October 7, 2008 availed itself of the opportunities and benefits available through the adoption of Chapter 79-E, by adopting the provisions of such the Community Revitalization Tax Relief Incentive Program pursuant to the Provisions RSA Chapter 79-E on October 7, 2008; and

WHEREAS, the owner(s) of the so-called 82 Wakefield Street property in downtown Rochester 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-E and they have, therefore, proposed a substantial rehabilitation project with respect to the so-called 82 Wakefield Street property structure; and

WHEREAS, Chapter 79-E requires that the governing body of the City of Rochester make certain findings and or determinations with regard to a proposed substantial rehabilitation project in order for the structure subject to such rehabilitation project to qualify for the 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 determinations and findings with respect to the proposed substantial rehabilitation proposal for the so-called 82 Wakefield Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated July 1, 2014, to wit:

- (1) Any tax relief under the provisions of Chapter 79-E or this resolution that is to be accorded with respect to the so-called 82 Wakefield Street property project shall be accorded only after the property owners grant 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 a public benefit(s) under RSA 79-E:7 in the proposed revitalization project; and

(3) The proposed substantial rehabilitation 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 or historically important on a local level, within the context of Rochester's Historic District and/or 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 aforesaid application; (b) compliance with the recommendation to the Council approved by the Economic Development Committee at its July 24, 2014 meeting; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; 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-E, the Mayor and City Council hereby grants the requested tax relief for a period of five (5) years beginning with the completion of the substantial rehabilitation of the so-called 82 Wakefield Street property structure.



## City of Rochester Formal Council Meeting

### AGENDA BILL- Amended

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

AGENDA SUBJECT: Approval of application for RSA 79-E – Community Revitalization Tax Relief Incentive for Studley’s Flower Garden and if approved, determination of length of tax relief.	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	August 5, 2014 – 1 <sup>st</sup> Reading and Public Hearing August 19, 2014- Special Meeting, 2 <sup>nd</sup> Reading		
DEPT. HEAD SIGNATURE	Original signature on file with City Clerk		
DATE SUBMITTED	07-15-2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	Studley’s Application, Map of Historic District, RSA 79-E, RSA Fact Sheet, RSA Application Process	

#### COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee July 24, 2014
CHAIR PERSON	James Gray

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

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

### LEGAL AUTHORITY

City Charter Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Alderman, and the Selectmen of Towns so far as applicable to cities.

### SUMMARY STATEMENT

RSA 79-E (Community Revitalization Tax Relief Incentive) is a legislative proposal that encourages investment in downtowns and village centers with a new tax incentive modeled on existing NH statute (Barn Bill). Its goals are to encourage the rehabilitation and active use of under-utilized buildings and in doing so, to

- promote strong local business
- promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B.

#### **Studley Flower Gardens**

Studley's Flower Gardens at 82 Wakefield Street would qualify for this incentive program as it is located within the Historic District of Rochester. This program would help to maintain the economic vitality of a long time Rochester business, allowing for updated retail space that includes façade updates that are historically characteristic. It will also maintain a position as an anchor business in the downtown district.

#### *Project Details – construction will begin in August, 2014*

Due to the deteriorating conditions of the roof, the roof structure is being rebuilt. In addition, some upgrades are being made to the retail area of the business.

- Rebuild roof and retail area
- new electrical and lighting in newly renovated retail area
- new accessible bathrooms
- HVAC for moisture mitigation related to greenhouses

### RECOMMENDED ACTION

Approve the application for RSA 79-E for Studley's Flower Garden, allowing tax relief for this business for a period of time determined by the Rochester City Council in accordance with Section 79-E:5.

#### **Section 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.
- 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.

City of Rochester Planning Department  
31 Wakefield Street  
Rochester, NH 03867  
(603) 335-1338  
Michael.Behrendt@rochesternh.net



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JUL 02 2014

Planning Dept.

**Application**  
**Community Revitalization Tax Relief** (per RSA 79E)  
**City of Rochester, New Hampshire**

Date: \_\_\_\_\_ [Office use only. Fee submitted: \_\_\_\_\_ Final action: \_\_\_\_\_]

**Property information**

Property address/location: 82 Wakefield St

Name of building (if applicable): Studley Flower Gardens

Tax map #: \_\_\_\_\_; Lot #(s): \_\_\_\_\_; Year built (if known): 1928

**Property owner**

Name (include name of individual): Jeffrey Meulenbroek

Mailing address: 82 Wakefield St

Telephone #: 332-4565 Email: mail@studleyflowergardens.com

**Applicant/developer** (if different from property owner) **or Agent**

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed project**

Explain project: Due to deteriorating conditions of roof over our 1400 square foot retail area, we are rebuilding the roof structure and making some other upgrades to our retail area.

Building uses. Existing: Florist/Garden Center; Proposed: Same

Nonresidential square footage. Existing: 1400 sq ft; Proposed: Same

# of residential dwelling units. Existing: 1; Proposed: Same

Expected construction dates. Start: August; Finish: November

(Continued Tax Relief (79E) application - Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_)

### Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: rebuild roof and retail area Cost: \$ 240,000

Electrical: new electrical and lighting in rebuilt retail area Cost: \$ 15,000.00

Plumbing: new accessible bathrooms Cost: \$ 15,000.00

Mechanical: HVAC for moisture mitigation related to purchases Cost: \$ 30,000.00

Other: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total project cost: \$ 300,000.00

### Other Information

Name of contractor (if known): Whitcher Builders

Will the project include any affordable housing units? NO; If so, how many? \_\_\_\_\_

Will any state or federal grants or funds be used in this project? NO

What are the public benefits associated with this project (in accordance with RSA 79-E:7)?

It maintains the economic vitality of a long time Rochester business, allowing for update retail space including historically sensitive facade upgrades. It will also maintain or position as an anchor business in the downtown district.

### Submission of application

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 application fee (made out to "City of Rochester") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the statute and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation of the covenant.

Signature of property owner (1): [Signature]

Date: 7/1/14

Signature of property owner (2): [Signature]

Date: 7/1/14



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# City of Rochester, New Hampshire Downtown Sign & Façade Program

JUL 02 2004

Cpt.

## Business Contact Information

Title:  
 Company Name: Studley Flower Gardens Inc  
 Phone: 332-4565 Fax: 330-3317 E-mail: mail@studleyflowergardens.com  
 Registered company address: 82 Wakefield St  
 City: Rochester State: NH ZIP: 03867  
 Date business commenced: 1928  
 Sole proprietorship: Partnership: Corporation: ☒ Other:

## Business Information

Primary business address: 82 Wakefield St  
 City: Rochester State: NH ZIP: 03867  
 How long at current address? 85 years  
 Telephone: Fax: E-mail:  
 Bank name: Peoples United Bank  
 Bank address: 110 South Main St  
 City: Rochester State: NH ZIP: 03867 Phone: 332-0020  
 Type of account Account number  
 Savings  
 Checking ☒  
 Other

## Owner(s)/Officer(s)/Partner(s) Data

Name & Title: Jeffrey Meulenbroek President  
 Address: 16 Sullivan Farm Dr  
 City: Rochester State: NH ZIP: 03867  
 Phone: 332-4565 Fax: 330 3317 E-mail: jmeulenbroek@hotmail.com  
 % Ownership in Company: 50%  
 Name & Title: David Meulenbroek Vice President  
 Address: 52 Boulder Dr  
 City: Barrington State: NH ZIP: 03825  
 Phone: 332-4565 Fax: 330 3317 E-mail: david@studleyflowergardens.com  
 % Ownership in Company: 50%  
 Name & Title:  
 Address:  
 City: State: ZIP:  
 Phone: Fax: E-mail:  
 % Ownership in Company:

## Agreement

I/We for ourselves and as owner(s)/officer(s)/partner(s) certify that everything stated in this application and on any attachments is correct. You may keep this application whether or not it is approved. I/We acknowledge that the program applied for and this information can be used for marketing and/or business purposes.

## Signatures

Title: President  
 Date: 7/1/14  
 Title: V.P.  
 Date: 7/1/14

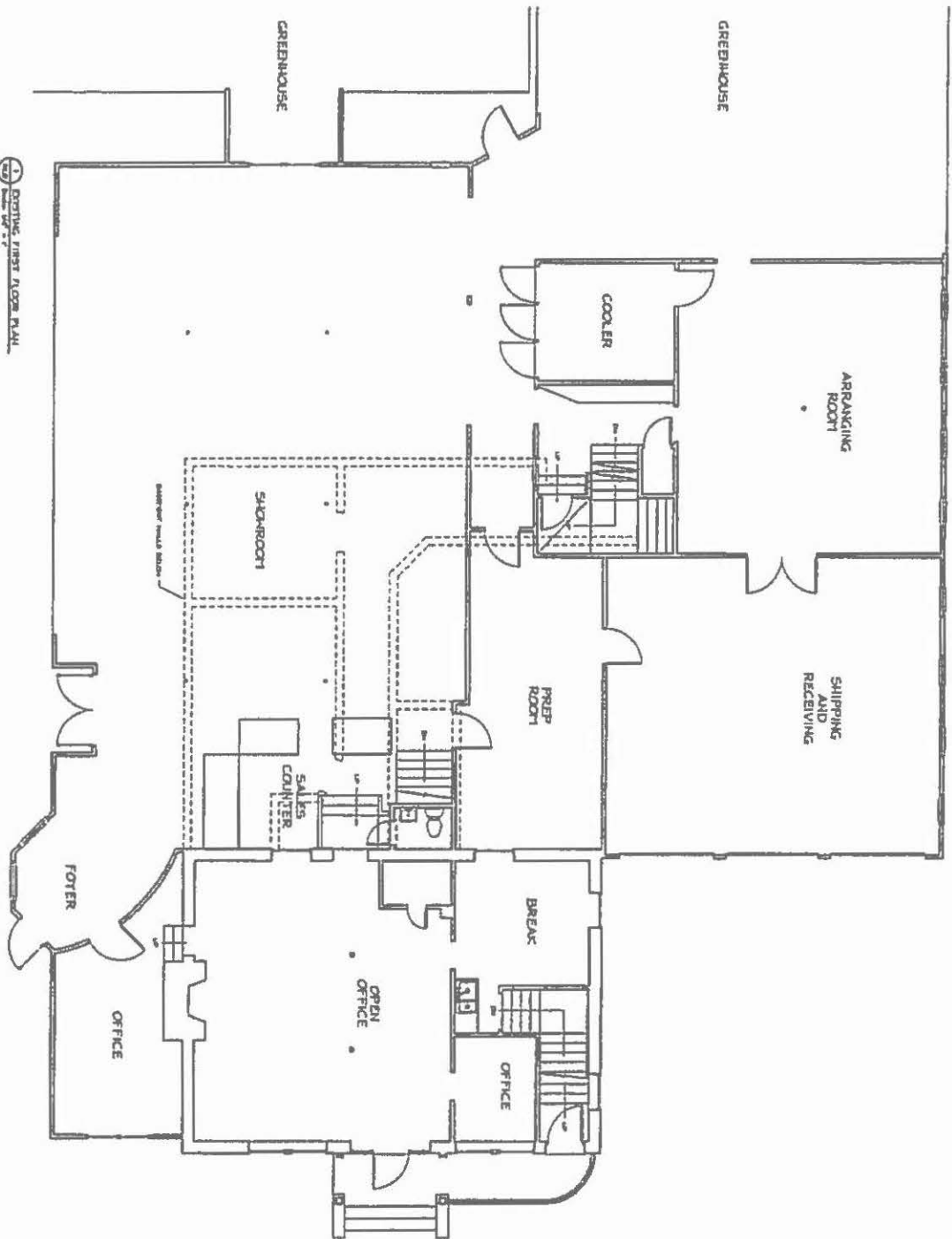
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Planning, Dept.

# Façade Improvement Costs Worksheet

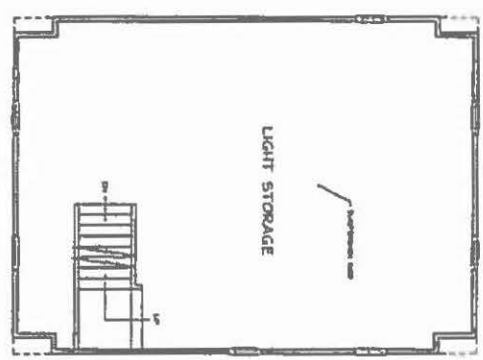
Items	Quantity	Itemized Cost (\$)		Total Cost (\$)	
		Estimated	Actual	Estimated	Actual
Historic Restorations					
					0
					0
					0
					0
Signage					
					0
					0
Awnings					
					0
Entryway/Accessibility					
improved entry for					0
retail with braille					0
facade					0
Paint					
					0
Hardware					
					0
					0
Lighting					
					0
Windows					
					0
					0
Landscaping					
					0
					0
Labor					
					0
Other					
					0
					0
Subtotal					
					0
Total Project cost					
		\$300,000		\$0.00	\$0.00



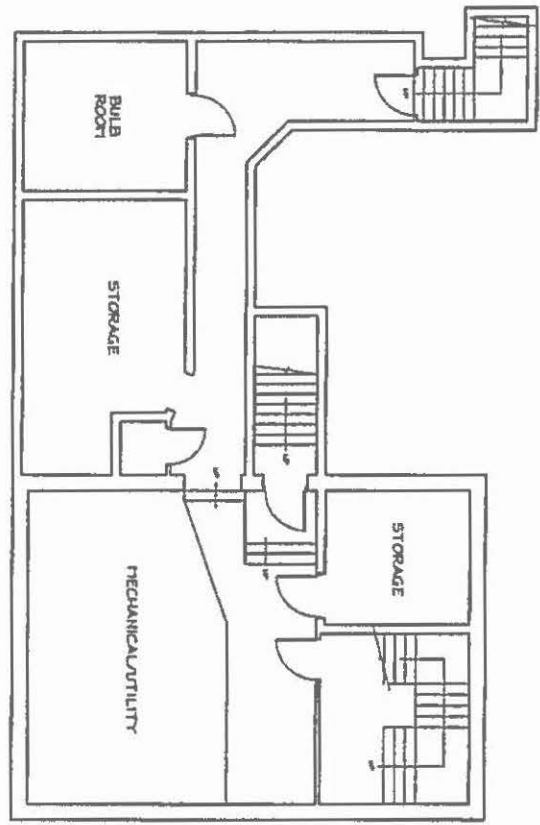


1. EXISTING FIRST FLOOR PLAN  
2. SCALE: 1/8" = 1'-0"

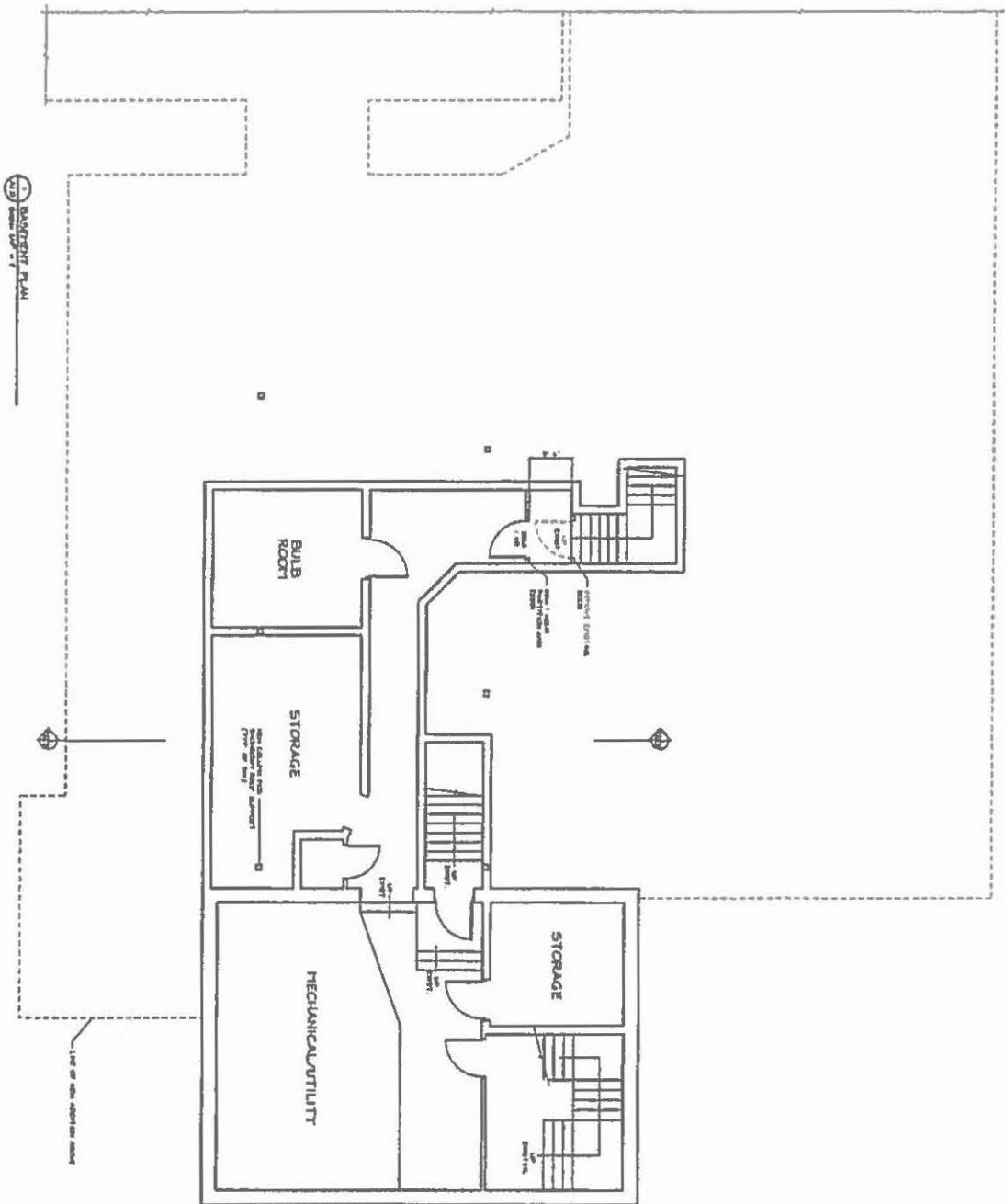
<b>JSM</b> Associated, Inc. 100 Main Street Rochester, NH 03061 Tel: 603/333-1000 Fax: 603/333-1001 www.jsm-inc.com	Study's Flowers Rochester, NH	Date: _____ Scale: _____ Drawn By: J.S. Approved By: _____	Revisions: _____ _____ _____ _____	Existing First Floor Plan <b>X1.0</b> Project No. 10000



21 EXISTING MEZZANINE FLOOR PLAN



20 EXISTING BASEMENT FLOOR PLAN



11 BASEMENT PLAN  
Scale: 1/8" = 1'-0"

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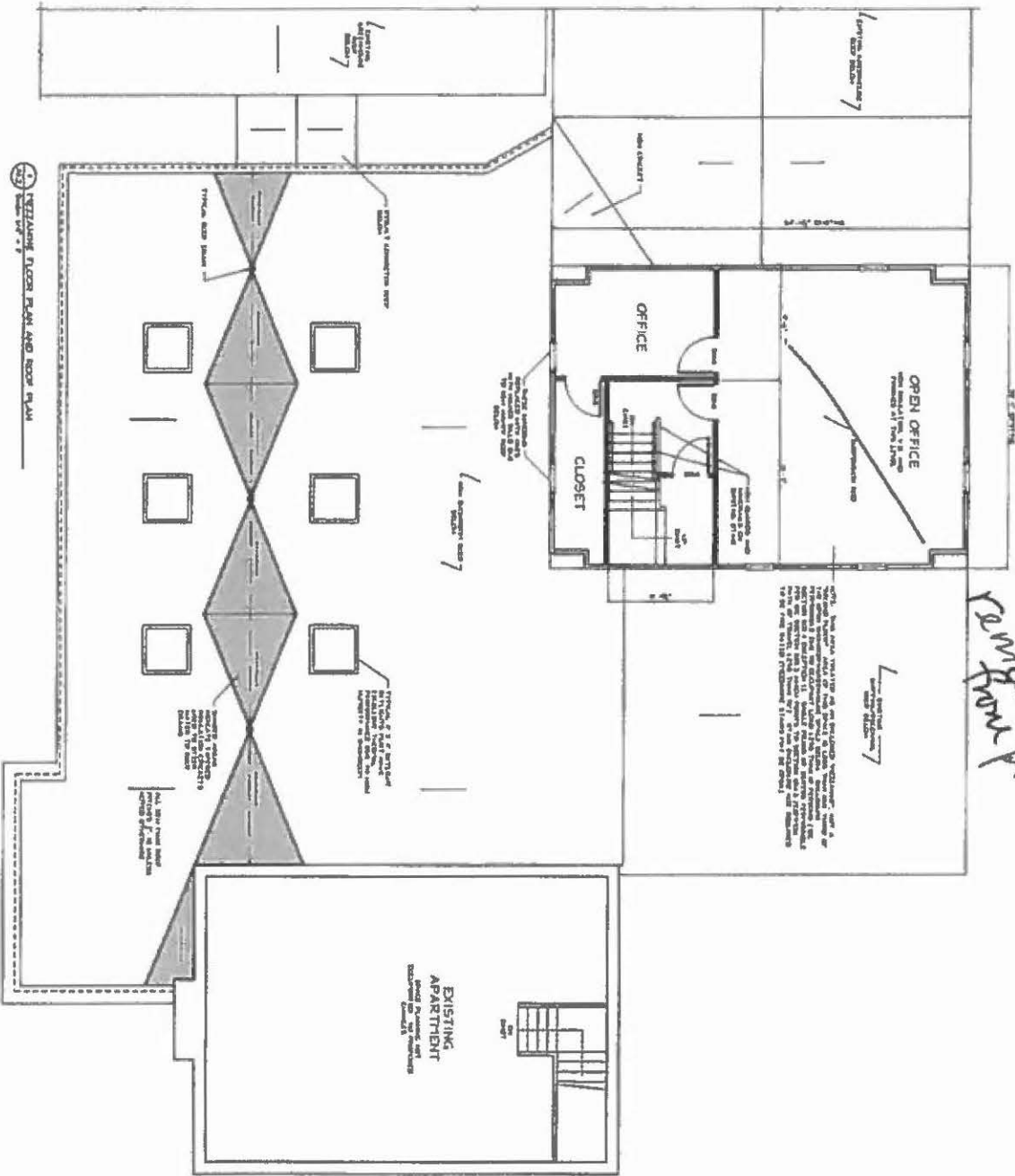
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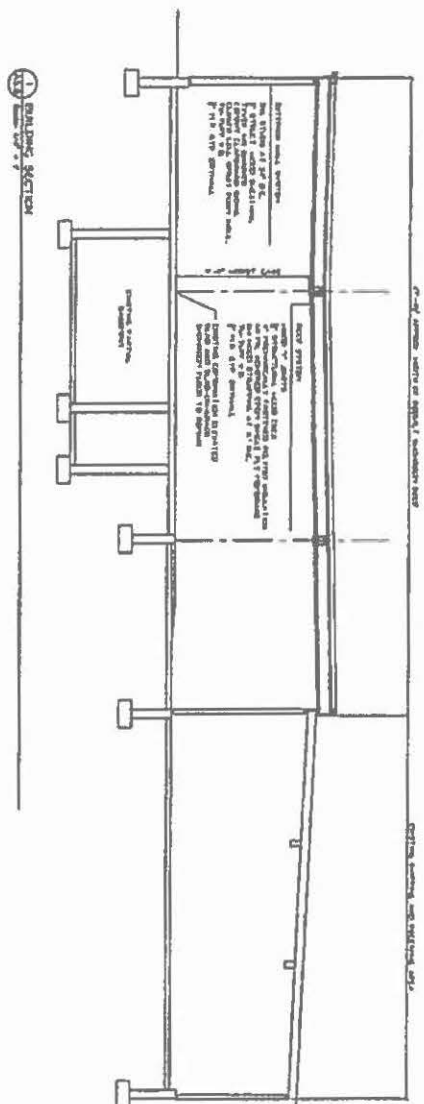
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<b>JSN</b> ASSOCIATES, INC. 1000 Main Street Providence, RI 02903 Tel: (401) 451-1000 Fax: (401) 451-1001 www.jsn.com		Stanley's Flowers Rochester, NH		<b>Showroom Reconstruction and Remodeling</b> Stanley Flower Gardens R2 Wakefield Street Rochester, NH		-Project- Not for Construction Date: 11		Date: 11 Scale: As Shown Drawn By: AS Approved By: - Rev: 1/10/05		Second Floor and Roof Plan <b>A1.2</b> Project No. 10005	
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Rochester, NH

**Presidential  
Nod for Construction**  
page 14

Date:	_____
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Design By:	PLS
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Reviews

Section  
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Pages: 1

Historic District Commission  
Michelle Mears  
Staff Planner  
Planning Department  
City Hall – Second Floor  
31 Wakefield Street  
Rochester, NH 03867-1917  
(603) 335-1338 Phone  
(603) 335-7585 Fax  
[Michelle.mears@rochesternh.net](mailto:Michelle.mears@rochesternh.net)



City of Rochester  
Historic District Commission  
**CERTIFICATE OF APPROVAL**

June 18, 2014

Jeffery Meulenbrock  
82 Wakefield Street  
Rochester, NH 03867

**Re: Rebuild Main Entrance of Studley's Flower Garden Case #116-158-DC-14**

Dear Mr. Meulenbrock,

I am pleased to inform you that the Historic District Commission (HDC) approved your application for the above referenced project at its meeting on June 11, 2016. The application to rebuild store front entrance of Studley's Flower shop and roof structure was approved as discussed at the meeting.

Please note that this approval is valid for two years from the date of the HDC meeting. A building permit must be obtained and substantial work on the project must commence by June 11, 2016 or this approval will become null and void. Contact the City of Rochester Building, Zoning, Licensing and Licensing Services Department at 332-3508 for any permits you may need. You should also contact the Fire Department at 335-7545 to discuss anything they may require. You will also be required to come back to the Historic District Commission if you decide to have a new sign. Please be certain to contact me if any other changes are proposed.

Thank you for your cooperation with the review process. Please feel free to contact me with any questions or concerns. I wish you much success here in Rochester.

Sincerely,

Michelle Mears  
Staff Planner

cc: Historic District Commission  
Jim Grant, Director of Building Zoning and Licensing Services  
Mary Ellen Humphrey, Economic Development  
Michael Provost, Main Street

**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.
- 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 as defined in this chapter.

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

**Section 79-E:2**

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

- I. "'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.
- II. "'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.
- III. "'Tax relief" means 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.
- IV. "'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, eff. April 1, 2006.

**Section 79-E:3**

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

- I. Any city or town may adopt the provisions of this chapter by voting whether to accept for consideration 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, eff. April 1, 2006.

#### **Section 79-E:4**

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

I. An owner of a qualifying structure who intends to substantially rehabilitate 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, any changes in use of the property resulting from the rehabilitation, and an application fee.

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 the 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.

(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.

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

### **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.
- 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.

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

### **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.** – The proposed substantial rehabilitation must provide at least one of the following public benefits in order to qualify for tax relief under this chapter:

- 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;
- 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, eff. April 1, 2006.

### **Section 79-E:8**

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

- I. Tax relief for the substantial rehabilitation 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.
- 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, eff. April 1, 2006.

### **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 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, eff. April 1, 2006.

### **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 80:1-80:42-a.

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

### **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. 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

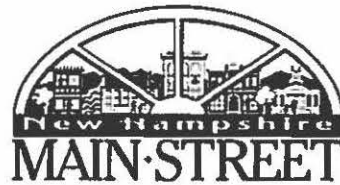
II. Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter.

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

### **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.



Maggie  
Steele

## **RSA 79-E, Community Revitalization Tax Relief Incentive: Fact Sheet**

This legislative proposal encourages investment in downtowns and village centers with a new tax incentive modeled on existing New Hampshire statute (the so-called Barn Bill). Its goals are to *encourage the rehabilitation and active use of under-utilized buildings* and, in so doing, to

- **promote strong local economies and,**
- **promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B (State Economic Growth, Resource Protection, and Planning Policy).**

### **How it works:**

- In a town that has adopted the tool created by this legislation, a property owner who wants to substantially rehabilitate a building located downtown, or in a village center, may apply to the local governing body for a period of temporary tax relief.
- The temporary tax relief, if granted, would consist of a finite period of time during which the property tax on the structure would not increase as a result of its substantial rehabilitation. In exchange for the relief, the property owner grants a covenant ensuring there is a public benefit to the rehabilitation.
- Following expiration of the finite tax relief period, the structure would be taxed at its full market value taking into account the rehabilitation.

### **The legislation offers strong community process and discretion:**

- Any city or town may adopt this program with the majority vote of its legislative body.
- Applications by property owners are made to the governing body and are accompanied by a public notice and public hearing.
- The governing body may grant tax relief if the application meets the guidelines and public benefit test.
- The governing body may deny the application in its discretion: "...such denial shall be deemed discretionary and shall not be set aside by the board or tax and land appeals or the superior court except for bad faith or discrimination." (79-E:4 V)

### **Qualifying properties:**

A property owner can apply for the tax relief only if:

- The building is located in the community's downtown district (or equivalent), and
- The rehabilitation costs at least 15% of the building's pre-rehab assessed value, or \$75,000, whichever is less, and
- The rehabilitation is consistent with the municipality's master plan or development regulations.

*For more information, contact:*

Jennifer Goodman, N.H. Preservation Alliance – 603.224.2281, [jg@nhpreservation.org](mailto:jg@nhpreservation.org)

Kathy La Plante, N.H. Main Street Center – 603.223.9942, [klaplante@nhmainstreet.org](mailto:klaplante@nhmainstreet.org)



# RSA 79-E Community Revitalization Tax Relief Incentive



Step One:  
Local Authorization

Board of Selectmen places question on Special or Annual town meeting warrant; may also be placed on warrant by petition (RSA 39:3)

Town Meeting votes on question to allow RSA 79-E tax relief incentives

City or Town Council acts upon proposal to allow RSA 79-E tax relief incentives following procedures required by local charter; **or** the question may be placed on a municipal election ballot for voter approval

Governing Body (Selectmen or Council) authorized to grant tax relief incentives

Step Two: Application Process

Owner of *qualifying structure* intends to *substantially rehabilitate* it

Owner applies to Governing Body for tax relief incentive

Governing Body holds a *public hearing* within 60 days of application receipt.

3 Questions

**1. Is it a qualifying structure?**  
Located in a district designated by zoning or master plan as a downtown; **or** if there is no designation, in an area determined by the local governing body to be a downtown, based on compact development patterns

**Approval:** no tax increases attributable to the rehabilitation of the structure for a maximum of 5 years from completion of rehab; may be extended 2 years if new housing units are created (4 years if affordable); may be extended 4 years if the structure is historically important

**2. Is the proposed rehabilitation substantial?** Rehab cost  $\geq$  \$75,000 **or** 15% of structure's assessed valuation, whichever is less

Governing Body decides within 45 days of the hearing. To grant the tax relief, it must find the following: (1) there is a specifically identified public benefit that will be preserved by a *covenant*; and (2) the proposed use is *consistent* with the local master plan or development regulations

Covenant is recorded; may last 2X the term of tax relief; may include a lien against casualty insurance proceeds

Covenant and lien are released at end of term

**3. Is there a public benefit?**  
•Downtown economic vitality;  
•Improves a culturally or historically important structure;  
•Promotes downtown development; **or**  
•Increases downtown housing

**Denial of application** must be accompanied by written explanation; Denial may be appealed to superior court or Board of Tax and Land Appeals

**Termination:** the tax relief provided by a municipality may be terminated if the property owner fails to maintain or utilize the property according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction. The Governing Body holds a public hearing to determine the extent of the diminution of the public benefit; the tax relief may be reduced or terminated; if it is terminated, the property owner is liable for back taxes.



**RSA 79E Application Process (DRAFT)****Community Revitalization Tax Relief Incentive**

Historic District Committee, Planning Board or building permit applications are entirely separate processes and while they can be simultaneous applications, they don't overlap the RSA 79E process, which may take up to 60 days.

No work can begin until City Council has approved the application. This is the same requirement as for any variances that may be required, which should be reviewed.

For the City of Rochester, RSA 79E applications go to the Community Development Committee ~ for approval of the tax incentives. Community Development staff and Executive Secretary handle the agenda and minutes. (Does the Economic Development Specialist attend this meeting? Or just follow up the following day?)

Following the Community Development Committee granting a positive recommendation, an Agenda Bill has to be prepared and signed off on by the Department Head (who specifically?). Is this recommendation so noted only in the minutes or does it need to be a written recommendation?

That Agenda Bill goes to the Mayor's agenda meeting on Monday's 8 days prior to the Council meeting, with all of the necessary documents. (list of documents? application, minutes, agenda bill, etc)

Then it goes to the full City Council for discussion, and if it's a positive discussion, then a Public Hearing is scheduled.

Public hearings have to have publication in the newspaper and the resolution has to be drafted by the city attorney.

The City Council holds the public hearing; this is usually at a regular meeting or on a workshop night. In order to vote on the application, the City Council needs have this on the agenda at a Regular Meeting where voting is allowed - these are always the first Tuesday of the month. (why do it on a workshop night then? requiring 2 meetings)

An additional agenda bill may be required with evidence of all of the steps taken, committee recommendations and public hearing comments. The City Council will vote it up or down, simple majority. However, a second reading process may be required, we can check the files. That doesn't lengthen it just add a couple of steps.

Tom Mullin is the City's Tax Assessor and is responsible for offering professional opinions on any potential tax base incentive. Include (formally invite, provide application, etc?) him in the Community Development Committee meeting and discussion so you can get his input and buy in early in the process. (He will be responsible for reporting requirements to the state Dept or Revenue)

If he has any concerns you need to know. It is very positive if he would "endorse" either informally or formally, granting the tax incentive and for how many years the project will qualify - between 5 and 13 years depending upon several factors. **(What are the factors?)**

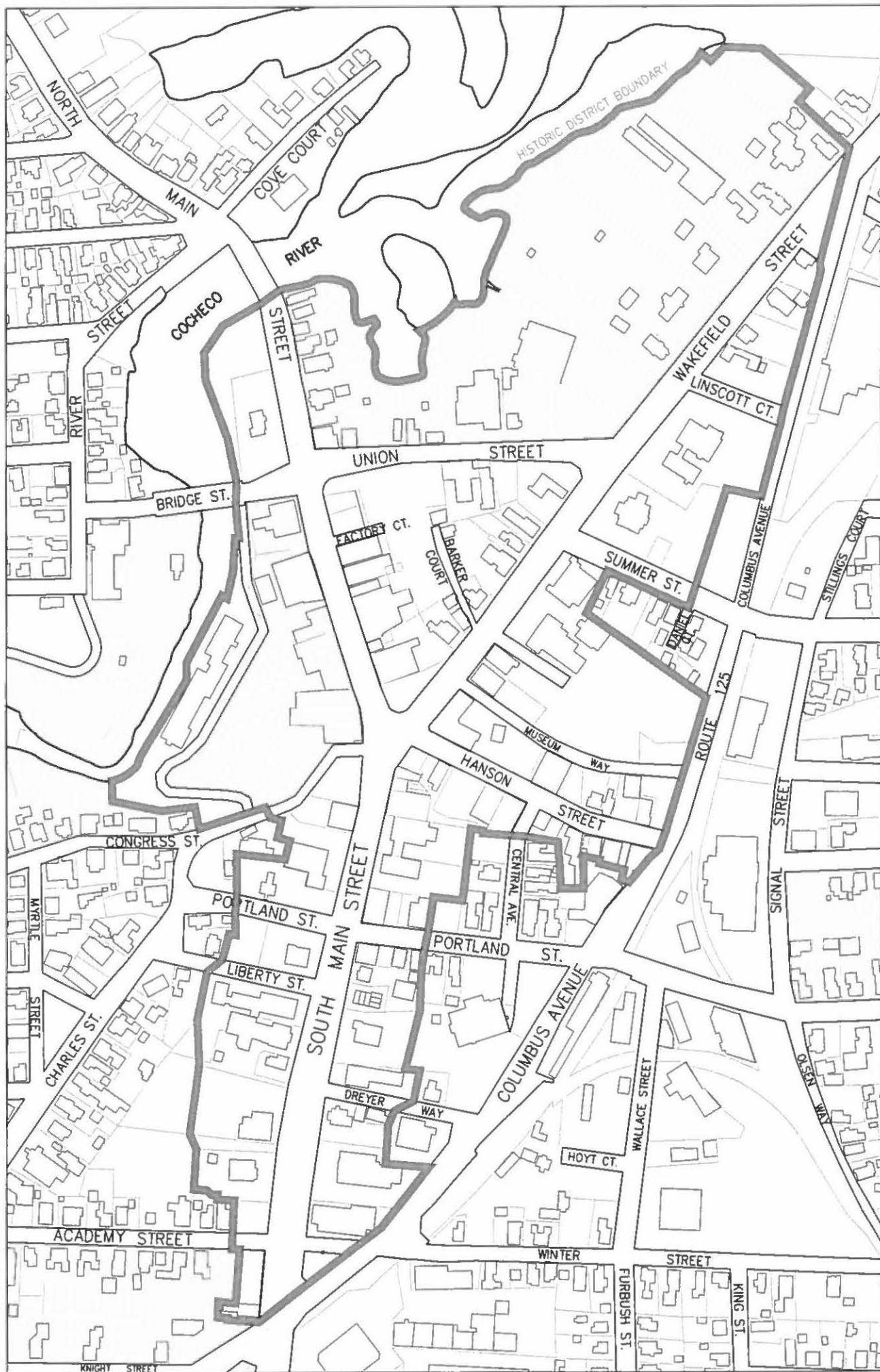
**Rochester Historic District – map and lot #'s**  
(December 7, 2010)

The Rochester Historic District is defined as that area made up of the lots listed below as delineated on the Rochester Tax Maps. Unless otherwise noted or shown on the map, all of the land composing each lot shall be considered to lie within the District. The District also includes all City property necessary to make a contiguous District. (Note that in the case of discrepancy between the Zoning Map and this list of lots, the Zoning Map shall be determining.) Lots in the district include:

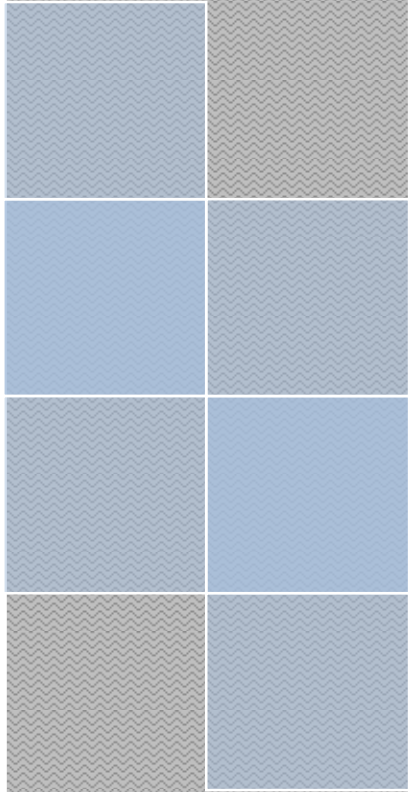
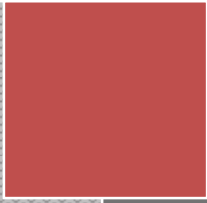
- (1) Tax Map 116, Lots 156-162, and 201-204;
- (2) Tax Map 120, Lots 322-324, 332-340, 342, 342-1, 343, 346, 347, 351, 352, 354, 355, 358-367, 379-381, 383-390, 392-408, and 419-422;
- (4) Tax Map 121, Lots 9-18, 28, 29, 361-364, 366-368, 368-1, 369-400; and
- (5) Tax Map 125, Lots 1, 181, 182, and 202-204

# HISTORIC DISTRICT









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## *City of Rochester, New Hampshire*

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

### **CITY MANAGER'S REPORT**

**August 5, 2014**

The staff of the Children's Room at the Library is recognized this month for their contributions to the Summer Reading Program. P.44

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

- June 23, 2014 P. 50
- June 30, 2014 P. 53
- July 7, 2014 P. 56
- July 14, 2014 P. 59
- July 21, 2014 P. 62

Contracts and documents executed since last month:

- Arena restrooms – Change Order #2 P. 65
- Catherine St/Sheridan Ave/Knight St – notice of award P. 66
- Catherine St/Sheridan Ave/Knight St – construction agreement P.67
- George, M – Deputy Warden appointment P.68
- Household Hazardous Waste contract P.69
- New Route 125 Pump Station Upgrade P.70
- Paving Contract 11-27 – Change Order #5 P. 71.
- Stillwater Bridge – Notice of Award – Beck & Bellucci P. 73.
- Stillwater Bridge Rehab – Construction Agreement P. 74
- The Network contract – Ethics & Compliance hotline management P. 75
- Upper City Dam Repairs – Change Order #1 P. 76.
- Watershed Assistance Grant – City Council letter of support P. 77
- Watershed Assistance Grant – Pre-proposal P.78

Other items received (for your information):

- East Rochester Library – thank you letter P.79
- Homemakers – thank you for support letter P.80
- RMS – Factory Court Lease payment P 81.
- Waste Management – Type I-B permit modification – notice of application P.82
- Waste Management – 2<sup>nd</sup> quarter host community fees P.83

The following standard reports have been enclosed:

- Personnel Action Report Summary P.85
- Permission & Permits Issued P.86
- City Council Request & Inquiry Report P.87



*City of Rochester, New Hampshire*  
EMPLOYEE RECOGNITION & ACHIEVEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
603-335-7500  
www.RochesterNH.net

July 23, 2014

**TO:** Brian Sylvester  
Library Director

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

**REGARDING:** Team Recognition – August 2014

Brian your staff has been selected for recognition regarding the summer reading program. The letter received by this Committee noted that the transformation of the reading room to the "My Kingdom for a Book" program is outstanding. I have attached a copy of the letter as it is truly one of the nicest letters we have received. I have also attached pictures that were taken. You and the following employees are mentioned:

Brian Sylvester	Marie Kelley	Grace Larochelle
Lisa Melone	Jennifer Bent	Jill Young
Shannon Perry	Peggy Trout	Melissa Sauer

The City Manager has requested that you and your staff to come to the August 5, 2014 City Council Meeting so that he can recognize the employees and present you with a certificate of appreciation.

Our Employee Recognition team is very happy to see your team of employees recognized, and we would like to supply you with a luncheon at the City's expense. Please call me to schedule a luncheon to be delivered to the Library at a time that is convenient for all to attend. Your staff's demonstration of dedication, commitment and professionalism is something that your co-workers are very proud of. Thank you for the services provided by your staff.

Sincerely,

Lisa J. Clark  
Employee Recognition & Achievement Team

TO: EOM Committee  
FROM: Diane Hoyt  
RE: EOM Nomination  
DATE: July 1, 2014

I would like to nominate the staff of the Children's Room at the Library for Employee of the Month.

For those unfamiliar with the summer reading program, for six weeks each year the staff of the Children's Room creates worlds to inspire young readers. This year's theme is 'My Kingdom for a Book!'. Through the seamless change in the Children's Room, along with activities and stories, new and unique destinations are experienced by anyone that enters the kingdom – young and old alike.

The staff allows little travelers to make the journey memorable and the destination will be a love of reading for years to come. We should recognize and applaud the dedicated staff of the children's room who clearly demonstrates the spirit of 'My Kingdom for a Book!' in their creativity in carrying out such a transformation of space for six weeks each summer.

With 64 years of combined service with the City of Rochester and obvious dedication to the community, the following employees are nominated for Employee of the Month:

- Marie Kelley
- Lisa Melone
- Grace Larochelle
- Jennifer Bent
- Jill Young
- Shannon Perry
- Brian Sylvester
- Peggy Trout
- Melissa Sauer

Respectfully submitted,



Diane Hoyt



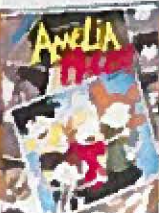






Sherwood  
Forest

NEW  
GRAPHIC  
NOVELS















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## **MANAGEMENT TEAM MEETING**

**June 23, 2014**

**9:00 A.M.**

### **PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Norm Sanborn, Chief – Fire  
Peter Nourse, Director DPW  
Michael Allen, Police Chief  
Samantha Rodgers, Executive Asst.  
Danford Wensley, City Attorney

Chris Bowlen, Director RAYS  
Karen Pollard, Economic Development Manager  
Jim Grant, Director BZLS  
Jim Campbell, Chief Planner – arrived at 9:18am

### **EXCUSED:**

Brian Sylvester, Library Director

## **MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:10 A.M.

### **1. Management Team Minutes – June 16, 2014**

Corrected 2 typos. There was no further discussion. Minutes were approved by general consensus.

### **2. City Council Inquiry Report**

There were no new items, no discussion

### **3. City Calendar for Week**

Reviewed the upcoming City meetings.

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

No new requests.

### **5. Council Action Items Report**

Reviewed items on list. No discussion.

### **6. Liberty Tree Memorial – elm tree**

The City can take part in the Liberty Tree Memorial by receiving and planting a free elm tree. Director Nourse will make contact with them.

## **7. Other**

### **City Manager Fitzpatrick**

- Advised that he will have to do jury duty and has asked that it be put off until September.

### **Chief Allen**

- Advised that he and Blaine had met on Friday with the representative from Dell. Discussed the network vulnerabilities and redundancy and prioritizing it as an issue.
- Advised that the Police Commission is meeting to perform hiring interviews for the vacant officer positions.
- Advised that Jason Cole has accepted the dispatch position. They will be holding interviews for the lead dispatch position tomorrow.

### **Director Nourse**

- Advised that a draft water/sewer policy was presented at Thursdays Public Works Committee meeting. Suggested that he would like for Councilor Larochelle to review.
- Advised that he will look into having shim work done on Salmon Falls Road due to the road conditions.

### **Deputy City Manager Cox**

- Advised that they are plugging the budget in and will get the Municipal Services Form to DRA.

### **Chief Sanborn**

- Advised that Relay for Life was held over the weekend and one of their firefighters had a team that raised a significant amount of money.

### **Director Bowlen**

- Advised that full summer operations began this morning.
- Advised that the pools were open.
- Advised that they are having some staffing concerns with obtaining lifeguards due to the cost of the certification that is required.
- Advised that the grand opening of the Disc Golf Course at Squamanagonic

### **Chief Planner Campbell**

- Reviewed the applicants that would be going before the next Planning Board meeting.
  - 99 Milton Road
  - Highfield Commons – next phase
  - Minor subdivision
  - 40 Bernard Road – disc golf

### **Attorney Wensley**

- Provided a brief update to the Trinity Circle concern. Advised that an agenda bill will need to be prepared and submitted so that it will be discussed at the next meeting.
- Provided an update on 2 cases:
  - Henderson – may be resolved with the plaintiffs
  - 202 LLC – hired Mike Burns from Atlantic Business Solutions to retrieve emails and has run into some difficulties in obtaining the information

### **Director Grant**

- Advised that the property at 73 Maple Street was posted with a Notice to Vacate. Sheldon will go out today to verify that the tenants have vacated.
- Provided update on Cove Court and that they have visited with the complainant and the property owner. The property owner will make changes to the fence. The complainant would like for someone to keep him apprised of the situation.
- Advised that they are working on the Sign Ordinance
- Advised that he is planning to take vacation next week.

The Management Team meeting adjourned at 9:53 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



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**MANAGEMENT TEAM MEETING**  
**June 30, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Economic Development Mgr  
Danford Wensley, City Attorney  
Jim Campbell, Chief Planner  
Scott Dumas, Police – Deputy Chief  
Samantha Rodgers, Executive Asst.

Norm Sanborn, Fire Chief

**EXCUSED:**

Brian Sylvester, Library Director  
Peter Nourse, Director DPW  
Chris Bowlen, Director RAYS  
Jim Grant, Director BZLS

**MINUTES**

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

**1. Management Team Minutes – June 23, 2014**

No discussion. Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no new items, no discussion

**3. City Calendar for Week**

Reviewed the upcoming City meetings.

**4. Right to Know Requests**

No new requests.

**5. Other**

### **City Manager Fitzpatrick**

- Had a general discussion about any potential concerns since the Demoulas management changes were made.

### **Chief Planner Campbell**

- Advised that Planning and Economic Development met with Kristina Wentworth and her attorney last week to discuss the rezoning changes.
- Advised that he met with Mr. Goldstein in regards to the roadwork that needs to be completed at Trinity Circle. Some further discussion indicated that some items that were originally approved by the Planning Board may not get done due to the need to finish the road with the funds in the surety.

### **Attorney Wensley**

- Advised that he is finishing up getting the data together for the Route 202 LLC matter.

### **Executive Assistant Rodgerson**

- Advised that she received a request from a food vendor to locate at Rochester Common only on Tuesday nights during the Concerts on the Common. Currently there is an approved vendor already there.
  - After a brief discussion, the consensus was to not allow an additional vendor to locate as the bid process needed to be followed.

### **Chief Sanborn**

- Updated committee about a grant for air packs that was announced. Explained that the amount only covered 26 out of 41 units needed (and requested). They have sent additional paperwork to FEMA to clarify for the remaining grant funds needed for the rest of the air packs.

### **Deputy Chief Dumas**

- Advised that interviews for the lead dispatcher positions took place and that they hope to promote 3 in the next week.
- Informed that Sgt. Burke is retiring today and that they are hoping to promote to fill the position.
- Advised that they are completing the background check for the evidence technician position.
- Advised that there are 2 open officer positions and that background checks would need to be done.
- Advised that he met with Superintendent Hopkins and discussed a grant opportunity that would provide \$18,000 for emergency notification software. The software would immediately connect to the dispatch center and the 5 closest

cruisers. He stated that offices at City Hall software could even be tied into the software.

**Deputy City Manager Cox**

- Advised that they are working on issuing the next bond and are contemplating delaying it by 4 or 5 months since the school project fund expenditures have been lower than anticipated to date.

The Management Team meeting adjourned at 9:34 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



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**MANAGEMENT TEAM MEETING**  
**July 7, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Economic Development Mgr  
Danford Wensley, City Attorney  
Jim Grant, Director BZLS  
Scott Dumas, Police – Deputy Chief  
Samantha Rodgerson, Executive Asst.

Norm Sanborn, Fire Chief  
Brian Sylvester, Library Director  
Peter Nourse, Director DPW  
Chris Bowlen, Director RAYS

**EXCUSED:**

Jim Campbell, Chief Planner

**MINUTES**

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

- **Management Team Minutes – June 30, 2014**

Date correction to be made. No discussion. Minutes were approved by general consensus.

- **City Council Inquiry Report**

There were no new items, no discussion

- **City Calendar for Week**

Reviewed the upcoming City meetings.

- **Right to Know Requests**

No new requests.

- **Presentation – Clyde Holland – energy opportunity**

Mr. Holland did not show up for his presentation.

- **Other**

**City Manager Fitzpatrick**

- Mentioned an article in the paper about the fireworks being canceled. The article was clear that City officials were not responsible for canceling them.

**Director Sylvester**

- Advised that they had another issue with ants. After some discussion, it was mentioned that we should look at bringing in a pest service to address the issue.
- Advised that the Library's reference librarian is out unexpectedly on medical leave and that he will work to minimize any staffing concerns this might create.

**Attorney Wensley**

- Discussed a letter of credit that we held previous to the one just called. According to the language in the letter of credit if it has not been called prior to the maturity date, then at maturity the funds should be sent to the City. Advised that he will discuss with Jim Campbell when he returns from vacation.

**Director Bowlen**

- Updated committee that they have hired some lifeguards
- Advised that summer camp is going well.
- Advised of a beaver issue at Squamanagonic.
- Advised that he will be on vacation for the remainder of the week and to contact Lauren Colanto in his absence.

**Deputy City Manager Cox**

- Advised that Mr. Blaisdell reached out last week.
- Advised that tablets for the City Council would be discussed at tomorrow night's Finance Committee.
  - There was some further discussion about the use of personal computers and email forwarded to personal emails and that it may subject the computer and all emails to Right to Know requests. Will need to be discussed further with the City Council.

**Director Nourse**



- Advised that they will be closing up the RFQ's for consultants, including selecting for highways.
- Advised that several drainage problems have occurred of late. Will bring to Public Works Committee to discuss. Will request additional money in the future to properly address these concerns.
- Advised that the service for secretary Danner's son will take place this afternoon.

#### **Chief Sanborn**

- Advised that they have hired a new firefighter, who will be coming from Dover will full certifications.
- Advised that they had a mutual aid call to Milton on Tuesday and several storm related calls on Wednesday, as well as some mutual aid calls to Farmington, New Durham and Dover.

#### **Chief Allen**

- Advised that they had a busy weekend as well, with the most notable call being for the robbery at the Milton Road Shell.
- Followed-up with the phone issues that had recently occurred and to make sure that a contingency plan is being looked into.

#### **Manager Pollard**

- Advised that interviews were conducted last week and that she hopes to make an offer this week.

#### **Director Grant**

- Advised that the RFP for software closes in 10 days.

The Management Team meeting adjourned at 9:31 A.M.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant



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**MANAGEMENT TEAM MEETING**  
**July 14, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Peter Nourse, Director DPW  
Danford Wensley, City Attorney  
Jim Grant, Director BZLS  
Michael Allen, Police Chief  
Samantha Rodgerson, Executive Asst.

Norm Sanborn, Fire Chief  
Brian Sylvester, Library Director  
Jim Campbell, Chief Planner  
Chris Bowlen, Director RAYS

**EXCUSED:**

Karen Pollard, Economic Development Mgr

**MINUTES**

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

**1. Management Team Minutes – July 7, 2014**

- No discussion, minutes were approved by general consensus.

**2. City Council Inquiry Report**

- There were no new items, no discussion.

**3. City Calendar for Week**

- Reviewed the upcoming City meetings.

**4. Right to Know Requests**

- No new requests.

**5. Blues Festival – discussion**

- General discussion about the size of events increasing each year. The general consensus was to still handle them the same as in the past as it pertains to police or fire coverage. Further discussed that the message boards should be used for traffic advisories and not event advertising.

## **6. AFLAC flier – discussion**

- Deputy City Manager Cox questioned how to handle requests of this nature as it pertains to voluntary employee benefits. The thought was that we should have a PPM on disseminating this type of information.

## **7. Other**

### **Director Sylvester**

- Advised that they had a pest control company spray and bait for the ants and should be able to move books back into the area shortly.

### **Chief Allen**

- Advised that they made an arrest in the armed robberies at the Milton Road Shell Station, however there was another robbery at the same location last night.
- Advised that the Police Benevolent Association would be hosting a basketball game against the Wizards on the 26<sup>th</sup>.

### **Deputy City Manager Cox**

- Advised that the Finance Department has become the fiscal agent for the Crimeline fund.
- Advised that the recent tax billing increased cash flow from \$17million to \$30 million.

### **Chief Sanborn**

- Advised that they had a suspicious fire at Wyandotte over the weekend and that they are investigating.

### **Director Bowlen**

- End of the week will be ½ way through the summer programs.
- Advised that the lifeguard situation generally worked itself out and that the biggest usage is from their own program participants.

### **Planner Campbell**

- Advised that the Planning Board met last Monday. They approved:
  - a minor subdivision
  - disc golf on Bernard Road
- Advised that they did not approve the used car dealership at 99 Milton Road, as the applicant was not in attendance.
- Advised that they continued Phase II for Highfields Common and worked on a new sign ordinance.

### **Grant**

- Advised that the building at 642 Columbus Avenue would be coming down today.
- Advised that he would like to send a liquor license request to the Licensing Board for approval as it pertains to a venue with live entertainment.
- Advised that Farmington Road Shell has chosen to lock most of their doors and that they were looking into.

The Management Team meeting adjourned at 9:30 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



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

**MANAGEMENT TEAM MEETING**  
**July 21, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Peter Nourse, Director DPW  
Danford Wensley, City Attorney  
Jim Grant, Director BZLS  
Scott Dumas, Deputy Chief - Police  
Samantha Rodgers, Executive Asst.

Mark Dupuis, Deputy Chief - Fire  
Brian Sylvester, Library Director  
Jim Campbell, Chief Planner  
Karen Pollard, Economic Development Mgr

**EXCUSED:**

Chris Bowlen, Director RAYS

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:00 A.M.

**1. Management Team Minutes – July 14, 2014**

- There was one correction to section 7. Other - under Planner Campbell. The used car dealership did not receive approval as was indicated. There was no further discussion; minutes were approved by general consensus.

**2. City Council Inquiry Report**

- There were no new items, no discussion.

**3. City Calendar for Week**

- Reviewed the upcoming City meetings.

**4. Right to Know Requests**

- Four requests on Lots 88 & 89 – South Main Street were received. 2 requests have been closed, while further information is being obtained on the remaining 2 requests.

## **5. Other**

### **City Manager Fitzpatrick**

- Advised that there was a concern brought forward by Councilor Walker about feral cats. Would like for Mr. Perkins to review our Nuisance Ordinance to see if that can be used to address the concerns.
- Monarch School – discussed the request to waive building permit fees. The Finance Committee took no action. The school has since been speaking to each Councilor and was invited to the Public Works Committee meeting. City Manager Fitzpatrick has requested an opinion from City Attorney Wensley since the City Council has no authority to waive the fee. There was an email suggestion to see if we could make a contribution similar to Rochester VNA or Homemakers. Deputy City Manager Cox clarified that those were appropriated in the budget and to do that, it would require a supplemental appropriation.
- Mentioned the Market Basket article in the paper and its potential impact as it relates to the EDA Grant. Ms. Pollard stated that she has reached out to their attorney again but has not heard back as of yet.

### **Manager Pollard**

- Advised that the REDC met with the Director of Projects for DOT in regards to a regional coalition for transportation. The meeting went very well and another is scheduled for September to discuss topics such as the 10-year plan and exit 10.
- Advised that Jen Marsh, the new Economic Development Specialist, will be starting on Wednesday.

### **Deputy City Manager Cox**

- Advised that while attending the ICMA workshop on Thursday they were to give an example of how the city engages with the community. He spoke of the tax cap and received a lecture from another as to how that is unconstitutional.

### **Attorney Wensley**

- Advised that there was a lot of action on the 202 case last week. 9 depositions were held with current and former city officials. All went well and they have agreed to mediate the case. Will discuss further with City Manager.

### **Deputy Chief Dumas**

- Advised that they made a second arrest in the Shell station robbery.
- Advised that there was a new robbery at the Irving station in Gonic.
- Advised that the Blues Festival attracted 500-700 participants
- Advised that they were working on a possible unauthorized taking of fuel of the city and are working with the department accused.

**Deputy Chief Dupuis**

- Advised that the new firefighter hired would be starting next week.

**Director Sylvester**

- Advised they are working with Strafford County Community Action to provide them with meeting space to meet with clients seeking fuel assistance.

The Management Team meeting adjourned at 9:44 A.M.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant



# ROCHESTER RECREATION & ARENA

## LETTER OF TRANSMITTAL

CITY OF  
Received

JUL 7 2014

City Manager  
ROCHESTER

TO: Dan Fitzpatrick, City Manager  
CC: Blaine Cox, Deputy City Manager  
FROM: Chris Bowlen, Director  
DATE: July 7, 2014

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items: Change Order #2 – Arena Restrooms  
Horne Construction Company Inc.

These are transmitted as checked below:

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

### SUPPLEMENTAL INFORMATION:

Please find attached for your signature for a change order request for additional work discovered during the demolition of the public restrooms at the Rochester Arena. This work pertains to existing bearing walls that had no concrete footings underneath. This was discovered upon the demolition and excavation of the existing concrete floor. The amount for this structural work (plan enclosed) is \$811.08. Funding is available from the CIP account.

Blaine M  
Cox

Digitally signed by Blaine M Cox  
DN: cn=Blaine M Cox, o=City of Rochester  
New Hampshire, ou=Department of  
Finance,  
email=blaine.cox@rochester-nh.net, c=US  
Date: 2014.07.07 15:49:10 -0400

Reviewed by: \_\_\_\_\_ Date: 2014-07-07  
Blaine Cox, Deputy City Manager / Director of Finance



City of Rochester, New Hampshire  
Department of Recreation, Arena  
Recreation & Youth Services: 150 Wakefield Street, Suite #1, Rochester, NH 03867 • 603-332-4120  
Arena: 63A Lowell Street, Rochester, NH 03867 • 603-335-6749  
Fax: 603-335-7573 • [www.rochesterrec.com](http://www.rochesterrec.com)





**City of Rochester  
Dept of Public Works**

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

# Memo

CITY OF  
Received

JUN 30 2014

City Manager  
ROCHESTER

**To:** Blaine Cox.  
Finance Director/Deputy City Manager

**From:** Lisa J. Clark

**Date:** 6/25/2014

**Re:** Catherine Street / Sheridan Ave / Knight Street Area  
Improvements.t  
Notice of Award – SUR Construction

---

Enclosed please find three (3) copies of the Notice of Award for the Catherine, Sheridan, Knight Street Area Improvement project. This award is in the amount of \$3,182,965.00 and is funded from the following accounts:

School Dept \$142,990  
15013010-771000-14519 = \$1,009,765.00  
55016010-771000-14519 = \$746,580.00  
55026020-771000-14519 = \$1,283,630.00

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

Signature Blaine Cox 6/30/14  
(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Michael Bezanson, PE, City Engineer



## *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](http://www.rochesternh.net)

CITY OF  
Received  
JUL 9 2014  
City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

---

**TO:** Daniel Fitzpatrick, City Manager  
**FROM:** Michael S. Bezanson, PE, City Engineer *MSB*  
**DATE:** July 9, 2014  
**SUBJECT:** Catherine/Sheridan/Knight - Construction Agreement  
**CC:**

---

Attached please find four (4) copies of the agreement between S.U.R. Construction, Inc. and the City of Rochester for the construction of the Catherine Street/Sheridan Avenue/Knight Street Area Improvements project, along with copies of bonds and insurance certificates. This project was publicly bid and awarded to S.U.R. Construction, Inc. on June 23, 2014.

Please sign all four (4) copies of the agreement and return the entire package to me. Please call me with any questions. Thank you.



Norman Sanborn, Jr.  
Chief of Department

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

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

July 10, 2014

CITY OF  
Received

JUL 10 2014

City Manager  
ROCHESTER

TO: Dan Fitzpatrick, City Manager  
FROM: Norm Sanborn, Jr., Fire Chief  
SUBJECT: Deputy Warden Appointment

Recently I promoted Firefighter Mike George to the position of Interim Lieutenant. Due to this promotion I need to have Lieutenant Mike George appointed to be a Deputy Warden. This appointment to the position of Deputy Warden will allow Lt. George to issue and sign burning permits.

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

Sincerely,

Norman Sanborn, Jr.  
Fire Chief



**City of Rochester  
Dept of Public Works**

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

# Memo

**To:** Dan Fitzpatrick  
City Manager

**From:** Lisa J. Clark *ARC*

**Date:** 7/17/2014

**Re:** HHW Contract

CITY OF  
Received

JUL 18 2014

City Manager  
ROCHESTER

---

Attached please find the Grant Agreement for the Household Hazardous Waste Grant. This needs to be signed by the City Manager and sent to the state to complete our grant package.

I have attached a copy of the City Council resolution giving the City Manager authorization to proceed with execution of this FY2015 Grant.

Please sign AND initial where indicated, then return this document and return to the DPW for distribution.

Cc: Peter Nourse, PE, City Engineer





## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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CITY OF  
Received

JUL 8 2014

City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

---

**TO:** Daniel Fitzpatrick, City Manager  
**FROM:** David Green, Chief Operator WWTF *elH*  
**DATE:** July 8, 2014  
**SUBJECT:** New Route 125 Pump Station Upgrade  
**CC:** Michael S. Bezanson, PE, City Engineer  
Peter C. Nourse, PE, Director of Public Works

---

Attached please find six (6) copies of the agreement between Scherbon Consolidated Incorporated and the City of Rochester for the upgrade of the New 125 Sewer Pump Station Bid # 14-27. This project was publicly bid and was awarded to low bidder Scherbon Consolidated Incorporated on June 19, 2014.

Please sign all six (6) copies of the agreement and return the entire package to me. Please call me with any questions. Thank you.



## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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RECEIVED  
JUL 01 2014  
FINANCE OFFICE  
CITY OF ROCHESTER

### INTEROFFICE MEMORANDUM

**TO:** Blaine Cox, Finance Director/Deputy City Manager  
**FROM:** Michael S. Bezanson, PE, City Engineer *MSB*  
**DATE:** July 1, 2014  
**SUBJECT:** Paving Contract 11-27 - Change Order No. 5  
**CC:** Peter Nourse, PE, Director of Public Works

CITY OF  
Received  
JUL 1 2014  
City Manager  
ROCHESTER

Attached please find one (1) original of Change Order No. 5 between Brox Industries, Inc. and the City of Rochester for the Roadway Paving Rehabilitation Contract 11-27. This change order increases the contract price by \$674,904.94 for FY15 work; contract time is extended to June 30, 2015.

Brox has again agreed to hold the unit prices, except as noted in Joe's attached memo. The changed unit costs address specific work necessary for the completion of the Yeagley Way pavement rehabilitation.

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

Once signed by the City Manager, please return to DPW for distribution.

Thank you.

Signature

*Blaine Cox 7/1/14*  
(Blaine Cox, Finance Director/Deputy City Manager)



**City of Rochester  
Dept of Public Works**

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

# Memo

**To:** Dan Fitzpatrick  
City Manager

**From:** Joe Gasbarro  
Construction Engineer

**CC:** Mike Bezanson, Peter Nourse

**Date:** July 1, 2014

**Subject:** Paving Contract 11 – 27 Change Order #5 Brox Industries.

---

CITY OF  
Received  
JUL 1 2014  
City Manager  
ROCHESTER

Dan,

Please find enclosed an original signed Change Order #5 to the City of Rochester, NH, Contract 11 – 27 in the amount of \$674,904.94

This change order extends the working relationship thru June 30, 2015, includes a reduction to item 26 and several new items 27 thru 30 to complete improvements along Yeagley Street and Dominicus Way.

Please sign this original and return to me. Any questions please do not hesitate to call.

Thank you,

Joe





**City of Rochester  
Dept of Public Works**

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

# Memo

**To:** Blaine Cox.  
Finance Director/Deputy City Manager

**From:** Lisa J. Clark *LJC*

**Date:** 7/3/2014

**Re:** Stillwater Circle Bridge Project  
Notice of Award – Beck & Bellucci, Inc, \$463,539.60

RECEIVED  
JUL 07 2014  
FINANCE OFFICE  
CITY OF ROCHESTER

CITY OF  
Received  
JUL 8 2014  
City Manager  
ROCHESTER

Enclosed please find three (3) copies of the Notice of award document for the Stillwater Circle Bridge Project. See attached 7/1/14 minutes - The funding has been secured as follows

15013010-771000-13522 = \$16,509.00  
15013010-771000-14521 = \$224,705.75  
15013010-771000-15XXX = \$222,324.85 (supplemental \$250K authorized by Council 7/1/14)  
Total Award amount \$463,539.60

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

Signature *Blaine Cox* 7/8/14  
(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Michael Bezanson, PE - City Engineer





## *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](http://www.rochesternh.net)

CITY OF  
Received  
JUL 24 2014  
City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

---

**TO:** Daniel Fitzpatrick, City Manager  
**FROM:** Michael S. Bezanson, PE, City Engineer *[Signature]*  
**DATE:** July 24, 2014  
**SUBJECT:** Stillwater Circle Bridge Rehab. - Construction Agreement  
**CC:**

---

Attached please find three (3) copies of the agreement between Beck & Bellucci, Inc. and the City of Rochester for the construction of the Stillwater Circle Bridge Rehabilitation project, along with copies of bonds and insurance certificates. This project was publicly bid and awarded to Beck & Bellucci, Inc. on July 11, 2014.

Please sign all three (3) copies of the agreement and return the entire package to me. Please call me with any questions. Thank you.



*City of Rochester, New Hampshire*

CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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

CITY OF  
Received  
JUL 8 2014  
City Manager  
ROCHESTER

July 8, 2014

Daniel W. Fitzpatrick  
31 Wakefield Street  
Rochester, NH 03867

City Manager Fitzpatrick,

Please find attached for your signature the contract to The Network. This contract authorizes The Network to provide the City of Rochester with management services for the Ethics & Compliance Hotline for a period of 1 year, renewing automatically each year thereafter, unless canceled.

Thank you,

Samantha Rodgers  
Executive Assistant



## 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](http://www.rochesternh.net)

RECEIVED  
JUN 25 2014  
FINANCE OFFICE  
CITY OF ROCHESTER

### INTEROFFICE MEMORANDUM

**TO:** Blaine Cox, Finance Director/Deputy City Manager  
**FROM:** Michael S. Bezanson, PE, City Engineer *M/S*  
**DATE:** June 25, 2014  
**SUBJECT:** Upper City Dam Repairs - Change Order No. 1  
**CC:** Peter Nourse, PE, Director of Public Works

CITY OF  
Received  
JUL 1 2014  
City Manager  
ROCHESTER

Attached please find three (3) copies of Change Order No. 1 between JTI Site Development and the City of Rochester for the construction of the Upper City Dam Repairs project. This change order has no impact on the contract price; only contract time is affected (addition of contract days to allow for completion of the project).

If you have any questions, please let me know; if not, please sign and forward to the City Manager for signature. These documents should be returned to DPW for distribution.  
Thank you.

Signature *Blaine Cox* 6/25/2014  
(Blaine Cox, Finance Director/Deputy City Manager)

Date: 7/7/14

To: Dan Fitzpatrick  
City Manager

From: Elena V. Engle  
Community Development Specialist

CITY OF  
Received

JUL 7 2014

City Manager  
ROCHESTER

Re: Letter of Support for Watershed Assistance Grant

On 7/1/14 the City Council voted to support submission of a pre-proposal for a Watershed Assistance Grant through the NHDES for \$120,000 to implement low impact designs in the stormwater portion of the reconstruction of the Western/Adams neighborhood.

Please sign the attached letter of support that was drafted on behalf of the City Council.

Thank you.

Date: 7/9/14  
To: Dan Fitzpatrick  
City Manager  
From: Elena V. Engle  
Community Development Specialist

CITY OF  
Received  
JUL 8 2014  
City Manager  
ROCHESTER

Re: Pre-Proposal for Watershed Assistance Grant

Attached is the pre-proposal that will be submitted to the NHDES for the Watershed Assistance Grant. This is only a pre-proposal and if selected, the City will submit a full application. The amount of the request is for \$120,000 in grant funds. The City Council approved the submittal of this application on 7/1/14.

Please sign the attached application as the authorized official.

Thank you.



East Rochester Public Library  
55 Main Street  
East Rochester, NH 03868  
603-332-8013

CITY OF  
Received  
JUL 1 2014  
City Manager  
ROCHESTER

July 1, 2014

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

Dear Mr. Fitzpatrick,

I had a short conversation with Mr. Ray Varney on Monday and he informed me that the city representatives had voted to fund the East Rochester Public Library \$5000.00 for the operation of the library for the budget year of 2014/2015. This is good news indeed! All the trustees and the librarian continue to support the library with their efforts to have it open and available to the public. There are still improvements to be done, which will be continued when ever possible. The East Rochester Public Library is open and welcoming to all people. To this end, I would request that the \$5000.00 the City of Rochester has designated for the library be released to the East Rochester Library Association at the next check issuance. Thank you for your time and consideration.

Sincerely,



Laura J. Schmalzl

Board of Trustees, President

East Rochester Library Association

CM  
R-put



CITY OF  
Received  
JUL 23 2014  
City Manager  
ROCHESTER

July 21, 2014

Mr. Daniel Fitzpatrick  
City Manager  
Rochester City Hall  
31 Wakefield Street  
Rochester, NH 03867-1916

Dear Mr. Fitzpatrick, Mayor Jean and Rochester Council Members:

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

The City of Rochester's appropriation of \$10,500 will enable us to continue to subsidize health care services to Rochester residents.

As our mission here at The Homemakers is to provide the home health, home support and adult day care services people need to remain in their own homes and out of hospitals and nursing homes, we believe these funds will ultimately prove to be very cost-effective for the City of Rochester.

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

Sincerely,

Heidi Morrison  
Chief Executive Officer

**P.S. Wishing you all good health!**



# ROCHESTER MAIN STREET

Rochester Main Street Program is a non-profit volunteer organization devoted to the preservation, growth and vitality of downtown Rochester. Participate-Volunteer-Donate

18 South Main Street, Suite 205  
Rochester, NH 03867  
City Manager  
ROCHESTER

CITY OF  
Received

JUL 15 2014

July 11, 2014


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

Dear Dan,

As per the lease agreement negotiated in 2008 between the City of Rochester and Rochester Main Street enclosed please find \$1 as payment for the Annual Lease of Factory Court.

Thank you again for all that you do and your support for the work of the Rochester Main Street volunteers!

Sincerely,

  
Michael A. Proyost, Executive Director  
Rochester Main Street



cm Report



July 18, 2014

Mr. Daniel Fitzpatrick  
Rochester/Dover Solid Waste Management District  
31 Wakefield Street  
Rochester, NH 03867

Re: Application for Type I-B Permit Modification  
Waste Management of New Hampshire, Inc.  
TLR-III Refuse Disposal Facility (TLR-III)  
Rochester, New Hampshire  
NHDES Permit No.: DES-SW-SP-95-001

**TURNKEY RECYCLING & ENVIRONMENTAL ENTERPRISE**

30 Rochester Neck Road  
P.O. Box 7065  
Rochester, NH 03839  
(603) 330-2197  
(603) 330-2130 Fax

CITY OF  
Received  
JUL 22 2014  
City Manager  
ROCHESTER

Dear Mr. Fitzpatrick

The purpose of this letter is to inform you that an application for a Type I-B Permit Modification is being filed with the New Hampshire Department of Environmental Services (NHDES) for Waste Management of New Hampshire's TLR-III Refuse Disposal Facility. You are being notified as a representative of the host solid waste management district. Waste Management of New Hampshire, Inc. is the property owner, facility owner and facility operator.

The proposed modification involves revisions to the Operating Plan for the TLR-III facility. The revisions are consistent with the New Hampshire Solid Waste Rules (NHSWRs) and serve to update the Operating Plan to incorporate a piping network currently in place at the facility; a revised fill placement procedure and several other minor modifications. No changes in the types of wastes or recyclables handled at the facility, or in facility operation or life expectancy, are proposed.

A copy of the application is enclosed for your reference. Copies are also available for review at our facility and at the Concord offices of the NHDES. The application will be reviewed by NHDES to determine whether it satisfies the content and format requirements of the NHSWRs. When the application is deemed complete, NHDES will complete a technical review of the application. Following its technical review, NHDES will make a decision whether to approve the application.

If you have any questions or comments regarding the enclosed application, please contact me at 603-330-2164. You may also contact Mr. Michael Guilfooy, P.E. at NHDES, 29 Hazen Drive, Concord, New Hampshire 03301.

Sincerely,  
WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.

Robert S. Magnusson, P.E.  
Senior District Manager

Enclosures: Application

cc Michael Guilfooy, P.E., NHDES

**From everyday collection to environmental protection, Think Green® Think Waste Management.**



**TURNKEY RECYCLING & ENVIRONMENTAL ENTERPRISE**

30 Rochester Neck Road  
P.O. Box 7065  
Rochester, NH 03839  
(603) 330-2197  
(603) 330-2130 Fax

July 21, 2014

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

CITY OF  
Received  
JUL 22 2014  
City Manager  
ROCHESTER

Re: Waste Management of New Hampshire, Inc.  
TREE Host Community Payment  
Rochester, New Hampshire

Dear Mr. Fitzpatrick:

Waste Management of New Hampshire, Inc. is providing this letter to transmit the Host Agreement fee for the Turnkey Landfill for the Second Quarter of 2014. The enclosed check for \$140,685.94 reflects the acceptance of 216,439.90 net tons received during this past quarter.

If you have any questions, please contact me at (603) 330-2164.

Sincerely,  
WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.

Robert S. Magnusson  
Sr. District Manager

cc: Steve Cate, WMNH  
Steve Poggi, WMNH  
File: 08-02-AA

**Waste Management Turnkey Landfill**

**CITY OF ROCHESTER HOST COMMUNITY FEE**

**FOR THE MONTHS OF: April, May & June 2014**

<b>GROSS TONNAGE:</b>	351,989.60
<b>LESS:</b> RGC-Revenue Generating Cover	113,733.90
RDW-Redirected Waste	15,983.54
LFCMW-Landfill Construction Material	142.38
Origin NHROC (not included in RGC, RDW or LFCMW)	5,689.88
Outgoing - Scrap Metal OSCRAP	0.00
Outgoing - Wood OCLEANW	0.00
<b>NET TONNAGE:</b>	<u><u>216,439.90</u></u>
<b>HOST FEE RATE:</b>	<u><u>\$0.65</u></u>
<b>CURRENT QUARTER HOST FEE:</b>	<u><u>\$140,685.94</u></u>

# JULY 2014

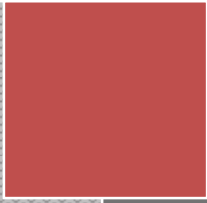
DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL TEMP	NE	RE	IRE	REIREMENT	SEPARATED	STEP C A	COLA C A	MERIT PA ADJ	NU PA ADJ	PROMOTION	OT ER	MISC. INFO
CODE ENFORCEMENT	SHELDON PERKINS	COMPLIANCE OFFICER	1	X													X	INCREASE HRS 35 TO 40
COMMUNICATIONS	VARIOUS	LEAD SPECIALIST	3	X												X		NEW POSITION PER CBA
COMMUNICATIONS	VARIOUS	COMMUNICATIONS SPECIALIST	2	X													X	NEW MIN PAY RATE PER CBA
COMMUNICATIONS	VARIOUS	COMMUNICATIONS SPECIALIST	3	X									X					
COMMUNICATIONS	JASON COLE	COMMUNICATIONS SUPERVISOR	1	X													X	REDUCTION IN FORCE
COMMUNICATIONS	JASON COLE	COMMUNICATIONS SPECIALIST	1	X				X										
COMMUNICATIONS	MADELINE MOULE	COMMUNICATIONS SPECIALIST	1	X				X										
COMMUNICATIONS	JASON COLE	COMMUNICATIONS SPECIALIST	1	X							x							
COMMUNICATIONS	REBECCA NAVELSKI	COMMUNICATIONS	1			X					X							
ECONOMIC DEV	MARY ELLEN HUMPHREY	ED SPECIALIST	1	X							X							
ECONOMIC DEV	JENNIFER MARSH	ED SPECIALIST	1	X				X										
FIRE	VARIOUS	IAFF	33	X									X					
FIRE	PAUL HAGGEMILLER	FIREFIGHTER	1	X								X						
FIRE	MATTHEW FURTNEY	FIREFIGHTER	1	X				X										
MIS	SCOTT VOEGLIN	CAMERA OPERATOR	1		X												X	PT IS TECH NO LONGER FUNDED
POLICE	VERNA EMERSON	CROSSING GUARD	1			X					X							
POLICE	DENNIS DUCHESNEAU	ADMIN/NETWORK SPECIALIST	1		X												X	REDUCTION IN FORCE
POLICE	VARIOUS	CROSSING GUARDS	10			X									X			
POLICE	VARIOUS	PATROL OFFICER	4	X									X					2% EQUITY ADJ PER CBA
POLICE	VARIOUS	PATROL OFFICER	14	X									X					NEW MIN PAY PER CBA
POLICE	MICHAEL MUNDY	PATROL OFFICER	1	X										X				
POLICE	VARIOUS	SERGEANT	2	X									X					MARKET ADJ PER CBA
POLICE	STEVEN BOURQUE	PATROL OFFICER	1	X										X				
PUBLIC WORKS	VARIOUS	AFSCME	43	X									X					
PUBLIC WORKS	VARIOUS	AFSCME	28	X								X						
PUBLIC WORKS	ZACKERY ROUTHIER	GROUND LABORER	1		X										X			
PUBLIC WORKS	ZACKERY ROUTHIER	GROUND LABORER	1		X						X							
PUBLIC WORKS	TYLER BEAUDET	GROUND LABORER	1		X												X	TRANSFER FROM PT CUSTODIAN
PUBLIC WORKS	JOSEPH GASBARRO	CONSTRUCTION ENGINEER	1	X													X	
PUBLIC WORKS	DONALD LABRECQUE	WTP OPERATOR	1	X													X	VOLUNTARY DEMOTION
PUBLIC WORKS	TIM GREEN	LEAD WTP OPERATOR	1	X												X		
RECREATION	VARIOUS	LIFEGUARD	2		X	X	X											
RECREATION	ASHLEY PIERSON	PROGRAM ASST. VOLLEYBALL	1		X	X	X											
RECREATION	ROBERT GEE	AQUATICS SUPV	1		X	X		X										
TAX COLLECTOR	DEB MILLSPAUGH	ACTING DEP TAX COLLECTOR	1	X													X	
TAX COLLECTOR	VIRGINIA GRAY	ACTING TAX COLLECTOR	1	X													X	
VARIOUS	VARIOUS	NON-UNION	22	X	X										X			
VARIOUS	VARIOUS	RMEA	45	X	X								X					

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
7/7/2014	City Manager's Office	BANNERS	Opera House
7/9/2014	City Manager's Office	BANNERS	Baby Rachel's Legacy
6/26/2014	City Manager's Office	EVENT	Graduation Party with band - Flat Rock Bridge Road
7/3/2014	City Manager's Office	EVENT	Block Party - Dublin Way (rain date)
7/7/2014	City Manager's Office	EVENT	Opera House - actors downtown
7/9/2014	City Manager's Office	EVENT	5K Mud Run - US Social Events
7/9/2014	City Manager's Office	EVENT	Commons Church - Block Party - Gagne Street
7/14/2014	City Manager's Office	EVENT	Seventh Day Adventist - concert
7/14/2014	City Manager's Office	EVENT	Monarch School - bike ride
7/16/2014	City Manager's Office	EVENT	Child & Family Services - Youth Outreach - Hanson Pines
7/21/2014	City Manager's Office	EVENT	Hughes - party - Sherman Street
7/22/2014	City Manager's Office	EVENT	RMS - Factory Court - Central Square Concerts
7/25/2014	City Manager's Office	EVENT	Senator Bob Smith - benefit concert
7/9/2014	City Manager's Office	RAFFLE	Homemakers calendar raffle
7/2/2014	City Manager's Office	TAGGING	Roger Allen Baseball - Rochester Rebels
7/21/2014	City Manager's Office	TAGGING	14U Rochester Slammers

Council Inquiry report 201407

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Committee	5/15/2014 Public Works Committee	meet with supplier of infrared machine and discuss resolving issues.	Mr. Nourse to meet with equipment supplier.
2	Varney	5/15/2014 Public Works Committee	Suggested getting budgetary number for basic repairs for inspection and evaluation of Dewey St./Hanson Pines pedestrian bridge. Suggested completing CIP Project Sheet and agenda bill for to get on Council agenda to add to FY2015 CIP budget.	Mr. Nourse to work on.





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

RECEIVED  
JUL 11 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: City Council Ward 6

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

NAME: Donna M. Bryan

STREET ADDRESS: 3 PAGE ST

ZIP 03862

TELEPHONE: (H) 973-2965 (W) \_\_\_\_\_ E-MAIL: ddbptb@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO ☐ WARD 6

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

See attached letter.

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

I certify that I am 18 years of age or older: Donna M. Bryan

July 10, 2014

Mayor Jean and City Councilors,

Please accept this as my letter of interest for the Ward 6 Councilor position. I have been a resident of Rochester since 1989, relocating from the Philadelphia suburbs. For the past 12 years I have been employed as a para educator at Chamberlain Street School. During this time I have watched Rochester grow and change. I would like to be a part of the continued growth and prosperity of our city.

While I do not know much about the politics of a city, I feel I have much to contribute. I have a strong background in technology. Tech issues, such as hardware troubleshooting, setting up and instruction of iPads and Chromebooks in the classrooms, as well as maintaining such devices, are a big part of my job responsibilities. I am a good listener and do not make decisions in haste. I listen to all sides of a given situation.

Thank you for your consideration and I look forward to hearing from you soon.

Donna M. Bogan  
3 Page St  
Rochester, NH 03867  
(603)973-2965





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

RECEIVED  
JUL 30 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: City Council for Rochester, NH

NEW ☒ RE-APPOINTMENT \_\_\_\_\_ REGULAR \_\_\_\_\_ ALTERNATE \_\_\_\_\_

NAME: Tom L. Paradis

STREET ADDRESS: 47 Winter St., Rochester

ZIP 03867

TELEPHONE: (H) 205-2812 (W) 205-2812 E-MAIL tomparadis3@hotmail.com

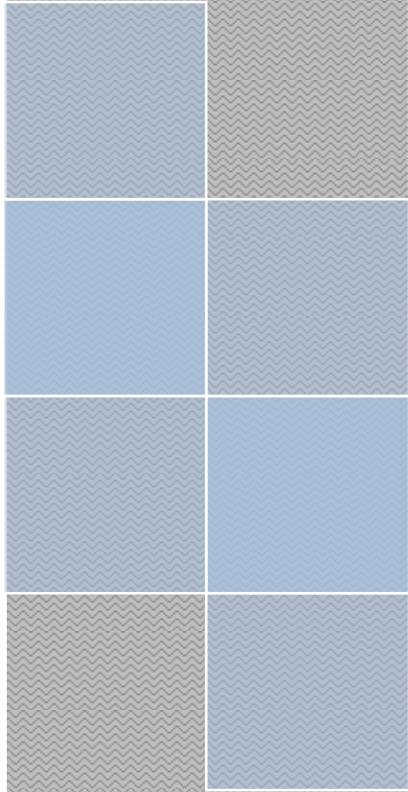
REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO \_\_\_\_\_ WARD 6

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

I am passionate about change and I believe that it is possible for the city of Rochester. I feel that it is time to try achieving more ward-based community involvement and I would like to do my part to help this city grow, over time, to its fullest potential.

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

I certify that I am 18 years of age or older: Tom L. Paradis



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

R  
VED  
JUL 18 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: Selectman WARD 2

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

NAME: Robert Pallas

STREET ADDRESS: 114 Charles Street

ZIP 03867

TELEPHONE: (H) 335-1974 (W) 332-9611 E-MAIL r.pallas@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO ☐ WARD 2

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

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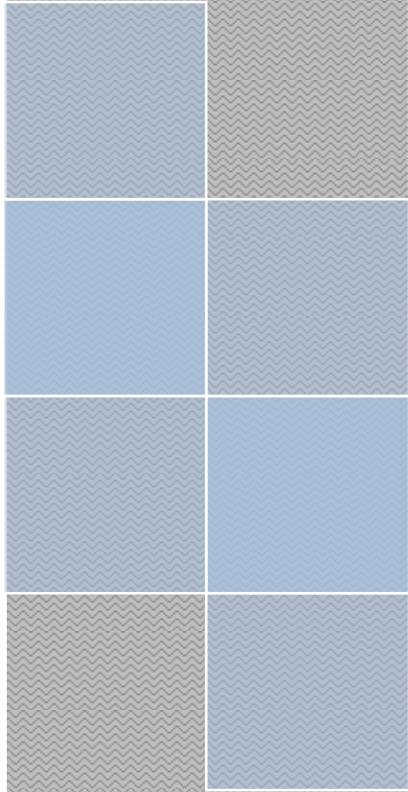
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I certify that I am 18 years of age or older:

Robert J. Pallas

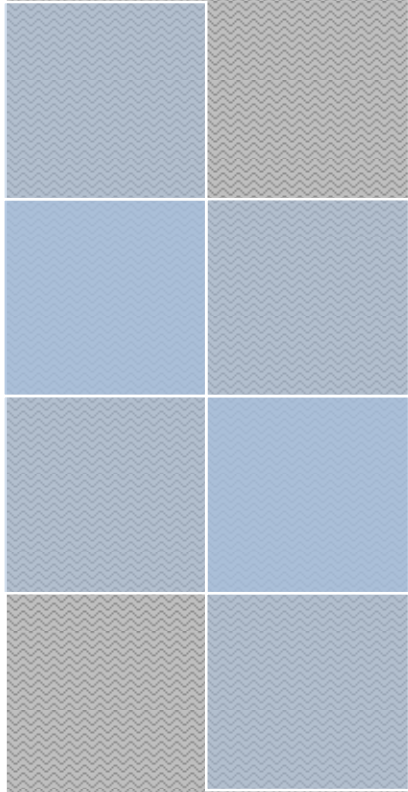


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## Reports of Committees

- Appointments Committee – 7/01/2014
- Community Development Committee
- Finance Committee – 7/08/2014
- Joint Building Committee – 07/10/2014
- Public Safety Committee – 7/16/2014
- Public Works and Building Committee – 7/17/2014



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

### **Appointments Committee Minutes**

July 1, 2014

#### **Committee Members Present:**

John Larochelle, Chair  
Jake Collins  
James Gray

Donald Hamann  
Sandra Keans

John Larochelle called the meeting to order at 6:00 p.m. on July 1<sup>st</sup>.

#### **Therese Hickman – Cocheco Local Rivers Advisory Committee**

Therese would like to be nominate to the NHDES Local Rivers Advisory Committee for the Cocheco River. She has been a part of the Volunteer River Assessment Program and participated in the Cocheco Rivers Sweep eight times.

The Appointments Committee unanimously recommends Therese Hickman for nomination to the Cocheco Local Rivers Advisory Committee.

#### **Michael Provost - Arts & Culture Commission – Reappointment**

Given Mike's position as director of Rochester Main Street and his experience in theater, the Committee thinks that Mike is very well qualified for membership on the Arts & Culture Commission.

The Appointments Committee unanimously recommends Michael Provost for reappointment to the Arts & Culture Commission, term to expire July 2017.

#### **Cristina Dorvillier - Arts & Culture Commission – Reappointment**

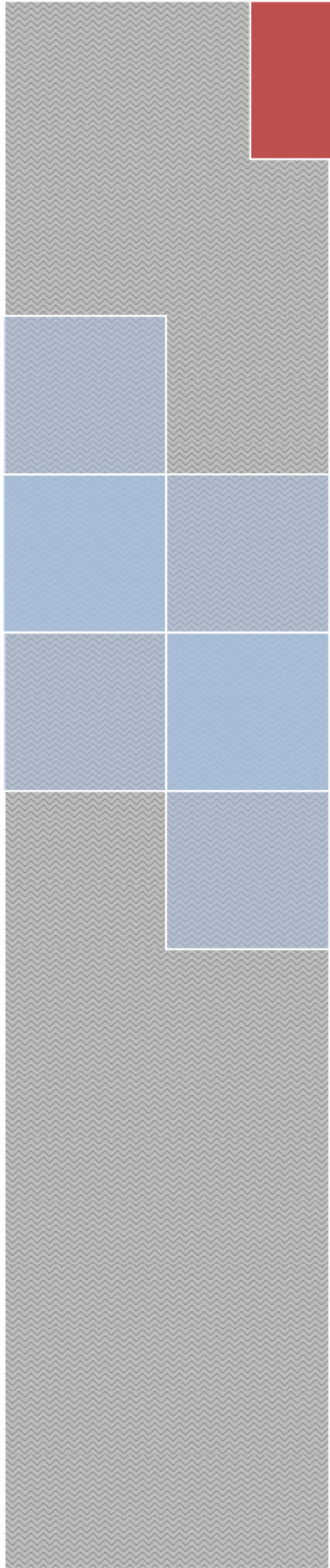
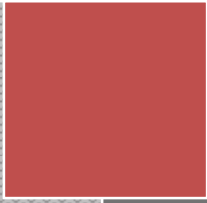
Cristina has enjoyed serving on the Commission as vice-chair and would like to continue to serve the City in this capacity.

The Appointments Committee unanimously recommends Cristina Dorvillier for reappointment to the Arts & Culture Commission, term to expire July 2017.

Respectfully submitted,

John Larochelle, Chair  
Appointments Committee





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# Rochester City Council

## Community Development Committee

**DRAFT**

### MEETING MINUTES

**James Gray, Chairperson**  
**Elaine Lauterborn, Vice-Chair**  
**Sandra Keans**  
**Jake Collins**

<b>Meeting Date:</b>	July 24, 2014	
<b>Members Present:</b>	Councilor Gray Councilor Lauterborn Councilor Collins Councilor Keans	<b>Members Absent:</b>
<b>Staff:</b>	Elena Engle - Community Development Specialist Michelle Mears Staff Planner Jennifer Marsh Economic Development Specialist Chris Bowlen Director, Recreation and Arena Lauren Colanto Asst. Director, Recreation and Arena	
<b>Guests:</b>	Molly Meulenbroek Studley s Flower Garden Jeffrey Meulenbroak Studley s Flower Garden Rick and Melissa Lang - Citizen s	

Councilor Gray called the meeting to order at 5:30PM. **Motion was made to approve the June 26, 2014 Community Development Committee minutes by Councilor Lauterborn and seconded by Councilor Collins, minutes were approved unanimously.**

<b>Public Input</b>	Public input: See next section on Curfew on the Common
<b>Curfew on the Common</b>	<p>Rick and Melissa Lang attended the meeting as concerned citizen s speaking to late night disturbances occurring at the Rochester Common. The Lang s live across from the Common on Common Street and although they acknowledged that they chose to live near a public park and expect to deal with some issues, that the late night issues of noise, vandalism, fighting, drinking and police calls, often between 10pm and 5am when they have to get up for work is becoming difficult to tolerate. The Lang s concern is that by the time the police arrive in the middle of the night, those causing the disturbance have already left or if they are still present, the Police can tell them to keep the noise down but the issues begin again once they leave. It is their understanding the rules are not clear regarding enforcement on the Common and whether there is a curfew that they can enforce.</p> <p>There was discussion as to whether the current ordinance was sufficient enough to give the police grounds to have anyone causing a disturbance leave the park the current ordinance reads <i>"All parks shall be open</i></p>

	<p><i>during the hours of 12:01 AM to midnight every day unless signs specifying more restrictive opening hours shall be prominently posted around such park(s). Buildings or structures within said park(s) shall be open in accordance with signs posted on said buildings or structures posted by the Director, specifying hours during which such buildings an/or structures shall be open to the public.”</i> Chris Bowlen, Director of Recreation and Arena noted that since posting hours at the basketball courts at Hanson Pines that there seems to be less complaints. He also stated that he would discuss with the Recreation Commission.</p> <p>Councilor Keans noted that back in the early 2000 s the issue of a curfew at the Common was discussed but there was a lot of pushback from people who worked second shift and wanted access to the Common to walk after work. Melissa Lang noted that she has done a lot of research on NH communities that enforce a curfew and recommended that perhaps utilizing phraseology used in other NH communities might be more acceptable then a strong curfew language: <u>Example from City of Nashua:</u> <i>“No person may remain or stay in Park between the hours of xx:xx p.m. and x:xx a.m.”</i></p> <p>Councilor Collins also noted he has received calls from his constituents regarding concerns about smoking in the Common as it relates to the current ordinance. There was also mention of concerns over dogs in the Common.</p> <p>Councilor Gray recommended that this committee look at the City s Nuisance Ordinance and address the ordinance city-wide as it related to all parks so there is consistency throughout. Councilor Gray requested this topic be added the Community Development Committee agenda for August 28<sup>th</sup> and discussed at the Recreation Commission.</p>
<p><b>RSA 79-E – Community Tax Relief Incentive:</b> Studley s Flower Garden</p>	<p>Discussion was held regarding the application by Studley s Flower Garden for RSA 79-E Community Revitalization Tax Relief Incentive. As a downtown business within a historic district, this business would qualify for tax relief under <u>RSA 79-E:1 I.</u> <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.</i></p> <p>Molly and Jeffrey Muelenbroek, owners of Studley s Flower Garden discussed the deteriorating status of the back buildings of their business. They have had builders and architects look at the building and it has been determined that the issues are structural and the affected parts of the building need to be torn down and rebuilt, all of which will occur in the existing footprint. The Meulenbroek s are utilizing this opportunity to also make some additional improvements including moving the retail entrance to a more visible location and removing a bathroom that is inaccessible and adding two accessible bathrooms to the retail space. In addition, an active ventilation system will be added to the building which currently has</p>

issues with water leakage and humidity. The current sloped greenhouse wall will not remain and will be replaced with a regular wall. The Muelenbroek s expressed that they would like to begin construction as soon as possible to try to avoid construction going into their busy season during the holidays. While construction is underway, they will be moving the retail area into the office area. The total investment for this project is \$300,000.

Michelle Mears from the Planning Department gave a brief overview of the RSA 79-E. She explained that the Tax Assessor would assess the property pre-construction and the tax base would set based on that assessment for a period of time determined by City Council. She explained that the tax relief was in regards to the increment so that they would be paying taxes based on the current value prior to the improvements. Councilor Gray noted this was a way for the business to try to recoup some of the money they would be investing in the improvements. *RSA 79-E:5 I. states that such tax relief can be granted for a period of "up to 5 years" and RSA 79-E:5 III grants allowance of up to an additional 4 years of tax relief for rehab of structures on a National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district.* Ms. Mears stated the project has already been approved through Planning as a minor site review and through the HDC.

Elena Engle from Community Development stated that the RSA 79-E does not require the application to be approved prior to construction, however, after speaking to the NH Preservation Alliance, they noted that because a pre-assessment has to be completed on the current value and that is the value you will want to base the taxes on that we would want to make sure that part is complete before any changes are made. The Muelenbroek s stated they would like to begin construction in August and Councilor Gray recommended moving this through City Council in August and suggested holding off on construction until City Council approves it. There was a discussion about the need for a Public Hearing and Elena Engle from Community Development noted that the City Clerk already posted notice in the paper for a Public Hearing on August 5<sup>th</sup> but would confirm the correct date was posted. Councilor Gray noted that the item could then be acted on at the Council workshop meeting in August. Councilor Gray requested that Economic Development/Planning provide a recommendation as to the length of time for the tax relief with an estimate of the anticipated benefit to the owners.

The Muelenbroak s stated they are invested in their business and these improvements; however, this tax incentive would be helpful in making this happen. Councilor Collins made a statement of appreciation to the owner s of Studley s for their dedication to their business and making these improvements for people to see when they come to the City.

**Motion was made by Councilor Lauterborn to vote to forward to City Council with a recommendation of the # of years of tax relief to be determined at City Council with a recommendation from Economic Development and Planning. Motion was seconded by Councilor**

	<b>Collins and carried unanimously.</b>
<b>Discussion- Other</b>	Elena Engle introduced Jenn Marsh who is the new Economic Development Specialist for the City. Jenn handed out a memo from Karen Pollard titled Keefe Business Resource Center only for review by the committee at this time. Councilor Keans stated that if this is a project that will bring a lot of people to that area downtown for work that a parking plan be established so to not take away from parking to the public.
<b>NEXT MEETING</b>	<p>August 28, 2014 at 6pm in the Conference Room at City Hall.</p> <ul style="list-style-type: none"> <li>- Review and discussion on the Nuisance Ordinance relevant to the 7/24/14 agenda item regarding curfew at the Common.</li> <li>- -Branding</li> </ul>

**Motion to adjourn made by Councilor Lauterborn and seconded by Councilor Collins. The meeting was adjourned at 6:15 pm.**



FINANCE COMMITTEE MEETING  
PUBLIC HEARING  
July 8, 2014  
Council Chambers  
7:00 P.M.

Present:

Mayor Jean  
Deputy Mayor Varney  
Councilor Keans  
Councilor Walker  
Councilor Lauterborn  
Councilor Larochelle

Members Absent  
Councilor Torr

Other Councilors Present

Councilor Hamaan  
Councilor Gray  
Councilor Gates  
Councilor Collins

Staff Members Present

City Manager Fitzpatrick  
Deputy City Manager Cox

MINUTES

1] Call to Order

Mayor Jean opened the Public Hearing at 7:00 P.M.

2] Annual Assessment Update

Mayor Jean read the resolution aloud and then opened the meeting to public comment.

No members of the audience wished to speak. As a result, Mayor Jean **MOVED** to close the Public Hearing. Councilor Walker provided a second to the motion which was **ADOPTED** by a voice vote.

The Public Hearing ended at 7:01 P.M.

Respectfully Submitted,

Blaine M. Cox  
Deputy City Manager

BMC:sam

FINANCE COMMITTEE MEETING

July 8, 2014  
Council Chambers  
7:00 P.M.

Members Present:

Mayor Jean  
Deputy Mayor Varney  
Councilor Keans  
Councilor Walker  
Councilor Lauterborn  
Councilor Larochelle

Members Absent

Councilor Torr

Other Councilors Present

Councilor Hamaan  
Councilor Collins  
Councilor Gray  
Councilor Gates

Others Present

City Manager Fitzpatrick  
Deputy City Manager Cox  
Police Chief Allen  
Carol Granfield, MRI  
Risa Kennedy, Lilac Estates  
Ann Marie Callahan, Lilac Estates  
human

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:01 P.M.

2] Public Input

Mayor Jean invited the public to address the Committee regarding any issue of City business.

Mr. human addressed the Committee regarding the agenda item to purchase tablet computers for City Councilors.

Specifically, Mr. human suggested the use of open source software.

3] Old Business

3.1. Arena Capital Projects Funding

Mayor Jean stated that this issue was referred to the Finance Committee during the fiscal year 2015 budget deliberations of the Council.

Councilor Varney requested that the Arena Commission as well as Director Chris Bowlen be invited to attend an upcoming meeting to discuss the issue. He also stated that the City should look at having the Buildings and Grounds department assume the facilities maintenance and capital projects supervision of the Arena facility. Councilor Varney also suggested that the Council consider combining the Arena and Recreation boards.

Mayor Jean decided this item would be held in Committee until the September 9, 2014 meeting with the Arena Commission and Mr. Bowlen invited to attend.

3.2 Unspent Bridge Project Bond Proceeds

After a brief discussion of alternatives, Mayor Jean determined that this item would be held in Committee for future discussion.

4] New Business

4.1 Non-Union Classification and Wage Study

Ms. Carol Granfield from Municipal Resources Incorporated presented her report and analysis regarding the City's non-unionized positions. This included a review of how these positions are classified within pay ranges as well as the lower and upper limits of the pay ranges.

Councilor Larochelle was pleased that MRI was recommending re-inserting previously removed ranges that have no positions in them.

Councilor Varney clarified that MRI was recommending adjusting the pay ranges annually based upon changes in the consumer price index.

Councilor Collins pondered the fact that Concord with a similar population as Rochester has a budget that is more than \$50 million greater.

Councilor Walker **MOVED** to recommend to the full Council that the report and its recommendation from MRI be adopted by the full Council and incorporated into the City's "Merit Plan." Councilor Varney provided a second to the motion which was then **ADOPTED** unanimously by a voice vote.

4.2 Monarch School Permit Fees

After a brief discussion, the Committee took no action on this issue.

4.3 Lilac City Elderly Exemption Water and Sewer Request

Ms. Risa Kennedy of the Hynes Group (owners of Lilac City Estates) addressed the Committee. Ms. Kennedy explained that individual water meters were being installed in the Lilac City mobile home park and residents would soon be billed for their individual water usage. As part of this project, the owners of the park seek to be able to extend the City's reduced water and sewer rates to the residents who qualify for elderly exemptions for property tax purposes.

After some discussion, Councilor Larochelle **MOVED** to refer this issue to the Utility Advisory Board for review and recommendation. Councilor Varney provided a second to the motion which was then **ADOPTED** by a unanimous voice vote.

Mayor Jean recognized Ann Marie Callahan, a resident of Lilac City mobile home park. Ms. Callahan indicated she was representing the elderly of the park and seeks to have the City extend the April 15th deadline to apply for an elderly exemption. Mayor Jean explained that this is a statutory deadline imposed by the state and, therefore, the City Council could not grant her request.

4.4 Trustees of the Trust Fund

Mayor Jean explained that it was recently discovered that RSA 31:33 requires the annual report of the Trustees of the Trust Funds to be published in the Annual Town Report. Several councilors expressed a desire to know more about the work of this City board. Mayor Jean directed that the Trustees of the Trust Fund be invited to the October Finance Committee Meeting.

#### 4.5 Tablet Computers for City Council

Mayor Jean explained that he had placed this item on the agenda and that he envisions the providing of tablet computers to all City Councilors as a means to address right-to-know law issues, consistency of information among Councilors and reducing the burden upon City staff who need to disseminate information to the Council.

Councilors Varney, Larochelle and Gray expressed a desire to continue using their own personal computers. Councilor Keans expressed a desire to remain working with hard copy materials. Mayor Jean and Councilor Walker expressed an interest in receiving a City issued device.

Mayor Jean determined that the Committee concensus was that tablet computers should be supplied to only those Councilors who wished to have one.

#### 5] Finance Director's Report

Mayor Jean asked the Committee if Deputy City Manager Cox had adequately addressed the concerns about the construction manager arrangement at the arena. Councilor Varney stated that his only observation is that the scope of the work did not seem to call for the need for an outside construction manager.

#### 6] Monthly Financial Statements

There was no discussion on the Financial Statements.

#### 7] Other

There were no items for discussion.

#### 8] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Councilor Varney provided a second to the motion which was **ADOPTED** by a unanimous voice vote. The meeting adjourned at 8:24 P.M.

Respectfully Submitted,

Blaine M. Cox  
Deputy City Manager

BMC:sam

**Rochester School Board/City Council**  
**JBC Subcontractor Approval Sub-Committee Minutes**  
School Department Board Room #1  
July 10, 2014

**DRAFT**

**Members Present:**

Mrs. Sandra Keans, Chair  
Mr. Raymond Varney

**Members Absent:**

Mr. Daniel Harkinson

**Also Present:**

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

Mrs. Keans called the meeting to order at 3:00 p.m. with a quorum present.

**Bids**

Mr. David Ross, Hutter Construction presented bid results and the selection of companies based upon review of bid submissions. Mr. Ross requested the ceiling bid, which was not finalized; the demolition bid and the Marker Board/SmartBoard bid be removed from the agenda to enable further research and consideration.

Mr. Varney moved, second by Mrs. Keans, to approve the recommendation of West Minot Millwork, Inc. for Millwork and Casework for the lump sum amount of \$211,295. The motion carried unanimously.

Mr. Varney moved, second by Mrs. Keans, to approve the recommendation of Streamline Waterproofing & Caulking for Air Barrier and Waterproofing work for the lump sum amount of \$75,428. The motion carried unanimously.

Mr. Varney moved, second by Mrs. Keans, to approve the recommendation of JDS Flooring Assc. for flooring for the lump sum amount of \$121,626. The motion carried unanimously.

Mr. Varney moved, second by Mrs. Keans, to approve the recommendation of Caprioli Painting, Inc. for supply and install of all painting for the ERS Project for the lump sum amount of \$69,505. The motion carried unanimously.

Mr. Varney moved, second by Mrs. Keans, to approve the recommendation of TZS Contracting Services, Inc. to supply and install all toilet partitions and accessories for the lump sum total of \$16,745. The motion carried unanimously.

**Public Comment/Other**

None

**Adjournment**

The meeting was to adjourned at 3:37p.m.

Respectfully submitted,

Mrs. Sandra Keans, Chair



East Rochester School Project  
JBC Subcontractor Approval Sub-Committee  
July 10, 2014

<b><u>Bid for:</u></b>	<b><u>Company</u></b>	<b><u>Bid Amount</u></b>	<b><u>Comment</u></b>
<b>Millwork/Casework</b>			
	West Minot Millwork, Inc.	\$ 211,295	Approved
	Aubin Woodworking/SF	\$ 213,694	
	Amoskeag Woodworking	\$ 269,631	
	North & South Construction	\$ 536,500	
<b>Air Barrier &amp; Waterproofing</b>			
	Streamline Waterproofing	\$ 75,428	Approved
	New England Waterproofing	\$ 111,000	
<b>Flooring</b>			
	JDS Flooring Assc.	\$ 121,624	Approved
	DNC Flooring, Inc.	\$ 122,030	
	Kingdom Contract Flooring	\$ 129,079	
	Messina's Flooring & Carpet	\$ 131,907	
<b>Painting</b>			
	Caprioli Painting, Inc.	\$ 69,505	Approved
	William James Painting, LLC	\$ 72,000	
	King Painting, In.c	\$ 75,650	
	Absolute Painting & Restor.	\$ 78,000	
	FA Gray, Inc.	\$ 78,108	
<b>Smart &amp; Marker Boards</b>			
	New England Specialties	\$ 126,404	Under Review/Hold
<b>Demolition</b>			
	NH Demolition	\$ 93,269	Under Review/Hold
<b>Toilet Partitions &amp; Accessories</b>			
	TZS Contracting Services, Inc.	\$ 16,745	Approved
	Kamco Supply Corp.	\$ 18,064	
	Material Handling Sales	\$ 18,438	
	J. Sallese	\$ 19,383	

Public Safety Committee  
Council Chambers July 16, 2014  
7:00 PM

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Councilor Jake Collins

**OTHERS PRESENT**

Gretchen Young, PE Construction Engineer  
Scott Dumas, Deputy Chief P.D.  
Councilor James Gray  
Michael Bezanson, PE City Engineer  
Chris Berg, Wright-Pierce  
Candice Smith

**Minutes**

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

1. Public Input

Candice Smith was present to discuss a recent issue she had with the curbing on South Main Street by Bank of America. She said that she was leaving Bank of America facing south and when she was turning left she went up over the cement block and her vehicle got stuck. The people that helped her get her car off the cement curbing said this was not the first time that this has happened. She is requesting an "exit left" sign be installed, because she was not aware that she was going the wrong way. Ms. Smith had talked to the Bank of America and they said that this was the city's property. Councilor Walker asked if she was on bank property at the time and she said yes. This was kept in committee so the committee can check the area out to see if it is city property.

2. Cemetery Road-Speed Limit Sign

Councilor Walker summarized the issue. There are less than eight houses on the street. **Councilor Hamann made a motion to deny the speed limit sign on Cemetery Road. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

3. Upham/May/Columbus and Granite/Myrtle/Charles-Intersection Improvement

Chris Berg from Wright-Pierce Engineers was present to discuss some potential modifications to the Catherine Street, Sheridan Avenue, Knight Street Area Improvements. Mr. Berg stated there are two existing intersections that could be reworked to potentially minimize some points of conflict. He showed the existing intersection of Upham, May and Columbus, and pointed out some of the conflict areas. As part of this project, there is a potential to separate Upham and May, and have them intersect with Columbus at a more perpendicular angle. He also pointed out that making May one-way would eliminate a number of potential conflict points. Lastly, the proposed configuration would provide a safer pedestrian conflict points. Lastly, the proposed configuration would provide a safer pedestrian crosswalk location on Columbus Street. Councilor Walker asked if the current width of May Street is enough for parking. Mr. Berg said they are currently parking half on the sidewalk and half on the road, he also said that the approved plan eliminates all

parking and allow two-way traffic. Councilor Walker asked if there were homes on both sides of May Street and Mr. Berg stated yes there are and he also said that going one-way will add parking back for the residents. Deputy Chief Dumas said this will eliminate turning issues. Mr. Berg said that the proposed condition also helps with utility pole locations. Mr. Berg said in summary, that making May Street a one-way entering from Columbus Avenue would make the intersections perpendicular to Columbus Avenue, improve site distance, improve vehicular and pedestrian safety, improve utility layout and add additional parking on May Street. Mr. Berg said they have also reviewed the Myrtle Street, Granite Street and Charles Street intersection. They are proposing making Myrtle Street a one-way exiting onto Charles Street. The benefits of doing this is to make the intersections perpendicular to Charles Street, improve vehicular and pedestrian safety, improve utility layout and improve parking layout on Myrtle Street. Councilor Walker asked if the buses will have any problems turning. Mr. Berg stated no they would not. Councilor Walker asked what the construction schedule was. Mr. Berg said the construction starts in August. Drainage work would be done on Katherine, Upham and Knight Streets. Councilor Walker asked about the school schedule. Mr. Berg said that they could not avoid work during the school year but that they have scheduled work directly near the school to be completed during the summer. Councilor Walker said they should update the residents of May and Myrtle Streets of the changes they are proposing. **Councilor Lachapelle made a motion to support the changes to May and Myrtle Streets. The motion was seconded by Councilor amann. Unanimous voice vote carried the motion.**

4. "Deer Crossing' Signage-Ten Rod Road

Councilor Walker stated that it was brought up at the last city council meeting that there have been accidents on Ten Rod Road from deer crossing. He said there were 4 deer hit in a year. Ms. Young asked if the signs should be placed in both directions. Councilor Walker said yes. Deputy Chief Dumas said one should be placed at Four Rod Road going north and the other should be placed at the town line heading into Rochester.

**Councilor Walker made a motion to place two deer crossing signs one near Four Rod Road and one at the Farmington line. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

5. DOT Response to Pickering Road Request

Councilor Walker stated that the City received a letter from William Lambert, PE with the state of NH DOT. Mr. Lambert said that he did not support reducing the speed limit as the committee requested. Based on a cursory review of the conditions, he said he cannot support reducing the speed limit. He found the subject length of Pickering Road to be comfortable at 40 mph. It further said that if the city should wish to take over year round maintenance responsibility of Pickering Road that the city would have a much broader authority for regulating it. Deputy Chief Dumas said that the police department is doing the best they can do to curb the issue. **Councilor Lachapelle made a motion to leave the speed limit on Pickering Road as is. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

6. New or Revised Lighting at the Intersection of Cross Road and Milton Road

Councilor Walker summarized the issue. Ms. Young requested to have the street-light moved to the pole closer to the intersection about 25 ft. Councilor Walker said it does meet the street-light policy. **Councilor Lachapelle made a motion to move the street-light to the pole closer to the intersection. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.**

7. Other

**Traffic Light by CVS Pharmacy and the Bank**

Councilor Hamann asked who owns the traffic lights by the CVS Pharmacy. Ms. Young said Poulin owns the property. She also said the stripe was painted in the wrong spot, she said they need to move the stop bar. She said she will send a letter on behalf of the Safety Committee, to Poulin requesting that the stop bar gets changed to the correct location.

**Waldron-Maple Street**

Councilor Hamann said that the one-way arrow has been painted over. Ms. Young will have the sign replaced.

**Salmon Falls Road- Handicap sign and School Bus sign**

Councilor Gates said Sherry Hall of 352 Salmon Falls Road sent him an e-mail requesting a "handicap" sign and a "school bus" sign. Her son is in a wheel chair and when he was on the wheel chair lift a car ignored the school bus warning lights and sign and went by. She said there could have been a serious accident and her son would have fallen off the chair lift. Deputy Chief Dumas asked Councilor Gates to send the e-mail to him. He stated that all they need is a license plate number and they can issue a summons to the driver of the vehicle. Ms. Young said you can be creative with the warning signs. Councilor Walker asked Ms. Young to look into the different signs that can be placed in the area. This was kept in committee until next month. Ms. Young will get the information regarding the signs.

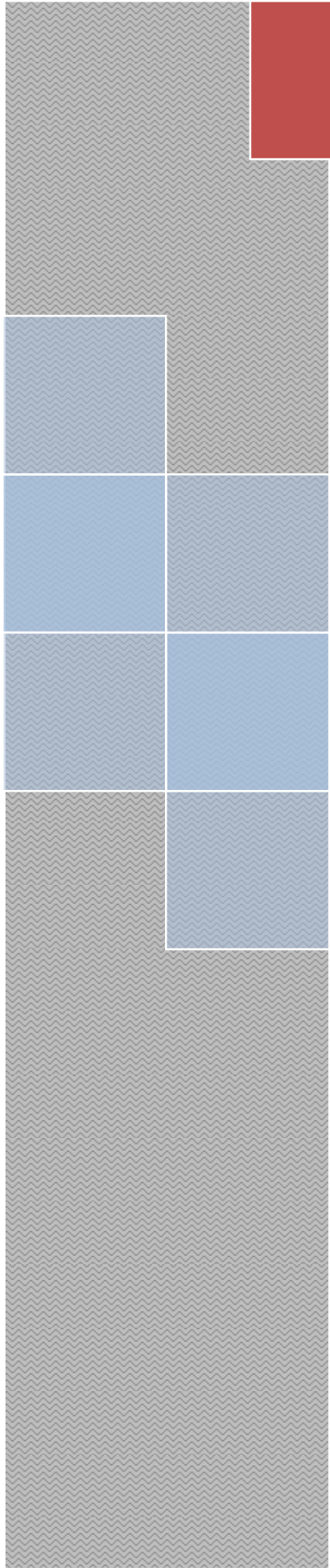
**Fillmore Street**

Councilor Gray asked Deputy Chief Dumas if a directed patrol could be done and the speed trailer could be placed on 202 so people know that the speed limit has recently changed.

Councilor Hamann thanked Ms. Young for the signs on Washington Street.

Councilor Lachapelle made a motion to adjourn the meeting, seconded by Councilor Gates. The motion passed and the meeting adjourned at 7:50 PM.

Respectfully submitted by  
Laura Miller  
Secretary II, DPW



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**Public Works and Buildings**  
**Committee July 17, 2014**  
**Council Chambers**  
**7:00 PM**

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Councilor James Gray  
Councilor Elaine Lauterborn  
Dan Fitzpatrick, City Manager  
Peter Nourse, Director DPW  
Gretchen Young, Construction Engineer  
Susan DeRoy, Monarch School of New England  
Dorothy Callaghan, 108 Franklin Street  
Anthony Tillman, 28 Ryan Circle

**Minutes**

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

**1. Approve Minutes from June 19, 2014 Meeting**

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

***Councilor Walker motioned to accept minutes as presented for the meeting of June 19, 2014. The motion was seconded by Councilor Hamann. The motion passed unanimously.***

**2. Public Input**

**Monarch School of New England** - Ms. DeRoy spoke regarding a letter that Monarch School sent to the City regarding building permit fees. Ms. DeRoy stated that the letter requested the City of Rochester waive the building permit fees associated with the \$189,000 renovations / additions project at their school. Ms. DeRoy stated she understands that the City might be reluctant to waive fees as it would set a precedent and other non-profit agencies might ask for the same waivers. She stated that this non-profit agency is an active participant in the Community. She cited involvement with Adopt a Spot program and vocational training and services at the PD, FD and DPW. Ms. DeRoy stated that the Monarch School is a resource that brings in economic partners and business to the

City. She further stated that the City and the Monarch School have had a great relationship and she believes that waiving these fees would be a significant goodwill gesture. Councilor Varney asked Ms. DeRoy if the school had applied for any Community Block Development Grants for this project. Ms. DeRoy stated that she hadn't for this project due to time constraints, but will definitely explore that possibility for future projects. Councilor Varney suggested that the City Manager discuss the Council's ability to waive these fees with the City's attorney and get back to Ms. DeRoy.

**Franklin Street** – Dorothy Callaghan of #108 Franklin Street stated that there is brush growing through the fence and blocking the sidewalk in the area near her home. She further stated that the PSNH right of way is growing thick with brush and trees. She said the trees and growth are damaging her fence. Mrs. Callaghan stated that PSNH has told her that they cannot get in to the area to maintain it because the fence does not have a gate. Mr. Nourse stated he would look into the problem and get back to her.

**Ryan s Circle** - Mr. Tillman stated that he was here to let the committee know that he was unhappy with the decision made last month. He said that City staff told him that of the \$20,000 proposal to install drainage on Ryan Circle, \$5,000 would be on private properties and he and his neighbors would need to pay for the work on their properties. He stated that he thought it was unlikely his neighbors were going to pay for this work when they are not having a water problem. Mr. Tillman gave a history of the water problems that started back in the nineties when he purchased the property. He stated when he purchased the property in 1995 the disclosures stated high water table, so he knew there was standing water issues. In 1998 he stated after complaining to the City about the water problems the City came out and installed a culvert pipe that took the water into a different direction and that was okay until now. Mr. Tillman stated that he is building a garage on the property and this is causing the water to be pooling again. He would like the City to remove the fill and the culvert pipe that the City installed back in 1998. Mr. Tillman stated that the 3 apartment buildings around the corner on Rt. 108 are also adding to the problem. He stated that one of the building owners removed a culvert and filled in the ditch line, and one of the owners will not maintain the ditch in the back of the properties the way they are supposed to. Councilor Varney stated that if it was a condition of approval, the City can make the property owner maintain the ditch in the back of the property. Councilor Keans stated that the apartments have always had standing water for long periods of time. Councilor Varney asked if those properties along Rt108 were in the State right of way area. Ms. Young stated yes; they are in the State maintained area. Councilor Varney asked if the State of NH is aware of the Culvert removal. Ms. Young stated yes; State of NH did not have a problem with the removal of culvert. She stated that the property owner has used stone and fill, and that it is better

now than what was there previously. Mr. Tillman stated that something needs to be done to alleviate the water on his property. Mr. Fitzpatrick asked Mr. Nourse if the \$20,000 proposal would eliminate the problem. Mr. Nourse stated that the proposal was to install approximately 400' of drainage at a positive slope down the front of several properties on Ryan's Circle. He stated he could not guarantee that this would solve the standing water at Mr. Tillman's address. Ms. Young confirmed this will still be a wet area. Mr. Tillman stated that he would like the culvert and fill removed. Mr. Nourse stated that City staff could remove the culvert and fill as requested but he did not believe that would be helpful. The committee was concerned that doing so would just cause the water to gather at the neighboring property. Councilor Varney stated that the City should not be paying for the issues on private property. Councilor Walker stated that it appears that the installation of the culvert is now causing a problem. Councilor Keans asked if we go back on private property to fix it again, what stops the home owner from coming back again in 10 years asking for another change.

***Councilor Walker made a motion to recommend that the full City Council instruct the City Manager to direct City Staff to complete the drainage repair and installation described in the SUR proposal of \$20,000, using City Funds. Councilor Hamann seconded the motion. The motion passed with 3 affirmative votes.***

**210 Ten Rod Road** – Mr. Ryea stated he was here to discuss two issues. He presented a four page letter with 11 attached pages of pictures. He stated his first issue was regarding the speed of traffic coming over a rise in the road and that deer are often hit in the roadway just below the rise. Councilor Walker stated that this issue had already been addressed at the Public Safety Committee meeting and that they are recommending the full Council direct staff to put up deer crossing signs. Mr. Ryea stated that he would be pleased with that result. He then went on to describe the issue with the washing out of the roadway in the area of the culvert near his property. He stated, with heavy rains, the swale area washes out and the stones are scattered and the fine materials wash down and fill culvert. He stated that the DPW then comes out and re-establishes the ditch and fills it back in with gravel. He stated that he cleans out the culvert and then within the next storm or 2 it all happens again. Mr. Ryea stated that it is a repetitive cycle and he would like a more permanent fix. Mr. Nourse stated that he would look into the issue and get back to Mr. Ryea as soon as possible.

### **3. Drainage Fund Issue**

Mr. Nourse stated that there have been some significant drainage concerns that have been brought to the City's attention recently. He stated in future years his plan is to ask for drainage funds annually like he does for distribution upgrades or collection system upgrades. He stated that he did not do that this year and that there are several projects

pending that should be completed. He cited Plante Street, two separate areas on Forest Park, the ditch lines on Chamberlain and possibly this Ryan's Circle issue. Councilor Varney suggested that Mr. Nourse get proposals for some of this work and do an agenda bill for a supplemental appropriation for Plante Street and Forest Park.

- **Utility Extension Policy** – Mr. Nourse stated that at the June DPW Committee meeting he was asked to run the Colonial Pines subdivision through the draft extension policy protocols. He stated that this was a good exercise for him to complete as it showed him that it could be subjective base cost estimates and the assumption that over the 100 year period all available customers would tie in. Councilor Varney asked if the bond percentage pay out and/or current user rates would also be subjective as they fluctuate. Mr. Nourse stated it is a factor; he stated he had used the current rates and that whenever the draft policy was used again to weigh a project the rates at that time would be used along with cost estimates of that time. The Committee asked Mr. Nourse to add it to the agenda for discussion at the next Finance Committee meeting.
- 4. **DP Facility** – Mr. Nourse stated that staff had completed the RFQ process and selected Weston & Sampson Engineers for this project. Councilor Keans questioned the decision due to it being an engineer instead of an architect. Mr. Nourse stated that Weston & Sampson was selected as they have completed numerous DPW facility projects and they were the most experienced with this type of project. Mr. Nourse stated that Weston & Sampson is looking at five City owned properties for various factors. Mr. Nourse stated some have been ruled out due to wetlands and proximity to water ways. He believes he will be ready for a presentation by year end. Councilor Torr asked how much land he thinks is needed. Mr. Nourse stated that it appears that 10 acres would be about right.
- 5. **RF Consultant Process** – Mr. Nourse stated, as required for purchasing procedures and for the SRF and Grant processes, the City is required to select consultants based on qualifications and / or cost. He stated that the staff has just completed that process and that several new consultants have been selected and some of the previous consultants have been dropped. There was no other discussion.
- 6. **Summary of Summer Construction Projects** – Mr. Nourse stated that Yeagley Way and Dominicus will be completed over the next several weeks. There was discussion regarding the roadway in front of Spaulding High School and if it was part of the City's project. Mr. Nourse stated he would look into it. Mr. Nourse stated that the sidewalk work on Charles Street will resume soon. Councilor Varney asked if crack sealing will be done this year. Mr. Nourse stated yes. Mr. Nourse stated that the Kirsten Ave, Sawyer Ave, Weeping Willow and Autumn Street Pump Stations will finish up by fall, the New Rt. 125 Pump Station will be completed in the Spring and the Western Ave Pump Station will be out to bid by this fall. He stated that the WTP Upgrade, Upper City Dam and the Stillwater Circle

bridge projects will begin construction in August. Mr. Nourse also stated concerns regarding paving without completing drainage or underground infrastructure improvements on Railroad Avenue and Brickyard Drive. He asked if the Committee wanted to reconsider those roads for reconstruction projects at a later date. Councilor Walker stated no, reclaim and pave now. He further stated that these roads have been discussed for paving for numerous years and have been put off. Councilor Varney stated that they have been put off pending reconstruction consideration. The consensus of the committee was to proceed with reclaim and paving. Mr. Nourse stated that Crocker Court, Chamberlain, Brickyard and Railroad Ave were the approved streets yet to be paved. Councilor Varney asked if the current funding was sufficient.

**7. Other**

City Hall Annex – Mr. Nourse stated that he had met with the Historic District Commission and that he felt that their concern was to have the building exterior, whether new or existing, be historically correct. Mr. Nourse stated that the City's consultant, Oak Point Associates, has given him a preliminary report that summarizes the interior issues and the exterior issues. While most of the interior issues can be resolved and the cost does not eliminate using the existing building, they are still looking at the exterior. The biggest concern is the brick mortar. If that has failed to the extent of needing complete replacement, that could make the cost too high to attempt to keep the existing structure. Oak Point is consulting a mortar specialist to determine the scope of deterioration. Mr. Nourse stated the other point of note in the preliminary report states that using the existing building would not allow for future growth at the City Hall site. The current location of the building will not allow for expansion. He stated with all architectural projects it is part of the scope to report the ability for future expansion. Mr. Nourse stated that a new building could be situated to allow for expansion. Mr. Fitzpatrick stated that the City needs to plan for growth. Councilor Keans stated that future growth does not need to factor into the decision to be made now.

**Catherine, Sheridan, Upham Knight Street Project** – Mr. Nourse stated that he had presented intersection improvement plans to the Public Safety Committee and he wants to get feedback from the Public Works Committee as well. Mr. Nourse explained how the May/Upham/Columbus Ave. intersection would be changed. He stated that May and Upham would have separate entrances from Columbus Avenue. He said the current plan is for May Street to be one way coming in from Columbus Avenue. Mr. Nourse stated that the road width prohibits on street parking if it were to maintain two directions. Councilor Keans stated that the one-way is going to be a problem and that it might work better to have the one-way coming out. Councilor Varney stated that the plan would be an improvement. Councilor Walker asked if a traffic study had been completed. Mr. Nourse stated that the consultant did look at the traffic flow but he did not know if an actual count was completed. The

Committee consensus was favorable and Mr. Nourse stated that they would look at the direction of the one way traffic. Mr. Nourse stated the other intersection improvement would be at the intersection of Myrtle and Charles Street. He stated that intersection of Myrtle onto Charles would be re-aligned and the section of Myrtle, between Charles and Woodman Street, will become one-way going out onto Charles Street. Councilor Keans stated that she did not think the change was necessary. Mr. Nourse stated that the current configuration has allowed traffic to veer off from Charles onto Myrtle at higher rates of speed. Councilor Keans stated that the intersection is fine as is, and asked if this change would be costly. Ms. Young stated that there may be a cost savings as some of the pavement area would be eliminated. Mr. Nourse stated that this is a school area and the traffic speed has been an issue with the school department and the crossing guard. The consensus of the committee was favorable for the change described.

**Twombly Street** – Councilor Varney asked if the bump on Twombly Street was going to be fixed. Mr. Nourse stated that if the Strafford Square project re-routes traffic that way, the department would be looking at fixing the area then.

**GSPB Maintenance Budget** – Councilor Varney asked if the DPW has given the Finance Department the budget for maintenance of the Granite State Business Park (GSPB). Mr. Nourse stated that the department had supplied Finance with the requested cost to maintain the GSPB.

**Ice Arena Maintenance** – Councilor Varney asked about the process of adding the maintenance & capital improvement planning and oversight of the ice arena to the Buildings & Grounds budget and responsibility. There was discussion about staffing and funding. Mr. Fitzpatrick stated that this should be looked at during discussion of how the buildings and grounds division will be managed and staffed in the future. He stated that the City is currently looking at options for that division as a whole.

**WTP Fluorination levels** – Councilor Keans asked Mr. Nourse to get her information regarding the level of fluoride added to the system. Mr. Nourse stated that he would get her that information.

***Councilor Walker made a motion for adjournment at 9:18PM.  
Councilor Hamann seconded the motion. The motion passed  
unanimously.***

Minutes respectfully submitted by Lisa J. Clark, Rochester DPW



**RESOLUTION DEAUTHORIZING PORTION OF FY 2011-2012**  
**CAPITAL BUDGET APPROPRIATION FOR THE**  
**CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, WATER WORKS,**  
**FOR THE SO-CALLED SALMON FALLS ROAD WATER PROJECT**

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

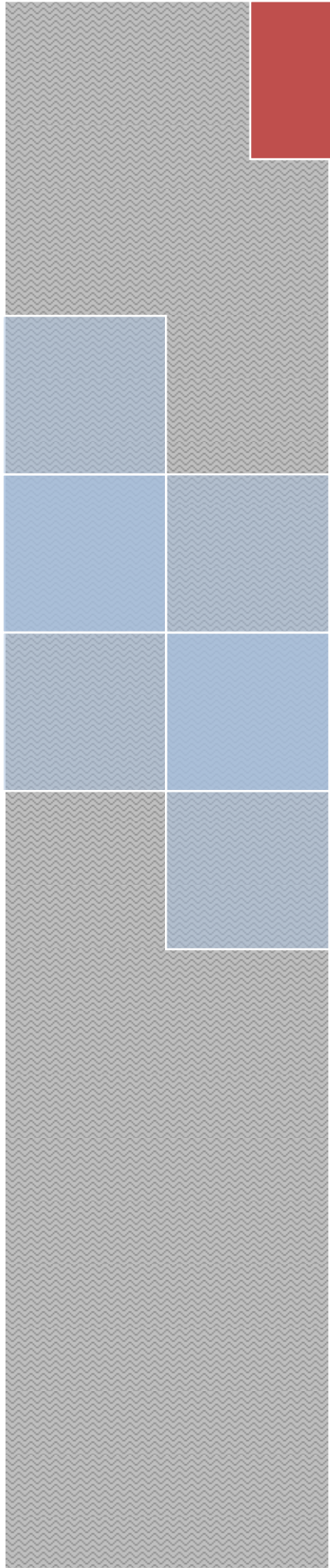
**WHEREAS**, by virtue of a Resolution by the Mayor and City Council in June of 2011, a Capital Improvements Budget appropriation in the amount of Three Hundred Sixty-Six Thousand Dollars (\$366,000.00) was adopted and approved in the FY 2011-2012 City of Rochester, Department of Public Works, Water Works capital improvements budget for the so-called Salmon Falls Road Water project (the "Project"), with such appropriation to be funded, in its entirety, from the proceeds of bonding to be undertaken by the City of Rochester; and

**WHEREAS**, such Project has been completed in a manner leaving the sum of Two Hundred Forty-One Thousand Two Hundred Thirty-Six Dollars and Twenty-Five Cents (\$241,236.25) of the aforesaid appropriated funds authorized to be derived from the proceeds of bonding by the City of Rochester, no longer necessary for such Project's purposes;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Two Hundred Forty-One Thousand Two Hundred Thirty-Six Dollars and Twenty-Five Cents (\$241,236.25) of the aforementioned previously appropriated funds for the so-called Project, and hereby further withdraw and discontinue the previous borrowing authority granted with respect to the above Project appropriation to the extent of Two Hundred Forty-One Thousand Two Hundred Thirty-Six Dollars and Twenty-Five Cents (\$241,236.25), thereby leaving a balance of the aforesaid FY 2011-2012 appropriation with borrowing authority in the amount of One Hundred Twenty-Four Thousand Seven Hundred Sixty-Three Dollars and Seventy-Five Cents (\$124,763.75).

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

CC FY15 08-05 AB 15



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT DE-AUTHORIZATION Salmon Falls Road Water Fund CIP Account 55016010-771000-12513	
Council Action Item <u>XX</u> or Information Only___	Funding Required? Yes_No <u>XX</u>
Resolution Required? Yes <u>XX</u> No___	Funding Resolution Worksheet? Yes <u>XX</u> No

AGENDA DATE	<b>Next Available Meeting</b>
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – DPW Director Original Signature on file at City Clerk's office
DATE SUBMITTED	07/02/14
ATTACHMENTS      Yes No	Funding worksheet and FY 12 CIP Budget book page

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Original Signature on file at City Clerk's office
CITY MANAGER	Dan Fitzpatrick, Original Signature on file at City Clerk's office

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	55016010-771000-12513 Salmon Falls Fall Road Reconstruction Remaining Balance \$241,236.25
AMOUNT	Original appropriation \$366,000.00
APPROPRIATION REQUIRED      Yes <u>XX</u> No	De-authorize bonding amount of \$241,236.25

#### LEGAL AUTHORITY

Council to De-authorize remaining account balance \$241,236.25

#### SUMMARY STATEMENT

According to FY2012 adopted budget book page 90(attached), the original appropriation for this account was \$366,000. The funding source is bond. This action is to de-authorize the remaining balance as project is completed.

#### RECOMMENDED ACTION

1. Resolution to de-authorize bonding amount of \$241,236.25

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☐

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☒

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☐

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

#### Deauthori ation

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	55016010	771000	12513			241,236.25
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 ☐

**RESOLUTION DEAUTHORIZING PORTION OF FY 2009-2010**  
**CAPITAL BUDGET APPROPRIATION FOR THE**  
**CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, SEWER WORKS,**  
**FOR THE SO-CALLED SPAULDING TURNPIKE SEWER PROJECT**

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

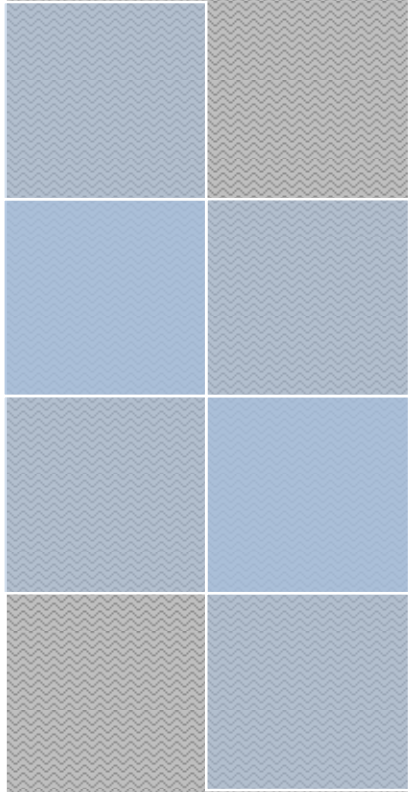
**WHEREAS**, by virtue of a Resolution by the Mayor and City Council in June of 2009, a Capital Improvements Budget appropriation in the amount of Four Hundred Seventy-Five Thousand Dollars (\$475,000.00) was adopted and approved in the FY 2009-2010 City of Rochester, Department of Public Works, Sewer Works capital improvements budget for the so-called Spaulding Turnpike Sewer project (the "Project"), with such appropriation to be funded, in its entirety, from the proceeds of bonding to be undertaken by the City of Rochester; and

**WHEREAS**, such Project has been completed in a manner leaving the sum of Sixty-One Thousand Five Hundred Sixty-Two Dollars and Eighteen Cents (\$61,562.18) of the aforesaid appropriated fund authorized to be derived from the proceeds of bonding by the City of Rochester, no longer necessary for such Project's purposes;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Sixty-One Thousand Five Hundred Sixty-Two Dollars and Eighteen Cents (\$61,562.18) of the aforementioned previously appropriated funds for the so-called Project, and hereby further withdraw and discontinue the previous borrowing authority granted with respect to the above Project appropriation to the extent of Sixty-One Thousand Five Hundred Sixty-Two Dollars and Eighteen Cents (\$61,562.18), thereby leaving a balance of the aforesaid FY 2009-2010 appropriation with borrowing authority in the amount of Four Hundred Thirteen Thousand Four Hundred Thirty-Seven Dollars and Eighty-Two Cents (\$413,437.82).

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

CC FY15 08-05 AB 17



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT    Project Completed  
De-authorize Spaulding Turnpike – Sewer CIP 55026020-771000-10522

Funding Required? Yes\_\_\_ No xx

Council Action Item xx or Information Only\_\_\_

Resolution Required? Yes xx No\_\_\_

Funding Resolution Worksheet? Yes **XX** No

AGENDA DATE	<b>Next Available Meeting Agenda</b>
DEPT. HEAD SIGNATURE	Peter C. Norse, PE – Director DPW Original signature on file at City Clerk's office
DATE SUBMITTED	7/2/14
ATTACHMENTS      Yes No	Page 95 of FY2010 Adopted City Budget book

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Original signature on file at City Clerk's office
CITY MANAGER	Dan Fitzpatrick, Original signature on file at City Clerk's office

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Original signature on file at City Clerk's office
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	55026020-771000-10522 Spaulding Turnpike Account Remaining balance 61,562.18
AMOUNT	Original Appropriation \$475,000.00
APPROPRIATION REQUIRED      Yes No <u>xx</u>	

#### LEGAL AUTHORITY

Resolution to de-authorize account balance \$61,562.18

#### SUMMARY STATEMENT

According to FY2010 adopted budget book page 95 (attached), the original appropriation for this account was \$475,000.00. The funding source is bond. This action is to de-authorize the remaining balance as project is completed.

#### RECOMMENDED ACTION

1. Resolution to de-authorize bonding amount of \$61,562.18      **CC FY15 AB 17 – Spaulding- Sewer**

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☐

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☒

Arena CIP ☐

Special Revenue ☐

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

#### Deauthorization

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	55026020	771000	10522			61,562.18
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 ☐

**RESOLUTION DEAUTHORIZING PORTION OF FY 2010-2011**  
**CAPITAL BUDGET APPROPRIATION FOR THE**  
**CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, SEWER WORKS,**  
**FOR THE SO-CALLED SPAULDING TURNPIKE SEWER PROJECT**

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

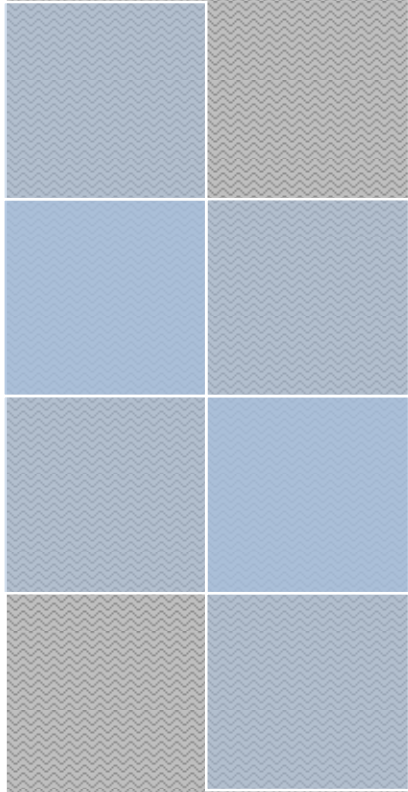
**WHEREAS**, by virtue of a Resolution by the Mayor and City Council in June of 2010, a Capital Improvements Budget appropriation in the amount of Two Hundred Thousand Dollars (\$200,000.00) was adopted and approved in the FY 2010-2011 City of Rochester, Department of Public Works, Sewer Works capital improvements budget for the so-called Spaulding Turnpike Sewer project (the "Project"), with such appropriation to be funded, in its entirety, from the proceeds of bonding to be undertaken by the City of Rochester; and

**WHEREAS**, such Project has been completed in a manner leaving the sum of Two Hundred Thousand Dollars (\$200,000.00) of the aforesaid appropriated fund authorized to be derived from the proceeds of bonding by the City of Rochester, no longer necessary for such Project's purposes;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Two Hundred Thousand Dollars (\$200,000.00) of the aforementioned previously appropriated funds for the so-called Project, and hereby further withdraw and discontinue the previous borrowing authority granted with respect to the above Project appropriation to the extent of Two Hundred Thousand Dollars (\$200,000.00), thereby leaving no balance of the aforesaid FY 2010-2011 appropriation with borrowing authority.

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

CC FY15 08-05 AB 18



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT Project Completed  
De-authorize Spaulding Turnpike – Sewer CIP 55026020-771000-11517

Council Action Item xx or Information Only

Funding Required? Yes No xx

Resolution Required? Yes xx No

Funding Resolution Worksheet? Yes xx No

AGENDA DATE	Next Available Meeting Agenda
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – DPW Director Original Signature on File with City Clerk's office
DATE SUBMITTED	7/2/14
ATTACHMENTS Yes No	Page 95 of FY2011 Adopted City Budget book

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Original Signature on File with City Clerk's office
CITY MANAGER	Dan Fitzpatrick, Original Signature on File with City Clerk's office

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Original Signature on File with City Clerk's office
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	55026020-771000-11517 Spaulding Turnpike Account Remaining balance \$200,000.00
AMOUNT	Original Appropriation \$200,000.00
APPROPRIATION REQUIRED Yes No <u>xx</u>	

#### LEGAL AUTHORITY

Resolution to de-authorize account balance \$200,000.00

#### SUMMARY STATEMENT

According to FY2011 adopted budget book page 95 (attached), the original appropriation for this account was \$200,000.00. The funding source is bond. This action is to de-authorize the balance as project is completed.

#### RECOMMENDED ACTION

1. Resolution to de-authorize bonding amount of \$200,000.00

**CC FY15 AB 18 – De-Auth  
Spaulding Turnpike Sewer**

## AGENDA BILL - FUNDING RESOLUTION EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐

CIP ☐ Water CIP ☐ Sewer CIP ☒ Arena CIP ☐

Special Revenue ☐

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

### Deauthorization

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	55026020	771000	11517			200,000.00
2				-	-	
3				-	-	-
4				-	-	-

### Appropriation

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

### Revenue

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

DUNS #  CFDA #

Grant #  Grant Period: From   
To

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐



**RESOLUTION DEAUTHORIZING**  
**FY 2010-2011 CITY OF ROCHESTER, SEWER WORKS,**  
**BUSINESS OFFICE CAPITAL BUDGET APPROPRIATION**

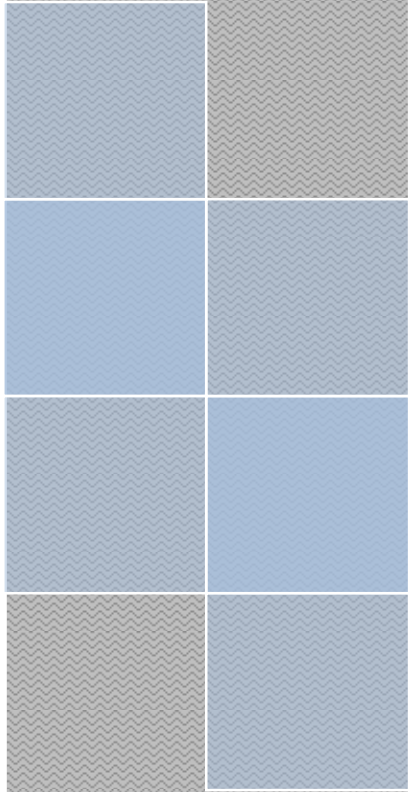
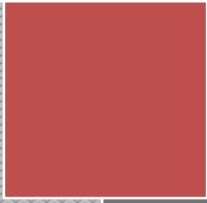
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

**WHEREAS**, by Resolution adopted in June of 2010, a Capital Improvements Budget appropriation by the Mayor and City Council, in the sum of Five Thousand Dollars (\$5,000.00) was appropriated in the FY 2010-20011 City of Rochester, Sewer Works Capital Improvements Project budget, for the so-called Business Office Mail Folder Inserter project (the "Project"), which appropriation was to be funded, in its entirety, from cash from the so-called Sewer Works Sewer Fund; and

**WHEREAS**, the Project has been completed, and there remains, in such account, the unencumbered sum of Fifty-Five Dollars and Fifty Cents (\$55.50), which funds are no longer necessary for such Project's purposes;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize the sum of Fifty-Five Dollars and Fifty Cents (\$55.50) of the previously appropriated funds for the so-called Project, leaving appropriated funds for said Project in the FY 2010-20011 City of Rochester, Sewer Works Capital Improvements Project budget in the amount of Four Thousand Nine Hundred Forty-Four Dollars and Fifty Cents (\$4,944.50). Further, that the Finance Director is hereby directed to transfer the deauthorized Fifty-Five Dollars and Fifty Cents (\$55.50) to the so-called Sewer Works Sewer Fund.

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



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT Project Completed  
De-authorize Business Office Mail Folder Inserter – Sewer CIP 55026020-773800-11505

Council Action Item xx or Information Only

Funding Required? Yes No xx

Resolution Required? Yes xx No

Funding Resolution Worksheet? Yes xx No

AGENDA DATE	Next Available Meeting Agenda
DEPT. HEAD SIGNATURE	Peter C. Norse, PE – Director DPW Original signature on file at City Clerk's office
DATE SUBMITTED	7/2/14
ATTACHMENTS Yes No	Page 94 of FY2011 Adopted City Budget book

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Original signature on file at City Clerk's office
CITY MANAGER	Dan Fitzpatrick, Original signature on file at City Clerk's office

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Original signature on file at City Clerk's office
SOURCE OF FUNDS	CASH
ACCOUNT NUMBER	55026020-773800-11505 Business Office – Mail Folder inserter Remaining balance \$ 55.50
AMOUNT	Original Appropriation \$5,000
APPROPRIATION REQUIRED Yes No <u>xx</u>	

#### LEGAL AUTHORITY

Resolution to de-authorize account balance \$55.50

#### SUMMARY STATEMENT

According to FY2011 adopted budget book page 94 (attached), the original appropriation for this account was \$5000.00. The funding source is Cash. This action is to de-authorize the remaining balance as project is completed.

#### RECOMMENDED ACTION

1. Resolution to de-authorize cash amount of \$55.50 and return to sewer fund cash account.

**CC FY15 AB 19 – De-Auth Business Office – Mail Machine Sorter**

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

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

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

#### Deauthori ation

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	55026020	773800	11505			55.50
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 #

**RESOLUTION DEAUTHORIZING  
FY 2009-2010 ROCHESTER CONSERVATION COMMISSION  
CAPITAL IMPROVEMENTS BUDGET APPROPRIATION  
FOR PURCHASE OF A CONSERVATION EASEMENT  
ON THE SO-CALLED JACOB'S FARM**

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

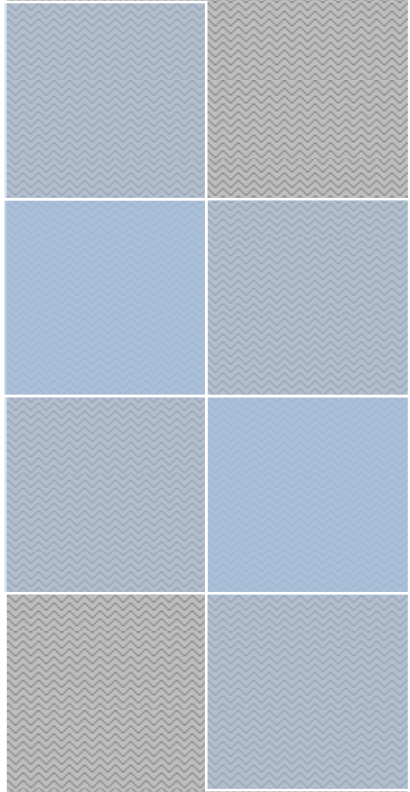
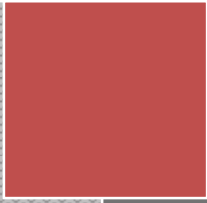
**WHEREAS**, by resolution previously adopted by the Mayor and City Council, on September 15, 2009 as part of the FY 2009-2010 Capital Improvement Project budget of the City of Rochester for the purpose of providing funds to be used by the Rochester Conservation Commission in connection with the acquisition of a Conservation Easement on the so-called Jacobs' Property a/k/a Jacob's Farm, in the amount of Three Hundred Fifty Thousand Dollars (\$350,000.00) was appropriated in the City of Rochester's FY 2009-2010 capital improvements budget for the purpose of acquiring a conservation easement on the so-called Jacob's Farm (the "Project"), such Project to be funded in its entirety, by a grant of Three Hundred Fifty Thousand Dollars (\$350,000.00) from the National Resources Conservation Service (NCRS)/ Farm and Ranch Lands Protection Program (FRPP) grant (the "Grant"); and

**WHEREAS**, such Project has, of the present date, never been implemented and the Grant has never been received, thereby making the Project as originally contemplated, no longer practicable; and

**WHEREAS**, in light of the fact that the Grant for the Project has not been received, thereby making implementation of the Project for its appropriated purposes in the manner originally contemplated, impossible, at the current time:

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize the above mentioned appropriation to the City of Rochester FY 2009-2010 capital improvements budget for the aforesaid Project purposes to the extent of Three Hundred Fifty Thousand Dollars (\$350,000.00), and further withdraw the City's acceptance of the aforesaid Grant, thereby deauthorizing such appropriation in its entirety.

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



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT: Vote to De-Authorize Grant Funding related to Purchasing a Conservation Easement on Jacobs Farm (518 Portland St, Map-Lot 111-48)

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	August 05, 2014		
DEPT. HEAD SIGNATURE	Jim Campbell, Signature on file with City Clerk's office		
DATE SUBMITTED	7/15/2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	One page attached.	

#### COMMITTEE SIGN-OFF

COMMITTEE	Conservation Commission
CHAIR PERSON	Deborah Shigo

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Signature on file with City Clerk's office
SOURCE OF FUNDS	Conservation Fund (City of Rochester)
ACCOUNT NUMBER	
AMOUNT	\$350,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

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

**CC FY15 AB 22 De-Auth Jacobs Easement**

#### **SUMMARY STATEMENT**

In 2009 the City Council approved acceptance and expenditure of a \$350,0000 grant for purposes of purchasing a conservation easement on “Jacobs Farm”. This project never came to fruition, and the grant funds were never received. The authorization to accept and expend the previously mentioned grant funds is no longer needed.

#### **RECOMMENDED ACTION**

The Conservation Commission formally requests that City Council de-authorize the Jacobs Farm easement funding, as this is no longer a viable project.

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐

CIP ☒ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐

Special Revenue ☐

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

#### Deauthorization

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	15011081	771000	10532	350,000.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

#### Appropriation

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

#### Revenue

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

DUNS #

CFDA #

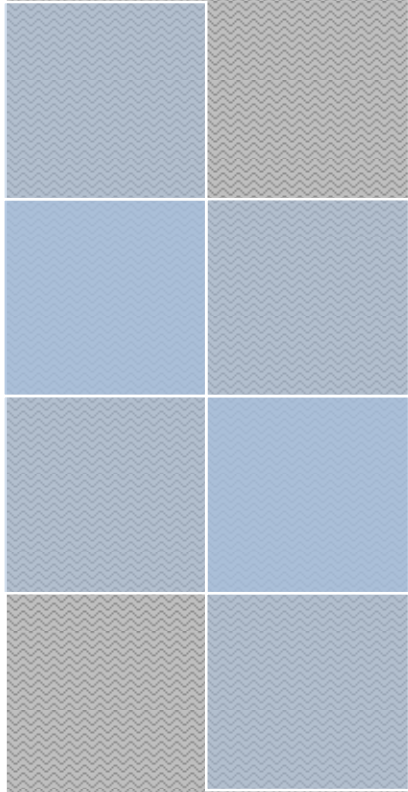
Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐



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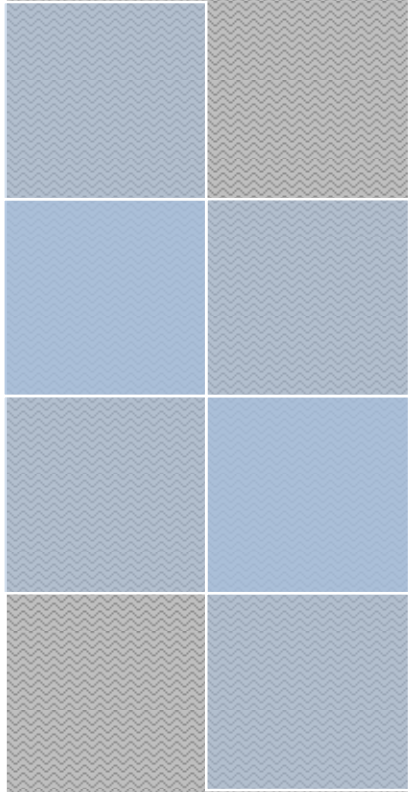
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE 2014-2015 CAPITAL IMPROVEMENTS BUDGET OF THE  
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, WATER WORKS  
FOR THE SO-CALLED WATER TREATMENT PLANT UPGRADES PROJECT  
AND AUTHORIZING BORROWING IN CONNECTION THEREWITH**

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

That the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 capital improvements budget of the City of Rochester, Department of Public Works, Water Works for the purpose of providing sums necessary to pay expenditures with respect to the so-called Water Treatment Plant Upgrades project (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of borrowing by the City of Rochester from the State of N.H. Drinking Water State Revolving Fund with respect to the aforesaid Project.

Additionally, and to the extent applicable, the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of Section 45 of the Rochester City Charter, the City Treasurer, with the approval of the City Manager, be, and hereby is, authorized to borrow the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00), for the purpose of providing funds necessary for the so-called Project, 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. Furthermore, such borrowing is authorized subject to compliance with the provisions Section 45 of the Rochester City Charter. The useful life for the aforesaid Project is 20 years.

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.



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT : SUPPLEMENTAL APPROPRIATION Water Treatment Plant Upgrades	
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	JULY 1, 2014		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – Director DPW Signature on File at City Clerk's office		
DATE SUBMITTED	623/14		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Rolland Connors, Signature on file with City Clerk
SOURCE OF FUNDS	NHDES DWSRF
ACCOUNT NUMBER	55016010-772000-15XXX
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$250,000

#### LEGAL AUTHORITY

A Resolution for a supplemental appropriation of \$250,000 to be NH DES DWSRF funded

### **SUMMARY STATEMENT**

The WTP UPGRADE PROJECT was funded during the FY14 CIP Process and the funding source is the DWSRF program. The project has gone out to bid and will need an additional \$250,000 in order to complete all of the proposed upgrades.

Original appropriation was \$1,820,000, spent and encumbered on the project to date is \$293,241.47 . The remaining balance is \$1,526,758.53. The lowest responsible bidder is Apex Construction for a total of \$1,739,400. This leave us with a short fall of \$212,642.00, and this request is for \$250,00 which will leave \$37,358.00 for contingencies.

NHDES DWSRF has already given us an emailed consent for the additional funding and they have confirmed that the additional funds are also eligible for the 15% forgiveness

### **RECOMMENDED ACTION**

Resolution for a supplemental appropriation in the amount of \$250,000

**RESOLUTION, PURSUANT TO N.H. RSA 75:8-b,  
TO AUTHORIZE THE CITY OF ROCHESTER TO ANNUALLY  
APPRAISE REAL ESTATE AT MARKET VALUE, AS DEFINED IN RSA 75:1**

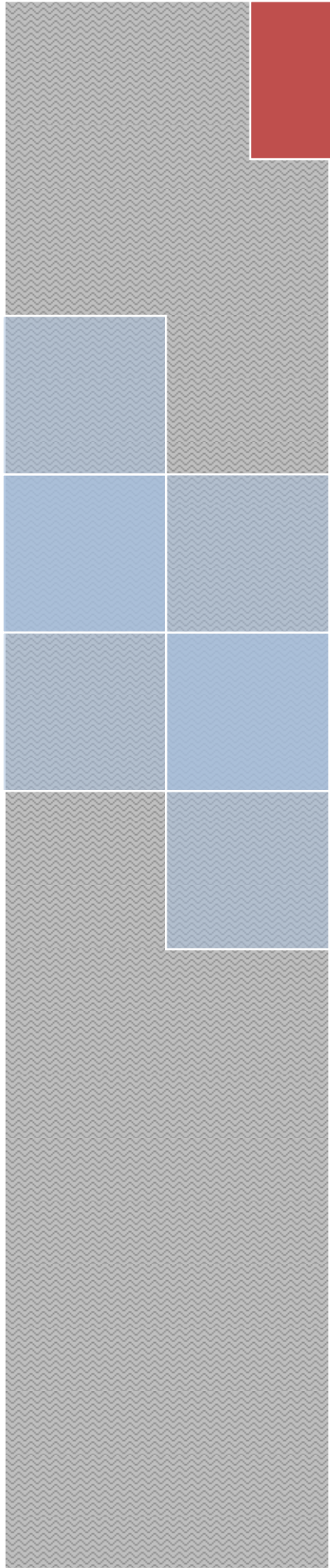
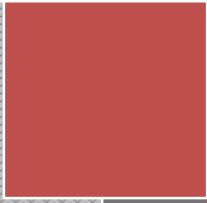
**BE IT RESOLVED BY MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:**

**WHEREAS**, the City of Rochester is desirous of availing itself of the authority granted to it by the provisions of RSA 75:8-b, to annually appraise real estate within the City at market value, as defined in RSA 75:1; and

**WHEREAS**, the City of Rochester, acting through its Mayor and City Council has held two (2) public hearings with regard to the annual appraisal of real estate at market value, as defined in RSA 75:1, in compliance with the requirements of RSA 75:8-b;

**NOW THEREFORE**, the Mayor and City Council of the City of Rochester, hereby authorize the City of Rochester, beginning immediately, to exercise the authority granted to said City by the provisions of RSA 75:8-b, to annually appraise real estate within the City at market value, as defined in RSA 75:1.

CC FY15 AB 006 former CC FY14 AB 89 [Assessing]



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**LEGAL AUTHORITY (continued)**

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



**RESOLUTION GRANTING**  
**COMMUNITY REVITALIZATION**  
**TAX RELIEF TO THE PROPERTY SITUATE AT 82 WAKEFIELD STREET**  
**UNDER THE PROVISIONS OF RSA 79-E**  
**IN CONNECTION WITH ITS 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 Chapter 79-E of the New Hampshire Revised Statutes Annotated, entitled “Community Revitalization Tax Relief Incentive”; and

WHEREAS, the City of Rochester on October 7, 2008 availed itself of the opportunities and benefits available through the adoption of Chapter 79-E, by adopting the provisions of such the Community Revitalization Tax Relief Incentive Program pursuant to the Provisions RSA Chapter 79-E on October 7, 2008; and

WHEREAS, the owner(s) of the so-called 82 Wakefield Street property in downtown Rochester 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-E and they have, therefore, proposed a substantial rehabilitation project with respect to the so-called 82 Wakefield Street property structure; and

WHEREAS, Chapter 79-E requires that the governing body of the City of Rochester make certain findings and or determinations with regard to a proposed substantial rehabilitation project in order for the structure subject to such rehabilitation project to qualify for the 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 determinations and findings with respect to the proposed substantial rehabilitation proposal for the so-called 82 Wakefield Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated July 1, 2014, to wit:

- (1) Any tax relief under the provisions of Chapter 79-E or this resolution that is to be accorded with respect to the so-called 82 Wakefield Street property project shall be accorded only after the property owners grant 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 a public benefit(s) under RSA 79-E:7 in the proposed revitalization project; and

(3) The proposed substantial rehabilitation 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 or historically important on a local level, within the context of Rochester's Historic District and/or 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 aforesaid application; (b) compliance with the recommendation to the Council approved by the Economic Development Committee at its July 24, 2014 meeting; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; 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-E, the Mayor and City Council hereby grants the requested tax relief for a period of five (5) years beginning with the completion of the substantial rehabilitation of the so-called 82 Wakefield Street property structure.



## City of Rochester Formal Council Meeting

### AGENDA BILL- Amended

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

AGENDA SUBJECT: Approval of application for RSA 79-E – Community Revitalization Tax Relief Incentive for Studley’s Flower Garden and if approved, determination of length of tax relief.	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	August 5, 2014 – 1 <sup>st</sup> Reading and Public Hearing August 19, 2014- Special Meeting, 2 <sup>nd</sup> Reading		
DEPT. HEAD SIGNATURE	Original signature on file with City Clerk		
DATE SUBMITTED	07-15-2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	Studley’s Application, Map of Historic District, RSA 79-E, RSA Fact Sheet, RSA Application Process	

#### COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee July 24, 2014
CHAIR PERSON	James Gray

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

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

### LEGAL AUTHORITY

City Charter Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Alderman, and the Selectmen of Towns so far as applicable to cities.

### SUMMARY STATEMENT

RSA 79-E (Community Revitalization Tax Relief Incentive) is a legislative proposal that encourages investment in downtowns and village centers with a new tax incentive modeled on existing NH statute (Barn Bill). Its goals are to encourage the rehabilitation and active use of under-utilized buildings and in doing so, to

- promote strong local business
- promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B.

#### **Studley Flower Gardens**

Studley's Flower Gardens at 82 Wakefield Street would qualify for this incentive program as it is located within the Historic District of Rochester. This program would help to maintain the economic vitality of a long time Rochester business, allowing for updated retail space that includes façade updates that are historically characteristic. It will also maintain a position as an anchor business in the downtown district.

#### *Project Details – construction will begin in August, 2014*

Due to the deteriorating conditions of the roof, the roof structure is being rebuilt. In addition, some upgrades are being made to the retail area of the business.

- Rebuild roof and retail area
- new electrical and lighting in newly renovated retail area
- new accessible bathrooms
- HVAC for moisture mitigation related to greenhouses

### RECOMMENDED ACTION

Approve the application for RSA 79-E for Studley's Flower Garden, allowing tax relief for this business for a period of time determined by the Rochester City Council in accordance with Section 79-E:5.

#### **Section 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.
- 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.

City of Rochester Planning Department  
31 Wakefield Street  
Rochester, NH 03867  
(603) 335-1338  
Michael.Behrendt@rochesternh.net



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JUL 02 2014

Planning Dept.

**Application**  
**Community Revitalization Tax Relief** (per RSA 79E)  
**City of Rochester, New Hampshire**

Date: \_\_\_\_\_ [Office use only. Fee submitted: \_\_\_\_\_ Final action: \_\_\_\_\_]

**Property information**

Property address/location: 82 Wakefield St

Name of building (if applicable): Studley Flower Gardens

Tax map #: \_\_\_\_\_; Lot #(s): \_\_\_\_\_; Year built (if known): 1928

**Property owner**

Name (include name of individual): Jeffrey Meulenbroek

Mailing address: 82 Wakefield St

Telephone #: 332-4565 Email: mail@studleyflowergardens.com

**Applicant/developer (if different from property owner) or Agent**

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed project**

Explain project: Due to deteriorating conditions of roof over our 1400 square foot retail area, we are rebuilding the roof structure and making some other upgrades to our retail area.

Building uses. Existing: Florist/Garden Center; Proposed: Same

Nonresidential square footage. Existing: 1400 sq ft; Proposed: Same

# of residential dwelling units. Existing: 1; Proposed: Same

Expected construction dates. Start: August; Finish: November

(Continued Tax Relief (79E) application - Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_)

### Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: rebuild roof and retail area Cost: \$ 240,000

Electrical: new electrical and lighting in rebuilt retail area Cost: \$ 15,000.00

Plumbing: new accessible bathrooms Cost: \$ 15,000.00

Mechanical: HVAC for moisture mitigation related to greenhouses Cost: \$ 30,000.00

Other: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total project cost: \$ 300,000.00

### Other Information

Name of contractor (if known): Whitcher Builders

Will the project include any affordable housing units? NO; If so, how many? \_\_\_\_\_

Will any state or federal grants or funds be used in this project? NO

What are the public benefits associated with this project (in accordance with RSA 79-E:7)?

It maintains the economic vitality of a long time Rochester business, allowing for update retail space including historically sensitive facade upgrades. It will also maintain our position as an anchor business in the downtown district.

### Submission of application

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 application fee (made out to "City of Rochester") must be submitted with this application. This application must be signed by the property owner.

*I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the statute and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation of the covenant.*

Signature of property owner (1): [Signature]

Date: 7/1/14

Signature of property owner (2): [Signature]

Date: 7/1/14



RECEIVED

# City of Rochester, New Hampshire Downtown Sign & Façade Program

JUL 02 2004

apt.

## Business Contact Information

Title:  
 Company Name: Studley Flower Gardens Inc  
 Phone: 332-4565 Fax: 330-3317 E-mail: mail@studleyflowergardens.com  
 Registered company address: 82 Wakefield St  
 City: Rochester State: NH ZIP: 03867  
 Date business commenced: 1928  
 Sole proprietorship: Partnership: Corporation: ☒ Other:

## Business Information

Primary business address: 82 Wakefield St  
 City: Rochester State: NH ZIP: 03867  
 How long at current address? 85 years  
 Telephone: Fax: E-mail:  
 Bank name: Peoples United Bank  
 Bank address: 110 South Main St  
 City: Rochester State: NH ZIP: 03867 Phone: 332-0020  
 Type of account: Account number:  
 Savings:  
 Checking: ☒  
 Other:

## Owner(s)/Officer(s)/Partner(s) Data

Name & Title: Jeffrey Meulenbroek President  
 Address: 16 Sullivan Farm Dr  
 City: Rochester State: NH ZIP: 03867  
 Phone: 332-4565 Fax: 330 3317 E-mail: jmeulenbroek@hotmail.com  
 % Ownership in Company: 50%  
 Name & Title: David Meulenbroek Vice President  
 Address: 52 Boulder Dr  
 City: Barrington State: NH ZIP: 03825  
 Phone: 332-4565 Fax: 330 3317 E-mail: david@studleyflowergardens.com  
 % Ownership in Company: 50%  
 Name & Title:  
 Address:  
 City:  
 State: ZIP:  
 Phone: Fax: E-mail:  
 % Ownership in Company:

## Agreement

I/We for ourselves and as owner(s)/officer(s)/partner(s) certify that everything stated in this application and on any attachments is correct. You may keep this application whether or not it is approved. I/We acknowledge that the program applied for and this information can be used for marketing and/or business purposes.

## Signatures

Title: President  
 Date: 7/1/14  
 Title: V.P.  
 Date: 7/1/14

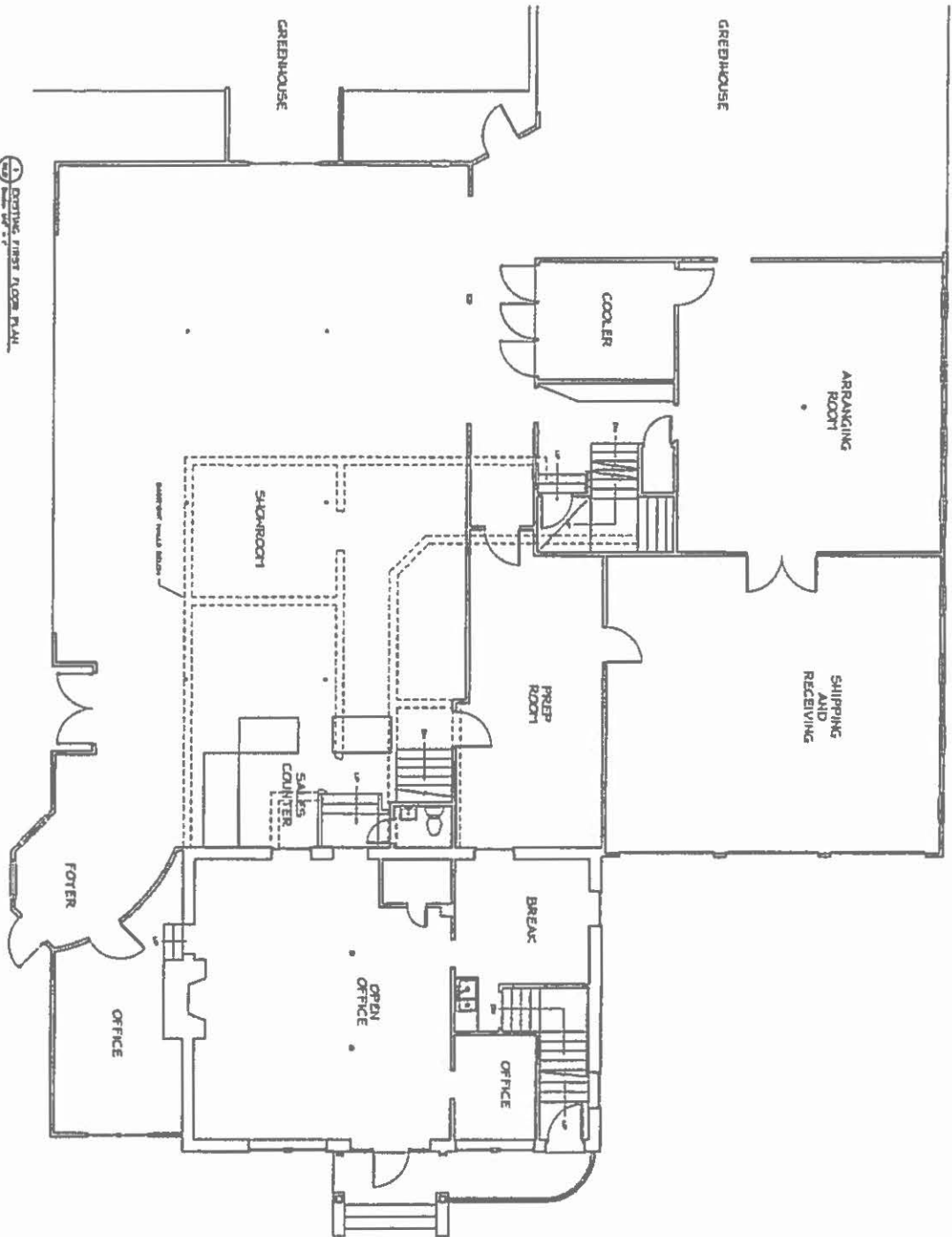
JUL 02 2014

Planning Dept.

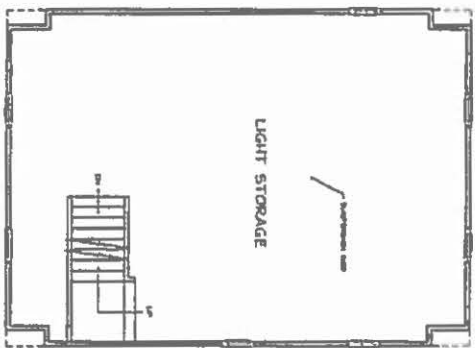
# Façade Improvement Costs Worksheet

Items	Quantity	Itemized Cost (\$)		Total Cost (\$)	
		Estimated	Actual	Estimated	Actual
Historic Restorations					
					0
					0
					0
					0
Signage					
					0
					0
Awnings					
					0
Entryway/Accessibility					
improved entry for					0
retail with brick					0
facade					0
Paint					
					0
Hardware					
					0
					0
Lighting					
					0
Windows					
					0
					0
Landscaping					
					0
					0
Labor					
					0
Other					
					0
Subtotal					
					0
Total Project cost		\$300,000		\$0.00	\$0.00

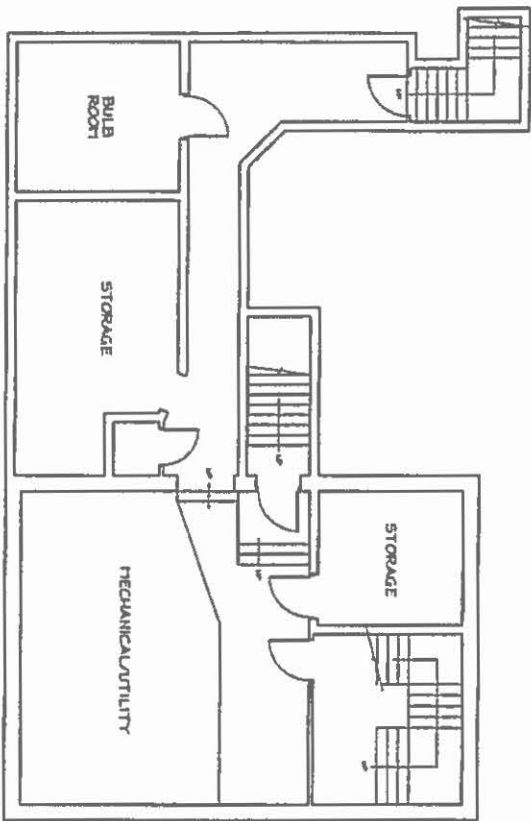




<b>JSM</b> Associates, Inc. 100 Main Street Rochester, NH 03061 Tel: 603.333.1111 Fax: 603.333.1112		Studley's Flowers Rochester, NH		<b>Showroom Reconstruction and Remodeling</b> Studley Flower Gardens R2 Wakefield Street Rochester, NH		"Study" - Not for Construction 04-01-11		Date: 11/11/11 By: JSM Checked By: JSM Approved By: JSM		Revision:	
Existing First Floor Plan <b>X1.0</b> Project No. 11111											



**EXISTING MEZZANINE FLOOR PLAN**  
 Scale: 1/8" = 1'-0"

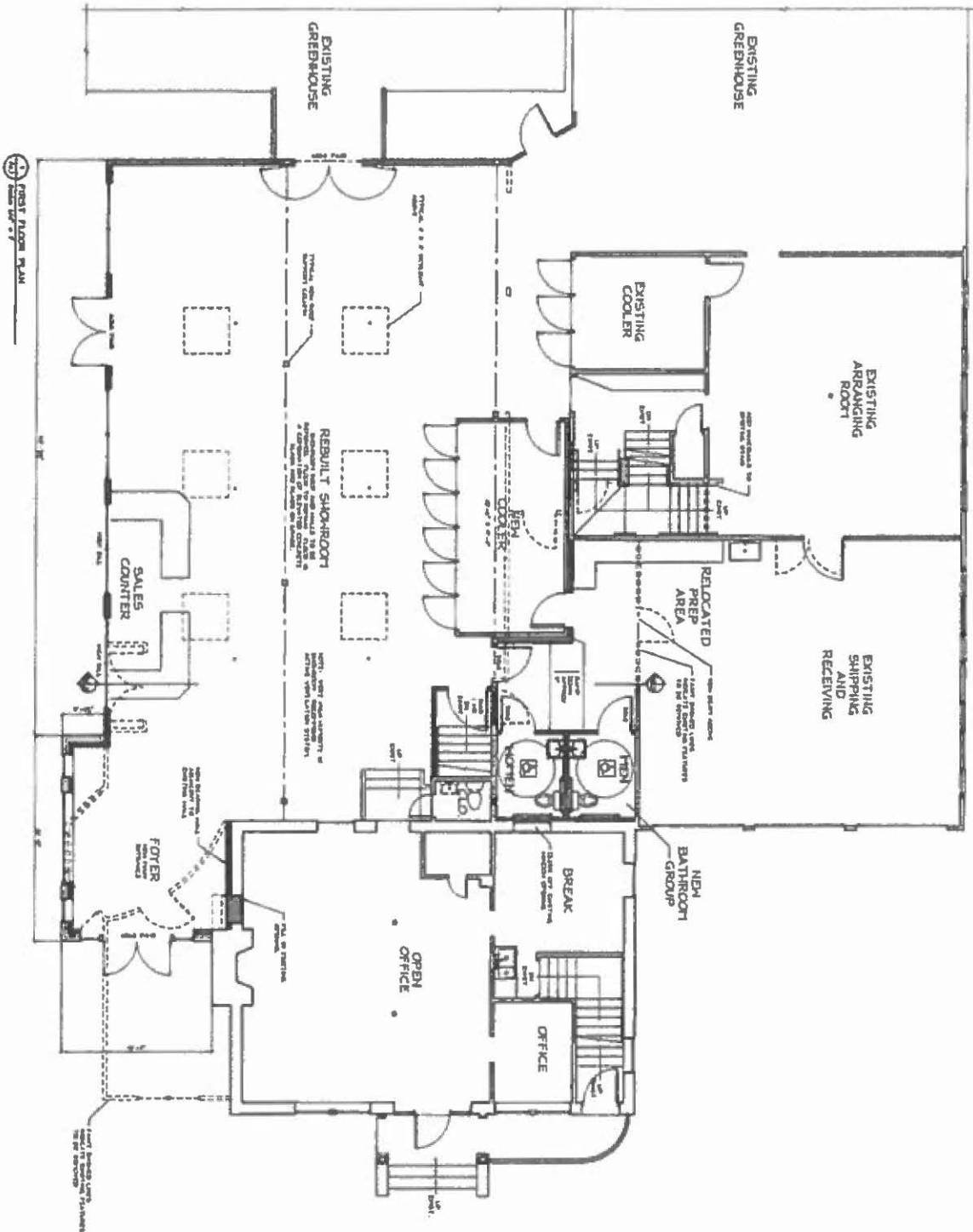


**EXISTING BASEMENT FLOOR PLAN**  
 Scale: 1/8" = 1'-0"

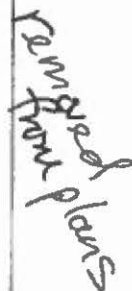


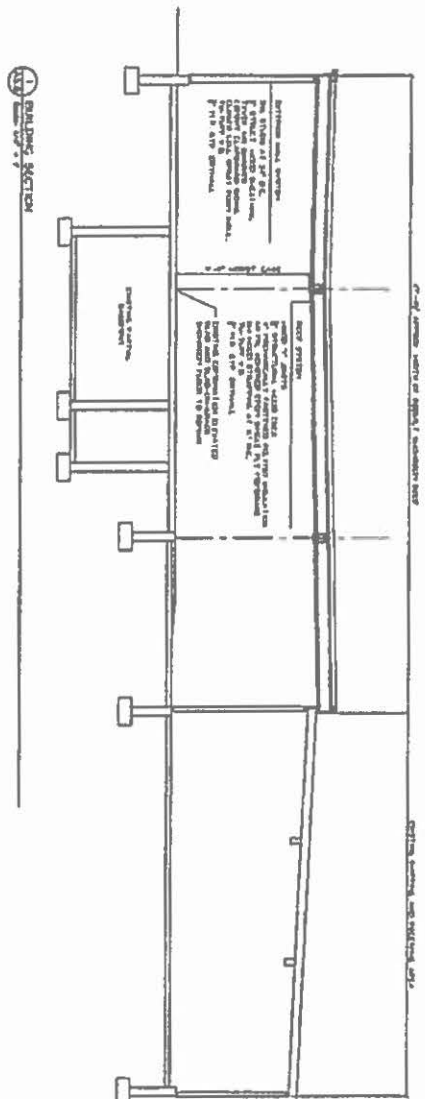
Baseboard  
Plus  
A1.0  
Protein 24g    Fat 14g





<b>JSN</b> Associated, Inc. 1000 Main Street Portsmouth, NH 03801 Tel: (603) 431-1811 www.jsn-inc.com		Check Sashy's Flowers Rochester, NH		<b>Showroom Reconstruction and Remodeling</b> Shady Flower Gardens 81 Wakefield Street Rochester, NH		Architect Mark Construction 0304-12		Date: 8/1/01 Title: As Noted Design By: JSN Approved By:		Revisions 1 2 3 4 5 6 7 8 9 10		First Floor Plan <b>A1.1</b> Project No. 00000	
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[illegible]



**JSPM**  
 ASSOCIATES, INC.  
 1000 Main Street  
 Rochester, NH 03060  
 Tel: 603.433.1000  
 Fax: 603.433.1010  
 www.jspm.com

**Studley's Flowers**  
 Rochester, NH

**Showroom Reconstruction and Remodeling**  
 Studley's Flower Gardens  
 82 Wakefield Street  
 Rochester, NH

**Architect**  
 Held for Construction  
 04/20/14

**Client:** S  
**Trade:** A1, Interior  
**Design & Plan:** JSP  
**Approved By:** -

**Revisions**

**Sections**  
**A3.0**  
 04/20/14

Historic District Commission  
Michelle Mears  
Staff Planner  
Planning Department  
City Hall – Second Floor  
31 Wakefield Street  
Rochester, NH 03867-1917  
(603) 335-1338 Phone  
(603) 335-7585 Fax  
[Michelle.mears@rochesternh.net](mailto:Michelle.mears@rochesternh.net)



City of Rochester  
Historic District Commission  
**CERTIFICATE OF APPROVAL**

June 18, 2014

Jeffery Meulenbroek  
82 Wakefield Street  
Rochester, NH 03867

**Re: Rebuild Main Entrance of Studley's Flower Garden Case #116-158-DC-14**

Dear Mr. Meulenbroek,

I am pleased to inform you that the Historic District Commission (HDC) approved your application for the above referenced project at its meeting on June 11, 2016. The application to rebuild store front entrance of Studley's Flower shop and roof structure was approved as discussed at the meeting.

Please note that this approval is valid for two years from the date of the HDC meeting. A building permit must be obtained and substantial work on the project must commence by June 11, 2016 or this approval will become null and void. Contact the City of Rochester Building, Zoning, Licensing and Licensing Services Department at 332-3508 for any permits you may need. You should also contact the Fire Department at 335-7545 to discuss anything they may require. You will also be required to come back to the Historic District Commission if you decide to have a new sign. Please be certain to contact me if any other changes are proposed.

Thank you for your cooperation with the review process. Please feel free to contact me with any questions or concerns. I wish you much success here in Rochester.

Sincerely,

Michelle Mears  
Staff Planner

cc: Historic District Commission  
Jim Grant, Director of Building Zoning and Licensing Services  
Mary Ellen Humphrey, Economic Development  
Michael Provost, Main Street

# **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.
- 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 as defined in this chapter.

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

##### **Section 79-E:2**

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

- I. "'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.
- II. "'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.
- III. "'Tax relief" means 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.
- IV. "'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, eff. April 1, 2006.

##### **Section 79-E:3**

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

- I. Any city or town may adopt the provisions of this chapter by voting whether to accept for consideration 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, eff. April 1, 2006.

## **Section 79-E:4**

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

I. An owner of a qualifying structure who intends to substantially rehabilitate 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, any changes in use of the property resulting from the rehabilitation, and an application fee.

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 the 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.

(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.

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

### **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.
- 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.

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

### **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.** – The proposed substantial rehabilitation must provide at least one of the following public benefits in order to qualify for tax relief under this chapter:

- 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;
- 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, eff. April 1, 2006.

### **Section 79-E:8**

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

- I. Tax relief for the substantial rehabilitation 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.
- 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, eff. April 1, 2006.

### **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 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, eff. April 1, 2006.

### **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 80:1-80:42-a.

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

### **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. 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

II. 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.

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

### **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.



Maggie  
Steele

## **RSA 79-E, Community Revitalization Tax Relief Incentive: Fact Sheet**

This legislative proposal encourages investment in downtowns and village centers with a new tax incentive modeled on existing New Hampshire statute (the so-called Barn Bill). Its goals are to *encourage the rehabilitation and active use of under-utilized buildings* and, in so doing, to

- **promote strong local economies and,**
- **promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B (State Economic Growth, Resource Protection, and Planning Policy).**

### **How it works:**

- In a town that has adopted the tool created by this legislation, a property owner who wants to substantially rehabilitate a building located downtown, or in a village center, may apply to the local governing body for a period of temporary tax relief.
- The temporary tax relief, if granted, would consist of a finite period of time during which the property tax on the structure would not increase as a result of its substantial rehabilitation. In exchange for the relief, the property owner grants a covenant ensuring there is a public benefit to the rehabilitation.
- Following expiration of the finite tax relief period, the structure would be taxed at its full market value taking into account the rehabilitation.

### **The legislation offers strong community process and discretion:**

- Any city or town may adopt this program with the majority vote of its legislative body.
- Applications by property owners are made to the governing body and are accompanied by a public notice and public hearing.
- The governing body may grant tax relief if the application meets the guidelines and public benefit test.
- The governing body may deny the application in its discretion: "...such denial shall be deemed discretionary and shall not be set aside by the board or tax and land appeals or the superior court except for bad faith or discrimination." (79-E:4 V)

### **Qualifying properties:**

A property owner can apply for the tax relief only if:

- The building is located in the community's downtown district (or equivalent), and
- The rehabilitation costs at least 15% of the building's pre-rehab assessed value, or \$75,000, whichever is less, and
- The rehabilitation is consistent with the municipality's master plan or development regulations.

### **For more information, contact:**

Jennifer Goodman, N.H. Preservation Alliance – 603.224.2281, [jg@nhpreservation.org](mailto:jg@nhpreservation.org)  
Kathy La Plante, N.H. Main Street Center – 603.223.9942, [klaplante@nhmainstreet.org](mailto:klaplante@nhmainstreet.org)



# RSA 79-E Community Revitalization Tax Relief Incentive



## Step One: Local Authorization

Board of Selectmen places question on Special or Annual town meeting warrant; may also be placed on warrant by petition (RSA 39:3)

Town Meeting votes on question to allow RSA 79-E tax relief incentives

City or Town Council acts upon proposal to allow RSA 79-E tax relief incentives following procedures required by local charter; *or* the question may be placed on a municipal election ballot for voter approval

Governing Body (Selectmen or Council) authorized to grant tax relief incentives

## Step Two: Application Process

Owner of *qualifying structure* intends to *substantially rehabilitate* it

Owner applies to Governing Body for tax relief incentive

Governing Body holds a *public hearing* within 60 days of application receipt.

### 3 Questions

**1. Is it a qualifying structure?**  
Located in a district designated by zoning or master plan as a downtown; *or* if there is no designation, in an area determined by the local governing body to be a downtown, based on compact development patterns

**Approval:** no tax increases attributable to the rehabilitation of the structure for a maximum of 5 years from completion of rehab; may be extended 2 years if new housing units are created (4 years if affordable); may be extended 4 years if the structure is historically important

**2. Is the proposed rehabilitation substantial?** Rehab cost  $\geq$  \$75,000 *or* 15% of structure's assessed valuation, whichever is less

Governing Body decides within 45 days of the hearing. To grant the tax relief, it must find the following: (1) there is a specifically identified public benefit that will be preserved by a *covenant*; and (2) the proposed use is *consistent* with the local master plan or development regulations

Covenant is recorded; may last 2X the term of tax relief; may include a lien against casualty insurance proceeds

Covenant and lien are released at end of term

**3. Is there a public benefit?**  
•Downtown economic vitality;  
•Improves a culturally or historically important structure;  
•Promotes downtown development; *or*  
•Increases downtown housing

**Denial of application** must be accompanied by written explanation; Denial may be appealed to superior court or Board of Tax and Land Appeals

**Termination:** the tax relief provided by a municipality may be terminated if the property owner fails to maintain or utilize the property according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction. The Governing Body holds a public hearing to determine the extent of the diminution of the public benefit; the tax relief may be reduced or terminated; if it is terminated, the property owner is liable for back taxes.



**RSA 79E Application Process (DRAFT)****Community Revitalization Tax Relief Incentive**

Historic District Committee, Planning Board or building permit applications are entirely separate processes and while they can be simultaneous applications, they don't overlap the RSA 79E process, which may take up to 60 days.

No work can begin until City Council has approved the application. This is the same requirement as for any variances that may be required, which should be reviewed.

For the City of Rochester, RSA 79E applications go to the Community Development Committee ~ for approval of the tax incentives. Community Development staff and Executive Secretary handle the agenda and minutes. (Does the Economic Development Specialist attend this meeting? Or just follow up the following day?)

Following the Community Development Committee granting a positive recommendation, an Agenda Bill has to be prepared and signed off on by the Department Head (who specifically?). Is this recommendation so noted only in the minutes or does it need to be a written recommendation?

That Agenda Bill goes to the Mayor's agenda meeting on Monday's 8 days prior to the Council meeting, with all of the necessary documents. (list of documents? application, minutes, agenda bill, etc)

Then it goes to the full City Council for discussion, and if it's a positive discussion, then a Public Hearing is scheduled.

Public hearings have to have publication in the newspaper and the resolution has to be drafted by the city attorney.

The City Council holds the public hearing; this is usually at a regular meeting or on a workshop night. In order to vote on the application, the City Council needs have this on the agenda at a Regular Meeting where voting is allowed - these are always the first Tuesday of the month. (why do it on a workshop night then? requiring 2 meetings)

An additional agenda bill may be required with evidence of all of the steps taken, committee recommendations and public hearing comments. The City Council will vote it up or down, simple majority. However, a second reading process may be required, we can check the files. That doesn't lengthen it just add a couple of steps.

Tom Mullin is the City's Tax Assessor and is responsible for offering professional opinions on any potential tax base incentive. Include (formally invite, provide application, etc?) him in the Community Development Committee meeting and discussion so you can get his input and buy in early in the process. (He will be responsible for reporting requirements to the state Dept or Revenue)

If he has any concerns you need to know. It is very positive if he would "endorse" either informally or formally, granting the tax incentive and for how many years the project will qualify - between 5 and 13 years depending upon several factors. **(What are the factors?)**

**Rochester Historic District – map and lot #'s**  
(December 7, 2010)

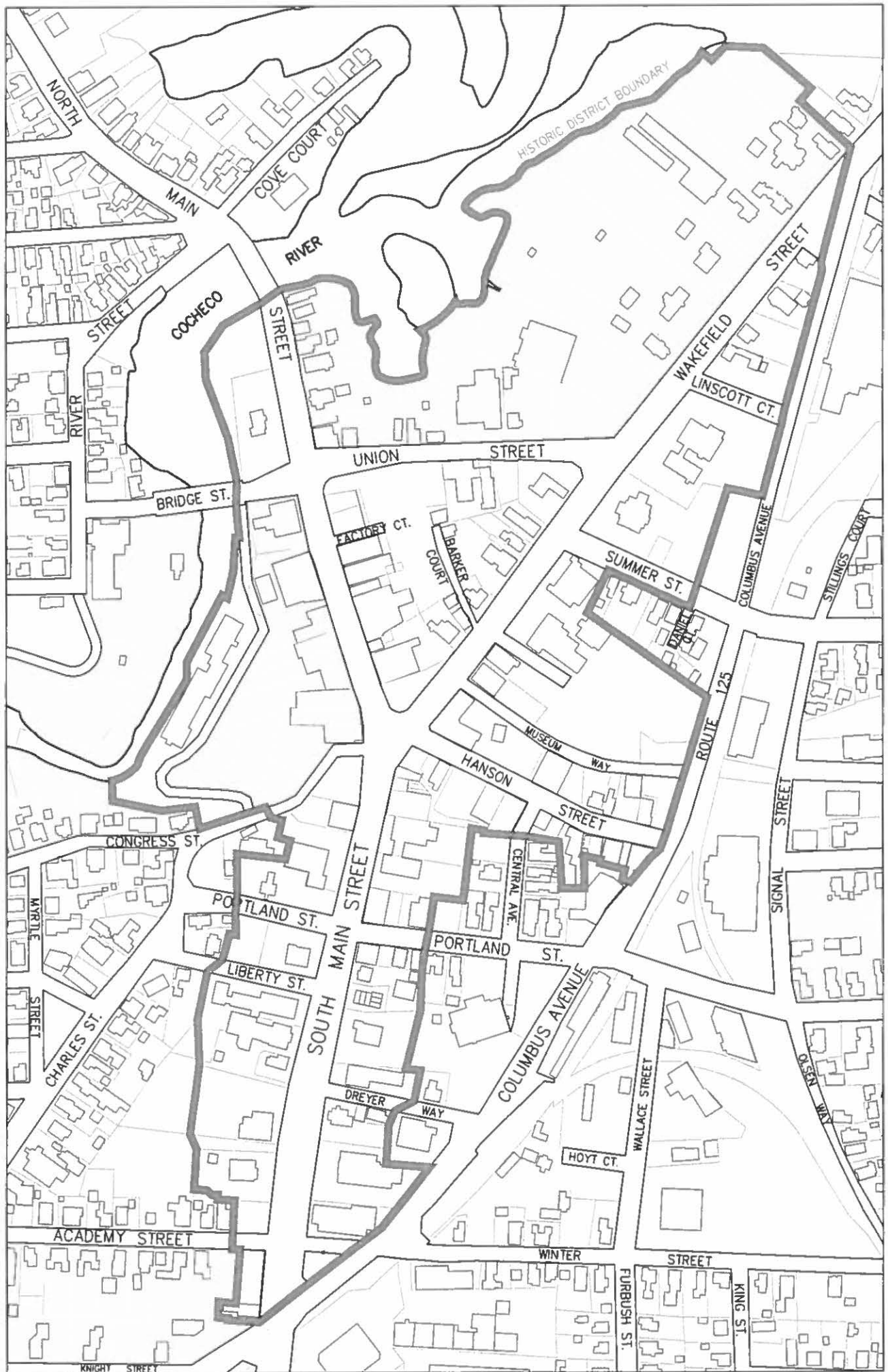
The Rochester Historic District is defined as that area made up of the lots listed below as delineated on the Rochester Tax Maps. Unless otherwise noted or shown on the map, all of the land composing each lot shall be considered to lie within the District. The District also includes all City property necessary to make a contiguous District. (Note that in the case of discrepancy between the Zoning Map and this list of lots, the Zoning Map shall be determining.) Lots in the district include:

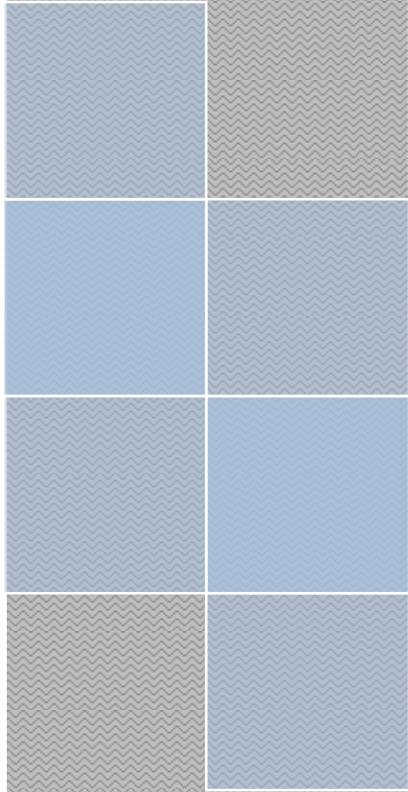
- (1) Tax Map 116, Lots 156-162, and 201-204;
- (2) Tax Map 120, Lots 322-324, 332-340, 342, 342-1, 343, 346, 347, 351, 352, 354, 355, 358-367, 379-381, 383-390, 392-408, and 419-422;
- (4) Tax Map 121, Lots 9-18, 28, 29, 361-364, 366-368, 368-1, 369-400; and
- (5) Tax Map 125, Lots 1, 181, 182, and 202-204

# HISTORIC DISTRICT









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**RESOLUTION ACCEPTING A**  
**NH DEPARTMENT OF SAFETY, HOMELAND SECURITY**  
**EXERCISE AND EVALUATION GRANT**  
**AND MAKING A SUPPLEMENTAL APPROPRIATION**  
**IN CONNECTION THEREWITH**

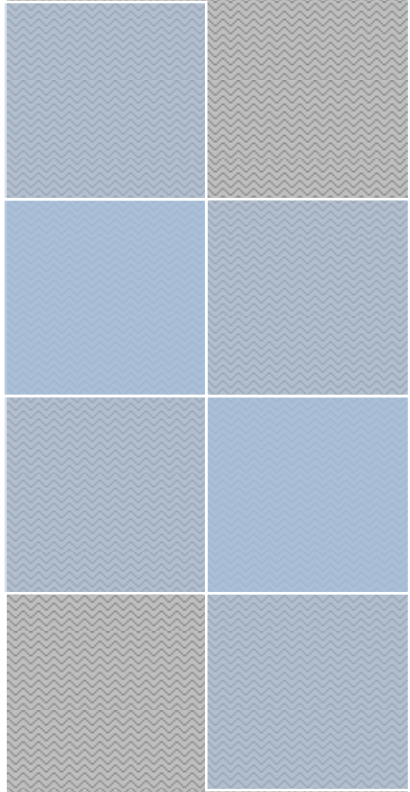
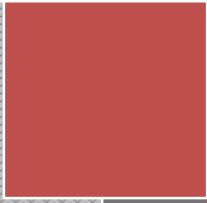
**BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:**

**I.** That a Emergency Management Performance Grant through the State of NH, Department of Safety, Homeland Security & Emergency Management, Homeland Security Exercise and Evaluation Program in the amount of Nine Thousand Sixteen Dollars and Fourteen Cents (\$9,016.14) to the City of Rochester, Fire Department (and/or other various impacted Project related budgets), for the purpose of paying costs associated with the conduct of a Rochester School Department SAU Table-top Emergency Plans Drill Exercise (the “Project”) is hereby accepted, and such grant funds shall be assigned to a special revenue non-lapsing multi-year account established/designated by the Finance Director in the 2014-2015 fiscal-year operating budget of the Rochester Fire Department (and/or other various impacted Project related budgets).

Further, that the sum of Nine Thousand Sixteen Dollars and Fourteen Cents (\$9,016.14) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 operating budget for the City of Rochester, Fire Department (and/or other various impacted Project related budgets), such funds to be expended for the purpose of paying costs associated with the Project, and to be assigned to a special revenue non-lapsing multi-year account established/designated by the Finance Director in the 2014-2015 fiscal year operating budget of the Rochester Fire Department (and/or other various impacted Project related budgets). Further that the source of the revenues necessary to fund such appropriation shall be drawn in their entirety from the above referenced Grant.

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

CC FY15 08-05 AB 12



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT: Rochester SAU Table Top Drill Grant

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	August 5, 2014		
DEPT. HEAD SIGNATURE	Norm Sanborn, Jr., Signature on file with City Clerk		
DATE SUBMITTED	July 17, 2014		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors Original signature on file with City Clerk
SOURCE OF FUNDS	Homeland Security Grant
ACCOUNT NUMBER	6105XXXX -Various
AMOUNT	\$9,016.14
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Council

**SUMMARY STATEMENT**

This grant is to fund the cost associated with a Table Top exercise to test the Rochester School Systems Emergency Plans and identify areas in need of improvement.

**RECOMMENDED ACTION**

Accept and Approve.



## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☐

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☒

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

#### Deauthorization

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

#### Appropriation

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	6105XXXX	VARIOUS	TBD	9,016.14	-	-
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 ☐



## City of Rochester Grant ≤ \$10,000 Application

### City Manager Approval

RECEIVED  
JUL 17 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

GRANT SUBJECT & AMOUNT: Rochester SAU Table Top Drill - \$7,216.14

TODAY'S DATE:	7/16/14
DEPT. HEAD SIGNATURE:	
APPLICATION DEADLINE:	7/17/14
ATTACHMENTS	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

#### COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

#### ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	
CITY MANAGER:	<i>D. W. Fitch</i>

#### MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	
SOURCE ACCOUNT NUMBER:	
MATCH AMOUNT:	
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

#### LEGAL AUTHORITY

--

#### SUMMARY STATEMENT

Grant is to fund the cost associated with a Table Top exercise to test the Rochester School System Emergency Plans and Identify areas in need of improvement.

#### RECOMMENDED ACTION

City Manager Approve Application



# State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Earl M. Sweeney, Assistant Commissioner

## Homeland Security and Emergency Management

Perry E. Plummer, Director

Steven H. Temperino, Assistant Director



July 25, 2014

Norm Sanborn, Chief  
Rochester Fire Department  
37 Wakefield Street  
Rochester, NH 03867

Dear Chief Sanborn:

The New Hampshire Department of Safety, Homeland Security and Emergency Management has received your signed Terms and Conditions under the **FY 2012** State Homeland Security Exercise and Evaluation Program (HSEEP). The signature on this document indicates that your office understands the grant guidelines and reimbursement policy for exercise grant funds. We have set aside grant funds in the amount of **\$9,016.14** for a Table-top Exercise under the guidelines of the Homeland Security Exercise and Evaluation Program.

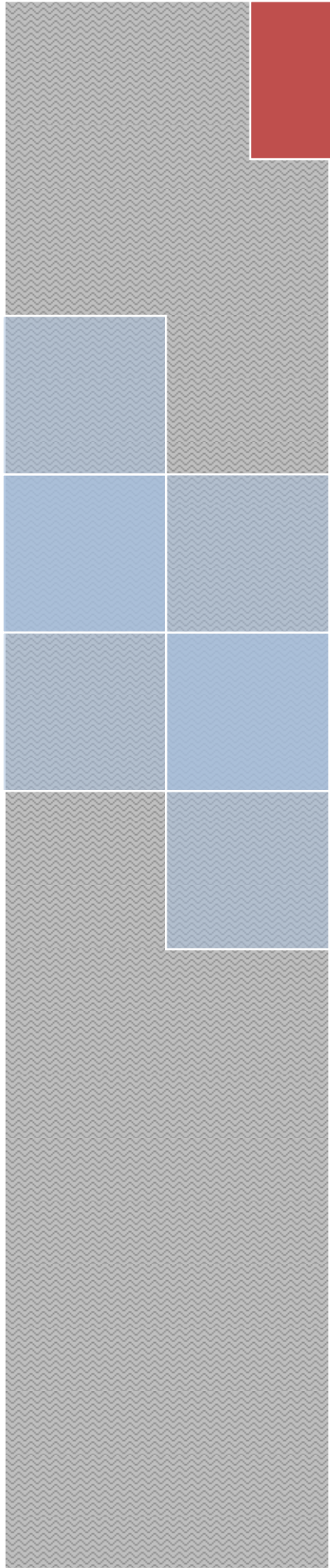
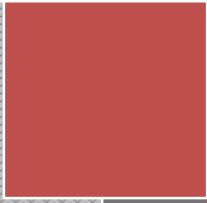
You are encouraged to submit exercise reimbursement as soon as the exercise is complete but no later than **August 20, 2014**. However, as outlined in the application, final funding amounts will be distributed upon completion of the exercise and receipt of the After Action Report (AAR), improvement plan and approved expenditure report. If the funding is not used in compliance with the program requirements, you will not be reimbursed for ineligible expenses and may be ineligible for future State Homeland Security Exercise funding.

Please refer to the Homeland Security Exercise and Evaluation Program guidelines found on the HSEEP website at [www.hseep.dhs.gov](http://www.hseep.dhs.gov); scroll down to the "**HSEEP Policy and Guidance**" heading and refer to Volume's I-IV. If you have any question or do not have access to the website please feel free to contact me at 223-3639 for this information. Please advise me of all planning meeting and exercise dates.

Sincerely,

Emily Martuscello  
Exercise Training Officer

Cc: Julia Chase, Sr. Field Rep. HSEM



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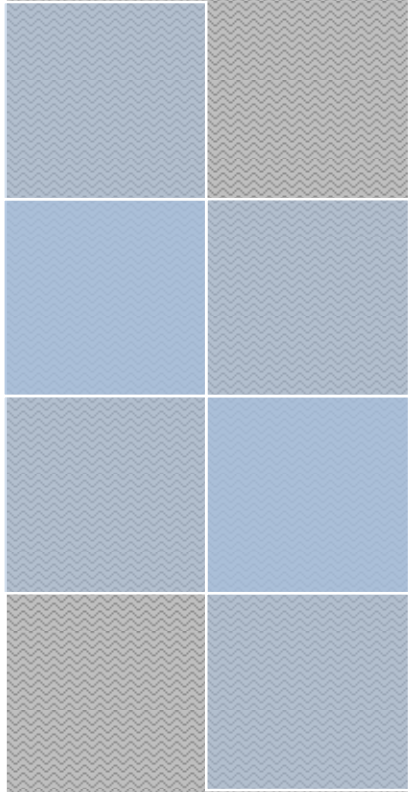
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE 2014-2015 CAPITAL IMPROVEMENTS BUDGET OF THE  
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS,  
FOR THE SO-CALLED ROUTE 11 WIDENING PROJECT**

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

That the sum of One Hundred Fifty-Five Dollars and Ninety-Four Cents (\$155.94) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 capital improvements budget of the City of Rochester, Department of Public Works, for the purpose of providing sums necessary to pay expenditures with respect to the so-called Route 11 Widening project (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the so-called General Fund unassigned fund balance.

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

CC FY15 08-05 AB 14



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT Supplemental Route 11 Widening Project 06546 - Cash

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	2014-08-05		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – DPW Director Original signature on file at City Clerk's office		
DATE SUBMITTED	2014-07-07		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

#### COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Original signature on file at City Clerk's office
CITY MANAGER	Dan Fitzpatrick, Original signature on file at City Clerk's office

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors Original signature on file at City Clerk's office
SOURCE OF FUNDS	Cash
ACCOUNT NUMBER	15013010-771000-06546
AMOUNT	\$155.94
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Council

### **SUMMARY STATEMENT**

The Route 11 Widening Project 06546 was completed in FY07. Total expenditures for Project 06546 were \$713,155.94.

The City received bond proceeds of \$713,000.00 on 07/31/2008, leaving \$155.94 unfunded.

This request is to complete the funding from General Fund cash (unassigned fund balance).

### **RECOMMENDED ACTION**

Approve the supplemental of \$155.94 from General Fund cash (unassigned fund balance).

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☒ Water ☐ Sewer ☐ Arena ☐

CIP ☒ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐

Special Revenue ☐

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

#### Deauthorization

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

#### Appropriation

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	15013010	771000	06546	-	-	155.94
2	17040051	593003		-	-	155.94
3				-	-	-
4				-	-	-

#### Revenue

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	150001	471000	06546	-	-	155.94
2	11081	406101		-	-	155.94
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐

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roland

CITY OF ROCHESTER  
YTD BUDGET REPORT

P 1  
glytdbud

FOR 2015 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1501 CAPITAL PROJECTS GENERAL FUND							
150000 CIP REVENUE BONDING							
150000 471000 06546 RTE 11 WIDENING	-850,000	136,844.06	-713,155.94	-713,000.00	.00	-155.94	100.0%
TOTAL CIP REVENUE BONDING	-850,000	136,844.06	-713,155.94	-713,000.00	.00	-155.94	100.0%
15013010 CIP PUBLIC WORKS EXPENSE							
15013010 771000 06546 RTE 11 WIDENI	850,000	-136,844.06	713,155.94	713,155.94	.00	.00	100.0%
TOTAL CIP PUBLIC WORKS EXPENSE	850,000	-136,844.06	713,155.94	713,155.94	.00	.00	100.0%
TOTAL CAPITAL PROJECTS GENERAL	0	.00	.00	155.94	.00	-155.94	100.0%
TOTAL REVENUES	-850,000	136,844.06	-713,155.94	-713,000.00	.00	-155.94	
TOTAL EXPENSES	850,000	-136,844.06	713,155.94	713,155.94	.00	.00	
GRAND TOTAL	0	.00	.00	155.94	.00	-155.94	100.0%

\*\* END OF REPORT - Generated by Roland Connors \*\*

07/07/2014 12:51  
roland

CITY OF ROCHESTER  
YTD BUDGET REPORT

P 2  
glytdbud

# REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:  
YTD BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 2

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2014/ 1

To Yr/Per: 2014/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Sort/Total Budget Rollup: N

Multiyear view: L

Amounts/totals exceed 999 million dollars: N

Year/Period: 2015/ 1

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

## Find Criteria

Field Name	Field Value
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Fund

LEVEL GOVT

FUNCTION

LEVEL/DEPT

PRGM/ACTIVIT

LOCATION

GRADE

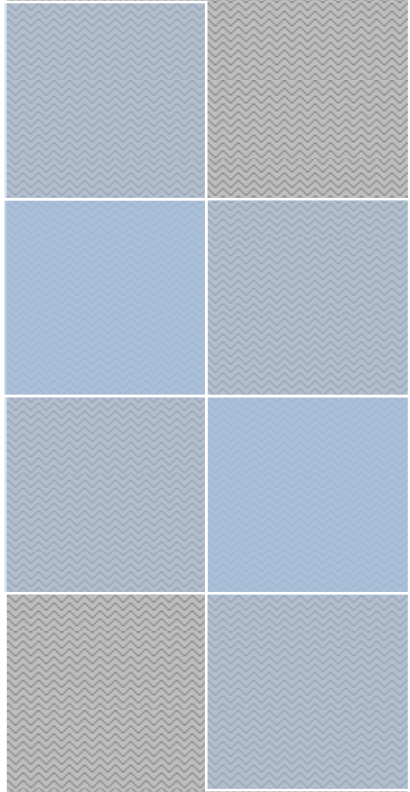
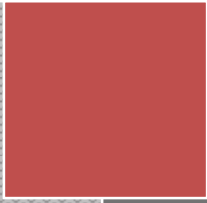
REVENUE

Character code

Org

Object

Project 06546



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**RESOLUTION, PURSUANT TO SECTION 60**  
**OF THE ROCHESTER CITY CHARTER,**  
**ENDORSING PROPOSED AMENDMENTS TO THE**  
**SO-CALLED MERIT PLAN OF THE CITY OF ROCHESTER**  
**PROPOSED BY THE CITY MANAGER**

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

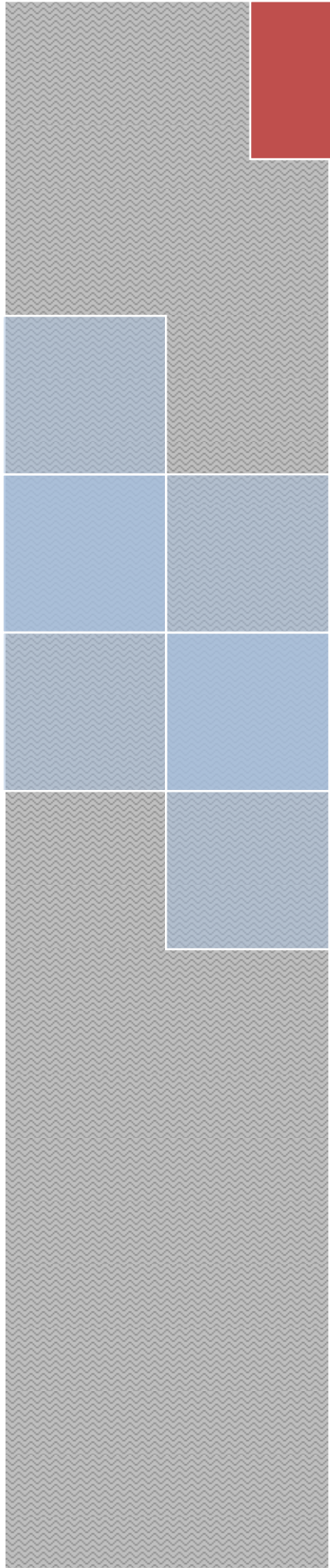
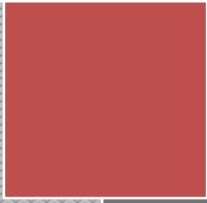
**WHEREAS,** Section 60 of the Rochester City Charter provides for the establishment of a so-called Merit Plan (the “Plan”) for the City of Rochester to establish rules and regulation governing personnel related matters, such as hiring, compensation and discipline of City employees, among other things: and

**WHEREAS,** said Section 60 further provides for the amendment of such rules and regulations, from time to time by amendments proposed by the Rochester City Manager, provided that such proposed amendment(s) shall become effective only “...upon majority vote of the City Council” within sixty (60) days of the amendment(s) submittal of the same to the City Council; and

**WHEREAS,** based upon a study and resulting report commissioned by the City Council at the request of the City Manager, Municipal Resources, Inc. conducted a study and submitted to the City Manager a report dated June 2014, and entitled “Final Report – City of Rochester, New Hampshire, Classification and Compensation Study” (the “Report”), recommending adjustments in compensation to and, in some instances, classification of, the non-union classified positions covered by the Plan; and

**WHEREAS,** the City Manager, on August 5, 2014, has submitted to the City Council the Plan, as proposed amendments to such Plan the recommendations contained in the Report, along with his request that (1) the changes proposed in the Report be incorporated in the Plan as an amendment thereto; and (2) the City Council, in accordance with the provisions of the aforesaid Section 60 of the Rochester City Charter, within 60 days of August 5, 2014, adopt a resolution approving and endorsing the City Manager’s proposed amendments and authorizing their incorporation in the Plan;

**NOW THEREFORE,** by adoption of this Resolution, the Mayor and City Council of the City of Rochester, in accordance with the requirements of Section 60 of the Rochester City Charter, hereby endorse the City Manager’s proposed amendments as reflected in the details of the Report, and authorize the City Manager to incorporate such details in the Plan as amendments thereto.



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# FINANCE COMMITTEE

## AGENDA ITEM

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

BLAINE COX  
VOICE 603.335.7609  
FAX 603.335.7589  
E-MAIL: [blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

Agenda Item Name:

[Non-Union Position Classification & Wage Analysis Study by MRI](#)

Date:

Included: ☒ Attached ☐ Under Separate Cover

The following items:

1. [City Council Meeting Agenda Bill from April 1, 2014](#)
2. [City Council Meeting Minutes from April 1, 2014](#)
3. [Personnel Advisory Board Meeting Minutes of June 20, 2014](#)
4. [Municipal Resources Inc. \(MRI\)](#)  
"Classification & Compensation Study"

This item is brought to the Committee as checked below:

<input type="checkbox"/>	For Committee Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	Discussion Only
<input checked="" type="checkbox"/>	For Review & Recommendation for Full Council Action		
<input type="checkbox"/>	Other: _____		

Agenda Item Description:

[Carol Granfield from MRI will present her report with findings with regard to the City's non-union personnel position Classification & Compensation Study.](#)



## City of Rochester Formal Council Meeting

## AGENDA BILL

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

AGENDA SUBJECT

Merit Plan Wage and Classification Analysis

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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

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

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

**Charter Section 60:** The first City Manager under this Charter shall draft and submit to the City Council ... a set of rules and regulations ... providing for the establishment of a merit system of personnel administration ... and ... shall ... include provisions with regard to classification, compensation, selection, training, promotion, discipline, vacations, and any other matters necessary to the maintenance of the efficient service and the improvement of working conditions. The rules and regulations shall continue in force subject to amendments submitted from time to time by the City Manager which shall become effective upon majority vote of the City Council. City Council shall vote within sixty (60) days of amendment submittal.

**SUMMARY STATEMENT**

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

**RECOMMENDED ACTION**

Council support of this project.

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

**III.** To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as are necessary to implement the transactions contemplated by this Resolution. **CC FY14 04-01 AB 45**

Mayor Jean stated that this grant requires a 50% match of City funds to be paid with in kind services to be provided by the City of Rochester with respect to the update of the Local Emergency Operations Plan [LEOP].

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

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

#### **14.2. AB 47 Merit Plan Wages and Classification Analysis – Seeking Approval**

Mayor Jean stated that the City Manager is seeking to obtain the services of Municipal Resources Inc. [MRI], in order to conduct a market survey, to review the sixteen Non-Union positions for the City's Non-Union Employment Policy Handbook or "Merit Plan". The total cost is \$4,000.

City Manager Fitzpatrick stated that the City's union employees have had incremental pay scale increases over the last several years; however, the same is not true for the Non-Union employees. Councilor Walker asked what the source of funding would be. Deputy City Manager Cox stated that it would be drawn from the Contracted Services account. Councilor Keans asked why the City would not utilize the New Hampshire Municipal Association survey of Municipal Employee salaries. Deputy City Manager Cox replied that not all the positions are listed in that survey. He added that the survey is no longer updated each year.

Councilor Walker **MOVED** to authorize the City Manager to proceed with this survey. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**14.3. AB 41 Amendment to Chapter 17 of the General Ordinances of the City of Rochester Regarding Water Leakage Prevention and Mitigation Procedures and Responsibilities – First Reading and Refer to Public Hearing**

Councilor Lachapelle **MOVED** to read the Amendment to Chapter 17 of the General Ordinances and refer the matter to a Public Hearing to be held on May 1, 2014, at the Codes and Ordinance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor Jean read the Amendment for a first time by title only as follows:

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

**THE CITY OF ROCHESTER ORDAINS:**

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

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

**17.2 Definitions.**

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

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



**Personnel Advisory Board  
June 20, 2014  
City Hall Conference Room**

**Members present:**

Joanne Sylvain  
David Dubois

**Members absent:**

Gary Stenhouse

**Others Present:**

Diane Hoyt, Human Resource Manager

Review of MRI Salary Survey of non-union positions -

David Dubois **moved** to recommend the implementation of the changes to the Merit Plan per the MRI Salary Survey final report of June 2014. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Joanne Sylvain moved to adjourn the meeting at 10:15PM. David Dubois seconded the motion. The **motion carried**.

120 Daniel Webster Highway  
Meredith, NH 03253



Municipal Resources  
[www.municipalresources.com](http://www.municipalresources.com)

tel: 603.279.0352 • fax: 603.279.2548  
toll free: 866.501.0352

June 16, 2014

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

Re: Classification and Compensation Study

Dear Mr. Fitzpatrick:

Municipal Resources Inc. (MRI) is pleased to present this ***Classification and Compensation Study*** to the City of Rochester, NH. This report represents the culmination of a comprehensive position and compensation review for all 16 non-union positions included in this study.

In accordance with guidance received, a new Classification Plan and Salary Schedule was developed. Recommendations are made to address any inequities and salary issues within the current plan.

The project team appreciates all of the assistance provided by the City during the course of the project. In particular, we wish to thank Human Resource Manager Diane Hoyt and Deputy City Manager Blaine Cox for their assistance and feedback throughout the project.

Thank you for the opportunity to have been of service to the City of Rochester. I look forward to presenting the Final Report to the Finance Committee on July 8. Copies are included along with a brief Executive Summary that can also be provided to the committee. MRI continues to be available to respond to any questions as a result of the study, and looks forward to providing you with any additional services we could assist you with in the future.

Sincerely yours,

Carol M. Granfield  
Project Manager and Senior Principal Consultant

## **EXECUTIVE SUMMARY**

### **CITY OF ROCHESTER, NH**

#### **CLASSIFICATION AND COMPENSATION STUDY**

##### **Scope**

The study included conducting a market salary survey, review of position classifications and establishment of a classification and salary schedule for 16 non-union positions. The study commenced in April and was completed in June.

##### **Classification and Compensation**

Several meetings and phone discussions were conducted with city officials throughout the project. A thorough job analysis process of reviewing responsibilities of all positions was conducted. A thorough market analysis was conducted utilizing comparable municipalities. The communities are similar in many factors such as population, form of government and size of budget. The nine municipalities analyzed were: Bedford, Concord, Derry, Dover, Keene, Londonderry, Merrimack, Portsmouth and Salem. A comparison was made of the average minimum and maximum salaries.

The job evaluation process establishes the relative value of jobs within an organization, whereby positions are analyzed, measured and compared against a common set of criteria in a systematic and objective manner. A point-factor evaluation system was used that involved positions being rated on fourteen relevant factors by two consultants, and then ranked and assigned a grade. (The factors are: Physical Environment, Basic Knowledge, Training and Education, Problem Solving Skills and Effort, Physical Skills and Effort, Experience, Interactions with Others/Communication, Confidentiality, Occupational Risks, Complexity, Supervision Received, Supervision Given, Supervision Scope, Judgment and Initiative and Accountability). The Proposed Classification and Pay Plan includes grades that incorporate a blending of the point-factor system as well as the market data.

##### **The Plan**

The Proposed Classification and Compensation Plan was developed to provide the City of Rochester with a solid structure to equitably group similar valued positions within a grade. It provides a minimum, mid-point and maximum salary range for all positions that will provide growth for positions. The Plan includes 19 grades with total increases from minimum to maximum within each grade of approximately 34%. There is 8% between each grade level other than between grade 1 and 2. Comparative data was considered to set the grade parameters, while the classification process controlled the internal assignment of positions to compensation levels. The pay ranges provide city officials with flexibility for hiring and placement levels based on education and experience and allows for flexibility for performance achievements if desired. A total of 6 employees are recommended to have salaries increased to bring their positions to the minimum salary in the grade assigned.

The projected cost to implement the proposed plan for a full year is \$4,584. Those employees falling below the grade range should be brought into the entry level of the grade ranges. It is recommended, however to implement the changes all in one year if possible, so those employees that warrant an increase do not continue to fall further behind with salaries. The study did not take into consideration performance, longevity, or special abilities or talents of employees. Therefore, city officials may determine that it is necessary to make further adjustments when placing employees within the proposed pay ranges.



**FINAL REPORT**

**CITY OF ROCHESTER, NEW HAMPSHIRE  
CLASSIFICATION AND COMPENSATION STUDY**

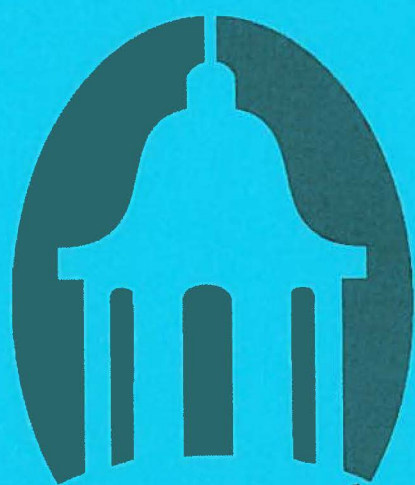
**JUNE 2014**

Prepared by:  
Municipal Resources, Inc.  
120 Daniel Webster Highway  
Meredith, NH 03253  
603-279-0352  
866-501-0352 Toll Free  
603-279-2548 Fax  
[all@municipalresources.com](mailto:all@municipalresources.com)  
[www.municipalresources.com](http://www.municipalresources.com)





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Municipal  
Resources  
Inc.

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# ***FINAL REPORT***



Municipal  
Resources  
Inc.





## **FINAL REPORT**

### **CITY OF ROCHESTER, NEW HAMPSHIRE**

### **CLASSIFICATION AND COMPENSATION STUDY**

**JUNE 2014**

## **INTRODUCTION**

### **Scope of Services**

The City of Rochester, New Hampshire, engaged Municipal Resources, Inc. (MRI) to conduct a market survey, review position classifications, and develop a wage/salary schedule for 16 non-union positions within the City. This study was commissioned to re-examine the responsibilities, work performed, and market pay rates for each position included in the study. In general, the study involved reviewing current job descriptions, classifying those positions according to a uniform point analysis standard, surveying the market of comparable municipalities to determine rates of compensation, and developing and recommending a new classification and compensation plan and system. The system includes only non-union positions.

A position classification and compensation plan is an essential and vital component of a comprehensive personnel administration system. The perception that the compensation plan is objective and fair in its assignment of pay to individual positions lends credibility to the City's entire personnel system. The plan represents a systematic, formalized procedure for developing equitable job groupings and equitable compensation levels for all positions. The plan is based upon the underlying assumption that individuals should receive "equal pay for equal work".

However, implementation of a position classification and compensation plan should not be viewed as the final step in achieving job equity. The plan must be reviewed on a regular basis to ensure that decisions regarding position requirements and compensation accurately reflect

the City's current service needs, while continuing to maintain the integrity and relevance of the plan.

MRI has reviewed the current job duties and compensation levels for the 16 positions studied. Recommendations for placement of positions within the new plan are made along with any potential cost impact. Current job descriptions have been reviewed, along with some discussion with the Chief of Police, Human Resource Manager and Deputy City Manager, to ensure accuracy.

For maximum effectiveness, the relationship between consultant and client must be a cooperative effort. While Municipal Resources, Inc. assumes responsibility for all final recommendations, client input has been sought, carefully weighed, and incorporated into the report whenever possible.

### **Study Process**

This project included the following steps:

- *Organizational Meetings* with city officials to discuss the goals and objectives of the study.
- A thorough *Job Analysis Process* which involved reviewing position duties and responsibilities (essential functions).
- A thorough *Job Evaluation Process*. Position rating and ranking utilizing MRI/HRS' rating manual.
- Development of a *Classification Plan*. Position assignment to grades based on a system of objective evaluation.
- Thorough *Market Analysis* using comparable municipalities jointly selected by city officials and MRI.
- Several discussions with *City Officials* to discuss pay policies and review draft work products (i.e., comparative data and other related materials).
- Preparation of minimum estimated *Implementation Costs*.
- Provision of guidelines for maintaining the plan.

- Final preparation of *Report* to the city with explanation of recommendations and methodology.

The following documents have been prepared for the City of Rochester, NH:

- Proposed Classification and Compensation Plan
- Compensation Comparisons Chart
- Market Data Analysis
- Position Rating Manual

## **MRI PROJECT TEAM**

**Carol M. Granfield**

Project Manager and Senior Principal Consultant

**Aleksandra E. Stapczynski**

Principal Consultant

The project team conducted the following analytical activities:

- The consultant met with the city officials at the onset of the study to determine the parameters of the project and expected outcomes of the study. The City of Rochester provided MRI with necessary documents to include the current salary structure, classification plan, current job descriptions and other relevant material. The consultant was provided with specific direction for the study.
- The project team immediately began the process of reviewing the current job descriptions of positions included in the study, as the City has indicated they are up to date. The police position descriptions were verified with the Chief of Police for accuracy.
- The project team collected salary information from each of the comparable municipalities; these were used as the basis for this analysis and are provided as an attachment to this report.
- The project team also reviewed initial findings and issues with the Deputy City Manager and Human Resource Manager.



## **PROJECT REPORT**

### **Details of the Methodology**

In the City of Rochester, NH, the evaluation of job descriptions, position classification, and compensation levels was undertaken for all employees included in the study. The job descriptions were reviewed by the project team.

Throughout this process, position rating was done by the consultant team using the MRI/HRS Municipal Position Classification and Rating Manual. A copy of this manual is provided to the city as a separate document. Initial rankings of positions were discussed with the City. The process of the job rating is based solely on the duties and responsibilities of the position and has no relationship to the abilities, performance, or longevity of the employee currently holding the job.

At the same time, salary data from municipalities comparable to Rochester was gathered and analyzed. Some of the factors reviewed in determining appropriate comparable communities included such items as population, form of government, size of budget, A total of nine comparable municipalities were sent surveys; all nine communities responded and had sufficient relevant information to incorporate into the survey. Not all surveys contained comparable positions; however, the range of three to nine comparisons for each position provided a good salary comparison. Data is being utilized from the following municipalities:

Bedford	Dover	Merrimack
Concord	Keene	Portsmouth
Derry	Londonderry	Salem

The data from the salary market survey is located in the Appendix of this report. Additionally a chart is included in the Appendix that displays some of the demographics and information of the communities selected for the survey. They are communities that are either very similar and/or have attracted some employees due to higher salaries for comparable work.

## **CLASSIFYING AND COMPENSATING POSITIONS**

### **The Classification Plan**

It is important to consider the objectives of (1) **Job Analysis** and (2) **Job Evaluation** when reviewing the proposed classification plan. Building the classification plan to incorporate it within the current plan involved both job analysis and job evaluation.

Of critical importance in the process of reviewing jobs are the inherent job factors and the particular skills or quality of work required of the position. A thorough **Job Analysis** produces, in general, five kinds of basic information to aid in this process:

1. Information about the *nature of work* (e.g., essential functions and purpose/objective of the position)
2. The *level of work* (e.g., degree of complexity and accountability)
3. *Job requirements* (e.g., the knowledge, skills, abilities, and other special requirements/characteristics needed to perform the job)
4. *Job qualifications* (e.g., minimum education, training, and experience needed to qualify)
5. *Working conditions* (e.g., the psychological, emotional, and physical demands placed on employees by the work environment)

**Job Evaluation** is a process that establishes the relative value of jobs within an organization. There may be several reasons for carrying out this process; the main ones are: (1) to establish the correct rank order or groupings of jobs, (2) to establish the relative distance between jobs within the ranking, and (3) to provide an objective measurement of job size for comparison with other jobs and enable salary comparisons to be made.

Job evaluation is the process whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. Job evaluation does not produce a rate of pay. Rather, it produces a ranking of jobs in terms of “job content” around which a salary structure can be established. Similarly, the evaluation process does not measure an individual’s performance. The evaluation looks at the job, not the job holder; it assumes that the job is being performed to a fully acceptable standard and that all the identified requirements of a job are being met.



While the City of Rochester's current job evaluation system was utilized in past years; it is rather outdated by today's standards. MRI recommends that the City's job evaluation system be replaced with the new MRI/HRS system which is actively used in hundreds of municipalities throughout New England and is nationally recognized. We further recommend that the MRI/HRS rating system be used for all positions in the City going forward. This system has a structured, but not overly complex, methodology that has been proven over the years in our work with municipal and county governments. The methodology is also flexible, enabling you to meet the full range of the City's requirement. This system is continuously researched, developed and enhanced jointly by Municipal Resources, Inc. (MRI) of Meredith, N.H., and Human Resources Services, Inc. (HRS) of Andover, MA. The MRI/HRS Pay and Classification System which at its core includes the Municipal Position Classification and Rating Manual has been widely used in communities throughout New England, is legally tested and valid, and is nationally recognized through ICMA's leading HR publication and guidebook, *Human Resource Management in Local Government: An Essential Guide*, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Editions. Educators, practitioners, and scholars alike refer to the core elements of this system. The weighted factors cover such major position characteristics as work environment, responsibility, complexity, education, training, experience, accountability, judgment, physical requirements, and supervision. The rating process helps the Consultants to determine comparable worth rankings within the City's workforce. The ratings are then used in conjunction with the comparable salary/wage data to prepare the Compensation and Classification Plans.

Using a point-factor evaluation system, positions were rated by two consultants, and then ranked and assigned a grade. Fourteen rating factors were used to rate all of the positions. These factors, detailed in MRI/HRS' Municipal Position Classification and Rating Manual, measured the requirements of each position in the following areas. The following are capsule descriptions of each rating factor. The manual describes each factor in detail and by degree.

1.     **PHYSICAL ENVIRONMENT**  
This factor measures the totality of the surroundings and/or circumstances under which the job must be performed, the degree of difficulty which this imposes, and their representative or exceptional nature.
2.     **BASIC KNOWLEDGE, TRAINING AND EDUCATION**  
This factor measures the basic knowledge or "scholastic content"; however, it may have been acquired, essential as background or training to perform the job.
3.     **PROBLEM SOLVING SKILLS AND EFFORT**  
This factor measures the type and range of problem solving which the position consistently requires.

4. ***PHYSICAL SKILLS AND EFFORT***  
This factor measures the degree of physical effort or exertion required in the performance of essential work functions under regular conditions.
5. ***EXPERIENCE***  
Experience measures the length of time usually or typically required for the position, with the specified “basic knowledge, training and education”, to perform the essential work functions effectively under normal supervision.
6. ***INTERACTIONS WITH OTHERS/COMMUNICATION***  
This factor measures the relative level of human interaction and the responsibility, which goes with the job for meeting, dealing with, and influencing other persons.
7. ***CONFIDENTIALITY***  
This factor measures the discretion and integrity required by those positions, which have access to privileged information handled or obtained in the normal performance of duties.
8. ***OCCUPATIONAL RISKS***  
This factor measures the relative degree of exposure to hazards, which might cause injury on the job.
9. ***COMPLEXITY***  
This factor considers how difficult it is to perform the essential functions of the job. Jobs are made more difficult by the range and diversity of the assignment of duties, various uses of information technology, the specificity and relevance of guidelines for performing the work, and the nature or thinking challenge required to accomplish the work.
10. ***SUPERVISION RECEIVED***  
This factor evaluates the nature of the instructions, direction, control, and/or monitoring which a position receives.
11. ***SUPERVISION GIVEN***  
In rating supervision given, a number of factors are considered: (1) type of supervision; (2) accountability; (3) for personnel actions; and (4) budget development and control through subordinates.
12. ***SUPERVISION SCOPE***  
This factor is used to evaluate the extent, breadth and depth of direction, monitoring, and review given.



13. **JUDGMENT AND INITIATIVE**

This factor measures the degree of independent action required by the position and the extent to which duties are dictated by standard practice or the exercise of judgment.

14. **ACCOUNTABILITY**

In every position, there inherently exists the possibility of error, whether through omission, commission, or direction. In rating this factor, the following is considered: the likelihood of errors; the possibility of error detection; and the probable effect of errors based on the degree to which the work is checked, by the procedures themselves, either by supervision, or by succeeding operations.

As mentioned previously, job rating is not synonymous with performance evaluation. The position, not the incumbent, is evaluated, assigned points, and a grade derived. The process described in the MRI/HRS Rating Manual, submitted as a separate document, increases the uniformity and objectivity in the application of judgments about positions and the groupings of positions. This process can be used to update the classification plan, to determine how to place new positions on the plan, and to re-grade a current position with adjusted duties to a different grade. Samples of the *Position Rating Summary Sheet* are included in the Manual along with the *Points Assigned to Factor Degrees*. A custom *Grade Determination and Conversion Scale* was developed for the City of Rochester.

### **Market Survey and Developing the Compensation Plan**

Municipal Resources, Inc. conducted a thorough salary survey and market analysis to determine the market competitiveness for positions included in this study. To measure the pay rates among competitors for these positions, MRI distributed custom survey documents to comparable municipalities, those identified above.

All of the comparative data is FY-14 information and detailed on the attached pages. For each position analyzed, data points were collected from the labor market. The data points indicate the amount of salary information for each position surveyed. In some instances: (1) the municipality did not have a comparable position; or (2) the consultants determined that the position was not comparable to the position in Rochester. MRI used professional discretionary judgment when comparing positions to the comparable data. The consultants analyzed both the market survey data and the position ratings when placing the position on the compensation/classification plan. While this market analysis and information provides the city with benchmark salary data to set the parameters for compensation decisions, the client must also consider the “uniqueness” of certain positions in the organization, as well as the city’s ability to pay. The following is the analysis definitions for the data collected and presented in the attached charts.

- All comparative market data collected is FY-14 salary and wage information.
- Certain salary/wage data collected has been pro-rated to hourly for comparative purposes only. Certain salary/wage data collected has been annualized for comparative purposes only.
- For each position analyzed, data points are collected from the labor market. The **Data Points** indicate the amount of salary information for each position surveyed. In other words, the number of communities/schools that reported data for a particular position.
- In each cell, the top number indicates the minimum salary the community pays and the bottom number indicates the maximum salary the community pays.
- The **Average** is the sum of the survey readings divided by the number of the municipalities reporting. The **Average** shows the average minimum salary among the comparables over the average maximum salary/wage among the comparables.
- The **Range** shows the lowest minimum salary among the comparable communities and highest maximum salary among the comparables.
- In an array of survey readings, sorted from low to high, this is the reading that is at the mid-point or middle of the data, indicating that 50% of survey participants pay at or below this salary rate. The **Median** shows the midpoint of the minimum salary among the comparable communities and the midpoint of the maximum salary among the comparable communities.
- The **75% Percentile** shows the 75<sup>th</sup> percentile of minimum and 75<sup>th</sup> percentile of maximum. The percentile rank looks at the array of data points and gives each data point a percentile rank, where the lowest data point is 0% and the highest data point is 100%. In an array of survey readings, sorted from low to high, this indicates that 75% of the surveyed market pays at or below this salary rate.
- The **90% Percentile** shows the 90<sup>th</sup> percentile of minimum and 90<sup>th</sup> percentile of maximum. The percentile rank looks at the array of data points and gives each data point a percentile rank, where the lowest data point is 0% and the highest data point is 100%. In an array of survey readings, sorted from low to high, this indicates that 90% of the surveyed market pays at or below this salary rate.



- In some instances: (1) the municipality did not have a comparable position; (2) the consultants determined that the position was not comparable; or (3) the information was not made available to the consultants.

### **Description of Compensation and Classification Plan**

Setting the rates of pay for jobs on the position hierarchy results in what is called a “pay structure”. When reviewing or developing pay rates, a number of major policy decisions need to be made. For example: How should the city pay level relate to the market? For what does the city want to pay (i.e. job content, seniority, performance, cost of living, etc.)? How does the city currently pay its employees? The resulting compensation plan should reflect the city’s pay policies, the market place, internal job values, and the financial ability of the city to pay at a given level. These are all questions that Rochester should take into account when reviewing the current structure along with discussing any new structures or position changes.

The proposed Classification and Compensation Plan is presented on the following pages. Pay ranges were set for groups of positions, which the consultants determined, should be paid equally. There are 19 grades on the compensation plan. Each grade includes a minimum, mid-range and maximum salary. The total increase from minimum to maximum within each grade is *approximately 34% percent*. Overall, there is 8% between each grade level other than between grade 1 and 2 of the plan. Grade 1 would be used for a variety of entry level positions or temporary positions. Comparative data was considered to set the grade parameters, while the classification process controlled the internal assignment of positions to compensation levels. Pay ranges are in place in order to provide city officials with more flexibility for hiring and placement levels based on education and experience and also allows for flexibility for performance achievements if desired. In general, the pay ranges on the new proposed salary schedule were developed utilizing the average market salaries and blended with the point factor rating system. The schedule shows the hourly and annual rates for employees based on a 40-hour workweek; minimum, mid-range, and maximum ranges. Additionally, in the future, the city may want to consider tying the proposed compensation plan to a more formalized and contemporary performance appraisal system.

This is a base salary plan and does not include compensation for longevity, special pay, benefits, or other compensation. It is up to the city to determine its ability to pay with regards to implementation of this proposed compensation plan. At a minimum, those employees falling below the grade range should be brought into the entry level of the grade ranges. There are six positions that fall into this category as follows:

- 4 Library Pages
- 1 Custodian
- 1 Human Resource Manager

Some employees currently in these job classifications do fall within the new grade level range and are not included in the cost to bring employees to the entry grade level. It is recommended to bring positions to the entry grade level so they do not become further out of range. This study did not take into consideration performance, longevity, or special abilities/talents of employees. Therefore, city officials may determine that it is necessary to make further adjustments when placing employees within the proposed pay ranges. The projected cost to implement the proposed plan for a full year is \$4,584.

The proposed Classification and Pay Plan keeps the Salary Schedule with 19 grades, as the city desired to have a schedule similar to its current one, however, is expanded as necessary in order to be comparable to other municipalities and also provide some growth to employees within pay grades. This can be viewed in the Comparison of Rochester Pay to Market and Proposed Chart that follows.



# COMPARISON OF ROCHESTER CURRENT PAY TO MARKET AND PROPOSED

Positions	Current FY2014			Data Points Max	Market Average		Proposed Pay Plan		Proposed Pay Grade
	Pay Grade	Min	Max		Min	Max	Min	Max	
Library Page	1	8.95	13.26	7	9.92	12.78	9.90	13.31	1
None							12.87	17.29	2
Custodian	2	13.40	17.96	7	13.67	18.22	13.90	18.68	3
None							15.01	20.17	4
None							16.21	21.79	5
None							17.51	23.55	6
Payroll/Human Resource Specialist	5	15.51	20.82	9	18.94	25.76	18.91	25.42	7
Executive Secretary/Administrative Assistant	8	18.86	25.28	9	19.82	26.22	20.42	27.44	8
Executive Assistant	9	20.82	27.90	9	20.61	28.61	22.05	29.62	9
None							23.81	31.99	10
None							25.71	34.55	11
None							27.77	37.32	12
Police Lieutenant	11	26.55	35.60	9	32.78	39.18	29.99	40.29	13
Lieutenant Prosecutor	12	27.89	37.35	8	29.48	38.42	29.99	40.29	13
Human Resource Manager	11	26.55	35.60	7	32.85	44.08	29.99	40.29	13
Police Captain	13	29.25	39.23	8	37.98	45.38	32.39	43.52	14
None							34.98	47.01	15
Deputy Police Chief	15	32.28	43.27	3	43.30	54.02	37.78	50.77	16
Director of Finance	17	35.58	47.69	9	39.15	53.22	40.80	54.84	17
Chief of Police	18	37.35	50.10	9	40.88	53.96	44.06	59.20	18
City Attorney	18	37.35	50.10	4	42.53	55.63	44.06	59.20	18
Deputy City Manager	18	37.35	50.10	4	46.00	56.08	44.06	59.20	18



% Between Grades	Grade	MINIMUM	MID RANGE	MAXIMUM
	1	\$9.90 \$20,592.00	\$11.48 \$23,878.40	\$13.31 \$27,684.80
30	2	\$12.87 \$26,769.60	\$14.92 \$31,033.60	\$17.29 \$35,963.20
8	3	\$13.90 \$28,912.00	\$16.12 \$33,529.60	\$18.68 \$38,854.40
8	4	\$15.01 \$31,220.80	\$17.40 \$36,192.00	\$20.17 \$41,953.60
8	5	\$16.21 \$33,716.80	\$18.80 \$39,104.00	\$21.79 \$45,323.20
8	6	\$17.51 \$36,420.80	\$20.30 \$42,224.00	\$23.55 \$48,984.00
8	7	\$18.91 \$39,332.80	\$21.92 \$45,593.60	\$25.42 \$52,873.60
8	8	\$20.42 \$42,473.60	\$23.67 \$49,233.60	\$27.44 \$57,075.20
8	9	\$22.05 \$45,864.00	\$25.55 \$53,144.00	\$29.62 \$61,609.60
8	10	\$23.81 \$49,524.80	\$27.60 \$57,408.00	\$31.99 \$66,539.20
8	11	\$25.71 \$53,476.80	\$29.80 \$61,984.00	\$34.55 \$71,864.00
8	12	\$27.77 \$57,761.60	\$32.19 \$66,955.20	\$37.32 \$77,625.60
8	13	\$29.99 \$62,379.20	\$34.76 \$72,300.80	\$40.29 \$83,803.20
8	14	\$32.39 \$67,371.20	\$37.54 \$78,083.20	\$43.52 \$90,521.60
8	15	\$34.98 \$72,758.40	\$40.55 \$84,344.00	\$47.01 \$97,780.80
8	16	\$37.78 \$78,582.40	\$43.80 \$91,104.00	\$50.77 \$105,601.60
8	17	\$40.80 \$84,864.00	\$47.30 \$98,384.00	\$54.84 \$114,067.20
8	18	\$44.06 \$91,644.80	\$51.07 \$106,225.60	\$59.20 \$123,136.00
8	19	\$47.58 \$98,966.40	\$55.16 \$114,732.80	\$63.94 \$132,995.20

# ROCHESTER PROPOSED CLASSIFICATION PLAN - NON-UNION

POSITIONS
Grade 1
Library Page
Grade 2
None
Grade 3
Custodian
Grade 4
None
Grade 5
None
Grade 6
None
Grade 7
Payroll/Human Resource Specialist
Grade 8
Executive Secretary/Administrative Assistant
Grade 9
Executive Assistant
Grade 10
None
Grade 11
None
Grade 12
None
Grade 13
Human Resource Manager
Lieutenant Prosecutor
Police Lieutenant
Grade 14
Police Captain
Grade 15
None
Grade 16
Deputy Police Chief
Grade 17
Director of Finance
Grade 18
Chief of Police
City Attorney
Deputy City Manager
Grade 19
None



## **IMPLEMENTATION AND OTHER RECOMMENDATIONS**

The following sections are intended to assist and guide the City of Rochester in implementing the proposed classification and compensation plan. Successful implementation will require a concerted effort by city officials and employees to make equitable judgments in a consistent and objective manner.

### **Initial Placements for Current Employees**

The placement of two or more positions on a certain grade represents a judgment that those positions should be compensated comparably within the range provided. The range is similar to a scale providing Rochester with the opportunity to make distinctions between employees (not positions) based upon established criteria applied consistently. These criteria might include special abilities, experience, longevity, and/or any other factors determined by the school.

### **Reclassifications**

A review of the 16 positions in the new 19 grade salary structure, resulted in the reclassification of grades for the following seven classifications:

<b>Position</b>	<b>Current Grade</b>	<b>Proposed Grade</b>
Custodian	2	3
Payroll/HR Specialist	5	7
Lieutenant Prosecutor	12	13
Police Lieutenant	11	13
Human Resource Manager	11	13
Police Captain	13	14
Deputy Police Chief	15	16

### **Salaries Below Pay Range**

If the salary of an employee is below the minimum of the grade range at the time of implementation, every effort should be made to bring it into the range. At the time of this study, MRI has found six employees that are below the minimum within the grade proposed.

### **Salaries Above Pay Range**

To maintain morale and a sense of fairness, MRI recommends Rochester not reduce the compensation level of any current employee. If an employee's current salary falls above the upper limit of the recommended grade range, the City should maintain the employee's salary above the maximum for the grade until the employee retires or separates from the city. This is

called “red-lining” a position. New employees can be hired at the appropriate lower pay. Currently, no employees fall within this category. MRI recommends a single administrative policy be adopted and subsequently applied in all cases.

### **Classification vs. Market-Based Systems**

The most common method for valuing jobs and placing them within a grading structure is a market-driven approach. However, today many municipalities are becoming concerned about the internal equity of positions and are looking at classification systems to assist in correcting this problem of “internal pay equity”. The combination of reviewing the market study along with the point factor system provides an opportunity to address this.

### **Vacancies**

When a vacancy develops, it is a good time to automatically review the position. This may involve a job analysis and updating the job description and reviewing the market for the particular position.

### **Update and Maintain the Classification and Compensation Plan**

The city should maintain and update the classification and compensation plan in accordance. This would include the following tasks:

- Conduct regular position reviews to assure positions have current functional job descriptions that are based on job content.
- Conduct job analysis of new positions to assure these positions are properly assigned to a grade.
- Review positions to ensure internal equity in relationship to other city classifications.
- Conduct periodic salary surveys (every three years) to ensure market competitiveness.

### **Implementation of Pay Plan**

Our study results indicate that for the City of Rochester to maintain a competitive edge with the market and retain qualified employees, the proposed salary schedule should be implemented. MRI received sufficient and extensive data for this analysis and the findings are valid.

## **Implementation of Classification Plan**

The city should implement MRI's proposed Classification Plan in order to have a valid structured system that complements the salary schedule. The attached classification plan includes positions that should be implemented in accordance with the city's funding implementation.

## **Cost-of-Living**

If a cost of living percentage increase is granted annually, it should be applied to the entire salary schedule and updated. This raises the compensation rates for the entire compensation schedule equal to changes in the cost-of-living. This COLA can be determined by the CPI (Consumer Price Index) or what surrounding communities are implementing for an annual cost of living.

## **Other Comments**

A review of the current job descriptions indicated that they are current. A review of the Fair Labor Standards Act FLSA criteria of positions, however, indicates that the Human Resource Manager position as exists currently, should be an Exempt position rather than a Non-Exempt position. This is reflected in the proposed classification as it meets the criteria to be an exempt status and would not be subject to overtime. If the City desires, however it can choose to classify it as Non-Exempt and compensate overtime.

## **CONCLUSION**

The City of Rochester's compensation program for the non-union positions studied has fallen somewhat behind the municipal labor market, which is evident in the data and analysis included in this report. This is in part due to the recession that was realized by towns and cities in New Hampshire, but also by the fact that the city has not reviewed the status of the positions included in this study for some time.

MRI received sufficient and extensive data for this analysis and is confident in the market results. This compensation provides the city with a valid system for positions to be placed on the new pay scale with updated classifications and salary changes implemented pending funding.

The Municipal Classification and Rating Manual will provide Rochester with further assistance in evaluating both current positions and newly established positions. It should be utilized in addition to market data when determining the appropriate grade levels for positions.



Market surveys should be conducted every three years. This proposed classification and compensation plan should be viewed as only one step in the development of a total compensation program. The methodology will be of assistance in furnishing improved tools and guidance to management personnel. Ensuring that job descriptions, salary, and classification plans are regularly reviewed and have valid methodologies will ultimately improve the management of compensation for all positions.

Since both the City of Rochester and the labor market are active and subject to constant change, it should not be expected that this plan will provide solutions to all salary problems, nor will it eliminate the need for mature judgment in the administration of salaries. It does, however, provide a framework within which most salary matters can be handled.

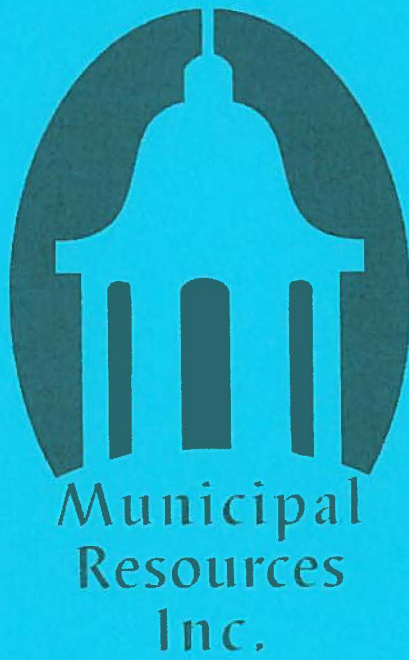
Municipal Resources, Inc. has provided the City of Rochester with the methodology, guidelines, and tools to maintain the classification and compensation plan. Used together, job evaluation and salary surveys equip Rochester with the information needed to maintain a sound and consistent pay structure. Thus, the employees are assured of being compensated on an equitable basis compared with their internal colleagues in the organization, and are assured that their compensation is on par with external competitors too. While both job evaluation and salary surveys attempt to achieve consistency in the wage structure, they use different criteria to evaluate consistency (i.e. internal vs. external comparison). This methodology works at striking a balance between internal and external pay equity.

Please review the attached key documents to this report.

### **DISCLAIMER**

Although every effort has been made to ensure the accuracy and completeness of this report, Municipal Resources, Inc. cannot be responsible for any errors of positions, salaries, and wages of other organizations; positions and salaries are always changing. Nor can we be responsible for the changes in any laws or regulations that may affect the positions studied.

# ***APPENDIX A***





# ROCHESTER CURRENT PAY PLAN

Position	Grade	Min	Max	\$ dif between Min and Max	% dif between Min and Max	\$ dif between Grades	% dif between Grades
Library Page	1	8.95	13.26	4.31	48%		
Custodian	2	13.40	17.96	4.56	34%	4.45	50%
None	3	14.08	18.86	4.78	34%	0.68	5%
None	4	14.78	19.83	5.05	34%	0.70	5%
Payroll/Human Resource Specialist	5	15.51	20.82	5.31	34%	0.73	5%
None	6	17.10	22.93	5.83	34%	1.59	10%
None	7	17.96	24.08	6.12	34%	0.86	5%
Executive Secretary/Administrative Assistant	8	18.86	25.28	6.42	34%	0.90	5%
Executive Assistant	9	20.82	27.90	7.08	34%	1.96	10%
None	10	25.28	33.86	8.58	34%	4.46	21%
Human Resource Manager	11	26.55	35.60	9.05	34%	1.27	5%
Police Lieutenant	11	26.55	35.60				
Lieutenant Prosecutor (or Police Prosecuting Attorney)	12	27.89	37.35	9.46	34%	1.34	5%
Police Captain	13	29.25	39.23	9.98	34%	1.36	5%
None	14	30.74	41.20	10.46	34%	1.49	5%
Deputy Police Chief	15	32.28	43.27	10.99	34%	1.54	5%
None	16	33.86	45.42	11.56	34%	1.58	5%
Director of Finance	17	35.58	47.69	12.11	34%	1.72	5%
Chief of Police	18	37.35	50.10	12.75	34%	1.77	5%
City Attorney	18	37.35	50.10				
Deputy City Manager	18	37.35	50.10				
None	19	39.23	52.61	13.38	34%	1.88	

City of Rochester, NH  
Salary Survey Data

Annualized at 40 hours/wk for 52 wks 2,080

Current Grade	Position	FY2014 Rochester	Bedford	Concord	Derry	Dover	Keene	Londonderry	Merrimack	Portsmouth	Salem	Data Points	Average	Range	Median	75th Perc.	90th Perc.	% Diff from Average
1	Library Page	8.95 13.26	7.41 10.58	12.07 17.44	8.00 8.50	9.94 14.08	15.34 19.12	9.42 11.77	NA NA	7.25 8.00	NA NA	7 7	9.92 12.78	7.25 19.12	9.42 11.77	11.01 15.76	13.38 18.11	-10% 4%
2	Custodian	13.40 17.96	11.06 17.03	10.40 15.04	NA NA	10.96 15.53	17.18 19.60	17.32 24.32	11.01 15.88	NA NA	17.73 20.15	7 7	13.67 18.22	10.40 24.32	11.06 17.03	17.25 19.88	17.48 21.82	-2% -1%
5	Payroll/Human Resource Specialist	32,261 43,306	34,882 50,731	37,440 54,163	41,163 53,539	30,576 43,264	53,168 66,257	40,061 50,939	36,275 51,459	41,535 53,189	NA 58,614	8 9	39,387 53,573	30,576 66,257	38,750 53,189	41,256 54,163	45,025 60,143	-18% -19%
8	Executive Secretary/Administrative Assistant	39,229 52,582	40,206 54,122	35,610 51,584	44,741 58,115	35,381 50,086	35,778 46,591	38,043 50,003	38,189 54,101	53,460 66,595	NA 59,717	8 9	40,176 54,546	35,381 66,595	38,116 54,101	41,340 58,115	47,357 61,092	-2% -4%
9	Executive Assistant	43,306 58,032	40,789 58,760	41,288 59,779	47,050 61,173	37,149 52,582	46,591 57,965	36,504 59,342	40,186 56,846	53,460 66,595	NA 62,558	8 9	42,877 59,511	36,504 66,595	41,038 59,342	46,706 61,173	48,973 63,365	1% -2%
11	Human Resource Manager	55,224 74,048	NA NA	74,693 105,518	NA NA	58,365 85,696	82,567 102,894	68,770 79,591	46,861 66,035	78,724 98,128	NA 103,968	6 7	68,330 91,690	46,861 105,518	71,731 98,128	77,716 103,431	80,646 104,588	-19% -19%
11	Police Lieutenant	55,227 74,032	64,251 82,118	64,813 84,531	74,693 82,368	54,870 77,709	63,794 80,309	63,120 82,630	73,632 73,632	76,717 79,832	NA 90,293	8 9	66,986 81,491	54,870 90,293	64,532 82,118	73,897 82,630	75,300 85,684	-18% -9%
12	Lieutenant Prosecutor (or Police Prosecuting Attorney)	58,011 77,888	64,376 77,709	61,298 88,774	75,192 80,766	54,870 77,709	NA NA	56,258 77,631	63,701 89,225	55,204 68,874	NA 78,624	7 8	61,557 79,914	54,870 89,225	61,298 78,166	64,039 82,768	68,702 88,910	-6% -3%
13	Police Captain	60,947 81,599	77,126 93,080	NA NA	76,440 99,694	63,544 89,981	74,074 92,309	74,013 90,966	82,971 83,595	82,087 85,420	NA 120,120	7 8	75,751 94,396	63,544 120,120	76,440 91,638	79,607 94,734	82,441 105,822	-20% -14%
15	Deputy Police Chief	67,142 90,010	NA NA	74,693 105,518	NA NA	NA NA	NA NA	NA NA	NA NA	85,355 106,413	NA 125,133	2 3	80,024 112,355	74,693 125,133	80,024 106,413	82,689 115,773	84,289 121,389	-16% -20%
17	Director of Finance	74,017 99,201	83,242 116,522	74,693 105,518	86,480 112,861	70,054 99,195	84,530 105,340	82,580 112,810	74,270 103,780	95,597 117,263	NA 122,912	8 9	81,431 110,689	70,054 122,912	82,911 112,810	85,018 116,522	89,215 118,393	-9% -10%
18	Chief of Police	77,694 104,214	88,650 117,707	82,472 113,651	91,166 118,518	73,549 104,166	84,530 105,340	78,175 106,924	78,169 93,660	103,513 128,281	NA 120,853	8 9	85,028 112,233	73,549 129,281	83,501 113,651	89,279 118,518	94,870 122,539	-9% -7%
18	City Attorney	77,694 104,214	NA NA	82,472 113,651	NA NA	73,549 104,166	102,212 125,621	NA NA	NA NA	95,597 119,395	NA NA	4 4	88,457 115,709	73,549 125,621	89,034 116,523	97,251 120,952	100,228 123,753	-12% -10%
18	Deputy City Manager	77,694 104,214	NA NA	100,422 131,810	86,480 112,861	NA NA	NA NA	NA NA	NA NA	100,149 125,081	NA 96,820	3 4	95,684 116,643	86,480 131,810	100,149 118,971	100,286 126,763	100,368 129,791	-19% -11%



City of Rochester, NH  
Salary Survey Data (Hourly)

Current Grade	Position	FY2014 Rochester	Bedford	Concord	Derry	Dover	Keene	Londonderry	Merimack	Portsmouth	Salem	Data Points	Average	Range	Median	75th Perc.	90th Perc.	% Dif from Average
1	Library Page	8.95 13.26	7.41 10.58	12.07 17.44	8.00 8.50	9.94 14.08	15.34 19.12	9.42 11.77	NA NA	7.25 8.00	NA NA	7 7	9.92 12.78	7.25 19.12	9.42 11.77	11.01 15.76	13.38 18.11	-10% 4%
2	Custodian	13.40 17.96	11.06 17.03	10.40 15.04	NA NA	10.96 15.53	17.18 19.60	17.32 24.32	11.01 15.88	NA NA	17.73 20.15	7 7	13.67 18.22	10.40 24.32	11.06 17.03	17.25 19.88	17.48 21.82	-2% -1%
5	Payroll/Human Resource Specialist	15.51 20.82	16.77 24.39	18.00 26.04	19.79 25.74	14.70 20.80	25.56 31.85	19.26 24.49	17.44 24.74	19.97 25.57	NA 28.18	8 9	18.94 25.76	14.70 31.85	18.63 25.57	19.83 26.04	21.65 28.91	-18% -19%
8	Executive Secretary/Administrative Assistant	18.86 25.28	19.33 26.02	17.12 24.80	21.51 27.94	17.01 24.08	17.20 22.40	18.29 24.04	18.36 26.01	25.70 32.02	23.85 28.71	9 9	19.82 26.22	17.01 32.02	18.36 26.01	21.51 27.94	24.22 29.37	-5% -4%
9	Executive Assistant	20.82 27.90	19.61 28.25	19.85 28.74	22.62 29.41	17.86 25.28	22.40 27.87	17.55 28.53	19.32 27.33	25.70 32.02	NA 30.08	8 9	20.61 28.61	17.55 32.02	19.73 28.53	22.45 29.41	23.54 30.46	1% -2%
11	Human Resource Manager	26.55 35.60	NA NA	35.91 50.73	see Deputy City Mgr	28.06 41.20	39.70 49.47	33.06 38.26	22.53 31.75	37.85 47.18	NA 49.98	6 7	32.85 44.08	22.53 50.73	34.49 47.18	37.36 49.73	38.77 50.28	-19% -19%
11	Police Lieutenant	26.55 35.59	30.89 39.48	31.16 40.64	35.91 39.60	26.38 37.36	30.67 38.61	30.35 39.73	35.40 35.40	36.88 38.38	37.36 43.41	9 9	32.78 39.18	26.38 43.41	31.16 39.48	35.91 39.73	36.98 41.19	-19% -9%
12	Lieutenant Prosecutor (or Police Prosecuting Attorney)	27.89 37.35	30.95 37.36	29.47 42.68	36.15 38.83	26.38 37.36	NA NA	27.05 37.32	30.63 42.90	26.54 33.11	28.51 37.80	8 8	29.46 38.42	26.38 42.90	28.99 37.58	30.71 39.79	32.51 42.74	-5% -3%
13	Police Captain	29.30 39.23	37.08 44.75	NA NA	36.75 47.93	30.55 43.26	35.61 44.38	35.58 43.73	39.89 40.19	39.46 41.07	48.93 57.75	8 8	37.98 45.38	30.55 57.75	36.92 44.06	39.57 45.54	42.60 50.88	-23% -14%
15	Deputy Police Chief	32.28 43.27	NA NA	35.91 50.73	NA NA	NA NA	NA NA	NA NA	NA NA	41.04 51.16	52.94 60.16	3 3	43.30 54.02	35.91 60.16	41.04 51.16	46.99 55.66	50.56 58.36	-25% -20%
17	Director of Finance	35.59 47.69	40.02 56.02	35.91 50.73	41.58 54.26	33.68 47.69	40.64 50.64	39.70 54.24	35.71 49.89	45.96 56.38	NA 59.09	8 9	39.15 53.22	33.68 59.09	39.86 54.24	40.87 56.02	42.89 56.92	-9% -10%
18	Chief of Police	37.35 50.10	42.62 56.59	39.65 54.64	43.83 56.98	35.36 50.08	40.64 50.64	37.58 51.41	37.58 45.03	49.77 62.15	NA 58.10	8 9	40.88 53.96	35.36 62.15	40.14 54.64	42.92 56.98	45.61 58.91	-9% -7%
18	City Attorney	37.35 50.10	NA NA	39.65 54.64	NA NA	35.36 50.08	49.14 60.39	NA NA	NA NA	45.96 57.40	NA NA	4 4	42.53 55.63	35.36 60.39	42.81 56.02	46.76 58.15	48.19 59.50	-12% -10%
18	Deputy City Manager	37.35 50.10	NA NA	48.28 63.37	41.58 54.26	NA NA	NA NA	NA NA	NA NA	48.15 60.13	NA 46.55	3 4	46.00 56.08	41.58 63.37	48.15 57.20	48.21 60.94	48.25 62.40	-19% -11%

## DEMOGRAPHICS OF COMMUNITIES SURVEYED

<b>Town/ City</b>	<b>Population</b>	<b>Income Per Capita</b>	<b>Municipal Operating Budget</b>	<b>Form of Government</b>
Bedford	21,538	\$54,065	\$25,891,299	Council/Manager
Concord	42,630	\$30,131	\$85,916,928	Council/Manager
Derry	33,223	\$31,131	\$45,315,939	Council/Town Admin
Dover	30,220	\$31,158	\$36,934,563	Council/Manager
Keene	23,272	\$26,432	\$57,815,450	Council/Manager
Londonderry	24,269	\$37,865	\$26,749,241	Council/Manager
Merrimack	25,544	\$40,093	\$28,725,477	Council/Manager
Portsmouth	21,379	\$40,111	\$53,017,179	Council/Manager
Salem	28,825	\$35,290	\$45,000,00	Selectmen/Manager
<b>Rochester</b>	<b>29,823</b>	<b>\$28,135</b>	<b>\$33,355,662</b>	<b>Council/Manager</b>

Information per Economic & Labor Market Information Bureau ELMI, NH Employment Security, 2/14, and Community Response 5-7/13.





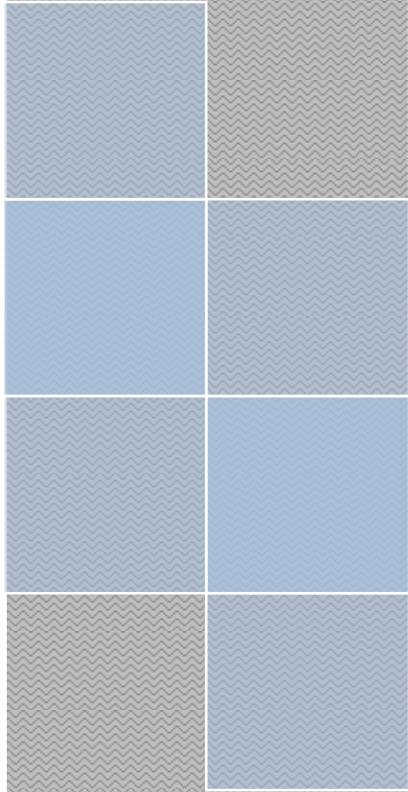
**RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION OF**  
**SERVICES**  
**TO THE CITY OF ROCHESTER FIRE DEPARTMENT**  
**FROM SERVPRO OF THE SEACOAST, INC.**

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

That a donation of services of a value of One Thousand Six Hundred Ninety-Nine Dollars and Thirty-Six Cents (\$1,699.36) from Servpro of the Seacoast, Inc., to the City of Rochester, Rochester Fire Department, for the purpose of providing mold removal and remediation services, is hereby accepted by the Mayor and City Council of the City of Rochester on behalf of the City of Rochester.

Further, that the Finance Director is hereby authorized to appropriately reflect such donation in the City's financial records.

CC FY15 08-05 AB 20



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT    ACCEPTANCE OF DONATED SERVICE  
                                 Servpro – Gonic Fire Station

Funding Required? Yes\_\_\_ No xx

Council Action Item xx or Information Only\_\_\_

Resolution Required? Yes xx No\_\_\_

Funding Resolution Worksheet? Yes\_\_\_ No xx

AGENDA DATE	August 5, 2014
DEPT. HEAD SIGNATURE	Peter C. Norse, PE – DPW Director Original with Signature is on file at City Clerk's office
DATE SUBMITTED	7/15/14
ATTACHMENTS        Yes No	9 page Servpro Quote

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Original with Signature is on file at City Clerk's office
CITY MANAGER	Dan Fitzpatrick, Original with Signature is on file at City Clerk's office

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Original with Signature is on file at City Clerk's office
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED        Yes No <u>xx</u>	

#### LEGAL AUTHORITY

Acceptance of donated Service

#### SUMMARY STATEMENT

The Gonic Fire Station has had some water damage and there is some mold accumulation in the basement storage area. Servpro was contacted to provide a cost estimate for the work necessary to clean the area professionally. The submitted the attached plan for clean-up, and expressed the desire to donate the service to the Fire Department in appreciation to their service to the community. The amount of the proposed service donation per their quote is \$1,699.36

#### RECOMMENDED ACTION

Resolution for acceptance of donated service.

**CC FY15 AB 20 – Servpro Gonic Fire Station**



## Servpro of the Seacoast, Inc.

---

74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

Client: Gonic Fire Station  
Property: Main Street  
Gonic, NH 03839

Business: (603) 335-7593

Operator: TYSON

Estimator: Tyson Bostrom

Business: (603) 743-4301

Type of Estimate: <NONE>

Date Entered: 7/3/2014

Date Assigned:

Price List: NHMA8X\_JUN14

Labor Efficiency: Restoration/Service/Remodel

Estimate: GONIC\_FIRE\_STATION

This is an initial estimate only for the proposed cleaning of the affected basement area. Please remember that the final price will be changed to match the work that is completed. Also please feel free to contact Tyson directly with any questions or concerns.  
[tyson@servprodr.com](mailto:tyson@servprodr.com)



## Servpro of the Seacoast, Inc.

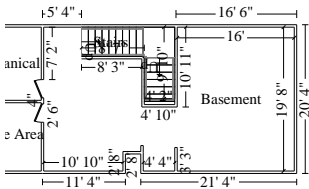
74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

### GONIC\_FIRE\_STATION

#### Main Level

#### Job

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Dehumidifier (per 24 hour period) - XLarge - No monitoring 1 unit for 3 days.	3.00 EA	0.00	101.25	0.00	303.75
2. Air mover (per 24 hour period) - No monitoring 4 units for 3 days.	12.00 EA	0.00	25.00	0.00	300.00
3. Equipment setup, take down, and monitoring (hourly charge) 1.75 hours each for the installation and removal of the equipment.	3.50 HR	0.00	40.35	0.00	141.23
Totals: Job				0.00	744.98



#### Basement

Height: 8'

1,109.87 SF Walls	576.25 SF Ceiling
1,686.12 SF Walls & Ceiling	576.33 SF Floor
64.04 SY Flooring	138.73 LF Floor Perimeter
138.73 LF Ceil. Perimeter	

#### Missing Wall

4' X 8'

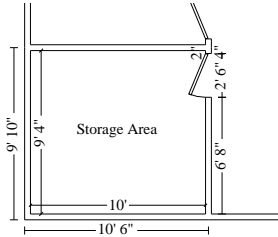
Opens into STAIRS

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
4. Vacuuming - (PER SF) Floor will be vacuumed of debris prior to treating and cleaning.	576.33 SF	0.00	0.06	0.00	34.58
5. Apply anti-microbial agent Floor will be treated.	576.33 SF	0.00	0.17	0.00	97.98
6. Clean floor - Heavy Floor will be scrubbed clean.	576.33 SF	0.00	0.39	0.00	224.77
7. Clean the floor with pressure steam Floor will be given a final steam cleaning.	576.33 SF	0.00	0.62	0.00	357.32
Totals: Basement				0.00	714.65



## Servpro of the Seacoast, Inc.

74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

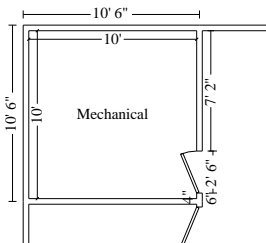


### Storage Area

Height: 8'

309.33 SF Walls	93.33 SF Ceiling
402.67 SF Walls & Ceiling	93.33 SF Floor
10.37 SY Flooring	38.67 LF Floor Perimeter
38.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
8. Vacuuming - (PER SF)	93.33 SF	0.00	0.06	0.00	5.60
Floor will be vacuumed of debris prior to treating and cleaning.					
9. Apply anti-microbial agent	93.33 SF	0.00	0.17	0.00	15.87
Floor will be treated.					
10. Clean floor - Heavy	93.33 SF	0.00	0.39	0.00	36.40
Floor will be scrubbed clean.					
11. Clean the floor with pressure steam	93.33 SF	0.00	0.62	0.00	57.86
Floor will be given a final steam cleaning.					
Totals: Storage Area				0.00	115.73



### Mechanical

Height: 8'

320.00 SF Walls	100.00 SF Ceiling
420.00 SF Walls & Ceiling	100.00 SF Floor
11.11 SY Flooring	40.00 LF Floor Perimeter
40.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
12. Vacuuming - (PER SF)	100.00 SF	0.00	0.06	0.00	6.00
Floor will be vacuumed of debris prior to treating and cleaning.					
13. Apply anti-microbial agent	100.00 SF	0.00	0.17	0.00	17.00
Floor will be treated.					
14. Clean floor - Heavy	100.00 SF	0.00	0.39	0.00	39.00
Floor will be scrubbed clean.					
15. Clean the floor with pressure steam	100.00 SF	0.00	0.62	0.00	62.00
Floor will be given a final steam cleaning.					





## Servpro of the Seacoast, Inc.

74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

### CONTINUED - Mechanical

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Totals: Mechanical				0.00	124.00
Total: Main Level				0.00	1,699.36
Line Item Totals: GONIC_FIRE_STATION				0.00	1,699.36

### Grand Total Areas:

2,135.03	SF Walls	844.77	SF Ceiling	2,979.80	SF Walls and Ceiling
892.00	SF Floor	99.11	SY Flooring	259.85	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	254.34	LF Ceil. Perimeter
892.00	Floor Area	912.60	Total Area	1,619.58	Interior Wall Area
1,157.82	Exterior Wall Area	128.65	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



## Servpro of the Seacoast, Inc.

---

74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

### Summary for Dwelling

Line Item Total	1,699.36
<b>Replacement Cost Value</b>	<b>\$1,699.36</b>
<b>Net Claim</b>	<b>\$1,699.36</b>

---

Tyson Bostrom



## Servpro of the Seacoast, Inc.

---

74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

### Recap of Taxes

	None (0%)
Line Items	0.00
Total	0.00



## Servpro of the Seacoast, Inc.

74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

### Recap by Room

#### Estimate: GONIC\_FIRE\_STATION

##### Area: Main Level

Job	744.98	43.84%
Basement	714.65	42.05%
Storage Area	115.73	6.81%
Mechanical	124.00	7.30%

---

##### Area Subtotal: Main Level

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1,699.36	100.00%
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##### Subtotal of Areas

---

1,699.36	100.00%
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Total	1,699.36	100.00%
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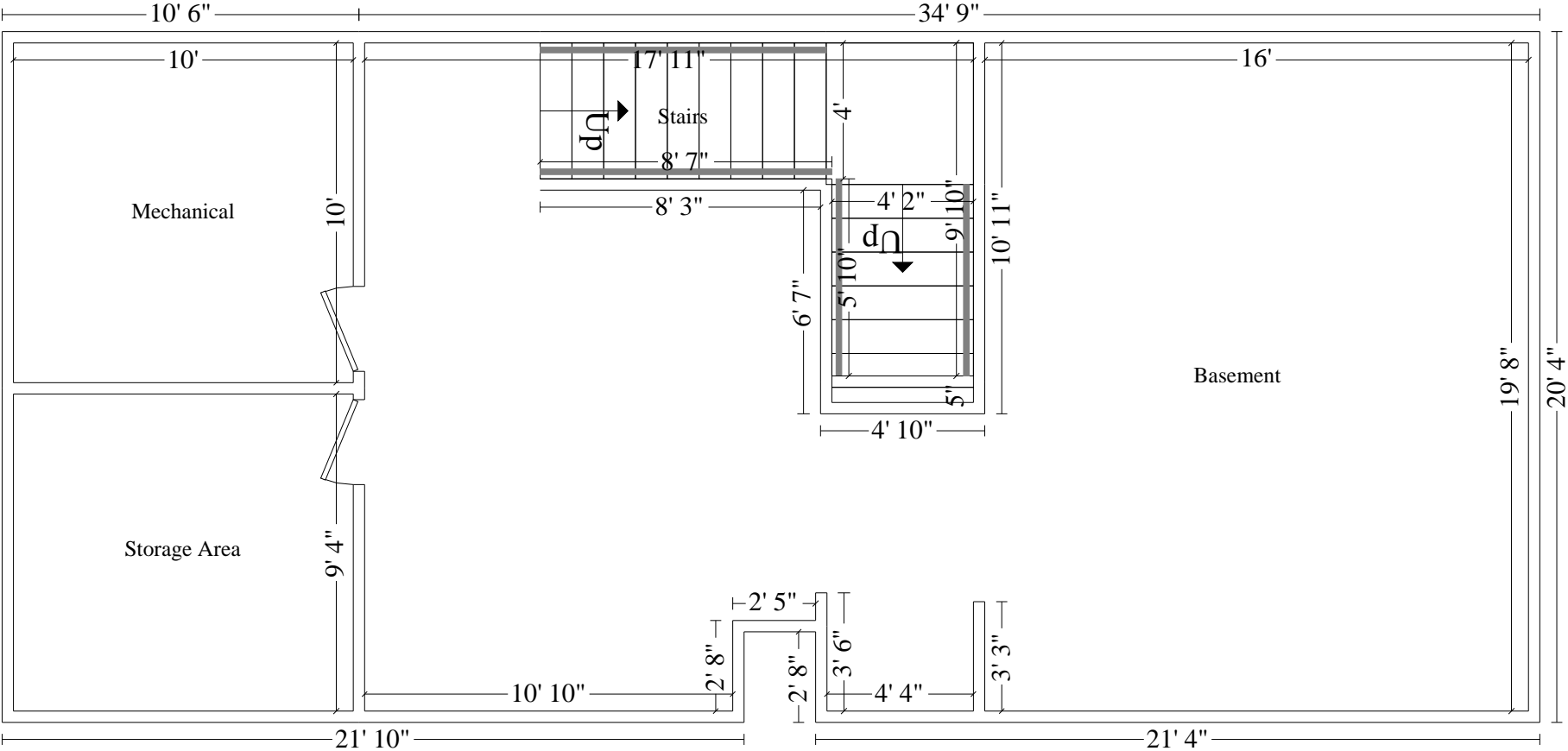


## Servpro of the Seacoast, Inc.

74 Industrial Park  
Dover, NH 03820  
800-541-5512  
Tax ID # 02-0366725  
service@servprooftheseacoast.com

### Recap by Category

Items	Total	%
CLEANING	823.53	48.46%
WATER EXTRACTION & REMEDIATION	875.83	51.54%
Subtotal	1,699.36	100.00%



Main Level



**RESOLUTION ACCEPTING LIBERTY MUTUAL INSURANCE DONATION**  
**TO THE ROCHESTER RECREATION AND ARENA DEPARTMENT,**  
**AND MAKING A SUPPLEMENTAL APPROPRIATION**  
**IN CONNECTION THEREWITH**

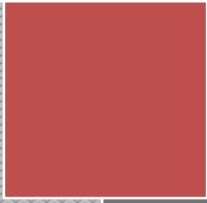
**BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:**

That a Liberty Mutual Insurance donation, in the amount of One Thousand Dollars (\$1,000.00), to the City of Rochester, Recreation and Arena Department, for the purpose of funding costs associated with general Department related/operated programs and/or activities, is hereby accepted by the City of Rochester, and such donation shall be assigned to an account to be established by the Finance Director in the 2014-2015 operating budget of City of Rochester, Recreation and Arena Department.

Further, that the sum of One Thousand Dollars (\$1,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 operating budget of the City of Rochester, Recreation and Arena Department, such funds to be used for the purpose of funding costs associated with general Department related/operated programs and/or activities. The source of the sums necessary to fund such supplemental appropriation shall be drawn, in their entirety, from the aforesaid Liberty Mutual Insurance donation to the City of Rochester.

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

CC FY15 08-05 AB 21



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT	Liberty Mutal Donation to Recreation & Arena
----------------	--

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

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

AGENDA DATE	August 5, 2014		
DEPT. HEAD SIGNATURE	Signature on file with City Clerk's office		
DATE SUBMITTED	Monday, July 7		
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	Blaine Cox, Signature on file with City Clerk's Office
CITY MANAGER	Dan Fitzpatrick, Signature on file with City Clerk's Office

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Signature on file with City Clerk's office
SOURCE OF FUNDS	Donations
ACCOUNT NUMBER	14022072-573900-155XX
AMOUNT	\$1,000.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY
-----------------

**CC FY15 AB 21 Liberty Mutal  
Donation to Recreation & Arena**



# Rochester Recreation & Arena

## **Liberty Mutual Donation to Rochester Recreation & Arena**

Throughout the week of May 5, 2014, Rochester Recreation & Arena worked with volunteers from Liberty Mutual as part of their Serve With Liberty initiative. During this week, three work days were held where over 50 volunteers from Liberty Mutual completed projects at the Rochester Common and Squamanagonic Recreational Area. As part of Serve With Liberty, any participating organization who hosts over 50 volunteers is eligible for a donation of \$1,000.



**City of Rochester, New Hampshire Department of Recreation & Arena**  
Recreation Office: 150 Wakefield Street, Suite #1 • Arena: 63A Lowell Street  
Phone: 603-332-4120 Fax: 603-335-7573  
**[www.RochesterRec.com](http://www.RochesterRec.com)**

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☒

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☐

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

#### Deauthorization

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

#### Appropriation

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	14022072	573900	155XX	-	-	1,000.00
2				-	-	-
3				-	-	-
4				-	-	-

#### Revenue

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

DUNS #

CFDA #

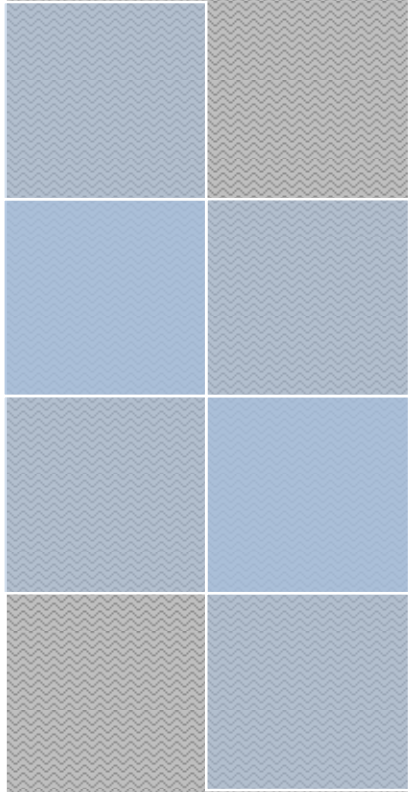
Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐



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**RESOLUTION CONDITIONALLY ACCEPTING  
CONSERVATION EASEMENT WITH RESPECT TO  
PROPERTY SITUATE AT 195 TEN ROD ROAD IN ROCHESTER,  
KNOWN AS THE LAVERDIERE FARM  
AND MAKING A SUPPLEMENTAL APPROPRIATION  
IN CONNECTION THEREWITH**

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

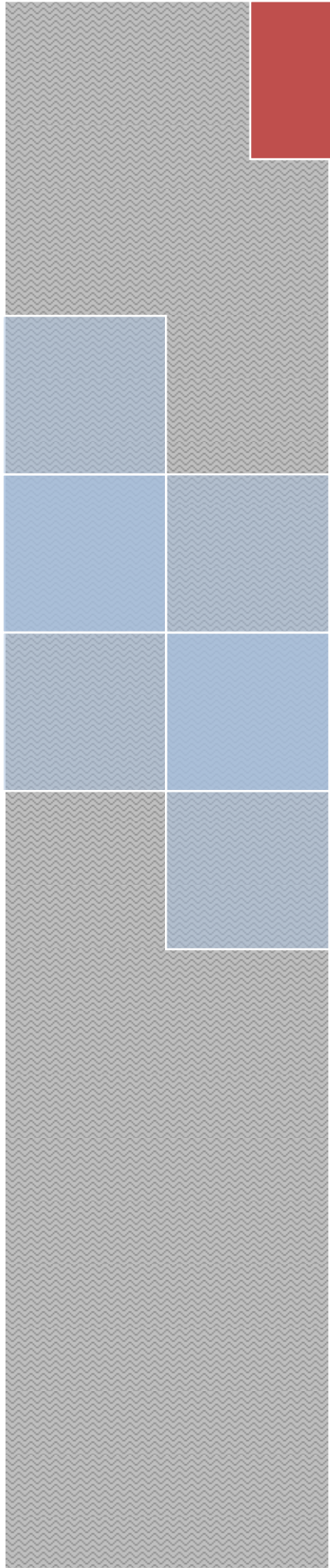
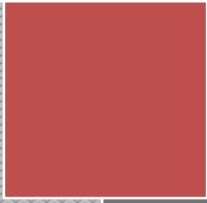
**I.** That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, do conditionally accept a conservation easement over portions of the property situate at 195 Ten Rod Road in Rochester, New Hampshire (Tax Map 217, Lot 48) currently owned by the Laverdiere family, and known as the Hope Farm, and by such conditional acceptance indicates its approval for the Rochester Conservation Commission to acquire said conservation easement interest in the aforesaid property in the name of the City of Rochester (the "Project"), such acceptance and approval being specifically subject to the following two (2) conditions, to wit:

A. That the form and content of the Conservation Easement Deed and related documents to be utilized to convey such conservation easement interest to the City of Rochester, prior to the payment for the same by the Rochester Conservation Commission out of funds to be drawn from the so-called Conservation Fund of the City of Rochester in an amount not to exceed Three Hundred Fifty Thousand Dollars (\$350,000.00) shall be approved by the City Manager of the City of Rochester, or his designee, prior to their expenditure of funds for such Project; and

B. That to the extent that the total expenditure for such conservation easement shall exceed Three Hundred Fifty Thousand Dollars (\$350,000.00), including related costs of acquisition, for the said Project, the City Manager shall either approve the use of such funds, or, to the extent that such funds require appropriation by the Mayor and City Council of the City of Rochester, the City Manager shall present a supplemental appropriation resolution for such funds to the said Mayor and City Council.

**II.** Further, that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, and upon compliance with the conditions established in this Resolution, hereby appropriate, as a supplemental appropriation to the City of Rochester, 2014-2015 CIP for the City of Rochester, Conservation Commission in an amount not to exceed Three Hundred Fifty Thousand Dollars (\$350,000.00) (exclusive of any funds provided subject to the provisions of paragraph **I** (B) above), for the purpose of providing funds necessary for the Project, and further provide, that the sums necessary to fund the Project shall be derived from the so-called Conservation Fund of the City of Rochester in an amount not to exceed Three Hundred Fifty Thousand Dollars (\$350,000.00).

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



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT: Vote to authorize Conservation Commission efforts to purchase a Conservation Easement on the Laverdiere Farm property at 195 Ten Rod Rd Map/Lot # 217/48

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	August 05, 2014		
DEPT. HEAD SIGNATURE	Jim Campbell Original signature on file with City Clerk		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	Eight (8) pages attached	

#### COMMITTEE SIGN-OFF

COMMITTEE	Conservation Commission
CHAIR PERSON	Deborah Shigo

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Roland Connors, Original signature on file with City Clerk
SOURCE OF FUNDS	Conservation Fund (City of Rochester)
ACCOUNT NUMBER	To Be Determined
AMOUNT	Not to Exceed \$350,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

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

**CC FY15 AB 23 Laverdiere Farm Easement**

### **SUMMARY STATEMENT**

The Conservation Commission was recently approached by Matt and Gretchen Scruton who explained that they have a Purchase & Sales Agreement on Laverdiere Farm, but not enough funds to purchase the farm on their own, and as such are interested in putting most of the farm into a permanent conservation easement, for monetary compensation. The Scurtons have plans to turn the farm into an active fruit and produce farm, much like Butternut Farm in Farmington.

In 2010 the Conservation Commission actively pursued placing an easement on this farm, but, unfortunately, at the last minute the buyer (not the Scrutons) backed out of the purchase and an easement was therefore never established. The Commission is now very excited at the opportunity to once again conserve this farm.

An Appraisal Report, completed in June 2014, for this property cites that a 178+/- acre easement here is valued at \$515,000. The City of Rochester's Conservation Fund has approximately \$380, 000 in it; the Conservation Commission has voted to spend up to \$350,000 from this fund to purchase an easement on 178 acres, or an alternative amount of acreage which holds an easement appraisal value of at least \$350,000; remaining funds in this account may be utilized for related expenses (surveys, consultant fees, legal review, etc...). The Commission is actively working with other Conservation organizations to pursue additional funding.

### **RECOMMENDED ACTION**

The Conservation Commission formally requests City Council approval to purchase a conservation easement on Laverdiere Farm.

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☐

Water ☐

Sewer ☐

Arena ☐

CIP ☒

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☒

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

#### Deauthorization

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

#### Appropriation

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	15011081	771000	155xx	-	-	350,000.00
2	70241080	593002		-	-	350,000.00
3				-	-	-
4				-	-	-

#### Revenue

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	150003	471000	155xx	-	-	350,000.00
2	7024001	406101		-	-	350,000.00
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 ☐

**Rochester Conservation Commission**  
**Minutes of the June 28, 2014**  
**Public Hearing and Regular Meeting**

Members Present:

Deborah Shigo, Chair  
Michael Dionne, Vice Chair  
Meredeth Lineweber  
Mark Jennings  
Jeffrey Winders  
Jack Hackett

Staff:

Seth Creighton, Staff Planner

**REGULAR MEETING**

**The Chair convened the regular meeting at 6: 1 p.m.**

**Minutes:** The regular meeting minutes of May 25<sup>th</sup> were reviewed. Jack Hackett motioned to accept the minutes, with the revisions suggested by Mark Jennings, Michael Dionne seconded the motion; the motion passed unanimously.

Mark Jennings motioned to approve the Non-public meetings, Michael Dionne seconded the motion; the motion passed unanimously.

**1. Public Hearing Regarding Land Acquisition** – The Commission held a public hearing regarding purchasing a conservation easement on 195 Ten Rod Rd, commonly referred to as the “Laverdiere Farm”. The potential purchasers, Matthew and Gretchen Scruton, were present and said they were available for questions. The Conservation Commission explained that they had reviewed the Conservation Easement Appraisal at their last “non public” session; now that this was in a public hearing they could talk about their thoughts openly. The Commission stated they understood that the appraisal said the easement is valued at \$515,000 for 178 acres. The Commission asked the Scruton’s how much money they were looking for towards the easement; Matthew Scruton said “the full amount,” \$515,000 was needed. Staff Planner Seth Creighton explained that he had met with the Finance Department and learned that just over \$375,000 is available to the Commission, but that not all funds should be devoted to the easement purchase because some of it would be needed to pay related legal, surveying, and consulting services. Jeffrey Winders asked if the \$375,000 is the full amount, or if more funds would be deposited at the end of the fiscal year; Seth Creighton said it was his understanding, after speaking with Finance Dept, that \$375,000 was the full anticipated amount. Jeffrey Winders said he might double check with Finance.

Representatives from Strafford Rivers Conservancy (Samuel Reid) and South East Land Trust (Brian Hart) were present and interested in assisting with this project as well. Both Land Trust representatives expressed their desire and willingness to assist in any way possible with this acquisition, but that they could not commit to anything specific tonight, and that the extremely short time frame adds to the difficulty. Brian Hart spoke about having his Board review the project and look to see what funds are available to bridge any gaps that the City may not be able to; Samuel Reid suggested that Federal funding be applied for via grants, but that these wouldn’t be available in time for the Scruton’s desired closing date.



Mark Jennings made a motion to spend up to \$350,000 to purchase an easement on 178 acres, or an alternative amount of acreage which holds an easement appraisal value of at least \$350,000; Meredith Lineweber seconded the motion; all members voted in favor, the motion passed unanimously.

**2. Presentations:** Presentation by Rochester Planning regarding Rochester DPW's Watershed Assistance Grant Application for Western St/Adams St Neighborhood (Willow Brook Watershed)

The Staff Planner explained that the DPW and Community Development departments are working together on this grant application; the hope is to secure funding to implement Low Impact Development stormwater treatment systems into the Western St/Adams St street construction project, including tree-box filters, bio-retention swales, etc... The Commission discussed that this was the largest watershed, and it is currently impaired. They agreed to write a letter of support for this project; Mark Jennings made a motion to send a letter of support; Michael Dionne seconded; all voted in favor and the motion passed unanimously.

. **Old Business:** Hope Farm Easement – Consultant Bambi Miller presented the Commission with an updated draft easement which has done away with the previous septic language, added language to permit hoop-pole greenhouses, etc.. She also explained what has been completed to date regarding surveying and baseline documentation. She next intends to meet with the City's legal counsel and asked Seth Creighton to contact him.

**4. Notice of Intent to Cut Wood or Timber Intent to Excavate**

a) Notice of Intent to Cut: 773 Portland St (Map/Lot: 108-52) The Commission had no concern with this application.

b) Notice of Intent to Cut: 181 Highland St (Rt 202) (Map/Lot: 106-4) The Commission thought that this property was already timbered, recently. Member Jeff Winders agreed to look at the property to see if there were additional trees that could be timbered.

**5 Other:**

a) Staff Planner Seth Creighton said he had a received a phone called regarding the Edith Holly easement; the caller wanted to know if the easement allowed public access. The Commission said that they don't think public access is allowed, but that Strafford Rivers Conservancy holds the easement and they should be contacted.

b) Staff Planner Seth Creighton said he had a received a phone called regarding the Frazier property. The caller asked if a memorial monument could be set within the easement area. The Commission said that they thought that this easement never was obtained, and instead that a PUD development may have purchased this land; Jeffrey Winders suggested checking with Strafford Rivers Conservancy and the City of Dover (the land is bisected by the Rochester/Dover municipal boundary).

c) Jeffrey Winders took a moment to thank the Commission for voting in favor of the Laverdiere Farm.

**Adjournment:**

At 7:55 p.m. Mark Jennings made a motion to adjourn; Jack Hackett seconded the motion, the motion passed unanimously.

Respectfully submitted, Seth Creighton, Staff Planner



THE STANHOPE GROUP LLC  
Appraisers and Consultants

Certified General  
Appraisers

Peter E. Stanhope\*  
G. Andrew Clear\*  
Peter Knight\*

June 9, 2014

Certified Residential  
Appraisers

Laurie Larocque  
Deborah Windemiller  
Ann Norman-Sydow  
Jeffrey Wood  
Victoria Stanhope  
David Michaud  
Karen Oram

Mr. Matthew Scruton  
67 Camelot Shore Drive  
Farmington, New Hampshire 03835

RE: 178+/- Acres of Vacant Land  
Portion of 195 Ten Rod Road  
Rochester, New Hampshire  
Stanhope Group File #140636

Appraisers

Peter Bride\*\*\*  
Michele Crepeau

Dear Mr. Scruton:

\* NH & ME  
Certified

\*\* NH  
Licensed

In accordance with your request for appraisal services, I have completed an appraisal on the real estate referenced above. This appraisal is presented in an *Appraisal Report* format. This appraisal report summarizes our *Assignment Results*. It is prepared in accordance with the 2014-2015 Edition of the Uniform Standards of Professional Appraisal Practice (USPAP).

The purpose of this appraisal is to conclude an opinion of the most probable "**as is**" **market value of the effect of the proposed conservation easement**. The individual values reported herein and that of the effect of the proposed conservation easement are as of the date of inspection, being June 2, 2014.

This appraisal has a threefold purpose. The first is to provide you with an estimate of the *market value in fee simple* (before encumbered with the proposed conservation easement) of the 178+/- acres. The second is to provide you with an estimate of the *market value in fee simple* (after encumbered with the proposed conservation easement) of the 178+/- acres. The third is to provide you with an estimate of the *effect of the conservation easement* on the 178+/- acres.

## **BEFORE ENCUMBERED WITH THE PROPOSED CONSERVATION EASEMENT**

As a result of my investigation and analysis of the data contained in this report, I find the most probable "as is" *market value in fee simple* before encumbered with the proposed conservation easement on the 178+/- acres, as of June 2, 2014, based upon the scope of work outlined on pages 10-11, was:

**Eight Hundred Thousand Dollars  
(\$800,000)**

## **AFTER ENCUMBERED WITH THE PROPOSED CONSERVATION EASEMENT**

As a result of my investigation and analysis of the data contained in this report, I find the most probable "as is" *market value in fee simple* after encumbered with the proposed conservation easement on the 178+/- acres, as of June 2, 2014, based upon the scope of work outlined on pages 10-11, was:

**Two Hundred Eighty Five Thousand Dollars  
(\$285,000)**

## **EFFECT OF THE PROPOSED CONSERVATION EASEMENT**

As a result of my investigation and analysis of the data contained in this report, I find the effect of the proposed conservation easement on the 178+/- acres, as of June 2, 2014, based upon the scope of work outlined on pages 10-11, was:

**Five Hundred Fifteen Thousand Dollars  
(\$515,000)**

**Extraordinary Assumptions (An extraordinary assumption is defined by USPAP as an assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraiser's opinions or conclusion.):**

- In the "after encumbered" valuation, the appraiser has assumed the parcel to be encumbered with a conservation easement held by the City of Rochester with the standard prohibited uses and reserved rights.
- The size and boundaries of the exclusion area are as shown on the attached preliminary plan.
- The appraiser was provided with no exact area calculation of the exclusion areas. The easement area is assumed to be 178+/- acres.

**Hypothetical Conditions (A hypothetical condition is defined by USPAP as a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the appraisal results, but is used for the purpose of analysis.):**

- In the "after encumbered" valuation, the easement is in place and the effects on value that may be created.

Both the clients and the appraiser required these Extraordinary Assumptions and Hypothetical Condition, as no survey of the exclusion area has been provided, and the problem to be solved is to estimate the effect of the proposed conservation easement.

**Probability of Value Change:**

The estimated market value of the property appraised in this report is estimated as of the aforementioned date. Constantly changing economic, social, political and physical conditions have varying effects upon real property values. Even after the passage of a relatively short period of time, property values may change substantially and require a new appraisal.

The value indicated is subject to the General Assumptions and General Limiting Conditions located at the end of the report.

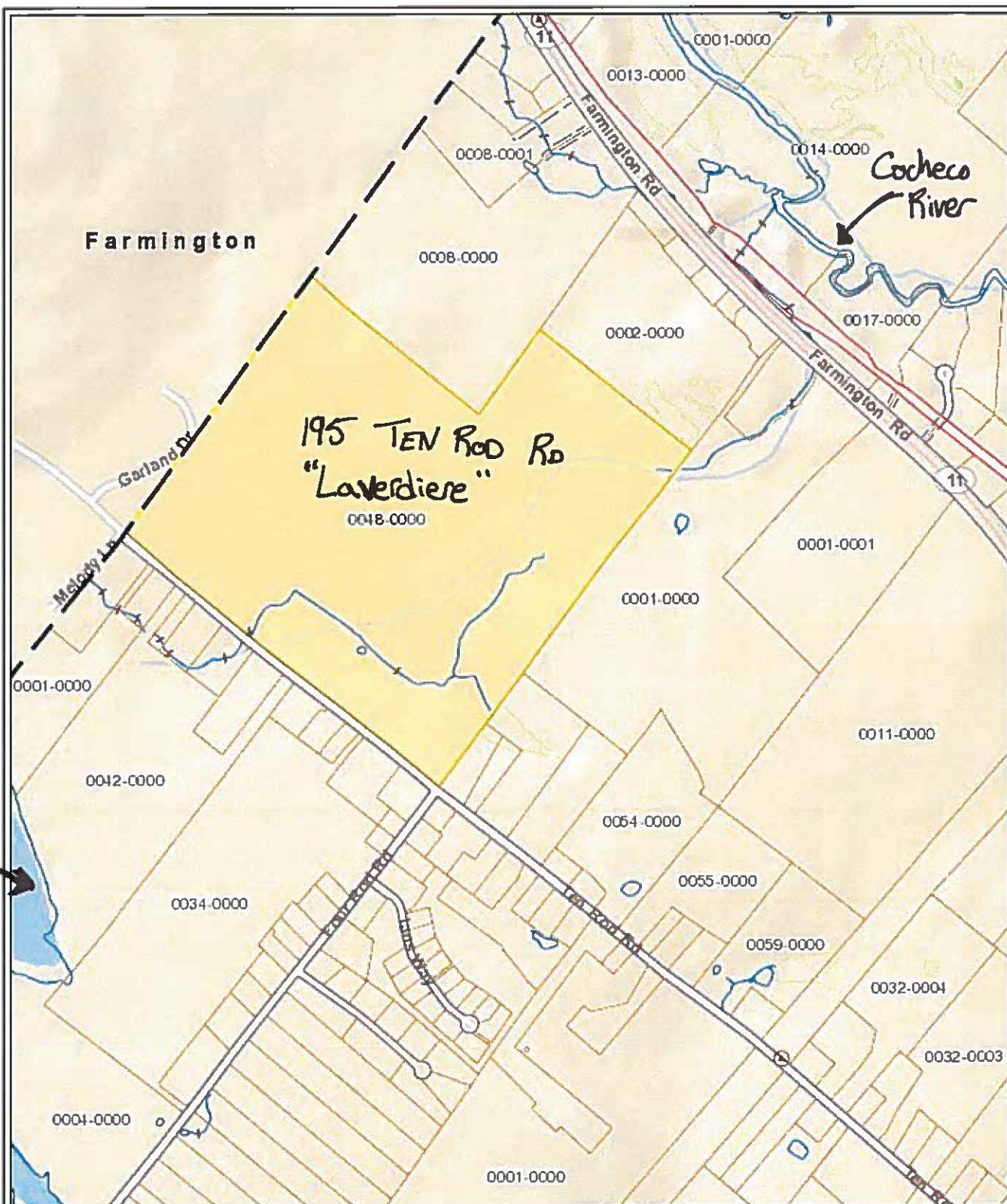
Sincerely,



Peter A. Knight, NHCG-606  
Director-Commercial Division



Barter Lake



195 Ten Rod Rd, Map-Lot 217-48  
Rochester, NH  
1 Inch = 1000 Feet  
June 02, 2014



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-tech.com  
**CAI Technologies**  
Map Design, Technology Solutions





195 Ten Rod Rd, Map-Lot 217-48  
Rochester, NH  
1 Inch = 500 Feet  
June 02, 2014



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

[www.cai-tech.com](http://www.cai-tech.com)





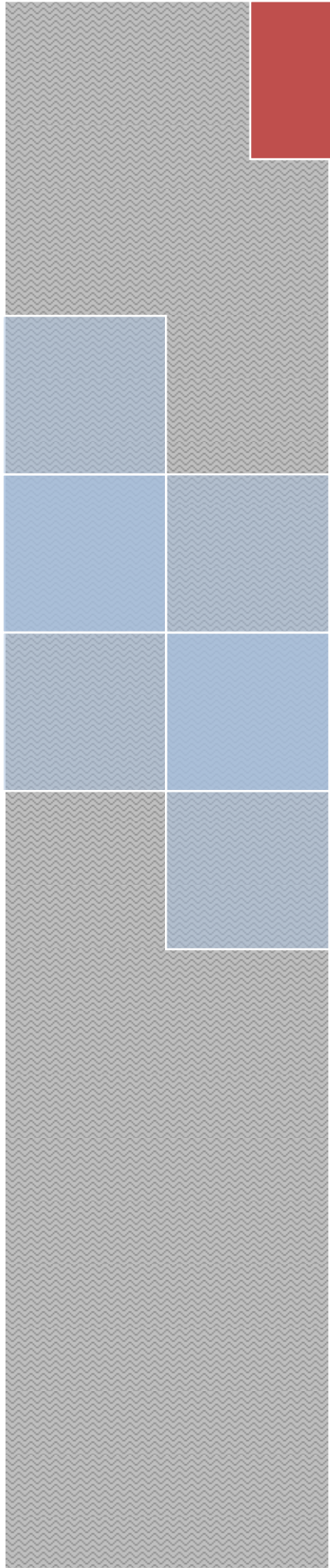
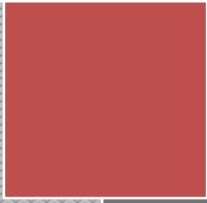
**RESOLUTION ACCEPTING**  
**US DEPARTMENT OF JUSTICE,**  
**BYRNE JUSTICE ASSISTANCE GRANT,**  
**TO THE ROCHESTER POLICE DEPARTMENT**  
**AND MAKING A SUPPLEMENTAL APPROPRIATION**  
**IN CONNECTION THEREWITH**

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

That a U.S. Department of Justice, Justice Assistance grant (Grant No. 2014-DJ-BX-0134) in the amount of Twenty-Two Thousand Nine Hundred Eighty-Four Dollars (\$22,984.00) to the City of Rochester, Police Department, for the purpose of providing funds for the purchase of computer work stations and mobile computer data terminals (the "Project"), all as more particularly set forth in the application for such grant and the notice of award thereof, is hereby accepted by the City of Rochester, and such funds shall be assigned to an account(s) the number(s) of which is/are to be established by the Finance Director in the 2014-2015 operating budget of the City of Rochester, Police Department. Further, that the sum of Twenty-Two Thousand Nine Hundred Eighty-Four Dollars (\$22,984.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester, Police Department operating budget, with such sums to be placed in a special non-lapsing reserve account to be established/designated by the Finance Director, such funds to be used exclusively for Project purposes. Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid grant. Such grant program shall be administered by the Strafford County Sheriff's Department as fiscal agent for this multi-jurisdictional Justice Assistance grant.

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

CC FY15 08-05 AB 24



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## City of Rochester Formal Council Meeting

### AGENDA BILL

RECEIVED

JUL 17 2014

CITY CLERK'S OFFICE  
ROCHESTER, NH

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

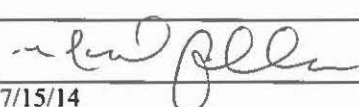
AGENDA SUBJECT: Seeking permission from council to accept funds from JAG Grant 2014-DJ-BX-0164 in the amount of \$22,984.00 from Strafford County.

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next meeting in July 2014.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	7/15/14		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	TBD
AMOUNT	\$22,984.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

Council action required

**SUMMARY STATEMENT**

Seeking permission from council to accept funds from Strafford County as listed above.

**RECOMMENDED ACTION**

Recommend acceptance of funds explained above.

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Seeking permission from council to accept JAG Grant 2014-DJ-BX-0164  
funds in the amount of \$22,984.00 from Strafford County.

Date:

07/15/2014

Fiscal Year:

FY15

Fund (select one):

GF

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☒

Request Type:

Supplemental ☒

Deauthorization ☐

Fund Type:

Lapsing ☐  
Annual

Non-Lapsing ☒  
Multi Year

#### 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	TBD			\$ 22,984.00		
2						
3						
4						

#### Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD			\$ 22,984.00		
2						
3						
4						

DUNS # 07-395-9439

CFDA # 16.738

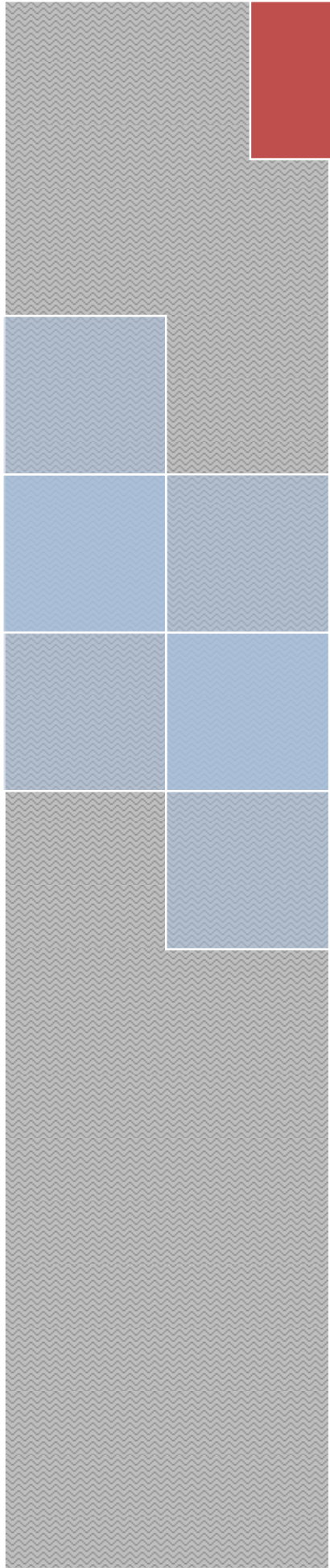
Grant # 2014-DJ-BX-0164

Grant Period: From 07/10/2014  
To 09/30/2017

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐



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**RESOLUTION ACCEPTING DONATION**  
**TO THE ROCHESTER POLICE DEPARTMENT**  
**D.A.R.E. PROGRAM**  
**FROM THE JASON DANNER MEMORIAL FUND,**  
**AND MAKING A SUPPLEMENTAL APPROPRIATION**  
**IN CONNECTION THEREWITH**

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

That a donation from the Jason Danner Memorial Fund, in the amount of One Hundred Seventy-Five Dollars (\$175.00), made to the City of Rochester, Police Department, for utilization in connection with the Department's so-called DARE Program is hereby accepted by the City of Rochester, and such donation shall be assigned to a special revenue non-lapsing account to be established, and/or designated by the Finance Director in the 2014-2015 operating budget of the Rochester Police Department.

Further, that the sum of One Hundred Seventy-Five Dollars (\$175.00) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 operating budget of the City of Rochester, Police Department, such funds to be used in connection with the Department's so-called DARE Program (account number(s) of which to be established by the Finance Director in a special revenue non-lapsing fund). Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid Jason Danner Memorial fund donation (see **Exhibit A** hereto for a list of donors to the Jason Danner Memorial fund).

**FURTHER**, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such account(s) and/or account numbers as necessary to implement the transactions contemplated by this Resolution<sup>6</sup>

CC FY 15 08-05 AB 26

## **EXHIBIT A**

### Jason Danner Memorial Donations

<b>Donor</b>	<b>Amount Donated</b>
William & Elizabeth Danner	\$ 50.00
Patrick & Lisa Perkins	\$ 25.00
Lindsey & Adam Boisvert	\$ 25.00
Dennis Schafer	\$ 25.00
Marilyn Raymond	\$ 25.00
William & Lois Bacon	\$ 25.00



## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT: Seeking permission from Council to accept multiple DARE Donations for the Jason Danner Memorial – Totaling \$175.00

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next meeting in August 2014		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	July 19, 2014		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors Signature on file with City Clerk
SOURCE OF FUNDS	Donations
ACCOUNT NUMBER	\$175.00
AMOUNT	
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

**Council action required.**

**SUMMARY STATEMENT**

Seeking permission from Council to accept DARE Donations as listed above.

**RECOMMENDED ACTION**

**Recommended acceptance of DARE Donations explained above.**

## AGENDA BLL - FUNDING

### RESOLUTION EXHIBIT

Project Name: Seeking Permission from Council to accept multiple DARE donations for the Jason Danner Memorial - Totaling \$175.00

Date: 07/23/2014

Fiscal Year: FY15

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐

CIP ☐ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐

Special Revenue ☒

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

#### Deauthorization

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

#### Appropriation

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	61062010	561032	155XX	-	-	175.00
2				-	-	-
3				-	-	-
4				-	-	-

#### Revenue

	Org #	Object #	Project #	Fed Amount	State Amount	Local Amount
1	61062010	561032	155xx	-	-	175.00
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 ☐

**DARE Donations**  
**Jason Danner Memorial**

<b>Date</b>	<b>Donor</b>	<b>Amount Donated</b>	<b>Check</b>
7/5/2014	William & Elizabeth Danner	\$ 50.00	3220
7/7/2014	Patrick & Lisa Perkins	\$ 25.00	4013
7/6/2014	Lindsey & Adam Boisvert	\$ 25.00	1322
7/4/2014	Dennis Schafer	\$ 25.00	4950
7/5/2014	Marilyn Raymond	\$ 25.00	2010
7/7/2014	William & Lois Bacon	\$ 25.00	6613
Total		\$ 175.00	



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Foster's Daily Democrat

Rochester Times

Sanford News



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## Jason W. Danner Obituary



Jason W. Danner

ROCHESTER - Jason W. Danner, 30 of Chestnut Street died Monday, June 30, 2014, at Frisbie Memorial Hospital from an accidental heroin overdose.

Jason was born in Rochester, on Oct. 25, 1983, the eldest son of Frank X. Danner, Jr. and Debbi L. Danner. He was a lifelong resident of Rochester and a graduate of Spaulding High School, Class of 2002 with many close friends and a large family who are going to miss him dearly; most of all, his younger brother, Sam.

Jason will always be remembered by his friends as "captain red beard", the leader of their ship. We all tried to help him through his addiction so many times throughout the years and sometimes thought we were winning; but in the end we lost.

Jason leaves behind his dad, Frank X. Danner, Jr., his mom, Debbi L. Danner, his brother Sam Danner, grandmother, Carol McIntire, grandparents, Frank X. Danner, Sr. and Joan Danner, all of Rochester. He also leaves many aunts, uncles, and cousins- those especially dear to him and his mom through these tough times; Aunt Casey Woodbury, Epping, Aunt Holly Sirois, Rochester, Uncle Duane, Uncle Lance and Aunt Sheri Sirois of Rochester, Uncle Bill Sirois, Springfield, Mass. Aunt Susan Danner of Gonic and Uncle Scott Danner of Rochester; many cousins, Jennifer Hall, Kyle and Kayla Woodbury, Meaghan Sirois, Haley Hashem, Courtney Luther and their children companion, Nora Keating of Lebanon, Maine. He was predeceased by his great grandfather, Clifford Sirois.

Family and friends may visit Monday July 7, 2014 from 2-4 p.m. at the R.M. Edgerly & Son Funeral Home, 86 South Main Street, Rochester, N.H.

A celebration of his life will follow at 4 p.m. in the chapel of the funeral home.

In lieu of flowers memorial donations may be made to the D.A.R.E. Program, Rochester Police Dept. 23 Wakefield Street, Rochester, N.H. 03867.

To sign the online guest book, please go to [www.edgerlyfh.com](http://www.edgerlyfh.com).

Visit [www.fosters.com/obits](http://www.fosters.com/obits) for an online guest book.

Published in Fosters from July 3 to July 6, 2014

Print | View Guest Book

### Funeral Home

R. M. Edgerly & Son, Inc. Funeral Services  
86 South Main Street Rochester, NH 03867

Funeral Home Details

### Guest Book

"Frank, Debbie and family, We are so sorry for your loss. ..."

- Robert & Kim Perkins

View

Sign

### More Photos



View all 3 photos

### Sympathy Flowers

With BloomsToday



Classic Peace Lily  
From \$39.99

Delivery details:  
R. M. Edgerly & Son, Inc.  
Funeral Services  
86 South Main Street  
Rochester, NH 03867

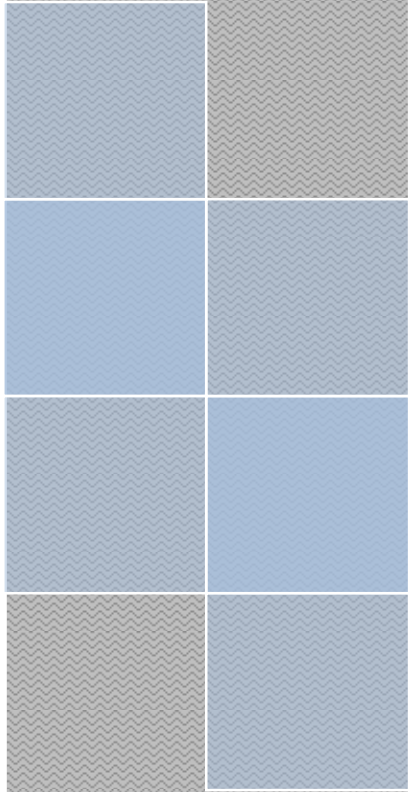
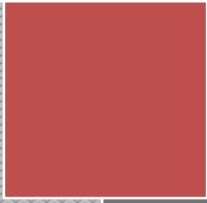
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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT	SECOND HAND DEALER APOVAL Community Partners of Dover, business for "Glass Slippers" at 43 North Main St.
----------------	--

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

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

AGENDA DATE	July 28, 2014		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	July 28, 2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	LICENSING BOARD	Police, Fire and City Manager
CHAIR PERSON		

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file with City Clerk
CITY MANAGER	Signature on file with City Clerk

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

Emily Green, is from Behavioral Health & Development, Services of Strafford County, DBA Community Partners, will be the manager of this new business located at 43 No. Main St. The store will feature Second Hand Formal Wear. This new business " Glass Slippers" will be inspected by the Fire and Building Departments before the license is given to owner.

**RECOMMENDED ACTION**

APPROVE NEW SECOND HAND DEALER AS REQUESTED



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

Planning  
Community Development  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

July 21, 2014

Emily Green  
Community Partners  
113 Crosby Road, Suite 1  
Dover, NH 03820

RE: 43 North Main Street  
Tax Map 121 Lot 14 Downtown-Commercial Zone

Dear Ms. Green,

I have reviewed your letter of intent for a Special Downtown review to operate a second hand clothing shop at the above address. Following a review of the Zoning Ordinance, I have determined this use is an allowed use and will not require further review through the Site Plan Review process. Further review by this Department is not necessary because you are not adding a new building or parking spaces and your proposed use will not have a significantly different impact on the City of Rochester than the prior second hand shop use.

Please note that any signage will require the submission of an application for a permit from the Building Zoning Licensing Services Department **and** approval from the Rochester Historic District Commission.

The standards for signage are included in Section 42.8 beginning on page 28 of the Rochester Zoning Ordinance that can be found on-line at  
[http://www.rochesternh.net/Public\\_Documents/RochesterNH\\_Clerk/General\\_Ordinances/CHAPTER\\_42\\_ZONING.pdf](http://www.rochesternh.net/Public_Documents/RochesterNH_Clerk/General_Ordinances/CHAPTER_42_ZONING.pdf)

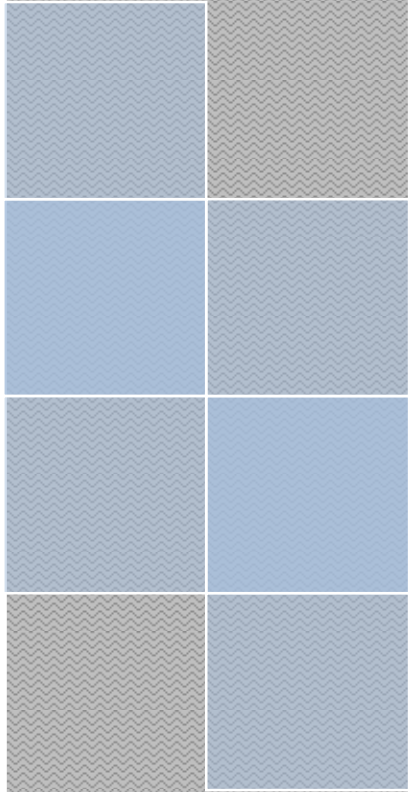
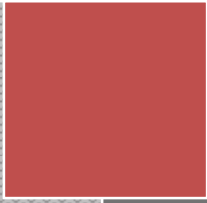
**Finally, please note that interior modifications supporting some changes in use may trigger a need for a building permit and the need for improvements required by the Americans with Disabilities Act.** I strongly suggest that you discuss this issue with the Building, Zoning, and Licensing Services Department (335-3508) and obtain guidance they can provide. You will also need a final inspection by the Fire Department.

Congratulations, I wish you the best of luck at this location. Please feel free to call me with any questions or concerns.

Sincerely,

Michelle Mears,  
Staff Planner





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**RESOLUTION ESTABLISHING POLLING LOCATIONS AND TIMES:  
September 9, 2014, State Primary Election  
November 4, 2014, State General Election**

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

That the following polling places are hereby established for the State Primary Election on September 9, 2014 and the State General Election on November 4, 2014.

**WARD 1: VFW Post 1772**  
43 Highland Street/Route 202, East Rochester

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

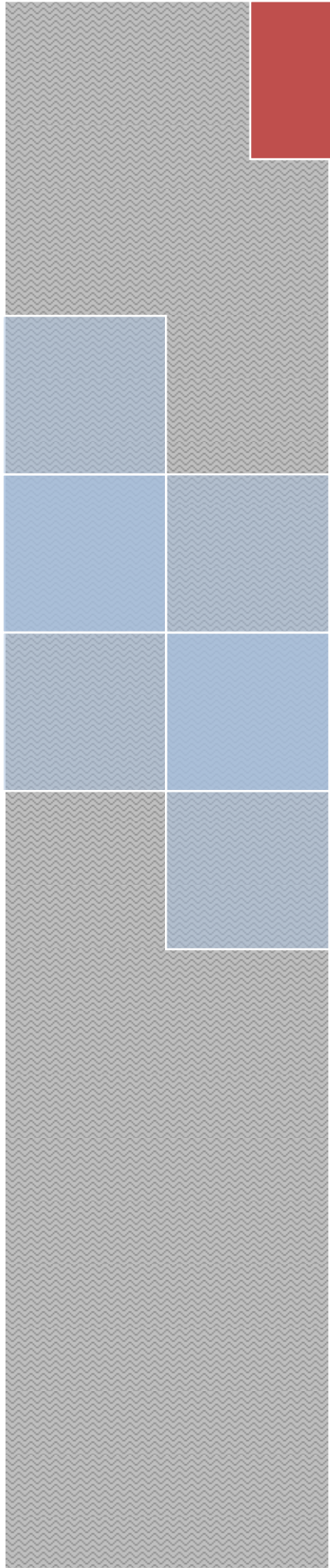
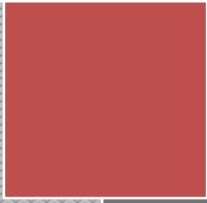
**WARD 3: Briar Ridge Estates/Function Room  
f/k/a Lilac City Estates**  
2 Roseberry Lane/ Rochester

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

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

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

Further, that in accordance with RSA 659:4 Hours of Polling in Municipalities all polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day(s), in the City of Rochester, New Hampshire.



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT: Polling Locations and Times for the following elections: <ul style="list-style-type: none"><li>• <b>September 9, 2014, State Primary Election</b></li><li>• <b>November 4, 2014, State General Election</b></li></ul>	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	August 5, 2014		
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk Signature on file		
DATE SUBMITTED	July 19, 2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1 – Resolution	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

**RSA 658:18 Special Provisions for Cities**

#### **SUMMARY STATEMENT**

All contact persons for the proposed polling locations have confirmed use of their facilities for the upcoming elections. Lilac City Estates has changed their name to Briar Ridge Estates and they have renovated their function hall. Parking may still be an issue at this polling location; however, there is sufficient lighting now at this location.

#### **RECOMMENDED ACTION**

**Adopt the resolution.**

Refer the Ward Three polling location back to the Codes and Ordinances Committee for further review at the December Committee meeting.