

Public Works and Buildings Committee
City Hall Council Chambers
Meeting Minutes
October 20, 2022

MEMBERS PRESENT

Councilor Donald Hamann, Chairman

Councilor Jim Gray, Vice Chairman

Councilor John LaRochelle

Councilor Steve Beaudoin

OTHERS ABSENT

Councilor Alexander de Geofroy (Excused)

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service

Lisa Clark, Administration & Utility Billing Supervisor

Dan Camara, DPW GIS

Jacqueline Raab

MINUTES

Councilor Hamann called the Public Works and Building Committee to order at 7PM

1. Approval of September 15, 2022 Meeting Minutes

Councilor Larochelle made a motion to accept the minutes as presented. Councilor Beaudoin seconded the motion. The motion passed unanimously.

2. Public Input

Jacqueline Raab of 23 Grove Street spoke to the Committee about a property located at the intersection of Grove Street and Highland Avenue. She explained that the property appears to have been abandoned for approximately the last 3-4 years. She stated it has become an eyesore to the Community. Ms. Raab asked if the City could do anything to enforce up keep on the property. Councilor Hamann stated that he would pass this on to the Code Compliance Office to see if anything could be done.

3. Drinking Water Quality

Mrs. Raab stated her concerns for water quality in her neighborhood. She stated that she has experience discolored water and black sediments for at least a year or more. Ms. Raab stated that she had discussed the issue with neighbors that they are experiencing the same concerns. Mrs. Raab stated that she has met with City Staff that have been very helpful with testing and implementing additional hydrant flushing in the neighborhood. Mrs. Raab also provided a letter from her neighbor, Nancy Morneault of 19 Pearl Street, which stated the same concerns (**Attached**). Councilor Hamann read the letter aloud. Mr. Nourse asked if staff had tested the water at her property. She stated they had tested twice and the results showed iron and manganese as present in the sample. Mr. Nourse explained the measures that the City has been taking to increase the hydrant flushing and he asked that her and her neighbors keep the Department advised of any improvements

and any additional problems they are having.

Mrs. Raab also discussed concerns for a possible scammer that has come to the neighborhood offering water testing with the intent to sell filtration systems to the property owners. She noted that he had told her that Rochester water is contaminated. Mrs. Raab stated that she had informed both the Water Department Staff and the City Manager of this concern.

Mr. Nourse stated that as the water quality concerns were on the agenda he wanted to circle back to the May 2022 water quality issue that the City had experienced. He explained that a letter had been sent to all Water Customers back in May in regards to a Notice of Violation. He stated that NHDES mandates the distribution of this letter if a water system exceeds a maximum contaminate level (MCL) for any testing. He stated at the time the Water System had received a violation notice from NHDES in regards to an exceedance of 1 part per billion for Haloacetic Acid testing which is a bi-product of the disinfection process. He stated that the MCL is 60 parts per billion and our twelve month rolling average was 61 parts per billion. Mr. Nourse explained the reporting requirements, the mandatory notification letters that were sent, and he explained the corrective actions taken. Mr. Nourse stated that during our internal investigation it was noted that a valve had been left open which allowed the water to flow past the testing site and caused the water at that site to age and resulted in an increase in the testing results. Mr. Nourse stated that the testing returned to within normal limits for the following reporting quarter, July.

4. Hanson Pines Basketball Court Lighting Project – Affinity Light Company Donation of Equipment

Mr. Nourse stated that the City of Rochester had gone out to bid for this project. He stated that the project budget Per the FY2023 CIP is seventy thousand dollars (\$70,000) and the low bid was forty thousand six hundred and six dollars (\$40,606). He stated that the low bidder had been given a letter from Affinity that donated some of the lighting equipment to the City. Mr. Nourse explained that the bid award was canceled as all bidders did not have the information of a donation which gave the low bidder an advantage not provided to all. Mr. Nourse noted that if the City Council approves the acceptance of the donation from Affinity, the City will re-bid the project with a modification to the specifications that stipulates that the donated equipment will be used. Mr. Nourse stated that the value of the donated equipment is \$13,319 and is detailed in the *attached* letter of donation and equipment descriptions. Councilor Beaudoin asked if the Director had a sense of where the re-bid results might come in at. Mr. Nourse stated he did not as the results of the other three bids without the donation were \$41,650, \$68,985 and \$92,868. There was a brief discussion regarding controls and vandalism. Mr. Nourse stated that he would get back to the Committee regarding the type of controls used at the Community Center and what is planned for this location.

Councilor Gray made a motion to recommend the full City Council accept lighting fixtures and equipment with a value of \$13,319 for the Hanson Pines Basketball Court Lighting Project and to rebid the project. Councilor Beaudoin seconded the motion. The motion passed unanimously.

5. FY2023 Proposed Paving Program

Mr. Nourse stated the one million dollars (\$1M) was appropriated for Pavement

Rehabilitation per the adopted FY2023 CIP. Mr. Nourse explained the Infrastructure Management Services program that is used to determine the pavement conditions of all streets. He stated that the specialized van was in Rochester evaluating road conditions in January of 2022 and the information is fed into our software program call the Pavement Conditions Index. He stated that annually we input the amount of funding we have for paving rehabilitation and the system exports the recommended streets. He stated that there will not be a notable roll over from previous years. Mr. Nourse displayed the recommendations on the overhead screens stating that the \$1M would get us through the roads above the dark line and if any additional funding as appropriated it would go towards the roads below that line. The roads referenced for paving are: Old Dover Road (from Tingley to Tebbetts), Flag Road (from 125 to Cemetery), Weeping Willow, Mountain View Lane, Margaret Street, Stephens Drive, and Violet Court. See **attached** listing. Councilor Beaudoin asked the difference between full width mill and overlay vs. reclaim and pave. Mr. Nourse stated that for the full width mill and overlay uses a milling machine scar/scrape existing pavement approximately 2 inches down and then 2 inches of new pavement is put back down. Full width means it is the entire width including shoulder to shoulder of paved surface rather than just the travel lane width. He stated that a reclaim and pave uses another grinding machine digs down deep and grinds all of the existing pavement into subbase materials giving the road a better subsurface to start with again prior to laying down new pavement. Councilor Hamann asked if the School Department is included in our bidding process. Mr. Nourse stated that the bid award allows for all City projects to use the bid pricing, including School Department. ***Councilor Gray made a motion to recommend the full City Council Approve the paving list that includes Old Dover Road (from Tingley to Tebbetts), Flag Road (from 125 to Cemetery Rd), Weeping Willow, Mountain View Lane, Margaret Street, Stephens Drive, and Violet Court. Councilor Beaudoin seconded the motion. The motion passed unanimously.***

6. Public Works Office Space

Mr. Nourse stated that this item had gone to the Finance Committee and has been referred to Public Works Committee. He stated that the DPW Facility has been constructed to specifications and is under budget. He stated that the project funds were appropriated as bonding and were mostly bonded in advance. He explained that funds expensed to date that are over the current bonding proceeds received and the funds to address two issues at the facility are recommended by the Finance Department for funding source change to cash. He stated Mark Sullivan is here to assist the Committee with questions on that. Mr. Nourse stated that the first of the two issues is the office space renovations. He stated these spaces are necessary to accommodate two new offices for the additional positions that have been approved. He stated these positions were approved after construction of the facility. Mr. Nourse explained that the original plans were drawn up in 2018 and with an office space for each individual employee at that time. He stated that since that time there have been staffing changes and the building has been able to accommodate those changes. He cited the Construction Inspector position as an example. Mr. Nourse stated that with the 2023 Budget the approval of the two Deputy Directors position has created a need for two additional office spaces, one for the Administration and Utility Billing Office position and one for the City Engineer. Mr. Nourse stated that the Deputy positions were created after the substantial completion of the building, but that the

building was constructed with collaboration areas, archive space, and circulation space that could later be used to accommodate administrative staff growth and additional office spaces. He stated that although we didn't anticipate the exact needs, there was a plan for growth. Mr. Nourse stated that the work could be completed with the buildings prime contractor but explained that would be a much greater cost due to large contractor overhead. He stated we obtained a proposal from a contractor that we have a high level of confidence with. He stated that this contractor has often been the low bidder on City projects and that they have been used previously and successfully on other City and School building construction projects. He stated the estimate for construction was forty-eight thousand six hundred dollars (\$48,600) plus office furnishings for a total of sixty-three thousand dollars (\$63,000). He stated that this contractor would use the same subcontractors used by the original construction company for the various building components. He stated this would ensure that all modifications would integrate seamlessly with current systems at the new facility. The total included all office furnishings, carpentry, HVAC, sprinklers systems, electrical, lighting, IT and coordination will all of the vendors to integrate into the facilities enterprise management systems. Mr. Sullivan stated that there was an appropriation with bonding authority for the New DPW Facility in the amount of twenty-two million dollars. He stated that the City did an advance bond in 2020 of ten million and an additional bond in July of 2022 in the amount of eleven million four hundred and forty thousand dollars. He stated the total bonded for the project is twenty one million four hundred and forty thousand dollars. Mr. Sullivan explained that that we were careful not to over bond as that would create other issues. Mr. Sullivan explained that the expenses are going to exceed that amount and it's not uncommon at the end of a project like this to convert the additional expenses over the bonded amount to cash funding from the General Fund unassigned fund balance or the water and sewer retained earnings accounts. He stated that he would recommend doing this for this project vs. going out to bond for the small remaining expenses. This would avoid interest and the administrative fees associated with bonding. He stated that he is recommending that any additional project expenses and the funding for the renovations, if approved, be rolled into that cash conversion. He noted that there would still be a considerable surplus to de-authorize in bonding authority on as the overall project is under budget. Mr. Sullivan stated that as we do not know the final number of all expenses at this time the Council could allow the DPW to complete the renovations using the funds knowing that we will be doing the cash conversion at the end of the project. He stated this project would not meet the intentions and bonding criteria. Mr. Sullivan also discussed that this and other building projects should be addressed sooner than later. He explained that the labor and materials shortages that we are facing now along with the price escalations are likely to get worse. He stated his belief that delaying projects now will just lead to higher costs down the road. Mr. Nourse displayed the graphic showing the Administrative Supervisor and the City Engineer office space renovations. He explained the efficiency of using these spaces without losing the dedicated work spaces or the ability to accomplish essential functions. Councilor Beaudoin discussed the HVAC, Sprinkler and other aspects of the project. He stated that the cost per square footage is excessive to him. Mr. Nourse stated that he too was surprised at the cost, but then he noted that another small project cost that had been bid recently which came in much higher than anticipated. Mr. Nourse explained that the cost escalations for work

now are very high and unpredictable. Councilor Beaudoin asked if this is a design build and not going out to bid. Mr. Nourse stated that it is design build and that the DPW is going to try to save cost by not going out to bid and contracting for plans sets to be drawn up by the architect. Councilor Gray had several suggestions for cost saving. He stated that he believes this should be a standalone supplemental appropriation. He said the project funds should be returned to fund balance account. Mr. Sullivan explained that the project accounts are set up for bond funding and that there are no funds to return to the fund balance account. He stated that the change in funding source would amount to the same as supplemental appropriation but that it could be done either way. Mr. Sullivan explained that finance will be coming to the City Council for a change in funding source for the other work still needing to be completed and the expenses that are already over the bonded amount. He stated that this project expenses could be rolled into that funding source change. Councilor Gray stated that he would prefer a supplemental appropriation for this project with implementation of some cost savings. He opined new doors with windows are not necessary. Councilor Beaudoin stated that he understands that the space is necessary, but he stated that this cost is too high. He asked if a bid could be put together to attempt better pricing. Mr. Nourse stated he might be able to get another contractor in for pricing but to draw up formal bid specifications would be costly and offset any cost savings we might gain. Mr. Sullivan stated that for the past year or so has seen much less bid competition. He noted that there have been zero bids or one bidder on some projects. He suggested the 3 quotes vs formal bid process. Councilor Hamann stated that he is in favor of moving forward with the project with the change of funding source. Councilor Larochelle mentioned that comfortable and adequate office space is part of the attracting and retaining staff and he would endorse this effort for that reason. **Councilor Hamann made a motion to proceed with the renovation project and the change of Sixty-five thousand dollars of current funding to the general fund unassigned fund balance and water and sewer retained earnings (cash). Councilor LaRochelle seconded the motion.**

Councilor Gray made suggestions on cost cutting by eliminating doors and suggested doing the project for less funding.

The motion failed 2-2.

There was discussions on procedure not that the motion failed. The consensus of the Committee was that it would come up at the full City without a recommendation of support from the Public Works Committee. Mr. Sullivan noted that if it was discussed at the full City Council it would need approval by 2/3 vote as there would be funding from unassigned fund balance.

7. Other:

Procedural Question - Councilor Beaudoin asked if the previous office space renovation should have been added to the agenda of the Public Works Committee. He stated that this issue was at the Finance Committee nine days ago and that 4.1 of the Council Rules of Order state that resolutions need to be submitted eleven days in advance of being put on the agenda. The Committee consensus was that only pertained to full City Council agenda and resolutions. Councilor Beaudoin asked to add an item to the agenda 24 hours before posting would it be acceptable. Councilor Hamann stated it would or as typical it could be brought up as and "Other" agenda item.

Colonial Pines – Mr. Nourse stated that the Colonial Pines Phase IV Sewer Extension

Project preliminary design consists of ten thousand feet of new sewer main and ten thousand feet of new drainage pipe. He stated that survey numbers have changed some since last month. He stated the survey was mailed in last month show that of the seventy-three surveys sent out, forty-three have responded. Mr. Nourse stated that when asked if they would like to tie into the new City sewer system, twenty-four said yes, twenty said no. He noted that twelve of the twenty-four yes replies were on Meadow Lane and he said that there are definite septic problems in the project area. Mr. Nourse stated that the department will be requesting additional funds for this project in the FY2024 Sewer CIP and this project has scored number one for Clean Water State Revolving Fund Loans which does have a typical 10% principal forgiveness. Mr. Nourse stated the current project estimate is nine million one hundred thousand dollars (\$9.1M). Councilor Beaudoin pointed out that some of the shading on the display might not be accurate. Councilor Gray suggested reducing the scope is possible and still accommodate those that are having problems. Mr. Nourse stated that he will look at alternatives as we proceed. The Committee discussed construction cost now vs. putting it off or building only portions.

Councilor Hamann adjourned the meeting at 8:19PM.

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



September 30, 2022

City of Rochester

Attn: Blaine Cox, City Manager

31 Wakefield St.

Rochester, NH 03867

RE: Affinity LED Donation of Sports Lighting for the Hanson Pines Basketball Court

Dear City Manager Cox,

Over the past five years, Affinity LED Lighting has had the honor and privilege of serving the City of Rochester in the completion of several lighting upgrade projects. Completed LED upgrade projects include the City's streetlighting and decorative fixtures, and building retrofits in the Fire Departments, Police Department, City Hall, City Library, Revenue Building, James Foley Community Center, Wastewater Treatment Plant, and all of the schools within the Rochester School District. The City of Rochester has been a strong supporter of Affinity LED and our locally built, Veteran assembled products and we appreciate the cooperative efforts of so many City and School District employees as these projects were completed.

It has come to our attention that the City is interested in upgrading the outdoor lighting at the Hanson Pines Basketball Court. As a gesture of our gratitude to the City of Rochester, Affinity LED would like to donate a complete system of sports lighting and controls required for this upcoming project. The value of the donation is currently estimated to be \$13,319 for the 8 LED fixtures and lighting control system to adjust lighting levels for various types of current and future recreational activities. Please see the attached pdf for further information on the LED fixture specifications and lighting design.

We are proud to be a Partner of Choice with the City of Rochester throughout the completed LED lighting improvements and resultant energy reduction and operational cost savings. We look forward to supporting the City and its selected installation contractor on the Hanson Pines Basketball Court project.

Sincerely Yours,

Steven R. Lieber

President/Founder

Oct 20, 2022

City of Rochester

Please be informed that the City water quality at 19 Pearl Street is presenting a staining problem in the tub, sink and toilet. Area neighbors are having a similar problem and authorized Jackie Raab to speak to this.

Feel free to call me at (603) 335-1145 or email me at monthouse19@gmail.com

Another concern is the quality of our drinking water. If it stains sinks Is it drinkable?

This has been ongoing for over a year in conjunction with cellar flooding resulting from road and surtury installation several years ago.

Thank you for your time.
Harvey Morneau

FY23 CIP Roadwork Proposed Assignments					
Roadway	Starting Cross Road	Ending Cross Road	Rehabilitation Method	Estimated Cost	Running Cost
Old Dover Rd	Tingley St	Tebbetts Rd	Full Width Mill and Overlay (2")	\$260,000	\$260,000
Flagg Rd	Gonic Rd	Stillwater Circle	Reclaim and Pave (4")	\$325,000	\$585,000
Weeping Willow Dr	Old Dover Rd	End	Reclaim and Pave (4")	\$97,000	\$682,000
Mountain View Ln	Cross Rd	End	Reclaim and Pave (4")	\$110,000	\$792,000
Margaret St	No Main St	End	Reclaim and Pave (4")	\$42,000	\$834,000
Stephens Dr	Walnut St	End	Reclaim and Pave (4")	\$69,000	\$903,000
Violet Ct	Betts Rd	End	Reclaim and Pave (4")	\$90,000	\$993,000
Berry St	Chestnut Hill Rd	End	Reclaim and Pave (4")	\$85,000	\$1,078,000
Roberts Dr	Tebbetts Rd	End	Reclaim and Pave (4")	\$194,000	\$1,272,000
Kipling Rock Rd	Blackwater Rd	Blackwater Rd	Reclaim and Pave (4")	\$165,000	\$1,437,000
Total Cost:				\$1,437,000	