

Public Works and Buildings Committee

November 19, 2015

Council Chambers

7PM

MEMBERS PRESENT

Councilor Sandy Keans

Councilor David Walker

Councilor Donald Hamann

MEMBERS ABSENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

OTHERS PRESENT

Mayor T.J. Jean

Councilor James Gray

Councilor Robert Gates

Councilor Jake Collins

John B. Storer, Director of City Services

Owen Friend-Gray, PE Assistant City Engineer

Peter Bruckner, Historic District Commission

MINUTES

Mayor Jean called the Public Works and Buildings Committee to order at 7:01 PM.

1. Approve minutes from October 15, 2015 meeting -

The mayor requested a recommendation on last month's minutes.

Councilor Walker made a motion to accept minutes as presented for the October 15, 2015 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input

No were no members of the public in attendance.

3. Pending Street Acceptances

Mr. Storer introduced Owen Friend-Gray as the new Assistant City Engineer. Mr. Friend-Gray stated that he has three subdivisions that are in discussions for street acceptances. There first street is Winch Way in the subdivision off from Norway Plains Road. He stated that this subdivision already has other accepted streets and that this is the next one that has been completed. Mr. Friend-Gray stated that he was on site for recent inspections and he believes this one is on track for acceptance. Councilor Walker asked if the developer had submitted a letter requesting acceptance of the street per the City's policy. Mayor Jean stated that he believes the letter from the developer was received several weeks ago. Mr. Friend-Gray stated that this was the only one that had

formally submitted the required letter. The second street that was discussed was Heritage Road. Mr. Friend-Gray stated that there were numerous issues with this road. He stated that this road is currently only servicing one parcel of land and might be considered a private driveway or a private road. He stated that there are many issues that would prohibit him from considering this road for acceptance. He sighted improperly installed drainage and non functioning drainage, lack of material testing results for the roadway, and lack of sewer testing results as some of the issues. The third subdivision discussed was Chelsley Hill Farms subdivision which consists of Shakespeare Road, Browning Drive and Whitman Drive. Mr. Friend-Gray stated that the documentation for materials testing of the roadways is not in the file. He stated that the curbing and roadway are in very poor condition and it will not be ready for acceptance this year. Mr. Friend-Gray stated that there are approximately 7 homes built of 33 lots to be built on. He further stated that accepting a road prior to build out is not a good idea due to the damage that can be caused by construction and construction vehicles.

4. City Hall Annex

Mr. Storer stated that the Annex Project had missed the deadline for filing for an L-CHIP Grant. He stated if possible they would try submitting retroactively when the project is underway. He stated that video inspection of the sewer line was completed and he believes that there could be a cost saving to using a synthetic liner rather than replacing the sewer line. Mr. Storer stated that there is a company that is making these liners and he will look into the option if the Committee is on board with the idea. Councilors Walker and Hamann stated that they were all set with this approach. Councilor Keans stated that as long as the procurement and bidding procedures were followed she was all set as well. Mayor Jean inquired to the project timeline. Mr. Storer stated that the project should be out to bid in April or May.

5. FY 2017 CIP & City Hall Annex Project impacts

Mr. Storer stated that as the Annex project proceeds there are going to be some other CIP projects that should be considered in the FY2017 Budget process. He states that these should be considered for completion in conjunction with the Annex Project. He stated that within the past couple of years the City Hall boiler had been converted to natural gas. He stated that the abandoned oil tank has been left in service as a backup. Due to testing and permitting required he would like to have the tank removed. He stated that the oil has been sitting in the tank for some time and would be pumped off and used in the waste oil furnace at DPW. Councilor Walker asked what size the tank is. Mr. Storer stated that it is a 2000 gallon tank. Councilor Gray stated that the School Department has removed many of their underground storage tanks and that Mr. Bickford might be able to lend support to the process. Mr. Storer also discussed the electrical service as it pertains to the shared generator for City Hall and the Fire Station. He stated that the electrical services will need to be split up. Specifically a new electrical service will be run to the Central Fire Station, and as this building is the Emergency Operation Center for the City, the

building will need its own dedicated generator. Councilor Walker stated that this topic has been discussed with the CIP and voted down on a few occasions. He stated that the Fire Chief will be happy to finally have this happen.

6. **Current HVAC Projects**

Mr. Storer stated that there are several HVAC projects funded in the FY2016 CIP. He stated that the Library project that was Community Block Development Grant Funded is in progress. It will be completed in December. He listed City Hall, Central Fire and the Community Center as other locations that have HVAC projects pending. Mr. Storer stated that he has contracted a Consultant to assist with drawing up some simple specifications that will be used to install up to date energy efficient units. Mr. Storer went on to say that his plan is to put the projects out to bid to determine the cost. He does not expect that there will be sufficient funding in each project to cover the costs. He believes that the projects were under funded as the scope was just to replace with like equipment. Mr. Storer asked if the Committee had a preference as to seeking a supplemental appropriation once the bids are in or waiting to put the additional funding request into the FY2017 CIP Budget. Councilor Walker suggested they would prefer getting the project bid to see the actual discrepancies. Councilor Keans agreed that knowing the cost will be helpful to the funding discussion for any additional cost necessary to complete the projects.

7. **MS4 Permit**

Mr. Storer stated that the EPA had opened up the comment period and that the City with assistance from legal and technical counsel had submitted its own comments and had submitted additional comments with the Coalition of Communities on the pending MS4 Permit. Mayor Jean asked if the City of Rochester had heard from the town of Bedford regarding the Coalition. Mr. Storer stated that he believed we had. Mr. Storer stated that he would be attending a meeting in Concord with other Coalition Communities.

8. **Mutual Aid Program Participation**

Mr. Storer stated that he was surprised to find out that the City of Rochester was not a member of the NH Public Works Mutual Aid Program. He stated that membership is only \$25 annually and participation is not required. He stated if we received assistance or provided assistance, as a member, the Mutual Aid Agreement would cover any insurance, liability or financial issues or obligations. Councilor Keans stated that previously the City had been hesitant, but if it is only a \$25 fee and we would be kept in the loop with information from around the state, it would be worth it to join. Councilor Walker agreed. *Councilor Walker made a motion to recommend the full City Council authorize staff to enter into the Mutual Aid Agreement for the NH Public Works Mutual Aid Program. The motion was seconded by Councilor Hamann. The Motion passed unanimously.*

9. **Electronic Message Boards**

Mr. Storer stated that there is a sixty thousand dollar appropriation for one sign in the

current FY16 CIP. He stated that in his preliminary discussions with Chief Sanborn it was discussed that there might be federal emergency grant funds available to get a second sign for the cost of the one. He distributed a design example and discussed possible locations for this type of electronic sign. Councilor Keans stated that it has already been determined that these types of signs would not be allowed in the downtown area Historic District. She stated that businesses are not allowed to use these signs; therefore the City should not be doing so. There was discussion as to locations and the content allowed on the signs. Several Councilors thought locations on Columbus Avenue might be appropriate. The two areas discussed were between Lowell and Upham Streets and also at the intersection of Wakefield near Linscott Court apartments. Mayor Jean stated that a policy on content would need to be discussed and suggested that Mr. Storer work on getting a mock up of signs in those areas completed for the next meeting.

10. Project Priorities Listing

Mr. Storer stated he has been working on the project priorities list and as they start looking at the FY2017 CIP it should be easier to project the current projects. He expects he might have something for the Committee next month.

11. Community Center – Master Plan or Long Term Planning

Mr. Storer explained that he has been working with the new Facilities Manager on several projects at the Community Center. He stated that they are working on the Boys Locker Room Renovation Project and they just completed the restoration of the gym floor. Mr. Storer stated that he would like the City Council to give him direction on their long term goals for that building. He stated that it seems like we are basically patching and fixing rather than planning for the future. He stated that with the Recreation Department leaving he will need to know whether we are going to be filling that space with a tenant at market value, or are we planning on more service based non-profit tenants. He stated that we currently have a mixture of the two. The School Department, Health and Human Services and a few others are paying rent, while several others are paying a token rent amount or none at all. The Committee was in agreement that there should be a plan for the building. Councilor Gray stated that the City should not be competing with businesses for space rentals as commercial rental properties are having a hard enough time getting tenants in.

12. City Hall Mailboxes

Mr. Storer stated that when the City Manager's office was not open there had been issues that Councilors could not access their mailboxes. He stated that to address that concern the City Manager had come up with a proposal to build in some accessible mailboxes that the Councilors could get to from the hallway at City Hall. These would be similar to mailboxes at the US Post Offices and they would be combination locks. Mr. Storer stated that it would not be a very expensive project and he thought it could be done well to fit with the historic nature of the building. None of the Councilors expressed favor for the idea. Mayor Jean suggested having the current locking mechanism for the City

Manager's office updated to use a pass code entry system. Mr. Storer stated that he would look into it.

13. School Department – Snow Removal

Mr. Storer stated that he had recently met with Mr. Bickford from the School Maintenance Department to discuss snow removal. Mr. Storer stated that he was surprised to see how much support that his staff already lends to the School Department in regards to snow removal, sanding and salting school driveways and roadways. Mr. Storer stated that as his staff must give priority to roadways and motor vehicle safety, the School Department was considering the purchase of a loader to assist them to push back and remove snow. He stated that he believes since his meeting with Mr. Bickford the School Board had authorized the purchase of a small loader. Mr. Storer stated that he wanted to see if the Council would like the Public Works Department to continue to assist the school department without any financial contributions to purchase materials and equipment for these services. Mr. Storer stated with newly acquired streets, additional responsibilities for the Granite Ridge Roadway and the addition of North Main up to Route 11, the City staff is being stretched thinner and thinner. The Committee was in agreement to continue to assist as we have been, but if there is conflict with the road maintenance and the School Department snow removal, then the School Department may need to consider contracting out the removal of snow. Mayor Jean suggested that a meeting in the future with the School Department might be beneficial to discuss maintenance issues and collaboration.

14. Other

Water Line Break - Mr. Storer stated that there was a leak in the raw water transmission line between the Rochester Reservoir and Round Pond. He stated this was the third leak in the past five years. Mr. Storer stated that SUR Construction had been brought in to isolate and repair the leak and that they had done a great job in doing so. He also stated that the job was made more difficult and costly as one of the abutting land owners would not allow the City access to his property in order to remove a beaver dam. Councilor Walker asked how the leak was found. Mr. Storer stated that staff was unable to keep the water level at the desired height in Round Pond. Mr. Storer stated that he will be proposing a project in the FY2017 Water Fund CIP to repair or replace this transmission line. He stated that he has been looking into the possibility of using trenchless technology to do so. Councilor Keans asked for a cost estimate. Mr. Storer stated that it may be a four to five hundred thousand dollar project.

Backflow Prevention – Mayor Jean asked the Director if there had been much push back or any problems with the recently mailed letters to the backflow deficient business owners. Mr. Storer stated in general there were no issues at this time. He stated that the department had heard from some of the business owners and as it turns out some of them had the devices installed but never submitted the paperwork necessary to have their permits issued. Mayor Jean stated that he understood as this was the problem at the

Gaffney Home where he works as the Administrator. Mayor Jean stated that the Gafney Home had the device installed last year, and all they needed to do is have it tested and to submit the results to the Utility Billing Office. Mr. Storer stated that they would know better how many businesses this will affect in early December. He stated they will be getting door tagged for shut off on November 30th.

Franklin Street Paving – Mayor Jean stated that he had heard from residents and he himself was pleased with the shim pavement put down on Franklin Street.

GIS Mapping of Infrastructure – Mr. Storer stated that at the October PWC meeting he had discussed the MS4 storm water requirement to map out the City's storm water system. He stated that as part of the process, staff and consultants will be in the field with GIS equipment pinpointing parts of the system including drains and outfalls. Mr. Storer stated that he had explained to the Committee that it would make sense to pinpoint other aspects of the City's infrastructure at the same time. This would include City maintained street lights, water system and sewer system components. He further stated that there are funds available in each CIP that could be used for this project. Mr. Storer stated that the Committee had been supportive when this was discussed and that Councilor Varney had expressed a desire to have the funds set up in a way as to be able to tract the cost of the project. Mr. Storer stated that his staff had discussed this with the finance office staff and it was suggested that the easiest way to tract the cost was to move funds from their current account to a project specific account. He asked that if the Committee was in agreement for them to make a recommendation that full council authorize the finance department staff to make the necessary adjustments from the appropriate account as to cover the cost for each specific funds mapping.

Councilor Walker made a motion to direct the finance department to set up the project specific accounts, using current CIP appropriations listed in the attached memo to cover the cost of the GIS Mapping project. The motion was seconded by Councilor Hamann. The motion passed unanimously.

Councilor Walker made a motion for adjournment at 8:31 PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

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



City of Rochester Dept of Public Works

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Memo

To: Public Works & Buildings Committee
From: John B. Storer, P.E. Director of City Services
CC: Dan Fitzpatrick, City Manager
Date: November 19, 2015
Re: Approval of GIS Mapping – recommended motion for funding

At the October PWC Meeting we had a presentation on GIS Mapping & Asset Management. The pending MS4 Stormwater Regulations will require that we map all of our stormwater infrastructure and perform an IDDE – Illicit Discharge Detection & Elimination program. So while in the field locating and mapping assets, we need to conduct detailed inspections of all catch basins and drainage systems to make sure there are no sanitary cross-connections.

In embarking on the mapping – it makes no sense to employ field GPS equipment where crews would be passing right by municipal water, sewer, and other assets. The time is perfect to gather and locate all of the infrastructure information. The PWC seemed supportive, with the minutes of the October meeting reflecting *"The Committee was positive and encouraging. Vice Chairman Varney suggested that the director complete de-authorizations and appropriations so that the project cost could be tracked."*

DPW Staff reached out to Finance for guidance. Roland Connors, Deputy Finance Director, suggested the easiest way to fund this so it can be tracked is to make the transfers from the existing Capital accounts to another account and to assign a project number. To do so would require City Council Authorization. He suggested having the Public Works Committee make a recommendation to full Council. Suggested motion could be:

Recommend that the full Council direct the Finance Department to set up a project specific account for the GIS Implementation, and to make the necessary transfers from current capital accounts.

<u>Amount Requested</u>	<u>Available Budget</u>
15013010-771000-16522 (MS4) \$110,512	(\$305,000 avail. per CIP Budget)
55016010-771000-15533(Dist Upgrade) \$27,876	(\$93,00+/- avail. per CIP Budget)
55026020-771000-08531(Collection Upgrade) \$21,053	(\$23,000+/- avail. per CIP Budget)
15011090-772000-12565(Street light Renovation) \$3,059	(\$29,000+/- avail. per CIP Budget)

Total of GIS Mapping Proposal \$162,500.