

## **Public Works and Buildings Committee**

### **Meeting Minutes**

**June 18, 2020**

### **Meeting Conducted Remotely**

#### **MEMBERS PRESENT**

Councilor David Walker, Chairman  
Councilor Jim Gray- Vice Chairman  
Councilor Don Hamann  
Councilor Chris Rice  
Councilor Doug Lachance

#### **OTHERS PRESENT**

Blaine M. Cox, City Manager  
Peter C. Nourse PE, Director of City Service  
Daniel Camara, GIS / Asset Management  
Jennifer Marsh, Economic Development  
Angela Mills, Main Street Organization  
Todd Radict , Rise Up Rochester  
Dan Bourdeau, Geosyntec  
Samantha Rodgerson, Senior Executive Assistant

#### **MINUTES**

**Councilor Walker called the Public Works and Building Committee to order at 7PM and he read the following statement:**

“Good Evening, as Chairperson of the Public Works and Buildings Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A: 2, III (b). Federal, State and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same room.

Providing public access to the meeting by telephone: At this time, we welcome members of the public accessing this meeting remotely. In order for any public attendee to be allowed to comment during the public input portion of our meeting, you must have registered before the meeting with your name and the telephone number that you will use to call in. You may register now online [here](https://bit.ly/35Ru0Wu) or by coping or typing the following address into your browser: <https://bit.ly/35Ru0Wu>. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum do apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior

continue thereafter, that person will be removed from this meeting.

The public can call-in to listen at the below number using the conference code.

Phone Number: 857-444-0744

Conference Code: 843095

Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, are encouraged to do so by the following methods:

- Mail: Rochester Public Works & Buildings Committee 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- Email – [Lisa.Clark@rochesternh.net](mailto:Lisa.Clark@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- Voicemail 603-335-7572 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Committee members are required to state their name and ward each time they wish to speak. “

***Councilor Walker Present***  
***Councilor Gray Present***  
***Councilor Hamann Present***

***Councilor Rice Present***  
***Councilor Lachance Present***

## **1. Public Input**

Councilor Walker asked Ms. Rodgerson if there were any members of the Public Waiting in the virtual lobby that were waiting to speak. Ms. Rodgerson stated that there was just one person waiting. She stated that it was Todd Radict of Rochester Rise Up organization that is waiting to speak on item number three. Councilor Walker suggested moving item three, Downtown Aesthetic Lighting, to item two to start the discussion.

## **2. Downtown Aesthetic Lighting**

Mr. Radict stated that he thinks that Rochester is doing an excellent job in the downtown. He said that he was going to suggest putting the Christmas lights back up in the trees but after speaking with Jenn Marsh from Economic Development he would like to request stringing lights from pole to pole. Councilor Gray suggested that the lights used previously were not a commercial grade lighting and he would prefer some other type

that would not require frequent maintenance. Mr. Nourse stated that both Angela Mills and Jennifer Marsh were present to discuss the lighting issue. He also stated that there have been some that like the lights in or on the trees and some that like it or want them on posts or running from post to post. Mr. Nourse stated that it would be beneficial if there was a group of staff member that could vet all the options and opinions of the various groups and then come back with a unified plan that could be discussed for implementation. Ms. Mills stated that the Main Street Design Committee is charged with the aesthetics and enhancing the look and feel of the downtown. She stated this Committee is involved with the planters, the decorations and the cleanup projects in the downtown. Ms. Mills reported that this Committee has been looking at the lighting and the different commercial options that are available for a while now and she stated that the intent is for both added safety after dark and for aesthetics. Ms. Mills also reported that there are some light post décor fixtures that might be nice and she displayed some preliminary examples that she had found. **See pictures attached to these minutes.** Ms. Mills stated that the Committee is looking for year round options that did not look like Christmas lights. She explained that these would go on every other post and would not interfere with the banner placements that are used at various times of the year. Councilor Rice stated that he does not care for the small lights in the trees and would prefer something else. He stated he does like the red, white and blue option that is displayed in one of the pictures. Ms. Marsh stated that larger bulbs similar to the ones used at the Revolution and LCG may look nice strung pole to pole. Ms. Marsh suggested using the area from Union Street to Central Square as a test area to put up lights and get feedback from the Community. She suggested giving the Main Street Committee a few months to come up with some ideas and then having them come back to this Committee when they are ready for a recommended plan for implementation. Ms. Clark stated that staff may be able to hang a few examples in the North Main Street area in order for the Main Street Committee to get a truer picture of how they would look and so that they could come back with the recommendation to the Public Works and Buildings Committee. Mr. Radict was pleased with the ideas and this plan of action.

**3. Stillwater Circle / Barrington NH Subdivision access through Stillwater Circle:**

Mr. Nourse stated that a notice had been sent to all residents of the Stillwater Circle Subdivision. He stated that the letter informed them that this topic will be discussed and public input is welcome at the July 16, 2020 Public Works & Buildings Committee Meeting. Councilor Gray suggested that the Planning Department be asked to supply the Committee with the subdivision rule or ordinance that states at what number of homes is a development required to have two separate means of egress.

**4. MS4 Stormwater Permit Update**

Mr. Nourse introduced Dan Bourdeau from Geosyntec. He explained that Mr. Bourdeau is the City's consultant for compliance and implementation of the City of Rochester NPDES MS4 Stormwater Permit. Mr. Nourse stated that Mr. Bourdeau was here to

fulfill one of the Public Outreach components required as part of the permit. Mr. Bourdeau gave a presentation that described what the MS4 Stormwater Permit includes. He gave the history of the permit, the current status of the permit and the future requirements and goals of the permit. He stated that the City of Rochester is in full compliance with the Stormwater permit requirements. **Mr. Bourdeau's Powerpoint presentation is attached.**

5. **Consumer Confidence Report**

Mr. Nourse stated that the City is required annually to produce a Consumer Confidence / Water Quality Report, and to make it available to our water system users. He stated that this report can be found on the City website, on the DPW page and he stated that the link is supplied on the water customer invoices for reference. Mr. Nourse state that this report supplies valuable and interesting information about our unique surface water system. He explained that the report details the testing and results that are performed in order to assure that we are producing safe drinking water and it describes the large surface water system's sources and treatment methods. Mr. Nourse stated that the quality of water here in Rochester is excellent. Mr. Nourse explained how future planning and resourcefulness of prior City Officials have put our system in a good place for quantity and quality water now and in the future. Mr. Cox reiterated our good and unique position in regards to ample supply and quality water. He stated that the current and previous Councils have taken steps to ensure quality of water by conservation of the lands surrounding our water sources. Councilor Gray stated that he would like to recognize City Staff for their efforts to supply quality water to additional areas of the City that have high levels of iron and manganese. He cited the large grant funded project that includes the Winkley Farm residents with water.

6. **Watershed Land Conservation**

Mr. Nourse stated that he had placed this item on the agenda and was later informed that this should be discussed in a non-public forum as it may pertain to future land acquisitions. Mr. Nourse stated that this item will be discussed in July.

7. **DPW Facility Update**

Mr. Nourse stated that a small Ground Breaking Ceremony at 209 Chestnut Hill Rd will be held on June 30, 2020 at 11AM. He stated that due to the Covid-19 Pandemic it will be a small group that includes the Mayor, the Chairman of the Public Works and Buildings Committee, and the City Manager. He reported that it will entail a brief narrative with a picture for a press release.

Mr. Nourse stated that the staff with the support of several City Councilors has continued to look into the possibility of running natural gas to the new DPW site. He stated that the previous estimate to do so was \$350,000 with a possible pay back from O&M savings of more than 20 years. He stated that he is pleased to report that the current estimates after walking the route to be taken is much less. He stated that the current estimate is approximately \$200,000 and that using this new estimate and actual natural gas vs.

propane cost figures, our architects have been able to estimate a 5-7 year pay back. Mr. Nourse stated that in addition to the shorter payback period, there will be some saving in the construction contract due to the elimination of a concrete pad and fencing that was planned for several large propane tanks. Mr. Nourse stated that there is sufficient funding in place as part of the project. Councilor Walker stated his support for the natural gas option. Councilor Rice asked if a decision needed to be made tonight. Mr. Nourse stated he would like the Committee's final thoughts next month if it is possible. Councilor's Rice, Hamann and Lachance stated a preference for the natural gas over propane. Councilor Gray asked if that payback period would be shorten even more should a fire station be built on the property at a later date. Mr. Nourse stated that the 5-7 years does not take into account any future City buildings on the property. Councilor Walker asked for additional information next month on the cost savings for the fuel and for construction contract reductions for the pad and fencing.

Mr. Nourse stated that the site work has begun and you will see significant changes should you go by the site. Councilor Rice asked the Director about some traffic concerns. Mr. Nourse stated that he would look into it, but believed that the roadway water crossing work was completed.

**8. Old Dover Road Property Donation**

Mr. Nourse stated that there was a recent subdivision of three lots in the adjacent property. He stated that property owner is interested in donating the triangular piece close to Old Dover Road. Mr. Nourse stated that it is Map 256 Lot 38-2. Mr. Nourse stated that this property might be useful if the City ever wanted to re-align the intersection that includes Old Dover Road, Lowell Street and Whitehouse Road. Mr. Nourse stated that a significant number of accidents do occur here and from the data that is recorded he reports that there has been more than 50 accidents here since 2012.

***Councilor Lachance made a motion to recommend that the full City Council accept a donation of land for the tax parcel, Map256 Lot 38-2. Councilor Rice seconded the motion. A Roll Call vote was taken to support this motion.***

<b><i>Councilor Lachance</i></b>	<b><i>Yes</i></b>	<b><i>Councilor Rice</i></b>	<b><i>Yes</i></b>
<b><i>Councilor Hamann</i></b>	<b><i>Yes</i></b>	<b><i>Councilor Gray</i></b>	<b><i>Yes</i></b>
<b><i>Councilor Walker</i></b>	<b><i>Yes</i></b>		

**9. RT 11 Improvements**

Mr. Nourse discussed the capacity and safety concern for the Rt.11 Corridor. He stated that NHDOT recognizes the issue and he explained that through correspondence and input at other regional meetings the City of Rochester Representatives and the Strafford Regional Planning Commission has voiced concerns for this corridor to the State of NH. Mr. Nourse noted that although both the State and the City realize the issues, there are no current of future plans budgeted in this area. Mr. Nourse explained that in the 10 year State of NH Transportation Improvement Program (STIP) there is project for the Columbus Ave / Lowell Street intersection. He stated that the value of that project is

estimated \$2,000,057 with a 80/20 NHDOT Grant. Mr. Nourse explained that the engineering is scheduled for 2023, and construction is planned for 2026. He stated that he and staff are unsure of how or why this well-functioning intersection is in the plan, but he would like the full City Councils approval to remove that project from the STIP and substitute a plan that would improve a section of the RT. 11 Corridor. Mr. Nourse stated that he has discussed this with NHDOT Representatives and he has the verbal ok to make the swap. He explained that the substituted plan would have to be of the same project value. He suggested a signal at Nashoba (Cocheco Estates / Northgate Apt) with possibly sidewalks from the interchange to Northgate as an option. He stated that ideally two lanes in both direction from the interchange Two Rod Road (Tractor Supply) are also needed but it is clear that due to the limits of this current funding this would need to be introduced as a later project for the STIP or possibly funded by the City. Mr. Nourse stated that at this time he needs funding approval to task the a consultant to design a concept and detailed description of the Rt.11 Improvement Project that is of equal value, \$2,000,0057, in order to swap out the two projects. Mr. Nourse stated that he has discussed this with the City's Finance Department and the recommendation is to fund this in the amount of \$25,000 from the Granite Ridge Development 162K TIF Increment Surplus.

***Councilor Hamann made a motion recommending the full City Council approve that staff will make the substitution of the RT.11 Improvement Project for the NHDOT STIP. His motion included a recommendation to the full City Council for a Supplemental Appropriation in the amount of \$25,000 for the Rt11 Improvement Project from the Granite Ridge Development TIF District Surplus Funds. The motion was seconded by Councilor Lachance.***

Councilor Gray asked if staff had confirmed that the area from the interchange to Noshoba was actually considered part of this TIF area and he questioned if the availability of funds from the TIF took into account the expenses that are for currently scheduled and planned roadwork. Blaine Cox confirmed that this area is part of the TIF District and he confirmed the surplus funds are available. A Roll Call vote:

<b><i>Councilor Lachance</i></b>	<b><i>Yes</i></b>	<b><i>Councilor Rice</i></b>	<b><i>Yes</i></b>
<b><i>Councilor Hamann</i></b>	<b><i>Yes</i></b>	<b><i>Councilor Gray</i></b>	<b><i>Yes</i></b>
<b><i>Councilor Walker</i></b>	<b><i>Yes</i></b>		

#### **10. Peaslee Road**

Mr. Nourse stated that this item was tabled from the May pending additional information. Mr. Nourse summarized the issue of this unpaved roadway. He stated that the paved section from Tebbetts Road in is approximately 1000 feet with 5 homes and the unpaved section is approximately 1700 feet with 4 homes. He stated that the DPW Staff goes out a couple of times a year with crushed stone and does some grading for maintenance. He estimated that the cost for that maintenance at \$700 for materials and approximately \$300 in staff time. He informed the Committee of very poor materials of clay and ledge under

the unpaved section of roadway. Mr. Nourse stated that the paved portion was completed as part a subdivision in 2007 and he stated that 18 inches of material was removed from the surface and replaced with good materials and compacted prior to inches of pavement being put down. He stated that this roadway improvement was engineered and that soils testing and inspections were performed while in construction. Councilor Gray asked the cost of paving the 1700 feet. Mr. Nourse explained that there are several driveways with culverts and ditches would need to be established on both sides of the road. He stated there is likely blasting that would be needed and he estimated the project at \$300,000. The Committee agreed that the road maintenance should continue as is and that there was no need for any further actions or recommendations.

#### **11. HHWD Report.**

Mr. Nourse reported that the Household Hazardous Waste Day regional event was hosted by City Staff and Waste Management on May 16, 2020. He reported that this year's event was extremely successful. The event was recorded as having the 2nd highest number of participants, with a total of 355 cars from Rochester and 9 of our area Communities. Mr. Nourse stated that this year we had a new vendor from R.I. for the event and they performed superiorly. They were professional, well prepared and none of the vehicles waited in line more than 5-10 minutes and most had zero waits. Mr. Nourse discussed the previous year's wait times were in excess of 45 minutes. Mr. Nourse informed the Committee that this year's cost were double the anticipated cost. He explained that in previous 5 of 7 years we had a different vendor from NJ. He stated the NJ company would significantly underbid all other bidders and he stated we were unaware, but their methods and procedures were known to be questionable in the industry. Mr. Nourse explained in detail the bidding process as well as the City's participation in the NHDES Grant Program for the event. The costs for the event after applying the grant are split per capita by the 10 participating communities. He stated that next year's budget is likely to be insufficient as the event and invoicing occurred after the submission of the FY21 budget.

#### **12. Unitil Gas Regulator Station**

Mr. Nourse stated that Unitil is looking for a place to locate a gas regulator station in the area of Rt. 108 and Franklin Street. He displayed a picture of the small park that is located at this intersection. Mr. Nourse explained that he had requested pictures of a regulator station from Unitil and that they had only supplied a few pictures that he did not particularly like as they were just chain-link fencing. He stated his preference for a building structure. He displayed the picture on the monitor. The Committee was not opposed to using the park as an area, but preferred somewhere else if possible. They stated they would like to see exactly what it would look like. They also expressed concern for a vehicle accident proof barrier. The item is to be kept in Committee until additional information is supplied.

### 13. Comcast – Downtown

Mr. Nourse informed the Committee that Comcast is going to be running some underground cable in the downtown area and that as a result of that work they would be replacing some of the sidewalks.

### 14. . Other

**Connection of water line on Shaw Drive** – Councilor Lachance asked about the status of the project and discussed the condition of the pavement on Whitehall Road at Shaw Drive. Mr. Nourse stated the water connection portion of the project is complete. He stated that paving in the area is not yet complete and he confirmed that he will be sure that the pavement in the area is fixed to our satisfaction.

**Downtown Crosswalk light installation on North Main Street** – Councilor Rice asked what the status of the installation of a flashing light beacon at the crosswalk located in front of the Lilac City Grille was. Mr. Nourse stated that this project was put on hold due to the Covid-19 Pandemic related cash flow concerns. He stated when he gets the ok to proceed he will be moving forward. Councilor Lachance stated he believed this should be a priority. Councilor Lachance suggested there may be a need for other traffic calming measures.

**Project Listing** – Councilor Rice asked if there was a listing of projects that are pending and what the status was. Ms. Clark stated that she could supply that to the Committee

**Strafford Square** - Councilor Hamann asked the status of the agreements with the abutters. Mr. Nourse stated that there is one pending agreement. He stated that there is a verbal agreement with the last one, but it just needs to be formally documented. He stated that once that is completed staff will be working toward bidding the utility phase of the project. He explained that this will be contingent on the Finance Department releasing the project for bidding due to the current holding of projects based on the cash flow concerns.

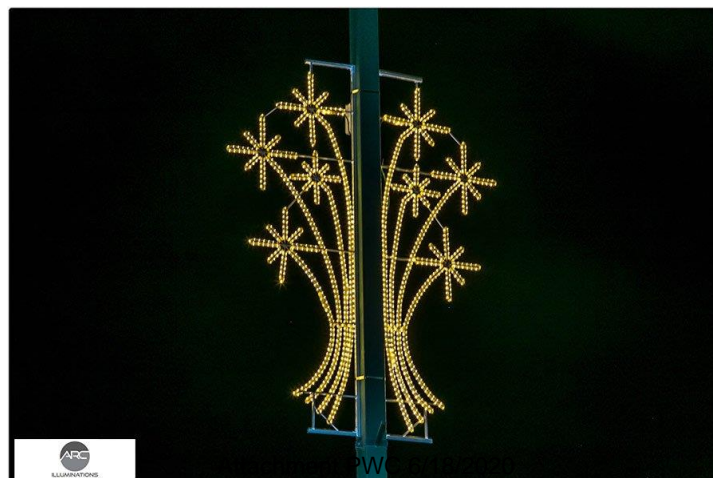
**Play Grounds Opening** – Mr. Nourse announced that the playgrounds would be open to the public again tomorrow, June 19, 2020. He stated that the Covid-19 restrictions will be lifted and the residents will be able to use the new equipment.

*Councilor Hamann made a motion to adjourn at 8:31 pm. Councilor Walker seconded the motion. The motion passed unanimously. A Roll Call vote was taken*

<b>Councilor Lachance</b>	<b>Yes</b>	<b>Councilor Rice</b>	<b>Yes</b>
<b>Councilor Hamann</b>	<b>Yes</b>	<b>Councilor Gray</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Yes</b>		

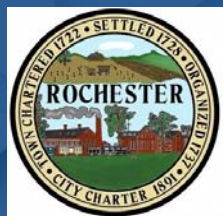
Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.









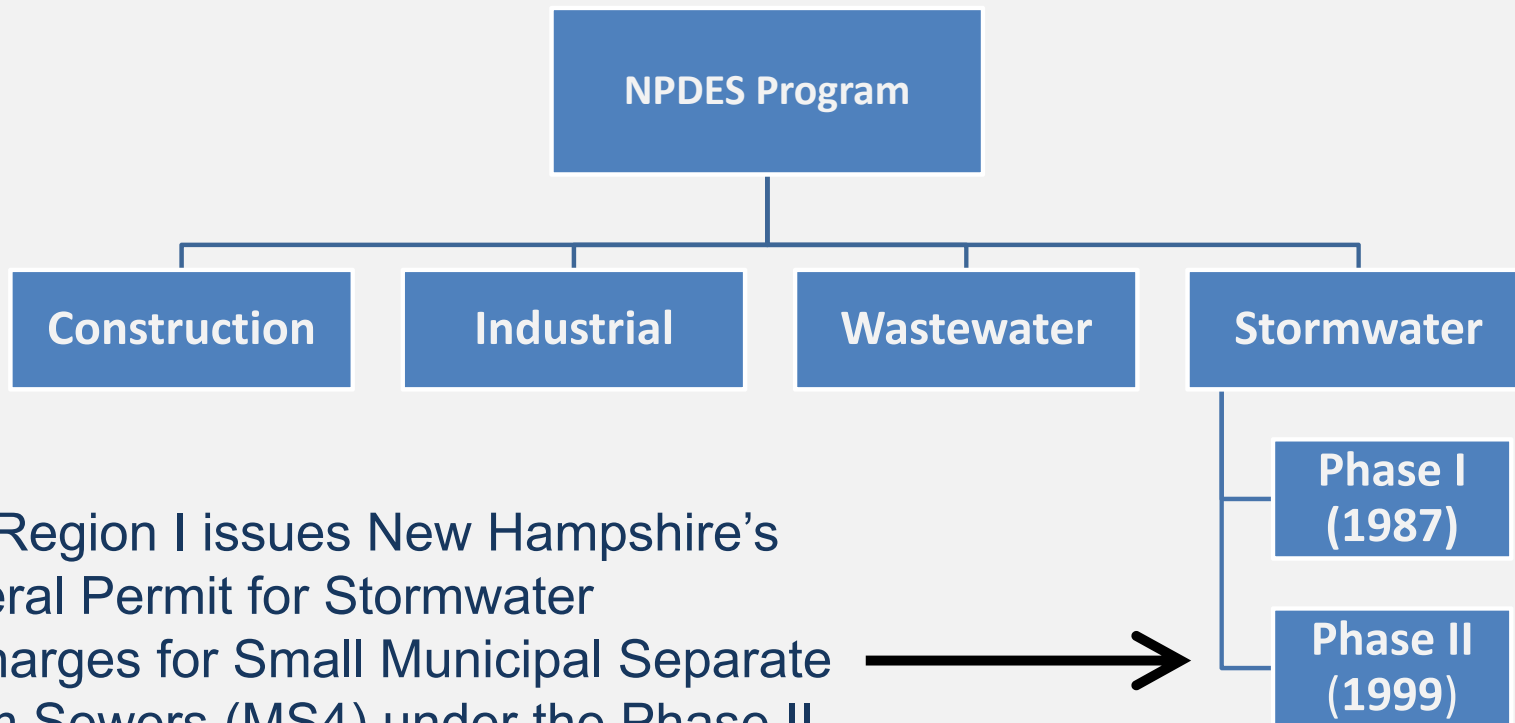


City of Rochester, NH  
MS4 Stormwater Permit Update  
Public Works and Buildings  
Committee Meeting  
June 18, 2020 7:00 PM

Geosyntec<sup>®</sup>  
consultants



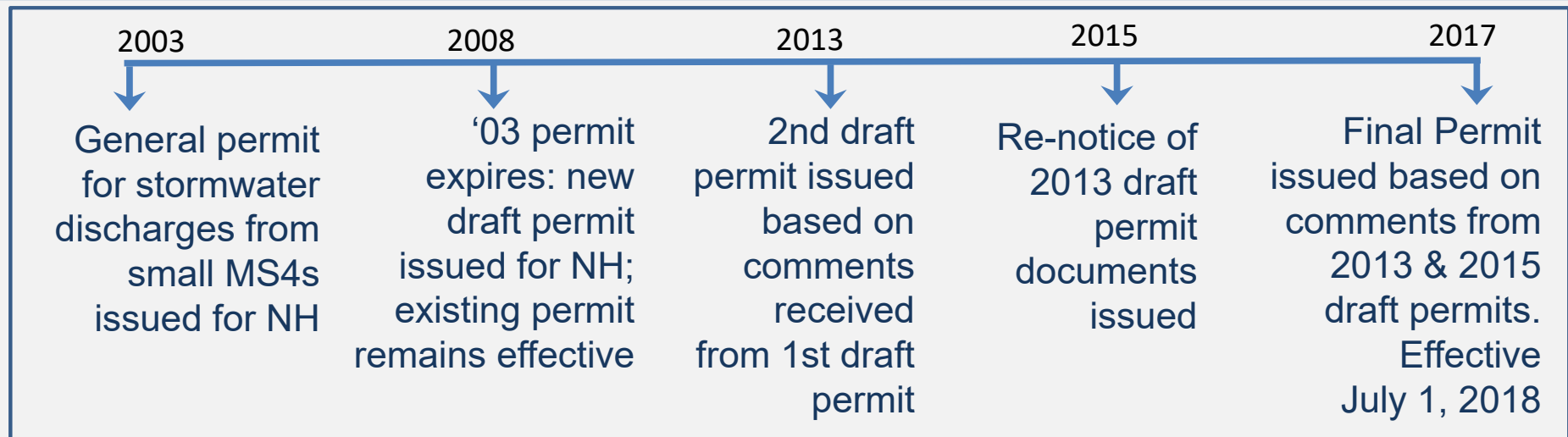
Clean Water Act of 1972 established the National Pollutant Discharge Elimination System (NPDES)



EPA Region I issues New Hampshire's General Permit for Stormwater Discharges for Small Municipal Separate Storm Sewers (MS4) under the Phase II rule.



# MS4 Permit Overview



- 2017 MS4 Permit
  - Applicable to 60 Traditional MS4s and 3 Non-traditional MS4s
  - Additional requirements compared to 2003 permit
  - 5 Year Permit Period
- DPW Overall Objectives
  - Develop and Implement new MS4 Permit Requirements



# Minimum Control Measures (MCMs)

## Stormwater Management Program (SWMP)

- MCM#1: Public Education
- MCM#2: Public Involvement and Participation
- MCM#3: Illicit Discharge Detection and Elimination
- MCM#4: Construction Site Stormwater Runoff Control Program
- MCM#5: Post Construction Site Stormwater Control Program
- MCM#6: Good Housekeeping and Pollution Prevention



# TMDL/Water Quality Limited Requirements

## Supplemental Permit Requirements:

Implement targeted Best Management Practices (BMPs) to reduce identified pollutants causing impairment in high-priority water bodies

### City of Rochester Action Items

#### Bacteria/Pathogens Impairment

- Increased Ranking for Outfalls in IDDE Program
- Additional Public Education and Outreach Requirements

#### Nitrogen Impairment

- Additional Public Education and Outreach Requirements
- Additional Good Housekeeping & Pollution Prevention Measures
- Nitrogen Reduction Tracking
- Additional Stormwater Management Requirements

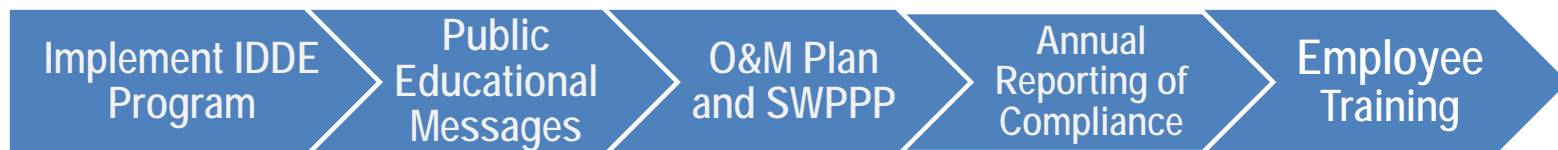
#### Metals Impairments

- Additional Good Housekeeping & Pollution Prevention Measures
- Additional Stormwater Management Requirements



# Compliance Schedule

## Ongoing/Completed Year 2 Activities



## Planned Year 3 Activities



## Ongoing and Future





# MS4 Permit Budget Projections

Permit Year	DPW Labor Costs	DPW Capital Costs (i.e., equipment, supplies)	Consultant and Contractor Costs	Total
FY2019	\$110,000	\$20,000	\$125,000	\$255,000
FY2020	\$127,000	\$153,000*	\$175,000	\$455,000
FY2021	\$134,000	\$16,000	\$180,000	\$330,000
FY2022	\$137,000	\$18,000	\$170,000	\$325,000
FY2023	\$30,000	\$15,000	\$65,000	\$110,000
<b>Total</b>	<b>\$538,000</b>	<b>\$222,000</b>	<b>\$715,000</b>	<b>\$1,475,000</b>

\* Equipment costs include a new sweeper (\$135,000) to support increased street sweeping requirements.



- Ongoing satisfactory compliance with 2017 MS4 requirements
- Improved water quality in receiving waters
- Expanded public education on stormwater management
- Improved tracking and inspection of stormwater assets
- Reduction of illicit discharges to City's storm drain system
- Prioritization for structural stormwater BMP retrofits of City-owned properties



MS4 Permit applies to all City-owned property and assets within the regulated area, which includes those maintained by the School Department.

- Area of City-Owned Property (including school): 2,626.3 acres
- Area of City-Owned Property within MS4 regulated area (including school): 1,365.2 acres
- Area of School Maintained Property within City: 149.3 acres
- Area of School Maintained Property within MS4 regulated area: 149.3 acres
- Number of City Owned Facilities/Parcels (including school owned): 165 parcels
- Number of School Maintained Facilities/Parcels: 9 parcels

Planned outreach with the School Department and Maintenance Staff to educate them on the permit requirements



# Questions?

Daniel Bourdeau on June 18, 2020

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