

**Public Works & Buildings Committee**  
**Meeting Minutes**  
**August 16, 2018**  
**Council Chambers**

**MEMBERS PRESENT**

Councilor Ralph Torr – Chairman  
Councilor Ray Varney- Vice Chairman  
Councilor Sandy Keans

**MEMBERS ABSENT**

Councilor David Walker  
Councilor Geoffrey Hamann

**OTHERS PRESENT**

Blaine Cox, Deputy City Manager  
Peter C. Nourse PE, Director of City Service  
Daniel Camara, GIS / Asset Management  
Sandy Averill, 97 Maple Street

**MINUTES**

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

**1. Approve minutes from the June 21, 2018 Public Works & Building Meeting.**

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

*Councilor Varney made a motion to accept minutes as presented for the June 21, 2018 Public Works Committee meeting. Councilor Keans seconded the motion. The Motion passed unanimously.*

**2. Public Input**

Mrs. Averill stated she had a few questions. Her first question was about fire hydrant flushing. She asked if the responsibility for maintenance and flushing was the responsibility of the private property owners of hydrants are located on property and not City Streets. She stated she was inquiring specifically in regards to the Rochester Fairgrounds. Mr. Nourse confirmed that the responsibility does go to the property owner in those cases. Mr. Cox stated that the fair association does need to maintain their hydrants. Mrs. Averill's next question was in regards to the Foley Run that was previously held at the Fairgrounds. She asked if their permit was denied due to lack of water. Mr. Nourse stated that they currently have water and is not aware of a permit denial. Councilor Keans stated that the Fire Department concerns may have been the permit issue. Mr. Cox stated that there were no water concerns to his knowledge.

**3. Water & Sewer Service Insurance Solicitations**

Mr. Nourse stated that he had received a solicitation regarding water and sewer service line insurance. He stated it is a company called The American Water Resource

Association that is soliciting. Mr. Nourse explained that he wanted the City residents to know there is no City affiliation, nor endorsement for this company. He stated that individuals need to make their own decisions regarding what they choose to insure, but he wanted to make it clear it is not a City recommendation for this insurance. Councilor Keans stated that the website might be misleading and asked that the staff look into clarifying the City's position on the website.

**4. Whitehouse Road – Unutil Gas Main Replacement Project**

Mr. Nourse stated that Unutil continues to work its way down Whitehouse Road to complete a necessary gas line replacement. He stated that the work to replace the main should be completed within the next week or so. Mr. Nourse stated that they have also started doing the private service connection and will continue through mid to late September. Mr. Nourse stated as quickly as possible the City will follow with the roadwork and paving scheduled.

**5. SRF / Trust Fund Grant Status**

Mr. Nourse stated that he wanted to give a report to the City Council to let them know that the DPW is aggressively pursuing all grants and SRF loans. He stated he would like to mention some of them. Mr. Nourse mentioned the NHDES SRF Brownfields Grant in the amount of \$200,000 for the 10-16 Wallace Street Project, the NHDOT Transportation Alternative Program Grant (TAP) in the amount of \$400,000 which is an 80/20 match for sidewalks on Portland Street, the Hazard Mitigation Grants that are 75/25 match for generator connections at the WWTP Aeration Blower and at East Rochester Pump Station, and the NHDES Leak Detection Grant to be used for 30 miles of the water system that include the oldest pipes in the core of the City. Mr. Nourse also mentioned the WTP Land Protection Grants that staff has been working on with the South East Land Trust (SELT), and he stated that staff had completed the Cyanotoxin Grant for equipment and education to monitor for cyanotoxins in the City's Reservoirs. Mr. Nourse stated that this monitoring has been done and there have been no blooms detected. He stated that the DPW had sought and received Drinking Water Asset Management Grants and Clean Water Asset Management Grants, and the City has submitted for the Drinking Water / Groundwater Trust Fund Grants for the west side of the City high pressure zone and for the Granite State Business Park Water Loop. Mr. Nourse stated that staff had submitted 12 pre-applications for Clean Water SRF funding for many of the Sewer Fund's currently appropriated projects including the biosolids building, the carbon storage building, and the pump station projects. Mr. Nourse stated that NHDES may have funding for sewer projects in the State Aid Grant Program (SAG) and that staff has submitted pre applications for these funds as well. He stated the projects that are possibly SAG funded total \$21 million dollars and include the Brock Street Project, the Franklin Street Project, the Wastewater PLC Upgrade Project, the Biosolids Dewatering Project, the Carbon Storage Building, the Colonial Pines Project, and the Septage Receiving facility. Mr. Nourse stated that he wanted the Council to be confident that the DPW is

actively pursuing all funding sources available that would benefit the City. He stated that NHDES is well aware of the City of Rochester. He and the engineering staff have been working with them and seeking guidance on the best way of obtaining these grants and loans.

**6. DPW Facility Status**

Mr. Nourse stated that the test pits and borings have been completed and the soils and conditions are favorable for building the facility. He stated that the next step is to complete the environmental site assessment (ESA) and that the consultants are working on that now. He stated that once this ESA is completed we can move forward. Mr. Nourse went on to say that part of the ESA requires the previous owners participation. Mr. Nourse stated that he would pass that form on to the owner this evening. Mr. Nourse stated that the consultants are also working on the conceptual site lay out to determine the best way of position the buildings on the site and the internal layout of the building. Councilor Varney asked if the Roger Allen easement will be able to be accommodated. Mr. Nourse stated that they had discussed this with the City Attorney and he believes that he believes it would. He stated he would again check on that with the legal department.

**7. Strafford Square -**

Mr. Nourse stated that he has requested that this be addressed in a Non-Public session due to issues that have presented regarding land and property acquisition negotiations and he asked the Chairman to address this as the last topic of the meeting. The Chairman agreed.

**8. North Main St / Twombly Street Sign Cemetery Sign Placement**

Mr. Nourse stated that the City Council had asked that he work with Mr. Howard and family to determine the location of the dedicated sign. Mr. Nourse stated he had met with them on site that they had completed much research of the area. He stated they would like to place the sign on the Twombly Street side of the property, facing Twombly Street. Mr. Nourse explained that this site was determined to avoid any areas of unmarked graves. The Committee approved the recommendation.

**9. Granite Ridge Update**

Mr. Nourse stated that the City had asked to have a 1000 foot extension to the exclusion zone on Rt11 / Farmington Road. The exclusion zone is an area of Rt.11 that NHDOT will exclude temporarily from their scheduled pavement overlay work this year. This would allow us time to complete the offsite work for Phase II of Granite Ridge. This extension will accommodate paving one time rather than two separate pavement repairs, one for the Phase 1 area, then one for the Phase 2 area. He state that NHDOT will give us this extension until the fall of 2019, providing that the City extends the concrete island down from the current signalized intersection south to past Secondary Drive. This would make Secondary Drive, which is not signalized, a right in and a right out only road. They believe this to be a safety issue and the City agree.

## 10. Utility Billing Office Operations

Mr. Nourse stated that after internal discussions with staff at the DPW and discussions with the City Manager, the Department would like to relocate the Utility Billing (UB) Office to the new DPW Facility. Mr. Cox stated that he had recommended that Mr. Nourse discuss this with the Committee to make sure there were no objections. Mr. Nourse stated that he believes there may be some misconceptions regarding the roles of the two administrative positions in the UB Office, which is currently located in the Revenue Building next to the tax office. He stated he wanted to explain the roles and why their relocation would be better for both the department and the customers. Mr. Nourse stated that the UB Office staff are not permitted to take payments, both by auditor recommendations and by City Policy. Mr. Nourse stated that this does cause some confusion and frustration when there are long lines in the Tax Office, customers just want to leave off payments, and they are told they cannot leave them with UB Office. He stated that there are drop boxes both internally and externally for this purpose. Councilor Keans stated then the ½ door should be closed and the UB sign removed from the door. Mr. Nourse explained that there are more interactions with the Meter Technicians, the City Engineers, the Utilities Division Supervisor, and the UB Office Supervisor, which would be easier if they all were on the same site. Mr. Nourse stated that the UB Staff are essential to the backflow compliance program, repairs to services, homeowner option paperwork, service installations paper work, meter technician and meter reader scheduling and these interactions happen much more often than face-to-face interactions with customers. Mr. Nourse stated that because the UB Office staff are off site there is often miscommunications regarding customer needs, staffing needs and conflicting directives given to staff. The morale issues and effective staff management issues can be cleared up and the customer service interactions will be managed all by phone. Currently the DPW Office Staff covers for the UB Office Staff when there are vacations, training and FMLA situations. This leaves the DPW staff short and coverage will be handled more efficiently if the staff is co-located. Mr. Nourse stated that space is planned in the new DPW building for the UB Staff and we have a transition plan to make this work for the staff in our department, the tax office staff and the assessor's office. Councilor Varney asked if there are any other reasons that customers would have to stop in to that office. Mr. Nourse stated that they could be looking to make payment arrangements or for other information, but that could easily be handled by phone and part of the transition plan addresses that issue. Councilor Keans stated she has always wondered why the ½ door is open. She said if they could not help by taking payments it should be closed. She went on to say she sees how often the technicians are in there and agrees that it probably is not efficient. Councilor Keans stated she wants to make sure that the customer is not losing the ability to communicate with the UB Staff. Mr. Nourse stated that we have almost 2 years to make the transition and that part of the plan was to address that issue. The Committee agreed that this move makes sense. Mr. Nourse stated that the office

currently occupied by this staff could be used as a better space for the tax office staff or assessing. Mr. Cox stated that the Tax Collector could definitely use better office space.

#### **11. Colonial Pines Update**

Mr. Nourse stated that SUR is starting work on Railroad Ave to extend the pipe that was put under the Spaulding Turnpike. He stated they would be running approximately 1000 feet of pipe to make the connection to the main line interceptor at Brickyard Drive. He stated that the goal is to start installation in the neighborhood in the spring.

#### **12. Dewey Street Bridge**

Mr. Nourse stated that there is an ongoing problem with vandalism that is consuming a significant amount of staff time. He displayed a picture where the bridge planks had been set on fire and stated that we are out there for hours weekly to remove graffiti. He stated that he is discussing this and working with the City's Information Technology (IT) staff to put in a closed circuit camera system that will be seen directly at dispatch. Councilor Torr asked about game cameras. Mr. Nourse stated that we had used those but they are not quality pics and they are need to be live feeds. Councilor Varney asked is this was being coordinated with the Police Department. Mr. Cox stated that it was. Councilor Keans suggested a sign stating that this bridge is now monitored by cameras. Mr. Nourse stated they would do that.

#### **13. Other**

**Granite State Business Park Water Loop** – Councilor Varney asked the status of this project. Mr. Nourse stated that design is underway and currently they are working on borings in the area. He stated staff has been in contact with the current developer it is unlikely that the Water Loop project would hold up the developer. Councilor Keans asked if after completion of the water loop would the entire park have the necessary water pressure. Mr. Nourse stated that it would.

**Chesley Estates Road Acceptances** – Councilor Varney asked the status of the road acceptances. Mr. Nourse stated that he believed the developer still had work to do., but he stated he was unsure of the status of the work. Mr. Nourse stated he would get back to the Committee on this after a discussion with the engineers.

**Paving repair Osborn and Irish Street Area** – Councilor Varney asked the status of the repairs needed to this recently paved area. Mr. Nourse stated that he had met with the paving contractor and they have agreed to come back and repave to the area as previously discussed. The contractor had some staff changes and admitted that there was a communication breakdown that caused the problem.

**Round up** – Councilor Varney asked if the City is using round up for weed issues. Mr. Nourse stated that City staff is not using it, but that we do contract that with Urban Tree for some areas and with Municipal Pest Management. Municipal Pest does the sidewalk spraying. Councilor Varney asked that we look at the sidewalk areas in East Rochester. He specifically mentioned Magic Avenue.

**Old Dover Road / Tebbetts Road intersection** – Mr. Nourse stated that as requested by

the Public Safety Committee the previous night, staff will be writing a letter requesting a Road Safety Audit.

**Downtown Striping** – Mr. Nourse stated that the downtown striping was nearly completed and there are some minor issues that staff will be working with the contractor to fix. He stated that the crosswalk painting should happen within the next couple of weeks.

**Consolidated Pole Replacements** – Councilor Keans asked if the larger poles were replacing the other poles or if they were leaving both. She did not think it looked right. Mr. Nourse stated he would look into it.

**Class Six Road Maintenance** – Councilor Keans asked if we mow and trim brush on class six roads. Mr. Nourse stated we do not. Councilor Keans asked if we maintained them if we have an easement on them. Mr. Nourse stated that class six roads are accessible to the public in general, and an easement is not necessary, but even with an easement, by law the City is not able to spend public funds to maintain them.

**Non Public -**

*At 7:44pm Councilor Varney made a motion to go into nonpublic session citing RSA 91-A:3,II(d) Consideration of the acquisition, sale, lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of general community. The motion was seconded by Councilor Keans.*

*There was a roll call vote*

*Councilor Keans - Yes*

*Councilor Varney - Yes*

*Councilor Torr – Yes*

**Reconvened**

*The Committee meeting reconvened at 8:06pm.*

*There was a motion to seal the minutes indefinitely made by Councilor Keans and seconded by Councilor Varney.*

*There was a roll call vote to seal the minutes indefinitely.*

*Councilor Keans - Yes*

*Councilor Varney - Yes*

*Councilor Torr – Yes*

*Chairman Torr made a motion to adjourn the Committee meeting at 8:06 pm.*

*Councilor Varney seconded the motion. The motion passed unanimously.*

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