

Public Works and Buildings Committee
Meeting Minutes
November 15, 2018
Council Chambers

MEMBERS PRESENT

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

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management

MINUTES

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

1. Approve minutes from the October 18, 2018 Public Works & Building Meeting.

Chairman Torr requested comments or a recommendation on last month's meeting.
Councilor Walker made a motion to accept minutes as presented for the October 18, 2018 Public Works & Building Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input

There was no public present.

3. Street Acceptances – Millers Farm Drive, Smoke Street and Laredo Lane

Mr. Nourse stated that the Department of Public Works is recommending acceptance of the three streets requested by the developers. He stated that the City Attorney and Planning have signed off and have no objections to acceptance. Mr. Nourse stated the Public Works Department recommendation was conditional pending lighting installations on Millers Farm Drive. He stated that prior to the vote, those lights should be installed as the contractor was already working on them. The acceptance should have the stipulation if lighting is completed.

Councilor Walker made a motion to recommend that the full City Council take a vote to accept Laredo Lane, Smoke Street and Millers Farm Drive as City Streets.

Councilor Walker motioned that the Millers Farm Drive lighting must be installed prior to acceptance and maintenance start. Councilor Hamann seconded the motion. The Motion passed unanimously.

4. RT202A Water Main Extension

Mr. Nourse stated that as the Committee is aware the City has received grant from the

NHDES MTBE Trust fund to address the water quality issues on Route 202A and Sullivan Farm Drive. He stated that this project would bring municipal water cross-country from RT202 through Highfields Commons Development. The project will include a water tower in the Highfields Commons Development. Mr. Nourse stated that it was documented 10 years ago when the Highfields Development was approved that the developer agreed to financial participation in the Water Booster Station, the extensions of mains up Hussey Hill Road and a contribution to the water tank installation. Mr. Nourse stated that the tank contribution could include a property donation and / or a financial contribution. He stated that this tank is necessary prior to complete build out of this development. Mr. Nourse stated that currently the developer did extend the water up Hussey Hill Road and they have recently agreed to reimburse the City a cost share of the booster station that was installed. He stated that the developer has agreed to make these payments as lots are sold or developed. Mr. Nourse stated that the booster station is currently supporting the water pressure and fire flow needs in the Highfields, Chesley Farms and the Makris Developments. He stated this booster station was not designed to fulfill the build out needs of these developments. He stated that it was designed knowing that the water tank would be installed and it would eventually be pushing the water to the tank that would supply these developments and eventually the industrial park on Ten Rod Road and the Rt. 11 business corridor. Mr. Nourse stated that when the City applied for the Trust fund grant part of the reason it was successful was that the City sited several funding sources and one of them was private contributions from developers. Mr. Nourse stated that he is discussing this now with the Councilors for them to start considering what the City Council and Planning Board might consider for private contribution request for current and future developments. Mr. Nourse displayed a raised tower option that is being discussed. He stated that this raised 750 thousand gallon tank may be the optimal design for providing fire flows and pressure to this section of the City. He stated that the highest point at the crest of Eisenhower Drive would be the best place, but that the Highfields Developers have suggested something on the back slope, as it would be better aesthetically. Councilor Varney asked about the raised tower instead of the lower type that we currently have. Mr. Nourse stated that this is in the early phase of discussion and design. He stated that the raised tank will provide additional pressure. He also stated that we have until May to accept and fund the grant project and that we will use this time to determine what is actually needed for optimal pressure and fire flows. Mr. Nourse stated that Highfields Commons absolutely needs this tower in order to finish their development and he stated that the department has met with them recently and we are having difficulty getting the actual fire flow needs from them in order to determine the actual need for the rest of the system. Mr. Nourse stated that he would be bringing this back to the Committee with numbers depicting the percentage use for each development to determine the possible cost of private contributions. Councilor Keans and Councilor Varney agreed and understood the aesthetic concerns. Mr. Nourse stated that the original written

documents did state that the City would try to minimize the visual aspects. Councilor Walker stated that it is hard to make developer pay now if it was not in the original planning documents. 4. Councilor Keans asked Mr. Nourse to confirm that these MTBE Funds could be used to for this entire project or just the mtbe issue on RT202A. All Committee members understood the concerns for esthetics.

5. 10-16 Wallace Street

Mr. Nourse stated that as the Committee is aware we have been granted an NHDES Brownfield Grant for remediation of the soils at 10-16 Wallace Street. Mr. Nourse stated that we now need the City Council to accept the grant funds, designate authorities and authorize the \$200,000 supplemental appropriation with the grant as the funding source. The Committee briefly discussed the process of removing and treating the soils.

Councilor Walker made a motion to recommend that the full City Council accept the Brownfield Grant for 10-16 Wallace Street, designate the authorities and appropriate the \$200,000 in funds with the grant as the funding source. Councilor Varney seconded the motion. The Motion passed unanimously.

6. NH Department of Transportation (DOT) Issues

Mr. Nourse stated that he had attended the NHDOT regional planning meeting and that there was much discussion about the expectation of limited State and Federal funds available for projects. He discussed the reduction of revenues and other negative impacts on the funding available. Mr. Nourse stated that specifically discussed the State Aid Bridge Program and the numerous projects slated and the limited funds to proceed. He stated for Rochester the Four Rod Road Bridge/culvert is red listed and is not likely going to be funded. He stated the City could do some repairs that will get us up to an additional ten years with the current culvert. Councilor Keans stated that she attended a meeting at the state and her impression that “shovel” ready projects would take precedent. Mr. Nourse stated that currently that is not the status of the Four Rod Road project.

7. Granite Ridge Phase 2

Mr. Nourse discussed the developer’s agreement time schedule for phase 2 of the project. He stated that in a recent meeting he had expressed the City’s concerns as it is not likely that we can meet the time schedules listed in the agreement. He stated that the City does not have enough information from the developer to design and build our portions of the roadways. Mr. Nourse stated that the agreement is vague in its descriptions as to what we are responsible to build and the drawings from the planning board are a couple of years old. Mr. Nourse stated there is now a park with a value of \$800,000 that we know nothing about and there was previously a roundabout now there is not. He stated this was discussed with a new representative for the developer and they did not express the same level of concern with the schedule being impacted. He stated that after the meeting that they have made efforts to get us some information but the take away is that the current schedule is not achievable. Councilor Varney asked if we are using the same engineering consultant that the developer is using as we did with phase one. Mr. Nourse stated that

we have been but he would like to change that if there are no objections. He stated that the design firm is in a difficult position of being in the middle when the City and the Developer are not on agreement with issues. Mr. Nourse stated that he would feel more comfortable and confident going with another firm that's only obligation is to look out for the City. He stated the firm in question is reputable and we do and will use them on other projects but he would like to change now, as it is a good breaking point. The primary engineer has left the company. The survey and borings were completed and they will be used by the new firm and we have met with both the incoming engineer for the developer and our new proposed company and there does not seem to be any issues with anyone if we change now. The Committee supported Mr. Nourse's decision to change engineers.

8. FY2020 Capital Improvement Plan (CIP) Planning & Prep

Mr. Nourse began explaining the Finance Department's new 4-3-4 plan. He stated that the accountants are looking to put a five-year rolling average maximum on bonded CIP projects that would be within our current debt limitations. The 4-3-4 plan represents annual CIP budgets of 4 million general fund, 3 million water fund and 4-million-sewer fund. Mr. Cox stated that City Staff met on November 1 to discuss plans for the FY2020 budgeting process. He stated the discussion was based on this proposed 4-3-4 plan and how it is driven by the City's debt service and meeting the statutory debt limits. Mr. Cox discussed current debt limits and the process used for forecasting budgeting limits. Mr. Cox stated that he wanted the Council to know that we are implementing procedures to meet these limits and implementing procedures which will lead to stronger debt ratings for the City overall. The new budget will have a placeholder called "draft holds". This designation will be for future projects or ideas, but will not be in the 5-year plan until pulled in. Mr. Nourse stated that he supports the plan and believes that we can work closely within the parameters. Mr. Nourse stated his concerns for the pavement condition index (PCI) which is currently 59 or a D+. He stated that the CIP Projects that include roadway-resurfacing help to maintain that level and if we cut down on those projects the PMI could slip. He stated that the 1.5 million we typically budget in the cash CIP would not be enough to maintain that level.

9. FY2020 Paving

Mr. Nourse apologized that he did not have the list of recommended streets for discussion this month. He stated that last month he had presented the draft list generated by the pavement conditions assessment software. He stated that the department had not been able to evaluate the entire list yet to give the committee the recommendations. He stated he would have the list next month for discussion and bidding as soon as possible after that.

10. DPW Facility Update

Mr. Nourse stated that Weston & Sampson has developed a schedule with milestones to

meet for this project. He will bring that for display next month. He stated that we are on schedule and in the design and development stage. He stated that staff has had several meetings to refine the indoor particulars to make sure we are planning smart. They have met with the shop supervisors to design for maintenance and equipment storage needs.

The Schedule is as follows:

Design & Development – Now through February

Initial Permitting – Now through February

Initial Cost Estimate – March

Construction Documents available between April & June of 2019

Final Permitting between April & June of 2019

The final cost estimate in July of 2019.

Quality Assurance (QA) and Quality Control (QC) review of documents also in July 2019. Bids available to bidders August 15, 2019.

Opening in October 15, 2019

Award and notice to proceed in November 2019

Construction approximately 16 months November 2019 through March 2021.

Councilor Varney asked if the footprint of the building could be moved within the lot.

Mr. Nourse stated that currently it is tentative and could be moved side-to-side or further back within the lot. He stated that we were trying to keep the building further away from the mobile home park as those are the only surrounding residential units. Councilor Varney suggested that once the design has been developed that the architects come to this Committee with renderings monthly until the final design is completed. He would like to have Council participation throughout the process.

11. **Other**

City Wide Parking Ban – Mr. Nourse stated that there is a Citywide Parking Ban in place tonight due to the expected 5-8” of snow.

Signalizations – Mr. Nourse stated that after last month’s discussion about the traffic congestion along the Rt. 125 Corridor, from Brock Street to Old Dover Road, he met with our traffic signalization consultants. He stated that he believe we could cover this small project with funds within the O&M City Lights Budget. He stated that they would start by putting in digital GPS clocks so that each signal would be on the exact same time without minute or second discrepancies. Then they would mount temporary cameras for a day or so to capture traffic data, and then experiment with the timings to see if we could keep the traffic moving better. Councilor Walker stated that the signals turn too quickly from the side streets stopping the traffic too often. Councilor Keans stated if each light turned quicker, no one would get frustrated. She suggested looking at the timing on North Main and Union Street. Mr. Nourse discussed the modern traffic signals and stated we should be moving in that direction.

Nate Mears, Emerging Leaders – Mr. Nourse stated that in the October DPW Report that will be in the next packet there is a write up about Nathaniel Mears. Nate is the

Municipal Services Supervisor for the Utilities Division. Mr. Nourse stated that Nate had participated in the Primex Emerging Leaders Program and that he had excelled in the program. Mr. Nourse stated that a requirement of the program included a presentation that would positively benefit our organization. Mr. Nourse stated that Nate's project was a scale model of a "Healthy Water Distribution System" that he could use for training and to demonstrate valve operation and the direction-flushing program. Mr. Nourse stated it was by far the most interesting presentation of the whole program and that Nate did an excellent job. The Committee was pleased.

Banners & Temp Signage at Community Center – Councilor Varney stated that when banners or signs are put up at the Community Center, and on the fence for events, there needs to be a policy for a better standard of sign and they must remove them in a timely manner. Councilor Keans stated that deposits used to be kept and not returned if the banners or signs were not removed. Mr. Cox stated he would look into it.

Tennis Court Lighting Project – Councilor Torr stated that he had not seen the lights working yet but they are all up and look good.

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Councilor Walker made a motion to adjourn at 7:55 pm. Councilor Haman seconded the motion. The motion passed unanimously.

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