



City Council Public Hearing
May 2, 2017
Council Chambers
7:00 PM

Agenda

1. Call to Order
 2. **AB 161** Resolution Authorizing Borrowing Authority Pursuant to RSA 33:9 for the Richard W. Creteau Technology Center Upgrade in the Amount of up to \$16,800,000 P. 9
 - 2.1 Project Design & Costing Update from Consultant P. 11
 - 2.2 Public Input
 3. Adjournment
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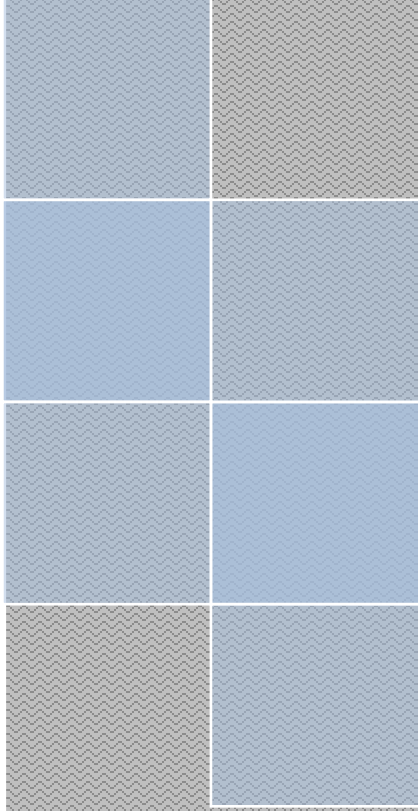
Regular City Council Meeting
April 4, 2017
Council Chambers
(Immediately following the Public Hearing)

Agenda

1. Call to Order
2. **Presentation of the Colors:** Sons of the Roland E. Patnode Jr., American Legion Squadron 7
 - 2.1. Pledge of Allegiance
3. Opening Prayer
 - 3.1. **Opening Prayer:** Champlain for Sons of the Roland E. Patnode Jr., American Legion Squadron 7
4. Roll Call
5. Acceptance of Minutes
 - 5.1. Regular City Council Meeting: April 4, 2017 *consideration for approval* P.35
 - 5.2. Special City Council Meeting: April 18, 2017 *consideration for approval* P.63



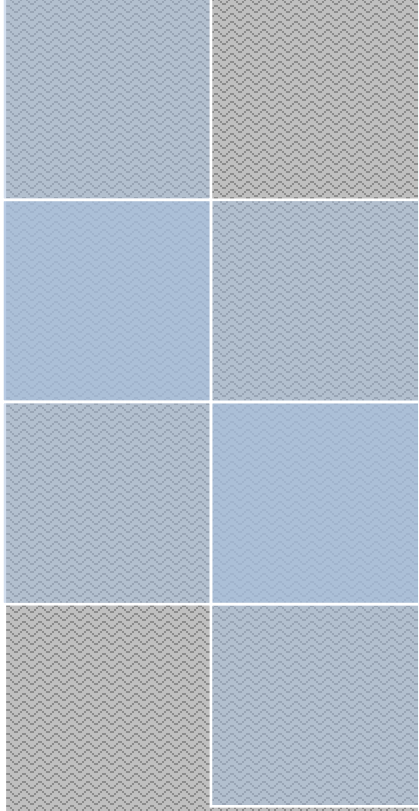
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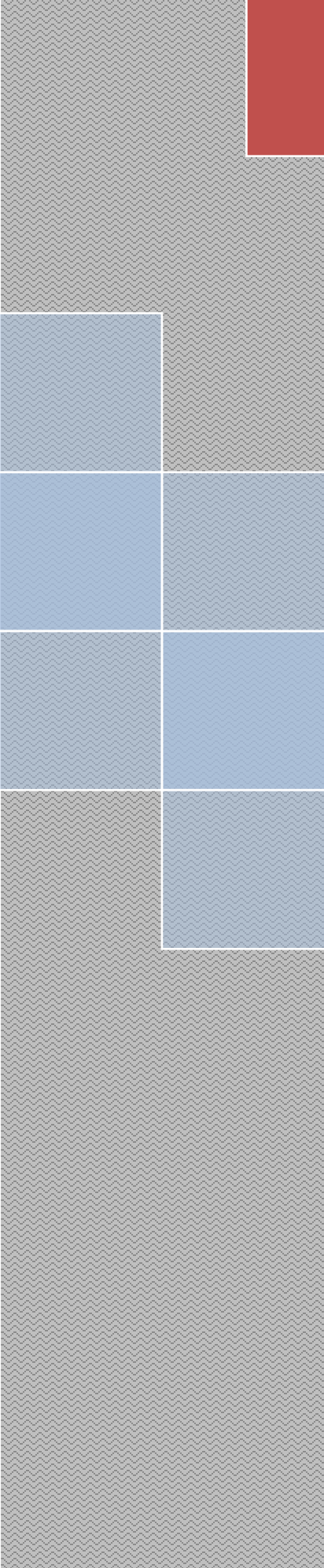
6. Communications from the City Manager
 - 6.1. Employee of the Month Award
 - 6.2. City Manager's Report
7. Communications from the Mayor
 - 7.1. **Proclamation:** Arbor Day P.91
 - 7.2. **Proclamation:** Kids to Park Day P.93
 - 7.3. **Proclamation:** Plant Something NH P.95
 - 7.4. **Proclamation:** Police Memorial Week P.97
 - 7.5. **Proclamation:** National Public Works Week P.99
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
10. Reports of Committees
 - 10.1. Appointments Review Committee P. 101
 - 10.1.1. **Appointment:** Beth Wittenberg, Arts & Culture Commission, Term to Expire on 7/1/2020 *Consideration for Appointment* P. 101
 - 10.1.2. **Appointment:** Barbara Soley, Conservation Commission, Regular Member, Term to Expire on 1/2/2019 *Consideration for Appointment*
 - 10.1.3. **Appointment:** Sheila Lulek, Conservation Commission, Alternate Member, Term to Expire 1/2/2019 *Consideration for Appointment* P. 102
 - 10.2. Codes and Ordinances Committee P. 103
 - 10.2.1. **Action Item:** Amendment to Chapter 23 Fire Safety Measures **AB 162** *first reading, second reading, and consideration for approval* P. 108
 - 10.2.2. **Action Item:** To approve the Ward 4 Polling Location to be moved from the Rochester Home Depot to the McClelland Elementary School *consideration for approval* P.104



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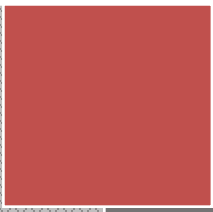
- 10.3. Community Development: April 10, 2017, P.111 *meeting canceled*
- 10.4. Finance Committee P.113
- 10.5. Public Safety Committee P. 117
 - 10.5.1. **Action Item:** To deny installation of a “stop” sign at Leonard Street/Harrison Ave. *consideration for approval* P. 118
- 10.6. Public Works and Building Committee P. 121
 - 10.6.1. **Action Item:** To grant an easement to Eversource if the City Attorney found it was within their authority. *consideration for approval* P. 122
 - 10.6.2. **Action Item:** To approve an agreement for the Dialysis Center to use the center island on Sterling Drive to erect a lighted pole for the flying of the American Flag. *consideration for approval* P. 122
 - 10.6.3. **Action Item:** Amendment to Chapter 16 of the General Ordinance of the City of Rochester Regarding the Requirement to Connect to Public Sewers **AB 174** *first reading and refer to Committee for a Public Hearing* P. 129
 - 10.6.4. **Action Item:** **AB 168** Resolution Authorizing Supplemental Appropriation for the Dewey Street Pedestrian Bridge Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$170,000 *first reading and refer to the Public Works Committee for a Public Hearing* P. 131
- 11. Old Business
- 12. Consent Calendar
- 13. New Business
 - 13.1. **AB 161** Resolution Authorizing Borrowing Authority Pursuant to RSA 33:9 for the Richard W. Creteau Technology Center Upgrade in the Amount of up to \$16,800,000 *second reading and consideration for approval* P. 9



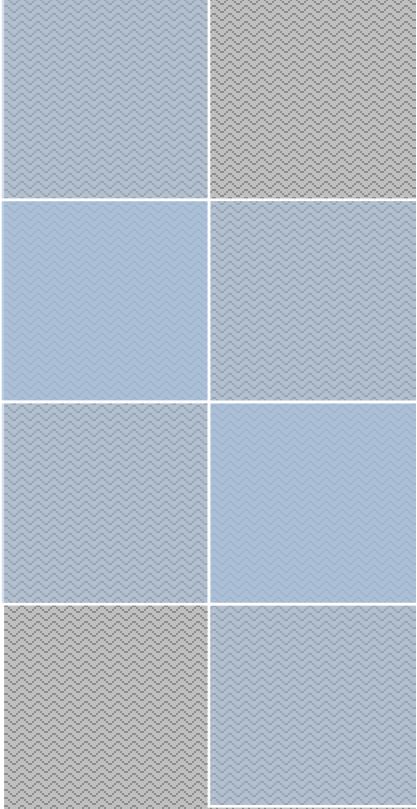
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- 13.2. **AB 171** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Taverns *first reading and refer to Committee for a public hearing* P. 143
- 13.3. **AB 165** Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award for FY 2017-2018 *first reading, second reading, and adoption* P. 161
- 13.4. **AB 179** Resolution Approving the 2017-2018 Operating Budget for the City of Rochester *first reading and refer to a Public Hearing* P. 167
- 13.5. **AB 180** Resolution Authorizing and Approving the 2017-2018 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith *first reading and refer to a Public Hearing* P. 169
14. Non-Meeting/Non-Public Session
 - 14.1. Non-Meeting: Consultation with Legal Counsel, RSA 91-A:2,I(b)
 - 14.2. Non-Public Session: *(If necessary)*
15. Other
16. Adjournment



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Resolution for Supplemental Appropriation and Authorizing Borrowing Authority
Pursuant to RSA 33:9 for the Richard W. Creteau Technology Center Upgrade in the
Amount of up to \$16,800,000

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Sixteen Million Eight Hundred Thousand Dollars (\$16,800,000) for the purpose of renovating and expanding the Richard W. Creteau Technology Center, and further;

Funding for the above stated purpose of renovating and expanding the Richard W. Creteau Technology Center will be derived from the following:

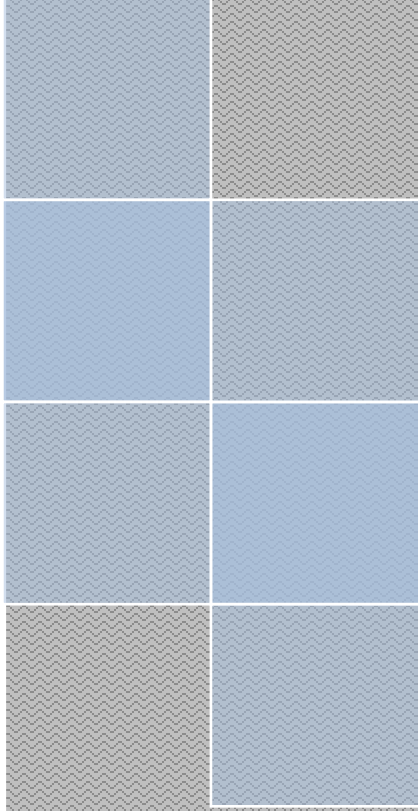
- Acceptance and expenditure of a grant from the State of New Hampshire in an amount not to exceed Twelve Million Dollars (\$12,000,000);
- In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Eight Hundred Thousand Dollars (\$4,800,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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Note: The final building façade design will be determined in consultation with the Joint Building Committee.





Rochester RW Creteau		Concept H	21-Apr-17
Conceptual Opinion of Probable Cost			
Upfront Costs, Utility Charges, and Permit Fees			Notes
Bond and Legal Council and Site Permitting	\$23,500		Not applicable for State Funding
Other Permitting and Utility Tie Ins	\$3,000		Estimate to be verified by School District Verify w/ Local Authorities
1 Subtotal - Upfront Costs, Utility Charges, and Permit Fees	\$26,500		
Site Data			
Survey, Wetlands mapping, Environmental, Traffic Studies	\$20,000		Not applicable for State Funding Completed under separate contract
Geotechnical investigations	\$20,000		Completed under separate contract
2 Subtotal - Site Data	\$40,000		
Professional Fees			
Architectural/ Structural / Civil / MEP / FP Engineering Fees	\$997,739		Assuming all phases designed at this time
A/E Reimbursable expenses (estimate)	\$34,000		Printing, Shipping, Etc - To be determined
Existing Assessment & Drawings	\$37,500		Completed under separate contract
Assessment, Programming, Equipment Review			
Conceptual Design	\$37,500		Completed under separate contract
Intercom, Phone, Security System Selection and Design	\$12,000		To be negotiated with RSD
3 Subtotal - Design and Engineering Costs	\$1,118,739		
Independent Consultants			
Commissioning Agent	\$15,000		Partial Fee Listed - To be Determined if Required
Construction Inspection & Testing	\$25,000		Allowance - To Be Determined
Owner's Clerk of the Works	\$80,000		Not applicable for State Funding Estimate to be verified by School District
4 Subtotal - Independent Consultants	\$120,000		
Furnishings & Equipment			
Technology (cpu, infrastructure, cable, wireless, etc.)	\$100,000		Allowance - To Be Determined
CTE Furniture	\$800,000		Allowance - To Be Determined
Office/Meeting Furniture	\$20,000		Allowance - To Be Determined
Custodial Equipment	\$7,500		Allowance - To Be Determined
5 Subtotal - FF&E	\$927,500		
Construction Costs			\$ Per Hutter Construction
Site construction	\$300,000		Not applicable for State Funding
General Conditions	\$250,000		Allowance to be verified by Construction Estimator
Building Demolition	5,000	\$75,000	Estimators Allowance - to be verified through RFP
Culinary Kitchen Equipment		\$360,000	Estimators Allowance
CTE Additions	15,400	\$3,775,000	Estimators Allowance
CTE Renovation Level 2 (MEP, Interiors, new partitions)	15,200	\$2,508,000	Target Budget to Design To
CTE Renovation Level 1 (MEP, Interiors, limited partition changes)	6,800	\$850,000	
CTE Renovation - Limited Changes (MEP only)	33,300	\$2,331,000	
CTE Core Areas- Unchanged (MEP only)	22,000	\$1,540,000	
High School Renovations Required as part of project	-	\$50,000	Not applicable for State Funding. Allowance
Builders Risk Insurance		\$55,000	Estimators Allowance
Performance and Payment Bonds		\$100,000	Estimators Allowance
CM Fees - 4.0%		\$481,560	Estimators Allowance - to be verified through RFP
Construction Contingency - 7.5%		\$902,925	
Alternate #1 (Truss Replacement)		\$279,000	Estimators Allowance
Subtotal - Construction Costs	\$13,857,485		Preliminary Construction Estimates provided by Construction Estimator
6 TOTAL- Soft costs and Construction Costs	\$16,090,224		Including Alternates
Owners Construction Contingency	\$500,000		
Escalation - Annual Increase			Market increase predicted at 6%, Yeilding \$1M/Year for current project. 2018 Figures incorporated in target budgets above
Rebates through Electric Company	-\$30,000		Subject to availability
Total Project Estimate	\$16,560,224		
Likely State Funded Portion	\$12,023,793		Assuming 75% Maximum applied to Applicable Expenses - Capped Per Budget Request
Likely Community Funded Portion	\$4,536,431		Costs for renovations related to improvements for High School Areas



Below and attached are answers to Mr. Willis' questions.

Given the time sensitive nature of this committee, in order to "hit the ground running" when we meet, it would be helpful if we could have timely access to information on:

1. A listing of the current programs offered at the CTC (my recollection from December 2016 meeting was there were 16 programs). *Attachment #1*
2. Annual capacity (no. of students) of each program given current space and equipment constraints. *Attachment #2*
3. Utilization of and demand for each program over the last five years. *Attachment #2*
4. A floor plan of the current building showing where each of these programs are currently located. *Attachment #3*

I have also attached the original proposal for the CTE Renovations.

5. A bulleted list of equipment needs for each program; to bring each program so students are exposed to and use current technology w/ rough costs, if readily available.
Lance Whitehead, Lavallee|Brensinger Architects developed program specifics when he met with all program teachers. I have asked the CTE staff to develop a specific lists of equipment; and to include if the equipment needs additional electrical/HVAC for use. We should have that detailed information within a week.
6. A bulleted list of the current positive aspects and negative aspects/challenges of each program.
The CTE staff are also working on this list.
7. Are there programs that we should be offering that would be more beneficial to THIS community than others that we currently offer that may be not as applicable to SE New Hampshire, today.
The Board did this work in Fall of 2015 before developing the proposal. The State requires that program changes be submitted several years in advance for approval/consideration. The Criminal Justice Program was added this school year. We can talk about the process for adding new programs at the meeting.

CTE Programs:

Most programs have two classes of Year 1; and one class of Year 2
of students possible per class

The attached spreadsheet shows the enrollment for several years

Computer Networking & Telecommunications – 18 per class

Criminal Justice – 24 per class (new program)

Digital Photography/Video – 18 per class

Environmental Science and Sustainable Studies – 24 per class

Architectural/Mechanical Drafting – 18 per class

Foundations of Education – 18 per class

Graphic Arts – 18 per class

Health Science Technology – 18 per class

HVAC – 18 per class (changed from Plumbing)

Precision Machining – 18 per class

Restaurant Management – 16 per class

Manufacturing Technology (name changed from Woodworking) – 16 per class

Automotive Service Technology – 18 per class

Banking and Financial Services – 12 per class (staff funded by HRCU)

Business Commerce – 18 per class

Creteau Technology Center

CTE Program Enrollment SY10/11 - SY16/17

CTE Program Course Title	SY 10/11	SY 11/12	SY 12/13	SY 13/14	SY 14/15	SY 15/16	SY 16/17	Class Max	# of Classes	Max Capacity
Accounting 1	26	11	13	27	30	22**	21	24	1	24
Accounting 2	4	3	0	5	3	14**	15	24	1	X
Architecture, Mechanical, & General Engineering 1	7	18	6	13*	18	17	14	18	2	36
Architecture, Mechanical, & General Engineering 2	9	12	2	7*	11	16	14	18	1	18
Automotive Service Technology 1	17	18	12	13*	14	31	25	18	2	36
Automotive Service Technology 2	12	15	15	6*	9	9	13	18	1	18
Banking & Financial Services 1	16	10	11	9	13	11	4*	12	1	12
Banking & Financial Services 2						2	0	12	1	X
Business & Commerce 1	PER	PER	PER	PER	PER	PER	17	18	2	36
Business & Commerce 2	PER	PER	PER	PER	PER	PER	18	18	1	18
Computer Technology 1	17	14	16	22	21	13	14	18	2	36
Computer Technology 2	14	13	11	6	13	12	9	18	1	18
Criminal Justice 1							23 NYA	24	2	48
Criminal Justice 2								24	1	24
Foundations of Education 1	18	18	17	21*	28	26	17	18	2	36
Foundations of Education 2	14	9	5	9*	10	18	14	18	1	18
Environmental Science & Sustainable Studies 1							21**	24	1	24
Environmental Science & Sustainable Studies 2							8**	24	1	X
Film, Video, Photographic Arts 1							23**	18	2	36
Film, Video, Photographic Arts 2								18	1	18
Graphic Design & Print Technology 1	14	12	18	11	23	13	9	18	2	36
Graphic Design & Print Technology 2	10	5	8	9	9	11	6	18	1	18
Heating, Ventilation, Air Conditioning 1							15 NYA	18	2	36
Heating, Ventilation, Air Conditioning 2								18	1	18
Health Science Technology 1	28	21	27	26	14	33	29*	18	2	36
Health Science Technology 2	13	19	16	20	19	6	13*	18	1	18
Precision Machining 1	13	11	14*	12	11*	17	12	18	2	36
Precision Machining 2	13	15	12*	5	7*	11	9	18	1	18
Plumbing Technology 1	4	5	7	9	5	8				
Plumbing Technology 2	3	2	4	2	3	3	2			
Restaurant Management 1	10	14	20	17	22	24	13	16	2	32
Restaurant Management 2	9	3	8	10	9	14	9	16	1	16

* First year of a new teacher

** First year as an approved CTE Program

*** First year offering second course in sequence

PER - Program enrollment data in review

NYA - Not Yet Approved as a CTE program

LAVALLEE BRENSINGER ARCHITECTS

RW Creteau Technology Center at Spaulding High School
Rochester School Department
 April 19, 2017

<u>Program Areas</u>	<u>Existing</u>	<u>Proposed</u>	<u>Improvements</u>
Graphics Areas	4460sf	4275sf	MEP/IT Upgrades, Sub-divided and re-organized areas for functionality, accommodated new equipment, new ceiling.
CADD/Engineering	3748sf	4385sf	MEP/IT Upgrades, Sub-divided and re-organized areas for functionality, accommodated new equipment, created Maker Space, All new Interior Finishes, Increased Area for curriculum
Restaurant Management Culinary Café	2996sf	4565sf	MEP/IT Upgrades, completely re-designed new spaces allowing increased and current curriculum, created café open able to serve public and students/staff, created full kitchen area, increased community access/presence. All new Interior Finishes, Increased Area for curriculum
Education / Preschool	4107sf	4107sf	MEP/IT Upgrades, new ceiling.
Precision Manufacturing Machining	4463sf	5306sf	MEP/IT Upgrades, re-designed renovated spaces accommodated current equipment, new walls and finishes in classroom, office, storage, and inspection areas, new ceiling, Increased Area for curriculum.
HVAC/Plumbing	5083sf	4657sf	MEP/IT Upgrades, re-organized areas for functionality, accommodated new equipment.
Advanced Manufacturing / Millwork	2349sf	2359sf	MEP/IT Upgrades, re-organized areas for functionality, accommodated different/new equipment, access to classroom.
Video/Photo Arts	4700sf	4700sf	MEP/IT Upgrades, Sub-divided and re-organized areas for functionality, accommodated new equipment, created Recording Studio, All new Interior Finishes in recording area, Created Editing / control suite.
Automotive Technology	6048sf	9888sf	MEP/IT Upgrades, Sub-divided and re-organized areas for functionality, accommodated new equipment, increase car lifts and access to each, Increased Area for curriculum.
Computer Technologies	2100sf	2155sf	MEP/IT Upgrades, Sub-divided and re-organized areas for functionality, accommodated new equipment, All new Interior Finishes, limited increased Area for curriculum

<u>Program Areas</u>	<u>Existing</u>	<u>Proposed</u>	<u>Improvements</u>
Business	1765sf	1765sf	MEP/IT Upgrades, re-organized areas for functionality, new ceilings.
Accounting	2457sf	2457sf	MEP/IT Upgrades, re-organized areas for functionality, new ceilings.
Law/Public Safety	897sf	2100sf	MEP/IT Upgrades, re-organized areas for functionality, Increased Area for curriculum, lab areas created.
Environmental Science	897sf	3202sf	MEP/IT Upgrades, re-organized areas for functionality, Increased Area for curriculum, full new science lab created, aquaponics area created, all new interior finishes.
Banking / Finance	2155sf	2005sf	MEP/IT Upgrades, re-organized areas for functionality, Increased public access, increased visibility to students, all new interior finishes.
Health Sciences / RB/LNA	3672sf	3672sf	MEP/IT Upgrades, new ceilings.
CTE Administration	1559sf	1486sf	MEP/IT Upgrades, re-organized areas for functionality, Increased Security, increased visibility to students, all new interior finishes.
Staff Areas	0sf	481sf	Created missing space for current need.
Student Study Areas	0sf	1575sf	Created missing space for current need.

Program

Item	Quantity	Price Each	Total
Accounting			
Trapazoid Tables	24	\$136	\$3,264
		TOTAL	\$3,264

Automotive Technology

Hunter Hawkeye aligner	1	\$20,000	\$20,000
Hunter scissors lift	1	\$22,000	\$22,000
Hunter tire changer	1	\$9,000	\$9,000
Snap-on multimeter cart	1	\$5,000	\$5,000
Snap on Scan tool cart	1	\$20,000	\$20,000
4' classroom tables	9	\$150	\$1,350
Ipad tablets with cases	2	\$500	\$1,000
Vantage graphing meter / oscilloscope	1	\$3,000	\$3,000
Student tool boxes	5	\$800	\$4,000
Forward lift	1	\$4,000	\$4,000
Ammco benchtop brake lathe	1	\$10,000	\$10,000
		TOTAL	\$99,350

Business Commerce

CAM Five Commerical Embroidery Machine	1		\$7999 - \$12,399
Riley Hopkins Jr. 4 Color 2 Station Screen Printing Machine	1		\$1,900 - \$3,399
Computer Station Chairs	19		\$144
Office Work Stations	19		\$359
Keyboard Trays	19		\$99
Color Printer	1		\$99 - \$499

Computer Technology

Separate Internet Connection w/Firewall control by Instructor	1		
Separate Wireless Access Point to above internet connection	1		
80" TV w/wall mount and HDMI Cord	1	\$2,200	\$2,200
High-End Tower Computers w/external hard drive caddies	20	\$1,300	\$26,000
22"+ IPS Monitors	20	\$125	\$2,500
1 TB Hard Dirves	36	\$75	\$2,700
Medium to High-Edn Laptops	18	\$1,200	\$21,600
24 port 1G Switches	8	\$180	\$1,440
Servers with Windows Servier OS	2		
Robotic Arms	2		
3-D Printer	1		
kvm/sound	20	\$50	\$1,000
Portable Touch Screen All-in-One Computers	2	\$800	\$1,600
Ifixit Kit	5	\$80	\$400
		TOTAL	\$59,440

Program**Criminal Justice**

Item	Quantity	Price Each	Total
Chair	40	\$22	\$880.00
Table	18	\$182	\$3,276.00
Ballistic Kit	2	\$115	\$130.00
Plastic Bullets	2	\$25	\$50.00
Fingerprint Brush (12 pack)	1	\$218	\$218.00
Fingerprint Powder	10	\$11	\$110.00
Fingerprint Cards	1	\$16	\$16.00
Fingerprint Tape	5	\$12	\$60.00
Footwear Identification	2	\$105	\$210.00
Bloodstain Kit	2	\$93	\$186.00
Intro to Criminal Justice Book	25	\$145	\$3,625
Criminology Book	25	\$122	\$3,050.00
Criminal Law and Procedure Book	25	\$190	\$4,750.00
Juvenile Justice Book	25	\$136	\$3,400.00
Camera	2	\$150	\$300.00
Synthetic Blood	4	\$20	\$80.00
Blacklight Flashlight	2	\$10	\$20.00
		TOTAL	\$20,361.00

Food Services

Salimander	1	\$2,150	\$2,150
Combi oven	1	\$22,017	\$22,017
Convection oven	1	\$7,576	\$7,576
Walk in Refridgerator	1	\$8,322	\$8,322
Walk in Freezer	1	\$9,258	\$9,258
Work tables with shelves	2	\$800	\$1,600
Steel Top Work tables	2	\$2,829	\$5,658
6 burner gas range w/ griddle	1	\$5,950	\$5,950
Jackson High Temp dishwasher	1	\$22,715	\$22,715
Shelving	6	\$700	\$4,200
Security cage	1	\$1,209	\$1,209
Self Serve refrigerated case	1	\$8,063	\$8,063
Bakery case	1	\$4,500	\$4,500
Portable electric units	1	\$7,455	\$7,455
Contiuous feed veg. prep	1	\$529	\$529
Silverware cart	1	\$631	\$631
Hot food tables	1	\$1,655	\$1,655
POS system	1	\$15,000	\$15,000
Dining room table w bases	25	\$500	\$5,000
classroom desk	10	\$170	\$1,700
Dining room chairs	100	\$31	\$3,100
		TOTAL	\$138,288

Program

Item	Quantity	Price Each	Total
Environmental Science & Sustainability Studies			
Fume Hood	1	\$5,000	\$5,000
Water filtration system	1	\$3,000	\$3,000
Air pump	1	\$1,000	\$1,000
Acid Storage Cabinet	1	\$500	\$500
Laptop Computers	24	\$500	\$12,000
GPS Mapping System	1	\$10,000	\$10,000
HD Projector	1	\$900	\$900
Aquatic Display and culturing system	1	\$10,000	\$10,000
Multimeter water quality probe	1	\$2,500	\$2,500
Mapping Drone	1	\$2,000	\$2,000
Video Headset for mapping drone	1	\$1,000	\$1,000
Tank Chiller	1	\$1,800	\$1,800
Bead filtration for aquaponics	1	\$2,500	\$2,500
		TOTAL	\$52,200

Foundations of Education

Ipads	10	\$3,330	\$33,300
Smartboard	1	\$5,000	\$5,000
Video Camera	1	\$180	\$180
Poise Sit/Stand Desk	4	\$300	\$1,200
Adromat Ball Chair	4	\$109	\$436
Jellyfish Ball Chairs	4	\$129	\$516
Charging Station	1	\$179	\$179
Waterway/Trough	1	\$2,699	\$2,699
Rockin Drum	1	\$459	\$459
Thunder Wall	1	\$969	\$969
Light Table	1	\$569	\$569
		TOTAL	\$45,507

Graphic Arts

Instructor/Students Work Station Desks and Chairs	22		\$3,000
Large screen 32" monitors with computers	21		\$6,000
WaCom 27" Drawing Tablet with Color Match	22		\$44,000
Scanners 11 x 17	3		\$3,000
Document Scanner	1		\$500
Adobe Software	22 Lic.		\$10,000
Snagit or equivalent software	2		\$400
Projectors	2		\$3,000
Light Tables	3		\$3,000
Televisions /Ceiling Hardware	5		\$5,000
Layout Tables	3		\$2,000

Program**Graphic Arts cont.**

Item	Quantity	Price Each	Total
Smart Board1	1		\$1,400
Teacher Desk & Chairs	2		\$2,000
Hubs, Servers & External Hard Drive Back-Ups	See CIC		\$2,000
Color Printer with Fiery System, Finishing, etc.. 8.5 X 11 to 11 x 17; Card Stock capability Duplex capability	1		\$26,000
Wide Format Color Poster/Banner Printer	1		\$15,000
High speed Black & White Printer 8.5 X 11 to 11 X 17, Finishing System, Duplex Capability	1		\$8,000
3D Printers	3		\$24,000
Folder: Letter, half, etc	1		\$8,000
Hydraulic Paper Cutter 34"	1		\$40,000
Color Embroider	3		\$50,000
Material Handling Tables	6		\$2,000
Paper Joggers	2		\$2,000
Video Camera/Tripod/Microphone	1		\$2,500
Green/Blue Screen for Video	1		\$3,000
lighting for Video Carmera	1		\$2,400
Laminator	1		\$1,500
Shrink Wrapper	1		\$6,000
Printable Shrink Wrap Film Unit	1		\$2,800
3D Printer Scanner	1		\$1,500
Roland UV Printer LEF-300	2		\$8,000
Digital still Camera Fuji	2		\$1,000
Binders-Metal/Plastic Ring	2		\$2,700
Padding Press	1		\$3,000
CTP Plate Maker Metal and Polyester	1		\$10,000
		<i>TOTAL</i>	\$304,700

Health Science

Pearson Applied Educcational systems	1	4,500 per year	\$4,500
EKG machine	1	1500-2000	\$2,000
Classic Laminated posters	6	17.95/each	\$107.70
refurbished autoclave sterilizer	1	\$1,700	\$1,700
advanced venipuncture & injection arm	1	\$585	\$585
food models	1	\$150	\$150
		<i>TOTAL</i>	\$9,043

Program

Item	Quantity	Price Each	Total
Classroom Tables	6	\$104	\$624
Chair Classroom	18	\$63	\$1,133.10
1,000.000 BTU Cooling Tower	1	\$4,500	\$4,500
Forced Draft Inducer	1	\$2,500	\$2,500
Navian NHB 55 Condensing Boiler - Nat gas	1	\$2,100	\$2,100
lap top computer storage cart	1	\$500	\$499.88
		<i>TOTAL</i>	\$11,357

HVAC**Manufacturing / Engineering**

CNC Machine	1	\$16,000	\$16,000
CNC Machine	3	\$8,000	\$24,000
CNC Router	1	\$4,000	\$4,000
Desktop Computers	18	\$1,200	\$21,600
CMM Machine	1	\$40,000	\$40,000
Measurement Tools	10	\$75	\$750
Desk and Chairs	18	\$450	\$8,100
Robotic Equipment	5	\$1,000	\$5,000
Ventilation Hood	1	\$2,000	\$2,000
Composite Lab Equipment	1	\$15,000	\$15,000
Software for CMM	1	\$1,000	\$1,000
CNC Software	6	\$1,000	\$6,000
		<i>TOTAL</i>	\$143,450

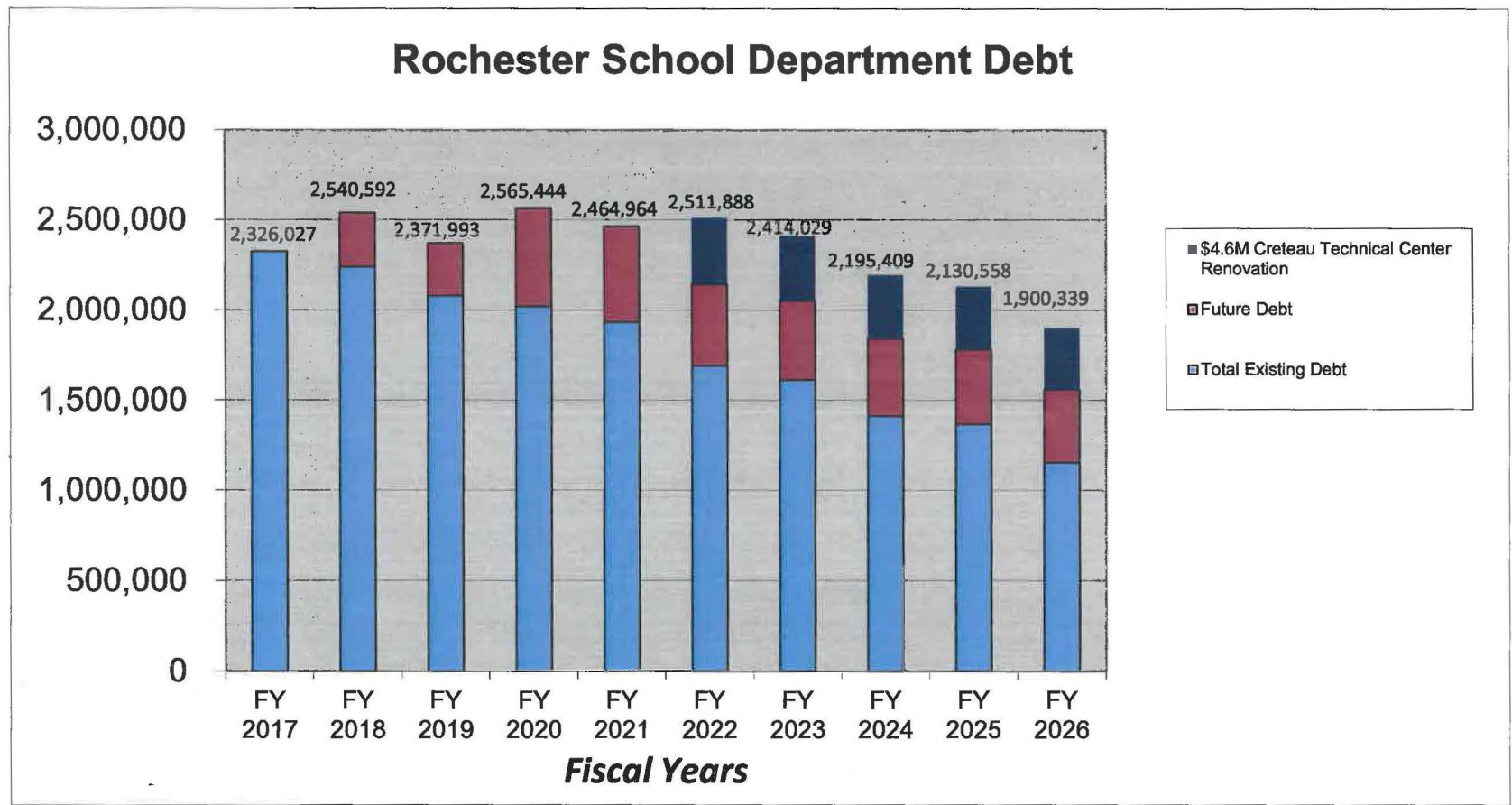
Advanced Manufacturing

Baileigh Industrial Long Bed Parallelogram Jointer	1	\$1,916	\$1,916
Safety Speedcut, 75 Series Wide Belt Sander	1	\$15,199	\$15,199
		<i>TOTAL</i>	\$17,115

Rochester School Department
Total Debt
FY 2017 - FY 2026

4/20/17 Renovation

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Total Existing Debt	2,326,027.64	2,241,592.09	2,079,892.65	2,020,244.10	1,932,663.51	1,691,687.61	1,612,368.76	1,412,288.70	1,365,977.75	1,154,298.84
Future Debt		299,000.00	292,100.00	545,200.00	532,300.00	452,200.00	440,560.00	428,920.00	417,280.00	405,640.00
\$4.6M Creteau Technical Center Renovation						368,000.00	361,100.00	354,200.00	347,300.00	340,400.00
Total Principal and Interest	2,326,027.64	2,540,592.09	2,371,992.65	2,565,444.10	2,464,963.51	2,511,887.61	2,414,028.76	2,195,408.70	2,130,557.75	1,900,338.84
Yearly Difference	141,610.40	214,564.45	(168,599.44)	193,451.45	(100,480.59)	46,924.10	(97,858.85)	(218,620.06)	(64,850.95)	(230,218.91)
Building Aid	\$ 126,800.00	\$ 126,800.00	\$ 126,800.00	\$ 126,800.00	\$ 109,300.00	\$ 91,700.00	\$ 88,800.00	\$ 56,300.00	\$ 56,300.00	



Rochester School Board / Rochester City Council

CTE Center Ad Hoc Committee

April 12, 2017

SHS – RW Creteau Technology Center Room T200

DRAFT**Members Present:**School Board

Mr. Matthew Pappas

Mrs. Audrey Stevens

Members Absent:

Mr. Thomas J. Jean

City Council

Mr. Donald Hamann

Mr. Raymond Varney

Mr. Thomas H. Willis, Jr.

Also Present:

Mr. Michael Hopkins, Superintendent

Mr. Kyle Repucci, Asst. Superintendent

Ms. Linda Casey, Business Administrator

Ms. Marilyn Martell

Guests

Mr. Hopkins facilitated the meeting prior to the election of a Committee Chair. Mr. Hopkins called the meeting to order at 7:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Election/Committee Chair

Mr. Hopkins entertained motions for a Committee Chair. Mrs. Stevens nominated Mr. Pappas as Chair, second by Mr. Hamann. The motion carried unanimously.

Review of New Proposal from Lavalley/Brensinger Architect

Mr. Hopkins noted that the amendments to the original CTE Center Renovations Project is projected at \$16.6 million; \$12 million from the State and \$4 million from the School Department. Mr. Whitehead will review the areas reduced from the larger project budget and provide an overview of the new design plan.

Mr. Whitehead, Architect (Lavalley|Brensinger Architects) provided a detailed handout (attached) which accompanied his presentation summarizing the results of several studies and varying recommendations from the School Board, administration and faculty to best serve the students and residents in Rochester. Several options and goals were reviewed looking at the optimal way to raise student interest in CTE; modernization of many programs will invite and allow for growth.

Mr. Whitehead discussed the plan as revised, noting that many programs could not be renovated with a budget reduction. Additions are planned for the front and back of the building as well as the connection to the High School. Front renovations would include a new office and public access to the bank and restaurant. He explained that the public would not have access to the entire building; student safety is considered throughout the entire project.

The pros and cons of the public entering the building was discussed. Mr. Pappas reviewed that similar programs in Massachusetts had similar or identical programs that serviced the public. Part of the program is teaching students how to engage with the public; customers enjoy the interaction with students – it is a positive experience for everyone.

The mechanical, electrical and plumbing infrastructure would be revamped throughout the entire building. The anticipated costs for MEPS and IT upgrades was \$3.8 million; rebates will come from the electric company with the installation of updated lighting.

The 3-D design rendering of what the building could look like was presented; the final aesthetics would be the decision of the Joint Building or Ad Hoc Committee – it is important to have a new look with the expenditure of funds.

Questions were raised with regards to the contribution by HRCU to cover costs of moving and renovating. Mr. Hopkins indicated that they provide the instructor and most of the equipment that is used for the program. The class prepares students for Financial Management; it is a CTE Program that was approved by the State.

Mr. Hamann asked if the Credit Union had been approached about any costs sharing. Mr. Hopkins explained that we have to have a plan approved before approaching them for support. There are companies within the community that want to provide support; but a program has to be approved before they are able to make any funding decisions.

Mr. Willis commented that the budgeted amount of \$900,000 for equipment and furnishings could potentially be reduced with support from the Credit Union and other contributors. Mr. Whitehead noted that he has seen a lot of equipment and monetary donations to supplement the budget by outside companies with other projects he has been involved with.

Timeline Discussion

Mayor McCarley stated that May 2nd is the absolute last date for the Council to receive the budget for this project. A decision regarding State funding for the CTE Renovation Project will be no later than June 30th.

Mr. Whitehead provided a Pre-Construction Schedule for the project (attached); explaining the need to focus on two years to complete the project – two summers and two semesters to ensure phasing plan would have programs up and running. The goal is to have everything in place to begin renovations the summer of 2018. They will work with construction manager and administrators to look at options to relocate programs temporarily as needed.

Mr. Whitehead would like to start to refine the plan and get engineers on board this summer. The further the project is pushed out the higher prices go – bidding in the winter is best time for competitive prices. He noted that before a Construction Manager can be hired, he believes the City Council will have to form a Joint Building Committee.

Mr. Varney requested a walking tour of areas to be renovated. The Committee was shown areas that would be renovated, classrooms and programs that would be relocated and areas of expansion in the front and rear (automotive area) of the building.

Next Meeting and Agenda Items

Meeting next week and the week after in order to have answers to outstanding questions related to the project and timeline was suggested. Meeting dates:

Wednesday, April 19th – 5:30 p.m. Room T200 at SHS/Creteau Technology Center

Monday – April 24th - 5:30 p.m. Room T200 at SHS/Creteau Technology Center

Agenda items: Q & A with Lance Whitehead of Lavallee|Brensinger Architects; Equipment List from staff; class enrollment capacity; and square footage of renovations

Other - None

Adjournment

Mr. Willis moved, second by Mrs. Stevens to adjourn. On a unanimous vote, the Committee adjourned at 8:51 p.m.

Respectfully submitted,

Michael Hopkins
Board Secretary

Rochester School Board / Rochester City Council

CTE Center Ad Hoc Committee

April 19, 2017

SHS – RW Creteau Technology Center Room T200

DRAFT**Members Present:**School Board

Mr. Matthew Pappas, Chair
 Mr. Thomas J. Jean
 Mrs. Audrey Stevens

Members Absent:City Council

Mr. Donald Hamann
 Mr. Raymond Varney
 Mr. Thomas H. Willis, Jr.

Also Present:

Mr. Michael Hopkins, Superintendent
 Ms. Linda Casey, Business Administrator
 Mr. Sean Peschel
 Mr. Lance Whitehead, Architect
 Guests & Press

Call to Order and Pledge of Allegiance

Mr. Pappas called the meeting to order at 5:32 p.m. with a quorum present. Members participated in the pledge of allegiance.

New Proposal Q & A with Lavallee/Brensinger Architect

Mrs. Stevens asked how the Tech Center exterior renovation would impact the architectural design of Spaulding. Mr. Whitehead responded that there are opportunities to develop the initial rendering of the design to make it complementary to Spaulding. As previously stated, the first presentation was just a sample, the Committee will have several options to consider before a final decision is made.

Mr. Pappas asked about parking on the side of the building. All is taken away.

Mr. Varney asked if the plan allowed for phasing the project in two parts. Mr. Whitehead explained that there is not a logical break point where you would want to stop and not complete the project.

Senator Gray was called upon regarding the funding allocation from the State. Although money was contributed to other projects at the state level, he was not sure if all funds initially available for the CTE Project were obligated to other projects or not. Senator Gray will look into more details regarding funding.

Discussion regarding the allocation of funds for this project within the State's biennium budget; and the expenditure of approved funds over a period of up to four years. Mr. Hopkins noted that funding needs to be known for completion of the entire project. If only partial funding is approved this year; then we would wait until the next cycle to get the second approval to guarantee funding availability to complete the entire project.

Mr. Pappas suggested that the Committee move forward with the expectation that State funds are there whether it is in the next 2 or 4 years. The Committee should send the request to City Council for approval, to enable submission to the State for project approval/allocation of funds.

Mr. Hopkins confirmed that Council approval was essential to move forward to make request to the State. It would be up to the State to determine whether funds were allocated or not.

No further questions or comments

CTE Program – Class Capacity, Square Footage of Program Renovations

Mr. Hopkins reviewed the handout provided by Mr. Whitehead detailing program area improvements and increased square footage for each area (attached). Mr. Varney would like a summary of the total square footage when presented to the Council. Updated class capacity and enrollment was also reviewed (attached).

Equipment List

Mr. Pappas asked if the Equipment List was complete. Mr. Hopkins explained that a final list for equipment requires sitting down with teachers and talking to them about true needs and developing bid specifications for equipment or furniture needs. The list may be changed somewhat once the bid process develops and discussion is had with teachers.

Mr. Whitehead mentioned that the current list does not include loose furnishings; those would be combined with other IT and furniture not taking into consideration when teachers were developing the equipment list. The district will determine what they are keeping for furniture, what is being retired and what is being purchased new for replacement.

Timeline

Mr. Hopkins indicated that the first step moving forward is getting City Council approval, then determining whether the State funding is coming or not.

Mr. Varney asked if the timeline presented last week was current and what funding was due immediately. Mr. Whitehead responded that the timeline was developed to begin in May; it sounds like the Committee wants to wait to see what the State is going to do – so the timeline would be held off until July.

Mr. Varney requested an updated timeline and an overview of funding needs and anticipated expenditures. Ms. Casey, Business Administrator indicated that the project would be bonded in 2021 which will hit Fiscal Year 2022.

Mr. Jean also expressed his support to revamp timeline, he was not comfortable with the unknown of the State funding. The next big steps and milestone for this committee is the need to recommend a Resolution to City Council for approval. We first need to get Council commitment in May – then work off that to see where legislature is with funding.

Mr. Whitehead will update the construction schedule/timeline to include establishing JBC, select Construction Manager and the likely drawdown schedule, month by month.

Mr. Willis asked Senator Gray what is the likelihood that if funding is approved in for this biennium but can't be spent until the 2nd half of the biennium? Senator Gray responded that he has never seen that happen, he has reviewed historical data and this was not recorded anywhere.

Mr. Whitehead stated that all CTE Projects are non-lapsing; due to the work involved with phasing of projects.

Mr. Hopkins reported that Mr. Whitehead would not be present at the next meeting; are there any further questions or information that he can provide. It was the consensus of the Committee that we are ready to move forward with a presentation to City Council with the updated information Mr. Whitehead will be providing.

Mr. Hamann stated that the Public Hearing was scheduled just before the Council Meeting where the Council will vote. Mr. Varney said that information should be made available to the public at least 5 days in advance of the Public Hearing. It would be beneficial to have the updated information.

Mr. Hopkins will review the updated schedule next Monday and determine what is presented to the Council; and plan for the presentation to the Council. It was requested that Mr. Whitehead attend the Council Meeting for presentation in May.

Mr. Hopkins brought forward a recommendation by the Automotive Instructor to modify the shop area to accommodate additional bays; it is possible to include an alternate when bidding the project for cost feasibility. Mr. Varney wanted to be sure all staff had an opportunity to look at new proposal. Mr. Whitehead stated that some programs will not be pleased with reductions made to the initial project proposal, but all MEP will be done. Plans will be fine-tuned once the Construction Manager is hired.

Discussion regarding looking at specific equipment that could be donated by way of Enrichment Campaigns, to help reduce the budget ensued. Mr. Whitehead noted that it was not uncommon for CTE projects to seek Industry Partners to possibly donate equipment. All CTE programs have Committees, it is up to CTE Director to make contact with these Businesses with regards to equipment donation opportunities.

Next Meeting and Agenda Items

April 24th 5:30 p.m. at Tech Center

- Review updated schedule with draw down details
- Review information for public packet – to be available by April 26th

Mr. Peschel gave an overview of the funding process and spending by the CTE Programs in Somersworth and Dover. He noted that Dover waited to obligate funds, as was suggested by the Committee this evening; where Somersworth moved forward right away before full funding was approved.

Mr. Whitehead commented that it was not a good idea to do engineering for a big project two years in advance, because coding changes.

Other

None

Adjournment

Mrs. Stevens moved, second by Mr. Hamann, to adjourn. On a unanimous vote, the Committee adjourned at 6:16 p.m.

Respectfully submitted,

Michael Hopkins
Board Secretary

Rochester School Board / Rochester City Council

CTE Center Ad Hoc Committee

April 24, 2017

SHS – RW Creteau Technology Center Room T200

DRAFT**Members Present:**School Board

Mr. Matthew Pappas, Chair

Mrs. Audrey Stevens

City Council

Mr. Donald Hamann

Mr. Raymond Varney

Mr. Thomas H. Willis, Jr.

Also Present:

Mr. Michael Hopkins, Superintendent

Guests

Members Absent:

Mr. Thomas J. Jean

Call to Order and Pledge of Allegiance

Mr. Pappas called the meeting to order at 5:37 p.m. with a quorum present. Members participated in the pledge of allegiance.

Construction Schedule Update

Mr. Hopkins reviewed the updated schedule to include drawdown of funds for the project; provided by Mr. Lance Whitehead. He noted that bidding in February would be better than moving it out until May.

Potential automotive expansion was added to the design concept, which would be included with an alternate included in bidding process. The anticipated cost for the expansion is \$350,000; may be less depending on bidding.

The Committee discussed the Debt Schedule (attached) related to bonding for this project; FY 2022 there is a significant decrease due to RMS Addition project bond being retired. The debt schedule was designed based on the construction schedule.

Develop Information Packet for May 2nd Public Meeting

Mr. Hopkins reviewed that all pages attached to the Agenda plus additional information and updates from Mr. Whitehead.

Mrs. Stevens moved, second by Mr. Varney, to send the CTE Renovation Project Proposal forward to the City Council for a Public Hearing; and for approval by City Council of the \$16.6 million proposed project budget. The motion carried unanimously.

Mr. Hamann suggested noting that the rendering of the façade was not a suggestion only, nothing has been finalized.

Mr. Varney asked that if only ½ of State Funding was received for the project; should we wait until the next amount of funding is available. Mr. Hopkins indicated it would be best not to move forward until funding for entire project was known.

Discussion regarding CTE Projects for Somersworth and Dover, expenditure of funds and process.

Mr. Varney confirmed with Committee members that it was agreed the CTE Renovation Project would not move forward until the total funding is known and guaranteed.

Mr. Hopkins confirmed that the consensus of the committee is that if we don't have full funding for the project, we would wait until full funding is received before moving forward with project – knowing that the timeline would move forward to July 2019. Cannot go out to bid until we know about funding.

Senator Gray discussed some of the obligated funds from HB 25 that did not include the CTE Renovation Project. \$12.6 would need to be plugged into the HB25 budget for the renovation project. The Commissioner of Education has expressed his support of the Rochester CTE Renovation Project.

Mr. Whitehead will be in attendance to present the project on May 2nd.

Councilors will set up the Agenda to ensure that the presentation is heard prior to the Public Hearing.

Mr. Hamann felt that the information packet will be reviewed once it is uploaded to the website

Mr. Hopkins thought that Mr. Whitehead could present the overall program; he would talk about bonding information. It is up to the committee to determine how committee members want to speak in support of the funding approval request

Next Meeting and Agenda Items

No action at this time.

Other

None.

Adjournment

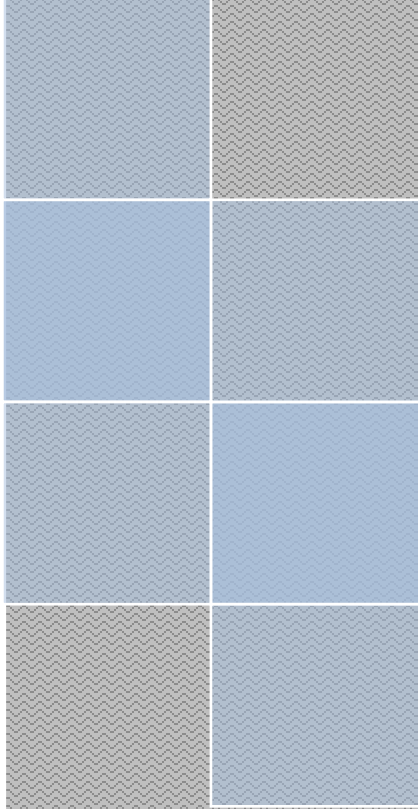
Mr. Varney moved, second by Mr. Hamann, to adjourn. On a unanimous vote, the Committee adjourned at 6:10 p.m.

Respectfully submitted,

Michael Hopkins
Board Secretary



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**Regular City Council Meeting
April 4, 2017
Council Chambers
7:27 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Barnett
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Varney
Councilor Willis
Mayor McCarley

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
City Attorney Terence O'Rourke
Superintendent Michael Hopkins

MINUTES

1. Call to Order

Mayor McCarley called the Regular City Council Meeting to order at 7:27 PM.

2. Presentation of the Colors

The AMVETS Post 1 of Rochester presented the colors and led the City Council in the Pledge of Allegiance.

3. Opening Prayer

Norm Sanborn, Sr. of the AMVETS Post 1 led the City Council in prayer.

Mr. Sanborn took a few minutes to inform everyone of the activities planned by the AMVETS in the coming months.

4. Roll Call

Marcia Roddy, Deputy City Clerk, took a roll call. All Council members were present.

5. Acceptance of Minutes

5.1 Regular City Council Meeting - March 7, 2017

Councilor Lachapelle **MOVED** to **ACCEPT** the March 7, 2017, Regular City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2 Special City Council Meeting, March 21, 2017

Councilor Lachapelle **MOVED** to **ACCEPT** the March 21, 2017, Special City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1 Employee of the Month Award

City Manager Fitzpatrick invited Officer Marc Cilley of the Rochester Police Department, to come forward to accept the Employee of the Month Award, along with Chief Paul Toussaint. Mr. Fitzgerald explained how Officer Cilley assisted a woman in the city with a heating issue and was being recognized for his public service.

6.2 City Manager's Report

City Manager Fitzpatrick read the following report:

Contracts and documents executed since last month:

- Department of Public Works
 - Asset Management Grant – additional information
 - Asset Management Grant
 - Clean Water & Storm Water Management grant
 - Colonial Pines – Notice of Award and Agreement
 - Franklin Street – Change Order 1
 - LED Streetlight Replacement Contract
 - Ransom Consulting – Rochester Landfill Monitoring – Amendment
 - Route 125 Pump Station – Performance Certificate
 - Salmon Falls Road – Modification #229
- Economic & Community Development
 - Bridging the Gaps Continuing Grant Application
 - Victims of Crime Act Assistance Grant

- Fire Department
 - Homeland Security -EMS - Warm Zone Equipment Grant Application Award
 - Pease Mutual Aid Agreement
 - FY 18 Seabrook Budget Request
 - Grant Paperwork Audit Clarification signoff
- Legal Department
 - M.S.T Leasing Agreement – copiers
- Planning Department
 - Conservation Easement – Baseline Conditions Document
- Recreation Department
 - Safe Schools - Teen Travel Camp Grant

The following standard reports have been enclosed:

- City Council Request & Inquiry Report (no report included - no items for discussion)
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

7. Communications from the Mayor

7.1 Proclamation: Arbor Day

Mayor McCarley read a proclamation declaring April 28, 2017, as Arbor Day in the City of Rochester.

7.2 Proclamation: Telecommunicators Week

Mayor McCarley read a proclamation declaring April 9-15, 2017, as National Telecommunicators Week.

7.3 Announcement: Dog License Renewal

Mayor McCarley announced to the residents of the City that it is time to renew dog licenses. This can be done in the City Clerk's office.

7.4 Announcement: Upcoming Rabies Clinics

Mayor McCarley said that there will be two rabies vaccination clinics to be held at the 4H Building at the Fairgrounds. The first one will be on April 22, 2017, and the second one will be on May 20, 2017. Both clinics will be held

from 12:00 to 2:00 PM. All dogs must be on a leash and all cats must be in a carrier. The cost is \$15 *cash only* for each shot.

Mayor McCarley briefed the City Council on the recent events surrounding the proposed bonding vote for the Technical Center's renovation. She had been told by the Department of Education that it was not necessary to have a bonding vote. In March, she received a call that some sort of vote was needed in support of the matter. She said it would have been inappropriate for her to suggest to the Council that a public hearing be held and a vote taken on such short notice. After the March 21, 2017, City Council meeting, at which time there was a vote in support of the bonding and she relayed that information to the State. It was then determined by the Committee that the bond vote was needed.

Mayor McCarley has decided to form an *ad hoc* committee, consisting of Councilors Willis, Varney, and Hamann to work with the architect, designers, and Technology Center director to see if they can come back with a revised plan that is perhaps less expensive and to learn more about it. If possible, this may work toward a bonding vote that can be presented to the State for reconsideration.

Councilor Gray said that he believes the school should have representation on the *ad hoc* committee as it is too important an issue for it not to have a say in the matter. Mayor McCarley said that Superintendent Hopkins has already been contacted and he will be contacting the architect as well as the School Board to see if anyone would be interested in serving on the committee.

Councilor Lachapelle said that the Codes and Ordinances Committee will be meeting on Thursday, April 6, 2017, at 6:00 PM in Council Chambers.

8. Presentations of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

10. Reports of Committees

10.1 Appointments Committee

Councilor Keans reviewed the March 7, 2017, Appointments Committee meeting. She said that the committee interviewed Kyle Starkweather to fill a Planning Board Alternate Member position. She said he is an EMT at Frisbie Memorial Hospital and is interested in becoming active in the community. She said that the Appointments Committee recommends Mr. Starkweather as an Alternate Member of the Planning Board.

Mayor McCarley nominated Kyle Starkweather as an Alternate Member of the Planning Board with a term to expire on January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Kyle Starkweather has been appointed as an Alternate Member of the Planning Board with a term to expire on January 2, 2019, by a unanimous ballot vote.

10.2 Community Development

Councilor Lauterborn reviewed the meeting minutes of March 13, 2017. She said the committee dealt with the CDBG grants and the public hearing will be coming up. There was one action item coming out of that meeting, namely:

10.2.1 **Action Item AB 150: Resolution Authorizing the Reprogramming of Community Development Block Grant Funds in the Gross Amount of \$25,374.77**

Councilor Lauterborn **MOVED** to read the resolution by title only for the first time. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

Resolution Authorizing the Reprogramming of Community Development Block Grant Funds in the Gross Amount of \$25,374.77

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

WHEREAS, there are unexpended funds from previous Community Development Block Grant (CDBG) grant years in the amount of Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77);

WHEREAS, the Mayor and City Council desire to reprogram certain of these funds into other worthwhile activities;

THEREFORE, that the sum of Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) be reprogrammed to the Job Opportunity Benefit (JOB) Loan Program with all the funds to be derived from the aforementioned unexpended CDBG funds consistent with the attached funding resolution form; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions

contemplated by this Resolution. **CC FY 17 AB 150**

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution for the second time by title only.

Councilor Lauterborn **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Lauterborn said that due to the fact that the committee has a light agenda coming up that she would like to postpone the April meeting and the next meeting will be in May.

10.3 Finance Committee

10.3.1 Action Item: Official Announcements & Posting Policy
Committee Recommendation: **An indication of approval from the Council to finalize the policy** *Sense of Council*

The new posting policy will continue as discussed. Councilor Gates said that he had heard from a citizen who commented that the City Council agenda was posted in a timely manner, but that there was no agenda posted for the Planning Board and the Police Commission.

10.3.2 Action Item: Fireworks Discussion
Committee Recommendation: **To direct the City Manager to retain the services of a fireworks display vendor for a date on or around the 4th of July, 2017** *consideration for approval*

Mayor McCarley **MOVED** that the City expend \$20,000 on a vendor (Central Maine Pyrotechnics) for an event on the evening of July 3, 2017. This company had good references and was the only company that could do the display on the evening of July 3.

Councilor Torr called for a roll call vote. He wanted the residents to know who was for and who was against the fireworks display.

Councilor Willis asked if there was a rain date. Mayor McCarley said there was no rain date set yet. Councilor Willis asked if any money had been spent would there be a refund if the event was rained out and there was no backup date. Mayor McCarley said that could certainly be an amendment to any contract. City Manager Fitzpatrick said this needs to be acted on tonight as the company has already extended the time needed to book the date.

Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by an 8-5 roll call vote. Councilors Barnett, Keans, Willis, Abbott, Hamann, Bogan, Varney, and Mayor McCarley voted yes. Councilors Lauterborn, Lachapelle, Gray, Torr, and Gates voted no.

10.3.3 Action Item: Chief Information Officer **Committee Recommendation:** **To approve an amendment to the Merit Plan to add the position of Chief Information Officer [Pay Grade 16] *consideration for approval***

Councilor Gray said that this is a very good position to combine with the School Department and that having a Chief Information Officer at the School Department and at the City is a wasteful use of the money.

Councilor Willis asked if this position would be in charge of not only IT, but also public relations, as well. Mr. Fitzpatrick said no; the position would not encompass any of the new duties performed by the new public relations firm hired by the City.

Councilor Keans asked if this Officer would be working with the current IT staff. Mr. Fitzpatrick said yes; the Chief Information Officer would be the new boss of that department. He or she would be the Chief Strategy Officer; Chief Implementation Officer; and Chief Technology Officer in software and hardware, thus tying all of the department functions together.

Councilor Willis asked if the new GIS person in the Public Works Department would be part of this department. Mr. Fitzpatrick said that could happen in the future, but for now this person would have enough work without adding that to it.

Mayor McCarley called for a vote to approve the amendment, which **CARRIED** by a majority voice vote.

10.3.4 Action Item: City Prosecutor/Deputy City Attorney **Committee Recommendation:** **To approve an amendment to the Merit Plan to add the position of City Prosecutor/Deputy City Attorney [Pay Grade 15] *consideration for approval***

Mayor McCarley **MOVED** to approve the amendment to the Merit Plan. Councilor Bogan seconded the motion.

Councilor Gates **MOVED** to **AMEND** the amendment to eliminate the Police Prosecutor position. He explained that if the new position is adopted that the Police Prosecutor position would appear as vacant. Councilor Lachapelle

seconded the motion.

Councilor Keans opposed adopting the amendment at this time without having a discussion about it. She said that previously the Police Prosecutor position was created so as to relieve police officers of the duty so they can concentrate on patrol work.

City Manager Fitzpatrick pointed out that the position referred to by Councilor Keans was the Juvenile Prosecutor, which will not be touched. He said that the prosecutor that had been hired will actually serve as the Deputy City Attorney. He said the job description should accurately describe the position.

Councilor Keans asked if the job description should be changed. Mr. Fitzpatrick said that the job description as it stands does not accurately reflect what the duties are.

Councilor Willis asked if the City Prosecutor position was currently filled and, if so, does this amendment mean it will transition to the new position, thus leaving the Police Prosecutor position vacant. Mr. Fitzpatrick said yes.

Councilor Willis asked if the new position would require the person to be a member of the Bar. Mr. Fitzpatrick said yes; the Police Prosecutor has been filled by a police officer, but now the duties will be performed by an attorney.

Councilor Varney said he did not think the Police Prosecutor position should be eliminated; it can just remain unfilled. He did not think the City Council could make these changes.

Mayor McCarley called for a vote on the motion to amend the amendment. The **MOTION CARRIED** by a 12-1 majority voice vote.

The original motion to approve the amendment *as amended* **CARRIED** by a unanimous voice vote.

10.3.5 Action Item: Non-Union Wage Ranges Adjustment
Committee Recommendation: To approve the recommended
**adjustment of non-union personnel wage ranges under the
Merit Plan according to the CPI for fiscal year 2018
consideration for approval**

Mayor McCarley called for a vote on the Committee Recommendation. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

10.3.6 Action Item: Independent Auditor Contract **Committee**

Recommendation: To authorize the Deputy City Manager to negotiate a two-year contract extension with Melanson Health for the provision of Independent Audit Services
consideration for approval

Mayor McCarley called for a vote on the Finance Committee recommendation. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

10.4 Public Works Committee

Councilor Torr said there were no action items.

Councilor Torr said that the estimate for the underground services on the Wakefield Street project would be about \$2.8 million down to \$2.6 million, which he said is still a lot of money. He said the councilors should give this a lot of thought in the upcoming budget process.

Councilor Torr said the Arena continuously requires more money for the maintenance of the building. He cautioned that this is another item of concern for the budget process.

Councilor Torr asked for clarification of the "snow loads" at the Arena and would like to know why this is a concern, where it was barely mentioned in past years.

11. Old Business

11.1 Revised AB 02 Resolution Authorizing the Application for and Acceptance of a State of NH Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan and Supplemental Appropriation Connected Therewith ***[This resolution was adopted on July 12, 2016; however, the designated representatives must be updated in the resolution to file the application] first reading, second reading, and consideration for approval***

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

RESOLUTION AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A STATE OF NH DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES) CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN AND SUPPLEMENTAL APPROPRIATION CONNECTED THEREWITH

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of Sixty Thousand Dollars (\$60,000.00) to the NHDES CWSRF Loan program in order to fund the GIS and Asset Management Program.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of Sixty Thousand Dollars (\$60,000.00) from the NHDES CWSRF Loan program which is eligible for 100% principal forgiveness.

It is still further resolved that the amount of Thirty Thousand Dollars (\$30,000.00) is approved as a supplemental appropriation to the FY 2017 General Fund CIP and Thirty Thousand Dollars (\$30,000.00) to the FY 2017 Sewer CIP budget with the funds coming in their totality from the aforementioned NHDES CWSRF Loan program.

It is resolved further that the City Manager and the Deputy City Manager are given the authority to act as the City's representative for all CWSRF documentation regarding this Infrastructure and Asset Management Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution for the second time.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

11.2 AB 156 Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures *first reading and refer to the Codes and Ordinances Committee*

Councilor Lachapelle **MOVED** to suspend the rules and read the

Amendment by title only for the first time.

The Mayor and Councilors discussed the process of first and second readings and suspending the rules. Mayor McCarley said she has been working hard to understand the process and make sure that this council is following proper procedure.

Councilor Keans said the agenda says this Amendment is to be sent to the Codes and Ordinances Committee for further consideration. Councilor Lachapelle asked if a matter goes back to a committee can it be killed in committee and not brought back to Council, or sent back to Council with no recommendation. Mr. Fitzpatrick said yes.

Councilor Lauterborn said no time is being spent on discussing the proposed changes to the Amendment. Councilor Gates said this topic has been beaten to death. Why not let it go as is for now and see how it goes for the next year or year and a half.

Councilor Abbott said this is an ordinance that will not be able to be enforced, especially by the Police Department. He said that neighbors will not want to report on their neighbors and will not want to sign affidavits.

Councilor Lachapelle reiterated that the ordinance will provide for fireworks discharged on two days only per year. Anything else he is strongly opposed to.

Councilor Abbott said he interpreted the Police Chief's remarks that in order to enforce the ordinance a police officer has to actually catch a person lighting off fireworks or someone has to execute an affidavit saying they saw someone doing it. This is very difficult to enforce.

Councilor Varney said that issuing permits to discharge fireworks should be done by the Licensing Board. He said no permits should be issued for lighting fireworks off in a city street.

Councilor Keans said she believes it would make more sense to have the Fire Department issue the permits. The Licensing Board is not readily available to do that.

Councilor Gray **MOVED** to read the Amendment by title only and refer it to the Codes and Ordinances Committee. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a majority 12-1 voice vote. Mayor McCarley read the Amendment by title only for the first time as follows:

Amendment to Chapter 23 of the General Ordinances of the City of

Rochester Regarding Fire Safety Measures

THE CITY OF ROCHESTER ORDAINS:

That Chapter 23 of the General Ordinances of the City of Rochester regarding Fire Safety Measures and currently before the Rochester City Council, be amended as follows:

23.11 Penalty

Any person, persons, firm, corporation or partnership who shall violate any provision of Chapter 23 shall be guilty of a violation punishable by a fine of not less than one hundred dollars (\$100) or not more than five hundred dollars (\$500). Each day that the violation continues to exist shall constitute a separate offense. **The owner of record of any property upon which a violation of this Chapter occurs shall be held strictly liable for any violation occurring on their property and shall be guilty of a violation in the same manner as stated above.**

23.13 Prohibition and Regulation of Fireworks.

C. Permit Required. No Person shall use discharge or explode any permissible fireworks without a permit issued by the City of Rochester.

i. Any person wishing to obtain a permissible fireworks display permit shall apply to the ~~Fire Chief or Police Chief~~ Licensing Board at least 15 days prior to the display.

- ii. The applicant shall provide the following information:
 - a. Date of application
 - b. Name, address and telephone number of applicant
 - c. Address of location where the display will be held
 - d. Diagram of the display location, showing the location

- of all nearby property lines, nearby buildings, public ways, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases
- e. Name of the owner of the property where the display will be held
- f. Intended date and time of display, including a possible rain date
- g. Written authorization of the property owner, if different from the applicant
- h. Signature of the applicant
- iii. Permit fee. The fee for a permissible fireworks display shall be five dollars (\$5.00) per event. The fee shall be paid at the time of application and is non-refundable.
- iv. Site inspections:
 - a. Prior to issuing a permit, the Police Chief or the Fire Chief may conduct an inspection of the display site to determine whether a permissible fireworks display can be held in a safe manner.
 - b. If, in the opinion of the ~~Fire Chief or Police Chief~~ Licensing Board, the proposed site is not suitable for the safe display of permissible fireworks, the application for a permit shall be denied.

D.*****

~~vii. Display of permissible fireworks shall be permitted on public property the evening of July 3rd beginning at 6PM, including from such time until midnight on any rain date established for the annual city wide fireworks display held at the Rochester Fairgrounds, provided that such display shall be authorized in a duly issued Block Party.~~

The effective date of these amendments shall be upon passage.

11.3 AB 90 (a) Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the City of Rochester Regarding Accessory Apartments *second reading and consideration for approval*

- **Information only:** web-links to the New Hampshire Municipal Association and State Office of Energy and Planning

Councilor Lachapelle **MOVED** to read the Amendment by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the Amendment for the second time by title only as follows:

AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING ACCESSORY APARTMENTS

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.23 Accessory Uses

- a. General Provisions. The following provisions apply in evaluating proposed accessory uses, activities, structures, and situations.

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- b. Standards for Specific Accessory Uses. The following standards shall apply to these specific accessory uses, activities, structures, and situations wherever they are allowed:

1. Accessory Apartment. An accessory apartment is permitted subject to compliance with all of the following standards and procedures:

- A. It is permitted where and as specified in the Table of Uses (by right or by special exception). However, if the accessory dwelling is detached from the single family dwelling, it must be approved by a special exception;
- B. It is accessory to a single family dwelling only and if detached from the single family dwelling it is similar in architectural style;

- C. ~~It must be a studio or one bedroom apartment;~~ It must be two bedrooms or less;
- D. It may not exceed 800 square feet;
- E. It may not house more than two occupants;
- F. It may be either part of the single family ~~house~~ dwelling or in a separate building, such as above a garage; if it is part of the single family house, an interior door shall be provided between the principal dwelling unit and the accessory dwelling unit.
- G. There may be only one per lot;
- H. ~~The main house must be owner occupied;~~ The owner of the property must occupy one of the dwelling units and the owner must demonstrate that one of the dwelling units is his or her principal place of residence;
- I. At least one parking space must be provided for the unit;
- J. Where municipal sewer service is not provided, the septic system shall meet NHDES requirements for the combined system demand for total occupancy of the property; and
- K. It is exempt from site plan review but a letter of intent must be submitted to the Building Inspector to ensure that the above conditions are met.
- L. If it is a security apartment, it shall not exceed 800 square feet and it shall be attached to or located with an allowed commercial, office or industrial use. Such unit may be occupied by the business owner, family member or employee whose purpose is to provide security and/or protection of the business premises. This use shall require Site Plan review.
- M. If it is a caretaker apartment it shall be attached to or located with an allowed residential or nonresidential use and it shall be occupied by the owner, family member or employee of the principal use and the gross floor area does not exceed 800 square feet. This use shall require Site Plan review.

The effective date of these amendments shall be upon passage.

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Varney **MOVED** to **AMEND** the Amendment by striking the language under Line E that says "It may not house more than two occupants." Councilor Abbott seconded the motion.

Councilor Keans said that this change is significant enough that there should be another public hearing on it. Councilor Lauterborn pointed out that if this is State law and the City is only coming into compliance with State law. Attorney O'Rourke said that because it is State law and the city should be in compliance with HUD.

The Motion to Amend **CARRIED** by unanimous voice vote.

The Motion to Adopt as Amended **CARRIED** by a majority 11-2 voice vote.

11.4 AB 90 (b) Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Table 18-A *second reading and consideration for approval*

Councilor Lachapelle **MOVED** to read the Amendment by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the Amendment for the second time by title only as follows:

**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF
THE CITY OF ROCHESTER REGARDING TABLE 18-A**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

The effective date of these amendments shall be upon passage.

TABLE 18-A RESIDENTIAL USES 8/7/2014

Residential Uses	Residential				Commercial			Industrial		Special		Criteria/Conditions Section Reference
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	
Apartment, Accessory	E	P	P	P	P	P	P	I	I	E	I	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.331
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	C	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	C	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P	P	P	I	I	P	I	
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

*LEGEND. P = Permitted Use,
C = Conditional Use. E = Use

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority 12-1 voice vote.

12. Consent Calendar

12.1 AB 154 Resolution Deauthorizing Bond Authority from the Building, Zoning, and Licensing Services (BZLS) Capital Improvement Plan Project Funding for the Viewpoint Permit and Inspection Software Project in the Amount of \$55,286.93 *first reading, second reading, and adoption*

Resolution Deauthorizing Bond Authority from the Building Zoning and Licensing Services (BZLS) Capital Improvement Plan Project Funding for the Viewpoint Permit and Inspection Software Project in the amount of \$55,286.93

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

In accordance with the provisions of RSA 33:9, that Fifty Five Thousand Two Hundred Eighty Six and 93/100 Dollars (\$55,286.93) of previously approved

bonding authority is deauthorized from the BZLS Capital Improvement Plan Project Fund for the costs associated with the Viewpoint Permit and Inspection Software Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

Councilor Lauterborn **MOVED** to accept the Consent Calendar. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

13. New Business

- 13.1** **AB 152** Resolution Approving Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with Rochester Administrative Unit (Administration) *first reading, second reading, and consideration for approval*

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

**Resolution Approving Contract and Cost Items Associated with
Proposed City of Rochester School Department Multi-
Year Collective Bargaining Agreement with Rochester
Administrative Unit (Administration)**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE
CITY OF ROCHESTER, AS FOLLOWS:**

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year collective bargaining agreement between the City of Rochester and the Rochester Administrative Unit employee collective bargaining group, covering the period July 1, 2017 to June 30, 2020, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached "EXHIBIT A: Rochester Administrative Unit" dated February 17, 2017, which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only for the second time.

Councilor Torr **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Varney asked Superintendent Hopkins to clarify what the healthcare deductibles are (\$1,000 or \$3,000). Mr. Hopkins said the plan provides for a \$1,000 deductible for a single plan; \$2,000 deductible for a two person plan; and \$3,000 deductible for a family.

Councilor Varney asked Mr. Hopkins what happens to an employee who reaches the top of the salary range. Mr. Hopkins said the salary ranges are set up so that no one would reach the salary range during this bargaining period. Then there would be a discussion on changing the salary ranges during the next bargaining period.

Councilor Varney said he has an issue with the table provided. He said the pay scales in the City are changed according to the CPI (Consumer Price Index), whereas the School Department budget provides for a 2% increase every year. He said by increasing salary range according to the CPI there would be a much lower amount than by a set 2% increase. Councilor Varney suggested going back to the table of the last contract so as to increase salaries according to the CPI.

Councilor Varney asked for an explanation regarding the language in the contract that says "upon consideration of the written evaluation." Mr. Hopkins said that it allows the Superintendent to change a pay rate for someone who is performing duties that are beyond their current pay range.

Councilor Willis asked Mr. Hopkins how many administrative people are covered by the contract. Mr. Hopkins said there are 25.

Councilor Willis asked if a school administrative employee wishes to take off time during the summer do they have to use their accrued vacation time. Mr. Hopkins said yes.

Councilor Abbott asked if the salary range is adjusted, would the employee get an immediate raise. Mr. Hopkins said no; they would only get the adjustment for the higher cost of health insurance and the usual 0-3% merit raise.

Councilor Lauterborn asked if the same 25 people in an administrative contract mentioned will be the same 25 in the next contract. Mr. Hopkins said yes.

Councilor Barnett questioned the salary ranges - new vs. old.

Councilor Gates spoke against the contract provision for 67 days off with pay, and 15 sick days that can accumulate to 50. He thinks the School Board should re-think this provision.

Councilor Varney said the School Board should go back to the CIP formula for basing salary ranges. He is opposed to the contract as proposed.

The **MOTION FAILED** by a roll call vote of 3 - 10. Councilors Gray, Keans, and Bogan voted yes. Councilors Torr, Hamann, Varney, Gates, Barnett, Lauterborn, Abbott, Willis, Lachapelle, and Mayor McCarley voted no.

13.2 AB 151 Resolution Adopting a 2017-2018 Rochester CDBG "Action Plan for the City of Rochester, N.H." and Approving and Appropriating the 2017-2018 Community Development Budget for the City of Rochester *first reading and refer to a Public Hearing*

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time and refer it to public hearing. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

**Resolution Adopting a 2017-2018 Rochester CDBG
"Action Plan for the City of Rochester, N.H." and Approving and
Appropriating the 2017-2018 Community Development Budget for the
City of Rochester**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2017-2018 "Action Plan for the Community Development Division for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City's Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block

Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Sixteen Thousand Nine Hundred Forty-Six Dollars (\$216,946.00) be, and hereby is, approved and appropriated for fiscal year 2017-2018. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 43,389.20
Public Service Agencies	\$ 32,541.90
Housing/Public Facilities/Infrastructure	\$ 141,014.90
Total	\$ 216,946.00

This budget and the one-year action plan for 2017-2018 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2017-2018 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Sixteen Thousand Nine Hundred Forty-Six Dollars (\$216,946.00) shall be drawn in their entirety from the above-mentioned 2017-2018 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic and Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

13.3 **AB 153** Resolution Accepting Safe Schools Healthy Students (SSHS) Grant and Authorizing Supplemental Appropriation to the Recreation Department in the Amount of \$5,000.00 *first reading, second reading, and consideration for approval*

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

Resolution Accepting Safe Schools Healthy Students (SSHS) Grant and Authorizing Supplemental Appropriation to the Recreation Department in the Amount of \$5,000.00

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a SSHS Grant from the New Hampshire Department of Education in the amount of Five Thousand Dollars (\$5,000.00) in connection with the Teen Travel Camp.

That the sum of Five Thousand Dollars (\$5,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Recreation Department for the purpose of providing funds necessary to pay costs and/or expenditures with respect Team Travel Camp. The entire amount of the supplemental appropriation shall be derived from the SSHS Grant.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution for the second time.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

13.4 AB 137 Resolution Adopting the Land Trust Alliance Standards and Practices *first reading and consideration for approval*

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

Resolution Adopting the Land Trust Alliance Standards and Practices

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

WHEREAS, that a Land & Community Heritage Investment Program Grant ("LCHIP Grant") grant in the amount of Eighteen Thousand Seven Hundred and Two Dollars (\$18,702) awarded to the City of Rochester has been accepted by the City of Rochester;

WHEREAS, the City of Rochester has reviewed *Land Trust Standards and Practices*, first published by the Land Trust Alliance in 1989, and with the most recent revision effective February 3, 2017;

WHEREAS, that adoption of the *Land Trust Standards and Practices*, published by the Land Trust Alliance in 2004, is required in order to receive the LCHIP Grant;

WHEREAS, the City of Rochester agrees that *Land Trust Standards and Practices* are the ethical and technical guidelines for the responsible operation of a land trust;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Rochester hereby adopts the *Land Trust Standards and Practices* as guidelines for the City's operations, especially as related to the maintenance and upkeep of the City Hall Annex building, and commits to implementing the Standards as guidelines for the City's operations.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

13.5 AB 155 Resolution Accepting Governor's Commission Alcohol Fund Grant and Authorizing Supplemental Appropriation to the Police Department in the Amount of \$25,170.00 *first reading, second reading, and consideration for approval*

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

Resolution Accepting Governor's Commission Alcohol Fund Grant and Authorizing Supplemental Appropriation to the Police Department in the Amount of \$25,170.00

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a Governor's Commission Alcohol Fund Grant in the amount of Twenty Five Thousand One Hundred Seventy Dollars (\$25,170.00) in connection with the New Hampshire Juvenile Court Diversion Network.

That the sum of Twenty Five Thousand One Hundred Seventy Dollars (\$25,170.00) be, and hereby is, appropriated as a supplemental appropriation to the Police Department for the purpose of providing funds necessary to pay costs and/or expenditures with respect to entering into a two year contract with the New Hampshire Juvenile Court Diversion Network to provide youth activities for the community's 14-16 year old population. The sum will be divided over the two year contract with Thirteen Thousand Five Hundred Dollars (\$13,500.00) being spent in Fiscal Year 2017 and Eleven Thousand Six Hundred Seventy Dollars (\$11,670.00) being spent in Fiscal Year 2018. The entire amount of the supplemental appropriation shall be derived from the Governor's Commission Alcohol Fund Grant.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

13.6 AB 139 Resolution Authorizing Supplemental Appropriation to the School Building Fund in the Amount of \$796,326.00 *second reading and consideration for approval*

Councilor Lachapelle **MOVED** to read the resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

A Resolution of the City of Rochester City Council Affirming the City of Rochester's Commitment to Support Pursuit of 75% State of New Hampshire Funded Renovations to the Richard W. Creteau Technology Center

Whereas, the Rochester School Board has determined that renovations and expansion of the Richard W. Creteau Technology Center are needed to adequately meet the Career and Technical Education mission as defined by the State of New Hampshire; and

Whereas, New Hampshire Revised Statutes Annotated Chapters 188-E:3 and 188-E:10 make provisions for the renovation of regional Career and Technical centers and allows for the possibility to seek State appropriations for renovation; and

Whereas, the State of New Hampshire through the Department of Education's Division of Career Technology and Adult Learning has indicated said funding would be formulated at this time as 75% State and 25% Local funded;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Rochester City Council affirms its commitment to pursue State appropriations, along with Local appropriations, for renovation and expansions to the Richard W. Creteau Technology Center.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Gates asked how to know for sure that the money is going to be spent on what is proposed.

Mayor McCarley said the ordinance is very specific on how it is to be used for debt service.

City Manager Fitzpatrick said this action will not transfer any funds to the schools. State law says the money is being appropriated to the special building fund. It can only be done with City Council approval.

Councilor Gates asked if the unencumbered fund balance is controlled by the Trustees of the Trust Fund. Deputy City Manager Blaine Cox explained that the unassigned fund balance for the general fund remains in the custody of the City. However, by appropriating these funds to the School Building Fund under RSA 34 the funds are now being moved to a capital reserve fund, which, under RSA 34, capital reserve funds are under the custody of the Trustees of the Trust Fund.

Councilor Willis asked if this is analogous to setting up a dedicated savings account for a specific purpose. Mr. Fitzpatrick said yes, that is exactly what it is.

Councilor Willis asked if there is any limitation as to the source of funds, such as an impact fee mechanism. Mr. Fitzpatrick said yes, and simply put any

unexpended funds go into the fund balance.

Councilor Keans asked if, for example, someone should die and leave a substantial sum to the school department, can the money then go into the fund. Mayor McCarley explained the ordinance that governs this type of situation.

Councilor Gates said he fears this is a situation that can occur on a yearly basis.

Councilor Barnett asked how the School Department ended up with a \$1.6 million surplus. He also questioned the use of the surplus funds for catastrophic needs. Mayor McCarley said it is a reimbursement from the State.

Councilor Varney said the \$1.6 million was the audited surplus for both the City and the Schools. Mayor McCarley said the Schools returned half of that and now the City is giving it back to them.

Councilor Gray pointed out that the name "Catastrophic Aid" has been changed to "Special Needs Aid."

Councilor Gray requested a roll call vote. The resolution passed by a 12-1 roll call vote. Councilors Varney, Hamann, Abbott, Gray, Willis, Torr, Keans, Lauterborn, Lachapelle, Barnett, Bogan, and Mayor McCarley all voted yes. Councilor Gates voted no.

13.7 *AB 157 Resolution Approving a New Hampshire Municipal Technical Assistant Grant Application to Plan NH
first reading and consideration for approval

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

RESOLUTION
APPROVING A NEW HAMPSHIRE MUNICIPAL TECHNICAL ASSISTANCE
GRANT APPLICATION TO PLAN NH

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to \$12,500.00, including \$2,500 in local cash matching funds, to Plan NH in order to fund a consultant to study the impact of the City of Rochester's

current zoning ordinances on downtown development and how the current ordinances can be revised to increase density in the downtown region and encourage a wider variety and more affordable housing developments.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

14. Other

Councilor Gates suggested that "Other" be moved on the Agenda for a discussion prior to the Non-Meeting. Mayor McCarley agreed.

Councilor Gates said he had received a call from a resident who wanted to dispose of prescription drugs, but was told by the Police Department that they could not take them at this time. She said she found out that in Somersworth there is a security bin where prescription drugs can be deposited and they are secure in there. Councilor Gates asked Police Chief Toussaint if he would let everyone know what is being done in Rochester for drug disposal and whether or not this type of security bin is anything he has dealt with or knows about.

Chief Toussaint said the Rochester Police Department had been looking into it a couple of years ago and it was decided that it was more bother than it is worth as it would have to be installed in the Police Station lobby, monitored, emptied and inventoried for potentially harmful substances, etc.. He said in the alternative, Rochester will participate in the National Drug Take Back Day. This year it will be on April 29, 2017. People can come to the Police Department on that day and turn in unwanted prescription medications.

Chief Toussaint said that Bridging the Gaps has small packets available that medications can be put in and are neutralized by chemicals in the packet that can then be disposed of in the trash. He also suggested using a zip-lock bag that the pills can be put in with water and some other type of substance, such as coffee grounds or cat litter, and that can be disposed of in the trash. The packets can be obtained at the Police Department.

Councilor Gray said that the All Veterans Credit for property taxes has been approved by the State Legislature to cover certain gaps for periods of time between wars. He would like this referred to the Finance Committee.

Councilor Gray said that State law also allows for tax exemptions for solar energy installations.

15. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Regular City Council

meeting at 9:17 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC
Deputy City Clerk

**Special City Council Meeting
April 18, 2017
Council Chambers
7:25 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Barnett
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Varney
Councilor Willis
Mayor McCarley

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
City Attorney Terence O'Rourke

Minutes

1. Call to Order

Mayor McCarley called the Special City Council meeting to order at 7:25 PM. Kelly Walters, City Clerk, took a silent roll call. All Council members were present.

2. **AB 161 Resolution Authorizing Borrowing Authority Pursuant to RSA 33:9 for the Richard W. Creteau Technology Center Upgrade *first reading and refer to a Public Hearing***

Mayor McCarley said the New Hampshire House of Representatives Budget did not include any funding for the City of Rochester's Richard W. Creteau Technology Center Upgrade Project; however, there is still the alternative option for the City to seek the anticipated funding at the State Senate Budget level. She said the Department of Education will be presenting its budget before the Senate on May 4, 2017. This would give the City of Rochester an opportunity to show its sincere interest in moving forward with this project prior to the Senate Budget meeting. She said that a two-thirds vote would be required by the City Council for any motions dealing with anticipated bond funds.

Councilor Lauterborn **MOVED** to read the resolution by title only for

the first time and refer the matter to a Public Hearing. Councilor Bogan seconded the motion.

Councilor Varney said that a revised resolution had been provided to the City Council prior to the City Council meeting. Mayor McCarley concurred. She informed the City Council that the original project had been estimated at almost \$25,000,000; the Technology Center Ad-Hoc Committee, School Board, the Director of the Technology Center, and the Technology Center Architect, have worked diligently to make some reductions to the project. The estimated total project is now \$16,800,000. The estimated cost for the State would be approximately \$12,000,000 and the City's estimated cost has been reduced to \$4,800,000.

Councilor Gates questioned why the City Council is acting on the project at this time and why the School has not done its share by reducing their budget as much as possible. He said the Technology Center Upgrade is important; however, the School Department could consolidate some of the elementary schools to assist with the cost of bonding, naming Nancy Loud Elementary School as one example. Mayor McCarley stated that if the City Council believes this is an important project for the City then it must act now to show the State Senate its intentions to move forward.

Councilor Gray disagreed with comments made by Councilor Gates about closing the Nancy Loud School. He argued that it would not make sense and would likely burden the parents if their children were sent off to different schools. He mentioned that there are still six portable classrooms that will not be usable at some point.

Councilor Gray listed reasons to support this resolution especially for what it would do in conjunction with the manufacture businesses in the area, such as Safran/Albany composites facility.

Councilor Varney wished to point out that financing a \$4,800,000 project would cost an estimate of \$7,000,000 over a twenty-year loan. This would add about \$0.17 cents to the tax-rate and preclude other important projects from being completed this year. He supported the first reading and sending the resolution to a public hearing; however, it is important to know the impact this would have on the City budget if there is hope to stay within the Tax Cap.

Councilor Torr asked why this project is estimated with a 4% bond rate. Councilor Varney stated that the City would not be ready to send the project out to the bond counsel for a few years so it is safer to estimate the project using a higher percentage rate.

Councilor Torr requested more information about what had been cut from this project to reduce the amount to be bonded. Mayor McCarley stated that Councilors Willis, Varney, and Hamann serve on the Ad-Hoc Committee. Councilor Willis said the Technology Center Architect was challenged with scaling back the project but keeping the basic needs of the existing 16 programs. This will leave some of the classrooms virtually untouched other than updates to equipment and electrical needs. He said the front entrance will still undergo a complete renovation because it is not functional for the Center's needs. The Financial/Holy Rosary Credit Union branch is still being moved to the first level along with the culinary program, which would need to have public access. Councilor Willis said it seems most of the major goals have been met with a scaled down cost. Mayor McCarley added that special attention was given to the Automotive and HVAC programs too.

Councilor Willis invited any other Council members to attend the next Ad-Hoc meeting scheduled for the following day. The Committee is expected to review and prioritize the equipment needs and discuss how to meet the needs of some of the local businesses in order to build potential partnerships.

Mayor McCarley called for vote on the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time as follows:

**Resolution for Supplemental Appropriation and Authorizing
Borrowing Authority Pursuant to RSA 33:9 for the Richard W.
Creteau Technology Center Upgrade**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Sixteen Million Eight Hundred Thousand Dollars (\$16,800,000) for the purpose of renovating and expanding the Richard W. Creteau Technology Center, and further;

Funding for the above stated purpose of renovating and expanding the Richard W. Creteau Technology Center will be derived from the following:

- Acceptance and expenditure of a grant from the State of New Hampshire in an amount not to exceed Twelve Million Dollars (\$12,000,000);

- In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Eight Hundred Thousand Dollars (\$4,800,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY17 AB 161**

Mayor McCarley stated that the matter will now be sent to a Public Hearing.

3. AB 164 Proposed Changes to the Merit Plan – *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the proposed Merit Plan changes. Councilor Bogan seconded the motion. Councilor Willis stated his objection to some of the positions on the list. He said some are vacant or duplicate positions that are no longer needed but have not been removed from the Merit Plan. He listed "Director of City Services" as one example, which is essentially the same position as the "Director of Public Works".

Mayor McCarley agreed that this should be discussed at some point after the budget cycle is completed. She added that Councilors Keans and Gates brought this matter to her attention at the last Finance Committee meeting. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a majority voice vote. **See Addendum 1**

4. Other

5. Non-Meeting

Mayor McCarley said if there were no objections from the City Council she would add a *Non-Public Session for a land issue that should to be discussed this evening. No member of the City Council objected to the request.

5.1. Non-Meeting: Consultation with Legal Counsel, RSA 91-A:2,I(b)

5.2. *Non-Public Session:

Councilor Lauterborn **MOVED** to enter a Non-Meeting Consultation with Legal Counsel, RSA 91-A:2,I(b) and a Non-Public Session under RSA 91-A:3, II(d) at 7:43 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to seal the Non-Public minutes indefinitely as divulgence would "render a proposed action ineffective". Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call at 8:15 PM.

6. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Special City Council meeting at 8:16 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

Ref #	CBA Group	Grade	Position	Type	Min	Max	Min	Max
1	Non-union	1	Library Page	Hourly	\$ 10.27	\$ 13.81	\$ 21,362	\$ 28,725
2	Non-union	3	Custodian (part-time)	Hourly	\$ 13.35	\$ 17.94	\$ 27,768	\$ 37,315
3	RMEA	2	Clerk Typist I	Hourly	\$ 14.72	\$ 19.73	\$ 30,622	\$ 41,043
4	RMEA	2	Secretary I	Hourly	\$ 14.72	\$ 19.73	\$ 30,622	\$ 41,043
5	AFSCME	1	Laborer	Hourly	\$ 14.80	\$ 19.97	\$ 30,775	\$ 41,543
6	AFSCME	1	Meter Reader	Hourly	\$ 14.80	\$ 19.97	\$ 30,775	\$ 41,543
7	AFSCME	1	Custodian	Hourly	\$ 14.80	\$ 19.97	\$ 30,775	\$ 41,543
8	AFSCME	1	Maintenance Laborer	Hourly	\$ 14.80	\$ 19.97	\$ 30,775	\$ 41,543
9	RMEA	3	Administrative/Network Specialist	Hourly	\$ 15.47	\$ 20.72	\$ 32,176	\$ 43,100
10	RMEA	3	Arena Attendant	Hourly	\$ 15.47	\$ 20.72	\$ 32,176	\$ 43,100
11	RMEA	3	Clerk Typist II	Hourly	\$ 15.47	\$ 20.72	\$ 32,176	\$ 43,100
12	RMEA	3	Parking Enforcement Officer	Hourly	\$ 15.47	\$ 20.72	\$ 32,176	\$ 43,100
13	RMEA	3	Account Clerk I	Hourly	\$ 15.47	\$ 20.72	\$ 32,176	\$ 43,100
14	AFSCME	2	Light Equipment Operator	Hourly	\$ 15.53	\$ 20.96	\$ 32,304	\$ 43,604
15	AFSCME	2	Meter Maintenance	Hourly	\$ 15.53	\$ 20.96	\$ 32,304	\$ 43,604
16	AFSCME	2	Lead Grounds	Hourly	\$ 15.53	\$ 20.96	\$ 32,304	\$ 43,604
17	Non-union	4	Legal Assistant I	Hourly	\$ 15.57	\$ 20.92	\$ 32,386	\$ 43,514
18	TEAMSTERS		Library Assistant	Hourly	\$ 16.10	\$ 21.51	\$ 33,488	\$ 44,741
19	RMEA	4	Assessing Technician	Hourly	\$ 16.24	\$ 21.79	\$ 33,770	\$ 45,324
20	RMEA	4	Welfare Intake Worker	Hourly	\$ 16.24	\$ 21.79	\$ 33,770	\$ 45,324
21	RMEA	4	Account Clerk II	Hourly	\$ 16.24	\$ 21.79	\$ 33,776	\$ 45,317
22	AFSCME	3	Medium Equipment Operator	Hourly	\$ 16.28	\$ 21.97	\$ 33,855	\$ 45,706
23	AFSCME	3	WWT Maintenance Mechanic	Hourly	\$ 16.28	\$ 21.97	\$ 33,855	\$ 45,706
24	AFSCME	3	Pump Station Maintenance	Hourly	\$ 16.28	\$ 21.97	\$ 33,855	\$ 45,706
25	AFSCME	3	Maintenance Technician	Hourly	\$ 16.28	\$ 21.97	\$ 33,855	\$ 45,706
26	Non-union	5	Lead Custodian (inactive position)	Hourly	\$ 16.81	\$ 22.60	\$ 34,965	\$ 47,008
27	AFSCME	4	Heavy Equipment Operator	Hourly	\$ 17.03	\$ 23.00	\$ 35,427	\$ 47,830
28	AFSCME	4	Mechanic	Hourly	\$ 17.03	\$ 23.00	\$ 35,427	\$ 47,830
29	Middle Mgrs	5	Deputy Tax Collector	Hourly	\$ 17.04	\$ 22.87	\$ 35,443	\$ 47,570
30	Middle Mgrs	5	Deputy City Clerk	Hourly	\$ 17.04	\$ 22.87	\$ 35,443	\$ 47,570
31	RMEA	5	Secretary II	Hourly	\$ 17.04	\$ 22.87	\$ 35,444	\$ 47,579
32	RMEA	5	Utility Billing Administrator	Hourly	\$ 17.04	\$ 22.87	\$ 35,444	\$ 47,579
33	COMMUNICATIONS		Dispatcher	Hourly	\$ 17.24	\$ 23.33	\$ 35,859	\$ 48,526
34	TEAMSTERS		Secretary II	Hourly	\$ 17.52	\$ 23.53	\$ 36,442	\$ 48,942
35	FIRE		Firefighter	Hourly	\$ 17.82	\$ 23.14	\$ 37,066	\$ 48,131
36	Non-union	6	Legal Assistant II	Hourly	\$ 18.16	\$ 24.43	\$ 37,773	\$ 50,814
37	Non-union	6	Victim/Witness Advocate	Hourly	\$ 18.16	\$ 24.43	\$ 37,773	\$ 50,814
38	AFSCME	5	Plant Operator	Hourly	\$ 18.78	\$ 25.35	\$ 39,058	\$ 52,736
39	RMEA	6	Animal Control Officer	Hourly	\$ 18.79	\$ 25.19	\$ 39,078	\$ 52,401
40	RMEA	6	Crime Analyst	Hourly	\$ 18.79	\$ 25.19	\$ 39,078	\$ 52,401
41	RMEA	6	IS Technician	Hourly	\$ 18.79	\$ 25.19	\$ 39,078	\$ 52,401
42	RMEA	6	Recreation Program Coordinator	Hourly	\$ 18.79	\$ 25.19	\$ 39,078	\$ 52,401

43	RMEA	6	Government Channel Coordinator	Hourly	\$ 18.79	\$ 25.19	\$ 39,083	\$ 52,397
44	RMEA	6	Evidence Technician	Hourly	\$ 18.79	\$ 25.19	\$ 39,083	\$ 52,397
45	RMEA	6	Planner I	Hourly	\$ 18.79	\$ 25.19	\$ 39,083	\$ 52,397
46	COMMUNICATIONS		Lead Dispatcher	Hourly	\$ 19.27	\$ 25.36	\$ 40,082	\$ 52,749
47	Non-union	7	Financial Analyst (inactive position)	Hourly	\$ 19.62	\$ 26.37	\$ 40,810	\$ 54,850
48	Non-union	7	Payroll/Human Resource Specialist	Hourly	\$ 19.62	\$ 26.37	\$ 40,810	\$ 54,850
49	Middle Mgrs	7	Secretary III	Hourly	\$ 19.73	\$ 26.43	\$ 41,038	\$ 54,974
50	RMEA	7	Community Development Coordinator	Hourly	\$ 19.73	\$ 26.46	\$ 41,043	\$ 55,029
51	RMEA	7	Field Assessor	Hourly	\$ 19.73	\$ 26.46	\$ 41,043	\$ 55,029
52	RMEA	7	Juvenile Court Coordinator	Hourly	\$ 19.73	\$ 26.46	\$ 41,043	\$ 55,029
53	RMEA	7	Social Worker	Hourly	\$ 19.73	\$ 26.46	\$ 41,043	\$ 55,029
54	AFSCME	6	Lead Mechanic	Hourly	\$ 20.66	\$ 27.85	\$ 42,966	\$ 57,919
55	AFSCME	6	Lead Highway	Hourly	\$ 20.66	\$ 27.85	\$ 42,966	\$ 57,919
56	AFSCME	6	Lead Water/Sewer	Hourly	\$ 20.66	\$ 27.85	\$ 42,966	\$ 57,919
57	AFSCME	6	Lead Plant Operator	Hourly	\$ 20.66	\$ 27.85	\$ 42,966	\$ 57,919
58	RMEA	8	Economic Development Specialist	Hourly	\$ 20.72	\$ 27.77	\$ 43,100	\$ 57,771
59	Non-union	8	Executive Secretary	Hourly	\$ 21.18	\$ 28.46	\$ 44,054	\$ 59,197
60	TEAMSTERS		Librarian I	Hourly	\$ 21.51	\$ 28.84	\$ 44,741	\$ 59,987
61	POLICE		Patrol	Salaried	\$ 22.23	\$ 31.66	\$ 46,234	\$ 65,845
62	Middle Mgrs	9	Office Manager	Salaried	\$ 22.87	\$ 30.65	\$ 47,564	\$ 63,746
63	Middle Mgrs	9	Communications Center Mgr	Salaried	\$ 22.87	\$ 30.65	\$ 47,564	\$ 63,746
64	Middle Mgrs	9	Recreation Supervisor	Salaried	\$ 22.87	\$ 30.65	\$ 47,564	\$ 63,746
65	Middle Mgrs	9	Arena Supervisor	Salaried	\$ 22.87	\$ 30.65	\$ 47,564	\$ 63,746
66	Non-union	9	Executive Assistant	Hourly	\$ 22.87	\$ 30.73	\$ 47,570	\$ 63,918
67	Non-union	9	GIS/Asset Management Technician	Hourly	\$ 22.87	\$ 30.73	\$ 47,570	\$ 63,918
68	RMEA	9	Compliance Officer	Hourly	\$ 22.87	\$ 30.65	\$ 47,574	\$ 63,751
69	Non-union	9	Accountant I	Salaried	\$ 22.87	\$ 30.73	\$ 47,575	\$ 63,908
70	RMEA	9	Construction Engineer	Hourly	\$ 22.87	\$ 30.65	\$ 47,579	\$ 63,758
71	RMEA	9	Building/Mechanical Inspector	Hourly	\$ 22.87	\$ 30.65	\$ 47,579	\$ 63,758
72	RMEA	9	Health/Plumbing Inspector	Hourly	\$ 22.87	\$ 30.65	\$ 47,579	\$ 63,758
73	TEAMSTERS		Librarian II	Hourly	\$ 23.76	\$ 31.82	\$ 49,421	\$ 66,186
74	Non-union	10	Senior Executive Assistant	Hourly	\$ 24.70	\$ 33.18	\$ 51,376	\$ 69,014
75	FIRE		Fire Lieutenant	Hourly	\$ 24.93	\$ 24.93	\$ 51,854	\$ 51,854
76	Non-union	11	DPW Operations Manager (inactive position)	Salaried	\$ 26.67	\$ 35.84	\$ 55,472	\$ 74,545
77	FIRE		Captain	Hourly	\$ 26.72	\$ 27.64	\$ 55,578	\$ 57,491
78	Non-union	10	Administrative Services & Utility Billing Supervisor	Salaried	\$ 24.70	\$ 33.18	\$ 51,376	\$ 69,014
79	Middle Mgrs	10	Administrative Services & Utility Billing Supervisor	Salaried	\$ 27.77	\$ 37.21	\$ 57,762	\$ 77,394
80	Non-union	10	Deputy Assessor (inactive position)	Salaried	\$ 24.70	\$ 33.18	\$ 51,376	\$ 69,014
81	Middle Mgrs	10	Deputy Assessor (inactive position)	Salaried	\$ 27.77	\$ 37.21	\$ 57,762	\$ 77,394
82	Managers	10	City Clerk	Salaried	\$ 27.77	\$ 37.21	\$ 57,762	\$ 77,394
83	Middle Mgrs	10	Asst Dir of Code Enf Services	Salaried	\$ 27.77	\$ 37.21	\$ 57,762	\$ 77,394
84	Middle Mgrs	10	Chief Planner	Salaried	\$ 27.77	\$ 37.21	\$ 57,762	\$ 77,394
85	Middle Mgrs	10	Municipal Services Supervisor	Salaried	\$ 27.77	\$ 37.21	\$ 57,762	\$ 77,394

86	RMEA	10	Senior Accountant	Hourly	\$ 27.77	\$ 37.20	\$ 57,771	\$ 77,379
87	Non-union	11	Assistant City Engineer	Salaried	\$ 26.67	\$ 35.84	\$ 55,472	\$ 74,545
88	Middle Mgrs	11	Assistant City Engineer	Salaried	\$ 29.17	\$ 39.10	\$ 60,677	\$ 81,338
89	Managers	11	Chief Assessor	Salaried	\$ 29.17	\$ 39.10	\$ 60,677	\$ 81,338
90	Managers	11	Tax Collector	Salaried	\$ 29.17	\$ 39.10	\$ 60,677	\$ 81,338
91	Middle Mgrs	11	Deputy Fire Chief	Salaried	\$ 29.17	\$ 39.10	\$ 60,677	\$ 81,338
92	Middle Mgrs	11	Assistant Director of Recreation	Salaried	\$ 29.17	\$ 39.10	\$ 60,677	\$ 81,338
93	Middle Mgrs	11	Chief Water Treatment Operator	Salaried	\$ 29.17	\$ 39.10	\$ 60,677	\$ 81,338
94	Middle Mgrs	11	Chief WW Treatment Operator	Salaried	\$ 29.17	\$ 39.10	\$ 60,677	\$ 81,338
95	POLICE		Sergeant	Salaried	\$ 30.11	\$ 36.03	\$ 62,625	\$ 74,934
96	Middle Mgrs	12	Fire Marshal	Salaried	\$ 30.64	\$ 41.04	\$ 63,725	\$ 85,361
97	Managers	12	Fire Marshal	Salaried	\$ 30.64	\$ 41.04	\$ 63,725	\$ 85,361
98	Managers	12	Director of Welfare	Salaried	\$ 30.64	\$ 41.04	\$ 63,725	\$ 85,361
99	Managers	12	Systems Supervisor	Salaried	\$ 30.64	\$ 41.04	\$ 63,725	\$ 85,361
100	Non-union	13	Police Lieutenant	Salaried	\$ 31.11	\$ 41.79	\$ 64,707	\$ 86,930
101	Non-union	13	Police Prosecuting Attorney (inactive)	Salaried	\$ 31.11	\$ 41.79	\$ 64,707	\$ 86,930
102	Non-union	13	Lieutenant Prosecutor	Hourly	\$ 31.11	\$ 41.79	\$ 64,709	\$ 86,923
103	Managers	13	Director of Recreation	Salaried	\$ 32.14	\$ 43.10	\$ 66,851	\$ 89,651
104	Managers	13	Director of Code Enforcement	Salaried	\$ 32.14	\$ 43.10	\$ 66,851	\$ 89,651
105	Managers	13	Economic Development Manager	Salaried	\$ 32.14	\$ 43.10	\$ 66,851	\$ 89,651
106	Managers	13	Library Director	Salaried	\$ 32.14	\$ 43.10	\$ 66,851	\$ 89,651
107	Middle Mgrs	13	City Engineer	Salaried	\$ 32.14	\$ 43.10	\$ 66,851	\$ 89,651
108	Managers	13	City Engineer	Salaried	\$ 32.14	\$ 43.10	\$ 66,851	\$ 89,651
109	Non-union	14	Human Resource Manager	Salaried	\$ 33.60	\$ 45.14	\$ 69,885	\$ 93,899
110	Non-union	14	Deputy Finance Director/Deputy Treasurer	Salaried	\$ 33.60	\$ 45.14	\$ 69,885	\$ 93,899
111	Non-union	14	Police Captain	Salaried	\$ 33.60	\$ 45.14	\$ 69,885	\$ 93,899
112	Managers	14	Director of Planning	Salaried	\$ 33.78	\$ 45.27	\$ 70,254	\$ 94,160
113	Middle Mgrs	14	Assitant Fire Chief	Salaried	\$ 33.78	\$ 45.27	\$ 70,254	\$ 94,160
114	Managers	14	Assistant Fire Chief	Salaried	\$ 33.78	\$ 45.27	\$ 70,254	\$ 94,160
115	Non-union	15	Deputy City Attorney	Salaried	\$ 36.29	\$ 48.76	\$ 75,473	\$ 101,429
116	Managers	17	Director of Public Works	Salaried	\$ 39.10	\$ 52.40	\$ 81,321	\$ 108,990
117	Non-union	16	Chief Information Officer (CIO)	Salaried	\$ 39.19	\$ 52.66	\$ 81,513	\$ 109,542
118	Non-union	16	Deputy Police Chief	Salaried	\$ 39.19	\$ 52.66	\$ 81,513	\$ 109,542
119	Non-union	17	Director of Finance (inactive position)	Salaried	\$ 42.32	\$ 56.89	\$ 88,030	\$ 118,323
120	Managers	17	Fire Chief	Salaried	\$ 39.10	\$ 52.40	\$ 81,321	\$ 108,990
121	Non-union	18	Fire Chief	Salaried	\$ 45.70	\$ 61.41	\$ 95,064	\$ 127,730
122	Non-union	18	Director of City Services	Salaried	\$ 45.70	\$ 61.41	\$ 95,064	\$ 127,730
123	Non-union	18	Chief of Police	Salaried	\$ 45.70	\$ 61.41	\$ 95,064	\$ 127,730
124	Non-union	18	City Attorney	Salaried	\$ 45.70	\$ 61.41	\$ 95,064	\$ 127,730
125	Non-union	18	Deputy City Manager - Community Development (inactive)	Salaried	\$ 45.70	\$ 61.41	\$ 95,064	\$ 127,730
126	Non-union	18	Deputy City Manager - Finance & Administration	Salaried	\$ 45.70	\$ 61.41	\$ 95,064	\$ 127,730



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER
 31 Wakefield Street • Rochester, NH 03867
 (603) 332-1167
www.RochesterNH.net

CITY MANAGER'S REPORT May 2, 2017

The Employee(s) of the Month is: Christopher Mangum, Police Department **P. 72**

Contracts and documents executed since last month:

- City Clerk's Office
 - Codification Status Update - *forthcoming*
- Department of Public Works **P. 74**
 - Annex renovation project – Change order #5 **P. 74**
 - Bridge Aid Application - Four Rod Road **P. 75**
 - Employee Recognition & Achievements Team Charter – change **P. 76**
 - Salmon Falls Road Highway Safety Improvement Project – notice to proceed **P. 77**
- Economic & Community Development **P. 78**
 - Purchase & Sales Agreement – 38 Hanson Street **P. 78**
 - Wayfinding Contract – Beta Group **P. 79**
 - Environmental Review – Façade Program **P. 80**
 - Technical Assistance Grant Application **P. 81**
- Finance Department **P. 82**
 - Fire Chief Recruitment Contract – MRI **P. 82**
 - Statement of Work – Contract with ePlus **P. 83**
- Recreation Department **P. 84**
 - Fireworks Contracts – Fairgrounds and Central Main Pyrotechnic **P. 84**
- Police Department **P. 85**
 - Highway Safety Grants **P. 85**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report **P. 86**
- Monthly Overnight Travel Summary (no report included – no travel reports submitted)
- Permission & Permits Issued **P. 87**
- Personnel Action Report Summary **P. 89**

4/27/17

ROCHESTER POLICE DEPARTMENT

POLICE COMMISSION

DEREK J. PETERS

Chairman

BRUCE E. LINDSAY

Vice Chairman

LUCIEN G. LEVESQUE

Commissioner



PAUL R. TOUSSAINT
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

March 31, 2017

Chief Toussaint,

I am writing this memo to bring light to some fantastic work done by Christopher Mangum. As you are aware we have experienced a sharp increase in robberies over the past 8 weeks at our pharmacies and convenient stores. The total number of robberies in this period of time is 10.

The string of robberies started on January 16th with a robbery of Care Pharmacy and continued through March 16th with the robbery of Shell on Milton Road. Through this period Detective Mangum has been involved in every one of the cases whether he was on call or not. Detective Mangum not only was involved in each of these cases, his skills as an interviewer and seasoned officer were the key components in obtaining confessions from 4 out of the 5 suspects involved in these crimes and ultimately lead to 5 suspects being charged with violent felony level crimes. Detective Mangum continues to prove himself as a capable interviewer and has been a valuable asset to the police department for a long time.

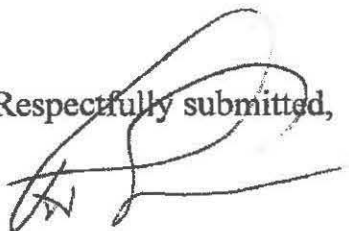
Detective Mangum performance over this two month period has supplemented other detective's investigations and given them the crucial piece needed to successfully make an arrest. I have utilized Detective Mangum in the area of interviewing throughout my time as his supervisor, it is something he excels at and enjoys. He is an important member of the Division and has proven to be a valuable employee.

Most recently during a drug operation and another example of Detective Mangum's value he recognized a suspect he was aware of dealing drugs. He ultimately arrested this person and another male seizing 10 grams of heroin and crystal methamphetamine along with over \$3400 in cash. Detective Mangum was able to obtain a confession in this case sealing the arrest.

"Equal Opportunity Employer"

I think examples are a stand out of the work done by Detective Mangum and I would recommend he be submitted for employee of the month or whatever other recognition you see appropriate.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'P. Emerson', written over the text 'Respectfully submitted,'.

Sergeant Patrick Emerson



**City of Rochester
Dept of Public Works**

45 Old Dover Road
Rochester, NH 03867
Phone: (603) 332-4096
Fax: (603) 335-4352

CITY OF
Received
APR 17 2017
City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
From: John B. Storer, P.E. Director of City Services
Date: April 17, 2017
Re: Annex Renovation – Change Order #5, Contract 16-38

Attached for your review and signature are three originals of Change Order No. 5 for the Annex Renovation Project.

They have been reviewed and approved by the architects. I concur that they are indeed necessary and warranted to properly complete the work.

The Change Order reflects an accumulation of several items, including a credit, which aggregate at \$71,986. One of the key items included a complete re-pointing of the entire west façade facing Wakefield Street. This cost is being offset by historical renovation grants that totaled \$54,000. Additional changes included some basic architectural modifications to re-level the 2nd floor, secure air infiltration barrier material, and some minor structural and aesthetic modifications.

The pending changes and overall Annex Project were discussed at the Public Works Committee Meeting of March 16, 2017.

The project remains on track to wrap up with at least a \$100,000 surplus.

The date of Substantial Completion is now projected for June 21.

Your signature is requested for authorization to proceed.

Thank you

4/27/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
APR 10 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MBS*

DATE: April 4, 2017

SUBJECT: Application for State Bridge Aid Construction Funding
Four Rod Road over Rickers Brook (Bridge No. 114/046)

CC: John Storer, PE, Director of City Services

Attached please find an Application For State Bridge Aid Construction requesting funding for replacing/rehabilitating the City's Bridge No. 114/046, Four Rod Road over Rickers Brook. The application requires certification that the City has appropriated funds as a portion of its share of the project. The City has appropriated \$125,000 in FY17 funds (Account #15013010-771000-17528, Replace/Repair Four Rod Road Culvert).

Blaine - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed application should be returned to DPW for distribution.

Signature *Blaine Cox*
Blaine Cox
Deputy City Manager/Director of Finance & Administration

Attachment: Application for State Bridge Aid Construction (Bridge No. 114/046)

4/27/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096 Fax (603) 335-4352

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CITY OF
Received
APR 14 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick
Samantha Rodgerson

FROM: Lisa J. Clark, Administrative Supervisor *LJC*

DATE: April 14, 2017

SUBJECT: Employee Recognition & Achievement Team

CC:

Attached please find the Employee Recognition and Achievement Team Charter. As discussed with you on Wednesday April 12, 2017 we have updated the Charter and we have Elected Samantha Kelley of the Finance Office to be the new Chairperson for this Committee.

After approximately 15 years with me, The Team is very excited to have someone new to lead them. I will happily work with Samantha over the next couple of months to ensure the continued success of the Team and I thank you for your continued support and encouragement for all employees.

Please sign the attached team charter and return a copy to me at the DPW

4/27/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
APR 5 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Michael Bezanson, PE, City Engineer *MBS*
DATE: April 4, 2017
SUBJECT: Salmon Falls Road Highway Safety Improvement Program Project
(#17-22) - Notice To Proceed
CC: John Storer, PE, Director of City Services

Attached please find four (4) originals of the Notice To Proceed to SUR Construction, Inc. for the construction of the Salmon Falls Road Highway Safety Improvement Program (HSIP) project. The agreement between the City and SUR Construction has been executed with an effective date of December 21, 2016 (Contract #17-22).

Please sign all four (4) original documents and return the signed documents to me for distribution. Please let me know if you have any questions.

Thank you.

Attachments: Notice To Proceed for Contract No. 17-22 dated 4/4/17 (4 copies)

4/27/17



City of Rochester, New Hampshire

Economic & Community Development

151 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

Date: April 5, 2017

To: Dan Fitzpatrick, City Manager

CC: Terence O'Rourke, City Attorney
Blaine Cox, Deputy City Manager
John Storer, Director of Public Works

From: Karen Pollard, Economic Development Manager

Re: Purchase & Sale Agreement – 38 Hanson Street

CITY OF
Received
APR 10 2017
City Manager
ROCHESTER

Attached please find the “clean copy” of the negotiated purchase and sale agreement for 38 HANSON STREET. Rebecca S. Kane, Attorney for the sellers has collected her clients’ required signatures. There are three copies, one for legal, one for the City Manager’s office and one to be sent back to their attorney. If you would please sign and send two copies back to Economic Development we can distribute the originals as well as get copies to finance and public works.

Public Works has already scheduled the environmental testing. Once that is complete we can review the results, and if they are within the expected range we can then schedule the closing.

4/27/17



City of Rochester, New Hampshire

Economic & Community Development

151 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

Date: April 3, 2017

To: Dan Fitzpatrick, City Manager

From: Karen Pollard, Economic Development Manager

Re: Wayfinding Contract

K. Pollard

CITY OF
Received
APR 5 2017
City Manager
ROCHESTER

Attached please find the revised contract for the Wayfinding Master Plan and additional services with BETA GROUP INC. This project was put out to bid, and BETA GROUP was the lowest bidder in addition to being the committee members first choice when scored.

This project is funded through an FY2017 CIP line item. The amount of this portion of the project is \$50,800.

Once you have signed, please keep a copy for yourself and send the other 2 back to me. We will send a copy to BETA GROUP INC.

4/27/17

Date: April 13, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
APR 13 2017
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Environmental Review – Rochester Main Street Façade Program

Please see attached the completed FY 2016-2017 Community Development Block Grant (CDBG) environmental review for the Rochester Main Street Façade Program project at 32 North Main Street. The City Council approved funding to the Rochester Main Street Façade Program at the May 3, 2016 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

4/27/17

Date: April 5, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: NH Municipal Technical Assistance Grant Application

Please see attached the NH Municipal Technical Assistance Grant application requesting funding for consultancy services to review and revise the City's ordinances as related to downtown density and land use. This application has been reviewed and approved by Staff Planner Michelle. City Council voted to approve submission of this grant application at the April 4, 2017 City Council special meeting. The application requires the signature of the City Manager as the authorized City authority.

Thank you very much. Please contact Julian with any questions or concerns.

City of Rochester

4/27/17

OFFICE OF THE CITY MANAGER
FINANCE OFFICE
31 WAKEFIELD STREET
ROCHESTER NH 03867

DANIEL FITZPATRICK
VOICE 603.335.1167
FAX 603.335.7589
E-MAIL: Daniel.fitzpatrick@rochesternh.net

LETTER OF TRANSMITTAL

TO: Dan Fitzpatrick, City Manager
FROM: Blaine Cox, Deputy City Manager
DATE: April 10, 2017



CITY OF
Received
APR 10 2017
City Manager
ROCHESTER

I am sending you: Attached Under Separate Cover

The following items:

FIRE CHIEF RECRUITMENT Contract from Municipal Resources, Inc.

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit <input type="checkbox"/> Copies for approval		
<input type="checkbox"/>	Submit <input type="checkbox"/> Copies for distribution		

REMARKS:

The attached Fire Chief Recruitment contract has been reviewed. It is in line with the contract we entered two years ago for the Director of City Services recruitment process.

City of Rochester

OFFICE OF THE CITY MANAGER
FINANCE OFFICE
31 WAKEFIELD STREET
ROCHESTER NH 03867

DANIEL FITZPATRICK
VOICE 603.335.1167
FAX 603.335.7589
E-MAIL: Daniel.fitzpatrick@rochesternh.net

LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager
FROM: Blaine Cox, Deputy City Manager
DATE: March 31, 2017

I am sending you: Attached Under Separate Cover

The following items:

Statement of Work Contract (SoW) for ePlus

These are transmitted as checked below:

- For Approval For Your Use/Information
- As Requested For Review & Reply
- Approved as Submitted Approved as Noted
- Returned for Corrections
- Re-submit Copies for approval
- Submit Copies for distribution

REMARKS:

ePlus is the vendor/ contractor that will be performing the installation of replacement network switches, replacement firewall and network management software. Attached please find the SoW contract that I signed today as your agent. It is anticipated that this work will be completed prior to June 30, 2017.

4/27/17



CITY OF
Received
APR 17 2017
City Manager
ROCHESTER

To: Dan Fitzpatrick
City Manager

From: Chris Bowlen *CJB*
Director

Dept: Recreation and Arena

Date: 4/17/17

Re: Signatures for Fireworks Show – July 2017

As directed by action of the City Council at the April 4, 2017 meeting, please accept this memo as cover for the two (2) attached documents requiring your signature on behalf of the City of Rochester, NH.

These documents are;

- Agreement with the Rochester Fairground Association to have the event at their facility on July 3, 2017 with a rain date of July 8, 2017.
- Contract with Central Maine Pyrotechnics for the amount of \$20,000 to provide the Fireworks show on the dates shown above.

Should you have any questions, please contact me at your convenience.



ROCHESTER POLICE DEPARTMENT

4/27/17

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

POLICE COMMISSION

DEREK J. PETERS
Chairman
BRUCE E. LINDSAY
Vice Chairman
LUCIEN G. LEVESQUE
Commissioner

PAUL R. TOUSSAINT
Chief of Police

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"



CITY OF
Received
APR 3 2017
City Manager
ROCHESTER

March 23, 2017

To: Daniel Fitzpatrick
City Manager

From: Paul R. Toussaint
Chief of Police

Re: Highway Safety Grants

Dear Mr. Fitzpatrick:

Attached please find three agenda bills that I am requesting your signature on. These are all for Highway Safety STEP (Sustained Traffic Enforcement Patrol) grants. The amount of the grants being less than \$10,000.00 requires only your signature to apply. The deadline to apply for these grants is April 15, 2017. The grant period covered is in FY18.

The grants are as follows:

Bicycle and Pedestrian Grant	\$4,557.48
DWI Grant	\$6,214.75
Sustained Traffic Enforcement Grant	\$4,557.48

If you have any questions please feel free to contact me at 603-330-7137.

Council Inquiry report 20170417

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Torr	3/16/2017 Public Works Committee	Will aluminum drip edge be removed and the slate tiles be restored at annex?	Director Storer to address at April Public Works Committee. Item closed
2	Willis	3/16/2017 Public Works Committee	Can Eversource use the existing railroad bed for access rather than going over property?	Director Storer to address at April Public Works Committee. Item closed

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
3/27/2017	4/5/2017	BANNERS	Chamber - Expo	5/11/2017
3/15/2017	4/10/2017	EVENT	RMS - Wine in Garden - Beer in Woods Fundraiser	6/7/2017
3/15/2017	4/10/2017	EVENT	RMS - Zombie Walk	10/27/2017
3/15/2017	4/10/2017	EVENT	RMS - Festival of Trees	12/2/2017
3/15/2017	4/10/2017	EVENT	RMS - Shop Small Saturday	11/25/2017
3/15/2017	4/10/2017	EVENT	RMS - Plaid Friday	11/24/2017
3/15/2017	4/10/2017	EVENT	RMS - Farmers Market	6/13 - 9/26, Tuesdays
3/15/2017	4/10/2017	EVENT	RMS - Clean-up Day	4/22/2017
3/15/2017	4/10/2017	EVENT	RMS - Free Comic Book Day	5/6/2017
3/15/2017	4/10/2017	EVENT	RMS - Concerts on the Sqaure	6/23 - 8/25, Fridays
3/15/2017	4/10/2017	EVENT	RMS - Trick-or-Treat on the Town	10/27/2017
3/15/2017	4/10/2017	EVENT	RMS - October Fest	10/7/2017
3/22/2017	3/27/2017	EVENT	Senior Center - Bake Sale- Lilac Mall	4/15/2017
3/20/2017	3/27/2017	EVENT	Rochester Runners - 5K	11/23/2017
3/20/2017	3/27/2017	EVENT	Wingate - Patton St - Block Party	7/22/2017
3/29/2017	4/3/2017	EVENT	Townsquare Media - Largest Yardsale	5/6/2017
4/6/2017	4/10/2017	EVENT	Grace Community Church - service & picnic	5/28/2017
4/3/2017	4/5/2017	RAFFLE	Ryan Canney Scholarship Benefit	4/8/2017
3/22/2017	3/27/2017	TAG	SHS Unified Volleyball	4/15/2017
3/29/2017	4/3/2017	TAG	Rochester Middel School Baseball	6/10/2017
3/29/2017	4/3/2017	TAG	Roger Allen Baseball	4/21/23 & 6/2-4

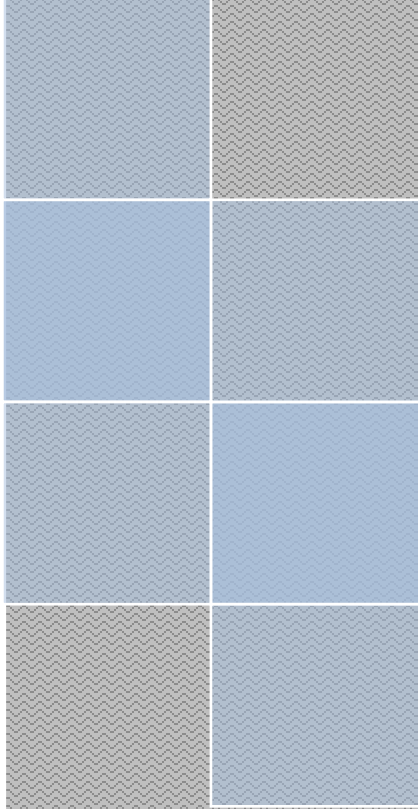
3/6/2017	4/17/2017	MESSAGE	Bethany United Methodist Church - breakfast	3/11 & 4/8 & 5/13
3/6/2017	4/17/2017	MESSAGE	Bethany United Methodist Church - supper	5/20/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Plaid Friday	11/24/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Shop Small Saturday	11/25/2017
3/15/2017	4/17/2017	MESSAGE	RMS- Festival of Trees	12/2/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Zombie Walk	10/27/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Trick-or-Treat on the Town	10/27/2017
3/15/2017	4/17/2017	MESSAGE	RMS - October Fest	10/7/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Gay Pride Day	8/26/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Riverfest	7/15/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Riverwalk	6/21/2017

3/15/2017	4/17/2017	MESSAGE	RMS - Color Run and Block Dance Party	6/9/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Wine in the Garden/Beer in the Woods Fundraiser	6/7/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Music on the Square	Fridays, June - August
3/15/2017	4/17/2017	MESSAGE	RMS - Farmers Market	Tuesdays, June - Sept
3/15/2017	4/17/2017	MESSAGE	RMS - Clean-up Day	4/22/2017
3/15/2017	4/17/2017	MESSAGE	RMS - Free Comic Book Day	5/6/2017
3/23/2017	4/12/2017	MESSAGE	Rochester Grange - Free NH Humanities Program	4/15/2017
3/31/2017	4/17/2017	MESSAGE	Strafford County CAP - preschool signups	Sept
4/10/2017	4/17/2017	MESSAGE	First United Methodist Church - photography show	Fridays, May & June
4/10/2017	4/17/2017	MESSAGE	First United Methodist Church - photography show - opening reception	5/24/2017
4/11/2017	4/12/2017	MESSAGE	Gonic Elementary School - 5K	5/6/2017
4/11/2017	4/11/2017	MESSAGE	Senior Center Bake Sale	4/15/2017
4/12/2017	4/12/2017	MESSAGE	Hands Free Law Reminders - State request	April
4/14/2017	4/14/2017	MESSAGE	Rochester Youth Soccer - signups	6/13/2017

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PROMOTION	OTHER	MISC. INFO
COMMUNICATIONS	NICOLE KNOX	LEAD SPECIALIST	1	X											X		
FIRE	JOSEPH RILEY	FIREFIGHTER	1	X												X	
FIRE	KEVIN BANKS	FIREFIGHTER	1	X												X	
LEGAL	ANDREA MITRUSHI	DEPUTY CITY ATTY	1	X												X	RECLASSIFICATION
POLICE	STACY BAILEY	CROSSING GUARD	1			X				X							
POLICE	GEORGE CHALIFOUR	CROSSING GUARD	1			X	X										
POLICE	MARK BRAVE	PATROL OFFICER	1	X									X				
POLICE	NICHOLAS ALEXANDER	PATROL OFFICER	1	X									X				
POLICE	MARC CILLEY	SERGEANT	1	X											X		TEMP PROMOTION
POLICE	JEFFERY GAGNON	PATROL OFFICER	1	X									X				
POLICE	JACOB BENJAMIN	PATROL OFFICER	1	X									X				
POLICE	ANDREW JACKSON	PATROL OFFICER	1	X									X				
POLICE	RANDY SMITH	SERGEANT	1	X												X	
POLICE	DWAYNE HATCH	PPATROL OFFICER	1	X									X				
POLICE	BRENDEN BETZ	PATROL OFFICER	1	X									X				
POLICE	MICHAEL MIEHLE	PATROL OFFICER	1	X									X				
PUBLIC WORKS	STEPHEN DEPALMA	LEO	1	X						X							
RECREATION	ROY EDGERLY	PROGRAM COORDINATOR	1	X						X							



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City of Rochester, New Hampshire

OFFICE OF THE MAYOR
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net



PROCLAMATION

WHERE AS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHERE AS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and

WHERE AS, ARBOR DAY is now observed throughout the nation and the world; and

WHERE AS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHERE AS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHERE AS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHERE AS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHERE AS, Rochester has been recognized for sixteen years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

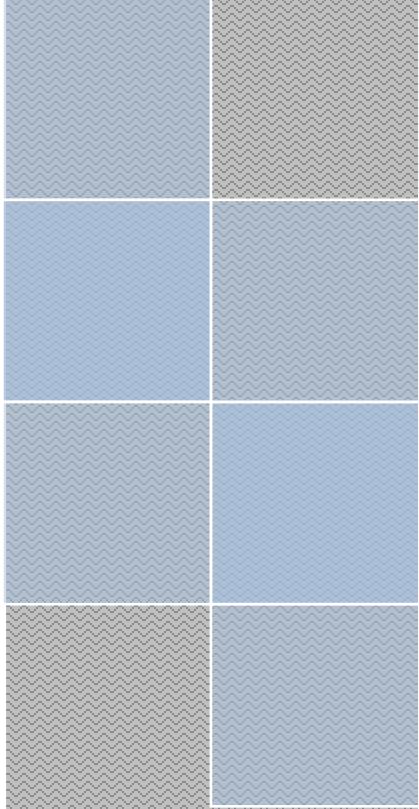
NOW THEREFORE, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim April 28, 2017 as ARBOR DAY in the City of Rochester and urge all citizens of our community to support efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 4th Day of April in the year of our Lord, Two Thousand and Seventeen.

Caroline McCarley



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City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net



PROCLAMATION

- WHEREAS,** May 20th, 2017 is the seventh Kids to Parks Day organized and launched by the National Park Trust; and
- WHEREAS,** Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and
- WHEREAS,** it is important to introduce a new generation to our nation's parks because of the decline in Park attendance over the last decades; and
- WHEREAS,** we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and
- WHEREAS,** Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and
- WHEREAS,** Kids to Parks Day will broaden children's appreciation for nature and the outdoors; and

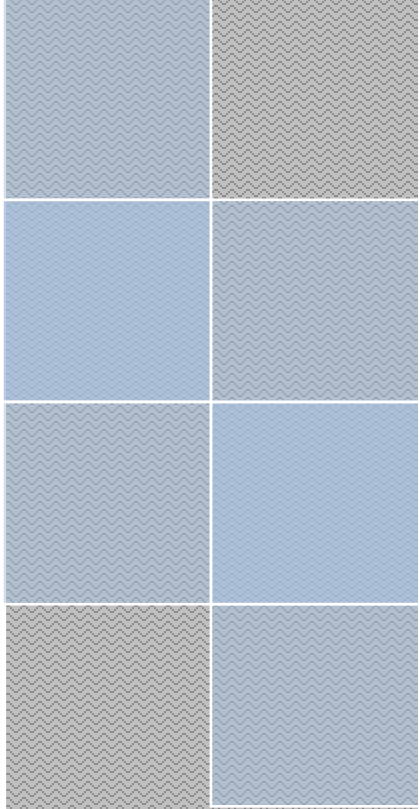
NOW THEREFORE, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim to participate in Kids to Parks Day. I urge residents of Rochester to make time May 20th, 2017 to take the children in their lives to a neighborhood, state or national park.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 2nd Day of May in the year of our Lord, Two Thousand and Seventeen.

Caroline McCarley
Mayor



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City of Rochester, New Hampshire

OFFICE OF THE MAYOR
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net



PROCLAMATION

WHERE AS, Plant Something NH is a program of the NH Plant Growers Association to increase consumer support of local growers, nurseries, garden centers, and landscapers; and

WHERE AS, is part of a national grassroots campaign with a mission to promote public awareness of the health, environmental and economic benefits of plants; and

WHERE AS, this initiative was originally founded in 2001 by the Arizona Nursery Association; and

WHERE AS, is funded under a NH Specialty Crop Block Grant from the US Department of Agriculture; and

WHERE AS, NH has joined 23 other states, and the province of British Columbia, in this successful and growing national initiative; and

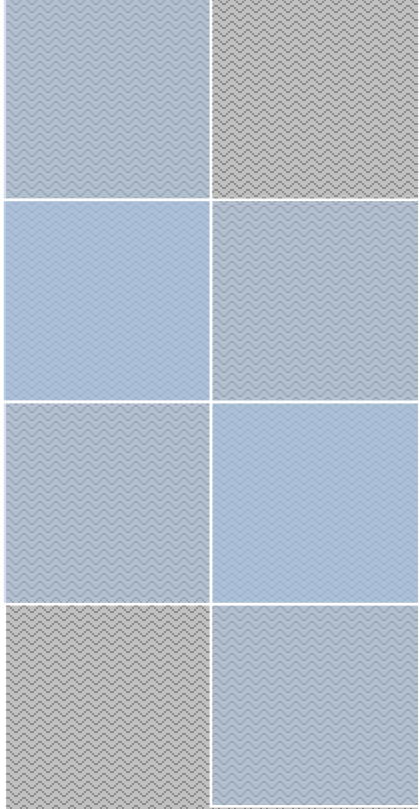
NOW THEREFORE, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim May 20, 2017 as PLANT SOMETHING NH DAY in the City of Rochester and urge all citizens of our community to support participating retailers and “Plant Something”.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 2nd Day of May in the year of our Lord, Two Thousand and Seventeen.

Caroline McCarley
Mayor



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City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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4/27/17

**PROCLAMATION
POLICE MEMORIAL WEEK
MAY 14 - 20, 2017**

WHEREAS, Police Officers are given the awesome responsibility to protect the lives and safety of the Citizens of the United States each day; and

WHEREAS, *By order of our 35th President John F. Kennedy, May 15 of each year is declared Peace Officers Memorial Day, to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty; and*

WHEREAS, To date there are forty-seven (47) names for inclusion on the Memorial to recognize New Hampshire Police Officer's who have given their lives in the line of duty, the first in 1889, the most recent in 2014.

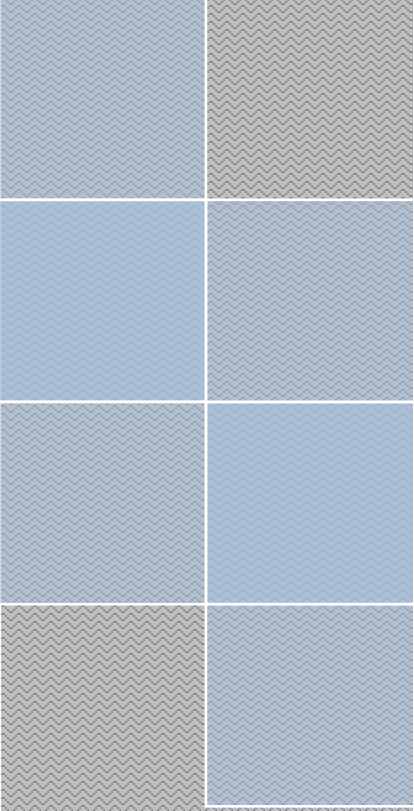
NOW, THEREFORE, I, Caroline McCarley, Mayor of the City of Rochester, do hereby designate the week of May 14 through May 20, 2017 as Police Memorial Week in Rochester, New Hampshire in conjunction with State and National ceremonies. All flags on Municipal Buildings shall be flown at half-staff on National Peace Officer's Day, May 15, 2017, in solemn recognition of those Officers' who have given the ultimate sacrifice.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Rochester to be affixed.

Caroline McCarley
Mayor of Rochester



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PROCLAMATION

WHEREAS, Public Works infrastructure, facilities and services are of vital importance to the health, safety and well being of the people of this community; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of the many city systems and programs such as streets, public buildings, solid waste, recycling, parks, landscaping, public water system, public sewer system, and the general maintenance and operations of those; and

WHEREAS, the health, safety, economic vitality and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these services, as well as their planning, design, and construction of public facilities and utilities, is vitally dependent upon the efforts and skills of public works personnel; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the public's attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I, Caroline McCarley, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim the week of May 21-27, 2017 as "National Public Works Week" in the City of Rochester, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing quality Public Works services and to recognize the contributions which Public Works representatives make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

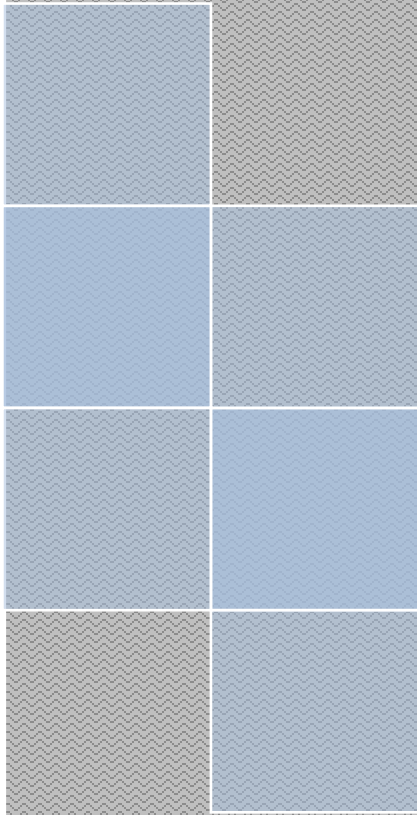
IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 2nd Day of May in the year of our Lord, Two Thousand and Seventeen.

Caroline McCarley

Mayor



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City of Rochester, New Hampshire
CITY COUNCIL – APPOINTMENTS COMMITTEE
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

4/27/17

Appointments Committee Minutes
April 11, 2017

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Ray Barnett

Excused:

Tom Abbott
Donna Bogan

Chairman Keans called the meeting to order at 6:30 p.m. on April 11, 2017.

Beth Wittenberg – Arts & Culture Commission

Ms. Wittenberg knows Matt Wyatt and is anxious to help and use her artistic skills. She has a professional studio in Dover.

Councilor Gray moved to recommend; Councilor Barnett seconded Ms. Wittenberg to be nominated as a member of the Arts & Culture Commission. The Appointments Committee unanimously recommends Beth Wittenberg for appointment as a member of the Arts & Culture Commission, term to expire 07/01/2020.

The meeting was adjourned at 6:45pm.

Respectfully submitted,

Sandra Keans, Chair



City of Rochester, New Hampshire
CITY COUNCIL – APPOINTMENTS COMMITTEE
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

4/27/17

Appointments Committee Minutes
April 18, 2017

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Ray Barnett

Tom Abbott
Donna Bogan

Chairman Keans called the meeting to order at 6:40 p.m. on April 18, 2017.

Sheila Lulek – Conservation Commission

Ms. Lulek lives in Gonic and was on the Cochecho River and did a lot of boating. She is excited about the Riverwalk. She is a 13-year resident. She has served on the Exeter Conservation Commission for 2 years as an alternate.

Councilor Bogan moved to recommend; Councilor Abbott seconded Ms. Lulek to be nominated as a member of the Conservation Commission. The Appointments Committee unanimously recommends Sheila Lulek for appointment as a member of the Conservation Commission, term to expire 01/02/2019.

The meeting was adjourned at 6:55pm.

Respectfully submitted,

Sandra Keans, Chair

CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday, April 6, 2017

City Council Chambers

31 Wakefield Street, Rochester, NH

6:00 PM

Members Present

Councilor Lachapelle, Chair
 Councilor Lauterborn, Vice Chair
 Councilor Abbott
 Councilor Bogan
 Councilor Gates
 Mayor McCarley

Others Present

Attorney O'Rourke Councilor
 Deputy Police Chief Toussaint
 Councilor Haman
 Councilor Gray
 Jason Hamann, Moderator
 of Ward 4

MINUTES**1. Call to Order**

Councilor Lachapelle called the meeting to order at 6:00 PM. All Committee members were present.

2. Public Input

Councilor Lachapelle invited the public to address the Committee. No member of the public came forward.

3. Approval of the Codes and Ordinances Committee Minutes – December 1, 2016

Councilor Gates **MOVED** to **ACCEPT** the minutes of December 1, 2016. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Signage at 1 Wakefield Street

Councilor Lachapelle said a citizen had contacted him about vehicles being towed at 1 Wakefield Street. The citizens said the signage is posted but it seems the signs are too small or not in the right place to be seen by the citizens driving into the parking lot.

Chief Toussaint said the owner of the property is attempting to keep the lot clear for his tenants who live there and the law states that the signs

must be conspicuously posted. One could argue the term of conspicuous; however, the owner of the property is not breaking the law.

Councilor Lachapelle recalled that the owner who is having vehicles towed from the lot at the owner's expense has instructed the towing company only to accept cash as a form of payment. Chief Toussaint replied that is not unlawful; it is the owner's prerogative to do so.

The Committee discussed the matter and agreed this is a civil matter and there is no action to be taken. They requested that Ms. Walters reach out to Karen Pollard, Director of the Economic Development Department, to better communicate the issues brought forth from the Committee meeting.

5. Polling Location for Ward 4

Councilor Lachapelle invited Jason Hamann, Ward 4 Moderator, to come forward and address the Committee.

Mr. Hamann explained that Amy Valkavitch, Manager of the Rochester Home Depot, has been instrumental in having the elections held at the Rochester Home Depot; however, the area provided is too small. The City Clerk reached out to the School Department for information about using the Rochester Middle School for the Ward 4 Polling Location. Mr. Hamann recommended that the City Clerk seek to utilize the McClelland Elementary School instead. He gave reasons why the McClelland School would be a better fit for this polling location. The Committee discussed the matter briefly. Councilor Bogan **MOVED** to request the polling location change at the next full City Council meeting. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mr. Hamann thanked the Committee for their time and requested that a letter of appreciation be sent to the Home Depot Corporation in honor of Ms. Valkavitch who made the process run as smoothly as possible. Councilor Lachapelle agreed that a letter should be sent.

6. Other

Councilor Lachapelle said that the City Council directed the Codes and Ordinances Committee to review the changes made to the Fireworks ordinances. At the February meeting, changes were made; however, a few important changes had been missed. The Committee debated some of the changes.

Councilor Lauterborn **MOVED** to send the proposed last paragraph as follows to the City Council: **The owner of record of any property upon which a violation of this Chapter occurs shall be held strictly liable for**

any violation occurring on their property and shall be guilty of a violation in the same manner as stated above. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to send the following amendment to Chapter 23 to the full City Council at its regular meeting: ***To replace language as "Fire Chief or Police Chief" to the "Licensing Board" throughout the Fireworks portion of this chapter.*** Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to send the following amendment to the full City Council at its next regular meeting:

- ~~vii. Display of permissible fireworks shall be permitted on public property the evening of July 3rd beginning at 6PM, including from such time until midnight on any rain date established for the annual city-wide fireworks display held at the Rochester Fairgrounds, provided that such display shall be authorized in a duly issued Block Party.~~

Councilor Bogan seconded the motion. Councilor Lachapelle spoke against this Amendment. The Committee continued to debate this change. The **MOTION CARRIED** by a 3 to 2 show-of-hands vote.

It was determined by the Committee that the following recommendations would be made to the full City Council as one Amendment for its next Regular City Council Meeting:

AMENDMENT TO CHAPTER 23 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING FIRE SAFETY MEASURES

THE CITY OF ROCHESTER ORDAINS:

That Chapter 23 of the General Ordinances of the City of Rochester regarding Fire Safety Measures and currently before the Rochester City Council, be amended as follows:

23.11 Penalty

Any person, persons, firm, corporation or partnership who shall violate any provision of Chapter 23 shall be guilty of a violation punishable by a fine of not less than one hundred dollars (\$100) or not more than five hundred dollars (\$500). Each day that the violation continues to exist shall constitute a separate offense. **The owner of record of any property upon which a violation of this Chapter occurs shall be held strictly liable for any violation occurring on their property and shall be guilty of a**

violation in the same manner as stated above.

23.13 Prohibition and Regulation of Fireworks

C. Permit Required. No Person shall use discharge or explode any permissible fireworks without a permit issued by the City of Rochester.

i. Any person wishing to obtain a permissible fireworks display permit shall apply to the ~~Fire Chief or Police Chief~~ **Licensing Board** at least 15 days prior to the display.

ii. The applicant shall provide the following information:

- a. Date of application
- b. Name, address and telephone number of applicant
- c. Address of location where the display will be held
- d. Diagram of the display location, showing the location of all nearby property lines, nearby buildings, public ways, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases
- e. Name of the owner of the property where the display will be held
- f. Intended date and time of display, including a possible rain date
- g. Written authorization of the property owner, if different from the applicant
- h. Signature of the applicant

iii. Permit fee. The fee for a permissible fireworks display shall be five dollars (\$5.00) per event. The fee shall be paid at the time of application and is non-refundable.

iv. Site inspections:

a. Prior to issuing a permit, the Police Chief or the Fire Chief may conduct an inspection of the display site to determine whether a permissible fireworks display can be held in a safe manner.

b. If, in the opinion of the ~~Fire Chief or Police Chief~~ **Licensing Board**, the proposed site is not suitable for the safe display of permissible fireworks, the application for a permit shall be denied.

D.*****

~~vii. Display of permissible fireworks shall be permitted on public property the evening of July 3rd beginning at 6PM, including from such time until midnight on any rain date established for the annual city wide fireworks display held at the Rochester Fairgrounds, provided that such display shall be authorized in a duly issued Block Party.~~

The effective date of these amendments shall be upon passage.

7. Other

Councilor Gray asked why the Codes and Ordinances Committee had not addressed two issues he brought forth to the Committee last fall:

- Political signs
- Damage caused by a water run-off of an abutter’s property

Councilor Gray briefed the Committee on his concerns with the City’s Political Sign Ordinance. Councilor Lachapelle said that in order to make an amendment to a City ordinance there must be a first reading at the City Council level.

Councilor Gray said that a resident had excessive water being discharged onto his property due to a construction project of an abutter. Councilor Lachapelle recalled that the water run-off matter is between two neighbors and therefore this matter falls under a civil matter, not a City Council action item.

8. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Codes and Ordinances Committee meeting at 6:40 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

**Amendment to Chapter 23 of the General Ordinances of the City of Rochester regarding
Fire Safety Measures**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 23 of the General Ordinances of the City of Rochester regarding Fire Safety Measures and currently before the Rochester City Council, be amended as follows:

23.11 Penalty

Any person, persons, firm, corporation or partnership who shall violate any provision of Chapter 23 shall be guilty of a violation punishable by a fine of not less than one hundred dollars (\$100) or not more than five hundred dollars (\$500). Each day that the violation continues to exist shall constitute a separate offense. **The owner of record of any property upon which a violation of this Chapter occurs shall be held strictly liable for any violation occurring on their property and shall be guilty of a violation in the same manner as stated above.**

23.13 Prohibition and Regulation of Fireworks.

C. Permit Required. No Person shall use discharge or explode any permissible fireworks without a permit issued by the City of Rochester.

- i. Any person wishing to obtain a permissible fireworks display permit shall apply to the ~~Fire Chief or Police Chief~~ **Licensing Board** at least 15 days prior to the display.
- ii. The applicant shall provide the following information:
 - a. Date of application
 - b. Name, address and telephone number of applicant
 - c. Address of location where the display will be held
 - d. Diagram of the display location, showing the location of all nearby property lines, nearby buildings, public ways, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases
 - e. Name of the owner of the property where the display will be held
 - f. Intended date and time of display, including a possible rain date

- g. Written authorization of the property owner, if different from the applicant
- h. Signature of the applicant
- iii. Permit fee. The fee for a permissible fireworks display shall be five dollars (\$5.00) per event. The fee shall be paid at the time of application and is non-refundable.
- iv. Site inspections:
 - a. Prior to issuing a permit, the Police Chief or the Fire Chief may conduct an inspection of the display site to determine whether a permissible fireworks display can be held in a safe manner.
 - b. If, in the opinion of the ~~Fire Chief or Police Chief~~ Licensing Board, the proposed site is not suitable for the safe display of permissible fireworks, the application for a permit shall be denied.

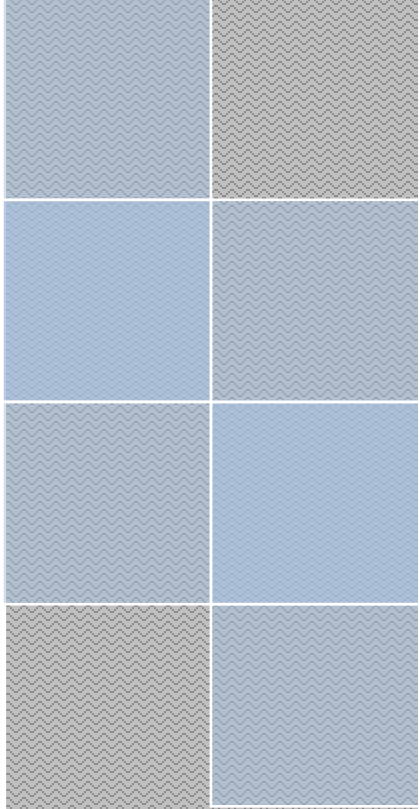
D.*****

- vii. ~~Display of permissible fireworks shall be permitted on public property the evening of July 3rd beginning at 6PM, including from such time until midnight on any rain date established for the annual city wide fireworks display held at the Rochester Fairgrounds provided that such display shall be authorized in a duly issued Block Party.~~

The effective date of these amendments shall be upon passage.



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Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson
 Donna Bogan, Vice Chairperson
 Tom Abbott
 Ray Barnett
 A. Raymond Varney, Jr.

Meeting Date:	Monday, April 10, 2017	
Members Present:	None	Members Absent: N/A
Guests/Staff:	None	

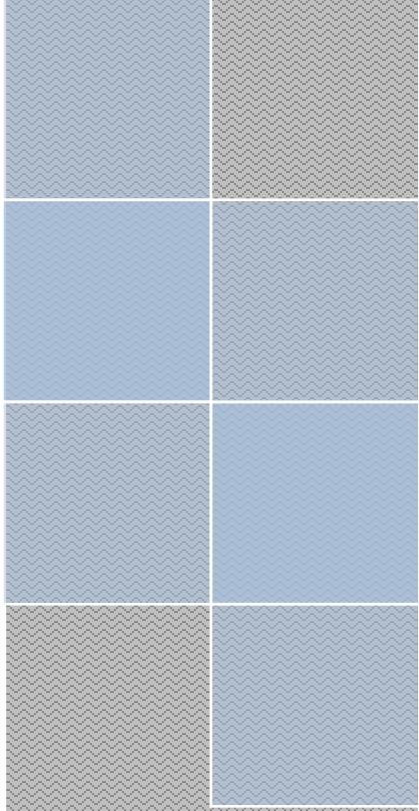
The meeting for April 10, 2017 was cancelled. No meeting was held for the Community Development Committee in April.

Next Meeting – Monday, May 8, 2017 at 7:00 p.m. in the City Council Conference Room at City Hall

Topics –CDBG Projects Program Report, Other Projects Program Report



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FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: April 11, 2017
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Keans, Councilor Hamann, Councilor Gray, Councilor Torr and Councilor Lauterborn. Other City Councilors present were: Councilor Gates and Councilor Barnett. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Deputy Finance Director Connors, Senior Accountant Sullivan and Director of City Services Storer.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:00 PM.

2. Public Input

There were no members of the public that addressed the Committee.

3. Unfinished Business

3.1 Existing or Pending Sewer Connection Fees

Director of City Services Storer reviewed his memorandum dated February 8, 2017. During the ensuing discussion, the following was clarified: (1) the 71 parcels identified in the memorandum that have not connected to public sewers but have had a service stub installed will not have to pay for the work related to the installation of these stubs at a total cost of \$28,846 and (2) the 4 residences identified in the memorandum as "Existing or Pending Sewer Connection Payment Arrangements" will not have to pay for the sewer infrastructure installed in the public right-of-way totaling \$7,504.

4. New Business

4.1 Capital Projects/ Bonding/ Debt Service

The Mayor and Finance Committee discussed at length the list of capital projects that have been authorized but not yet bonded. Director of City Services was directed to work on a listing of said projects that would inform the Council on the status the projects with regard to aggregate costs across funds (general, water, sewer, arena) and percentage of work completed.

5. Finance Director's Report

5.1 Chief Information Officer Position Update

Deputy City Manager Cox informed the Committee that the Chief Information Officer position is now being advertised and applications accepted. The closing date is May 5th.

5.2 Auditor Contract Extension Update

Deputy City Manager Cox informed the Committee that a two-year contract extension has been arranged with the City's independent audit firm of Melanson Heath.

5.3 Use of General Fund Unassigned Fund Balance FY2017 Report

Deputy City Manager Cox informed the Committee that the fiscal year and 2016 general fund unassigned fund balance of \$16,346,532 has been reduced during fiscal year 2017 by a total amount of \$4,069,191.36. This leaves a current balance of general fund unassigned fund balance of \$12,277,340.64.

5.4 Bond Issuance Results Update

Deputy City Manager Cox shared with the committee the results of the recent bond sales used to fund the City's capital projects. The issuance was split into Series A and Series B. Series A was in the amount of \$20,735,000 with a term of 20 years. The interest rate is 2.853627%. Series B was in the amount of \$1,825,000 with a term of 10 years. The interest rate is 2.637895%.

6. Monthly Financial Statements

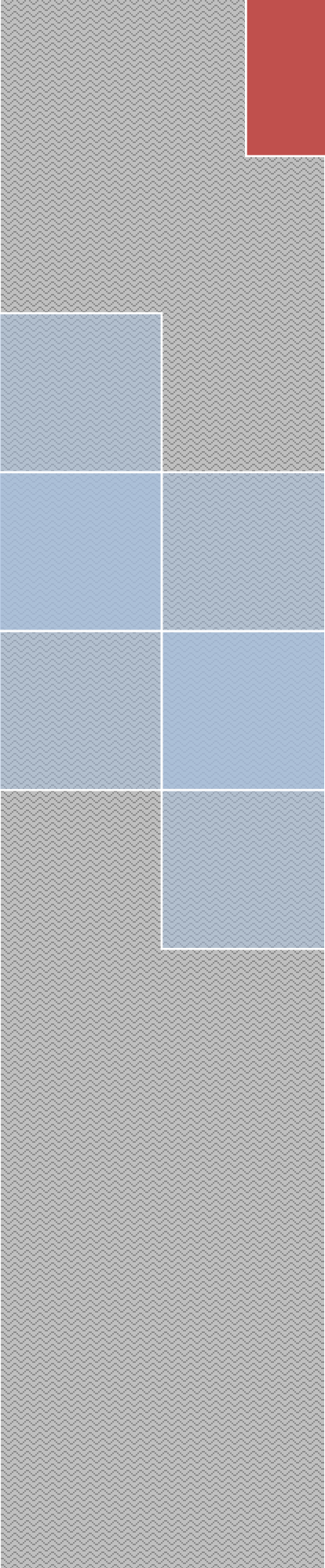
There was no discussion regarding the monthly financial statements.

7. Other

Merit Plan Changes - The Mayor allowed Deputy City Manager Cox to add one item to the agenda pertaining to proposed changes to the City's Merit Plan. Mr. Cox informed the Committee that the City Manager would be recommending at the Special Council Meeting on April 18, 2017 the following changes to the merit plan: 1) removal of the position of Administrative Services & Utility Billing Supervisor, 2) removal of the position of Deputy Assessor, 3) removal of the position of Assistant City Engineer, 4) addition of the position of Fire Chief.

8. Adjournment

Counselor Torr moved to adjourn the meeting. Councilor Hamann provided a second to the motion which was then adopted. The meeting adjourned at 8:28 PM.



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Public Safety Committee
 Council Chambers
 April 19, 2017
 7:00 PM

MEMBERS PRESENT

Councilor Donald Hamann, Chair
 Councilor Ray Barnett
 Councilor Robert Gates
 Councilor James Gray
 Councilor Lachapelle (7:14 PM)

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
 Deputy Chief Gary Boudreau, PD

Minutes

Councilor Hamann brought the meeting to order at 7:00 PM.

1. Approve Minutes from January 18, 2017.

The first order of business was to approve the January 18, 2017 minutes.
Councilor Gray made a motion to approve the January 18, 2017 minutes. The motion was seconded by Councilor Barnett. Unanimous voice vote carried the motion.

2. Public Input

There were no members of the public present.

3. Little Falls Bridge Road/The Ridge-Crossing Over Route 11 Site Concerns

Councilor Hamann summarized the issue. Mr. Bezanson the City Engineer stated that a resident sent an email to the City Manager's office regarding vehicles leaving the Ridge on Route 11 to go straight on to Little Falls Bridge Road. At night, this portion of the intersection is dark and there is a roadside ditch that you need to turn slightly as you head onto Little Falls Bridge Road. Councilor Gray asked if the ditch was deep enough for a guardrail, he also said maybe a delineator sign would work. Mr. Bezanson said it was State jurisdiction. Councilor Gray said he doesn't necessarily think a street light is needed in this area. Deputy Chief Boudreau said he doesn't think there have been any accidents in the area. Mr. Bezanson said he would contact District 6 to have the

State look at this area. This was kept in committee and Mr. Bezanson will update the committee next month.

4. Sidewalk Issue-Columbus Ave by Sunoco Station

Councilor Hamann summarized the issue. He stated that he had someone approached him regarding the sidewalk. The person said it is a safety concern because there is no sidewalk there. Mr. Bezanson said he would talk to Mr. Storer, Director of City Services, since Councilor Hamann had previously had a discussion with him regarding the sidewalk in this area. This was kept in committee, Councilor Hamann and Mr. Bezanson will get more information and update the committee next month.

5. Leonard Street/Harrison Ave.-No Stop Sign at Intersection & Possibility of Reducing Speed Limit

Councilor Hamann summarized the issue. Mr. Bezanson said this request also came up in 2015. Councilor Gates asked Deputy Chief Boudreau if he had any data for this area. Deputy Chief Boudreau said he can get the data but he believes there were no issues in this area. ***Councilor Lachapelle made a motion to deny a "stop" sign at Leonard Street/Harrison Ave. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

6. Lupine Lane-Parking Issue Update

Councilor Hamann summarized the issue. Deputy Chief Boudreau updated the committee. He said he had officers do directed patrols in this area for 2 1/2 weeks. There were 4 or 5 vehicles in the area but many more kids. The vehicles are only there for about a 20 minute time frame. Deputy Chief Boudreau does not believe there is enough of an issue to post "no parking" signs. No action taken.

7. Portland Street-Speeding Concern

Councilor Hamann summarized the issue. Deputy Chief Boudreau said the speeding on Portland Street was 30 to 40 mph. The speed limit is 30 mph. A couple of warnings were issued. He said that the speed trailer could be set up in the area. Councilor Gray said he likes to see the speed trailer in various parts of

the city. Deputy Chief Boudreau said he would have the speed trailer placed on Portland Street.

8. Other

Ward 5 Meeting-Councilor Gates

Councilor Gates said there were 5 people present at the Ward 5 meeting. They discussed fireworks and it was a really good meeting.

Downtown Crosswalks

Mr. Bezanson said that a consultant had looked at the downtown crosswalks; he received a draft report on Wednesday. He stated that at a future meeting he would discuss the outcome of the report. Councilor Hamann said that he looked forward to discussing the report once it was reviewed and finalized.

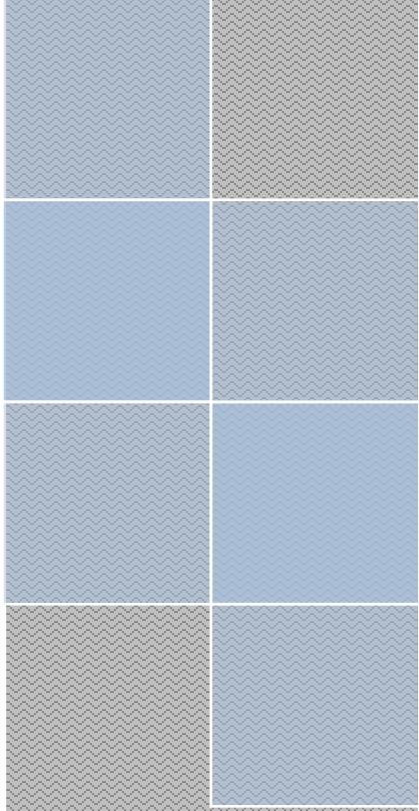
Councilor Gray made a motion to adjourn the meeting at 7:27 PM.

Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.



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Public Works and Buildings Committee**April 20, 2017 7PM****Council Chambers****MEMBERS PRESENT**

Councilor Ralph Torr – Chairman
 Councilor Ray Varney- Vice Chairman
 Councilor Sandy Keans
 Councilor Donald Hamann
 Councilor Thomas Willis

OTHERS PRESENT

Councilor Robert Gates
 Councilor James Gray
 Councilor Ray Barnett
 Dan Fitzpatrick, City Manager
 John B. Storer, Director of City Service
 Scott Lawler, Norway Plains & Associates
 Brian Emerson, Cornerstone Energy, Hillsdale Easement
 Craig Moore, Barlo Signs-Sterling Drive Flag Pole
 Denise Thomas, Stafford County Dialysis, Sterling Drive Flag Pole
 Bill Straub, CMA Engineering
 Sherry Beaudoin, Hanson Pines Trustee
 Robert Pallas, Hanson Pines Trustee
 Esther Turner, Hanson Pines Trustee

MINUTES

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

1. **Approve minutes from the March 16, 2017 Public Works & Building Meeting.**
 Chairman Torr requested comments or a recommendation on last month's meeting.
Councilor Hamann made a motion to accept minutes as presented for the March 16, 2017 Public Works Committee meeting. The motion was seconded by Councilor Keans. The Motion passed unanimously.
2. **Public Input** – None
3. **Pavement Moratorium Request – Cushing Boulevard** – Mr. Storer stated that there was a miscommunication at the DPW and this item is going to be all set. He stated that a waiver is not needed as the water and sewer connections are going to be on North Main Street. The Driveway entrance on Cushing Boulevard does not require a moratorium waiver. He introduced Mr. Lawler of Norway Plains and Associates who had come to the meeting to discuss the project which is a dentist office. Mr. Lawler stated he need not

discuss anything unless the Committee had questions. Seeing no questions the Committee moved on.

- 4. Eversource Easement Request - Hillsdale Drive** – Mr. Storer stated that Mr. Emerson of Corner Stone Energy was here to discuss the easement request on Hillsdale. He stated that the Public Works Committee asked at last month’s meeting if Eversource could use the DRED Trail to access the Eversource Utility equipment. Mr. Emerson stated while they could use the DRED Trail to access the lower portion of the equipment, they could not access all of the equipment due to a dip in the access and wetlands. He stated the requested easement was to get to the equipment west of that dip. Chairman Torr stated that he believed that the land in question would fall under the School Departments purview for the easement approval. Mr. Fitzpatrick and Mr. Storer stated that they could have the City Attorney determine whether it was City Council or School Board that should approve granting the easement in question.

Councilor Varney motioned to recommend the full Council grant the easement if the City Attorney found it was within their authority. The motion was seconded by Councilor Hamann. The motion passed unanimously.

- 5. Flagpole Request for Sterling Drive** - Craig Moore from Barlo Signs stated that he is working with the Dialysis Center staff on Sterling Drive to put up a Flag Pole in the center of the City owned cul de sac on Sterling Drive. He stated that the Dialysis Center would maintain and furnish the pole and flags as needed. Ms. Thomas from the Dialysis Center stated that her health facility treats many veterans and she believes that a United States Flag in this area would mean a lot to these clients. Councilor Varney asked if it would be just the American Flag, and would the flag be lit at night. Ms. Thomas confirmed that it would only be the American Flag and that it would be lit. Mr. Storer stated that the City Attorney could draft the agreement covering the necessary insurance and liability issue to eliminate the City of the responsibilities.

Councilor Varney made a motion to recommend that the City Council enter into an agreement granting approval for the Dialysis Center to use the center island on Sterling Drive to erect a lighted pole for the flying of the American Flag. Councilor Keans seconded the motion. The motion passed unanimously.

- 6. Woodman / Myrtle Street Area Reconstruction Project** – Mr. Storer stated that he would like Committees guidance so that he can get back to the State of NH’s Revolving Fund Loan (SRF) division regarding the status of this project and the loan agreements that are pending. He stated that there are 4.6 million dollars in approved funds for the project and that if we proceed with the project using the SRF we would realize approximately \$460,000 in principal forgiveness. He stated that the City was approved for these funds but if we choose not to proceed with the project the funds will be awarded to a different Community. Councilor Varney stated that there are three large projects that are ready to go, this one, Wakefield Street and the DPW Facility. He stated that due to debt service limitations we are going to have to decide on which one to do. Councilor

Varney suggested shimming the roads in this area that are in bad shape and putting the project off for a few years. Chairman Torr, Councilor Keans and Councilor Hamann agreed that this project should wait. Councilor Willis also agreed but also suggested that Mr. Storer look at re-submitting it again to see if it could be considered for future years SRF considerations. Councilor Gray agreed with putting the project off and stated that the shimming will be necessary and that the Director should consider shimming Academy Street too.

7. **DPW Garage Site Confirmation** – Mr. Storer stated he was looking for a City Council vote on approving a site for the new DPW facility. The existing site is suitable for redevelopment. He stated that he had met with the City’s consultant for the project and is discussing the merits of a design build. He stated that he believes doing design build and using the current site would allow for a cost savings. He mentioned use of the existing salt shed to save a considerable amount of funds. Mr. Storer stated if the site is approved now he could be out for bidding this summer. Councilor Varney asked if there was any benefit to bidding over the winter. Mr. Storer stated that as this project would be phased in over several seasons the bidding time might not be a big factor. Councilor Willis stated that bidding a building construction project would not be impacted in the same way as a roadway project. Mr. Storer asked if the Councilors present approved of the existing location. Chairman Torr, Councilor Varney, Councilor Keans, Councilor Hamann, Councilor Willis, Councilor Gray, Councilor Barnett, and Councilor Gates stated that they agree with the site.
8. **Stormwater Funding Feasibility Study – Portsmouth Request** – Mr. Storer stated that he had received an email from the City of Portsmouth asking if Rochester would commit to a joint funded Stormwater Feasibility Study. He stated that the contracted total would be \$36,000 and that we would need to commit to a 1/3 share. Mr. Fitzpatrick stated that he believes more stormwater regulations are coming and that the City will need to find a way to fund it so that it doesn’t impact the tax payers. Mr. Storer stated that the study would explore ways to fund the stormwater regulations in a regional way so that one City is not at an advantage or disadvantage to development. Chairman Torr suggested that the current federal administration does not necessarily support the environmental initiatives that were previously imposed. Councilor Willis stated that he agreed with Councilor Torr that the current Federal or even State leadership might not support the previous environmental agendas but that we could also be one election away from going back to a high environmental standard and we do need to prepare for that. Mr. Willis also stated that there are already agencies in place that should be working on regional initiatives and suggested that Mr. Storer see if the South East Watershed Alliance and the Seacoast Stormwater Coalition be brought in to solicit a larger group of Communities to participate in the cost of looking into funding sources.
9. **Pavement Rehabilitation Program** - Mr. Storer introduced Bill Straub from CMA Engineers. He stated that the City Council had funded a pavement condition assessment

and that CMA was hired to perform that service. Mr. Straub stated that they had looked at approximately 150 centerline miles of roadway in Rochester using an automated pavement condition assessment that included infrared technology and that the system has assigned a numerical ranking to the roadways. Mr. Straub stated that the data collection is completed but that it would be approximately another month or more before they would be ready to make recommendations based on that data. Mr. Straub stated that he would be meeting with the City's staff to finalize some rankings and to add information like what streets would be included in other upcoming projects to eliminate them from the recommendations. Mr. Straub did a power point presentation that presented how the numerical rankings were determined and the varying pavement repair and maintenance practices that should be considered in the long term pavement maintenance planning. The City's overall ranking was a 59 and he stated that was just a few points shy of what they typically are trying to achieve. He stated that there is a concern for a large amount of streets that are in the fair condition which means they will hit the poor conditions all around the same time making it difficult to keep up with. Councilor Varney asked if the recommendations will make suggestions for how much crack sealing funding we should be budgeting and how much we should be budgeting for actual paving. Mr. Straub stated yes the system will do that. Councilor Keans asked if the system takes into account the needs and priority of arterials vs. neighborhood streets. Mr. Straub stated that it does. Mr. Storer stated that he should have the recommendations for the next Committee meeting.

- 10. Dewey Street Bridge** – Mr. Storer stated there was originally \$750,000 funded for the project and that after initial inspection, design engineering and permitting there is approximately \$610,000 remaining. He further stated that the bids were opened and the low bidder was \$781,000. Mr. Storer stated that he has been working with the low bidder and after making some changes in the construction process they have been able to reduce the price and he believes the project is approximately \$150,000 short and he is requesting a supplemental appropriation. Councilor Varney asked if there were other projects that could be de-authorized to offset these additional costs. Mr. Storer stated that he had discussed some de-authorizations at the Finance Committee Meeting and that he could look for projects with balances remaining that could be de-authorized. Councilor Varney suggested that Mr. Storer complete an agenda bill for the supplemental appropriation and be prepared to discuss what may be able to be de-authorized to accommodate. Ms. Sherry Beaudoin spoke on behalf of the Hanson Pines Trustees. She asked if the previous discussion numbers included the bid alternate that was to save the life of a 150 year old pine tree. Mr. Storer stated that the \$150,000 supplemental did not include the cost of the alternate. He stated that the bid alternate that was to install sheeting to protect the tree was approximately \$21,000 and that due to the deficient project funds he had not included it. Councilor Keans explained that there are restrictions to the activity that can be done in the Hanson Pines and that if Mr. Storer does not have the support of the

trustees than the project will not proceed. Mr. Pallas stated that this tree is 150 years old and that if it is left alone the forester has said it could live up to another 150 years. Councilor Keans suggested that rather than accommodating the school foot traffic the current bridge could be removed and the new bridge could be put in the exact spot as the old bridge and then the tree would not be damaged at all. Mr. Storer explained that the current design could not be used in the exact spot. The design objective was to minimize the amount of time the bridge would be out of service to avoid impacting children walking to school. The new bridge was going to be installed immediately adjacent to the old bridge. He stated that if we used the old bridge location we would need to go through the Army Corps for permit processing and that would delay the project at least six months. He also stated that there would need to be an archeological site investigation. Councilor Willis suggested that would cost more than the \$21,000 to save the tree. There was discussion about not proceeding with the project and the safety concerns if the project did not proceed. Councilor Gray suggested that Mr. Storer proceed with the agenda bill for the supplemental appropriation and to include the cost of the bid alternate for sheeting that may or may not save the tree. Mr. Pallas stated that Charlie Moreno, the Forester, seemed to be confident that the sheeting would save the tree. Councilor Varney stated that Mr. Storer should include a statement that states the reasons the bridge is being replaced and discusses the de-authorizations that will be made at a later date that will offset the costs.

- 11. Amendment to Sewer Ordinance** – Mr. Storer stated that at the February 14, 2017 meeting the City Council had voted to amend the sewer ordinance, changing the 200ft tie in criteria to 100ft and eliminating the "sale or fail" provision for connecting. It is now mandatory to connect within 100 feet. He stated when the ordinance was changed there was another section that stated similar language that should also have been updated. Specifically 16.3(d) states 200 feet and it should say 100 feet and section 16.3(e) has a section that should state there would be no cost to customers for the public position, but only if a stub existed.
- 12. Raw Water Transmission Main – Pipe Bursting Project** – Mr. Storer stated that the pipe bursting project is nearly completed but that there were some problems along the way. He stated that there is a section of pipe in the swamp area that is currently floating. He stated that the pipe should settle down in once filled with water but that they will be installing anchors later in the summer to keep it from floating up. He said that the old pipe was apparently sitting just under the surface of the water and had virtually no cover over the pipe.
- 13. Wakefield Street** – Mr. Storer stated that they still believe the total necessary to complete the underground utilities is \$2.8 million. He stated that the engineering is progressing and that bidding in late May is possible. Chairman Torr asked what the gas company is doing out there on Wakefield Street. Mr. Storer stated that they are doing the work that is necessary to be completed prior to us starting the project. Councilor Varney

asked that Mr. Storer get a paving estimate for an overlay from Union Street to the railroad tracks. After discussion of pavement conditions that request was changed to an overlay from Linscott Court to Chestnut Hill Road.

14. Colonial Pines Project – Mr. Storer stated that they are still working out the temporary construction easement with Rokon and hopes that the project will be moving along soon.

15. GSBP – Lighting and CIP – Mr. Storer stated that the walking lane was painted and the lighting project is ready to go out to bid. Councilor Varney asked if there was additional funding in the FY18 Budget for this project. Mr. Storer stated that there was \$70,000 in FY16, \$100,000 in FY17 and he has proposed an additional \$70 or \$75,000 in FY18. He stated that the area for lighting is 3600 feet and they will be putting in 25 lights approximately 150 feet apart. Councilor Gray asked if there was enough funding in this TIF fund. Mr. Fitzpatrick stated he believed there was. Mr. Storer stated that the Water Loop engineering had been pushed back a year in order to complete the lights and the building demolition proposed by Economic Development.

16. NPDES & MS4 Permit Status Updates – Mr. Storer stated that there still has not been a NPDES permit issued but that he had been contacted by NHDES and EPA to have a meeting to discuss the possibility of an integrated Stormwater and Wastewater Permit. He stated that there is a tentative date set for May 15 and that he is checking with our legal and engineering consultants to see if they are available.

17. Other

Kipling Rock Road – Councilor Willis asked the Director to look into complaints regarding the blasting that began last fall and has resumed this week. He stated that there was no notification to local residents and he would like to see if the Assistant City Engineer has been out to check on this 5 lot subdivision.

Franklin Street – Councilor Gray asked the Director to look at a culvert pipe that seems to have popped up just north of the power lines.

Sewer Flat Rate Fee – Councilor Varney asked if there were changes to the Flat Rate Fee. Mr. Storer stated there were no changes in the fee but that there had been discussions to meter wells of residents not connected to the Water. He stated that the Committee had given him approval to work toward metering private wells but he had found that that conflicted with the ordinance. There was discussion regarding the current fee being higher than the average use of a residential home. Councilor Gray suggested the City pay the cost of putting meters on wells and having the resident pay for the use and put the cost savings from that to the flat rate toward the cost of the meter until paid in full. Councilor Willis suggested that the ordinance change must come first.

Councilor Willis made a motion to recommend the full City Council refer the issue to the Codes and Ordinance Committee for an ordinance change. The motion was seconded by Councilor Hamann. The motion passed unanimously.

Four Rod Road & Sampson Road Paving – Councilor Gates asked that the Director

supply a paving schedule. He stated that he had received a call regarding Four Rod Road. Chairman Torr stated he too had spoke with a resident regarding Four Rod Road and Sampson Road Paving.

Chestnut Hill Road Water Testing – Councilor Gray asked the Director if he had heard anything further on the status of the well testing on Chestnut Hill Road. Mr. Storer stated he had not receive any additional test results and that there was still only one that he knew of that tested positive for PFOA. He stated he will get an update from NHDES

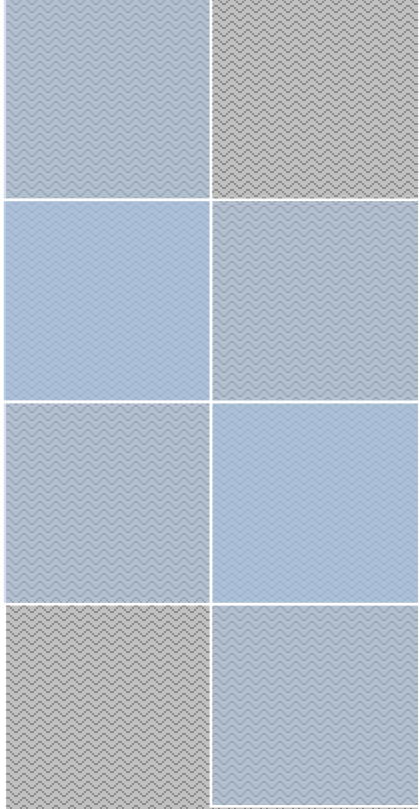
Winkley Farm Road Water Quality – Councilor Keans asked if there were any updates for the water quality issues on Winkley Farm Road. Mr. Storer stated that he did not have any additional information. Councilor Willis stated that of the testing done there had not been any MTBE issues, just the iron and manganese that we already knew of. He said there could be funds made available at a later date that will be managed by NHDES

Councilor Hamann made a motion for adjournment at 9:21 pm. The motion was seconded by Councilor Willis. The motion passed unanimously.

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



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**Amendment to Chapter 16 of the General Ordinance of the City of Rochester Regarding
the Requirement to Connect to Public Sewers**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 16 of the General Ordinances of the City of Rochester regarding the requirement of property owners to connect to public sewers and currently before the Rochester City Council, be amended as follows:

16.3 Use of Public Sewers Required.

(a) ----

(b) ----

(c) ----

(d) The owner(s) of all houses, buildings, or property used for human occupancy, employment, recreation, or other purposes, situated within the City and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the City, is hereby required at the owner(s) expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this ordinance, within ninety (90) days after date of official notice to do so, provided that said public sewer is within ~~two hundred (200)~~ **one hundred (100)** feet of the building.

(e) Structures within one hundred (100) feet of the public sewer and currently served by private wastewater disposal facilities shall connect to the public sewer within ninety (90) days after an official notice to do so. The City may grant a waiver to this requirement for properties with existing adequate sewage disposal systems which can be proven by the property owner to comply with applicable state and local regulations, to have been designed by a designer licensed in New Hampshire and to have been approved for construction by the New Hampshire Department of ~~e~~Environmental ~~s~~Services after January 1, 1985. The cost of connection to the public sewer shall be borne by the property owner, **however if a sewer stub exists with the exception of the cost of the** portion of the connection within the public right of way ~~which costs~~ shall be borne by the Rochester ~~Water Sewer~~ Enterprise Fund. For the purpose of this section, structures shall mean houses, buildings, or property used for human occupancy, employment, recreation, or other purposes.

16.4 Private Wastewater Disposal.

(a) ----

(b) ----

(c) At such time as public sewer becomes available to a property served by a private wastewater disposal system, as provided in 16.3 (d), **after connection to the public sewer**, ~~a direct~~

~~connection shall be made to the public sewer within ninety (90) days in compliance with this ordinance,~~ and any septic tanks, cesspools, and similar private wastewater disposal facilities shall be cleaned of sludge and filled with suitable material.

The effective date of these amendments shall be upon passage. CC FY 17 05-02 AB 174

Resolution Authorizing Supplemental Appropriation
for the Dewey Street Pedestrian Bridge Project and Borrowing Authority Pursuant to RSA
33:9 in the Amount of \$170,000

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the sum of One Hundred Seventy Thousand Dollars (\$170,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Capital Improvement Project (CIP) fund of the City of Rochester Department of Public Works, for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called Dewey Street Pedestrian Bridge Project.

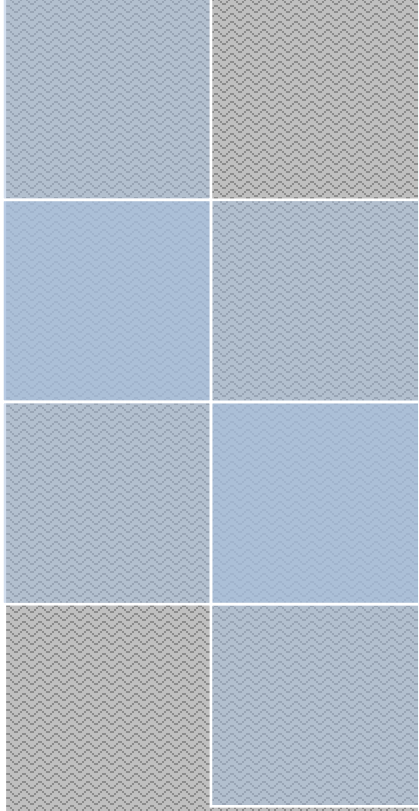
Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of One Hundred Seventy Thousand Dollars (\$170,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

CC FY17 5-02 AB 168



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City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT Supplemental Appropriation for Replacement of Dewey Street Pedestrian Bridge.

COUNCIL ACTION ITEM <input checked="" type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

AGENDA DATE	May 2, 2017		
DEPT. HEAD SIGNATURE	John B. Storer		
DATE SUBMITTED	April 25, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	7	

COMMITTEE SIGN-OFF

COMMITTEE	Public Works Committee
CHAIR PERSON	Ralph Torr

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	15013010-771000-17xxx
AMOUNT	\$170,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

A Supplemental Appropriation of \$170,000 is needed to complete the replacement of the Dewey Street Pedestrian Bridge. A spreadsheet is attached that outlines the project budget.

The appropriation would be sufficient to complete the bridge replacement and also to fund a \$23,500 Bid Alternate to install steel sheet piles to protect the root structure of an abutting 160 year old pine tree. Forester Charlie Moreno believes this effort will save the tree from damage. Construction is planned for this summer during school vacation to minimize the disruption to students walking to Spaulding High School.

The engineering firm Wright-Pierce performed a preliminary inspection of the bridge in April 2014. They could not determine a safe load rating for the bridge and recommended that it be posted for "No Loitering". They also recommended a detailed structural inspection be performed. The City posted the bridge for "No Loitering" in July 2014 and also banned any motorized equipment from traversing the bridge.

In May 2015, the City Council approved an FY16 CIP item of \$750,000 to evaluate and replace the bridge. At the June 2015 Public Works Committee it was recommended to proceed with an evaluation of the bridge. The engineering firm Hoyle-Tanner subsequently conducted a detailed structural analysis October 2015 and found several deficiencies. There were problems with both the supporting substructure and the bridge superstructure. The bridge could not meet standard load ratings for pedestrian bridges. Additionally, the existing coating system contained lead paint. Hoyle-Tanner recommended replacement with a new, pre-fabricated single span bridge. Excerpts of the inspection report, including photos, are attached.

Other proposed bonded CIP projects have been identified that could be deauthorized to offset the requested supplemental appropriation.

RECOMMENDED ACTION

City Council Resolution to Authorize \$170,000 of bond funding to complete the replacement of the Dewey Street Bridge.

Direct City staff to prepare corresponding deauthorizations of proposed bonded projects to offset the amount of the supplemental appropriation.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Replacement of Dewey St. Pedestrian Bridge - Supplemental

Date: 05/02/2017

Fiscal Year: 2017

Fund (select):

GF [] Water [] Sewer [] Arena []
CIP [X] Water CIP [] Sewer CIP [] Arena CIP []
Special Revenue []

Fund Type: Annual Lapsing [] Multi-year Non-Lapsing [X]

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4 show zero values.

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows 170,000.00 for Local Amount.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows 170,000.00 for Local Amount.

DUNS # NA

CFDA # NA

Grant # NA

Grant Period: From NA To NA

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced []

Funds will be returned []

Dewey Street Bridge Replacement - Summary of Budget Status
as of April 24, 2017

FY 2015 Appropriation \$750,000 CIP Item - Evaluate/Repair/Replace Dewey St Bridge

Expenditures to-date \$140,000 Includes structural evaluation, testing, permitting
design, bidding, and follow-up annual inspection

\$610,000 Budget Remaining

Construction Bids

\$761,621 Low Bid

\$23,500 Bid Alternate - steel sheeting

\$785,121 Total

\$685,827 Negotiated price w/ design change

\$23,500 Bid Alternate - steel sheeting

\$709,327 Total

Project-Related Expenses

\$50,000 Inspection, testing, admin during construction

\$5,000 Field survey

\$15,000 Approx 2% construction contingency

\$779,327 Estimated Cost to Replace Bridge

\$170,000 Supplemental Appropriation Required

Dewey Street Pedestrian Bridge Inspection and Evaluation
Excerpts from Hoyle-Tanner Report – October 2015

Based on the findings of the field inspection, and the limited load carrying capacity of the bridge, Hoyle, Tanner recommends the City replace completely, rather than rehabilitate, the Dewey Street Pedestrian Bridge. Reasons supporting replacement versus rehabilitation include:

- The bridge has insufficient capacity to carry the AASHTO Guide Specification required pedestrian loading. Significant superstructure rehabilitation would be required to sufficiently increase the load capacity of this structure.
- It appears the approach span girders were modified in an unconventional manner from their originally manufactured condition to meet the geometric requirements of this bridge. The general quality of construction of these repurposed steel girders is poor. Specific areas of note include:
 - The approach span compression (top) flange splices are inadequate due to the welds not extending full depth into the plates, and
 - There are 1/8" wide gaps between the ends of the plate segments used to create the top flanges.
 - The top plates are not continuously welded to the web plate and do not fully transfer load.
 - The web stiffeners are not in contact with the flanges and do not provide restraint against member buckling.
 - The girders are welded together over each bent to make the pedestrian bridge continuous, which produces negative moments in the area over the bents. The top flanges of the approach span girders are spliced in the area of the negative moment and, as mentioned previously, the splices are inadequate.
 - All welds appear to have been completed in the field and are poor quality.
- The paint on the existing bridge contains lead and would need to be removed in the location of repairs areas prior to rehabilitation. Steel in areas that do not require repair can be painted with a lead barrier compound paint that provides a barrier between the lead-based paint and the environment. It has been Hoyle, Tanner's experience on recent projects that paint removal/abatement and repainting is more expensive than complete superstructure replacement.
- A rehabilitated superstructure would continue to be supported by the existing substructure, which is showing evidence that it is near the end of its design and service life.
- The narrow width of the bridge makes it difficult for the City to use snow removal equipment over the bridge. This would not be improved if the bridge were rehabilitated.

Some Photos from the Bridge Inspection Report are attached which illustrate some of the structural deficiencies.



Deck Damage



Deterioration of South Girder Weld Connecting Span 1 to Span 2



Span 3 Interior Bottom Flange
Vertical Leg



Close-up:
Span 3 Section Loss and Rivet Head Loss



Abutment 2 Undermining


**Pedestrian Alternative
without Dewey Street Bridge**



**Spaulding High School/
RW Creteau Reg. Tech. Center**

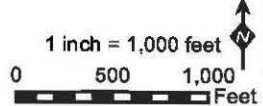

**Dewey Street
Bridge**

Legend

 **Alternative**

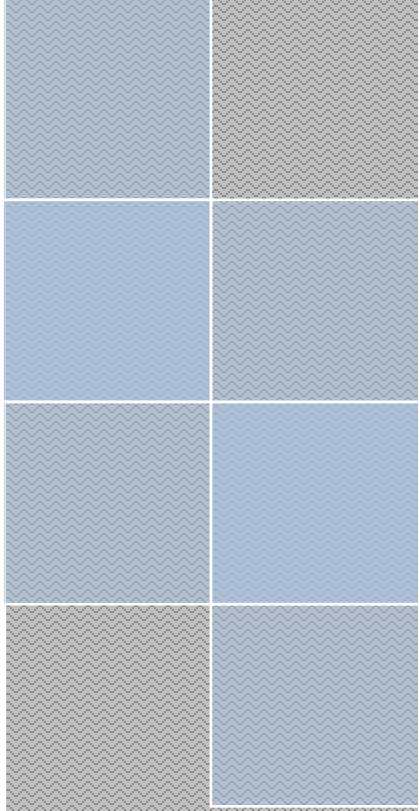
1 inch = 1,000 feet

0 500 1,000 Feet



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**Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding
Taverns**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 Definitions and Terminology

- *
 - *
 - *

b. Definitions

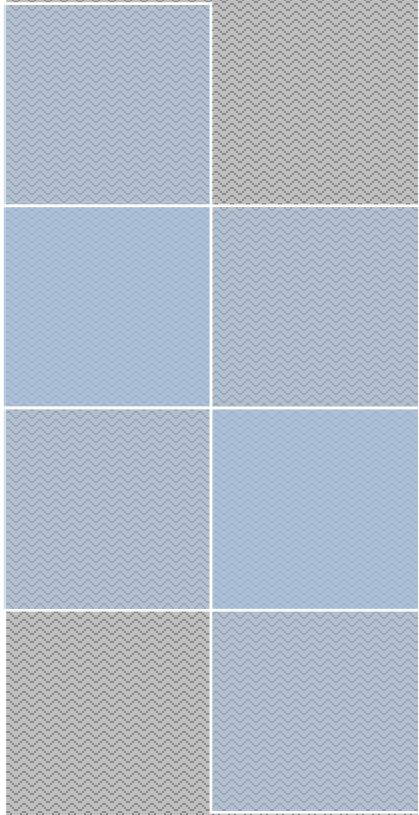
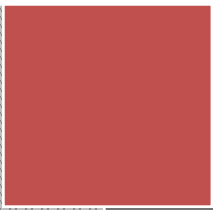
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95. Eating and Drinking Establishments:

- *
 - *
 - *

G) **Tavern** (also known as a “bar” or “pub” or “*nano brewery*” or “*winery*” or “*distillery*”): A commercial establishment that sells alcoholic beverages for consumption on the premises. This may include the actual production of those alcoholic beverages on the premises, *the carryout sales of those beverages produced on the premises*, and the production and sale of food products on the premises.

The effective date of these amendments shall be upon passage.



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City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

<p>AGENDA SUBJECT</p> <p>Amend the Zoning Ordinance definition of "Tavern" so that it allows for nanobrewery (aka: small craft brewery), distillery, and winery establishments.</p>

<p>COUNCIL ACTION ITEM <input checked="" type="checkbox"/></p> <p>INFORMATION ONLY <input type="checkbox"/></p>

<p>FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>* IF YES ATTACH A FUNDING RESOLUTION FORM</p>

<p>RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>

<p>FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>

AGENDA DATE	May 02, 2017		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	April 21, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	18	

COMMITTEE SIGN-OFF

COMMITTEE	Planning Board
CHAIR PERSON	Nel Sylvain

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	n/a
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Developers and entrepreneurs have shown an interest in locating small craft breweries downtown and elsewhere, yet the current Zoning Ordinance definition of "Tavern" prohibits that.

A craft brewery/microbrewery/distillery/winery/etc...typically uses a single location to manufacture, serve, and sell its products (both for consumption on-site, and for carryout sales). The City recently learned that its Zoning Ordinance prohibits the carryout sales of these products. We suggest amending the Ordinance to allow for carryout sales.

Please refer to the attached supporting documents and proposed amendments.

The Planning Board unanimously supports this proposed language.

RECOMMENDED ACTION

Support and pass the amended language.



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Date: February 1, 2017

To: Planning Board

From: Seth Creighton, Chief Planner

Re: Zoning Ordinance Amendments regarding Alcohol Production (Craft Breweries, etc..)

Subject:

A craft brewery/microbrewery/distillery/winery/etc... typically uses a single location to manufacture, serve, and sell its products (both for consumption onsite, and for carryout sales). The City recently learned that its Zoning Ordinance prohibits the carryout sales of these products. We suggest amending the Ordinance to allow for carryout sales.

Proposed Zoning Ordinance change:

The current regulatory definition is found in Zoning Ordinance section 42.2(b)(95)(G) and reads: *"Tavern (also known as a "bar" or "pub"):* A commercial establishment that sells alcoholic beverages for consumption on the premises. This may include the actual production of those alcoholic beverages on the premises and the production and sale of food products on the premises."

To encourage microbrews/etc... to locate in Rochester we propose that the following definition changes be adopted (proposed new language is underlined):

"Tavern (also known as a "bar" or "pub" or "nano brewery" or "winery" or "distillery"): A commercial establishment that sells alcoholic beverages for consumption on the premises. This may include the actual production of those alcoholic beverages on the premises, the carryout sales of those beverages produced on the premises, and the production and sale of food products on the premises."

Ancillary Info:

The "tavern" use is permitted by right in all of Rochester's commercial zoning districts and by conditional use in the "Neighborhood Mixed Use" zone. Large scale alcohol production is considered "Industry" and is permitted in the Granite Ridge, Highway Commercial, and General Industrial zoning districts. No changes are proposed to these.

Large scale versus smaller scale production quantities are defined by NH RSA 178.

Requested Action:

We ask that the PB discuss and vote to approve these changes and refer the matter to Codes and Ordinances Committee and City Council.

Cc: Karen Pollard & Jenn Marsh c/o Econ. Development; Jim Grant c/o Building, Building, Zoning & Licensing Dept.



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Date: February 17, 2017

To: Planning Board

From: Seth Creighton, Chief Planner

Re: Answers to PB's Questions Regarding Proposed Zoning Ordinance Amendments to the Definition of "Tavern"

At the February 2nd PB meeting there were five questions regarding the proposed changes to the definition of "Tavern". Listed below are responses to each question:

Question 1: Will this use be incompatible in the Neighborhood Mixed Use Zone?

Response: "Taverns" are already permitted in the NMU zone by Conditional Use Permit. The Conditional Use Permit would remain applicable to the amended definition. Conditional Use Permits must be reviewed by the Planning Board and are only approved if they meet the seven "Baseline Criteria" Conditional Use criteria found in Zoning Ordinance section 42.21(c) and other applicable City regulations. Zoning Ordinance section 42.5(e) also lists several NMU zone development standards: the maximum structure size is 4,000 sq ft; and, there are specific parking and architectural standards.

Question 2: Is this use (small brewery, winery, etc) less social than a conventional bar?

Response: People socialize just as much at these brew shops. If you'd like to experience one, the nearest ones are in Somersworth (Bad Lab Beer), Dover (Garrison City Beerworks, 7th Settlement Brewery, and, Tall Ships Distilling), and Portsmouth, there are more than 1/2 dozen in Portsmouth (Portsmouth Brewery, Earth Eagle Brewing, Liars Bench, etc...).

Question 3: Could this qualify as agritourism?

Response: We do not foresee this having a direct affect on the currently suggested zoning amendment because "Taverns" are not permitted in zones where "Farms" are permitted. This question will be reviewed separately with respect to "farms".

Question 4: What time of night will carry out sales cease?

Response: NH RSA 179:17 lists the approved sales hours. A copy of this RSA is attached. For brew pubs and nanobreweries (which fall under the suggested expanded definition of "Tavern") carryout sales must cease at 10:00pm.

Question 5: What's the difference between large scale brewing and small scale brewing?

Response: These differences are defined by the annual amount permitted to be produced (see attached RSAs 178) and interpretation of Rochester's Zoning Ordinance definitions of "Tavern" and "Industry" (attached). Local small scale examples include the ventures listed in the response to Question 2, and large scale (aka "industry") examples include Anheuser Busch in Merrimack and Red Hook in Portsmouth.

Cc: Karen Pollard & Jenn Marsh c/o Econ. Development; Jim Grant c/o Building, Building, Zoning & Licensing Dept.

TITLE XIII

ALCOHOLIC BEVERAGES

CHAPTER 179

ENFORCEMENT, REQUIREMENTS AND PENALTIES

Section 179:17

179:17 Hours of Sales. –

I. The commission may from time to time fix either generally or specially for each license the hours between which licensees may sell beverages or liquor and may adopt such rules as to the conduct of persons holding sellers' licenses as it deems proper.

II. The following restrictions on hours of sale reflect the times during which a licensee may sell beverages or liquor, unless further extended by the commission:

(a) Off-premises licensees may sell from 6:00 a.m. to 11:45 p.m., 7 days a week.

(b) On-premises licensees may sell from 6:00 a.m. to 1:00 a.m., 7 days a week. The licensee may sell until 2:00 a.m. under conditions authorized by the legislative body of the city or town in which the premises are located if the legislative body adopts an ordinance authorizing such sales.

(c) Wine manufacturer licensees may sell from 6:00 a.m. to midnight, 7 days a week.

(d) Wholesale distributor licensees may sell from 6:00 a.m. to midnight, 7 days a week.

(e) Beverage manufacturer licensees may sell from 6:00 a.m. to midnight, 7 days a week.

(f) Brew pub licensees may sell off-sale from 8:00 a.m. to 10:00 p.m., 7 days a week.

III. There shall be no additional restrictions on sales by any licensees on election days.

IV. All beverages and liquor served on the premises of on-premises licensees shall be consumed no later than 30 minutes after expiration of the serving hour. No beverages shall be moved from any off-premises licensee's establishment at any time except during those periods indicated as hours of sale.

V. No bottle club shall be operated or maintained after the hours fixed for the sale of beverages by on-premises licensees.

VI. Any person who violates any provision of paragraph V shall be guilty of a misdemeanor.

Source. 1990, 235:7; 255:1. 1994, 236:6. 1995, 129:3. 2003, 231:18, 19. 2013, 213:1, eff. Jan. 1, 2014.

TITLE XIII ALCOHOLIC BEVERAGES

CHAPTER 178 LIQUOR LICENSES AND FEES

Section 178:12

178:12 Beverage Manufacturer License. –

I. Beverage manufacturer licenses shall authorize the licensee to manufacture beverages within the state and to sell the beverages manufactured to wholesale distributors.

II. The holder of a beverage manufacturer license may be issued one on-premises license for the manufacturer's premises, providing all requirements of the license are fulfilled. The annual fee for each license issued under this section shall be as required under RSA 178:29.

II-a. The holder of a beverage manufacturer license may sell beverage samples to visitors of legal drinking age for consumption on the premises where the beverages were manufactured. Sales of samples for consumption on the premises shall be limited to one 4-ounce glass per label per person.

III. The holder of a beverage manufacturer license may operate a hospitality room on the premises in which the licensee may make available to employees and visitors of legal drinking age for on-premises consumption free of charge samples of beverages manufactured or distributed in the United States by the beverage manufacturer. The hospitality room shall require commission approval in respect to its location, service facilities, and seating arrangements.

IV. (a) The holder of a beverage manufacturer license may sell beverages manufactured on its premises or manufactured by the licensee at a host brewer facility to:

(1) The licensee's employees who are of legal drinking age at such discounts as are customary in the business;

(2) The general public for off-premises consumption in quantities not to exceed a single 15.5 gallon keg or the equivalent of one case of 12 ounce containers per person per day; or

(b) A holder of a beverage manufacturer license who manufactures 15,000 barrels or less during its licensing period may elect to distribute its beverages directly to retail licensees and/or to distribute its beverages pursuant to RSA 180, provided that total in-state direct retail sales do not exceed 5,000 barrels.

IV-a. A holder of a beverage manufacturer license may transport its products to a farmers' market, and may sell such products at retail in the original container.

V. Beverage manufacturers shall pay a fee as required by RSA 178:26 for each gallon of beverage sold or provided under paragraphs III and IV.

VI. The holder of a beverage manufacturer license may sell beverages manufactured on its premises or manufactured by the licensee at a host brewer facility to New Hampshire wholesalers, subject to the conditions of RSA 180.

VII. Beverage manufacturers may hire representatives to promote their products, who shall carry a copy of the beverage manufacturer's license and a letter authorizing them to conduct business for the manufacturer on their person at all times when conducting the beverage manufacturer's business.

VIII. Each beverage manufacturer shall have the right to transport the beverage it manufactures in barrels, kegs, bottles, or other closed containers within the state for sale to licensees and to the state border for transportation and sale outside the state.

IX. The holder of a beverage manufacturer license may act as a host brewer for one or more tenant brewers licensed under RSA 178:12-b.

X. The holder of a beverage manufacturer license may be issued a tenant brewer license under RSA 178:12-b if the licensee meets the requirements of RSA 178:12-b. Beer or specialty beer produced or packaged by a beverage manufacturer as a tenant brewer at a host brewer facility shall be included in the production and sales limits in subparagraph IV(b).

Source. 2003, 231:13. 2007, 20:3. 2012, 140:2, eff. Aug. 6, 2012. 2014, 200:3-5, eff. July 1, 2014. 2015, 9:4, eff. July 1, 2015.

TITLE XIII

ALCOHOLIC BEVERAGES

CHAPTER 178

LIQUOR LICENSES AND FEES

Section 178:13

178:13 Brew Pub License. –

I. A brew pub license shall authorize the licensee to manufacture beer in quantities not to exceed 2,500 barrels annually primarily for consumption on the licensed premises.

II. A brew pub licensee may sell beer manufactured on the premises or manufactured by the licensee at a host brewer facility to individuals for on-premises and off-premises consumption and to New Hampshire licensed retailers and wholesalers. A brew pub shall maintain a full service restaurant and may subsequently serve beverage and liquor as permitted by RSA 178:21, II(a)(1), RSA 178:22, V(e)(2), and RSA 178:22, V(q).

III. Each brew pub shall maintain records showing all transactions associated with the business and shall file reports with the commission on or before the tenth day of the following month, which shall indicate the sales made under paragraph II.

IV. A brew pub licensee shall pay the same monthly fee as required by RSA 178:26 for each gallon of beverage manufactured less the quantities sold outside New Hampshire or to New Hampshire wholesalers. Fees shall be paid to the commission on or before the tenth day of the following month.

V. Each brew pub licensee shall have the right to transport the beverage it manufactures in barrels, kegs, bottles, or other closed containers within the state for sale to licensees and to the state border for transportation and sale outside the state.

VI. A brew pub licensee may transport its products to a farmers' market, and may sell such products at retail in the original container.

VII. A brew pub licensee may be issued a tenant brewer license under RSA 178:12-b if the licensee meets the requirements of RSA 178:12-b. Beer or specialty beer produced or packaged by a brew pub licensee as a tenant brewer at a host brewer facility shall be included in the production limit in paragraph I.

Source. 2003, 231:13. 2007, 20:1. 2012, 140:3, eff. Aug. 6, 2012. 2014, 200:10, 11, eff. July 1, 2014.

TITLE XIII ALCOHOLIC BEVERAGES

CHAPTER 178 LIQUOR LICENSES AND FEES

Section 178:12-a

178:12-a Nano Brewery License. –

I. The commission may issue a nano brewery license to a business that manufactures beer or specialty beer, not exceeding, 2,000 barrels annually for sale in any quantity to the general public or licensees. The license shall entitle the licensee to sell at retail or wholesale only beverages manufactured by the licensee in a public building as defined in RSA 175:1, LV-a. In addition to the annual license fees provided in this section, a fee of \$.30 for each gallon of beverage sold or transferred for retail sale or to the public shall be required. On or before the tenth day of each month, a nano brewery licensee shall pay the license fees under this paragraph covering sales or transfers made during the preceding calendar month.

II. The annual fee for each license issued under this section shall be \$240. Except for licensees under paragraph VII, licensees shall comply with the following:

(a) No beverage or liquor shall be served or consumed on the premises except that which is manufactured by the licensee on the premises or manufactured by the licensee at a host brewer facility.

(b) The licensee may serve beverages to any visitor of legal drinking age by the glass or other suitable container.

(c) For the purpose of this section, food and non-alcoholic beverages may be provided by a properly licensed third party food vendor, prepared on or off the premises.

(d) The licensee shall not allow any beverage or liquor to be served or sold to any person under the age of 21 on the premises.

(e) Sales for consumption on the premises shall be limited to one 4-ounce glass per label per person.

III. A nano brewery licensee shall have the right to transport beverages it manufactures in barrels, kegs, bottles, or other closed containers within the state for sale to licensees and to the state border for transportation and sale outside the state.

IV. A nano brewery licensee may transport its products to a farmers' market, and may sell such products at retail in the original container.

V. No unopened container sold by the licensee shall be opened or consumed on the premises.

VI. Any nano brewery licensee meeting and maintaining the requirements of a restaurant under RSA 178:20, except RSA 178:20, IV and paying an additional fee of \$240, shall comply with the following:

(a) No beverage or liquor shall be served or consumed on the premises except that which is manufactured by the licensee on the premises or manufactured by the licensee at a host brewer facility.

(b) The licensee may serve beverages to any visitor of legal drinking age by the glass or other suitable container.

(c) The licensee shall not allow any beverage or liquor to be served or sold to any person under

the age of 21 on the premises.

VII. A nano brewery licensee may be issued a tenant brewer license under RSA 178:12-b if the licensee meets the requirements of RSA 178:12-b. Beer or specialty beer produced or packaged by nano brewery licensee as a tenant brewer at a host brewer facility shall be included in the production limit in paragraph I.

Source. 2011, 128:1. 2012, 140:1. 2013, 248:1, eff. Sept. 22, 2013. 2014, 200:6-8, eff. July 1, 2014.

TITLE XIII

ALCOHOLIC BEVERAGES

CHAPTER 178

LIQUOR LICENSES AND FEES

Section 178:6

178:6 Liquor Manufacturer License. –

I. A liquor manufacturer licensee must ferment and distill liquor from raw materials, and may blend, age, and bottle those liquors or wine produced at the licensed premises in this state. A liquor manufacturer licensee may sell the liquor it manufactures to the commission for resale in this state and may transfer in bond to other licensed rectifiers, wine manufacturers, and liquor manufacturers.

II. No liquor manufactured, blended, or bottled in this state by any manufacturer shall be sold or delivered in this state in any manner which is inconsistent with the provisions of this title.

III. Each liquor manufacturer shall have the right to sell at retail at its licensed manufacturing facility no more than the equivalent of 3,000 9-liter cases for off-premises consumption any of its liquor. Each retail sale shall be limited to one 9-liter case or less per sale. No liquor manufacturer shall sell more than 12 9-liter cases of liquor to any one customer in any calendar year.

IV. A liquor manufacturer may provide to visitors of legal drinking age at its facility samples of liquor manufactured on the premises for tasting. Samples may be provided either free or for a fee and shall be limited to one 1/2-ounce sample per label per person. Samples sold under this section shall be subject to fees as established in paragraph VI.

V. Notwithstanding paragraph III, no liquor manufacturer shall sell at its facility any of its liquor to on-premises licensees.

VI. Each liquor manufacturer shall maintain records and prepare reports for the commission which shall indicate the sales made under paragraph III and samples distributed under paragraph IX and shall pay to the commission monthly a fee equal to 8 percent of such sales or 8 percent of the retail value of such samples on or before the tenth day of the month following the sale or the sample distribution.

VII. The commission shall adopt rules, pursuant to RSA 541-A, relative to reports of liquor manufacturers under paragraph VI.

VIII. Each liquor manufacturer shall have the right to transport the liquor it manufactures, blends, or bottles in bottles or other closed containers to the state border for transportation and sale outside the state to holders of a United States basic permit issued under the Federal Alcohol Administration Act.

IX. Each liquor manufacturer selling no more than the equivalent of 3,000 9-liter cases of liquor per year at its licensed manufacturing facility shall have the right to distribute samples directly to on-premises and agency store licensees for tasting on the licensed premises in accordance with RSA 179:44.

X. The holder of a liquor manufacturer license may be issued one on-premises license for the manufacturer's premises, providing all requirements of the license are fulfilled.

Source. 2003, 231:13. 2005, 223:1, eff. July 5, 2005. 2014, 306:3, 4, eff. Sept. 30, 2014. 2015, 9:1, eff. July 1, 2015; 169:1, eff. Aug. 25, 2015; 215:3, 4, eff. Sept. 4, 2015.

TITLE XIII ALCOHOLIC BEVERAGES

CHAPTER 178 LIQUOR LICENSES AND FEES

Section 178:7

178:7 Rectifier License. –

I. A rectifier licensee may age, blend, and bottle liquor at its premises, may purchase beer, wine, or liquor from sources both inside and outside this state for such aging, blending, and bottling, and may sell the liquor it produces to the commission for resale in this state.

II. No liquor which is aged, blended, or bottled in this state by any rectifier shall be sold or delivered in this state in any manner which is inconsistent with the provisions of this title.

III. Each rectifier shall have the right to transport the liquor it ages, blends, or bottles in bottles or other closed containers to the state border for transportation and sale outside the state to holders of a United States basic permit issued under the Federal Alcohol Administration Act.

IV. A rectifier may provide samples of liquor rectified on the premises for tasting to visitors of legal drinking age at its licensed rectifier facility. Samples may be provided either free or for a fee and shall be limited to one 1/2-ounce sample per label per person. Samples sold under this section shall be subject to fees as established in paragraph VI.

V. A rectifier producing no more than the equivalent of 3,000 9-liter cases of liquor per year at its licensed rectifier facility shall have the right to distribute samples directly to on-premises and agency store licensees for tasting on the licensed premises in accordance with RSA 179:44.

VI. Each rectifier shall maintain records and prepare reports for the commission which shall indicate the samples distributed under paragraph V and shall pay to the commission monthly a fee equal to 8 percent of the retail value of such samples on or before the tenth day of the month following the sample distribution.

Source. 2003, 231:13, eff. July 1, 2003. 2014, 306:7, eff. Aug. 1, 2014. 2015, 9:2, eff. July 1, 2015. 2016, 310:3, eff. July 1, 2016.

TITLE XIII ALCOHOLIC BEVERAGES

CHAPTER 178 LIQUOR LICENSES AND FEES

Section 178:8

178:8 Wine Manufacturer License. –

I. Wine manufacturer licensees may ferment fruit or other agricultural products containing sugar to produce table wine, and to produce from that wine fortified wine.

II. Each wine manufacturer in this state shall have the right to sell and to transport and deliver wines manufactured by it directly to the holders of on-premises or off-premises licenses issued by the commission. No wine manufactured in this state by any manufacturer shall be sold or delivered in this state in any manner which is inconsistent with the provisions of this title.

III. Each wine manufacturer shall have the right to sell at retail or wholesale at its winery for off-premises consumption any of its wines. Visitors of legal drinking age at said premises may be provided with samples of wine manufactured on the premises for tasting. Samples may be provided either free or for a fee and shall be limited to one 2-ounce sample per label per person. Pursuant to rules adopted by the commission, a wine manufacturer may transport its products to a farmers' market or a wine festival licensed under RSA 178:31, and may sell such products at retail in the original container.

IV. Each wine manufacturer shall maintain records and prepare reports for the commission which shall indicate the sales made under this section and shall pay to the commission monthly a fee equal to 5 percent of such sales on or before the tenth day of the month following the sale.

V. Each wine manufacturer shall have the right to transport wines manufactured by it to the state border for transportation and sale outside the state.

VI. Each wine manufacturer shall have the right to hire sales representatives subject to RSA 179:11 as it desires, and shall have the right to solicit sales of its wines directly to retail licensees.

VII. The holder of a wine manufacturer license, or designee, may be issued an on-premises license at the discretion of the commission. The annual fee each license issued under this section shall be as required under RSA 178:29.

Source. 2003, 231:13. 2011, 165:1. 2012, 142:2, eff. June 7, 2012. 2015, 9:3, eff. July 1, 2015.

NEW HAMPSHIRE
LIQUOR COMMISSION
DIVISION OF ENFORCEMENT
an official NEW HAMPSHIRE government website

Auditing Department

The primary responsibility of the Auditing Department is to regulate the beverage in of beer tax revenue which generates approximately \$13 million from licensed New I wholesalers, beverage manufacturers, brewpubs, and nano breweries.

Beverage Vendor

To assist the beverage industry with obtaining product approvals, review Beverage how to obtain a license, product approvals and forms.

Beverage Manufacturers, Brewpubs & Nano Breweries

If you are interested in obtaining a license to manufacturer beer under the above lic office at 603-271-2039 for assistance. See RSA 178:12, RSA 178:13 and RSA 178:

Liquor or Wine Manufacturers

If you are interested in obtaining a license to manufacturer liquor or wine please ca assistance. See RSA 178:6, RSA 178:7 and RSA 178:8.

Financial Statement of Club Operation

The financial statement of club operation must be filed by the 15th day of the m

Tasting Notifications

Industry members must notify the Liquor Commission prior to any beverage, liquor, licensee.

Farmer's Markets

Wineries, beverage manufacturers, brew pubs, and nano breweries are authorized t they manufactured at farmer's markets in closed containers.

RSA 175:1 XXXI-a "Farmers' market" means an event or series of events at which agricultural commodities gather for purposes of offering for sale such commodities. Offered for sale must include, but are not limited to, products of agriculture, as "Farmers' market" shall not include any event held upon any premises owned, in whole or in part, by any individual vendor selling therein.

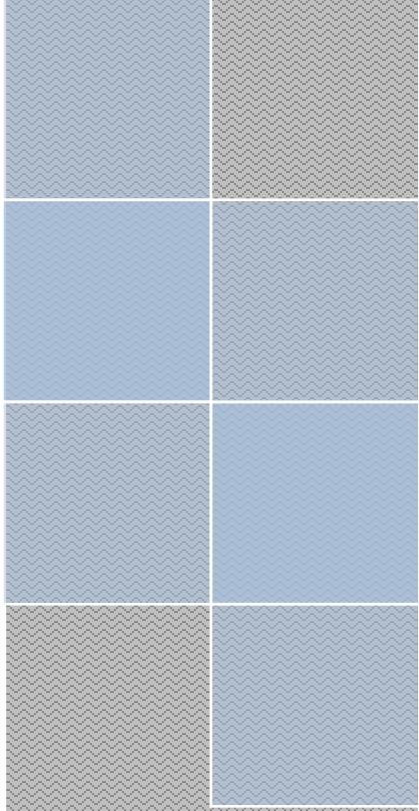
In order for a winery, beverage manufacturer, brew pub, and nano brewery to attend and file the following documents with the NH Liquor Commission.

1. A letter from the winery, beverage manufacturer, brewpub, and nano brewery to the farmer's market including dates, times and location.
2. A letter from the town granting permission for the winery, beverage manufacturer, brewpub, and nano brewery to sell their alcoholic products at the farmer's market in their town. RSA 175:1 right to voice their concerns about selling alcohol with in their town.

NH Liquor Commission, Division of Enforcement
57 Regional Drive | Suite 8 | Concord, NH 03301
(603) 271-3521



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Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA)
Grant Award for Fiscal Year 2017-2018 in the Amount of \$25,836.00

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

WHEREAS, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

WHEREAS, the aforesaid grant requires a 20% cash match by the City of Rochester of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

FURTHER, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

FURTHER, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2017 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

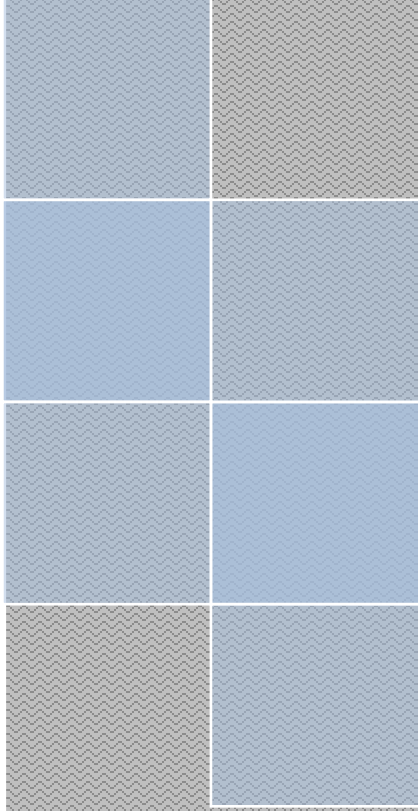
FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

CC FY 17 5-02 AB 165



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City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT Acceptance of and Appropriation of Funds for VOCA Grant

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

AGENDA DATE	May 2, 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	4/12/2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	NH Dept. of Justice / general City funds
ACCOUNT NUMBER	TBD
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$25,836 (grant) / \$6,459 (match)

LEGAL AUTHORITY

City Charter.

SUMMARY STATEMENT

The Legal Department has been conditionally awarded a NH Department of Justice Victim of Crime Act (VOCA) grant in order to fund the continuing Victim-Witness Advocate position in the amount of \$25,836.00. A non-Federal match of \$6,459.00 is required by the grant and is already included in the Legal Department's proposed FY 2017-2018 budget.

RECOMMENDED ACTION

Accept the grant, appropriate the necessary funds, and authorize the City Manager to enter into a grant agreement with the NH Department of Justice.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Acceptance of and Appropriation of Funds for VOCA Grant

Date: May 2, 2017

Fiscal Year: FY 2017-2018

Fund (select):

GF [], Water [], Sewer [], Arena [], CIP [], Water CIP [], Sewer CIP [], Arena CIP [], Special Revenue [xx]

Fund Type: Lapsing [], Non-Lapsing [xx]

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4 show zero values.

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows values: 25,836.00, -, 6,459.00.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows values: 25,836.00, -, 6,459.00.

DUNS # 073960874

CFDA # 16.575

Grant # TBD

Grant Period: From 07/01/2017 To 06/30/2018

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced []

Funds will be returned []

4/27/17

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

April 11, 2017

City of Rochester
Terence O'Rourke
31 Wakefield Street
Rochester, NH 03867

Re: VOCA Grant

Dear Terence,

Thank you for your interest in serving Victims of Crime in New Hampshire. This letter is advise you that the Grants Management Unit is approving the City of Rochester's request for VOCA grant funds in the amount of \$25,836. Prior to offering an official award we need a signed contract to present to the Governor and Council for approval. Once Governor and Council approve this grant award you will receive notification.

Sincerely,

A handwritten signature in black ink, appearing to read "Tanya Pitman".

Tanya Pitman
NH Department of Justice
Grants Management Unit

Resolution Approving Fiscal Year 2017-2018 Operating Budget for the City of Rochester

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2017 and ending June 30, 2018 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2018 (July 1, 2017 - June 30, 2018), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2018 (July 1, 2017 - June 30, 2018), as amended, the provisions of which are incorporated herein by reference thereto. CC FY 17 5-02 AB 179

PROPOSED 2017-2018 OPERATING BUDGET-EXHIBIT A**OPERATING BUDGET SUMMARY****Proposed Appropriations:**

City	\$	30,928,140
City Grants and Donations	\$	477,719
Community Center	\$	816,655
County Tax	\$	6,308,218
Overlay *	\$	460,000
Estimated Veteran's Credits *	\$	601,056
State Property Tax	\$	4,891,902
School	\$	59,510,691
School Federal Grants	\$	3,571,000
School Lunch	\$	1,800,000
Water Works	\$	6,177,568
Sewer Works	\$	7,885,913
Arena	\$	608,992
Tax Incremental Financing Districts	\$	1,301,533
Sub Total	\$	125,339,387

Proposed Revenues:

City	\$	10,549,483
Use of Fund Balance	\$	1,262,981
City Grants and Donations	\$	477,719
Community Center	\$	816,655
School	\$	31,393,410
School Federal Grants	\$	3,571,000
School Lunch	\$	1,800,000
Water Works	\$	6,177,568
Sewer Works	\$	7,885,913
Arena	\$	608,992
Tax Incremental Financing Districts	\$	1,301,533
Amount to be Raised by Taxes *	\$	59,494,133
Sub Total	\$	125,339,387

* Estimated veteran's exemptions (credits) \$601,056 and additional overlay \$460,000

Resolution Authorizing and Approving the 2017-2018 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That the capital budget for the City of Rochester for the July 1, 2017 to June 30, 2018 fiscal year in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on Exhibit A annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2018 (July 1, 2017 – June 30, 2018), as amended. CC FY 17 5-02 AB 180

PROPOSED 2017-2018 CAPITAL BUDGETS-EXHIBIT A

CAPITAL BUDGET SUMMARY**Proposed Capital Appropriations:**

City	\$ 17,084,400
School	\$ 24,774,127
Water Works	\$ 5,525,000
Sewer Works	\$ 7,769,500
Arena	\$ 120,000
Tax Incremental Financing Districts	\$ 242,500
Total Appropriations	\$ 55,515,527

Source of Revenues**General Fund**

Bonding and/or other Borrowing	\$ 21,658,627
Operating Budget	\$ 2,699,900
Dedicated Revenues	\$ -
Other Sources	\$ 17,500,000
Subtotal General Fund Revenues	\$ 41,858,527

Enterprise Funds & Tax Incremental Financing Districts

Bonding and/or other Borrowing	\$ 13,125,000
Operating Budget	\$ 389,500
Fund Balance/Retained Earnings	\$ 142,500
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	\$ 13,657,000

Total Revenues**\$ 55,515,527**