



Regular City Council Meeting
September 5, 2017
Council Chambers
7:00 PM
Agenda

1. Call to Order
2. **Presentation of the Colors:** American Legion Unit 7 – Junior Auxiliary
 - 2.1. Pledge of Allegiance
3. Opening Prayer
 - 3.1. **Opening Prayer:** American Legion Unit 7 – Junior Auxiliary
4. Roll Call
5. Acceptance of Minutes
 - 5.1. Regular City Council Meeting: August 1, 2017 *consideration for approval* P. 7
6. Communications from the City Manager
 - 6.1. Employee of the Month Award P. 26
 - 6.2. City Manager's Report P. 25
7. Communications from the Mayor
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 - 9.1. **Resignation:** Robert Jaffin, Planning Board P. 65
 - 9.2. **Resignation:** Robert Jaffin, Strafford Regional Planning Commission P. 65
 - 9.3. **Resignation:** Rick Healey, Planning Board P. 67
 - 9.4. **Resignation:** Rick Healey, Historic District Commission P. 69
 - 9.5. **Resignation:** Rick Healey, Government Channel P. 71
 - 9.6. **Candidate(s) for Moderator – Ward 6**
 - 9.6.1. Sara Eames, Ward 6 P. 73
 - 9.7. **Candidate(s) Police Commission Ward 1 & 2:**
 - 9.7.1. David Stevens, Ward 1 P. 75

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City Clerk's Office

10. Reports of Committees

10.1. Appointments Review Committee - *no action* P. 79

10.2. Public Safety Committee P. 81

10.2.1. **Recommended Committee Action:** *To Move the COAST bus stop to the Intersection of Roulx Drive & Salmon Falls Road and put the sign on the same post as the stop sign [Coast would relocate the sign] **consideration for approval** P. 82*

10.2.2. **Recommended Committee Action:** *To Paint stop bars – one coming in and one coming out of Ledgeview Drive **consideration for approval** P. 82*

10.2.3. **Recommended Committee Action:** *To place three 25 mph signs one coming in on Hansonville Road, one coming in on Oak Street, and one on the lower half of Ledgeview Drive near Punch Brook Way at the discretion of DPW **consideration for approval** P. 83*

10.2.4. **Recommended Committee Action:** *To send a letter to the State to request a turning lane between the intersection of 125/Gear Road and Colonial Drive **consideration for approval** P. 83*

10.2.5. **Recommended Committee Action:** *To put the stop sign back up near the Shell Station on Little Falls Bridge Road **consideration for approval** P. 84*

10.3. Public Works and Building Committee P. 109

10.3.1. **Recommended Committee Action:** *To direct the City Manager to have Staff work with the Brocks to have the deed transferred to the City so the full City Council can vote to accept the street in the current condition and continue with maintenance and other City services **consideration for approval** P. 110*

10.3.2. **Recommended Committee Action:** *to recommend that the full City Council support the $\frac{3}{4}$ " overlay (pavement) of the downtown area **consideration for approval** P. 112*

11. Old Business

12. Consent Calendar

12.1. **AB 21** Resolution Deauthorizing FY 2016-2017 Funding related to the New Hampshire Department of Justice Victims of Crime Act (VOCA) in the Amount of \$2,201.31 *first reading, second reading, and consideration for approval* P. 117

13. New Business

13.1. **Question to Voters:** November 7, 2017, Municipal Election ballot:

*“Shall we allow the operation of keno games within the City of Rochester?”
motion to approve placing this question on the ballot and to schedule a public hearing*

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City Clerk's Office

- 13.2. **AB 27** Resolution Authorizing the Rochester Police Department to Apply for a United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) in the Amount of \$26,029 *first reading and consideration for adoption* P. 123
- 13.3. **AB 26** Resolution for Supplemental Appropriation to the Conservation Commission Fund for Fiscal Year 2016-2017 Pursuant to the Provisions of Section 11.21 (c) of the General Ordinances in the Amount of \$87,195 *first reading, second reading, and consideration for approval* P. 129
- 13.4. **AB 24** Resolution Consenting to the Transfer of Metrocast's Cable Franchise to Atlantic Broadband *first reading and consideration for adoption* P. 135
- 13.5. **AB 25** Resolution Accepting NH Department of Environmental Services (NHDES) Grant, in Connection with 2018 Household Hazardous Waste Day and Authoring City Manager to Enter Into a Contract with NHDES not to exceed \$14,000 *first reading, second reading, and consideration for approval* P. 141
- 13.6. **AB 22** Resolution Authorizing Supplemental Appropriation for the so-called EDA Sewer and Salmon Falls Road Reconstruction Project in the Amount of \$110,000 *first reading, second reading, and consideration for approval* P. 145
- 13.7. **AB 28 - A** Resolution Authorizing Supplemental Appropriation for the So-Called Forest Park Drive and Plant Street Drainage Project in the Amount of \$900 *first reading, second reading, and consideration for approval* P. 151
- 13.8. **AB 28 – B** Resolution Deauthorizing \$2,935,050.66 Related to Various Projects Funded from the Department of Public Works & Public Buildings Capital Improvement Plan Project Fund *first reading, second reading, and consideration for approval* P. 157
- 13.9. **AB 20** Resolution Authorizing Supplemental Appropriation to Renew Contract with the Buxton Company in the Amount of \$40,000 *first reading, second reading, and consideration for approval* P. 163
14. Other
15. Non-Meeting/Non-Public Session
 - 15.1. Non-Public Session, Land, RSA 91-A:3 II (d)
 - 15.2. Non-Public Session, Personnel, RSA 91-A:3,II (a)
16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
August 1, 2017
Council Chambers
7:00 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
Tiffany Pearce, Communications
Police Chief Toussaint

MINUTES

1. Call to Order

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

**2. Presentation of the Colors: American Legion Chapter 7 –
Motorcycle Riders and/or AMVET Riders Post 1**

2.1. Pledge of Allegiance

The American Legion Chapter 7 Motorcycle Riders and the AMVET Riders Post 1 Presented the Colors and led the Pledge of Allegiance.

3. Opening Prayer

3.1. Opening Prayer: American Legion Chapter 7

Dennis Sellers, President of the Rochester Veterans Council and Member of the AMVET Riders Post 1 led the opening prayer.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present.

5. Acceptance of Minutes

5.1. Regular City Council Meeting: July 5, 2017 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the July 5, 2017, Regular 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 Tiffany Pearce, Communications Specialist, and Police Chief Toussaint to come forward. He congratulated Ms. Pearce and presented her with the Employee of the Month Award for August.

6.2. City Manager's Report

Contracts and Documents

- **City Manager's Office**
 - PR Contract – John Guilfoil PR Annual Contract
- **Department of Public Works**
 - Annex Renovation Project – Change Order # 6
 - Annex Renewal Project – Change Order #7
 - Community Action Partnership – Lease Renewal
 - Dewey Street Pedestrian Bridge – Engineering Amendment # 1
 - East Rochester Baseball/Keay Field – Lease Renewal
 - Restoration of Highway Lead Position
 - Route 125 Pedestrian Bridge – Engineering Amendment # 1
 - Salmon Falls Road Project – Certificate of Substantial Completion
- **Economic & Community Development**
 - Award Acceptance Documents – CLG Grant – Historic District Guidelines
 - Dover Adult Learning Center – CDBG Contract
 - MY-TURN - CDBG Contract
 - Share Fund – CDBG Contract
 - Housing Authority – CDBG Contract

- **Police Department**
 - Housing Authority – Supplemental Police Officer - Contract Renewal -

6.3 Standard Reports

- City Council Request & Inquiry Report - *No Items*
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

City Manager Fitzpatrick said the Annex is still under construction; however, the City is anticipating that it will host the next *Business after Hours* at the Annex facility on August 22, 2017.

Councilor Gates asked what the status is for the Route 125 Pedestrian Bridge project. City Manager Fitzpatrick replied the railings of the bridge would be completed by this fall.

Councilor Torr asked about the additional cost to the Dewey Street Bridge Project. City Manager Fitzpatrick reminded the City Council that the City Council voted to make changes to the scope of the project a few months ago.

Councilor Keans said that it seems that the Annual PR Contract had been signed earlier this year. Mayor McCarley replied that is correct; however, that contract was good from January 2017 through June 2017. The funding for the annual contract has been included with the Fiscal Year 2018 budget. This will be an annual contract moving forward.

7. Communications from the Mayor

7.1. **Letter of Thanks: David Walton, Volunteer**

Mayor McCarley read a letter publicly thanking David Walton, Volunteer, for initiating the painting of some of the exterior buildings in the downtown area. She informed the City Council that this letter is to be sent to Mr. Walton on their behalf.

7.2. **Announcement: 8th Annual Softball Game: Gonic v East Side held at the Riverside Park (Old Dover Road behind the Department of Public Works Facility)**

Mayor McCarley announced the details to the 8th Annual Softball Game.

Mayor McCarley said she received a letter of resignation from Derek Peters, Police Commission of Wards 1 and 2, who has moved out of the wards in which he was representing.

A discussion ensued as to whether or not the City Council should seek to fill the Police Commission's vacant seat or not; pointing out that the Municipal Election is three months away.

Councilor Lachapelle **MOVED** to accept the resignation of Mr. Peters, declare the Police Commission Wards 1 & 2 vacant, and to have the City Council seek to fill the vacancy. Councilor Bogan seconded the motion. The **MOTION CARRIED** by an 8 to 5 show-of-hands vote.

Mayor McCarley said the State of New Hampshire has passed legislation that allows an opportunity for keno games, with the proceeds to be used to support public kindergarten; however, there is a process that must be followed. In order for the City of Rochester to allow keno games within city limits there must be a public hearing scheduled and a vote must be taken by the City Council as to whether or not the question of allowing keno games should be placed on the Municipal ballot this November. It was determined that a public hearing would be scheduled at the August 15, 2017, City Council Workshop and that a representative from the Lottery Commission would be asked to attend the meeting to give the public more information about the activity.

Mayor McCarley said the Planning Board had requested that Don Hamann be appointed to the Strafford Regional Planning Commission. Mayor McCarley **MOVED** to authorize the appointment suggested by the Planning Board. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

8. Presentations of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. Appointment: Jacqueline Peters, Selectman, Ward 3

Mayor McCarley nominated Jacqueline Peters to fill the vacant Ward 3 Selectman Seat. Councilor Lachapelle seconded the nomination. Mayor McCarley announced that Jacqueline Peters has been appointed as one of the Ward 3 Selectman.

10. Reports of Committees

10.1. Appointments Review Committee

10.1.1. **Recommended Reappointment:** Matt Wyatt, Regular Member, Arts & Culture Commission, Term to Expire on 7/1/2019

Councilor Keans said Matt Wyatt is seeking to be reappointed to the Arts & Culture Commission. Mayor McCarley nominated Matt Wyatt to be reappointed to the Arts & Culture Commission, with a term to expire on July 1, 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 Matt Wyatt has been reappointed to serve on the Arts & Culture Commission, with a term to expire on July 1, 2019, by a unanimous ballot vote.

10.1.2. **Recommended Appointment:** Matt Wyatt, Alternate Member, Historic District Commission, Term to Expire on 1/2/2020

Councilor Keans said that Matt Wyatt is seeking to be appointed to the Historic District Commission, as an Alternate Member. Mayor McCarley nominated Matt Wyatt to be appointed to the Historic District Commission, with a term to expire on January 2, 2020. 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 Matt Wyatt has been reappointed to serve on the Arts & Culture Commission, with a term to expire on July 1, 2019, by a unanimous ballot vote.

10.1.3. **Recommended Appointment:** Susan C. (Candy) Bailey, Ward 3, Library Trustee, Term to Expire on 1/2/2020

Councilor Keans said that Susan "Candy" Bailey is seeking to be appointed as the Library Trustees for Ward 3. Mayor McCarley nominated Susan "Candy" Bailey to be appointed as the Ward 3

Library Trustee, with a term to expire on January 2, 2020. 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 Ms. Bailey has been appointed as the Ward 3 Library Trustee, with a term to expire on January 2, 2020, by a unanimous ballot vote.

10.2. Community Development Committee

Councilor Lauterborn noted that the date on the set of minutes should be listed as July 10, 2017, instead of "June."

Councilor Lauterborn said the Community Vibrancy Committee attended the meeting. She added that the program to display painted pianos in the downtown area has begun. The first piano has been displayed directly in front of the Performing Arts Center. This project had been approved at the July Workshop.

Councilor Lauterborn said the Committee discussed how to handle private dumpsters located on public property. The Consensus of the Committee was to support requiring a memorandum of understanding for privately owned dumpsters located on public property. City Manager Fitzpatrick understood the concept that the Committee is seeking and would report back to the City Council. The City Council debated whether or not this is part of the existing ordinance. Councilor Abbott recalled that it is no longer part of the ordinance; however, it should still be included with the site-plan review.

Councilor Lauterborn mentioned that Mike Provost, Executive Director of Main Street, attended his last meeting as director. It is the hope of the Committee that a new director would be hired prior to the next scheduled meeting on September 11, 2017. She added that the Committee would not meet in August.

10.2.1. **Recommended Action: AB 15 Resolution Revising the 2017-2018 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2017-2018 Community Development Budget for the City of Rochester *first reading, second reading, and consideration for approval***

Councilor Lauterborn said an additional \$7,352.85 has been allocated to the City of Rochester and that the Committee is making the follow recommendations:

- **Planning and Administrative funds/additional \$2,500:** to be used as matching funds for the Municipal Technical Assistance Grant and the remainder to be used for general administrative costs
- **Public Facilities, Housing Rehabilitation, and Economic Development/additional \$31,862.35:** to be allocated to the Tennis Court Lights project
- **Public Service Agency Funds/ additional \$7,352.85:**
 - Cross Roads House [additional \$3,500] FY 17-18 new total: \$12,000
 - My Friend's Place [additional \$1,000] FY 17-18 new total: \$7,000
 - SHARE Fund [additional \$1,852.85] FY 17-18 new total: \$5,852.85
 - Community Partners [additional \$1,000] FY 17-18 new total \$3,000

Councilor Lauterborn said this motion would be to vote on the combined total. She **MOVED** to read the resolution for the first time by title only. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn read the resolution for the first time by title only as follows:

**Resolution Revising the 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 Sixty-Five Thousand Nine Hundred Sixty-Five Dollars (\$265,965.00) 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	\$50,693.00
NH Municipal Technical Assistance Grant	\$2,500.00
Public Service Agencies	\$39,894.75
<u>Housing/Public Facilities/Infrastructure</u>	<u>\$172,877.25</u>
Total	\$265,965.00

The above amount amends and replaces the Two Hundred Sixteen Thousand Nine Hundred Forty Six Dollars (\$216,946) previously adopted by the City Council during the fiscal year 2018 annual budgeting process. This budget and the one-year action plan for 2017-2018 may be reconsidered again 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 Sixty-Five Thousand Nine Hundred Sixty-Five Dollars (\$265,965.00) 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. **CC FY 18 08-01 AB 15**

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for the second time by title only. Councilor Bogan seconded

the motion. Councilor Lauterborn read the resolution for the second time by title only. Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.3. Finance Committee

Mayor McCarley said the Finance Committee met on July 11, 2017, and held two items in Committee: the Annex Meeting Room Audio & Video and the Arena LED Lighting Project.

The Interim Fire Chief Dupuis informed the Committee about premature engine problems with the Fire Department's Tower Truck and outlined a plan to resolve the issue.

The City Clerk informed the Committee that the State of New Hampshire is seeking to find out if the City of Rochester is interested in conducting a trial run for the electronic poll book. The consensus was to move forward with letting the state know the City is interested in conducting a trial this November.

10.4. Government Channel Committee

Councilor Willis stated that the Government Channel met on July 10, 2017. He said Celeste Plaia, Government Channel Coordinator gave a status update relative to the Franchise Agreement.

Councilor Willis said the Committee discussed the Annex project and the potential for a televised meeting space. The Committee discussed ideas of how to handle overflow of attendees at City Council meetings.

Councilor Willis said the Committee is continuing discussions with the School Department about the idea of a shared studio space.

10.5. Joint Building Committee

Mayor McCarley gave a brief overview of the first Joint Building Committee meeting and said the minutes are to be forthcoming. She added that Deputy Mayor Varney has been appointed as the vice-chair of the Joint Building Committee.

10.6. Public Works and Building Committee

Councilor Torr said there a several action items. He **MOVED** to

DENY the striping of Chesley Hill Road. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.1. Recommended Action: Resolution Authorizing the Purchase of a Portion of 121 Wakefield Street in an Amount of \$2,500 *first reading, second reading, and consideration for adoption*

Councilor Torr gave a brief overview of the recommendation to purchase a portion of land on 121 Wakefield Street. He **MOVED** to read the resolution by title only for a first time. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

Resolution Authorizing the Purchase of a portion of 121 Wakefield Street in the amount of \$2,500.00

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

That the City Manager is authorized to purchase a portion of the property located at 121 Wakefield Street for Two Thousand Five Hundred Dollars (\$2,500.00) and to execute all documents necessary to complete the purchase. The amount of Two Thousand Five Hundred Dollars (\$2,500.00) shall be derived in its entirety from previously appropriated funds for the so-called Wakefield Street Construction 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.

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

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

Councilor Torr said that the Committee discussed deauthorizing

the funds for some of the paving projects in order to focus on the more expensive projects as follows: the Public Works Facility, the Creteau Technology Center, and Strafford Square. Councilor Varney said the list of deauthorized funding would not be voted upon until the September Regular City Council meeting.

10.6.2. Recommended Action: AB 12 Resolution Authorizing Supplemental Appropriation for the Purchase of the 38 Hanson Street Property and Construction of a Parking Lot Thereon in the Amount of \$500,000 and Authorization Therefore *first reading, second reading, and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion.

Councilor Torr gave reasons why the Committee felt it was important to support this motion due to parking issues on Hanson Street and in the downtown area. Councilor Keans spoke against moving forward with this motion. She said the City spent over \$500,000 on infrastructure and is now proposing to cover this infrastructure [water/sewer] with a parking lot. She disagreed that there is a parking issue in the downtown area. She gave reasons to focus on other projects throughout the City and encouraged fellow councilors to vote against moving forward with this project. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

Resolution Authorizing Supplemental Appropriation for the Purchase of the 38 Hanson Street Property and Construction of a Parking Lot Thereon in the amount of \$500,00.00 and Authorization Therefore

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

That the sum of Five Hundred Thousand Dollars (\$500,000.00) be, and hereby is, appropriated as a supplemental appropriation for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of 38 Hanson Street, Rochester, New Hampshire and the construction of a parking lot thereon. Funds for the supplemental appropriation shall be derived in their entirety from the General Fund unassigned fund balance.

Further, the Mayor and City Council authorize the City Manager to

purchase the property located at 38 Hanson Street for Two Hundred Fifty Eight Thousand Four Hundred Dollars (\$258,400.00) and to execute all documents necessary to complete the purchase.

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 FY18 08-01 AB 12**

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

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

Councilor Willis noted that the City Council spent a lot of money on the decorative lighting [streetlights] on Hanson Street. A decision will need to be made whether or not to spend that much on lighting throughout the parking lot. City Manager Fitzpatrick replied that it would be discussed at a future Public Works Committee meeting.

A discussion ensued about attendee [Opera House] vehicles being towed from the private parking lot, while attending a show. It was determined that the private lot is posted as such and the Opera House volunteers inform vehicle owners of the parking lots available. Mayor McCarley supported the resolution for enhancing the parking in the downtown area. City Manager Fitzpatrick gave reasons why he presented this opportunity for enhancing parking in the downtown area.

Councilor Lauterborn requested a roll call vote. Councilor Bogan seconded the request. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a roll call vote of 10 to 3. Councilors Barnett, Willis, Lachapelle, Gray, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley voted in favor of the motion. Councilors Keans, Lauterborn, and Abbott voted against the motion.

10.6.3. Discussion: AB 13 Acceptance of Laura Drive as a City Street – *motion to authorize the City Attorney to begin the deed research*

Councilor Torr gave a brief history of this street. Councilor Torr **MOVED** to authorize the City Attorney to begin the deed research. Councilor Lachapelle seconded the motion. Councilor Keans expressed

concern of potential development off of Old Dover Road, which could have an impact on this street. Councilor Gray gave more information about the development that is awaiting the City's decision to be made relative to accepting Laura Drive as a City street. The City Council debated the issue. Councilor Keans expressed concern that this is more of a civil matter between two developers.

Councilor Torr said a decision should be made before wintertime. Councilor Keans **MOVED** to **AMEND** the motion to allow the City Attorney to look at the process from both the developers' perspective to determine if the City should be seeking approval of the street at this time. *No second to the motion was made. Councilor Willis had questions about the abutters.* Attorney O'Rourke said the Planning Department is planning to notify the abutters of the process and the first step is to petition the City Council to accept the road. There must be an agreement with the abutters in order to move forward.

Councilor Varney requested more information about the proposed/potential development in this particular area. Councilor Willis requested a summary of the variances on file with the City relative to Laura Drive.

Mayor McCarley asked if a formal amendment would be needed or is the City Council comfortable with the City Attorney working with the Planning Department as mentioned above. Councilor Keans said the words "deed search" should be removed.

City Manager Fitzpatrick clarified that the motion would authorize the City Attorney to search and provide the City Council with the deed description and map of lot owners of Laura Drive in conjunction with the Planning Department knowledge of proposed development. This will be presented at the September Workshop. Councilor Lachapelle agreed to revise/amend the motion to the City Manager's expectation of the process. Councilor Bogan seconded the motion. Councilor Gray supported expediting the research if possible. Councilor Keans felt no motion was necessary to allow the City Manager to direct such orders to staff.

Councilor Torr **WITHDREW** his original motion, Councilor Lachapelle **WITHDREW** his original second, Councilor Lachapelle **WITHDREW** his amendment to the motion, and Councilor Bogan **WITHDREW** her second to the amendment. The City Manager will direct staff as stated above.

A discussion ensued about an antenna being placed on the

Rochester Hill Water Tank. Mayor McCarley said there was no action for the City Council and the Public Works Committee could revisit this item at the next Committee meeting if the City Council had further concerns.

Councilor Keans asked if the City plows the Wallace/Columbus Parking Lot. Councilor Varney replied that the parking area is exclusively for the Service Credit Union employees during regular business hours and then it is opened up for public parking. The City does maintain the parking lot. The City Council briefly discussed the matter.

11. Old Business

No discussion.

12. Consent Calendar

No discussion.

13. New Business

13.1. **AB 11** Proposed 2017 Update to Assessed Values *motion to authorize the Chief Assessor to proceed with the proposed 2017 update to Assessed Values*

Councilor Lachapelle **MOVED** to authorize the Chief Assessor to proceed with the proposed 2017 update to assessed values. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.2. **AB 16** Resolution Accepting a New Hampshire Municipal Technical Assistance Grant Application From Plan NH in the Amount of \$10,000 *first reading, second reading, and consideration for approval*

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

Resolution Accepting a New Hampshire Municipal Technical Assistance Grant Application from Plan NH in the Amount of \$10,000

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

WHEREAS, that a Plan NH Municipal Technical Assistance Grant (“NH MTAG Grant”) in the amount of \$10,000, with a \$2,500 cash match, awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Ten Thousand Dollars (\$10,000) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of the hiring of 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;

FURTHER, that the sum of Two Thousand Five Hundred Dollars (\$2,500) be, and hereby is, allocated from the FY 2017-2018 Community Development Block Grant planning and administration funds to serve as the required cash match for the grant;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with Plan NH 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 18 08-01 AB 16**

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for the second time by title only.

Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Abbott questioned the need for such a grant. Julian Long, Grant Coordinator, on behalf of the Planning Department, explained that there is currently second floor office space in the downtown area which is not needed. He said this grant would assist with the development study for residential areas in the downtown area. The City Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

13.3. AB 17 Resolution Authorizing Application for a New Hampshire Charitable Foundation Community Grants Program Grant in an Amount up to \$20,000 *first reading and consideration for adoption*

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

Resolution Authorizing Application for a New Hampshire Charitable Foundation Community Grants Program Grant in an Amount up to \$20,000

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, by adoption of this Resolution, approve the submission by the Legal Department and the Office of Economic and Community Development of a grant application in an amount up to Twenty Thousand Dollars (\$20,000) to the New Hampshire Charitable Foundation's Community Grants Program in order to continue to fund the City of Rochester's victim-witness advocacy program. **CC FY 18 08-01 AB 17**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The City Council briefly discussed the matter. Mr. Long clarified that the City has a Victims Advocate position, which is currently paid for by the Victims of Crime Act Grant [federal grant funds]. The salary position is about \$32,000. The City is seeking a second grant to assist with the City's match [approximately \$6,000] and to find other funding sources if needed. The City Council discussed the matter further. It was clarified that this would not increase the hours for this position and it would remain a part-time position. The **MOTION CARRIED** by a unanimous voice vote.

13.4. AB 14 Resolution Authorizing the Acceptance of a New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) Loan for the Water Treatment Low Lift Station Upgrade Project in the Amount of \$540,000 *first reading, second reading, and*

consideration for approval

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

Resolution Authorizing the Acceptance of a New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) Loan for the Water Treatment Low Lift Station Upgrade Project in the Amount of \$540,000

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, accept the loan in the amount of Five Hundred Forty Thousand Dollars (\$540,000.00) from the NHDES DWSRF loan program in order to fund the Water Treatment Low Lift Station Upgrade 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. **CC FY18 08-01 AB 14**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney asked if this project is in process or complete. Councilor Willis believed the project was in the design stages.

Councilor Willis announced that he would recuse himself from voting due to a Conflict of Interest. The **MOTION CARRIED** by a unanimous voice vote with Councilor Willis being recused.

14. Other

Councilor Lachapelle suggested that if a Department Head leaves

employment with the City a third-party exit interview should be set up. He felt it is important to find out why employees leave the City's employ. City Manager Fitzpatrick took this suggestion into consideration.

Councilor Keans asked if the job description for a lead highway worker had been created yet. City Manager Fitzpatrick said that Sonja Gonzalous, CIO, has been hired. One of her task is to work with whoever becomes the Director of City Services to create that specific job description.

15. Non-Meeting/Non-Public Session

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the August 1, 2017, Regular City Council meeting at 8:28 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



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

September 5, 2017

6.1 The Employee(s) of the Month is: Matt Furtney – Fire Department **P.26**

6.2 City Manager's Report: P.25

Contracts and documents executed since last month:

- City Manager's Office
 - Chamber Support Letter **P. 28**
 - Homeland Security Grant close-out – (Warm-Zone Equipment) **P.29**
- Department of Public Works
 - 38 Hanson Street – demo and parking lot construction contract **P. 32**
 - 216 Salmon Falls Road – Security Agreement **P. 33**
 - Clean Water SRF Project **P. 34**
 - Comm. Ctr Lease Renewal – Strafford Regional Planning Commission **P. 35**
 - EDA Salmon Falls Project – Change Order #1 **P. 36**
 - EDA Salmon Falls Project - Amendment **P.37**
 - Eversource Easement **P.38**
 - Franklin St. /Western Ave. Project – Change Order #2 **P.39**
 - Geological Survey Contract **P.40**
 - Honeywell HVAC Contract **P. 41**
 - Underwood Engineers Contract – Ground Water Eval & Tech Assist. **P. 42**
 - Western Ave Pump Station – Cert. of Substantial Completion **P.43**
 - Water Supply Evaluation & Groundwater Evaluation **P.44**
- Economic & Community Development
 - CDBG FY 17-18 Annual Action Plan **P.45**
 - CDBG Release of Funds – CAP Weatherization & Tennis Courts **P. 46**
 - Community Partners – Contract Amendment **P.47**
 - Homeless Center of Strafford County generator project - **P.48**
 - Housing Authority environmental review **P.49**
 - Share Fund – contract addendum **P. 50**
 - Strafford County CAP – environmental review **P. 51**
 - Crossroads House and My Friend's Place – contract addendum **P. 52**
- Finance Department
 - Homeless Center - MOU **P. 53**
 - Partial Lien Release – Little Quarry Drive **P. 56**
- Legal Department
 - Tax Deeds – Kipling Road and Strafford Road **P. 58**

The following Computer/Lease Purchase or Tuition Reimbursement Forms have been approved

- Computer Lease/Purchase – Deluca, A – Police Department **P. 59**
- Tuition Reimbursement – Pollard, K – Economic Development **P.60**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **No Items – No Report included**
- Monthly Overnight Travel Summary **P. 61**
- Permission & Permits Issued **P. 62**
- Personnel Action Report Summary **P. 63**

EMPLOYEE OF THE MONTH NOMINATION FORM

EMPLOYEE'S NAME Matt Fertney

DEPARTMENT Fire Dept.

Provide examples of how the employee has performed actions that were above and beyond those normally expected for the employee's position. The more examples you can give adds to the strength of the nomination. If more room is needed, please use reverse side.

SERVICE TO THE COMMUNITY

(Example: Volunteering at a blood drive, actively participating in the Adopt-a-Spot Program, chairing or sponsoring programs such as Toys for Tots or the Summer Fun Festival.)

Built a wheelchair ramp for Raymond Olson of East Rochester

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

(Example: A City employee helping the elderly to their car in bad weather, creating special events for staff such as the Christmas party or the Chili Cook-Off.)

PROFESSIONALISM AND COMMITMENT BEYOND WHAT IS EXPECTED FOR THE EMPLOYEE'S POSITION

(Example: He/she gives extra hours to the job when necessary to get the job done.)

*Saved a man about to drown in the Cocheco River
overcoming almost impossible terrain/water to reach the victim.*

YOUR NAME: Frank Gering

DATE: 7/28/17

PLEASE NOTE: You may use either this form or a letter, whichever is more convenient for you. Thank you for your time and interest in the Employee of the Month Program!

*ANY OF THE ABOVE ITEMS IS ENOUGH TO NOMINATE AN EMPLOYEE.

RECEIVED

AUG 10 2017

FINANCE OFFICE
CITY OF ROCHESTER

July 28, 2017

Dear Assistant Chief Dupuis,

I would like to nominate Firefighter Matt Furtney for employee of the month, for his commitment to the safety and welfare of the citizens of Rochester. Not only is Matt an outstanding Firefighter and EMT, but he has gone beyond his required job responsibilities to help people in need. There are two recent examples which demonstrate Matt's compassion, strong work ethic, and dedication to his field.

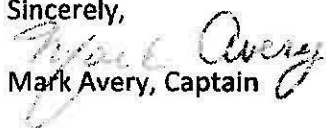
The first example was Matt's willingness to help build a wheelchair ramp for Raymond Olson of East Rochester. Not only did Matt spearhead the project, but he had his own company underwrite the job, to allow a number of Firefighters to participate in this benevolent act.

A second example was Matt's rescue effort on the night of July 9, 2017. Matt demonstrated extreme courage and resourcefulness when rescuing a man from drowning in the Cocheco River, in Rochester. Reports of a man in distress along the banks of the Cocheco had been received, but no exact location for the incident could be determined. Firefighter Furtney began his search for the victim, by trudging through thick brush and swampland. The area being searched was almost impenetrable, and those on the scene continued to hear the pitiful cries of the man, asking for help. The victim could not be located in open water, but was finally found in a boggy area, adjacent to the river. Time was of a critical nature, and it took considerable effort and bravery to push through the brush, to reach the victim.

A "normal" water rescue was not possible, and Matt quickly determined that the only way to save this man's life was to ignore the scratching limbs and putrid water, and quickly push through the brush. Foregoing his own personal comfort, Matt strove on toward the man, who was succumbing to complete exhaustion, and slipping further into the water.

The victim was rescued, and the incident was brought to a safe conclusion. The rescue effort involved the quick-thinking and tireless teamwork of many dedicated Firefighters, led by Matt's focus on reaching and saving the man from possible death. He is especially to be commended for his efforts.

Sincerely,


Mark Avery, Captain



LEADERSHIP
Greater Rochester

CITY OF
Received
AUG 17 2017
City Manager
ROCHESTER

August 10, 2017

Dan Fitzpatrick, City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Dear Dan:

On behalf of the Greater Rochester Chamber of Commerce and the Leadership Greater Rochester Committee, thank you for serving as a sponsor of the Leadership Greater Rochester program.

Leadership Greater Rochester has been developed by the Chamber to develop leaders through participation in community awareness sessions and activities designed to encourage participation in an active leadership role to benefit the future vitality of the greater Rochester area. This contribution will enable us to develop promotional materials including brochures, web page, social media, class materials, and more to promote and enhance this valuable program. We hope that you will be pleased with the recognition that the City of Rochester will receive for this generous contribution.

This eight session program, that will kick-off in September 2017, will meet monthly with morning classes that will cover topics crucial to managing a community including a Welcome/Overview of Leadership Greater Rochester, City Government, Education, Arts & Culture, Health & Human Services, Criminal Justice & Public Safety, Economic Development & Environment and Non-Profit session and Graduation ceremony.

Again, thank you for your support and contribution to the Leadership Greater Rochester program.

Sincerely,

Laura A. Ring
Leadership Greater Rochester

**Leadership Greater Rochester ~ www.rochesternh.org/LeadershipGreaterRochester
18 South Main Street, Rochester, NH 03867 ~ 603-332-5080 ~ leadership@rochesternh.org**

CM Report

State of New Hampshire

8/31/17



JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

ROBERT L. QUINN
RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

CITY OF
Received
AUG 10 2017
City Manager
ROCHESTER

August 4, 2017

Deputy Chief Dennis Dube
Rochester Fire Department
37 Wakefield Street
Rochester, NH 03867

Re: 2016 Homeland Security Grant Award – Closeout Letter (SHSP-EMS Warm Zone Equipment)

Dear Deputy Chief Dube:

On February 21, 2017 your agency was awarded **\$6,000.00** from the US Department of Homeland Security for the portion of the Homeland Security Grant Program (HSGP) titled: SHSP-Competitive. A recent reimbursement or quarterly progress report in your file indicates that this grant is complete.

As per your grant application: **Project Eligibility (3.) 25% of the department personnel must complete the EMS in the Warm Zone Operations course within 1 year of class availability at the NH Fire Standards and Training and EMS.** Please notify our office when the required training has been completed.

Title 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F requires a non-federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year to have an audit performed in accordance with 2 CFR 200.514. **Audit Requirements:** 1.) Definitions: *Non-Federal entity* means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient. 2.) *Federal award* means federal financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities"...auditees that are also subrecipients shall submit to each pass-through entity, one copy of the reporting package..."

Per your Signed award Terms and Conditions you indicated that your entity met the conditions for a single audit as defined in 2 CFR 200.501(b). For the period July 1, 2017 – June 30, 2018, a copy of this audit is due in The GMU by March 30, 2019. If you have Not met this threshold, please indicate this in writing in your response.

You also agreed that upkeep, maintenance, and training for equipment procured, as part of the Homeland Security grant program, is a grantee responsibility. Please provide a brief signed certification letter indicating the location of your equipment purchased in whole or in part with FFY 2016 EMS Warm Zone funds (a detailed list has been included for your review). In addition, please verify that the following requirement has been met by checking the appropriate response: "as per the grant application certification that equipment valued at \$5000 or more is inventoried and set on

8/31/17

a depreciation schedule in consultation with the municipal auditor in accordance GASB-34 and other requirements for municipal auditing, as appropriate”.

Yes ___ (if yes, please provide corresponding tag numbers in the enclosed inventory report).
No ___ (if no, please note accordingly while also supplying updated information within 30 days).

Pursuant to the Excluded Parties List, please check the following question appropriately: Did you or your municipal agent (or program manager) review the Federal Suspension and Debarment list to insure that your vendors are not listed? Inquiries can be made at the following web site:
www.sam.gov/portal/public/SAM

Yes ___
No ___

Code of Federal Regulations-Title 2 CFR 200.313-Equipment: In accordance with Emergency Management and Assistance regulations, please review the enclosed materials outlining the proper disposal of grant related equipment. Forms titled: REQUEST FOR DISPOSAL OF GMU GRANT FUNDED PROJECT EQUIPMENT have also been enclosed to fill out upon disposal.

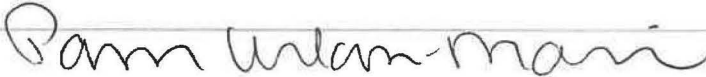
Please return this information by September 5, 2017 to:

NH Department of Safety
Grants Management Unit
Attn: Terri Hartley
33 Hazen Drive
Concord, NH 03305

We may be contacting you in the near future for a fiscal and on-site audit visit. At that time we will review the location of this equipment and its effectiveness in enhancing your WMD/CBRNE prevention, protection, response, and recovery efforts.

Thank you in advance for your cooperation. If you have any questions, please contact Terri Hartley at 271-6636 or Terri.Hartley@dos.nh.gov.

Very truly yours,



Pamela Urban-Morin
Grant Administrator

Cc: Mr. Daniel Fitzpatrick-City Manager
File

Enclosure: Title 2 CFR 300.313: Equipment
GMU Equipment Disposal Form

S:\Commissioner\Grants\Shared\Homeland Audit Reports (Tim A.)\Closeout Letters\Closeout Letters\Closeout Letters-Warm Zone\2016 Rochester FD Warm Zone Closeout Letter .doc

Homeland Security Grant Program
PROPERTY AND EQUIPMENT INVENTORY REPORTS

Please fill in all information:

Date: 8/31/17

1. Report property as required by your county/agency inventory control procedures.
2. 2 CFR 200.313

Reviewed by: _____
Agency/Position _____ Date _____

Verified by: _____
Print Name / Title _____ Date _____

Signed by: _____
Date _____

Signature _____

Instructions: Return completed form to NH Department of Safety - Grants Management Unit -33 Hazen Drive; Second Floor, Concord, NH 03305

Subgrantee may substitute agency inventory record only if all data is recorded

Agency	QTY	Description and Location	Amount	Manufacturer Serial Number	Vendor	Acquisition Date	Agency Inventory Number	Grant Name/Year	Percent Federally Funded	Date Acquired	Invoice # (submitted for payment)	Condition at Time of Report	Disposition Status
City of Rochester Fire Department	4	High-cut Ballistic NIJ-III	\$1,620.00		Hard Head Veterans	5/5/2017		2016 HSGP- SHSP Warm Zone	100%	5/5/2017	511		
	4	RTF responder Vest-Empty (Red)	\$470.36		Rescue Essentials	4/20/2017		2016 HSGP- SHSP Warm Zone	100%	4/20/2017	4417		
	4	Rescue Task Force(Rip Away chest pouch Red Evacuation set	\$92.36		Rescue Essentials	4/20/2017		2016 HSGP- SHSP Warm Zone	100%	4/20/2017	4417		
	8	Rescue Task Force Patch Red on Blk Velcro Back 3x8	\$103.92		Rescue Essentials	4/20/2017		2016 HSGP- SHSP Warm Zone	100%	4/20/2017	4417		
	4	UHMWPE Level III Set of two	\$2,440.00		Spartan Armor systems	4/13/2017		2016 HSGP- SHSP Warm Zone	100%	4/13/2017	16729		
	4	Plate set of two	\$1,320.00		Spartan Armor systems	4/13/2017		2016 HSGP- SHSP Warm Zone	100%	4/13/2017	16729		
		Vendor Discount	-\$564.00		Spartan Armor systems	4/13/2017		2016 HSGP- SHSP Warm Zone	100%	4/13/2017	16729		
	4	CAT holder Red by North American Rescue-tourniquets	\$71.96		Rescue Essentials	4/20/2017		2016 HSGP- SHSP Warm Zone	100%	4/20/2017	4417		
		Shipping	\$4.99		Rescue Essentials	4/20/2017		2016 HSGP- SHSP Warm Zone	100%	4/20/2017	4417		
		Paid by Local agency	-\$7.55					2016 HSGP- SHSP Warm Zone	100%	1/0/1900			
	4	Wide Mouth Gear bag	\$236.00		Bergeron Protective Clothing	6/20/2017		2016 HSGP- SHSP Warm Zone	100%	6/20/2017	207401		
	4	Evacuation set	\$211.96		Rescue Essentials	4/20/2017		2016 HSGP- SHSP Warm Zone	100%	4/20/2017	4417		

\$6,000.00

8/31/17



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
AUG - 7 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

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

DATE: August 3, 2017

SUBJECT: 38 Hanson Street Bldg Demolition and Parking lot Construction
SUR Construction Contract \$186,005.00.

CC: Michael S. Bezanson, PE Director of City Services

Attached please find SUR Construction, Inc contract for the demolition of the building at 38 Hanson Street and the construction of the City parking lot. The City is using the Bid 17-30 for Equipment Rental and Construction Contracting Services to have the work completed.

There is sufficient funding for this work in the following General Fund CIP Account 15013010-771000-1818547

If you have any questions please let me know, if not please sign and forward this document to Dan Fitzpatrick, City Manager for signature.

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

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CITY OF
Received
AUG 23 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: August 23, 2017
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreement, 216 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreement for signature on the repayment plan of the sewer service connection at 216 Salmon Falls Road with Mr. and Mrs. Carnevale.

If you have any questions please let me know, if not, please sign and send to the Legal Department.

8/31/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received
AUG - 7 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, Admin Supervisor

DATE: August 1, 2017

SUBJECT: Clean Water SRF Project
Sewer & Storm Water Asset Management

CC: Michael S. Bezanson, PE Director of City Services

The attached Wright Pierce Contract is for the CWSRF Loan/Grant that was acquired by City Staff for Storm Water and Wastewater Systems Asset Management. This contract is for \$60,000 and is at zero cost to the City.

The funds were appropriated at the July 12, 2016 City Council meeting in the following General and Sewer CIP accounts
15013010-771000-17581 \$30,000
55026020-771000-17581 \$30,000

If you have any questions please let me know, if not please sign and forward this document to Dan Fitzpatrick, City Manager for signature.

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



8/31/17

INTEROFFICE MEMORANDUM

CITY OF
Received
JUL 28 2017
City Manager
ROCHESTER

TO: Samantha Rodgerson
Daniel Fitzpatrick, City Manager

FROM: Lisa J. Clark, DPW Administration & Utility Billing Supervisor

DATE: July 28, 2017

SUBJECT: Lease Renewal: Strafford Regional Planning Commission

Enclosed please find 2 copies of the lease renewal for your signature. Please note these need to be witnessed and notarized.

Please return both originals to the DPW for distribution.



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
 AUG 25 2017
 City Manager
 ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
 Blaine M. Cox, Deputy City Manager

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

DATE: August 24, 2017

SUBJECT: EDA Salmon Falls Road Reconstruction Project
 Change Order #1 SUR Construction \$246,750.00

CC: John MacLean, Interim Director of City Services

Enclosed please find (5) five copies of change order #1 for the EDA Salmon Falls Road Reconstruction Project

This change is necessary to fund the Home Owner Options for both water and sewer in this project area. This part of the project will not be reimbursable through the EDA and will be funded with City Water & Sewer Retained Earnings Funds.

Water	\$75,250
Sewer	\$171,500
Total change	\$246,750.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature _____

Blaine Cox
 Blaine M. Cox, Deputy City Manager



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

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, Admin & UB Office Supervisor

DATE: August 18, 2017

SUBJECT: EDA Salmon Falls Road Project
Wright-Pierce Contract Amendment \$35,000

CC: Michael S. Bezanson PE, City Engineer
John Maclean Interim Director of City Services

CITY OF
Received
AUG 23 2017
City Manager
ROCHESTER

Enclosed please find one copy of the Wright Pierce Contract Amendment for signature. This amendment is for additional construction observation required due to the time extension for construction and the inspections created by the increased number of homeowner option tie-ins to the water and sewer system.

The there is sufficient funding in the project budget accounts as follows:

15013010-771000-13551 \$7000
55016010-771000-13551 \$6300
55026020-771000-13551 \$21,700

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature Blaine Cox
Blaine M. Cox, Deputy City Manager

RECEIVED
AUG 22 2017
BUSINESS OFFICE
CITY OF ROCHESTER

8/31/17



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

AUG 21 2017

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: August 18, 2017
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Eversource Easement off Hillsdale Street
CC: Terence O'Rourke, City Attorney

Please see the attached security agreement for the repayment plan for 169 Salmon Falls Road, Joyce Desbiens, to hook into city water.

This work is being conducted as part of the EDA Salmon Falls Road project and the connection was performed by SUR under the existing contract.

If you have any questions please let me know, if not, please sign and send back. This document should be returned to the Legal Department.

Thanks.

Owen



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
AUG 23 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

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

DATE: August 22, 2017

SUBJECT: Franklin Street/Western Ave I/I Project
Change Order #2 Northeast Earth Mechanics \$1,280,585

CC: John MacLean, Interim Director of City Services

Enclosed please find three) 3) copies of change order #2 for the Franklin Street Area Reconstruction Project.

This change is to complete the additional work for Water, Sewer and Roadway on numbered streets in the project area. There is sufficient funding as follows:

The funds are available in the following project accounts

15013010-771000-17523	= \$274,928.50
55016010-771000-17523	= \$573,846.00
55026020-771000-16541	= \$431,810.50
Total	1,280,585.00

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature *Blaine Cox*
Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire
 PUBLIC WORKS DEPARTMENT
 45 Old Dover Road • Rochester, NH 03867
 (603) 332-4096
www.RochesterNH.net



8/31/17

INTEROFFICE MEMORANDUM

CITY OF
 Received
 AUG 21 2017
 City Manager
 ROCHESTER

TO: Dan Fitzpatrick, City Manager
 Blaine Cox, Deputy City Manager
FROM: Lisa J. Clark, DPW Office Manager *LJC*
DATE: August 17, 2017
SUBJECT: US Department of Interior-Geological Survey Contract

Enclosed please find two (2) copies of the U.S. Department of Interior Geological Survey joint funding Agreement for signature.

The contract is for flow monitoring on the Cochecho River and has been funded half in the sewer fund and half in the water fund O & M accounts.

52602074-559000=\$7,500
 51601057-559000=\$7,500.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature *Blaine Cox*
 (Blaine Cox, Finance Director/Deputy City Manager)



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



INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
 Blaine Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager

DATE: July 27, 2017

SUBJECT: Honeywell HVAC Contract
 Mini Splits City Hall (5)

.

Attached please find one copy of the Honeywell Contract for the installation of (5) Mini Split HVAC Units at City Hall. These units will be installed in the spaces that are to be designated for the Prosecutor, Legal and H/R Departments. Honeywell is the City's contracted vendor through June 30, 2020 for maintenance and repair. Honeywell will furnish and install the (5) units at a total cost of \$21,200. Honeywell will also include maintenance and repair of these new units through the original contract date of June 30, 2020 at zero additional costs.

There is sufficient funding for this contract in the FY18 CIP Budget for this project. Account #15011090-772000-18511

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature

(Blaine Cox, Finance Director / Deputy City Manager)



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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Fax (603) 335-4352

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CITY OF
Received

~~AUG 10 2017~~

City Manager
~~ROCHESTER~~

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

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

DATE: August 9, 2017

SUBJECT: Underwood Engineers – Ground Water Evaluation & Tech Assist
Rochester Wells Site RCH-4.

CC: Michael S. Bezanson, PE Director of City Services

Attached please find (3) three copies of the Underwood Engineers Contract for Ground Water Evaluation & Technical Assistance associated with Rochester Ground Water Well site #4. This site is located along the Isinglass River between Rt125 and Stillwater Circle and between Flag and Huckins Road. Access to the site is through a property on Huckins Road and the property owner is cooperative and interested in the project.

There is sufficient funding for this work in the following Water Fund CIP Account 55016010-771-17534

If you have any questions please let me know, if not please sign and forward this document to Dan Fitzpatrick, City Manager for signature.

Blaine M. Cox, Deputy City Manager



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
AUG - 3 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager

FROM: Lisa J. Clark, Admin Supervisor

DATE: August 3, 2017

SUBJECT: Western Avenue Pump Station – Certificate of Substantial Completion
Northeast Earth Mechanics

CC: Michael Bezanson, PE, Interim DPW Director

Enclosed please find four (4) copies of the Substantial Completion document for the Western Avenue Pump Station Replacement/Upgrade portion of the Franklin Street Project.

The new Western Avenue Pump Station is online and being operated and maintained by the City's Wastewater Pump Station personnel. This portion of the Franklin Western Avenue Reconstruction Project is substantially complete as of 7/21/17.

This document has been signed by the Brown and Caldwell Engineering's project engineer and it is recommended for the required City signature. There are remaining punch list items to be completed and when those are completed a Certificate of Completion will be recommended and executed.

Please sign and return documents to the DPW for Distribution

8/31/17



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
AUG - 7 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

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

DATE: August 3, 2017

SUBJECT: Water Supply Evaluation & Groundwater Investigation
Underwood Engineers Contract Amount \$134,000.

CC: Michael S. Bezanson, PE Director of City Services

Attached please find (2) Copies of the Underwood Engineers Contract associated with Water Supply Evaluations and Ground Water Investigations. The scope of work includes the final permitting of the Ground Water Well #2 and the NHDES Large Groundwater Withdrawal Permit for both Well #1 and Well #2.

There is sufficient funding for this work in the following Water Fund CIP

Accounts:

55016010-771000-16536 \$100,000

55016010-771000-17534 \$ 34,000

If you have any questions please let me know, if not please sign and forward this document to Dan Fitzpatrick, City Manager for signature.

Blaine Cox

Blaine M. Cox, Deputy City Manager

Date: August 2, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG - 2 2017
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Annual Action Plan

Please see attached the SF-424 form for the FY 17-18 CDBG Annual Action Plan, as well as the CDBG certifications for the plan. The revised plan was approved by the City Council at the August 1, 2017 City Council meeting, and these forms are required by the U.S. Department of Housing and Urban Development to be submitted with the plan. The SF-424 application form and the certifications require the signature of the City Manager as the City of Rochester authority.

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

Date: August 2, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG - 2 2017
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Request for Release of Funds

Please see attached the completed Request for Release of Funds for the FY 2017-2018 Community Development Block Grant (CDBG) environmental review for the following projects:

- Community Action Partnership of Strafford County Weatherization Project
- Rochester Community Center Tennis Court Lights Project

City Council approved funding for these activities at the June 6, 2017 City Council meeting.

The Request for Release of Funds 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.

Date: August 3, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2017-2018 CDBG Contract Addendum – Community Partners

Please see attached the FY 2017-2018 Community Development Block Grant (CDBG) contract addendum between the City of Rochester and Community Partners. City Council approved the additional funding for this activity at the August 1, 2017 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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

8/31/17

Date: July 31, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG - 1 2017
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Contracts – HCSC Generator Project

Please see attached the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester, the Homeless Center for Strafford County, and Berry's Electrical Services, regarding the Homeless Center for Strafford County's back-up generator project. The City Council approved CDBG funding for this project at the May 3, 2016 City Council meeting, and Berry's Electrical was awarded the contract for the project on July 12, 2017.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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

Date: August 22, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: Rochester Housing Authority Environmental Review Statement – Supplemental

Please see attached the supplemental Environmental Review Statement for the Rochester Housing Authority’s remaining activities for FY 2016-2017. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The Environmental Review Statement was prepared by the Community Development Coordinator with assistance from Rochester Housing Authority staff.

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

8/31/17

CITY OF
Received
AUG 10 2017
City Manager
ROCHESTER

Date: August 10, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2017-2018 CDBG Contract Addendum – SHARE Fund

Please see attached the FY 2017-2018 Community Development Block Grant (CDBG) contract addendum between the City of Rochester and the SHARE Fund. City Council approved the additional funding for this activity at the August 1, 2017 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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

8/31/17
CITY OF
Received
AUG - 7 2017
City Manager
ROCHESTER

Date: August 7, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2017-2018 Environmental Review Exclusion for Strafford CAP Weatherization Activity

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental review exclusion for a hot water heater replacement to be performed by the Community Action Partnership for Strafford County's weatherization program.

The environmental reviews require 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.

8/31/17

Date: August 2, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG - 2 2017
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Contract Addendums – Cross Roads House; My Friend’s Place

Please see attached the FY 2017-2018 Community Development Block Grant (CDBG) contract addendums between the City of Rochester and Cross Roads House and My Friend’s Place. City Council approved the additional funding for these activities at the August 1, 2017 City Council meeting.

The contracts require the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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

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

CITY OF
Received
JUL 27 2017
City Manager
ROCHESTER

TO: Daniel Fitzpatrick, City Manager
FROM: Blaine Cox, Deputy City Manager
DATE: July 27, 2017

Blaine M
Cox

Digitally signed by Blaine M Cox
DN: cn=Blaine M Cox, o=City of
Rochester New Hampshire,
ou=Department of Finance,
email=blaine.cox@rochesternh.net,
c=US
Date: 2017.07.27 15:44:09 -0400

I am sending you: Attached Under Separate Cover

The following items:

Homeless Center for Strafford County MOU/ First Consideration Agreement

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 City and the Homeless Center has come to terms on an arrangement whereby in exchange for a lump sum payment from the City of \$16k the Homeless Center will grant the City's Welfare Department first consideration to fill any openings at the Center whenever space becomes available. Welfare Director Marsh has conducted an analysis demonstrating that this arrangement will increase the number of Rochester families offered shelter space, minimize the number of Rochester families placed in cramped motel rooms, increase the number of Rochester homeless children able to remain in their home school district, provide increased funding for the Homeless center and could actually save the City in avoided costs for other more costly forms of emergency housing.

Please also note that this allocation of \$16k replaces the \$8k in CDBG funding traditionally provided to the Homeless Center and the Community Development Committee was then able to re-allocate these CDBG funds to other worthwhile projects. The \$16k will be funded from already appropriated FY2018 Welfare Department operating funds.

To: Blaine
recommendations?

8/31/17



CITY OF
Received
JUL 25 2017
City Manager
ROCHESTER

To: Daniel Fitzpatrick, City Manager

C: Blaine Cox, Deputy City Manager/Director of Finance

From: Todd Marsh, Welfare Director

Date: 07/24/2017

Re: Homeless Center for Strafford County MOU/First Consideration Agreement

As you are aware, I have been involved in discussions with the Homeless Center for Strafford County (HCSC) regarding "First Consideration" shelter services for our residents in exchange for increased funding.

Despite our welfare team's successful approach to prevent and minimize homelessness from reoccurring, homelessness remains a challenge that demands continuous innovative thinking and problem solving efforts.

I am pleased to report the HCSC board president has signed the attached detailed Memorandum of Understanding, which the city attorney prepared with my input. Residents from other municipalities will still be accepted into the shelter, but Rochester residents will receive first consideration/priority. No other shelter in the region has made a similar type of agreement with municipalities and likely would be unable, as those shelters receive state shelter service funding and restricted from entering into this type of agreement.

HCSC accepted \$16,000.00 from our welfare budget in lieu of what likely would have been \$8,000.00 CDBG funding. I anticipate the funding will at least be partially offset by decreased direct assistance motel costs, as residents will either turn down offered shelter services or accept. Both scenarios will result in cost savings, with the latter safe and supportive emergency housing for people in need. We discussed this dynamic during our budget discussion.

During the budget process, in a memo, I informed the Community Development Committee that HCSC has agreed to this agreement in principle and of their plan to accept city funds in lieu of CDBG funding. As a result, the committee redistributed HCSC's planned grant to mostly two other area shelters, which was my recommendation.

During my budget presentation I informed the full City Council of the agreement. However, I wanted to wait until budget approval to move forward with the formal Memorandum of Understanding.

I have spoken with Blaine Cox and Mark Sullivan regarding transferring the HCSC funds from "direct assistance" to its own line item within welfare's budget to better reflect the intended purpose of the funds. Although related, it was agreed this would be best practice.

As we discussed, Rochester is a great place to live, work start and maintain a business. However, the positive dynamics also attracts people with financial and other life living challenges, including mental health, seeking comparably lower cost motels and permanent housing that are scarce south of Rochester. The first consideration agreement is a reasonable strategy to manage the unique homeless dynamics within Rochester and recent increased motel costs; albeit still lower than before my management of the welfare department.

The City of Rochester and HCSC has had a long cooperative and financial relationship, which began prior to the shelter opening, including the city's planning department greatly assisting the shelter's start up efforts with facilitating organizational efforts , shared expertise and funding resource coordination.

Historically, Rochester has provided a combination of the most direct financial and other types of support, including from business, church and civic organizations and volunteers than any other sole community or funding source. Unfortunately, since the shelter's opening in 2001, HCSC has lost some organizational/institutional knowledge of city involvement and the intent of the shelter, which has lessened our strong special relationship. Recent discussions and this agreement should help reestablish a reasonable special relationship once again.

I believe this agreement to be a win/win for HCSC's shelter operations and the City of Rochester. It is an opportunity for a portion of our welfare department's trending managed down cost savings to be creatively and wisely invested into the community shelter program, which will benefit the people of Rochester, including its taxpayers.

Attached is the signed MOU for your signature.

Attached is the communication I provided the Community Development Committee in April.



Memo

To: Blaine Cox, Finance Director
Cc: Julian long, Community Development Coordinator
From: Todd Marsh, Welfare Director
Date: 04/18/2017
Re: Homeless Center for Strafford County Funding/CDBG Recommendation

As you are aware, due to increased regional and state demand for homeless services, including the use of motels to meet local welfare's obligations; I have initiated discussions with the Homeless Center for Strafford County in Gonic regarding primary/first emergency housing consideration for our Rochester residents in exchange for reasonable increased funding from our welfare general assistance budget. Also, I have discussed this developing initiative with you, the City Manager and the Community Development Coordinator.

I am pleased to report the Homeless Center for Strafford County has agreed in principle to give Rochester residents primary/first consideration for emergency shelter services. I believe this to be effective for Rochester residents seeking emergency housing and cost effective for property taxpayers.

This agreement will accomplish the following:

- Maximizes the number of Rochester families and single females offered shelter place.
- Minimizes the number of Rochester families, including children in costly and cramped motel rooms.
- Minimizes and manages down increasing motel costs.
- Provides safe and supportive temporary housing options in Rochester for homeless children to stay within the Rochester school district and their familiar supportive school learning environment.
- Increases funding for shelter operations, including case management, which reduces time at the shelter and reduces recidivism back into a situation of homelessness.
- Demonstrates a continued commitment to assist people in verified need with emergency housing and acknowledges the short and long term benefits, including financial, of assisting Rochester residents with life difficulties toward maximum self sufficiency.

CDBG Reallocation Recommendation

The Homeless Center for Strafford County understands funding from the welfare general assistance budget will be in lieu of CDBG funding. From the perspective of the welfare department, I recommend reallocating, at least partially, next fiscal year's proposed CDBG funding for the Homeless Center for Stafford County to My Friend's Place shelter in Dover and Crossroads House shelter in Portsmouth. Crossroads House continues to provide emergency housing for many of our most challenging homeless residents often with mental health difficulties and mobility difficulties, including people confined to wheelchairs. Crossroads has provided life saving shelter during the winter months for many single males that normally live outside during the warmer months.

I appreciate your support of this problem solving effort. The people of Rochester should expect no less from their city employees.



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 332-7589

CITY OF
Received
AUG 17 2017
City Manager
ROCHESTER

Date: August 17, 2017

To: Daniel Fitzpatrick, City Manager

From: Roland Connors, Deputy Finance Director

RE: Partial Release of Lien Agreement - Lot 61-9, Subdivision Plan, Little Quarry at The Village at Clark Brook

Please find attached the partial release of lien agreement that was created because payment of \$1,661.08 was received for lot 61-9 by the City's BZLS department.

The City of Rochester is required to issue a partial lien release as payments are submitted for each lot sold by the owner until the outstanding receivable is paid in full. The attached document was created by the City's Legal department.

Roland Connors, Deputy Finance Director



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY

19 Wakefield Street • Rochester, NH 03867

(603) 335-7564

www.RochesterNH.net

Memorandum

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney *Tma*
Date: August 28, 2017
Re: Tax Deeds for 57 Kipling Road and 82 Strafford Road

On August 28, 2017, the Tax Collector issued Tax Deeds for 57 Kipling Road and 82 Strafford Road. In order to complete the process, the City Manager must sign the Tax Deed accepting the property on behalf of the City.

FORM A

(To be completed by the employee and returned to the City Manager)

TO: DAN FITZPATRICK , CITY MANAGER

FROM: *Anthony Deluca Police Sgt*
(name, department & title)

SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER LEASE/PURCHASE PROGRAM

I have read and understand the terms and conditions of the Employee Computer Lease/Purchase Agreement and I wish to be considered for participation in the plan. I request the City reimburse me after I have made the purchase and submitted an itemized vendor=s receipt. I understand that this request must be approved by the City and that I must complete a lease purchase agreement before I purchase the equipment. I understand that my request will be evaluated based upon my application to purchase equipment meeting or exceeding minimum recommended specifications system requirements which are subject to change based on the latest hardware technologies. I understand that only brand name, new equipment which must include an industry standard manufacturer=s warranty will be considered for this program.

Apple iPad Pro 12.9 256GB

Attached is a quote which describes the equipment intended to be acquired through this program.

The estimated cost of the equipment to be acquired: \$ 899 (not to exceed \$2,000)

Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

My iPad that I use for Presentations and Note Taking for work is over 8 years old + its starting to malfunction

I have have not _____ (check one) previously purchased equipment under this program.

8/1/17
Date

Employee Signature *Deluca*

I have reviewed and recommend this request:

8.2.2017
Date

Supervisor or Department Head and Title
annemgould

Approved: **AUG 02 2017**

D. W. Fitzpatrick
City Manager or designee

Date



City of Rochester, New Hampshire

Office of Finance and Administration
31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 335-7589

Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Karen Pollard
2. Department: Economic Development
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes No
4. Number of Courses for this employee already approved for the current fiscal year is: 0 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course Mergers + Acquisitions Cost: \$4,539; and dates of Course: from 7/24/17 to 8/27/17
 - b. Name of Course _____: Cost: _____; and dates of Course: from _____ to _____
 - c. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____
6. Reimbursement for only the cost of the course will be as follows:
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: Karen Pollard
9. Date of Department head's approval: 8/1/17
10. Finance Director approval signature: B. Lew Cox
11. Date of Finance Department approval: 8-8-2017
12. City Manager's approval Signature: AUG 14 2017
13. Date of City Manager's Signature: D. W. Fitzmaurice

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
ARENA	BEN TOUSSSAINT	SUPPORT STAFF	1			X										X	
ARENA	SHANNON COLSON	SUPPORT STAFF	1			X										X	
ARENA	BOB PERKINS	ARENA ATTENDANT	1			X								X			
ARENA	LARRY CICCOTELLI	ARENA ATTENDANT	1			X										X	
ARENA	JESSICA GRAY	PROGRAM LEAD	1			X								X		X	
ASSESSING	THERESA HERVEY	FIELD ASSESSOR	1	X												X	NO LONGER WORKING OUT OF CLASS
ASSESSING	NANCY MILLER	FIELD ASSESSOR	1	X												X	NO LONGER WORKING OUT OF CLASS
ASSESSING	JONATHAN RICE	CHIEF ASSESSOR	1	X			X										
CITY CLERK	DIANE MOSES	TEMP CLERK	1			X										X	OFFICE COVERAGE 1 WEEK
CITY CLERK	MARCIA RODDY	TEMP CLERK	1			X										X	OFFICE COVERAGE 1 WEEK
FIRE	DARYL JEFFERS	FIREFIGHTER	1	X												X	MILITARY LEAVE
FIRE	MATTHEW WOODBURY	FIREFIGHTER	1	X			X										
FIRE	MARK KLOSE	FIRE CHIEF	1	X			X										
FIRE	KENNETH HOYT	FIREFIGHTER	1	X												X	MILITARY LEAVE
FIRE	JOSEPH RILEY	FIREFIGHTER	1	X							X						
FIRE	PAUL HAGGENMILLER	FIREFIGHTER	1	X							X						
FIRE	MARK DUPUIS	ASST CHIEF	1	X												X	INTERIM STATUS ENDED
FIRE	MATT FURTNEY	FIREFIGHTER	1	X							X						
LIBRARY	JACKSON EHMETT	PAGE	1		X					X							
POLICE	MOLLY MARTUSCELLO	COALATION COORDINATOR	1	X						X							
POLICE	JACOB NANCE	PATROL OFFICER	1	X			X										
POLICE	DEBORAH CAMPBELL	CROSSING GUARD	1			X				X							
POLICE	JEREMIAH MURPHY	PATROL OFFICER	1	X						X							
POLICE	HEIDI LOVELL	CROSSING GUARD	1			X				X							
POLICE	MICHAEL BRINKMAN	PATROL OFFICER	1	X									X				
POLICE	BRITTNEY MARVIN	PATROL OFFICER	1	X									X				
POLICE	AARON GARNEAU	PATROL OFFICER	1	X									X				
POLICE	FRANK PORFIDO	PATROL OFFICER	1	X									X				
POLICE	KYLR DANIE	PATROL OFFICER	1	X			X										
PUBLIC WORKS	DAWN MASKELL	CUSTODIAN	1		X		X										
RECREATION	JEFFREY TURGEON	SUPPORT STAFF 2	1			X										X	

*Intentionally
left blank...*

City Clerk's Office

8/31/17

Robert D Jaffin
47 Governors Rd
Rochester, NH 03867-5179
603 335-5093
cell 603 377-0711

August 8, 2017

City Clerk, Rochester, NH

SUBJ: Letter of Resignation

My family is moving to Sanford Maine shortly and thus I am no longer eligible to serve on the Rochester Planning board, I have been informed that also means that I can no longer serve as a Rochester Commissioner on the Strafford Regional Planning Commission.

Therefore, it is with a heavy heart that I submit my resignations effective 22 August 2017.

Very Respectfully,

Robert D Jaffin

Robert D Jaffin

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left blank...*

City Clerk's Office

8/31/17
RECEIVED

AUG 09 2017

CITY CLERK'S OFFICE
ROCHESTER, NH

8/07/2017

Nel Sylvain Chairman

Jim Campbell Director
Planning & Development
31 Wakefield Street
Rochester, NH 03867-1917

Dear Nel, Jim, and Members of the Planning Board

I regret to inform you that due to a shift change, I'm leaving The Rochester Planning board. I have enjoyed working with everyone these past 17 years and have learned a great deal during my time on the board. Please note that I will be leaving on 28th of Aug. 2017.

Yours sincerely



Rick L. Healey

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left blank...*

City Clerk's Office

8/31/17

RECEIVED

AUG 09 2017

CITY CLERK'S OFFICE
ROCHESTER, NH

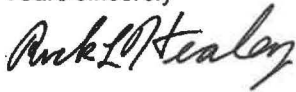
8/09/2017

Molly Meulenbroek, Chair
Michelle Mears, Vice- Chair
Historical District Committee
31 Wakefield Street
Rochester, NH 03867-1917

Dear Molly ,Michelle, and Members of the Historical District Committee (HDC)

I regret to inform you that due to a shift change (2nd shift), I'm leaving The HDC board. I have enjoyed working with everyone these past years and have learned a great deal during my time on this committee. Please note that I will be leaving on 28th of Aug. 2017.

Yours sincerely



Rick L. Healey

*Intentionally
left blank...*

City Clerk's Office

8/31/17
RECEIVED

AUG 09 2017

**CITY CLERK'S OFFICE
ROCHESTER, NH**

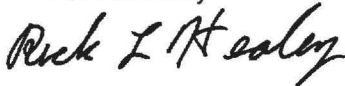
8/09/2017

Celeste Plaia, Government Channel Coordinator
Rochester Government Channel
31 Wakefield Street
Rochester, NH 03867-1917

Dear Celeste and Members of the Rochester Government Channel (RGC)

I regret to inform you that due to a shift change (2nd shift), I'm leaving The RGC. I have enjoyed working with everyone these past years and have learned a great deal during my time on this committee. Please note that I will be leaving on 28th of Aug. 2017.

Yours sincerely



Rick L. Healey

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City Clerk's Office



8/31/17

City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: ward 6 moderator position

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Sara Eames

STREET ADDRESS: 8 Farvington St

ZIP 03867

TELEPHONE:(H) 603-312-9599 (W) _____ E-MAIL Saraeames@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES NO **WARD** 6

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I have been a resident of ward 6 for over 18 years. I would love to serve my community in this capacity.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Sara Eames

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City Clerk's Office



8/31/17

City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Police Commissioner

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: David Stevens

STREET ADDRESS: 8 Lisa Lane

ZIP 03868

TELEPHONE:(H)332-3863(W)833-1067 E-MAIL DavidStevens@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES _____ NO _____ WARD 1

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

See attached

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: David Stevens

David Stevens

Please consider this my statement of interest for Police Commissioner for Ward one and two. This position is of special interest to me, as it would uniquely blend with my leadership, education and management experience.

Relevant background which will enable me to become an asset to the Police Commission includes the following:

- Demonstrated achievement in plans & operations to include nuclear security, anti-terrorism, physical security, contract security, electronic security, classified materials and emergency management
- Hands-on experience, knowledge and training in diverse disciplines including, human resources administration, program & budget execution, safety and project management.
- Personable and persuasive in communicating creatively with people from all cultures and economic levels.
- Proven record of applying analytical skills, problem solving capabilities, strategic planning and innovation to meet challenges of the organization.

My professional experience includes:

- Nuclear Security Coordinator, Next Era Energy
- Sergeant Major, Active duty, Army National Guard
- City Councilor, City of Rochester
- Police Officer, to include Wakefield and Rochester (part-time)

My civilian education:

- Master's Degree in Public Administration in Administration Organization and Management, Magna Cum Laude, Golden Gate University
- Bachelor's Degree in Human Resources Administration, Summa Cum Laude, Granite State College
- Bachelor's Degree Public Administration, Cum Laude, University of Maine
- Associate Degree Criminal Justice, Magna Cum Laude, University of Maine

My Professional Development/Specialized Training includes:

- Certificate of Public Management, State of New Hampshire
- Senior Management Program, United States Army Sergeant Major Academy
- Budget Program Manager Course, Army National Guard.
- Emergency Management Institute Professional Development Series Certificate
- Military Police Academy, United States Army
- Security Briefer Course, Department of Defense Security Institute
- State of New Hampshire Part-time Police Academy
- Anti-terrorism Officer Basic Course, United States Army
- Force Protection Level II Instructor Course, United States Army, Military Police School.
- Conventional Physical Security/Crime Diploma, United States Military Police School
- Counterdrug Manager's Course, National Interagency Counterdrug Institute
- Military Support to Civil Authorities Course, National Interagency Counterdrug Institute

Some of my awards include the following:

- Bronze Star
- Meritorious Service Award
- Army Commendation Medal
- Army Achievement Medal
- Operation Enduring Freedom
- State of New Hampshire Governor's Office of Emergency Management Commendation
- Distinguished Community Government Service Award
- Letter of commendation from NH State Police for operational planning

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City Clerk's Office

Appointments Committee Minutes

August 2, 2017

Committee Members Present:

Sandra Keans, Chair

Tom Abbott

Ray Barnett

Absent:

James Gray, Vice-Chair

Donna Bogan

The committee met, however denied no one, as no one showed up for their scheduled appointment times. The committee adjourned after a lively discussion of a vision for Rochester.

The meeting was adjourned at 7:20pm.

Respectfully submitted,

Sandra Keans, Chair

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City Clerk's Office

Public Safety Committee
 Council Chambers
 August 16, 2017
 7:00 PM

MEMBERS PRESENT

Councilor Donald Hamann, Chair
 Councilor Peter Lachapelle
 Councilor Robert Gates

MEMBERS ABSENT

Councilor James Gray
 Councilor Ray Barnett

OTHERS PRESENT

Councilor Sandra Keans
 Michael Bezanson, PE, City Engineer
 Deputy Chief Gary Boudreau
 Michael Williams-COAST Bus
 Jim Gelinis, 435 Salmon Falls Rd.
 Amanda Krupski, 68 Ledgeview Drive
 Kevin Hart, 2 Ledgeview Drive
 Carol and Dana Wentworth, 3 Colonial Drive

Minutes

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

1. Approve minutes from June 21, 2017

Councilor Lachapelle made a motion to approve the June 21, 2017 minutes. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.

2. Public Input

Michael Williams, Director of Operations for the COAST Bus Company was present to discuss the safety issues at the Route 108 COAST Bus stop across from the Hi-view Hotel. Mr. Williams stated it was dark and that Julian Long of Economic Development recommend that he attend the Public Safety Committee to request a street light. Mr. Bezanson said that this was DOT jurisdiction.

3. COAST Bus Stop - Salmon Falls Rd./Roux Dr.

Councilor Hamann summarized the issue.

Item # 6 was moved up to item #3, since members of the audience were there to discuss this item. Mr. Jim Gelinias of 435 Salmon Falls Road was present to discuss the COAST bus stop that is in front of his house. He and his wife recently retired and are unable to sleep in do to the COAST bus waking them up when it stops in front of their driveway. He said it's nothing personal against COAST; he thinks it's a great source of transportation. Mr. Williams, Director of Operations, has requested that the COAST bus stop be moved to the intersection of Roulx Drive and Salmon Falls Road and put the sign on the same post as the stop sign. The bus would only stop when passengers needed the stop and would be at the intersection and not right in front of a home. **Councilor Gates made a motion to move the COAST bus stop to the Intersection of Roulx Drive & Salmon Falls Road and put the sign on the same post as the stop sign. The motion was seconded by Councilor Lachapelle. Unanimous voice vote carried the motion. COAST would relocate the sign.**

4. 4-way Stop - Watson Dr/Rochester Ave/Ash Wood Street

Councilor Hamann summarized the issue. He asked Deputy Chief Boudreau if there were any accidents in the area. Deputy Chief Boudreau said just minor accidents and that the area was not known for accidents. There is a stop sign on Rochester Avenue and one on Ashwood Drive; Watson Drive has the right of way. Councilor Hamann said he had spoken to Councilor Gray, who lives in the area and he said that he doesn't see a problem at this intersection. No action taken at this time.

5. Ledgeview Drive/Oak St - Speed Limit, Slow Children Playing Sign

Councilor Hamann summarized the issue. Amanda Krupski of 68 Ledgeview Drive was present to voice her concerns regarding the traffic and speed problem. She lives between the entry of Ledgeview from Oak Street and the apartments on Punch Brook Way. Since the building of the apartments and the condos on the inside of the circle the traffic volume has increased. There are a lot of people who walk and children who play in the area. She has researched speed bumps and speed humps. She stated that the speed humps doesn't delay as much for emergency vehicles she is open to ideas. She would like the speed limit reduced to 25 mph. She said there is a nationwide program called keep kids alive drive 25. There is no signage or crosswalks in the area. Deputy Chief Boudreau said because it is not posted it is considered a 30 mph area. Kevin Hart of 2 Ledgeview Drive said that his fence has been run over twice. **Councilor Lachapelle made a motion to paint stop bars one coming in**

and one coming out of Ledgeview Drive. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion. Councilor Lachapelle made a motion to place three 25 mph signs one coming in on Hansonville Road, one coming in on Oak Street and one on the lower half of Ledgeview Drive near Punch Brook Way at the discretion of DPW. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.

6. Turning Lane - Rt. 125

Councilor Hamann summarized the issue. Carol and Dana Wentworth of 3 Colonial Drive were present to talk about the safety issues in the area. They are requesting a turning lane just before the intersection of 125/Gear Rd/Colonial Drive to the lights at the intersection of 125/Flagg Rd./Rochester Neck Road. Mrs. Wentworth stated that there have been multiple accidents on this stretch of road with people turning left into the Colonial Drive neighborhood. There are also multiple businesses along this stretch of road some of them are Irving, Dunkin Donuts, Black Dog Carwash, Paul Clements Auto Repair, Rochester RV, Bootleggers warehouse, 3 used car dealers, an antique dealer and a hair salon. She said that 2 of their neighbors have been rear ended in the past 2 years. They presented a petition signed by members of their neighborhood requesting a turning lane between Colonial Drive and Rochester Neck Road.. She also stated that there would probably be a savings to the City if there were less accidents. Deputy Chief Boudreau said that he almost got hit in the area while he was checking out the issue for the Public Safety Committee meeting. (petition attached) **Councilor Lachapelle made a motion to send a letter to the State to request a turning lane between the intersection of 125/Gear Road and Colonial Drive. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

7. No Parking Sign - Charles/McIntire Street

Councilor Hamann summarized the issue. Steve Nichols of 94 Charles Street came in the Public Works Department to request a no parking sign at the corner of McIntyre Court and Charles Street. Mr. Bezanson said that a similar request was brought up before and at the time it was thought the issue was vehicles on McIntyre Court. This was kept in committee and Councilor Hamann will call the resident to get more information on this request.

8. Other

Stop Sign on Little Falls Bridge Road behind Shell Station

Councilor Hamann said that there used to be a stop sign near the Shell Station but it is no longer there. He believes this was part of the site approval; maybe the sign was taken down while there was construction in the area. Councilor Keans said that it was not the responsibility of the Shell Station to put the sign up again since they did not take it down. ***Councilor Lachapelle made a motion to put the stop sign back up near the Shell Station on Little Falls Bridge Road. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

Tebbetts Road Speed Trailer Report

Councilor Hamann asked Deputy Chief Boudreau if he had the report from the speed trailer for Tebbetts Road. Deputy Chief Boudreau said no because the speed trailer was hit on Tebbetts Road and they are still trying to get the data off it.

Highland Street-Update

Deputy Chief Boudreau said that he did have the Highland Street data from the speed trailer. He said that the speed trailer was out there for 1 week and that there was 14,873 vehicles that used Highland Street in this area. He said there was not excessive speeding in the area at the time the speed trailer was placed in the area.

Councilor Lachapelle made the motion to adjourn the meeting at 7:56 PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

Safety Committee Meeting August 16, 2017

Topic: Turning lane between just before intersection of 125/Gear Rd/Colonial Drive to the lights at intersection of 125, Flagg Rd/Rochester Neck Road.

Multiple accidents happen in this stretch of road with people turning left into our neighborhood at Colonial Drive and Loring Drive in Gonic. Also, there are multiple businesses along this stretch of road including Irving, Dunkin Donuts, Black Dog carwash, Paul Clements auto repair, Rochester RV, Bootleggers warehouse, 3 used car dealers, an antique dealer and a Hair Salon.

There are frequent accidents on this stretch of road on a regular basis, most of which I have heard happen and immediately call 911 on my cell phone as I live on the corner of 125 and Colonial Drive and can see the accidents. Two of our neighbors have been rear-ended over the past 2 years. All of us are scared and saying a prayer when we have to turn left into our neighborhood. We say a prayer and constantly watch our rear view mirrors waiting for impact if the other drivers are distracted and do not see us, especially with a speed limit of 50 MPH.

Therefore, I present a petition signed by all members of our neighborhood to please get the turning lane a top priority to ease the number of the accidents. No one wants stop lights as

we have too many along 125 to town already and it would only benefit the intersections, not the businesses.

In closing, I also would like to point out the great savings to the city, perhaps over 30,000 dollars per year. Every time the accidents occur, Fire, EMS, and police send several vehicles to each accident and with each time they roll, the city is paying for each and every one.

Please forward this as a strong request to NH DOT as they own the road. Please cite our concerns along with the savings it would make for our city of Rochester.

Thank-you very much,

Carol Wentworth

3 Colonial Drive

Gonic, NH

8./13/17

Resident Concerns about Route 125 request of adding turning lane between Colonial Drive and Rochester Neck Rd. I have already addressed it with the city council and they passed it on to the safety committee who will draft a proposal to the NH DOT as the road is owned by the state. Enclosed is a copy of my letter to the city council.

Thank-you, Carol and Dana Wentworth 3 Colonial Drive

Please sign this petition and I will bring it to the safety committee meeting this Wednesday August 16th. Anyone else who would like to come to the meeting is welcome to at 7 PM

colonial	<u>Geri Woodley</u>	<u>Stephen Foster</u>	loring
sharon's way	<u>Kara Hann</u>	<u>JOHN MCCARTY</u>	loring
colonial	<u>Wm N</u>	<u>Mary Desmarais</u>	loring
colonial	<u>Claude Landry</u>	<u>Joe Loreng</u>	loring
colonial	<u>Jaquie Landry</u>	<u>Buddy A Kenison</u>	loring
birch	<u>Marty Bruchin</u>	<u>Jeff</u>	aspen
birch	<u>Karen Bruchin</u>	<u>Frank Maden</u>	landry
birch	<u>Richard E. French</u>	<u>Chris Dean</u>	aspen
birch	<u>Ala Calif</u>	<u>Amy Larve</u>	aspen
birch	<u>Danve Calif</u>	<u>Mesa Misan</u>	aspen
loring	<u>Bridget Sprague</u>	<u>Cassandra Laurie</u>	aspen

8/13/17

Dear neighbor,

I am collecting signatures for a turning lane on Route 125 so we do not have to fear getting hit when we are waiting to turn into our neighborhood.

Since you are not home, if you would sign the petition and leave it in the metal box by our mailbox, we would greatly appreciate it.

I have contacted the city council of Rochester and I will be attending the safety committee meeting this Wednesday August 16th and present the petition. Anyone is welcome to this meeting. It is at the town hall at 7 PM.

Thank-you so much,

Carol and Dana Wentworth

THANK YOU for doing this!
We will be out of town Wednesday & unable
to attend the meeting - but good luck! We'd
love to see this happen.

88 of 180 - Brianne N.S.

8/13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

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birch
birell

Brianne N. St. Pierre

Jerry Nickless

Bright

Jerry Nickless

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Birch Ln
332-5888

8 /13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

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Kimberly Cole (2 Landry Ln)

Thank you ~~so~~ much for doing this! It is horrible sitting on 125 trying to turn into our neighborhood, never mind trying to take a left out of our neighborhood onto 125!

8/13/17

Dear neighbor,

I am collecting signatures for a turning lane on Route 125 so we do not have to fear getting hit when we are waiting to turn into our neighborhood.

Since you are not home, if you would sign the petition and leave it in the metal box by our mailbox, we would greatly appreciate it.

I have contacted the city council of Rochester and I will be attending the safety committee meeting this Wednesday August 16th and present the petition. Anyone is welcome to this meeting. It is at the town hall at 7 PM.

Thank-you so much,

Carol and Dana Wentworth

Dear Carol and Dana,

Thank you for doing this. We couldn't agree with you more. Our family can be added to your list of those hit (rear ended) while trying to turn onto Loring Rd. Unfortunately we are not available to attend the safety meeting tomorrow night but good luck and I hope the council appreciates the severity of this request.

BRIAN GENTLE

8./13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

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landry BRIAN GENTLE

5 Landry Lane

landry Brenda Gentle

5 Landry Lane

8/13/17

Dear neighbor,

I am collecting signatures for a turning lane on Route 125 so we do not have to fear getting hit when we are waiting to turn into our neighborhood.

Since you are not home, if you would sign the petition and leave it in the metal box by our mailbox, we would greatly appreciate it.

I have contacted the city council of Rochester and I will be attending the safety committee meeting this Wednesday August 16th and present the petition. Anyone is welcome to this meeting. It is at the town hall at 7 PM.

Thank-you so much,

Carol and Dana Wentworth

Thank you for doing this!! This section of road could use not only a ~~turn~~ turn lane, but we could use a stop light and a lower speed limit!

8/13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

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Colonial Robert Brzezinski

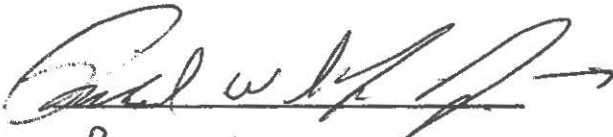
Horizontal lines for signing

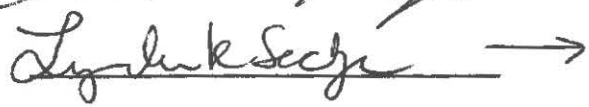
8 /13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

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 → RICHARD W. SCELZA, JR

 → LYNDA K. SCELZA (4 ASPEN LN)


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8/13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

Please sign this petition and I will bring it to the safety committee meeting this Wednesday August 16th. Anyone else who would like to come to the meeting is welcome to at 7 PM

birch  8-15-17

Multiple horizontal lines for signing.

8/13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

Please sign this petition and I will bring it to the safety committee meeting this Wednesday August 16th. Anyone else who would like to come to the meeting is welcome to at 7 PM

ioring Nathan _____
 colonial Carol Wentworth _____
 colonial Joe Jellison _____
 colonial Dana J. Wentworth _____

~~AUG~~
July/13/17

Resident Concerns about Route 125 request of adding turning lane between Colonial Drive and Rochester Neck Rd. I have already addressed it with the city council and they passed it on to the safety committee who will draft a proposal to the NH DOT as the road is owned by the state. Enclosed is a copy of my letter to the city council.

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Carci Nussey

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8/13/17

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landry

Carolyn Grant & Landry Lane

Alan M Grant

landry

8/13/17

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loring Jane Sommer _____

loring Jane Sommer _____

loring Georgette Davis _____

loring Michael NORRIS _____

8/13/17

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uspen Ryan P. Lavoie

aspen Alex Lavoie

8:/13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

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birch

birch

[Handwritten signature]

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§. 13/17

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Thank-you, Carol and Dana Wentworth 3 Colonial Drive

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colonial
colonial
Miranda J.
DW

Two columns of horizontal lines for signatures, with the first two lines in each column containing handwritten signatures.

8.. 13/17

Resident Concerns about Route 125 request of adding turning lane between Colonial Drive and Rochester Neck Rd. I have already addressed it with the city council and they passed it on to the safety committee who will draft a proposal to the NH DOT as the road is owned by the state. Enclosed is a copy of my letter to the city council.

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colonial



12 Colonial Drive

Horizontal lines for signature

Horizontal lines for address

8/13/17

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aspen
loring

Wayne + Carol Countryman

Norman McCarty

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City Clerk's Office

Public Works and Buildings Committee

August 17, 2017

Council Chambers

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Thomas Willis

OTHERS PRESENT

Councilor Ray Barnett
 Councilor James Gray
 Daniel Fitzpatrick, City Manager
 Blaine Cox, Deputy City Manager
 John MacLean – Interim Director of City Service
 Michael S. Bezanson, PE - City Engineer
 Owen Friend-Gray, Assistant City Engineer
 Lisa J. Clark, DPW Admin and Utility Billing Supervisor
 Todd & Michelle Bourasso, 12 Laura Drive
 Kurt Morton, 6 Laura Drive
 Dale Labrecque, 2 Laura Drive
 Russell Sanford, 8 Laura Drive
 Alex Klevitch, 11 Laura Drive

MINUTES

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

1. **Approve minutes from the July 20, 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 July 20, 2017 Public Works Committee meeting. The motion was seconded by Councilor Varney. The Motion passed unanimously.
2. **Public Input** – There was no public input. Several residents are in attendance to discuss Laura Drive, item #7 on the Committee agenda
3. **Laura Drive** – Councilor Varney requested that the Committee move this item up on the agenda as there were several residents in attendance. Mr. Friend-Gray stated that City Staff has determined that Laura Drive is owned by Brocks Lumber Inc. He further stated that the Brocks are willing to deed the street over to the City if the City would like to take ownership. Mr. Friend-Gray stated that if the City Council would like to take ownership

of the Street then the DPW would like guidance as to whether they want to accept it as is, or do they want the City to have the staff make plans to bring the street up to City Standards. The Committee was in favor of accepting the Street if there are no fees associated with the deed transfer from the Brocks to the City. Councilor Gray asked if there would be cost to update deeds and survey work. Mr. Friend-Gray stated that there would be just the one fee to register the deed transfer. He noted that none of the abutters had any ownership of the road, just a right of way to pass through it. Councilor Varney asked the residents of Laura Drive to let the Committee know how they feel about paving or not paving the street. Mrs. Bourasso stated that she has been pleased with the City's maintenance and that she and her husband would like the road left a dirt road. Mr. Morton spoke next. He agreed that the City has maintained the road well and he discussed the cost of City time and materials to keep repairing the dirt road. He stated that he would like to see the street paved and he thought it would save the City money in the long run. Mr. Sanford stated that he would like to see it remain dirt. Mr. Klevitch spoke. He stated that he and his fiancé have recently purchased their home and that they bought the home on a dirt road as it gave them the rural country feeling that they were looking for and that they would like it to stay this way. Dale Labrecque stated that she lives on the corner of Laura Drive and Lowell Street and she doesn't care if its paved or not but she has concerns that the road maintenance staff pay attention to the boundaries as they keep cutting further and further on to what she believes is her property. The Committee discussed possibly paving the road in the future but leaving it as is for now. Councilor Varney suggested that the staff look into the annual cost for maintenance so that when it comes time for paving discussions we will be able to weigh the cost vs. paving costs and that staff should determine the boundaries to make sure that we are not working on Ms. Labrecque's property.

Councilor Varney made a motion to recommend the full City Council direct the City Manager to have Staff work with the Brocks to have the deed transferred to the City so that the full Council can vote to accept the street in the current condition and continue with maintenance and other City services. Councilor Hamann seconded the motion. The motion passed unanimously.

4. **Water System Compliance Question Regarding a website reporting**– Mr. MacLean stated that the staff has been made aware of the Environmental Working Group's website that has made an assertion that there has been a violation of safe drinking water standards. We have looked into this and there are no serious violations or any violations that substantiate those remarks. Councilor Varney suggested that we reply to this and ask that they take the postings down. Mr. Fitzpatrick stated that staff could draft something up in response.
5. **Salmon Falls Road Sewer Main Repair** - Mr. Maclean stated that there had been a sinkhole and that staff investigated the problem and determined that the 10" sewer main had been compromised. He stated that there had been one repair and that staff had had

video inspection completed on the entire section and determined that the line is in need of immediate repair to avoid additional problems in the area. Mr. Maclean stated that staff is willing to go forward with existing funds to repair approximately 300 feet of the approximate 2100 feet of line. He noted that these 300 feet of repair are not consecutive feet but many 2 to 7 foot sections totaling 300 feet. He stated that while this would get us by for awhile, a much bigger project of lining the full pipe will be needed. He stated that these cost could be a least \$350,000. Mr. Bezanson stated that what we would be doing initially is patching some holes in expectation of lining the entire 2100 or more feet. Mr. Fitzpatrick asked that if given the \$350,000 could you make the entire repair. Mr. Bezanson stated that it is a rough estimate but yes, that is what should be done. Mr. Fitzpatrick asked how long that repair would last. Mr. Bezanson stated it would last 50 or more years. Councilor Varney asked where this section of Salmon Fall Road is. Mr. Bezanson explained it is in section between Tara and Oxbow Lane. Councilor Varney asked what would be the effect on capacity if the pipe would be lined. Mr. Bezanson stated there would not be a real loss of capacity as the materials are very thin but strong and due to the smoothness would allow it to flow much more smoothly. Mr. MacLean stated that we would regain the capacity that has been lost due to the failing of the current pipe. Councilor Keans asked why this section of pipe is so poor. Mr. Bezanson stated the age of the pipe and the existing wet ground conditions in the area have contributed to the failure of the pipe. He further stated that when Tara Estates was developed they extended the sewer from this pipe, so the section going to Tara is much newer. Councilor Varney suggested that this would be a supplemental appropriation. Mr. Bezanson stated that staff could do additional site investigations and come back to the Committee with the full scope of the total repair. Mr. Fitzpatrick asked if this could wait until next month. Mr. Bezanson stated it could and that the work could be done very late in the season if necessary he stated this type of work does not require any digging as they work from manhole to manhole. Councilor Varney suggested that this should be completed.

Councilor Varney made a motion to recommend that the full City Council authorize a supplemental appropriation for the repairs of the sewer main on Salmon Falls Road.

Councilor Hamann seconded the motion. The motion passed unanimously.

The Committee discussed funding with the Sewer Fund Balance in order to move the project forward quicker and to bond the project later.

6. **Paving – SB38 Funding** – Mr. Bezanson stated that he had prepared the paving list to accommodate the additional SB38 Highway funding. The list included Clow Court, Nadeau Drive, several sections of Portland Street, Sampson Road and Woodside Lane. He stated that these were the next streets to come up on the Pavement Assessment Program. Councilor Varney asked which streets on the two paving lists would be completed this construction season and which would be done in the spring and summer of next year. Mr. Bezanson stated that staff is working with the paving contractor on the

priorities list. He stated that all of the streets in the Woodman & Myrtle area are priority, as is the Dry Hill Road due to the necessary culvert repair. He stated that Wakefield Street will have to wait until next summer as it will be too disruptive while school is in session. Councilor Gray asked about Academy Street. Mr. Bezanson stated that he didn't know if it was on the five year lookout and he stated he would need to update the pavement assessment tool with this year's paving to see where Academy would fall in the plan. Mr. Fitzpatrick asked that Mr. Bezanson update the Committee once he knew where Academy Street would fall into the paving plan. Councilor Varney stated that it appears that this paving list would take us through most of next year's season. Mr. Bezanson stated that he believed this list would likely take all of next season to complete. He estimated 12 to 14 months. Councilor Varney suggested that staff should look into finding a way to schedule the paving prior to the end of the season and make a recommendation to City Council to get on a schedule to appropriate the funds and get the contracts in place to have the work completed during the following season. Mr. Fitzpatrick suggested that the paving list should be determined in the winter prior to the budget process. Mr. Bezanson stated that he would like to spend a portion of the Pavement Preservation funds on a ¾" overlay in the downtown area. He stated that this would also give us the opportunity to re-stripe the crosswalks, the parking lanes and the traffic lanes in the downtown area. He stated that this would both improve the safety and preserve the pavement in the *downtown*. Councilor Varney asked if staff would still have funds and time for crack sealing this season. Mr. Bezanson stated that he hasn't laid out the exact plan but we would be doing both the downtown and the crack sealing.

Councilor Hamann made a motion to recommend that the full City Council support the ¾" overlay of the downtown area. Councilor Keans seconded the motion. The motion passed unanimously.

7. **Lighting Olde Farm Lane** – Mr. MacLean stated that Mike Riley had met with Eversource and an electrical contractor to get cost estimates for the different options to repair the lighting issue on Olde Farm Lane. He stated that the least costly option would be to have wood light poles with over head wiring and cobra head lamps installed. He stated that this estimate is approximately \$12,500. Mr. MacLean stated that the second option would be to repair the three areas that have been identified as the current problem. This option would cost approximately \$25,000 and would leave the current decorative light posts in place and put conduit in the areas where the work would be completed. He further stated that the same type of problem could reoccur over and over again and we would have to continue it make the same type of repairs as that happens. Mr. MacLean stated that the third option would replace all conduits and update all of the light posts and electrical connections at a cost of \$100,000. Mr. MacLean stated that the DPW would like guidance from the Council as to how they would like us to proceed. Councilor Varney asked if the decorative lampposts would be removed if they went with the Cobra head lights. Mr. Friend-Gray stated that the decorative lamps would be

removed. Councilor Keans was opposed to removing the decorative poles and replacing with cobra heads. Councilor Varney stated that if the underground wiring is not encased in conduit it cannot be left that way. Chairman Torr suggested doing the full replacement keeping the decorative lighting. Mr. Fitzpatrick stated that this could come back to the Committee next month and staff would work together to come up with a recommendation for financing from the Finance Office for the full \$100,000 option.

8. **Dewey Street** – Mr. Bezanson stated that the project is on schedule and that the bridge is being fabricated. Construction and preparation for the bridge will start happening in September. Mr. Bezanson stated that he was looking for input on the color of the bridge. He stated that he and the engineers had selected 3 colors, brown, green and gray. He stated that his recommendation is use the brown as it would blend best into the wooded area and it may require less future maintenance. Councilor Hamann and Councilor Keans agreed that the brown would make sense.
9. **Water Fund De-authorizations** – Ms. Clark distributed a list with recommended de-authorizations for water fund accounts. She stated that Wakefield Street project was not quite ready for de-authorizations. She stated that the de-authorizations for the water fund and possibly the sewer fund would be on the October City Council meeting agenda.
10. **Yvonne Street Drainage Repairs** – Mr. Friend-Gray stated as the result of a sink hole that developed the City staff had to dig up the drainage line on Yvonne Street. He stated that further investigations have proven that the line has deteriorated to a point that a large scale repair is required to prevent future collapse and possible sink holes. The repair is estimated at \$100,000 and may require a supplemental appropriation. Councilor Varney suggested using the appropriated Corrective Drainage funds for the repair. Mr. Bezanson stated that the corrective drainage funds are currently planned for the culvert repair on Dry Hill Road and the for the drainage work associated with the City Hall Parking Lot. He stated that the available funds would not cover this project as well. Councilor Varney asked if this needed to be completed this fall. Mr. Bezanson stated that it should be done before snow fall to prevent additional sink holes. Councilor Varney asked if City Hall paving would be started this year. Mr. Bezanson stated that if the parking lot at 38 Hanson Street is constructed quickly enough there could be time to start the City Hall parking lot, but he stated that the paving would be in the spring or summer depending on contractor's schedule. Councilor Varney stated that the City Council had approved the \$100,000 for paving but did not know that there was an additional \$150,000 needed in drainage work to be done as well. Councilor Varney asked if there was still an expected \$100,000 in surplus funds for the Annex Project that has not been allocated to something else. The City Manager stated that it was still on that track. Councilor Varney suggested that the drainage repairs on Yvonne Street and Dry Hill Road come first and that we address the City Hall parking lot in the spring.
11. **Ground Water Development Zone RCH-4** – Mr. Bezanson stated that this item is just informational. He distributed a map that showed the area in Gonic where this

Groundwater Development Zone #4 is located. He stated that the property owner had inquired if the City was still interested in this area for groundwater wells. Mr. Bezanson stated that this is one of the next priority areas that we will be look at for development. He stated that this one is located near the Isinglass River and we will be beginning the site investigations and installing some test wells. Councilor Keans asked if we would run into the same restrictions as we have with the wells next to the Cocheco. Mr. Bezanson stated that NHDES may impose similar restrictions. Chairman Torr mentioned the development #3 Zone which is along the Salmon Falls River in East Rochester. Mr. Bezanson stated that that area has not been explored and that it will require negotiations with the property owner. He stated that Zone #1 produced the current Cocheco Well. Zone #2 is included in the same permit as the Cocheco Well and therefore has the same restrictions.

12. Other

Salmon Falls Road EDA Project : Councilor Varney asked when the final paving will be completed. Mr. Friend-Gray stated that the last portion should be paved with in the next 1-2months.

Western Ave PS & Franklin Street Area Reconstruction: Councilor Varney asked what the status of the Change Order for this project is. Mr. Bezanson stated that the contractor will be working through to next summer as a result of the change order that included water, sewer and drainage work on the numbered streets in the project area. Council Varney asked if the Western Ave. Pump Station was up and running. Mr. Bezanson stated that it is. Councilor Varney asked if the resident that was worried about noise had made any noise or odor complaints since it has started up. Mr. Bezanson stated there were no complaints that he has been made aware of. He stated that the contractor would be planting the arborvitaes as discussed previously. Councilor Gray asked if access has been opened up over to Winter Street. Mr. Bezanson stated that he believed it was, and if not it would be soon. Mr. Bezanson stated he would check the status and update the Councilor.

Colonial Pines Project: Councilor Varney asked for the status of getting the pipe under the Spaulding Turnpike. He stated that the pipe jacking of the sleeve has been progressing well but that they have run into an obstruction. They are working on eliminating that and expect to be another couple of weeks. Councilor Varney asked if the next phase of the project is in design. Mr. Bezanson stated that we have a conceptual design now and expects final design and bidding to occur over the winter for work to begin in the spring.

Columbus Ave Pedestrian Bridge – Councilor Varney asked the status of the one bid we received on this project. Mr. Bezanson stated that staff is working with the one bidder to come up with a guardrail system that is within budget and safe but maybe not as costly as the system requested in the bid docs. Councilor Keans stated that the y needed to simplify the rails and use something like the fencing on the end of Brock Street.

Chairman Torr suggested that safety seems to be an issue as it is now. Mr. Fitzpatrick suggested this become a priority to be completed prior to winter.

Finance / Postponed Projects: Councilor Varney stated that the Committee should start working on a project priorities list. He stated that the City Council had postponed many projects and that they need to decide what the order of priority is to bring them back.

Downtown Lighting Project: Councilor Hamann asked if the downtown lighting project was going to start up soon. Ms. Clark stated that the Buildings & Grounds staff would soon be purchasing the new globes and upgraded LEDs to be used in the downtown area.

Chairman Torr made a motion to adjourn at 8:42. Councilor Hamann seconded the motion. The motion passed unanimously.

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

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City Clerk's Office

Resolution Deauthorizing FY 2016-2017 Funding related to the New Hampshire Department of Justice Victims of Crime Act (VOCA) in the amount of \$2, 201.31

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

That Two Thousand Two Hundred One and 31/100 Dollars (\$2,201.31) of previously appropriated funds is deauthorized from the FY 2017 Legal Department budget for the costs associated with the Part-Time Victim/Witness Advocate position.

Further, the amount of Four Hundred Forty and 26/100 Dollars (\$440.26) shall be returned to the General Fund unassigned fund balance. The amount of One Thousand Seven Sixty One and 05/100 Dollars (\$1,761.05) shall not be sought as reimbursement from the New Hampshire Department of Justice.

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.

CC FY18 09-05 AB 21

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City Clerk's Office



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.

CC FY 18 AB 21

AGENDA SUBJECT Deauthorization of FY 2016-2017 VOCA Grant Funds
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
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FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--

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

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

AGENDA DATE	September 5, 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	August 9, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

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	61191200-511002 / 61191200-522000
AMOUNT	\$1,761.05 (NH DOJ) / \$440.26 (City)
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter, Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Aldermen, and the Selectmen of Towns so far as applicable to cities.

SUMMARY STATEMENT

The City of Rochester received a NH Department of Justice Victim of Crime Act (VOCA) grant in FY 2016-2017 in the amount of \$25,836.00, with a non-Federal matching funds requirement of \$6,459.00, to fund a part-time victim-witness advocate position. The matching funds were provided for in the approved FY 2016-2017 Legal Department budget. However, as the victim-witness advocate position was vacant for approximately a month, there are remaining funds from the FY 2016-2017 grant in the amount of \$1,761.05 (federal) and \$440.26 (matching City funds).

RECOMMENDED ACTION

Deauthorize the federal and City funds, and transfer the remaining \$440.26 from Fund 6619 to the General Fund, unassigned balance.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61191200	511002-522000		1,761.05	-	440.26
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
 To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Authorizing the Rochester Police Department to Apply for a United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) in the Amount of \$26,029

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 Rochester Police Department to apply for a grant in the amount of Twenty Six Thousand Twenty Nine Dollars (\$26,029.00) from the USDOJ JAG program in order to fund the purchase of evidence collection equipment. The City of Somersworth will act as agent for this application in exchange for Five Percent (5%) of any monies awarded to the City of Rochester.

Further, the Mayor and City Council authorize the City Manager to enter into a inter-local agreement with the City of Somersworth to apply for the grant and authorize the City Manager to execute any documents and agreements necessary for the grant's acceptance and execution.

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.

CC FY18 09-05 AB 27

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City Clerk's Office



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.

AB - 27

<p>AGENDA SUBJECT</p> <p>Seeking permission from Council to enter into a inter-local agreement with the City of Somersworth to apply for a Justice Assistance Grant.</p>
--

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

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

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

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

AGENDA DATE	Next September meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	8/15/17	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

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	Federal
ACCOUNT NUMBER	TBD
AMOUNT	\$24,728.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

<p>Council action required.</p>

SUMMARY STATEMENT

Seeking permission from Council to enter into an inter-local agreement with the City of Somersworth to apply for a Justice Assistance Grant. Rochester's share of the total JAG award totals \$26,029.00. The City of Somersworth will act as the fiscal agent for the grant in exchange for 5% of Rochester's grant fund, which brings Rochester's total received fund to \$24,728.00

These funds will be used for providing training crime scene forensic training and certifications to 7 officers and provide 44 hours of backfill overtime to replace 7 officers who will be in the training. Additionally we intend to purchase the following evidence related equipment for use by officers.

- 7 Evidence Collection Kits
- Computer Monitor for ICAC(Internet Crimes Against Children)
- Evidence DVD Duplicator
- Evidence Hard Drives for Digital Evidence
- Digital SLR Crime Scene Camera

RECOMMENDED ACTION

Allow the Police Department to enter into this agreement with the City of Somersworth. The City Manager execute any documents and agreements necessary for the grant's acceptance, execution, and furthermore to expend the grant proceeds in accordance with grant documents, and to take any and all other such actions relative to this grant determined in the best interest of the City.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Justice Assistance Grant inter-local agreement with the City of Somersworth.

Date: 08/15/17

Fiscal Year: FY18

Fund (select):

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

Fund Type: Lapsing [], 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: 612X2010, 573900, 185XX, \$22,205.75. Row 2: 612X2010, 513001, 185XX, \$ 2,522.25.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. All rows show zero values.

DUNS # TBD

CFDA # TBD

Grant # TBD

Grant Period: From FY18 To TBD

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

Reimbursement Request will be reduced []

Funds will be returned []

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City Clerk's Office

Resolution for Supplemental Appropriation to the Conservation Fund
for Fiscal Year 2016-2017
Pursuant to the Provisions of Section 11.21(c) of the General
Ordinances in the Amount of \$87,195

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

As a supplemental appropriation to the 2016-2017 fiscal year operating budget of the City of Rochester, the sum of Eighty Seven Thousand One Hundred Ninety Five Dollars (\$87,195.00); from annual excess Land Use Change Tax funds for fiscal year 2016-2017 to the City of Rochester Conservation Fund, the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2016-2017.

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. The effective date of this Resolution shall be June 30, 2017.

CC FY18 09-05 AB 26

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City Clerk's Office



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 FY17 EXCESS LUCT TRANSFER REQUEST RETROACTIVE TO 06/30/2017

COUNCIL ACTION ITEM
 INFORMATION ONLY

FUNDING REQUIRED? YES NO
 * IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES NO

FUNDING RESOLUTION FORM? YES NO

AGENDA DATE	09/05/2017		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	08/18/2017		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	signature on file
SOURCE OF FUNDS	EXCESS LAND USE CHANGE TAX (LUCT)
ACCOUNT NUMBER	11080050-593004
AMOUNT	\$87,195.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

CITY COUNCIL

SUMMARY STATEMENT

THIS REQUEST IS FOR THE COUNCIL TO CONSIDER A TRANSFER TO THE CONSERVATION COMMISSION FUND AN AMOUNT OF \$87,195.00 IN LAND USE CHANGE TAX RECEIVED AND RECORDED IN THE GENERAL FUND IN FY17.

TOTAL COLLECTED = \$122,195
GENERAL FUND RETAINS = \$25,000
CONSERVATION COMMISSION TRANSFER PER FY17 ADOPTED BUDGET = \$10,000
REMAINING AMOUNT AVAILABLE TO TRANSFER = \$87,195

RECOMMENDED ACTION

RECOMMEND APPROVAL OF THE TRANSFER RETROACTIVE TO JUNE 30, 2017.

**FY17 LUCT Resolution for Council Consideration
as of 06/30/2017**

Warrant	Billed Amount	Prior Year Received Amount	FY17 Received Amount	Unpaid Amount
16-3	6,000.00	-	(6,000.00)	-
16-4	320.00	-	(320.00)	-
16-6	2,380.00	-	(2,380.00)	-
16-8	6,680.00	-	(6,680.00)	-
Subtotal	15,380.00	-	(15,380.00)	-
17-1	8,000.00	-	(8,000.00)	-
17-2	95.00	-	(95.00)	-
17-3	6,120.00	-	(6,120.00)	-
17-4	6,600.00	-	(6,600.00)	-
17-5	5,500.00	-	(5,500.00)	-
17-6	5,500.00	-	-	5,500.00
17-7	5,500.00	-	-	5,500.00
17-8	5,500.00	-	-	5,500.00
17-9	5,500.00	-	(5,500.00)	-
17-10	4,500.00	-	(4,500.00)	-
17-11	4,500.00	-	(4,500.00)	-
17-12	4,500.00	-	(4,500.00)	-
17-13	4,500.00	-	(4,500.00)	-
17-14	4,500.00	-	(4,500.00)	-
17-15	4,500.00	-	(4,500.00)	-
17-16	14,000.00	-	(14,000.00)	-
17-17	46,000.00	-	-	46,000.00
17-18	490.00	-	-	490.00
17-19	14,000.00	-	(14,000.00)	-
17-20	10,000.00	-	(10,000.00)	-
17-21	10,000.00	-	(10,000.00)	-
Subtotal	169,805.00	-	(106,815.00)	62,990.00
Total	185,185.00	-	(122,195.00)	62,990.00

FY16 Warrant LUCT Amount Received	15,380.00
FY17 Warrant LUCT Amount Received	106,815.00
General Fund Retains	(25,000.00)
Conservation Fund Transfer Per FY17 Adopted Budget	(10,000.00)
Remaining Amount Available to Transfer	87,195.00

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City Clerk's Office

**Resolution Consenting to the Transfer of Metrocast's Cable Franchise to Atlantic
Broadband**

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

WHEREAS, The City of Rochester ("Franchising Authority") has received a request from MetroCast Cablevision of New Hampshire, LLC ("MetroCast") to assign to Atlantic Broadband (NH-ME), LLC, a wholly-owned, indirect subsidiary of Cogeco Communications, Inc., ("Atlantic Broadband") the cable television franchise held by MetroCast ("Franchise").

WHEREAS, The Franchise requires that MetroCast obtain the Franchising Authority's prior consent for the assignment of the Franchise by MetroCast to Atlantic Broadband.

WHEREAS, MetroCast and Atlantic Broadband have properly requested the Franchising Authority's consent to the assignment and transfer of the Franchise and related assets to Atlantic Broadband.

WHEREAS, Atlantic Broadband has the financial, technical, and legal ability to fulfill the obligations of the Franchise, and the assignment of the Franchise to Atlantic Broadband will serve the public interest.

THEREFORE, the Mayor and City Council resolve that the Franchising Authority consents to the transfer to Atlantic Broadband of the Franchise and all of MetroCast's rights in and under the Franchise. Upon the closing of the sale of MetroCast's cable system to Atlantic Broadband ("Closing"), Atlantic Broadband shall become bound by the Franchise and shall perform and discharge all obligations and duties under the Franchise that arise on and after the Closing. Upon Closing, the Franchising Authority releases MetroCast from all obligations and liabilities under the Franchise that relate to periods from and after the Closing. Upon Closing, Caisse de depot et placement du Quebec ("CDPQ") will have an indirect equity interest in Atlantic Broadband.

Atlantic Broadband may: (a) assign or transfer its assets to an entity directly or indirectly controlling, controlled by, or under common control with Atlantic Broadband; (b) restructure debt or change the ownership interests among its existing equity holders and/or CDPQ; (c) pledge or grant to any lender a security interest in Atlantic Broadband's assets to secure indebtedness; and (d) sell equity interests in Atlantic Broadband or any of Atlantic Broadband's affiliates. All Franchising Authority action necessary to approve this Resolution and the Franchise transfer has been duly and validly taken.

Furthermore, 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.

The effective date of this resolution shall be upon passage.

CC FY18 09-05AB 24



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.

AB - 24

AGENDA SUBJECT Transfer of Cable Franchise Approval from Metrocast to Atlantic Broadband

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

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

AGENDA DATE	September 5, 2017		
DEPT. HEAD SIGNATURE	Terence O'Rourke, City Attorney		
DATE SUBMITTED	8/28/2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Cable Franchise Agreement and the Cable Act

SUMMARY STATEMENT

Metrocast is preparing to sell their operation to Atlantic Broadband. Part of that operation is Metrocast's Franchise Agreement with the City. Prior to any transfer of franchise, per the Agreement, Metrocast must receive the consent of the City. Metrocast has formally requested that the City consent to the transfer of the franchise to Atlantic Broadband.

RECOMMENDED ACTION

Adoption of Resolution

EXHIBIT 2
ATLANTIC BROADBAND PLANS
Section I, Part II, Question 2 of Form 394

Atlantic Broadband plans to continue MetroCast's successes and supplement this success with many of the positive attributes of Atlantic Broadband's services, examples of which are set forth below.

Atlantic Broadband will continue to operate pursuant to the terms of the governing franchise and applicable law after consummation of the proposed transaction. Additionally, Atlantic Broadband will take steps to ensure a smooth transition for employees, franchising authorities and customers. For example, upon closing, Atlantic Broadband plans to hire all employees currently employed by MetroCast at each system. Further, Atlantic Broadband will assume MetroCast's franchise agreements, customer agreements and other agreements necessary to run the business. Atlantic Broadband and MetroCast utilize the same vendors for certain back office functions, such as billing, call center overflow, video customer authentication for programming access, as well as VoIP service and certain customer premises equipment, which will also help to make the transition seamless to customers.

Atlantic Broadband has a proven track record of successfully integrating MetroCast assets, as Atlantic Broadband acquired MetroCast's assets in Connecticut in 2015. While Atlantic Broadband will evaluate each system's needs and customer demands in each market to determine what changes are appropriate, below are some of the positive changes made by Atlantic Broadband in Connecticut that were very well received by employees, regulators and customers alike:

- Rolled out TiVo's award-winning service, which provides an enhanced, user-friendly customer interface with integrated apps, so that customers can access Atlantic Broadband's programming, as well as third-party content, such as Netflix, YouTube and HBO Go, with one click of their remotes; TiVo also enables customers to access programming on mobile devices, such as tablets and phones
- Doubled Internet speeds, and launched Gigabit Internet service
- Offered Atlantic Broadband's suite of services, which provide customers more choice
- Launched enhanced business services, such as Metro Ethernet, hosted voice and business Wi-Fi services
- Introduced two-hour service call appointment windows

Atlantic Broadband also shares MetroCast's commitment to local community support. Atlantic Broadband is excited for this opportunity and is looking forward to meeting with you and answering any questions you may have.

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City Clerk's Office

Resolution Accepting
NH Department of Environmental Services (NHDES) Grant,
in Connection with 2018 Household Hazardous Waste Day
and Authoring City Manager to Enter Into a
Contract with NHDES not to exceed \$14,000

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

That a NHDES Grant, in the amount not to exceed Fourteen Thousand Dollars (\$14,000.00) to the City of Rochester, for the purpose of hosting hazard mitigation, is hereby accepted by the City of Rochester and, when received, such grant funds shall be assigned to account number 13010057-533007 previously approved by the Council in the 2018 operating budget of the City of Rochester.

Additionally, the City Manager of the City of Rochester, be, and hereby is authorized to enter into a contract with the NHDES with respect to such grant and the conduct of the aforementioned 2018 Household Hazardous Waste Day.

Furthermore, 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 FY18 09-05 AB 25

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City Clerk's Office



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.

AB - 25

AGENDA SUBJECT Household Hazardous Waste Grant-Contract Authorization
--

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

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

AGENDA DATE	September 5, 2017	
DEPT. HEAD SIGNATURE	John Maclean, Interim - signed copy in City Clerks ofc	
DATE SUBMITTED	August 21, 2017	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

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	O & M-Highway Gen Fund
ACCOUNT NUMBER	13010057-533007
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

The Department of Public Works has an annual grant for the Household Hazardous Waste Day Event. The annual cost for FY2018 is estimated at \$28,000.00 The grant will pay half of the eligible cost up to \$14,000.00 The other half of all expenses is split per capita between the 10 participating Communities. The participating communities include Barrington, New Durham, Strafford, Farmington, Wakefield, Somersworth, Milton, Middleton, Northwood and Rochester.

RECOMMENDED ACTION

Request for a resolution authorizing the City Manager to accept grant funds and to enter into the agreement for the grant funding from NHDES.

Resolution Authorizing Supplemental Appropriation for the so-called EDA Sewer and Salmon Falls Road Reconstruction Project in the Amount of \$110,000

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

That the sum of One Hundred Ten Thousand Dollars (\$110,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Sewer Capital Improvement Plan Project Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to homeowner connections related to the EDA Sewer and Salmon Falls Road Reconstruction Project. The entire supplemental appropriation shall be derived from the Sewer Fund Retained Earnings balance.

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 FY18 09-05 AB 22

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City Clerk's Office



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.

AB - 22

AGENDA SUBJECT EDA Sewer and Salmon Falls Rd Reconstruction Supplemental \$110,000 - Sewer Connections

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	September 5, 2017	
DEPT. HEAD SIGNATURE	John MacLean, Interim Original on file City Clerks Office	
DATE SUBMITTED	August 28, 2017	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Funding Resolution Form	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

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	Sewer Fund Retained Earnings
ACCOUNT NUMBER	55026020-771000-185XX
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

There is a pending Change Order for the construction of the sewer & water homeowner connections to the new mains being run in the project area of the EDA Sewer and Salmon Falls Road Reconstruction Project.

There is insufficient funds in the sewer portion of the current appropriation to support the work anticipated.

The current amount of funds required for sewer is \$171,500 and the available balance is \$75,817.61. The amount required to fund this change order is \$95,682.39

This requested supplemental appropriation is in the amount of \$110,000, leaving \$14,317.61 as a contingency.

RECOMMENDED ACTION

1.) City Council Resolution for a supplemental appropriation of \$110,00 from the Sewer Fund Retained Earnings.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: EDA SALMON FALLS RD / NH RTE 125

Date: 9/5/17

Fiscal Year: FY2018

Fund (select):

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

Fund Type: Lapsing [] Non-Lapsing []

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: 55026020, 771000, 185XX, -, -, 350,000.

Revenue

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

DUNS # []

CFDA # []

Grant # []

Grant Period: From [] To []

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

Reimbursement Request will be reduced []

Funds will be returned []

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation for the so-called Forest Park and Plante Street Drainage Project in the Amount of \$900

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

That the sum of Nine Hundred Dollars (\$900.00) be, and hereby is, appropriated as a supplemental appropriation to the Department of Public Works Capital Improvement Plan Project Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the Forest Park and Plante Street Drainage Project. The entire supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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 FY18 09-05 AB 28 - A

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City Clerk's Office



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.

AB 28-A

AGENDA SUBJECT Forest Park & Plante St Drainage - General Fund Supplemental Appropriation \$900
--

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	September 5, 2017	
DEPT. HEAD SIGNATURE	John MacLean, Interim Original on file City Clerks Office	
DATE SUBMITTED	August 28, 2017	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Funding Resolution Form	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

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	General Fund
ACCOUNT NUMBER	15013010-771000-15550
AMOUNT	\$900.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

The Forest Park & Plante St Drainage Improvement Project had an original appropriation of \$200,000 and is completed.
There was \$112,497.37 in total expenditures. Of these expenses \$111,597.37 was previously bonded.
This supplemental is to fund the remaining balance of \$900 in expenditures from the General Fund Unassigned Fund Balance Account.

The balance of this account will be de-authorized in a separate agenda bill.

RECOMMENDED ACTION

1.) City Council Resolution for a for a supplemental appropriation of \$900 from the General Fund Unassigned Fund Balance.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Forest Park Dr/Plante St Drainag

Date: 9/5/17

Fiscal Year: FY2018

Fund (select):

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

Fund Type: Lapsing [] Non-Lapsing []

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: 15013010, 771000, 15550, -, -, 900.00.

Revenue

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

DUNS # [] CFDA # []

Grant # [] Grant Period: From [] To []

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

Reimbursement Request will be reduced [] Funds will be returned []

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City Clerk's Office

Resolution Deauthorizing \$2,935,050.66 related to various projects funded from the Department of Public Works & Public Buildings Capital Improvement Plan Project Fund

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

That Two Million Nine Hundred Thirty Five Thousand Fifty and 66/100 Dollars (\$2,935,050.66) of previously appropriated funds is deauthorized from various completed, cancelled, or postponed projects in accordance with Exhibit A.

Further, in accordance with RSA 33:9, Two Million Eight Hundred Thirty Five Thousand Eight Hundred Two and 18/100 Dollars (\$2,835,802.18) in previously authorized bonding authority is hereby revoked as shown in Exhibit A.

Still further, the amount of Ninety Four Thousand Four Hundred Two and 99/100 Dollars (\$94,402.99) shall be returned to the General Fund unassigned fund balance and Four Thousand Eight Hundred Forty Five and 49/100 Dollars (\$4,845.49) shall not be sought as reimbursement for the two grants as identified in Exhibit A .

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.

CC FY18 09-05 AB 28-B

EXHIBIT A

Account Number	Project Name	Revised Budget	Expended	Deauthorize			Total De-authorization	To Be Bonded
				Cash	Bond	Grant		
15013010-771000-12512	Howard Brook	\$ 173,830.00	\$ 34,717.17	\$ 8,830.83	\$ 130,282.00	\$ -	\$ 139,112.83	\$ -
15013010-771000-15525	Howard Brook	\$ 350,000.00	\$ -	\$ -	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -
15013010-771000-15527	North Main Gap	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
15013010-771000-15550	Forest Park & Plante Drainage	\$ 200,000.00	\$ 112,497.37	\$ -	\$ 88,402.63	\$ -	\$ 88,402.63	\$ -
15013010-771000-16525	Milton/Salmon fls intersection	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -
15013010-771000-16529	Lowell Culvert	\$ 230,000.00	\$ 99,529.63	\$ -	\$ 130,470.37	\$ -	\$ 130,470.37	\$ 22,579.80
15013010-771000-16588	Gonic Dam	\$ 34,273.00	\$ 33,249.51	\$ -	\$ -	\$ 1,023.49	\$ 1,023.49	\$ -
15013010-771000-17530	Woodman Myrtle	\$ 1,700,000.00	\$ -	\$ -	\$ 1,700,000.00	\$ -	\$ 1,700,000.00	\$ -
15011090-772000-16516	Opera House lift	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
15011090-772000-16548	DHHS Upgrades	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ -
15011090-772000-16549	Heating Second fl Com Ctr	\$ 12,000.00	\$ 11,519.84	\$ 480.16	\$ -	\$ -	\$ 480.16	\$ -
15011090-772000-16552	Replace Gym Sound Boards	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -
15011090-772000-17517	PD Roof Repair	\$ 25,000.00	\$ 8,730.00	\$ 16,270.00	\$ -	\$ -	\$ 16,270.00	\$ -
15011090-772000-17550	DHHS Space Renovations	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
15011090-772000-17552	Inter & Exterior Security Cam	\$ 100,000.00	\$ 33,998.82	\$ -	\$ 86,647.18	\$ -	\$ 86,647.18	\$ 33,998.82
15011090-773100-17514	Central Fire Generator	\$ 110,000.00	\$ 102,356.00	\$ 3,822.00	\$ -	\$ 3,822.00	\$ 7,644.00	\$ -
				\$ 94,402.99	\$ 2,835,802.18	\$ 4,845.49	\$ 2,935,050.66	\$ 56,578.62

GENERAL FUND PROJECTS READY FOR DE-AUTHORIZATION



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.

AB 28 - B

AGENDA SUBJECT DE-AUTHORIZATIONS - GENERAL FUND PROJECT ACCOUNTS

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

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" 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	September 5, 2017	
DEPT. HEAD SIGNATURE	John MacLean, Interim Original on file City Clerks Office	
DATE SUBMITTED	August 28, 2017	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Funding Resolution Form	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	Public Works & Buildings Committee
CHAIR PERSON	Councilor 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	General Fund
ACCOUNT NUMBER	Several Accounts Per Spreadsheet
AMOUNT	\$2,935,050.66
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

The City Council has requested the de-authorization of previously appropriated funds for projects that are completed or postponed. Total De-authorizations per page 3 of this Agenda Bill is \$2,935,050.66

RECOMMENDED ACTION

1.) City Council Resolution for de-authorization of general fund accounts on projects that have been completed or postponed per the attached and spreadsheet totaling \$2,935,050.66.

GENERAL FUND PROJECTS READY FOR DE-AUTHORIZATION

Account Number	Project Name	Revised Budget	Expended	Deauthorize			Total De-authorization	To Be Bonded	Comment
				Cash	Bond	Grant			
15013010-771000-12512	Howard Brook	\$ 173,830.00	\$ 34,717.17	\$ 8,830.83	\$ 130,282.00	\$ -	\$ 139,112.83	\$ -	Grant was de-authorized 03/08/2016 and Bond authorized 03/15/2016
15013010-771000-15525	Howard Brook	\$ 350,000.00	\$ -	\$ -	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -	
15013010-771000-15527	North Main Gap	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	
15013010-771000-15550	Forest Park & Plante Drainage	\$ 200,000.00	\$ 112,497.37	\$ -	\$ 88,402.63	\$ -	\$ 88,402.63	\$ -	\$111,597.37 was Bonded and a \$900.00 Supplemental Cash will be completed
15013010-771000-16525	Milton/Salmon fls intersection	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	
15013010-771000-16529	Lowell Culvert	\$ 230,000.00	\$ 99,529.63	\$ -	\$ 130,470.37	\$ -	\$ 130,470.37	\$ 22,579.80	\$76,949.83 was Bonded and \$22,224.27 needs to be bonded next issue.
15013010-771000-16588	Gonic Dam	\$ 34,273.00	\$ 33,249.51	\$ -	\$ -	\$ 1,023.49	\$ 1,023.49	\$ -	
15013010-771000-17530	Woodman Myrtle	\$ 1,700,000.00	\$ -	\$ -	\$ 1,700,000.00	\$ -	\$ 1,700,000.00	\$ -	
15011090-772000-16516	Opera House lift	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	
15011090-772000-16548	DHHS Upgrades	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ -	
15011090-772000-16549	Heating Second fl Com Ctr	\$ 12,000.00	\$ 11,519.84	\$ 480.16	\$ -	\$ -	\$ 480.16	\$ -	
15011090-772000-16552	Replace Gym Sound Boards	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	
15011090-772000-17517	PD Roof Repair	\$ 25,000.00	\$ 8,730.00	\$ 16,270.00	\$ -	\$ -	\$ 16,270.00	\$ -	
15011090-772000-17550	DHHS Space Renovations	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	
15011090-772000-17552	Inter & Exterior Security Cam	\$ 100,000.00	\$ 33,998.82	\$ -	\$ 86,647.18	\$ -	\$ 86,647.18	\$ 33,998.82	\$33,998.82 needs to be Bonded
15011090-773100-17514	Central Fire Generator	\$ 110,000.00	\$ 102,356.00	\$ 3,822.00	\$ -	\$ 3,822.00	\$ 7,644.00	\$ -	
				\$ 94,402.99	\$ 2,835,802.18	\$ 4,845.49	\$ 2,935,050.66	\$ 56,578.62	

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City Clerk's Office

**Resolution Authorizing Supplemental Appropriation to Renew Contract with the Buxton
Company in the Amount of \$40,000**

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

That the sum of Forty Thousand Dollars (\$40,000.00) be, and hereby is, appropriated as a supplemental appropriation for the purpose of providing funds necessary to pay costs and/or expenditures with respect to contracting with the Buxton Company to provide analytical data regarding recruitment of retail ventures. The entire supplemental appropriation shall be derived from the General Fund unassigned fund balance.

Further, the City Manager is authorized to sign all necessary instruments to effect the contract between the City of Rochester and the Buxton Company.

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 FY18 09-05 AB 20

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City Clerk's Office



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
Buxton Company - Business Analytics

COUNCIL ACTION ITEM [checked]
INFORMATION ONLY []

FUNDING REQUIRED? YES [checked] NO []
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES [checked] NO []

FUNDING RESOLUTION FORM? YES [checked] NO []

Table with 2 columns: Field Name and Value. Fields include AGENDA DATE (September 5, 2017), DEPT. HEAD SIGNATURE (Karen Pollard, Signature on File), DATE SUBMITTED (August 29, 2017), and ATTACHMENTS (YES [checked], NO [], * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED: 13).

COMMITTEE SIGN-OFF

Table with 2 columns: Field Name and Value. Fields include COMMITTEE (Rochester Economic Development Commiss) and CHAIR PERSON (Susan DeRoy, Chair).

DEPARTMENT APPROVALS

Table with 2 columns: Field Name and Value. Fields include DEPUTY CITY MANAGER and CITY MANAGER.

FINANCE & BUDGET INFORMATION

Table with 2 columns: Field Name and Value. Fields include FINANCE OFFICE APPROVAL, SOURCE OF FUNDS (General Fund), ACCOUNT NUMBER, AMOUNT (\$40,000), and APPROPRIATION REQUIRED (YES [checked], NO []).

LEGAL AUTHORITY

Empty box for LEGAL AUTHORITY.

SUMMARY STATEMENT

The Economic Development Department has experienced a lot of success in utilizing the Buxton Company's analytic data in attraction new national retail to the City of Rochester. Our previous 3-year contract with Buxton expired July 31, 2017. In discussions with the company we wanted to look at new opportunities to use data that would provide more direct benefit to the Downtown Business District and aiding our redevelopment plans for commercial spaces. They have responded with some new offerings that will directly benefit independent businesses and aid our efforts in attracting smaller regional companies into Downtown. The REDC will was impressed with the electronic presentation from Matt Tate of Buxton at the August 17 meeting. An proposal from Buxton is attached. Buxton will include 2 brand new iPads for Jenn Marsh and Karen Pollard.

RECOMMENDED ACTION

Please approve the supplemental appropriation for \$40,000 and give permission to the City Manager to sign the Buxton contract.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Buxton Company

Date: September 5, 2017

Fiscal Year: FY 2018

Fund (select):

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

Fund Type: Lapsing [x] Non-Lapsing []

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1: 1, NEW, -, -, -.

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1: 1, 11012351, 534007, Marketing, -, -, 40000.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. All rows show dashes.

DUNS # [] CFDA # []

Grant # [] Grant Period: From [] To []

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

Reimbursement Request will be reduced [] Funds will be returned []

OUR VALUE PROPOSITION

Since our founding in 1994, Buxton has been a leading force in retail site selection and development. We are recognized for creating solutions that provide results. Buxton began as a service to help retailers make informed site selection decisions by understanding their customers and precisely determining their markets. Buxton soon realized that the company's expertise in retail site and market analysis could also be leveraged to benefit communities desiring retail expansion.



More than simply providing data, Buxton supplies custom marketing materials and strategies targeting the unique site requirements of retailers, developers, and commercial real estate brokers. Buxton clients achieve outstanding success using our tools for retail identification, selection, and recruitment. Clients benefit from Buxton's unique understanding of site selection from the retailer's point of view.

- **Grow Your Community.** Create new, permanent jobs that will satisfy your citizens' desire to shop at home; retain dollars currently spent outside of your community and maximize revenue growth to fund city services
- **Leverage Buxton's Retail Industry Expertise.** Establish credibility with decision makers by providing factual evidence to support your site and gain a competitive position by leveraging our experience:
 - 3500+ total clients from the retail, restaurant, healthcare, and public sector industries
 - 750+ public sector clients nationwide
 - 40+ million square feet of retail space recruited
 - 500+ cumulative years of retail management and economic development experience
- **Access Your Buxton Solution with Ease.** Utilize your best-in-class retail recruitment solution via SCOUT™ with the touch of a button from any mobile device; gain answers to your retail recruitment and site analysis questions and have the big picture in the palm of your hand
- **Develop a Long-Term Partnership.** Receive personal guidance and ongoing insight into key industry topics

SCOPE OF SERVICES

Buxton is pleased to present this proposal to the City of Rochester, NH. The purpose of this proposal is to outline and review your community development objectives and how Buxton's solutions will enhance your ability to effectively meet those objectives.

City of Rochester's Objectives:

1. **Understand current retail and restaurant economic condition**
2. **Recruit new retailers and restaurants**
3. **Retain existing retailers and restaurants**

Retail Recruitment and Retention Solution: Your Community Profile

Our solution is a total marketing strategy that enables community leaders to understand the consumer profile of their residents and to identify specific retailers and restaurants who seek a market with household purchasing habits just like yours. This solution provides you with the ability to actively pursue identified retailers, making a compelling case for their expansion to the City of Rochester by utilizing custom marketing packages that Buxton will create for you. You will have access to the same analytical information and insights retailers depend on today to make site selection decisions. This knowledge will provide you with instant credibility and the ability to differentiate your community.

Step 1 – Research Your Community

Buxton uses over 250 consumer and business databases that are updated regularly and compares your potential sites to the universe of all competing sites operating in the U.S. We define your current retail situation and those in any neighboring communities that impact your retail environment.

Step 2 – Define and Evaluate Your Trade Area

Customers shop by convenience, measuring distance based on time, not mileage. We will conduct a custom drive-time analysis to determine your trade area using our proprietary methodology and knowledge of individual retail clients' actual trade areas. Your drive-time trade area will be provided to you as a map that accurately depicts your consumer shopping patterns.

Step 3 – Profile Your Trade Area's Residential Customers

Your community profile will analyze every household in your drive-time trade area. Based on more than 7,500 categories of lifestyles, purchase behaviors, and media reading and viewing habits (psychographics), the households in your trade area are assessed to gain an understanding of the types of retailers that would be attracted to your site.

Step 4 – We Match Retailers and Restaurants to Market Potential

Buxton will match the consumer profile of your community's trade area against the customer profiles of 5,000+ retailers in our proprietary database. We will identify the similarity between the two profiles analyzed using Buxton's proprietary retail matching algorithm to determine if your site presents an attractive opportunity for each retailer. We then qualify the list of matched results to verify that a retailer is currently operating or expanding, that they operate in similar sites, and that your site affords adequate buffer from competition and cannibalization to be realistically considered.

Step 5 – We Create Marketing Packages

Buxton will assemble individualized marketing packages for up to twenty (20) targeted retailers. We will notify each retailer's key real estate decision maker by letter, informing them that they have been qualified by Buxton as a potential viable fit for your site and should expect to be contacted by a representative of the city.

Your marketing packages will be delivered to you in SCOUT and include a:

1. Map of the retail site and trade area
2. Map of the retailer's potential customers
3. Retailer match report that compares the site's trade area characteristics and consumer profile with the retailer's sites in similar trade areas

Step 6 – We Provide Business Retention Tools

Buxton will provide reports through SCOUT that can be used to support business retention efforts by helping local business owners to make better business decisions. In addition, Buxton is pleased to offer the City of Rochester access to LSMx. **LSMx**, which stands for **L**ocal **S**tore **M**arketing powered by Buxton, is a customer acquisition solution designed specifically for small business owners and franchisees. The City of Rochester can also leverage this tool to support local businesses and entrepreneurs, foster an environment that encourages private/public partnerships, and strengthen the business climate in their community. Upon execution of the LSMx Addendum, the City of Rochester will have access to up to 25 complimentary *LSMx monthly subscriptions/license codes to distribute to local retailers, restaurants and service providers.

Solution Deliverables:

- SCOUT Touch access
- Drive time trade area maps
- Retail site assessment
- Retailer specific marketing packages (for up to twenty (20) retailers)
- Mobile tablet device at completion with pre-loaded findings
- *LSMx subscriptions (for up to twenty-five (25) monthly license codes)

Multi Year Deliverables:

Years 2 and 3 of this agreement will include a Retail Recruitment model refresh, retail marketing packages, *LSMx subscriptions, and full access to SCOUT and SCOUT Touch.

**LSMx deliverables are subject to the City of Rochester executing the LSMx Addendum and the terms and conditions described therein.*

Access and Use Your Retail Recruitment and Retention Solution via SCOUT Touch

Buxton's Retail Recruitment and Retention solution will allow you to actively recruit retailers to your community and support existing businesses with the push of a button in SCOUT Touch, providing you with crucial information about your community, your trade areas, your residents, and much more. SCOUT is a web-based platform that is accessible on any Windows or iOS enabled device with an Internet connection. It is designed to give decision-makers in your community access to the data and solutions that will assist them in making better business decisions. The Retail Recruitment and Retention solution includes one (1) mobile tablet device that will be provided at completion and pre-loaded with all key findings. This mobile tablet device, possession of the City of Rochester, enables four (4) SCOUT users with the ability to run demographic and trade area profile reports, and view maps and other data elements.

In Buxton's SCOUT Touch you will be able to:

- Identify retail matches
- Run variable reports
- View city limit maps
- Run healthcare reports
- See aerial view
- View physician intelligence
- Run comparable reports
- Run demographic reports

Support local business retention and expansion efforts with reports contained in the SCOUT reporting suite, including but not limited to:

Consumer Propensity Report

Quantifies likelihood of consumers of a given trade area to consume various goods and services or possess certain attitudes and opinions. This report can help local entrepreneurs, business owners and store managers better optimize their merchandise/product offerings or their local marketing strategies.

Retail Leakage and Surplus Report

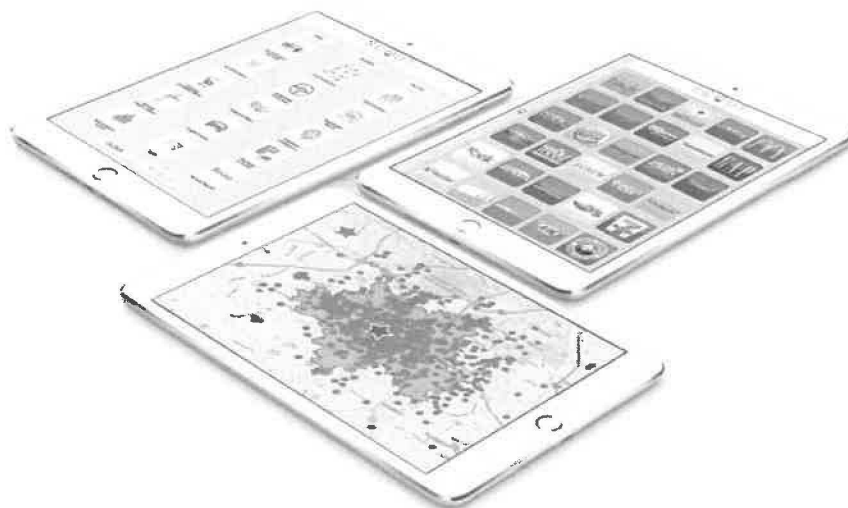
Quantifies the potential surplus or leakage in a trade area. This guide can help businesses understand how well the retail needs of residents are being met, uncover unmet demand and opportunities, and measure the difference between actual and potential retail sales.

Create Profiles Report

Profiles a specific trade area to determine the likes/dislikes, spending behavior, and marketing preferences of the households and workers within that geography. This report can help local businesses evaluate a market's retail potential or enhance marketing efforts.

Count Base Daytime Population Report

Examines the workforce in the study area and provides a count of the workforce population by industry. This report allows retail and restaurant owners to gain insights about how the population in the trade area differs during work hours so local businesses can cater to different types of workers.



SUPPORT

SCOUT Technical Requirements

SCOUT can be accessed at the following URL: www.buxtonco.com

SCOUT is a web-based platform accessible on any desktop, laptop, or mobile tablet device that has an Internet connection. For a better mobile experience, Buxton suggests using a newer tablet model, such as the iPad Pro or iPad Air 2. Android tablets are not supported by Buxton's Helpdesk. The recommended browser for accessing SCOUT is the latest version of Chrome.

Buxton's Helpdesk

(1-817-332-3681) is available during normal office hours (8:00 AM-5:30 PM CST, excluding weekends and public holidays). Buxton's Helpdesk team will be available to support all educational, functional, and technical inquiries and will respond to all requests within twenty-four (24) hours of submission.

Buxton's Helpdesk

Monday – Friday: 8:00 am – 5:30 pm CST

1-817-332-3681

TERM, FEES, AND DELIVERY

Annual Fee	\$40,000
Agreement Term	Three (3) Years
Year 1 Fee (50% invoiced upon execution of this agreement; 50% invoiced upon targeted retailer identification)	\$40,000
Year 2 Fee (Invoiced 1 st anniversary of this agreement)	\$40,000
Year 3 Fee (Invoiced 2 nd anniversary of this agreement)	\$40,000

Delivery **The City of Rochester, NH will have access to retail match lists and marketing packages within sixty (60) business days of execution.**

Your SCOUT access will be enabled within ten (10) business days of the execution of this agreement. The City of Rochester, NH will have access to retail match lists and marketing packages within sixty (60) business days of execution. The initial term of this agreement is for three (3) years with services invoiced annually. However, at any time during this initial 3-year term, the City of Rochester may cancel services for the following year by providing written notice to Buxton at least sixty (60) days in advance of a yearly renewal. If the City of Rochester cancels services prior to the expiration of the initial term, the City of Rochester will be invoiced 10% of the total remaining balance. All service fees associated with this agreement are due in net ten (10) days of the date of the invoice. Execution of this agreement will act as full consent that Buxton may include the City of Rochester on its client list and in presentations and public relations efforts. Additionally, Buxton may issue a press release announcing the City of Rochester as a client. When doing so, Buxton will not reveal information that is confidential and proprietary to the City of Rochester.

Buxton	City of Rochester, NH
Signature _____	Signature _____
Printed Name _____	Printed Name _____
Title _____ Date _____	Title _____ Date _____
Please provide us with a primary point of contact for invoice receipt.	Please provide us with a primary point of contact.
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Preferred Method of Receipt: Email OR U.S. Mail	



PROJECT TIMELINE





City of
ROCHESTER
New Hampshire

LSMx Addendum
Business Retention
Supplement

Buxton[®]



Prepared by Matthew Tate

August 18, 2017

City of Rochester, NH

31 Wakefield Street
Rochester, NH 03867

This Addendum is entered into between the City of Rochester, NH ("City of Rochester"), Buxton Company ("Buxton"), and LSMx, Inc. ("LSMx") (each a "Party" and collectively the "Parties"). This Addendum is attached to and made part of the Agreement between Buxton and the City of Rochester, dated _____ ("Buxton Agreement").

The purpose of this Addendum is to provide the City of Rochester with access to LSMx software subscriptions for the Term of the Buxton Agreement, unless terminated earlier as set forth in the Buxton Agreement. The Parties acknowledge that this Addendum and each of its provisions is expressly contingent upon the Buxton Agreement and associated fees remaining in full force and effect.

Background

LSMx, which stands for **Local Store Marketing** powered by Buxton, is a proprietary customer acquisition solution designed specifically for small business owners and franchisees. Local governments and economic development agencies can also leverage this tool to support local businesses and entrepreneurs, foster an environment that encourages private/public partnerships, and strengthen the business climate in their community. For each month of the Term of the Buxton Agreement, the City of Rochester will have access to up to 25 complimentary LSMx monthly subscriptions.

Deliverables and Terms

- Up to 25 LSMx subscriptions will be provided at no additional charge to the City of Rochester for designation of access at the City of Rochester's sole discretion to local retail, restaurant and service provider subscribers (each a "subscriber") during the Term of the Buxton Agreement.
- Any default or termination under the Buxton Agreement will also constitute a default and termination under this Addendum. In the event that the Buxton Agreement is terminated, the 25 monthly subscriptions will be canceled, at which time, each Subscriber will have the option of continuing their subscription at standard rates. Standard rates will be the prevailing rate at the time of cancellation.
- All fees associated with advertising campaigns executed via the LSMx software by the subscriber are at an additional cost to the subscriber. Each subscriber executing advertising campaigns within the LSMx software are responsible for such costs via the credit card information they provide in the LSMx software.
- If the City of Rochester requests services not specified in this Addendum, the parties shall enter into an additional Addendum setting forth the additional services, fees, and other mutually agreed upon terms.
- The Parties to this Addendum expressly agree to the following terms and conditions:

- o Each subscriber will be subject to the applicable terms and conditions contained in the LSMx software license agreement accessed via the LSMx software.
- o The LSMx software is provided to each subscriber under a non-exclusive, non-transferable, limited, non-sublicensable, revocable license to access and use the LSMx software.
- o The LSMx software is not being sold to the City of Rochester or a subscriber and it is not available for resell.
- o The LSMx software license does not convey any rights in or to the LSMx software or any patent, copyright, trademark or any other intellectual property rights of LSMx. LSMx retains all right, title, and interest in and to the LSMx software (including any upgrades, improvements, modifications, derivatives, and refinements to the LSMx software).

The parties hereby agree to and accept the terms of this Addendum as of the date written below.

Buxton Company

City of Rochester, NH

By: _____
 Name: David Glover
 Title: Chief Financial Officer
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

LSMx, Inc.

By: _____
 Name: David Glover
 Title: Chief Financial Officer
 Date: _____



LSM Benefits

Powered by Buxton TM

LSMx, **L**ocal **S**tore **M**arketing powered by Buxton, is a simple, but powerful, customer acquisition solution, that allows local business owners to easily see and understand:

- Who and where their best potential customers are coming from
- How far their most valuable customers are willing to drive to their location
- How many potential customers are near or around them

LSMx:

- Alerts users about upcoming local events that could be driving business
- Shows where specific competitors are in relation to potential customers
- Highlights traffic congestion that might interfere with performance

Key Differentiator

LSMx completely executes marketing campaigns to the potential customers users see right from their mobile device in just minutes. Local businesses can target the potential customers that LSMx identifies with any or all the following marketing channels:

- Direct Mail
- Email
- Facebook
- Google
- Mobile Banner Ads

Benefits to the City of Rochester

- Encourages private/public partnerships
- Supports local businesses
- Provides local businesses with resources (analytics, application, marketing automation, marketing execution) normally reserved for much larger entities
- Supports business retention
- Supports localization efforts
- Supports increase in local tax income because businesses can be more successful

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left blank...*

City Clerk's Office
