

**Rochester City Council Public Hearing
June 5, 2018
Council Chambers
7:00 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2018-2019 P. 9**
 - 3. Resolution Approving the 2018-2019 Operating Budget for the City of Rochester P. 11**
 - 4. Resolution Authorizing and Approving the 2018-2019 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith P. 13**
 - 5. Adjournment**
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**Regular City Council Meeting
June 5, 2018
Council Chambers
*Immediately following the Public Hearing***

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
 - 2.1 Rochester Elks Lodge #1393**
- 3. Presentation of the Colors**
 - 3.1 Rochester Elks Lodge #1393**
- 4. Roll Call**

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City Clerk's Office

5. **Acceptance of Minutes**
 - 5.1. **Regular City Council Meeting – May 1, 2018 *motion to accept* P. 15**
 - 5.2. **Special City Council Meeting – May 15, 2018 *motion to accept* P. 35**
 - 5.3. **Special City Council Meeting – May 29, 2018 *motion to accept* P. 39**
6. **Communications from the City Manager**
 - 6.1. **Employee of the Month Award P. 45**
 - 6.2. **City Manager’s Report P. 47**
7. **Communications from the Mayor**
 - 7.1. **Proclamation: “Arts for All” P. 43**
8. **Presentations of Petitions and Council Correspondence**
9. **Nominations, Appointments, Resignations, and Elections**
 - 9.1. ***Resignation:* Suzan King, Supervisor of the Check List (Ward 6) P. 79**
10. **Reports of Committees**
 - 10.1. **Codes and Ordinances P. 81**
 - 10.2. **Community Development P. 83**
 - 10.3. **Joint Building Committee *forthcoming***
 - 10.4. **Public Safety P. 91**
 - 10.4.1. ***Committee Recommendation:* To Deny the Speed Limit Sign Request to be Placed on Nutter Street *consideration for approval* P. 93**

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City Clerk's Office

10.5. Public Works and Building Committee P. 95

10.5.1. Committee Recommendation: To Approve a Supplemental Appropriation for design of the GSBP Water Loop Project and Support the Full Project with the FY 19 CIP Budget P. 96

10.5.2. Committee Recommendation: City Hall Parking Lot Plan *motion to approve* P. 103

10.6. Task Force on Homelessness *forthcoming*

11. Old Business

12. Consent Calendar

13. New Business

13.1. Resolution Authorizing Expenditure of \$111,914.51 from the Economic Development Fund for the Purchase of 10 North Main Street *first reading, consideration for second reading, and adoption* P. 107

13.2. Discussion: Shall the Legislative Body Place the Question (Keno) on the ballot for the next Municipal Election *consideration for approval* P. 111

13.3. Resolution Authorizing the Economic Development to Apply for a Local and Community Heritage Investment Program (LCHIP) Grant in the Amount of \$50,000 *first reading and consideration to approve* P. 113

13.4. Council Action: City of Rochester Dog Warrant (April 30, 2017 to April 30, 2018) *motion to send Warrant to the Police Department for Action*

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City Clerk's Office

13.5. Resolution Authorizing Acceptance and Appropriation of a Certified Local Government Grant Award for the Purpose of a Travel Grant to attend the National Alliance of Preservation Commissions in the Amount of \$3,126.34 *first reading, consideration for a second reading and adoption* P. 119

14. Non-Meeting/Non Public Session

14.1. Non-Public Session, Land, RSA 91-A:3 II (d)

15. Other

16. Adjournment

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City Clerk's Office

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2018-2019

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

WHEREAS, the City of Rochester has received its FY 2018-2019 Community Development Block Grant program allocation in the total amount of Two Hundred Ninety Thousand Six Hundred Thirty Seven Dollars (\$290,637.00), an increase of Sixty Four Thousand Five Hundred Sixty Seven Dollars (\$64,567.00) over the Two Hundred Twenty-Six Thousand Seventy Dollars (\$226,070.00) previously appropriated by the City Council at its May 1, 2018 meeting;

WHEREAS, the final allocation of funds 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:

Category	May 1, 2018	Additional Funding	Final Allocation
Administration and Planning	\$45,214.00	\$12,913.40	\$58,127.40
Public Service Agencies	\$33,910.50	\$9,685.05	\$43,595.55
Housing/Public Facilities/Infrastructure	\$146,945.50	\$41,968.55	\$188,914.05
Total	\$226,070.00	\$64,567.00	\$290,637.00

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Sixty Four Thousand Five Hundred Sixty Seven Dollars (\$64,567.00) bringing the total appropriation for the FY 2018-2019 Community Development Block Grant program to Two Hundred Ninety Thousand Six Hundred Thirty Seven Dollars (\$290,637.00).

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned 2018-2019 fiscal year Community Development Block Grant from the federal government to the City of Rochester.

FURTHER STILL, 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 accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

**Resolution Approving Fiscal Year 2018-2019 Operating Budget for the
City of Rochester**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2018 and ending June 30, 2019 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2019 (July 1, 2018 - June 30, 2019), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2019 (July 1, 2018 - June 30, 2019), as amended, the provisions of which are incorporated herein by reference thereto.

PROPOSED 2018-2019 OPERATING BUDGET-EXHIBIT A**OPERATING BUDGET SUMMARY****Proposed Appropriations:**

City	\$	32,656,544
City Grants and Donations	\$	655,070
Community Center	\$	841,000
County Tax	\$	6,551,172
Overlay *	\$	460,000
Estimated Veteran's Credits *	\$	682,059
State Property Tax	\$	5,008,499
School	\$	60,292,493
School Federal Grants	\$	3,571,000
School Lunch	\$	1,800,000
Water Works	\$	6,965,868
Sewer Works	\$	8,776,305
Arena	\$	393,979
Tax Incremental Financing Districts	\$	1,203,129
Sub Total	\$	129,857,118

Proposed Revenues:

City	\$	11,561,085
Use of Fund Balance	\$	1,275,000
City Grants and Donations	\$	655,070
Community Center	\$	841,000
School	\$	31,011,312
School Federal Grants	\$	3,571,000
School Lunch	\$	1,800,000
Water Works	\$	6,965,868
Sewer Works	\$	8,776,305
Arena	\$	393,979
Tax Incremental Financing Districts	\$	1,203,129
Amount to be Raised by Taxes *	\$	61,803,370
Sub Total	\$	129,857,118

* Estimated veteran's exemptions (credits) \$682,059 and additional overlay \$460,000

Resolution Authorizing and Approving Fiscal Year 2018-2019 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith

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

That the capital budget for the City of Rochester for fiscal year 2018-2019 (July 1, 2018 to June 30, 2019) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2019 (July 1, 2018 – June 30, 2019), as amended.

PROPOSED 2018-2019 CAPITAL BUDGETS-EXHIBIT A

CAPITAL BUDGET SUMMARY

Proposed Capital Appropriations:

City	\$ 5,758,210
School	\$ 2,160,000
Water Works	\$ 2,045,000
Sewer Works	\$ 5,536,500
Arena	\$ 1,075,000
Community Center	\$ 640,000
Tax Incremental Financing Districts	\$ 200,000
Total Appropriations	<u>\$ 17,414,710</u>

Source of Revenues

General Fund

Bonding and/or other Borrowing	\$ 4,840,580
Operating Budget	\$ 3,717,630
Other Sources	\$ -
Subtotal General Fund Revenues	<u>\$ 8,558,210</u>

Enterprise Funds & Tax Incremental Financing Districts

Bonding and/or other Borrowing	\$ 8,000,000
Operating Budget	\$ 856,500
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	<u>\$ 8,856,500</u>

Total Revenues	<u>\$ 17,414,710</u>
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**Regular City Council Meeting
May 1, 2018
Council Chambers
7:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
City Attorney Terence O'Rourke
Peter Nourse, Director of City

COUNCILORS ABESENT/EXCUSED

Councilor Walker

MINUTES

1. Call to Order

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

2. Opening Prayer

Mayor McCarley asked for all present to bow their heads for a moment of silence to consider the world we're all living in.

3. Presentation of the Colors

All those present stood and faced the flag for the Pledge of Allegiance.

4. Roll Call

Cassie Givara, Deputy City Clerk, called the roll. All Councilors were

present except for Councilor Walker, who was excused.

5. Acceptance of Minutes

5.1. April 3, 2018 – Regular City Council meeting (*motion to accept*)

Councilor Lachapelle **MOVED** to **ACCEPT** the City of Rochester Regular City Council minutes of April 3, 2018. 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 announced that Jimmy Jacques, Firefighter, was unable to attend tonight's Council meeting. The presentation of his employee of the month award would be presented to him within the department.

6.2. City Manager's Report

City Manager Fitzpatrick read the following report:

Contracts and documents executed since last month:

- **Department of Public Works**
 - NHDES DWSRF Loan Amendment – WTP – Raw Water Pump Upgrade Project
 - NHDES Pre-Approval Letter
 - Recommendation to Award Bid #18-19 – WTP Low Lift Pump Station Upgrades Project
 - Route 125 Pedestrian Bridge Approaches Project #17-38 – Construction Agreement Notice to Proceed
 - Security Agreements – 212 Salmon Falls Road
 - CWSRF Loan / Grant #CS-330122-13 Disbursement #1 Sewer & Drainage Asset Management Project – Disbursement Amount \$6,000
 - Water Treatment Plant – Raw Water Pump Station Upgrade Project – Wright Pierce – Construction Administration Contract
- **Economic & Community Development**
 - Hold Harmless Agreement – Index Packaging
 - Environmental Review – New JOB Loan Program

- Mortgage Release – Fiesta Candy JOB Loan

- **Finance**
 - Contract James R. St. Jean Auctioneers
- **Legal Department**
 - Sale – 6 Gina Drive
- **Planning Department**
 - Letter of Support – UNH Grant – Community Conversation Research Competition
 - SRPC Service Contract – extension
- **Recreation and Arena Services**
 - Contract – Central Main Pyrotechnic – Fireworks display
- **School Department**
 - Invitation to City Clerk to provide voter registration at high school
- **Welfare Department**
 - Software Program Payment – Shared Cost MOU

Computer Lease/Purchases and Tuition Reimbursements:

- Computer purchase – Bonneau, K. – DPW
- Tuition reimbursement – Libby, J. – BZLS
- Tuition reimbursement – Rodgerson, S. – CM Office

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **none**
- Monthly Overnight Travel Summary - **none**
- Permission & Permits Issued
- Personnel Action Report Summary

7. Communications from the Mayor

7.1. Proclamation for Police Memorial Week

Mayor McCarley read the Proclamation for Police Memorial Week.

7.2. Proclamation for Economic Development Week

Mayor McCarley read the Proclamation for Economic Development Week.

7.3. Proclamation for Public Works Day

Mayor McCarley read the Proclamation for Public Works Day.

7.4. Announcement: Hazardous Waste Day

Mayor McCarley read the Proclamation for Police Memorial Week.

7.5. City Dog Licensing – Now Past Due (*April 30, 2018*)

Mayor McCarley advised that City dog licensing was due by April 30th and for those who have not yet licensed their dogs with the City, they are still encouraged to do so.

7.5.1. Rabies Clinic Flyer – May 5, 2018

There will be a rabies clinic held at the Rochester Fairgrounds in the 4-H Building from 12-2 PM on May 5, 2018.

The Mayor announced that the AmVets Post 1 along with the Spaulding Junior ROTC will be at the Franklin Street Cemetery on May 18th at 3:00 PM placing flags on the veteran's grave sites.

On Saturday May 19th at the Brock Street Cemetery at 10:00 AM, The Rochester Veteran's Council and Cub Scout Pack will be placing flags on the veteran's grave sites. Additional flags will be available to veterans and their families at both of these locations.

The Mayor announced that that if anyone wanted to change their party affiliation, the deadline for changes is June 5, 2018. The filing period for those running for office is June 6, 2018 – June 15, 2018.

There is a Ward 1 meeting on Wednesday May 9 at 7:00 pm at Tara Estates.

There is a Department of Public Works facilities tour for Councilors on Friday May 11th

8. Presentations of Petitions and Council Correspondence

8.1 Tri-City Mayor's Joint Task Force on Homelessness Minutes – April 12, 2018

Councilor Hutchinson gave a brief summary of the Task Force's first meeting. He reported that he had been voted as president and Marcia Gasses of Dover has been voted in as Vice President. Councilor Hutchinson indicated that the Task Force was given 4 criteria for building a strategy on developing a masterplan. The Task Force gave themselves a deadline of November 1, 2018 to come up with a plan to present to the mayors of each community. Originally the deadline was earlier, but it was determined that the scope of the issue is much greater and they should take more time. The next meeting will be held May 10th in Dover at a location to be determined.

9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Daniel Spencer, Ward 5 Moderator

Councilor Varney **MOVED** to accept the resignation of Daniel Spencer as Moderator of Ward 5. Councilor Bogan seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

9.2. Resignation: John W. Hackett, Conservation Commission

Councilor Keans **MOVED** to accept the resignation of John Hackett with regret and thanks for his years of hard work. Councilor Lachapelle seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1. Codes and Ordinances Committee

10.1.1. Committee Recommendation

Section 4.12 Ordinances and Resolutions

... except those placed on the Agenda by the Mayor which have already been examined and approved in form by the City Manager, City Attorney, City Clerk, and Finance Director consideration for approval

Councilor Lachapelle **MOVED** to approve the changes for Section 4.12. Councilor Torr seconded the motion.

Councilor Keans restated that she felt voting to approve this change would constitute a dereliction of her duties as a City Councilor.

Mayor McCarley indicated she would be voting no because she recommends the next mayor and City Council rewrite the entire ordinance in order to follow process. The **MOTION FAILED** by a 9 to 3 hand count vote.

10.2. Finance Committee

10.2.1. Committee Recommendation: To recommend that the full City Council to grant permission to the Riverwalk Committee to apply for Recreational Trails Program Grant to fund a \$100,000 project that would be \$80,000/ 80% grant funded and \$20,000/20 % in-kind city matching funds (no city cash) *consideration for approval*

Mayor McCarley **MOVED** to grant permission to the Riverwalk Committee to apply for the Recreational Trails Program Grant. Councilor Lachapelle seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

10.2.2. Committee Recommendation: To recommend to the full City Council that the Police Department be authorized to proceed with purchase of one back line police vehicle utilizing unspent fiscal year 2018 capital funds appropriated for the replacement of front line vehicles *consideration for approval*

Mayor McCarley **MOVED** to authorize the Police Department to purchase one back line police vehicle. Councilor Lachapelle seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

10.2.3. Discussion: Library Debt Collections Policy

The trustees have asked Council to make a motion to approve the debt collections policy which would allow the Library to use a debt collection agency. Councilor Lauterborn **MOVED** to adopt the new debt collection policy. Councilor Lachapelle seconded the motion. **MOTION CARRIED** by a majority voice vote.

10.2.4. Discussion: The Finance Department was tasked with evaluating the idea of simply designating the Arena as a General Fund department and reporting back to the City Council

Councilor Varney **MOVED** to authorize the Finance Department to designate the Arena as a General Fund Department. Councilor Lachapelle seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

10.2.5. Committee Recommendation: That the Emergency Management Director be authorized to apply for an EMPG program grant in the amount of \$100,000 consideration for approval

Mayor McCarley **MOVED** to approve the Emergency Management Director to apply for an EMPG Program grant. Councilor Lachapelle seconded the motion.

Councilor Keans inquired if the City had the full match for these grant funds. Chief Mark Klose verified that the City does have the full match.

Councilor Lauterborn said her understanding was that this money had already been spent and this grant money is a cash reimbursement. She inquired what would happen to the \$100,000 when the City received it. City Manager Fitzpatrick indicated that it would be up to Council to decide via the budget process.

Chief Klose clarified that these funds are not a reimbursement. The Fire Department has already spent the money and provided the receipts for equipment purchased, so these are in-kind matching funds. If this committee recommendation is approved, when the money is received from the State the Council would have to approve the funds in order for the Fire Department to accept the grant funds.

Councilor Lauterborn asked Chief Klose what would happen to the money if accepted. Chief Klose indicated that the Fire Department would be purchasing equipment through the approved equipment list equaling to the \$100,000 in funds. Councilor Lauterborn questioned if these items are not in the current budget. Chief Klose confirmed that these items are not covered in the current budget. The **MOTION CARRIED** by a unanimous voice vote.

10.2.6. Discussion: Data shall be provided by the Deputy City Manager: Showing the total annual dental insurance premiums and net cost to employees for further discussion.

Mayor McCarley gave a brief background on this discussion. The City

has not increased the City's contribution to employee dental insurance since 1998. The Deputy City Manager made a recommendation to increase the City contribution from \$250 to \$300.

Councilor Varney **MOVED** to approve the increase. Councilor Keans seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

10.2.7. Committee Recommendation: that the City's portion of the Gonic School roof repair project remain funded from the General Fund unassigned fund balance and not be altered to come from borrowing *consideration for approval*

Councilor Keans **MOVED** to **APPROVE** the Committee recommendation as stated above. Councilor Bogan seconded the motion. Councilor Varney clarified that there was not a need for the Council to take action. If Council wanted to have it bonded they would need a resolution, but not in this circumstance. Deputy City Manager Blaine Cox verified there was no action needed. Nothing is being bonded, the cost is going to come out of the fund balance. Councilor Keans rescinded her **MOTION**. Councilor Bogan rescinded her second to the motion.

10.3. Joint Building Committee (CTE) Committee

Councilor Varney reported that the Committee met the previous evening and approved the sum of \$13,808,670 for construction costs without alternates. The total cost estimate the Committee saw was \$16,658,492, of which the City portion would be \$4,884,779. Councilor Varney indicated there are still cuts to be made in the alternates which will happen over the next month or so. Approximately \$69,000 was cut out of the alternates the previous evening.

Next Monday they will have their first sub-committee meeting and start awarding bids. Currently, they know that S.U.R. got the site work contract.

10.4. Public Safety Committee

10.4.1. Committee Recommendation: To deny the request for a blind driveway sign at 148 Lowell Street. *consideration for approval*

Councilor Lachapelle **MOVED** to **DENY** the request for a blind drive sign at 148 Lowell Street. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.4.2. Committee Recommendation: To Deny the request for a Dead End sign at High Street and Creteau Street. *consideration for approval*

Councilor Lachapelle **MOVED** to deny the request for a Dead End Sign on High Street. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.4.3. Committee Recommendation: To approve the hash lines to be painted in the area of the high school on Wakefield Street at the discretion of The Department of Public Works. *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the painting of hash lines in the area of the Spaulding High School on Wakefield Street. Councilor Hamann seconded the motion. Councilor Varney inquired if the hash lines were going to be painted prior to paving and then again after the area was paved? Peter Nourse, Director of City Services, indicated that the hash lines would be painted after the area as paved. The **MOTION CARRIED** by a unanimous voice vote.

10.4.4. Committee Recommendation: To approve the hash lines to be painted in the area Washington Street/Sylvain Street at the discretion of The Department of Public Works. *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the painting of hash lines. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.5. Public Works & Buildings Committee

10.5.1. Committee Recommendation: City Hall Parking Lot Paving and Striping project: *Recommendation option 2 showing the new parking lot configuration to be discussed and approved by the full City Council at the next Regular Meeting in May. consideration for approval*

Peter Nourse, Director of City Services, explained the various options

for striping the parking lot. Currently there are 107 spaces, 11 of which are handicap spaces. This exceeds the state requirement of 4% of spaces being handicap accessible. It was determined that there was no decision needed at this meeting. There would be improvements made to the drainage in the lot as well as paving prior to the restriping, which would take place sometime over the summer. The decision on configuration of the striping can be made at a later meeting.

11. Old Business

Councilor Gray requested that Keno be listed as an item under "Old Business" until Council makes a decision. Mayor McCarley indicated it could be listed to Council as a reminder, and it also has to be discussed with legal counsel regarding the process of keeping the issue in front of Council.

Councilor Varney discouraged citizen petitions in regards to Keno due to the work it creates for the City Clerk's office, whereas if Council just decides to put it on the ballot it can bypass unnecessary work on the part of the citizens.

12. Consent Calendar

13. New Business

13.1. Resolution Adopting a 2018-2019 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2018-2019 Community Development Budget for the City of Rochester *second reading and consideration for adoption*

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

Resolution Adopting a 2018-2019 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2018-2019 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 2018-2019 "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 estimated budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) be, and hereby is, approved and appropriated for fiscal year 2018-2019. 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	\$ 45,214.00
Public Service Agencies	\$ 33,910.50
Housing/Public Facilities/Infrastructure	\$ 146,945.50
Total	\$ 226,070.00

III. Further, that Twenty Five Thousand Nine Hundred Dollars and Forty-Two Cents (\$25,900.42) in prior year unexpended CDBG funds be repurposed for use in the FY 2018-2019 Action Plan year.

IV. Further, that the One Hundred Nine Thousand Two Hundred Five Dollars and Six Cents (\$109,275.06) currently in the Job Opportunity Benefit revolving Loan fund, plus the principal and interest received monthly from existing loans' repayments, be appropriated for continued use in the FY 2018-2019 Action Plan year in granting loans to qualified small businesses that

commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for 2018-2019 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2018-2019 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) shall be drawn in their entirety from the above-mentioned 2018-2019 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 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, in accordance with the guidelines established by the Community Development Committee.

Councilor Lachapelle **MOVED** to approve the resolution. Councilor Keans seconded the motion.

Councilor Lauterborn indicated there was an amendment to this resolution as indicated in section IV above. Councilor Lachapelle seconded the approval of the amendment.

Councilor Varney inquired if there were any funding changes with this amendment. Councilor Lauterborn confirmed that there were no funding changes, but the Finance Department wanted the JOB loans problems referenced in the Resolution.

Mayor McCarley called for a vote on the amendment. The **MOTION CARRIED** by a majority voice vote.

Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** by a majority voice vote.

13.2. Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses *second reading and consideration for adoption*

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

Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert the Neighborhood Mixed Use Zone between North Main Street Bridge and Holy Rosary Church to Downtown Commercial Zone.

WHEREAS, the Mayor and the City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the boundaries of the Special Downtown Overlay district to encompass the entire Downtown Commercial Zone.

WHEREAS, the Mayor and the City of Rochester desire to amend the City of Rochester Zoning Ordinance Table 18-B, Sales-Service-Office-Institutional Uses to eliminate "Gas Station" and "Vehicle Service" as permitted uses in the Downtown Commercial Zone.

THEREFORE, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester between North Main Street Bridge and Holy Rosary Church shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the Mayor and City Council of Rochester ordain that Special Downtown Overlay District shall be expanded to cover the entirety of the Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit B).

STILL FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown changes ordained by the Mayor and the City Council.

FINALLY, the Mayor and the City Council of Rochester ordain that "Gas Station" and "Vehicle Service" shall be eliminated as permitted uses in the Downtown Commercial Zone and that Table 18-B shall be reflect said change as shown in the Attached Exhibit. (Exhibit C). **The effective date of these amendments shall be upon passage.**

Councilor Lachapelle **MOVED** to **ADOPT** the amendment. Councilor Varney seconded the motion.

Councilor Keans requested clarification on the changes being made. Councilor Varney explained that there are two parts to this amendment. First, it would expand the downtown commercial zone up North Main Street to the Holy Rosary Church and eliminating some of the uses from the downtown commercial zone such as gas stations and car sales. Secondly, the special downtown district is a direct overlay match to the downtown commercial district which it was not before. Councilor Keans asked if this change was to allow for the density changes. Councilor Varney said that was the case.

Councilor Keans indicated she did not agree with the downtown commercial expansion up to the church and inquired if there was a better way to go about it. Councilor Keans indicated there are a couple businesses, but there are a good deal of residential properties in this area and she would hate to see a developer come in and bulldoze a block and put in a large retail center or other business which wouldn't be in the best interest of the people who live there currently. She would rather see some more amendments before Council moves forward.

Councilor Varney said that this amendment has already gone through the Planning Board and there have been lengthy discussions on the matter with no issues raised throughout the process. The area in question is currently zoned Neighborhood Mixed Use which allows for much more commercial development than downtown commercial.

Councilor Keans pointed out that this area is where the new roundabout will be located, and she wasn't sure if the City wanted to allow too much more commercial development in that area.

Councilor Hamann inquired if the street lights and holiday decorations from downtown would be extended up into this area of North Main Street to match or if it would be called downtown in name only to meet zoning requirements.

Councilor Varney said what Councilor Hamann referenced is the "gap project" between Strafford square and the bridge. At some point in the future, the area will be reconstructed to extend the downtown aesthetic but the reason for this rezoning is to encourage development. City Manager Fitzpatrick clarified that staff has no immediate plans for any capital investment in that area.

The **MOTION FAILED** by a 6 to 6 roll call vote. Councilors Abbott, Varney, Lachapelle, Gray, Lauterborn and Mayor McCarley voted in favor of the motion. Councilors Bogan, Hutchinson, Torr, Hamann, Gates and Keans voted against the motion

13.3. Amendment to Chapter 42, Table 18-, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks *second reading and consideration for adoption*

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

Amendments to Chapter 42, Table 18-A, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks

THE CITY OF ROCHESTER ORDAINS:

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

Insert the following after Section 42.20(b)(9):

10. Manufactured Housing Park – Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

Change Section 42.20(b)(10) to read:

11. Manufactured Housing Unit – **Not part of an existing Mobile Home Park**

A. Manufactured Housing Unit on own Lot

- i. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots
- ii. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of garages, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.

B. Manufactured Housing Unit in Manufactured Housing Park

- i. Shall be in accordance with the standards contained in Chapter 43, the Rochester Mobile Home Ordinance.

Renumber the rest of 42.20(b) to accommodate this insertion.

Further, the City of Rochester ordains that Table 18-A of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended that "Manufactured Housing Park" be added as permitted uses in the Agricultural Zone and that Table 18-A shall be amended to reflect said change as shown in the Attached Exhibit. (Exhibit A).

Still further, the City of Rochester ordains that Chapter 43 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

43.1 Purpose and Intent.

The purpose of this ordinance is to establish minimum standards for the construction in and maintenance of mobile home parks ~~existing (as of April 22, 2014)~~ in the City of Rochester. The intent of the ordinance is that mobile home parks ~~existing (as of April 22, 2014)~~ shall provide a healthful, safe, pleasant, and attractive residential atmosphere for their occupants, while at the same time being compatible with existing and anticipated future development in the surrounding areas.”

The effective date of these amendments shall be upon passage.

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Bogan seconded the Motion. Mayor McCarley indicated that his Amendment would require a 2/3 vote to pass. The **MOTION CARRIED** by a unanimous voice vote. Councilor Varney requested a roll call vote. Councilor Lachapelle seconded the motion. Mayor McCarley requested the Clerk to call the roll. The **MOTION FAILED** to receive a 2/3 majority vote to **ADOPT** the Amendment by a 7 to 4 roll call vote. Councilors Lachapelle, Gray, Abbott, Hamann, Bogan, Gates and Mayor McCarley voting in favor. Councilors Lauterborn, Keans, Hutchinson and Varney voted against the motion. Councilor Torr abstained.

13.4. Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Development and Construction Signs *first reading and refer to a public hearing*

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

Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Development and Construction Signs

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in italics):

42.29 Signs

m. Specific Sign Requirements.

- 6.1. **Development and Construction Signs.** Signs temporarily erected during construction to inform the public of the developer, contractors, architects, engineers, the nature of the project or anticipated completion dates, shall be permitted in all zoning districts, subject to the following limitations:
- A. Such signs on a single residential lot, residential subdivision, or multiple residential lots, and nonresidential uses shall be limited to one sign, no greater than 10 feet, in height and 32 square feet in area.
 - B. Such signs for commercial or industrial projects shall be limited to one sign per street front.
 - C. Development and construction signs may not be displayed until after the issuance of construction permits by the building official and must be removed no later than 24 hours following issuance of an occupancy permit for a portion or all portions of the project.
- 6.2. **Permanent Development Signs.** *These signs shall be used to identify a project and/or inform the public of the name of a development.*
- A. *Such signs shall be no greater than 32 square feet.*
 - B. *Such signs may be used for development greater than 50 units.*
 - C. *Such signs may not be lit.*
 - D. *Such signs are allowed in Open Space.*

The effective date of these amendments shall be upon passage.

13.5. Resolution Approving the 2018-2019 Operating Budget for the City of Rochester *first reading and refer to a Public Hearing - May 22, 2018*

Councilor Lachapelle **MOVED** to read the Resolution for a first time by title only and refer to a Public Hearing. **MOTION CARRIED** by a unanimous voice vote.

13.6. Resolution Authorizing and Approving the 2018-2019 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith *first reading and refer to a Public Hearing*

- May 22, 2018

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only and refer to a public hearing. Councilor Bogan seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

14. Other

Mayor McCarley requested that Council take a look at the budget schedule. Originally the schedule had called for the final budget meeting to be held on May 29th due to the Mayor having a scheduling conflict and being unable to attend on June 5, 2018. It has come to light that there is another Councilor who has a scheduling conflict on May 29, 2018. The Mayor would like to see if there is any way to move the final budget meeting and vote to June 12 so all Councilors can be present.

Councilor Gates indicated that under Non-Public Sessions/Non-Meeting, he would like to add section 15.3 Personnel.

15. Non-Public Sessions/Non-Meeting Sessions

15.1. Non-Public Session, Land, RSA 91-A:3 II (d)

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

Councilor Lauterborn **MOVED** to enter a Non-Public Session under Land, RSA 91-A:3 II (d) and Personnel 91-A:3 II (a) . Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote of 12 to 0. Councilors Lauterborn, Keans, Hutchinson, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Councilor Varney, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 9:15 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes of the Non-Public Session of May 1, 2018 because disclosure would render the proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call. Councilors Bogan, Gray, Torr, Gates, Abbott, Keans, Lachapelle, Hamann, Lauterborn, Hutchinson, Councilor Varney, and Mayor McCarley voted in favor of the motion.

16. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Regular Meeting at 9:15 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Cassie Givara
Deputy City Clerk

**Special City Council Meeting
May 15, 2018
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Councilor Varney
Mayor McCarley

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

Minutes

1. Call to order

Mayor McCarley called the meeting to order at 7:01 PM. Cassie Givara, Deputy City Clerk, took a roll call. All councilors were present.

2. Resolution Ordering the Elimination of a Hazardous Building at 1 1/2 Chestnut Street in Rochester, New Hampshire *motion to approve*

Mayor McCarley entertained a motion to approve the following resolution:

Resolution Ordering the Elimination of a Hazardous Building at 1 1/2 Chestnut Street in Rochester, New Hampshire

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

WHEREAS, the building located at 1 1/2 Chestnut Street, Map 121, Lot 107 is owned by MJC Seacoast Ventures 24, LLC by way of Quitclaim Deed dated May 27, 2009 and registered with the Strafford County Registry of Deeds at

Book 3750 Page 0782 on June 22, 2009; and

WHEREAS, the building at 1 1/2 Chestnut Street has been damaged extensively by fire and constitutes a hazardous building; and

WHEREAS, the building at 1 1/2 Chestnut Street in the City of Rochester exists in a hazardous condition and is a hazardous building in violation of New Hampshire RSA Chapter 155-B, Hazardous and Dilapidated Buildings; and

WHEREAS, in the interest of public safety and pursuant to RSA 155-B, the City Council may order the owner of the hazardous building to raze and remove the structure;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rochester that:

- A. MJC Ventures 24, LLC, owner of the property located at 1 1/2 Chestnut Street in Rochester, is hereby ordered to:
 - 1) Demolish the building at 1 1/2 Chestnut Street in the City of Rochester, remove and properly dispose of all materials and existing debris on, in or around the building, with the exception of slabs to eliminate the collection of surface water. Substantial demolition must begin within twenty (20) calendar days of receipt of this order and be completed within forty-five (45) calendar days of said receipt.
- B. The City Council hereby Orders the building at 1 1/2 Chestnut Street, be razed and removed pursuant to the authority granted under RSA 155-B.
- C. The Order shall be served upon the owner pursuant to RSA 155-B:4.
- D. The City Council states a Motion for Summary Enforcement of this Order will be made to the 7th Circuit Court-District Division-Rochester unless corrective action is taken or an answer is filed within twenty (20) days of service of this Order upon the owner. Any costs, attorney's fees, or expenses incurred by the municipality may be enforced as a lien against the subject property and any other property owned by the same owner in the State pursuant to RSA 155-B:9, II. If the building contains personal property or fixtures, these items may be removed prior to demolition of this building.
- E. The City Manager is hereby directed to take all other actions provided

for under RSA 155-B.

F. This Resolution takes effect upon its passage.

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

3. Confirmation of Auction Sales *motion to accept*

Councilor Walker **MOVED** to accept the auction sales. Councilor Lachapelle seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

4. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the special meeting at 7:03 PM. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

**Special City Council Meeting
May 29, 2018
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gray
Councilor Hutchinson
Councilor Keans
Councilor Lauterborn
Councilor Torr
Councilor Varney
Councilor Walker
Mayor McCarley

OTHERS PRESENT

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

COUNCILORS ABSENT/EXCUSED

Councilor Gates
Councilor Hamann
Councilor Lachapelle

MINUTES

1. Call to Order

Mayor McCarley called the Special meeting to order at 7:00 PM. Cassie Givara, Deputy City Clerk, took a silent roll call. All Councilors were present except for Councilors Gates, Hamann, and Lachapelle who had been excused.

2. Communications from the Mayor

2.1. City Council Public Hearings to be held on June 5th

- **CDBG Amendment to Action Plan**
- **O & M and CIP Budgets for FY 18-19**

Mayor McCarley announced that the Public Hearings for the above matters shall be held on June, 2018 starting at 7:00 PM.

2.2. Last Day to Change your Party Affiliation is June 5th

Mayor McCarley announced that the last day to change your party affiliation is June 5, 2018.

**2.3. Supervisors of the Checklist Session to be held on June 5th
(City Clerk's Office: 7:00 – 7:30 PM)**

Mayor McCarley announced that there would be a Supervisors of the Checklist Session on June 5, 2018.

2.4. Filing Period for the State Primary Election is June 6TH – 15th

Mayor McCarley announced that the filing period for the State Primary Election begins on June 6, 2018 and ends on June 15, 2018.

2.5. Dog Warrant shall be handed over to the Police Department for Action on June 5th
• **Delinquent Dog Owners: 1,898**

Mayor McCarley announced that the deadline to license your dog for the 2018-2019 season has ended. She encouraged dog owner to license their dogs if they have not already done so this year.

Mayor McCarley also announced that there would be a fundraiser and silent auction to raise money for former Rochester Mayor Doug Lachance. The benefit will take place at The American Legion on June 8, 2018 from 3:00 – 8:00 and tickets are being sold around the community.

3. Resolution Authorizing the Reprograming of the Community Development Block Grant (CDBG) Funds for FY 2018-2019
first reading and refer to the June 5, 2018 Public Hearing

Councilor Walker **MOVED** to read the resolution for the first time by title only and refer the matter to a public hearing. Councilor 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 to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2018-2019

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

WHEREAS, the City of Rochester has received its FY 2018-2019 Community Development Block Grant program allocation in the total amount of Two Hundred Ninety Thousand Six Hundred Thirty Seven Dollars (\$290,637.00), an increase of Sixty Four Thousand Five Hundred Sixty Seven Dollars (\$64,567.00) over the Two Hundred Twenty-Six Thousand Seventy Dollars (\$226,070.00) previously appropriated by the City Council at its May 1, 2018 meeting;

WHEREAS, the final allocation of funds 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:

Category	Additional	Final	
	May 1, 2018	Funding	Allocation
Administration and Planning	\$45,214.00	\$12,913.40	\$58,127.40
Public Service Agencies	\$33,910.50	\$9,685.05	\$43,595.55
Housing/Public Facilities/Infrastructure	\$146,945.50	\$41,968.55	\$188,914.05
Total	\$226,070.00	\$64,567.00	\$290,637.00

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Sixty Four Thousand Five Hundred Sixty Seven Dollars (\$64,567.00) bringing the total appropriation for the FY 2018-2019 Community Development Block Grant program to Two Hundred Ninety Thousand Six Hundred Thirty Seven Dollars (\$290,637.00).

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned 2018-2019 fiscal year Community Development Block Grant from the federal government to the City of Rochester.

FURTHER STILL, 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 accounts(s) as necessary to which said sums shall be recorded.

4. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the special council meeting.

City of Rochester
Draft

5/31/18
Special City Council
May 29, 2018

Councilor Hutchinson seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Cassie Givara
Deputy City Clerk



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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ARTS FOR ALL PROCLAMATION

WHEREAS, the mission of the Rochester Opera House is to educate, engage, empower, challenge, and inspire a community of all ages; and

WHEREAS, the Rochester Opera House is one of the most prominent economic engines of the downtown district, drawing thousands annually from all over the region, to enjoy a wide variety of theatre, concerts, comedy, and film; and

WHEREAS, through the cultivation of new performers, diversity of shows, and innovative arts education programs developed with an “ARTS FOR ALL” philosophy, the Rochester Opera House brings the incredible power of the arts to the widest possible audience; and

WHEREAS, the Rochester Opera House was first opened to the public on Memorial Day of 1908; and

WHEREAS, this year marks the 110th anniversary of the opening of the auditorium.

NOW THEREFORE, I, Caroline McCarley, do hereby proclaim this May 30th, 2018, as *ARTS FOR ALL* day, and hereby call upon all citizens of the City of Rochester thereof to render support to the members of this organization and to make themselves aware of the Rochester Opera House, whose board of directors, staff, and volunteers this day are leading the economic revitalization of our historic downtown district.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 5th Day of June in the year of our Lord, Two Thousand and Eighteen.

Caroline McCarley
Mayor

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City Clerk's Office

From: Jennifer Marsh
Sent: Monday, May 07, 2018 10:04 AM
To: Samantha Kelley
Subject: RE: employee recommendations

Sam, it was **Steve Vincent and Ken Brisson** that helped with cleanup day. Jeff mentions Steve in the email but he talked about both when I was at the Main Street Board meeting. It's always exciting to attend a meeting where your colleagues are mentioned for being super helpful and that the work done would not have been anywhere near as good if it wasn't for these co-workers.

Hi Jenn,

On Rochester Cleanup day, Steve and another member of public works were on hand to help with the day. Steve was great to work with, he not only spread out the mulch to the different location but made sure to keep a truck on hand with extra to be shuttled around too where it was needed. Without their help, we would not have been able to get done everything we got done. Please pass this on to the powers that be.

Thanks

Jeff

From: Samantha Kelley
Sent: Monday, May 07, 2018 9:04 AM
To: Jennifer Marsh <jennifer.marsh@rochesternh.net>
Subject: FW: employee recommendations

Hi Jen,

Lisa stated that we have used nominations from non-employees in the past so she guessed we could include this. If you want to forward me the email by the 10th, we'll include them in the voting for this month's meeting.

Thanks and have a great day.
Sam

From: Samantha Kelley
Sent: Friday, May 04, 2018 1:14 PM
To: Jennifer Marsh <jennifer.marsh@rochesternh.net>
Subject: RE: employee recommendations
Hi Jen,

I'm checking with Lisa now on whether a nomination has to come from a city employee or not. I've never come across this. :) I will let you know. If you want to forward me the email in the meantime that's perfectly fine. :)

Thanks Jen

From: Jennifer Marsh
Sent: Friday, May 04, 2018 12:47 PM
To: Samantha Kelley <samantha.kelley@rochesternh.net>
Subject: employee recommendations

Samantha,

Can I forward an email from someone from Main Street on clean up day who wanted to nominate 2 guys for EOM awards. Does I need to be anything fancy?

Thanks.

Jennifer Marsh
City of Rochester
Economic Development Specialist - Office of Economic & Community Development
31 Wakefield Street
Rochester, NH 03867
(603) 509-1910 -direct line / (603) 335-7597 - fax
jennifer.marsh@rochesternh.net
We have a new website - visit us: www.RochesterEDC.com

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City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER
 31 Wakefield Street • Rochester, NH 03867
 (603) 332-1167
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6.2. CITY MANAGER'S REPORT P. 47 **June 5, 2018**

The Employee(s) of the Month are: Ken Brisson – DPW and Steve Vincent DPW- Buildings & Grounds – **P. 45**

Contracts and documents executed since last month:

- Department of Public Works
 - Easement – Fieldstone Waterline **P. 49**
 - Franklin Street Improvement Project – Change Order 3 **P. 50**
 - NPDES PII Small MS4 Permit – Annual Report **P. 51**
 - Security Agreement – 128 Salmon Falls Road **P. 52**
 - UNH Agreement – Cocheco River Sonde Deployment and Monitoring **P. 53**
 - Watershed Properties Conservation Grant Applications **P. 54**
 - Water Treatment Plant – Low Lift Water Pump Station Upgrade Project – Keymont Construction – Construction Contract **P. 57**
- Economic & Community Development
 - CDBG Cap Weatherization – Environmental Reviews – Community Action Partnership **P. 58**
 - CDBG Contract – Community Action Partnership **P. 59**
 - CDBG Contract – Dover Adult Learning **P. 60**
 - CDBG Contract – My Friends Place **P. 61**
 - CDBG Contract – Community Partners **P. 62**
 - CDBG Contract – Share Fund **P. 63**
 - CDBG Cap Weatherization – Environmental Reviews – multiple projects **P. 64**
 - CDBG Cap Weatherization – Environmental Reviews – SHS Chairlift, Maple Street Magnet School chairlift installation **P. 65**
- Information Technology
 - Atlantic Broadband – Internet Service Agreement **P. 66**
 - Office 365 licenses **P. 67**
- Legal Department
 - Redemption – 828 Portland Street **P. 68**
 - Redemption – 39 Old Milton Road **P. 69**
 - Sale – 8 Moose Lane **P. 70**
 - Sale – 58 Maple Street **P. 71**
 - Sale – 82 Strafford Road **P. 72**
- Planning Department
 - Bid Acceptance – Transportation Master Plan **P. 73**
 - Plan NH – Technical Assistance Grant Program Agreement **P. 74**
- Tax Collector
 - Citizens Self Service – Value Payment Systems Contract **P. 75**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **none**
- Monthly Overnight Travel Summary - **P. 76**
- Permission & Permits Issued **P. 77**
- Personnel Action Report Summary **P. 78**

5/31/18



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

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CITY OF
Received
MAY 21 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: May 15th, 2018
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Easement for Fieldstone Waterline
CC: Terence O'Rourke, City Attorney

Please see the attached water main easement and water main agreement between the Fieldstone Village Cooperative and the City of Rochester. This easement is needed for general maintenance, operations, and repairs to the city water main that runs through the manufactured home park. This water main is needed for water circulation, quality and fire flow to this section of Rochester.

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

5/31/18



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received
MAY 21 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

FROM: Michael Bezanson, PE, City Engineer 

DATE: May 17, 2018

SUBJECT: Franklin Street Area Improvements -
Change Order No. 3

CC: Peter Nourse, PE, Director of City Services
Blaine Cox, Deputy City Manager/Director of Finance & Administration
Terence O'Rourke, City Attorney

Attached are three (3) originals of Change Order No. 3 for the Franklin Street Area Improvements project. This change order document reflects no change in the contract price and only extends the overall contract time by one month for the completion of the second half of Adams Avenue, including roadway reconstruction and related utility improvements. The costs of this work are able to be covered by existing bid items in the contract.

Please contact me with any questions. If approved, please sign all three attached originals and return the signed documents to me at Public Works.

Thank you.



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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INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Michael Bezanson, PE, City Engineer *mb*
DATE: April 30, 2018
SUBJECT: NPDES PII Small MS4 General Permit -
Annual Report (April 1, 2017 – March 31, 2018)
CC: Peter Nourse, PE, Director of City Services

Attached please find one (1) original of the City's Annual Report for the NPDES PII Small MS4 General Permit for stormwater (reporting period April 1, 2017 – March 31, 2018).

Please sign the original document and return the Annual Report to me at Public Works.

This Annual Report will be submitted to both the NHDES and EPA (due date: May 1, 2018).

Please contact me with any questions. Thank you.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: May 9th, 2018
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreement for 128 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreement for the repayment plan for 128 Salmon Falls Road for their connection to city water and city sewer.

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



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

5/31/18

CITY OF
Received

MAY 25 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

FROM: Lisa J. Clark, Admin and Utility Billing Supervisor *ljc*

DATE: May 23, 2018

SUBJECT: UNH Agreement – \$36,006
Cocheco River Data Sonde Deployment and Monitoring

CC: Peter C. Nourse, PE Director of City Services

Enclosed please the annual UNH Agreement monitoring of the Cocheco River to include data sonde deployment, maintenance, sampling and data collection. This testing and monitoring effort is in support of the ongoing NPDES Permit Negotiations and Great Bay Coalition support.

If you have any questions please call or email David Green, Chief Operator at the WWTF, 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

5/31/18



City of Rochester, New Hampshire


PUBLIC WORKS DEPARTMENT

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(603) 332-4096 Fax (603) 335-4352
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CITY OF
Received
MAY 9 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

FROM: Peter C. Nourse, Director of City Services 

DATE: April 18, 2018

SUBJECT: WATERSHED PROPERTY CONSERVATION GRANT APPLICATIONS

CC: Michael Bezanson, PE City Engineer
Peter C. Nourse, PE Director of City Services

Attached please see two grant applications from the Great Bay Resource Protection Partnership Land Protection Transaction Grant Program. Your approval is requested.

Grant funding is sought to provide appraisals of two key drinking water watershed properties in Farmington:

1. City property, 133 acres which surrounds Tufts Pond, a City drinking water reservoir.
2. The Stuart property, 160 acres.

Each grant is a 50% match of the anticipated appraisal costs (\$5,000 each property). The value of each grant is \$2,500 for a total of \$5,000.

The Stuart property is for sale. The Department of Public Works wishes to partner with the Southeast Land Trust Alliance (SELT) to protect the Stuart property from development. The appraisal is necessary in the eventual purchase of the property. Timing is critical as the owners wish to have a purchase agreement with SELT by mid-June or they will place the property on the open market. This property is of high value to the City's drinking water system, since it contains over 2,000 feet of the Berrys River, the chief source of City drinking water.

The City is also partnering with SELT to provide a conservation easement on the City property in Farmington (Tufts Pond). It is believed that once there is a



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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conservation easement on this property, the value of it will decrease and thus the taxable value of it. Recall that in 2018 this property was taken out of current use by Farmington and the taxes increased over 100 times.

The only commitment the City will have with these appraisal grants, if awarded will be to forward such proceeds to SELT. SELT is paying the appraisal costs up front. There may be costs for the City to partner with SELT for the purchase of the Stuart property. That agreement has not yet been drafted. DPW will be discussing the larger project with the Council this month.

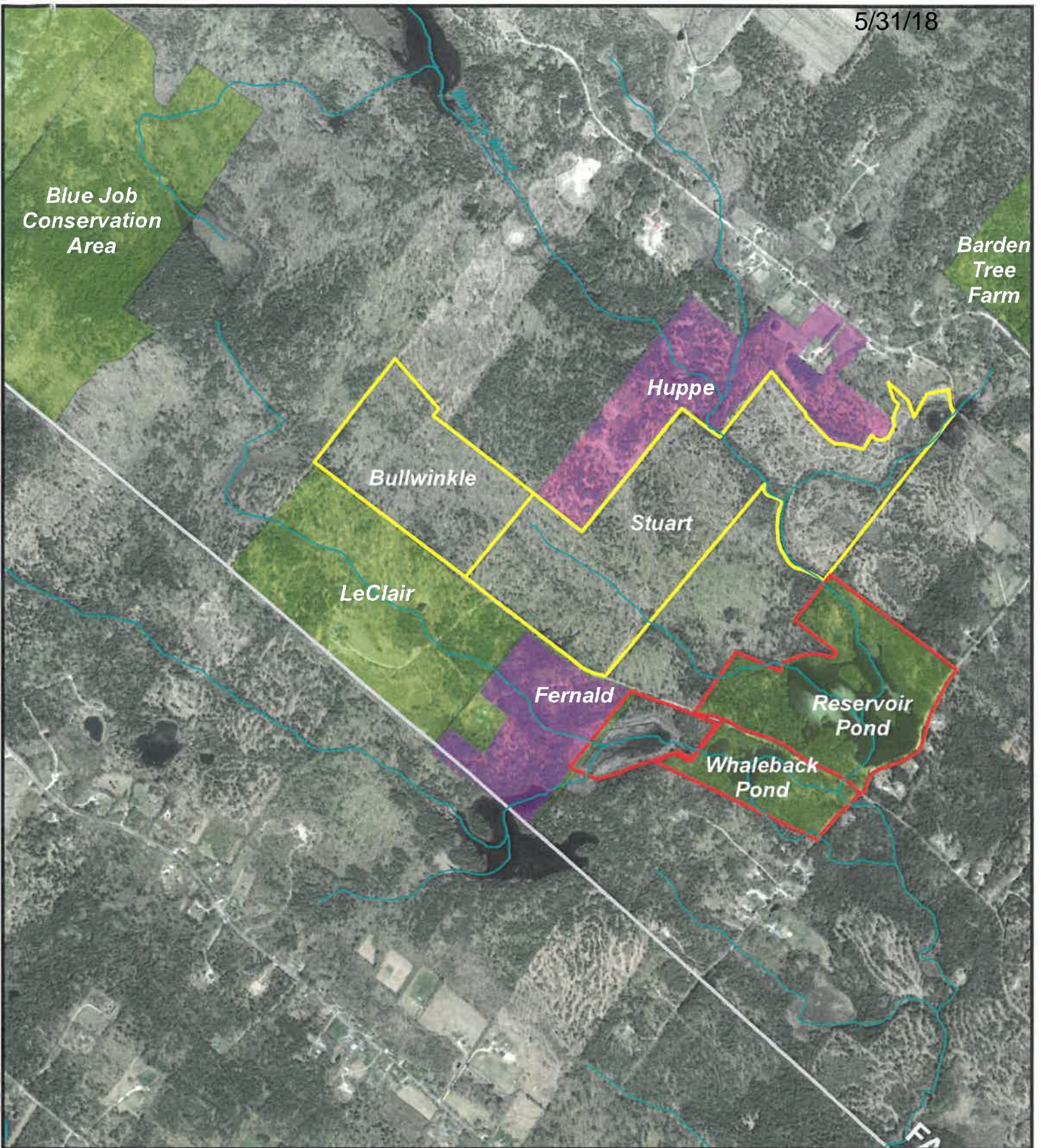
Dan Fitzpatrick, City Manager

Attachments:

Grant Applications:

- (1) Rochester Water Supply Lands – Reservoir Property (Tufts Pond)
- (2) Stuart Property

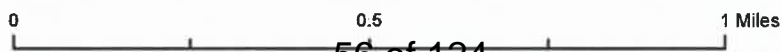
Map of Watershed showing properties



- Rochester Parcels
- SELT Current Projects
- SELT Conservation Lands
- Other Conservation Lands
- Roads (NH DOT)
- Rivers/Streams
- Town Boundary



1:17,164



City of Rochester Water Supply Lands Farmington, NH

Boundary and feature locations are approximate. Easement boundary based on tax maps.



Map prepared by
Southeast Land Trust of NH
May 2016





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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INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

FROM: Michael Bezanson, PE, City Engineer 

DATE: April 30, 2018

SUBJECT: **WTP Low Lift Pump Station Upgrades Project (#18-19) -
Construction Agreement and Notice To Proceed**

CC: Peter Nourse, PE, Director of City Services

Attached please find four (4) originals of the Agreement between Keymont Construction, Inc. and the City of Rochester for the construction of the WTP Low Lift Pump Station Upgrades project. This project was publicly bid and awarded to Keymont Construction, Inc. on April 13, 2018.

Also attached are four (4) originals of the Notice To Proceed to Keymont Construction, Inc. for the construction of the WTP Low Lift Pump Station Upgrades project stating that the contract time will commence to run on April 30, 2018.

Please sign all of the originals of the Agreement and the Notice To Proceed and return the entire package to me at Public Works.

Please contact me with any questions. Thank you.

5/31/18

Date: May 16, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2017-2018 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental reviews for several proposed project sites under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the August 1, 2017 City Council meeting.

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.

5/31/18

Date: May 21, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2018-2019 CDBG Contract – Community Action Partnership of Strafford Co.

Please see attached two signed copies of the FY 2018-2019 Community Development Block Grant (CDBG) contract between the City of Rochester and the Community Action Partnership of Strafford County. City Council approved funding for this activity at the May 1, 2018 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.

5/31/18

CITY OF
Received
MAY 24 2018
City Manager
ROCHESTER

Date: May 24, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2018-2019 CDBG Contract – Dover Adult Learning Center

Please see attached the signed FY 2018-2019 Community Development Block Grant (CDBG) contract between the City of Rochester and Dover Adult Learning Center. City Council approved funding for this activity at the May 1, 2018 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.

5/31/18

Date: May 24, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAY 24 2018
City Manager
ROCHESTER

Re: FY 2018-2019 CDBG Contract – My Friend’s Place

Please see attached the two signed copies of the FY 2018-2019 Community Development Block Grant (CDBG) contract between the City of Rochester and My Friend’s Place. City Council approved funding for this activity at the May 1, 2018 City Council meeting.

The contract copies 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.

5/31/18
Received
MAY 23 2018
City Manager
ROCHESTER

Date: May 23, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2018-2019 CDBG Contract – Community Partners

Please see attached two signed copies of the FY 2018-2019 Community Development Block Grant (CDBG) contract between the City of Rochester and Community Partners. City Council approved funding for this activity at the May 1, 2018 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.

5/31/18

CITY OF
Received
MAY 23 2018
City Manager
ROCHESTER

Date: May 23, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2018-2019 CDBG Contract – SHARE Fund

Please see attached two signed copies of the FY 2018-2019 Community Development Block Grant (CDBG) contract between the City of Rochester and the SHARE Fund. City Council approved funding for this activity at the May 1, 2018 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.

5/31/18

Date: May 16, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Rochester
MAY 21 2018
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental reviews for several proposed project sites under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the August 1, 2017 City Council meeting.

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.

5/31/18

CITY OF
Received

MAY 24 2018

City Manager
ROCHESTER

Date: May 24, 2018
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2017-2018 CDBG Environmental Reviews – CAP Weatherization, SHS Chairlift Project, MSMS Chairlift Project, Administrative and PSA Projects

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental reviews for the program-level review for the weatherization assistance program operated by the Community Action Partnership of Strafford County, the Spaulding High School chairlift replacement project, the Maple Street Magnet School chairlift installation project, and administrative and public service agency operating services for the upcoming FY 2018-2019. The City Council approved funding for all of these activities at the May 1, 2018 City Council meeting.

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.



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES
31 Wakefield St • Rochester, NH 03867
www.rochesternh.net

INTEROFFICE MEMORANDUM

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

FROM: Sonja Gonzalez, Chief Information Officer

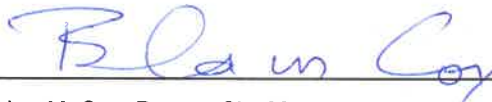
DATE: May 8, 2018

SUBJECT: Atlantic Broadband
Internet service to City core - \$600/month

CC:

Attached please find one copy of the Master Service Agreement that includes Service Order #006f30000niK2u for 150x150Mbps Fiber Ethernet Connection for a 60 month term. This replaces services currently purchased through the Metrocast Franchise agreement at the same cost, and is therefore already budgeted in O&M line 11020050-553000 COMMUNICATIONS.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature 
Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES
31 Wakefield St • Rochester, NH 03867
www.rochesternh.net

INTEROFFICE MEMORANDUM

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

FROM: Sonja Gonzalez, Chief Information Officer

DATE: May 8, 2018

SUBJECT: Zones, Inc
Office 365 Licensing - \$3,556.40

CC:

Attached please find the registration licensing agreement for Microsoft Office 365 licensing. The work described in this scope of services is for 20 licenses for Office 365 GCC.

Funds have already been allocated for the project in PO #6848.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature Blaine Cox
Blaine M. Cox, Deputy City Manager



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
 Date: May 24, 2018 *ThO*
 Re: Redemption of 828 Portland Street

On August 24, 2017, the Tax Collector issued a Tax Deed for 828 Portland Street. Pursuant to a Court Order dated June 27, 2017, Thomas Aubert was awarded the Right to Redemption from the former owner George Blaisdell. On May 24, 2018, Mr. Aubert redeemed the property in full. In order to complete the redemption process, the City must issue Mr. Aubert a Quitclaim Deed which must be signed by the City Manager.

A. Property Taxes owed: \$110,381.98
 B. Notice Cost: \$10.00
 C. Registry fees: \$20.00

TOTAL: \$110,411.98

Memorandum

CITY OF
Received
MAY 24 2018
City Manager
ROCHESTER

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney
Date: May 22, 2018
Re: Redemption of 39 Old Milton Road

On March 12, 2018, the Tax Collector issued a Tax Deed for 39 Old Milton Road. On May 9, 2018, the former owner, June Hamel redeemed the property in full. In order to complete the redemption process, the City must issue Mrs. Hamel a Quitclaim Deed which must be signed by the City Manager.

A check will be written to June Hamel in the amount of \$104.17 for the extra amount paid.

A. Property Taxes owed: \$31,798.37
B. Notice Cost: \$10.00
C. Registry fees: \$26.49

TOTAL: \$31,834.86



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OFFICE OF THE CITY ATTORNEY
19 Wakefield Street • Rochester, NH 03867
(603) 335-7564
www.RochesterNH.net

5/31/18

CITY OF
Received
MAY 24 2018
City Manager
ROCHESTER

Memorandum

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney
Date: May 24, 2018
Re: Sale of 8 Moose Lane

On May 12, 2018, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 8 Moose Lane was submitted by Raymond Gagne. In order to complete the sale the City must issue Mr. Gagne a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$2,211.51
Outstanding Water & Sewer Bill:	\$ 62.95
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$2,310.95
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$2,310.95
Sale Price:	\$500.00
Difference between Redemption Amount and Sale Price	\$ (1,810.95)


Daniel W. Fitzpatrick
City Manager



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY
 19 Wakefield Street • Rochester, NH 03867
 (603) 335-7564
www.RochesterNH.net

CITY OF
 Received
 MAY 29 2018
 City Manager
 ROCHESTER

Memorandum

To: Daniel Fitzpatrick, City Manager
 From: Terence O'Rourke, City Attorney
 Date: May 29, 2018
 Re: Sale of 58 Maple Street

On May 12, 2018, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 58 Maple Street was submitted by BFD Associates, LLC. In order to complete the sale the City must issue BFD Associates, LLC a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$59,116.76
Outstanding Water & Sewer Bill:	\$ (0.93)
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$59,152.32
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$59,152.32
Sale Price:	\$27,000.00
Difference between Redemption Amount and Sale Price	\$ (32,152.32)

Daniel W. Fitzpatrick
 City Manager



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
 Date: May 29, 2018
 Re: Sale of 82 Strafford Road

On May 12, 2018, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 82 Strafford Road was submitted by Peter Rizzo, Jr. In order to complete the sale the City must issue Mr. Rizzo a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$19,581.49
Outstanding Water & Sewer Bill:	\$ N/A
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$19,617.98

Additional Costs After Deeding:	\$ N/A
Total Amount:	\$19,617.98

Sale Price:	\$20,000.00
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Difference between Redemption Amount and Sale Price	\$ 382.02
--	------------------

Daniel W. Fitzpatrick
 City Manager

5/31/18



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

CITY OF
Received

MAY 4 2018

City Manager
ROCHESTER

Planning and Development
Planning Board
Conservation Commission
Historic District Commission
Arts and Culture Commission

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

FROM: James B. Campbell, Director of Planning & Development 

DATE: May 4, 2018

SUBJECT: Bid Acceptance for Transportation Master Plan

Attached please find the list of vendors and amounts in response to Bid# 18-24, Transportation Master Plan. We received eight (8) proposals with the lowest bid coming from Tighe & Bond. However, I would like to recommend that we award Bid# 18-24 to VHB, the second lowest bidder. Their proposal was better than Tighe & Bond's proposal and they have more recent experience with Transportation Master Plans (just completed Dover's) and other similar projects. They have the ability to complete the Plan and to start right away.

There is sufficient funding (\$125,000) in the Capital Improvements Program for the creation of the Transportation Master Plan Chapter.

If you have any questions please do not hesitate to ask. If you do not have any questions please sign and pass on to the City Manager for signature. This document should be returned to the Planning & Development Department. Thank you.

Signature 
Blaine M. Cox, Deputy City Manager

5/31/18



Planning & Development Department
City Hall Annex
33 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: <http://www.rochesternh.net>

Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

CITY OF
Received
MAY 29 2018
City Manager
ROCHESTER

MEMO

Date: May 25, 2018
To: Daniel Fitzpatrick, City Manager
From: Michelle Mears
Senior Planner/Planning and Development Department
Re: Plan NH New Hampshire Technical Assistance Grant Program Agreement

This is the revised Plan NH Municipal Technical Assistance Grant (\$10,000) contract that legal has reviewed and approved. This just states we are in contract with BendonAdams to work on the downtown density project.


Michelle Mears, Senior Planner



CITY OF ROCHESTER, NH
Tax Collectors's Office
 19 Wakefield Street
 Rochester, New Hampshire 03867-1915
 Phone (603) 332-1136
 Fax (603) 335-7580

5/31/18

INTEROFFICE MEMORANDUM

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

FROM: Doreen Jones, Tax Collector

DATE: May 23, 2018

SUBJECT: Citizen Self Service

CITY OF
 Received
 MAY 23 2018
 City Manager
 ROCHESTER

Attached please find one copy of the Citizen Self Service contract from Value Payment Systems, LLC. Value Payment Systems LLC will be the processor for Debit/Credit card payments for property taxes. Taxpayers will be able to see and pay their tax bills online. Tax services, mortgage companies and closing companies will be able to see the tax amounts as well. This was included in the Tax Collector's FY 18 CIP budget.

If you have any questions please feel free to contact me. If not, please sign and pass on to the City Manager for signature. This signed document should be returned to the Tax Collector to pass on to Value Payment Systems LLC.

Signature  Date: MAY 23 2018
 Dan Fitzpatrick, City Manager

Signature  Date: 5/23/2018
 Blaine M. Cox, Deputy City Manager

MONTHLY DEPARTMENT TRAVEL SUMMARY

5/31/18

Department	Name	Date of Travel	Event Location	Purpose for Travel
Business Office	Ann Arsenault	05/03/2018-50/04/2018	NHGFOA Conference	Professional Development
Police	Todd Pinkham, Jeremy Aucoin, Anthony Bossi, Andrew Swanberry	May 15-17, 2018	Bretton Woods	Primex Conference
Police	Rebecca Warburton	May 16-17	Bretton Woods	Primex Conference

* No cost to the City for this conference. All costs covered by the Family Justice Center.

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
4/5/2018	4/30/2018	EVENT	Rochester Main Street - Rochester Cares Clean Up Day	4/22/2018
4/5/2018	4/30/2018	EVENT	Blueberry Pancake Breakfast - First Church Congregational	4/21/2018
4/5/2018	4/30/2018	EVENT	Yard Sale - First Church Congregational	May-18
4/24/2018	4/30/2018	EVENT	Wedding at Rochester Common	7/28/2018
4/23/2018	4/30/2018	EVENT	Monarch School - motorcycle benefit ride	7/14/2018
4/19/2018	4/30/2018	EVENT	Mother's Day event at Rochester Common - Rochester Elders	5/12/2018
4/23/2018	4/30/2018	EVENT	Seacoast Learning Center 5K	5/12/2018
5/7/2018	5/8/2018	EVENT	Crosspoint Church - backpack outreach	8/18/2018
4/30/2018	5/8/2018	EVENT	First Parish Church - Boy Scout Eagle Project - bake	6/9/2018
5/7/2018	5/8/2018	EVENT	Rochester Main Street - Wine in the Garden/Beer in	6/6/2018
4/26/2018	5/8/2018	EVENT	Rochester Legion - Memorial Day Parade	5/29/2018
4/26/2018	5/8/2018	EVENT	Quilt Show	10/13-14/2018
4/26/2018	5/8/2018	EVENT	Harvest Praise of God Church - gospel concert	7/21/2018
4/26/2018	5/8/2018	EVENT	New England Region Sports Car Club of America - rallycross	6/23/2018

ELECTRONIC MESSAGE BOARD REQUESTS

5/7/2018	5/7/2018	MESSAGE	First Church Congregational - Pancake Breakfast	5/19/2018
5/4/2018	5/7/2018	MESSAGE	Photography Show	5/16/2018
5/9/2018	5/9/2018	MESSAGE	Huck Finn at Opera House	5/24 - 26/2018
5/21/2018	5/21/2018	MESSAGE	RYSA - Signups	5/25 - 6/12/2018
5/21/2018	5/21/2018	MESSAGE	St. Mary's Church - Yard Sale	6/1 - 2/2018
5/21/2018	5/21/2018	MESSAGE	SHS - Craft Vendor Sale	6/2/2018
5/21/2018	5/21/2018	MESSAGE	Rotary - Wings & Wheels	6/2/2018
5/25/2018	5/29/2018	MESSAGE	Art Walk	6/1 - 30/2018

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
IT	DANIEL WHITE	IT TECHNICIAN	1	X			X										
POLICE	MARC CILLEY	PATROL SERGEANT	1	X									X				
POLICE	CHARLES PENDLEBURY	PATROL OFFICER	1	X									X				
POLICE	CHRISTOPHER MANGUM	PATROL OFFICER	1	X									X				
PUBLIC WORKS	JAMES MARTINO	GROUNDWORK LABORER	1		X	X	X										
PUBLIC WORKS	RICHARD DUNTON	HEO	1	X												X	Add incentives for beeper.
PUBLIC WORKS	DAVID BENEDICT	MAINT TECH	1	X			X										
PUBLIC WORKS	DANIEL PROULX	WWTP OPERATOR	1	X			X										
PUBLIC WORKS	RYAN CRYER	FLEET MECHANIC	1	X												X	Add incentive - inspection license.
PUBLIC WORKS	JAMES QUINN	GIS/CONSTRUC. TECH.	1	X											X		
RECREATION	SHANNON COLSON	LIFEGUARD	1			X		X									
RECREATION	NICHOLAS GEMAS	COUNSELOR	1			X	X										
RECREATION	VARIOUS	AQUATICS FACILITY	4			X		X									
RECREATION	VARIOUS	COUNSELOR	2			X		X									
RECREATION	FALLON BROCATO	VARIOUS	2			X	X										
RECREATION	VARIOUS	HEAD COUNSELOR	3			X		X									
RECREATION	REBEKAH CHASSE	HEAD LIFEGUARD	1			X		X									
RECREATION	SHANE HUDSON	JR COUNSELOR	1			X		X									
RECREATION	VARIOUS	JR COUNSELOR	6			X	X										
RECREATION	VARIOUS	LIFEGUARD	7			X		X									
RECREATION	HALLIA LITTLEFIELD	LIFEGUARD	1			X	X										
RECREATION	KEN BILLINGS	POOL MAINT.	1			X		X									
RECREATION	NATALIE NOBLE	SUPPORT STAFF	1			X	X										

Kelly Walters

From: sweetlily@metrocast.net
Sent: Tuesday, May 29, 2018 6:10 AM
To: Kelly Walters
Subject: Susan King/Supervisor of the Check List

Good Morning Ms. Walters,

I am currently the Supervisor of the Check List for Ward 6 in Rochester.

I would like to resign from this position. After a few months thought and deliberation I have decided this is not the position for me. If you are not the correct person to contact or there is more that I need to do, please let me know.

Sincerely,
Susan King

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left blank...*

City Clerk's Office

Codes and Ordinances Committee

Councilor Peter Lachapelle, Chair
 Councilor Elaine Lauterborn, Vice Chair
 Councilor Tom Abbott
 Councilor Donna Bogan
 Councilor Robert Gates

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

Thursday, May 3, 2018

31 Wakefield Street, Rochester, NH

City Council Chambers

6:00 PM

Minutes**1. Call to Order**

Councilor Lachapelle called the Codes and Ordinances Committee to order at 6:00 pm. Susan Morris, City Clerk Typist, took a silent roll call. All Committee members were present except for Councilor Abbott who was excused. Also present were Michelle Mears, Planner I, Planning Department and Kyle Pimental from Strafford County Regional Planning Commission, Fire Chief, Mark Klose, Deputy Chief, Tim Wilder and Government Channel Coordinator, Celeste Plaia.

2. Public Input

There was not any one present for public input.

3. Acceptance of the Minutes: March 1, 2018

Councilor Gates **MOVED** to **ACCEPT** the minutes of the March 1, 2018 Codes and Ordinances Committee meeting. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Remote Participation During Council and Board Meetings

Celeste Plaia spoke on this. She was asked by Blaine Cox to reach out and do research out of other cities on what they had for Remote Participation and draft something up. It was unsure as to whether City Attorney O'Rourke wanted this to be a working session. Councilor Lachapelle stated that he wanted Attorney O'Rourke to draft something up from this and bring it back to the June 7th meeting.

5. Chapter 22 & Chapter 23 Fire Department Organization

Chief Marc Klose spoke about wanting some guidance from the committee to make changes to this ordinance stating that some of the practices stated are outdated and/or no longer practiced in the fire department currently. Councilor Bogan suggested that he go through the ordinance and

DRAFT MINUTES

strike through anything he wishes to remove. Councilor Lauterborn added that anything new or changed to be typed in red so that it stands out as new or changed. Chief Klose is also looking to find the history of Chapter 22, when it was created, and when and what changes were made. He knows it was amended in 2006. Chief Klose will reach out via email to Councilor Lachapelle and Councilor Lachapelle will look into his books at home. Councilor Lauterborn asked that the Chief uses the RSA's a guidance when removing and/or making changes, and to have the RSA available when presenting his draft. Councilor Lachapelle asked that Chief Klose to come back to the June 7th meeting with a draft.

6. Other – 17.31 Regulations of Water Usage During an Emergency

Michelle Mears introduced Kyle Pimental from Strafford Regional Planning Commission. Mr. Pimental proceeded to give a power point presentation of what changes to 17.31 are being suggested for restriction of water usage. A draft copy of 17.31 was handed out at the meeting. Councilor Lauterborn **MOVED** to send this to City Council for a First Reading for the June 5th meeting. Then send for Public Hearing at the June Workshop meeting on June 19th. Councilor Gates seconded the motion. **MOTION CARRIED** by unanimous voice vote.

Michelle Mears wanted to update the Committee on some happenings. The planning department has hired a consultant to look at the density regulations for the downtown. They will be working with the Planning Department from now until September to come up with some changes to the current Zoning Ordinance. During this time they will be doing a lot of community listening events to hopefully get the community involved.

Discussion of Chapter 146; Disorderly Residence (City of Franklin 4-4-2011). This was originally on an earlier draft agenda and then it dropped off this agenda. Councilor Lachapelle suggested we follow up with Attorney O'Rourke for the June 7th meeting.

7. Adjournment

Councilor Lauterborn **MOVED** to **ADJOURN** the committee meeting at 6:35 pm. Councilor Gates seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully Submitted,

Susan Morris
Clerk Typist II



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson

Donna Bogan, Vice Chairperson

Tom Abbott

Jeremy Hutchinson

James Gray

Meeting Date:	Monday, May 14, 2018	
Members Present:	Donna Bogan James Gray Jeremy Hutchinson Elaine Lauterborn	Members Absent: Tom Abbot
Guests/Staff:	Julian Long, Community Development Coordinator Barbara Holstein, Rochester Youth Reach, SOS Recovery Center, Bridging the Gaps John Burns, SOS Recovery Center Julie Perron, Bridging the Gaps Lisa Stanley, Police Commissioner, Bridging the Gaps Sustainability Committee Jeff Donald, COAST Hannah Lavoie, Rochester Youth Spirit Corrine Potter, Rochester Youth Spirit Amy Grondin, Rochester Youth Spirit	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Hutchinson to approve the March 12, 2018 minutes. The minutes were approved unanimously.

PUBLIC INPUT

Mr. Burns apologized for missing the April 17th public meeting due to a conflicting prior commitment. Mr. Burns expressed disappointment that SOS Recovery Center was not selected for CDBG funding in FY 2018-2019. He discussed that SOS Recovery operates on a shoestring budget and expects a significant increase in clients due to the closure of the Rochester Community Recovery Center that had been operated by Frisbie Memorial Hospital. He also mentioned that state funding available may be reduced for SOS Recovery Center in the near future.

Councilor Lauterborn expressed the committee's support and gratitude for SOS Recovery Center and its services but explained that CDBG funding is limited that unfortunately not all applicants can receive grant awards. Councilor Gray added that the city has supported the Rochester Community Recovery Center in the past through non-CDBG funds.

<p>ROCHESTER YOUTH SPIRIT – Cheer Practice Space Request</p>	<p>Ms. Grondin explained that Rochester Youth Spirit is an organization formed by former cheerleaders to provide a competitive, rec-level cheerleading program for Rochester youth. The program does three competitions per year. Ms. Grondin mentioned that all of the adult program leaders are former high-level competitive cheerleaders and cheer instructors and that Rochester Youth Spirit is a member of the Greater Rochester Chamber of Commerce.</p> <p>Rochester Youth Spirit is seeking gymnasium and practice space for the program but has been encountering roadblocks in obtaining adequate access to space. Ms. Grondin stated that Rochester Middle School has allowed the organization access to some space, but given the size of the program and number of students, more space is needed. Ms. Lavoie added that the program has helped many youth to not only develop athletic skills but also important social developmental skills. Ms. Lavoie also stated that indoor practice space is needed as outdoor space is too dangerous for the youth.</p> <p>Councilor Gray explained that City Council has control over the Rochester Recreation Department but that the School Board has authority over the schools. Councilor Gray asked if Rochester Youth Spirit has talked to the Recreation Department, and Ms. Grondin replied that they have but the Recreation Department is concerned about the space that would be required for the practice mats. Councilor Gray suggested that Rochester Youth Spirit approach the district superintendent to discuss possible space at the schools; Mr. Long said he would provide an email introduction to Superintendent Hopkins. Councilor Lauterborn also said that the committee would discuss the space issue with the Rochester Recreation Department Director Chris Bowlen.</p>
<p>TRI-CITY VOLUNTEER DRIVER PROGRAM</p>	<p>Mr. Donald handed out TripLink Community Transportation Directory pamphlets to the committee members. The directory helps community members become familiar with the various transportation options available in the region. Mr. Donald explained that there is an Exeter group that organizes free community transportation provided by volunteer drivers using their own vehicles and that COAST is exploring the possibility of operating a similar program in the tri-city region of Rochester, Somersworth, and Dover. A community advisory committee has</p>

been formed of members from all three cities, including various social service agencies and the public housing authorities.

Mr. Donald stated that COAST is able to cover the costs for the program for its first year but will need support from the three communities for future years. He anticipates annual costs of \$5,000 to \$10,000 per year to maintain the program.

Councilor Lauterborn asked if the tri-city volunteer driver program will provide services in addition to what are already in the TripLink Community Transportation Directory. Mr. Donald said that it will provide additional services not already provided by other organizations or programs. Councilor Hutchinson asked what the program costs are spent on as the drivers are volunteers. Mr. Donald replied that funding covers administrative expenses, insurance coverage, background checks, defensive driver training, mileage reimbursements, and other such costs.

Councilor Lauterborn asked how the program is being funded in its first year. Mr. Donald replied that federal funding is supporting the program's first year and that, after the first year, the cities' funding will be used as continuing matching funds for federal grants. The program is planned to begin October 1, 2018.

Ms. Holstein stated that many of the region's hospitals and social service agencies are reporting that many residents are experiencing difficulties in obtaining transportation.

BRIDGING THE GAPS - Updates

Ms. Perron explained that Bridging the Gaps is a community coalition focused on youth substance misuse prevention using evidence-based prevention methodology. Currently, Bridging the Gaps is supported by a federal grant that runs through the end of the 2018 federal year, and the coalition coordinator position is paid via the grant and housed within the Rochester Police Department. Ms. Perron said that the coalition's data shows that youth use of substances has dropped over the years and that youth's perception of the risk of using substance has gone up over the years.

Ms. Perron presented a proposal for a Rochester Teen Empowerment Center that would provide a safe, welcoming space for Rochester youth as a deterrent to substance use. Such a space would also provide space for interns to work for Bridging the Gaps.

Councilor Lauterborn asked if there is not already a teen drop-in center. Councilor Bogan said that there was the Rochester Youth Reach facility on Wakefield Street and closed quickly. Ms. Holstein explained that the Wakefield Street facility was specifically aimed at homeless youth and did not receive many visits due to youth's fears of being reported to the Division of Children, Youth, and Families. There were also safety concerns regarding the Wakefield Street facility.

Ms. Stanley praised Ms. Perron's skills and talents as coalition coordinator and said, if there was adequate space for Bridging the Gaps, Ms. Perron would be able to recruit many qualified interns from the University of New Hampshire. Councilor Bogan asked if there isn't space at the Community Center. Mr. Long suggested the former office for the School Department's Families in Transition Coordinator at the Community Center.

Ms. Stanley stated that Bridging the Gaps is speaking with the Rochester Housing Authority regarding whether the Roberge Center would be available now that the Rochester Community Recovery Center is closing. Ms. Stanley thinks Bridging the Gaps might be able to get the building space for a discount but not for free. She stressed the cost savings for the Rochester community of investing in prevention efforts versus the costliness of later recovery efforts.

Councilor Lauterborn asked when funding for the program ends. Ms. Perron replied that the grant ends in September 2018 but that funding for her salary is covered through 2019. Mr. Long also mentioned that there is another federal grant application for which Bridging the Gaps has applied but that it would cover only a small portion of Ms. Perron's salary.

**FY 2018-2019 CDBG
ANNUAL ACTION PLAN
- Updates**

Mr. Long stated that the FY 2018-2019 CDBG grant allocation from the U.S. Department of Housing and Urban Development will be \$290,637. Councilor Lauterborn expressed concerns about the large amount allocated to Tri-City Co-op (\$8,685.05), which was not anticipated to be so high when the committee voted on contingency plans. Councilor Hutchinson suggested splitting the extra public service agency funds between Tri-City Co-op and SOS Recovery Center.

	<i>Motion was made by Councilor Gray and seconded by Councilor Hutchison to amend the adopted FY 2018-2019 CDBG annual action plan to provide an additional \$1,000 in public service agency funds to Cross Roads House, \$3,685.05 to Tri-City Co-op, and \$5,000 to SOS Recovery Center. The motion passed unanimously.</i>
PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, JOB Loan Program Report, Non-CDBG Grants	Mr. Long provided a brief overview of CDBG related activities, including a lead poisoning prevention workshop held on May 11th. Councilor Bogan praised the workshop and its presentation of information and suggested that a similar presentation be provided to a joint meeting between the Rochester City Council and Rochester School Department. Councilor Bogan also mentioned that the state lead poisoning prevention agency will be invited to the upcoming Wings and Wheels event to provide information and lead testing.
WORKFORCE HOUSING CHARRETTE	Mr. Long stated that the charrette dates will be September 26th and September 28th, held at the Rochester Performing Arts Center. Mr. Long also stated that there is now a Facebook page for the charrette and that publicity for the charrette will be ramping up within the next few months.
OTHER BUSINESS	Councilor Hutchinson mentioned that the Tri-City Homelessness Task Force will be meeting next on June 7th at 6 p.m. in Somersworth.

The meeting was adjourned at 9:24 p.m.

Next Meeting – Monday, June 11, 2018 at 7:00 p.m. in Isinglass Conference Room in the City Hall Annex (33 Wakefield Street)

Topics –Projects Program Report, Workforce Housing Charrette

The State of Substance Misuse Prevention in Rochester: Many Professionals Provide Evidence-Based Programs to Serve the Community

National Prevention Week is May 13-19, 2018

Bridging the Gaps, Rochester's Substance Misuse Prevention Coalition, together with its many sector collaborators throughout the City of Rochester, is working this month to raise awareness of the numerous evidence-based prevention programs and services that are available to the residents of our community. Community Coalitions, more than any other entity, are poised to connect multiple sectors within their region, including businesses, parents, youth, media, law enforcement, schools, faith organizations, health providers, social service agencies, and the government. By acting in concert through a coalition, all of the partners gain a more complete understanding of the community's problems. Together, the partners organize and develop plans and programs to coordinate their prevention efforts. The result is a comprehensive, community-wide approach to substance misuse and its related challenges.

the start of summer, an important time for school, communities, and prevention professionals to re-focus on prevention. Adolescents and full-time college students most often use substances for the first time during June or July, according to the SAMHSA National Survey on Drug Use and Health (NSDUH) data on adolescents – 2012 and NSDUH data

risk factor for youth substance use, and an opportunity to develop or strengthen the community, school, and family bonds that protect young people from substance use.

Bridging the Gaps (BTG) has been working in the Rochester community since 2008, funded by a 10-year na-

Empowerment, and the goal of creating a strong, healthy, resilient community. Julie Perron is the organization's coordinator. She specializes in behavioral science, experiential learning, program management, and fundraising. "I am thrilled to be at the forefront of Rochester's Prevention efforts, and to work with such a wonderful group of professionals to bring resources to youth and their families. It's great fun to see kids learn to set goals, communicate respectfully with one another, engage in issues that are important to them, and work on and take pride in projects that benefit their community," Nicole Rodler is the Rochester Police Department's Juvenile Court Diversion and Teen Drug Court Coordinator, and president of BTG's Advisory Board. "I am active with and believe in the mission of Bridging the Gaps because I feel that early prevention and intervention are imperative. If you can change an adolescent mind to not be swayed by negative peer pressure and to pursue positive healthy relationships with their peers and community, then you have made a huge difference in the world!"



It's great fun to see kids learn to set goals, communicate respectfully with one another, engage in issues that are important to them, and work on and take pride in projects that benefit their community.

on full-time college students – 2015. The timing of National Prevention Week provides an opportunity for schools and organizations to host prevention-themed events before the school year ends, raising awareness about this important issue among students and their families. These are key periods of social transitions, a

tional "Drug Free Communities" grant. The City of Rochester has housed the coalition, under the supervision of the Rochester Police Department, and has administered the grant for the past four years. BTG's Advisory Board is made up of strong, hard-working leaders who are passionate about Prevention, Youth

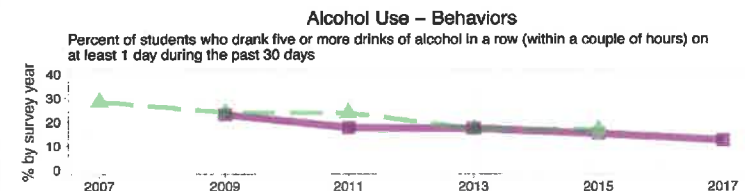
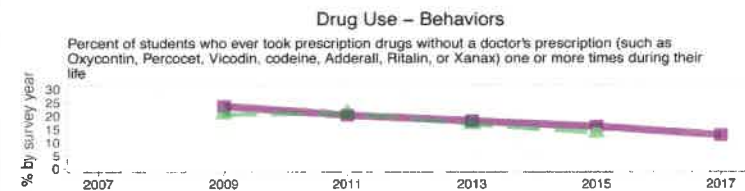
National Prevention Week is held each year during the third week of May—near

PREVENTION by the Numbers...

Over the past 8 years, both Drug and Alcohol use have Decreased.

Rochester (Spaulding and Burf Carlson): 2017 NH YRBS Preliminary Report (v1.2)

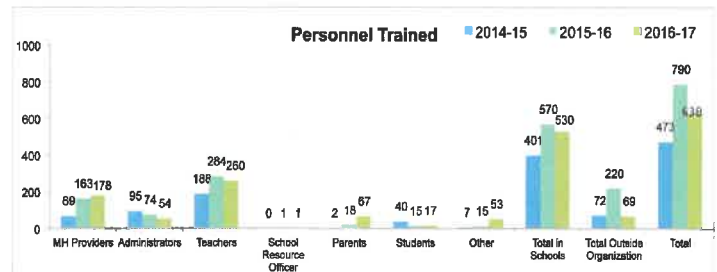
School Region NH



Data is collected by biannually using the Youth Risk Behavior Survey (YRBS) tool. In 2017, 75% of Rochester's H.S. population completed valid surveys.

Our SAFE SCHOOLS - HEALTHY STUDENTS initiative is guided by these Five Elements:

1. Promoting Early Childhood social and emotional learning and development
2. Promoting mental, emotional, and behavioral health
3. Connecting Families, Schools, and Communities
4. Preventing behavioral health problems, including substance use
5. Creating safe and violence-free schools.



Number of Trainings and Personnel Trained by SS/HS grant funding. The Rochester school personnel, including SAU personnel, benefited of 3,160.5 training hours and 20 community organizations have been trained for 1,416 hours. Source: Rochester, NH Safe Schools/Healthy Students 2017 Annual Report.



We Are Working hard to Stay AHEAD of the Crisis!

Find out MORE about the Rochester School District and our Safe Schools/Healthy Students Initiatives at www.RochesterSchools.com, or call 603-332-3678 FMI.

Another part of the police force dedicated to prevention is the team of School Resource Officers (SROs). SROs teach the "LEAD: Too Good for Drugs" curriculum in all 12 of Rochester's schools. Led by Sergeant Anthony Deluca at the Rochester Middle School, the program graduated 945 students last year. Teaching LEAD in the elementary schools is Officer Eric Ball, assisted by Community Engagement Officer Kyle Danie. At Spaulding High School, Officer Andrew Jackson is in charge of LEAD, as well as other restorative justice model programs. This team also works on community events throughout the year to engage with Rochester families promoting pro-social behaviors & activities, including monthly Teen Nights at the Recreation Center, Skate with A Cop at the Rochester Ice Area, Wings & Wheels at Skyhaven Airport, and National Night Out on the Rochester Common in August. (To learn more about the Drug Free Communities program and evidence-based prevention strategies, please visit <https://www.samhsa.gov/prevention>. Learn more about the ongoing initiatives of Bridging the Gaps Coalition at www.BridgingTheGapsNH.org).

als providing prevention programs and services to Rochester's youth. These include two full-time Student Assistance Persons (SAPs), offering universal prevention activities to students, ranging from classroom education to fun, hands-on school-wide activities such as Red Ribbon Week, Kick Butts Day, and National Prevention Week substance misuse awareness activities. They also provide customized group meetings within the schools, covering a wide range of topics, including but not limited to: substance misuse/abuse, behavioral issues, social pressures, and relationship issues. Kaitlin Calculator is the SAP at Rochester Middle School. She organizes school-wide prevention in concert with school staff, and meets with students who need a bit of extra support. "I am passionate about providing a safe place with an open door policy, where I am accessible to students for both group and individual support." Nicole Dale is a masters-level licensed drug and alcohol counselor and the SAP for Spaulding High School. "Offering group and individual services within the school setting has proven to be a huge advantage, as it eliminates three large barriers to using outside counseling services: time, transportation, and cost of service." Nicole Bandera has been a social worker at Spaulding High School since 2003. She meets individually and in groups with students to assist them with navigating

life during the teen years and helping them to discover their spark.

Many of the prevention programs and professional trainings for school staff members have been funded since 2013 by the Safe Schools/Healthy Students (SSHS) Community Grant. The goals of this grant were to increase the number of children and youth who have access to behavioral health services, increase the

Melissa Cardin. One significant outcome of SSHS has been the compilation of the School Climate Survey each year, which gathers input from students, parents, and school staff to assess areas of strength and ways in which to improve the and efficacy and interactions of all persons vested in the district. Within the past 4 years, SSHS has also allowed the district to expand the quality and scope of teacher trainings, and to partner with area service agencies to ensure a more thorough continuum of care for students and their families. (Find out more about the SSHS initiatives and outcomes at <https://sites.google.com/a/sau54.org/safeschools/>).

Both Bridging the Gaps and Safe Schools/Healthy Students will be at the end of their programs' grant cycles by the Fall of 2018. In order to keep the quality of programs and services currently in place, these professionals are working diligently in attempts to secure future funding through a combination of state, federal, corporate and private sources. Evidence-based prevention strategies are the proactive solution to staying ahead of the substance misuse crisis. It is the hope of everyone in the community that these vital strategies will be able to stay in place to assist the youth and families in Rochester.



It is the hope of everyone in the community that these vital strategies will be able to stay in place to assist the youth and families in Rochester.

supports for early childhood development, decrease the number of children who abuse substances, decrease the number of students exposed to violence, and improve overall school climate within the Rochester School District. This grant project was implemented under the direction of Michele Halligan-Foley (now Director of Career & Technical Education), and is now coordinated by

Within the Rochester School District, there are many credentialed profession-

Prevention is a PROACTIVE Investment

Bridging The Gaps
ROCHESTER'S
Substance Misuse
PREVENTION Coalition

Cost-benefit ratios for EARLY treatment and prevention programs range from 1:2 to 1:10

A \$1 investment yields \$2 - \$10 savings in health costs, criminal and juvenile justice costs, educational costs, and lost productivity.¹

What BRIDGING the Gaps DOES:

- Funds RMS Youth 2 Youth, an after-school youth empowerment program.
- Assists Spaulding H.S. & Bud Carlson Academy with EB activities, guest speakers, and Project Graduation.
- Creates prevention messaging for events & local news outlets.
- Builds capacity by funding attendance to state and national prevention trainings.



- Arranges and promotes community programs including "Drug Take-Back Days," "Caregivers of Youth Coffee Talk," "Impacts of Medicaid Expansion," and "National Night Out."



EARLY is BETTER!

FMI email Info.BTG@RochesterNH.net

Stay connected with us! or call (603) 330-7160

www.BridgingTheGapsNH.org



Our mission is to create a healthier Rochester, free of substance misuse and associated harms.



¹ National Research Council and Institute of Medicine. 2009. Preventing Mental, Emotional, and Behavioral Disorders Among Young People: Progress and Possibilities. Washington, DC: The National Academies Press. <https://doi.org/10.17226/12480>.

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City Clerk's Office

Public Safety Committee
Council Chambers
May 16, 2018
7:00 PM

MEMBERS PRESENT

Councilor David Walker
Councilor Robert Gates
Councilor Geoff Hamann
Councilor Jeremy Hutchinson
Councilor Peter Lachapelle

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Jason Thomas, Police Captain

Minutes

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

1. Public Input

There were no members of the public present for public input.

2. E911 Update

There was no member of the E911 Committee present to provide any updates.

3. Emergency Management Updates

There was no member of the Fire Department present to provide an emergency management update.

4. Downtown Crosswalks and Striping (kept in committee)

Chairman Walker summarized the issue. Mr. Bezanson showed photos of the pedestrian signs that have recently been installed on North Main Street. The signs have been placed on 2 crosswalks and are double-sided signs. Councilor Hamann asked if the signs are mandated by law. Mr. Bezanson stated they are not mandated by law, but recommended by the engineer that completed the Downtown Crosswalk Study. Chairman Walker said it looks like too many signs. Councilor Lachapelle said the newly installed signs are very visible; however, the temporary movable pedestrian warning signs are not as visible. Mr. Bezanson

also showed photos of the existing pedestrian warning signs on Union Street and at Parson Main. Chairman Walker said that the sign on the square as you approach from South Main Street looks ugly and the Committee may want to recommend replacing with a temporary movable sign in the area instead. Chairman Walker said that the Committee would re-evaluate the need for pedestrian warning signs at downtown crosswalks after the area is re-paved and the crosswalks have been repainted. Mr. Bezanson stated that the engineer has recommended signs related to the planned bike lanes as well. Councilor Hamann wanted to make sure that there would be no more signs added downtown right now. Mr. Bezanson next discussed lighting as it relates to visibility of pedestrians in crosswalks; he showed a map of all the existing and proposed crosswalks in the downtown area as well as the existing downtown streetlights in the area. Councilor Hamann asked if this was done with the GIS software that was purchased. Mr. Bezanson said yes, the downtown lights are now a layer that can be added by our GIS Technician to maps for discussions such as this one tonight. Chairman Walker said lighting needs to be added to the dark crosswalks, such as the one on North Main Street where he personally had an incident as a pedestrian. Mr. Bezanson said rather than simply flooding the downtown with streetlights everywhere, contrast is the key for pedestrian visibility. Mr. Bezanson cited a Federal Highway Administration (FHWA) technical report that noted for proper contrast, and to adequately illuminate pedestrians, streetlights should ideally be located at least 10-feet ahead of crosswalks in the direction of travel and, if possible, at least 10 times farther away behind the crosswalk. Chairman Walker wanted to know what the light would illuminate. Mr. Bezanson said a light 10-feet ahead of a crosswalk would illuminate down on street and on the approach side of the pedestrian. Councilor Lachapelle said that once the crosswalk on North Main Street is moved he would like to see how visible it is with the existing lighting. Mr. Bezanson said that the pattern on the crosswalks would be brick pattern with white lines; and his understanding is that only the white lines will be retroreflective. Chairman Walker said when everything is completed the Committee will revisit lighting; he likes the idea of a small pole with a solar light directed straight down on the sidewalk. Councilor Hamann said fresh paint makes a difference. Chairman Walker wanted to know if Mr. Bezanson had found some lights to present to the Committee. Mr. Bezanson said he done some research but struggled with mixing lighting types downtown and how that would appear. Mr. Bezanson also wanted to introduce the possibility of "shark tooth" yield line painting and associated signs at crosswalks. In situations where there are two or more travel lanes in the same direction, MUTCD recommends these yield lines ahead of unsignalized midblock crosswalks to help with visibility of pedestrians in the crosswalk. Chairman

Walker was not sure how it would work with too many signs and asked Captain Thomas if it would be a ticketed offense if they did not yield. Captain Thomas said if the signs were up yes. Finally, Mr. Bezanson informed the Committee that the downtown re-striping effort would include ADA accessible parking spaces. Chairman Walker wanted to know how many currently exist and how many are required. Mr. Bezanson said that based upon the total number of parking spaces in the downtown 5 ADA accessible spaces will be needed. There are currently two in the project area: one on North Main Street not near a curb ramp and one near the Chamber of Commerce on South Main Street. Councilor Hamann asked if they needed to be distributed evenly. He also said no business will want one in front of their business, and they should be designated in front of public buildings (i.e. City Hall). Chairman Walker said putting them up in front of public buildings would work; no one will complain in front of a city building. Councilor Hutchinson said that he thinks putting up near public buildings would work. Councilor Lachapelle agreed that in front of public buildings was a good idea, but ultimately they should be positioned at the discretion of Public Works.

5. Other

Nutter Street Speed Limit Sign

Chairman Walker said that John Ryea of 36 Nutter Street had contacted City staff concerned about speeding on Nutter Street and requesting a speed limit sign. There was some discussion regarding the location and length of Nutter Street. ***Councilor Lachapelle made a motion to deny the speed limit sign. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

Collins Circle Streetlight

Councilor Hutchinson said there is a light pole on Collins Circle with no light on it. He said that the neighborhood has had vehicles broken into a couple of years ago and the area gets dark. Chairman Walker said that they have a streetlight policy. According to the policy, you can install a streetlight at an intersection, every fourth pole, or at the end of a cul-de-sac. Councilor Hutchinson said this area has underground power. Chairman Walker said the City had pulled the surety to finish this development project. Councilor Hamann asked if there were any other lights there and Councilor Hutchinson said at the intersection there was. This request was kept in committee to get more information and to see if the pole is wired correctly.

City Hall Parking Lot

Mr. Bezanson shared the proposed new parking layout for the City Hall Parking Lot and noted that the proposed layout would be discussed further at tomorrow night's Public Works & Buildings Committee meeting. Mr. Bezanson said they were planning to begin drainage work in the parking lot immediately after the Memorial Day holiday.

Councilor Lachapelle made a motion to adjourn at 7:35 PM. Councilor Haman seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II, DPW.

Public Works and Buildings Committee

May 17, 2018

Council Chambers

MEMBERS PRESENT

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

OTHERS PRESENT

Blaine Cox, Deputy City Manager
 Peter C. Nourse PE, Director of City Service
 Daniel Camara, GIS / Asset Management
 Mark Sullivan, Senior Accountant

MINUTES

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

1. Approve minutes from the April 19, 2018 Public Works & Building Meeting.

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

Councilor Walker made a motion to accept minutes as presented for the April 19, 2018 Public Works Committee meeting. Councilor Varney seconded the motion. The Motion passed unanimously.

2. Public Input – None**3. Granite State Business Park (GSBP) Water Line**

Mr. Nourse stated that at the DPW Budget Presentation he had stated the importance of this project. He said there is insufficient water flows to this business park to support the current businesses when the City's tank needs to be shut down for maintenance and when the demand for water is high during testing of fire systems at some businesses. The Committee discussed the need for water pressure in order to market the existing properties for future growth in the park. Mr. Nourse pointed out that due to NHDES Wetland Permitting and permanent easements with the railroad crossing there will likely be addition time required to get this project moving. Councilor Varney stated that this project should not wait for the FY19 Budget to start design. The Committee discussed funding sources for this project including the use of funds to be received from a pending property sale (\$450,000) within this TIF area, and the future use of Economic Development Funds. Mr. Nourse informed the Committee that he would be applying for the NH Drinking Water / Ground Water Trust Fund Grant for this project. He stated that he believed these grants will be highly sought after and that the award will be based on specific criteria. Mr. Nourse stated that his staff and the Economic Development Staff

will work together on the grant submission, and he believes this project might have a good chance, as economic growth, and sustainability and multi-funding source projects are some of the factors used for determination of award. Mr. Sullivan distributed a spreadsheet that showed the project amount that could be supported by the TIF District Funds. The estimate was approximately \$83,816 annually, which means an additional \$109,184 annually for 10 years from other sources in order to support the 1.6 Million Dollar Project. Councilor Varney suggested that if the design, permitting were funded now with the income from the property sale and the remainder of the property sale funds were put toward this fund, then this would carry the project for the next few years. He also suggested that the Economic Development annual \$100,000 could be used for this project should the grant not be awarded to the City. Councilor Walker stated he did not want to see the Water Fund ratepayer have to absorb the cost.

Councilor Walker made a motion to recommend that the full City Council approve a supplemental appropriation for design of the project and support of the full project with the FY19 CIP. Councilor Keans seconded the motion. The motion passed unanimously.

4. Community Center Alarm Panel

Mr. Nourse stated that there is currently a project to replace the annunciator alarm panel at the Community Center. He stated that currently the design using the previous appropriation for that purpose and that this year's FY19 CIP budget has a request for \$150,000 to support the purchase and installation of the panel. He explained the need for the panel, citing the deficiencies in the existing equipment. Mr. Nourse stated that the current panel is obsolete and parts and service are difficult to come by. He stated the current panel is in a mechanical room at the far end of the front corridor and that it should be located at the entrance of the building for access by Fire Department in the event of an alarm. Mr. Nourse stated that he is discussing this now with the Committee to get input on the possibility of adding the ability to use this alarm panel for additional equipment to support a building wide notification system for other types of emergencies. As an example, he stated an active shooter situation. He said these type of systems can vary in the abilities from display panels, silent strobes, even text or emails. Mr. Nourse stated that he has asked the consultant that is designing the panel to provide some cost information in regards to adding this capability to the system that is being designed now. He stated that the system could be implemented at the same time as the current project or possibly in later years. Councilor Keans stated that there Americans with Disabilities Act (ADA) considerations that would be costly. Councilor Hamann stated that he would not support additional cost. Councilor Varney stated that there are children in this building that should be considered. Councilor Walker stated that he did not support this project at the Community Center. The subject of training for active shooter situations. Mr. Nourse stated that the Rochester Police Department had provided the active shooter training to all interested parties at the Community Center and it was well attended. He stated that there

was approximately 100 people that attended. Councilor Walker suggested proceeding with just the planned panel at this time. Councilor Varney suggested that by looking into it and letting the Committee know what is available and the cost associated, Mr. Nourse would be able to educate this group. Mr. Cox suggested a discussion with the School Department to see what if any systems they are considering for implementations.

5. DPW Building

Mr. Nourse stated that he and others took a tour of three facilities that our consultant had designed and built in Massachusetts. He stated that those facilities were in Wayland, Weston and Hopkinton. He stated that they varied from new to 5 years old. Mr. Nourse stated he was impressed with the quality, the layout, the materials and the finishes. He stated that he was able to speak with the onsite staff and that he saw the positive results of the engineers working closely with these people to produce excellent facilities. Mr. Nourse stated that he would like his staff to travel to these facilities to get them thinking about our needs. Mr. Nourse distributed a layout drawing with basic statistics of each of the facilities visited. He stated that all of these buildings are somewhat smaller than our needs but that they are all in the range of \$300 per square foot. Councilor Walker asked if that was design build. Mr. Nourse stated that he is recommending a design, bid, build process. Chairman Torr stated that the Hopkinton facility is on a small parcel of land. Mr. Nourse stated that they had been forced to build at that location as there was no other parcels available and he noted they do not have any room for future growth. Mr. Cox stated that he had gone on the tour and he appreciated that there were many things that were liked and we would want to emulate, but he noted that the tour was also useful as there were were things noted we would not want and would not do. He stated that overall he liked the Wayland and Hopkinton facilities. He stated that the Wayland facility was his top choice and noted that the Hopkinton facility had a layout that made it possible to go from the vehicle storage into the high bay repair area and to the wash bay that made that facility stand out. Councilor Keans asked if we had looked at any NH Facilities. Mr. Nourse stated that recently we had toured the Dover facility and in previous years, staff had toured to the Concord Facility and other Massachusetts locations. Mr. Nourse stated that he would go to other if it is helpful and suggested Manchester, which is much larger than our needs. Councilor Keans stated she appreciates the selection process that was followed but stated she believe that a New Hampshire Consultant would be preferable. Mr. Nourse stated that this consultant is based at Pease in Portsmouth, but has locations all of Northern New England states, as do most of our consultants. Mr. Cox stated that this will be bid in NH and open to all NH contractors for construction. Mr. Nourse stated he is seeking Committee and Council approval to move forward with the 58 Pickering Road site. Councilor Varney asked if the State was done removing and replacing contaminated soil per their project at this site. Mr. Nourse stated they are required to be finished by June 30, 2018 and that they are putting back soil that our consultants have suggested. Councilor Walker asked if building on this site proposed any

health risks. Mr. Nourse stated that in his reading the vapor transmission from soil to a building would not propose a problem. He stated the foundation itself may be more costly due to the types of soils and that may play into the parking lot surface, as we would want it to last. Chairman Torr asked the capacity of the current salt shed. Mr. Nourse stated approximately 2500 yards or tons. Councilor Walker expressed hesitation in approving the 58 Pickering Road site due to soil conditions. Mr. Nourse stated while it would likely be minor, we would also need signage for trucks entering as there is a line of sight issue when exiting this proposed site. Councilor Varney suggested starting the test borings now to provide additional cost information prior to the final location determination. Mr. Cox stated when discussing this issue with the consultants they noted an alternate construction technique instead of pilings. Mr. Nourse stated that he believed that this was a proprietary system that he would need to research. Mr. Nourse stated that the boring can be completed now and he would get back to the Committee. He stated that the current borings for the NHDES project only go down 12 feet and that they show silt and clay as would be expected. He stated those results also show 3 levels of water tables, which is odd. Councilor Walker stated that does add to his concern. Mr. Nourse stated that he would like to keep the Committee up to date with all aspects whether favorable or not and the department is ready to go, once the decision is made. The Committee was in agreement for the Director to proceed with the borings and report back prior to approval of the site.

6. On Site Septic System – Prior Approval Status –

Mr. Nourse stated that the City Council had approved a letter to the State of NH requesting prior approval from the City before the State issuance of Septic Design Approvals. He stated that in order to catch failed systems within the 100 feet of the City sewer mains we would need the assistance of NHDES Subsurface Division. Mr. Nourse stated that we sent the letter and now NHDES has issued a statement that states, “Effective 9/16/17 the Subsurface Bureau will no longer require local approval prior to processing applications for the replacement of failed individual septic disposal systems.” Mr. Nourse stated that he called the Subsurface Bureau and asked why the contradiction after we had an agreement that would assist in enforcement of both the RSA 147 and the City Ordinance that requires connection if within 100 feet of City sewer mains. The Subsurface representative explained that RSA 485.432 was amended in 2017 by a City of Rochester Representative and it states that any person submitting plans for construction approval of a septic system that is in failure shall be exempt from submitting a certification of compliance from local government as required RSA 147. Mr. Nourse stated that he spoke with the City Attorney and our attorney believes that the State does need the local approval as the amendment RSA does stated that nothing herein shall be construed to lessen the power or authority of other statutes. Mr. Nourse stated that the problem with all this is that the state is the one approving the designs for new systems or repairs to failed systems. He stated that the reason that NHDES made this exception is

that the Communities were taking too long with the approvals. Mr. Nourse stated if the Subsurface Bureau is not requiring property owners to get local approval, we will not be able to catch these requests prior to property owners making the initial investment into design and likely building or repairing the system. He stated we do get notified when these systems are approved, but not in a period where we could stop them or the property owner could avoid that investment. Mr. Nourse stated that he try to talk with the Subsurface Bureau and he will go to the Commissioner with a letter or in person if necessary as it does not make sense not to be working in unity on this process. Chairman Torr stated that new or replacement systems could be more costly than the tie into the City Main, and the financing option would make it a better option. Councilor Keans suggested that Mr. Cox look into the NH Municipal Associations legal team for addressing this matter. Mr. Nourse stated he would report back on the progress of this issue.

7. **Consumer Confidence Report (CCR) Water Quality Report** – Mr. Nourse put up the current Water Quality Report for calendar year 2017 on the display screen. He stated that he wanted to inform the public of the availability of the report on the City’s website. He stated that the report incorporates a significant amount of required information and information that is very informative. He stated it is very educational and that he hopes the residents take time to look at it.

8. **Project Status Report**

Whitehouse Rd Gas / Paving Project – Mr. Nourse stated that Unitil has completed the installation of approximately 2500 out of 6000 feet of the natural gas main. He stated that they have hit quite a bit of ledge as expected in this area. Mr. Nourse stated that originally expected to be completed in June and it looks like they will be pushing that back into July. He stated once they complete that work the City would be doing the work to reduce a few of the hills and then paving the road. Councilor Haman suggested checking in on the length of the workdays and scheduled days of work. Mr. Nourse said he could check into that.

125 Pedestrian Bridge Sidewalk & Guardrail – Mr. Nourse stated that it is about 90% completed, we are just waiting for rails for roadside. Councilor Torr stated that the sidewalk looks great. Mr. Nourse stated that he was very happy with the results and that the DPW Staff assisted NorthEast Earth with a lot of this work. Mr. Nourse stated that it should be finished up soon.

Paving – Mr. Nourse stated that prior to running the Pavement Assessment Software Program we will need to know how much funding is approved. He stated that previously we selected the streets and then tried to fund them with the budget but now we have put the City in the perfect position for determining pavement. Once the FY19 budget is approved, we can run the program to determine which streets are in the most need, and go from there. He stated with last year’s funding and the SB 38 funding we have enough

work to take us through this construction season. He stated that the request for FY19 is 1.4 million and that we will be paving Whitehouse Road with a portion of that. Mr. Nourse stated that the assessment will give us the streets to be paved and that we will be going out to bid early next winter on those streets and paving in construction season starting in May of 2019. Councilor Walker asked what the list for paving is this year. Mr. Nourse stated that he had sent that out in an email, but he will resend it.

9. **Other**

City Hall Parking Lot Parking Plan – Mr. Nourse showed a graphic for City Hall striping. He stated that it had been updated from last month and that the Opera House staff has looked at this new plan and they are on board with it. He stated the new plan has 126 regular parking spaces, 5-handicapped space, and 5 motor cycle spaces. Mr. Nourse stated that this is ready to go to the full Council on June 5, 2018 for approval.

Tennis Court – Chairman Torr asked when construction of the lighting project at the tennis courts would start. Mr. Nourse stated this project is out to bid and expected to open tomorrow 5/18/18, and the work should begin in June.

Stuart Acres 53 lot subdivision off from Jeremiah Lane – Mr. Nourse stated that there was a request to look at the proposed sidewalk in this area of this new development. He stated that there was a one-time voluntary contribution from the developer of \$115,000 for sidewalks to the entrance of the property. Mr. Nourse stated that on page 63 of the proposed FY19 CIP book this project is discussed. He stated that the sidewalk is proposed on the north side of Franklin Street from Anderson Lane to this subdivision. Councilor Varney stated that this sidewalk would not be built until the subdivision is built so there is not a rush on for this project. Mr. Nourse stated this was brought up to start the discussion.

Stafford Square – Councilor Hamann asked current project status. Mr. Nourse stated he has been meeting with abutters and that he is working to schedule a public information meeting in June. He stated that staff is currently negotiating with the abutters regarding right-of-ways, and possible land swaps and sales. Mr. Nourse stated he is still pushing to start up the utility work this year and building the round a bout next year. Councilor Walker asked when and where the public meeting would happen. Mr. Nourse stated possibly at the church that is in the project area in June. Councilor Walker stated he could make the contact with them.

10. **Non Public Per RSA 91-A:3,II(d)s** –

Councilor Walker made a motion for Non-Public Session at 8:03pm citing RSA91-A:3,II(d).

The Motion was seconded by Councilor Hamann.

Roll Call Vote

Chairman Torr - Yes

Councilor Walker Yes

Councilor Varney - Yes

Councilor Hamann Yes

Councilor Keans - Yes

Entered Non Public at 7:47PM

Councilor Walker Motioned to leave Non Public Session and to seal the minutes indefinitely 8:22 PM. The Motion was seconded by Councilor Keans. *The motion passed unanimously with a roll call vote as follows:*

Roll Call Vote

Chairman Torr - Yes

Councilor Walker Yes

Councilor Varney - Yes

Councilor Hamann Yes

Councilor Keans – Yes

Councilor Walker made a motion to adjourn at 8:22pm. 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



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 City Hall Parking Lot Plan - Approval

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

AGENDA DATE	June 5, 2018		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE-Signature on file		
DATE SUBMITTED	May 24, 2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Public Works & Buildings
CHAIR PERSON	Councilor Torr

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council Approval

SUMMARY STATEMENT

City Hall Parking lot Plan Approval

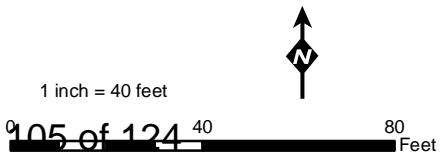
The DPW will be completing a full reconstruction of the City Hall Parking lot. At this time in order to gain additional parking spots and to have sufficient handicapped spots the department has done a redesign of the layout. This has been discussed and approved in advance with Public Works Committee and the Opera House has also had input and approval.

RECOMMENDED ACTION

City Council resolution approving the attached parking lot plan.



Parking Capacity:
126 Total Spaces
5 Handicap Spaces
5 Motorcycle Spaces



This map is intended for planning purposes only.
 All features shown should be considered approximate.
 Date: 5/15/2018
 Author: DC - City of Rochester, NH
 Source: NHGRANIT, City of Rochester

Proposed Striping
 City Hall Parking Lot
 Rochester, NH

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation for the Purchase of 10 North Main Street in the amount of \$111,914.51

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

That the sum of One Hundred Eleven Thousand Nine Hundred Fourteen and 51/100 Dollars (\$111,914.51) be, and hereby is, appropriated as a supplemental appropriation to the Economic Development CIP Fund 1501 (account # 15011081-771000-185xx) Property Acquisitions for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of 10 North Main Street, Rochester, New Hampshire by the City of Rochester.

Further, that the sums necessary to fund the above appropriation shall be drawn in their entirety from the Economic Development Fund unassigned fund balance.

Further, 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 06-05 AB

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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 Purchase of 10 North Main Street
--

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 type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	June 5, 2018		
DEPT. HEAD SIGNATURE	Terence O'Rourke, Legal		
DATE SUBMITTED	May 24, 2018		
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	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Economic Development Fund
ACCOUNT NUMBER	
AMOUNT	\$111,914.51
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Section 4, City Charter

SUMMARY STATEMENT

City Manager entered into a Purchase and Sales Agreement with George Kelly for the purchase of 10 North Main Street. The Agreement was executed on May 4, 2018. The terms are that the City will deliver to Mr. Kelly a Quitclaim Deed to 11 Bramber II and pay off the mortgage on 10 North Main Street in exchange for a Warranty Deed for 10 North Main Street. The mortgage is held by Holy Rosary Credit Union (HRCU). The proposed closing date is June 12, 2018. I contacted Pamela Hafner, a mortgage servicing specialist with HRCU, and she provided a pay-off amount for that proposed closing date of \$111,914.51. In order to complete the sale, the City must provide certified bank funds in the aforementioned amount to HRCU at closing. Thereafter, HRCU will file a Mortgage Discharge for the property.

RECOMMENDED ACTION

Approve resolution.



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 Establishing Keno - Relative to Funding for Kindergarten
--

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

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

AGENDA DATE	June 5, 2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	May 31, 2018		
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	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

For the City Council to read so that citizens are aware that the question: "Shall we allow the operation of casino games within the City of Rochester?" will be placed on the official ballot for the upcoming municipal election.

RECOMMENDED ACTION

Resolution Authorizing the Department of Economic Development to Apply for a Local and Community Heritage Investment Program (LCHIP) Grant in the Amount of \$50,000.00

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

That the City of Rochester Department of Economic Development is authorized to apply for a an LCHIP Grant in the amount of Fifty Thousand Dollars (\$50,000.00) to be used to restore seats in the Rochester Opera House.

CC FY 18 06-05 AB

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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 Rochester Opera House LCHIP Grant Application

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
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	6/5/2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	5/18/2018		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	N/A	

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	LCHIP Grant
ACCOUNT NUMBER	
AMOUNT	\$50,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Charter, Section 4.

SUMMARY STATEMENT

The Rochester Opera House is seeking to apply for a Land and Community Heritage Investment Program (LCHIP) grant to restore the seats in the Opera House. As the owner of the building that houses the Opera House, the City of Rochester must approve the application and, if a grant is awarded, enter into a stewardship agreement with LCHIP to maintain the seats. The Rochester Opera House is seeking other grant funds to serve as the matching funds for the LCHIP grant. No city funds will be used for the project.

RECOMMENDED ACTION

Approve the submission of an LCHIP grant application by the Rochester Opera House.

**Rochester Opera House
Seating Rehabilitation Project-Phase 2
Request for LCHIP Grant Application Submission**

The Opera house contains all original seating. These beautifully constructed seats boast wrought iron legs, wood rope detailing, umbrella hooks and a place to store your hat under each seat. You won't find a hat rack on any theater seating made today. While extremely well-built, the 110-year-old wooden seats need rehabilitation work if they are to be kept in use. The Opera House is committed to maintaining the artistic and historic integrity of the original structure and has begun a seat rehabilitation project for all 750 seats in the historic theater. The rehabilitation of the seats is an integral part of the overall commitment to the historic preservation of the theater. To date, 400 of the 750 seats have been rehabilitated in a partnership with the City with funding from a Community Development Block Grant.

To better serve the community and preserve the historic significance of the facility, the ROH is seeking funding to continue the seat rehabilitation project. The Opera House is would like to seek funding support from LCHIP for the next phase of the project. A request of \$50,000 from LCHIP would be leveraged with funding requests from the NH Council on the Arts and the Madelaine Von Weber Foundation. The cost for the second phase of the seat rehabilitation plan is estimated to be between \$80-90,000.

It is the goal of the Opera House to maintain as much of the original structures within the building as possible while maintaining a safe and comfortable environment for our patrons. The integrity of the seats that have not yet been restored continue to deteriorate and some are no longer safe for use. The seats range from having minor cracks and flaking paint to having completely broken seat backs or bottoms or missing components needed to hold the chair together. At this point, when a chair breaks the staff look to pull usable parts from other "out of service" chairs to put it back in use. The Opera House is running out of spare parts and pieces for these types of fixes and without proper maintenance the chairs that are in service will degrade quickly.

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City Clerk's Office

Resolution Authorizing Acceptance and Appropriation of a Certified Local Government Grant Award for the purpose of a travel grant to attend the National Alliance of Preservation Commissions in the amount of \$3,126.34

Be it resolved by the Mayor and City Council of the City of Rochester, as follows:

WHEREAS, that a Certified Local Government (CLG) grant in the amount of Three Thousand One Hundred Twenty-Six Dollars and Thirty-Four Cents (\$3,126.34) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Three Thousand One Hundred Twenty-Six Dollars and Thirty-Four Cents (\$3,126.34) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of a travel grant to attend the National Alliance of Preservation Commissions;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Division of Historical Resources 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.

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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 Grant Application Approval Certified Local Government Travel Grant
--

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

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

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	June 5, 2018		
DEPT. HEAD SIGNATURE	James Campbell		
DATE SUBMITTED	5/4/18		
ATTACHMENTS YES <input checked="" 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	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Certified Local Government
ACCOUNT NUMBER	TBD
AMOUNT	\$3,126.34
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

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SUMMARY STATEMENT

The City of Rochester applied for a travel grant to attend the National Alliance of Preservation Commission which will take place July 18- July 22 in Des Moines, Iowa. The city has been awarded \$3,126.34 to attend the conference from the NH Division of Historical Resources. Staff Planner Michelle Mears will be attending the conference along with the Historic District Chair Molly Meulenbroek. This will cover the cost of the entire conference. The NAPC FORUM is the only national conference focused on the issues facing local historic preservation commissions and historic districts. The city is the only one in the state that has been selected to attend the conference. The Planning and Development Department is excited to participate and bring back information for the City of Rochester.

RECOMMENDED ACTION

Approve travel grant application.

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	New		Certified Local Government Travel Grant	3126.34	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	New		Certified Local Government Travel Grant	3126.34	-	-
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
