



**Regular City Council Meeting
September 4, 2018
Council Chambers
7:00 PM**

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
 - 2.1. American Legion Unit 7 Junior Auxiliary**
- 3. Presentation of the Colors**
 - 3.1. American Legion Unit 7 Junior Auxiliary**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Special City Council Meeting Minutes: June 19, 2018 (Revised) *consideration for approval* P. 11**
 - 5.2 Regular City Council Meeting, Meeting Minutes: August 7, 2018 *consideration for approval* P. 21**
 - 5.3 Special City Council Meeting, Meeting Minutes: August 21, 2018 *consideration for approval* P. 41**
- 6. Communications from the City Manager**
 - 6.1 Employee of the Month Award P. 49**
 - 6.2 City Manager's Report P. 51**
 - 6.3 Non-Union Employment Policy Handbook Recommended Amendments P. 75**
- 7. Communications from the Mayor**
 - 7.1. Proclamation: "National Recovery Month" September, 2018 P. 99**

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City Clerk's Office

- 7.2. **Proclamation: "National Thank a Police Officer Day" September 15, 2018 P. 101**
8. **Presentation of Petitions and Council Correspondence**
9. **Nominations, Appointments, Resignations, and Elections**
- 9.1. **Appointment:** Councilor Elaine Lauterborn, Voting Delegate to the NHMA Legislative Policy Conference
- 9.2. **Resignation:** Kyle Starkweather, Planning Board P. 103
- 9.3. **Resignation:** Missi D'Arcy, Ward 5 Ward Clerk P. 105
- 9.4. **Appointment:** Jim Grant, Supervisor of the Checklist, Ward 6 P. 107
- 9.5. **Nomination:** Therese Hickman, NHDES Local River Management Advisory Committee P. 109
10. **Reports of Committees**
- 10.1. **Codes & Ordinances Committee P. 111**
- 10.2. **Community Development Committee P. 115**
- 10.3. **CTE Joint Building Committee P. 119**
- 10.4. **Finance Committee P. 133**
- 10.4.1. **Resolution Authorizing Supplemental Appropriation to the 2018-2019 Capital Improvements Plan (CIP) of the City of Rochester, Department of Public works CIP Fund, Water CIP Fund, and Sewer CIP Fund in the Amount of \$180,000.00 for the Asset Management Software Project *first reading, consideration for second reading and adoption* P. 137**
- 10.4.2. **Resolution in Accordance with RSA 33:9 Deauthorizing \$180,000.00 in Bond Authority Related to the 2018-2019 Capital Improvements Plan (CIP) of the City of Rochester, Department of Public works CIP Fund, Water CIP Fund, and Sewer CIP Fund for the Asset Management Software Project *first reading, consideration for second reading and adoption* P. 143**

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City Clerk's Office

10.4.3. Committee Recommendation: To not move forward with switching the Assessing software from Patriot to Avitar *consideration for approval* P. 134

10.5. Public Safety P. 149

10.5.1. Committee Recommendation: To Add a Crosswalk on Wakefield Street at the Walkway to the Spaulding High School Cafeteria Entrance *consideration for approval* P. 149

10.5.2. Committee Recommendation: To Deny the Request for a Streetlight on Yvonne Street *consideration for approval* P. 150

10.5.3. Committee Recommendation: To deny the Installation of a "Blind Driveway" sign on Four Rod Road *consideration for Approval* P. 151

10.5.4. Committee Recommendation: To Install a "Stop" Sign on City Property facing Dustin Homestead at the discretion of DPW *consideration for Approval* P. 151

10.5.5. Committee Recommendation: To send a letter to the State for action with the intersection of Tebbetts Road and Old Dover Road *consideration for Approval* P. 152

10.6. Public Works & Buildings Committee P. 157

10.7. Tri-City Mayors' Task Force on Homelessness P. 163

11. Old Business

11.1. Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Development and Construction Signs *second reading and consideration for adoption* P. 173

11.2. 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* P. 181

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12. Consent Calendar**13. New Business P. 10**

13.1. Resolution Authorizing the City Manager to Enter into a Lease Agreement with Fresh Vibes Café, LLC *first reading and consideration for adoption* P. 187

- **Exhibit A 13.1 P. 188**

13.2. Resolution Authorizing the Creation of a Riverwalk Account in order to Receive Donations up to \$5,000.00 and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption* P. 201

13.3. E911 Committee Recommendations

13.3.1. Resolution Authorizing the Renumbering of Addresses on Eastern Avenue in Compliance with E911 Standards *first reading and refer to a public hearing* P. 205

- **Exhibit A 13.3.1 P. 207**

13.3.2. Resolution Authorizing the Renumbering of 31 Main Street to 33 Main Street in Compliance with E911 Standards *first reading and refer to a public hearing* P. 227

13.4. Resolution Deauthorizing \$1,038 in Funding Related to the 2017-2018 Victims of Crime Act Grant *first reading, consideration for second reading and adoption* P. 233

13.5. Resolution Authorizing Supplemental Appropriation to the 2018-2019 Rochester Police Department Operating Budget and Acceptance of a United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) in the amount of \$26,029.00 *first reading, consideration for a second reading and adoption* P. 239

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- 13.6. Resolution Authorizing the Department of Public Works to Submit a New Hampshire Department of Transportation (NHDOT) Transportation Alternatives (TAP) Grant Application in an amount not to exceed \$500,000.00 *first reading and consideration for adoption* P. 245**
- 13.7. Land SELT – Water Supply Land Purchase & Conservation Easements**
- 13.7.1. Resolution Authorizing the City Manager to place 95 acres of City property into a Conservation Easement with the Southeast Land Trust *first reading, consideration for second reading and adoption* P. 249**
- 13.7.2. Supplemental Appropriation to the 2018-2019 Department of Public Works, Water Capital Improvement Plan Fund in an amount not to exceed \$122,000.00 for Water Reservoir Land Protection *first reading, consideration for second reading and adoption* P. 251**
- 13.8 2019-2020 Final Legislative Policy Recommendations P. 257**
- 13.9 Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year 2017-2018 Pursuant to the Provisions of Section 11.21(c) of the General Ordinances of the City of Rochester *first reading, consideration for second reading and adoption* P. 265**
- 14 Non-Meeting/Non-Public Session**
- 15 Other**
- 16 Adjournment**

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City Clerk's Office

Rochester City Council Special Meeting
June 19, 2018
Council Chambers
7:00 PM

<u>COUNCILORS PRESENT</u>	<u>OTHERS PRESENT</u>
Councilor Abbott	Blaine Cox, Deputy City Manager
Councilor Bogan	City Attorney Terence O'Rourke
Councilor Gates	Sarah Harrington, Ward 1 Seat A
Councilor Gray	
Councilor Hamann	
Councilor Hutchinson	
Councilor Keans	
Councilor Lachapelle	
Councilor Lauterborn	
Councilor Torr	
Councilor Varney	
Councilor Walker	
Mayor McCarley	

MINUTES

1. Call to Order

Mayor McCarley called the Rochester City Council Special Meeting to order at 7:00 PM. Kelly Walters, City Clerk, called the roll. All Council members were present.

Mayor McCarley thanked the residents who have participated in public input over the last few months of budget meetings; however, there will no public input available this evening as it is not a workshop setting.

Councilor Lauterborn announced that the Rochester United Neighborhood meeting (RUN) shall be held on June 25, 2018, at the Frisbie Memorial Conference Center starting at 6:30 PM.

2. Resolution Approving a U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention Mentoring Opportunities for Youth Initiative Grant Application *First reading, second reading and consideration for adoption*

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

**RESOLUTION APPROVING A U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUVENILE JUSTICE AND DELINQUENCY
PREVENTION MENTORING OPPORTUNITIES FOR YOUTH
INITIATIVE GRANT APPLICATION**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission by the Bridging the Gaps and the Rochester Police Department of a grant application in an amount up to Five Hundred Thousand Dollars (\$500,000.00) to the federal Department of Justice and its Office of Juvenile Justice and Delinquency Prevention in order to continue funding youth substance abuse prevention work performed by Bridging the Gaps.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Keans mentioned that this grant application is typically dealt with earlier in the year. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2018-2019 *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for a second time by title only. Councilor Walker seconded the motion. The

MOTION CARRIED by a unanimous voice vote. Mayor McCarley read the resolution for a second 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	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	<u>\$146,945.50</u>	<u>\$41,968.55</u>	<u>\$188,914.05</u>
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.

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

4. Resolution Approving the 2018-2019 Operating Budget for the City of Rochester *second reading and consideration for adoption*

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

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.

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

Councilor Varney **MOVED** to further amend the City Manager's proposed FY 19 Operating Budget on page 28 of the O&M booklet by increasing the School General Fund Expenditures by \$33,000. Mayor McCarley explained that this reflects the amount of money which is no longer needed for one of the "Lift" Projects, as this project is now being funded through CDBG funds. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Varney **MOVED** to amend the City Manager's proposed O & M budget on page 14 by increasing the School Department's General Fund Revenues by an amount of \$360,000. (*Increase of anticipated Medicare reimbursements per Superintendent of Schools.*) Councilor Lachapelle seconded the motion. The City Council briefly discussed the changes. Mr. Sullivan said the grand total in the School Department General Fund revenues after the proposed budget adjustments is \$63,415,838. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Varney **MOVED** to amend the City Manager's proposed budget on page 22 of the O & M budget booklet to decrease the School Department's Grants Revenue line item by \$161,000 from \$3,571,000 to \$3,410,000 and, on page 32 of the O & M budget booklet to decrease the School Department Grant line item by \$161,000 to \$3,410,000. Councilor Lachapelle seconded the motion. Mayor McCarley stated that this is strictly an in/out budget change and shall have no impact on the School Department's budget or the City's side of the budget. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley said after last week's proposed budget adjustments there had still been a need for tax cap override of the School Department's budget of approximately \$2,070,000. After the proposed budget adjustments made this evening an override in the approximate amount of \$1,710,000 is still needed in order to fund the School Department's operating budget as requested.

Councilor Varney **MOVED** to amend **Exhibit A** of the Operating budget to include all proposed changes to the original City Manager's budget, which changes the original amount of \$129,857,118 to \$132,024,336. Councilor Lachapelle seconded the motion. It was determined that the figures may not be accurate at this time. Councilor Varney **WITHDREW** the motion. Councilor Lachapelle **WITHDREW** the second to the motion.

Councilor Lachapelle **MOVED** to **TABLE** the Operating budget. Councilor Keans seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

The O & M Budget was adopted by a 9 to 4 roll call vote. More information about the O & M Budget Adoption can be found immediately following the CIP Budget Adoption.

5. Resolution Authorizing and Approving the 2018-2019 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith
second reading and consideration for adoption

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

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.

Councilor Keans asked what the amount of the proposed resolution is to be adopted. Councilor Varney replied that the amount

should be \$17,414,710. Councilor Lachapelle **MOVED** to **ADOPT** the CIP resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call of 13 to 0; however, it was later determined that the amount of \$17,414,710 should had not been the correct figure. A re-vote can be found below the original vote as follows: *Councilor Torr, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Bogan, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion.*

A discovery was found that there had been a discrepancy of the figure presented to the City Council at the time of the CIP Adoption. It was determined that a motion to re-consider the original vote for the CIP Adoption is in order:

Councilor Lachapelle **MOVED** to re-consider the vote to adopt the CIP Resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle asked if the resolution should also be re-read. Attorney O'Rourke agreed that it should be read again with correct amount of funding. Councilor Lachapelle **MOVED** to read the CIP budget resolution for the second time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the CIP resolution by title only for a second time as follows:

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.

Councilor Lachapelle **MOVED** to **ADOPT** the CIP resolution in the amount of \$14,970,057. Councilor Walker seconded the motion. The

MOTION CARRIED by a unanimous voice vote.

Operating Budget Adoption:

Councilor Lachapelle **MOVED** to take the O & M Budget resolution off from the **TABLE**. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote.

Councilor Varney **MOVED** to amend **Exhibit A** of the Operating budget to include all proposed changes to the original City Manager's budget, which changes the original amount to \$131,896,336. Councilor Lachapelle seconded the motion.

Councilor Lauterborn questioned how much would the increase be on the Tax Rate. Mayor McCarley said that it would increase the property tax rate by approximately \$1.24. Mayor McCarley called for a vote on amendment as stated above. The **MOTION CARRIED** by a majority voice vote.

Mayor McCarley said the final O & M Budget is now \$131,896,336; *which includes an override to the City's tax cap of \$1,710,000*. She clarified that a yes vote is an indication of override to the tax cap.

The **MOTION CARRIED** by a 9 to 4 roll vote. Councilors Keans, Lauterborn, Walker, Lachapelle, Abbott, Bogan, Hutchinson, Varney, and Mayor McCarley voted in favor of the motion. Councilors Gates, Gray, Torr, and Hamann, voted against the motion.

6. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 7:50 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

ADOPTED 2018-2019 OPERATING BUDGET-EXHIBIT A

OPERATING BUDGET SUMMARY

Appropriations:	PROPOSED	ADJUSTED	ADOPTED
City	\$ 32,656,544	(\$878,127)	\$31,778,417
City Grants and Donations**	\$ 655,070	\$0	\$655,070
Community Center	\$ 841,000	\$0	\$841,000
County Tax	\$ 6,551,172	\$0	\$6,551,172
Overlay *	\$ 460,000	\$0	\$460,000
Estimated Veteran's Credits *	\$ 682,059	\$0	\$682,059
State Property Tax	\$ 5,008,499	\$0	\$5,008,499
School	\$ 60,292,493	\$3,123,345	\$63,415,838
School Federal Grants	\$ 3,571,000	(\$161,000)	\$3,410,000
School Lunch	\$ 1,800,000	\$0	\$1,800,000
Water Works	\$ 6,965,868	(\$28,500)	\$6,937,368
Sewer Works	\$ 8,776,305	(\$16,500)	\$8,759,805
Arena	\$ 393,979	\$0	\$393,979
Tax Incremental Financing Districts	\$ 1,203,129	\$0	\$1,203,129
Sub Total	\$ 129,857,118	\$2,039,218	\$131,896,336
Revenues:	PROPOSED	ADJUSTED	ADOPTED
City	\$ 11,561,085	(\$878,127)	\$10,682,958
Use of Fund Balance	\$ 1,275,000	\$0	\$1,275,000
City Grants and Donations**	\$ 655,070	\$0	\$655,070
Community Center	\$ 841,000	\$0	\$841,000
School	\$ 31,011,312	\$1,413,127	\$32,424,439
School Federal Grants	\$ 3,571,000	(\$161,000)	\$3,410,000
School Lunch	\$ 1,800,000	\$0	\$1,800,000
Water Works	\$ 6,965,868	(\$28,500)	\$6,937,368
Sewer Works	\$ 8,776,305	(\$16,500)	\$8,759,805
Arena	\$ 393,979	\$0	\$393,979
Tax Incremental Financing Districts	\$ 1,203,129	\$0	\$1,203,129
Amount to be Raised by Taxes *	\$ 61,803,370	\$1,710,218	\$63,513,588
Sub Total	\$ 129,857,118	\$2,039,218	\$131,896,336

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

ADOPTED 2018-2019 CAPITAL BUDGETS-EXHIBIT A

CAPITAL BUDGET SUMMARY

	<u>PROPOSED</u>	<u>ADJUSTED</u>	<u>ADOPTED</u>
Capital Appropriations:			
City	\$ 5,758,210	(\$265,420)	\$ 5,492,790
School	\$ 2,160,000	(\$239,233)	\$ 1,920,767
Water Works	\$ 2,045,000	(\$30,000)	\$ 2,015,000
Sewer Works	\$ 5,536,500	(\$500,000)	\$ 5,036,500
Arena	\$ 1,075,000	(\$1,075,000)	\$ -
Community Center	\$ 640,000	(\$335,000)	\$ 305,000
Tax Incremental Financing Districts	\$ 200,000	\$0	\$ 200,000
Total Appropriations	\$ 17,414,710	(\$2,444,653)	\$ 14,970,057
Source of Revenues			
General Fund			
Bonding and/or other Borrowing	\$ 4,840,580	(\$113,653)	\$ 4,726,927
Operating Budget	\$ 3,717,630	(\$726,000)	\$ 2,991,630
Other Sources	\$ -		\$ -
Subtotal General Fund Revenues	\$ 8,558,210	(\$839,653)	\$ 7,718,557
Enterprise Funds & Tax Incremental Financing Districts			
Bonding and/or other Borrowing	\$ 8,000,000	(\$1,605,000)	\$ 6,395,000
Operating Budget	\$ 856,500	\$0	\$ 856,500
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	\$ 8,856,500	(\$1,605,000)	\$ 7,251,500
Total Revenues	\$ 17,414,710	(\$2,444,653)	\$ 14,970,057

**Regular City Council Meeting
August 7, 2018
Council Chambers
9:02 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

Blaine Cox, City Manager

COUNCILORS EXCUSED

Councilor Gates
Councilor Hutchinson

Minutes

1. Call to Order

Mayor McCarley called the Regular Meeting to order at 9:02 PM.

2. Opening Prayer

2.1 AMVET Riders

The Opening Prayer took place during the Public Hearing, which was held prior to the Regular City Council meeting.

3. Presentation of the Colors

3.1. AMVET Riders

The Presentation of the Colors/Pledge of Allegiance took place during

the Public Hearing, which was held prior to the Regular City Council meeting.

4. Roll Call

Kelly Walters, City Clerk, took a roll call. All City Council members were present except Councilors Gates and Hutchinson who had been excused.

5. Acceptance of Minutes

5.1 Special City Council Meeting June 19, 2018 (Budget Adoption), Revised Minutes *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the June 19, 2018 meeting minutes. Councilor Bogan seconded the motion. Councilor Varney questioned the sequence of how the budget adoptions took place in the minutes. He said the minutes should reflect exactly how the sequence of events took place. Mayor McCarley stated that the vote to accept this set of minutes would be postponed.

5.2 Regular City Council Meeting, Revised Minutes: July 10, 2018 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the July 10, 2018 meeting. Councilor Walker seconded the motion. Councilor Lachapelle requested that the minutes reflect his attendance. Councilor Walker **MOVED** to **ACCEPT** the minutes as amended. Councilor Lachapelle 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 Cox stated that the Employee of the Month Award for Steve Trepanier, Recreation and Arena Department, has been postponed until the August Workshop.

6.2 City Manager's Report

Contracts and documents executed since last month:

Department of Public Works

- **Esri GIS Enterprise Software Contract**
- **F.A. Gray, Inc. – Painting Exterior of City Hall**
- **Ransom Consulting Services Agreement**
- **State of DHHS Lease Amendment**
- **Yvonne Street Survey**

Economic & Community Development

- **NSP Closeout Documents for CDFA and HUD**
- **FY 2018-2019 Non-CDBG Contract - COAST**
- **FY 2018-2019 Non-CDBG Contract – Cornerstone VNA**
- **JOB Loan Repayment Plan for Distinctive Forest Creations**
- **FY 2018-2019 Non-CDBG Contract – Strafford CAP**
- **FY 2018-2019 CDBG Request for Release of Funds**
- **FY 2018-2019 CDBG Contract – RHA Charles St. Project**
- **FY 2018-2019 CDBG Contract – SOS Recovery Center**
- **SAM.gov Entity Registration Authorization Letter**

Legal Department

- **CDBG Loan to Poulin Realty Acquisition, LLC**
- **Redemption of 131 and 131A Milton Road**

Planning

- **VHB – Transportation Master Plan Professional Services Agreement**

Standard Reports

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

7. Communications from the Mayor

7.1 Governor Sununu & NH Executive Council visit to Rochester

Mayor McCarley announced that the Ward One Rochester United Neighborhood Meeting at Tara Estates has been postponed until September 12, 2018, at 7 PM.

Mayor McCarley announced that the 8th Annual Gonic vs. Eastside Softball game is scheduled for August 12, 2018, starting at 10 AM at Riverside Park, Old Dover Road.

Mayor McCarley announced that the Governor's Council is scheduled to hold an Executive Board meeting in the Opera House. A full schedule of events had been previously provided to the City Council and local newspaper. Mayor McCarley added that she regretfully cannot attend the event and that Deputy Mayor Varney would welcome the Governor on her behalf.

7.2 Mayors' Letter to New Hampshire Lawmakers regarding Senate Bill 446 and Senate Bill 365

7.2.1 Governor Sununu Letter of Veto for Senate Bill 446 and Senate Bill 365

7.2.2 "Override the Vetoes" Document - *NH Timberland Owners Association, the Granite State Hydropower Association, Owners of the six independent biomass plants, and the [NH Sustainable Energy Association](#)*

Mayor McCarley attended a New Hampshire Municipal Association meeting at which a discussion ensued about two Senate Bills (SB 365 & SB 446) which were vetoed by the Governor. She referenced the backup material for this topic, which can be found in the August 7th packet materials. She briefly explained the impact the vetoes shall have on the six independent biomass power plants in the northern part of the state; however, it would have a negative impact on the local communities as well.

Mayor McCarley referenced a letter addressed to the NH Senate from the thirteen New Hampshire cities requesting an override of both Senate Bills (SB 365 & SB 446). If there are no objections from the City Council members the Mayor shall sign the letter as written. Councilor Gray abstained from the discussion and any vote to be taken. No objections were stated and the letter shall be sent.

8. Presentation of Petitions and Council Correspondence

8.1. Correspondence: Skate Park Letter

Mayor McCarley referenced a letter written by Brayden Grant requesting that the City construct a skate park. Council briefly discussed the matter.

Councilor Lauterborn suggested the matter be sent to the Recreation & Arena Commission. Councilor Keans asked if Red Alert Skate Park offers or would offer a place for this type of bike/skating activity. Councilor Gray recalled that the old skate park had been built with wood and when it fell into disrepair the Community Development Block Grant could not be used to renovate the project. Mayor McCarley said the idea would be sent to the Recreation & Arena Commission for review.

8.2. Petition: Hillsdale Park

Mayor McCarley referenced a petition submitted by the Hillsdale Road residents opposing the proposed development of a kayak/boat launch and parking lot area. Mayor McCarley clarified that the parking lot and kayak/boat launch is a Riverwalk Committee project and it is in the very early stages of planning. Councilor Keans suggested that the residents view a similar launch set up at the end of Rochester Road heading into Berwick, ME. This would give the residents an idea of what the Riverwalk Committee is seeking to construct. Councilor Gray recalled that there is an existing canoe launch on Pickering Road. Councilor Torr recalled that the boat launch could be constructed away from Hillsdale Road, further down the river where there are no residents to be bothered. Mayor McCarley asked that Councilor Walker inform the Riverwalk Committee of Councilor Torr's comments. She stated that the petition is to be kept on record until the Riverwalk Committee formulates a plan.

9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Abigail Collins, Selectman, Ward 4

Councilor Walker **MOVED** to **ACCEPT** the resignation with regret. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1. Appointments Committee

Councilor Keans briefed the Council about the Committee's recommendation to re-appoint Janet Davis. Mayor McCarley nominate Janet Davis to be re-appointed to the Rochester Economic Development Commission with a term to expire on January 2, 2021. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease and that the Clerk

cast one ballot for Janet Davis. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Ms. Davis has been reappointed the Rochester Economic Development Commission.

Councilor Keans said Molly Meulenbroek is the current Chair of the Historic District Commission. Her term is not yet expired, however her new term would expire on January 2, 2022. Mayor McCarley nominated Molly to be reappointed as a Regular Member to the Historic District Commission, with a term to expire on January 2, 2022. Councilor Lachapelle **MOVED** that nominations cease and that the Clerk cast one ballot for Ms. Meulenbroek. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Ms. Meulenbroek has been reappointed to the Historic District Commission.

Councilor Keans briefed the Council about the Committee's recommendation to re-appoint Kevin Sullivan. Mayor McCarley nominated Kevin Sullivan to be appointed to the Conservation Commission Councilor Keans said Mr. Sullivan requested that the Commission have access to the online GIS system (including conservation sites) and one full hard-copy map in order to assist in their duties. The Commission also requested that the 'rain gardens' be monitored and that the Department of Public Works checked on rain gardens on an annual basis. This is something the Commission would be happy to assist with as well. Councilor Gray pointed out that the GIS map would have a "layer" of the conservation information. This layer could be viewed or be sent to the background. Mayor McCarley nominated Kevin Sullivan to be reappointed as a member of the Conservation Commission with a term to expire on January 2, 2021. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Sullivan. The **MOTION CARRIED** by a unanimous voice vote. Mr. Sullivan has been reappointed to the Conservation Commission.

Councilor Keans said that Troy Dillow has been an asset to the Economic Development Commission and is seeking reappointment. Mayor McCarley nominated Troy Dillow to be reappointed to the Rochester Economic Development Commission for a term to expire on January 2, 2020. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Dillow. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mr. Dillow has been reappointed to the Rochester Economic Development Commission.

Councilor Keans said Elizabeth Tokin's is one of the newer members to the Arts and Culture Commission and her term has not yet expired; however, the Committee recommends that Ms. Tonkins-Agea be reappointed to the Arts and Culture Commission with a term to expire on January 2, 2022. Mayor McCarley nominated Elizabeth Tonkins-Agea to be reappointed to serve on the Arts and Culture Commission with a term to expire on January 2, 2022. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Ms. Tonkins-Agea. The **MOTION CARRIED** by a unanimous voice vote. Ms. Tonkins-Agea has been reappointed to the Arts and Culture Commission.

Councilor Keans said that Martha Wingate could not attend the Appointments Review Committee meeting; however, she has served on the Historic District Commission for many years. She is a great historian and serves the Committee well. Mayor McCarley nominated Martha Wingate to be reappointed to the Historic District Commission with a term to expire on January 2, 2021. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Ms. Wingate. The **MOTION CARRIED** by a unanimous voice vote. Ms. Wingate has been reappointed to the Historic District Commission.

10.2. Codes & Ordinances Committee

10.2.1. Amendment to Chapter 22 of the General Ordinances of the City of Rochester Regarding Fire Department Organization *first reading, consideration for second reading and adoption*

Councilor Lachapelle explained that this Amendment had not been dealt with at the last Regular City Council meeting because a "marked-up" version had not been available. He **MOVED** to read the Amendment by title only for a first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

See attachment for full Amendment.

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

10.3. CTE Joint Building Committee

Councilor Varney informed the Council that the wrong set of minutes were included with the packet. The correct set of minutes shall be sent via email by tomorrow to all Council members. The correct set of minutes shall be added to the August 7, 2018 City Council packet as an Addendum and shall be posted online for the public to view.

Councilor Varney informed the Council that the next meeting would be held on August 8, 2018. He added that Superintendent Hopkins shall post to the School Department's website all of the Clerk of Works reports.

10.3 Public Safety

10.1.1 Committee Recommendation: To Deny the "Speed Limit" sign on Dry Hill Road. *Consideration for approval*

Councilor Walker **MOVED** to **DENY** the request for a speed limit sign to be erected on Dry Hill Road. Councilor Hamann seconded the request. The Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Gray said as a result of the fatal accident at the Tebbetts Road/Old Dover Road Intersection the Committee sent a letter to the State seeking an immediate review of that intersection for obvious safety concerns. Council briefly discussed the matter.

Councilor Keans requested that the Committee be provided with the last 3-5 years of accidents reports for that area. It may be time for a change in legislation relative to 'stop lines' and inching forward for safety purposes. Mayor McCarley agreed that maybe the letter could be drafted to include these safety concerns as well.

Peter Nourse, Director of City Services, stated that there shall be a Road Safety Audit conducted in that area, which was triggered by the recent fatality. The Council discussed the stop lines, which have been moved up to gain better site view. It seems that the problem has been linked to the speed of the traffic in that area. The Council discussed the large detour sign that has been placed on the side of the road, which could block the site view and cause a distraction. This matter has been sent to the next Public Safety Committee for further review.

Councilor Walker requested that the City Clerk ensure that a request for a Streetlight be added to the next available public safety committee agenda.

10.2 Tri-City Mayor's Task Force on Homelessness

Mayor McCarley stated that the Committee met a few weeks ago and discussed the idea of the Task Force Committee working with the Strafford Regional Planning Commission on what should be a final plan for the Task Force. The City of Somersworth is currently in opposition of that idea and because of that opposition the City of Dover is no longer in favor of the idea. Mayor McCarley suggested that the City of Rochester not support the decision either. Therefore, the funding request in place that has been pulled from the agenda for this evening.

The tri-city mayors shall meet later this week with the Strafford County Commissioners to address the fact that the homelessness issue is a county-wide issue. A discussion about possible solutions for a warming center is an item for discussion. This would allow the Task Force to keep its focus on homelessness rather than trying to resolve all the issues surrounding cold weather as well. The Mayor shall report back to the Task Force with information discussed with the Strafford County Commissioners.

11. Old Business

12. Consent Calendar

13. New Business

13.1 Resolution Authorizing the Department of Public Works (DPW) to Apply for a New Hampshire Department of Environmental Services (NHDES) Brownfields Cleanup Grant in the Amount of up to

\$200,000 in Connection with 10 and 16 Wallace Street in *first reading and consideration for adoption*

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

Resolution Authorizing the Department of Public Works (DPW) to apply for a New Hampshire Department of Environmental Services (NHDES) Brownfields Cleanup Grant in the Amount of up to \$200,000 in Connection with 10 and 16 Wallace Street

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

That DPW is hereby authorized to apply to NHDES for a Brownfields Cleanup Grant in an amount up to Two Hundred Thousand Dollars (\$200,000.00) to be used for remedial actions at the City-owned properties located at 10 Wallace Street and 16 Wallace Street.

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

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

13.2 Resolution Accepting a Law Enforcement Opioid Abuse Reduction Initiative (OARI) Grant in the Amount of \$20,000.00 and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption*

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

**Resolution Accepting a Law Enforcement Opioid Abuse
Reduction Initiatives (OARI) Grant in the Amount of \$20,000.00 and
Supplemental Appropriation in Connection Therewith**

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

That the City Council hereby accepts a portion of a Law Enforcement OARI Grant in the amount of Twenty Thousand Dollars (\$20,000/00) derived from the grant applied for and received by Strafford County as part of ongoing operations related to Operation Granite Shield.

Further, the City Council approves a supplemental appropriation to the Police Department operating budget in the amount of Twenty Thousand Dollars (\$20,000/00) Dollars (\$20,000.00) with the entirety of the appropriate being derived from the above-mentioned grant.

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

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

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

13.3 Resolution Accepting a Highway Safety Department Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$2,900.22 and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption*

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

Resolution Accepting a Highway Safety Department Sustained Traffic Enforcement Patrol (STEP) Grant in the Amount of \$2,900.22 and Supplemental Appropriation in Connection Therewith

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

That the City Council hereby accepts a Highway Safety Department STEP Grant in the amount of Two Thousand Nine Hundred and 22/100 Dollars (\$2,900.22).

Further, the City Council approves a supplemental appropriation to the Police Department operating budget in the amount of Two Thousand Nine Hundred and 22/100 Dollars (\$2,900.22) with the entirety of the appropriation being derived from the above-mentioned grant.

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

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

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

13.4 Resolution Establishing Polling Places and Times for the September 11, 2018 State Primary Election *first reading and consideration for adoption*

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

Resolution Establishing Polling Places and Times for the September 11, 2018 State Primary Election

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

That the following polling places are hereby established for the City of Rochester for the upcoming September 11, 2018 State Primary Election.

- WARD 1: East Rochester Elementary School**
773 Portland Street, East Rochester
- WARD 2: St. Mary's Parish Center**
71 Lowell Street, Rochester
- WARD 3: Gonic Elementary School**
10 Railroad Avenue, Rochester
- WARD 4: McClelland Elementary School**
59 Brock Street, Rochester
- WARD 5: Rochester Community Center**
150 Wakefield Street/Community Way, Rochester
Located on the Chestnut Hill Road Side of Building
- WARD 6: Elks Lodge #1393**
295 Columbus Avenue, Rochester

Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day.

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

**13.5 Amended and Restated Development Agreement
Between the City of Rochester, New Hampshire and
Farmington Associates Properties, LLC and
Farmington Associates Properties Ground Tenant,
LLC (Waterstone Phase II Development Agreement)
*Motion to Authorize City Manager to Enter into
Development Agreement***

13.5.1 GRDD TIF Phase II Analysis

Councilor Lachapelle **MOVED** to authorize the City Manager to enter into a development agreement. Councilor Walker seconded the motion. Mayor

McCarley informed the Council that this is the agreement with Waterstone, which has been under negotiations with the City for some time.

City Manager Cox provided the following updates:

- This amended development agreement pertains to Waterstone Phase II.
- The existing Agreement allowed for up to \$5,000,000 in TIF bonding for public infrastructure.
- The City Council authorized the City Manager and City Attorney to negotiate an amended development agreement that included up to \$7,430,000 in TIF Bonding.
- This authorization allowed the application of TIF increment from the entire Granite Ridge Development District and excluded the \$1,200,000 needed for a sewer lift station upgrade. (*The sewer lift station is to be funded by the Sewer Fund. The intent is to re-fund the Sewer Fund once the TIF Bonds are paid off.*)
- The \$7,430,000 in public infrastructure costs are estimated as shown on Exhibit C. (These are estimated amounts which equals \$7,430,000; which is listed in the agreement as the “not” to exceed figure.)
- There is language included “...in an event that Waterstone ceases operations, with respect to the project and/or ceases operations prior to the completion of the project before the satisfaction of the TIF Bond, Waterstone shall, prior to the next TIF Bond payment, pay to the City all such amounts necessary to retire the TIF Bonds...”
- “...*Waterstone will guarantee any payments due on the TIF Bond(s)... in the event that the tax increment financing taxes...are insufficient to satisfy payments due...*”
- There is a Financial Analysis included in the agreement provided by the Finance Department.

Councilor Varney said the map to be found on page 189 of the City Council packet shows what the City is responsible for: the district park, the district parking lot, and the access road to these locations. He requested that bids for these items be separated and brought back to the City Council as soon as possible. He would like to view the costs separately.

Councilor Varney clarified for the public that the City is not giving the developer anything; however, the developer is paying for this with the investment of the TIF program.

Councilor Walker requested a roll call vote. Councilor Bogan seconded the motion. Mayor McCarley called for the motion to accept the agreement. The **MOTION CARRIED** by a roll call vote of 10 to 1. Councilors Keans, Lauterborn, Walker, Lachapelle, Gray, Abbott, Hamann, Bogan, Varney, and Mayor McCarley voted in favor the motion. Councilor Torr voted against the motion.

13.6 Resolution Authorizing a Grant to SOS Recovery in the amount of \$25,000.00 *first reading, consideration for second reading and adoption*

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

Resolution Authorizing a Grant to SOS Recovery in the amount of \$25,000.00

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

That the City Council approves a grant to SOS Recovery in the amount of Twenty Five Thousand Dollars (\$25,000.00) to be used in connection with rehabilitation and counseling services provided by SOS Recovery within the City of Rochester.

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. City Manager Cox stated that the funding source is being recommended to be General Overhead Contingency. Councilor Walker said this item was taken out of the proposed FY 19 budget and questioned why it is on this evening's agenda. Mayor McCarley explained that the funding (\$75,000) for the Frisbie Memorial Hospital Recovery Center had been removed from the FY 19 proposed budget because the anticipation of the closing of the Recovery Center, which occurred on June 30, 2018. As a result of the Recovery Center being closed, the SOS Recovery Community Organization has offered its support for those previously seeking assistance from the Frisbie Memorial Hospital Recovery Center. It was noted that the amount of \$75,000 is still being requested; however, the Mayor felt that \$25,000 of support had been more realistic expectation to assist in their efforts.

Councilor Lauterborn questioned how this Resolution had been added to the agenda and how they arrived at the amount of \$25,000. She recalled that Frisbie Memorial Hospital Recover Center had requested an amount of \$75,000; however, SOS had originally requested \$14,000. Mayor McCarley replied that she had placed the resolution on the agenda. She added that since the Frisbie Memorial Hospital Recovery Center has been closed that SOS has been serving more and more residents seeking assistance. She said \$25,000 seems to be a more reasonable amount in order to show support for their efforts. Councilor Walker **MOVED** to send the funding request to the Finance Committee for further review. Councilor Torr seconded the motion. The Council discussed the matter. The **MOTION CARRIED** by an 8 to 3 show-of-hands vote.

13.7 Discussion: Fairgrounds Issue

Mayor McCarley said the City has been working with the New Board Members of the Fair Association in order to bring the facility into compliance with Code standards. There has been an understanding between the New Board and the City as to what is left to be done. There had been an outstanding balance due from the Fair Association to the City which has now been paid in full.

The City Manager recently sent a letter to the Fair Association requesting

that a pre-payment be made for anticipated cost associated with all Police & Fire detail. The City received a letter back from the Fair Association requesting to allow the Police & Fire detail to be paid after the Fair had closed this year in order to have enough funding to pay the bill. The City Council debated the matter. Councilor Walker **MOVED** that the Fair Association pay the bill prior to opening day of the Fair. Councilor Torr seconded the motion. The Council debated the matter further. The **MOTION FAILED** by a 3 to 8 show-of-hands vote. Councilor Varney **MOVED** that the City Manager meet with the Fair Association to discuss the business plan and that the City Manager report back to the Council with a recommendation for payment. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. It was determined that this item would be added to a Special City Council meeting directly following the August 21, 2018 Workshop.

14. Non-Meeting/Non-Public Session

15. Other

Councilor Torr stated that the Tennis Court Project had been approved in May 2018 and so far there has been no work done on the project. He noted that it may be time to send this project out to bid one more time.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council Meeting at 10:28 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

**Amendment to Chapter 22 of the General Ordinances of the City of Rochester
Regarding Fire Department Organization**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 22 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions struck out and additions in italics):

CHAPTER 22

FIRE DEPARTMENT ORGANIZATION

SECTION ANALYSIS

~~22.1 Board of Firewards Established~~

~~22.2-1~~ Appointment and Requirements of the Fire Chief

~~22.3 Organization of Companies~~

~~22.4 Rules and Regulations of Fire Department~~

~~22.5-2~~ Rank of Assistant Chief Transfer of Authority in the absence of the Fire Chief

~~22.6 Rank of Deputy Chief or Fire Marshal in Charge~~

~~22.7 Captain in Charge~~

~~22.8 Hose and Ladder Company Captains~~

~~22.9-3~~ Equipment and Apparatus

~~22.10 Conflict of Interest~~

~~22.11 Payrolls~~

~~22.12 Penalty Clause~~

22.1 Board of Firewards Established.

~~The Chief of the Department, Assistant Fire Chief, Deputy Chief and the Fire Marshal shall constitute the Board of Firewards, and they shall have such powers and duties as are granted to the Firewards by Chapter 154, as amended, of the New Hampshire Revised Statutes Annotated.~~

22.12 Appointment and Requirements of the Fire Chief.

Upon appointment, the Fire Chief shall within six (6) months establish residence within the City's boundaries. The Fire Chief shall work under the direct supervision of the City Manager in accordance with the provisions of Section 18 of the Rochester City Charter. The Fire Chief shall manage, consult with and advise the City Manager on all matters pertaining to the equipment and control of the Fire Department. *Subject to the approval of the City Manager, the Fire Chief shall make rules and regulations for the internal operation of the Fire Department as he/she shall deem necessary and shall keep the same posted in the Fire Station and other buildings of the Department.*

22.3 Organization of Companies.

~~The call firefighters shall be organized into the following companies: Engine 1, Engine 2, Engine 3, Engine 4, Engine 5 and Ladder 1.~~

22.4 Rules and Regulations of Fire Department.

~~Subject to the approval of the City Manager, the Fire Chief shall make rules and regulations for the internal operation of the Fire Department as he/she shall deem necessary and shall keep the same posted in the engine house and other buildings of the department.~~

22.5-2 Rank of Assistant Chief. Transfer of Authority in the Absence of the Fire Chief.

The Assistant Chief shall be senior in rank to the Deputy Chief and Fire Marshal and in the absence of the Chief shall perform all the duties and have the powers of the Chief. ~~The rank of Assistant Chief shall be appointed by the Fire Chief. In the absence of the Fire Chief and Assistant Fire Chief, the Fire Chief shall designate an Acting Chief who shall perform all the duties and accept all the responsibilities of the Fire Chief per RSA 154:5 and 154:7 until such time as the Fire Chief or Assistant Fire Chief returns and assume his/her duties.~~

6/6/06

22.6 Deputy Chief and Fire Marshal in Charge.

~~In the absence of the Fire Chief and Assistant Fire Chief, the Deputy Chief or Fire Marshal shall perform all the duties and have all the powers of the Chief.~~

22.7 Captain in Charge.

~~In the absence of the Chief, Assistant Chief, Deputy Chief and Fire Marshal, the ranking Captain shall perform all the duties and have all the powers of Chief.~~

22.8 Hose and Ladder Company Captains. [1]

~~Each Call hose or ladder company shall have one (1) member assigned as the Company Captain. All Company Captains shall be appointed by the Fire Chief~~

22.9-3 Equipment and Apparatus.

~~No hose or ladder equipment or any other fire apparatus shall be taken to a fire, emergency or other business outside of the City without the permission of the Fire Chief or his designee. The Fire Chief or his/her designee shall be notified by dispatch whenever an apparatus responds to an incident outside of the City.~~ The Chief shall notify the City Manager whenever practical and convenient when an apparatus is to be outside the City for extended periods or other circumstances determined by the Chief

The effective date of these amendments shall be upon passage.

22.10 Conflict of Interest. [1]

~~No member of the Fire Department shall hold the office of Chief of Police, Deputy Chief of Police, Sergeant or regular Police Officer in the City.~~

22.11 Payrolls. [1]

~~The secretary of the department shall make up the call force payroll semi-annually in June and December and turn into the Fire Chief for approval and after the action of the Fire Chief payments thereon shall be made immediately after.~~

22.12 Penalty. [1]

~~Any person failing to comply with a lawful order of the Fire Chief or his/her designee shall be fined not more than \$100.00 for each offense and each 24 hours of maintenance of prohibited conditions shall constitute a separate offense.~~

**Rochester City Council Special Meeting
August 21, 2018
Council Chambers
8:48 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

Blaine Cox, City Manager
Terence O'Rourke, City Attorney
Sonja Gonzalez, CIO

Minutes

1. Call to Order

Mayor McCarley called the Rochester City Council Special meeting to order at 8:48 PM. Deputy City Clerk Cassie Givara took the roll. All Councilors were present.

2. Resolution Authorizing a Grant to SOS Recovery in the amount of \$25,000.00 *consideration for a second reading and adoption*

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

Resolution Authorizing a Grant to SOS Recovery in the amount of \$25,000.00

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

THAT the City Council approves a grant to SOS Recovery in the amount of Twenty Five Thousand Dollars (\$25,000.00) to be used in connection with rehabilitation and counseling services provided by SOS Recovery within the City of Rochester. The amount shall be derived in its entirety from existing appropriated funds in the Fiscal Year 2019 General Fund General Overhead operating budget Contingency Account.

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

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

Councilor Torr **MOVED** to request a roll call vote. Councilor Walker seconded the motion. The **MOTION CARRIED** to call the roll by a unanimous voice vote.

Councilor Hamann indicated he would be voting against the resolution. He stated that Council had voted on a budget and they needed to stay within the established budget rather than diverting funds; even if the funds are for a "good organization."

Councilor Varney stated that this Resolution does not change the budget; the money for this grant is found within the existing budget in the Overhead Contingency account.

Councilor Varney further stated that the opioid crisis is the most significant issue that the City currently faces, and that \$25,000 is a small price to pay to participate in the recovery of those seeking help. Councilor Varney said that next year when looking at the Community Development Block Grant, the City could see if there was any federal or state money that could be used to help with SOS funding and perhaps the City wouldn't have to contribute as much, if anything.

Councilor Keans spoke about recent statistics which have shown opioid deaths in the country have increased in the past year. She stated that the City needed to do something and can't just ignore the problem. Councilor Keans felt that if these funds could help people who are trying to kick the habit, it is worth it.

Councilor Gates stated that he would vote against the resolution based on a recent experience he had following a family member's surgery and their potential difficulty obtaining the oxycodone needed for post-operative pain relief. Councilor Gates attributes the difficulty getting these pain medications with the addicts who use them recreationally.

Councilor Walker inquired where the \$25,000 would come from in the budget. Blaine Cox, City Manager, stated that he recommended the funds come out of the General Overhead Contingency fund. Mr. Cox indicated that each year the City puts money into the operating budget contingency. These funds are used for things that come up that are unanticipated such as over-expenditure of the sand and salt budget.

Councilor Torr stated that he felt drug addiction was a matter of self-discipline. He indicated he would vote against the resolution because he didn't feel he should spend his own money to help people who misuse drugs.

Councilor Keans asked Terence O'Rourke, City Attorney, if there had been any movement on the class action lawsuit that the City had voted to join against the prescription opioid manufacturers. Attorney O'Rourke stated the lawsuit was moving forward; Merrimack County had joined the suit and their portion was just being finalized. The suit should be filed any day now.

Mayor McCarley talked about addiction as a disease. She also spoke about the roots of the current opioid crisis stemming from pharmaceutical industry unethically touting "safe" opiate medications and downplaying the addictive qualities. Mayor McCarley clarified that SOS Recovery serves those who are actively seeking help and trying to move into recovery.

Councilor Hutchinson urged members of Council to do their own research and educate themselves about addiction. He spoke about the importance of a community supporting their own and his moral obligation as an elected official to help those seeking assistance when they need it most.

The **MOTION CARRIED** by a 10 to 3 roll call vote. Councilors Lachapelle, Hutchinson, Bogan, Varney, Keans, Lauterborn, Gray, Walker, Abbott and Mayor McCarley voted in favor. Councilors Gates, Hamann and Torr voted no.

3. Resolution Authorizing a Supplemental Appropriation to the City Clerk's Operating Budget in an Amount not to exceed \$7,000 to Purchase Dog Licensing Software *first reading, consideration for second reading and adoption*

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

Resolution Authorizing a Supplemental Appropriation to the City Clerk's Operating Budget in an Amount not To Exceed \$7,000.00 to Purchase Dog Licensing Software

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

THAT City Council hereby authorizes a supplemental appropriation in an amount not to exceed Seven Thousand Dollars (\$7,000.00) to the City Clerk's Fiscal Year 2019 Operating Budget for the purpose of purchasing Dog Licensing Software. The source of funds for this supplemental shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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

Councilor Gray inquired what had changed between the August Finance Committee meeting when this item was first presented and the current request for \$7,000.

Councilor Walker said that his understanding from the finance meeting was that the Clerk's Office had narrowed the software choices down to a few options and at this point had likely come to a final decision.

Kelly Walters, City Clerk, confirmed that the City Clerk's office had narrowed the options down to two vendors; Avitar and Interware. She indicated Sonja Gonzalez, CIO, would speak about the reasoning behind choosing one of these options as opposed to developing our own software for dog licensing.

Sonja Gonzalez, CIO, said that staff had attended demonstrations of both Avitar and Interware software and still had a few unanswered questions before reaching a final decision. Both programs would be under \$7,000.00 for the initial yearly fee, each program has a recurring yearly subscription fee, and they both have similar features. Ms. Gonzalez stated that she did explore the option of developing custom software for dog licensing, but this option wasn't feasible as it would cost over six figures and would require a significant amount of time to develop.

Councilor Walker asked where the money for this dog licensing software would come from in the budget. City Manager Cox stated that the money would be a supplemental appropriation from the fund balance.

Councilor Varney asked what the transition would be like from the current database to the proposed new database. Ms. Gonzalez stated the data would be imported electronically by the software provider and this data migration would be covered under the total cost.

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

4. Communications from the City Manager

4.1 Proposed hiring of Firefighter FY19

City Manager Cox discussed the firefighter position that was approved for hiring in January of this fiscal year. Due to the leave of absence of a current firefighter and the salary savings incurred from the leave, Mr. Cox recommends hiring this additional firefighter early. The leave of absence is estimated to save the City \$17,137.00 in salary monies. The estimated cost to bring on a new firefighter for a mid-September start date would be \$14,223.00.

Councilor Walker **MOVED** to approve the early hiring of a firefighter in FY 19. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Gray inquired if the estimated cost to bring on the new firefighter included the cost of benefits. City Manager Cox confirmed this cost does include health care and benefits.

4.2 Fairgrounds – Prepayment of Fire Department and Police Details

City Manager Cox reported that he had received a financial analysis from RAMA (Rochester Agricultural and Mechanical Association) which anticipated net profits from the fair sufficient to pay for details. Mr. Cox recommends allowing RAMA to pay for fair details within 30 days after the close of the fair.

Councilor Varney inquired what the status was of the code violations found in some of the buildings and structures at the fairgrounds. Mr. Cox stated that his understanding is that there has been communications between the City and RAMA indicating that there is a plan in place to address these issues. This has been reviewed by the Fire Department as well.

Councilor Gates asked about the past payment history between RAMA and the City and he asked why this pre-payment was an issue. Mayor McCarley reported that the City had just recently been paid for the 2016 fair details. Mayor McCarley stated that historically RAMA had tried to pay for the police and fire details just prior to the start of the following years fair.

Councilor Walker stated that his understanding was that the grandstands at the fairgrounds were deficient and he doesn't feel that life safety codes should be waived. Councilor Walker said that he feels if these code violations affecting safety would preclude the fair from taking place, the City should not wait until the week before the slated opening to inform RAMA.

City Manager Cox stated that the work is ongoing for the fairgrounds to meet code and there are ongoing inspections by City staff. RAMA is aware that they will not be able to operate the fair until they meet these requirements.

Councilor Torr stated that sometimes the life safety violations go too far. The exhibition hall in question has been at the fairgrounds for 140 years and one more year without updating is not a problem. Councilor Torr stated that he doesn't want to do anything to hinder the operations of the fair when they are struggling.

Councilor Keans reported that the grandstand issue was being addressed by adding another staircase. She stated that even if the exhibition hall does not meet code, it will not prevent the fair from occurring; there will just have to be alternate locations for hanging the art work, photographs, and other exhibits that are typically housed in that hall.

Mayor McCarley clarified some misinformation which had been published in the newspaper regarding the relationship between the City and RAMA.

5. Non-Public/Non-Meeting

Councilor Lauterborn **MOVED** to enter a Non-Public Session under Session, Land, RSA 91-A:3 II and Non-Meeting, RSA 91-A:2 ,I (b) at 9:19 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call of 13 to 0. Councilor Bogan, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Torr, Hamann, Gates, Keans, Bogan, and Mayor McCarley voted in favor of the motion.

5.1 Non-Public, RSA 91-A:3, II, Land

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

Councilor Lauterborn **MOVED** to exit the Non-Public Session and return to Public Session at 10:11 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn **MOVED** to seal the minutes because it is determined that disclosure likely would render a proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by an 11 to 0 roll call vote. Councilors Hutchinson, Keans, Lauterborn, Hamann, Lachapelle, Abbott, Walker, Gray, Bogan, Varney, and Mayor McCarley voted in favor of the motion. Councilors Gates and Torr were not present.

Councilor Hutchinson **MOVED** per RSA 80:80 III-V that it is in the public interest to sell the Scenic Theater by way of request for proposal in order to maintain control over downtown redevelopment. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a majority voice vote.

6. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Special Meeting at 10:12 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

EMPLOYEE OF THE MONTH NOMINATION FORM

RECEIVED

JUL 10 2018

FINANCE OFFICE
CITY OF ROCHESTER

EMPLOYEE'S NAME Dawn Maskell

DEPARTMENT Public Works/Building & Grounds

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

SERVICE TO THE COMMUNITY

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

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

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

External: She always has a smile and is always ready to help residents find where they need to go. I have witnessed her showing people where they need to go several times. She's quite friendly and willing to help.

Internal: She has been doing an amazing job at keeping city hall clean and looking and smelling great! The bathrooms have never been cleaner. She's always checking in and seeing if we need anything. A lot of times she is supplying us with items we need without us even asking, she's always on the ball.

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

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

She just overall is doing a great job at keeping city hall clean and looking great for the public and the employees that work here. I always find her a pleasure when we chat in the hallway.

City Clerk's Office: *Summa*
Michele Grant

DATE: 6-25-18

Catherine Guiana, Kelly Walker

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

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

*Intentionally
left blank...*

City Clerk's Office



City of Rochester, New Hampshire

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

6.2. CITY MANAGER'S REPORT September 4, 2018

The Employee of the Month is: Dawn Maskell – Department of Public Works **P. 49**

Contracts and documents executed since last month:

- Department of Public Works **P.52**
 - Eversource Agreement – Purchase & Installation LED Fixture **P.52**
 - Dominicus Hanson Park – Eversource Easement **P. 54**
 - Target New England – City Hall Men’s Room Renovations **P. 53**
 - Pike Industries 2018 Paving Change **P. 58**
 - SUR – Contract Change Order – Colonial Pines Sewer Ext. Project **P. 59**
 - Wright Pierce Engineers – Residuals Management Study **P. 60**
 - Wright Pierce Engineers – Stream Gage Management **P. 61**
 - Wright Pierce Engineers – Hydraulic Modeling **P. 62**
- Economic & Community Development
 - Bureau of Homeless and Housing Certification of Consistency with the Consolidate Plan **P. 63**
 - FY 2018-2019 CDBG Environmental Reviews – CAP Weatherization **P. 64**
 - FY 2018-2019 CDBG Environmental Reviews – CAP Weatherization **P. 65**
 - FY 2018-2019 CDBG Environmental Reviews – CAP Weatherization **P. 66**
- Finance
 - Devine Millimet Revised Engagement Letter – August 2018 Bond Issue **P. 67**
- Fire
 - Radiological Emergency Response **P. 68**
- IT
 - Exactitude – Access Control and Security Cameras **P. 69**
- Legal
 - Redemption of 9 Downfield Lane **P. 70**
- Police
 - Justice Assistance Grants **P. 71**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **none**
- Monthly Overnight Travel Summary - **P. 72**
- Permission & Permits Issued **P. 73**
- Personnel Action Report Summary **P. 74**

8/30/18



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JUL 26 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland E. Connors, Interim Finance Director

FROM: Lisa J. Clark, Admin & Utility Billing Supervisor *LJC*

DATE: July 18, 2018

SUBJECT: Eversource Agreement
Purchase & Installation LED Fixture
WWTP (3) Locations

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

Attached please find the Eversource Smart Start Program Purchase Agreements for the Wastewater Treatment Plants 3 locations as authorized and approved by the Rochester City Council at the July 10, 2018 Regular City Council Meeting.

The three locations are as follows

1. WWTP – Mechanical Bldg
2. WWTP – Headworks Bldg
3. WWTP – Grit Bldg

There are no funding requirements as this agreement allows for the incremental cost savings realized within the O&M budget to pay back the cost of materials and installation over the next several years.

If you have any questions please call, if not please sign and pass on to the City Manager for signature. The agreement document should be returned to the DPW for distribution.

Signature *Roland E. Connors*

Roland E. Connors, Interim Finance Director

PWC



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AUG 7 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland E. Connors, Interim Finance Director

FROM: Lisa J. Clark, Admin & Utility Billing Supervisor *LJC*

DATE: August 7, 2018

SUBJECT: Target New England = \$31,525
City Hall Men's Room Renovations

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

Attached for reference is the quote for the City Hall Mens Bathroom Renovation Project. This contractor has performed well on the City Hall Women's Room Project and the City staff has sought and received approval from the Finance Director to work with this contractor to continue on to the Men's room project using the same contractor. The women's room went out to bid for specific tile work, fixtures and improvements resulting in a square footage cost of \$311.66 (150sqft). This quote is for the same tile, fixtures and associated improvements and results in a \$300.23 cost per square foot (105s/ft). There is sufficient funding in the following CIP accounts to complete the work described.

Account 15011090-772000-18514 = \$28,250.00
15011090-772000-18534 = \$3,275.00

*****If you have any questions please call, if not please pass on to the City Manager for signature and have City Manager's office scan a copy of memo to me at the DPW for attachment to purchase order request in Munis**

Roland Connors

(Roland E. Connors, Interim Finance Director)

Blaine Cox

(Blaine M. Cox, City Manager)



July 31, 2018

To the Town of Rochester:

Men's Bathroom Remodel:

Work to be done on the men's bathroom but not limited to said list

- 1) Install handicap toilet with grab bars.
- 2) Install anti-graffiti stall with overhead bracing and floor mounts
- 3) Install two urinals with auto flush valves
- 4) Install two short partition walls between urinals
- 5) Install wall mounted handicap sink
- 6) Install one changing table (place to be determined later)
- 7) Remove entrance door and strip off existing paint down to original
- 8) Strip paint from all moldings around door down to original
- 9) Repaint door and trim molding with color chosen by administration
- 10) Remove all plaster board down to existing studs and replace with backer board
- 11) Remove entire ceiling system and replace with new
- 12) Tile entire bathroom with same tile as used in ladies room
- 13) All bath fixtures, anti-graffiti walls, ceiling tiles and grid system will be the same as ladies bathroom
- 14) Back wall to be built out to make a flush wall
- 15) Mirrors, lights, vent, and waste receptacle with towel dispenser to be the same as ladies room
- 16) Ground fault above sink to be relocated and a new ground fault installed under sink for touchless faucet

Bid price to be \$31,525.00

From: [Roland Connors](#)
Sent: Tuesday, August 07, 2018 1:21 PM
To: [Lisa Clark](#); [Blaine Cox](#)
Cc: [Michael Riley](#); [Peter Nourse](#)
Subject: RE: Men's Bathroom Renovation ?

Approved...please proceed as recommended.

Blaine - FYI...the men's room will be completed by the same contractor at a lower cost per square foot than the women's room...please let me know if you disagree with this decision.

Rolly

From: Lisa Clark
Sent: Tuesday, August 07, 2018 1:11 PM
To: Roland Connors <roland.connors@rochesternh.net>
Cc: Michael Riley <michael.riley@rochesternh.net>; Peter Nourse <peter.nourse@rochesternh.net>
Subject: RE: Men's Bathroom Renovation ?

Hi Rollie,

With your approval, we would like to do the Men's Bathroom Renovations without bidding. Mike Riley is pleased with onsite contractor's work and his willingness to work with us to get the next bathroom completed. The attached quote from the construction company, Target New England, for the Men's room is \$31,525.00. We will be using the same tiles, fixtures and materials as the women room. Note the attached bid results for the Women's room listing 3 bidders. Mike has done a per square foot estimate as follows:

The women's room bid amount \$46,750 for 150 square feet of space = \$311.66 per sq ft.
 The men's room quote amount is \$31,525 for 105 square feet of space = \$300.23 per sq ft

If approved I will send up a memo for you and city manager to sign off on. Then a copy of that memo will be attached to the requisition, along with the quote, for a purchase order in the Munis system.

Thanks
 Lisa

From: Roland Connors
Sent: Monday, July 30, 2018 3:31 PM
To: Lisa Clark <lisa.clark@rochesternh.net>; Michael Riley <michael.riley@rochesternh.net>
Subject: FW: Men's Bathroom Renovation ?

Hi Lisa - is there a way to ensure comparable pricing?

From: Blaine Cox
Sent: Monday, July 30, 2018 3:26 PM
To: Roland Connors <roland.connors@rochesternh.net>
Subject: RE: Men's Bathroom Renovation ?

Rolly – As we discussed, I would be fine with this approach as long as we have a way to judge that we are getting the same pricing as we did for the women's room. Blaine

From: Roland Connors
Sent: Friday, July 27, 2018 5:54 PM
To: Blaine Cox <blaine.cox@rochesternh.net>
Subject: Men's Bathroom Renovation ?

Blaine - Lisa called and asked if it was necessary to go out to bid again on the men's bathroom renovation project in City Hall. She said that they received only two proposals when the women's bathroom renovation project was advertised. Public Buildings would like to negotiate a price with the contractor currently working on the women's bathroom. This would be a waiver of the bid requirements for a project exceeding \$10k.

Your thoughts?

Rolly

8/30/18



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AUG 1 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Bezanson, PE, City Engineer 
DATE: August 1, 2018
SUBJECT: **Dominicus Hanson Park – Eversource Easement**
CC: Peter Nourse, PE, Director of City Services
Terence O'Rourke, City Attorney

Attached is the easement document associated with the utility light poles in Dominicus Hanson Park (a.k.a. Hanson Pines). No record of easement documentation could be found for the existing light poles along the path between the Dewey Street Pedestrian Bridge and Spaulding High School. This easement document clarifies the rights for Eversource to own and maintain the utility poles and appurtenances. The City Attorney has confirmed that the presence of these utility poles and the associated easement with Eversource are allowed under the restrictive covenants of the Dominicus Hanson Park deed. Signing this easement document will allow Eversource to set the new end pole near the Dewey Street Pedestrian Bridge and result in this bridge approach being lighted again.

Please contact me with any questions. If approved, please sign the original document and return the signed and notarized document to me at Public Works.

Thank you.



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AUG 7 2018
City Manager
ROCHESTER

469769.5018

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland E. Connors, Interim Finance Director

FROM: Lisa J. Clark, Admin & Utility Billing Supervisor *AJC*

DATE: August 7, 2018

SUBJECT: Pike Industries
2018 Paving Change #3A = \$415,585.00
SB – 38 Paving = \$542,567.50

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

Attached please find Pike Industry Change Orders 3A and 3B. Pike was awarded the work for paving projects based on Bid # 16-13 and has continued that pricing for the work as specified in these change orders. Additional work for specific crosswalk pavement stamping/markings and other items have been negotiated by City Engineer as discussed with, and approved by, City Council. There is sufficient funds as follows.

Change 3A = Downtown Pavement Maintenance, Preservation and Crosswalk Safety

15013010-771000-17526 Pavement Maintenance	\$32,127.00 ✓
15013010-771000-17521 Downtown Crosswalk Safety	\$86,621.74 ✓
15013010-771000-18527 Pavement Preservation	\$239,000.00 ✓
15013010-771000-19523 Pavement Preservation	\$57,836.26 ✓
Total	\$415,585.00

Change 3B = SB 38 Paving

15013010-771000-18550 SB38 Pavement Rehabilitation	\$530,588.40 ✓
15013010-771000-18524 Pavement Rehabilitation	\$11,979.10 ✓
Total	\$542,567.50

***If you have any questions please call, if not please pass on to the City Manager for signature. Documents should be returned to DPW for Distribution.

Roland E. Connors

(Roland E. Connors, Interim Finance Director)



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland E. Connors, Interim Finance Director

FROM: Lisa J. Clark, Admin & Utility Billing Supervisor *hbc*

DATE: August 3, 2018

SUBJECT: SUR – Contract Change Order #1 = \$469,769.50
Colonial Pines Sewer Ext Project

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

CITY OF
Received

AUG 3 2018

City Manager
ROCHESTER

Attached please find three (3) copies of the change order associated with the Colonial Pines Sewer Extension project for signature. This change order is for the work associated to extend the sewer main from where it has recently been run under the turnpike down Railroad Avenue to City's existing interceptor near the junction of Railroad Ave and Brickyard Drive. This work has been planned as a change order to keep the project moving forward while the final design plans for the extension into the neighborhood are being prepared for bidding over the winter.

There is sufficient funding in the following CIP accounts to complete the work described.

Account 55026020-771000-17542 = 68,088.32.
55026020-771000-18534 = \$401,681.18

If you have any questions please call, if not please pass on to the City Manager for signature and return to the DPW for distribution.

Roland E. Connors

(Roland E. Connors, Interim Finance Director)

8/30/18



City of Rochester, New Hampshire

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Received
AUG 27 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland E. Connors, Interim Finance Director

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

DATE: August 21, 2018

SUBJECT: Wright Pierce Engineers
Residuals Management Study
Centrifuge Pilot Study \$13,600

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

Attached please find the Wright Pierce Engineering scope of services document for signature. Wright Pierce was selected for infrastructure projects per RFQ14-35 and pricing is per the Master Services Agreement dated 8/6/14. This work is for the work associated for the Centrifuge Pilot Cost Study and is part of the Water Treatment Plant Residuals Disposal Project.

There is sufficient funding appropriated for this project in the following account

WTP Residual Disposal Act 55016010-772000-18532 \$13,600.

*****If you have any questions please call, if not please pass on to the City Manager for signature. Documents should be returned to DPW for Distribution.**

(Roland E. Connors, Interim Finance Director)



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CITY OF
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AUG 27 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland E. Connors, Interim Finance Director

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

DATE: August 21, 2018

SUBJECT: Wright Pierce Engineers
Stream Gage Management \$5,000

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

Attached please find the Wright Pierce Engineering scope of services document for signature. Wright Pierce was selected for infrastructure projects and Water System Operational Assistance per RFQ14-35 and pricing is per the Master Services Agreement dated 8/6/14. This work is for management, calibration, trouble shooting, data verification and monitoring of the Berry River Watershed Stream Gaging Equipment.

This cost is budgeted annually in the Water Fund O&M Account as follows:

Engineering Services Expense Account 51601073-533002 \$5,000.

*****If you have any questions please call, if not please pass on to the City Manager for signature. Documents should be returned to DPW for Distribution.**

(Roland E. Connors, Interim Finance Director)



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PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland E. Connors, Interim Finance Director

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

DATE: August 21, 2018

SUBJECT: Wright Pierce Engineers
Hydraulic Modeling \$6,000

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

CITY OF
Received

AUG 27 2018

City Manager
ROCHESTER

Attached please find the Wright Pierce Engineering scope of services document for signature. Wright Pierce was selected for infrastructure projects and Water System Operational Assistance per RFQ14-35 and pricing is per the Master Services Agreement dated 8/6/14. This work is for hydraulic modeling of the Water Distribution System. The systems hydraulic model is used to determine the systems sustainability for additions of services or main lines associated with new or expanded developments.

This cost is budgeted annually in the Water Fund O&M Account as follows:

Engineering Services Expense Account 51601057-533002 \$6,000.

*****If you have any questions please call, if not please pass on to the City Manager for signature. Documents should be returned to DPW for Distribution.**

(Roland E. Connors, Interim Finance Director)

8/30/18
CITY OF
Received
AUG 22 2018
City Manager
ROCHESTER

Date: August 22, 2018
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: Bureau of Homeless and Housing Services Certification of Consistency with the Consolidated Plan

I have been asked to review N.H. Bureau of Homeless and Housing Services' certification of consistency and proposed grant projects to verify that they are consistent with the City of Rochester's FY 2015-2020 Consolidated Plan. The projects provide housing and housing-related services to homeless populations within the City of Rochester and elsewhere, focusing on housing for chronically homeless and mentally ill populations, as well as permanent supportive housing.

All of these services are consistent with the goals and activities outlined in the Consolidated Plan. In particular, services and housing for homeless populations, especially chronically homeless and mentally ill populations, are priority needs identified in the Consolidated Plan.

Please sign the attached certification of consistency with the Consolidated Plan and return to Julian Long. Please contact Julian with any questions or concerns. Thank you very much.

8/30/18

CITY OF
Received

AUG 22 2018

City Manager
ROCHESTER

Date: August 22, 2018

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2018-2019 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2018-2019 Community Development Block Grant (CDBG) environmental reviews for a proposed project site 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 June 19, 2018 City Council meeting.

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

8/30/18

CITY OF
Received
AUG 15 2018
City Manager
ROCHESTER

Date: August 15, 2018
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2018-2019 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2018-2019 Community Development Block Grant (CDBG) environmental reviews for a proposed project site 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 June 19, 2018 City Council meeting.

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

8/30/18

Date: August 23, 2018
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG 23 2018
City Manager
ROCHESTER

Re: FY 2018-2019 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2018-2019 Community Development Block Grant (CDBG) environmental reviews for a proposed project site 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 June 19, 2018 City Council meeting.

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

8/30/18



City of Rochester, New Hampshire

Finance Office

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

CITY OF
Received
AUG 10 2018
City Manager
ROCHESTER

Date: August 8, 2018

To: Blaine Cox
City Manager

From: Roland Connors, Interim Finance Director

RE: Devine Millimet Revised Engagement Letter – August 2018 Bond Issue

Please find the attached copy of the revised engagement letter from Devine Millimet Attorneys at Law. This letter is for the bond counsel services required by the bond community related to the issuance of the August 2018 bonds.

The City of Rochester will be issuing 2018 Series A bonds with an estimated par amount of \$8.68 million for completed and/or ongoing capital improvements projects. This issue includes City, School, Water, Sewer, and Arena projects.

This work has been completed and the purpose of this letter is to update the original engagement letter to reflect the par amount of the bonds and Devine Millimet's fee range.

The sale date for the 2018 Series A (tax exempt) bonds is scheduled on or about August 21, 2018.

Roland Connors, Interim Finance Director

8/30/18



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT



To: Blaine Cox, City Manager

From: Mark Klose, Fire Chief

Date: August 7, 2018

Subject: Radiological Emergency Response

CITY OF
Received
AUG 7 2018
City Manager
ROCHESTER

Attached, please find the Radiological Emergency Response for Nuclear Facilities Host Plan that is needed to be signed.

If you have any questions, please call. If not, please pass on to the City Manager for signature and return to the Police Chief.



City of Rochester, New Hampshire
INFORMATION TECHNOLOGY SERVICES
31 Wakefield St • Rochester, NH 03867
www.rochesternh.net

8/30/18

CITY OF
Received

AUG 9 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland Connors, Interim Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: August 1, 2018

SUBJECT: Exactitude
Access Control and Security Cameras - \$55,120

CC:

CITY OF
Received
AUG 4 2018
City Manager
ROCHESTER

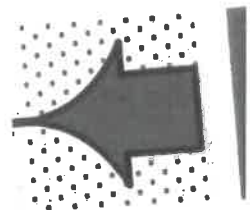
Attached please find one copy of the proposal for Exactitude's Rochester – Security proposal for security cameras and access control in the Network Upgrade & Expansion CIP. The work described in this scope of services is for installation and configuration. It includes a server, cameras, software and licensing.

There is sufficient funding in the Network Upgrade & Expansion Project Account <15011020-773800-19501>.

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

Roland Connors, Interim Finance Director





City of Rochester, New Hampshire
OFFICE OF THE CITY ATTORNEY
31 Wakefield Street • Rochester, NH 03867
(603) 335-7599
www.RochesterNH.net

8/30/18

CITY OF
Received
AUG 28 2018
City Manager
ROCHESTER

Memorandum

To: Blaine Cox, Deputy City Manager
From: Terence O'Rourke, City Attorney
Date: August 28, 2018
Re: Redemption of 9 Downfield Lane

On July 25, 2018, the Tax Collector issued a Tax Deed for 9 Downfield Lane. On August 24, 2018, the former owner, Donna Hussey redeemed the property in full. In order to complete the redemption process, the City must issue Ms. Hussey a Quitclaim Deed which must be signed by the City Manager.

A. Property Taxes owed:	\$8,378.29
B. Notice Cost:	\$10.00
C. Registry Fees:	\$20.50

TOTAL: **\$8,408.79**

8/30/18



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

"Dedication, Pride, Integrity"

POLICE COMMISSION

DEREK J. PETERS
Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner

PAUL R. TOUSSAINT
Chief of Police



August 14, 2018



CITY OF
Received
AUG 14 2018
City Manager
ROCHESTER

TO: Blaine Cox
City Manager

FROM: Paul R. Toussaint
Chief of Police

RE: Justice Assistance Grant

Dear Mr. Cox:

The Police Department is eligible to apply for Edward Byrne Memorial Justice Assistance Grant (JAG) funding. The City of Somersworth is also eligible and has agreed to be the fiscal agent for the grant. We will allocate 5% of our award to the City of Somersworth for grant administration. This is the way we have managed this grant the past two years and in previous years where the County was allocated funds of the award for grant administration.

The attached document is the memorandum of understanding between the County, as a disparate jurisdiction, and the Cities of Rochester and Somersworth. It is a required piece of the grant, which must be submitted with the application.

I am asking for your signature on this document in order for the City of Somersworth to apply for the funding within the established deadlines. Our funding is slated for firearms accessories and CPR training equipment. Our award after the 5% grant administration to Somersworth will total \$25,508.45.

Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

Paul R. Toussaint
Chief of Police

cc: Mayor McCarley
Terence O'Rourke
Rochester Police Commission

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ARENA	LEO SCARPONI	ARENA ATTENDANT	1			X		X										
ARENA	ADAM ENSCOE	SUPPORT STAFF	1			X		X										
ARENA	CARISSA MASKWA	PROGRAM LEAD	1			X		X										
ARENA	ROBERT PERKINS	ARENA ATTENDANT	1			X		X										
ARENA	STEVE BRENNAN	ARENA ATTENDANT	1			X		X										
ARENA	STEPHEN BUTLER	ARENA ATTENDANT	1			X		X										
ARENA	BRIANNA RYBINSKI	SUPPORT STAFF	1			X		X										
ARENA	BEN TOUSSAINT	SUPPORT STAFF	1			X		X										
ARENA	LARRY CICCOTELLI	ARENA ATTENDANT	1			X		X										
ARENA	NICK GEMAS	SUPPORT STAFF	1			X		X										
ARENA	SHANNON COLSON	SUPPORT STAFF	1			X		X										
PUBLIC WORKS	DAVID DESJARDIN	LIGHT EQUIP OPERATOR	1	X													X	GRADE 1 COLLECTION
FINANCE	MARK SULLIVAN	SENIOR ACCOUNTANT	1	X													X	TEMP ASSIGNMENT
FIRE	BRANDT BERRY	FIREFIGHTER	1	X			X											
FIRE	MATT FURTNEY	FIREFIGHTER	1	X							X							
FIRE	JOSEPH RILEY	FIREFIGHTER	1	X							X							
FIRE	MATT WOODBURY	FIREFIGHTER	1	X							X							
POLICE	FRANK PORFIDO	PATROL OFFICER	1	X									X					
POLICE	AARON GARNEAU	PATROL OFFICER	1	X									X					
POLICE	THOMAS SEAGER	PATROL OFFICER	1	X									X					
POLICE	CORY KROCHMAL	PATROL OFFICER	1	X									X					
POLICE	KYLE DANIE	PATROL OFFICER	1	X									X					
POLICE	MICHAEL BRINKMAN	PATROL OFFICER	1	X									X					
POLICE	BRITTNEY MARVIN	PATROL OFFICER	1	X									X					
POLICE	JOSEPH LABOSIER	PATROL OFFICER	1	X						X								
POLICE	MIKE LAMBERT	PATROL OFFICER	1	X													X	
POLICE	GEOFF MOORE	PATROL OFFICER	1	X													X	
RECEATION	ROBERT PLAISTED	SUPPORT STAFF	1			X									X			
RECEATION	BRETT PAQUETTE	PROGRAM LEAD	1			X									X			
RECEATION	HEIDI KEENAN	PROGRAM LEAD	1			X									X			
RECEATION	STEPHEN HYZER	SUPPORT STAFF	1			X									X			
RECEATION	RENDA CATE	SUPPORT STAFF	1			X									X			
RECEATION	HEATHER DAY	SUPPORT STAFF	1			X									X			
RECEATION	JEFFREY TURGEON	SUPPORT STAFF	1			X									X			
RECEATION	NATALIE NOBLE	SUPPORT STAFF	1			X									X			
RECEATION	WILLARD YOUNG	SUPPORT STAFF	1			X									X			



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	Non-Union Employment Policy Handbook – Proposed Amendments
----------------	---

AGENDA DATE	September 4, 2018
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	August 28, 2018
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

BUDGET INFORMATION

SOURCE OF FUNDS	NA
SOURCE ACCOUNT NUMBER	NA
EXPENDITURE AMOUNT	NA
APPROPRIATION REQUIRED	Yes <input type="checkbox"/> No <input type="checkbox"/>

LEGAL AUTHORITY

[City Charter, Section 60](#)

SUMMARY STATEMENT

Per the City Charter, Section 60 the rules and regulations contained in the Non-Union Employment Policy Handbook “shall continue in force subject to amendments submitted from time to time by the City Manager which shall become effective upon majority vote of the City Council. City Council shall vote within sixty (60) days of amendment submittal.”

As identified on the following pages, the City Manager has displayed his recommended amendments using the “track changes” function in MS Word. The changes of substance are explained below using the reference numbers in the right margin of the following pages:

#1: The March deadline for the completion of performance evaluations would be moved to May. March is much sooner than is needed to effect merit salary adjustments for July 1st.

#2: The text explaining the calculation of Vacation/ Paid Time Off would be removed as it conveys the exact same information contained in the TABLE. In addition, the TABLE would be simplified by removing the day/month data and leaving only the weeks/year data. Finally, a fourth tier of paid leave would be added with an additional week of leave for those employees with 25 or more years of service.

#3: This was originally a separate Section (see Section 13 below). It was moved here to be included with the other paid time off provisions. In addition, the following language would be added: "... that will be usable for 14 calendar months. Upon separation from City service, the maximum PTO paid shall be 30 days." This allows employees to keep some days in reserve right up until the end of the 12 months of the year for unanticipated leave needs, including the 10 day elimination period for disability coverage to commence in the event of a serious medical condition. At the same time, the 30 day pay out limit prevents employees from carrying any of the first 30 days in to the following year to add to the new year's 30 days for a larger pay out.

#4: This amendment would allow employees who do not use any sick days a chance to earn a non-cumulative personal day six months sooner. This is already a provision in several collective bargaining agreements.

#5: This section would be eliminated because state law already requires this provision.

#6: The requirement of bereaved employees to use their leave in consecutive days, including weekends and holidays, would be eliminated.

#7: See #3 above (this is the language that would be moved to Section 4).

#8: This is simply a change in the name from Mathew Thornton (MT) to Anthem (A) and not a change in plan benefits.

RECOMMENDED ACTION

Approval of the recommended amendments.

NON-UNION EMPLOYMENT POLICY HANDBOOK

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EMPLOYMENT POLICY HANDBOOK

CITY OF ROCHESTER, NH

ARTICLE I

PURPOSE OF RULES AND REGULATIONS

It is the purpose of these Rules and Regulations to give effect to the provisions of the Rochester City Charter providing for a Merit Plan for the City of Rochester. These Rules and Regulations shall be applied in accordance with the purposes of the Charter, which are interpreted in the Plan as follows:

1. To provide for the establishment of a merit system of personnel administration.
2. To provide for classification, compensation, selection, training, promotion, discipline, vacations, and any other matters necessary to the maintenance of efficient service and the improvement of working conditions.
3. To provide for a Personnel Advisory Board.

ARTICLE II

AMENDMENT OF RULES

The City Manager may amend these Rules and Regulations from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective upon a majority vote of the City Council taken within sixty (60) days of amendment submittal. Written request for re-classification of existing positions or the classification of new positions shall be submitted to the Personnel Advisory Board for review and recommendation to the City Manager. The Board shall make a written recommendation to the City Manger, with a copy submitted to the City Council, within 90 days of the request. Only one (1) request for re-classification, for the same position, shall be considered per year.

ARTICLE III

DEFINITIONS

For the purposes of these Rules and Regulations, the following words and terms shall have the meanings indicated below:

APPOINTING AUTHORITY shall mean the City Manager or Department Head, who shall have the authority to hire and/or terminate employment of persons in accordance with provisions of the City charter and the Personnel Rules and Regulations.

CLASSIFICATION PLAN shall mean the organization of positions into groups or classes on the basis of the duties and responsibilities of the position and the knowledge and skill necessary for adequate performance of the duties of the position.

DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.

PROMOTION shall mean a change of employment status of an employee from a position to another class having a higher maximum salary rate.

EMPLOYEE shall mean a person who has been appointed to a position in the City service in accordance with the Personnel Rules and Regulations.

FULL-TIME REGULAR EMPLOYEE shall mean an employee who works thirty-five (35) or more hours per week for twelve (12) or more consecutive calendar months in any job classification established by the City as a regular position.

PART-TIME REGULAR EMPLOYEE shall mean an employee who works less than thirty-five (35) hours per week and who is retained to work twelve or more consecutive calendar months in any job classification established by the City as a regular position.

FULL-TIME TEMPORARY OR SEASONAL EMPLOYEE shall mean an employee who works thirty-five (35) or more hours per week for less than twelve (12) consecutive calendar months in any job classification established by the City as a seasonal or temporary position.

PART-TIME TEMPORARY EMPLOYEE shall mean an employee who works less than thirty-five (35) hours per week for less than twelve (12)

consecutive calendar months in any job classification established by the City as a seasonal or temporary position.

EXEMPT EMPLOYEE An employee shall be deemed to be exempt if the responsibilities of the position conform to the FLSA regulations governing exempt status employees.

HOURLY EMPLOYEE An hourly employee shall be compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Rochester for the particular position and pay step.

PROBATIONARY PERIOD a working test period of twelve (12) consecutive months during which a probationary employee is required to demonstrate fitness for the duties of the position to which the employee is appointed.

PERFORMANCE EVALUATION An annual or more frequent evaluation of an employee based upon the rating of an employee by a superior(s) relating to work habits, general performance, job accomplishments, and other employment factors and shall include establishment of work expectations to be accomplished for the next performance evaluation.

ANNIVERSARY DATE shall mean the date of hire.

PROMOTION DATE shall mean the date the employee started his/her present position.

WORK WEEK The period between midnight on Sunday to midnight the following Saturday.

PRIVATE DUTY WORK ASSIGNMENTS – Work assignments where all wage and benefits costs to the employee's department are reimbursed by a third party on a flat rate or per hour basis.

PAID TIME OFF (PTO) – A policy that combines vacation, sick, family sick and personal time off into a single bank of non-cumulative days for employees to use to take paid time off from work. The PTO policy in this handbook applies to exempt employees hired after November 1, 2015.

ARTICLE IV

PERSONNEL RULES AND REGULATIONS

STATUS OF PRESENT EMPLOYEES: Any person holding a full-time or part-time regular position of employment in the City's service, upon the adoption of these Rules and Regulations, shall assume the status of the

position held, and shall be presumed to have been appointed in accordance with these Personnel Rules and Regulations and shall retain all benefits accrued as of the adoption of the Rules and Regulations.

PERSONNEL OFFICER: The City Manager shall be the Personnel Officer of the City of Rochester except as he may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to City officers, Department Heads, or agents of the City. Duties of the Personnel Officer shall be defined as the administration of all Personnel Rules and Regulations contained herein. The Personnel Officer may waive provisions of the Merit Plan when deemed necessary for the proper administration of the plan. The Personnel Officer shall make findings of fact and state the reasoning for the change in provisions, in writing, for each such waiver.

ARTICLE V

EMPLOYMENT

Section 1: ELIGIBILITY

Employees shall be selected without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or handicap from the best qualified persons applying for said employment, preference being given to citizens of the City of Rochester when all other qualifications are equal.

Section 2: SELECTION

Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position, but usually shall include: advertising; allowing at least a seven (7) day application period; internal posting in all departments; posting open employment examinations; contact with State and other appropriate employment offices; and contact with special sources of information in each case.

Section 3: APPOINTMENT

After completing all procedures as the appointing authority may determine as relevant, necessary, and within the limits of the law, selection shall be made from among those persons who have qualified for appointment.

Section 4: PROMOTION

Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given

first consideration in filling a vacancy and shall be given training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the service.

Section 5: PROBATION

The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of not less than twelve (12) consecutive calendar months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment by the City, during the probationary period an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, shall be reinstated to his/her former position within six (6) months unless charges are filed and he/she is discharged for cause not related to performance in the promoted position. The provisions of this section shall apply to full-time regular and part-time regular employees.

Section 6: TRAINING

In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, Department Heads and/or the Personnel Officer shall develop and implement educational training programs, as they deem appropriate.

Section 7: TRANSFER

If an employee, possessing the qualifications necessary to fill a vacant position within the employ of the City, wishes to be transferred from his/her present department to the department with the vacancy, the employee shall notify the Personnel Officer. Said employee shall be considered for the appointment by the appointing authority in the best interests of the City.

ARTICLE VI

CLASSIFICATION AND COMPENSATION

Section 1: CLASSIFICATION

There shall be a Classification Plan for all non-union positions of service in the City. For each class of non-union positions within the City,

this Plan shall establish a Class Title, a Statement of Duties, Authority and Responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. The Classification Plan shall be appended to and made a part of the Merit Plan.

Section 2: PAY PLAN

The Personnel Officer shall be responsible for the development and inclusion of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps considered necessary and equitable. Salary ranges shall be linked directly with the Classification Plan and shall be determined with due regard to: ranges of pay for other classes; requisite qualifications; prevailing rates of pay for comparable work in other private and public employment within the Rochester area; cost of living factors; suggestions from Department Heads; maintenance and other benefits received by employees; the financial ability of the City; and other economic considerations. Further, all Pay Plans of the City shall take into consideration conditions of merit and seek to reward those employees who have performed meritorious service for the City.

Section 3: COMPENSATION ADJUSTMENT

The compensation of each employee shall be reviewed annually by his/her department head, or by the City Manager in the case of department heads, to determine if an increase in pay is to be made in accordance with the established City's Merit Pay Plan for non-union employee. Any increase in pay will be based upon and in conjunction with the employee's annual performance evaluation. Performance evaluations for all non-union employees must be completed and reviewed with individual employees by ~~March~~ ~~May~~ 15 of each fiscal year. All performance based pay increases will be effective on the first pay period in July of each fiscal. New employees hired after February 1 shall not be entitled to a wage increase on the first July 1 subsequent to their hiring. The pay schedule of wages paid to employees shall be governed by the Pay Plan of the City of Rochester, which may be upgraded from time to time by the City Council in conjunction with the annual budget, as a rule, upgrades in the Pay Plan shall be guided by the increases in the Boston-Brockton-Nashua, MA-NH-ME-CT All Items 1982-84=100 (R)=Revised (CPI-U) consumer price index for wages.

Any merit salary increase so awarded shall be based upon a rating of employees by their superior using a systematic and formal evaluation process. Performance found to be meritorious shall be certified by the supervisor and a pay adjustment made in accordance with the Merit and Pay Plan.

#1

Section 3a: COMPENSATION ADJ. – TOP OF GRADE PAY MERIT PAY

Employees at the top of their pay grade are eligible for a lump sum merit pay adjustment of up to 2.0% per year. This merit adjustment shall be

awarded under the same provisions of merit pay within the pay grade ranges laid-out in Article VI, Section 3 above. This merit pay increase will not add to the base pay or the grade pay range of an employee for purposes of calculating any pay related benefits and is at the discretion of the City Manager.

DRAFT

ARTICLE VII

HOURS OF WORK AND LEAVE

Section 1: HOURS OF WORK

The City Manager shall determine hours of employment with due consideration for the varying requirements of the different departments, and whenever possible, hours of employment for employees in the same class of the same work shall be uniform.

Section 2: OVERTIME AND COMPENSATORY TIME

All employees, with the exception of Department Heads, Deputies, Division Heads, and others exempt under the Fair Labor Standards Act (FLSA), shall be compensated for all hours worked over forty (40) hours per week at the rate of one and one half (1½) times the employee's regular hourly rate of pay. Employees may elect to be compensated with compensatory time at the rate of one and one half (1½) hours for each hour worked over forty (40) hours per week to be accumulated to a maximum of twenty (20) hours. Departments shall make every effort to ensure that extra hours worked on a particular day(s) be offset by hour-for-hour time off within the same workweek. All overtime must receive the prior approval of the Department head. If compensatory time is to be used to compensate for overtime hours, it must be agreed to by the employee and approved by the Department head in writing prior to the hours being worked. An hourly employee called back to work after normal work hours shall be paid one and one half (1½) times the employee's regular hourly rate of pay for a minimum of two (2) hours for each such call back.

Section 2a: PRIVATE DUTY ASSIGNMENTS

Private duty assignments shall be limited to non-exempt employees and shall be compensated at the rate of one and one-half (1 ½) times their regular hourly rate of pay not to exceed the top step of the patrol scale as listed in the IBPO (Police) collective bargaining agreement. Exempt employees may be allowed to work private duty assignments with no additional compensation.

Section 3: HOLIDAYS

City employees shall have the following paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

And such other days as may be designated from time to time by the City Manager. When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. If at all possible the holidays will coincide with the Rochester School calendar, at the City Manger's discretion. The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees. Shift employees whose duties require seven (7) days a week, twenty-four (24) hour coverage may receive lump sum compensation in lieu of days off for holidays. Police communications personnel are an example of this class of employee.

Section 4: VACATION/PAID TIME OFF (PTO)

Employees hired prior to November 1, 2015: The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees who work a minimum of 40 hours a pay period. Applications for vacation leave shall be approved by the Department Head and shall be chosen based on seniority, except that no employee shall select more than two (2) weeks at one time until all employees have been given an opportunity to choose their preferred vacation time. Vacation time will be accrued during the probationary period ~~buy-but~~ may not be taken until after successful completion of probation, except with approval of the employee's supervisor and the City Manager. Vacation time accrued in a year (based on anniversary date) shall be taken within the next following employment year, except when, upon application by an employee, the City Manager shall have granted an exception to this section. ~~After commencement of the first year of continuous full-time employment, each employee shall accrue paid vacation time at the rate of ten-twelfths (10/12) of a day for each month of full-time employment during each employment year through and including the fifth (5th) employment year. After the commencement of the sixth (6th) year of full-time employment, each employee shall accrue paid vacation time at the rate of one and three-twelfths (1 3/12) days for each month of full-time employment during each employment year through and including the tenth (10th) employment year. After commencement of the eleventh (11th) year of full-time employment, each employee shall accrue paid vacation at the rate of one and eight-twelfths (1 8/12) days for each month of full-time employment during each employment year.~~ Each employee will accrue vacation/ paid time off per the schedule below:

Illustrative Table:

#2

0-5 years	10/12 th day/month	2 weeks/year
6-10 years	1 3/12 th day/month	3 weeks/year
11-24+ years	1 8/12 day/month	4 weeks/year
25+		5 weeks/year

Non-Exempt (hourly) employees hired after November 1, 2015:

Each eligible employee shall be granted non-cumulative vacation days (see illustrative table below) each year granted on the employee's anniversary date. Vacation days are to be used within the year they are granted.

Illustrative Table (hired after November 1, 2015):

1-5 years	10 days/year
6-10 years	15 days/year
11-24 years	20 days/year
<u>25+ years</u>	<u>25 days/year</u>

Employees may opt to buy or sell vacation/PTO days in accordance with the Flexible Benefit Plan.

PAID TIME OFF (PTO)

Upon commencing employment and each employment year thereafter, exempt employees (hired after November 1, 2015) will be credited (at the end of their hire date month) with thirty (30) noncumulative leave days that will be usable for 14 calendar months. Upon separation from City service, the maximum PTO paid shall be 30 days.

#3

Section 5: SICK LEAVE

The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees. Sick leave shall be computed and accrued on a monthly basis, including the probationary period of an employee. Sick leave with pay shall be granted to all employees at the rate of one (1) day per calendar month worked, credited at the end of the month. Sick leave will be accumulated in accordance with the Flexible Benefit Plan.

Employees completing ~~twelve (12)~~six (6) consecutive months of employment without taking sick leave will be granted one (1) noncumulative personal day. Employees may, at their discretion ~~and with Department head approval~~, sell their noncumulative personal day during the annual open enrollment period. This provision relates only to the noncumulative personal day awarded for non-use of sick leave for ~~twelve (12)~~six (6) consecutive months. Personal days may be taken for any purpose except as substitution for suspension as a result of disciplinary action. Personal days must be scheduled and approved by the Department Head in

#4

accordance with the employee's preference and the needs of the Department, so long as at least forty eight (48) hours notice is provided.

Up to three additional days each year (noncumulative from year to year) may be taken by an employee when the ill health of a member of the employee's immediate family requires the employee's care. For purposes of this section, an employee's immediate family shall be deemed to be the spouse, child, stepchild, mother, father, or other dependents living in the same household. An exception may be made by the Department head where extenuating circumstances exist.

Employees who terminate their employment through retirement shall be entitled to a lump sum payment for three-quarters of the number of accumulated days due at the rate of pay at the time of termination of service, not to exceed seventy-five percent of one hundred and twenty (120) days accumulated sick leave. For the purpose of this section, retirement shall be defined as having completed ten (10) consecutive years of service with the City of Rochester and being eligible to retire under the New Hampshire Retirement System or other retirement plan paid in part or in full by the City.

Employees who terminate their employment by voluntary resignation, and who have served at least ten (10) years with the City of Rochester, shall be entitled to a lump sum payment for one-half of the accumulated sick leave due them, at the employee's rate of pay at the time of termination, not to exceed fifty (50%) percent of one hundred and twenty (120) days accumulated sick leave. In the event of termination by reason of death, said payment in the amount of 50% of accrued sick leave shall be made to his/her beneficiary.

Sick leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of actual illness or to keep necessary medical appointment. Sick leave shall be used in minimum blocks of two (2) hours.

To receive compensation while absent on sick leave, the employee shall notify his/her Department head prior to the time set for beginning his/her daily duties or as may be specified by the Department Head. At the discretion of the Department head, a doctor's certificate may be required for absence due to illness in excess of three (3) days. If the Department head has a reasonable basis to believe or suspect an employee has abused sick leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, Department Head, or Division Head.

Abuse of sick leave privilege may be cause for dismissal. Sick leave shall be recorded regularly in the personnel records and the personnel Officer shall review all sick leave records periodically and shall investigate cases, which indicate abuse of the privilege.

Section 5a: SICK LEAVE TRANSFER

The City Manager may grant a sick leave transfer to an employee if it is determined to be in the best interests of the City and if the following conditions are met.

1. The request must be in writing and for an extended illness of three or more week's duration.
2. The employee must first use all other available paid leave.
3. Employees recovering from a workers' compensation injury or illness are not eligible.
4. Employees who wish to donate sick leave must still have 30 days left after the donation is made and may donate no more than 5 days in one year.
5. Donations are strictly voluntary and anonymous.
6. Donations of leave under this section do not affect eligibility for receipt of a personal day for not using sick leave in a twelve-month period.

Section 6: WORKER'S COMPENSATION

An employee out of work due to a job-connected injury shall receive worker's compensation. The difference between the amount paid to the employee through worker's compensation and the employee's regular wage shall be paid to the employee by the City for a period of the first twenty (20) work days of said job connected injury; said amount shall not be charged against the employee's accumulated sick leave or vacation time. The actual payment of wages shall be a combination of the worker's compensation benefit as determined by the Department of Labor and a supplemental payment by the City which will be the difference between the worker's compensation payment and the employee's regular compensation, to be paid on a bi-weekly basis.

At the end of the twenty (20) day period of said job connected injury, the employee shall continue to receive both worker's compensation benefit and the difference between that benefit and the employee's regular compensation, except that the differential between the worker's compensation benefit and the employee's regular compensation shall be charged against the employee's accrued sick leave, if any, and thereafter, against vacation leave. The employee may elect to receive only the worker's compensation benefit and decline to receive the differential between the worker's compensation benefit and the regular weekly compensation, so as to avoid the charge against sick leave or vacation leave.

After expiration of the twenty (20) day period, the Department head may order a complete physical and/or mental examination of said employee by two (2) registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement under the provision of the New Hampshire Retirement Law. The commencement of payment under the

New Hampshire Retirement Law shall end the employer's obligation of payment on annual and/or accumulated sick leave and/or worker's compensation payments. Further, if it is determined by two register physicians selected by the Department head immediately after the employee is injured that said employee will not be able to return to his/her regular duties at any time in the future, the employer shall not be obligated to pay the difference between worker's compensation and the employee's regular salary for the time period of injury as outlined above.

Section 7: TEMPORARY ALTERNATE DUTY

~~In accordance with RSA 281-A:23-b, employees will be provided temporary alternate work opportunities if disabled by a work-related injury or illness. The City will make every effort to utilize Temporary Alternative work opportunity if they are appropriate to the situation. As soon as the treating physician has released the employee to lighter duties than his/her current position requires, the employee will be called upon to return to employment in a temporary alternative position. Such re-assignment may be to different duties or a different work schedule and may include assignment to a different division or position within the City of Rochester.~~

#5

Section 87: BEREAVEMENT

Bereavement leave shall be granted as follows:

1. Special leave of five (5) ~~consecutive days, including working and non-working days from the date of death,~~ without any loss of wages in the event of the death of a spouse or child.
2. Special leave of three (3) consecutive days, including working and non-working days from the date of death, without loss of wages in

#6

the event of death of employee's:

- | | |
|---------------|--|
| Father | Mother |
| Sister | Brother |
| Father-in-law | Mother-in-law |
| Grandchild | or person domiciled in employee's household. |

3. Special leave of one (1) working day with pay shall be granted to attend funeral of employee's:

Grandmother	Sister-in-law
Grandfather	Brother-in-law
Aunt	Uncle
4. Upon written approval of Department Head, two (2) additional days with pay may be granted for the above when there are extenuating circumstances.

Section 89: MILITARY LEAVE

Any permanent employee who is a member of the Reserve Component of the Armed Forces of the United States, and is required to undergo field training therein, shall be entitled to a leave of absence with

pay for the period of such training, but not to exceed three (3) weeks in any one (1) year, in addition to the annual vacation leave, provided the amount of base pay paid to such employee for such leave of absence shall be the difference between his compensation for military activities as shown by a statement by military authorities giving rank, pay and allowance, and the amount of employee's regular wage.

Section 910: JURY DUTY

An employee called as a juror will be paid the difference between the fees received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's Department Head. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 1110: LEAVE OF ABSENCE

Leave without pay may be granted upon the recommendation of the Department head and approved by the City Manager. The City Manager may grant leaves without pay for such purposes and under such conditions as deemed in the best interest of the employee and the City. A leave of absence without pay may be granted with no loss of employment rights.

Section 1211: PERSONAL DAYS

Each eligible employee shall be entitled to two (2) non-cumulative Personal Days when hired and each year thereafter, granted on the employee's anniversary date. Personal days may be taken for any purpose except as substitution for suspension as a result of disciplinary action. Personal days must be scheduled and approved by the Department head in accordance with the employee's preference and the needs of the Department, so long as at least forty-eight (48) hours notice is provided.

Section 13: PAID TIME OFF (PTO)

~~Upon commencing employment and each employment year thereafter, exempt employees (hired after November 1, 2015) will be credited with thirty (30) non-cumulative leave days.~~

#7

ARTICLE VIII

RETIREMENT AND OTHER BENEFITS

Section 1: RETIREMENT

Membership in the State of New Hampshire Retirement System is mandatory for all full-time regular employees. The employee's share of cost for the retirement benefit shall be deducted from the employee's pay in

accordance with amounts established by the New Hampshire Retirement System.

Section 2: HEALTH INSURANCE

All full-time regular employees shall be entitled to insurance benefits under the single, two-person or family plans in accordance with the Flexible Benefit Plan.

The City's contribution to medical insurance premiums will be limited to the following:

Plan A – MTABSOS20/40/1KDED - RX10/20/45	#8
Plan B – MTAB20IPDED - RX10/20/45	

- 7/01/15 - 100% of total premium of Plan A or 80% of Plan B
- 7/01/16 - 93% of total premium of Plan A for either Plan A or Plan B
- 7/01/17 – 87% of total premium of Plan A (Plan B eliminated)
- 7/01/18 – 80% of total premium of Plan A

Section 3: LIFE INSURANCE

The City shall provide each employee, at no cost to the employee, life insurance coverage for the death of the employee due to any cause, in accordance with the Flexible Benefit Plan.

Section 4: DENTAL INSURANCE

The City shall provide dental insurance coverage for employees in accordance with the Flexible Benefit Plan.

Section 5: DISABILITY INSURANCE

The City shall make disability insurance available in accordance with the Flexible Benefit Plan.

Section 6: REIMBURSEMENT ACCOUNTS

The City shall establish voluntary employee reimbursement accounts for Medical/Dental expenses and Dependent Care expenses. These accounts will be established in a manner that conforms to all State and Federal tax codes or statutes. Employees may choose to participate in these accounts in accordance with the Flexible Benefits Plan.

Section 7: LONGEVITY

The City provides longevity pay to employees based on years of service as follows:

- a) Employees hired on or before June 30, 2005 length of service is determined by original date of hire.
- b) Employees hired after June 30, 2005, length of service is determined by initial date of full-time continuous employment.

<u>Years of Service</u>	<u>Annual Payment</u>
3 – 5	\$200.

6–10	\$325.
11–15	\$400.
16-20	\$550.
21 or more	\$600.

Payment shall be made annually on the employee's anniversary date. Upon termination of employment with the City, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

Section 9. EDUCATION INCENTIVES – POLICE SWORN PERSONNEL

An education incentive shall be paid to those regular, full-time sworn non-union Police Command Staff who were hired prior to December 6, 2011 who hold an Associate's Degree, Bachelor's Degree or Master's Degree in the field of Criminal Justice, Criminal Administration, Police Science, or the equivalent in curricula content as determined by the Chief of Police and approved by the Police Commission. This education incentive shall be paid to regular full-time sworn non-union Police Personnel who hold either degree. The amount paid shall be as follows:

Associate's Degree	\$1,000.00 annually
Bachelor's Degree	\$1,500.00 annually
Master's Degree	\$2,000.00 annually

Payment shall be made in equal payments throughout the year to qualified personnel after the employee provides proper documentation to the Chief of Police and the City Human Resource Office.

ARTICLE IX

SEPARATIONS AND DEMOTIONS

Section 1: REDUCTION IN FORCE

In the event of layoff, the City shall lay off in inverse order of employment in the class and department involved. The Department head shall give written notice to the employees affected by a layoff two (2) weeks before the effective date of the action. If there is a recall within one (1) year for positions made vacant by a layoff, available laid-off employees shall be recalled according to classification and seniority. Seniority and accumulated leave (if not paid to the employee upon layoff) shall be restored to the level attained at the time of layoff if recalled within one (1) year.

Section 2: DEMOTIONS

A Department Head may demote an employee for disciplinary reasons for cause. A written statement of the reasons for such action shall be filed with the employee, the City Manager and the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off.

Section 3: CAUSE FOR REMOVAL OR OTHER DISCIPLINARY ACTION

Just cause for removal or other disciplinary action shall include, but shall not necessarily be limited to, the following:

1. Neglect of duties.
2. Incompetence or inefficiency.
3. Inability to perform work due to mental or physical disability.
4. Insubordination or serious breach of discipline.
5. Intoxication while on duty.
6. Chronic or excessive tardiness.
7. Chronic or excessive absenteeism.
8. Willful violation of any of the provisions of the Personnel Rules and Regulations or other statutes relating to the employment of City employees.
9. The conviction of any criminal act or offense.
10. Abuse or violation of sick leave or other City regulations.
11. Negligence of or willful damage to public property, and waste or pilferage of public supplies.
12. Conduct unbecoming a City employee.
13. The use or attempt to use one's authority or influence to control or modify the political action of any person in the City's service or engaging in any form of political activity during working hours.

Section 4: RESIGNATION

The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the Grievance Procedure.

ARTICLE X**GRIEVANCE PROCEDURE****Section 1: DEFINITION**

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the Plan.

Section 2: PROCEDURE

The most effective accomplishment of the work of the City requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the City to address grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after a formal appeals process. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: the employee, in writing, shall fill any grievances with the employee's immediate supervisor. The grievance shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas that the employee, or the designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the supervisor. Within seven (7) calendar days of receipt of the grievance, the supervisor shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the seventh day. If the supervisor fails to respond within seven (7) days, the grievance may proceed to the next step.

Step #2: If the aggrieved employee is not satisfied with the decision of the supervisor, or if no decision has been rendered within the seven (7) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the Department Head within seven (7) calendar days of the receipt of the supervisor's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific areas which the employee feels have been violated, as was presented to the supervisor. The Department Head, or the designated representative, shall hold an administrative hearing concerning the grievance within seven (7) calendar days of receipt of the aggrieved employee's appeal. The Department Head shall decide the grievance based upon the information supplied any further information that he/she may request during or subsequent to the hearing. The Department Head shall render a decision, in writing, within five (5) calendar days from the close of the hearing.

Step #3: If the aggrieved employee is not satisfied with the decision of the Department Head or if no decision has been rendered within the five (5) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the City Manager within seven (7) calendar days of the receipt of the Department Head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated, as was presented to the Department Head. The City Manager, or the designated representative, shall hold an administrative hearing concerning the grievance within fourteen (14) calendar days of receipt of the aggrieved employee's appeal. The City Manager shall render a decision, in writing, within fourteen (14) calendar days from the close of the hearing.

Step #4: If the decision of the City Manager is found to be unsatisfactory, or if not decision has been rendered during the time period specified above, said employee may within seven (7) calendar days, appeal, in writing, the decision of the City Manager setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated, to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fourteen (14) calendar days from the date of its receipt, and shall render their decision, in writing, within fourteen (14) calendar days from the close of their final hearing date. The Board shall issue a written report containing findings of facts and recommendations to the City Manager. The Personnel Advisory Board shall have no power to reinstate an employee unless it finds, after investigation, that disciplinary action was taken against the employee for religious, racial, or political reasons. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of his/her decision within seven (7) calendar days, and such decision shall be final

The time limits established in the Steps above may be extended by mutual consent of the City and the employee.

ARTICLE XI

POLITICAL ACTIVITY AND OUTSIDE EMPLOYMENT

Section 1: POLITICAL ACTIVITY

No person holding a position with the City shall take an active part in, or make a contribution or donation to, any municipal campaign or serve as a member of a committee of such club or organization, or act as a campaign worker at the polls, or distribute badges, pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this Article shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting his vote. Any person who wishes to accept or seek election to a municipal office may do so. However, if elected and a conflict of interest occurs regarding the employee's employment with the City and holding elected office, the employee shall make a choice between continued employment with the City or serving in the elected position. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee guilty of such violation.

No officer or employee in the City service shall directly or indirectly contribute, solicit, or receive, or be in any manner concerned in contributing, soliciting or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

Section 2: OUTSIDE EMPLOYMENT

Employees shall recognize that the City of Rochester is the prime employer and therefore no City employee shall accept or engage in any outside employment or self employment which shall constitute a conflict of interest, reflect discredit upon the City, or interfere with the proper performance of the employee's duties in the City service. The employee shall notify the employee's Department head if the employee is engaging in outside employment or self-employment. No City employee shall solicit or engage in any employment or self-employment during regular City working hours, nor shall City vehicles, equipment or facilities be used in the pursuit of or performance of such employment.

ARTICLE XII**SAVINGS CLAUSE**

If any provision of this handbook or the application of such provision should be rendered or declared invalid by any court action or reason of existing or subsequently enacted legislation, the remaining parts or portions of this handbook shall remain in full force and effect.

ARTICLE XIII**MISCELLANEOUS PROVISIONS****Section 1: INCLUSION IN CONTRACTS**

No provision of this handbook shall apply to any employee whose employment is the subject of a written employment contract, individual or collective, existing or future, unless this handbook is expressly included therein.



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net



**PROCLAMATION
NATIONAL RECOVERY MONTH
SEPTEMBER, 2018**

- WHEREAS,** behavioral health and recovery from substance use disorder is an essential part of health and one's overall wellness; and
- WHEREAS,** prevention of mental and substance use disorders works, treatment is effective, and people recover in our area and around the nation; and
- WHEREAS,** preventing and overcoming mental and substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally; and
- WHEREAS,** we must encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and
- WHEREAS,** mental and substance use disorders affect all communities nationwide including people in our City; and
- WHEREAS,** to help more people achieve and sustain long-term recovery, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House Office of National Drug Control Policy (ONDCP), SOS Recovery Community Organization and the City of Rochester, NH invite all residents of Rochester, NH to participate in National Recovery Month in September.

NOW, THEREFORE, I, Caroline McCarley, Mayor, by virtue of the authority vested in me by the Laws of Rochester, NH, do hereby proclaim the month of September 2018 as "National Recovery Month" in Rochester, NH, and I call upon all citizens to observe this month with appropriate programs, activities, and ceremonies to support this year's Recovery Month theme, "Join the Voices for Recovery: Strengthen Families and Communities."

IN WITNESS WHEREOF, I have hereunto set my hand this 4th day of September in the year of our Lord, Two Thousand Eighteen.

Caroline McCarley
Mayor of Rochester

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net



**PROCLAMATION
NATIONAL THANK A POLICE OFFICER DAY
SEPTEMBER 15, 2018**

WHEREAS, the third Saturday in September has been designated as National Thank a Police Officer Day; and

WHEREAS, the members of the Rochester Police Department play an essential role in safeguarding the rights and freedoms of the City of Rochester and its citizens; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, the hazards and the sacrifices of their law enforcement officers and their families; and

WHEREAS, the men and women of the Rochester Police Department unceasingly provide vital public service to this community by safeguarding life and property; and

WHEREAS, the health, safety, economic vitality and comfort of this community greatly depend upon these men and women and the work they perform.

NOW, THEREFORE, I, Caroline McCarley, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim Saturday, September 15, 2018 "National Thank a Police Officer Day" in the City of Rochester, and I call upon all citizens to show their support of the Rochester Police Department by featuring blue on their property and by thanking any law enforcement persons they come in contact with.

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

Caroline McCarley
Mayor of Rochester

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City Clerk's Office

Letter of Resignation

Kyle Starkweather
1 Farrington St
Rochester, NH 03867

20 August 2018

Rochester NH Planning Board

Dear Mr. Chairman and City Planners,

Please accept this letter as my formal resignation from the Rochester Planning Board effective immediately.

This announcement comes with a heavy heart, as I have sincerely enjoyed my time at the Planning Board. My family is growing with the anticipated arrival of twins this winter and I have accepted a pilot position in the New Hampshire Air National Guard. I will be away at training for the next two years and thus unable to maintain this commitment. This position has been an excellent introduction to the local civic process. I will greatly miss the board members I have had the honor of serving with.

I would like to leave you with the following thought. Rochester is on the edge of a great revival. I hope the board continues to push for the changes needed and remains bold in this endeavor. I thank you all for your commitment to Rochester's growth and protection of its heritage.

Please let me know how I can be of assistance during the transition period. I do fully intend to reengage with the local civic process when I return. I wish you and the board the very best going forward.

Sincerely,

Kyle Edward Starkweather

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City Clerk's Office

August 21, 2018

I Melissa (Missi) D'Arcy resign as
Ward Clerk for Ward 5.
We will be moving out of state.

Missi D'Arcy

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City Clerk's Office



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

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Supervisor of the Checklist, Ward 6

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Jim Grant

STREET ADDRESS: 33 Wakefield Street

28 North Main Street #5
ZIP 03867

TELEPHONE:(H) _____ (W) 335-7571 E-MAIL jim.grant@rochesternh.net

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

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

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

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

I certify that I am 18 years of age or older: James Grant

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City Clerk's Office



NEW HAMPSHIRE RIVERS MANAGEMENT AND PROTECTION PROGRAM



**LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE
NOMINEE FORM**

Please complete both sides of this Form and email to riversprogram@des.nh.gov or mail to Rivers Coordinator, NH DES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095.

Please type "NOMINEE FORM" and nominee's name in the subject line of the email. For questions contact the Rivers Coordinator at 271-2959.

RECEIVED
JUN 17 2014
CLERK'S OFFICE
ROCHESTER NH

NOMINEE NAME: Therese Hickman DATE: 6/10/14 [WARD 1]
RIVER NAME: Cocheco
REPRESENTING: MUNICIPALITY: Rochester OTHER: _____

Nominee Contact Information:

Street Address: 8 Stonewall Dr.
Town: Rochester
Zip Code: 03868
Email: gtjdjr6@yahoo.com
Phone (home): 603 332-3549 Phone (cell): 603-973-9794 Phone (work): N/A

Is this a: New Appointment or a Reappointment

Please state your interest(s) in serving on the Local Advisory Committee:

- Local Government
- Business
- Conservation
- Recreation
- Agriculture
- Riparian Landowners

(Form continued on page 2)

Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)

Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____

Note: By statute, the Commissioner of DES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a).

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

For the past 5+ years I have been a part of the Volunteer River Assessment Program and have worked closely with Lorie Chase. I have participated in the Cochecho River Sweep 8 times. As a teacher I help students become more aware of their environment and how they can help.

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- Management Plan Preparation/Implementation
- Event Organization
- Public Education
- Grant Writing
- Public Relations
- Committee Administration
- Other area cleanups

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings.

- I can attend monthly meetings on most weeknights
- I can attend monthly meetings only if scheduled on a specific weeknight
- I can only attend a limited number of monthly meetings
- I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Local Advisory Committee

For DES Office Use Only

1. Nominee form has been reviewed by RMPP staff on (date) _____
2. LAC Chair and Nominee have been contacted regarding nomination on (date) _____
3. RMPP Staff recommends appointment to Commissioner:
 - Approve _____

RMPP staff
Date
4. Appointment letter and information packet sent on (date) _____
5. Contacts database updated (date) _____
6. LAC Member List updated (date) _____

Codes and Ordinances Committee

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

Others Present

Councilor Sandra Keans
George Pelletier, Landlord
Steve Beaudoin, State Representative
and Landlord
Aricky Bounds, Landlord
Lisa Stanley, Police Commission
Gerald Hanscom, Landlord
Cliff Newton, Resident
Pam Sawyer, Landlord
Fred Carter, Landlord

CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday, August 2, 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, Clerk Typist II, took a silent roll call. All Committee members were present.

2. Public Input

Councilor Lachapelle invited the public to come forward to address the Committee at 7:01 PM.

George Pelletier of Walnut Street and local landlord addressed the Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

Steve Beaudoin of Hemlock Street, landlord, and State Representative of District (9) addressed the Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

Arickey Bounds of Strafford, NH and local landlord addressed the Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

Lisa Stanley of 133 Sampson Road and Police Commissioner for the City of Rochester addressed the Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

Gerald Hanscom of Lee, NH and local landlord addressed the Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

Pam Sawyer of Somersworth and Landlord for property located in Rochester addressed the

Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

Cliff Newton of Old Dover Road addressed the Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

Fred Carter of Dover, NH and local landlord addressed the Committee regarding Chapter 146 Disorderly Residence (*City of Franklin*).

3. Acceptance of the Minutes: June 7, 2018

Councilor Lauterborn suggested that the Chairman amend the Agenda in order to hold a discussion regarding Chapter 146 Disorderly Residence – City of Franklin, NH. Councilor Lachapelle agreed to amend the agenda after the acceptance of the Committee meeting minutes (June 7, 2018).

Councilor Lauterborn **MOVED** to **ACCEPT** the June 7, 2018 Codes and Ordinances Committee meeting minutes. Councilor Bogan seconded the motion. Councilor Lauterborn **MOVED** to **AMEND** the meeting minutes to reflect that Councilor Abbott had been excused from that Committee meeting. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle called for a vote to accept the meeting minutes as amended. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle said if there is no objection the Agenda shall be amended to move up the discussion regarding Chapter 146 Disorderly Residence (City of Franklin) at the time. No objection had been stated.

Councilor Lachapelle informed the Committee that this item has been held in Committee and at this point it is uncertain who initiated the discussion. Lisa Stanley, Police Commissioner, recalled that the Police Commission, Councilor Gray, and the City Attorney had brought this discussion item forward to the Committee.

Lieutenant Swansberry explained that the Police Department had been reviewing this Ordinance with the City of Franklin, NH. It was noted that the ordinance has been used by the City of Franklin as a mechanism to generate conversations with landlords. To his best knowledge there have been no issues in Franklin that required any court action. He believed that the Rochester Police Department currently has a good relationship with the local landlords.

Councilor Lachapelle suggested that the matter be tabled until the City Attorney is available for comment. Councilor Abbott suggested that the matter be voted down at this meeting. He listed reasons he disagrees with the ordinance as written. Councilor Gates **MOVED** to **REJECT** the Amendment to the Ordinance as presented. The Police Department could create a policy to deal with some of the issues relative to disorderly residence. Councilor Bogan seconded the motion. It was noted that the landlords (in attendance) are seeking for notification from the Police Department regarding any police presence or police action on their rental properties. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn suggested that the issue be sent back to the Police Commission in order to create a policy of notifying local landlords. It seems that the landlords who have attended the meeting this evening are seeking to be notified of any police related events happening on their rental properties. Commissioner Stanley agreed that the Police

Commission and Police Administration could work on a formalized policy to deal with some of the issues relative to disorderly residence.

4. **Amendment to Chapter 16 Private Wastewater Disposal**

Peter Nourse, Director of City Services, said prior to February, 2017, Chapter 16 read as follows: (e) *Existing structures within two hundred (200) feet of the public sewer and currently served by private wastewater disposal facilities shall connect to the public sewer at such time as the private wastewater system fails or the property is transferred whichever occurs first.* Mr. Nourse stated that the Rochester City Council adopted the following changes on February 14, 2017: (e) *Structures within one hundred (100) feet of the public sewer and currently served by private wastewater disposal facilities shall connect to the public sewer within ninety (90) days after an official notice to do so.*

Mr. Nourse stated that after February 14, 2017 there is a 100 feet requirement (for mandatory hook-up) and there is no longer the following second requirement: *sale of property or the failure to the sewer system.* He said the problem is that the State is only concerned with failed systems being restored and they are not concerned if the home is located within 100 feet of a local municipal hook-up, therefore, the State has made it clear that they are no longer required to receive documentation of local approval. *Please see Mr. Nourse's letter to Commissioner Scott, DES.*

A discussion ensued about homeowners that are not aware of the above requirements and the fact that homeowners hire a Water Disposal Designer. The homeowner depends/trusts the designer to follow City and State laws/requirements. The Committee debated if the proposed language would burden all homeowners when there are only approximately 300 homes that are within 100 feet of the local sewer system.

Councilor Abbott said it seems that DPW is not likely to find out about the plans for a septic design until the homeowner has already invested money into the design phase. The "designer" is already ignoring the current ordinance, which requires that a homeowner must hook-up to the City sewer system if they are within 100 feet. It does not seem practical that by adding another rule it will make the designer start to comply. It seems to be an ineffective way to correct this type of problem. Mr. Nourse agreed, however, in this case, the ordinance would allow for a specific notification to be sent to both the homeowner and local contractors. There would be no excuse for non-compliance. The Committee debated the matter. A few suggestions were made to the language of the proposed ordinance. Councilor Lauterborn said it sounds like the current State law covers the idea of sending out emails/notifications to the approximately 300 homeowners. It was determined that Mr. Nourse would review the idea of amending the ordinances or to seek an alternate way of resolving the issue. This will not be kept in Committee; however, Mr. Nourse may or may not bring forth a future solution to this problem.

5. **Discussion: Chapter 146 Disorderly Residence City of Franklin**

This agenda item had been taken up earlier in the meeting.

6. **Discussion: Operation of Ride Sharing Services in Rochester**

Councilor Lachapelle contacted the Building, Zoning, and Licensing Services Department to

find out information about what is currently required for a Taxi-Cab License and to have that department draft some type of amendment to the Ordinance to include language about “ride sharing” service in Rochester. This has not yet been received.

Councilor Lachapelle informed the Committee that a gentleman had recently been stopped by the Rochester Police Department for not having a Taxi license; however, there is no current ordinance to cover this type of cab license. Councilor Lauterborn noted that this is a different type of service, it would seem impractical if one was required to obtain a separate license from each town/city he worked with. It would make more sense if there were only one license and that it could be obtained by the State of NH. The Committee discussed the differences between a “taxi” service and the “share-ride” services, which are in many ways the same. It seems that this should actually be regulated at the State level. Councilor Lachapelle agreed to check with the legal department to obtain a legal opinion. Councilor Lauterborn asked Lieutenant Swansberry to bring this topic back to the Police Department to let them know there is nothing to follow in the local ordinances as of yet. This matter is being kept in Committee and shall be placed on the next available agenda.

7. Other

Councilor Lachapelle announced the next meeting is tentatively set for September 6, 2018 at 6:00 PM.

8. Adjournment

Councilor Bogan **MOVED** to **ADJOURN** the Codes and Ordinances Committee at 7:58 PM Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectively Submitted,

Kelly Walters, CMC *for Susan Morris*
City Clerk



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson

Donna Bogan, Vice Chairperson

Tom Abbott

Jeremy Hutchinson

James Gray

Meeting Date:	Monday, August 13, 2018	
Members Present:	Tom Abbott Donna Bogan James Gray Elaine Lauterborn	Members Absent: Jeremy Hutchinson
Guests/Staff:	Julian Long, Community Development Coordinator Karen Pollard, Economic Development Manager Rad Nichols, COAST Executive Director Rodney Woodell, Resident	

Councilor Lauterborn called the meeting to order at 7:15 p.m. Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the May 14, 2018 minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
WAY-FINDING PROJECT UPDATE	<p>Ms. Pollard presented updates on the way-finding project that is planning to place way-finding signs before the end of the year. There is \$49,200 available for Phase I way-finding sign installation. The Economic Development Office is proposing signs for the entrance to Factory Court, back of Factory Court, Upper Mill parking lot across from Lilac City Grille, Union Street parking lot, and Columbus Street south parking lot across from China Palace. Ms. Pollard added that there is also a Columbus Street north parking lot but that this lot has not been chosen for Phase I sign placement.</p> <p>Councilor Lauterborn asked if the signs will be permanent, and Ms. Pollard replied that the signs will be bolted to the concrete. Councilor Lauterborn asked about the costs for the design component of the project, and Ms. Pollard replied that the design cost was \$50,800. Councilor Bogan stated that she agreed with placing signs on Columbus Street south over the Congress Street parking lot.</p>

Councilor Lauterborn asked if there is a redesign plan for the Union Street parking lot. Ms. Pollard replied that there is but that the sign can be easily moved and that the Union Street parking lot is the parking lot that most needs signage. Councilor Bogan asked if the signs will state the hours for parking, and Ms. Pollard replied that it will just say “free parking” and be a very attractive design.

Councilor Gray asked if the City Council has approved the names for the parking lots and other locations. Ms. Pollard replied that the way finding task force has approved the location names. Councilor Gray suggested renaming the Upper Mill parking lot, as there has not been a mill at that location for some time. Ms. Pollard went over all the proposed location names and solicited Committee feedback. Councilor Abbott suggested marking the lesser-known municipal parking lots with some kind of indication that they are municipal parking, and Ms. Pollard replied that the remaining municipal lots are included in later phases of the way-finding project.

Councilor Abbott asked if the pedestrian kiosks will also have parking information, and Ms. Pollard replied that they will. She added that eventually the goal is to have two pedestrian kiosks, at Factory Court (which will be Phase I) and in front of Marilyn’s Boutique (in a later phase).

Ms. Pollard added that the way finding task force will have to approve the proposed sign locations.

**COAST PRESENTATION
– 2020 Comprehensive
Operations Analysis**

Mr. Nichols informed the Committee that COAST (Cooperative Alliance for Seacoast Transportation) is soon beginning one of its largest planning projects in recent history, a comprehensive operations analysis. COAST’s operations have grown and shrunk as grants have been obtained and as grants have ended. COAST will be looking how to best meet the region’s public transit needs as efficiently as possible using funding available. The project will start with COAST going to the public and asking for input on what people want and expect from their public transit system. Between thirty and forty public meetings are anticipated.

An example of a question to be asked during the analysis is whether the system will be based on service coverage maximization or on serving the highest number of riders possible. The project will run from fall 2018 through summer 2020. There is a

	<p>steering committee for the comprehensive operations analysis comprised of COAST board members, and Community Development Coordinator Julian Long will be serving on the steering committee representing the City of Rochester.</p> <p>Councilor Lauterborn suggested targeting current COAST customers for public input, possibly through handing out flyers to passengers or other methods. Mr. Nichols replied that such outreach will be incorporated into the public input process. Focus groups will include riders, government entities, local chambers of commerce, and social services providers. Mr. Nichols also discussed the coming implementation of a real-time transit update system.</p> <p>Councilor Lauterborn complimented COAST on undertaking the project and thoroughly analyzing its operations.</p>
<p>FY 2017-2018 CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT – Review and Approval</p>	<p>Mr. Long provided a brief overview of the draft FY 2017-2018 CDBG Consolidated Annual Performance and Evaluation Report, which is the City of Rochester’s annual performance report submitted to the U.S. Department of Housing and Urban Development (HUD). Mr. Long informed the Committee that all CDBG activities in FY 2017-2018 met or exceeded their set goals, with the exception of the Community Center Tennis Court Night Lights Project, which is still in progress. The tennis court night lights project is anticipated to conclude in two weeks and, once concluded, to meet its set goals.</p>
<p>PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, JOB Loan Program Report, Non-CDBG Grants</p>	<p>Mr. Long stated that all FY 2018-2019 environmental reviews have been completed and approved by HUD. The two school chairlift projects at Maple St. Magnet School and Spaulding High School have been scheduled to take place over the winter break. The Rochester Housing Authority’s Charles St. Elevator Project has not yet been scheduled as the Rochester Housing Authority is working on finalizing its gap funding for the overall renovation project.</p> <p>Mr. Long also provided updates on the Assessment of Fair Housing drafting process. HUD has rescinded its assessment tool and has yet to provide a revised tool. Mr. Long stated that he has continued drafting the Assessment of Fair Housing using the former tool and will update once the new tool becomes available.</p> <p>Mr. Long provided the Committee with the FY 17-18 fourth quarter report on the City’s Job Opportunity Benefit (JOB) Loan Program, as well. Country Tire has finished repaying its loan, and newest loan</p>

	<p>recipient Flexographic Print Solutions has already met its job creation requirements.</p> <p>Non-CDBG grant work for the past month included submitting a no-cost extension for Bridging the Gaps, which if granted will allow Bridging the Gaps to access unexpended prior year funds from its Substance Abuse and Mental Health Services Administration (SAMHSA) grant in FY 2018-2019, and a state Emergency Management Performance Grant for the Fire Department.</p>
<p>WORKFORCE HOUSING CHARRETTE – Updates</p>	<p>Mr. Long stated that planning for the September charrette continues to go well. Most of the planning is in place, with just a few small details left to be addressed. For the remaining month before the charrette, the focus will be on publicizing the event and ensuring the public knows about it.</p> <p>Councilor Lauterborn asked if workforce housing is below market rate, and Mr. Long replied that it is market rate housing that is at the lower end of the price range. Councilor Gray stated that what is considered workforce housing depends on the community and its economy and housing market. What is workforce housing in Portsmouth would look different from what is considered workforce housing in Rochester. Councilor Gray also mentioned that Great Bay Community College is seeking affordable dorm space for its students.</p>

The meeting was adjourned at 8:29 p.m.

Next Meeting – Monday, September 10 at 7:00 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – FY 2019-2020 CDBG Annual Action Plan, Projects Program Report, Workforce Housing Charrette

Rochester School Board / Rochester City Council
 CTE Joint Building Committee Minutes
 August 8, 2018
 Richard Creteau Technology Center, Room T220

DRAFT

Members Present:

School Board

Mr. Paul Lynch
 Mr. Matthew Beaulieu
 Mr. Robert Watson
 Mrs. Sarah Harrington (app.)
 Mrs. Anne Grassie (app.)

City Council

Mayor Caroline
 McCarley
 Mr. James Gray
 Mr. Raymond Varney

Also Present:

Mr. Michael Hopkins, Superintendent
 Ms. Cherie Mann
 Ms. Anne Ketterer
 Ms. Kathy Miskoe
 Mrs. Michele Halligan-Foley
 Mr. Peter Bruckner
 Mr. Richard Drapeau
 Guests

Members Absent:

Mr. Matthew Pappas,
 Chair
 Mr. Thomas Abbott
 Mr. Geoffrey Hamann
 Mr. Jeremy Hutchinson
 Mr. Raymond Turner
 Mrs. Audrey Stevens

Mr. Varney called the meeting to order at 7:00 p.m. Mr. Lynch appointed Mrs. Grassie and Mrs. Harrington to the Committee. Members participated in the pledge of allegiance.

Approval of Minutes

Mr. Watson moved, second by Mayor McCarley, the Committee approve the minutes of the May 30, 2018 CTE Joint Building Committee and the May 30, 2018 minutes of the CTE/JBC Subcontractor Sub-Committee. The motion carried unanimously.

Update from Lavalley/Brensinger & Harvey Construction- Ms. Kathy Miskoe from Harvey Construction reviewed the Phases on the Construction Look Ahead document. Phases 1 and 2 are occurring now. This document will be updated for each meeting.

Ms. Anne Ketterer, Lavalley Brensinger, reviewed the budget and the change orders included with the distributed backup. Some of the change orders resulted from unforeseen conditions (replacement of floor in Room 232 and corrections to the sheer wall), others, cabling, gas and solar panels, were covered by the allowance in the GMP and the additional power poles in the networking lab were owner changes. The newest change orders were explained which covered new VCT flooring for Room 228 and savings resulting from product substitution for an exhaust hood and trench drain.

The LVT flooring options for the corridors were discussed. The color, thickness and warranties of the three were reviewed. Mr. Varney suggested putting it in as a placeholder (add alternate) at the higher price and wait for the testing. The Committee again decided to table the final decision on the flooring until the testing is done in October.

Next Meeting – The next meeting of the Committee was scheduled for September 24th at 7:00 pm.

Other– Mr. Hopkins reported that a link to a live camera feed of the CTE construction site is now operational on the School Districts website (www.rochesterschools.com). He also stated that a page on the same website will be built for access to the daily and weekly progress reports provided from Mr. Drapeau, Project Clerk of the Works.

Furniture Proposals – A list of priority furniture needed for the beginning of the year was distributed. Most of the items (other than the prometean boards) are technical needs - switches, etc. The items come from different vendors. The requested prometean boards have a large touch screen display, are very mobile and have a mini computer on the back. They will replace the need for projectors and whiteboards. Though only 7 are needed to start the year, it was requested to put a placeholder in for all 16 of them.

Mayor McCarley moved, second by Mr. Beaulieu, to approve the purchase of distributed list of priority items. There was discussion about the warranty coverage of the prometean boards. Mr. Hopkins will have that information for the next meeting. The motion passed unanimously.

Mr. Gray asked if there had been any recent monitoring of the roof trusses and inquired about the need for inspections. Mr. Totty reported that the automated monitoring of moisture in the attic space has not yet been put in place but walk-through inspections had been completed at both the Rochester Middle School and Tech Center. Mr. Totty also shared information on the Gonic Roof project reporting that the building and classrooms will be ready for the beginning of school.

Public Comment None

Adjournment

Mr. Lynch moved, second by Mr. Beaulieu to adjourn at 7:37 am. The motion passed unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary

CONSTRUCTION PROGRESS

August 08, 2018



RW CRETEAU TECHNOLOGY CENTER

LAVALLEE | BRENSINGER ARCHITECTS

MEETING **AGENDA**

- Construction Update
- Phasing Plan
- Summer Construction Look Ahead
- Change Orders
- Corridor Flooring Options



CONSTRUCTION UPDATE



RW CRETEAU TECHNOLOGY CENTER

LAVALLEE | BRENSINGER ARCHITECTS

CONSTRUCTION PHASING



RW CRETEAU TECHNOLOGY CENTER

LAVALLEE BRENSINGER ARCHITECTS

CONSTRUCTION LOOK AHEAD

Phase 1 Demolition

- Staff move out completed late June
- Mobilization completed late June
- Utility rerouting of gas service completed in July
- Relocation of head end equipment / fire alarm completed
- Installation of temporary shoring installed in August
- Building demolition in process in August, completion expected by 8/17

Phase 2 2nd Floor Classrooms

- Staff move out completed late June
- Added scope
 - PCO 2 Added network drops
 - PCO 4 Room 232 Floor Replacement
 - PCO 6 Rebuilding of shear walls
 - PCO 8 Room 228 Floor Replacement
- Construction Activities
 - Removal of solar panels complete – stored for reinstallation
 - New ductwork, electrical, data, sprinkler roughed in
 - New walls in business and networking complete
 - Structural walls upgrades
 - Set new ERU-5 on roof – scheduled for 8/13
 - Interior windows
 - Door frames, doors, hardware
 - Flooring – week of 8/13
 - IT cabinets – week of 8/13
 - Painting – painting in process
 - Ceilings – grid in process
 - Finish MEP work: Lighting, sprinkler heads, diffusers
 - Inspections
 - Construction Cleaning 8/21-8/22
- Owner furniture move in 8/23
- Staff returns 8/27/18

Phase 3 New Front Addition

- Sitework / utility connections in process
- Excavation for footings/foundations to begin 9/4/18
- Summer 2019 completion scheduled

Phase 4 1st Floor Engineering

- Staff move out completed late June
- Phase scheduled for September through December
- Early start of new wall in engineering room that creates part of the maker space phase 5 room
- Added scope
 - PCO 7 Bond beam demo and rebuild over classroom entry door

Phase 5 1st Floor Maker Space

- Phase scheduled for January through April

Phase 6 1st Floor Graphic Arts

- Phase scheduled for April through June

Phase 8 1st Floor Lab Renovations including Small Wonders

- Phase scheduled for June through August next summer

Phase 8A 1st Floor Automotive Addition & 1st Floor Corridor Upgrades

- Phase scheduled for June through August next summer

Phase 9 2nd Floor Criminal Justice, Photo, Environmental Science Renovation & 2nd Floor Corridor Upgrades

- Phase scheduled for September through December next year (2019)



LBA UPDATE **CHANGE ORDERS**

PCO #008

- Classroom 228 new VCT flooring
- **\$7,213.00**

PCO #009

- Exhaust Hood Substitution
- **(\$12,500)**

PCO #010

- Trench Drain Substitution
- **(\$8,000)**



LBA UPDATE **CORRIDOR FLOORING**

PCO #005

- LVT flooring at Corridors
- Option One: J&J Classics
- **\$19,726**



RW CRETEAU TECHNOLOGY CENTER

LAVALLEE | BRENSINGER ARCHITECTS

LBA UPDATE **CORRIDOR FLOORING**

PCO #005

- LVT flooring at Corridors
- Option Two: J&J Tatami
- **\$32,752**



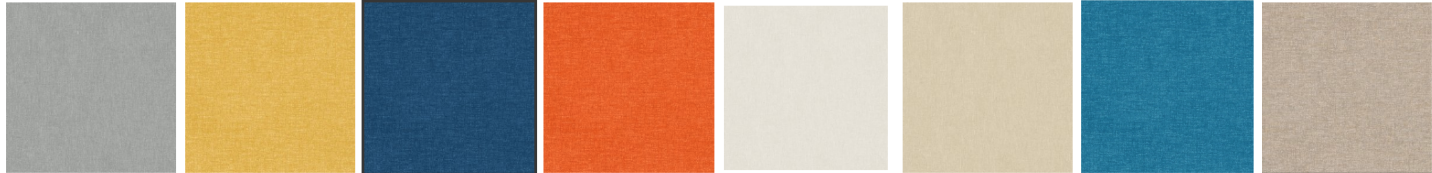
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LBA UPDATE **CORRIDOR FLOORING**

PCO #005

- LVT flooring at Corridors
- Option Three: Mannington Colorways
- **\$22,000**



RW CRETEAU TECHNOLOGY CENTER

LAVALLEE | BRENSINGER ARCHITECTS

NEXT MEETING?



RW CRETEAU TECHNOLOGY CENTER

LAVALLEE | BRENSINGER ARCHITECTS

Recommended to purchase for the beginning of the school year.					
	<u>Immediate Needs:</u>		<u>Cost</u>	<u>Total</u>	
<u>4</u>	4 - 6U 19" Rack		\$ 85.92	\$ 343.68	
4	4 - 2U 48-port patch panel		\$ 58.99	\$ 235.96	
4	4- hinge kits		\$ 37.08	\$ 148.32	
2	2 - 1U 48-port patch panel		\$ 39.99	\$ 79.98	
4	4 - HPE Aruba		\$ 1,102.25	\$ 4,409.00	
1	1 - J8706A		\$ 300.00	\$ 300.00	
4	4 - Netgear		\$ 443.99	\$ 1,775.96	
1	1 - Netgear with POE+		\$ 850.99	\$ 850.99	
16	16 - Promethean Boards		\$ 3,263.16	\$ 52,210.56	
16	Promethean Carts		\$ 405.26	\$ 6,484.16	
1	Support		\$ 200.00	\$ 200.00	
	Total:			\$ 67,038.61	

Finance Committee
Meeting Minutes

Meeting Information

Date: August 14, 2018
 Time: 7:00 P.M.
 Location: City Council Chambers
 31 Wakefield Street
 Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. City staff present were: City Manager Cox, Interim Finance Director Connors, Senior Accountant Sullivan, Accountant Kelley, City Clerk Walters, Chief Assessor Rice and Chief Information Officer Gonzalez. Others present were: Robert Brown and Nancy Gilbert with the Rochester Fair, Sandy Averill, John Brown with SOS Recovery, and multiple volunteers with the Rochester Fair.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:01 P.M.

2. Public Input:

Robert Brown with the Rochester Fair BOD wanted to mention that there were multiple volunteers sitting in attendance at tonight's meeting from the fair. He also spoke of the exhibition buildings having doors within 50 feet of one another and mentioned it would be a huge help to be able to use a portion of the exhibition building for their arts and crafts program.

Mayor McCarley – wanted to make it known that there is not an item on this evening's agenda regarding the Rochester Fair. There was some confusion regarding whether there was or not. A request of advance payment from the Fair for fire and police detail will be addressed at the special meeting/workshop on August 21st, not at this evening's meeting.

Nancy Gilbert, President of the Rochester Agricultural and Mechanical Association, stated the Fair has paid everything that is owed to the city. She has sent in a letter requesting a waiver for having to prepay for police and fire detail and was shocked to be shut down so quickly. She mentioned that she has been on the board for about a year and that the majority of the board is made up of new members. The 142nd Rochester Fair will be aimed towards agriculture. They are concerned with the exhibition building that they may not be able to use this year. If unable to use this building, it would be a hardship for the fair.

Sandy Averill spoke regarding the SOS \$25k grant. She sees this funding as very important and a huge help for the organization.

In regards to the Rochester Fair, she hopes the city will help the fair to be successful. She feels the new board has worked hard to turn things around. She is confused on why the city is demanding to be prepaid for police and fire details. She recently heard the city has just purchased another piece of

property on Chestnut Hill Road. She reiterated that she just does not understand why the city wouldn't be willing to help the Fair by not requiring that police and fire details be prepaid.

John Burns with SOS Recovery – spoke regarding the need for recovery. He stated the crisis isn't going away, it may be plateauing but addiction is still around. He feels that this funding is extremely important to helping this program, which includes recovery housing.

Public Input – Closed at 7:15pm

3. Unfinished Business

There was no unfinished business taken up by the Finance Committee.

4. New Business

4.1 Assessing CAMA Software Conversion

Chief Assessor Rice made a presentation reviewing the current Assessing software, Patriot Assess Pro, as well as, a new software option, Avitar, which he is looking to switch to. The Patriot software was scheduled to be upgraded back in 2014 but a former city staff member canceled the upgrade. At that time, a \$10,000 deposit was made towards the cost of the upgrade, which Patriot is still holding onto.

The costs for each software were compared. The cost for the Patriot upgrade is \$21,000. The annual cost will increase by \$14,000 for a total cost of \$35,000 in the year of the Patriot software upgrade. Avitar would have an implementation cost of \$16,000. The annual cost would be \$6,500. There would be a one-time cost to transfer sketches from Patriot to Avitar of \$34,200. Also, there would be a one-time cost of \$5,800 for a SQL Server. This brings the total cost for Avitar in the first year to \$62,500, which would be \$27,500 more than the cost of upgrading the Patriot software. Chief Assessor Rice mentioned that this increase of initial cost would be offset over the following 3 ½ years as Patriot has a higher annual reoccurring maintenance cost than Avitar does.

Councilor Keans moved to recommend to the full council not to move forward with switching the Assessing software from Patriot to Avitar. Councilor Walker seconded.

Chief Information Officer Gonzalez mentioned that she has concerns with upgrading to the Patriot 5.0 software because it requires specific system requirements that are not very current such as Windows 8.1 and 2012 SQL Server, which is six years old. The city is currently moving towards Windows 10. She will be researching this a bit further and will gather additional information.

A 4-3 show of hands approved the motion recommending full City Council to not move forward with switching the Assessing software from Patriot to Avitar.

Mayor McCarley suggested that Chief Assessor Rice and Chief Information Officer Gonzalez gather and forward any additional information to City Manager Cox to be distributed to at least the Finance Committee members.

4.3 City Clerk Dog Licensing Software

City Clerk Walters explained that their current dog licensing software has many performance issues. Since mid-June the system has gone down multiple times including one day when they lost an entire day's work. She is currently looking at three options for a replacement software. Chief Information

Officer Gonzalez stated that their current system is a Microsoft Access database and that the new system will need to be multiple user friendly. Councilor Lauterborn asked which of the three software options was best.

City Clerk Walters will bring her recommendation on which software she would like to move forward with to next week's Special City Council Meeting.

4.2 Asset Management ESRI Contract

Interim Finance Director Connors is recommending that the City no longer bond for software purchases including the \$180k for Asset Management software from ESRI that is spread evenly over the water, sewer and general fund. These are annual costs so they should be O&M expenses and should not be bonded. There would be no major effect on fund balance for any of these three funds.

Councilor Lauterborn made the motion to recommend to the full City Council to change the funding source of the Asset Management ESRI Contract from bonding to cash. Councilor Walker seconded the motion. The motion was adopted on a voice vote.

4.4 SOS Recovery Funding

Mayor McCarley made a motion to the full City Council approving the award of \$25,000 to the SOS Recovery from the general overhead. Councilor Walker seconded the motion. After a discussion among Councilors, a show of hands was held. Everyone but Councilor Torr were in favor, therefore the motion was approved.

5. Reports from Interim Director of Finance & Administration

Interim Director of Finance & Administration Connors stated there were no highlights for the first month of the new fiscal year. Councilor Keans asked where to look within the finance report to see any sale of city property. Interim Director of Finance & Administration explained where within the report to look.

6. Other

6.1 City Manager Cox stated he will have a recommendation next week regarding RAMA's request to waive the pre-payment of police and fire detail expenses.

6.2 City Manager Cox also mentioned that there is a firefighter out on leave. This will lead to a savings on salary costs, but OT costs will increase. He is suggesting that the City hire an additional FF now rather than waiting until January, which was previously approved by Council as part of the FY2019 approved budget. The City would use the salary costs savings to fund the early hiring. A motion was made by Deputy Mayor Varney and seconded by Councilor Walker to recommend to the full City Council that the City Manager be authorized to hire the additional FF early. A voice vote was conducted where all Councilors were in favor. This item will be taken up by next week's Special City Council Meeting.

6.3 Councilor Keans asked about chemical spraying for weed control by DPW. City Manager Cox explained he spoke with DPW Director Nourse, who met with the organic farmers who had expressed concerns. DPW Director Nourse has agreed not to use Round Up spray. They will be looking into some organic alternative options.

7. Adjournment

Councilor Walker made the motion to adjourn the meeting at 8:37 P.M. All councilors were in favor.

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation to the 2018-2019 Capital Improvements Plan (CIP) of the City of Rochester, Department of Public Works CIP Fund, Water CIP Fund, and Sewer CIP Fund in the Amount of \$180,000.00 for the Asset Management Software Project

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

That the sum of One Hundred Eighty Thousand Dollars (\$180,000.00) is hereby appropriated as a supplemental appropriation to the 2018-2019 capital improvements budgets of the City of Rochester, Department of Public Works as follows: Sixty Thousand Dollars (\$60,000.00) to the Department of Public Works CIP Fund; Sixty Thousand Dollars (\$60,000.00) to the Department of Public Works Water CIP fund; Sixty Thousand Dollars (\$60,000.00) to the Department of Public Works Sewer CIP fund. The purpose of this supplemental appropriation is to pay for costs and expenditures related to the Asset Management Software Project. This Project had previously been funded by bond authority which will be deauthorized by subsequent Council action.

Further, the One Hundred Eighty Thousand Dollars (\$180,000.00) supplemental appropriation shall be derived as follows: Sixty Thousand Dollars (\$60,000.00) from the General Fund Unassigned Fund Balance, Sixty Thousand Dollars (\$60,000.00) from the Water Fund Retained Earnings Balance, and Sixty Thousand Dollars (\$60,000.00) from the Sewer Fund Retained Earnings Balance.

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.

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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 SUPPLEMENTAL APPROPRIATION – ASSET MANAGEMENT SOFTWARE PROJECT (CHANGE SOURCE OF FUNDS FROM BOND TO CASH)

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

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	09/04/2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	08/28/2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	FINANCE COMMITTEE
CHAIR PERSON	MAYOR MCCARLEY

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	CASH – GF UNASSIGNED FUND BALANCE CASH – WATER FUND RETAINED EARNINGS CASH – SEWER FUND RETAINED EARNINGS
ACCOUNT NUMBER	15013010-773800-19521 \$60,000 (GF CIP) 55016010-773800-19521 \$60,000 (WATER CIP) 55026020-773800-19521 \$60,000 (SEWER CIP)
AMOUNT	\$180,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL ACTION REQUIRED

SUMMARY STATEMENT

THE ASSET MANAGEMENT SOFTWARE PURCHASES WERE BUDGETED AS BONDED IN THE WATER FUND, SEWER FUND AND HIGHWAY GENERAL FUND IN THE FY19 CIP.

WHEN IT WAS TIME TO EXECUTE THE CONTRACT FOR THE ESRI PURCHASES, THERE WAS DISCUSSION THAT SOFTWARE PURCHASES SHOULD NOT BE BONDED AND THE CITY MANAGER SUGGESTED THAT THE ITEM GO TO THE FINANCE COMMITTEE FOR DISCUSSION AND RECOMMENDATION TO THE FULL CITY COUNCIL.

RECOMMENDED ACTION

RECOMMEND CHANGE OF FUNDING FROM BOND TO CASH.

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: Annual Lapsing Multi-year 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	15013010	773800	19521	-	-	60,000.00
2	55016010	773800	19521	-	-	60,000.00
3	55026020	773800	19521	-	-	60,000.00
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11081	406101		-	-	60,000.00
2	510001	406105		-	-	60,000.00
3	520001	406105		-	-	60,000.00
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution in Accordance with RSA 33:9 Deauthorizing \$180,000.00 in Bond Authority Related to the 2018-2019 Capital Improvements Plan (CIP) of the City of Rochester, Department of Public Works CIP Fund, Water CIP Fund, and Sewer CIP Fund for the Asset Management Software Project

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

Pursuant to RSA 33:9, Sixty Thousand Dollars (\$60,000) of previous bond authority is deauthorized from the 2018-2019 Department of Public Works CIP Fund, Sixty Thousand Dollars (\$60,000) of previous bond authority is deauthorized from the 2018-2019 Department of Public Works Water CIP Fund, and Sixty Thousand Dollars (\$60,000) of previous bond authority is deauthorized from the 2018-2019 Department of Public Works Sewer CIP Fund for costs associated with the so-called Asset Management Software Project.

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

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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 DE-AUTHORIZATION – ASSET MANAGEMENT SOFTWARE PROJECT
(CHANGE SOURCE OF FUNDS FROM BOND TO CASH)

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

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

AGENDA DATE	09/04/2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	08/28/2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	FINANCE COMMITTEE
CHAIR PERSON	MAYOR MCCARLEY

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	BOND – GF BOND – WATER FUND BOND – SEWER FUND
ACCOUNT NUMBER	15013010-773800-19521 \$60,000 (GF CIP) 55016010-773800-19521 \$60,000 (WATER CIP) 55026020-773800-19521 \$60,000 (SEWER CIP)
AMOUNT	\$180,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL ACTION REQUIRED

SUMMARY STATEMENT

THE ASSET MANAGEMENT SOFTWARE PURCHASES WERE BUDGETED AS BONDED IN THE WATER FUND, SEWER FUND AND HIGHWAY GENERAL FUND IN THE FY19 CIP.

WHEN IT WAS TIME TO EXECUTE THE CONTRACT FOR THE ESRI PURCHASES, THERE WAS DISCUSSION THAT SOFTWARE PURCHASES SHOULD NOT BE BONDED AND THE CITY MANAGER SUGGESTED THAT THE ITEM GO TO THE FINANCE COMMITTEE FOR DISCUSSION AND RECOMMENDATION TO THE FULL CITY COUNCIL.

RECOMMENDED ACTION

RECOMMEND DE-AUTHORIZING BOND AUTHORITY.

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: Annual Lapsing Multi-year Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	773800	19521	-	-	60,000.00
2	55016010	773800	19521	-	-	60,000.00
3	55026020	773800	19521	-	-	60,000.00
4				-	-	-

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Public Safety Committee
 Council Chambers
 August 15, 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
 Gary Boudreau, Deputy Police Chief
 Dan Camara, GIS/Asset Mgmt. Technician
 Peggy Lynch, Ten Rod Road Resident

Minutes

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

1, Public Input

Peggy Lynch is a Rochester resident and owns a business on Wakefield Street. She was there to talk about the crosswalks on Wakefield Street. She stated that the crosswalk on North Main Street by the Lilac City Grill looks nice. She has a concern about a crosswalk on Wakefield Street. She said that on Tuesday nights there is a group of seniors called the Good Old Sports; they cross Wakefield Street to get to the cafeteria double doors at Spaulding High School. The request was made for a crosswalk at this entrance to the school, as the nearest crosswalk is 90-feet to the north. Councilor Walker said he was not sure if there were any curb cuts in the area, the crosswalk may be able to be moved to the south a little; Mr. Bezanson agreed. Councilor Lachapelle asked when the full reconstruction was going to take place; he suggested that the crosswalk could be moved now temporarily and later it could be figured out where the best place to put it would be during the reconstruction project. Councilor Lachapelle made a motion to move the crosswalk 90-feet to the south. Councilor Gates seconded the motion. Councilor Hamann said they might want to talk to the school before they move it. Councilor Walker said they could just add an additional crosswalk. ***The motion was amended by Councilor Lachapelle to add a crosswalk on Wakefield Street at the walkway to the Spaulding High School cafeteria***

entrance. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.

2. E911 Update

Deputy Chief Boudreau stated that the committee met that morning. He is in the process of submitting an Agenda Bill to the City Manager that hopes will be presented at the September 4, 2018 City Council meeting for a public hearing to renumber Eastern Avenue. Two other locations need number changes and the Committee is hoping that this will be a voluntary change-Common Street and Partridge Green Apartments. Right now Partridge Green apartments is considered 81 Old Dover Road, and there are four buildings. They want to rename as Partridge Green Way and have the four buildings numbered.

3. Emergency Management Updates

There was no member of the fire department present to provide an emergency management update.

4. 10 Yvonne Street-Street Light Request

Councilor Walker summarized the issue. He said a request came in from Michael McLean of 10 Yvonne Street. Michael McLean recently moved there and noted that his home and the one next door are new, having just been completed this year, so there is no streetlight in this area of Yvonne Street. He is requesting to have a streetlight installed on the existing pole outside of his home. Councilor Lachapelle stated that it the streetlights currently installed along Yvonne meet the streetlight policy. There is a streetlight at the intersection of Ten Rod Road, then the third pole down at the intersection of Darrell Street, and then another one 3 poles down. Mr. Bezanson said he has not been in the area at night to see how dark it is. Councilor Walker said they could move the streetlights down. Councilor Hamann said if you move the streetlight from the corner it would defeat the streetlight policy, and he said he could not support moving the streetlight from the corner. **Councilor Hamman made a motion to deny the streetlight request on Yvonne Street. The motion was seconded by Councilor Lachapelle. Unanimous voice vote carried the motion.**

5. Four Rod Road-Speeding Issues-Request 2" Galvanized Pole and Mirror & Blind Driveway Sign

Councilor Walker summarized the issue. Frank Bernard of 156 Four Rod Road has requested a 2" galvanized pole and a mirror to help prevent a bad accident from happening near his property. There is a small rise in the road. He also requested a "blind driveway" sign as you approach his driveway from Meaderboro Road. He said he would be willing to do the work himself; he just needs to know the next course of action to take. Councilor Lachapelle said he would recommend that he could put something up if he would like too. Councilor Hamann said he did not think the City would put a mirror up. Councilor Walker said that is not the policy. **Councilor Hamann made a motion to deny a "blind driveway" sign on Four Rod Road. The motion was seconded by Councilor Lachapelle. Unanimous voice vote carried the motion.** Councilor Hamann said he would like to have DPW talk directly to the property owner regarding the mirror request.

6. Other

Stop Sign-Bickford Road

A request came in for a "stop" sign

A request came in for a "stop" sign northbound on Bickford Road where the gravel road becomes pavement. Councilor Hamann said the pavement goes to Dustin Homestead. Deputy Chief Boudreau stated that Dustin Homestead is private. Mr. Bezanson said he was not sure how much of Bickford Road is a Class 6 Road. Councilor Lachapelle's recommendation was to reach out to Dustin Homestead. **Councilor Lachapelle made a motion to install a "stop" sign on City property facing Dustin Homestead at the discretion of DPW. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

Old Dover Road/Tebbetts Road

Mr. Bezanson said that there was a fatal accident at the Intersection of Tebbetts Road and Old Dover Road recently. The State DOT has a Road Safety Audit program and the City and Strafford Regional Planning Commission will be putting an application together to submit to the DOT. Councilor Walker asked exactly what a Road Safety Audit was. Mr. Bezanson said that it is a way for the DOT to engage professional knowledge, analyze an area through a site visit, accident

data, crash diagrams, and come up with a safety improvement plan. Deputy Chief Boudreau said he has reviewed the data in two time periods. December 2005 to January 2012, there were 38 accidents, failure to yield and 1 rear end with no fatal accidents at that time. In 2012, the City moved a stop bar on Tebbetts Road because there was a utility pole blocking the line-of-sight, and additional blinking red lights on the stop signs and “cross traffic does not stop” signs were added. February 2012 to August 2018 there were 43 accidents with 1 fatal. Seven of the accidents were rear end accidents on Old Dover Road and three of them were because they thought it was a four-way stop even though there are no “stop” signs on Old Dover. The rest were failure to yield right of way. The rear end accidents were up by six over the previous six-year period. Deputy Chief Boudreau said that the Department is continuing to compile data.

Councilor Walker made a motion to send a letter to the State for some action with this intersection with the data attached. Councilor Lachapelle seconded the motion. Unanimous voice vote carried the motion. Deputy Chief Boudreau said the speed trailer would be placed in the area.

Cross Road/Betts Road-Line of Sight Issue

Mr. Bezanson said that DPW received an email from Ron and Theresa Simard of 88 Cross Road. They stated that although there have been no fatalities, there are serious safety issues at the intersection of Cross Road and Betts Road. Mr. Bezanson stated that in 2016 DPW took down a large tree to improve line-of-sight at this intersection. He said that there is some growth coming back. There is a large mound and rock wall on that corner. Councilor Walker asked if the mound of dirt was private or in the City right of way. Mr. Bezanson said he thinks it is probably right at the right of way line, and the City would likely have to work with the property owner. Councilor Hamann asked if DPW keeps a list of the problem intersections. Mr. Bezanson said yes, and that he would have the Cross Road/Betts Road intersection added to the list.

Sylvain/Washington Street-Line of Sight Issue

Mr. Bezanson said that DPW received a call from Christine Allen of 22 Sylvain Street complaining of a line-of-sight issue when pulling out of Sylvain onto Washington Street. Although DPW has striped a portion of Washington Street for no parking at this intersection, vehicles parked in the remaining parking area continue to block the vision of those attempting to pull out of Sylvain. and. Councilor Hamann said a van has been parked there almost every day.

Councilor Walker said if the entire area is striped for no parking, the house nearby will lose the on-street parking. Councilor Hamann said it is the one vehicle that parks there. Councilor Lachapelle said DPW or the Police Department could find out who is parking there and try to work with the individual, if he does not want to lose more parking. Deputy Chief Boudreau said they could talk to them, but until it is striped there is nothing to enforce. Councilor Walker asked if they are close to the intersection. Councilor Hamann said yes. Councilor Walker said leave one car length. Councilor Hamann said that is what there is now and it will be the same issue with the plow trucks. Councilor Gates asked if there have been many accidents. Deputy Chief Boudreau said he did not think so but he will have to look. This request was kept in committee pending accident data information.

Ten Rod Road Update

Deputy Chief Boudreau said the speed trailer was placed in 2 areas on Ten Rod Road; it was there for 22 days in the 2 locations. It was placed near Capitol Circle and Thomas Street and another area near a person's house that had said there was a speeding issue. There were a total of 47,895 vehicles; the average speed was 34.94 mph and the posted speed limit is 30 mph. The 80th percentile speed was 40.7. Councilor Walker said a little faster than post speed, but not terrible.

Portland Street Update

Deputy Chief Boudreau said the speed trailer was placed by the school for 8 days with a total of 13,316 vehicles with the average speed being 32.73 and the 85th percentile being 37.76. Deputy Chief Boudreau said that the speed trailer will be on Old Dover Road next by the intersection.

North Main Street- Signs

Councilor Hamann said that he has received complaints about the new bright yellow crosswalk signs that were placed on North Main Street. He said the people are looking at the sign rather than the crosswalk and it is doing the opposite of what they are supposed to do.

Unregistered Vehicles Parking

Councilor Lachapelle asked Deputy Chief Boudreau about unregistered vehicles parked in parking spaces. Deputy Chief Boudreau said it was not allowed. Councilor Lachapelle said there is an unregistered vehicle on Church Street in Gonic by the church. Deputy Chief Boudreau said he would check it out.

Councilor Lachapelle made a motion to adjourn the meeting at 7:44 PM. Councilor Hamann seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

Generated by Gary Boudreau from City of Rochester (NH) on Aug 15, 2018 at 4:55:33 PM



Time of Day: 0:00 to 23:59

Site: Ten Rod Road SB, SB

Dates: 7/17/2018 to 8/7/2018

Overall Summary

Total Days of Data: 22

Speed Limit: 30

Average Speed: 34.94

50th Percentile Speed: 35.64

85th Percentile Speed: 40.97

Pace Speed Range: 31.0-41.0

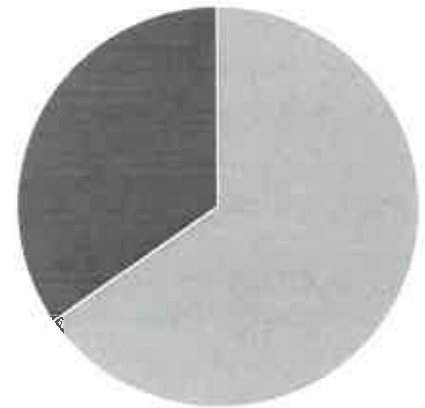
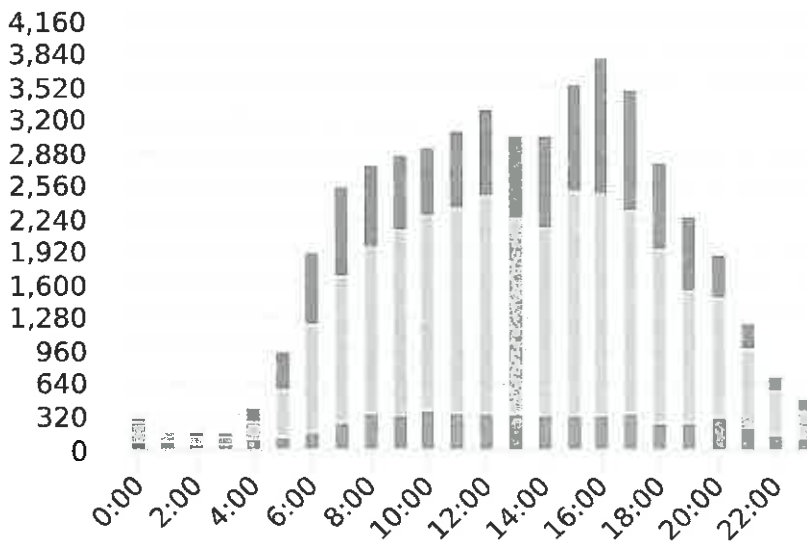
Minimum Speed: 5.0

Maximum Speed: 84.0

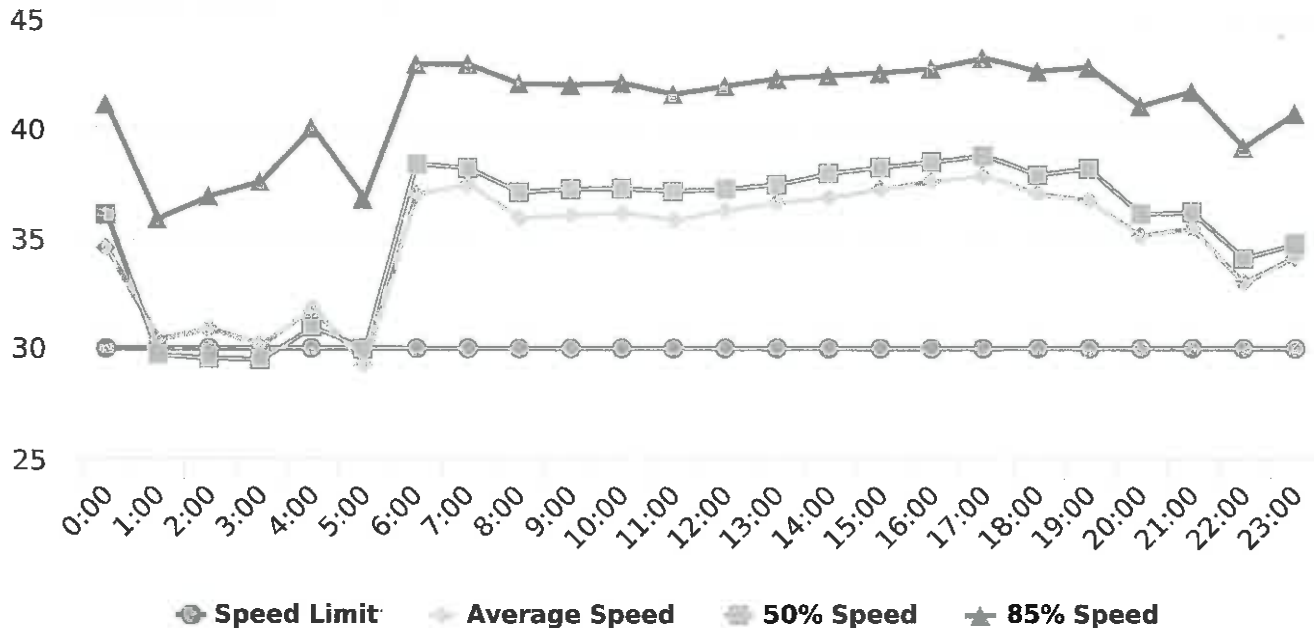
Display Status: Display Off

Average Volume per Day: 2177.0

Total Volume: 47895.0



Violators
 Inside Threshold
 Compliant
 Vehicles Slowed Other



Speed Limit
 Average Speed
 50% Speed
 85% Speed



Time of Day: 0:00 to 23:59

Site: Portland St, NB

Dates: 8/7/2018 to 8/14/2018

Overall Summary

Total Days of Data: 8

Speed Limit: 30

Average Speed: 32.73

50th Percentile Speed: 33.26

85th Percentile Speed: 37.76

Pace Speed Range: 29.0-39.0

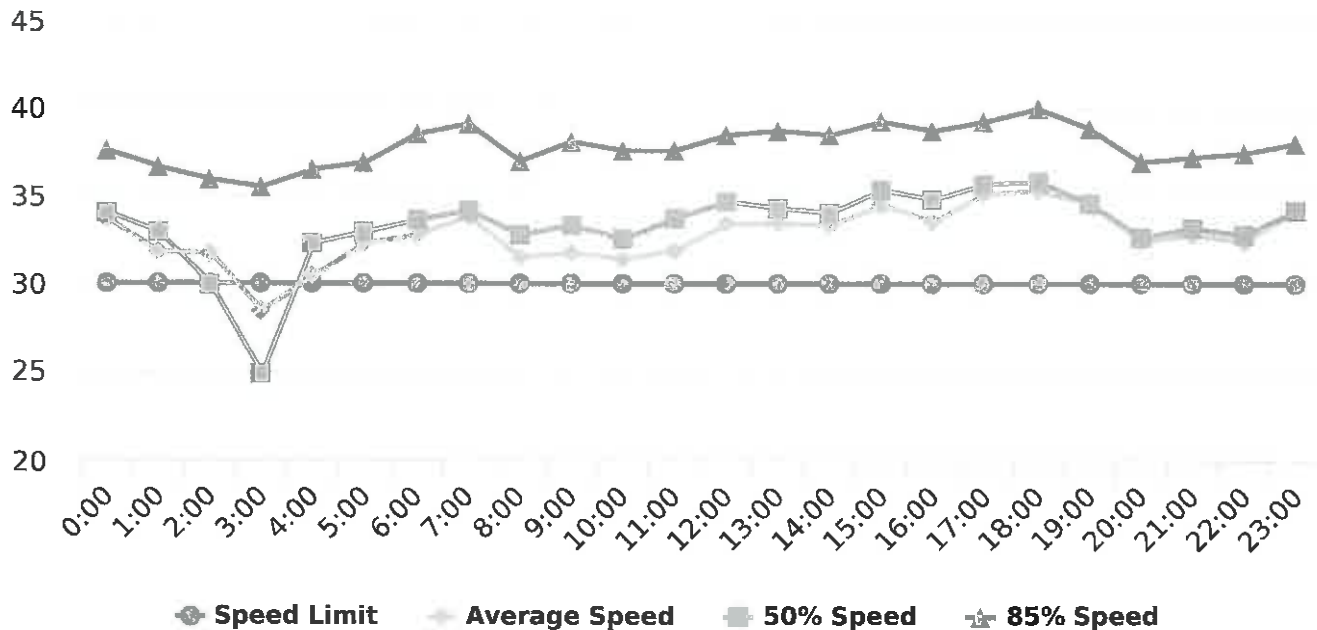
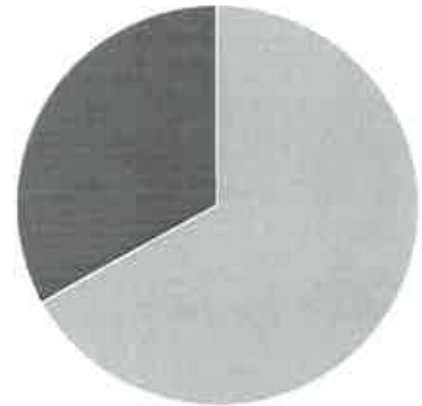
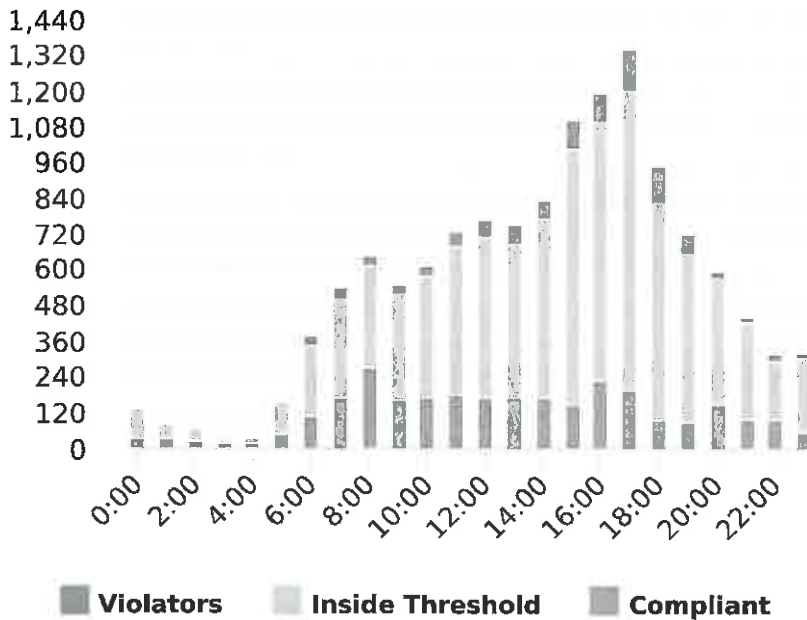
Minimum Speed: 5.0

Maximum Speed: 89.0

Display Status: Display Off

Average Volume per Day: 1664.5

Total Volume: 13316.0



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

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor David Walker
 Councilor Geoffrey Hamann

OTHERS PRESENT

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

MINUTES

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

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

Chairman Torr requested comments or a recommendation on the last meeting's minutes.
Councilor Varney made a motion to accept minutes as presented for the June 21, 2018 Public Works Committee meeting. Councilor Keans seconded the motion. The Motion passed unanimously.

2. Public Input

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

3. Water & Sewer Service Insurance Solicitations

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

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

4. Whitehouse Road – Unitil Gas Main Replacement Project

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

5. SRF / Trust Fund Grant Status

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

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

6. DPW Facility Status

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

7. Strafford Square -

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

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

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

9. Granite Ridge Update

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

10. Utility Billing Office Operations

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

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

11. **Colonial Pines Update**

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

12. **Dewey Street Bridge**

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

13. **Other**

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

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

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

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

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

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

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

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

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

Non Public -

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

There was a roll call vote

Councilor Keans - Yes

Councilor Varney - Yes

Councilor Torr – Yes

Reconvened

The Committee meeting reconvened at 8:06pm.

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

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

Councilor Keans - Yes

Councilor Varney - Yes

Councilor Torr – Yes

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

Councilor Varney seconded the motion. The motion passed unanimously.

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



**Tri-City Joint Mayor's Task Force on Homelessness
 McConnell Center, Room 305
 32 St. Thomas Street
 Dover, NH
 August 9, 2018
 6:00 PM**

MAYORS

Chairman
 Jeremy Hutchinson

Mayor Caroline McCarley
 Mayor Karen Weston
 Mayor Dana Hilliard

Vice Chair
 Marcia Gasses

Rochester Members

Elizabeth Atwood

 Rev. Eliza Buchakjian-Tweedy

 Jeremy Hutchinson

 T.J. Jean

Dover Members

Phyllis Woods

 Betsey Andrews Parker

 Andrew Howard

 Lena Nichols

Somersworth Members

Todd Marsh

 Laura Hogan

 Rick Michaud

 Dina Gagnon

Alternate:

Lindsey Williams

Survival Shelter Sub-Task Group	Master Plan Sub-Task Group
Marcia Gasses	Betsey Andrews-Parker
Todd Marsh	Todd Marsh
Elizabeth Atwood	Lena Gagnon
Andrew Howard	Eliza Tweedy
	Phyllis Woods
	Dina Gagnon
	Laura Hogan
	Rich Michaud

MINUTES

1. Call to Order

Chairman Hutchinson called the meeting to order at 6:07 PM. Cassie Givara, Deputy City Clerk for the City of Rochester, took the roll call. All members were present except for TJ Jean and Elizabeth Atwood, who were absent.

2. Public Input

Don McCullough of the Tri-City Co-op, introduced Terra Stewart, a member of the local homeless community who would is interested in being a member of the Task Force.

Chairman Hutchinson indicated there would be more time at the end of the meeting if anyone else wanted to speak.

3. Approval of Minutes

3.1 Tri-City Task Force Meeting July 12, 2018, *consideration for approval*

Vice Chair Gasses **MOVED** to approve the minutes from July 12, 2018. Phyllis Woods seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Communications from the Mayors

Mayor Hilliard welcomed Terra Stewart to the meeting and indicated that the Mayors would meet with her following the public meeting to discuss her qualifications and

Mayor Hilliard said they the Mayors had a meeting that morning with the Commissioners from their communities and had a lengthy conversation in regards to the request for the Strafford Regional Planning Commission contract. The Commissioners indicated they would reach out the Chairman Hutchinson to offer guidance and support, although the form in which this support would be delivered is yet to be determined. The Chairman will need to meet with the Commissioners to discuss details in how they can help implement the Master Plan, but ultimately the development of the Master Plan will fall entirely on the Task force.

Mayor Weston reported that the Commissioners had met with the Emergency Management Team from Strafford County and asked for input that could be passed along to the Task force.

Mayor Hilliard reported that the regional fire Chiefs had met and will continue to meet in regards to the Regional Warming Shelter and what that will look like, including what benchmarks will trigger the opening of such a shelter and in what way emergency services would get involved. Mayor Hilliard stated that it would behoove the Task Force to have members present at the next conversation with the Commissioners and let this be the focus rather than splitting off in multiple

directions and duplicating effort which has already been covered by the Emergency Management Team. The Task Force needs to ensure they are using the resources wisely which are already available.

The Mayors stated that the Commissioners would issue some recommendations and suggested that Chairman Hutchinson get in touch with the Commissioner's office to set up a meeting with the Commissioners and members of the Task Force in regards to developing the Master Plan.

Betsey Andrews-Parked inquired if the Commissioners were just looking at emergency management in the case of severe cold, blizzards, etc. or if they were looking at long-term shelters? Mayor Hilliard stated that the Commissioners were looking at both emergency and long term plans. They are looking into managing temporary shelters for this upcoming winter as well as looking at more permanent structures in the region.

Ms. Andrews-Parker inquired if the conversations with the Commissioners would be completed prior to the start of the cold weather when shelters will be needed. Mayor Weston stated it had been made clear to the Commissioners that there was a need for action for this upcoming winter season.

Vice Chair Gasses spoke about her meeting with Emergency Services. The EMDs are more focused on critical housing on a county-wide level in the case of a natural disaster such as a hurricane, flood or extended cold. Their focus wasn't primarily on the homeless population. It was clarified that the care of the homeless community during these situations would be discussed via a meeting with Task Force members and the Commissioners.

Mayor McCarley stated that it had become clear that the Task force had a sub-committee whose primary focus was a warming shelter; because there are emergency management services in place who deal with this already she didn't want to see the sub-committee doing unnecessary work or wasting their time. The Commissioners have gathered relevant data and have federal funds available which puts them in a good position to be able to help and advise the Task Force on how to move forward with the Master Plan.

Betsey Andrews-Parker and Todd Marsh volunteered to go along with Chairman Hutchinson and Vice Chair Gasses for the meeting with the Commissioners. There will be an agenda developed prior to the meeting to make the best use of the Commissioner's time and bring back positive results.

Todd Marsh asked if the Task Force was still looking at Strafford Regional Planning Commission as a facilitator for the Master Plan or if that was still undecided. Mayor Weston reported that the Dover City Council had tabled the Resolution for funds to contract with SRPC because they wanted to meet with the Commissioners first to see what kind of input they could gather. Mayor Hilliard said that the Somersworth City Council had also tabled the Resolution and he believes that at a future meeting the Resolution will be tabled indefinitely.

There was a brief discussion held on who would be writing the Master Plan. It was clarified that the Strafford County Commissioners would be offering guidance and support, but the actual developing and writing of the Master Plan would fall on the Tri-City Mayor's Task Force for Homelessness. It was discussed that there is experienced staff between the three cities who can be utilized in the writing of the plan.

5. Communications from the Task Force Chairs

Chairman Hutchinson expressed frustration at the slow progress the Task Force has been making due to red tape and new obstacles encountered each month. Chairman Hutchinson indicated he presumed the November 1, 2018 deadline for the Master Plan would likely be pushed back even further due to the contract with SRPC not moving forward. There has also been no communication from the Mayors in regards to the nominees from the homeless community which have been submitted.

Chairman Hutchinson indicated he has made some changes to the way the Task Force does business. At the top of each meeting, there will be a roll call to better establish which members were present, both for the minutes and those gathered at the meeting. There will also be a dedicated clerk taking the minutes at each meeting going forward.

6. Report of Data

Chairman Hutchinson introduced Jenn Csyz of the Strafford Regional Planning Commission to discuss some data she had gathered which may help the Task Force moving forward.

Ms. Csyz spoke about the variety of planning work they do in the region. She reported that one of the largest funding areas they handle is federal transportation programs. Part of this funding requires them to look at environmental justice and equity issues. SRPC has used some of this funding to pull basic information for the Task Force in regards to established homelessness plans in other local communities and some key data points in these areas such as unemployment rates, poverty levels and cost of housing.

Councilor Hutchinson stated that looking through the data provided, he sees that quite a few of the goals stated and the implementation action items are things that the Task Force has already discussed. A lot can be gleaned from these documents and integrated into what the Task Force has already started.

Todd Marsh, Somersworth, stressed that what is most important is the need to maximize prevention of homelessness and minimize death. The goal to end eliminate homelessness is dramatic, but aiming past the target is best in order to hit the target.

Chairman Hutchinson concurred that the goal of ending homelessness is lofty. Looking at the plans from other communities, some of the first items are preventing homelessness wherever possible; starting with affordable housing and moving people towards resources where there are gaps in services.

Laura Hogan stated that the data provided by SRPC contained some great objectives and goals, but there are not steps outlined in order to reach these objectives. Ms. Hogan stated that the Task Force should focus not just on the actual writing of the Master Plan, but on the “meat” of the plan and how to accomplish those objectives.

Phyllis Woods, felt that a plan for ending homelessness would be set up for failure because there is no way to end homelessness entirely. Ms. Woods felt it is more plausible to find ways to deal with homelessness as opposed to ending it entirely.

Chairman Hutchinson stated that the idea of ending homelessness is a goal worth working for, not a definitive end point. The phrasing “ending homelessness” or “Zero homelessness” is just semantics. The goal should be to work as hard as possible to reach the goal, not aim for a certain percentage because the issue is too great.

Betsey Andrews-Parker stated that there are many groups doing great work for the homeless community, there are resources out there. But the power to make change lies with the Cities themselves; making sure zoning allows for transitional housing and low-income housing, and incentivizing development. Ms. Andrews-Parker stated there are ways to make impacts, such as Nashua’s focus on ending veteran homelessness which has virtually eliminated the issue. She expressed the Task Force needs to focus less on “how-tos” and more on policy, changes and recommendation. If the policies are in place, existing warming shelters and organizations can move forward when the need arises. She stressed the need for zoning changes to make it easier for these organizations to be able to move people into housing, allow Medication Assisted Treatment Housing, and allow treatment centers.

Ms. Andrews-Parker distributed a resource list from Paige Farmer the Seacoast Coalition to End Homelessness outlining local agencies and the services they offer (addendum A)

Vice Chair Gasses suggested that at future meetings, there should be a focus on a particular topic such as housing.

7. Report of Scope of Agencies

None

8. Report from Sub-Task Groups

Survival Shelter Sub Committee:

Todd Marsh reported that the Survival Shelter subcommittee met on July 26th and they feel that traction is being made. The subcommittee was aware of the two paralleled paths being made between Emergency Management and alternative sites such as Salvation Army. Mr. Marsh stated that he felt they were transitioning well from what was a reactionary response last winter to a more planned, methodical response this year. Mr. Marsh stated that he was confident they would have a plan in place for the upcoming cold weather. He is meeting with a representative from the Salvation Army on Monday August 13th at 11:00 AM.

Councilor Hutchinson requested a single page summary of the warming shelter plan as soon as one was available.

Vice Chair Gasses spoke about her meeting with Emergency Management. The trigger for opening the warming shelter in Rochester last year was the snow storm, due to the fact that the cold weather alone wasn't enough to qualify for FEMA funding or reimbursement. This was the primary focus of Emergency Management's discussion with the Commissioners; regardless of whether the cold snap was FEMA funded or not, it was still a life threatening event. There needs to be a discussion about the logistics of opening a survival shelter, such as the temperature, how many people will need to be housed, and if it is okay to have a smaller "back up shelter. There also needs to be a policy in place which states where the funding will come from for City staff and personnel assisting at the survival shelters. While there are federal standards and guidelines in place for natural disasters such as hurricanes and tornadoes, there are no specific federal declaration for a cold spell.

Chairman Hutchinson reported that he had been in contact with Senator Hassan's office and there was discussion of funding in the form of Sustainability Grant funds or a Start-Up Grant which will be explored further.

There was a brief discussion held in committee regarding single homeless residents being the most difficult to place in a shelter and the difficulty finding shelter for those with substance misuse issues or medical issues. Todd Marsh reported that families are typically more willing to accept help and shelter due to the children. Mr. Marsh stated that it is becoming more and more challenging to locate hotel/motel space to house families. The focus is currently for a low barrier survival shelter.

Master Plan Sub Committee:

Betsey Andrews-Parker reported the subcommittee will formulate a new plan of action due to the Councils of the three Cities opting to not move forward with the SRPC contract. They will have an update at the next meeting after meeting with the Commissioners and determining what kind of support and guidance they will offer. The subcommittee will also need appoint of contact from each city for the actual developing and writing of the Master Plan.

Chairman Hutchinson suggested that the subcommittees work on presentations for the Mayors and their respective councils to start laying out the plan and the steps the Task Force is putting into place to reach their goals. Once the presentation is tweaked and completed, it can be delivered to the Councils and hopefully help garner support for the Master Plan and update the Cities on the progress being made.

9. Assignment of New Sub-Task Groups

There was a discussion held to clarify which Task Force members were on which subcommittee for the sake of clarity in the minutes, the public, and for the members themselves.

**The definitive list of each subcommittee is on the cover page of these minutes, Page 1.*

There was also clarification on how the minutes would be distributed and posted on each City's website. Cassie Givara, Deputy City Clerk of Rochester, will send the completed minutes to the clerks of Dover and Somersworth to be posted as soon as they are available.

10. Master Plan Writing Proposal Document Review

10.1 Update: Strafford Regional Planning Commission Contract

Councilor Hutchinson stated that there was no need to delve any further into the discussion of the Master Plan through SRPC since the Cities would not be moving forward with the contract. The Chair invited Jenn Csysz to attend any future meetings and welcomed her input and expertise.

11. Other

Betsey Andrews-Parker requested a list of members of the Master Plan subcommittee so after the meeting with the Commissioners they can start pulling something together. Vice Chair Gasses stated that her understanding was that the subcommittees wouldn't be so distinct and separate that other members can't contribute. Chairman Hutchinson stated that this was the case, but having a listing makes it easier to have points of contact for each subcommittee and to make it more clear for everyone involved.

Laura Hogan stated that it seemed like the Survival Shelter subcommittee was a definitive group with a specific task. The Master Plan subcommittee, on the other hand, was less clear. The Task Force as a whole is essentially a Master Plan committee. Ms. Hogan suggested it might be beneficial to break down the Master Plan sub group into groups to deal with more specific issues, such as housing or zoning.

Chairman Hutchinson stated that after meeting with the commissioners,

Betsey Andrews-Parker suggested that after the meeting with the Commissioners, she will work with the Greater Seacoast Coalition to End Homelessness. Based on this meeting, they

can come to the next Task Force meeting with a shell of a Master Plan as well as an agenda for a facilitated discussion. This can be

The next Task Force meeting will be on September 13, 2018 at 6:00 PM in Somersworth City Hall.

Chairman Hutchinson opened the floor for public comment at 7:20 PM.

Don McCullough, Dover resident Tri-City Co-op, encouraged the committee to make their goal zero homelessness. "We accomplish in proportion to what we attempt." Rather than looking at the goal as unattainable, they can accomplish dealing with homelessness as it occurs.

Paige Farmer of the Greater Seacoast Coalition to End Homelessness started that her organization was holding an event on September 25, 2018 at Tuscan Kitchen in Portsmouth. This event is for rental property owners and landlords in regards to housing voucher programs.

12. Adjournment

Chairman Hutchinson **ADJOURNED** the meeting at 7:23 PM

Respectfully Submitted,

Cassie Givara
Deputy City Clerk, Rochester

Greater Seacoast Coalition to End Homelessness

Data Refresh

	Available Services																								
	Rockingham	Strafford	Kittery/Eliot	Housing/Shelter	Housing assistance/rent	Finance education	Health/Medical Services	Mental healthcare	SA	Escaping abuse	Employment/vocational	Legal	Independent living/life	Family supports	Food	Transportation	Peer support	Childcare	Crisis Intervention	Social Activities	Advocacy	Assessment & Referral	In office follow up	In home follow up	
Salvation Army	x	x	x		x				x	x					x	x									
Seacoast Family Promise	x			x	x	x				x			x	x	x	x				x	x	x	x	x	
St. Vincent DePaul	x				x	x	x		x	x	x	x	x	x	x	x				x	x	x	x	x	
New Generation	x			x	x	x	x	x	x	x	x	x	x	x	x	x		x		x	x	x	x	x	
AIDS Response Seacoast	x	x	x		x		x	x	x			x		x	x	x	x			x	x	x	x	x	x
Cross Roads House	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				x	x	x	x	x	x
Rockingham Community Action	x			x	x	x					x		x	x	x	x				x		x	x	x	x
Haven NH	x	x	x	x	x	x				x		x		x	x	x				x		x	x	x	
Community Action-Strafford		x		x	x	x					x		x	x	x	x				x		x	x	x	x
Families in Transition		x		x	x	x					x		x	x	x					x	x	x	x	x	x
My Friend's Place		x		x	x	x					x	x	x	x	x	x				x	x	x	x	x	x
Fair Tide			x	x	x	x				x	x	x	x	x	x	x				x	x	x	x	x	x
Homeless Center-Strafford County		x		x	x	x			x	x	x	x	x	x	x	x	x			x	x	x	x	x	x
Lydia's House of Hope		x		x	x	x						x	x	x	x	x				x	x	x	x	x	
End 68 Hours of Hunger	x	x	x												x										
Rockingham Meals on Wheels	x															x									x
Great Bay Services	x	x	x	x			x	x			x		x	x	x	x				x	x	x	x	x	x
Housing Partnership	x	x	x	x																					
Great Bay Kid's Company	x													x					x		x	x	x	x	
Village Pre School	x													x					x						
Kingston Children's Center	x													x					x						
Lamprey Healthcare	x						x	x	x											x			x	x	
Chase Home for Children	x			x		x			x	x	x	x	x	x	x	x				x	x	x	x	x	x
Families First Health & Support	x	x	x			x	x	x	x				x	x						x	x	x	x	x	x
Gather	x	x	x												x								x		
Portsmouth Adult Ed.	x					x					x		x								x				
Seacoast Mental Health Center	x			x			x	x	x		x		x	x		x				x	x	x	x	x	x
Connections Peer Support	x					x		x	x		x		x	x	x	x	x			x	x	x	x	x	x
Southeastern NH Services	x	x	x				x	x	x			x	x	x	x					x	x	x	x	x	x
Safe Harbor	x	x	x				x	x	x			x	x	x		x				x	x	x	x	x	x
Ready Rides Transport		x														x									
Community Partners		x		x			x	x	x		x		x	x		x				x	x	x	x	x	x
Dover Adult Learning Center		x				x					x		x								x				
Dover Children's Center		x												x						x		x			
Dover Children's Home		x		x				x	x	x	x	x	x	x	x	x				x	x	x	x	x	x
Dover Food Pantry		x													x										
Seymour Osman Community Ctr.		x				x				x			x	x						x	x	x	x		
Cornucopia Food Pantry		x													x										
Kingston Food Pantry															x										
Cornerstone VNA		x					x	x					x	x						x		x	x		x
Gerry's Food Pantry		x													x										x
Rochester Childcare Center		x												x						x		x			
Strafford Family Justice Ctr.		x								x		x		x						x		x	x	x	x
Tri-City Consumer Action		x				x		x	x		x		x	x	x	x	x			x	x	x	x	x	x
Victims, Inc.		x										x		x						x		x	x		
Somersworth Early Learning		x												x						x		x			
Strafford Meals on Wheels		x													x										x
Count	24	32	12	17	14	20	12	13	17	11	20	15	25	33	28	22	4	7	29	28	32	34	27	14	

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City Clerk's Office

**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 an or all portions of the project.
- 6.2. Planned Unit 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 only be used for Planned Unit Developments.*
 - B. *Such signs shall be no greater than 16 square feet.*
 - C. *Such signs may not be lit.*
 - D. *Such signs are allowed in Open Space.*
 - E. *Such signs shall require approval from the Planning Board. The Board may require specific materials, landscaping, or other features.*
 - F. *This section shall also apply to previously approved Planned Unit Developments.*

The effective date of these amendments shall be upon passage.

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left blank...*

City Clerk's Office

Bedford Design Consultants Inc.
ENGINEERS AND SURVEYORS

177 East Industrial Park Drive
Manchester, NH 03109
TEL (603)622-5533
FAX (603) 622-4740

8/30/18

LETTER OF TRANSMITTAL

DATE	3-26-18	JOB NO.	584.05
ATTENTION	CITY COUNCIL		
RE:	PETITION FOR ZONING AMENDMENT		
	SECTION 29(m)(6) SIGNS		

TO City Council (via City Clerk)
31 Wakefield St.
Rochester, NH 03867

- WE ARE SENDING YOU Attached Under separate cover via _____ the following items:
- Shop drawings Prints Plans Samples Specifications
- Copy of letter Change order _____

COPIES	DATE	NO.	DESCRIPTION
1	3-26-18	-	Narrative
1	"	-	FEE CHECK
1	"	-	Petition w/ attached description
1	-	-	Example of Sign (if needed)

RECEIVED
MAR 26 2018
 Pd. #100 -
 CLK #17308
 CITY CLERK'S
 ROCHESTER, NH

- THESE ARE TRANSMITTED as checked below:
- For approval Approved as submitted Resubmit _____ copies approval
- For your use Approved as noted Submit _____ copies for distribution
- As requested Returned for corrections Return _____ corrected prints
- For review and comment _____
- FOR BIDS DUE _____ 20 _____ PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

If there are any questions, please give me a call
at 622-5533

Thank you, Katie Weiss

COPY TO _____

SIGNED Kalshusen

8/30/18

Bedford Design Consultants Inc.
ENGINEERS AND SURVEYORS

177 East Industrial Park Drive Manchester, NH 03109
Telephone: (603) 622-5533 Fax: (603) 622-4740
www.bedforddesign.com

March 26, 2018

Rochester City Council
31 Wakefield Street
Rochester, NH 03867

RE: Request for Amendment to the Zoning Ordinance
Section 42.29(m)(6) Development and Construction Signs

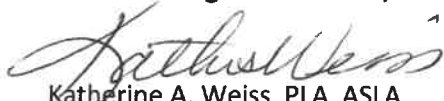
Members of the Council,

Bedford Design, on behalf of our client CBDA Development, LLC, respectfully requests an Amendment to the Sign Regulations in the Zoning Ordinance. Our client owns the Village at Clark Brook which is a Planned Unit Development on Old Dover Road. The project consists of over 200 units including multi-family, duplex, single family, and live/work. The owner would like to put two signs on the property that are larger than allowed in the zoning district. These signs are each twelve square feet (2' x 6') and were included in the Site Plan package which was approved by the Planning Board.

The underlying zoning district does not accommodate the needs of a large development like the Village at Clark Brook. The site is zoned Agricultural and PUD-4 and does not allow signs of this size. After speaking with City Staff and discussing the options we are submitting to the Council for an Amendment to the Sign Regulations. Attached is the requested wording to Section 42.29(m)(6). We are proposing a section (6.2) for Permanent Construction Signs and amending the unnamed table at the end of 42.29 to add Permanent Construction Signs and permit them in all residential districts.

Thank you for considering our application. If you have any further questions, please feel free to call us at 622-5533.

Sincerely,
Bedford Design Consultants, Inc.


Katherine A. Weiss, PLA, ASLA
Project Manager

Petition for Zoning Ordinance Amendment

Date: 3-26-18


The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section 29(m)(6), of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

please see attached description.

Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	<i>Printed Name</i>	<i>Signature</i>	<i>Street Address</i>	<i>Map & Lot Number</i>
1	Dick Anagnost CBDA Development LLC		Old Dover Rd	Map 256A multiple lots
2				
3				
4				
5				
6				
7				
8				
9				
10				

Amendment A (*Amendments are in italics and bold*)42.29(m)(6) Signage

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 an 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.*

Amendment B42.29 Unnamed Table

Permanent Construction Signs shall be added to the last (unnamed) table of Section 42.29 and permitted in all residential and PUD districts.

SIGNS FOR VILLAGE AT CLARK BROOK

8/30/18

BIO-RETENTION AREA POND 1
SCALE: 1"=10'

ASSORTED PERENNIALS & GRASSES:
MARSH MARIGOLD (3 PLANTS)
ICE-PIE-WEED (30 PLANTS)

BIO-RETENTION PLANT SCHEDULE

ROW	QTY	LATIN NAME	COMMON NAME	MATURE HEIGHT	PLANT SELECTION
CA 1	5	OLEFRA ACUMINATA	MULLEIN POPPY	10" H	#1 POT
CA 2	5	MOGONIA COPHOSIDA	ANDROMEDA BLUEBERRY	3"-8" H&W	18"-24"
PERENNIALS					
PC 1	1	HEUCHERA VILLOSA	CORN BELLS	18"-24"	#1 POT
PC 2	1	ALICE'S BLUE	BLACK-EYED SUSAN	10"-15M & 5"-10W	#2 POT
PC 3	1	PLANTAIN	WIRE ICE-PIE-WEED	6"-8" H	#2 POT
PC 4	1	CAULIS PALUSTRIS	MARSH MARIGOLD	8" W x 12" H	FLAT OF 100
GRASS SPECIES					
PC 5	1	PANICUM VIRGATUM	CLOUD BLUE SWITCH GRASS	5'-7" H	#1 POT
PC 6	1	PANICUM VIRGATUM	SHEWANONG SWITCH GRASS	5'-7" H	#2 POT

BIO-RETENTION CROSS SECTION
NOT TO SCALE

2"-3" GROUNDCOVER LAYER CONSISTING OF PERENNIALS & GRASSES

SOIL MIXTURE DEPTH = LARGEST ROOTBALL QUARTER x 4

SOIL MIXTURE IS LOCATED 1' ABOVE ESTIMATED SEASONAL HIGH WATER TABLE OR LEVGE

BIO-RETENTION MAINTENANCE SCHEDULE

DESCRIPTION	METHOD	FREQUENCY	TIME OF YEAR
Soil	Visual	Monthly	Monthly
Organic Layer	By hand	After every 3 hours to start	When observed
Removal of groundcover below existing new layer	By hand	Once every two to three years	Spring
Adding additional mulch	By hand	Once a year	Spring
Plants	See planting specifications	twice a year	3/75 to 4/30 and 10/1 to 11/30
Watering	By hand	N/A	As needed
Staking	By hand	Once a year	Only remove stakes in the winter
Pruning	By hand	N/A	Whenever needed
Check for insecticide treatments	Visual	Monthly	Monthly

BIO-RETENTION NOTES:

- SOIL MIXTURE FOR BIO-RETENTION MUST BE OF THE HIGHEST QUALITY. DO NOT USE LEFTOVER SOIL TO FILL IN THE BIO-RETENTION POND. THE BIO-RETENTION AREA SHALL CONTAIN A PLANTING SOIL MIXTURE OF 50% SAND, 30% LEAF COMPOST (FULLY COMPOSTED NOT ROTTED LEAVES), AND 20% LEVIGATE. TOPSOIL SHALL BE LOAMY SAND, OF UNIFORM CONSISTENCY CONTAINING NO MORE THAN 3% CLAY, FREE OF STONES, STUMPS, ROOTS OR SOIL OBJECTS GREATER THAN ONE INCH, BRUSH OR ANY OTHER MATERIAL OR SUBSTANCE WHICH MAY BE HARMFUL TO PLANT GROWTH OR AN OBSTACLE TO PLANT GROWTH AND MAINTENANCE. THE TOP SOIL SHALL BE FREE OF PLANTS OR PLANT PARTS OF BERBERIS, GRASS, OR OTHER GRASSES, JOHNSON GRASS, BURETT, MUISICUS, PERSIC HY, OR CANADIAN HEDGECOCK. IT SHALL NOT CONTAIN TOXIC SUBSTANCES HARMFUL TO PLANT GROWTH.
- TOPSOIL SHALL MEET THE FOLLOWING CRITERIA:
pH RANGE: 5.5-7.0
ORGANIC MATTER: GREATER THAN 1.5%
NITROGEN: 150+ UNITS
PHOSPHORUS: 150+ UNITS
POTASSIUM: 120+ UNITS
SOLUBLE SALTS: NOT TO EXCEED 300 PPM/2.5 MMHOS/CM (SOIL) OR 1000 PPM/2.5 MMHOS/CM (ORGANIC MAT)
- DURING CONSTRUCTION DO NOT RUN HEAVY MACHINERY OVER BIO-RETENTION OR INFILTRATION SITES. COMPACTION WILL CAUSE THEM TO BECOME INEFFECTIVE. ONCE THE BOTTOM LEVEL OF BASIN IS ENGRAINED, FILL THE SOIL WITH A ROTARY TILLER TO RESTORE INFILTRATION RATES. FOLLOWED BY A PASS BY LEVELING GRADE.
- BASED AND GEORDED TO HOLD A ONE INCH RAIN STORM AND OUTLET ANY LARGER STORMS.
- BIO-RETENTION BASINS SHALL BE CONSTRUCTED AFTER ALL SITE WORK IS COMPLETE. THEY SHALL BE STABILIZED BEFORE OPERATING RUNOFF TO THEM.
- BIO-RETENTION BASINS SHALL BE SOOPIED, MULCHED, SEEDED.
- PLACE ALL PERENNIALS IN GROUPS OF 5-7' AT MURDERBY RECOMMENDED SPACING. AREAS SHALL BE GROUNDCOVERED.
- GROUNDCOVERS SHALL BE PLACED 1' APART ON CENTER SEE DETAIL ON DETAIL SHEETS.
- NO PLANT SUBSTITUTIONS MAY BE MADE FOR ANY BIORETENTION PLANTS WITHOUT WRITTEN PERMISSION FROM BEDFORD DESIGN CONSULTANTS, INC.

SIGN #1 OLD DOVER RD ENTRANCE
SCALE: 1"=10'

*PLANT WITH ANNUALS AS NEEDED

INSTALL 3 BAYS PER TREE EQUALLY SPACED AROUND ROOTBALL. GUY WIRE TO TOP OF 10" W/ PLIABLE ANNEALED GALVANIZED SOFT STEEL WIRE NO. 12 GAUGE SEE ATTACH AT 2/3 H/1 OF TREE IN TWO 1/2" DIA. BLACK REINFORCED FIBER GARDEN NOSE TIGHTLY CONNECTED NUMBER 11 FISH TOP SLIGHT MATERIAL LOSING TO FLOOR. REMOVE GUY'S AFTER 2 MONTHS.

4" X 1/2" X 1/2" HARDWOOD TAKES SET ANGLE OF POST AND MUST ENTER GROUND AT THE LIMIT OF THE SPREAD OF THE BOTTOM BRANCHES.

1" SHREDDED, UNTREATED PINE BARK MULCH (VOID MULCH OFF ROOT PLANE)

4" HIGH LOAD SAUCE: AROUND TREE PIT SURROUNDING LAMP/SEEDER AREA (FINISH TRADE)

BACKFILL WITH TOPSOIL. REVEAL TREE TRUNK. TAMP SOIL FIRMLY AT ROOTBALL BASE TO PREVENT ROOTBALL MOVEMENT.

UNDISTURBED SUBGRADE

PLANTING HOLE - MUST BE DEEPER THAN ROOTBALL ALL SIDES

ROOTBALL TO SET DIRECTLY ON UNCOMPRESSED/UNDISTURBED SOIL

SIGN #2 ASTERIA LANE ENTRANCE
SCALE: 1"=10'

*PLANT WITH ANNUALS AS NEEDED

INSTALL 3 BAYS PER TREE EQUALLY SPACED AROUND ROOTBALL. GUY WIRE TO TOP OF 10" W/ PLIABLE ANNEALED GALVANIZED SOFT STEEL WIRE NO. 12 GAUGE SEE ATTACH AT 2/3 H/1 OF TREE IN TWO 1/2" DIA. BLACK REINFORCED FIBER GARDEN NOSE TIGHTLY CONNECTED NUMBER 11 FISH TOP SLIGHT MATERIAL LOSING TO FLOOR. REMOVE GUY'S AFTER 2 MONTHS.

4" X 1/2" X 1/2" HARDWOOD TAKES SET ANGLE OF POST AND MUST ENTER GROUND AT THE LIMIT OF THE SPREAD OF THE BOTTOM BRANCHES.

1" SHREDDED, UNTREATED PINE BARK MULCH (VOID MULCH OFF ROOT PLANE)

4" HIGH LOAD SAUCE: AROUND TREE PIT SURROUNDING LAMP/SEEDER AREA (FINISH TRADE)

BACKFILL WITH TOPSOIL. REVEAL TREE TRUNK. TAMP SOIL FIRMLY AT ROOTBALL BASE TO PREVENT ROOTBALL MOVEMENT.

UNDISTURBED SUBGRADE

PLANTING HOLE - MUST BE DEEPER THAN ROOTBALL ALL SIDES

ROOTBALL TO SET DIRECTLY ON UNCOMPRESSED/UNDISTURBED SOIL

TYPICAL GROUNDCOVER/PERENNIAL PLANTING DETAIL

1/2" ROOTBALL DIA.

PLANTING SOIL TYPED OR IMPROVED SUBGRADE

UNDISTURBED EARTH

SOIL MIXTURE DEPTH = LARGEST ROOTBALL QUARTER x 4

SOIL MIXTURE IS LOCATED 1' ABOVE ESTIMATED SEASONAL HIGH WATER TABLE OR LEVGE

SHRUB PLANTING DETAIL
NOT TO SCALE

3 TO 5 INCHES WIDTH OF ROOTBALL

UNDISTURBED SOIL

PREPARED PLANTING SOIL

REMOVE TOP 1/2" OF BURLAP

4" MULCH - AS SPEC.

TOP OF RAIL - 5" BELOW GRADE

4" X 1/2" X 1/2" HARDWOOD TAKES SET ANGLE OF POST AND MUST ENTER GROUND AT THE LIMIT OF THE SPREAD OF THE BOTTOM BRANCHES.

1" SHREDDED, UNTREATED PINE BARK MULCH (VOID MULCH OFF ROOT PLANE)

4" HIGH LOAD SAUCE: AROUND TREE PIT SURROUNDING LAMP/SEEDER AREA (FINISH TRADE)

BACKFILL WITH TOPSOIL. REVEAL TREE TRUNK. TAMP SOIL FIRMLY AT ROOTBALL BASE TO PREVENT ROOTBALL MOVEMENT.

UNDISTURBED SUBGRADE

PLANTING HOLE - MUST BE DEEPER THAN ROOTBALL ALL SIDES

ROOTBALL TO SET DIRECTLY ON UNCOMPRESSED/UNDISTURBED SOIL

CONIFEROUS TREE PLANTING DETAIL
NOT TO SCALE

INSTALL 3 BAYS PER TREE EQUALLY SPACED AROUND ROOTBALL. GUY WIRE TO TOP OF 10" W/ PLIABLE ANNEALED GALVANIZED SOFT STEEL WIRE NO. 12 GAUGE SEE ATTACH AT 2/3 H/1 OF TREE IN TWO 1/2" DIA. BLACK REINFORCED FIBER GARDEN NOSE TIGHTLY CONNECTED NUMBER 11 FISH TOP SLIGHT MATERIAL LOSING TO FLOOR. REMOVE GUY'S AFTER 2 MONTHS.

4" X 1/2" X 1/2" HARDWOOD TAKES SET ANGLE OF POST AND MUST ENTER GROUND AT THE LIMIT OF THE SPREAD OF THE BOTTOM BRANCHES.

1" SHREDDED, UNTREATED PINE BARK MULCH (VOID MULCH OFF ROOT PLANE)

4" HIGH LOAD SAUCE: AROUND TREE PIT SURROUNDING LAMP/SEEDER AREA (FINISH TRADE)

BACKFILL WITH TOPSOIL. REVEAL TREE TRUNK. TAMP SOIL FIRMLY AT ROOTBALL BASE TO PREVENT ROOTBALL MOVEMENT.

UNDISTURBED SUBGRADE

PLANTING HOLE - MUST BE DEEPER THAN ROOTBALL ALL SIDES

ROOTBALL TO SET DIRECTLY ON UNCOMPRESSED/UNDISTURBED SOIL

SIGN #2 AT APARTMENT ENTRANCE
NOT TO SCALE

PVC SIGN WITH MEDIUM GRAY BACKGROUND & WHITE TOW

INDIVIDUAL BLACK LETTERS IN RELIEF TO ATTACH TO THE SIGN

6.0'

4.3'

1.6'

8.0'

4.0'

THE OWNER MAINTAINS THE RIGHT TO MODIFY MATERIALS AND BASIC DESIGN. THE SIGN WILL BE ILLUMINATED BY GROUND-LEVEL LIGHTS THAT FACE DOWNWARDS.

SIGN #1 AT MAIN ENTRANCE
NOT TO SCALE

PVC WHITE FINAL

GRANITE POST

PVC SIGN WITH MEDIUM GRAY BACKGROUND & WHITE TOW

INDIVIDUAL BLACK LETTERS IN RELIEF TO ATTACH TO THE SIGN

6.0'

4.3'

2.0'

8.0'

4.0'

THE OWNER MAINTAINS THE RIGHT TO MODIFY MATERIALS AND BASIC DESIGN. THE SIGN WILL BE ILLUMINATED BY GROUND-LEVEL LIGHTS THAT FACE DOWNWARDS.

DECIDUOUS TREE PLANTING
NOT TO SCALE

FOR ALL FALL PLANTING, WARP WITH WIRE BRACE SPRING BOND FOR PROPERLY SPECIFICATION MANUFACTURED FOR THE WARPING AND TO RESIST WIND ROTATION. WARP TO 1/2" TO 2ND LARGEST BRANCH BRANCH WIND ROTATION. FOLLOWING SPRING SEASON.

1" SHREDDED, UNTREATED PINE BARK MULCH (VOID MULCH OFF ROOT PLANE)

MIXTURE OF TILED MATERIAL SOIL WITH TOPSOIL

4" HIGH LOAD SAUCE: AROUND TREE PIT SURROUNDING LAMP/SEEDER AREA (FINISH TRADE)

SHARP SOIL FINISH AT ROOTBALL BASE TO PREVENT PROBLEMS WITH ROOTBALL TO SET DIRECTLY ON UNCOMPRESSED/UNDISTURBED SOIL

PLANTING HOLE - MUST BE DEEPER THAN ROOTBALL ALL SIDES

UNDISTURBED SUBGRADE

ROOTBALL TO SET DIRECTLY ON UNCOMPRESSED/UNDISTURBED SOIL

PLANT SCHEDULE

NUMBER	QTY	LATIN NAME	COMMON NAME	MATURE HEIGHT	PLANT SELECTION
DECIDUOUS TREES					
AS 13	1	QUERCUS ROBUR	GREEN MOUNTAIN SWAMP OAK	50'-65' H&W	3" CAL
CA 8	8	QUERCUS LAEVOGARBA	CRISP OAK	25M & 10W	1.5" CAL
CA 38	38	QUERCUS LAEVOGARBA	CRISP OAK	45M & 15W	3" CAL
PC 3	3	FRAXINUS SPICATA	WHITE OAK	20M & 10W	3" CAL
PC 43	43	QUERCUS LAEVOGARBA	CRISP OAK	45M & 15W	3" CAL
PC 41	41	QUERCUS PALMIS	RED OAK	15'-25' H&W	3" CAL
PC 15	15	QUERCUS ROBUR	GREEN MOUNTAIN SWAMP OAK	20M & 10W	3" CAL
EVERGREEN TREES					
PC 5	5	PINUS RESINOSA	RED PINE	60M & 30W	5"-6" DBD
PC 3	3	PINUS STROBUS	WHITE PINE	60M & 30W	3"-4" DBD
PC 2	2	PINUS RESINOSA	RED PINE	60M & 30W	5"-6" DBD
PC 1	1	PINUS STROBUS	WHITE PINE	60M & 30W	3"-4" DBD
PC 2	2	PINUS RESINOSA	RED PINE	60M & 30W	5"-6" DBD
PC 1	1	PINUS STROBUS	WHITE PINE	60M & 30W	3"-4" DBD
DECIDUOUS & EVERGREEN SHRUBS					
CA 12	12	AMELANCHIER ALABASTRA	RED SPICE	20M & 15W	2.5"-3" DBD
CA 28	28	QUERCUS LAEVOGARBA	CRISP OAK	25M & 10W	#3 POT
CA 8	8	QUERCUS LAEVOGARBA	CRISP OAK	15M & 10W	#3 POT
CA 38	38	QUERCUS LAEVOGARBA	CRISP OAK	45M & 15W	#3 POT
CA 22	22	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT
CA 30	30	QUERCUS LAEVOGARBA	CRISP OAK	45M & 15W	#3 POT
CA 18	18	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT
CA 14	14	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT
CA 10	10	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT
CA 6	6	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT
CA 4	4	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT
CA 2	2	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT
CA 1	1	QUERCUS LAEVOGARBA	CRISP OAK	35M & 15W	#3 POT

ROCHESTER LANDSCAPE REGULATIONS

- REQUIRED SHADE TREES SHALL BE AT LEAST 2" CALIPER AT 6" ABOVE THE ROOTBALL. REQUIRED ORNAMENTAL TREES SHALL BE 2" CALIPER AND BALLED AND BURLAPPED. EVERGREEN TREES SHALL BE 6" HIGH. SHRUBS SHALL BE AT LEAST 2' HIGH IN A 3 GALLON CONTAINER.
- TOPSOIL SHALL BE A MINIMUM DEPTH OF 6" WITH ORGANIC MATERIAL AND SPREAD IN ALL PLANTING AREAS. CULTURATED AREAS SHALL BE COVERED WITH A LAYER OF MULCH.
- ATHEMUM DRIVE SHALL HAVE ONE SHADE TREE PER LOT.
- ALL PLANTS SHALL HAVE A WINTER HARDINESS OF ZONE 4 OR HARDER.
- NO INVASIVE PLANTS MAY BE PLANTED ON SITE.
- ALL PLANTS CAN BE FOUND AT MULLEN NURSERY, CHESTER, NH

DATE	DESCRIPTION	BY	REV
07-25-13	REVISED PER CONDITIONAL APPROVAL	CAF	0
03-21-13	REVISED PER PLAN, REG. STANDARDS NOT REVIEW	JST	1
01-04-13	REVISED PER CITY COMMENTS	JST	2

TAX MAP 256 LOT 66 & TAX MAP 264 LOT 23

DETAIL SHEET - SIGNAGE & PLANTING THE VILLAGE AT CLARK BROOK

LAND OF: CBDA DEVELOPMENT, LLC.
LOCATED AT: OLD DOVER RD. & BLACKWATER RD. ROCHESTER & DOVER N.H.

SCALE: AS NOTED JULY 15, 2012 SHEET 37 OF 40

DESIGN: KARY DRAWN: CHECKED: REVISIONS: 1130-01

Bedford Design Consultants
177 East Pleasant St., Dover, NH 03824
Telephone: (603) 852-6533 Fax: (603) 852-4746
www.bedforddesign.com

Approved Planning Board Signs
179 of 269

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City Clerk's Office

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 part 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.







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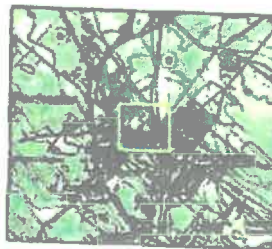
City Clerk's Office

Proposed Zoning Revision - Downtown Commercial Zone

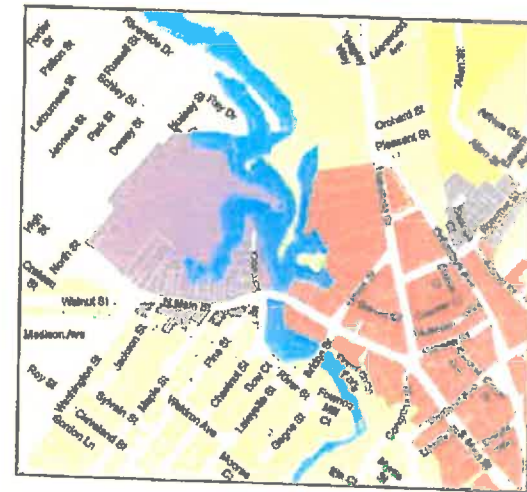


Legend

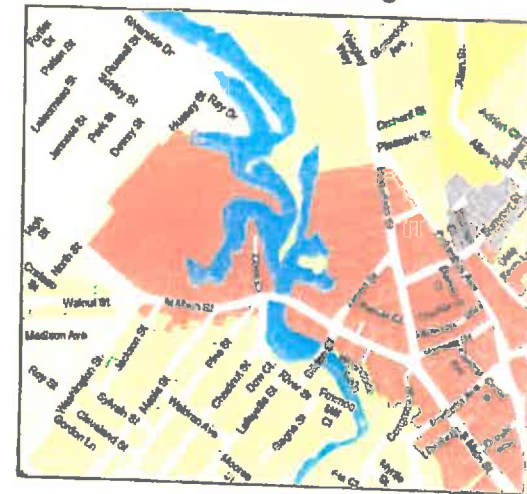
-  Proposed for Zoning Revision Parcel Boundary
-  Residential - 1
-  Residential - 2
-  Neighborhood Mixed Use
-  Downtown Commercial
-  General Industrial



Current Zoning



Proposed Zoning












Date: 1/29/2018

EXHIBIT B

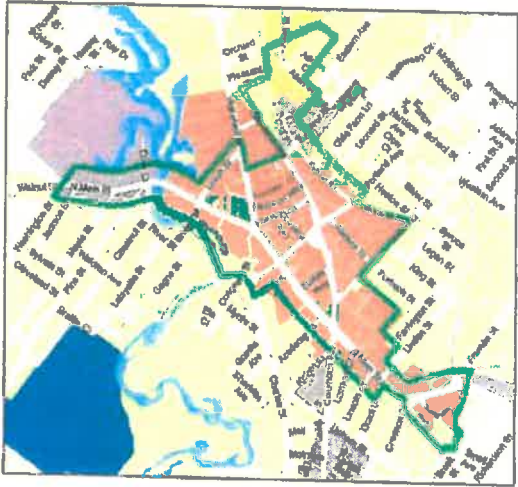
Proposed Zoning Revision - Special Downtown Overlay



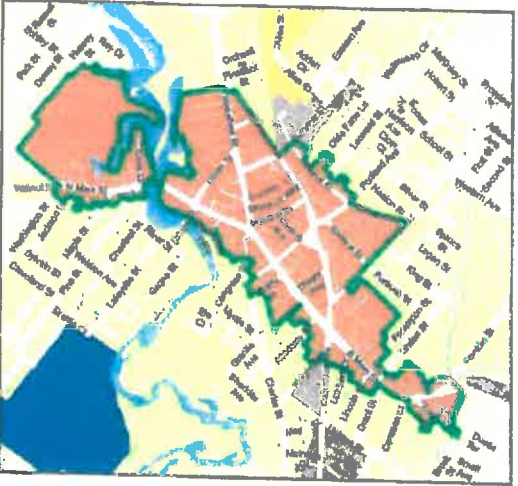
- Legend**
-  Proposed for Zoning Revision
 -  Parcel Boundary
 -  Special Downtown Overlay
- Zoning Districts**
-  Residential - 1
 -  Residential - 2
 -  Neighborhood Mixed Use
 -  Downtown Commercial
 -  Office Commercial
 -  General Industrial



Current Zoning



Proposed Zoning



Date: 1/29/2018

EXHIBIT C

TABLE 18-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES

SALES-SERVICE-OFFICE-INSTITUTIONAL USES	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	HC	GI	RI	HS	AS	
Adult Day Care Center	-	-	E	E	P	P	P	E	-	P	-	Section 42.22
Adult Day Care Home	-	E	E	E	P	P	P	-	-	P	-	Section 42.22
Adult Oriented Establishment	-	-	-	-	-	-	-	-	C	-	-	Section 42.22
Agricultural Building, Reuse of Existing	C	C	-	C	-	P	-	-	-	-	-	Section 42.22
Antique Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Artist Studio	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Bank	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
Convenience Store	-	C	P	-	P	E	P	-	-	-	-	Section 42.21
Day Care - 1 (Day Care Residence)	P	P	P	P	P	P	P	-	-	P	-	Section 42.21
Day Care - 2 (Day Care - Family)	-	E	P	E	P	P	P	-	-	P	-	Sections 42.20 & 42.21
Day Care - 3 (Day Care Center)	-	-	E	E	P	P	P	E	-	E	-	Section 42.22
Florist	-	-	P	-	P	-	P	-	-	-	-	
Funeral Home	-	-	C	-	P	P	P	-	-	P	-	
Gas Station	-	-	-	-	P	-	P	-	-	-	-	Sections 42.20 & 42.21
Grocery Store	-	-	-	-	P	-	P	-	-	-	-	
Hospital	-	-	-	-	P	P	P	-	-	P	-	
House of Worship	-	C	C	C	P	C	P	-	-	P	-	Section 42.21
Housing Unit Sales	-	-	-	-	-	-	P	P	-	-	-	
Laundry Establishment - 1	-	C	P	-	P	-	P	-	-	-	-	Section 42.21
Laundry Establishment - 2	-	-	P	-	P	-	P	-	-	-	-	
Library	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Marina	-	-	-	-	-	-	P	-	-	-	-	
Museum	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Office	-	-	P	-	P	P	P	P	P	-	-	
Office, Medical	-	-	C	-	P	P	P	C	-	P	P	Section 42.21
Office, Professional	-	-	P	-	P	P	P	P	-	-	-	
Personal Service Establishment	-	-	P	-	P	P	P	-	-	-	-	
Retail Sales (under 5,000 square feet)	-	-	P	-	P	E	P	-	-	-	-	
Retail Sales (5,000 - 30,000 square feet)	-	-	-	-	P	-	P	-	-	-	-	
Retail Sales (over 30,000 square feet)	-	-	-	-	-	-	P	-	-	-	-	
Retail Service	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
School, K-12	C	C	C	C	C	P	C	-	-	-	-	Section 42.21
School, Other	-	C	C	C	P	P	P	C	-	-	-	Section 42.21
Second Hand Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Service Establishment	-	-	C	-	C	-	C	P	-	-	-	Section 42.21
Shelter	-	-	-	-	E	E	P	E	E	E	-	
Small Wind Energy Systems	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Vehicle Sales, New	-	-	C	-	-	-	P	-	-	-	-	Sections 42.20 & 42.21
Vehicles Sales, Used	-	-	C	-	-	-	P	-	-	-	-	Section 42.20
Vehicle Service	-	-	-	-	P	-	P	P	-	-	-	
Yard Sale, Commercial	-	-	-	-	P	-	C	-	-	-	-	Sections 42.20 & 42.22

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

APPROVED APRIL 2014

*Intentionally
left blank...*

City Clerk's Office

Resolution Authorizing the City Manager to Enter Into a Lease Agreement with Fresh Vibes Café, LLC

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the City Manager to enter into a One (1) year lease agreement with Fresh Vibes Café, LLC from September 5, 2018 to September 5, 2019 for a 575 square foot portion of Union Street Parking consistent with the terms of Exhibit A.

EXHIBIT A

LEASE AGREEMENT

This Lease is effective _____, 2018, by and between the **CITY OF ROCHESTER**, a municipal corporation, with a principal place of business at 31 Wakefield Street, Rochester, County of Strafford, and State of New Hampshire, hereafter "Lessor," and **FRESH VIBES CAFÉ, LLC**, a New Hampshire Limited Liability Company with a mailing address of 45 North Main Street, Rochester, New Hampshire 03867, hereafter "Lessee."

ARTICLE 1

LEASED PREMISES

The Leased Premises (the "Premises") is a 575 square foot portion of Union Street Parking Lot as shown in Exhibit A.

ARTICLE II

TERM OF LEASE

The term of this License shall be a period of one (1) year, which term will commence on September 5, 2018 and shall end on September 5, 2019. The Lessee may, at its option, renew the lease each year for a period of three additional years on the anniversary of this Agreement with sixty (60) days notice to the Lessee. The Lease may also be terminated in accordance with the provisions of Article XI herein.

ARTICLE III

RENT

The rent shall be FIVE HUNDRED DOLLARS (\$500.00) due immediately upon execution of this Agreement. Should Lessor exercise its options for additional years, the 2nd year rental fee shall be FIVE HUNDRED DOLLARS (\$500.00), 3rd year rental fee shall be SEVEN HUNDRED FIFTY DOLLARS (\$750.00) and the 4th year rental fee shall be ONE THOUSAND DOLLARS (\$1,000.00).

ARTICLE IV

QUIET ENJOYMENT

Lessee shall not have exclusive possession of the Premises from April 15th to October 16th (the "Season"). The Lessee may exclude or restrict pedestrians from the Premises during the conduct of special events sponsored by or conducted by the Lessee and from areas being utilized as Outdoor Dining pursuant to City of Rochester Ordinance 26.10 during the Season.

ARTICLE V

REPAIR AND MAINTENANCE

The Lessee shall keep the Premises in good and orderly repair and shall not cause the same to suffer any unreasonable or unnecessary harm, waste, damage or neglect, other than normal wear and tear. The Lessee shall be responsible for maintaining the Premises in a neat, clean, and orderly condition. All tables within the Premises shall be cleared of food and alcoholic beverages by 11:00 p.m. Monday through Saturday and by 10:00 p.m. on Sunday.

ARTICLE VI

IMPROVEMENTS BY LESSEE

The Lessee may not make any material alterations, additions or improvements to the Premises without the prior written consent of Lessor acting through the City Manager of Rochester, New Hampshire (hereafter "City Manager"), such consent not to be unreasonably withheld. Any such work shall be done at the Lessee's expense and the Lessor will maintain possession and ownership of such improvements at the end of the Lease term. Lessee is responsible for all application fees and costs of improvements, with no expectation of reimbursement or other rewards, discounts or terms.

ARTICLE VII

USE OF PREMISES

The Lessee agrees that it will use the Premises for outdoor activities designed and intended to attract and/or entertain potential patrons and customers of the commercial, retail service, professional and/or restaurant establishments located in Rochester downtown. Lessee may use the Premises for Outdoor Dining consistent with the provisions of City of Rochester Ordinance 26.10. Outdoor live music will conclude each night by 10:00 p.m. and no amplified music will be allowed.

At the end of the Season, the enclosure system, tables, chairs, and all other materials related to Outdoor Dining shall, in their entirety, be removed from the Premises with the Premises left in an unobstructed, undamaged, clean and sanitary condition at no cost to Lessor.

Planters exceeding two hundred fifty pounds (250 lbs.) used as part of the enclosure system may be left in the Premises after the Season with permission of the City Manager. The Lessor shall accept no liability for said planters.

ARTICLE VIII

ASSIGNMENT AND SUB-LEASING

The Lessee may not assign or sub-let this Lease in whole or in part.

ARTICLE X

LIABILITY INSURANCE

With respect to any use of the Premises, it shall be the responsibility of the Lessee to carry comprehensive public liability insurance for the benefit of the Lessor and Lessee as their interest may appear, naming the Lessor as an additional insured, in an amount not less than 1,000,000.00 per person and \$1,000,000.00 in the aggregate per occurrence; and to timely pay the premiums for such insurance and to furnish the Lessor certificates from the insurance companies for any such policies, naming the Lessor as an additional insured, such insurance companies to be acceptable to the Lessor. Proof of such insurance shall be presented to the City Manager prior to any use of the Premises and, in any case, no later than April 15th of each year of the lease.

ARTICLE XI

TERMINATION

The Lessor may terminate this Lease upon thirty (30) days written notice to the Licensee for good cause shown.

ARTICLE XII

TAXES

Property Taxes will not be assessed as this is seasonal lease.

ARTICLE XIII

INDEMNIFICATION

Lessee shall fully defend, indemnify, and hold harmless Lessor from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage,

equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or other misconduct related to Lessee's use of the Premises. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Lessor for all legal fees, expenses, and costs incurred by it.

ARTICLE XIV

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties related to the matters specified herein, and supersedes all prior oral or written statements or agreements between the Parties related to such matter.

ARTICLE XV

NOTICES

All communications related to this Lease to Lessor shall be delivered to the Office of the City Manager, 31 Wakefield Street, Rochester, New Hampshire 03867. All communications related to this Lease to Lessee shall be delivered to Kristina Enis, 45 North Main Street, Rochester, New Hampshire 03867.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Blaine Cox, City Manager
Duly Authorized
City of Rochester

Kristina Enis
Duly Authorized
Fresh Vibes Café, LLC

Date

Date

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this ____ day of _____, 2018, before me personally appeared the above named Blaine Cox, City Manager, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed.

Notary Public / Justice of the Peace
My Commission Expires:

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this ____ day of _____, 2018, before me personally appeared the above named Kristina Enis, duly authorized, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed.

Notary Public / Justice of the Peace
My Commission Expires:



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 Outdoor Dining Lease Agreement Fresh Vibes
--

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

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

AGENDA DATE	9/4/18		
DEPT. HEAD SIGNATURE	NA		
DATE SUBMITTED	8/28/18		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	6 (six)	

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

LEGAL AUTHORITY

Outdoor Dining Ordinance

SUMMARY STATEMENT

Attorney O'Rourke will present details of the lease agreement drafted for use of the Union Street parking lot for Fresh Vibes

RECOMMENDED ACTION

Approval of Lease Agreement.



Outdoor Dining License Application

City of Rochester, New Hampshire
Office of the City Manager
31 Wakefield St. Rochester, NH
Telephone: (603) 332-1167
Fax: (603) 333-7595

Issue Date: _____
License #: _____
(This area for office use only)

Please complete the following application and submit it to the City Manager's Office, along with the required fee (\$25 minimum fee for areas 100 square feet or less; \$1 additional fee per square foot for every square foot over 100 square feet).

Address of proposed Outdoor Dining Area ("Area"): 45 North Main St

Assessor's Map: 121 Lot: 373 Block: 1 Zoning District: DTC

Applicant: Kristina Enis

Address (Street/City/State/Zip): 45 North Main St Rochester NH 03867

Phone number(s): 603-923-8501

Email: fresh.vibes@yahoo.com

Property Owner: Anthony Ejarque

Address (Street/City/State/Zip): Rochester NH

Phone number(s): 834-3244

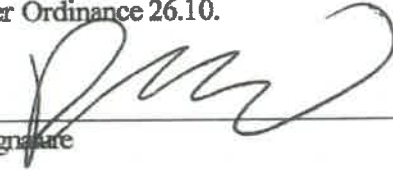
Please check the following boxes as they are completed.

A dimensioned site plan is attached to this Application depicting the following: the existing conditions, including a depiction of public infrastructure such as curb lines, light poles, bike racks, street trees, tree grates, manhole covers, meters, licensed A-frame signs, adjacent on-street parking and loading zones, adjacent accessible sidewalk curb cuts and the like, the proposed table/chair layout plan for outdoor dining dimensioned routes of travel within the outdoor dining area and on the adjoining public sidewalk, as well as detail sheets for the proposed enclosure system, tables, chairs, lighting, trash receptacles, and the like.

Copy of license from New Hampshire Liquor Commission, if applicant intends to serve alcohol.

Proof of liability insurance of at least \$250,000 listing the City of Rochester as additional insured.

The City Manager will not review incomplete applications. All questions must be answered and all applicable check boxes must be checked. Failure to do so shall result in an incomplete application which will not be processed. The undersigned attests that the supplied information is accurate and complete and requests that the City Manager proceed with processing this application under the requirements of the City of Rochester Ordinance 26.10.


Applicant Signature

6-12-18
Date

****CITY MANAGER'S OFFICE USE ONLY****

CC \$500.- *** OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE ***

Paid: Cash \$ _____ Check # _____

Health Inspector Approval: _____ Date: _____

Director of BZLS Approval: _____ Date: _____

THIS LICENSE IS ISSUED with the following conditions: DENIED for the following reason(s):

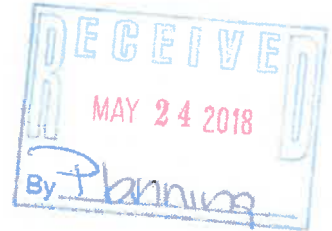
Approved By: _____ Date: _____

DANIEL W. FITZPATRICK, CITY MANAGER



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

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



PROJECT NARRATIVE FORM

Date: 5-24-18

PROPERTY INFORMATION

TAX MAP #: 121 ; LOT #'(s): 373 ; ZONE: DTC

PROPERTY ADDRESS/LOCATION: 45 North main st

NAME OF PROJECT (IF APPLICABLE): outdoor dining / sidewalk dining

APPLICANT

NAME (INCLUDE NAME OF INDIVIDUAL): Kristina Enis

MAILING ADDRESS: 45 North main st Rochester NH 03867

TELEPHONE #: 923-8501 EMAIL ADDRESS: fresh.vibes@yahoo.com

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

NAME (INCLUDE NAME OF INDIVIDUAL): Anthony Ejarque

MAILING ADDRESS: 78 ~~st~~? wakefield st.

TELEPHONE #: 834-3244 EMAIL ADDRESS: slimtex@metrocast.net

Proposed activity

Hours of Operation: 7am-12am

Number of employees: 10

Square footage to be used: 23x25 approx. 575sqft

Is property now vacant: no

Is there off street parking: yes

Will there be any outside storage, noise, vibration, light or smoke from the proposed use: no

Proposed Site changes

New building/structure: _____ Addition onto existing building/structure: _____

Alterations to existing building: _____ Demolition: _____ Signage: _____

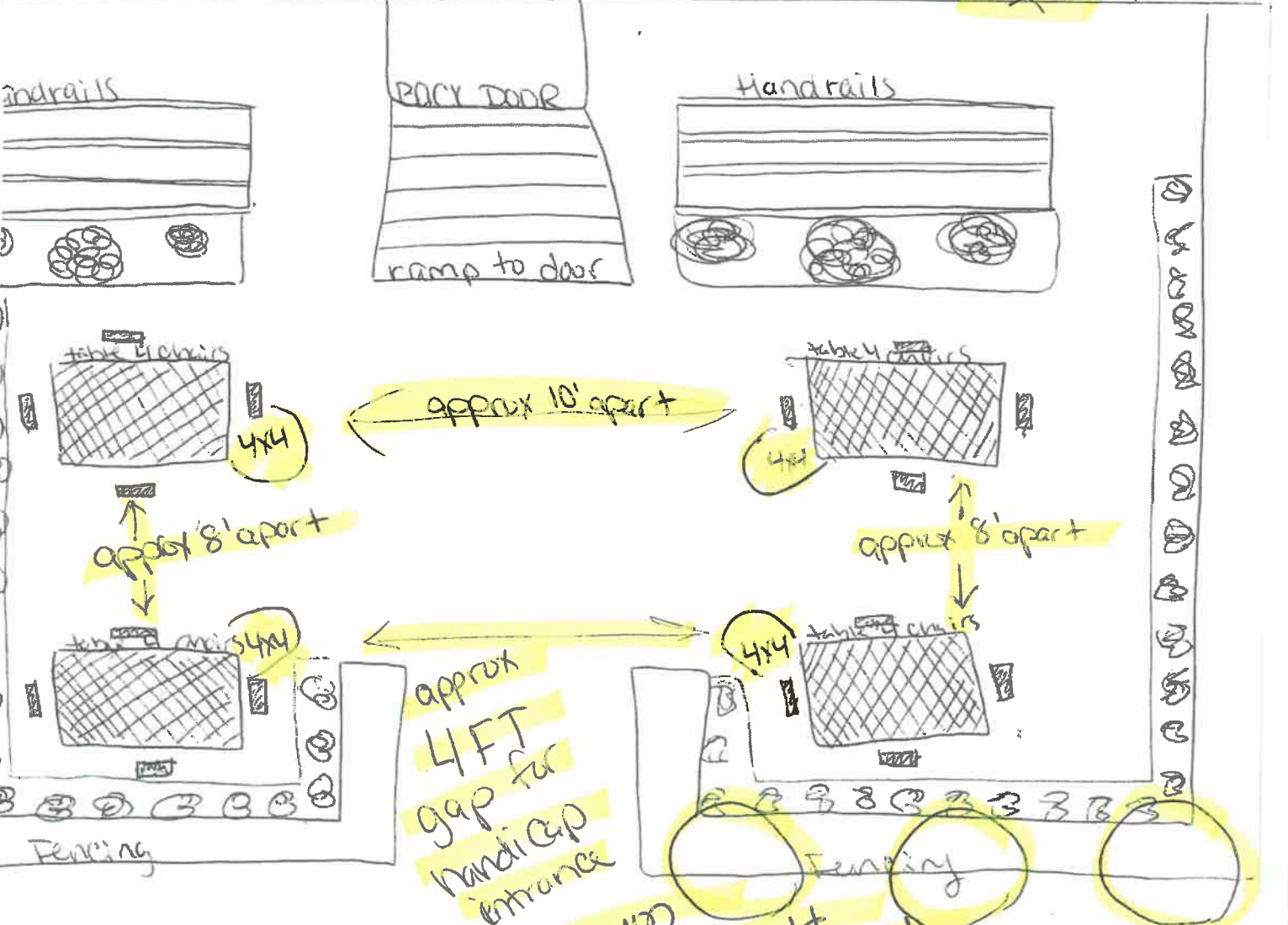
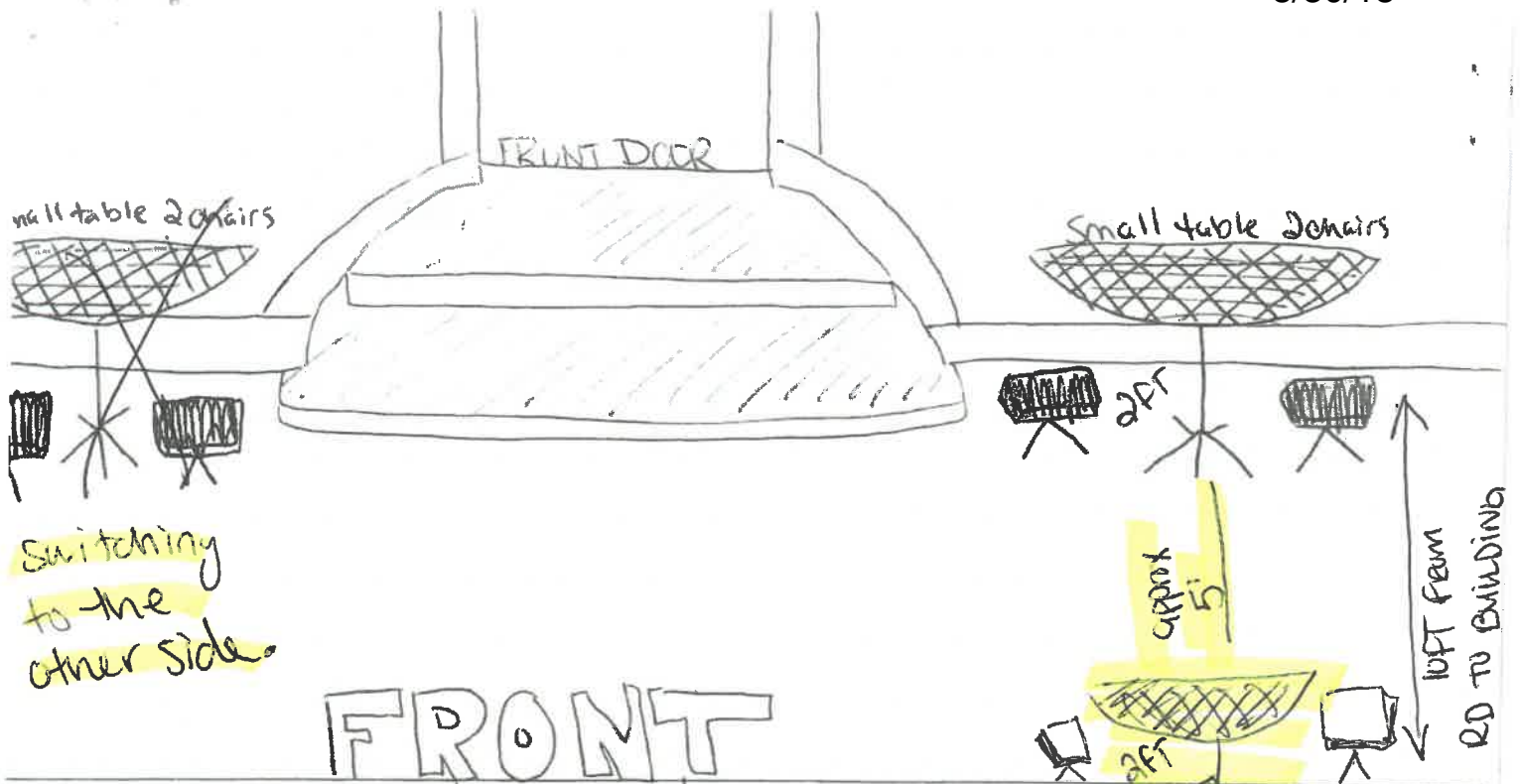
Site development (other structures, parking, utilities, etc.): _____ Change of use: _____

Proposed project description (use extra sheet if needed): Fresh Vines would like to put two small tables in front of building on the sidewalk. We would also like to do outdoor dining in the back of the building that would still feature handicap entrance as well as four tables and a small garden area. We feel this would be a nice touch to the brand parking lot and back of the buildings.

Will be serving food and drinks

Will put large planters filled with cement to deture vehicles against the parking lot side.

Brief description of previous use (if known): _____



REAR

199 of 269

large planters

Handicap

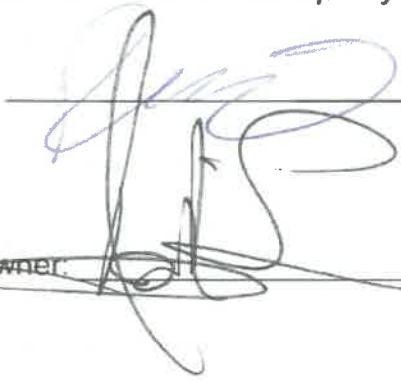
concrete

Submission of application

This application must be signed by the property owner, applicant/developer (if different from property owner).

I (we) hereby submit this Project Narrative application to the City of Rochester Planning Department and attest that to the best of my knowledge all of the information on this application form is true and accurate. As applicant/developer (if different from property owner)/as agent, I attest that I am duly authorized to act in this capacity.

Signature of applicant:



Date: 5-24-18

Signature of property owner:



Date: 5.25.18

Resolution Authorizing the Creation of a Riverwalk Account in order to Receive Donations up to \$5,000.00 and Supplemental Appropriation in Connection Therewith

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

That the City Manager and the Finance Director are hereby authorized to create a Riverwalk Account to allow the Riverwalk Committee to accept donations toward the Riverwalk Project.

Further, the City Council hereby authorizes a supplemental appropriation in the amount of Five Thousand Dollars (\$5,000.00) to the newly created Riverwalk Account. The appropriation will be derived in its entirety from donations received by the Riverwalk Committee.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

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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 Appropriation for The Riverwalk Committee

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

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

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

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

AGENDA DATE	September 4, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, Economic Development Manager, Signatu		
DATE SUBMITTED	August 23, 2018		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Riverwalk Committee
CHAIR PERSON	Stacey Marchionni, Chairperson

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

--

SUMMARY STATEMENT

The Riverwalk Committee plans to start fundraising and requests the City to create an account to collect donations up to \$5,000. Fundraising will begin September 2018 with a Riverwalk dinner. In order to spend the donation there needs to be a matching appropriation not to exceed \$5,000. The Riverwalk Committee requests this be a continuing fund for future fundraising.

RECOMMENDED ACTION

Please approve the creation of an account and the appropriation of up to but not to exceed \$5,000.

Resolution Authorizing the Renumbering of Addresses on Eastern Avenue in Compliance with E911 Standards

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

That pursuant to RSA 231:133, RSA 231:133-a, and consistent with the State of New Hampshire's E911 standards, the City Council hereby authorizes the renumbering of street addresses on Eastern Avenue as shown in Exhibit A.

*Intentionally
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City Clerk's Office

EXHIBIT A

Existing Number		Proposed Number
5 Eastern Ave	to	6 Eastern Ave
7 Eastern Ave	to	10 Eastern Ave
8 Eastern Ave	to	18 Eastern Ave
9 Eastern Ave	to	22 Eastern Ave
10 Eastern Ave	to	25 Eastern Ave
11 Eastern Ave	to	26 Eastern Ave
13 Eastern Ave	to	30 Eastern Ave
15 Eastern Ave	to	34 Eastern Ave
17 Eastern Ave	to	40 Eastern Ave
19 Eastern Ave	to	52 Eastern Ave
14 Eastern Ave	to	45 Eastern Ave
18 Eastern Ave	to	51 Eastern Ave
21 Eastern Ave	to	58 Eastern Ave
24 Eastern Ave	to	63 Eastern Ave
34 Eastern Ave	to	75 Eastern Ave
46 Eastern Ave	to	74 Eastern Ave
48 Eastern Ave	to	78 Eastern Ave
50 Eastern Ave	to	82 Eastern Ave
51 Eastern Ave	to	83 Eastern Ave
52 Eastern Ave	to	86 Eastern Ave
54 Eastern Ave	to	90 Eastern Ave
55 Eastern Ave	to	95 Eastern Ave
56 Eastern Ave	to	94 Eastern Ave
58 Eastern Ave	to	98 Eastern Ave
60 Eastern Ave	to	106 Eastern Ave
61 Eastern Ave	to	105 Eastern Ave
83 Eastern Ave	to	167 Eastern Ave
84 Eastern Ave	to	168 Eastern Ave
85 Eastern Ave	to	171 Eastern Ave
86 Eastern Ave	to	172 Eastern Ave
87 Eastern Ave	to	175 Eastern Ave
90 Eastern Ave	to	176 Eastern Ave
91 Eastern Ave	to	181 Eastern Ave
92 Eastern Ave	to	182 Eastern Ave
94 Eastern Ave	to	188 Eastern Ave
95 Eastern Ave	to	191 Eastern Ave
99 Eastern Ave	to	203 Eastern Ave
100 Eastern Ave	to	198 Eastern Ave
102 Eastern Ave	to	206 Eastern Ave

105 Eastern Ave	to	209 Eastern Ave
108 Eastern Ave	to	214 Eastern Ave
107 Eastern Ave	to	219 Eastern Ave
112 Eastern Ave	to	222 Eastern Ave
113 Eastern Ave	to	227 Eastern Ave
114 Eastern Ave	to	226 Eastern Ave
116 Eastern Ave	to	230 Eastern Ave
117 Eastern Ave	to	237 Eastern Ave
119 Eastern Ave	to	241 Eastern Ave
120 Eastern Ave	to	238 Eastern Ave
123 Eastern Ave	to	255 Eastern Ave
128 Eastern Ave	to	250 Eastern Ave
129 Eastern Ave	to	261 Eastern Ave
130 Eastern Ave	to	256 Eastern Ave
132 Eastern Ave	to	262 Eastern Ave
139 Eastern Ave	to	265 Eastern Ave
133 Eastern Ave	to	271 Eastern Ave
136 Eastern Ave	to	276/278 Eastern Ave
135 Eastern Ave	to	273 Eastern Ave
137 Eastern Ave	to	279 Eastern Ave
138/140 Eastern Ave	to	284 A& B Eastern Ave
141 Eastern Ave	to	285 Eastern Ave
145 Eastern Ave	to	291 Eastern Ave
151 Eastern Ave	to	295 Eastern Ave
153 Eastern Ave	to	38 Vernon Ave



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 Eastern Ave Renumbering to meet State of New Hampshire E911 Standards

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

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

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

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

AGENDA DATE	September 04, 2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	August 20, 2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	8	

COMMITTEE SIGN-OFF

COMMITTEE	E-911 Committee
CHAIR PERSON	Tim Wilder

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 of Rochester, NH General Ordinance Chapter 15, Sections 15.9-a & 15.9-b & New Hampshire RSA's 231:133 & 231:133-a

SUMMARY STATEMENT

The current configuration of address numbers along Eastern Avenue do not meet the standards for the State of New Hampshire. We are proposing a renumbering to the entire street of Eastern Avenue to ultimately minimize confusion for Emergency Responders as well as comply with the State of New Hampshire Addressing Regulations.

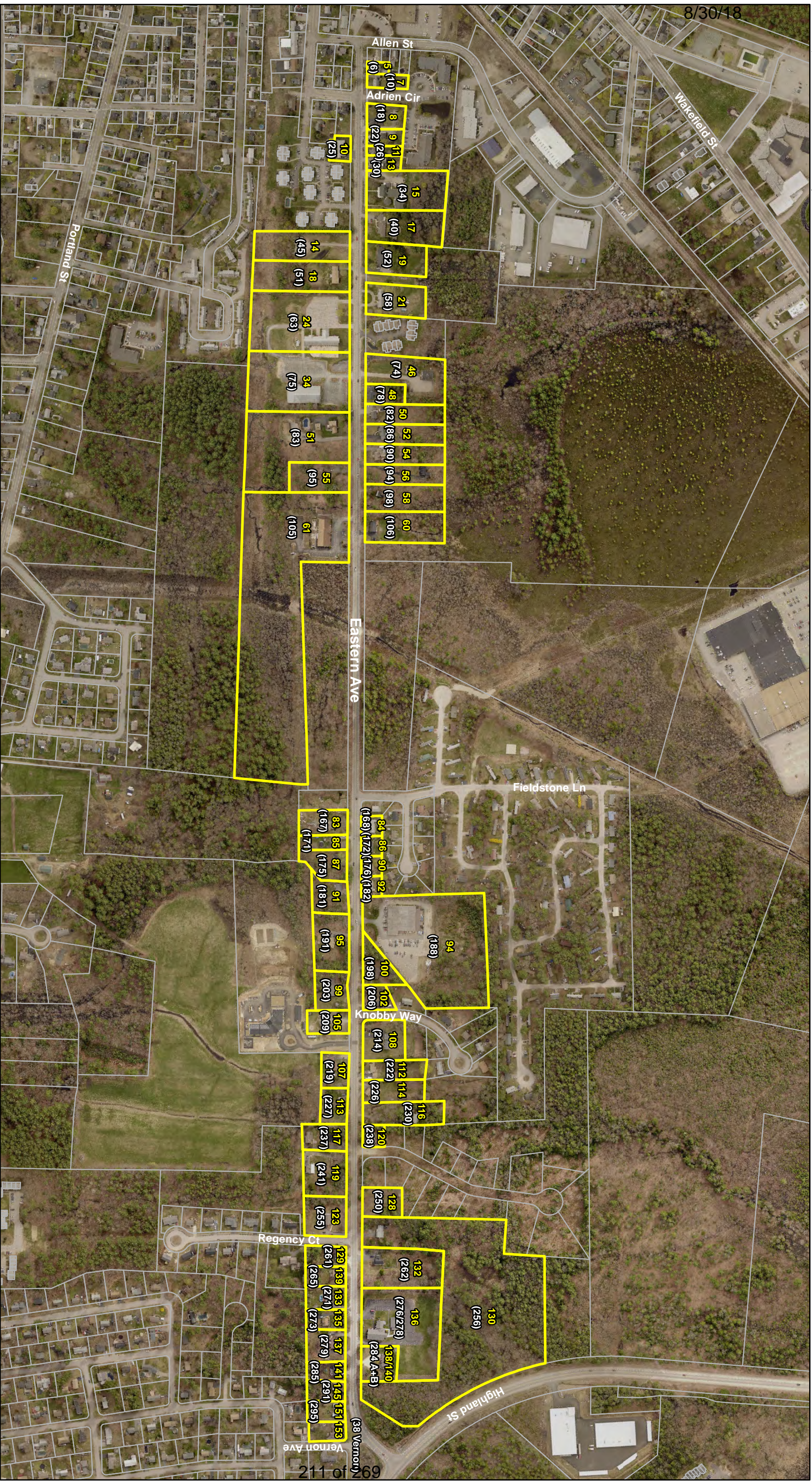
Reasons the current addressing does not comply:

1. There is a section of the road that is not in sequential order. On the right side of the road, it goes from 129 to 139, back to 133.
2. There are BOTH odd and even numbers on BOTH sides of the road.
3. The current addressing does not go by a 50 foot increment. This standard is in place to have available addresses, should the road be further developed in the future.

****Please reference the attached Addressing Standards Guide****

RECOMMENDED ACTION

Approve the renumbering of the street to maximize the safety of residents in the event of an emergency.



Legend

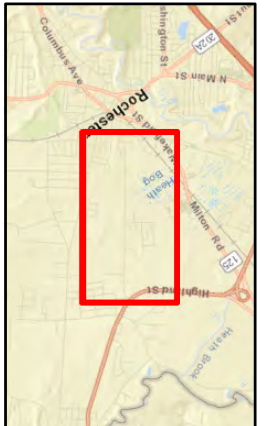
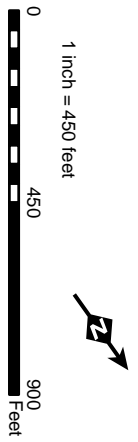
Parcels with Proposed Street Number Changes

Parcel Boundary

Labels

(Existing Number)

(Proposed Number)



This map is intended for planning purposes only.
 All features shown should be considered approximate.
 Date: 8/16/2018
 Author: DC - DPW, Rochester
 Source: NHGRANT, City of Rochester

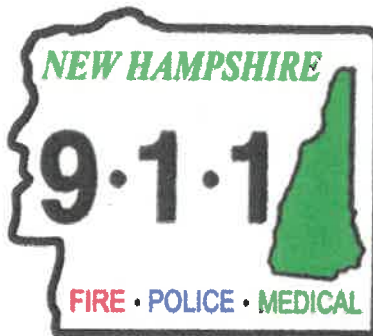
Proposed Street Number Changes
 Eastern Avenue
 Rochester, NH

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left blank...*

City Clerk's Office



Addressing Standards Guide



Prepared by
State of New Hampshire
Department of Safety
Division of Emergency Services and Communications

June 2013

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Purpose

A central goal of the New Hampshire Division of Emergency Services and Communications (DESC) Data Operations Unit is to eliminate possible confusion for all emergency personnel when responding to an emergency call.

The intention of this document is to clearly catalogue for all parties involved in the addressing process or the standards used by the DESC when formulating addressing recommendations. Time is a critical factor in the delivery of emergency services, and can mean the difference between life and death. A confusing, misleading or ambiguous addressing system could slow response times, possibly with disastrous consequences. To help ensure that New Hampshire emergency calls receive the fastest emergency response possible, the DESC has developed the following addressing standards because a clear, rational, and unambiguous addressing system will help minimize both response time and errors.

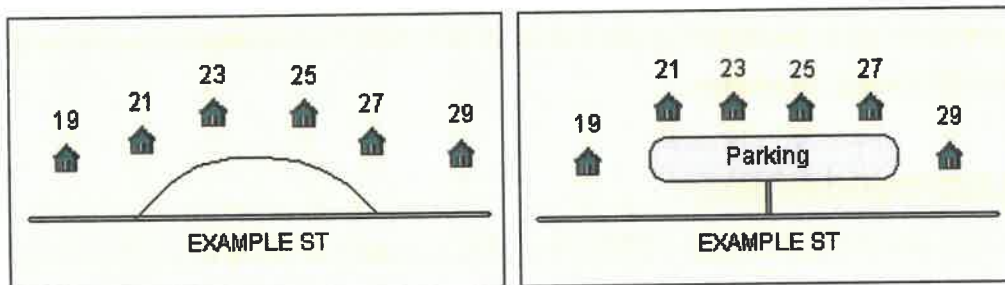
All of the standards found in this document have been adopted from the addressing standards of the National Emergency Number Association (NENA). Many of these standards have been expanded upon to meet the needs of New Hampshire, with its mixture of urban and rural settings, and its sometimes irregular road network. These standards will not address every situation encountered in a given municipality; instead they are intended to serve as a guide through which DESC personnel will evaluate both typical and atypical situations.

Recommendations

The recommendations that the DESC provides to a municipality are designed to help improve the local addressing system. In the State of New Hampshire each city or town is responsible for the naming of the roads and the addressing of the buildings within its jurisdiction (RSA 231:133 and RSA 231:133-a). As the naming and addressing authority, the municipality can adopt any naming or addressing system it chooses that does not conflict with the pertinent RSA's. Because the naming of streets and the addressing of buildings are a municipality's responsibility, the DESC can only make addressing recommendations to the municipality. The municipality can then choose to adopt those recommendations or institute some other system of their own devising.

Streets

- It is the recommendation of the DESC to have a municipality-wide standard for which side of the road odd and even addresses are assigned. The strong preference of the DESC is to have odds on the left side and evens on the right side, however the opposite is also acceptable. Regardless of which method is chosen, the odd/even standard should be consistent throughout the entire community
- If a section of road is impassable, creating two separate segments each of which is mutually independent, each of these disconnected sections should receive its own unique road name.
- Any road, either publicly or privately maintained, or in a development such as an apartment complex, which may be traversed by an emergency service vehicle, and provide access to three or more addressable structures should be named and assigned address ranges.
 - Exception: Short drives and shared parking areas providing access to three or more structures that are all clearly visible from the main road, and which present no questions regarding the sequence of the structures may be addressed from the main road.



Street Naming

Each street within a municipality should be given its own unique road name to prevent confusion on the part of emergency responders. In the case of a new road, the municipality is prohibited from choosing a name "which is already in use, or which is confusingly similar to any such existing name or which otherwise might delay the location of any address in an emergency" per RSA 231:133.

In the case of existing road names which are identical or confusingly similar, the DESC recommends that the municipality rename one or more of these roads to eliminate the

potential confusion in responding to an emergency at these locations. However, the municipality is not bound by the RSA to make any changes to road names that were assigned before August 14th, 2005.

When naming or renaming roads, the municipality should take the following recommendations into consideration:

- **Avoid duplicate street names.** A duplicate street name is one in which the main part of the name is shared by more than one street, even if the designators, or directional information is different. Road names can be considered duplicate even if they are spelled differently when they are phonetically identical. SMITH ST, SMYTH ST, SMITH RD, NORTH SMITH ST, SMITH ST SOUTH, SMITH ST EXT are all duplicate road names.
- **Avoid confusingly similar street names.** A confusingly similar street name is one in which either a large part of the name is shared by more than one street, or the names of more than one street are phonetically similar. OLD COUNTRY RD and COUNTRY LN would be similar sounding road names, as would COUNTRY LN and COUNTY LN and LAUREL AV and LAUREN AV.
- **If the road is continuous, avoid changing names at an intersection or a curve or some other point.** Also if a road continues through an intersection into diverse directions, the road name should only continue in one of these directions. The other road, or roads, would be their own entities requiring separate, unique identifying names.
- **Avoid family names or individual's names, especially living persons and politicians.**
- **Street names should not contain any special characters such as hyphens, apostrophes, or dashes.**
- **All road names should contain a suffix which complies with the USPS Postal Standards [Publication 28](#).**
- **Avoid the use of directional's and USPS standard suffixes as road/street names (e.g. EAST ST , NORTH BLVD and PLAZA LN)**

- All words within the main body of a street name should be spelled out completely and not abbreviated. This includes valid street suffixes and cardinal directions which are part of the main body of the name, rather than modifiers of the street name. Examples of street names which meet this criteria include WEST ALTON MARINA RD (west in this street name refers to the locality of West Alton, rather than the western section of ALTON MARINA RD), FIRE LANE 24 (LANE is not a designator in this situation), KEARSARGE MOUNTAIN RD (MOUNTAIN should not be abbreviated MTN).

Street Numbering

Address ranges describe the valid addresses on each side of the street for a given road or segment of road. Address ranges should be created and maintained for all roads through the use of a distance based system in which one address is generated on each side of the street for every distance interval (increment). The DESC recommends the use of a fifty (50) foot increment in New Hampshire municipalities. Using a 50 foot increment, a road 4173 feet in length would yield a range of 1/2 to 167/168.

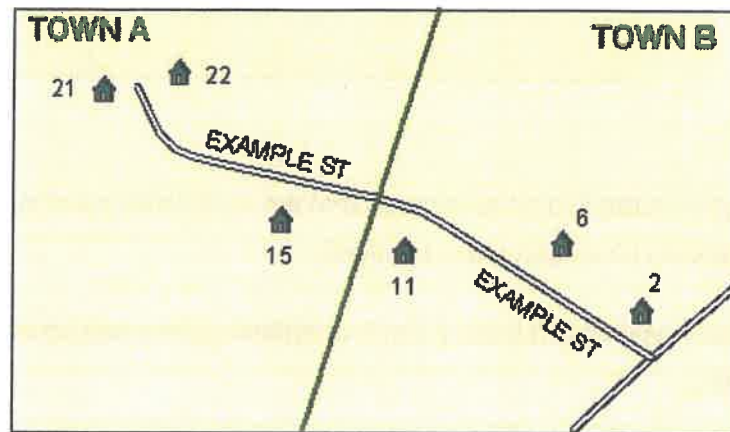
- Exception: In high density areas where 50 feet is not adequate a 10 (ten) foot increment is recommended.

Address ranges help to form the Master Street Address Guide (MSAG). The MSAG is a data set containing all of the street names in a municipality with each street's address range. Accurate and up to date address ranges will help to ensure that the appropriate emergency service agency is dispatched to a street when the need arises there.

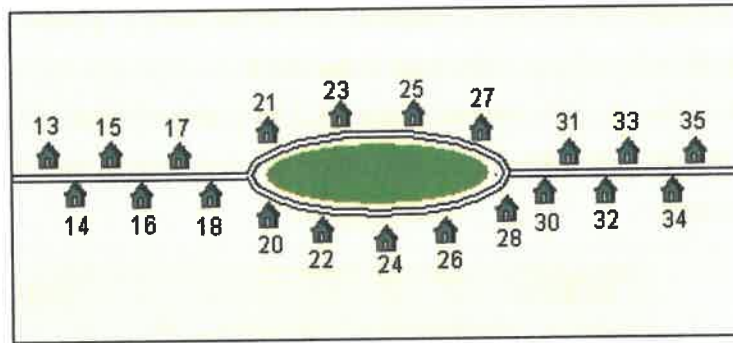
When possible, addressing should radiate out from the center of the municipality, with numbers increasing on a given street as one approaches the municipality's borders. To assist with street numbering, municipalities are encouraged to utilize the following suggestions:

- Main thoroughfares which cross a municipality should be numbered from one border to another.
- Whenever possible, addressing conflicts will be minimized on roads that continue from one municipality to another, including the continuation of addressing when necessary.

- Roads beginning in one municipality and terminating in another municipality should be named and addressed consistently. The two municipalities should agree upon a single name for the road, and addressing should continue from the municipality where the road originates to the municipality where the road terminates.



- Streets which form the border between municipalities, or which closely parallel the border should be numbered to prevent the assignment of conflicting or confusing addresses. The street should be addressed as a single entity with the direction of addressing consistent on both sides of the street, one side generating odd addresses, the other side generating even addresses.
- Cul-de-sacs should be numbered in a counter clockwise direction.
- Semicircular or loop streets should be addressed with numbers increasing in the same direction as numbers on the main street that the semicircular street intersects.
- Roads that split around a central median, park, or common area with traffic traveling in only one direction on either side of park should be numbered and addressed as a single unified road (example: parkway).



Islands

Islands are considered to be land masses that are completely surrounded by water.

Each island should be individually addressed.

Addressing for islands can fall into 2 (two) categories; one access point or multiple access points.

- One access point – DESC recommends the main access point be assigned the address of #2.
- Multiple access points – DESC recommends the numbering begin at the northern most point of the island as #2 and continue with even numbers, counter clockwise, around the island using a 50' increment to determine the address. A 10' increment can be used for small congested islands.

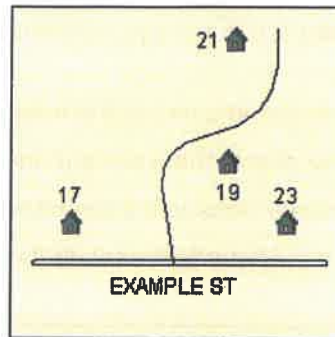
Driveways

Driveways are intended solely to communicate the location of addressable structures. Driveways do not have their own address ranges. Structures accessed from driveways should obtain their addresses from the street with which the driveway intersects. If only one structure is accessed from a driveway, that structure should derive its address from the increment where the driveway intersects the street. For each additional structure accessed from a driveway an additional address on the main street will be consumed, either above or below the point of intersection. These addresses will no longer be available for assignment to structures with road frontage. This could result in addressing conflicts between structures accessed from the driveway and structures accessed directly from the road.

- When the address range of a road is unable to support the number of structures that are accessed from it due to the presence of driveways with multiple

addressable structures, the DESC recommends that the driveways be named and that the structures be addressed from the newly named road.

- Structures accessed from a driveway should be numbered with addresses increasing away from the intersecting street from which the addresses have been derived.

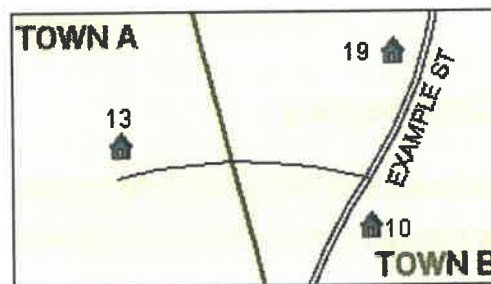


Addressable Structures

Addressable structures are any buildings currently occupied, or which may in the future be occupied, to which emergency services may be dispatched.

- In most situations, the primary access is the point where the structure's driveway meets the road. In densely populated areas such as town and city centers, the primary access is the front door of the structure being addressed.
- Structures on corner lots that are visible from two intersecting roads but only accessible from one road should be addressed from the road it is accessed from.
 - Exception: Structures that can be accessed from the road in which they face should be addressed from the road they face regardless of the access point.
- Structures on corner lots that are visible from only one of the two intersecting roads, however accessible from both roads, should be addressed from the road where the structure is visible.
- Structures on corner lots that are not visible from either intersecting road but which can be accessed via driveway from both streets should be addressed from the road the structure is closer to.

- Structures accessed from semicircular driveways are addressed at the midpoint between the two driveway accesses, assuming that there are no buildings or buildable lots between the structure being addressed and the road.
- Structures should be addressed from the municipality where the building is located, even if the driveway access point falls in a neighboring municipality. In these cases, the structure will receive a street address consistent with the addressing system in use by the municipality where the access point is located.
 - Exception: If the road name used by the neighboring municipality is duplicate or similar sounding to any of the issuing municipality's road names, the driveway that provides access to the structure should become a named road and the structure should be addressed off the newly named driveway.



- Individual structures within campgrounds will be considered addressable if the structure is independent of the main office or building, or the structure is left at a site year round.
- Addresses should not contain either fractional numbers or letters. Addresses containing either of these should be reassigned a numeric address.
- Communities should refrain from assigning an address that is already in use even when there are multiple buildings on the same parcel.

Multi-unit Structures

Structures containing multiple units within one discrete building, regardless of whether the building is residential, commercial, industrial, or governmental, should receive a single address, with each tenant within that structure receiving a subaddress. A subaddress is defined as "a unique location designation inside of a structure which has multiple tenants in one street address, for the purpose of identifying each tenant's area within that structure." Subaddresses should contain qualifiers to identify the type of unit within the structure, such as APT or STE. The subaddress qualifiers should conform to USPS standards for secondary units and the proper abbreviations.

Secondary Unit Designator	Approved Abbreviation
APARTMENT	APT
BASEMENT	BSMT *
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
FRONT	FRNT *
HANGAR	HNGR
LOBBY	LBBY *
LOT	LOT
LOWER	LOWR *
OFFICE	OFC *
PENTHOUSE	PH *
PIER	PIER
REAR	REAR *
ROOM	RM
SIDE	SIDE *
SLIP	SLIP
SPACE	SPC
STOP	STOP
SUITE	STE
TRAILER	TRLR
UNIT	UNIT
UPPER	UPPR *

* Does not require secondary range number to follow

Subaddresses should increase away from the point of primary access. In small multi-unit structures including duplexes and townhouses, the subaddress should be alpha. In large multi-unit structures subaddresses should be numeric with the first number in the subaddress indicating the floor of the unit or at a minimum, some other type of floor designator. For example, in these buildings, units on the first floor would receive subaddresses between 101 and 199; units on the second floor would receive subaddress between 201 and 299.

- Exception: On a case by case basis row houses, strip malls, or downtown congested store fronts may be addressed at the front door of each adjoining unit, and each unit is treated as its own independent building rather than as a part of a multi-unit structure.
- Basement floors should receive a floor designator of B with a subaddress between 01 and 99.
 - Exception: Within multiple building complexes, each building which meets the definition of an addressable structure should receive its own individual address. The DESC recommends that multiple structures sharing a single address each be reassigned separate addresses
- Special case: Single discrete structures, which have tenants that can only be accessed from separate streets with no internal connecting hall, should be treated as though each access is a separate structure receiving its own unique address.
- Hotels/motels with cottages or cabins or other multi-building complexes, should receive a single address when there is a central building or office, upon which all other structures are dependent. All dependent detached structures should be issued a subaddress.

Landmarks

The following features should not automatically receive an address. They primarily serve to provide a greater context for emergency responders traveling to the scene of an incident.

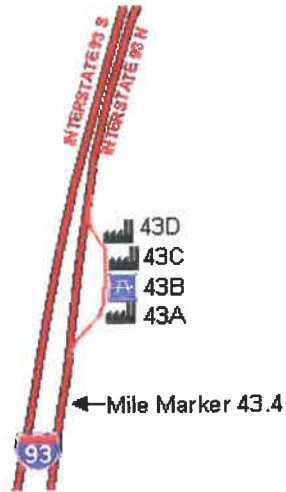
Features Not Requiring Addresses
Boat Launch
Boundary
Bridge
Cemetery
Dam
Entrance
Gate
Helipad
Hydrant
Outbuilding
Recreation Area
Rest Area
Tower
Trail head
Windmill

Interstate and Freeway Addressing

Interstates and Freeways, defined as roads that do not have “at-grade interactions”, are generally exempt from other addressing standards discussed in this guide.

Interstates and Freeways can only be accessed through interchanges, utilizing on-ramps and off-ramps. They cannot be accessed from adjacent properties or cross roads, and under most circumstances have no stoplights or stop signs.

- If an address for a structure is needed, one should be derived from the mile marker at the access point or the start of the off ramp to which the structure is located.
- If there are multiple structures at a location, each structure should share the same address and receive a unique address suffix. The suffix should start with the letter “A” and increment with each additional structure.
- The street name for the address should be the name of the highway followed by the direction.



- The additional location field in the ALI (Automatic Location Identification) record will hold the exact mile marker /tenth closest to the off-ramp.

Examples of structures needing an address would include rest areas or visitor information centers.

A rest area structure located on I-93 North with an off ramp starting at mile marker 43.4 will have an address of: 43 Interstate 93 N.

If there are multiple structures at this location, they would be addressed as 43A, 43B, 43C, etc...

In the example, all four structures would have an Additional Location Field entry of: Mile Marker 43.4

**Resolution Authorizing the Renumbering of 31 North Main Street to 33 North Main Street
in Compliance with E911 Standards**

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

That pursuant to RSA 231:133, RSA 231:133-a, and consistent with the State of New Hampshire's E911 standards, the City Council hereby authorizes the renumbering of 31 North Main Street to 33 North Main Street.

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left blank...*

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 31 Main Street Address Change - E911
--

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

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

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

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

AGENDA DATE	September 04, 2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	August 20, 2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	9	

COMMITTEE SIGN-OFF

COMMITTEE	E-911 Committee
CHAIR PERSON	Tim Wilder

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 of Rochester, NH General Ordinance Chapter 15, Sections 15.9-a & 15.9-b & New Hampshire RSA's 231:133 & 231:133-a

SUMMARY STATEMENT

The E911 Committee is requesting that City Council approves an address change to what is currently 31 Main St. We are proposing that it be changed to 33 Main St. This change is necessary because there has been a new home built on what was once a vacant lot (0 Main St, Map and Lot 0103-0119-0000). In order to assign an address number that complies with the State's Addressing standards we need to readdress two properties down. Please see the attached visual for the proposed changes.

Note that what is currently 29 Main St has already signed a consent letter to have their address changed, which is also attached.

The State's Addressing Standards are attached for your reference.

RECOMMENDED ACTION

Approve the renumbering of 31 Main Street provide an address that complies with State standards for 0 Main Street.



Main St East Rochester

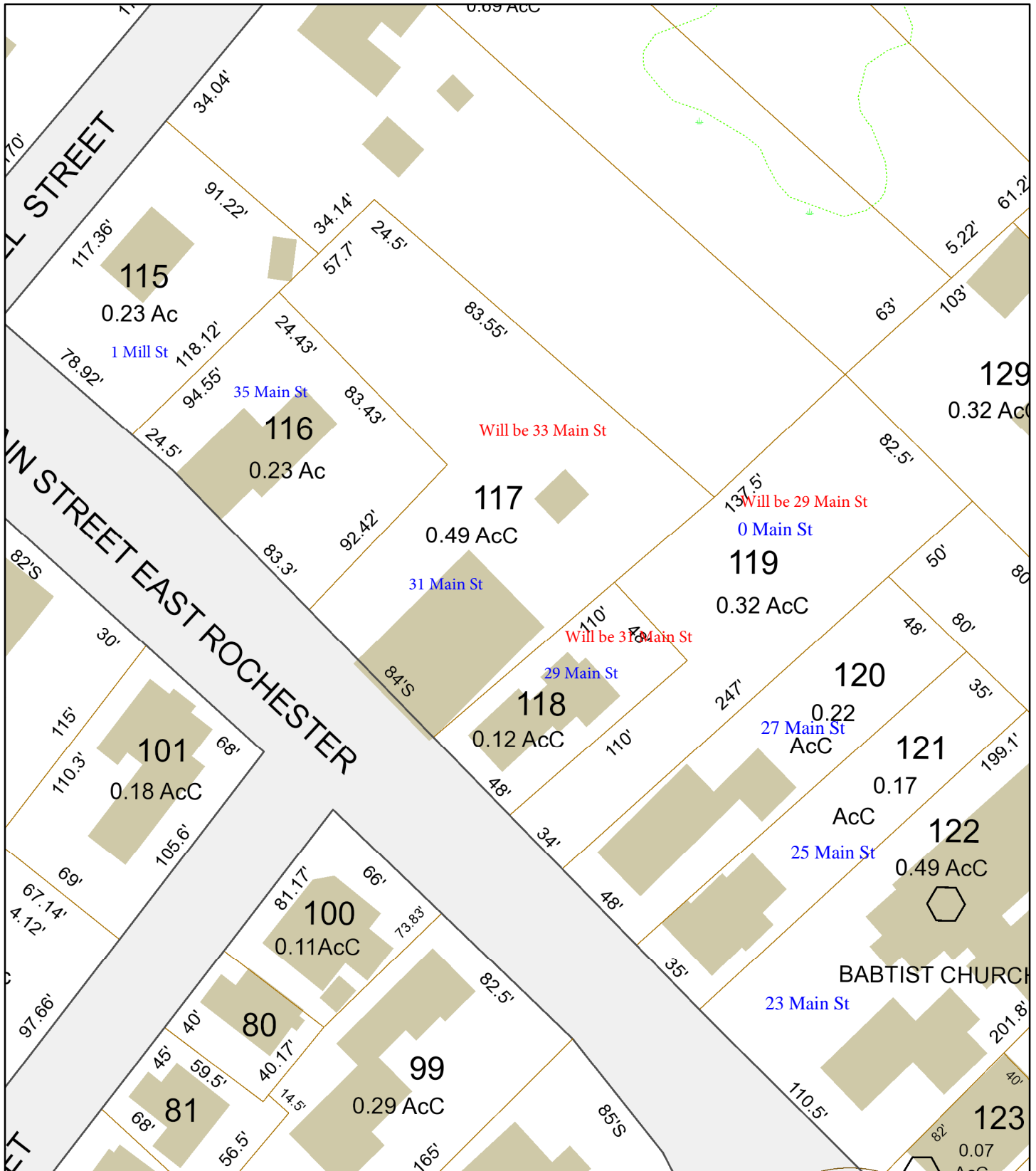
Rochester, NH



March 21, 2018

1 inch = 60 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

8/30/18



City of Rochester, New Hampshire

33 Wakefield Street Rochester, NH 03867
Phone: (603)332-3976 Fax: (603)330-0023
Website: www.rochesternh.net

March 14, 2018

Sylvia Hopkins
29 Main St.
Rochester, NH 03868

Dear Ms. Hopkins:

The City of Rochester has been working to bring Rochester street names and our address numbering system into compliance with the standards of the State E-911 program.

It has come to our attention that the vacant lot adjacent to yours does not currently have an address. In order to assign a new address to this lot that complies with State E-911 regulations we must change your address. We are proposing that it be changed from **29 Main Street** to **31 Main Street**. The State's E-911 regulations are in place for **safety**, and the reason these changes need to be made.

State law allows for this change to be done voluntarily, without a public hearing process, if each of the property owner affected by the change consents to the renumbering. Please sign your name below, and return this letter to us at your earliest convenience in the self addressed stamped envelope. The other copy is for your records. If we have not heard back from all property owners affected by this change by **April 13, 2018** the E-911 committee will initiate the public hearing process to change the numbers.

As soon as we receive your signature we will notify the post office of this change, and send you a confirmation letter. Once that happens please install new numbers on the mail box and house.

If you have any questions about this matter please feel free to contact me at 332-3976 or julia.libby@rochesternh.net

Sincerely,

Julia Libby
Secretary II
Building, Zoning, and Licensing
E-911 Addressing

X
Signature

3/18/18
Date

SYLVIA HOPKINS
Printed Name

Resolution Deauthorizing \$1,038.00 in funding related to the 2017-2018 Victims of Crimes Act Grant

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

That the amount of One Thousand Thirty Eight Dollars (\$1,038.00) appropriated as part of the 2017-2018 Victim of Crimes Act (VOCA) Grant is hereby deauthorized. Eight Hundred Thirty and 41/100 Dollars (\$830.41) of the deauthorization is grant reimbursement which will not be sought from the New Hampshire Department of Justice. Two Hundred Seven and 59/100 Dollars (\$207.59) of the deauthorization is derived from the City's required local match and shall be returned to the General Fund Unassigned Fund Balance.

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.

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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 Deauthorization of FY 2017-2018 VOCA Grant Funds
--

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

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

AGENDA DATE	September 4, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	August 21, 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	NH Dept. of Justice / General City funds
ACCOUNT NUMBER	61191200-511002 / 61191200-522000
AMOUNT	\$1,038.00 (\$830.41 DOJ, \$207.59 city)
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

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

SUMMARY STATEMENT

The City of Rochester received a NH Department of Justice Victim of Crime Act (VOCA) grant in FY 2017-2018 in the amount of \$25,836.00, with a non-Federal matching funds requirement of \$6,459.00, to fund a part-time victim-witness advocate position. The matching funds were provided for in the approved FY 2017-2018 Legal Department budget. There are remaining funds from the FY 2017-2018 grant in the amount of \$830.41 (federal) and \$207.59 (matching City funds).

RECOMMENDED ACTION

Deauthorize the federal and City funds, and transfer the remaining \$207.59 from Fund 6119 to the General Fund, unassigned balance.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61191200	511002-522000		830.41	-	207.59
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
 To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation to the 2018-2019 Rochester Police Department Operating Budget and Acceptance of a United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) in the amount of \$26,029.00

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a grant in the amount of Twenty Six Thousand Twenty Nine Dollars (\$26,029.00) from the United States Department of Justice Justice Assistance Grant program in order to fund crime scene forensic training and the purchase of related equipment.

Further, the Mayor and City Council authorize the Rochester Police Department to enter into an inter-local agreement with the City of Somersworth to act as fiscal agent for this grant in exchange for 5% or One Thousand Three Hundred One Dollars (\$1,301.00) of the City of Rochester's grant award.

Still further, that the sum of Twenty Six Thousand Twenty Nine Dollars (\$26,029.00) be, and hereby is, appropriated as a supplemental appropriation to the 2018-2019 operating budget for the City of Rochester Police Department. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the grant.

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 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



City of Rochester Formal Council Meeting

AGENDA BILL

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

<p>AGENDA SUBJECT</p> <p>Seeking permission from Council to accept funds in the amount of \$24,728.00 managed through the City of Somersworth.</p>
--

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

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

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

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

AGENDA DATE	9/4/2018	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	8/24/18	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal managed through the City of Somersworth
ACCOUNT NUMBER	TBD
AMOUNT	\$24,728.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

<p>Council action required.</p>

SUMMARY STATEMENT

Seeking permission from Council to accept funds in the amount of \$24,728.00 managed by the City of Somersworth. Rochester's share of the total JAG award totals \$26,029.00. The City of Somersworth will act as the fiscal agent for the grant in exchange for 5% of Rochester's grant fund, which brings Rochester's total received fund to \$24,728.00

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

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

We have e-mailed confirmation of the funding availability and await a hard copy of the award letter.

RECOMMENDED ACTION

Allow the Police Department to accept the funding managed by the City of Somersworth.

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	61282010	573900	195XX	\$22,205.75	-	-
2	61282010	513001	195XX	\$ 2,522.25	-	-
3				-	-	-
4				-	-	-

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
 To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Authorizing the Department of Public Works to Submit a New Hampshire Department of Transportation (NHDOT) Transportation Alternatives (TAP) Grant Application in an amount not to exceed \$500,000.00

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

That the Department of Public Works is thereby authorized to submit a NHDOT TAP Grant Application in an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00) to pay for the costs associated with the Portland Street Sidewalk Project. If the grant is awarded, the City will be required to provide a Twenty Percent (20%) match not to exceed One Hundred Thousand Dollars (\$100,000.00).

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.

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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 NHDOT TAP Grant Application - Portland Street Sidewalk Connection

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

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

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

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

AGENDA DATE	September 4, 2018	
DEPT. HEAD SIGNATURE	Peter C. Nourse, signed original on file with City Clerk	
DATE SUBMITTED	August 24, 2018	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

SUMMARY STATEMENT

The DPW seeks City Council authority to submit an application for NHDOT Transportation Alternatives Program (TAP) Grant for sidewalk installation on Portland Street. Currently, there is a gap in the sidewalk on Portland Street between Chamberlain Street and Salmon Falls Road. The proposed project is construction of sidewalk in this gap. The TAP Grant funding provides up to 80% of project funds; a 20% local match is required. The City has initially estimated the project to cost \$500,000; therefore, the City's portion of the funding is currently projected to be \$100,000.

The DPW also seeks a letter of support from the governing body committing to actively engage and lead the project. That letter of support is needed for inclusion with the grant application, which is due by Friday, September 7, 2018.

RECOMMENDED ACTION

Resolution giving City staff authorization to submit up an application for NHDOT TAP Grant funding for the construction of sidewalk on Portland Street between Chamberlain Street and Salmon Falls Road in an amount up to \$500,000.

Resolution authorizing the Mayor to sign a letter of support committing the governing body to actively engage and lead the Portland Street sidewalk construction project.

Resolution Authorizing the City Manager to place 95 acres of City property into a Conservation Easement with the Southeast Land Trust

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

The City Manager is hereby authorized to transfer Ninety Five (95) acres of City property located in Farmington, New Hampshire (Farmington Tax Map R-9, Lot 8; R-10, Lot 19; and R-26, Lot 3) as part of the City's water reservoir into a Conservation Easement with SELT. The City Manager is further authorized to execute all documents necessary to complete the above transaction on behalf of the City.

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.

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City Clerk's Office

Supplemental Appropriation to the 2018-2019 Department of Public Works, Water Capital Improvement Plan Fund in an amount not to exceed \$122,000.00 for Water Reservoir Land Protection

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

That an amount not to exceed One Hundred Twenty Two Thousand Dollars (\$122,000.00) is hereby appropriated as a supplemental appropriation to the 2018-2019 Department of Public Works, Water Capital Improvement Plan Fund for the purpose of paying costs associated with Southeast Land Trust's (SELT) acquisition of a conservation easement on the so-called Bullwinkle Property in Farmington, a fee interest in the so-called Stuart Property in Farmington, as well as costs associated with the City's donation of Ninety Five (95) acres of land in Farmington to be put in conservation easement by SELT. All land transfers are for the protection of the City's water reservoir.

The funds for this supplemental appropriation shall be derived in their entirety from the Water Fund retained earnings balance.

Further, the City Manager is hereby authorized to execute all documents necessary to complete the above transactions on behalf of the City.

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.

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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 Land SELT-Water Supply Land Purchase & Conservation Easements

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

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

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

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

AGENDA DATE	September 4, 2018		
DEPT. HEAD SIGNATURE	Peter C. Nourse, Director of City Services		
DATE SUBMITTED	August 27, 2018		
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	Blaine C. Cox, 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

RSA 91-A:3,II - Land

SUMMARY STATEMENT

This Agenda bill is to follow up on the discussion of 8/21 whereby DPW and South East Land Trust (SELT) updated the Council on the opportunities to protect permanently watershed property in Farmington. The Council was very favorable at the proposed strategy to place approximately 95 acres of City owned property in Farmington into a conservation easement for SELT oversight, and, for the fee purchase of the Stuart property (160 acres), and the establishment of a conservation easement on the Bullwinkle property (approx. 60 acres). All together, approximately 315 acres of watershed property would be permanently conserved. SELT is leveraging the Drinking Water/Ground Water Trust Fund for a grant in the capacity of approximately 50% of overall costs of this project.

Below are the requested actions of the Council in accordance with the agreed strategy:

RECOMMENDED ACTION

1. Resolution authorizing the City Manager to enter into agreement with SELT for a donation from the City of a conservation easement on three City owned parcels totaling approx. 95 acres in Farmington (Farmington tax map R-9, Lot 8 / R-10, Lot 19 / R-26, Lot 3).
2. Resolution for a supplemental appropriation in cash from the water fund not to exceed \$122,000 to cover project costs associated with SELT's acquisition of a conservation easement of the Bullwinkle property in Farmington (tax map R-27, Lot 3) and City parcels (tax map info above) as well as the fee interest of the Stuart property in Farmington (tax map R-26, Lot 1).

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	55018010	772000	19xxx	-	\$122,000.00	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

1

New Hampshire Municipal Association
2019 - 2020 Legislative Policy Process

RECEIVED
JUL 16 2018
NHMA

Floor Policy Proposal

Submitted by (name): Hudson Board of Selectmen

Date: July 10, 2018

City or Town: Hudson

Title of Person Submitting Policy:

Selectmen

Floor Policy Proposal approved by vote of the governing body on July 10, 2018

To see if NHMA will SUPPORT/OPPOSE:

To see if NHMA will support legislation to lower the abatement interest rate that municipalities pay from 6% to 4% (RSA 76:17-a) to better align it with the interest rate on delinquent taxes that were recently lowered by the NH Legislature.

Municipal Interest to be accomplished by proposal:

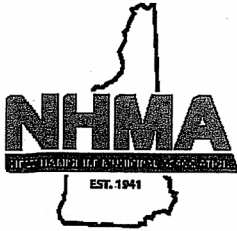
To align abatement interest paid by a municipality with the recent lowering of interest rates on delinquent property taxes.

Explanation:

Currently, after the timely payment deadline has passed on payment of property taxes, usually 30 days or more of grace time, 12% interest is charged, for a period of six (6) months, and then 18% interest is charged after those six (6) months. The NH Legislature and the Governor have passed into law, a significant decrease in the interest rate that is charged on late property tax bills. As of January 1, 2019, after the timely payment deadline has passed on payment on property taxes, 8% interest is charged, for a period of six (6) months and then 14% interest is charged. This proposal seeks to lower the interest rate on abatements paid by a municipality from 6% to 4% to better align with delinquent property tax interest rates.

8/30/18

2



New Hampshire Municipal Association
2019-2020 Legislative Policy Process

RECEIVED

JUL 24 2018

NHMA

Floor Policy Proposal

Submitted by (name) Jill White Date: July 23, 2018

City or Town Holderness Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 23, 2018

Submitted by (name) Brent T. Lemire Date: July 24, 2018

City or Town Litchfield Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 23, 2018

Submitted by (name) Rick Hiland Date: July 25, 2018

City or Town Albany Title of Person Submitting Policy Select Board - Chairman

Floor Policy Proposal approved by vote of the governing body on (date) July 25, 2018

Submitted by (name) David W. Swenson Date: July 31, 2018

City or Town New Durham Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 31, 2018

To see if NHMA will SUPPORT legislation clarifying that the Town Moderator has authority to postpone the official ballot voting session of town meeting in the event of severe weather or other emergency and establishing clear rules for addressing any practical issues involved in postponing the voting session.

Municipal interest to be accomplished by proposal: Preserve local control over elections and enable local officials to take necessary steps to protect public safety.

Explanation: RSA 40:4, II states that the moderator may postpone “the deliberative session or voting day of the meeting” in the event of a weather emergency. In 2017 many town moderators, relying on the statute’s language and on advice from their town attorneys and NHMA, postponed the “voting day” of their meetings because of a blizzard on town meeting day. The Governor, the Secretary of State, and some legislators subsequently claimed that this authority did not exist despite RSA 40:4, II language thereby creating confusion. In 2017 these conflicting inputs resulted in a need for legislation to ratify Town Meeting results so that bond counsel could give clean opinions on any bonds approved at postponed meetings. In 2018 when another forecasted severe snowstorm caused many town officials to consider postponing their official ballot voting sessions the Attorney General and the Secretary of State issued a memorandum prior to the predicted severe storm asserting that no such authority existed for Town Moderators to postpone “voting day of the meeting”; they also threatened criminal prosecution against the one Town Moderator who did postpone an official ballot voting session due to the severe weather on “voting day of the Town meeting”.

It is our opinion that to remove the current legislative authority for Town Moderators to postpone “the deliberative session or voting day of the meeting” in the event of a weather or other emergency may cause undue hardship and potential voter suppression issues to many affected voters.

Although to most Town officials the current statute is clear and the law has not changed, many Moderators are now reluctant to consider postponing the election portion of town meeting for fear of punishment by the State. Clarifying legislation is needed to eliminate any doubt and preserve local control over town elections. This proposal is specifically requesting the current statute to remain in place with specific amendments to address any perceived misinterpretation of the current legislation, address non-weather emergencies, establish procedures for dealing with absentee ballots in such cases of postponement, and address postponement by towns that are part of a multi-town school district or village district so that standardized procedures are part of the amended legislation.

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org. Must be received by August 10, 2018.



3

New Hampshire Municipal Association
2019-2020 Legislative Policy Process

RECEIVED

JUL 26 2018

NHMA

Floor Policy Proposal

Submitted by (name) Bedford Town Council Date July 18, 2018 City or Town
Town of Bedford Title of Person Submitting Policy Rick Sawyer, Town Manager

Floor Policy Proposal approved by vote of the governing body on (date) July 18, 2018

To see if NHMA will SUPPORT/OPPOSE: legislation that would allow municipalities to be able to regulate the use of outdoor watering on all properties.

Municipal interest to be accomplished by proposal:

The proposal would allow municipalities to place outdoor watering restrictions on all properties during drought conditions not just residential properties as currently permitted under RSA 41:11-d.

Explanation: During two of the last three years the State of NH has faced drought conditions and the State Department of Environmental Services has recommended that municipalities ban or limit the outside watering of lawns, car washing, etc. Currently RSA 41:11-d limits the ability to place such a restriction to only residential land. It is very challenging to enforce such a restriction on our residents when the commercial properties they drive by are watering their grass and it significantly reduces the potential replenishment of the aquifer that the restriction could bring. During the last legislative session HB173 came close to providing for this change with the House approving it 249-100, but it ultimately failed in the Senate.

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org. **Must be received by August 10, 2018.**



4

8/30/18

RECEIVED

AUG 9 2018

NHMA

New Hampshire Municipal Association
2019-2020 Legislative Policy Process

Floor Policy Proposal

Submitted by (name) Robert Thibault Date August 9, 2018

City or Town Easton Title of Person Submitting Policy Selectman

Floor Policy Proposal approved by vote of the governing body on (date) July 30, 2018

Submitted by (name) Eric Meth Date August 9, 2018

City or Town Franconia Title of Person Submitting Policy Selectman

Floor Policy Proposal approved by vote of the governing body on (date) July 30, 2018

Submitted by (name) Margaret J. Connors Date August 9, 2018

City or Town Sugar Hill Title of Person Submitting Policy Select Board Member

Floor Policy Proposal approved by vote of the governing body on (date) 7/30/2018

To see if NHMA will SUPPORT/OPPOSE:

Support a bill that would clarify that the Site Evaluation Committee does not have jurisdiction over use of municipal roads by merchant utility projects.

Municipal interest to be accomplished by proposal: Maintain local control over municipal roads.

Explanation:

On Page 282 of the Site Evaluation Committee's March 30, 2018 written decision denying Northern Pass a certificate of site and facility the SEC explains why it believes it have the authority to supersede existing state law that gives the authority over control of use of municipal roads by utilities to the governing body of the municipality. Either the SEC has the authority to supersede municipal control over municipal roads or it doesn't. This needs to be made clear for all municipalities and for all future potential applicants to the SEC. While it is clearly stated in RSA 162:H (the authorizing statute for the SEC) that its authority supersedes local land use regulation, there is no reference at all to control over municipal roads. Municipalities are vulnerable to losing control over their own roads if this legal confusion is not cleared up.

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City Clerk's Office



8/30/18 CITY OF
Received
AUG 15 2018
City Manager
ROCHESTER

TO: Key Officials
FROM: Judy A. Silva, Executive Director
Cordell A. Johnston, Government Affairs Counsel
DATE: August 13, 2018
RE: 2019-2020 Legislative Policy Conference ~ Friday, September 14, 2018

Floor Policy Proposals

Enclosed please find copies of the floor policy proposals that have been submitted for discussion and vote at the NHMA Legislative Policy Conference. These supplement the policy recommendations prepared by the three legislative policy committees, which were mailed to each municipality on June 20, 2018. Delegates at the conference will vote on the policy recommendations and the floor policy proposals, along with NHMA's Legislative Principles. If you need copies of any of these documents, you can find them on the NHMA website, www.nhmunicipal.org. (Near the top of the home page, click on the "Advocacy" tab, then use the menu on the left to find "Legislative Principles," "2019-2020 Legislative Policy Recommendations," and "2019-2020 Floor Policy Proposals.")

Voting Delegate

Each member municipality has one vote at the policy conference. Each governing body is asked to appoint a voting delegate to cast the municipality's vote on the policy proposals presented. **We are sending a voting delegate card to the chief administrative officer in each municipality (or the governing body chair if no administrative staff) to return to us indicating the governing body's appointment for voting delegate.** Please mail this card back to us no later than Friday, September 7. See the Legislative Policy Process Questions & Answers document, also sent with the June 20 mailing and available on the NHMA website, for a description of who will have voting privileges for a municipality in the absence of any formal designation.

Policy Conference

The Legislative Policy Conference is scheduled for **Friday, September 14, 2018, at 9:00 a.m. at NHMA's offices at 25 Triangle Park Drive in Concord.**

We urge the governing body of each municipality to discuss the full slate of policy recommendations, along with these floor proposals, and take a position on each proposal to give guidance to your voting delegate. ***Do not send your positions on the policy recommendations to NHMA; they are only for the guidance of your voting delegate, and each municipality can register its positions only by voting at the conference.*** At the conference, delegates may vote to approve, reject, amend, or table a policy proposal. They may also vote to change the order of priority of the various policies.

This is an important opportunity for each member municipality to participate in determining NHMA legislative policy for the 2019-2020 biennium—we count on your input! As always, please do not hesitate to call or e-mail (governmentaffairs@nhmunicipal.org) the Government Affairs Staff with any questions, comments, or concerns. We look forward to seeing you on September 14!

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City Clerk's Office

**Resolution for Supplemental Appropriation to the Conservation Fund
for Fiscal Year 2017-2018
Pursuant to the Provisions of Section 11.21(c) of the General
Ordinances of the City of Rochester**

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

As a supplemental appropriation to the 2017-2018 fiscal year operating budget of the City of Rochester, the sum of Sixty Seven Thousand Two Hundred Ninety Dollars (\$67,290.00); from annual excess Land Use Change Tax funds for fiscal year 2017-2018 to the City of Rochester Conservation Fund, the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2017-2018.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. The effective date of this Resolution shall be June 30, 2018.

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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 FY18 EXCESS LAND USE CHANGE TAX - TRANSFER REQUEST
RETROACTIVE TO 06/30/2018

COUNCIL ACTION ITEM
INFORMATION ONLY

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

RESOLUTION REQUIRED? YES NO

FUNDING RESOLUTION FORM? YES NO

AGENDA DATE	09/04/2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	08/28/2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	EXCESS LAND USE CHANGE TAX (LUCT)
ACCOUNT NUMBER	11080050-593004
AMOUNT	67,290.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL

SUMMARY STATEMENT

THIS REQUEST IS FOR COUNCIL TO CONSIDER A TRANSFER OF \$67,290.00 IN EXCESS LAND USE CHANGE TAX TO THE CONSERVATION COMMISSION FUND FROM THE GENERAL FUND.

RECOMMENDED ACTION

RECOMMEND APPROVAL OF THE TRANSFER.

FY18 Accounts Receivable Current Use
Reconciliation as of June 30, 2018

FY	Warrant #	Parcel ID	Amount	6/30/2017 Balance	FY18 Activity				6/30/2018 Balance
					Billed	Paid	Abated	Other	
Old Year Activity									
FY17	17-6	0237-0003-0160	5,500.00	5,500.00	-	-	-	-	5,500.00
FY17	17-7	0237-0003-0134	5,500.00	5,500.00	-	-	-	-	5,500.00
FY17	17-8	0237-0003-0132	5,500.00	5,500.00	-	5,500.00	-	-	-
FY17	17-17	0237-0008-0003	46,000.00	46,000.00	-	-	-	-	46,000.00
FY17	17-18	0237-0008-0001	490.00	490.00	-	490.00	-	-	-
Subtotal			62,990.00	62,990.00	-	5,990.00	-	-	57,000.00
New Year Activity									
FY18	18-1	0246-0032-0004	-	-	6,700.00	6,700.00	-	-	-
FY18	18-2	0246-0032-0005	-	-	7,000.00	7,000.00	-	-	-
FY18	18-3	0237-0003-0123	-	-	5,500.00	5,500.00	-	-	-
FY18	18-4	0246-0032-0007	-	-	6,800.00	6,800.00	-	-	-
FY18	18-5	0235-0001-0000	-	-	300.00	300.00	-	-	-
FY18	18-6	0246-0024-0001	-	-	5,500.00	5,500.00	-	-	-
FY18	18-7	0237-0003-0155	-	-	5,500.00	5,500.00	-	-	-
FY18	18-8	0236-0009-0000	-	-	6,500.00	6,500.00	-	-	-
FY18	18-9	0246-0032-0029	-	-	7,000.00	7,000.00	-	-	-
FY18	18-10	0246-0032-0006	-	-	7,000.00	7,000.00	-	-	-
FY18	18-11	0237-0003-0131	-	-	5,500.00	5,500.00	-	-	-
FY18	18-12	0237-0003-0157	-	-	5,500.00	5,500.00	-	-	-
FY18	18-13	0237-0003-0002	-	-	5,500.00	-	-	-	5,500.00
FY18	18-14	0237-0003-0162	-	-	5,500.00	-	-	-	5,500.00
FY18	18-15		-	-	-	-	-	-	-
FY18	18-16	0237-0003-0125	-	-	5,500.00	5,500.00	-	-	-
FY18	18-17	0237-0003-0126	-	-	5,500.00	-	-	-	5,500.00
FY18	18-18	0237-0003-0128	-	-	5,500.00	-	-	-	5,500.00
FY18	18-19	0237-0003-0130	-	-	5,500.00	5,500.00	-	-	-
FY18	18-20	0237-0003-0136	-	-	5,500.00	5,500.00	-	-	-
FY18	18-21	0237-0003-0152	-	-	5,500.00	-	-	-	5,500.00
FY18	18-22	0237-0003-0135	-	-	5,500.00	5,500.00	-	-	-
FY18	18-23	0237-0003-0156	-	-	5,500.00	5,500.00	-	-	-
Subtotal			-	-	123,800.00	96,300.00	-	-	27,500.00
Totals			62,990.00	62,990.00	123,800.00	102,290.00	-	-	84,500.00

FY17 Warrant LUCT Amount Received	5,990.00
FY18 Warrant LUCT Amount Received	96,300.00
General Fund Retains	(25,000.00)
Conservation Fund Transfer Per FY18 Adopted Budget	(10,000.00)
Remaining Amount Available to Transfer	67,290.00