

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: August 9, 2022
Time: 6:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

- 1. Call to Order**

- 2. Acceptance of Minutes:** July 12, 2022. Pg. 2

- 3. Public Input**

- 4. Unfinished Business:**
 - 4.1.1** Assessing Property Tax Exemptions, Pg.6

- 5. New Business-**
 - 5.1.1** FY23 New Positions, Pg. 7
 - 5.1.2** Bid Waiver-Katie Lane Drainage Project, Pg. 41
 - 5.1.3** City Energy Rates Updates, Pg. 46

- Reports from Finance & Administration**
 - 5.2.1** Monthly Financial Report Summary-July 31, 2022, Pg.47

- 6. Other**

- 7. Adjournment**

Finance Committee

Meeting Minutes

Meeting Information

Date: July 12, 2022

Time: 6:00 P.M.

Location: 31 Wakefield Street

Committee members present: Mayor Callaghan, Deputy Mayor Lachapelle, Councilor Beaudoin, Councilor Gray, Councilor Hainey, Councilor Larochelle, and Councilor Hamann.

City staff present: Deputy City Manager/Finance Director Katie Ambrose, Deputy Finance Director Mark Sullivan.

Others present: Cliff Newton, resident. Tom Kaczynski, resident. Ray Barnett, resident.

Agenda & Minutes

1. Call to Order

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM.

2. Acceptance of Minutes: June 14, 2022

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the June 14, 2022 Finance Committee meeting minutes. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

Cliff Newton, resident, addressed the Committee regarding use of the unassigned fund balance. He also spoke about presenting an “honest” budget up front to avoid requests for supplemental appropriations.

Tom Kaczynski, resident, inquired about the City Council non-meeting held on July 5, 2022 and the reconsideration of a vote that evening. Mr. Kaczynski questioned the purchase price of the property at 181 Highland Street and the increase of \$10,000 over what was originally listed in the resolution.

Ray Barnett, resident, spoke about the details of the non-union merit track compensation plan on the agenda this evening. Mr. Barnett also questioned why the elderly/disabled/blind/vet exemptions were not on the agenda as originally expected.

4. Unfinished Business:

4.1.1 None

5. New Business-

4.1.1 Non-Union Merit-Track Compensation Plan

Katie Ambrose, Finance Director, explained that the prior year, all non-union employees were converted to a merit track system. Each year, the track advancement is enacted as well as a COLA (Cost of Living Adjustment) review. With union employees, this cost of living adjustment occurs as part of the collective bargaining agreement contract renewal, however with non-union employees this review is brought forward to Council annually. Director Ambrose explained that the recommended action is a referral to full Council for approval of the non-union merit track schedule with the COLA adjustment.

Councilor Beaudoin asked what the COLA adjustment percentage would be this year. Director Ambrose said the percentage depends on the group in question; for RMEA, Police, and Communications, the percentage is 2% COLA and track advancement for FY23. The Fire Department is a 1% COLA. She explained that the other units are on the merit track scale.

Councilor Beaudoin asked for a comparison between a non-union position using the merit-track schedule and a union position. Director Ambrose said she could share a comparison, but noted that each scale is different and it is not an apples to apples comparison. Ms. Ambrose explained the multiple other factors and criteria that are involved with the scales and pay grades and cautioned against using this direct comparison.

Councilor Hainey inquired about the annual performance evaluations and how the process was being handled. She inquired if the reviews were taking place and how they are being conducted. Director Ambrose stated that her understanding is that the process is going well; an employee must receive a score of 70% or greater to qualify for a track advancement. She explained the process of the evaluations being done by department supervisors as well as HR to ensure that they are following the proper standards. She stated that the supervisors are also evaluated on how they perform these employee evaluations. Councilor Hainey expressed concern over evaluations based on merit and their potentially subjective-nature, which could be influenced by personalities as opposed to data and facts.

Councilor Gray **MOVED** to recommend to Full Council the non-union merit-track compensation plan and COLA increase. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4.1.2 City Clerks & Tax Office Hours of Operation

Mayor Callaghan explained that this item is on the agenda for discussion only and the purview to change the hours of the Clerk’s Office and/or Tax office is under the City Manager as stated in the Charter. Director Ambrose stated that there had been correspondence received by a constituent requesting that the hours of the Tax office and City Clerk’s office be extended later into the evening for at least one day a week. Director Ambrose stated that she had reviewed the need and spoken to staff of both offices to determine if this was an issue. She reported that the staffs of both offices have not received much feedback that their current hours are inadequate. She said that with current staffing levels, in order to achieve these later hours the offices would either need to open later in the day or they would need to be short-staffed for periods of time. Opening later in the day could be prohibitive due to both offices experiencing higher customer volumes during the first few hours of each morning. Director Ambrose clarified that most of the services offered by both offices could be completed online as well as in office for those unable to come during business hours; with the notable exception being first time new vehicle registrations. Ms. Ambrose said that based on the feedback received and the issues that would be encountered with evening hours, she recommended maintaining the current hours for both the Tax office and City’s Clerk’s office.

Councilor Beaudoin stated that there are both State Representatives and a Senator on the Committee; he recommended that the issue of new vehicle registrations could be relayed to the DMV and they could potentially review and revise the methodology to allow new registrations either online or via mail. Councilor Lachapelle asked how new vehicle registrations were handled during the height of the pandemic when offices were closed to in-person business. Director Ambrose stated that during the declared state of emergency, the State extended the deadline for use of temporary plates. Councilor Gray suggested that there are other options that could be explored; such as use of the drop-box at the Tax office or completing transactions remotely. He referenced oaths of office that had been administered via Teams for other City Commissions and suggested that there might be options such as this that could be considered.

Reports from Finance & Administration

5.1.1 Monthly Financial Report Summary-June 30, 2022

Deputy Finance Director Sullivan explained that the report contained in the packet summarizes the entire Fiscal Year 2022. He stated it was a strong year, revenue-wise.

5.1.2 FY22 Use of General Fund Unassigned Fund Balance

Deputy Finance Director Sullivan referenced a chart, which illustrates the beginning balance of the unassigned fund balance and what was used throughout the year, stating there was substantial use of the unassigned fund balance during FY22. He clarified that the City side is unlikely to make a contribution to the unassigned fund balance this fiscal year due to this level of usage. Mr. Sullivan said that although it appears that water/sewer revenues are falling behind, this is only due to the quarterly billing process, and these will be updated for the final year-end figures. He explained that the Community Center and Arena funds are slightly lagging, which is an item that will be monitored going forward. Mr. Sullivan said that, based upon the wishes of the Committee,

he could supply this chart on a regular basis and can reformat or add detail as requested. Councilor Beaudoin requested that this chart be supplied quarterly for the Finance Committee to review.

Finance Director Ambrose clarified that the reports being discussed are unaudited and, following the audit, there may be changes and adjustments made, although they are unlikely to change anything substantial.

5.1.3 New Hampshire Municipal Association-Fund Balance Article

Councilor Beaudoin thanked Mr. Sullivan for providing the article. Councilor Lachapelle suggested that article could be included on the website for constituents to read. Deputy City Manager Ambrose stated that the article would be posted on the business and finance portion of the website.

6. Other

Mayor Callaghan referenced a comment made by Mr. Barnett during public input and clarified that the Elderly tax exemption discussion with the Chief Assessor had been moved to the August agenda. Mayor Callaghan reiterated that if any committee members had questions, they could be submitted to Chief Assessor Jonathan Rice ahead of the meeting. He will also be present for questions at the August Finance meeting.

Councilor Beaudoin stated that the Trustees of the Trust Fund are required to submit a quarterly report to the City Clerk's office. He requested that this report be sent to the Finance Committee once it has been submitted to the Clerk.

Councilor Beaudoin reported that he had received a great deal of feedback regarding the City's purchase of land at 181 Highland Street and he asked that an earlier comment made by Mr. Kaczynski regarding the additional \$10,000 included in the purchase price be addressed. Director Ambrose confirmed that the \$10,000 was in regards to a donation that the seller wanted to give to the Fire Department, which caused the appropriation to be adjusted. She stated that this donation would be coming before the Finance Committee in the near future and there would be a lengthier discussion at that time.

7. Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:33 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Assessing - Property Tax Exemptions & Credits

Name of Person Submitting Item: Katie Ambrose, Deputy City Manager/Director of
Finance & Administration

E-mail Address kathryn.ambrose@rochesternh.gov

Meeting Date Requested: August 9, 2022

Issue Summary Statement: Chief Assessor Rice will be answering questions in follow up to his memo that was reviewed by the Finance Committee at the June meeting.

Recommended Action: Discussion

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: FY23 New Positions

Name of Person Submitting Item: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

E-mail Address kathryn.ambrose@rochesternh.gov

Meeting Date Requested: August 9, 2022

Issue Summary Statement:

The Personnel Advisory Board (PAB) met on July 26th to review and recommended the job descriptions and classifications for 6 positions that were approved in the FY23 budget process.

The classifications and job descriptions require approval for each position before moving forward with recruitment. The job descriptions and PAB minutes are attached, which reflect recommendations to place the six positions on the non-union classification schedule as follows:

Business Systems Analyst – Grade 10

GIS Asset Management Coordinator – Grade 13

Water System Superintendent – Grade 14

Wastewater System Superintendent – Grade 14

Deputy Director of Public Works – Technical Services – Grade 15

Deputy Director of Public Works – Operations & Administration – Grade 14

Recommended Action: Recommend to City Council the approval of the positions and classifications as recommended by the Personnel Advisory Board.

**Personnel Advisory Board
July 26, 2022 – 6 PM**

Members present:

Thomas Jean
Kristy Croft

Members absent:

David Dubois

Others Present:

Andrea Metzdorf, Accountant I

Review and recommendation of:

1. 6 New Positions –
 - a. Business System Analyst- job description – Kristy Croft **moved** to recommend. Thomas Jean **seconded** to recommend approval of position at pay grade 10. The **motion carried** by a unanimous vote.
 - b. GIS Asset Management Coordinator- job description – Kristy Croft **moved** to recommend. Thomas Jean **seconded** to recommend approval of position at pay grade 13. The **motion carried** by a unanimous vote.
 - c. Water System Superintendent- job description – Thomas Jean **moved** to recommend. Kristy Croft **seconded** to recommend approval of position at pay grade 14. The **motion carried** by a unanimous vote.
 - d. Wastewater System Superintendent- job description – Thomas Jean **moved** to recommend. Kristy Croft **seconded** to recommend approval of position at pay grade 14. The **motion carried** by a unanimous vote.
 - e. Deputy Director of Public Works – Technical Services- job description – Kristy Croft **moved** to recommend. Thomas Jean **seconded** to recommend approval of position at pay grade 15. The **motion carried** by a unanimous vote.
 - f. Deputy Director of Public Works- Operations and Administration - job description – Kristy Croft **moved** to recommend. Thomas Jean **seconded** to recommend approval of position at pay grade 14. The **motion carried** by a unanimous vote.

Meeting adjourned at 6:18pm.

Non Union Classification Schedule

| Grade | Position Title |
|-------|--|
| 1 | Library Page |
| 2 | No positions in this grade. |
| 3 | Foley Center Attendant |
| 4 | Custodian (part-time) |
| 5 | No positions in this grade. |
| 6 | Legal Assistant |
| 7 | No positions in this grade. |
| 8 | Victim/Witness Advocate |
| 9 | Community Outreach Facilitator |
| 9 | Executive Secretary |
| 9 | Payroll/Human Resource Specialist |
| 10 | IT Business Analyst |
| 10 | Accountant I |
| 10 | Executive Assistant |
| 11 | Public Information & Community Engagement Manager |
| 12 | Accountant II |
| 12 | Patron Services Supervisor |
| 12 | Police Sergeant - part time (Police Commission) |
| 13 | GIS/Asset Management Coordinator |
| 13 | Solutions Architect |
| 13 | Systems Administrator |
| 14 | Deputy Director of Operations and Administration |
| 14 | Wastewater Superintendent |
| 14 | Water Works Superintendent |
| 14 | Deputy Chief Information Officer |
| 14 | Police Lieutenant (Police Commission) |
| 15 | Deputy Director for Technical Services |
| 15 | Deputy Finance Director/Deputy Treasurer |
| 15 | Human Resource Director |
| 15 | Police Captain (Police Commission) |
| 16 | Deputy City Attorney |
| 16 | Deputy Police Chief (Police Commission) |
| 17 | Chief Information Officer (CIO) |
| 17 | Director of Finance (inactive position) |
| 18 | Chief of Police (Police Commission) |
| 18 | City Attorney |
| 18 | Deputy City Manager - Community Development (inactive) |
| 18 | Deputy City Manager - Finance & Administration |

7/22/2022

Copy of Classification Schedule (non-union) working 12-2021

| | |
|-----------|---------------------------|
| 18 | Director of City Services |
| 18 | Fire Chief |
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BUSINESS SYSTEMS ANALYST

Statement of Duties

Responsible for developing a detailed understanding of business process and functional needs, conducting industry-based research and data analysis, and determining options and alternatives for technology solutions to meet the City of Rochester's business needs. The incumbent will serve as a point of contact for staff on matters related to business workflows to be resolved using software by diagnosing, analyzing, and resolving system and data issues. He/she will need to determine the root cause for user-reported software problems and inefficient workflows, provide accurate and timely solutions or workarounds, and implement functional, technical, and training resolutions to minimize reoccurrences.

Supervision

Work is performed under the administrative and policy direction of the CIO, performing most work with a high degree of independence. The employee has personal responsibility for insuring efficient, cost effective and secure administration of the City's information technology. There is considerable latitude for independent judgement and action in making day-to-day administrative decisions within the area of assigned responsibility.

Job Environment

Work is performed under typical office conditions; may be required to attend evening meetings and work outside of normal business hours.

Work at this level requires extensive breadth and intensity of effort to be exerted, usually interconnecting highly technical factors requiring a high level of technical expertise and organizational skills and extensive knowledge of computer hardware and software platforms and solutions. System changes identified by departmental officials need to be analyzed, evaluated, and prioritized. Work also consists of varied work assignments, some of which involve non-standardized tasks, procedures, and techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving may require considerable effort on occasion. The incumbent's ability to perform work effectively significantly impacts the work performance of all City employees.

Incumbent has access to confidential information, such as bid proposals, contracts, personnel files, and other sensitive data.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Work as a team member in the IT services group. Ensure that City technology needs are met.

City of Rochester, N.H.
Business System Analyst- Non-Union Grade 10
Adopted:

Applies expertise with business process to formulate systems/process scope and objectives relative to the municipality's business plan and user requirements, process flow definitions, business process mapping, and functional specifications.

Evaluates business initiatives and develops the most efficient, cost-effective solution alongside the business and internal/external technical staff.

Develops support documentation and training material for supported systems. Creates, maintains, and ensures that an IT orientation is given to each new staff member within their first month of employment. Spearheads efforts for ongoing training initiatives related to business software use and cyber security.

Proactively identifies, researches, and resolves system issues and suggests recommendations.

Responsible for developing framework, documenting, and mapping existing and new processes and presides over process improvement workshops and meetings. Ensures documentation is organized and accessible to stakeholders and IT.

Responsible for establishing internal controls and providing process improvement expertise and recommendations.

Develops and presents documentation related to process improvement projects, program, or requirements analyses, or organizational studies.

Undertakes the review, analysis, and evaluation of business systems and user needs.

Is an excellent communicator and listener, and applies those skills to working with business units to capture their workflow in maps. Possesses strong organizational skills with the ability to manage multiple projects with competing deadlines and priorities.

Uses sound judgment and is able to critically evaluate information gathered from multiple sources and distinguish user requests from the underlying true needs.

Works harmoniously and effectively with others through interpersonal skills.

Improves training and operational procedures within the city to increase efficiency and productivity.

Uses a computer and (a) modern office suite software for various applications such as, but not limited to, planning/scheduling, communicating (email), word processing, data manipulation (databases and spreadsheets), charts/graphics and presentations; enterprise systems/software to collect, store, manage and interpret data from business activities.

Performs a variety of bookkeeping and basic accounting tasks including the processing of department bills; verifies and corrects invoices; checks for accuracy, legality, or excessive payments; reviews and processes purchase orders; reviews accuracy of bills with regard to calculations, tax, discounts etc.; prints bill warrant; processes departmental receipts on a daily basis. Department purchasing agent for all

City of Rochester, N.H.

Business System Analyst- Non-Union Grade 10

Adopted:

supplies, clothing, travel, training etc. Processes purchase orders for department supplies and/or equipment.

Provides detailed data and research related to prior fiscal years. Prepares detailed analytical spreadsheets for reports to local, state and local agencies and commissions.

Performs other duties as assigned

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree (B.S.) in Business, Information Systems, or Computer Science, or in a similar discipline, preferably in a municipal setting; or an equivalent combination of education and experience.

Valid NH Drivers License

Knowledge, Skills, and Abilities

Knowledge of the organization, operation, policies, and procedures of City departments.

Knowledge in principles of analysis and development of business requirements along with demonstrated abilities in problem identification, research for solutions, evaluation, and presentation of alternative deliverables

Ability to provide reasonable time estimates and complete assigned tasks in a timely manner with a high level of quality.

Ability must be able to communicate effectively and tactfully with management, business users, and team members in a professional manner.

Knowledge of computer applications and their uses in local government.

Skills and experience with Microsoft Office 365 cloud platform and other components of the Microsoft cloud.

Physical and Mental Requirements

The incumbent works in an office setting and is required to stand, sit, reach with hands and arms, use hands, climb, or balance, walk up to 1/3rd of the time; and talk and listen/hear more than 2/3rd of the time. Incumbent occasionally lifts up to 30 pounds, and seldom lifts up to 30 pounds. Work can be stressful at times and involve the threat of personal injury. Normal vision is required for reading.

Equipment operated includes office machines, automobile, and computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

City of Rochester, N.H.
Business System Analyst- Non-Union Grade 10
Adopted:

GIS/ASSET MANAGEMENT COORDINATOR

Statement of Duties

Responsible for oversight, coordination, and administration for maintaining the City's Geographic Information System (GIS) environments to support the needs of City Departments and the community at large. As a member of the Public Works and Engineering team, this position is also responsible for the ongoing advancement and maintenance of the Asset Management Program through continuous coordination with Public Works staff.

Supervision

Works under the general direction of the City Engineer.

Oversees the GIS/Asset Management Technician position.

Performs highly responsible and technical functions requiring the exercise of considerable independent judgement to anticipate, meet, or exceed end-user expectations.

Job Environment

Works in office and field locations, which, on a recurring basis, requires the ability to walk across rough or potentially hazardous terrain with exposure to variable weather, conditions, hazards associated with construction sites, and fumes or airborne particles.

Operates computers, standard office equipment and surveying equipment; operates light truck and an automobile.

Makes periodic contact with the public involving complex information requiring accuracy, tact, discretion, and judgment; makes periodic contact with all other city departments, utilities, businesses, and local and state agencies.

Has access to department related confidential information.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Oversees coordination, administration, and maintenance of the City's enterprise and online GIS environments, including but not limited to servers, databases, software, web layers, maps, apps, and dashboards.

Oversees and provides technical guidance regarding efforts associated with the implementation, operation, and improvement of GIS-related technologies.

Seeks to provide opportunities to enhance or streamline City Department workflows using GIS.

Actively works with the Department of Public Works to further their Asset Management Program.

Supervises and reviews the work of the GIS/Asset Management Technician(s).

Coordinates and monitors contracts related to GIS and GPS hardware, software, data, and services

Aids in the dissemination of geospatial data and technology by helping to train other employees in the use of GIS software and GPS technologies.

Provides technical support to various City boards and City Council subcommittees, including the Public Works & Buildings Committee and the Public Safety Committee. Provides technical support at other Department of Public Works after hours meetings as required.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree in a relevant field of study such as Geography, Geographic Information Systems, Civil Engineering, Information Technology, ESRI, etc.; five (5) years of recent experience in GIS or equivalent combination of education and experience.

Special Requirements

Driver's License: Valid New Hampshire Operator License required.

Knowledge, Ability and Skill

Knowledge: Considerable knowledge of the principles and practices of developing and maintaining a GIS including proficiency using Esri software; considerable knowledge of GPS technologies and surveying methods, engineering design and map preparation; experience with SQL Server Management Studio and various programming languages such as Python, VB, SQL, Arcade, and JSON. Working knowledge of municipal operations related to water, sewer, and roadway systems.

Ability: Ability to operate computers and mapping equipment including but not limited to, GPS equipment, scanners, mobile devices, and other miscellaneous technology. Ability to prepare specifications and technical reports. Ability to collect, track and maintain data related to system condition assessments. Ability to establish and maintain effective working relationships with associates, contractors, the public, employees in other municipal departments, and City officials.

Skill: Excellent communication skills, both oral and written. Excellent computer skills, including the use of Esri software and Microsoft Office 365 software applications.

Physical Requirements

Work is primarily of an intellectual nature but occasionally requires the movement (pushing, pulling, or carrying) of objects weighing up to 30 pounds and the ability to walk across rough or potentially hazardous terrain. The employee must be able to talk, listen and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change

WATER SYSTEM SUPERINTENDENT

Statement of Duties

Performs professional work of an administrative and technical nature in supervising and directing the planning and operations of the municipal public water systems; highly skilled work in charge of operating and maintaining surface water and groundwater treatment facilities, booster pump stations, storage tanks, distribution systems, source water protection, water supply dams, and watersheds.

Primary Operator for the municipal public water systems.

Works to anticipate, meet and exceed customer service expectations in a positive and professional manner.

Supervision

Works under the administrative direction of the Deputy Director of Public Works - Technical Services.

Performs highly responsible duties requiring independent judgment and initiative in planning and operating the City's public water systems, including the water treatment and storage facilities, 5 water storage tanks, distribution systems, 3 major reservoirs and 6 booster pump stations.

Has direct supervisory responsibility for all treatment plant employees and supervisory authority over all water utility personnel.

Job Environment

Administrative work is performed under typical office conditions; most work is performed under typical lab, shop and field conditions, with exposure to various weather conditions and the hazardous conditions associated with construction sites. On call for emergencies and may be contacted at any time; may be required to work beyond the normal hours of a regular 40-hour workweek. At the water treatment facilities, there are health hazards from chemicals and fumes, and electrical shock.

Operates water treatment and other related equipment, such as lab equipment, instrumentation, SCADA/Industrial Control Systems, PLC/HMI interfaces, hand and power tools, leak listening and other diagnostic devices, pumps & motors; operates light truck and automobiles; operates computers and standard office equipment.

Continuous contact with other city and state officials and with the general public; has ongoing contacts with commercial and industrial users of the City's water system to ensure compliance with

City of Rochester, N. H.
Water System Superintendent
Non- Union Grade 14
Approved:

the City's Chapter 260 Water Ordinance, and the policies, rules, and regulations of The Water Supply Works Division; resolves difficult customer service requests in person, by telephone, or in writing; investigates customer complaints.

Has access to some department-related confidential information, such as official personnel files and bid documents.

Errors in either technical application of procedures, or in the interpretation of related data, could result in lower standards of service; inadequate water distribution flow, pressure, or water quality; damage to equipment; and could adversely affect the water supply service, resulting in financial and legal repercussions for the City. Errors in judgment could lead to danger to public health and safety.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Manages operations and maintenance of the water treatment facilities, reservoirs, watersheds, pumping stations, pipelines, conveyances, waterworks dams, wells, distribution systems, and storage tanks to ensure that water quality meets and exceeds the federal and state Safe Drinking Water Act regulations; establishes treatment goals and practices; develops plans for monitoring programs and preparing reports for local and state agencies.

Responsible for all statutory operation and maintenance of the public water system to ensure adequate and reliable water for domestic use and fire protection; provides the general public with the best possible service for the least cost. Must be knowledgeable in all operational aspects of the water system.

Carries out management responsibilities in accordance with City policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work.

Directs the treatment facility staff; oversees the completion of any assigned projects; oversees all building, maintenance, and repair of water systems, new construction, pumping stations, water towers, and customer relations.

Oversees the needs and operations of the utility with all interested and affected parties, such as city/town agencies. Communicates with contractors and developers to ensure that end users' interests are protected. Coordinates the work of outside contractors and professional engineers.

Oversees the activities of the water treatment facility work groups and utility personnel. Directs the construction, installation, repair and maintenance of water treatment, delivery, and storage projects; ensures that water pumping stations operate in accordance with procedures established by

City of Rochester, N. H.
Water System Superintendent
Non- Union Grade 14
Approved:

municipal, state and federal regulations; checks facilities and equipment for proper operation; troubleshoots breakdowns; assigns duties to operators and other employees, as required.

Prepares and administers Water Treatment Facility annual operating budget; advises on all water department budgets; proposes annual CIP budget and develops CIP plans.

Administers requisitions and purchases parts and supplies as needed.

Conducts chemical, biological, physical and mechanical analysis and process control directives; works with government agencies in meeting water quality regulations.

Attends stakeholder meetings, public hearings, and other industry or association meetings to represent the interests of the city and utility. May serve as a member of various committees and professional organizations.

Estimates project costs, obtains information or assistance from the Deputy Director of Public Works - Technical Services, Director of City Services, and City Manager, as required; answers all public inquiries pertaining to the duties, work, laws, regulations and policies of the water treatment facility and public water systems.

Audit on progress of work; inspects; makes periodic reports to the Deputy Director of Public Works - Technical Services, Director of Public Works and City Manager regarding work to be done, status of work in progress, projects completed, and costs involved.

Establishes and directs a general preventive maintenance program on all water treatment and distribution systems and equipment; oversees contracted jobs; oversees chemical testing; provides for security, fences, locks, and controls of buildings, grounds, and equipment throughout area of responsibility. Oversees installation, configuration, and maintenance of all industrial control system components and technology.

Responsible for the preparation, maintenance, and filing of various records as required by rule, procedure or statute.

Ensures compliance with all applicable local, state, and federal regulations for drinking water supply and water treatment operations. Oversees all chemical monitoring, bacterial monitoring, and other required monitoring. Keeps complete and accurate water system records and conducts all reporting necessary in order for the water system to comply with the applicable state and federal regulations. Prepares water use reports and monitors dam safety.

Directs emergency response to water service interruptions and assists other staff in efficient and economical repairs; resolves customer complaints; intervenes with staff to resolve disputes over water quality and inadequate pressures.

City of Rochester, N. H.
Water System Superintendent
Non- Union Grade 14
Approved:

Provides technical and material assistance to water distribution operators to ensure water quality throughout the distribution system.

Implements new programs and procedures; coordinates employee training sessions; updates existing procedures as needed.

Conducts public relations and outreach/educational efforts to water customers and the general public about water use and conservation measures aimed at promoting efficient use of scarce resources. Develops the annual Consumer Confidence Report.

Oversees the cross-connection control program.

Develop and maintain policies and procedures related to plant and utility operations and laboratory analysis.

Performs other similar or related work, as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Four years of post-secondary education in engineering or environmental sciences, including course work in water treatment and distribution, chemistry, physical sciences, technology, or related disciplines; 6 years' operating a grade III or IV treatment plant; and five years of increasingly responsible supervisory experience in a public utility with ten years' experience in public utility field; or an equivalent combination of education and experience.

Special Requirements

Possession of New Hampshire Water Treatment Plant Operator License, Grade III Possession of New Hampshire Water Distribution System Operator License, Grade III
Valid NEWWA Certification as a Backflow Prevention Device Inspector/Tester
Valid New Hampshire Motor Vehicle Operator License

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the policies and operating procedures of the City's water supply. Specialized knowledge of modern water distribution and water treatment systems and control techniques, including chemistry, coagulation, filtration, and disinfection dosing and optimization. Detailed knowledge of the distribution system and of materials, methods and techniques relative to underground installations, cross connection protection, and water quality management. Thorough knowledge of hydraulics and water main construction practices. Thorough knowledge of laboratory procedures, techniques, and instrumentation. Thorough knowledge of the hazards and safety precautions involved in water treatment and distribution construction and repair

City of Rochester, N. H.
Water System Superintendent
Non- Union Grade 14
Approved:

work. Thorough knowledge of AWWA Standards and Manuals of Practice. Detailed knowledge of water production systems, pumping station operations, control systems, water chemistry, operational technology, and diesel, gas, and electric motors and pumps. Thorough knowledge of local, state and federal water treatment regulations. General knowledge of other municipal services provided by the Department of Public Works. Working knowledge of Department equipment. Knowledge of the principles and practices of budgeting and personnel management, including supervision, training, and performance evaluation.

Ability: Ability to manage employees and to maintain good public relations. Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to communicate effectively orally and in writing, write reports, correspondence, and procedure manuals. Ability to use department-related equipment. Ability to operate supervisory controls and data acquisition systems (SCADA). Ability to evaluate water quality models and analyze spreadsheets; compute ratios and percentages, interpret bar graphs, and complete mathematical computations and statistical analysis. Ability to define problems, collect data, establish facts, and draw valid conclusions; and read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Skill: Excellent planning and organizational skills. Budgetary & Financial management skills. Excellent public relations and customer service skills to deal courteously and diplomatically with the general public. Excellent critical thinking skills in anticipating operational problems, and in taking corrective action to avoid serious malfunctioning of equipment.

Physical Requirements

Moderate to heavy physical effort required in connection with the operation and maintenance of water treatment facilities and equipment. Light to moderate physical effort generally required for supervisory and administrative duties of the water treatment facility. Frequent lifting in excess of 30 pounds required. Must be able to access all areas of the water plant and able to walk, talk, listen stand and crouch for extended periods of time. The position has normal vision requirements including the ability to adjust focus and close and distant vision.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

City of Rochester, N. H.
Water System Superintendent
Non- Union Grade 14
Approved:

WASTEWATER SYSTEM SUPERINTENDENT

Statement of Duties

Performs professional work of an administrative and technical nature in supervising and directing the planning and operations of the municipal public wastewater systems; highly skilled work in charge of operating and maintaining wastewater treatment facilities, pump stations, collection systems, and all facilities pertaining to wastewater systems.

Primary Operator for the municipal public wastewater systems.

Works to anticipate, meet and exceed customer service expectations in a positive and professional manner.

Supervision

Works under the administrative direction of the Deputy Director of Public Works - Technical Services.

Performs highly responsible duties requiring independent judgment and initiative in planning and operating the City's public wastewater treatment facilities, wastewater pump stations (currently 28), and the wastewater collection system.

Has direct supervisory responsibility for all treatment facility employees and supervisory authority over all wastewater utility personnel.

Job Environment

Administrative work is performed under typical office conditions; most work is performed under typical lab, shop and field conditions, with exposure to various weather conditions and the hazardous conditions associated with construction sites. On call for emergencies and may be contacted at any time; may be required to work beyond the normal hours of a regular 40-hour workweek. At the wastewater treatment facilities, pump stations and collection system there are health hazards from waterborne and airborne disease organisms, biohazards, chemicals, toxic fumes, and electrical shock.

Operates wastewater treatment and other related equipment, such as lab equipment, instrumentation, SCADA/Industrial Control Systems, PLC/HMI interfaces, hand and power tools, and other diagnostic devices, pumps & motors; operates light truck and automobiles; operates computers and standard office equipment.

Makes regular contact with other city and state officials and with the general public; has ongoing contacts with commercial and industrial users of the City's wastewater system to ensure compliance with the City's Chapter 200 Sewers Ordinance, and the policies, rules, and

City of Rochester, N. H.
Wastewater Superintendent- Non-Union Grade 14
Approved:

regulations of The Sewage and Waste Treatment Works Division; resolves difficult customer service requests in person, by telephone, or in writing; investigates customer complaints.

Has access to some Department-related confidential information, such as official personnel files and bid documents.

Errors in either technical application of procedures, or in the interpretation of related data, could result in lower standards of service, sewer collection system overflows, damage to equipment, and could adversely affect the wastewater collection system, resulting in financial and legal repercussions for the City. Errors in judgment could lead to danger to public health and safety.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Manages operations and maintenance of the wastewater treatment facilities, sewer storage facilities, pump stations, wastewater dams, and collection system to ensure that wastewater process and discharge meets federal and state regulations; including but not limited to all applicable National Pollutant Discharge Elimination System (NPDES) permits. Establishes treatment goals and practices; develops plans for monitoring programs and preparing reports for local and state agencies.

Responsible for operation and maintenance of the public sanitary sewer system to ensure health and safety; provides the general public with the best possible service for the least cost. Must be knowledgeable in operational aspects of the sanitary sewer system.

Carries out management responsibilities in accordance with City policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work.

Directs the treatment facility staff; oversees the completion of assigned projects; oversees building, maintenance, and repair of wastewater systems, new construction, pump stations, and customer relations.

Manages the needs and operations of the utility with interested and affected parties, such as city agencies. Communicates with contractors and developers to ensure that system user's interests are protected. Coordinates the work of outside contractors and professional engineers.

Manages the activities of the wastewater treatment facility work groups and utility personnel. Directs the construction, installation, repair and maintenance of wastewater treatment, collection, pumping and storage projects. Ensures that wastewater pump stations operate in accordance with procedures established by municipal, state and federal regulations; checks facilities and

City of Rochester, N. H.
Wastewater Superintendent- Non-Union Grade 14
Approved:

equipment for proper operation; troubleshoots breakdowns; assigns duties to operators and other employees, as required.

Prepares and administers wastewater treatment facility annual operating budget; advises on sewer department budgets; proposes annual CIP budget and develops CIP plans.

Administers requisitions and purchases parts and supplies as needed.

Constructs chemical, biological, physical, and mechanical analysis and process control directives; works with government agencies in meeting regulatory requirements.

Attends stakeholder meetings, public hearings, and other industry or association meetings to represent the interests of the city and utility. May serve as a member of various committees and professional organizations.

Estimates project costs, obtains information or assistance from the Deputy Director of Public Works - Technical Services, Director of City Services, and City Manager, as required; answers public inquiries pertaining to the duties, work, laws, regulations and policies of the wastewater treatment facility and public sanitary sewer system.

Audits on progress of work; inspects; makes periodic reports to the Deputy Director of Public Works - Technical Services, Director of Public Works and City Manager regarding work to be done, status of work in progress, projects completed, and costs involved.

Establishes and directs a general preventive maintenance program on all treatment and collection systems and equipment; oversees contracted jobs; oversees chemical testing; provides for security of buildings, grounds, and equipment throughout area of responsibility. Oversees installation, configuration, and maintenance of industrial control system components and technology.

Responsible for the preparation, maintenance, and filing of various records as required by rule, procedure or statute.

Ensures compliance with applicable local, state, and federal regulations for wastewater collections and treatment operations. Oversees chemical monitoring, bacterial monitoring, and other required testing and monitoring. Keeps complete and accurate system records and conducts reporting necessary in order for the sewer system to comply with the applicable state and federal regulations. Prepares monitoring reports and monitors dam safety.

Provides emergency response to sewer service interruptions and assists other staff in efficient and economical repairs; resolves customer complaints; intervenes with staff to resolve disputes over collection system backups and overflows.

Provides technical and material assistance to sewer collection operations and maintenance staff to ensure sewer quality throughout the collection system.

Implements new programs and procedures; coordinates employee training sessions; updates existing procedures as needed.

Conducts public relations and coordinates outreach/educational efforts to wastewater customers and the general public about wastewater collection systems, aimed at promoting efficient use and discouraging misuse of the City's sanitary sewer system.

Oversees the Industrial Pretreatment Program and the Collection System O&M Plan, including collection system inflow and infiltration tracking and strategic planning.

Writes policies and procedures related to plant and utility operations and laboratory analysis.

Performs other similar or related work, as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Four years of post-secondary education in engineering, environmental sciences, or related field, including course work in wastewater treatment and collection, chemistry, physical sciences, technology, or related disciplines; 6 years' operating a wastewater treatment grade III or IV facility; and 5 years' of increasingly responsible supervisory experience in a public utility with 10 years' experience in public utility field; or an equivalent combination of education and experience.

Special Requirements

Possession of NH Wastewater Treatment Facility Operator License, Grade IV

Possession of NEWEA Collection System Operator License, Grade IV

Possession of NEWEA Wastewater Laboratory Analyst License, Grade II

Valid New Hampshire Motor Vehicle Operator License

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the policies and operating procedures of the City's sanitary sewer system. Specialized knowledge of modern sewer collections and advanced wastewater treatment systems and operational control techniques, including extended aeration, nutrient removal, filtration, UV disinfection, sludge dewatering, chemical dosing and optimization. Detailed knowledge of the collection system functions and of materials, methods and techniques relative to underground installations, repair and maintenance. Thorough knowledge of hydraulics and sewer main construction practices. Thorough knowledge of laboratory procedures, techniques, and instrumentation. Thorough knowledge of the hazards and safety precautions involved in wastewater treatment and collection system construction and repair work. Detailed knowledge of wastewater treatment systems, pump station operations, control systems, chemistry, operational technology. Thorough knowledge of local, state and

City of Rochester, N. H.

Wastewater Superintendent- Non-Union Grade 14

Approved:

federal wastewater treatment regulations. Knowledge of the principles and practices of budgeting and personnel management, including supervision, training, and performance evaluation.

Ability: Ability to manage employees and to maintain good public relations. Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to communicate effectively orally and in writing, write reports, correspondence, and procedure manuals. Ability to use department-related equipment. Ability to operate supervisory controls and data acquisition systems (SCADA). Ability to evaluate wastewater capacity models and analyze spreadsheets; compute ratios and percentages, interpret bar graphs, and complete mathematical computations and statistical analysis. Ability to define problems, collect data, establish facts, and draw valid conclusions; and read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Skill: Excellent planning and organizational skills. Budgetary & Financial management skills. Excellent public relations and customer service skills to deal courteously and diplomatically with the general public. Excellent critical thinking skills in anticipating operational problems, and in taking corrective action to avoid serious malfunctioning of equipment.

Physical Requirements

Moderate to heavy physical effort required in connection with the operation and maintenance of wastewater treatment facilities and equipment. Light to moderate physical effort generally required for supervisory and administrative duties of the wastewater treatment facility. Frequent lifting of up to 30 pounds required. Must be able to access all areas of the wastewater treatment facility and able to walk, talk, listen stand and crouch for extended periods of time. The position has normal vision requirements including the ability to adjust focus and close and distant vision.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

DEPUTY DIRECTOR OF PUBLIC WORKS - TECHNICAL SERVICES

Statement of Duties

Performs highly skilled supervisory, management, technical and professional work overseeing the design, construction, and maintenance of all city infrastructure engineering projects; oversees water and sewer utility operations; provides highly responsible and complex administrative support to the Director of City Services; and all other related work, as required. Assumes the responsibilities of the Director of City Services in his/her absence in such functions as assigned.

Supervision

Reports directly to the Director of City Services.

Responsible work of a specialized and technical nature planning, organizing and coordinating a municipal service; requires the exercise of a sophisticated degree of professional judgment in analyzing facts and circumstances of highly technical projects to determine the appropriate course of action.

Oversees and directs the work the Water System Management, Wastewater System Management, Engineering Division, GIS/Asset Management and other duties as assigned.

Direct reports include City Engineer, Water System Superintendent, Utilities Municipal Service Supervisor, and Wastewater System Superintendent.

Job Environment

Work is generally performed under typical office conditions; frequently required to work outdoors with exposure to variable weather conditions, hazards associated with construction sites, moving vehicular traffic, fumes, or airborne particles.

Operates computers and standard office equipment; operates light truck and an automobile.

Maintains regular contacts with the general public involving complex information requiring accuracy, tact and discretion; makes frequent contact with all other city departments, utilities, businesses contractors, consultants, political leaders, and local and state agencies.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

Access to all department-related confidential information, including personnel records, bid documents, and lawsuits.

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DPW Deputy Director Technical Services
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Approved:

Work performed is in an office & outdoors where employee is exposed to noise, dust dirt, grease, machinery with moving parts, irritating chemicals and occasional cold or inclement weather.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Participates in the development of and oversees the execution of the missions, goals and culture set by the Director of City Services for the organization. Acts with full authority of Director of City Services on matters pertaining to the duties herein.

Maintains continuous communication with the Director of City Services and the Deputy Director of Public Works – Operations & Administration regarding events and activities that may affect the delivery of Department services to the community.

Aligns and coordinates the technical functions of multiple department divisions including drinking water, wastewater, storm water, engineering, GIS/Asset Management, transportation, and utilities to ensure a congruent work force of high effectiveness. Coordinates all efforts to ensure harmony of work and unity of effort to set and achieve departmental and City goals.

Oversees overall design and administration of all municipal engineering-related capital and operational infrastructure projects. Reviews the preparation of plans and working drawings, and directs construction, inspection, and quality assurance of engineering elements of city projects.

Serves as the regulatory representative for the City’s public water systems and public sewer systems, both sanitary and storm. Oversees capital infrastructure programs of the City’s water, wastewater, and stormwater facilities, ensuring safe, efficient, and effective operation in compliance with all federal and state laws and regulations. Identifies strategic capital needs and goals of treatment facilities, distribution and collection infrastructure and leads efforts to achieve goals.”.

Reviews City planning projects for congruence with City infrastructure goals. Liaises directly with Planning Department frequently. Identifies impacts to City infrastructure due to private development and formulates solutions that support development while ensuring City services are optimal. Reviews field inspections, project progress and technical reports and makes determinations for the Director on recommendations for the approval and acceptance of all privately constructed infrastructure projects for public ownership and maintenance.

Identifies a holistic strategic program to maintain and improve the City’s transportation

City of Rochester, N. H.
DPW Deputy Director Technical Services
Non- Union Grade 15
Approved:

infrastructure system and oversees the implementation of such program. Regularly liaises with NH Department of Transportation and ensures routine staff interaction with Strafford Regional Planning Commission.

Oversees the City's environmental affairs and programs. Ensures that all city owned entities comply with all applicable federal and state environmental laws and regulations. Oversees the City's storm water program (MS4) and any National Pollution Discharge Elimination System (NPDES) permit programs. Sets performance goals with milestones and ensures departmental forces and contract engineering services work towards achievement of such goals. Regularly liaises with environmental agencies and contracted environmental professionals to stay abreast of potential environmental regulations, determine potential impacts and formulate compliance strategies as required.

Oversees the preparation of documents for competitive bidding; oversees bid evaluations; reviews and endorses recommendation for contract award. Participates in selection of consultants; oversees the administration of design and construction contracts; cost control and processing of progress payments.

Stays abreast of funding from external public agencies. Seeks opportunities for external funding towards infrastructure projects. Oversees the preparation of grant and loan applications for grants and loans. Oversees and directs the mechanics of project funding elements to include City and external funding sources such as loans and grants, ensuring adequacy and coordination to meet project needs.

Ensures maintenance of municipal technical standards for public infrastructure to reflect best current technology and practices. Prioritizes the funding and planning requirements of municipal capital infrastructure projects.

Oversees the preparation and administration of divisional capital and operating budgets for assigned divisions. Assists the Director of City Services with the preparation and presentation of the Department's capital and operational and maintenance budgets to the City Manager, staff and City Council.

Oversees and directs the leveraging of contracted professional engineering/architectural services. Ensures coordination of efforts amongst such services and with those of City staff. Builds greater multi-firm and staff technical teams to establish congruent, effective solutions to infrastructure problems to include identifying goals, milestones and required resources. Reviews performance of contracted professional engineering/architectural services and participates in selection panels.

Administers technical support to all divisions of the Department of Public Works and other City departments, as needed; conducts reviews and submits reports on infrastructure proposals to other City agencies; reviews proposals for impact on the community, including construction requirements, transportation, public safety, environmental impacts, and municipal service delivery. Attends various City board meetings including City Council subcommittees. Schedules,

City of Rochester, N. H.
DPW Deputy Director Technical Services
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prepares for and leads public hearings conducted on construction projects, easement acquisitions and other capital projects. Represents City on various committees and at public hearings or court proceedings

Oversees the permitting and licensing program for public works related projects (public and private), including the coordination of utility company accommodations within the public right-of-way, such as natural gas, electricity, telecommunications, etc. Ensures all aspects of program to include technical platforms, inter-departmental workflow processes and customer service is executed efficiently for developers, utility companies, and City staff.

In the absence of the Director of City Services, provides reports, presentations and participates in discussions with the public, City staff, City Council in public settings as required.

Responds to inquiries and complaints with appropriate professional courtesy, information, research and/or referral.

Serves as technical resource to the Public Works & Buildings Committee, Public Safety Committee, and Utility Advisory Board.

Upgrades and maintains knowledge and expertise in the field through continuing education.

Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor of Science degree in Civil Engineering required from a college or university accredited by the Accreditation Board in Engineering and Technology. Ten years of full-time civil engineering design and supervision experience on a variety of engineering projects, especially those involving public works construction; or an equivalent combination of education and experience. Ten years of full-time supervision experience or any combination of education, training and experience which provides the required knowledge, skills, and abilities

Special Requirements

Licensure as a Professional Engineer in New Hampshire Valid New Hampshire Driver's license.

Preferred Licenses & Certifications:
 NH DOT Local Public Agency (LPA) Certification
 Registered Land Surveyor or Surveyor-In-training; Septic System Designer in New Hampshire.

City of Rochester, N. H.
 DPW Deputy Director Technical Services
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Water Treatment Plant Operator Level II
 Wastewater Treatment Plant Operator Level II.
 Water Distribution Operator Level II
 Collections Operator Level III

Knowledge, Ability and Skill

Knowledge: Extensive knowledge of the application of civil engineering skills to public works projects including transportation systems and traffic engineering; water supply, treatment, and distribution; wastewater collection and treatment; environmental engineering; soil mechanics, geotechnical and dam engineering; and stormwater collection and treatment.

Knowledge of effective management practices, as applied to management of staff, professional consultants and technical management of projects, including construction management, and programs.

Thorough knowledge of local, state, and federal laws and regulations governing the municipal infrastructure and relating to Public Works functions, including but not limited to the Manual on Uniform Traffic Control Devices (MUTCD) and the Americans with Disabilities Act (ADA).

Thorough knowledge of public bidding laws as they relate to public works and construction projects.

Knowledge of the financial mechanics and administration of multiple funding sources for municipal infrastructure such as State Revolving Loans, grants and other state and federal programs.

Considerable knowledge of structural design, specifications, applicable codes, and safety standards, and related engineering, environmental, and land surveying practices.

Knowledge of GIS and Asset Management as applied to municipal infrastructure.

Ability: Requires keen ability to identify strategic goals as related to complex infrastructure needs, and direct multiple technical resources to establish systematic programs with milestones to realize positive outcomes.

Ability to analyze and identify complex, strategic infrastructure problems, identify solutions and establish short and long-term programs to achieve positive outcomes.

City of Rochester, N. H.
 DPW Deputy Director Technical Services
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Ability to make timely decisions when faced with multiple potential solutions to complex engineering problems. Ability to formulate contingency plans to optimize outcomes.

Ability to identify, organize, coordinate and encourage City employees and multiple contracted professional engineering/architectural resources towards establishing goals, solutions and achieving positive outcomes.

Ability to perform engineering calculations to check the work of employees and contracted professionals. Ability to keep accurate and detailed notes and records. Ability to read and interpret plans, specifications, and codes and other engineering instruction documents.

Ability to monitor, critique, and encourage work of subordinate employees and contracted resources. Ability to channel the abilities of subordinate employees, contracted services and other City employees towards achieving set goals. Ability to provide detailed written evaluations of subordinate employees. Ability to influence high employee effectiveness through routine performance review.

Ability to prepare and manage and present budgets.

Ability to make public presentations on complex, technical matters to the public, City staff, City Council, professional services and other agencies/organizations. Ability to communicate such complex, technical matters in lay terms.

Ability to provide thoughtful intelligent responses in public forums.

Skill: Premier universal, core leadership skills as applied to a technical environment.

Excellent communication skills, both oral and written.

Must be sensitive to and have acute public relations awareness.

Innovative skills in the application of engineering principles to design, construction and maintenance to obtain economically acceptable solutions on public works projects.

Skill with computer applications, such as word processing, spreadsheets, databases, email, video conference and other communications software, Computer Aided Design software (e.g. AutoCAD) and Geographic Information System (GIS) software (e.g. ArcVIEW).

Physical Requirements

City of Rochester, N. H.
 DPW Deputy Director Technical Services
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Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate computer keyboard and standard office equipment. The employee is frequently required to sit, talk and hear and is required to use hands to finger, handle or feel projects, tools or controls and to reach with arms and hands. Must be able to maneuver over uneven terrain under various weather conditions. Normal vision requirements. The incumbent occasionally lifts up to lbs.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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City of Rochester, N. H.
DPW Deputy Director Technical Services
Non- Union Grade 15
Approved:

Deputy Director of Public Works – Operations & Administration

Statement of Duties

Performs highly skilled supervisory, management, administrative and operational work in assisting Director for City Services in managing the finances, programs, construction, and maintenance of all city infrastructure projects and City environmental operations; all other related work, as required. Assumes the responsibilities of the Director of City Services in their absence in such functions as assigned

Supervision

Reports directly to the Director of City Services.

Performs responsible work of a specialized and technical nature planning, organizing, and coordinating a municipal service; requires the exercise of a sophisticated degree of professional judgment in analyzing facts and circumstances for financial and operational information to determine the appropriate course of action.

Oversees and directs the work of City Maintenance & Operations for highway, fleet services, buildings, grounds, DPW administration and Utility Billing and other duties as assigned. Direct Reports include Municipal Service Supervisors of Buildings & Grounds, Municipal Service Supervisor Highway & Fleet, and DPW Supervisor of Administration and Utility Billing.

Job Environment

Work is generally performed under typical office conditions; frequently required to work outdoors with exposure to variable weather conditions; occasional cold, hot or inclement weather, hazards associated with construction sites, moving vehicular traffic, fumes, noise, dust dirt, grease, machinery with moving parts, irritating chemicals and or airborne particles.

Operates computers and standard office equipment; operates light truck and an automobile.

Makes regular contacts with the general public involving complex information requiring accuracy, tact and discretion; makes frequent contact with all other city departments, utilities, businesses contractors, consultants, political leaders, and local and state agencies.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

Access to all department-related confidential information, including personnel records, bid documents, and lawsuits.

City of Rochester
DPW Director –Operations & Administration
Non-Union- Grade 14
Approved:

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Acts on behalf of the Director of City Services in his or her absence. Coordinates all efforts with the Deputy Director of Technical Services. Performs other related duties as assigned by the Director

Maintains continuous communication with the Director of City Services and Deputy Director of Technical Services on events and activities that affect the positive delivery of Department services to the community

Oversees the execution of the missions, goals and culture set by the Director of City Services for the organization. Acts with full authority of Director of City Services on matters pertaining to the duties herein.

Leads department management in developing long-range strategic plans; confers and informs Director of City Services on key issues; provides progress reports toward objectives; seeks to gain support and approval of Department programs and initiatives.

Plans organizes and provides operational management guidance to assigned employees and resources.

Carries out supervisory responsibility in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing the Departments work force.

Plans organizes and provides operational management guidance to assigned employees and resources.

Supervises and coordinates all department-wide communications and customer service programs, including developing and implementing policies and specific projects and schedules for implementation, reviewing reports and analyses from consultants, and evaluating effectiveness of community outreach and engagement. Develops, recommends, and implements broad organizational strategies to positively improve the Department's services to the Community.

Aligns and coordinates the operational and maintenance duties of the Highway and Fleet Division, Buildings and Grounds Division and the Administrative Divisions of the DPW to ensure a congruent work force of high effectiveness. Coordinates all efforts to ensure harmony of work and unity of effort to set and achieve departmental and City goals.

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Oversees and implements short and long term administrative and operation goals objectives and strategies for the department, including projects and programs to ensure Department wide operations complement each other resulting in efficient effective operations.

Manages implementation and compliance with the City of Rochester Drug and Alcohol program for the Public Works Department's employees with Commercial Driver Licenses (CDL) including the Federal Motor Carrier Programs, and the NHDOT Training requirements for new CDL Drivers.

Public Works Department Safety and Training Officer. Ensures and oversees safety training programs for employee's department wide. Management of divisional training programs ensuring program requirements and ensures accurate documentation of programs.

City of Rochester Solid Waste Coordinator for oversight of the Host agreement with Waste Management of NH.

Oversees department funding and expenses including operations, maintenance, and capital improvements. Develops, recommends, and monitors with input from Division Superintendents and Supervisors the Department-wide annual operation and maintenance budget, to include Water Fund, Sewer Fund, Community Center, General Fund-Highway / Snow, and General Fund-Buildings and Grounds. Assist in preparation and administration of divisional capital for all divisions of the Public Works Department. Assists the Director of City Services with the preparation and presentation of the Department's capital and operational and maintenance budgets to the City Manager, staff and City Council.

Works with Director of City Services, City Manager and Finance Department on key issues and progress toward objectives and to gain support and approval; makes recommendations as needed to improve process and reach goals.

Reviews and prepares City Council agenda action items and ensures execution. Prepares agenda bills for the Department.

Leads department management in developing long-range strategic plans; confers and informs Director of City Services on key issues; provides progress reports toward objectives; seeks to gain support and approval of Department programs and initiatives

Performs special assignments as requested by the Director of City Services, to include researching and preparing reports, conducting, and overseeing projects, planning, and executing public information meetings, consultant qualifications review, developing and implementing programs and presenting technical data to City Manager, elected officials, and others

Responsible for the Department's participation in loan and grant processes to ensure compliance with City policies, Federal Grants, NH DOT and NHDES SRF requirements. Direct participation in the professional service consultant selection process is required. Monitors professional services

City of Rochester
DPW Director –Operations & Administration
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Approved:

contracts for cost control. Oversight and execution as necessary for progress payments for Capital Infrastructure Projects and administers the design and construction Consultant Contracts.

Liaises with local, state, and federal agencies, and the Cities Finance Department to manage multiple funding sources and mechanisms such as grants and loans to support capital and operational projects and their budgets. Seeks opportunities to secure external funding sources for projects and stays abreast of funding from external public agencies. Oversees and directs the mechanics of project funding elements to include City and external funding sources such as loans and grants, ensuring adequacy and coordination to meet project needs.

Represents the Director in his/her absence to the City Manager, City Staff and City Council at venues such as staff meetings, City Council meetings; and various City Boards and committees; meets with Federal and State officials, citizens, representatives of the press, and influential persons within the community to establish goodwill and resolve/respond to issues.

Oversees all interdepartmental operations, Community and Civic Organizations. Develops, recommends, and implements broad organizational strategies to positively improve the Department's services and support to the community

Provides financial guidance and operational support to all divisions of the Department of Public Works and other city departments, as needed; conducts reviews and submits financial reports on infrastructure proposals to other city agencies; reviews proposals for impact on the community, including construction requirements, transportation, public safety, and municipal service delivery.

Attends various city board meetings including City Council subcommittees. Schedules, prepares for, and leads public hearings conducted on construction projects, easement acquisitions and other capital projects.

Represents city on various committees, at public hearings and court proceedings as necessary.

In the absence of the Director of City Services, provides reports, presentations and participates in discussions with the public, City staff, City Council in public settings as required.

Responds to inquiries and complaints with appropriate professional courtesy, information, research and/or referral.

Serves as the financial resource to the Public Works Committee and Public Safety Committee as needed.

Participates in or supervises employees involved in the research, data collection, plotting, calculations, plan preparations, public meetings, record keeping, and recording processes required to map the City's infrastructure.

Elevate and maintains knowledge and expertise in the field through continuing education.

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Approved:

Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor of Science degree in finance, business administration, accounting, construction science, or engineering. Ten years of full-time supervision experience and progressively responsible experience in municipal public works management, private construction, utility management, or any combination of education, training and experience which provides the required knowledge, skills, and abilities.

Special Requirements

Valid New Hampshire Driver's license.

Preferred Certifications:

General Accepted Accounting Principles (GAAP) Certification
NH DOT Local Public Agency (LPA) Certification
Incident Command System (ICS) Certification

Knowledge, Ability and Skill

Knowledge:

Keen knowledge in municipal public works administration and management, including budgeting, municipal budgeting procedures and multi-funded financing operations, employee relations, bargaining units, loss management, grant and loan mechanics and automated management information systems

Knowledge of the application of civil engineering skills including technical management to public works projects including transportation systems, water and wastewater utilities and treatment.

Knowledge of principles and practices of governmental & fund accounting.

Knowledge of local, state, and federal laws and regulations governing the municipal infrastructure and relating to public works functions.

Thorough knowledge of public bidding laws as they relate to public works and construction projects.

Knowledge of the financial mechanics and administration of multiple funding sources for municipal infrastructure such as State Revolving Loans, grants and other state and federal programs.

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Approved:

Ability:

Ability to mentally manage high volumes of information and data, focusing on root issues, prioritizing problems, and developing solution strategies.

Ability to prepare, manage and present budgets.

Ability to make public presentations on complex, technical matters to the public, City staff, City Council, professional services, and other agencies/organizations. Ability to communicate such complex, technical matters in lay terms.

Ability to grasp complex, technical issues in finance and infrastructure. Ability to Transform abstract ideas into problem statements and furnish solution strategies

Ability to make timely decisions when faced with multiple potential solutions to complex problems. Ability to formulate contingency plans to optimize outcomes.

Ability to identify, organize, coordinate, and encourage City employees and multiple contracted consultants and resources towards establishing goals, solutions and achieving positive outcomes.

Ability to monitor, critique, and encourage work of subordinate employees and contracted resources. Ability to channel the abilities of subordinate employees, contracted services, and other City employees towards achieving set goals.

Ability to provide detailed written evaluations of subordinate employees. Ability to influence high employee effectiveness through routine performance review.

Ability to provide thoughtful intelligent responses in public forums.

Skill: Premier universal, core leadership skills as applied to a professional environment.

Excellent communication skills, both oral and written.

Must be sensitive to and have acute public relations awareness.

Tact, discretion, and initiative. Critical thinking and independent judgment

Innovative skills in the application of project management for construction and maintenance to obtain economically acceptable solutions on public works projects and functions.

Skilled with computers and accounting software, including but not limited to the City's current financial management software and other departmental software systems that ensure accurate information management.

City of Rochester
DPW Director –Operations & Administration
Non-Union- Grade 14
Approved:

Physical Requirements

Physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate computer keyboard and standard office equipment. The employee is frequently required to sit, talk and hear and is required to use hands to finger, handle or feel projects, tools or controls and to reach with arms and hands. Must be able to maneuver over uneven terrain under various weather conditions. Normal vision requirements. The incumbent occasionally lifts to 50 lbs.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

DRAFT

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Bid Waiver – Katie Lane Drainage Project

Name of Person Submitting Item: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

E-mail Address kathryn.ambrose@rochesternh.gov

Meeting Date Requested: August 9, 2022

Issue Summary Statement:

The Finance Department has determined that the \$278,399.48 SUR Construction, Inc scope for the Katie Lane drainage reconstruction project does not meet the specifications of Bid # 21-23 “Equipment Rental and Construction Services”. The definition of non-emergency work under bid # 21-23 is “considered small scale, routine maintenance or repair to water distribution, wastewater or storm water collection system, streets, or sidewalks that the city does not have the equipment to complete. It is expected that the duration of such work will be short term and generally less than 4 weeks.”.

If the department puts this project out to bid it would add cost and time to the project, which would be delayed to next year’s construction season. For these reasons DPW is requesting a bid waiver to proceed with the SUR scope. The Public Works & Building Committee additionally voted at their July 21st meeting to bring this discussion to the Finance Committee.

Recommended Action: Discussion and decision to grant or deny bid waiver



233 Chestnut Hill Road
 Rochester, NH, USA 03867
 603-332-4554
 Main Fax: 603-332-0351

| | |
|---|--|
| To: City Of Rochester | Contact: Peter Nourse |
| Address: 45 Old Dover Rd. Rochester, NH | Phone: (603) 332-4096 Fax: (603) 335-4352 |
| Project Name: Drainage Pond Construction (REVISED) | Bid Number: 2 |
| Project Location: Katie Lane, Rochester, NH | Bid Date: 6/29/2022 |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|---------------------------------------|-------------------------|--------------------|------|------------|-------------|
| Erosion & Sediment Control | | | | | |
| 1 | Large Excavator | 16.00 | HR | \$180.00 | \$2,880.00 |
| 2 | Tri Axle | 4.00 | HR | \$87.00 | \$348.00 |
| 3 | Utility Truck | 32.00 | HR | \$20.00 | \$640.00 |
| 4 | Labor Foreman | 32.00 | HR | \$55.00 | \$1,760.00 |
| 5 | General Labor | 32.00 | HR | \$35.00 | \$1,120.00 |
| 6 | Silt Fence | 630.00 | LF | \$1.10 | \$693.00 |
| 7 | Construction Fencing | 1.00 | ROLL | \$24.20 | \$24.20 |
| 8 | Stone | 45.00 | CY | \$29.70 | \$1,336.50 |
| 9 | Filter Fabric | 250.00 | SY | \$1.00 | \$250.00 |
| 10 | Erosion Control Blanket | 2,500.00 | SY | \$1.05 | \$2,625.00 |

Total Price for above Erosion & Sediment Control Items: \$11,676.70

Clearing & Grubbing

| | | | | | |
|---|------------------|-------|------|------------|------------|
| 1 | Clearing | 1.00 | ACRE | \$5,040.00 | \$5,040.00 |
| 2 | Stump Grinding | 1.00 | ACRE | \$3,045.00 | \$3,045.00 |
| 3 | Large Excavator | 8.00 | HR | \$180.00 | \$1,440.00 |
| 4 | Medium Bulldozer | 8.00 | HR | \$135.00 | \$1,080.00 |
| 5 | Tri Axle | 16.00 | HR | \$87.00 | \$1,392.00 |
| 6 | General Labor | 8.00 | HR | \$35.00 | \$280.00 |

Total Price for above Clearing & Grubbing Items: \$12,277.00

Strip Loam

| | | | | | |
|---|------------------|-------|----|----------|------------|
| 1 | Large Excavator | 32.00 | HR | \$180.00 | \$5,760.00 |
| 2 | Medium Bulldozer | 32.00 | HR | \$135.00 | \$4,320.00 |
| 3 | Tri Axle | 96.00 | HR | \$87.00 | \$8,352.00 |
| 4 | General Labor | 32.00 | HR | \$35.00 | \$1,120.00 |

Total Price for above Strip Loam Items: \$19,552.00

Earthwork

| | | | | | |
|---|------------------|-------|----|----------|------------|
| 1 | Large Excavator | 32.00 | HR | \$180.00 | \$5,760.00 |
| 2 | Medium Bulldozer | 32.00 | HR | \$135.00 | \$4,320.00 |
| 3 | Tri Axle | 8.00 | HR | \$87.00 | \$696.00 |
| 4 | General Labor | 32.00 | HR | \$35.00 | \$1,120.00 |

Total Price for above Earthwork Items: \$11,896.00

Pond Construction

| | | | | | |
|---|---------------------------|--------|----|----------|-------------|
| 1 | Large Excavator | 104.00 | HR | \$180.00 | \$18,720.00 |
| 2 | Medium Payloader | 104.00 | HR | \$135.00 | \$14,040.00 |
| 3 | Vibratory Soil Compactors | 104.00 | HR | \$100.00 | \$10,400.00 |
| 4 | Tri Axle | 150.00 | HR | \$87.00 | \$13,050.00 |
| 5 | Utility Truck | 104.00 | HR | \$20.00 | \$2,080.00 |



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| Project Name: Drainage Pond Construction (REVISED) | Bid Number: 2 |
| Project Location: Katie Lane, Rochester, NH | Bid Date: 6/29/2022 |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|---|-----------------------|--------------------|------|------------|---------------------|
| 6 | Labor Foreman | 104.00 | HR | \$55.00 | \$5,720.00 |
| 7 | General Labor | 104.00 | HR | \$35.00 | \$3,640.00 |
| 8 | PVC Liner | 700.00 | SY | \$1.65 | \$1,155.00 |
| 9 | Low Permeability Soil | 1,325.00 | CY | \$8.00 | \$10,600.00 |
| 10 | Wetland Soil | 160.00 | CY | \$18.00 | \$2,880.00 |
| 11 | 3/8 Washed Stone | 60.00 | CY | \$44.25 | \$2,655.00 |
| 12 | 1.5" Washed Stone | 480.00 | CY | \$35.20 | \$16,896.00 |
| 13 | Rip Rap | 235.00 | CY | \$35.50 | \$8,342.50 |
| Total Price for above Pond Construction Items: | | | | | \$110,178.50 |

Drainage

| | | | | | |
|--|-----------------------------|--------|------|------------|--------------------|
| 1 | Large Excavator | 40.00 | HR | \$180.00 | \$7,200.00 |
| 2 | Medium Payloader | 40.00 | HR | \$135.00 | \$5,400.00 |
| 3 | Vibratory Soil Compactors | 8.00 | HR | \$100.00 | \$800.00 |
| 4 | Tri Axle | 8.00 | HR | \$87.00 | \$696.00 |
| 5 | Utility Truck | 40.00 | HR | \$20.00 | \$800.00 |
| 6 | Labor Foreman | 40.00 | HR | \$55.00 | \$2,200.00 |
| 7 | Utility Pipe Layer | 40.00 | HR | \$35.00 | \$1,400.00 |
| 8 | 6" HDPE | 40.00 | LF | \$5.80 | \$232.00 |
| 9 | 6" HDPE Perf | 40.00 | LF | \$5.80 | \$232.00 |
| 10 | 6" HDPE 90* Bend | 4.00 | EACH | \$39.90 | \$159.60 |
| 11 | 6" SCH 40 | 100.00 | LF | \$13.35 | \$1,335.00 |
| 12 | 6" SCH 40 Perf | 220.00 | LF | \$13.35 | \$2,937.00 |
| 13 | 6" SCH 40 90* Bend | 12.00 | EACH | \$98.10 | \$1,177.20 |
| 14 | 24" HDPE | 80.00 | LF | \$43.85 | \$3,508.00 |
| 15 | 24" Precast Headwall | 2.00 | EACH | \$2,101.00 | \$4,202.00 |
| 16 | Outlet Control Structure #1 | 1.00 | EACH | \$2,104.30 | \$2,104.30 |
| 17 | Outlet Control Structure #2 | 1.00 | EACH | \$5,158.80 | \$5,158.80 |
| 18 | DMH | 1.00 | EACH | \$528.90 | \$528.90 |
| 19 | Sand | 30.00 | CY | \$8.50 | \$255.00 |
| 20 | 3/4" Stone | 30.00 | CY | \$26.75 | \$802.50 |
| Total Price for above Drainage Items: | | | | | \$41,128.30 |

Loam & Seed

| | | | | | |
|---|------------------|----------|----|----------|--------------------|
| 1 | Large Excavator | 16.00 | HR | \$180.00 | \$2,880.00 |
| 2 | Medium Payloader | 16.00 | HR | \$135.00 | \$2,160.00 |
| 3 | Tri Axle | 32.00 | HR | \$87.00 | \$2,784.00 |
| 4 | General Labor | 16.00 | HR | \$35.00 | \$560.00 |
| 5 | Loam | 500.00 | CY | \$8.00 | \$4,000.00 |
| 6 | Hydroseed | 4,000.00 | SY | \$0.70 | \$2,800.00 |
| Total Price for above Loam & Seed Items: | | | | | \$15,184.00 |



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| Address: 45 Old Dover Rd. Rochester, NH | Phone: (603) 332-4096 Fax: (603) 335-4352 |
| Project Name: Drainage Pond Construction (REVISED) | Bid Number: 2 |
| Project Location: Katie Lane, Rochester, NH | Bid Date: 6/29/2022 |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|--|--------------------|--------------------|------|------------|-------------------|
| Existing Pond Rehabilitation | | | | | |
| 1 | Large Excavator | 8.00 | HR | \$180.00 | \$1,440.00 |
| 2 | Medium Payloader | 8.00 | HR | \$135.00 | \$1,080.00 |
| 3 | Tri Axle | 4.00 | HR | \$87.00 | \$348.00 |
| 4 | Utility Truck | 8.00 | HR | \$20.00 | \$160.00 |
| 5 | Labor Foreman | 8.00 | HR | \$55.00 | \$440.00 |
| 6 | Utility Pipe Layer | 8.00 | HR | \$35.00 | \$280.00 |
| 7 | Rip Rap | 30.00 | CY | \$35.50 | \$1,065.00 |
| 8 | 18" HDPE Cap | 1.00 | CY | \$85.80 | \$85.80 |
| Total Price for above Existing Pond Rehabilitation Items: | | | | | \$4,898.80 |

| | | | | | |
|--|-------------------------|--------|----|---------|--------------------|
| Layout/Supervision | | | | | |
| 1 | Utility Truck | 280.00 | HR | \$20.00 | \$5,600.00 |
| 2 | Crew Supervision/Layout | 280.00 | HR | \$75.00 | \$21,000.00 |
| Total Price for above Layout/Supervision Items: | | | | | \$26,600.00 |

| | | | | | |
|--|--------------------------|------|------|----------|-------------------|
| Mobilization | | | | | |
| 1 | Large Excavator | 2.00 | EACH | \$750.00 | \$1,500.00 |
| 2 | Medium Payloader | 2.00 | EACH | \$270.00 | \$540.00 |
| 3 | Medium Bulldozer | 2.00 | EACH | \$375.00 | \$750.00 |
| 4 | Vibratory Soil Compactor | 2.00 | EACH | \$375.00 | \$750.00 |
| Total Price for above Mobilization Items: | | | | | \$3,540.00 |

| | | | | | |
|--|--|-------|------|-------------|--------------------|
| Engineering & Permitting | | | | | |
| 1 | Berry Surveying & Engineering Design | 1.00 | LS | \$12,600.00 | \$12,600.00 |
| 2 | Stoney Ridge Environmental | 1.00 | LS | \$1,519.43 | \$1,519.43 |
| 3 | Crew Supervision | 28.25 | HR | \$75.00 | \$2,118.75 |
| 4 | Utility Truck | 14.00 | HR | \$20.00 | \$280.00 |
| 5 | SW Cole Geotechnical Testing | 1.00 | LS | \$1,800.00 | \$1,800.00 |
| 6 | Berry Surveying & Engineering Construction Engineering | 3.00 | EACH | \$1,050.00 | \$3,150.00 |
| Total Price for above Engineering & Permitting Items: | | | | | \$21,468.18 |

Total Bid Price: \$278,399.48

Notes:

- Proposal is for the Construction of a Drainage Pond Associated with Katie Lane Drainage.
- Proposal is Based on Preliminary Plans by Berry Surveying & Engineering dated 6/1/22.
- Ledge Excavation/Removal/Disposal/Replacement is Not Included.
- Contaminated Soil Excavation/Removal/Disposal/Replacement is Not Included.
- Payment Terms are (30) Days from Invoice. Interest of 1.5% will be Assessed Monthly Thereafter.
- Proposal Assumes No Retainage will be Withheld.



S·U·R
CONSTRUCTION, INC.

233 Chestnut Hill Road
Rochester, NH, USA 03867
603-332-4554
Main Fax: 603-332-0351

| | |
|---|--|
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| Project Location: Katie Lane, Rochester, NH | Bid Date: 6/29/2022 |

- Geotechnical Report was Not Available for Bidding. Subsurface Conditions are Unknown and Pricing is Based on Clean Native Soils.
- Groundwater Information was Not Available for Bidding. Subsurface Water Levels are Unknown and Pricing is Based on Groundwater Elevations Below any/all Excavation Grades.
- Geotechnical Testing is Not Included.
- Any/All Permits and/or Fees are Not Included.
- Pricing is Guaranteed for 30-Days from Date of Proposal. After 30-Days, S.U.R. Construction, Inc. Reserves the Right to Adjust Pricing for Labor, Equipment and Material Fluxuations.
- Unsuitable Soil Excavation/Removal/Disposal/Replacement is Not Included.
- Proposal is Quoted Based on NHDOT Fuel Escalation Clause.

| | |
|---|--|
| <p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p> | <p>CONFIRMED: S.U.R. Construction, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Jason DeWildt, PE / Scott Bonneau</p> |
|---|--|

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Electricity Supply & Natural Gas Rates: Contract Status

Meeting Date Requested: August 9, 2022

Name of Person Submitting Item: Mark Sullivan, Deputy Finance Director

E-mail Address: mark.sullivan@rochesternh.gov

Issue Summary: Electricity and natural gas rates are dramatically increasing in the Northeast Region. The City of Rochester is well protected on both fronts as a result of contracts secured 2019/2020. The City's electricity rate is currently at 7.5 cents per kwh through December 2023, then 6.8 cents per kwh through December 2025. The natural gas rate is 67 cents per therm through December 2023.

We are exploring rates with our energy brokers now for electricity beyond 2025, and natural gas beyond 2023. Supplier rates are comprised of two components the base overhead amount, and then the variable rate related to creation of actual supply. The methodology will be to lock in at a supplier's overhead rate for a period of 3 to 5 years sometime in 2023, then buy the actual supplies contracts in percentage allocations until 100% supply achieved. This is essentially a dollar cost averaging approach.

If the City were looking for a new contract as of August 2022 the best rates available for electricity are 12-14 cents per kwh, and natural gas approximately 90 cents per therm, perhaps higher. The City is in a great position in terms of contract prices. The School Department negotiates their own electricity and natural gas contracts, but unfortunately information on their status is pending.

Recommended Action: Informational

FINANCE COMMITTEE

Monthly Financial Summary Report

Agenda Item Name: Monthly Financial Statements Summary – as of July 31, 2022

For the full detail report, click here: [July 31, 2022 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

E-mail Address: mark.sullivan@rochesternh.net

Issue Summary Statement

Below are the revenues & expense highlights through July 31, 2022, which represents 10% completion of FY23. A “Pending” designation means no revenues for that category were received by July 31, 2022

GENERAL FUND NON PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues \$452,131- 9% collected.

Waste Management Host Fees: Pending.

Building Permits: Revenues \$49,760, 14% collected.

Interest Income: Pending. Interest rates have recently increased from 55 basis points to 90 basis points.

Interest on Delinquent Taxes: Pending.

State of NH Rooms & Meals: Pending- Revenues typically received in December of each year.

Highway Block Subsidy: Pending.

Cablevision: Pending.

Current Use Taxes: Pending.

Use of Unassigned Fund Balance: Pending.

GENERAL FUND EXPENSES: Overall expenses are below budget at 9%.

Fire & Police Overtime: Fire Department Overtime at 12% expended, Police Overtime at 16% expended.

Welfare Direct Assistance: 5% expended.

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water Fund: Revenues 6%, Expenses 5%. Sewer Fund: Revenues 3.4%, Expenses 9%.

Community Center: Revenues 4%, Expenses 18 %

Arena Special Revenue: Revenues 0, Expenses 28%.