

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: February 14, 2023
Time: 6:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

1. Call to Order
2. Acceptance of Minutes: January 10, 2023. Pg.2
3. Public Input
4. Unfinished Business: None
5. New Business-
 - 5.1.1 Opera House Life Safety Project & Fly System Project, Pg.7
 - 5.1.2 Community Outreach Facilitator-Program Funding Discussion, Pg.42

Reports from Finance & Administration

- 5.2.1 Monthly Financial Report Summary-January 31, 2023 Pg. 43
6. Other
7. Adjournment

Finance Committee

Meeting Minutes

Meeting Information

Date: January 10, 2023

Time: 6:00 P.M.

Location: 31 Wakefield Street

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

City staff present: Finance Director Katie Ambrose. Deputy Finance Director Mark Sullivan. Director of City Services, Peter Nourse. Lisa Clark, Deputy Director of Public Works.

Agenda & Minutes

1. Call to Order

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

Councilor Beaudoin led the Pledge of Allegiance.

Deputy City Clerk Cassie Givara took the roll call attendance. All Councilors were present.

2. Acceptance of Minutes: December 13, 2022

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the December 13, 2022 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

There was no one present for public input.

4. Unfinished Business: None

No discussion.

5. New Business-

5.1.1 White Farm Auction

Finance Director Ambrose explained that following Councilors Beaudoin's request at the

December Finance Committee meeting, the City had decided to look into the White Farm Auctions to determine if it could generate higher revenues for the City's surplus property. Ms. Ambrose said that the City had reached out to the auctioneers and reviewed data from prior auctions. The Department of Public Works staff has also reviewed the stats from vehicles they have most recently traded in order to have a comparison.

Deputy Finance Director Mark Sullivan said that he had been in touch with the auctioneers (St. Jean/JSJ Auctions). The auctioneers had indicated that there were both buyers and sellers premiums on each item in the auction. Mr. Sullivan said that he was not certain if the provided list of recent sales from the auction were the gross prices or if they accounted for these fees. The auctioneers offered to host an auction for the City of Rochester if the City desired; however, Mr. Sullivan stated that when the City has had local auctions in the past, they have not been successful. He acknowledged that the White Farm has a larger audience, but cautioned that the additional fees along with transportation costs need to be considered. Mr. Sullivan said that the next time DPW has a vehicle of some value that needs replacement, the City could do a trial at the White Farm as well as checking with local dealership for trade-in values for comparison. Mr. Sullivan said it is difficult to make a comparison on vehicles that have sold at White Farm for a higher value than similar vehicles through trade-in without knowing all the factors such as mileage and vehicle condition. Councilor Beaudoin said that the information received by the auctioneers was inaccurate; he spoke to the administrator of the White Farm and there is no seller's premium for these auctions.

Mayor Callaghan asked about the current surplus equipment policy. Deputy Director Sullivan stated that the City's largest area of surplus equipment is vehicles. He explained that the current procedure is to use vehicles needing replacement as a trade-in for reduction of the purchase price on a new vehicle.

Peter Nourse, Director of City Services, explained that up until a decade ago, DPW hosted their own auctions; however, these auctions were difficult to oversee. DPW then started the "trade up" process with vendors through which new vehicles were being purchased and found that the returns were higher with this process. He explained that typically the vehicles which were being used for trade in value were in rough shape. The average trade in value had been 8% of the new purchase cost over the past 23 purchases. Director Nourse reported that JSJ Auctions also hosts online auctions unaffiliated with the White Farm. These auctions take place year-round with no seller premiums, and the auctioneer claims that vehicles rarely go unsold. Director Nourse explained that the White Farm holds auctions twice yearly, in May and October, whereas JSJ online auctions are year-round. He spoke of the possibility of running a trial with an auction with the next DPW vehicle needing to be replaced.

Councilor Beaudoin posited that an auction at the White Farm might command a higher selling price than an online auction where the bidder is not able to physically view/examine the vehicle in-person. Director Nourse stated that without running a trial, there is no way to determine if this assumption is correct. Councilor Beaudoin asked if there were vehicles due for replacement within the next several months that could coincide with the White Farm auction. Director Nourse stated that the next vehicle replacement would not need to be done until May of 2024.

Mayor Callaghan asked if there would need to be Committee action or a Council vote in order to trial the online auction. Finance Director Ambrose stated that the Deputy Finance Director's purview as purchasing agent would allow him to explore alternative options to the current policy. Director Ambrose

stated that the City also needed to consider that, with the potential of utilizing auctions, DPW would need to wait until they had the replacement vehicle on site so they would not be short a vehicle. She suggested that DPW review the vehicle replacement schedule to determine if any of the replacements could be on the correct schedule for an auction trial.

Councilor Beaudoin asked about the current policy for replacement of items such as printers, computers and other office items used in City departments and whether these items are leased or owned. Deputy Director Sullivan explained which items are leased and which items, such as computers, are owned. However, in the past when the City has included computer equipment in an auction, the results have been underwhelming. He said that typically with items such as computers, it is more common to have to pay a service to remove the items when they are being replaced as opposed to being able to sell them at auction.

Director Nourse stated that with an auction, the proceeds would go to the General Fund as opposed to the Vehicle CIP fund to be used toward the cost of a new vehicle. This would result in DPW needing to approach Council for supplemental appropriations for the purchase of replacement vehicles. Deputy Director Sullivan explained that if auctions are utilized, DPW might need to request more money in their annual vehicle CIP to bridge this gap.

Councilor Beaudoin suggested the City look into auctioning items such as generators, welders, and air compressor, which the DPW may need to replace on a regular basis. Councilor Hamann expressed concern that if there was a 15-months lag between a vehicle auction and the time when the vehicle could be traded in, there could be significant lost value as well as a DPW asset being tied up in the meantime. He felt that the City potentially receiving a nominal increase in money for these vehicles via auction was not worth it.

Councilor Gray pointed out that the Finance Department already has the authority to explore alternative options to current policy, such as auctions, for vehicle sales or trade-ins and Committee action is not necessary. He suggested that if these alternative options are chosen, that it is reported back to the Finance Committee how it worked.

5.1.2 DHHS Lease Agreement-Community Center

Director Ambrose explained that DHHS is currently leasing 18,000 sq. feet. of office space and an additional 1,750 sq. feet of storage space at the Community Center for \$302,217.50 annually. Their current lease is a 2-year extension of the original lease, and will expire on April 30, 2024. She said that the State has requested a 10-year extension. The State had originally indicated that there would need to be renovations to the space prior to a lease renewal, however, the Community Center CIP project for carpet replacement and repainting is sufficient for their needs. Mayor Callaghan stated that the current DHHS lease expires in 15-months and the City is looking for guidance on whether this lease should be extended and, if so, for how long.

Director Ambrose stated that the City needed to consider their potential needs for this space moving forward, as well as the health of the Community Center fund. Councilor Larochelle asked if the rent the State is currently paying for this space is market value and if there was a benefit to the citizens of Rochester having DHHS at the current location. Ms. Ambrose said with the lease

extension, the rate could not be increased more than 3% annually; if a new lease is signed instead of an extension, the City might be able to get a better rate. She acknowledged that there is room to increase the rate as it falls below current market value. She said there is a benefit to Rochester residents having DHHS located at the Community Center.

Councilor Lachapelle agreed that 10-years was too long for a lease; the City may have need for this office space at some point in the future. He suggested a 5-year lease as opposed to 10-years and supported negotiating a higher rental fee for the space.

Councilor Beaudoin asked if the cost of utilities were included in the lease. Director Ambrose confirmed they were included. Councilor Beaudoin inquired about the cost of the renovations. Director Nourse said that the CIP project for carpet replacement (along with some flooring replacement) would be a total of \$86,000. He clarified that City staff would do the paintings portion of the project in-house.

Councilor Hamann asked for clarification on whether the proposal was for an extension of the current lease or a new lease. He said he would support a lease extension for a year or two, but if it was anything longer he supported signing a new lease and negotiating an increased rate. Councilor Lachapelle speculated that the lease extension could be amended and revised to better suit the City's needs; otherwise, he would also support an entirely new lease.

Councilor Hailey asked the length of the average lease for other organizations in the Community Center. Lisa Clark, Deputy Director of Public Works, said that most of the current leases are for 5-year terms although some are 2-year leases.

Councilor Gray suggested postponing the decision on how long to extend the lease until they can negotiate the escalator cost. He spoke about revising the contract to potentially raise the 3% annual increase higher, or to increase by the consumer price index (CPI), whichever is higher. He stated that this make could make the lease more attractive to the City. He acknowledged the benefit of having DHHS at the Community Center, close to both City Welfare and on a bus route, and speculated that they would have difficulty finding another location suitable to their needs.

Councilor Larochelle asked if there could be a contract negotiated with annual increases according to the CPI. Director Ambrose said that the City could have some flexibility with terms when negotiating a new lease as opposed to an extension. She clarified that there is a City lease as well as a lease through the State containing some standard language. She asked Deputy Director Clark to speak about how these leases would work. Deputy Director Clark said that the City follows the standard language of the State lease. She suggested reviewing the leases and rates that the State has in other locations throughout the State. She said the last time such a review was done, it was found that Rochester's rate with the State was one of the lowest.

Councilor Hailey asked if there was much empty space in the Community Center currently. Deputy Director Clark said there was not much empty space in the Community Center.

Councilor Beaudoin said his understanding is that the State dictates what they will pay per square foot, although he is unsure if there are escalator clauses built into their contracts. He suggested getting this information and reviewing further before a decision is made on whether to renew the lease and for

what duration. Deputy Director Clark said that DHHS has been leasing the location since the mid-90s. The original lease was negotiated at a price per square foot and has been increased incrementally over the years; the last increase being 2.9% with the 2-year lease extension. She stated that DHHS has been on extensions since 2005. The State had looked for other locations in the past, but had been unsuccessful with securing one.

Mayor Callaghan said the City would do further review before coming back to the Finance Committee for discussion.

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summary-December 31, 2022

Deputy Finance Director Sullivan reported that non-property tax revenues continue to be strong with no concerns currently. He explained that he had added a category to the report showing the DPW winter maintenance expenses, which are currently at 7% due to the mild winter.

Deputy Director Sullivan said that the Community Center fund is experiencing some trouble, with expenses exceeding revenues for quite some time; in 2015 there was a fund balance of \$375,000 but at the close of Fiscal Year 2022 the fund ended in the negative. He gave further details and said that the City needs to start considering the future of the property and whether it should eventually become a City facility. Councilor Beaudoin inquired, besides DHHS, what other tenants had space in the Community Center. Deputy Director Sullivan gave an overview of the current tenants. Councilor Beaudoin suggested looking at the current leases and determining if any of the rents can be increased. Director Ambrose said that DPW has an upcoming CIP project to review and analyze City owned facilities to assess not only mechanical needs, but also space needs. She said she would like to include the Community Center in this assessment to determine whether the City should utilize more of the building for City functions or to make the Community Center more self-funding and increase the leases accordingly.

Mayor Callaghan asked if it was likely the Police Department and/or Fire Department would come to Council for a supplemental appropriation based on their current percentage of overtime expenditures. Deputy Director Sullivan explained that they have surplus in their salaries and benefits budget, and unless something significant happened with the bottom-line of their budget, they would not need a supplemental.

6. Other

No discussion.

7. Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:37 PM.

Respectfully Submitted,

Cassie Givara, Deputy City Clerk

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: City Hall & Opera House Projects: Life Safety & Fly System

Meeting Date Requested: 2-14-23

Name of Person Submitting Item: Department of Public Works & Opera House Director

Issue Summary: Weston & Sampson Engineers conducted for the City a code evaluation of City Hall and the Opera House and produced an Assessment Report. The Assessment Report outlined their findings, produced recommendations on repairs and upgrades to the building and estimated the associated costs. The project is ready to move forward and would require a \$450,000 supplemental appropriation for funding.

Additionally, the Fly System project in the Opera House requested and discussed last year is returning for discussion. An updated quote has been provided and this project would require a \$184,898 appropriation.

Recommended Action: Discussion on recommendation to fund projects to City Council.

WESTON & SAMPSON ENGINEERS, INC.
55 Walkers Brook Drive, Suite 100
Reading, MA 01867
tel: 978.532.1900

REPORT

August 2022

CITY OF
Rochester
New Hampshire

City Hall & Opera House
Assessment Report



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LIST OF APPENDICES

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1.0 INTRODUCTION

Weston & Sampson Engineers, Inc. (Weston & Sampson), on behalf of the City of Rochester, New Hampshire, conducted a code evaluation of the Rochester City Hall & Opera House. The purpose of this inspection was to evaluate existing conditions and assess the means of egress and capacity of the Opera House. This report outlines our findings and observations and provides recommendations for short-term repairs and upgrades to the building, as well as considerations for possible future renovations.

1.1 History

The Rochester Opera House was built in 1908, designed by George G. Adams. Construction costing nearly \$62,000, the Rochester Opera House accommodated 1,012 people and featured a grand proscenium, intricate stenciling, murals, and a suspended horseshoe balcony. One of its most interesting features was its unique moving floor system. The floor of the opera house can be lowered to become a flat surface and be used for dances, town hall meetings, etc. or raised to a tilt for viewing shows. The Rochester Opera House is the only known theater in the United States to still use this type of flooring.



2.0 RECOMMENDATIONS

- 2.1 The exterior front entrance masonry steps are not up to code standards as the top landing does not have enough clearance from the door. Our recommendation is to remove the existing masonry step and landing at front entrance, install new code compliant step and landing with deeper top landing, no less than 48". *Refer to Figure 1.*



Figure 1 – Front Entrance

- 2.2 The front entrance interior staircase does not have proper handrails. Clear space between a handrail and a wall or other surface shall be a minimum of 1.50 inches (38mm). A handrail and a wall or other surface adjacent to the handrail shall be free of any sharp or abrasive elements. Handrails to be 1-1/2" dia. Our recommendation is to install new 1-1/2" dia. Handrails at 5'-0" in width from rail to rail at the interior entrance staircase. Refer to floor plans and legend item 2. *Refer to figure 2.*



Figure 2 – Interior Entrance Stairs

Interior stairs throughout the building do not have proper handrails, refer to proper handrail description from item 2.2. Our recommendation is to install new 1-1/2" dia. handrails at all locations where original handrails are existing. Refer to floor plans and legend items 2 and 2.1 for recommended locations.



Figure 3 – Interior Stairs to Opera House



Figure 4 – Interior Stairs to Opera House

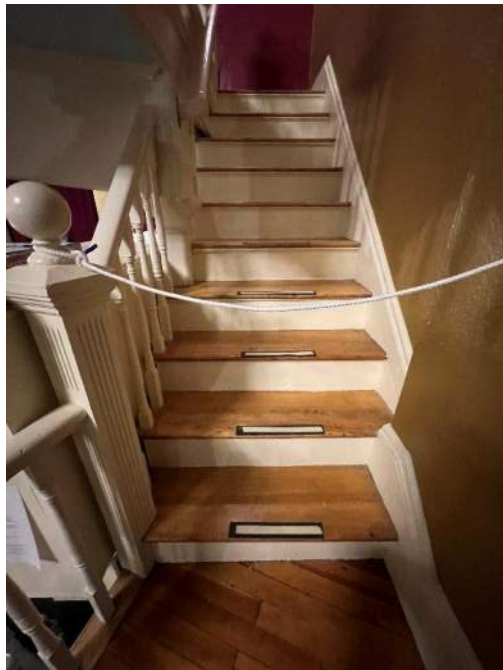


Figure 4 – Opera House Balcony Stairs

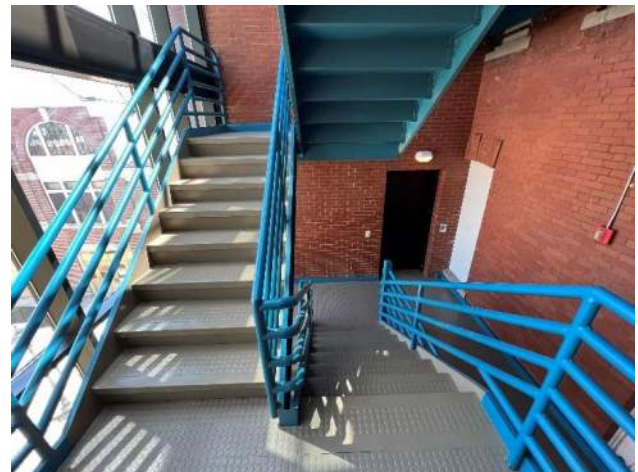


Figure 5 – Stairwell

- 2.3 All egress doors to have panic hardware installed, refer to plans and legend item 6.



Figure 6 – Balcony Egress Doors.

- 2.4 Third floor stairs that lead to upper balcony seating does not have the proper head clearance. A minimum of 6'-8" is required from the top of tread to underside of ceiling above. The Existing clearance is 5'-10". Our recommendation is to remove the wall board and trim above the stairs for investigational purposes to observe what is existing in the structure and to determine if the clearance can be achieved.

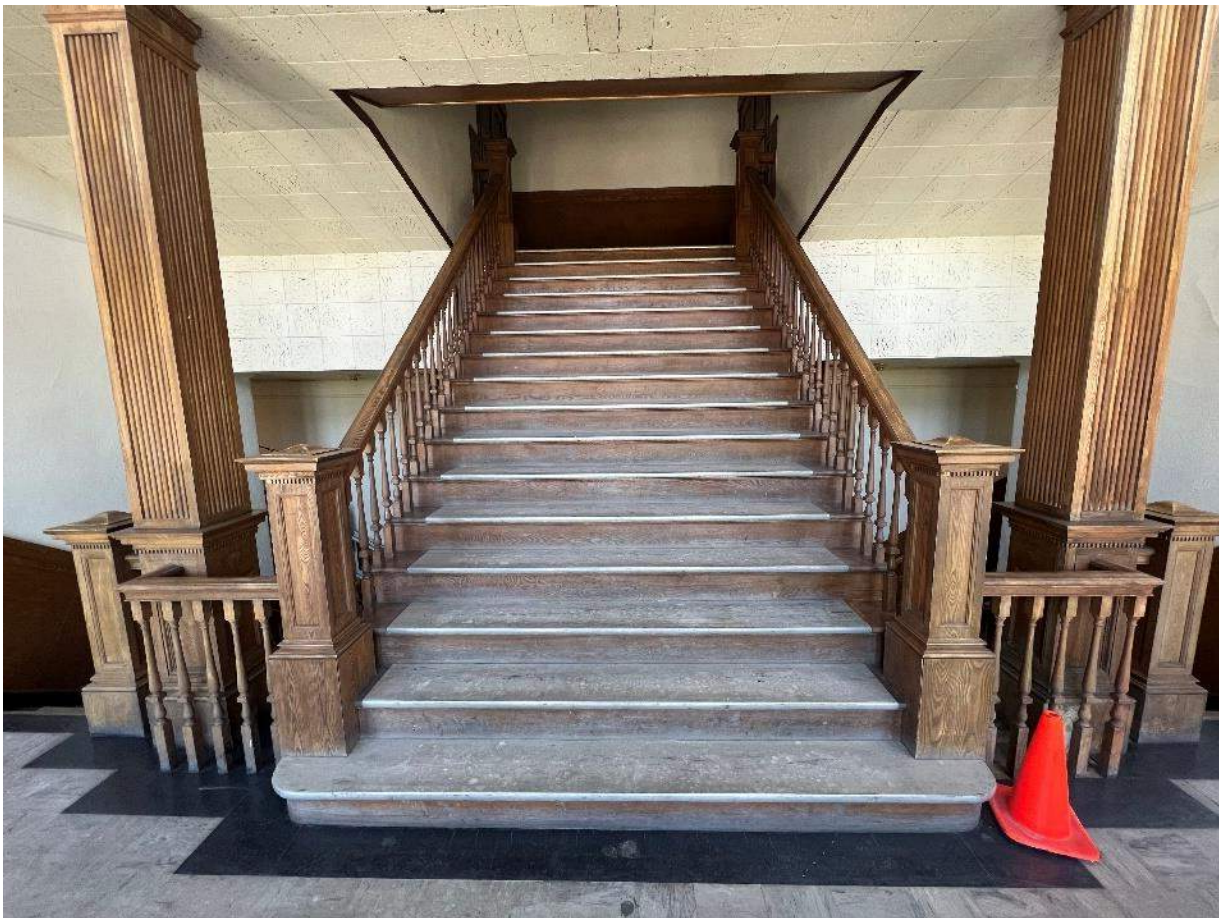


Figure 7 – 3rd Floor Balcony Stair



Figure 7.1 – 3rd Floor Balcony Stairs

If the clearance cannot be achieved with the existing structure above, our recommendation is to remove the existing stairs, remove and extend the wall at the upper seating area to allow for compliant stairs to be installed. Refer to plans and legend item 8. *Refer to figure 8.*

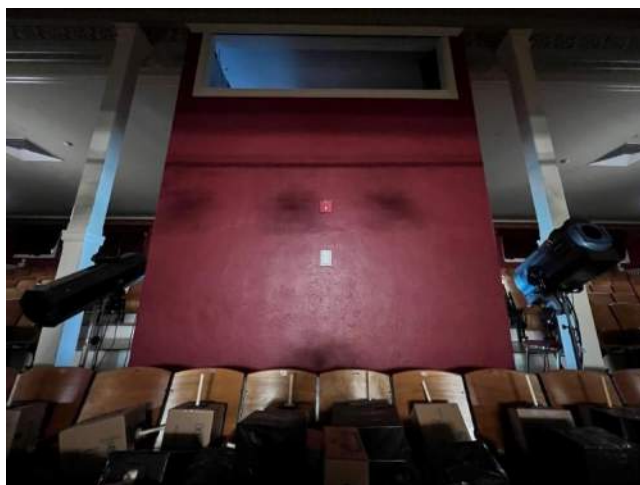


Figure 8 – Upper Seating

2.5 Egress door at the bottom of Opera House Stairs from the stage area does not have a landing. Our recommendation is to remove the existing door, install new egress door with panic hardware in the adjacent wall. Refer to Sheet A102 legend number 6 & 7 and accompanying sketch.



Figure 9 - Opera House Stage Egress



Figure 9.1 - Opera House Stage Egress

2.6 Our recommendation is to remove the temporary stairs located at the base of balcony stairs located on the stage left to allow patrons to egress without an obstruction. Refer to sheet A103 legend item 9.



Figure 10 – Stage Stairs



Figure 10.1 – Stage Stairs

2.7 Refer to sheet A101, legend item 3 located in the basement level. Our recommendation is to remove the existing concrete stairs and door as they do not comply with current code requirements. Install new code compliant stairs with an adequate landing and railings. Also, we are recommending rerouting the overhead piping above the door for clearance.



Figure 11 – Basement Stairs

2.8 Refer to sheet A101, legend item 4, the existing concrete ramp located in the loading area of basement does not meet the current code requirements. Our recommendation is to remove the existing concrete ramp and remove the existing wall adjacent to the ramp of the storage room to allow adequate area for a less sloped ramp. Install new wall further inward to enclose the storage room and build new ramp.



Figure 12 – Basement Loading Area



Figure 12.1 – Basement Loading Area

2.9 Refer to sheet A103, legend item 2.2, our recommendation is to install new guard rails with 4" spacing up to 42" above finish floor located in front of the windows at the base of 3rd floor balcony stairs.



Figure 13 – Base of 3rd Floor Balcony Stairs

3.0 Opera House Balcony Railings are currently at 26" above the balcony floor. In most jurisdictions in the United States where an audience will view an event, these rails are permitted to be 26-inches tall. This exception can be found in the International Building Code, 1029.16.3 Sightlines-constrained guard rails.

"1029.16.3 Sightline-constrained guard heights.

Unless subject to the requirements of Section 1029.16.4, a fascia or railing system in accordance with the guard requirements of Section 1015 and having a minimum height of 26 inches (660 mm) shall be provided where the floor or foot-board elevation is more than 30 inches (762 mm) above the floor or grade below and the fascia or railing would otherwise interfere with the sightlines of immediately adjacent seating."

The requirement for guardrails at the end of isles which are currently installed on the balcony guardrails is described below per IBC 2015, 1029.16.4 Guards at the end of aisles.

"1029.16.4 Guards at the end of aisles.

A fascia or railing system complying with the guard requirements of Section 1015 shall be provided for the full width of the aisle where the foot of the aisle is more than 30 inches (762 mm) above the floor or grade below. The fascia or railing shall be a minimum of 36 inches (914 mm) high and shall provide a minimum 42 inches (1067 mm) measured diagonally between the top of the rail and the nosing of the nearest tread."

According to these requirements and exceptions the current balcony guardrail and end of isles extended railings follow the International Building Code. Part of a good theatre design is to allow for the audience to see and hear the stage well. If the local authorities deem this condition to not be acceptable as condition to remain, we would be happy to investigate extending or replacing the existing guardrails to an acceptable height. An option would be to remove the row of seat nearest the balcony rails since the raising of the guardrails will impede the view to the stage from these seats.



Figure 13 – Balcony Railing



Figure 13.1 – Balcony Railing

Regarding the balcony railings balusters, code states that guards are required to prevent the passage of a 4-inch sphere unless the guards are approved existing guards (2015 NFPA 101, 7.2.2.4.6.3). The existing spacing of between the balusters are 5-3/8" +/- . Our recommendation is to install metal or wood dowels in between the balusters throughout the balcony to achieve the max. 4" spacing. In addition, we recommend adding posts in between the existing brass railings, code requires spacing no less than 8" on railings higher than 24". There are a total of 6 sections of brass railings at each landing. The height of the brass is 42". Each section will require 4 additional posts.



Figure 14 – Balcony Railing Balusters

3.1 Our recommendation is to include the following additional Fire Alarm devices throughout the building to achieve the required coverage:

Basement – 16 Horn Strobes

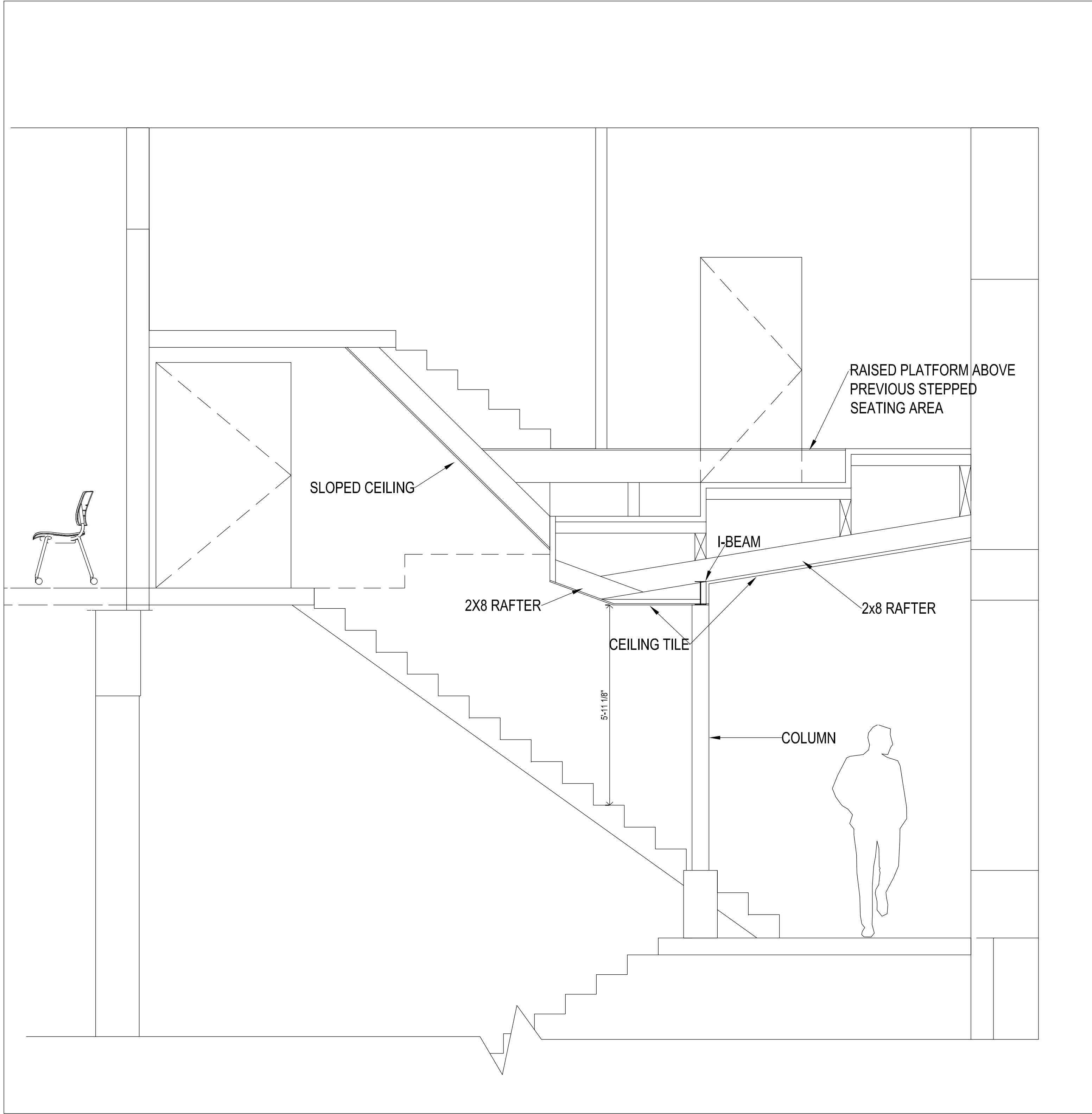
First Floor – 7 horn strobes, 2 pull stations

Second Floor (Opera House and offices) – 7 horn strobes, 2 pull stations

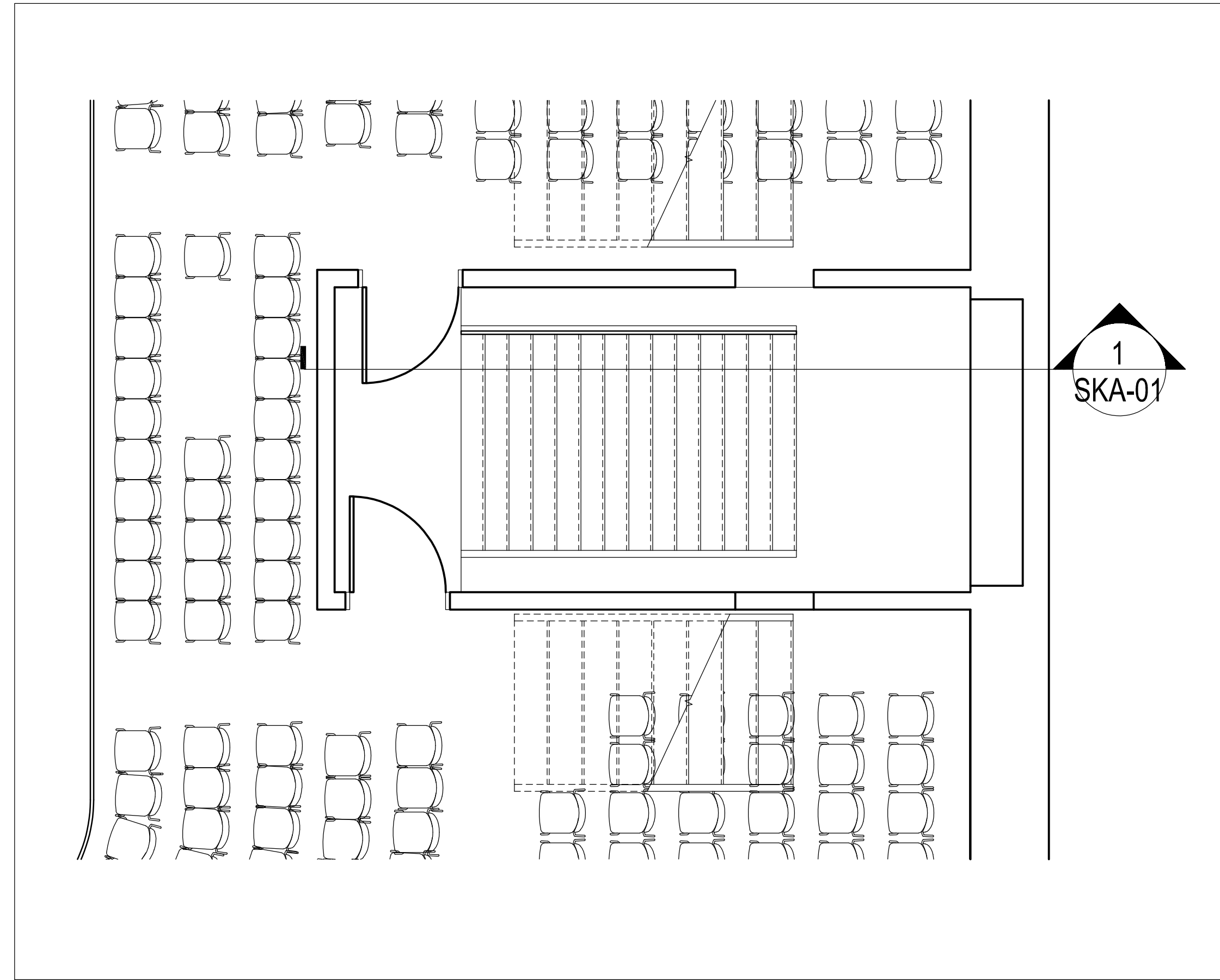
Third Floor (Opera House Balcony) – 8 horn strobes, 1 pull station, 8 heat detectors under balcony seating area (crawl space).

APPENDIX A

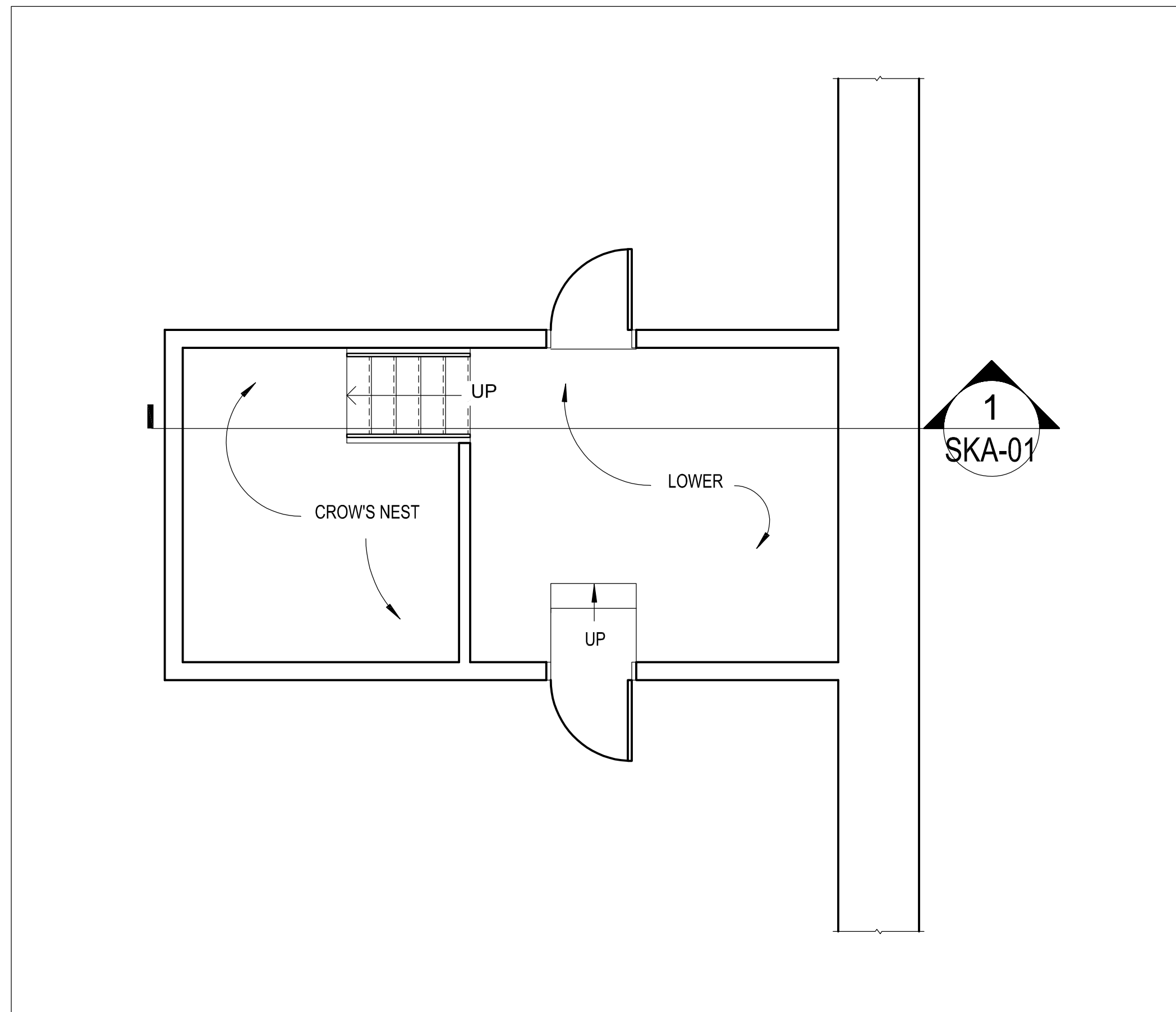
Reference Floor Plans



1 SECTION ELEVATION
3RD FLOOR BALCONY STAIRS - EXISTING
SCALE: 1/2" = 1'-0"



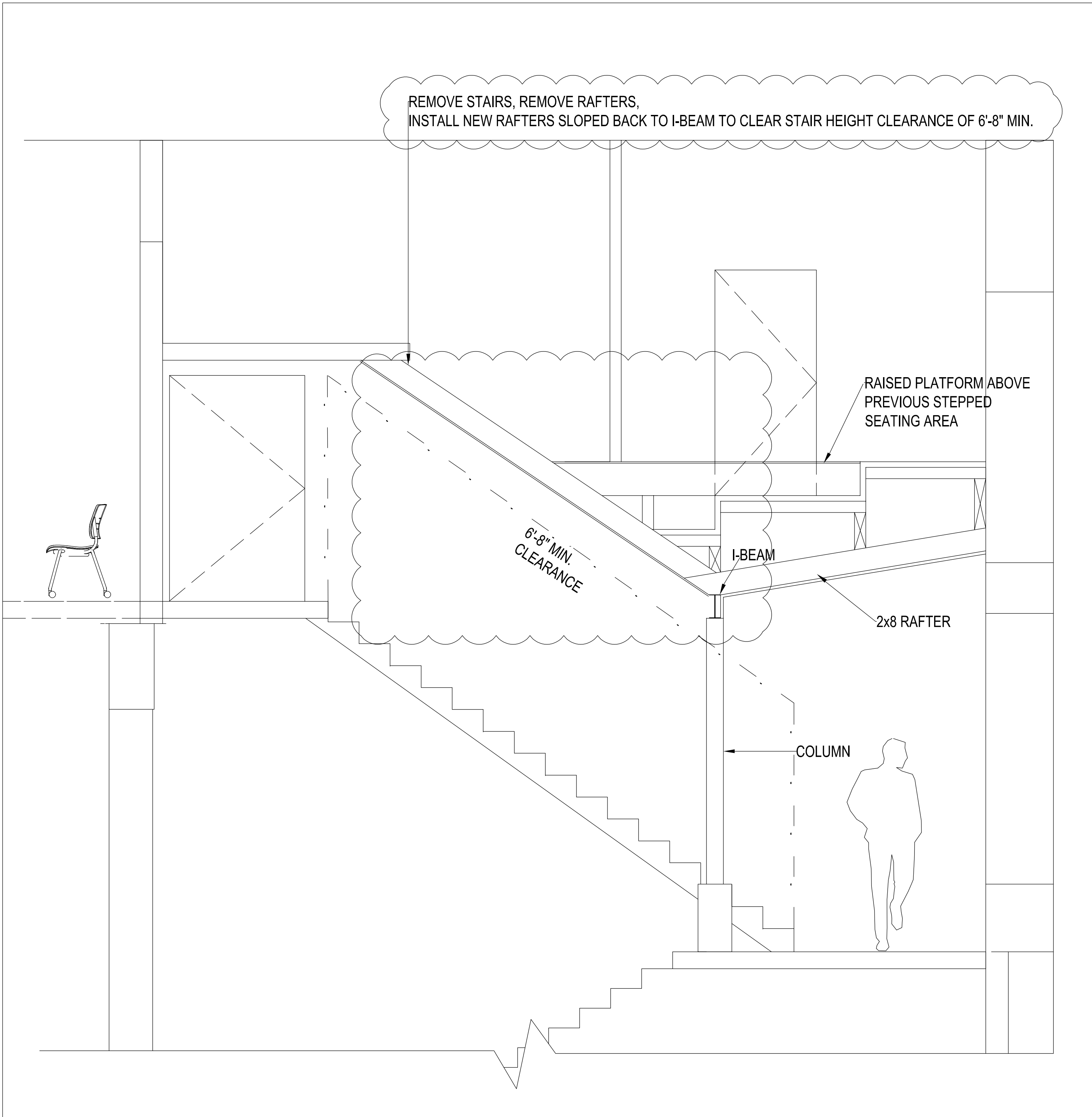
2 FLOOR PLAN
3RD FLOOR BALCONY STAIRS
SCALE: 1/2" = 1'-0"



3 FLOOR PLAN
ABOVE 3RD FLOOR BALCONY STAIRS (CROW'S NEST)
SCALE: 1/2" = 1'-0"

No.	Date	Description

\\west03\local\MS\Project\NH\Revenue - NH\ENG22-0236 Rochester NH City Hall Open House\Rochester City Hall - 3rd Floor Balcony Stairs.dwg



1 SECTION ELEVATION
3RD FLOOR BALCONY STAIRS - PROPOSED REVISION
SCALE: 1/2" = 1'-0"

Project:
ROCHESTER CITY HALL
CITY OF ROCHESTER, NH



31 WAKEFIELD ST, ROCHESTER, NH
03867



Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive,
Suite 100 | Reading, MA 01867
978.532.1900 800.SAMPSON
www.westonandsampson.com

Consultants:

Revisions:

No.	Date	Description

Seal:

Issued For:

Scale:

Date: 08/01/2022

Drawn By:

Reviewed By:

Approved By:

W&S Project No.: ENG22-0236

W&S File No.:

Drawing Title:

Sheet Number:

SKA-02



I-Beam



View of joists,
beam and
flooring above



Study Cost Estimate

City Hall & Opera House

Rochester, NH

Prepared by:



Post Office Box 1988
North Falmouth, Ma 02556
www.tortoraconsulting.com
p 781-275-5511

Prepared for:

Weston & Sampson

August 19, 2022

City Hall & Opera House

Rochester, NH



Study Cost Estimate

August 19, 2022

MAIN PROJECT COST SUMMARY

Item	Estimated Costs
1 2.1 Front Entrance	\$21,168
2 2.2 Handrails	\$123,477
3 2.3 Panic Hardware	\$23,990
4 2.4 3rd Floor Balcony Stairs	\$25,295
5 2.5 Stage Egress Door	\$8,081
6 2.6 Opera House Stage Stairs	completed
7 2.7 Basement Concrete Stairs and Door	\$21,168
8 2.8 Basement Loading Area Ramp	\$41,383
9 2.9 Guard Railing at Base of 3rd Floor Balcony Stairs	\$14,112
10 3.0 Opera House Balcony Railings	\$85,245
11 4.0 Fire Alarm upgrades	\$63,327
ADD: 1st Floor vestibule renovation	
TOTAL CONSTRUCTION COSTS	\$427,246

This study cost estimate was produced from April 5, 2022 and August 2022 documents prepared by Weston & Sampson and their design team. Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, general contractor's overhead and profit and design contingency. Cost escalation assumes 2023 bidding with construction start thereafter.

Bidding conditions are expected to be bid to a minimum of three sub and general bidders.

The estimate is based on davis bacon wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

Items not included in this estimate are:

- All professional fees and insurance
- Land acquisition, feasibility, and financing costs
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items (e.g. draperies, furniture and equipment)
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)
- Lead paint and hazardous material abatement

Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
-------------	-------------	-----	------	--------------	---------------	--------------	---------------

2.1 The exterior front entrance masonry steps are not up to code standards as the top landing does not have enough clearance from the door. Our recommendation is to remove the existing masonry step and landing at front entrance, install new code compliant step and landing with deeper top landing, no less than 48"

1	2.1 Front Entrance						
	Sawcut and remove steps and landing	1	ls	1,500.00	1,500		
	Excavate, prep and backfill for new masonry	1	ls	2,500.00	2,500		
	New masonry landing and step	80	sf	100.00	8,000		
	SUBTOTAL					12,000	
	GENERAL CONDITIONS, REQUIREMENTS & INSURANCE				20%	\$2,400	
	PERMITS				1.5%	\$180	
	BONDS				2%	\$240	
	OVERHEAD & PROFIT				8%	\$1,186	
	DESIGN AND PRICING CONTINGENCY				15%	\$2,401	
	MARKET CONDITIONS				15%	\$2,761	
	TOTAL						21,168

Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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2.2 The front entrance interior staircase does not have proper handrails. Our recommendation is to install new 1-1/2" dia. Handrails at 5'-0" in width from rail to rail at the interior entrance staircase. Refer to floor plans and legend item 2.

Interior stairs throughout the building do not have proper handrails, our recommendation is to install new 1-1/2" dia. handrails at all locations where original handrails are existing. Refer to floor plans and legend items 2 and 2.1 for recommended locations

2	2.2 Handrails
----------	----------------------

Basement

2.1 - new painted steel handrails to egress stairs	60	lf	85.00	5,100
2.1 - new free standing handrails to utility room stairs				w/ #7

First floor

2.1 - new painted steel handrails to egress stairs	60	lf	85.00	5,100
2 - new brass handrails to main entry stairs	70	lf	155.00	10,850

Second floor

2.1 - new painted steel handrails to egress stairs	60	lf	85.00	5,100
2 - new brass handrails to main entry stairs	80	lf	155.00	12,400
2.1 - new brass handrails to stage stairs	90	lf	155.00	13,950

Third floor

2.1 - new painted steel handrails to egress stairs	60	lf	85.00	5,100
2 - new brass handrails to main entry stairs	30	lf	155.00	4,650
2.1 - new brass handrails to balcony stairs	50	lf	155.00	7,750

SUBTOTAL					70,000
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GENERAL CONDITIONS, REQUIREMENTS & INSURANCE	20%	\$14,000
PERMITS	1.5%	\$1,050
BONDS	2%	\$1,400
OVERHEAD & PROFIT	8%	\$6,916
DESIGN AND PRICING CONTINGENCY	15%	\$14,005
MARKET CONDITIONS	15%	\$16,106

TOTAL	123,477
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Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
2.3 All egress doors to have panic hardware installed							
3	2.3 Panic Hardware						
	6 - upgrade door with panic hardware	16	lvs	850.00	13,600		
	SUBTOTAL					13,600	
	GENERAL CONDITIONS, REQUIREMENTS & INSURANCE				20%	\$2,720	
	PERMITS				1.5%	\$204	
	BONDS				2%	\$272	
	OVERHEAD & PROFIT				8%	\$1,344	
	DESIGN AND PRICING CONTINGENCY				15%	\$2,721	
	MARKET CONDITIONS				15%	\$3,129	
TOTAL							23,990

Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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2.4 Third floor stairs that lead to upper balcony seating does not have the proper head clearance. A minimum of 6'-8" is required from the top of tread to underside of ceiling above. The Existing clearance is 5'-10". Our recommendation is to remove the wall board and trim above the stairs for investigational purposes to observe what is existing in the structure and to determine if the clearance can be achieved

4 2.4 3rd Floor Balcony Stairs

Remove stair, rafter framing, drywall and ceiling tile	20	hrs	135.00	2,700	
2x8 rafters and misc 2x framing - material	130	sf	25.00	3,250	
2x8 rafters and misc 2x framing - labor	40	hrs	135.00	5,400	
Drywall	130	sf	15.00	1,950	
Paint	130	sf	8.00	1,040	
SUBTOTAL					14,340

GENERAL CONDITIONS, REQUIREMENTS & INSURANCE	20%	\$2,868
PERMITS	1.5%	\$215
BONDS	2%	\$287
OVERHEAD & PROFIT	8%	\$1,417
DESIGN AND PRICING CONTINGENCY	15%	\$2,869
MARKET CONDITIONS	15%	\$3,299

TOTAL					25,295
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Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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2.5 Egress door at the bottom of Opera House Stairs from the stage area does not have a landing.
Our recommendation is to remove the existing door, install new egress door with panic hardware in
the adjacent wall

5	2.5 Stage Egress Door						
	7 - Remove door	8	hrs	135.00	1,080		
	7 - New door, frame and HW	1	ea	2,000.00	2,000		
	7 - Modify area for landing	1	ls	1,000.00	1,000		
	7 -Cut, patch and paint	1	ls	500.00	500		
	SUBTOTAL					4,580	
	GENERAL CONDITIONS, REQUIREMENTS & INSURANCE				20%	\$916	
	PERMITS				1.5%	\$69	
	BONDS				2%	\$92	
	OVERHEAD & PROFIT				8%	\$453	
	DESIGN AND PRICING CONTINGENCY				15%	\$917	
	MARKET CONDITIONS				15%	\$1,054	
	TOTAL						8,081

Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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2.7 Refer to sheet A101, legend item 3 located in the basement level. Our recommendation is to remove the existing concrete stairs and door as they do not comply with current code requirements. Install new code compliant stairs with an adequate landing and railings. Also, we are recommending to reroute the overhead piping above the door for clearance.

7	2.7 Basement Concrete Stairs and Door						
	3 - Sawcut and remove steps and landing	1	ls	2,000.00	2,000		
	3 - new landing and steps	1	ls	5,000.00	5,000		
	2.1 - new free standing handrails to utility room stairs	16	lf	125.00	2,000		
	Relocated piping	1	ls	2,500.00	2,500		
	Cut, patch and finish	1	ls	500.00	500		
	SUBTOTAL					12,000	
	GENERAL CONDITIONS, REQUIREMENTS & INSURANCE				20%	\$2,400	
	PERMITS				1.5%	\$180	
	BONDS				2%	\$240	
	OVERHEAD & PROFIT				8%	\$1,186	
	DESIGN AND PRICING CONTINGENCY				15%	\$2,401	
	MARKET CONDITIONS				15%	\$2,761	
	TOTAL						21,168

Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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2.8 Refer to sheet A101, legend item 4, the existing concrete ramp located in the loading area of basement does not meet the current code requirements. Our recommendation is to remove the existing concrete ramp and remove the existing wall adjacent to the ramp of the storage room to allow adequate area for a less sloped ramp. Install new wall further inward to enclose the storage room and build new ramp.

8	2.8 Basement Loading Area Ramp						
	Sawcut and remove ramp and slab	400	sf	12.00	4,800		
	Remove walls and misc for new ramp	16	hrs	135.00	2,160		
	Excavate, prep and backfill for new ramp	400	sf	5.00	2,000		
	New ramp	400	sf	20.00	8,000		
	New wall to enclose storage	160	sf	25.00	4,000		
	Cut, patch and finish	1	ls	2,500.00	2,500		
	SUBTOTAL					23,460	
	GENERAL CONDITIONS, REQUIREMENTS & INSURANCE				20%	\$4,692	
	PERMITS				1.5%	\$352	
	BONDS				2%	\$469	
	OVERHEAD & PROFIT				8%	\$2,318	
	DESIGN AND PRICING CONTINGENCY				15%	\$4,694	
	MARKET CONDITIONS				15%	\$5,398	
	TOTAL						41,383

Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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2.9 Refer to sheet A103, legend item 2.2, our recommendation is to install new guard rails with 4" spacing up to 42" above finish floor located in front of the windows at the base of 3rd floor balcony stairs.

9 2.9 Guard Railing at Base of 3rd Floor Balcony Stairs

Second floor

2.2 - new brass guardrails at windows **28** lf 200.00 5,600

Third floor

2.2 - new brass guardrails at windows **12** lf 200.00 2,400

SUBTOTAL 8,000

GENERAL CONDITIONS, REQUIREMENTS & INSURANCE 20% \$1,600

PERMITS 1.5% \$120

BONDS 2% \$160

OVERHEAD & PROFIT 8% \$790

DESIGN AND PRICING CONTINGENCY 15% \$1,601

MARKET CONDITIONS 15% \$1,841

TOTAL						14,112	
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Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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3.0 Opera House Balcony Railings

Add dowels (steel or wood) 1'-6" in height between all opera house balcony balusters, code states that guards are required to prevent the passage of a 4 inch sphere, the existing space between balusters is 5-3/8". Also please include adding posts in between the existing brass railings, they need to be spaced no less than 8". There are a total of 6 sections of brass railings at each landing. The height of the brass is 42". Each section will require 4 additional posts

10 3.0 Opera House Balcony Railings

Wood Ballasters

Add steel or wood dowels	175	ea	160.00	28,000
Finish to match	175	loc	75.00	13,125

Brass Rails

Brass rail section at landing (add 4 per section)	24	ea	300.00	7,200
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SUBTOTAL					48,325
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GENERAL CONDITIONS, REQUIREMENTS & INSURANCE	20%	\$9,665
PERMITS	1.5%	\$725
BONDS	2%	\$967
OVERHEAD & PROFIT	8%	\$4,775
DESIGN AND PRICING CONTINGENCY	15%	\$9,669
MARKET CONDITIONS	15%	\$11,119

TOTAL	85,245
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Study Cost Estimate

August 19, 2022

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
4.0 Fire Alarm upgrades							
11	4.0 Fire Alarm upgrades						
	Horn Strobes	38	ea	425.00	16,150		
	Pull stations	5	ea	550.00	2,750		
	Wiring and conduit	1,000	lf	12.00	12,000		
	Tie-in to existing system	1	ls	5,000.00	5,000		
	SUBTOTAL					35,900	
	GENERAL CONDITIONS, REQUIREMENTS & INSURANCE				20%	\$7,180	
	PERMITS				1.5%	\$539	
	BONDS				2%	\$718	
	OVERHEAD & PROFIT				8%	\$3,547	
	DESIGN AND PRICING CONTINGENCY				15%	\$7,183	
	MARKET CONDITIONS				15%	\$8,260	
	TOTAL						63,327

Rochester Opera House - Fly System Project

Synopsis of Request

The Rochester Opera House is endeavoring to make improvement to the infrastructure of the space by installing supplemental fly system mechanics to aid our original historic sandbag rigging that was installed in 1908 (last restored in 1998). The funding needed for this is estimated at \$184,898.

History

The historic Rochester Opera House (ROH) is listed on the National Register of Historic Places and presents an annual performance season of shows for children, teens, adults, and seniors at an affordable cost to the community. Built within City Hall in 1908, this beautifully restored theater is the only remaining theater in the world with a unique mechanism that raises the orchestra floor to an incline for amphitheater seating and levels the floor for dancing.

Our "Arts for All" mission is to educate, engage, empower, challenge, and inspire a community of all ages by presenting extraordinary and culturally diverse theatre, performance art, music, dance, and film on the city's foremost performing arts stage. Programming ranges from school-age educational performances to lively rock concerts. The venue is also used for community events and has hosted various nonprofits, government dignitaries and independent groups.

In 1996 a massive volunteer effort resulted in a complete restoration of the ROH. In 1998 the Rochester Opera House Inc. was formed and has continued to invest in the facility and maintain its historic integrity. The Rochester Opera House truly looks today as it did one hundred years ago and continues to have tremendous community support.

Benefits of a New System

The Rochester Opera House is seeking funds to replace a portion of the original fly system that was installed in 1908. The fly system encompasses eighteen hand operated overhead lift systems that are used to "fly" scenery and drops as well as hoist lights, projection screens and curtains. The line sets require a counterweight to offset the weight of the items that are hung over the stage. Counterweight is added or removed as needed and hangs in 25 lb. - 200 lb. sandbags approximately 30-50 feet over the stage left area.

In 1998, The Rochester Opera House underwent extensive restoration. At that time, the fly system was upgraded with new block and tackle, ropes, and sandbags. The entire infrastructure was reinforced with steel and the existing framing was replaced with new timber. The Opera House has operated that system for more than 20 years without incident. Currently, five of the existing 18-line sets carry the heavy theatrical lighting and a theater projection screen. Those systems employ 90% of the overhead sandbags. We endeavor to replace those five lines with an automated modern mechanical system that would eliminate 90% of the overhead sandbags.

By replacing a portion of the original system, the ROH will be preserving most of the historic sandbag rigging system, while at the same time bringing the building in closer compliance to modern day

theatrical safety standards and automated operation of the heavier loads. A newer and safer system will also allow opportunities for younger crew members and new staff to train and operate a system, allowing them to train with us and use this experience in other theaters with newer systems.

Breakdown of Costs of Project

Costs for the project include the Prodigy P300G Stage Hoists, Controls, Cables, Mounting Plates and hardware (most recent quote)	\$159,898
Engineering	\$6,000
Electrical Work	\$15,000
Grid Improvements	\$4,000
Total Cost of Project	\$184,898

Recent Negative Impacts on ROH Revenue

ROH has been diligent in reducing costs in response to the drastically reduced revenue from both COVID 19 restrictions and the temporary closure of the balcony due to fire safety concerns. After federal and state mandates closed our stage for 7 months, our capacity has been temporarily reduced from almost eight hundred seats to approximately three hundred, further impacting our revenues. The pandemic has been especially hard on live performance venues, and Rochester Opera House has been proud to persevere.

ROH Economic Impact on Rochester Businesses

It has been well documented that successful theater programs bring revenue to the surrounding businesses which employ many residents of Rochester - ROH is widely credited as a leader in the city's downtown economic revitalization. Stacey Marchionni, owner of Revolution Taproom & Grill, shares: *"The Rochester Opera House is one of, if not the biggest, economic driver of traffic and business to our downtown shops in Rochester...Their shows bring in national and local acts, and bring a tremendous amount of business to our restaurants and shops."*

This investment from the city would foster a substantial partnership in the ongoing community revitalization efforts as we emerge from the affects of the COVID-19, and would amplify the steady and sustaining growth of our vibrant city.

Conclusion

The Rochester Opera House is approaching The City of Rochester with this request because the proposed upgrades are, ultimately, permanent infrastructure improvements that will remain with the building. Moreover, the proposed upgrades will mitigate risk and improve safety for our patrons, staff and performers for years to come.

Photo Support



The “Fly Line” above stage left. Nylon lines securing lighting batons with sandbags for counter weight



Rochester Opera House technical director Dane Leeman hoisting a baton with sandbags attached.

High Output, Inc.

495 Turnpike Street
Canton, MA 02021
781-364-1800
781-364-1900 fax

Estimate

DATE	ESTIMATE NO.
12/12/2022	EST-11195

NAME / ADDRESS
Rochester Opera House Anthony Ejarque 31 Wakefield St. Rochester, NH 03867

REP	TERMS	APPROX SHIP DATE	FOB	JOB#
DAS	Net 30	4/3/2023		

[illegible]

High Output, Inc.

Estimate

495 Turnpike Street
Canton, MA 02021
781-364-1800
781-364-1900 fax

DATE	ESTIMATE NO.
12/12/2022	EST-11195

NAME / ADDRESS
Rochester Opera House Anthony Ejarque 31 Wakefield St. Rochester, NH 03867

THIS QUOTE IS GOOD FOR 30 DAYS ONLY

PRICING SUBJECT TO CHANGE BY
MANUFACTURER.

REP	TERMS	APPROX SHIP DATE	FOB	JOB#
DAS	Net 30	4/3/2023		

DESCRIPTION	QTY
<p>NOTES:</p> <p>*** This installation is based on the demolition of the existing counterweight linesets and attachment of the hoists to the existing grid utilizing the loft block wells. The services of a licensed structural engineer should be engaged at the owner's expense to determine the suitability of this upgrade project. Failure to do so will release High Output Inc. of any liability related to this installation. High Output Inc can provide the necessary structural engineering at an additional cost of \$4,500.00</p> <p>*** Installation labor includes demolition of five(5) existing counterweight linesets and testing, programming, and commissioning.</p> <p>*** All required electrical equipment, including but not limited to, conduit, back and pull boxes, pull strings, and any line and or/low voltage equipment, switches, devices, wire, and terminations will be by others and is not included in this estimate.</p> <p>*** Customer to provide a dumpster or suitable salvage container for demolished equipment.</p> <p>*** All required electrical equipment, including but not limited to, conduit, back and pull boxes, pull strings, and any line and or/low voltage equipment, switches, devices, wire, and terminations will be by others and is not included in this estimate.</p> <p>*** This estimate remains subject to adjustment according to scope of work or field conditions.</p> <p>*** Additional FlyPipe linesets (3 maximum, this order only). ADD \$16,000.00 each</p> <p>*** Any municipal permits or fees will be at the owner's responsibility and expense.</p> <p>NH Sales Tax Exempt</p>	
Page 2	TOTAL \$159,897.30

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Community Outreach Facilitator Program Funding Discussion

Name of Person Submitting Item Mark Sullivan, Deputy Finance & Administration

E-mail Address mark.sullivan@rochesternh.gov

Meeting Date Requested: February 14, 2023

Issue Summary Statement: The Community Outreach Facilitator program was initially presented to City Council in FY22 as a five- year program with an ARPA funding request of \$916,000. City Council established an initial one-year funding in FY23 with ARPA grant funds of \$143,000. As of January 31, 2023 \$69,024 has been expended, of which \$28,600 was for a new vehicle. The remaining appropriation balance of \$73,888 is adequate to cover remaining FY23 salary and benefit expenses as well as related operating and contingency.

City Council discussed tax cap impact concerns related to ARPA fund expiration in 2027, and whether to use ARPA funding for the full five years, transfer 100% of expenses to General Fund-Welfare Department immediately, or used a phased in approach. The phased in approach would step down ARPA grant funding by a percentage allocation each year until General Fund absorbs 100% of the expenses.

Recommended Action: Discussion

FINANCE COMMITTEE

Monthly Financial Summary Report

Agenda Item Name: Monthly Financial Statements Summary – as of January 31, 2023

For the full detail report, click here: [January 31, 2023 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 January 31, 2023, which represents approximately 60% completion of FY23. A “Pending” designation means no revenues for that category were received by January 31, 2023.

GENERAL FUND NON PROPERTY TAX REVENUES

Motor Vehicle Registrations: FY23 Adopted \$5,100,000: \$3,280,436 collected, 64.3%

Waste Management Host Fees: First & Second payments received, total \$2,379,807; **Note:** FY23 City Adopted Budget \$3,300,000, School Budget \$878,127-Total \$4,178,127.

Building Permits: FY23 Adopted \$350,000: \$582,144 collected, 166%

Interest Income: FY23 Adopted \$50,000: \$479,322 collected, 958%- Interest rates above 2.5% on investment accounts.

Interest on Delinquent Taxes: FY23 Adopted \$360,000: \$294,665, collected, 82%- Tax Year 2021 Tax Lien Notices submitted 9-30-22.

State of NH Rooms & Meals: FY23 Adopted \$2,296,678: \$2,867,759, collected, 125%

Highway Block Subsidy: FY23 Adopted \$617,000: \$381,236 collected, (two quarterly payments), 62%. State of NH DRA confirmed this revenue will increase to \$635,694.

Cablevision: FY23 Adopted \$235,000: \$71,726 collected, 31%.

Recreation-Summer/Fall Programs: FY23 Adopted \$115,550: \$123,141 collected, 107%.

GENERAL FUND EXPENSES: FY23 overall expenses are slightly above budget at 70%-Allocation 67% Expended, 3% Encumbered.

Police Patrol Overtime: FY23 Adopted \$108,546: Expended \$127,327, 117%

Dispatch Overtime: FY23 Adopted \$34,000: Expended \$119,985, 353%

Fire Overtime: FY23 Adopted \$240,000: Expended \$196,155, 82%

Public Works-Winter Maintenance: FY23 Adopted \$535,782: Expended \$134,958, 25%

COUNTY TAX: FY23 Adopted \$7,254,738: State of NH DRA confirmed \$7,785,827.

WATER-SEWER SPECIAL REVENUE FUNDS:

Summary Water-Sewer Funds:

Water Fund FY23 Adopted Revenues/Expenses \$7,686,468: Revenues 32%, Expenses 43%.

Sewer FY23 Adopted Revenues/Expenses \$10,524,422: Revenues 23%, Expenses 50%.

Note: Water & Sewer revenues decreased approximately 4% from August-31, 2022 Financial Report. This was due to a fiscal year end accrual reclassification of revenues received in FY23 that belonged in FYE22.

Community Center: FY23 Adopted Revenues/Expenses \$941,071,66: Revenues 53% collected, Expenses 61 %

Arena Special Revenue: FY23 Adopted Revenues/Expenses \$431,66: Revenues 59% collected Expenses 62%.