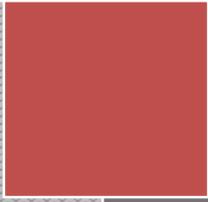




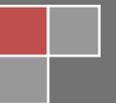
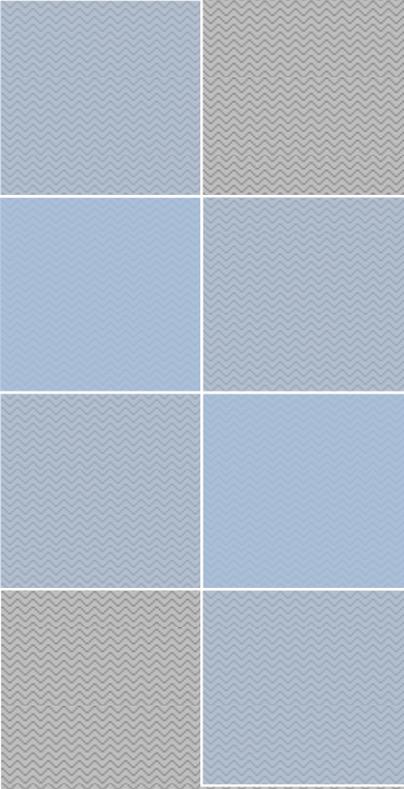
**Regular City Council Meeting  
May 6, 2014  
COUNCIL CHAMBERS  
7:00 PM**

**AGENDA**

- 1. Call to Order**
- 2. Presentation of the Colors by the American Legion Family**
  - 2.1. Proclamation: National Military Appreciation Month P. 7**
    - Flyer: Memorial Day Parade – May 26, 2014 P. 9**
- 3. Opening Prayer**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1. [April 1, 2014, Regular City Council Meeting](#)**
  - 5.2. [April 15, 2014, Special City Council Meeting](#)**
  - 5.3. [April 22, 2014, Special City Council Meeting](#)**
- 6. Communications from the City Manager**
  - 6.1. Employee of the Month Award P. 12**
  - 6.2. City Manager's Report P. 11**
- 7. Communications from the Mayor**
  - 7.1. Proclamation: National Public Works Week**
  - 7.2. Proclamation: Police Memorial Week**
  - 7.3. Special Presentation by Mayor Jean**
- 8. Presentations of Petitions and Council Correspondence**



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## 9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Joanne Pallas, Library Trustee, Ward 1 P. 35

9.2. Resignation: Jonathan E. Gray, Moderator, Ward 6 P. 37

## 10. Reports of Committee P- 39

10.1. Appointments Committee P. 41

10.2. Codes and Ordinances Committee - *Forthcoming*

10.3. Community Development P. 43

10.4. Finance Committee P. 47

10.5. Joint Building Committee P. 63

10.6. Public Safety Committee P. 65

10.7. Public Works Committee P. 69

## 11. Old Business

## 12. New Business

12.1. **AB 49** Resolution De-Authorizing Portions of FY 2005-2006 City of Rochester, Arena Capital Budget Appropriation for So-Called Arena Cooling Tower **First Reading, Second Reading and Adoption** P. 75

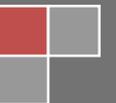
12.2. **AB 48** Resolution Accepting Department of Justice, Drug enforcement, Asset Forfeiture Distribution to the Rochester Police Department and Making a Supplemental Appropriation in Connection therewith **First Reading, Second Reading and Adoption** P. 81

12.3. **AB 89** Statistical Update of Assessed Values P. 89

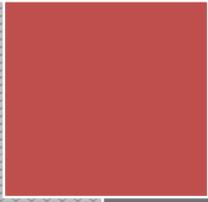
12.4. **AB 89** Resolution Authorizing a Supplemental Appropriation for Repairs to the So-Called Upper City Dam **First Reading and Refer to a Public Hearing** P. 91



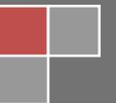
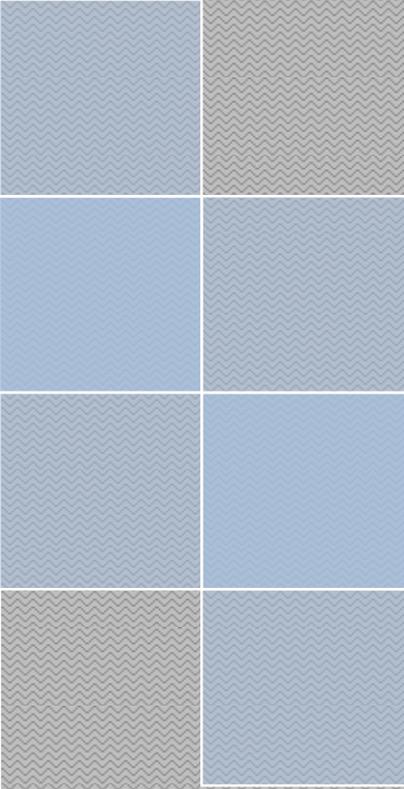
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- 12.5. **AB 90** Resolution Authorizing a Supplemental Appropriation to the 2013-2014 Operating Budget of the City of Rochester, School Department, for Unanticipated Special Education and Retirement Related Costs **First Reading, Second Reading and Adoption** P. 95
- 12.6. Resolution Authorizing City Manager to Enter into Permanent Easement and Temporary Construction Easement with Respect to the So-Called New Hampshire Route 125 Sewer Pump Station **First Reading, Second Reading and Adoption** P. 101
- 12.7. Resolution Approving 2014-2015 Operating Budget for the City of Rochester **First Reading and Refer to a Public Hearing** P. 103
- 12.8. Resolution Authorizing and Approving 2014-2015 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith **First Reading and Refer to a Public Hearing** P. 105
13. Other
14. Non-Meeting/Non-Public Sessions:
  - 14.1. Non-Public Session: Personnel, RSA 91-A: 2 (d)
  - 14.2. Non-Meeting: Consultation with Legal Counsel, RSA 91-A: 2 (d)
15. Adjournment



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## **PROCLAMATION**

- WHEREAS,** The freedom and security that citizens of the United States enjoy today are direct results of the blood shed and continued vigilance given by the United States Armed Forces over the history of our great nation; and
- WHEREAS,** the sacrifices that such members of the United States Armed Forces and of the family members that support them, have preserved the liberties that have enriched this nation making it unique in the world community; and
- WHEREAS,** the United States Congress, in two thousand and four, passed a resolution proclaiming May as National Military Appreciation Month calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all of our Armed Services who have served and are now serving our Country together with their families; and
- WHEREAS,** the months of May and June were selected for this display of patriotism because during these months, we celebrate Victory in Europe (VE) Day, Military Spouse Day, Loyalty Day, Armed Forces Day/Week, National Day of Prayer, Memorial Day, Navy Day, Army Day and Flag Day.
- NOW, THEREFORE,** I, Thomas J. Jean, Mayor of the City of Rochester, NH do hereby proclaim the period of May 1, 2013, through June 14, 2013 as a special time to show appreciation for our Military and proclaim it as National Military Appreciation Month and encourage all citizens to join me in showing our gratitude by the appropriate display of flags and ribbons during the designated period.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Rochester to be affixed this 7<sup>th</sup> day of May, in the year of our Lord two thousand thirteen.

Thomas J. Jean  
Mayor



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On Monday, May 26, 2014 the Roland E. Patnode, Jr. Post 7 Son's of the American Legion Squadron 7 will be hosting the annual Memorial Day Parade in Rochester. This year's theme "Ultimate Sacrifice" will honor all who have paid the ultimate sacrifice in protecting our great country.

It is our hopes that you will join us in remembering and paying tribute to all of our fallen soldiers.

All participates will muster at 9 am in the back parking lot of the Lady of the Holy Rosary Church with the parade beginning at 10 am. The parade will conclude with a short memorial service at the Rochester commons.

Please notify us of your intent to participate by May 15<sup>th</sup> so that we may complete the program. You may call myself, Bob Hoitt, at 603-387-3651 or Norm Sanborn at 603-978-9315.

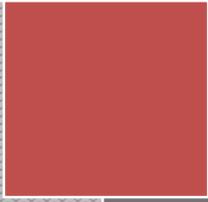
Sincerely,

A handwritten signature in black ink that reads "Bob Hoitt".

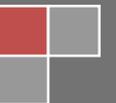
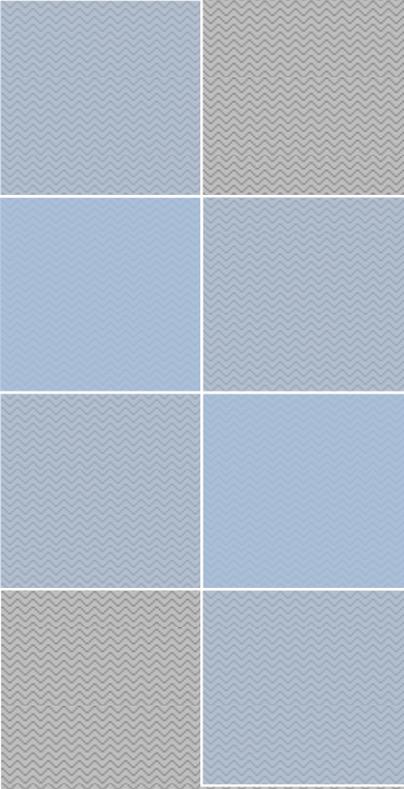
Bob Hoitt  
Commander, Squadron 7

THE  
AMERICAN  
LEGION **FAMILY**





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*City of Rochester, New Hampshire*  
OFFICE OF THE CITY MANAGER  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167

**CITY MANAGER'S REPORT**  
**May 6, 2014**

The Employee of the Month is Seth Creighton. **P. 12**

Janet Davis has been reappointed to the Rochester Housing Authority with a term to expire on June 30, 2019. **P. 15**

For your information, please see the enclosed Management Team Meeting minutes:

- April 7, 2014 **P. 16**
- April 14, 2014 **P. 19**

Contracts and documents executed since last month:

- Hope Farm Grant Easement **P. 22**
- Haying Agreement – Parsell Farms **P. 23**
- Computer Lease/Purchase – Leonard, H. **P. 24**
- NPDES Stormwater Annual Report **P. 25**
- Weston & Sampson contract – DPW study **P. 26**

The following documents have been received and are enclosed for your information:

- Tree City USA designation – Arbor Day Foundation **P. 27**
- Waste Management – 1st Qtr 2014 Host Agreement Fee **P. 29**

The following standard reports have been enclosed:

- Personnel Action Report Summary **P. 31**
- Permission & Permits Issued **P. 32**
- City Council Request & Inquiry Report **P. 33**



*City of Rochester, New Hampshire*  
EMPLOYEE RECOGNITION & ACHIEVEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
603-335-7572  
lisa.clark@rochesternh.net

April 18, 2014

**TO:** Seth Creighton, Planner  
Planning Department

**FROM:** Lisa J. Clark – Chairperson  
Employee Recognition and Achievement Team

**REGARDING:** **Employee of the Month –May 2014**

Congratulations! You have been selected by the Employee Recognition and Achievement Team to be the City of Rochester Employee of the Month for the month of April. The City and your co-workers are extremely proud of you for your contribution to us and the citizens of Rochester.

As the Employee of the Month you are entitled to receive a day off with pay to be taken within your award month, your name will be engraved on a plaque to recognize your Award, and a certificate of recognition will be presented to you at the next regular City Council Meeting on May 6, 2014.

You are also entitled to a City Logo gift of your choice. Please see Diane or Kay in the H/R office to view the options.

With City's compliments, you and a guest will be able to dine at a local restaurant of your choice during the month of May. Please contact Angie Gray in the Business Office, or call her at 335-7602. Angie we will make reservations for you. You will be obligated for the purchase of any alcoholic beverages. The remainder of your bill including the tip will be taken care of by the City.

Seth, Your devotion, commitment and professionalism are an asset to the City of Rochester and to our citizens. We appreciate your dedication. Thank you for a job well done!!!

Sincerely,

Lisa J. Clark  
Employee Recognition & Achievement Team

May 2014 EOM

**EMPLOYEE OF THE MONTH NOMINATION FORM**

**EMPLOYEE'S NAME** Seth Creighton

**DEPARTMENT** Planning Department

RECEIVED  
MAR 12 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

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

**SERVICE TO THE COMMUNITY**

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

Seth cares deeply about the environment and is always educating and encouraging the others in the office to recycle.

**QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)**

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

There have been numerous times when things get very busy in the Planning Department but Seth still gives the same attention to every customer who walks in the door. He will take the time to educate a customer and listen to their concerns. We can often have difficult customers who come in to the office and are very upset, but Seth is always the first to jump up and tackle the problem and treats that person with a level of understanding and respect that is appreciated.

Seth has the ability to calm a customer and minimize a difficult situation. He uses his listening skills to really hear what a person is saying and empathizes with them as he tries to find the best outcome while adhering to Planning guidelines.

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

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

Seth has only been with the City of Rochester's Planning Department for a little over 6 months, but he has brought a wealth of Planning knowledge to the department and jumped in very quickly to learn how things worked in Rochester. He often takes time out to educate other staff on areas they are not as familiar with and always manages to find time to assist others when needed.

**Seth is always one of the first one's in and the last to leave and in a busy office where the work can accumulate quickly, Seth always finds a way to make sure deadlines are met and work is completed of a quality standard.**

**Seth has also been involved in projects that involve grant writing as he assisted with revisions to a \$16,000 grant that the City received for Green Infrastructure. He has also been a major support to the consultant working with the Conservation Commission on grant as well.**

**YOUR NAME: Elena Engle, Crystal DeButts, Michelle Mears    DATE: 3/10/2014**

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

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



*City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

May 1, 2014

Janet Davis  
170 South Main Street  
Rochester, NH 03867

Dear Ms. Davis:

It is my pleasure to re-appoint you as a member of the Rochester Housing Authority. This appointment is effective immediately and will continue for a 5-year term, to expire June 30, 2019.

Please sign the enclosed Oath of Office and return it to the City Clerk's Office at your earliest convenience. Your signature must be notarized and they would be happy to assist you with that at the City Clerk's Office.

Thank you for the care and effort you have expressed to our citizens throughout your service as a member of the Rochester Housing Authority.

Very truly yours,

Daniel W. Fitzpatrick  
City Manager

cc: City Clerk's Office



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

**MANAGEMENT TEAM MEETING**

**April 7, 2014  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Karen Pollard, Economic Development Manager  
Brian Sylvester, Library Director  
Michael Allen, Police Chief  
Norman Sanborn, Fire Chief  
Jim Grant, Director BZLS  
Michael Bezanson, DPW Engineer

Danford Wensley, City Attorney  
Samantha Rodgerson, Executive Asst.

**EXCUSED:**

Blaine Cox, Deputy City Manager  
Jim Campbell, Chief Planner  
Chris Bowlen, RAYS Director

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:05 A.M.

**1. Management Team Minutes – March 31, 2014**

There were no changes, no discussion. Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no items.

**3. City Calendar for Week**

Reviewed the upcoming City meetings. Finance Committee meeting tomorrow

**4. Right to Know Requests**

- A new request for information on Salmon Falls Road/Bacon Felt Dam was not specific and was declined.
- Police salary survey request. This information was provided by Human Resources.
- A request for information pertaining to Ch. 42 and ballot voting. Committee discussed. Most information can be found in the minutes

online. Additional information requested will be forwarded to Planning and City Clerk for research.

- Received a response back about the Rt. 108 property request and after discussion, determined that there is no need to respond as our initial response has not changed.

## **5. Absence Report**

- Will discuss at the next meeting when Deputy City Manager Cox is in attendance.

## **6. Rochester Common – no smoking signs**

- Asked Engineer Bezanson to give us a timeframe for installing signage.

## **7. Wilcox tree removal request**

- Discussed a letter received asking for permission to clear out trees on City-owned land. It was determined that the City could not give authorization as there could be liability issues.

## **8. Other**

### **Director Grant**

- Informed that he met with Rental Property Association, who had no comments about the changes to requirements when dealing with non-emergency responses to violations

### **Chief Allen**

- Advised that they have negotiations tomorrow
- Attended a drug summit on Friday hosted by One Voice NH
  - provided several training modules throughout the day
  - introduced a new prescription drug database module
  - class on opiates poisoning & trends – which goes along with their recent discussions of creating a county drug task force
- Informed that Teen Night has over 300 attendees on Saturday

### **Manager Pollard**

- Advised that the Route 11 shopping center plans go to the Planning Board tonight.

### **Executive Assistant Rodgerson**

- Discussed who is the overseer of cemeteries and if we have an actual Cemetery Trustees Board. There is a need to get a clear process of how cemeteries are handled who maintains them, etc.
  - Will request a list of all cemeteries from Assessor Mullin
  - Requested a list from DPW as to what they maintain
- Informed the committee that the Annual Report was nearing completion and provided a copy to pass around

### **Engineer Bezanson**

- Advised that they fixed a culvert on Cross Road on Friday
- Advised that they are having a public project meeting on the upper city dam

The Management Team meeting adjourned at 9:41 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



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

**MANAGEMENT TEAM MEETING**  
**April 14, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Jim Grant, Director BZLS  
Peter Nourse, DPW Director  
Brian Sylvester, Library Director  
Michael Allen, Police Chief

Karen Pollard, Economic Dev. Manager  
Danford Wensley, City Attorney  
Lauren Colanto, Assistant Dir. RAYS  
Samantha Rodgerson, Executive Asst.  
Jim Campbell, Chief Planner  
Norman Sanborn, Fire Chief

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:06 A.M.

**1. Management Team Minutes – April 7, 2014**

There were no changes, no discussion. Minutes were approved by general consensus.

**2. City Council Inquiry Report**

Item # 1 is on the agenda for the Public Works Committee meeting on Thursday.

**3. City Calendar for Week**

Reviewed the upcoming City meetings. Budget will be presented tomorrow night.

**4. Right to Know Requests**

- Property complaint – this is being worked on
- EPA/NH DES request – research of records is being completed
- Resubmitted Salmon Falls Road/Bacon Felt Dam- backwater analysis – document has been forwarded to requestor.

## **5. Absence Report**

- This form has been created by Human Resources and can be shared and used online.

## **6. PPM's**

- Proof of Relationship – relates to dependent benefits
- Hiring Policy – advised to review and make sure requisition and posting process is complete
- Disclosure of Arrests – update

No changes were discussed. The policies will be sent to the May Department Head Meeting.

## **7. Fence repair**

Discussed if there is a policy for repairing snowplow damage to private fences. Director Nourse indicated that they have recently discussed and are looking for quotes for repair work to various kinds of fences damaged by the snowplow.

## **8. Other**

### **Chief Planner Campbell**

- Discussed the Comprehensive Rezoning and that there were 23 recommendations for change from the Codes and Ordinances Committee. The first reading would be tomorrow at the City Council meeting.
- Advised that the Planning Board accepted the plans for Granite Ridge Marketplace and that it would come back on the 21st.

### **Chief Allen**

- Provided updates on hiring.
- 2 officers will be starting – Jacob Benjamin and Dwayne Hatch and will be attending the Police Academy in May.
- Informed of a prostitution arrest on Friday.

### **Chief Sanborn**

- Advised that they provided mutual aid to Lebanon.
- Advised that they are back to the Summer rules for burn permits.

### **Manager Pollard**

- Informed that she is still working on the TIF package for the 22nd.
- Informed that she is still working on the EDA Grant information as well.

### **Director Sylvester**

- Advised that the Library will be meeting with the Arts & Culture Commission to discuss the Poet Laureate and that a new one will need to be adopted in July.
- Informed that they held a Councilor walk-through of their facility. 2 of the new Councilors attended.
- Advised that he will have a department head out for the Spring after surgery.

### **Deputy City Manager Cox**

- Advised that they had finalized the City Manager budget and will be working on putting the budget books together.
- Advised that the Welfare database gets turned over today. It has been updated from a FoxPro version to a more current Microsoft Access version.

### **Assistant Director Colanto**

- Informed that Rochester Pride Day will be held on Saturday and that they are still looking for volunteers. If interested, send her an email to signup.
- Informed that they are working with a local company to create a new logo for the Rec/Arena Department.
- Informed that they started a new program, "Senior Power Hour", it is a free hour of fitness for seniors.
- The City Manager discussed the possibility of a city-wide garage sale day(s) possibility and asked her to look into how this is handled in other communities.

The Management Team meeting adjourned at 9:37 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant

CITY OF  
Received  
APR 10 2014  
City Manager  
ROCHESTER

Date: April 10, 2014  
To: Daniel Fitzpatrick, City Manager  
From: Seth Creighton, Staff Planner  
Re: Hope Farm Grant Easement – Signature Needed

On January 14<sup>th</sup>, the City Council voted to allow the Conservation Commission to accept a "Moose Plate Grant", this grant will help pay for the purchasing a conservation easement on Hope Farm.

As required by the "Moose Plate Grant", the City Manager is required to sign a "Certificate of Authority" and provide a letter stating that the City Council voted to accept this grant. Attached are the form and letter upon which your signatures are needed; one needs to be notarized –the City Clerk's office said they can notarize.

Please note that the documents needing signature and the related grant agreement were reviewed and approved by Dan Wensley on 4/8/14.

Please contact me if you have any questions.

Thanks,





# MEMO

---

City Manager's Office  
31 Wakefield Street  
Rochester, NH 03867-1917  
603-332-1167 FAX: 603-335-7565  
[samantha.rodgerson@rochesternh.net](mailto:samantha.rodgerson@rochesternh.net)

CITY OF  
Received  
APR 16 2014  
City Manager  
ROCHESTER

April 16, 2014

RE: Haying Agreement – Parsell Farms

Mr. Parsell has requested to renew his Haying Agreement with the City of Rochester for the period of March 1, 2014 – March 1, 2015. Please sign where indicated if the City agrees to renew this agreement with Mr. Parsell.

Thank you,

Samantha Rodgerson  
Executive Assistant

RECEIVED

APR 24 REC'D

HUMAN RESOURCES

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER

FROM: Helen Leonard - Police - Comm. Spec.  
(name, department & title)

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

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

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

The estimated cost of the equipment to be acquired: \$ <sup>200.=-</sup> 300.00 (not to exceed \$2,000)

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

Need to replace laptop at home -  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

4/14/14  
Date

Helen Leonard  
Employee Signature

I have reviewed and recommend this request:

4/22/14  
Date

Jason C. Cole Communications Supervisor  
Supervisor or Department Head and Title

Approved:  
**APR 25 2014**

\_\_\_\_\_  
Date

Dan W. Fitzpatrick  
City Manager or designee

CM Report



**City of Rochester  
Dept of Public Works**

45 Old Dover Road  
Rochester, NH 03867  
Phone: (603) 332-4096  
Fax: (603) 335-4352

# Memo

**To:** Dan Fitzpatrick  
City Manager

**From:** Gretchen Young

**Date:** 4/24/2014

**Re:** NPDES Stormwater Annual Report

---

Enclosed please find the 2013-2014 annual stormwater report for the City of Rochester.

If you have any questions please let me know, if not, please sign and return to the DPW for submission to the NH Department of Environmental Services.

Cc: Peter Nourse, PE, City Engineer



**City of Rochester  
Dept of Public Works**

45 Old Dover Road  
Rochester, NH 03867  
Phone: (603) 332-4096  
Fax: (603) 335-4352

CITY OF  
Received  
APR 29 2014  
City Manager  
ROCHESTER

# Memo

**To:** Blaine Cox.  
Finance Director/Deputy City Manager

**From:** Lisa J. Clark

**Date:** 4/25/2014

**Re:** Weston & Sampson Contract – DPW Study

RECEIVED  
APR 29 2014  
FINANCE OFFICE  
CITY OF ROCHESTER

---

Enclosed please one copy of the Weston & Sampson contract for engineering and architectural services related to the DPW Study. This was budgeted in the FY14 CIP and the contractor was selected by a panel that evaluated RFQ-14-30.

The contract is in the amount of \$41,500 and will be paid from the account set up for this study, 15013010-772000-14515.

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

Signature Blaine Cox 4/29/2014  
(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Peter Nourse, PE, City Engineer

CM Report



April 02, 2014

CITY OF  
Received  
APR 14 2014  
City Manager  
ROCHESTER

City Manager Daniel Fitzpatrick  
31 Wakefield Street  
Rochester, NH 03867

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Rochester on earning recognition as a 2013 Tree City USA. Residents of Rochester ought to be proud to live in a community that makes the planting and care of trees a priority.

Your community joins more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Rochester and thank you for helping to create a healthier planet for all of us.

Best Regards,

John Rosenow  
Chief Executive

cc: Peter Nourse

enclosure

For more information, contact:  
Anthony Marek, 402-473-9563  
amarek@arborday.org



FOR IMMEDIATE RELEASE:

### **Arbor Day Foundation Names Rochester Tree City USA**

Rochester, NH was named a 2013 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Rochester achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Everyone benefits when elected officials, volunteers and committed citizens in communities like Rochester make smart investments in urban forests," said John Rosenow, founder and chief executive of the Arbor Day Foundation. "Trees bring shade to our homes and beauty to our neighborhoods, along with numerous economic, social and environmental benefits."

Cleaner air, improved storm water management, energy savings and increased property values and commercial activity are among the benefits enjoyed by Tree City USA communities.

More information on the program is available at [arborday.org/TreeCityUSA](http://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation:** The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at [arborday.org](http://arborday.org).

Check given to  
Finance 4/29  
SRK



**TURNKEY RECYCLING & ENVIRONMENTAL ENTERPRISE**

30 Rochester Neck Road  
P.O. Box 7065  
Rochester, NH 03839  
(603) 330-2197  
(603) 330-2130 Fax

CITY OF  
Received  
APR 29 2014  
City Manager  
ROCHESTER

April 25, 2014

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

Re: Waste Management of New Hampshire, Inc.  
TREE Host Community Payment  
Rochester, New Hampshire

Dear Mr. Fitzpatrick:

Waste Management of New Hampshire, Inc. is providing this letter to transmit the Host Agreement fee for the Turnkey Landfill for the First Quarter of 2014. The enclosed check for \$97,351.98 reflects the acceptance of 149,772.28 net tons received during this past quarter.

If you have any questions, please contact me at (603) 330-2164.

Sincerely,  
WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.

  
Robert S. Magnusson  
Sr. District Manager

cc: Steve Cate, WMNH  
Steve Poggi, WMNH  
File: 08-02-AA

**Waste Management Turnkey Landfill**

**CITY OF ROCHESTER HOST COMMUNITY FEE**

**FOR THE MONTHS OF: January, February, March 2014**

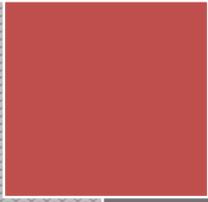
<b>GROSS TONNAGE:</b>	253,907.10
<b>LESS:</b> RGC-Revenue Generating Cover	99,626.95
RDW-Redirected Waste	0.28
LFCMW-Landfill Construction Material	115.22
Origin NHROC (not included in RGC, RDW or LFCMW)	4,392.37
Outgoing - Scrap Metal OSCRAP	0.00
Outgoing - Wood OCLEANW	0.00
<b>NET TONNAGE:</b>	<u><u>149,772.28</u></u>
<b>HOST FEE RATE:</b>	<u><u>\$0.65</u></u>
<b>CURRENT MONTH HOST FEE:</b>	<u><u>\$97,351.98</u></u>



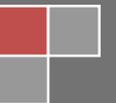
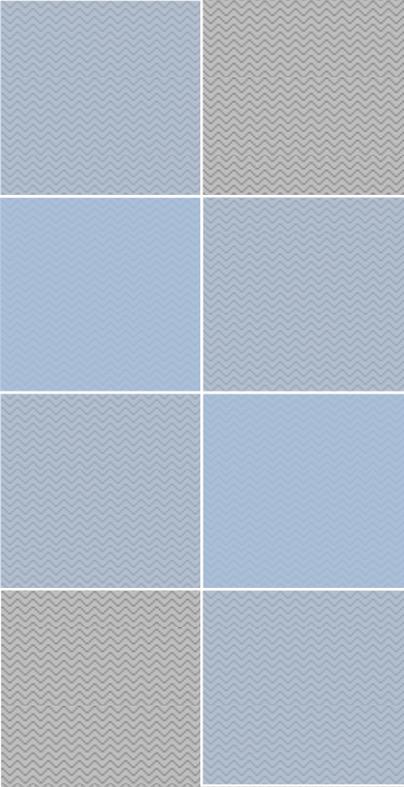
DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
3/28/2014	City Manager's Office	EVENT	Lia Sophia Party
4/1/2014	City Manager's Office	EVENT	Opera House - leaflet handout downtown
4/2/2014	City Manager's Office	EVENT	Crosspoint Church - Outreach Day
4/3/2014	City Manager's Office	EVENT	The Commons Evengelical Covenant Church - church service
4/4/2014	City Manager's Office	EVENT	Relay for Life - toll booth
4/7/2014	City Manager's Office	EVENT	First United Church - Spring Fair
4/14/2014	City Manager's Office	EVENT	YMCA - Healthy Kids Day
4/28/2014	City Manager's Office	EVENT	Project Graduation - Boot Drive
4/4/2014	City Manager's Office	PARADE	Rochester Child Care Center - Week of Young Child parade
3/28/2014	City Manager's Office	RAFFLE	68 Hours of Hunger
4/28/2014	City Manager's Office	RAFFLE	Chamber Annual Raffle
4/28/2014	City Manager's Office	RAFFLE	Home School Theatre Guild
3/28/2014	City Manager's Office	TAGGING	SHS - Gymnastics
3/28/2014	City Manager's Office	TAGGING	DAV - Forget Me Not Drive
4/1/2014	City Manager's Office	TAGGING	RMS Baseball
4/2/2014	City Manager's Office	TAGGING	SHS - Field Hockey
4/3/2014	City Manager's Office	TAGGING	Corinne's School of Dance
4/11/2014	City Manager's Office	TAGGING	Rochester Girls Softball League
4/11/2014	City Manager's Office	TAGGING	K of C
4/14/2014	City Manager's Office	TAGGING	Dance N' Motion
4/28/2014	City Manager's Office	TAGGING	Studio 109

Council Inquiry report 20140428.xls

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Walker	Finance Committee 3-11-2014	price quote for clay base, loam & seed of area in Stillwater Circle	This we be discussed at the Public Works Committee on 4-17-2014. <b>Inquiry closed</b>
2	Committee	Finance Committee 3-11-2014	reason for budget transfers for membership fees	Information to be sent by email. <b>Issue closed</b>
3	Lachapelle	Public Safety Committee 3-19- 2014	update on yield sign on Balsam/Hemlock	Gretchen to look into - on April 16 <b>Public Safety Committee agenda.</b> <b>Inquiry closed</b>
4	Committee	Public Works Committee 3-20- 2014	email list of streets	<b>email sent to Council - Issue closed</b>
5	Lauterborn/Keans	Finance Committee 4-8-2014	determine what days and times Crosspoint Church would be in operation in the space at the Community Center and whether the City could accommodate their schedule without added expense.	<b>discussed at 4/17/2014 Public Works Committee. Issue closed.</b>
6	Varney	Finance Committee 4-8-2014	Inquired as to when the Granite Ridge Tax Increment Financing Plan would come to Council for review	Karen to provide.
7	Jean	Council Workshop 4- 15-2014	would like a copy of the MOU between the School Dept and City (Fire Dept.) for public health.	<b>Copy was provided to Mayor Jean.</b> <b>Inquiry closed</b>



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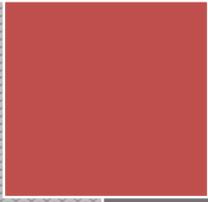
04-10-2014

I James V Pallas respectfully submit my resignation from the Board of Trustees of the Rochester Public Library. It has been my pleasure to work on the Board for these past few years. Due to personal reasons and family commitments I feel it necessary to step down at this time.

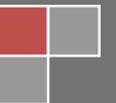
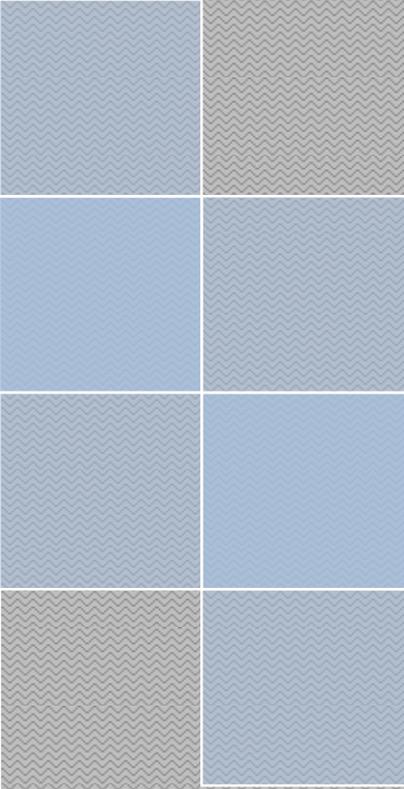
I thank the people of Rochester for placing their faith in me and allowing me to serve them.

Sincerely,  
James V Pallas  
Ward I  
118 Crow Hill Rd.  
E. Rochester, N.H.  
03868

REC'D  
APR 09 2014  
CITY CLERK  
ROCHESTER



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April 29, 2014

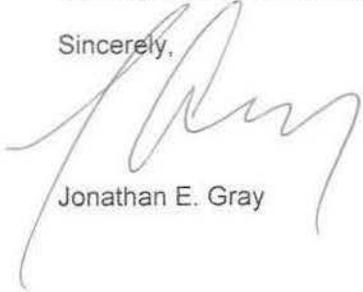
Kelly Walters  
City Clerk  
31 Wakefield Street  
Rochester, NH 03867

RE: Ward 6 Moderator Position

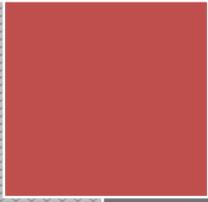
Dear Ms. Walters: It has been a long and difficult decision, but I will be relocating out of the area and unable to serve as Ward Six Moderator. I understand that my term is not yet up and I am sorry for any inconvenience this may cause. I am relocating in August 2014 but I submit this communication now to allow time to find a suitable replacement. If there is anything I can do to help transition during the time I have left in the area I am willing to do all that I can to assist.

Thank you for your understanding.

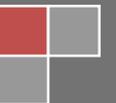
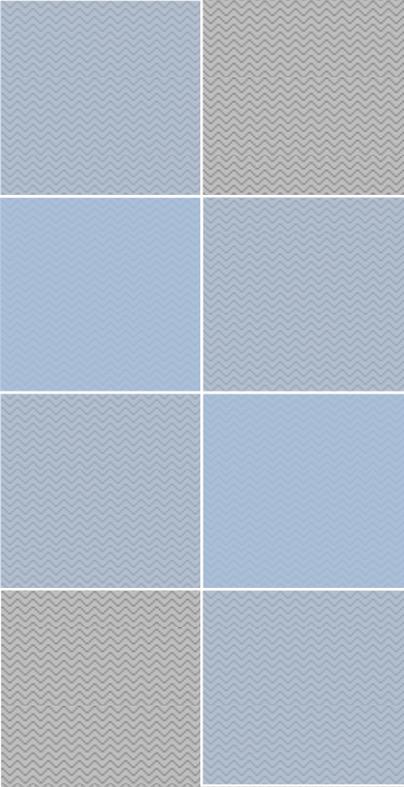
Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan E. Gray". The signature is fluid and cursive, with a large initial "J" and "G".

Jonathan E. Gray

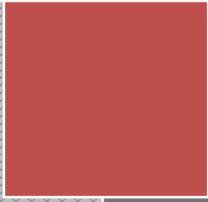


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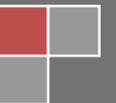


## Reports of Committees

- Appointments Committee
- Codes and Ordinances Committee
- Community Development Committee
- Finance Committee
- Government Channel Committee
- Joint Building Committee
- Public Safety Committee
- Public Works and Building Committee



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## **Appointments Committee Minutes**

April 1, 2014

### **Committee Members Present:**

John Larochelle, Chair

Jake Collins

James Gray

Donald Hamann

Sandra Keans

John Larochelle called the meeting to order at 6:00 p.m. on April 1<sup>st</sup>.

### **Mary Flynn - Welfare Appeals Board - Reappointment**

Mary has been on the Welfare Appeals Board for over a decade. She feels that Welfare must be doing a good job since the Board has not meet for any appeals for the last few years. The Appointments Committee unanimously recommends Mary Flynn for reappointment to the Welfare Appeals Board, term to expire January 2017.

### **Irene Creteau - Welfare Appeals Board - Reappointment**

Irene has also been a member of the Welfare Appeals Board for over a decade. She would like to continue to serve the City in this capacity. The Appointments Committee unanimously recommends Irene Creteau for reappointment to the Welfare Appeals Board, term to expire January 2017.

### **Jeffrey Turgeon - Recreation Advisory Commission - Reappointment**

Jeff has served on the Recreation Commission for many years. He feels that the Recreation Department is doing well offering recreational opportunities for all ages. Jeff would like to continue to serve the City in this capacity. The Appointments Committee unanimously recommends Jeffrey Turgeon for reappointment to the Recreation Advisory Commission, term to expire January 2018.

Respectfully submitted,

John Larochelle, Chair  
Appointments Committee

## **Appointments Committee Minutes**

April 15, 2014

### **Committee Members Present:**

John Larochelle, Chair

Jake Collins

James Gray

Donald Hamann

John Larochelle called the meeting to order at 6:15 p.m. on April 15<sup>th</sup>.

### **Amy Marie Regan - Arts & Culture Commission**

Amy Marie serves as the vice president of the Rochester Museum of Fine Arts and would very much like to foster Arts and Culture in Rochester by participating on the Arts & Culture Commission. The Appointments Committee unanimously recommends Amy Marie Regan for appointment to the Arts & Culture Commission, term to expire July, 2017.

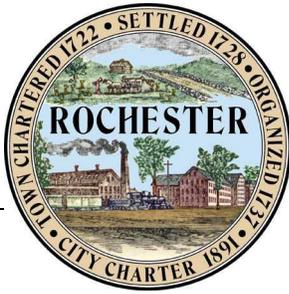
### **Kevin M. Barry - Arena Commission**

Kevin has 13 years of coaching experience with various groups in the Seacoast area. He has retired from a 43 year career with General Electric where he has demonstrated a high level of leadership and project management skills.

The Appointments Committee unanimously recommends Kevin M. Barry for appointment to the Recreation Commission, term to expire January 2017.

Respectfully submitted,

John Larochelle, Chair  
Appointments Committee



# Rochester City Council

## Community Development Committee

**DRAFT**

### MEETING MINUTES

**James Gray, Chairperson**  
**Elaine Lauterborn, Vice-Chair**  
**Sandra Keans**  
**Derek "Mac" Kittredge**  
**Jake Collins**

<b>Meeting Date:</b>	April 24, 2014	
<b>Members Present:</b>	Councilor Gray Councilor Lauterborn Councilor Kittredge Councilor Collins Councilor Keans	<b>Members Absent:</b>
<b>Staff:</b>	Elena Engle- Community Development Specialist	
<b>Guests:</b>	Councilor Lachapelle Lauren Colanto- Assistant Director, Rochester Recreation and Arena	

Councilor Gray called the meeting to order at 6:30PM. **Motion was made to approve the March 24, 2014 Community Development Committee minutes by Councilor Keans and seconded by Councilor Collins, minutes were approved unanimously.**

<b>Public Input</b>	There was no public input.
<b>Presentation- Hanson Pines Improvements</b>	<p>Lauren Colanto, Asst. Director of the Rochester Recreation and Arena presented the committee with details on the Hanson Pines Improvement Project. Ms. Colanto distributed a handout that detailed a project to install a pavilion with picnic tables at the front of the park where there is already a cement pad. Ms. Colanto stressed the benefit of having this area to provide a shaded shelter for patrons and an area that would provide space for activities for the camps, schools and others in the community. Ms. Colanto described the park as heavily utilized and in need of a sheltered/shaded area for community members and groups to convene.</p>
<b>Discussion- Hanson Pines Improvements</b>	<p>Councilor Lachapelle was present from the Recreation Commission to express support for this project. Councilor Keans inquired as to whether the Hanson Trust has been reviewed prior to planning this project. Ms. Colanto responded that she had indeed reviewed the trust in preparation for this project. Councilor Keans inquired as to whether the current shaded areas under the trees were sufficient. Ms. Colanto responded that the pavilion would provide a seated area for activities that would also allow for activities when weather is not favorable. Councilor Lachapelle noted that utilizing the areas back by the woods would increase the chance of exposure to ticks. Councilor Lauterborn asked what the original plan was for that area and Ms. Colanto noted that her research concluded that when the pool was originally put in, this area was designated to be a pavilion. Ms. Engle explained that there is currently</p>

	<p>\$43,500 available in the FY 14-15 CDBG budget for this project and that although one of the companies contacted for an estimate came in a little over this budget, after discussions with the Building Inspector for the City, this budget should be adequate to cover the needs of the project once it is put out to bid. Councilor Kittredge inquired as to whether there would be lighting in the pavilion for the evening hours and the consensus was that lighting was not a consideration at this time. The committee agreed that they did not need to vote on this and that it would be taken up as part of the vote on the entire Action Plan for CDBG on May 6<sup>th</sup>. Councilor Gray requested that Ms. Colanto attend the May 6<sup>th</sup> meeting of city council to present this project. Ms. Colanto requested that any questions on this project be directed to her.</p> <p>Councilor Gray noted that lighting on the basketball courts was also discussed, however he did not support this idea. Councilor Keans stated that she was in support of lighting at the basketball courts. Ms. Engle recommended revisiting this project in the future as a continued effort to improve Hanson Pines and if it is a recommended project to have it considered for next year's CDBG grant.</p>
<p><b>Discussion- 5 Year Consolidated Plan Updates</b></p>	<p>Ms. Engle discussed that she has been collaborating with local public service providers during her annual monitoring on priority needs for Rochester and that she is hopeful that in the winter the 3 local Entitlement Grant communities (Rochester, Dover, Portsmouth) can come together with all of the local providers at one time to discuss priority needs. It is her understanding that in the past, these communities have worked together with this part of the collaboration to prioritize needs.</p> <p>Ms. Engle presented a listing of different categories and priority needs to the committee to review. Ms. Engle is considering developing a simple survey for the city council to complete to help guide the priorities that should be noted in this 5 year plan for investment. Ms. Engle requested the committee's input on other groups that would provide useful input into the process. The Committee recommended the Chamber, REDC, Main Street Advisory Board, Planning and Zoning Boards, Rochester Housing Authority, Strafford Regional Planning and Department Heads. Councilor Keans noted that when looking at housing needs, that it would make sense to reach out to local real estate brokers. Councilor Lauterborn suggested adding a section for the person's occupation and age range. Councilor Kittredge recommended having a paragraph explaining the parameters of the CDBG Program so the background and use of funding is clear. Councilor Keans suggested adding section that addresses the need for recreation/pedestrian/biking/hiking projects.</p> <p>Ms. Engle also noted she has been gathering documents that will be useful in this plan as well as finding her way around the new IDIS system that HUD is now requiring communities to use for their next Consolidated Plan and all reporting.</p>
<p><b>Discussion- Other</b></p>	<p>Councilor Keans inquired as to her request for bike racks downtown. Ms. Engle noted that this had been discussed at the last meeting with Mike Provost from Main Street and that Main Street and the committee were in</p>

	<p>support of bike racks downtown but recommended starting with only a few in the downtown area. Mike Provost requested that if bike racks were installed that the city should consider the %Sharrow Program+that works with communities to make small modifications such as painting of shared lane markings for bicyclists or pavement markings installed on streets popular with pedestrians. Councilor Keans noted a few other areas that should be considered for bike racks if not already there including; Hanson Pines, the Rochester Common, Community Center, Library. Councilor Keans suggested having local bike enthusiasts come to a meeting to discuss the needs in the area. Ms. Engle stated that there are prior year unused funds that can be used for this project and that this project can be developed and brought back to the committee at a later date for consideration.</p>
<p><b>NEXT MEETING TOPICS</b></p>	<p>TBD- Please send meeting topics to Elena Engle.</p>

**Motion to adjourn made by Councilor Kittredge and seconded by Councilor Lauterborn. The meeting was adjourned at 7:33 pm.**

Next Meeting . May 22, 2014 in the Conference Room at City Hall  
 Topics

- TBD



## Hanson Pines Improvement Project: Outdoor Pavilion

### Overall Goal

Enhance the Hanson Pines Playground area to create an open public space that encourages social, outdoor activities and attracts park patrons from Rochester and surrounding communities.

### Project Overview

Construct a permanent pavilion with several picnic tables on the existing 30x30 concrete pad located in front of the play structure at the Hanson Pines Playground.

### Usage/Functionality

#### *General Public*

- Shaded, protected shelter for young children and seniors.
- Lunch/gathering area for pool patrons.
- Outdoor classroom for Creteau Technology Center and Spaulding High.
- Meeting spot for walking/running clubs.

#### *Summer Camps*

- Sign in/sign out space.
- Communal dining area for breakfast, snack and lunch.
- Shade and protection from the elements in immediate inclement weather.
- Designated craft and project area.
- Confined space for socialization/conversational games and activities.

#### *Program Potential*

- Nature Education Workshops
- Family Playgroups
- Senior Walking/Fitness
- Outdoor Art Classes

### Finances

- \$43,500 available from CDBG
- General estimates from several playground equipment companies have been within this amount.
- We anticipate that upon further research of local tradesmen/construction companies the cost of the project may be slightly less than the numbers we have received.



**Please note:** This photo is not to scale and is only intended to give a general idea of what a pavilion would look like at this location.

FINANCE COMMITTEE MEETING  
April 8, 2014  
Council Chambers  
7:00 P.M.

Present:

Mayor Jean  
Deputy Mayor Varney  
Councilor Keans  
Councilor Walker  
Councilor Lauterborn  
Councilor Larochelle  
Councilor Torr

City Staff Present

Dan Fitzpatrick, City Mgr  
Blaine Cox, Deputy City Mgr  
Mark Sullivan, Sr. Accountant  
Chris Bowlen, RAYS Director  
Peter Nourse, DPW Director

Other Councilors Present

Councilor Gates  
Councilor Gray  
Councilor Collins  
Councilor Kittredge

Others Present

Dave Anctil, Recreation Commission  
Dale Bickford, Recreation Commission  
Bob Brown, Recreation Commission  
Cindy Andrews, Stillwater Circle

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:00 P.M.

2] Public Input

Cindy Andrews addressed the Committee briefly regarding the Stillwater Circle recreation land issue.

DPW Director Peter Nourse informed the Committee that he has had three contractor companies visit the Stillwater Circle site and he will bring the price quotations he receives to the April 17, 2014 Public Works Committee meeting.

Mayor Jean stated that any resultant action items from the Public Works Committee would be taken up by the full Council at their May 6, 2014 meeting.

3] Old Business

3.1. Fire Department Overtime Expense Report

There was no discussion.

3.2 Police and Dispatch Overtime Expense Report

There was no discussion.

3.3 125 Charles Street Land Sale

City Manager Fitzpatrick informed the Committee that he had met with Mr. Lesperance regarding the City owned property at 125 Charles Street.

After some discussion, the City Manager determined that the consensus of the Committee was to follow the City's Land Sale Policy that stipulates a "public sale" involving an advertising of the sale of the property to the public and the acceptance of sealed bids.

4] New Business

4.1 Arena Financial Analysis and Director Updates

Recreation Director Bowlen opened the discussion by describing how he and Senior Accountant Sullivan had collaborated on an analysis of the Arena Fund's debt service.

Mr. Sullivan made a presentation of several Power Point slides (attached) conveying the analysis of the Arena Fund's debt projections. He indicated that the Arena has been and is anticipated to be self supporting with regard to ongoing operations. With regard to capital expenses, the fund is projected to "go negative" in the near future until 2020 when debt service expenses drop by \$48,000. In 2024, Arena Fund debt service expenses are set to decrease by another \$42,000.

Arena Commissioner Anctil described how the Arena management and Commission conduct periodic surveys of area arenas to determine ice rental market rates and how the Rochester arena sets their rates to be in the top 25% of the range. Mr. Anctil also described efforts in recent years to increase youth hockey participation which is working as evidenced by increased numbers over the last three years.

Director Bowlen described efforts to increase off-season use of the facility and cited examples such as roller-derby, rollerblade hockey, Chamber of Commerce Expo and open rollerblade programs.

The Committee had a lengthy discussion regarding the Arena Fund's near-term inability to pay for its debt service and at the same time address capital needs. Two options were proposed: designate the Arena as a City department within the General Fund or set up a transfer out of the General Fund to the Arena Fund for some or all of the capital expenses.

The Mayor requested that Mr. Bowlen and the Arena Commission come to the Council during the upcoming budget development process with a plan.

4.2 Buildings and Grounds Contract Management

City Manager Fitzpatrick explained to the Committee that the City had solicited proposals from two companies for the provision of management services for the Public Buildings and Grounds Department for a period of one year. It was noted that the lowest cost proposal exceeded by nearly \$40,000, the City's current in-house management costs.

DPW Director Nourse informed the Committee that the department has 15 employees - 10 custodians, 3 grounds workers and 2 maintenance mechanics. He also indicated that with the recent retirement of the Building and Grounds manager, one of these existing employees has been temporarily assigned to lead the group. However, Mr. Nourse feels this is only a short-term arrangement and is not viable long-term.

The Committee discussed the issue at length after which the City Manager indicated that he was clear on the Committee's mandate, specifically, that the City Manager will seek to hire an

independent contractor to serve as the Buildings and Grounds supervisor for one year and the City will seek to determine if contracting out the entire Buildings and Grounds Department would result in a net savings for the City.

Councilor Gates also suggested that the City explore a management model similar to Danvers, Massachusetts whereby the City and School Departments are operated as a contained unit.

#### 4.3 Roberge Center

Rochester Housing Authority (RHA) Director Stacey Price outlined the finances and usage of the Roberge Center and how her governing board has determined that ownership and operation of the facility is no longer considered feasible. In addition, she indicated that approximately \$180,000 of federal Housing and Urban Development (HUD) funds has been used by the RHA to upgrade and maintain the building and, therefore, she needed to consult with HUD regarding possible restrictions on how the building's ownership is changed.

The Committee discussed parking issues, meeting space usage, potential as a voting location and possible private ownership.

Mayor Jean stated his sense that the City is not interested in taking ownership of the facility at this time. He suggested the RHA work with the Rochester Economic Development Commission regarding possible options.

#### 4.4 Crosspoint Church Lease at Community Center

Mayor Jean opened the discussion by explaining that the Crosspoint Church is proposing to pay a rental rate of \$4.55 per square foot for the space formerly occupied by Sole City Dance.

Councilors Keans and Lauterborn expressed concerns that the Community Center is typically closed on Sundays when the church is most likely to be using the space and would the City incur additional expenses in opening up the building.

The City Manager was directed to determine what days and times Crosspoint would be in operation in the space and whether the City could accommodate their schedule without added expense.

### 5] Finance Director's Report

Deputy City Manager Cox reviewed the Net New Construction data used in the FY2015 Budget Tax Cap Calculation.

Mr. Cox also explained his recommendation to the City Manager regarding the promotion of the HR Clerk II employee to the position of HR/PR Specialist position.

Finally, Mr. Cox indicated that the FY2015 Budget Schedule contained in his written report would be amended by moving Recreation and Arena to May 20th and moving Economic Development to April 22nd.

6] Monthly Financial Statements

There was no discussion on the Financial Statements.

7] Other

Mayor Jean explained to the Committee that the Solar option that the Joint Building Committee had been considering was determined to not be viable. As a result, the JBC was pursuing a second approach. This second approach was deemed to have potential application to other City buildings. The JBC is seeking the City Council's position on whether to pursue the second option in a manner that would comply with the City's request for proposals policies.

The Mayor determined that the Committee consensus to be favorable and, therefore, the second option will be introduced to the full Council at the May 6, 2014 Regular City Council Meeting.

Public Works Director Nourse reviewed a memorandum (attached) dated March 31, 2014 addressed to the Finance Committee regarding the "Proposed FY15 Capital Project: Installation of Water and Sewer on Chamberlain Street." His conclusion was that the execution of this project was not economical.

After a brief discussion, Mayor Jean directed Mr. Nourse to bring this issue forward as part of the FY2015 Capital Budget development process. As such, this would provide the residents of the affected area an opportunity to be heard and the full Council a chance to fully discuss the issue.

Councilor Varney inquired as to when the Granite Ridge Tax Increment Financing Plan would come to the Council for review.

Mayor Jean informed the Committee that the School Department was expected to come forward at the May 6, 2014 Council meeting seeking a supplemental appropriation.

8] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting which was seconded by Councilor Torr. The motion was **ADOPTED** by a unanimous voice vote. The meeting adjourned at 9:33 P.M.

Respectfully Submitted,

Blaine M. Cox  
Deputy City Manager

BMC:sam

# Arena Fund Financial Analysis

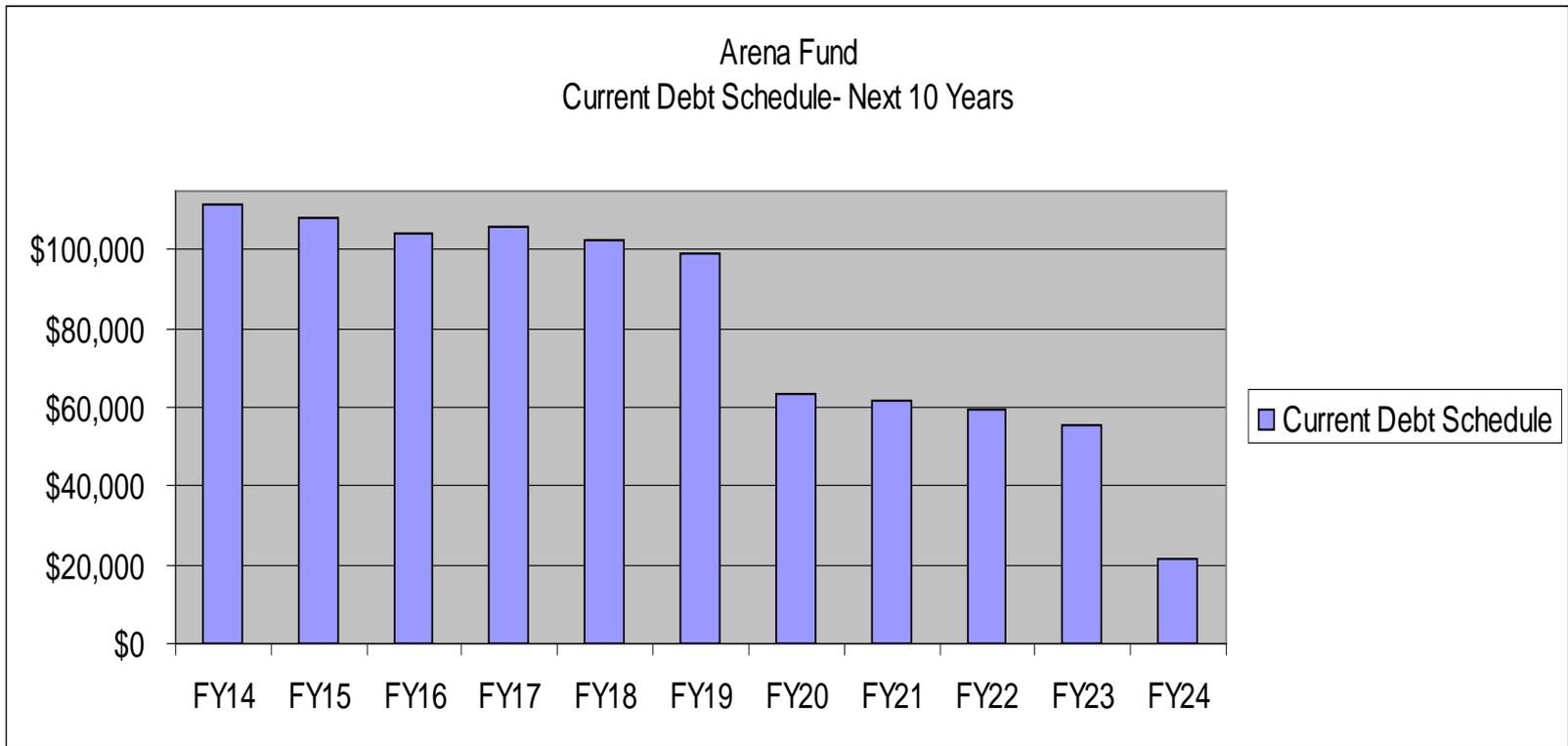
April 8, 2014

Arena Fund's Operating Revenues meet its Operating Expenses, and has done so for many years. P&L Income Before Depreciation averages approximately \$60,000 per year.

Cash Flows are essentially breakeven, with only a slightly negative cash flow predicted for FY14 through FY16

Current 20 Year Debt Service is declining. There will be two periods of significant cash flow pick-up from expiring debt service, \$48,000 in FY20 and another \$42,000 in FY24.

Revenue assumptions in this analysis are essentially flat with no anticipated increases in rates or customer volume for Contract Ice Sales. General Sales Revenues are projected at 1% increase, and Expense increases are forecasted at 1% per year



**Principal and Interest payments declining**

FY20- \$48,000 in Principal & Interest Expiring

FY24- \$42,000 in Principal & Interest Expiring

**Arena Fund will realize a cumulative debt service decrease of 0,000 in FY24**

## ARENA FUND CASH FLOWS FY11-FY16

Estimated Cash Flows from Operations	FY11	FY12	FY13	FY14	FY15	FY16
Cash Received	\$422,429	\$407,600	\$411,395	\$422,000	\$423,170	\$424,352
Cash from Investments	\$1,250	\$500	\$500	\$500	\$500	\$500
Cash Paid to Suppliers & Employees	(\$321,261)	(\$300,212)	(\$319,156)	(\$321,546)	(\$324,762)	(\$328,009)
<b>Operating Cash balance before Debt Service</b>	<b>102,41</b>	<b>107,32</b>	<b>112,73</b>	<b>111,47</b>	<b>109,91</b>	<b>104,84</b>
Interest Payments	(\$33,182)	(\$31,233)	(\$35,309)	(\$31,988)	(\$28,585)	(\$25,157)
Principal Payments	(\$69,499)	(\$69,499)	(\$77,454)	(\$79,499)	(\$79,499)	(\$79,360)
<b>Debt Service Payments</b>	<b>102,671</b>	<b>100,732</b>	<b>112,763</b>	<b>111,487</b>	<b>108,084</b>	<b>104,517</b>
<b>Net Cash Flow</b>	<b>2,738</b>	<b>7,588</b>	<b>20,024</b>	<b>10,533</b>	<b>1,807</b>	<b>7,367</b>
<b>Cash Flow-Cummulative Rolling balance</b>	<b>2,738</b>	<b>10,326</b>	<b>30,350</b>	<b>40,883</b>	<b>42,690</b>	<b>50,057</b>

A combination of slight increase in Revenues of 2%, and decrease in Expenses of 2% will negate the negative cash flows.

**CITY OF ROCHESTER, NEW HAMPSHIRE**

**Working Capital Analysis - ARENA FUND**

	Fiscal Year Ending				
	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
<b>Current Assets:</b>					
Accounts receivable	\$ 475		\$ 3,913	\$ 3,913	\$ 11,894
Due from other funds		\$ 18,586			
Deferred debt financing expense		227			
<b>Total Current Assets</b>	<u>\$ 475</u>	<u>\$ 18,813</u>	<u>\$ 3,913</u>	<u>\$ 3,913</u>	<u>\$ 11,894</u>
<b>Current Liabilities:</b>					
Accounts payable	\$ 9,409	\$ 3,732	\$ 2,031	\$ 79,857	\$ 6,751
Accrued expenses	26,821	27,351	23,069	25,561	24,795
Retainage payable					
Deferred revenue			1,500	1,732	1,732
Due to other governments					
Due to other funds	28,939		271,793	137,477	15,421
Current portion of bonds payable	80,296	78,269	69,499	69,499	67,765
<b>Total Current Liabilities</b>	<u>\$ 145,465</u>	<u>\$ 109,352</u>	<u>\$ 367,892</u>	<u>\$ 314,126</u>	<u>\$ 116,464</u>
<b>Working Capital Analysis:</b>					
Working Capital Balance (Deficit)	<u>\$ (144,990)</u>	<u>\$ (90,539)</u>	<u>\$ (363,979)</u>	<u>\$ (310,213)</u>	<u>\$ (104,570)</u>
<b>Liquidity Ratio</b>	0.00	0.17	0.01	0.01	0.10
<b>Cash and Equivalents Analysis:</b>					
Due from other funds	\$ -	\$ 18,586	\$ -	\$ -	\$ -
Due to other funds	28,939	-	271,793	137,477	15,421
<b>Net Cash and Equivalents Position (Deficit)</b>	<u>\$ (28,939)</u>	<u>\$ 18,586</u>	<u>\$ (271,793)</u>	<u>\$ (137,477)</u>	<u>\$ (15,421)</u>

**No Viable Working Capital Exists**

# Capital Improvement Challenges

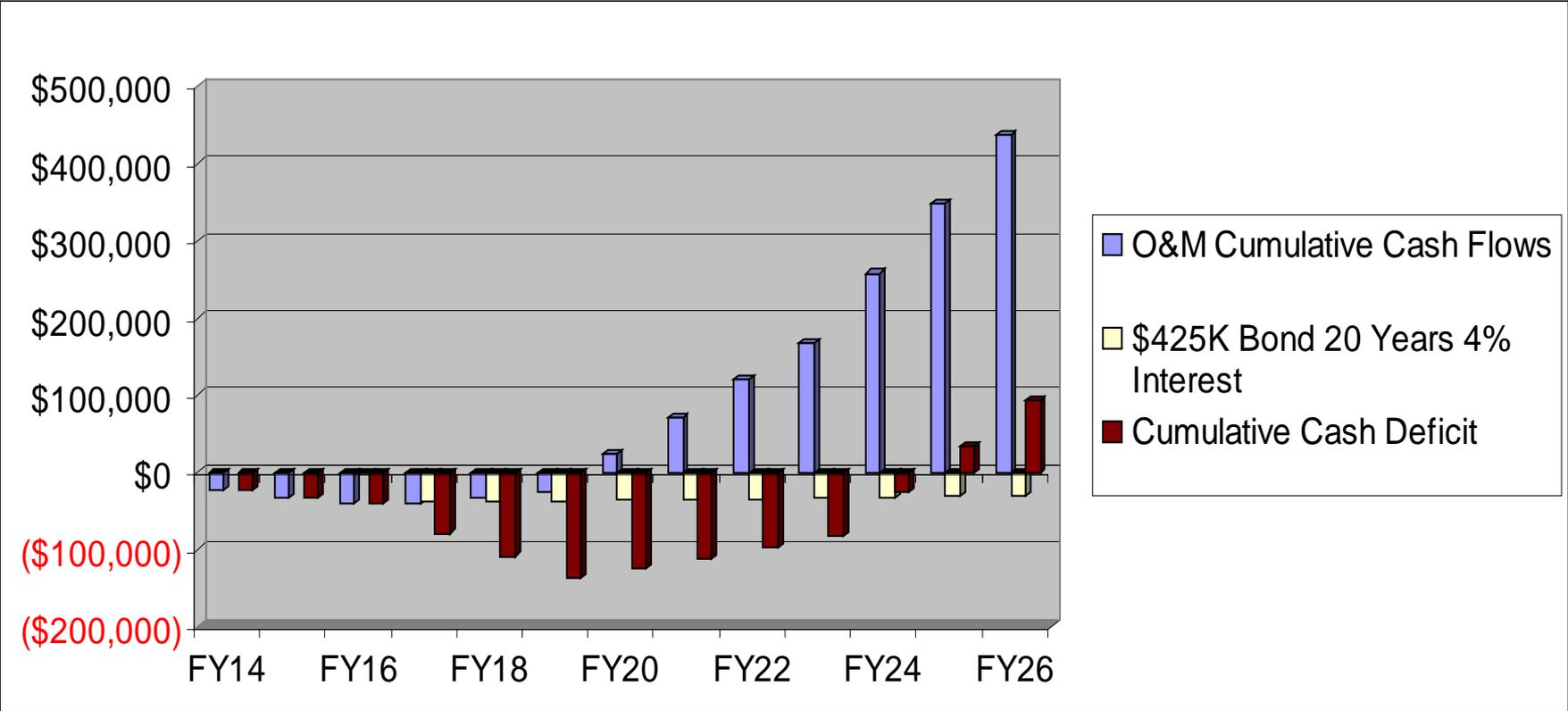
How to best phase in additional Capital Improvement Projects and related Debt Service.

Arena Fund has no Working Capital to fund its own capital improvement projects.

Arena Fund will be challenged to absorb added debt service payments until the FY20 & FY24 time frame .

Depending on the scope of future Capital Improvements negative Cash Flows should be anticipated for a period of 7-15 years.

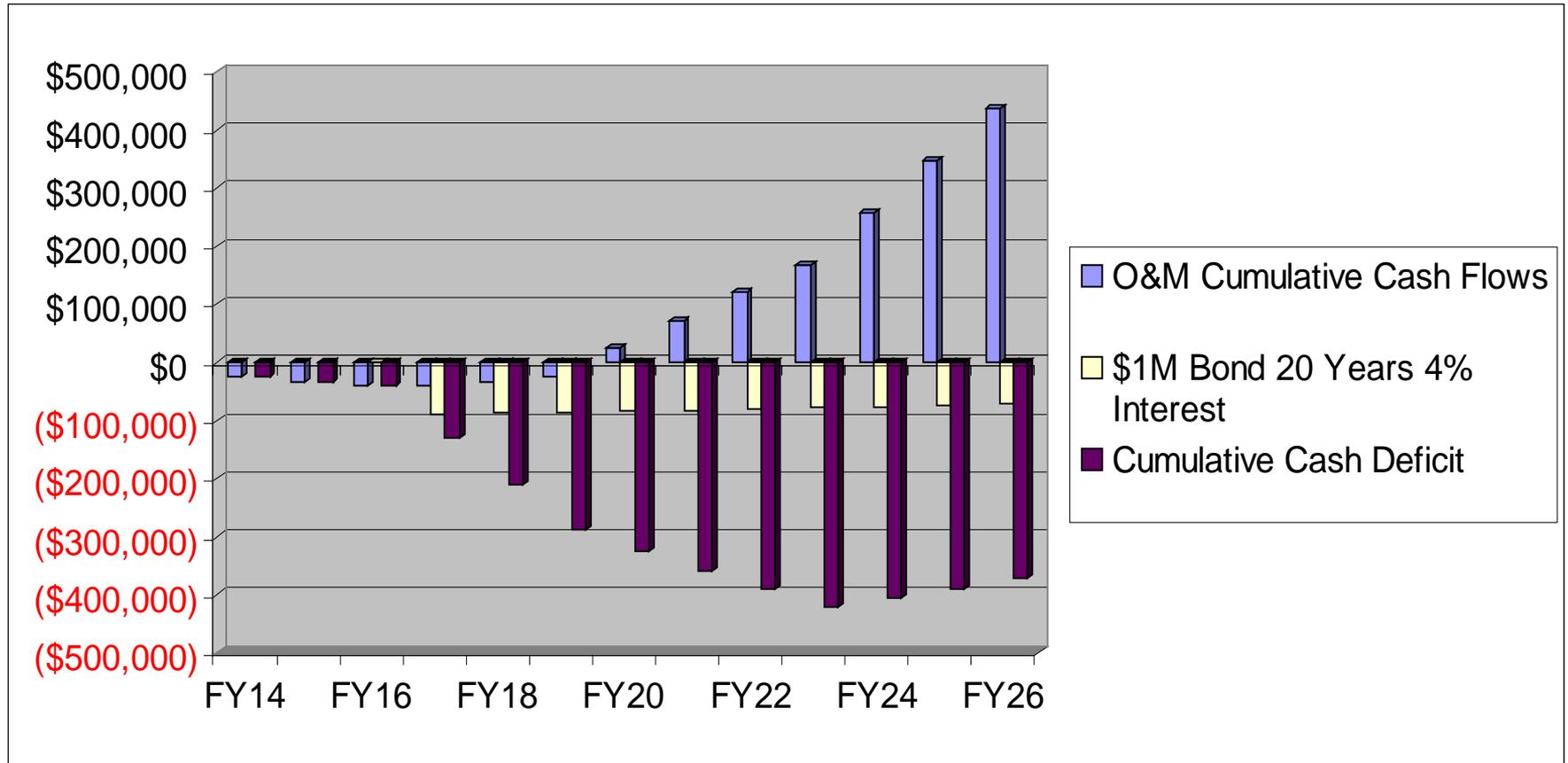
# Example A: Impact of New Debt Service to Cumulative Cash Flows- FY13 & FY14 Adopted \$425K- New Debt Service Begins FY17



New Debt Service is approx 30K per year.  
Negative Cash Flow Peaks \$140K in FY19.

Cash Flows Recover to Positive Position in FY25

## Example B: Impact of New Debt Service to Cumulative Cash Flows- \$1 Million New Debt Service Begins FY17



Negative Cash Flow Peaks-Over \$440K in FY23. New Debt Service Averages Approx \$72k per year.

FY33 Cash Flows recover to positive position

# Cash Deficit Management-Recovery

Recovery of Cash Deficit has to be definable, measurable and attainable.

Assuming a negative cash flow methodology is allowed:

Auditors may require a portion of the Unrestricted Fund alance be reclassified to a Restricted Account category as a contingency for the potential liability of non-recovery of the cash deficit.



**City of Rochester  
Dept of Public Works**

45 Old Dover Road  
Rochester, NH 03867  
Phone: (603) 332-4096  
Fax: (603) 335-4352

# Memo

**To:** Finance Committee  
**From:** Peter Nourse, Director of Public Works  
**CC:** Daniel Fitzpatrick, City Manager  
**Date:** 31 March 2014  
**Re:** Proposed FY15 Capital Project: Installation of Water and Sewer on Chamberlain Street

- 
1. Per direction of the Mayor at the 3 December City Council meeting, subject project was placed into the proposed FY15 CIP budget for discussion. Also per that directive, this memo is furnished to formalize the Department's concerns with this project.
  2. Background.
    - a. In August 2013, prior to its paving under the FY14 paving contract, Chamberlain residents expressed their desire for City water and/or sewer to be placed in the street.
    - b. In September 2013, DPW provided cost estimates to the Council of \$900K for either water or sewer the length of the street or \$1.6M for both.
    - c. In October 2013, FY13 project water main replacement was complete. This project replaced approximately 750 feet of old water main to improve water quality which serviced six homes on the Franklin end of the street.
    - d. In November 2013, per Council directive, DPW issued a survey (results attached). The survey was a non-binding query to see what residents' utility priorities were, and if residents were willing to fund

their own service connections per City policy. Results showed that 50% either wanted no water and sewer, or did not respond. Those on the very ends of the street showed interest in committing to paying for either or both utilities.

### 3. Discussion.

#### a. There are three ways to approach this project.

- i. One is *By Petition*, per the water/sewer ordinances whereby the connecting residents proportionately pay for the main(s) and entirely for their service connections (i.e. piping from the main to the home). Due to the high cost of the project and the relatively small number of potential residences served, the cost per customer along Chamberlain is too high for consideration.
- ii. The second way is for the City to fund the main(s) with the residents funding their own services per City practice. Since this would be a City outlay of a utility, in practicality, such a decision would need to be founded in engineering need and economic responsibility. Total water and sewer services costs are estimated to be over \$200K and range from \$5K to \$35K per address depending upon distance to the street.
- iii. The third approach would be for the City to fund the main(s) and all services. Funding all services is a departure from normal City practice.

b. This is a complex project. It involves over 4,000 feet of new sewer and over 3,500 feet of new water. Due to high water pressure differentials between the Salmon Falls and Rochester Hill pressure zones, a pressure reducing station is needed at the interconnection between the new zones on Chamberlain St. If utilities are brought only to the ends of the street per the indicated desires of the survey, a sewer pump station and force main would be needed on the Whitehall end. Additionally it is anticipated that ledge would be encountered along the utility routes.

c. It has been recommended that sewer not be run without water, and running sewer and water just on the ends of the street is figured to be nearly as costly. Therefore a compromise in scope to significantly reduce the \$1.6M projected cost is not possible.

4. From an economic appraisal, the project has a very long ratepayer payback period. Assuming 80 units consumed per year x combined water/sewer rate of \$10.91, would yield \$900 per year per new customer. Assuming that all 22 addresses would commit to paying their service connection fees, about \$20,000 of revenue would be generated each year. Simplistically this figure

applied to a cost of \$1.6M would yield a payback period of over 80 years, but in reality with debt service it would be much longer. ***However, 50% or 11 addresses did not respond nor want either water or sewer and the remaining 50% provided mixed utility priorities under the non-binding commitment.*** Additionally, due to the relatively large costs of some of the service connections (upwards of \$35K due to distance off road), it is believed that ultimately very few residents would actually commit to funding their own service connections.

5. A check with City Codes and NHDES indicates that despite some residents' claims that septics are failing, there are no recent cases on file. However, that does not conclude that septics are in fact not failing; just that they have not yet been reported.
6. **Conclusion. A Chamberlain Street Water/Sewer project would be costly and would be a significant impact to a capital water or sewer program in any year. The proposed FY15 capital water and sewer budgets prioritize projects that have the most benefit for the most ratepayers. A Chamberlain commitment would benefit very few customers at the expense of the majority of ratepayers.**

FRANKLIN  
↑  
↓  
WHITEHALL

**CHAMBERLAIN ST., ROCHESTER, NH SEWER AND WATER SERVICE COST ESTIMATE COMMITMENTS**

HOUSE #	OWNER	WATER SERVICE COST	OWNER COMMIT TO WATER (Y/N)	SEWER SERVICE COST	OWNER COMMIT TO SEWER (Y/N)	TOTAL WATER AND SEWER SERVICE COST
75	Kevin & Lori Scott	N/A	N/A	\$15,985.67	YES	
79	Donald S. Dodier	N/A	N/A	\$2,423.17	YES	
83	Gregory T. & Laurie H. Voss	N/A	N/A	\$3,110.33	YES	
82	Micheal S. Perreault	N/A	N/A	\$6,546.17	Needs More Info	
85	James R. Moore	N/A	N/A	\$6,582.33	YES	
84	Eric E. & Anita R. Lachance	N/A	N/A	\$13,671.00	NO	
87	Wallace & Nancy Hubbard	\$3,566.50	NO	\$3,544.33	YES	\$7,110.83
86	Neil S. & Debra K. Lachance	\$10,270.05	YES	\$14,105.00	YES	\$24,375.05
89	Derrill K. Ordway Rev Living Tr	\$5,011.00	YES	\$5,497.33	NO	\$10,508.33
98	Jerome J. & Deborah A. Lachance	\$15,604.00	NO	\$21,193.67	NO	\$36,797.67
93	Douglas N. & Michele L. Grant	\$6,455.50		\$7,450.33		\$13,905.83
100	Timothy J. & Chrystal M. Plaisted	\$4,262.00		\$5,895.17		\$10,157.17
101	Raymond S. & Dianne K. Charles	\$3,352.50		\$3,291.17		\$6,643.67
106	Paul & Nancy Burke	\$10,254.00	NO	\$14,032.67	NO	\$24,286.67
107	Peter S. & Cheryl A. Lapanne	\$7,418.50	NO	\$8,752.33	NO	\$16,170.83
111	Aaron S. & Meghan L. Lacoss	\$4,957.50		\$5,425.00		\$10,382.50
112	Michael R. & Karen M. Cormier	\$7,311.50		\$10,054.33		\$17,365.83
116	Kurt & Martha Hauschka	\$5,171.50	NO	\$7,161.00	NO	\$12,332.50
117	Gregory J. Jandris	\$3,941.00		\$4,050.67		\$7,991.67
120	Leo & Michele L. Thibeault	\$5,118.00		\$7,088.67		\$12,206.67
119	Jeanne A. Grover	\$4,422.50	YES	\$4,701.67	YES	\$9,124.17
126	Raymond D. & Joan D. Collins Irrev Tr	\$3,994.50	NO	\$5,569.67	YES	\$9,564.17

RESIDENCES REACHED = 22

Y WATER & SEWER = 2

N WATER & SEWER = 4 > 11

NO RESPONSE = 7

Y WATER N SEWER = 1

N WATER Y SEWER = 0

**Rochester School Board / Rochester City Council**

Joint Building Committee Minutes

April 21, 2014

School Department Board Room #2

**DRAFT**

**Members Present:**

School Board

Dr. Anthony Pastelis, Vice-Chair  
Mr. Daniel Harkinson  
Mr. Paul Lynch  
Mrs. Audrey Stevens  
Mr. Robert Watson (arr 7:09 pm)

City Council

Mrs. Sandra Keans, Chair  
Ms. Elaine Lauterborn  
Mr. Ralph Torr  
Mr. Raymond Varney

**Also Present:**

Mr. Michael Hopkins  
Mr. Richard Bickford  
Guests and Press

**Members Absent/Excused:**

Mrs. Susan O'Connor  
Mayor T.J. Jean  
Mr. David Walker

Mrs. Keans called the meeting to order at 7:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

**Approval of Minutes**

Mr. Harkinson moved, second by Mrs. Stevens, to approve the minutes of the March 10, 2014 Joint Building Committee meetings as written. The motion carried unanimously.

**Updates**

*Solar Vendors- Request for Qualification/Solar Options*

Mr. Hopkins provided an overview of the information obtained from three optional energy/solar vendors. The vendors suggested developing a Request for Qualifications as an option to move forward. The RFQ would provide wide range of vendors and a variation of options to choose from. It will be made clear to vendors that they may or may not be awarded a contract for design and installation of their proposed system.

Mr. Hopkins presented an alternative option to the RFQ, which would be to hire an engineer to design a system and put the specific system out to bid. He is not in favor of this option, due to additional costs associated with the process.

Mrs. Stevens moved, second by Dr. Pastelis, to advertise a Request for Qualifications for Solar Options at the East Rochester School. The motion carried by a majority vote.

Mrs. Keans requested that the Sub-Committee assist in review of the RFQ as submitted; and narrowing down the finalist to three vendors to provide solar option proposals.

**Nomination for Clerk of the Works**

Mr. Watson moved, second by Dr. Pastelies, the Committee approve the nomination of Richard Drapeau as Clerk of the Works for the East Rochester School Renovation Project. The motion carried unanimously.

**Public Comment**

None

**Other**

Mr. Varney inquired about the \$60,000 for Finance Costs. Mr. Hopkins indicated that the Finance Costs would be included in the project budget.

Mr. Hopkins reported that bids were received by Hutter Construction last week; final bids will be brought forward to the May meeting.

**Adjournment**

Dr. Pastelis moved, second by Mrs. Stevens, to adjourn. On a unanimous vote, the Committee adjourned at 7:16 p.m.

Respectfully submitted,

Michael Hopkins  
Board Secretary

Public Safety Committee  
Council Chambers  
April 16, 2014  
7:00 PM

**MEMBERS PRESENT**

Councilor David Walker, Chairman  
Councilor Jake Collins  
Councilor Robert Gates  
Councilor Donald Hamann  
Councilor Peter Lachapelle

**OTHERS PRESENT**

Gretchen Young, PE Construction Engineer  
Scott Dumas, Deputy Chief P.D.  
Councilor James Gray  
Councilor Mac Kittredge  
Mayor T.J. Jean  
Ellen Lankhorst, 569 Pickering Rd.  
John McSheehy, Laurel Mays Cottage

Minutes

Councilor Walker brought the meeting to order at 6:55 PM.

1. Public Input

Ellen Lankhorst of 569 Pickering Road was present to request a 30 mph sign coming from the Gonic side of Pickering Road. She stated the first sign is where the State's section ends and the Rochester section begins, about two miles from the Dover border where Sixth Street begins. There are no other signs on that stretch of Pickering Road. The State's portion of Pickering Road is stated as 40 miles per hour. By the time the vehicles make it to 569 Pickering Road most cars are going 40 miles per hour or more. She said her driveway is circular but the visibility is still inadequate, and that it's better visibility from the Dover end of Pickering Road. She said she and her husband are fearful of pulling out of their driveway because vehicles coming from the Gonic area tend to appear suddenly over the incline. Deputy Chief Dumas said they could do an extra patrol and maybe place the speed trailer in the area. This was kept in committee until next month. Ms. Young will check to see if this area is state or city jurisdiction.

2. 107 North Main Street-Handicap Parking

This item was moved up on the agenda since John McSheehy was present to discuss the request. John McSheehy and his wife own Laurel Mays Cottage. He stated that a lot of their patrons are handicap and he would like a handicap parking spot near their building. Councilor Walker asked if there was a curb cut there. Councilor Gray asked Ms. Young if she had a chance to look at the area. Ms. Young said she looked at the last spot before the bridge on the opposite side of the road, but didn't look at that particular spot Mr. McSheehy was asking for. Ms. Young stated you need a 13 foot wide area to have a handicap parking spot. This was kept in committee until next month.

Ms. Young will take a look at the area to see if it meets the requirements for a handicap spot.

3. Lupine Lane-request for Child at Play sign by residents

Councilor Walker summarized the issue. The Children at Play signs are not recognizable signs.

**Councilor Lachapelle made a motion to deny the Children at Play sign on Lupine Lane. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

4. Balsam/Hemlock Street-yield sign

Ms. Young gave a status update on the yield sign. The previously approved sign is up and all set.

5. Broad Street-parking complaint

Councilor Walker stated that a resident of Broad Street has complained that there is not enough room to drive down Broad Street when cars are parked on both sides. Deputy Chief Dumas said that Broad Street is a wide road and he doesn't see the need for parking signs.

**Mayor TJ Jean made a motion to deny parking signs on Broad Street. The motion was seconded by Councilor Lachapelle. Unanimous voice vote carried the motion.**

6. US 202/Estes Road-State sign distance improvements

Councilor Walker summarized that the city has requested for several years, that the state improve this intersection. Ms. Young wanted to keep the Public Safety Committee posted on the road work on US 202/Estes Road. She stated that the NH Department of Transportation is planning a project in Rochester on US Route 202 at the intersection with Estes Road. This project is going to improve the safety of the intersection. This will include the sight distance for vehicles entering the intersection. The project will include removing the concrete wall and house on the southeast corner of the intersection, cutting vegetation on the south side of US Route 202 from approximately 600 feet east and west of the intersection, and some soil grading. There have been several accidents and improving the sight distance should help with safety. Ms. Young will keep the committee posted on this project.

7. Other

Sign budget

Ms. Young wanted to keep the committee updated on the sign budget. She said that last year they spent \$6,000.00 on signage and this year to date they have spent

\$7,500.00. Councilor Collins asked if it was because of damaged signs. Ms. Young said it was for all different reasons.

Corner of Liberty and Charles Street

Councilor Lachapelle requested to have the One-Way and Do Not enter sign repositioned to the right side of the street.

**Councilor Lachapelle asked to have DPW reposition the One-Way and Do Not Enter sign on Liberty Street to the right side of the street at the discretion of DPW.**

22 Little Falls Bridge Road-Blind Driveway Sign

The residents of 22 Little Falls Bridge Road are requesting a blind driveway sign.

**Councilor Lachapelle made a motion to recommend installing a blind driveway sign at the expense of the home owner placed at the discretion of DPW. The motion was seconded by Councilor Collins. Unanimous voice vote carried the motion.**

Traffic Light Route 11

Councilor Walker stated that someone from Cocheco River Estates has requested a traffic signal on Route 11. Ms. Young stated that there has been an extensive traffic study along this whole corridor to identify warrants for traffic signals. Councilor Walker asked for Ms. Young to provide information at the next committee meeting. This was held in committee until next month.

Councilor Lachapelle made a motion to adjourn the meeting, seconded by Councilor Hamman. The motion passed and the meeting adjourned at 7:23 PM.

Respectfully submitted by  
Laura Miller  
Secretary II, DPW

Wednesday April 16, 2014

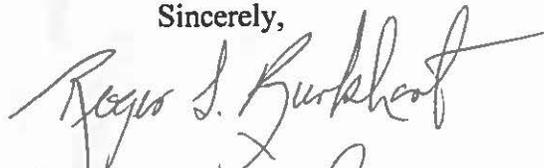
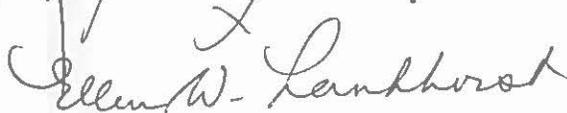
To Whom It May Concern:

Roger Burkhart and Ellen Lankhorst of 569 Pickering Road in Rochester, hereby request that another 30 miles per hour sign be placed near this address.

The first sign stands where the State's section ends and the Rochester section begins, about two miles from the Dover border where Sixth Street begins. There is no other sign on this stretch of Pickering Road. The State's part of Pickering Road is stated as 40 miles per hour. People may slow down at the 30 mile per hour sign, but by the time they come near 569 Pickering Road most cars drive 40 miles per hour or more. Our driveway is circular but visibility is still inadequate. Visibility is better from the Dover end of Pickering Road. We are fearful pulling out of our driveway because cars coming from the Gonic area tend to appear suddenly over the incline.

We would appreciate your attention to this request. Thank you very much.

Sincerely,

**Public Works and Buildings Committee**

**April 17, 2014**

**Council Chambers**

**7:00 PM**

**MEMBERS PRESENT**

Councilor Torr, Chairman  
Councilor Ray Varney, Vice-Chairman  
Councilor David Walker  
Councilor Sandy Keans  
Councilor Donald Hamann

**OTHERS PRESENT**

Councilor James Gray  
Councilor Derek "Mac" Kittredge  
Dan Fitzpatrick, City Manager  
Peter Nourse, Director DPW  
Gretchen Young, Construction Engineer  
Steve Beaudoin  
Cindy Andrews  
Paul Whitehouse  
Lee Hillsgrove  
Andrea Lemire

**Minutes**

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

**1. Approve minutes from March 20, 2014 meeting**

Chairman Torr asked for a recommendation for the last month's minutes. ***Councilor Walker made a motion to accept the minutes of the February 20, 2014 meeting as presented. Councilor Hamann seconded the motion. The motion passed unanimously.***

**2. Backflow Survey and Testing**

Mr. Nourse stated that this item is on the agenda to clarify the project in progress due to questions raised by State of NH Representative Steve Beaudoin. Mr. Nourse stated that the State of NH RSA 485:11 does state as Mr. Beaudoin suggest that the responsibility will reside with the property owners. He further stated that the City's own backflow ordinance also puts the responsibility on the property owner. Mr. Nourse went on to explain that the City has received a "Letter of Deficiency" (LOD) in regards to our backflow program. Due to the LOD it is important to both the department and NHDES to get necessary permitting program into place in order to be in compliance. Mr. Nourse stated that he has spoken to NHDES officials who have stated that what we are doing Rochester is

similar to how other Cities and Town are managing the start up. Mr. Nourse then stated that the department went out to bid for survey and inspection services and we have awarded the contract to Denron Plumbing. Denron is completing the surveying of commercial properties to determine if each property has a backflow, if they do, is it the correct device for the type of business, and is it a high or low level. Councilor Keans asked if Denron is installing backflow during this process. Mr. Nourse stated they are not. He stated this is a onetime only survey required to get our program up and running. The results will allow us to get the permits issued to those with the correct working devices, and those with devices not working will be issued letters to comply with the City's ordinance and the State of NH RSA. Chairman Torr asked Mr. Beaudoin if he would like to speak. Mr. Beaudoin stated that he is here as a Rochester resident and as a rate payer not as a State of NH Representative. He stated that he believes that the RSA referred to does mean the financial responsibility belongs with the property owner. He stated that he as a rate payer and all of the other rate payers should not be participating in the cost of the surveying and testing of these devices. Mr. Nourse stated that Backflow devices are meant to protect the health of all rate payers.

### **3. Upper City Dam**

Mr. Nourse stated that last month he had brought this projects status to the Public Works Committee due to anticipate shortage of funds and due the poor management of the project by a sub-consultant to the City's consulting engineer. He stated that as he had expected the project is over budget and will need a supplemental appropriation of thirty thousand dollars (30K). After a brief discussion the following motion was made.

***Councilor Varney motion to recommend that the full Council appropriate the additional thirty thousand dollars (30K) for this project. Councilor Walker seconded the motion. The motion passed unanimously.***

### **4. Chamberlain Street:**

Mr. Nourse stated that he was directed to put this item on the agenda by referral from the Finance Committee. Councilor Varney stated that Mr. Nourse's memo dated 3/31/14 should be provided to the residents of Chamberlain Street. Mr Nourse stated that he has done as directed regarding the project and that it is in the FY15 CIP to be weighed for priority with the other projects. Councilor Walker stated that he believes that the residents need either water or sewer on this road. Councilor Keans stated that more than half of them either didn't respond or responded that they didn't want either. Mr. Nourse stated that it is highly unusual, and not recommended to install sewer without water. To run both, this is a 1.6 million dollar project. Councilor Varney stated that if the

project does not get approved the road will be paved in FY2015 as previously approved.

**5. Stillwater Circle:**

Mr. Nourse stated that the Finance Committee had asked him to gather quotes regarding the work discussed. That work includes leveling off the area in question, putting in the proper soil and materials and planting grass. There was a second option to also include a stone dust track around the perimeter. He stated he had received three quotes starting at fifteen thousand and with the track included topping out at forty-five thousand. He stated the lowest quote was not going to be considered as it didn't include the required silt base or the storm water pollution prevention criteria that will be necessary for the state. He stated that left him with the lowest quote of twenty thousand just to level it off, put in the right soils and plant the grass. Councilor Torr stated that this was as he expected. Cindy Andrews from Stillwater development stated that she and her neighbors are aware that the ten thousand dollars set aside is insufficient. She stated that Mr. Nourse and some Councilors were very clear of that during the Finance Committee meeting. She stated that the suggestion that they contact UNH about the construction of the project does not make sense as they do not have sufficient funds to complete the project. Ms. Andrews stated that they have amended their request. She stated that this development started out as a mobile home park and that there was an association that has since dissolved and not going to be formed again. She stated that the City accepted the amended project with green space that would be turned over to the City and she believes it is the City's responsibility to maintain the space on both the left and right side of the entrance, including the mowing the entrances. Ms. Andrews suggested that the ten thousand three hundred and sixty dollars be put in to the general fund to be drawn from for the maintenance. Councilor Keans stated that one thing does not have to do with the other. She stated that the funds in question were specifically to be dedicated to a park. The area is beyond the entrance on the right side of the road. Councilor Keans also stated that she understands that they would like the entrance mowed, she respectfully disagrees that the City should go out there to mow. Councilor Keans stated that there are many neighborhoods with entrances that the City does not mow. Another Resident spoke requesting just maintenance at the entrance. There was a short discussion as to City resources and obligations. Also discussed was that any work to be completed in the area would need to be completed after the Stillwater Bridge Project.

***Councilor Walker made a motion that the committee recommend that the full Council approve a plan that includes using the ten thousand three hundred and sixty dollars for landscaping at the entrance to the development, and to have the area put on the City's mowing***

***schedule. The motion was seconded by Councilor Hamann. The vote passed 4 to 1.***

**6. Paving:**

Councilor Walker suggested that the Council look at approving the five hundred and fifty thousand dollars as budgeted. Councilor Varney stated that he had driven all of the roads on Mr. Nourse's recommended list and that they were all in bad shape. Mr. Nourse stated that he had added traffic counts to the list and he distributed it to the Councilors. Councilor Varney stated that he had contacted the Ward 2 Councilors Keans and Lauterborn as there are streets in their neighborhood that had been previously approved for FY14 paving, but were not in as bad shape as the ones for consideration in FY15. In response to Councilor Varney's inquiries he said that Councilors Keans and Lauterborn had agreed with him, and stated they did not have constituents complaining in those areas. The Committee decided it was in the best interest of the paving plan to remove the 2014 streets that are still pending paving, from the approved list. Those streets are Boulder Ave, Conifer Circle, Rockledge Drive and Chamberlain Street. All agreed that Chamberlain will go back on the FY15 list if the water and sewer project does not make the FY15 CIP. Councilor Varney stated that leaves the City with an estimated four hundred and seventy-seven thousand to get started in June. He stated that if the City Council approves the five hundred and fifty thousand there may also be another two hundred available from a source regarding a payback of benefits to the city. He stated that he would check with Mr. Cox, the Finance Director to see if those funds could be put into the paving budget. There was discussion on all roads on the list and the following motions were made.

***Councilor Varney made a motion to recommend that the full Council approve paving of Blackwater Road, Pawtuckets Way and Crocker Court with the remaining FY14 paving appropriation (est \$468K). The motion was seconded by Councilor Walker and passed unanimously.***

***Councilor Varney made a motion to recommend that the full Council approve the paving of Brickyard Drive, Railroad Avenue, Industrial Way, Yeagley Way and Chamberlain Street if not done as part of a Water / Sewer CIP Project with the FY15 paving appropriation (Est \$553K plus possible \$300K for Chamberlain St.) The motion was seconded by Councilor Walker and passed unanimously.***

**7. Public Input:**

Mr. Paul Whitehouse stated that he had come to the committee because of the weight restricted use of Channing Lane. He stated that the street had recently been posted to limit heavy truck traffic. He further stated that this restriction is prohibiting his work as a logger that needs to use that road. Mr. Lee Hillsgrove the driver of the heavy truck for Mr. Whitehouse's

operations also spoke. He stated that he always operates in a way to avoid damage to the road. Mr. Nourse stated that there has already been damage to that roadway due to the logging operations. After lengthy discussion regarding the issue, Mr. Nourse agreed to meet with Mr. Whitehouse and Mr. Hillsgrove on site to work out a plan for logging to continue with restrictions or permit.

#### **8. Sidewalks:**

Mr. Nourse stated that work has begun on Charles Street using the one hundred thousand dollars remaining from FY14, and he has proposed two hundred and fifty thousand in the FY15 budget to continue down Charles Street. Mr. Nourse stated that this is a much longer street than N. Main and that it will be a multi-year project based on annual funding.

#### **9. Other:**

**City Hall Annex** – Mr. Nourse stated that the panel has selected an Architectural firm for this project. He stated that Oak Point Associates is the select firm. He stated that they seemed to be the most experience and were about the middle of the road expense wise. He stated that the preliminary discussion determined that it is unlikely that this project will be completed by end of calendar year 2015 Mr. Nourse stated it is the departments plan to move it as quickly as possible.

**Brock Street** – Mr. Nourse stated that there is still some water work and paving to be completed. He stated that we have extended the project deadline so that this work can be done while the schools are out for the summer. Councilor Walker stated that he has received a complaint about the quality of loam in front of the Trueworthy property. He also stated that the hydro-seeding was completed very late in the season and thinks this might need to be looked at.

**Communtiy Center** – Cross Point Church Lease – Mr. Nourse stated that this had been referred to this Committee for discussion; if all questions are answered the City Manger can enter into a lease agreement. Councilor Keans asked if the Community Center is open on weekends. Mr. Nourse stated that there is a custodian that opens the building from 8AM to 4PM every Saturday and Sunday and that the building is open until 9pm on week days. There were no other questions.

**Pine Street** – Andrea Lemire stated that in front of #17 Pine Street there is a structure that has collapsed leaving a large hole / dip approximately 1-2 feet deep. Mr. Nourse stated he would have staff look into it quickly.

**Eastern Ave** – Councilor Kittredge stated that there is and area between #8 and #9 Eastern Avenue where the sidewalk stops and starts about 150 feet long. He asked if Mr. Nourse consider it for a sidewalk extension.

**Woodman Street** – Councilor Walker asked Mr. Nourse to check on the construction in this area. He said he did not think it was related to the sidewalk work and questioned what it might be.

**Colonial Pines** – Councilor Keans asked if Mr. Nourse knew of a second

phase drainage project to be conducted in the Colonial Pines neighborhood. Mr. Nourse stated that back in 2011 the first phase of drainage work was completed. He said that if there were still concerns and complaints from that area there was a second phase of recommendations that could be done. He state that until this week he has not had any complaints and it is just the one. Councilor Keans asked if the maintenance is being completed per schedule. Mr. Nourse stated that the routing maintenance is on a regular maintenance schedule. He also stated that he will continue to watch the area for complaints and drainage concerns, but he would not recommend any additional work at this time. Councilor Keans asked if the sewer project for this neighborhood is in the CIP for FY2015. Mr. Nourse stated the initial engineering is in the FY2015 CIP as a proposed project. Councilor Keans stated that this neighborhood would make sense for a sewer project as they have water, and the sewer fund would be picking up a considerable amount of services.

***Councilor Walker made a motion for adjournment at 8:26PM.  
Councilor Hamann seconded the motion. The motion passed  
unanimously.***

Minutes respectfully submitted by Lisa Clark, Rochester DPW Office Manager

**RESOLUTION DEAUTHORIZING PORTION OF**  
**FY 2005-2006 CITY OF ROCHESTER, ARENA**  
**CAPITAL BUDGET APPROPRIATION FOR**  
**SO-CALLED ARENA COOLING TOWER**

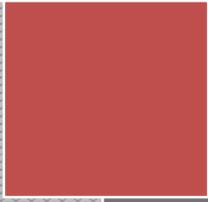
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

**WHEREAS**, by resolution previously adopted by the Mayor and City Council in, June 2005, the sum of Fifty Thousand Dollars (\$50,000.00) was appropriated in the FY 2005-2006 City of Rochester, Capital Improvements Arena Budget for the purpose of the a so-called Arena Cooling Tower project (the "Project"), with funding for such Project to be derived, in its entirety, from the proceed of bonding; and

**WHEREAS**, such Project has been completed, and the sum of Sixteen Thousand Six Hundred Thirty-Nine Dollars (\$16,639.00) of the funds appropriated for the Project are no longer necessary for such Project purposes;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize the sum of Sixteen Thousand Six Hundred Thirty-Nine Dollars (\$16,639.00) of the funds appropriated for the said the Project, and furthermore withdraw previously authorized bonding authority with respect to the aforesaid Project to the extent of such deauthorized funds, thereby leaving an outstanding appropriation with bonding authority for such Project in the amount of Thirty-Three Thousand Three Hundred Sixty-One Dollars Fifty Cents (\$33,361.00).

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



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## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT Deauthorize funds from Arena Project 06539 – Arena Cooling Tower
---

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

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

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

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

AGENDA DATE	05/06/2014		
DEPT. HEAD SIGNATURE	Chris Bowlen Signature on file with the City Clerk		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Dan Fitzpatrick Signature on file with the City Clerk
CITY MANAGER	Blaine Cox Signature on file with the City Clerk

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Roland Connors Signature on file with the City Clerk
SOURCE OF FUNDS	Bond
ACCOUNT NUMBER	55036030-773500-06539
AMOUNT	\$16,639.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

Arena Cooling Tower Project #06539 has been completed. Deauthorization of the unexpended \$16,639. is required.

**RECOMMENDED ACTION**

Deauthorize bonded project.

## AGENDA ILL - FUNDING RESOLUTION

### EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:            Annual Lapsing     Multi-year Non-Lapsing

**Deauthorization**

	Org	Object	Project	Fed Amount	State Amount	Local Amount
1	55036030	773500	06539	-	-	16,639.00
2				-	-	-
3				-	-	-
4				-	-	-

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

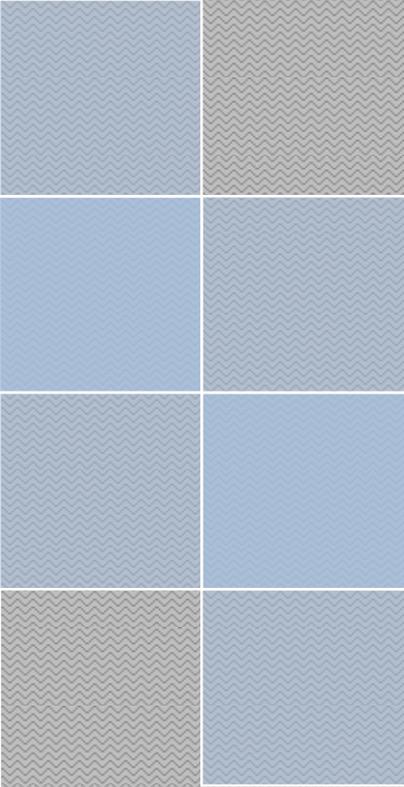
If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned



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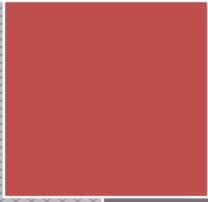
**RESOLUTION ACCEPTING**  
**DEPARTMENT OF JUSTICE, DRUG ENFORCEMENT,**  
**ASSET FORFEITURE DISTRIBUTION**  
**TO THE ROCHESTER POLICE DEPARTMENT**  
**AND MAKING A SUPPLEMENTAL APPROPRIATION**  
**IN CONNECTION THEREWITH**

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

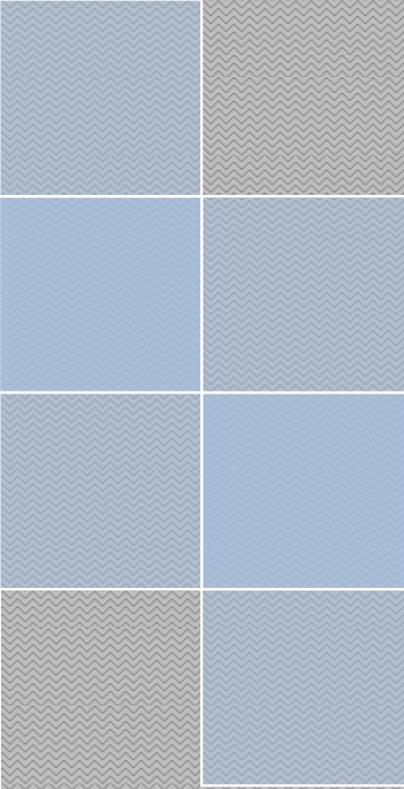
That an asset forfeiture distribution from the U.S. Department of Justice, in the amount of Six Hundred Dollars (\$600.00), made to the City of Rochester, Police Department as a result of a drug investigations seizure and/or arrest made by law enforcement authorities, in which the Rochester Police Department was involved, is hereby accepted by the City of Rochester, and such distributions shall be assigned to a special non-lapsing reserve account to be established/designated by the Finance Director in the 2013-2014 operating budget of Rochester Police Department. Further, that the sum of Six Hundred Seventy Dollars (\$600.00) be, and hereby is, appropriated as a supplemental appropriation to the 2013-2014 operating budget of the City of Rochester, Police Department, in a special non-lapsing reserve account to be established/designated by the Finance Director, such funds to be used exclusively for drug law enforcement purposes. Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid distribution.

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

CC FY 14 04-15 AB 48



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## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT: Seeking permission from council to accept forfeiture funds in the amount of \$600.00 from the US Department of Justice for a DEA case.

COUNCIL ACTION ITEM   
 INFORMATION ONLY

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

RESOLUTION REQUIRED? YES  NO

FUNDING RESOLUTION FORM? YES  NO

AGENDA DATE	Next meeting in April 2014.		
DEPT. HEAD SIGNATURE	Chief Allen Original signature on file with City Clerk's office		
DATE SUBMITTED	3/31/14		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on file with City Clerk's Office
CITY MANAGER	Dan Fitzpatrick Signature on file with City Clerk's Office

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	US Dept. of Justice (Federal)
ACCOUNT NUMBER	61032010-561032-145XX
AMOUNT	\$600.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**LEGAL AUTHORITY**

Council action required

**SUMMARY STATEMENT**

Seeking permission from council to accept funds from the US Department of Justice as listed above.

**RECOMMENDED ACTION**

Recommend acceptance of funds explained above.

**AGENDA ILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name: Seeking permission from council to accept forfeiture funds in the amount of 00.00 from the US Department of Justice for a DEA case.

Date: 03 31 2014

Fiscal Year: FY14

Fund (select one):

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

Request Type:      Supplemental       Deauthorization

Fund Type:      Lapsing Annual       Non-Lapsing Multi Year

**Deauthorization**

	Org	Object	Project	Fed Amount	State Amount	Local Amount
1						
2						
3						
4						

**Appropriation**

	Org	Object	Project	Fed Amount	State Amount	Local Amount
1	0 2010	5 1032	135 0	00.00		
2						
3						
4						

**Revenue**

	Org	Object	Project	Fed Amount	State Amount	Local Amount
1	0 2010	5 1032	135 0	00.00		
2						
3						
4						

DUNS # NA

CFDA # NA

Grant # NA

Grant Period: From NA  
To NA

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

Reimbursement Request will be reduced

Funds will be returned

**Rhonda Young**

---

**From:** Scott Dumas  
**Sent:** Monday, March 31, 2014 8:26 AM  
**To:** Rhonda Young  
**Subject:** FW: Payment Disbursement Notification: MEP - M-14-D49-P-000269

*Here's what the Chief sent me.*

*Scott A. Dumas  
Deputy Chief of Police  
Rochester Police Department  
23 Wakefield Street  
Rochester, NH 03867  
d: 603-330-7145 c: 603-235-4426  
[scott.dumas@rochesternh.net](mailto:scott.dumas@rochesternh.net)  
[www.rochesterpd.org](http://www.rochesterpd.org)  
Section IV Representative FBINA*

*Session 226*

*-----Original Message-----*

*From: Michael Allen  
Sent: Thursday, March 27, 2014 10:20 AM  
To: Scott Dumas  
Subject: FW: Payment Disbursement Notification: MEP - M-14-D49-P-000269*

*Scott,  
Please prep for acceptance and supplemental appropriation by Council. Thx.*

*Michael J. Allen  
Chief of Police  
Rochester Police Department  
23 Wakefield St  
Rochester, NH 03867  
Office: 330-7132  
email: [michael.allen@rochesternh.net](mailto:michael.allen@rochesternh.net)  
FBINA 188th Session*

*-----Original Message-----*

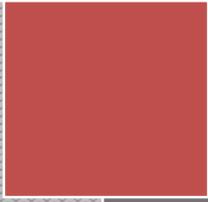
*From: [UFMS@usdoj.gov](mailto:UFMS@usdoj.gov) [mailto:[UFMS@usdoj.gov](mailto:UFMS@usdoj.gov)]  
Sent: Thursday, March 27, 2014 8:56 AM  
To: Michael Allen  
Subject: Payment Disbursement Notification: MEP - M-14-D49-P-000269*

*The U.S. Marshals Service, New Hampshire has made an Equitable Sharing disbursement related to CATS ID#: 13-DEA-588222; CG-13-0078 \$2,400.00 seized from Darlene Washburn.*

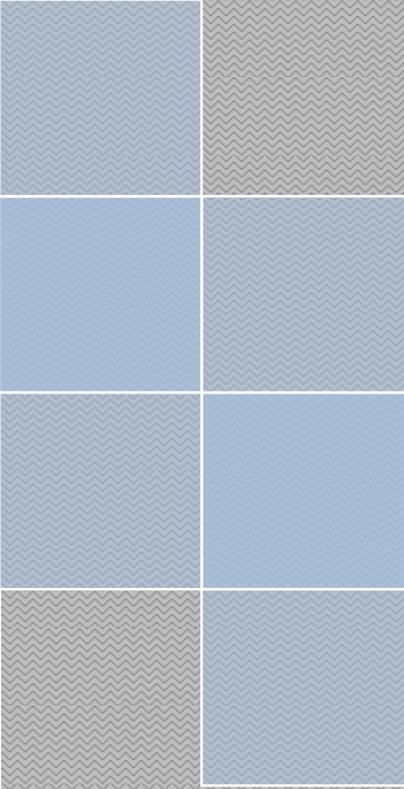
*Payment is in the amount of \$600.00 to NH0092000 ROCHESTER POLICE DEPARTMENT. The anticipated Deposit Date is 2014-03-31.*

*For questions, please contact: For questions, please contact: Barbara G Gatti, 603-225-1443, [BARBARA.GATTI@USDOJ.GOV](mailto:BARBARA.GATTI@USDOJ.GOV); Kathleen Renaud, N/A, [Kathleen.Renaud@usdoj.gov](mailto:Kathleen.Renaud@usdoj.gov); Pamela J Donovan, 603-225-1632, [Pamela.Donovan@usdoj.gov](mailto:Pamela.Donovan@usdoj.gov);*

*Please do not reply to this address. If you have any questions regarding this process or have any questions or problems related to UFMS in general, you may contact the Marshals Service UFMS Help Desk via e-mail at [Marshals.FSDHelpDesk@usdoj.gov](mailto:Marshals.FSDHelpDesk@usdoj.gov).*



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## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT
----------------

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**LEGAL AUTHORITY (continued)**

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**RESOLUTION AUTHORIZING  
SUPPLEMENTAL APPROPRIATION FOR  
REPAIRS TO THE SO-CALLED UPPER CITY DAM**

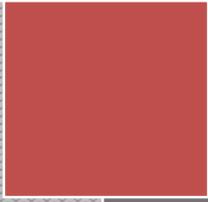
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the sum of Thirty Thousand Dollars (\$30,000.00) be, and hereby is, appropriated as part of the 2013-2014 capital budget of the City of Rochester, Department of Public Works, for the purpose of providing sums necessary for the payment of costs related to, and incurred in connection with, repairs to the so-called Upper City Dam (the "Project"), further, that the sums necessary to fund such supplemental appropriation shall be derived, in their entirety, from the proceeds of bonds and/or notes to be issued by the City of Rochester, Department of Public Works.

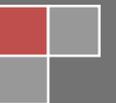
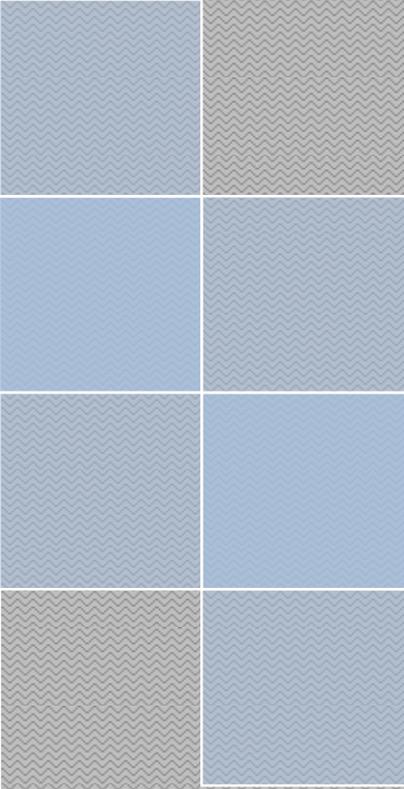
Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of up to Thirty Thousand Dollars (\$30,000.00) through the issuance of bonds and/or notes, for the purpose of providing funds necessary for the so-called Project, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful life for the aforesaid Project is 30 years.

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

CC 2014-04-29 AB 88



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## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT : SUPPLEMENTAL APPROPRIATION UPPER CITY DAMCONSTRUCTION REPAIRS
---

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

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

AGENDA DATE	NEXT AVAILABLE REG OR SPECIAL (5/6/14)		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – Director DPW Signature on File at City Clerk’s office		
DATE SUBMITTED	04/11/2014		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Dan Fitzpatrick Signature on File at City Clerk’s office
CITY MANAGER	Blaine Cox Signature on File at City Clerk’s office

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors Signature on File at City Clerk’s office
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	15013010-771000-14XXX TBD
AMOUNT	\$30,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

A Resolution for a supplemental appropriation of \$30,000 to be bond funded
---

### **SUMMARY STATEMENT**

The construction repairs to be completed on this Dam are due to NHDES requirements. The City has been issued a letter of deficiency from the State of NH and the repairs are required. The original FY2013 appropriation for Engineering was \$20,000 and the 2014 construction appropriation was \$75,000. Due to issues with NHDES permitting and some engineering delays the engineering cost have been considerably higher than would be expected and we have been left with a remaining balance for construction of \$46,000. On April 4, 2014 the construction bid was opened with the lowest bid of \$56,994. This request for \$30,000 is for the \$11,000 actual bids for construction cost and we are estimating \$19,000 to be use for contingency and any additional construction engineering that the State of NH may require. We intend to use our in house construction engineers as much as possible.

### **RECOMMENDED ACTION**

Resolution for a supplemental appropriation in the amount of \$30,000

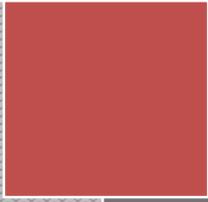
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION**  
**TO THE 2013-2014 OPERATING BUDGET OF THE**  
**CITY OF ROCHESTER, SCHOOL DEPARTMENT**  
**FOR UNANTICIPATED SPECIAL EDUCATION AND RETIREMENT RELATED**  
**COSTS**

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

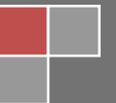
That the sum of Two Hundred Forty Thousand Dollars (\$240,000.00) be, and hereby is, appropriated as part of the City of Rochester 2013-2014 operating budget of the City of Rochester, School Department, for the purpose of providing sums necessary to pay expenditures for unanticipated tuition costs for contracted special education services as well as costs associated with contractual obligations associated unexpected retirement costs, and further, that the sums necessary to fund such appropriation shall be drawn in their entirety from previously unanticipated revenues from Medicaid and tuition reimbursements in the amount of Two Hundred Forty Thousand Dollars (\$240,000.00).

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

CC FY14 05-06 AB 90



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## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT	School Department Supplemental Appropriation
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	May 6, 2014
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	April 11, 2014
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on file with Clerk's Office
CITY MANAGER	Dan Fitzpatrick Signature on file with City Clerk's Office

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Roland Connors Signature on file with Clerk's office
SOURCE OF FUNDS	Unanticipated Revenues FY2014
ACCOUNT NUMBER	
AMOUNT	\$240,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

At its regular meeting of April 10, 2014 the Rochester School Board authorized a request for approval of a Supplemental Appropriation. These funds are to offset expenditures in tuition for additional contracted services for special education and costs associated with pay-out for an unanticipated increase of retirees.

**RECOMMENDED ACTION**

Adoption.

# City of Rochester School Department

**Mr. Michael Hopkins**  
Superintendent of Schools  
e-mail: hopkins.m@rochesterschools.com

**Mrs. Mary A. Moriarty**  
Assistant Superintendent of Schools  
e-mail: moriarty.m@rochesterschools.com

**Ms. Linda Casey**  
Business Administrator  
e-mail: casey.l@rochesterschools.com

**Mrs. Christiane Allison**  
Director of Student Services  
e-mail: allison.c@rochesterschools.com

**Office of the Superintendent**  
150 Wakefield Street  
Suite #8  
Rochester, NH 03867-1348  
(603) 332-3678  
FAX: (603) 335-7367



April 11, 2014

Mr. Daniel Fitzpatrick, City Manager  
and the Rochester City Council  
Rochester City Hall  
31 Wakefield Street  
Rochester, NH 03867



Dear Mr. Fitzpatrick and Council Members:

At its regular meeting of April 10, 2014 the Rochester School Board authorized me to request approval of a Supplemental Appropriation in the amount of \$240,000. These funds are to offset the expenditures in tuition for additional contracted services for special education services and costs associated with pay-out for an unanticipated increase of retirees at the end of this school year, that have exceeded our current budget.

The District anticipates additional revenue of \$240,000 from tuition reimbursement and Medicaid; this request will allow use of these funds.

Please let me know when the Council will consider this request, so that we can ensure that someone from the School District is available to address any questions.

Sincerely,

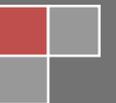
Michael L. Hopkins  
Superintendent of Schools

MLH/mgm

cc Rochester School Board



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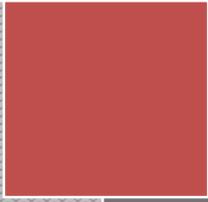


**RESOLUTION AUTHORIZING CITY MANAGER TO**  
**ENTER INTO PERMANENT EASEMENT**  
**AND TEMPORARY CONSTRUCTION EASEMENT**  
**WITH RESPECT TO SO-CALLED NH ROUTE 125**  
**SEWER PUMP STATION**

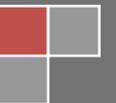
**BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:**

That the City Manager be, and hereby is, authorized, on behalf of the City of Rochester (the "City"), to enter into a so-called sewer pump station and related matters easement (the "Easement") with Malibu Two Associates, LLC, the owner of certain land located across NH Route 125 from the so-called Rochester Country Club on which the so-called pump station is to be located, for the purpose of maintaining, expanding, improving and operating a sewer pump station and related appurtenances, such Easement to be upon such terms and conditions as the City Manager deems to be in the best interest of the City of Rochester. Further, that the City Manager be, and hereby is, authorized to take all such additional actions, and to execute any and all such documents as are necessary to effectuate and implement the purposes of this Resolution.

CC FY14 05-06 AB 93



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**RESOLUTION APPROVING 2014-2015 OPERATING BUDGET  
FOR THE CITY OF ROCHESTER**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2014 and ending June 30, 2015 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2015 (July 1, 2014 - June 30, 2015), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2015 (July 1, 2014 - June 30, 2015), as amended, the provisions of which are incorporated herein by reference thereto.

2013-2014- City of Rochester Operating Budget Resolution-Exhibit A

<b>Operations</b>	<b>FY15 Mgr Proposed</b>
Operating Budgets	
City Operations	21,956,774
County Taxes	5,939,341
Debt Service	4,803,496
Capital Projects Transfers	<u>1,739,649</u>
<b>Total City General Fund Operations</b>	<b>34,439,260</b>
School Operating Budget	57,417,044
School State Education Tax	4,967,033
School Grants & Special Rev Funds	4,559,000
Community Center	756,856
City Grants & Special Rev Funds	505,000
	<b>Total Operating Budgets</b>
	<b><u>102,644,193</u></b>
Water Operating Budget	5,290,384
Sewer Operating Budget	7,041,263
Arena Operating Budget	538,624
	<b>Total Enterprise Operating Budgets</b>
	<b><u>12,870,271</u></b>
	<b>Total Operations all Funds</b>
	<b><u>115,514,464</u></b>

**RESOLUTION AUTHORIZING AND APPROVING 2014-2015 CAPITAL  
BUDGET FOR THE CITY OF ROCHESTER AND AUTHORIZING  
BORROWING IN CONNECTION THEREWITH**

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

That the capital budget for the City of Rochester for the July 1, 2014 to June 30, 2015 fiscal year in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to issue bonds, notes and/or other forms of long term financing to finance a portion of said capital budget appropriation as identified on Exhibit A annexed hereto.

The aforementioned issuance of bonds, notes and/or other forms of long term financing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which bonds, notes and/or other forms of long term financing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2015 (July 1, 2014 – June 30, 2015), as amended.

**CAPITAL IMPROVEMENTS PLAN- RESOLUTION EXHIBIT A**

	<b>PROJECT AMOUNT</b>	<b>BOND PROCEEDS</b>	<b>O&amp;M CASH</b>	<b>FUND BAL RET EARN</b>	<b>DED REVENUE</b>	<b>OTHER SOURCES</b>	<b>GRANTS</b>
<b><u>GENERAL FUND</u></b>							
CITY*	10,488,859	8,734,210	1,524,649	215,000	0	0	15,000
SCHOOL	2,205,900	2,096,400	109,500	0	0	0	0
<b>TOTAL GENERAL FUND</b>	<b>12,694,759</b>	<b>10,830,610</b>	<b>1,634,149</b>	<b>215,000</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
<b><u>ENTERPRISE FUNDS</u></b>							
WATER	3,873,000	3,700,000	173,000	0	0	0	0
SEWER	4,139,000	3,400,000	739,000	0	0	0	0
<b>TOTAL ENTERPRISE FUNDS</b>	<b>8,012,000</b>	<b>7,100,000</b>	<b>912,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL CIP</b>	<b>20,706,759</b>	<b>17,930,610</b>	<b>2,546,149</b>	<b>215,000</b>	<b>0</b>	<b>0</b>	<b>15,000</b>

\* Includes Community Center Cash CIP