



**Regular City Council Public Hearing  
March 4, 2014  
COUNCIL CHAMBERS  
7:00 PM**

**AGENDA**

- 1. Call to Order**
- 2. AB 3-a Resolution Authorizing Bonding in an Amount of up to \$173,783.00 in Connection with, and for the Purpose of, Providing Funds for, and/or Related to, the So-Called William Allen School Entrance Construction Project**
- 3. AB 35 Resolution Regarding Renaming and/or Renumbering Portions of Calef Highway, NH Route 125, Gonic Road, Charles Street, Hancock Street, Columbus Avenue, Columbus Avenue Extension, Old Dover Road, Anctil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road**

- **Public Hearing Notice**

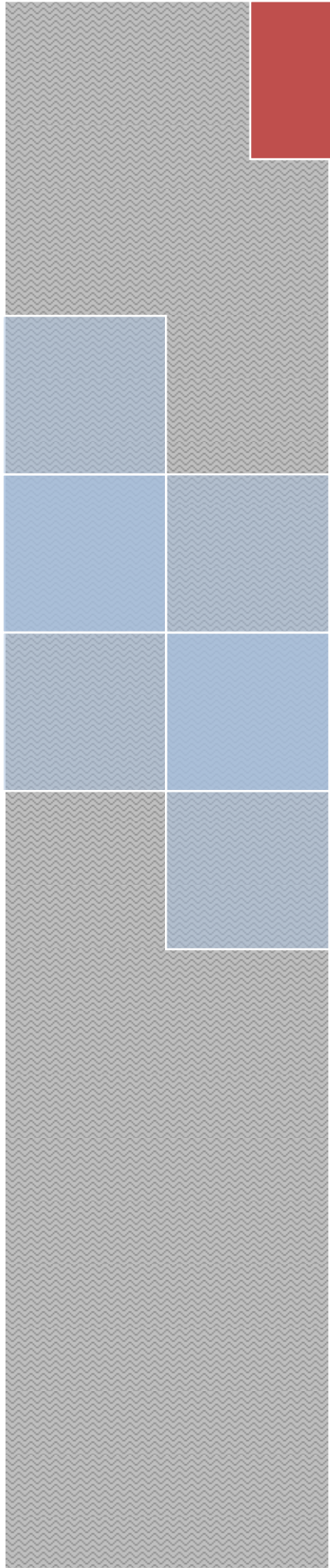
**4. Adjournment**

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**Regular City Council Meeting  
March 4, 2014  
COUNCIL CHAMBERS  
(Immediately Following the Public Hearing)**

**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Opening Prayer**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1. February 4, 2014, Regular City Council Minutes**
  - 5.2. February 18, 2014, Special City Council Meeting**



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## **6. Communications from the City Manager**

### **6.1. Employee of the Month Award**

### **6.2. City Manager's Report**

### **6.3. Team Charter: Employee Recognition & Achievement Team**

## **7. Communications from the Mayor**

### **7.1. Mayoral Appointment**

- **Appointment of City Council Representative to the Historic District Commission**

### **7.2. Chapter 42: Timeline - *Forthcoming***

### **7.3. Proclamation: Read Across America**

### **7.4. Survey of Packet Material**

## **8. Presentations of Petitions and Council Correspondence**

### **8.1. Letter Submitted from the Planning Board Chairman**

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

### **9.1. Resignation: Jennifer Stimac, Library Trustee, Ward Six**

### **9.2. Appointment: Bill Mello, CFO for Phase II Medical, to the TIF Advisory Board, Three Year Term**

## **10. Reports of Committee**

### **10.1. Appointments Committee**

### **10.2. Codes and Ordinances Committee**

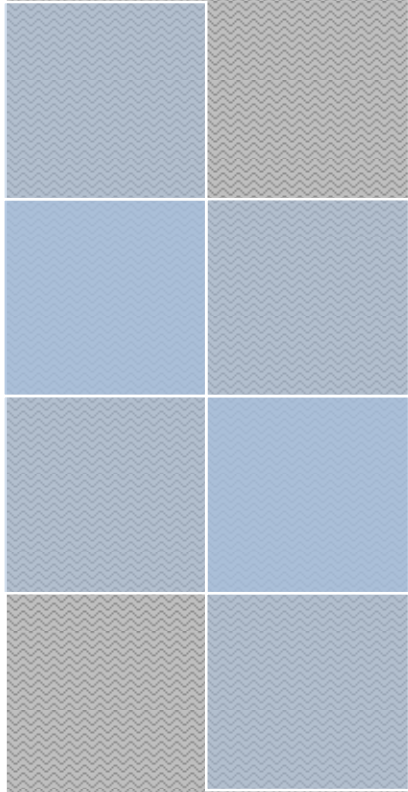
### **10.3. Community Development Committee**

### **10.4. Finance Committee**

### **10.5. Joint Building Committee**

### **10.6. Public Safety Committee**

### **10.7. Public Works Committee**



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**11. Old Business**

**12. New Business**

**12.1. Presentation: AB 34** Vachon Clukay & Company, PC, Comprehensive Financial Report for the Fiscal Year July 2012 to June 2013 Audit

**12.2. AB 3-a** Resolution Authorizing Bonding in an Amount of up to \$173,783.00 in Connection with, and for the Purpose of, Providing Funds for, and/or Related to, the So-Called William Allen School Entrance Construction Project – **Second Reading and Adoption**

**12.3. AB 35** Resolution Regarding Renaming and/or Renumbering Portions of Calef Highway, NH Route 125, Gonic Road, Charles Street, Hancock Street, Columbus Avenue, Columbus Avenue Extension, Old Dover Road, Anctil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road – **Second Reading and Adoption**

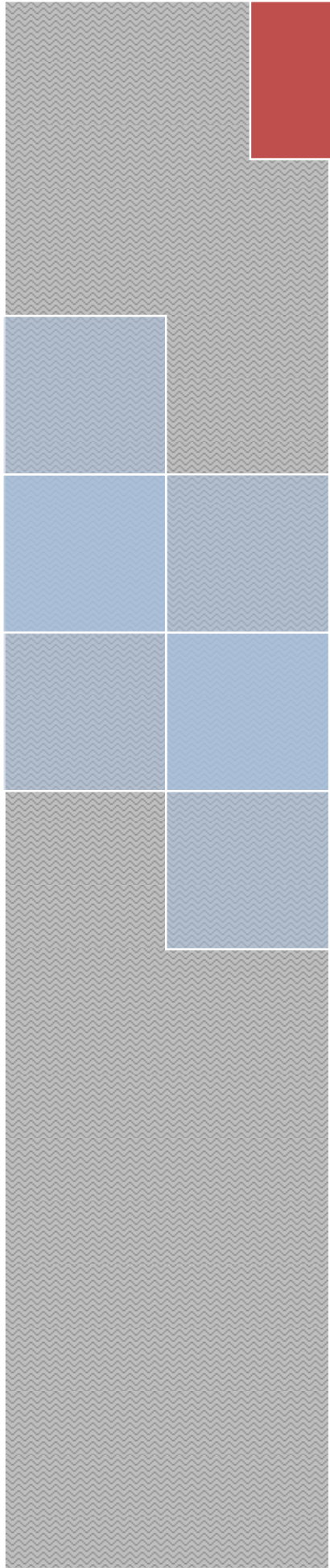
**12.4.** Granite State Business Park TIF Advisory Board **Update**

**12.5. AB 38** Annual Renewals for Secondhand Dealers /Pawnbrokers Licenses – **Seeking Approval**

**12.6. AB 36** Resolution Changing Funding Source for the New Hampshire Route 125 Pump Station Project, and Making a Supplemental Appropriation, and Taking Additional Actions, in Connection Therewith – **FIRST READING ONLY – Refer to a Public Hearing**

**12.7. AB 37 (a)** Resolution De-Authorizing a Portion of a Certain Fiscal Year 2013-2014 Rochester School Department Supplemental Appropriation and Making Certain Supplemental Appropriations in Connection With the Aforesaid Dauthorized Funds – **First Reading, Second Reading, and Adoption**

**12.8. AB 37 (b)** Resolution Authorizing Supplemental Appropriation to the 2013-2014 Capital Improvements Budget of the City of Rochester, School Department for the So-Called District Wide Security and Safety Project– **First Reading, Second Reading, and Adoption**



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**13. Other**

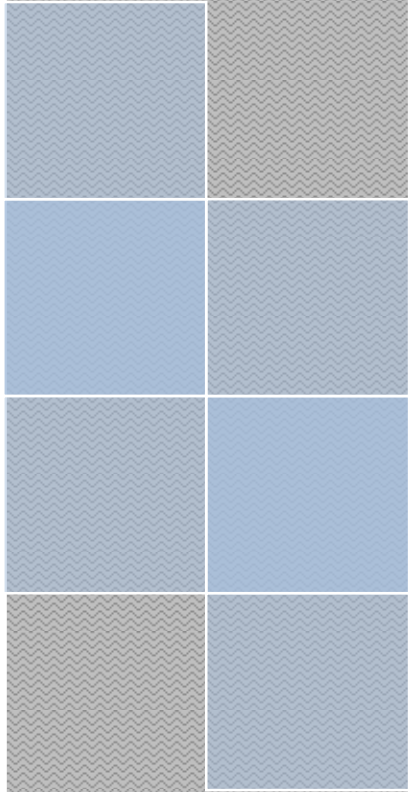
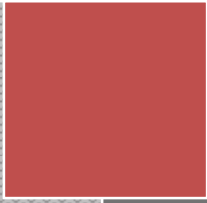
**14. Non-Meeting/Non-Public Session**

**14.1 Non-Meeting: Consultation with Legal Counsel, RSA 91-A: 2 (d)**

**14.2 Non-Public Session: Personnel, RSA 91-A: 3 II (a)**

**15. Adjournment**





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**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO**  
**THE 2013-2014 CAPITAL BUDGET OF THE**  
**CITY OF ROCHESTER, SCHOOL DEPARTMENT**  
**FOR THE SO-CALLED WILLIAM ALLEN SCHOOL**  
**ENTRANCE CONSTRUCTION PROJECT**

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

That the sum of One Hundred Seventy-Three Thousand Seven Hundred Eighty-Three Dollars (\$173,783.00) be, and hereby is, appropriated as part of the City of Rochester 2013-2014 capital budget of the City of Rochester, School Department, for the purpose of providing sums necessary for the so-called William Allen Entrance Construction project (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.

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 One Hundred Seventy-Three Thousand Seven Hundred Eighty-Three Dollars (\$173,783.00), 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 2014-01-14 AB 3-a

## Exhibit A

## 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



December 13, 2013

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 December 12, 2013, the Rochester School Board voted to approve the allocation of \$185,000 towards the William Allen School Entrance construction with the City's construction projects.

I am submitting a request on behalf of the Rochester School Board to City Council for a change of purpose for the CIP lines as outlined below, totaling \$173,783 to the William Allen School Entrance construction project:

Line 15019000 743000 12103 RMS Mechanical Units			
Project Status - Complete	Balance	\$	10,212.
Line 15019000 743000 14103 Boiler Retrofit			
Project Status - Complete	Balance	\$	4,743.
Line 15019000 745000 11102 ERS Roof			
Project Status - Complete	Balance	\$	126,420.
Line 15019000 745000 12101 Building Enhancements			
Project Status - Complete	Balance	\$	32,408.

The work on the front entrance is in conjunction with the Catherine Street Roadway and sewer work. We have been working in conjunction with the Public Works Department and City Engineer to plan the project. This would go out to bid as part of the city project.

I request that this be placed on the agenda for your next City Council meeting and to advise us of the date when the request will be considered. We will be happy to attend the meeting to answer any questions you may have.

Sincerely,

Michael L. Hopkins  
Superintendent of Schools

MLH/mgm

cc Rochester School Board



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

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	January 7, 2014		
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	Blaine Cox Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick Signature on file with City Clerk

#### 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

RSA 32, City Charter, City Ordinances
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**SUMMARY STATEMENT**

School Department coming to the City Council for a change of use on some CIP projects that have remaining funds. School seeking to use these funds to do the project at William Allen School in conjunction with the City's Granite Street

**RECOMMENDED ACTION**

**RESOLUTION REGARDING THE  
RENAMING AND RENUMBERING PORTIONS OF  
CALEF HIGHWAY, NH RTE 125, GONIC RD., CHARLES ST., HANCOCK ST.,  
COLUMBUS AVE, COLUMBUS AVE. EXT, OLD DOVER RD., ANCTIL CT., GEAR RD.,  
MAIN ST., HANSON ST., AND ROCHESTER NECK RD.**

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

That the so-called Rochester E-911 Committee, acting in conjunction with such other City Boards, Agencies and/or Entities, as it may deem necessary to carry out the intent of this Resolution, is hereby authorized to take any, and all, steps necessary, and/or required, by the provisions of NH RSA 231:133 and/or NH RSA 231:133-a and by Sections 15.9, 15.9-a and/or 15.9-b of the General Ordinances of the City of Rochester to effectuate the renaming, renumbering or such other actions permitted by such Statutes/Ordinances as the said Rochester E-911 Committee deems necessary and or appropriate and in the best interests of the City of Rochester and/or its residents and/or property owners.



2/27/14

## 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 Renaming and/or Renumbering Portions of Calef Highway, Rte 125, Gonic Rd, Charles Street, Columbus Avenue, Columbus Avenue Ext., Old Dover Road, Ancil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road to comply with E-911 Standards	
Council Action Item <input checked="" type="checkbox"/> or Information Only <input type="checkbox"/> Send to Council Committee? <input type="checkbox"/>	Funding Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Funding Worksheet Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Council Resolution Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Coming From Committee? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Recommendation Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

AGENDA DATE	February 18, 2014
DEPT. HEAD SIGNATURE	Original signature on file with the City Clerk's office Jim Campbell, Chief Planner
DATE SUBMITTED	February 12, 2014
ATTACHMENTS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

#### COMMITTEE SIGN-OFF

COMMITTEE: E-911	
CHAIR PERSON: Fire Chief Norman Sanborn	Original signature on file with the City Clerk's office Norm Sanborn, Fire Chief

#### DEPARTMENT APPROVALS

DEUPTY CITY MANAGER	Original signature on file with the City Clerk's office
CITY MANAGER	Original signature on file with the City Clerk's office Dan Fitzpatrick, City Manager

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	N/A
SOURCE ACCOUNT NUMBER	N/A
EXPENDITURE AMOUNT	N/A
APPROPRIATION REQUIRED Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

City of Rochester, NH General Ordinance Chapter 15, Sections 15.9-a & 15.9-b  
and  
New Hampshire RSA's 231-133 & 231-133-a

**CC FY14 02-18 AB 35 (E-911 Committee Recommendation)**



**SUMMARY STATEMENT**

The E-911 Committee has worked for several years on renaming and/or renumbering portions of Calef Highway, Rte 125, Gonic Rd, Charles Street, Columbus Avenue, Columbus Avenue Ext., Old Dover Road, Anctil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road to comply with State and Local E-911 Standards. The change is this: a Columbus Avenue designation will begin where it currently begins at the intersection of Wakefield Street and extend all the way to the Spaulding Turnpike (Exit 12); a Gonic Road designation will begin at the Spaulding Turnpike (Exit 12) and extend all the way to the Barrington town line

The City Council voted to accept this recommendation at their March 06, 2012 meeting. Notices have been mailed to each affected property owner several times over the last two years; all owners are aware of the March 28, 2014 effective date. The purpose of this agenda bill is to hold this public hearing and vote again to accept this recommendation, to comply with NH RSA 233-133-a.

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**RECOMMENDED ACTION**

The E-911 Committee recommends that City Council vote to accept the address changes, as outlined on the attached list, with an effective date of March 28, 2014.

Seth Creighton  
Staff Planner  
Planning Department  
City Hall – Second Floor  
31 Wakefield Street  
Rochester, NH 03867-1917  
(603) 335-1338 Phone  
(603) 335-7585 Fax  
seth.creighton@rochesternh.net



## MEMORANDUM

**TO:** Rochester City Council

**FROM:** Seth Creighton, City of Rochester Staff Planner *and* E-911 Committee Member, on Behalf of the E-911 Committee

**DATE:** February 11, 2014

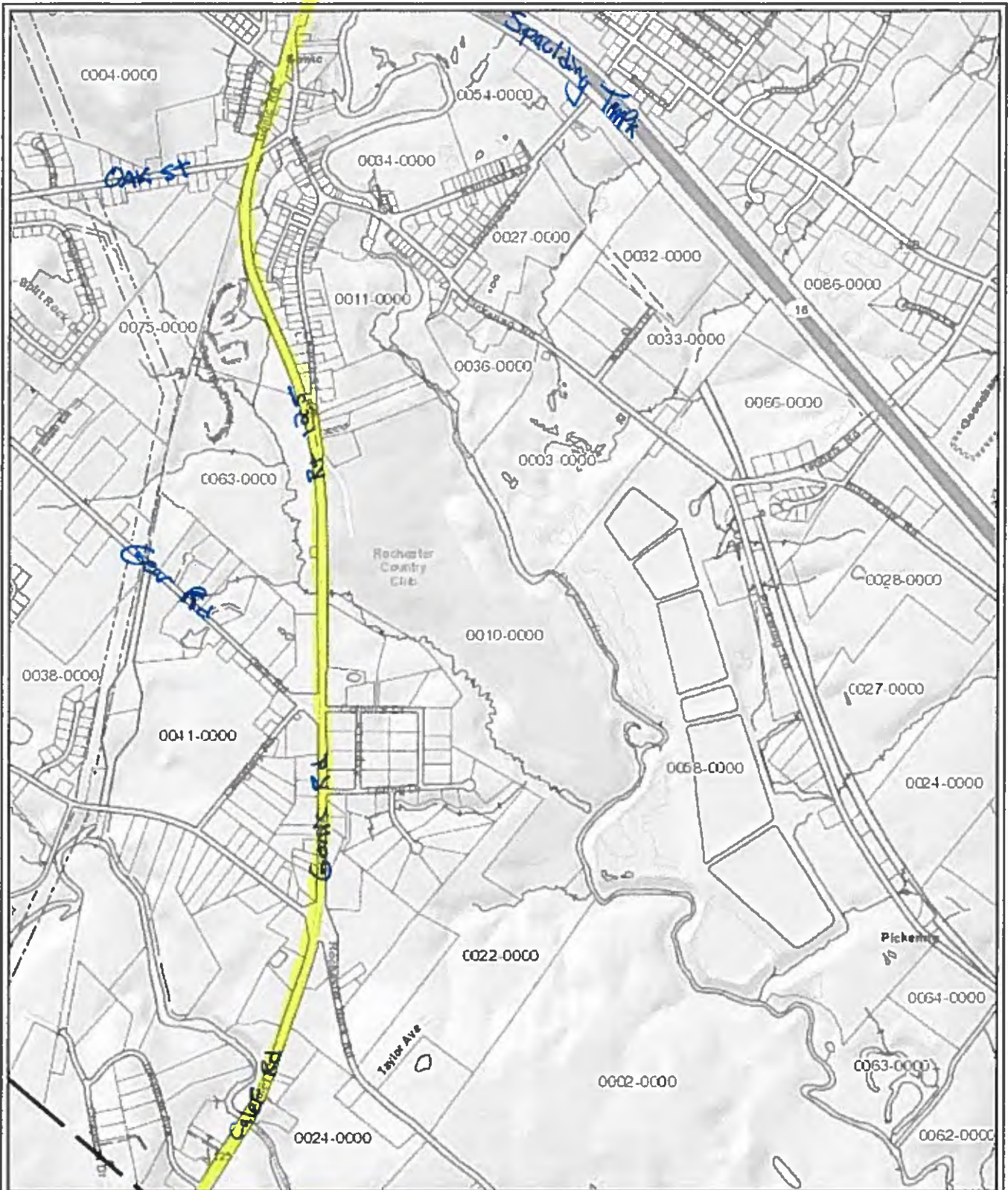
**SUBJECT:** E-911 Recommendation for Columbus Ave and Gonic Rd Address Changes

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The E-911 Committee fully supports renaming and/or renumbering portions of Calef Highway, Rte 125, Gonic Rd, Charles Street, Columbus Avenue, Columbus Avenue Ext., Old Dover Road, Ancil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road to comply with E-911 Standards.

Parcel ID	current	Location	New # and street address	Type of property	Business Name	Owner Line 1	Owner Line 2	Mailing Address	Mailing Line 2	City	State	Zip		
0112-0003-0000	0	COLUMBUS AVE EXT	38 Columbus Avenue	railroad		NH NORTHCOAST CORP		PO BOX 429		OSSIPEE	NH	03864		
0117-0018-0000	20	COLUMBUS AVE	20 Columbus Avenue	apartments		ENCORE MILL LIMITED PARTNER	SHIP %ROCHESTER HOUSING	WELLSWEEP ACRES		ROCHESTER	NH	03867		
0120-0318-0000	0	COLUMBUS AVE	144 Columbus Avenue	railroad		NH NORTHCOAST CORP		P O BOX 429		OSSIPEE	NH	03864-0429		
0120-0319-0000	40	COLUMBUS AVE	250 Columbus Av enue	Business	Knights of Columbus	COLUMBUS AVE FREIGHT HOUSE INC		40 COLUMBUS AVE		ROCHESTER	NH	03867-2752		
0120-0320-0000	0	COLUMBUS AVE	324 Columbus Avenue	Business	Credit Union	SERVICE CREDIT UNION	% ASSESSING DEPT	19 WAKEFIELD ST		ROCHESTER	NH	03867-1915		
0120-0326-0000	41	COLUMBUS AVE	295 Columbus Avenue	Business	Elks Club	ROCHESTER LODGE OF ELKS # 1393		P O BOX 1393		ROCHESTER	NH	03866-1393		
0120-0378-0000	35	COLUMBUS AVE	197 Columbus Avenue	Business	Lamper Bldg	LAMPER DAVID		35 COLUMBUS AVE STE 201		ROCHESTER	NH	03867-2746		
0120-0400-0000	0	HANSON ST	141 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0120-0409-0000	23	COLUMBUS AVE	59 Columbus Avenue	residential		ROCHESTER HOUSING AUTHORITY %	WELLSWEEP ACRES	77 OLDE FARM LN		ROCHESTER	NH	03867		
0120-0424-0000	0	COLUMBUS AVE EXT	28 Columbus Avenue	state		STATE OF NEW HAMPSHIRE	DEPT OF TRANSPORTATION	1 HAZEN DR		CONCORD	NH	03301		
0125-0003-0000	0	COLUMBUS AVE	424 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0125-0151-0000	0	COLUMBUS AVE	536 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0125-0152-0000	0	COLUMBUS AVE	588 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0125-0157-0000	75	COLUMBUS AVE	565 Columbus Avenue	residential		OSTERMAIER DENNIS H		75 COLUMBUS AVE APT A		ROCHESTER	NH	03867-3449		
0125-0169-0000	65	COLUMBUS AVE	547 Columbus Avenue	Business	KFC Restaurant	KENTUCKY FRIED CHICKEN	% CONIFER	P O BOX 500		NEW GLOUCESTER	ME	04260		
0125-0170-0000	0	COLUMBUS AVE	539 Columbus Avenue	vacant lot		NICHOLS PETER		60 SO MAIN ST		ROCHESTER	NH	03867		
0125-0171-0000	51	COLUMBUS AVE	531 Columbus Ave Unit 1-2 & 3	Business	Jimmy Jones (1)- Book store(2) -vacent unit (3)	NICHOLS PETER		60 SO MAIN ST		ROCHESTER	NH	03867		
0128-0019-0000	87	COLUMBUS AVE	597 Columbus Avenue	Business	Foot Doctor	DINELLA JOHN J & SHARLENE R		7 ROCKLEDGE RD		ROCHESTER	NH	03867-4585		
0128-0204-0000	0	HANCOCK ST	636 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0128-0216-0000	70	HANCOCK ST	642 Columbus Avenue	old building		WASS ROBERT H & JANE E		72 FULLERTON SHORE		WOLFEBORO	NH	03894-4015		
0128-0217-0000	72	HANCOCK ST	646 Columbus Avenue	residential		NICHOLS CHERIE L & DONALD W		72 HANCOCK ST		ROCHESTER	NH	03867-3429		
0128-0218-0000	74	HANCOCK ST	652 Columbus Avenue	Business	BP Gas Station	LEEMILTS PETROLEUM INC % GETTY	REALTY GROUP	125 JERICHO TURNPIKE STE 1		JERICHO	NY	11753		
0128-0219-0000	84	HANCOCK ST	656 Columbus Avenue	Business	Future Luis Garden	W & P RESTAURANT CORP		183 CHARLES ST		ROCHESTER	NH	03867		
0131-0001-0000	0	GONIC RD	716 Columbus Avenue	vacant lot		PARTNERS HALEY & RICHARD		12 GONIC RD		ROCHESTER	NH	03867		
0131-0002-0000	12	GONIC RD	724 Columbus Avenue	Business	Wild Willys Restaurant	PARTNERS HALEY & RICHARD		12 GONIC RD		ROCHESTER	NH	03867		
0131-0003-0000	14	GONIC RD	736 Columbus Avenue	residential		SMITH WILLIAM H & DARLINE D		14 GONIC RD		ROCHESTER	NH	03867-3925		
0131-0004-0000	16	GONIC RD	742 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0131-0005-0000	18	GONIC RD	750 Columbus Avenue	Business	Dentist	26 DERRY ROAD REALTY	HOLDINGS LLC	18 GONIC RD		ROCHESTER	NH	03867-3925		
0131-0006-0000	17	GONIC RD	725 Columbus Avenue	Business	Quick Cash	FRISBEE GEORGE E &	DIANE L % QUICK CASH	17 GONIC RD		ROCHESTER	NH	03867-3926		
0131-0007-0000	7	GONIC RD	717 Columbus Avenue	vacant lot		MCMANUS ROUTE 125 LLC		112 GATES ST		PORTSMOUTH	NH	03801		
0131-0062-0000	3	GONIC RD	703 Columbus Avenue	Business	Advance Auto	BROOKVILLAGE WEST PARTNERSHIP	%JERRY LEVIN GENERAL	56 KEARNEY RD		NEEDHAM	MA	02494-2507		
0132-0015-0000	88	HANCOCK ST	664 Columbus Avenue	Business	Thrftl Shop/Church	ABIGUIU LLC		P O BOX 4008		PORTSMOUTH	NH	03802-4008		
0132-0040-0000	200	CHARLES ST	694 Columbus Avenue	Business	Credit Union	NORTHEAST CREDIT UNION	% ACCOUNTING DEPT	P O BOX 1240		PORTSMOUTH	NH	03802-1240		
0132-0043-0000	190	CHARLES ST	682 Columbus Avenue	Business	Steve's Ice Cream	SWD PROPERTY MANAGEMENT LLC		750 EXETER RD		HAMPTON	NH	03842		
0132-0045-0000	4	GONIC RD	710 Columbus Avenue	Business	old stove shop	MCMANUS LAWRENCE P		112 GATES ST		PORTSMOUTH	NH	03802-1240		
0132-0046-0000	195	CHARLES ST	691 Columbus Avenue	Business	Jiiffy Lube	JIFFY LUBE INTERNATIONAL %	% TAX DEPARTMENT PROPERTY	P O BOX 4369		HOUSTON	TX	77210-4369		
0132-0047-0000	185	CHARLES ST	673 Columbus Avenue	Business	Cleary Cleaners	185 CHARLES ST LLC		14 NATURE LN		ROCHESTER	NH	03867		
0132-0048-0000	183	CHARLES ST	667 Columbus Avenue	Business	Luis Chinese	LAMPES LEON		36 LAWRENCE RD		DERRY	NH	03038-4191		
0132-0049-0000	181	CHARLES ST	663 Columbus Avenue	Business	Collins Sports	MARCOTTE STEPHEN G &	MARCOTTE NICHOLAS P	32 STILLWATER WAY		BARRINGTON	NH	03825		
0137-0001-0000	26	GONIC RD	754 Columbus Avenue	Business	Stop & Go Store	JOHNSON JOSEPH L		P O BOX 1701		ROCHESTER	NH	03866-1701		
0137-0002-0000	0	OLD DOVER RD	760 Columbus Avenue	vacant lot		NORTHERN UTILITIES INC	% UNITIL NORTHERN UTILITIES	6 LIBERTY LANE WEST	ACCOUNTS PAID	HAMPTON	NH	03842		
0137-0003-0000	32	GONIC RD	770 Columbus Avenue	vacant lot		NORTHERN UTILITIES INC	% UNITIL NORTHERN UTILITIES	6 LIBERTY LANE WEST	ACCOUNTS PAID	HAMPTON	NH	03842		
0137-0036-0000	0	OLD GONIC RD	767 Columbus Avenue	vacant lot		CHHAVI HOSPITALITY LLC		13 WADLEIGH RD		ROCHESTER	NH	03867		
0137-0037-0000	0	GONIC RD	763 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0137-0038-0000	21	GONIC RD	755 Columbus Avenue	Business	Headliners store	53 DEERWOOD HOLLOW LLC		37 EAST HOLLIS ST		NASHUA	NH	03060-2928		
0138-0001-0000	93	MAIN ST	48 Gonic Road	residential		TAYLOR TROY J & KAREN I		93 MAIN ST		ROCHESTER	NH	03839-5217		
0138-0054-0000	0	RTE 125	64 Gonic Road	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0138-0081-0000	0	RTE 125	73 Gonic Road	railroad		BOSTON & MAINE RAILROAD		IRON HORSE PARK HIGH ST		NORTH BILLERICA	MA	01862		
0138-0081-0001	0	RTE 125	81 Gonic Road	railroad		BOSTON & MAINE RAILROAD		IRON HORSE PARK HIGH ST		NORTH BILLERICA	MA	01862		
0138-0113-0000	69	GONIC RD	59 Gonic Road	Business	Bootleggers	TARGHEE REALTY LLC		221 DOCKHAM SHORE RD		GILFORD	NH	03249		
0138-0113-0001	67	GONIC RD	51 Gonic Road	Business	Auto center	MBS PROPERTIES LLC		35 SHERMAN ST		ROCHESTER	NH	03867		
0138-0114-0000	2	ANCTIL CT	45 Gonic Road	Business	Car wash	TRI CITY CAR WASH, LLC		2 ANCTIL CT		ROCHESTER	NH	03839-5524		
0258-0011-0000	184	GONIC RD	326 Gonic Road	residential		FIVE SAWYER AVENUE REALTY	TRUST % BRIAN P CASSIDY	1 WINTER ST		ROCHESTER	NH	03867		
0258-0031-0000	201	GONIC RD	357 Gonic Road	Business	Irving Gas station	COLE IO ROCHESTER NH LLC	% COBALT PROPERTIES	55 UNION ST STE 700		SAINT JOHN	NB	E2L 5b7		
0258-0033-0000	3	GEAR RD	343 Gonic Road	Business	RV sales	LAMOUREUX FAMILY REVOCABLE	LIVING TRUST % TRUSTEES	360 TENERIFFE RD		MILTON	NH	03851		
0258-0061-0000	187	GONIC RD	323 Gonic Road	Business	Gonic strip mall	ASTORIA BLVD REALTY CORP		P O BOX 485		ALSTEAD	NH	03602		
0258-0062-0000	0	RTE 125	271 Gonic Road	state		STATE OF NEW HAMPSHIRE		P O BOX 483		CONCORD	NH			
0262-0013-0000	0	RTE 125	372 Gonic Road	vacant lot		LANDRY EUGENE RICHARD JR	& GILMORE RICHARD JAMES	341 GREEN HILL RD		BARRINGTON	NH	03825	135900	
0262-0014-0000	0	RTE 125	378 Gonic Road	Business	Clement Auto	LANDRY EUGENE RICHARD JR	& GILMORE RICHARD J	341 GREENHILL RD		BARRINGTON	NH	03825	130600	
0262-0015-0000	210	GONIC RD	380 Gonic Road	Business	T he old V- Twin cycles	RIVARD, ROBERT & BRENDA		85 WINKLEY FARM LN		ROCHESTER	NH	03839	132500	
0262-0016-0000	230	GONIC RD	398 Gonic Road	residential		ALBERT CAROLE A		230 GONIC RD		ROCHESTER	NH	03839-4923	61200	
0262-0017-0000	248	GONIC RD	412 Gonic Road	Business	Goulet Supply	GPP PROPERTIES 1995-2 LLC		6 STORRS ST		CONCORD	NH	03301	303200	
0262-0018-0000	0	RTE 125	4 Rochester Neck Road	residential		GPP PROPERTIES 1995-2 LLC		6 STORRS ST		CONCORD	NH	03301	110300	
0262-0027-0000	3	ROCHESTER NECK RD	438 Gonic Road	Business	Veterinary office	MOON THOMAS A TRUST	%MOON THOMAS A TRUSTEE	3 ROCHESTER NECK RD		ROCHESTER	NH	03839-4801		
0262-0028-0000	6 A	CALEF HWY	458 Gonic Road	Business	Rochester Truck	G AND L INVESTMENTS LLC		8 FLAGG RD		ROCHESTER	NH	03839-4902		
0262-0029-0000	0	RTE 125	480 Gonic Road	vacant lot		ERVEY REALTY TRUST % B CASSIDY	% BARBARA DEHART ESQ	1 WINTER STREET PLAZA		ROCHESTER	NH	03867		
0262-0030-0000	26	CALEF HWY	490 Gonic Road	Business	Fairway Auto	BLANCHETTE % HURLEY REALTY	LLC	26 CALEF HIGHWAY		ROCHESTER	NH	03839-4900		
0262-0031-0000	28	CALEF HWY	496 Gonic Road	vacant lot		WASTE MANAGEMENT OF NH INC		P O BOX 1450		CHICAGO	IL	60690-1450		
0262-0032-0000	32	CALEF HWY	500 Gonic Road	Business	Auto body shop	SHERBY RAYMOND F & THERESA D		1 STANLEYS POND DR		ROCHESTER	NH	03867-0000		
0262-0033-0000	36	CALEF HWY	518 Gonic Road	residential		DAVID ROBERT B & DAWN		P O BOX 7244		ROCHESTER	NH	03839-7244		
0262-0048-0000	57	CALEF HWY	529 Gonic Road	residential		LACROIX LAURIER A & JUDI D		57 CALEF HIGHWAY		ROCHESTER	NH	03839		
0262-0049-0000	0	CALEF HWY	523 Gonic Road	vacant lot		LACROIX LAURIER A		57 CALEF HWY		ROCHESTER	NH	03839-4901		
0262-0050-0000	55	CALEF HWY	517 Gonic Road	Business	Old cheerleader place	GCT REALTY HOLDINGS LLC		25 HOBBS RD		LEE	NH	03861		
0262-0051-0000	21	CALEF HWY	479 Gonic Road	Business	Rivera Motel	JAY MAHAKALI MAA LLC		21 CALEF HWY		ROCHESTER	NH	03839		
0262-0052-0000	15	CALEF HWY	455 Gonic Road	Business	RV Sales	FOUR W S PROPERTIES LLC		144 FLAGG RD		ROCHESTER	NH	03839		
0262-0053-0000	5	CALEF HWY	445 Gonic Road	Business	Sales office	FLAGG ROAD PARKING AND	TRAILERS LLC	8 FLAGG RD		ROCHESTER	NH	03839-4902		
0262-0070-0000	229	GONIC RD	409 Gonic Road	Business	Evergreen RV sales	PERREAULT MONA G		159 CHESLEY HILL RD		ROCHESTER	NH	03839		
0262-0071-0000	227	GONIC RD	401 Gonic Road	residential		LEVESQUE ERIC J & MURIEL R		227 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0072-0000	225	GONIC RD	399 Gonic Road	residential		OUELLETTE MARION A REVOCABLE	LIVING TRUST % OUELLETTE	225 GONIC RD		ROCHESTER	NH	03839		
0262-0073-0000	221	GONIC RD	393 Gonic Road	Business	Kristis Pizza/Stove shop	CONSTANTINE CHARLES & ANGELOS		65 FIDDLEHEAD LN		ROCHESTER	NH	03867		
0262-0074-0000	219	GONIC RD	389 Gonic Road	vacant lot		BLACKINGTON R J DEVELOP LLC		220 PINE HILL RD		BERWICK	ME	03901-2425		
0262-0075-0000	217	GONIC RD	385 Gonic Road	residential		SLONE CHARLES E & ELLEN		217 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0076-0000	213	GONIC RD	377 Gonic Road	Business	Dunkin Donuts	TWO THIRTEEN GONIC ROAD REALTY	TRUST % WENTWORTH J P	213 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0076-000A	213	GONIC RD	381 Gonic Road	residential		TWO THIRTEEN GONIC ROAD REALTY	TRUST % WENTWORTH J P TRUSTEE	213 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0077-0000	203	GONIC RD	.	Business	Car wash	BLACK DOG CAR WASH II LLC		123 FARMINGTON RD		ROCHESTER	NH	03867		
0267-0007-0000	50	CALEF HWY	552 Gonic Road	residential		DAVID FAMILY REVOCABLE LIVING	TRUST % R & G DAVID TRUSTEES	50 CALEF HWY		ROCHESTER	NH	03839		
0267-0008-0001	61	CALEF HWY	553 Gonic Road	Business	Just Oil	FREEMAN DENNIS H SR &	FREEMAN DENNIS H JR	P O BOX 765		BARRINGTON	NH	03825		
0267-0008-0002	0	CALEF HWY	6 Jonathan Avenue	vacant lot		FREEMAN DENNIS H SR &	FREEMAN DENNIS H JR	P O BOX 765		BARRINGTON	NH	03825-0765		
0267-0009-0000	59	RTE 125	5 Jonathan Avenue	Business	Bills Transmission shop	BLANCHETTE WILLIAM		P O BOX 1033		ROCHESTER	NH	03866-1033		





Highlighted area to become  
"Gantz Rd" on  
March 28, 2014

Rochester, NH  
1 Inch = 1400 Feet  
January 14, 2014

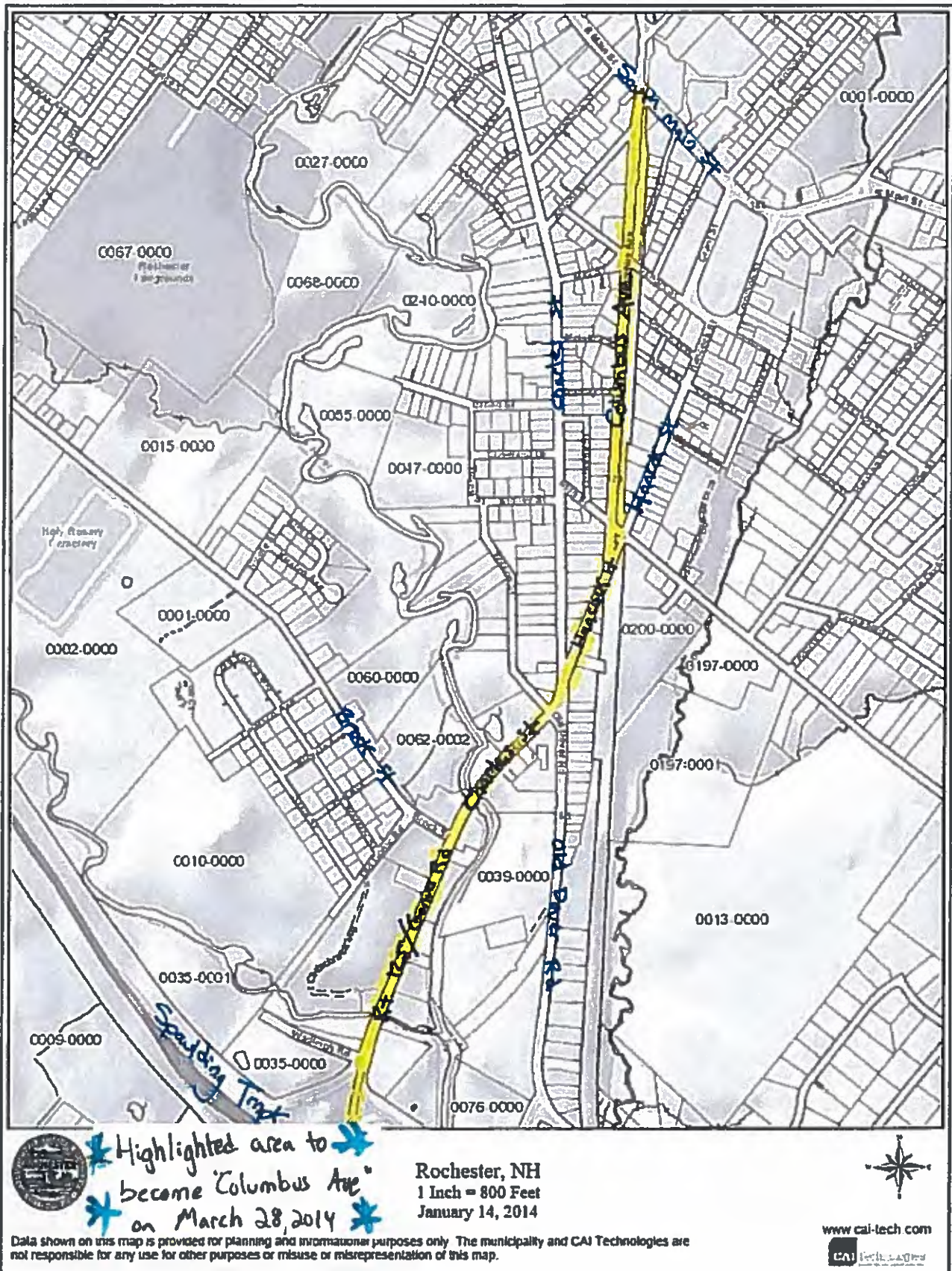


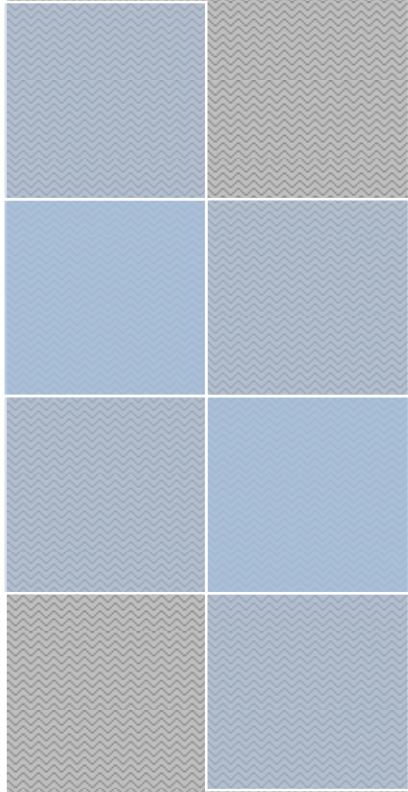
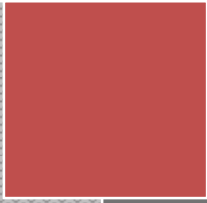
Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-tech.com









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**CITY OF ROCHESTER**  
**NOTICE OF PUBLIC HEARINGS**

Notice is hereby given that the Rochester City Council will conduct two **PUBLIC HEARINGS** on Tuesday, March 4, 2014 at 7:00 p.m. relative to the following matters:

I.

**PROPOSAL TO AUTHORIZE BONDING IN AN AMOUNT OF UP TO \$173,783.00 IN CONNECTION WITH, AND FOR THE PURPOSE OF, PROVIDING FUNDS FOR, AND/OR RELATED TO, THE SO-CALLED WILLIAM ALLEN SCHOOL ENTRANCE CONSTRUCTION PROJECT**

Copies of the “Resolution Authorizing Supplemental Appropriation to the 2013-2014 Capital Budget of the City of Rochester, School Department for the so-called William Allen School Entrance Construction Project” are available in the Rochester City Clerk’s Office, 31 Wakefield Street, Rochester, New Hampshire.

The Rochester City Council will conduct the **PUBLIC HEARING** to take citizen input on the question of whether to authorize bonding of up to \$173,783.00, for the purpose of providing funds for the so-called William Allen School Entrance Construction Project, at the City Hall, City Council Chambers, 31 Wakefield Street, Rochester, New Hampshire, at the above- referenced date and time.

II.

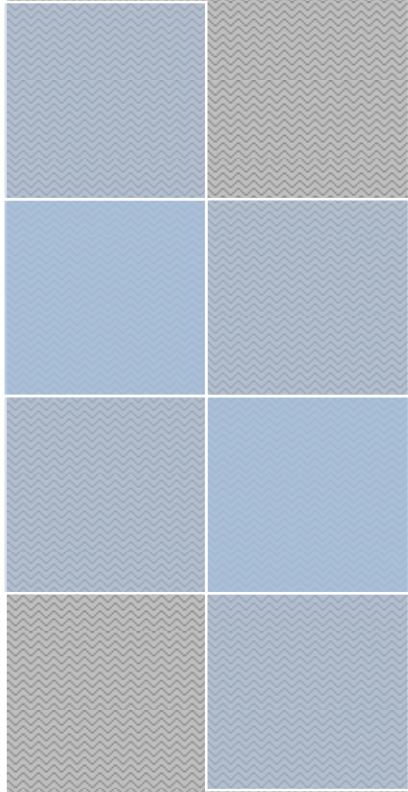
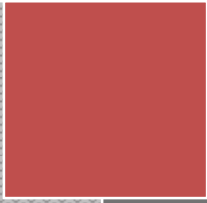
**PROPOSAL REGARDING RENAMING AND/OR RENUMBERING PORTIONS OF CALEF HIGHWAY, NH RTE 125, GONIC RD., CHARLES ST., HANCOCK ST., COLUMBUS AVE., COLUMBUS AVE. EXT., OLD DOVER RD., ANCTIL CT., GEAR RD., MAIN ST., HANSON ST., AND ROCHESTER NECK RD.**

The Rochester City Council will conduct the **PUBLIC HEARING** to take citizen input on the question of whether to authorize the Rochester E-911 Committee, acting in conjunction with such other City Boards, Agencies and/or Entities, as it may deem necessary to carry out the intent of this proposal, is hereby authorized to take any, and all, steps necessary, and/or required, by the provisions of NH RSA 231:133 and/or NH RSA 231:133-a and by Sections 15,9, 15,9-a and/or 15.9-b of the General Ordinances of the City of Rochester to effectuate the renaming, renumbering or such other actions permitted by such Statutes/Ordinances as the said Rochester E-911 Committee deems necessary and or appropriate and in the best interests of the City of Rochester and/or its residents and/or property owners.

Citizens are invited to attend the **PUBLIC HEARING** and to ask questions or otherwise speak on the foregoing proposal.

Persons with disabilities requesting accommodations should contact the City Clerk’s Office, (tel. 332-2130) on or before March 3, 2014 at 5 PM in order to make arrangements.

Kelly Walters,  
City Clerk



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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**  
**March 4, 2014**

The Employee of the Month is Brian Sylvester.

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

- January 27, 2014
- February 3, 2014
- January 10, 2014

Contracts and documents executed since last month:

- [Harriman Architect & Engineers](#) proposal – Arena bleachers
- Permission for Police Department to enter into Contracted Services with [BAIR Analytics](#) to fill crime analyst position
- Discharge Monitoring Report (DMR) Signature delegation for [EPA](#) –for wastewater reports
- [Gomez & Sullivan](#) Contract Amendment #2
- Fire Department Grant Application for Emergency Operations Plan Update proposal
- Sub recipient Commitment Form – [UNH Green Infrastructure Grant](#)
- Employee Computer Lease/Purchase Program – Rhonda Young
- [Neighborhood Stabilization](#) Closeout Documents for Community Development & Finance Authority (CDFA) & Housing & Urban Development (HUD)
- Neighborhood Stabilization Closeout – CDFA upload documentation

For your further information:

- Permission given to Opera House to "paint" a yellow brick road outside City Hall
- Wireless Router installed – upgrade of 3 pieces in City Hall

The following standard reports have been enclosed:

- Personnel Action Report Summary
- Permission & Permits Issued
- City Council Request & Inquiry Report

**MANAGEMENT TEAM MEETING**  
**January 27, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Deputy City Manager  
Michael Allen, Police Chief  
Samantha Rodgers, Executive Asst.

Danford Wensley, City Attorney  
Peter Nourse, DPW Director  
Chris Bowlen, RAYS Director  
Norman Sanborn, Fire Chief

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:02 A.M.

**1. United Way campaign – Great Bay Community College, President Will Arvelo and United Way staff, Quinn Slayton and Janet Guen**

President Arvelo discussed the City of Rochester's involvement and how the United Way would like to further this involvement by having the City sponsor an employee payroll campaign.

Ms. Slayton and Ms. Guen provided handouts (*see attached*) and briefed the team on some of the targeted programs they are working on in Strafford County; such as daycare and homelessness. Discussed the [K-Ready kids program](#) and the Family Financial Stability Program - as part of this program, they offer free income tax preparation to individuals below a certain income threshold at local locations.

They further explained that their programs depend on the support of local companies and one of the ways to help is by employers running an employee campaign drive. They discussed further the benefit for employees to be involved and engaged in additional opportunities the United Way offers.

The management team briefly discussed and will send it to the Department Head meeting to discuss. This would require someone internally to manage the campaign.

**2. Management Team Minutes – January 21, 2014**

There was no discussion, the minutes were approved by general consensus.

**3. City Council Inquiry Report**

There were no changes, no discussion.

#### 4. City Calendar for Week

Chief Allen stated they are holding orientation for the new Councilors on Wednesday at 9am at the Police Department.

#### 5. Right to Know Requests

Right to Know request was received by Fred Leonard, he is looking for information on Economic Development data and statistics as presented as part of the Buxton contract. It was discussed that most information asked for is posed as a question, rather than a for a specific document. Deputy City Manager Pollard stated she had sent the backup data but he must not have received it. Samantha will resend the information that we have.

#### 6. Dan Fitz pens - recipients

City Manager Fitzpatrick reminded the team of the program and asked that the departments let Samantha know who received Dan Fitz pens for the year so they can be recognized at the Employee Appreciation Dinner.

#### 7. Other

##### City Manager Fitzpatrick

[Hanlon & Zubkus](#) letter – Re: Gonic Road E911 renumbering

City Manager Fitzpatrick advised of the letter that was received about the renaming/renumbering parts of Calef Highway/Columbus Ave/Gonic Road/Route 125 as was presented by the E911 Committee and approved by City Council. Attorney Wensley will discuss with Seth Creighton to determine process followed.

##### Chief Allen

- Advised that they will have a budget review tomorrow morning with City Manager Fitzpatrick
- Advised they are having their new Councilor orientation on Wednesday, January 29, 2014 @9am.
- Advised that they will be having teleconference with [Municipal Resources Inc. \(MRI\)](#) on Friday.

##### Deputy City Manager Cox

- Advised that they received the draft audit last week and will be working to finish the final report this week.

Management Team Meeting  
January 27, 2014

- Discussed an email received from another employee who was doing a fundraiser for their child's school. There was some discussion as to what is or isn't allowed.

**Deputy City Manager Pollard**

- Addressed the issues of last week and thanked the team for their support and confidence. Advised that she would like to get the focus back on work and what needs to get done.

**Attorney Wensley**

- Advised the team of a request to make a presentation that the City Clerk had forwarded by email. It was advised that the Mayor and Deputy Mayor will decide the meeting agenda for the Council Workshop.

The Management Team meeting adjourned at 9:55 A.M.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant



**Lead with your talent.**

Work with our **Volunteer Action Center** to find the perfect position on a non-profit board of directors or a short term pro-bono project matched to your skills and passion.

**Be a hero at work.**

Your workplace is a great place to raise funds and organize volunteer groups for community service. We'll make it easy to run a workplace fundraising campaign or to connect your group with one-day or ongoing volunteer opportunities.

Go to [uwgs.org](http://uwgs.org) or call our **United Way Volunteer Action Center** at 603.436.5554.

## Connect to all at our United Way **VOLUNTEER ACTION CENTER** Anytime at [uwgs.org](http://uwgs.org) or call 603.436.5554

The **Volunteer Action Center** is the largest clearinghouse of its kind for Seacoast nonprofits. Find dozens of ways to pitch in and help.

**Volunteer Referral** connects you to the most current needs in our community, including:

- Working with children, youth, or adults at organizations providing education
- Lending a hand at shelters, food pantries, and other sites helping families from the Greater Seacoast obtain financial stability
- Helping agencies that promote health and wellness
- Serving at nonprofits engaged in arts and culture, the environment, or animal rescue

**GoodsMatch** enables you to donate services or items you have to community nonprofits, or fulfill items on their wish lists.

**SkillsMatch** links your professional skills to projects or pro bono consulting at local nonprofits.

**BoardMatch** helps you find opportunities to serve on a nonprofit board of directors.

**LIVE UNITED ONLINE**

**24/7** Monday through Friday 9-5-ET  
for technical assistance

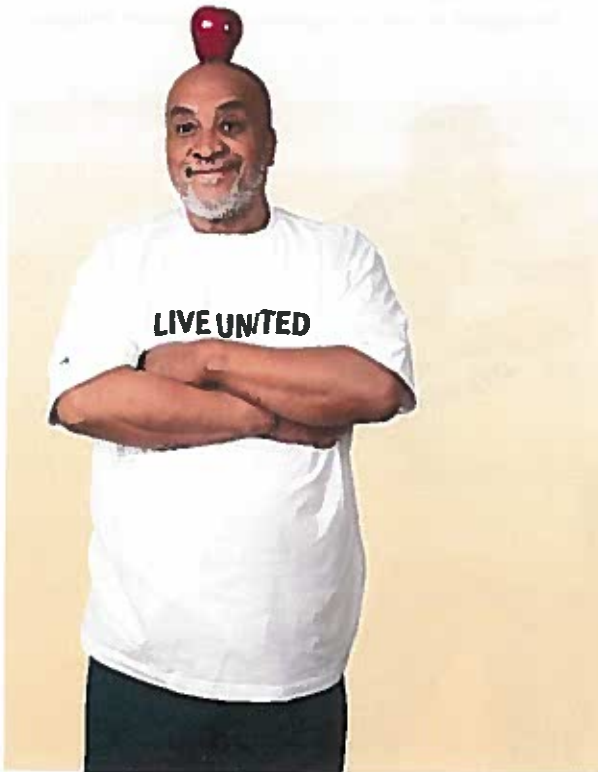
**United Way**  
www.uwgs.org



# GIVE. ADVOCATE. **VOLUNTEER.**



# LIVE UNITED



## HOW TO CREATE A STRONGER FUTURE FOR EVERYONE IN THE GREATER SEACOAST.

### ● Read your favorite story to a four-year-old.

We all win when children have a bright start on a quality education. As an Early Reader, you'll be trained to read to preschool children for an hour every week (or every other week) during school hours. Make a four-month commitment to start.

### ● Help low-income taxpayers navigate the maze of tax preparation.

Train to be a Volunteer Tax Preparer and aid struggling families receive the Earned Income Tax Credit, or provide other support at a tax preparation site.

### ● Spring into action for school success.

Stand up for kids this spring at our **K-Ready Kids** event dedicated to early childhood education and kindergarten readiness. Volunteers take part in a community-wide book and literacy kit drive and join United Way, community partners and volunteers across the region help 1,000 children enter kindergarten ready to succeed.

### ● Take a day to care.

Join 1,000 volunteers for our **Fall Day of Caring** in September. Teams sign up in August to spend a day helping a United Way community partner with everything from clean-up and painting to stocking food pantries.

### ● Drive other people happy.

Run a **Seasonal Collection Drive** at your workplace, school, or other location. We'll make it easy with lists of suggested items and will match your company or group to community partners.

Suggestions include:



#### Basics for Back to School

Collect school supplies and backpacks for childcare centers or elementary schools.



#### Family Care Packages

Gather and create kits of toiletries, cleaning supplies and household staples for families in need or moving from shelter to permanent housing.



#### Basics for Babies

Get newborns off to a bright start by collecting and bundling baby supplies into gift bags for donation to low-income parents.



#### Drive Out Hunger

We'll connect you with a food pantry to run a drive to collect the food items they need most.

### ● Be somebody that everyone looks up to.

You'll create real and lasting change when you choose from engaging **Leadership Opportunities** with United Way such as Regional Council, Women's Initiative, Resource Development, Community Impact and Volunteer Engagement.

### ● Get some instant holiday spirit.

There's a guide for that! Use our **Holiday Guide** (available online in October) to choose a family to "adopt" for the holidays, run a drive for food, gifts or gift cards, or find other holiday-related volunteer opportunities for individuals or groups.

### ● Walk in someone else's shoes.

Our "Walk-a-Mile" experience is a thought-provoking, interactive role-play event that recreates the everyday challenges faced by a family struggling with poverty. Available to be scheduled at your workplace and for other groups.





# HEROES AMONG US!



**"I'D RATHER FEEL GREAT ABOUT WHAT I'M DOING THAN WHAT I'M BRINGING HOME FOR A CHECK."**

**RYAN WILSON**  
EARLY CHILDHOOD EDUCATOR,  
ROCHESTER CHILD CARE CENTER

When he was 15 years old, Ryan Wilson dreamt of playing rock music to sold-out venues. Today, Ryan the grown-up has achieved his dream. He is performing in front of adoring fans and has built a successful following in Rochester, NH. Sure, his songs happen to be about pirates and chicken nuggets and his audience is about two years removed from potty training, but Ryan wouldn't trade his job as a (oft-cape-clad) preschool teacher at Rochester Child Care Center for all the window-tinted Bentleys in the world.

"Yeah, I'm just sort of a big kid anyway," he says. "But that's what has made me successful as a teacher."

Brain development happens at light-speed in young children. The foundations for school success are laid long before the first day of kindergarten. That's what propels United Way's investments in healthy child development and why teachers have such an enormous impact.

**READ RYAN'S STORY AT [UWGS.ORG/SUPERTeacher](http://UWGS.ORG/SUPERTeacher)**



## IT'S SHOWTIME!

What do you get when five teams of middle and high school students from five different towns combine their creativity with a passion for being leaders among their peers? *Movie magic.* United Way of the Greater Seacoast and Allies in Substance Abuse Prevention delivered the first annual Brickyard Film Festival. The young filmmakers got to see their cinematic endeavors, highlighting the risks of substance abuse, premiered on a 52-foot screen at O'Neill Cinemas in Epping, NH!

**LIVE UNITED**

## THE NUMBERS GUY

Dave Arrington, a retired accountant, made his living submersed in numbers and spreadsheets. Now, he's a tax preparer for the United Way-supported Volunteer Income Tax Assistance program (VITA). Over the years working with low-to-moderate income families and individuals, helping them find maximum tax credits while also offering sound fiscal literacy advice, he's officially become a people person. "Everyone has a rainy day," he says. "I make sure to tell people that there is more than today to think about."



**MEET MORE HEROES OF THE COMMUNITY AT [UWGS.ORG/STORIES](http://UWGS.ORG/STORIES)**



## A VERY SPECIAL DELIVERY

United Way's K-Ready Kids summer learning initiative returned in a big way this year, with over 1,100 pre-K children in Rockingham and Strafford Counties in New Hampshire and Kittery and Eliot, Maine receiving free backpacks, books and learning supplies. And how do you make a cool event like this even cooler? Have the bags delivered in a UPS truck decked out with flames!



## UNITED WAY AND YOU: A FORCE FOR GOOD

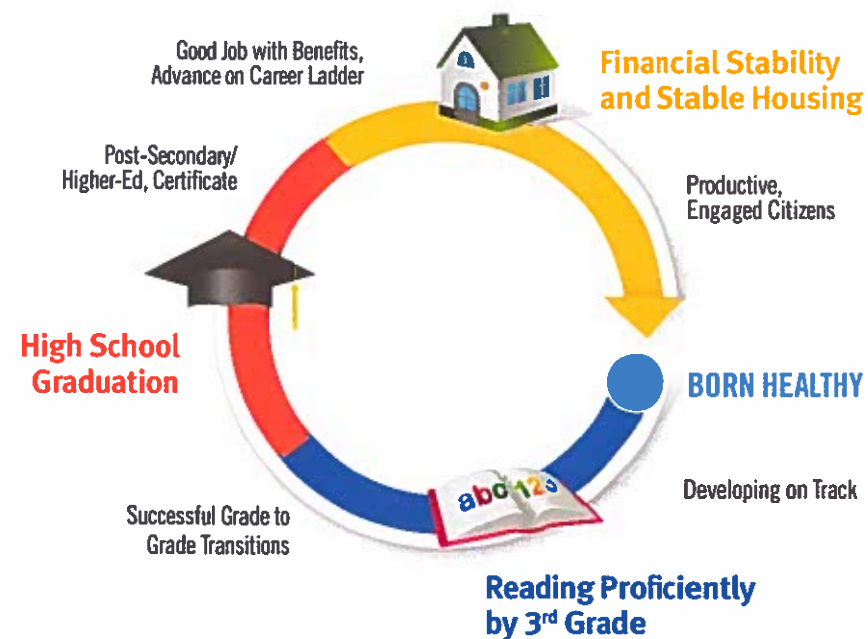
We have a story to tell. It's a story of people serving each other, of businesses investing in their community, of the compassion of an entire region lifting up vulnerable families. Lives are changing and it is because of the generosity of our corporate and agency partners, volunteers, donors, and *you*.

In 47 communities throughout Rockingham and Strafford Counties in New Hampshire and Kittery and Eliot, Maine, your gift supports the work of over 80 community-based organizations and the innovative United Way partnerships and initiatives designed to help where it is most needed.

United Way leverages its expertise and connections to ensure that maximum good is working in the lives of our region's children, youth and families.

You are a hero in our story.

### UNITED WAY'S VISION FOR STRONG COMMUNITIES



## YOUR ACTION HAS POWER



Heroes wanted! Here are a few ideas to get you on the path to being a hero of your community.

- Give what you can .
- Volunteer with a team for United Way's fall Day of Caring.
- Recruit your own team for United Way's Spring into Caring.
- Attend the youth film festival.
- Read to children as a K-Ready Reader.
- Collect school supplies at your workplace for K-Ready Kids backpacks.
- Serve on a committee to help guide United Way's work.
- Engage in the Women's Initiative.
- Join United Way's Emerging Leaders group and improve your community alongside your peers.
- Share the story of your actions through blogging, Twitter, or Facebook.

Find these and many more opportunities at  
**uwgs.org**

**SIGN UP** for our e-newsletter at **uwgs.org** to see the impact that these and other actions are having in our community.

**LIVE UNITED** online



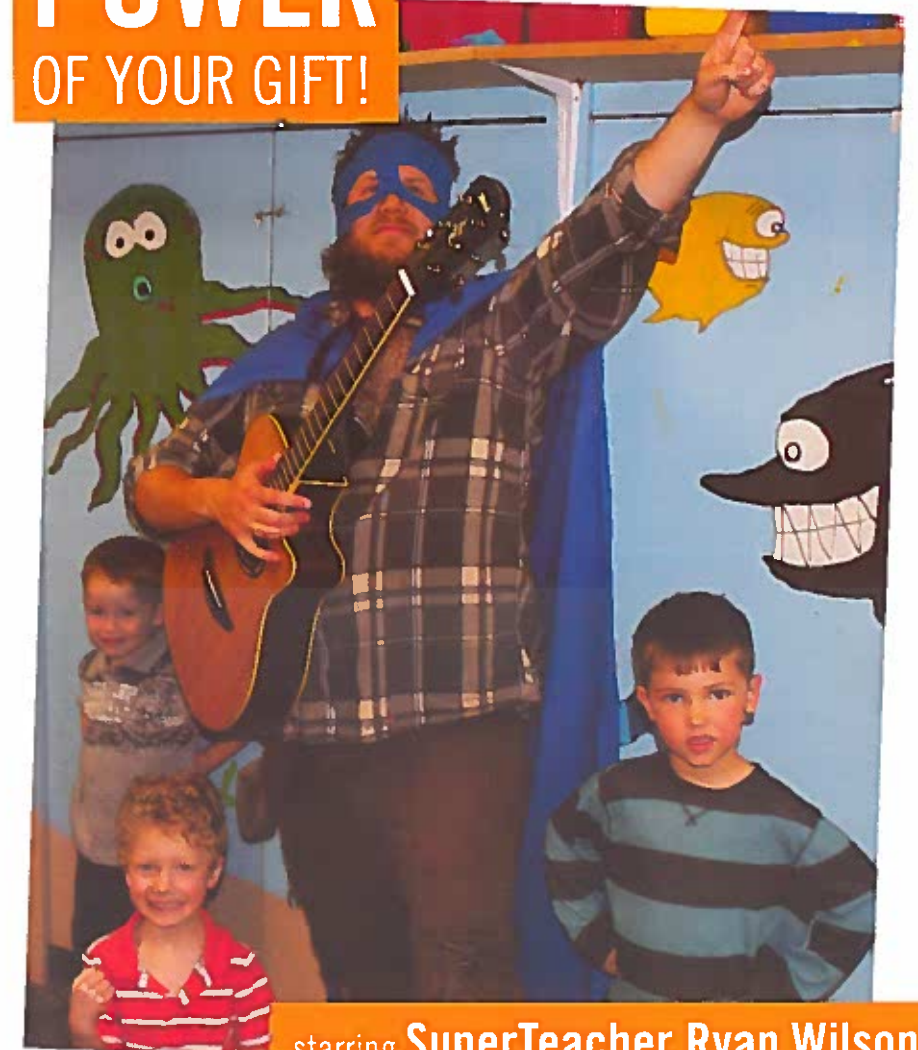
**NEED HELP? CALL 2-1-1.**  
Receive 24/7 referrals  
to community resources.

112 Corporate Drive, Unit 3  
Portsmouth, NH 03801  
603.436.5554

[www.uwgs.org](http://www.uwgs.org)



## BEHOLD THE POWER OF YOUR GIFT!



starring **SuperTeacher Ryan Wilson**  
and other heroes of the community!

**GIVE. ADVOCATE. VOLUNTEER.**

United Way of  
the Greater Seacoast  
[uwgs.org](http://uwgs.org)



# BEHOLD THE POWER OF YOUR GIFT!

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You are a hero in our story.

## CREATING OPPORTUNITIES FOR A BETTER LIFE FOR ALL



By aligning a region-wide philanthropic network around the same vision, United Way does more than any single organization. That means your donation has more impact.



MEET THE HEROES OF THE COMMUNITY AT  
[UWGS.ORG/STORIES](http://UWGS.ORG/STORIES)

We invest as wisely as you would. To ensure that the greatest percentage of your gift goes directly to help people in the community, we have reduced our expenses by 18% over the past five years. Our current overhead is half the Better Business Bureau's national standard.

# THANK YOU!

**GIVING IS TAX DEDUCTIBLE** In accordance with IRS requirements, we acknowledge that United Way of Massachusetts Bay, Inc. d/b/a United Way of the Greater Seacoast has not provided any goods or services in consideration, in whole or in part, for this contribution other than as they relate to Special Event Contributions. The amount deductible for federal income tax purposes is limited to the excess of the money contributed over the fair market value of the goods or services received in exchange for this contribution. Please refer to the promotional materials for the fair market value of goods or services received in exchange for your contribution. You may wish to consult your tax advisor with regard to your personal tax situation.

**LIVE UNITED online**



/unitedwayggs



@uwseacoast



uwgs.org/waypoints



/unitedwayseacoast

**2-1-1**

Get Connected. Get Answers.  
**NEED HELP? CALL 2-1-1.**  
Receive 24/7 referrals  
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112 Corporate Drive, Unit 3  
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603.436.5554  
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United Way  
of the Greater Seacoast

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2/27/14

# THIS PLEDGE CARD HAS THE POWER TO HELP CHANGE THOUSANDS OF FUTURES

**GIVE. ADVOCATE. VOLUNTEER.**

United Way of  
the Greater Seacoast  
[uwgs.org](http://uwgs.org)

**LIVE UNITED**





2/27/14



Please ensure that your gift is processed correctly by printing BOLDLY and LEGIBLY on this pledge form and by using a BLUE OR BLACK INK PEN.  
If you received this form pre-printed with someone else's information, please contact your Employee Campaign Manager.

THANK YOU.

# 1. PLEASE PROVIDE YOUR INFORMATION IN THE SPACE BELOW:

PREFIX	FIRST NAME	M.I.	LAST NAME	SUFFIX
PERSONAL EMAIL ADDRESS (SO WE CAN THANK YOU AND KEEP YOU INFORMED ABOUT YOUR INVESTMENT)				
HOME STREET ADDRESS		APARTMENT NUMBER	CITY	
STATE	ZIP CODE	EMPLOYER	HOME TELEPHONE	

# 2. PLEASE CHOOSE TOTAL ANNUAL GIFT AMOUNT AND METHOD OF PAYMENT:

My Total Annual Gift = \$

## ☐ EASY PAYROLL DEDUCTION

My pay period is (number of times paid per year):

☐ Weekly (52) ☐ Bi-weekly (26) ☐ Semi-monthly (24) ☐ Monthly (12) ☐ Other \_\_\_\_\_

I want to contribute the following per pay period:

☐ \$50 ☐ \$25 ☐ \$10 ☐ \$5 ☐ \$3 ☐ Other \$ \_\_\_\_\_

## ☐ PERSONAL CHECK (please attach check and make payable to United Way of the Greater Seacoast)

## ☐ PLEASE BILL ME (home address required above)

## ☐ SECURITIES (for more information, please contact United Way's Securities Coordinator at 617.624.8225)

Please remember to enter your total gift amount above.

## ☐ CREDIT CARD (We accept: VISA MASTERCARD DISCOVER AMEX)

CARD #

EXPIRATION DATE (MM-YY)

Please specify:

☐ ONE-TIME CREDIT CARD PAYMENT

OR

☐ MONTHLY INSTALLMENTS

BEGINNING MONTH-YEAR\*\*

(MM-YY)

\*\*This authorization may be canceled at any time by notifying United Way at 603.373.9109

# 3. PLEASE CHOOSE HOW YOU WANT TO INVEST IN YOUR COMMUNITY:

## ☒ I want to LIVE UNITED

Maximize my impact by investing in all impact areas and proven solutions that advance the common good.

Check this box to support all impact areas.

Or: Check below to focus your investment on a specific impact area or areas.

- ☐ Children: Ensuring all kids are ready to learn when they enter school.
- ☐ Youth: Encouraging youth to make healthy choices and resist risky behaviors.
- ☐ Families: Helping families gain financial stability and become self-supporting.

# 4. PLEASE SIGN AND DATE



SIGNATURE

DATE (MONTH-DAY-YEAR)

Please check the accuracy of your entries. United Way does not sell, trade or disclose its donors' personal information. Thank you!

FOR UNITED WAY USE ONLY

**Single Agency** — You may direct your gift to a specific agency. For a list of our Funded Partners visit [www.uwgs.org](http://www.uwgs.org).  
(Minimum designation is \$52)

United Way will honor donor designations to United Way agency partners, any United Way and/or any 501 (c) (3) entity.

M	AGENCY CODE (NOT REQUIRED)		ENTITY (FULL NAME)		CITY		STATE	
---	----------------------------	--	--------------------	--	------	--	-------	--

☐ Check here if you do not want us to release your name to the agency or receive their personal thank you.

Of my total gift above, please provide \$ \_\_\_\_\_ to the agency designated above.



# Is your income under \$58,000?

## Get Your TAXES Prepared

## And E-Filed for FREE!

Ask Us About:

**SAVE YOUR REFUND**  
**SAVE SMALL ★ WIN BIG**  
 PRESENTED BY D2D FUND

**BRING YOUR  
 CHECKING AND  
 SAVING ACCOUNT  
 NUMBERS  
 - \$6,044 OR  
 MORE COULD BE  
 WAITING FOR  
 YOU!**



**IRS-CERTIFIED VOLUNTEER TAX PREPARERS**



**ROCKINGHAM & STRAFFORD COUNTY**

**Call for an appointment, January—April:**

**Northeast Credit Union**  
**Portsmouth (603) 373-9002**

**Rochester & Other Areas**  
**Dial 2-1-1**

**Year-Round Call Toll Free 1(800)556-9300**

**BROUGHT TO YOU BY THE CASH COALITION OF SOUTHEASTERN NEW HAMPSHIRE.**

*CASH participating organizations include: United Way of the Greater Seacoast, Internal Revenue Service, Northeast Credit Union, University of New Hampshire Peter T Paul College of Business and Economics, Rockingham Community Action, Bank of New Hampshire, Goodwin Library-Farmington, AARP Tax-Aide, NH Catholic Charities, Strafford Network, Great Bay Community College, Granite State College, Community Action Partnership of Strafford County, UNH Institute on Disability, Waddell and Reed, Goodwin Community Health, Community Partners, Seacoast Mental Health Center, NH Dept of Health and Human Services, More Than Wheels, City of Portsmouth Welfare Department, Office of Senator Shaheen and the NH Community Loan Fund.*



\*Are you eligible for the Earned Income Credit, Child and Additional Child Tax Credit, Retirement Savers or Education Credit?

## What To Bring:

To help you file your tax return, you must bring certain documents to prove your identity, income, deductions/credits, dependents, etc. These documents include:

- ☐ **Original** Social Security Cards for **all** persons listed on the return.
- ☐ If filing jointly, both spouses must be present
- ☐ Valid driver's license or photo **identification**
- ☐ Dates of birth for **all** persons listed on the return
- ☐ All income statements: Forms W-2 and 1099, Social Security, Unemployment or other benefit statements or records of income and expenses. Especially bring forms showing taxes withheld or estimated taxes paid.
- ☐ Mortgage interest, real estate taxes, college tuition or student loan interest statements (Forms 1098 or list of qualified expenses)
- ☐ Dependent child care information: name, address and SSN or Tax ID of childcare provider.
- ☐ Account numbers for direct deposit (cancelled or voided check or bank statement)
- ☐ If noncustodial **parent** claiming dependents, bring signed **Form 8332** or similar document to confirm your claim to the exemption.
- ☐ Prior year tax return & car registration (if available)

### FILE YOUR 2013 FEDERAL TAX RETURN AND YOU MAY QUALIFY FOR EARNED INCOME TAX CREDIT (EITC)

EITC is for people who earn less than \$51,567. If you qualify, you could receive up to \$6,044 this year, depending on your filing status and number of qualifying children. So you could pay less federal tax or even get a refund. Check out the EITC Assistant at [www.irs.gov/eitc](http://www.irs.gov/eitc) or call us at (800) 556-9300 to learn more.

Number of Qualifying Children	Maximum Income Limit by Filing Status		Maximum Federal EITC Benefit
	Married Filing Jointly	Single or Head of Household	
<b>3 or more</b>	\$51,567	\$46,227	\$6,044
<b>2</b>	\$48,378	\$43,038	\$5,372
<b>1</b>	\$43,210	\$37,870	\$3,250
<b>0</b>	\$19,580	\$14,340	\$ 487
-Maximum investment income limit is \$3,300 -If you do not have a qualified child, you must be age 25 but under 65, live in the United States* for more than half the year and not be a dependent of another person			

*Please see a professional preparer for assistance with complicated returns.*

### We will not prepare:

Farm or Fishermen returns; Business returns (Schedule C with employees or losses);  
 Rental property income (Schedule E); Complicated stock transaction or pension issues; Special tax forms.  
 If unsure, please call first.

FREE Tax Preparation Services available locally – Call 2-1-1 for more information!



*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**  
**February 3, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Deputy City Manager  
Michael Allen, Police Chief  
Samantha Rodgerson, Executive Asst.

Danford Wensley, City Attorney  
Peter Nourse, DPW Director  
Chris Bowlen, RAYS Director  
Norman Sanborn, Fire Chief

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:00 A.M.

**1. Management Team Minutes – January 21, 2014**

There was a brief discussion about the United Way campaign and whether the City should get involved. The consensus of the team was that the United Way supports several Rochester businesses and that it would be a good idea to allow this and to allow Jennifer Murphy Aubin to be the City liaison. There was no further discussion, the minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no changes, no discussion.

**3. City Calendar for Week**

Briefly mentioned upcoming City meetings.

**4. Right to Know Requests**

Right to Know request was received by PropertyTaxBill.com. This item has been forwarded to Assessing to deliver the requested information.

**5. Opera House request**

After a brief discussion and with no objections from Director Nourse or Chief Allen, the committee indicated that they would allow this request.

## 6. Other

### **Chief Allen**

- Advised that the Police Department held the new Council orientation and it went well.
- Advised that the efficiency study for the dispatch center will be getting underway in the next month or two. When they are ready to start, they will be collecting data and interviews with stakeholders will be conducted.
- Advised that Officer Cilley was released from field training last week and will be able to start on his own.
- Advised that the annual Police vs. Fire Hockey game is on Friday night. Cost to get in will be a food donation.

### **Deputy City Manager Cox**

- Advised that the budget is proceeding well.
- Advised that they received the FY13 audit on Friday.
- Advised that he will be looking into setting up Adobe training shortly and for departments to let him know if they are interested.

### **Director Nourse**

- Advised that he will be going back to the Codes & Ordinances Committee to discuss water leak enforcement and the suggested changes that will address water leak wastage.

### **Executive Assistant Rodgerson**

- Advised that an additional Active Shooter Training had been schedule for Wednesday, February 19, 2014 from 9am until 11am.
- Advised that she will be working on coordinating the safety inspections that had been offered by Sgt. Deluca. Asked that the departments notify her if they would like to have an inspection done.

### **Director Bowlen**

- Advised that they will be switching over to Spring programs in approximately 6 weeks.
- Advised that they have been successful with improving the parking issues at the ice rink.

### **Chief Sanborn**

- Mentioned the fire on Wednesday on Academy Street.
- Advised of a mutual aid fire in Alton on Friday night.
- Advised that they will be recognizing Jacob Record at the City Council meeting.

The Management Team meeting adjourned at 9:22 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**  
**February 10, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Deputy City Manager  
Michael Allen, Police Chief  
Samantha Rodgerson, Executive Asst.

Danford Wensley, City Attorney  
Peter Nourse, DPW Director  
Chris Bowlen, RAYS Director  
Norman Sanborn, Fire Chief

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:02 A.M.

**1. Management Team Minutes – February 3, 2014**

**2. City Council Inquiry Report**

There were no changes, no discussion.

**3. City Calendar for Week**

Briefly mentioned upcoming City meetings. Will update calendar to reflect that Recreation Commission meets the same night as the Arena Commission.

**4. Right to Know Requests**

No new requests, no discussion.

**5. Invoice Entry Batches**

Deputy City Manager Cox wanted to remind all departments that their invoice entry batches are due by 4pm on Tuesdays so that the weekly Accounts Payable run can be done.

## **6. Council Agenda Bills and information submitted electronically**

Deputy City Manager Cox wanted to remind all departments that any information for Council meetings should be submitted as early as possible and in electronic form (whenever possible).

## **7. Check stock – change**

Deputy City Manager Cox announced that all employees with direct deposit will notice a change to the paper their deposit information is printed on. He informed that this change will save the City approximately \$1,000 per year.

## **8. T-Mobile equipment updating – 155 Rochester Hill Road**

This letter was for informational purposes.

## **9. Business in the Arts Award – NH Business Committee for the Arts (NHBCA)**

Deputy City Manager Pollard stated that this email also went to Jennifer and Michelle as part of the Arts Commission. Indicated that the Arts Commission could submit the application with the City as the nominee.

## **10. FY 2015 Budget Guidelines and Presentation Schedule**

Deputy City Manager Cox informed the team that the budget discussion are going well and that the budget will be submitted to the Government Finance Officers Association ([GFOA](#)). He also discussed the need to keep the narratives concise by including the department overview and goals and to only include the budget justifications and rationale requests on the Interest & Options form.

He then informed the team that the schedule for the department presentations to the Council had not changed and was attached for informational purposes.

## **11. Other**

### **City Manager Fitzpatrick**

- Analysis of Wednesday's snowstorm and the downtown 24-hour parking ban.

City Manager Fitzpatrick wanted to discuss the recent article in Fosters. Director Nourse stated that they have had to do this in the past, most recently was twice last year. He explained that they do this as a means to aid the businesses by limiting the amount of on-street parking to better assist with snow removal.

- Notary fees – City Clerk

Ms. Rodgerson discussed the memo that was received by the City Clerk requesting a change to when Notary Fees are charged. The City Clerk is requesting, for basic notary requests, there be no charge to the public. The fee of \$5 would only be charged for extended notary service; such as documents that require more than 1 notary, or that require a Notary travel any distance within City limits. The memo explained that this was in keeping with the majority of NH towns and will be beneficial to the public that comes in and has difficulty with the current fee for a basic notary service. The team was of the consensus that the change made sense and was in-line with other departments notary services.

- IT SDWT (Technology Self-Directed Work Team) request to allow YouTube access for training purposes

City Manager Fitzpatrick informed the team that the IT SDWT (IT Self-Directed Work Team) made the suggestion of removing the firewall to allow access to YouTube for training purposes. He felt that this was a good example of change coming from within the organization. There was some discussion on the inability to monitor the use. It was agreed that we should proceed with the access and bring it up again if we find there are employees taking advantage.

- City Manager Fitzpatrick discussed a comment that was mentioned at the Codes & Ordinances Committee about the Amendment to the Water Ordinance. It was commented that we should show the old and the new ordinance side-by-side. He then handed out an example of a Bylaw Amendment Worksheet and suggested that we could do something similar for ordinances. There was some discussion that it may be more complex to do for the lengthy changes but we could certainly try it out.
- JOB Loan update – status  
Deputy City Manager Pollard stated that Elena is working on putting together an update on the JOB Loans.

### **Chief Allen**

- Advised that they just finished Youth Citizens Academy that the Citizen's Academy would be starting on March 11th.
- Gave the results of the Police vs. Fire hockey game. Police won their 7th year with a score of 7-5.
- Advised that they will be conducting interviews for the Crime Analyst position.
- Advised about the call for nominations for the Red Hayes Award.



- Advised that they continue to work on the International City/Council Management Association (ICMA) award submission.

**Director Nourse**

- Advised that there was a walk-through of the annex on Friday that was well attended. There will be a walk-through on Thursday for the prospective bidders/architects. The bid opening will be on February 27th.
- Advised that Hydracal will be doing a review of the Environmental Protection Agency (EPA) recommendations this week. There was discussion about opportunity for positive public relations.

**Deputy City Manager Cox**

- Advised that the audit report came out last week and that there would be a presentation at the Council Workshop next week.

**Deputy Manager Pollard**

- Advised that the Rochester Economic Development Commission (REDC) will be holding a transportation discussion with other economic development organizations in the area. George Bald will be facilitating the discussion. She advised that this is a discussion to focus on the needs and protecting our competitive advantage for transportation projects to be supported along this corridor.

**Director Bowlen**

- Advised that Teen Night is extremely successful, they had over 326 participants at the February event.

The Management Team meeting adjourned at 9:43 A.M.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant



# ROCHESTER RECREATION & ARENA

## LETTER OF TRANSMITTAL

TO: Dan Fitzpatrick, City Manager

CC: Blaine Cox, Deputy City Manager

FROM: Chris Bowlen, Director *C Bowlen*

DATE: February 5, 2014

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items: Services for Bleacher bid

These are transmitted as checked below:

<input checked="" type="checkbox"/> For Approval	<input type="checkbox"/> For Your Use/Information
<input type="checkbox"/> As Requested	<input type="checkbox"/> For Review & Reply
<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Approved as Noted
<input type="checkbox"/> Returned for Corrections	
<input type="checkbox"/> Re-submit <input type="checkbox"/> Copies for approval	
<input type="checkbox"/> Submit <input type="checkbox"/> Copies for distribution	

### SUPPLEMENTAL INFORMATION:

Please find attached a proposal from Harriman Architect and Engineers for professional services in providing the following for new bleachers; full set of drawings and specifications for bidding, invitation to bidders along with pre-bid site visit, assistance in final contract development for the city, review of shop drawings, construction meeting and a close out/punch list.

The proposal is for \$6,000 and funding for this is available in the approved CIP Arena accounts.

Finance Director Review

*Blaine Cox*

Date 2/5/2014

Blaine Cox



City of Rochester, New Hampshire

Department of Recreation, Arena

Recreation & Youth Services: 150 Wakefield Street, Suite #1, Rochester, NH 03867 • 603-332-4120

Arena: 63A Lowell Street, Rochester, NH 03867 • 603-335-6749

Fax: 603-335-7573 • [www.rochesterrec.com](http://www.rochesterrec.com)



# MEMORANDUM

**To:** Blaine Cox, Finance Director/Deputy City manager  
**From:** Scott A. Dumas, Deputy Chief  
**Subject:** Contracted Services with BAIR Analytics  
**Date:** February 6, 2014

Blaine,

I am seeking permission to enter into an outside contract agreement with BAIR Analytics, a Colorado based company, for the purposes of contracting a crime analyst to be embedded within our agency. Through our research, we have located no other company that provides fully trained, embedded analysts. I have attached a letter from BAIR Analytics outlining their sole source services as well as a contract outlining the terms and costs associated with the agreement.

Respectfully,

A handwritten signature in black ink, appearing to read "Scott A. Dumas".

Scott A. Dumas  
Deputy Chief of Police

cc: Chief Michael J. Allen  
file

**Samantha Rodgerson**

---

**From:** Kristen Henderson  
**Sent:** Friday, February 07, 2014 9:08 AM  
**To:** Samantha Rodgerson  
**Subject:** Signature Letter  
**Attachments:** DMR Signatures JAN 2014.doc

Hi Samantha,

Could I please get Mr. Fitzpatrick's signature on this and printed out on your letter head. This is an annual requirement by the EPA so they know who is signing our wastewater reports and it has to come from the city manager. Once it's signed please send the original it back to me. Any questions let me know.

Thank you:)  
Kristen

Wastewater Treatment Plant



## City of Rochester Dept of Public Works

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

# Memo

CITY OF  
Received

FEB 10 2014

City Manager  
ROCHESTER

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

**From:** Lisa J. Clark *LJC*

**Date:** 2/5/2014

**Re:** Gomez and Sullivan Contract Amendment #2

Enclosed please find the Contract Amendment #2 for Gomez and Sullivan. This is for work associated with the Gonic and Gonic Saw Mill Dams. This amendment defines the scope of work based on information gathered to date, and extends the contract period to December 31, 2014.

This project is grant funded. This change will not require any additional funds. The purchase order is already in place using account # 15013010-771000-11545.

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

Signature

*Blaine Cox* 2/7/14

(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Michael Bezanson - City Engineer



2/27/14

## City of Rochester Grant ≤ \$10,000 Application

## City Manager Approval

RECEIVED

FEB 14 2014

CITY CLERK'S OFFICE  
ROCHESTER, NH

GRANT SUBJECT &amp; AMOUNT: Emergency Operations Plan Update - \$5,000.00

TODAY'S DATE:	2/13/14
DEPT. HEAD SIGNATURE:	<i>Norm Garbano Jr.</i>
APPLICATION DEADLINE:	
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

## COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

## ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	<i>Blaw Lx 2/14/14</i>
CITY MANAGER:	<i>D. W. Fritzel</i>

## MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	The required \$2500.00 match will be covered by in-kind services from the City.
SOURCE ACCOUNT NUMBER:	
MATCH AMOUNT:	
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

## LEGAL AUTHORITY

--

## SUMMARY STATEMENT

The EMPG Grant will cover the non-city portion cost (\$2500.00) of Hubbard Consulting LLC Services.

--

## RECOMMENDED ACTION

City Manager to approve this grant application.

--

Date: 2.10.14

To: Daniel Fitzpatrick  
City Manager

From: Elena V. Engle  
Community Development Specialist

Re: Subrecipient Commitment Form

CITY OF  
Received  
FEB 10 2014  
City Manager  
ROCHESTER

Attached are the Subrecipient Commitment Form and other documents required by UNH for the Green Infrastructure Grant. This form must be completed and signed by the Authorized Official prior to receiving the Grant Agreement. Once the Grant Agreement is received, it will be sent to you directly, as well as the City Attorney for review- prior to moving forward.

If you have any questions, please do not hesitate to contact me.

Thank you.  
Elena Engle

**FORM A**

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

**TO: DAN FITZPATRICK, CITY MANAGER****FROM:** Rhonda Young Police Department  
(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: \$ 638.90 (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.

The PC/comp will keep me up to date w/ new technology +  
programs. More computer knowledge is always  
beneficial + will help w/ my college courses as  
well to help w/ my accounting degree.

I have ☒ have not ☐ (check one) previously purchased equipment under this program.

2/11/14  
Date

Rhonda Young  
Employee Signature

I have reviewed and recommend this request:

2/11/14  
Date

[Signature]  
Supervisor or Department Head and Title

Approved: **FEB 18 2014**

\_\_\_\_\_  
Date

Dan Fitzpatrick  
City Manager or designee



2/27/14

Date: 2-24-2014

To: Daniel Fitzpatrick  
City Manager

From: Elena V. Engle  
Community Development Specialist

Re: NSP Closeout Documents for CDFA and HUD

CITY OF  
Received  
FEB 24 2014  
City Manager  
ROCHESTER

In 2012, the Neighborhood Stabilization Grant Program ended after the sale of the last home. In 2013, the final status report was sent to CDFA and the fund was deauthorized by the City. CDFA is requesting this final paperwork be submitted to close out the grant with HUD.

Please sign the two documents attached as the Authorized Official. Once these are signed and uploaded to CDFA, there will be one additional form that will require your signature showing that all documents have been uploaded.

If you have any questions, please let me know.

Thank you.



Date: 2-24-2014

To: Daniel Fitzpatrick  
City Manager

From: Elena V. Engle  
Community Development Specialist

Re: NSP Closeout Documents for CDFA and HUD



Attached is the last required form for the NSP closeout documents. This form shows that all required and previously signed documents have been uploaded to CDFA.

If you have any questions, please let me know.

Thank you.



2/27/14

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

February 3, 2014

Rochester Opera House  
Susan Page, Managing Director & Publicist  
City Hall  
31 Wakefield Street  
Rochester, NH 03867

Dear Susan,

Thank you for your recent request seeking permission to "paint" a Yellow Brick Road on the sidewalk at City Hall. This request has been discussed with the Management Team and has been unanimously approved.

Please let us know if there is anything else the City can be of assistance with.

Sincerely,

Daniel W. Fitzpatrick  
City Manager

Cc: Mayor & City Council

**Samantha Rodgerson**

---

**From:** Blaine Cox  
**Sent:** Thursday, February 20, 2014 3:19 PM  
**To:** Dan Fitzpatrick; Samantha Rodgerson  
**Subject:** FW: FYI - Kern has installed the Wireless Router

Include in next CM Report to Council?

-----Original Message-----

**From:** Dennis Schafer  
**Sent:** Thursday, February 20, 2014 12:02 PM  
**To:** Dan Fitzpatrick; Blaine Cox  
**Cc:** Kern Mann  
**Subject:** FYI - Kern has installed the Wireless Router

FYI

The new wireless router has been installed by Kern in the City Manager's closet. Now all 3 pieces have been upgraded and all have the same name for ease of connections. If there are any problems with City Hall wireless, please let us know.

Thanks,  
Dennis

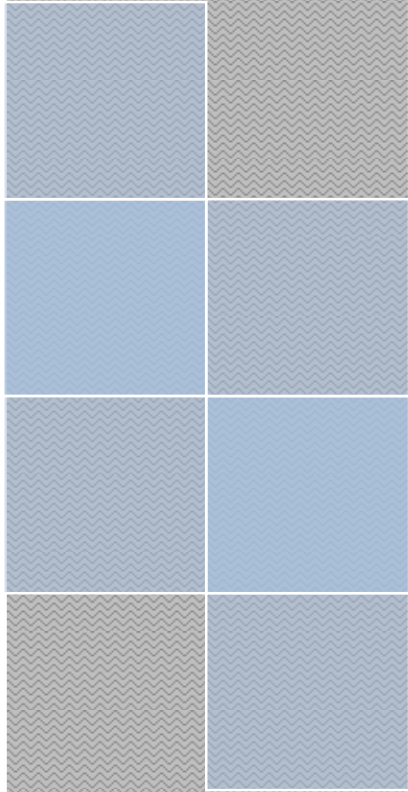
PERSONNEL ACTIONS.xls



DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
2/12/2014	City Manager's Office	BANNERS	Journey Church - Night before the 4th
1/31/2014	City Manager's Office	EVENT	Children's Dyslexia Center 5K
2/12/2014	City Manager's Office	EVENT	Journey Church - Night before the 4th fireworks
2/18/2014	City Manager's Office	EVENT	Lia Sophia jewelry & Blingo party at American Legion
2/21/2014	City Manager's Office	EVENT	Symmetry Yoga - free yoga at Rochester Common
2/3/2014	City Manager's Office	TAG	Rochester Middle School Baseball
2/21/2014	City Manager's Office	TAG	Relay for Life

## Council Inquiry report February 2014.xls

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	12/10/2013 Finance Committee	Councilor Varney stated that this information (Fire Dept overtime information received) does not answer his request to see how vacation time converts to "man-years".	<b>Fire Chief will work with Finance Dept. to determine information and will go to March Finance Committee.</b>



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intentionally left  
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City of Rochester, New Hampshire  
 31 Wakefield Street  
 Rochester NH 03867-1915  
 (603) 332-1167  
[WWW.RochesterNH.net](http://WWW.RochesterNH.net)

## TEAM CHARTER

### EMPLOYEE RECOGNITION & ACHIEVEMENT TEAM

1. **Purpose:**

The purpose of this team is to assist and involve employees in the process of recognizing co-workers for outstanding performance and to encourage all employees to make suggestions for improvements or efficiency regarding any City of Rochester practices or policies. Programs currently in place for this team's review are the Employee of the Month, the Employee of the Year, and the Employee Suggestion Program.

2. **Background:**

This team was originally named the Employee of the Month Committee and has been operating since 1993. With the addition of the Employee of the Year program in 2011 and the addition of the Employee Suggestion program in 2013 it has evolved to accommodate these programs. The City of Rochester has made it a priority to reward staff for exemplary performance and is continuing to keep this practice in the forefront.

3. **Scope:**

The team will meet monthly and will have the responsibility of electing an Employee of the Month. The team will also have additional meetings if necessary to elect the Employee of the Year. The monthly meetings may also assist with the evaluation of any Employees Suggestions as submitted by individuals working with in the City of Rochester Municipal Departments.

4. **Team Composition:**

The Team consists of ten staff members. There shall be eight full time members who will serve for an indefinite period of time. Full time members shall include a Chairperson, who will be appointed by the City Manager. The Deputy Chairperson who will be elected by the Committee. There will be one member from each of the following eight locations; City Hall, Fire Department, Public Works Department, Police Department, Library, Revenue Building, Public Buildings and the Recreation, Arena and Youth Services Department. Should a member resign, consideration will be given so that a member from each of these departments is included, and recommendations for the team will be requested from the departing member; or the department head if no recommendation is received. There will also be two additional members on this team. These two members may be City Councilor (s), or the team may select one or two temporary members from the recent pool of recipients of the Employee of the Month award. The term of service will be determined by Councilor (s), or be limited to four months if selected by the team.



## 5. **Membership Roles:**

All members are required to attend monthly meetings as the Employee of the Month is voted upon each month. Meetings will be held on the first Wednesday of each month that follows the 10<sup>th</sup> of the Month. Nominations for Employee of the Month are to be submitted to the team no later than the tenth day of each month. Correspondence for this team will be directed through the City Clerks Office, where a mail slot has been provided.

The Chairperson will gather all information that has been submitted for review and voting. The Chairperson will put together and distribute an agenda with a packet for voting each month. The Chair will preside over all meetings. In the absence of the Chairperson the Vice Chair will complete this task.

Minutes will be taken on a rotating basis by each Committee Member.

Current Members (02/06/2014)

Team Member 1 Chair – Lisa Clark, representing the Public Works Department

Team Member 2 Vice Chair – Angie Gray, representing City Hall

Team Member 3 Scott Dumas, representing the Police Department

Team Member 4 Mark Dupuis, representing the Fire Department

Team Member 5 Kern Mann, representing the Library, MIS

Team Member 6 Ann Dupuis, representing the Revenue Building

Team Member 7 Bruce Young, representing Buildings & Grounds

Team Member 8 Art Jacobs, representing Recreation, Arena & Youth Services.

Team Members 9 & 10 will be an indefinite term of a volunteer from City Council or 1 or 2 selected employees for 4 month terms.

## 6. **Team Empowerment:**

Each team member will commit to attending monthly meetings. Each team member will have the responsibility to set aside personalities and any bias when voting on all nominations or considering any suggestions. If a team member has submitted or taken part in any of the nominations submitted, or if a team member believes bias or personalities can not be set aside, that member will recuse themselves from any votes taken.

## 7. **Team Operations:**

Each month the team will review any nominations for Employee of the Month, and annually the Committee will review the nominations for the Employee of the Year. The Committee will hold a confidential vote to select the recipients of these awards.

The team will use a rating form that assigns numerical values in the following criteria:

1. Is the nomination a Service to the Community

2. Is the nomination an example of Quality Customer Service (internal or external)

3. Is the nomination demonstrating Professionalism and Commitment above & beyond what is normally expected of an employee

In the event there are no nominations for consideration or in the event of only one nomination the team will go back six months using any other nominations that were not selected as employee of the month. The vote will then take place.

If there are still no nominations for consideration the City Manager will be consulted to select a candidate or he/she may elect to decline and there will not be an Employee of the Month for that month.

In the event of a tie, the Committee will have a brief discussion on the merits of the

nominations as submitted, and a vote by a show of hands will be taken. If a tie still exists, a flip of a coin will decide.

Each month the team will consider any Employee Suggestion submittals. If all are in agreement a vote will be taken by a show of hands as to whether the City Manager should consider the suggestion for a Merit Award.

Additional responsibilities may be assigned by the City Manager if deemed to be consistent with the Purpose of the team as described in Item 1.

8. **Team Performance Assessment:**

At each meeting of this team all members present will be requested to provide input on continuing with the above format as described herein, or if a change is necessary. If a change is suggested, it will be considered by the team and voted on the next month.

9. **Acquisition Milestones & Schedules:**

In January of each year the team will have a documented discussion regarding performance and any challenges faced during the course of the preceding year. The City Manager will be requested for input regarding the continuation of the current Chairperson, and the team shall elect the Vice Chair.

10. **Communication Plan:**

Agendas and minutes will be maintained monthly by the Chairperson and submitted to the City Manager annually.

Signature Page:

APPROVALS

\_\_\_\_\_  
Daniel W. Fitzpatrick

Date: \_\_\_\_\_

\_\_\_\_\_  
Team Chairperson

Date: \_\_\_\_\_

Team Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Team Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Member #3: \_\_\_\_\_ Date: \_\_\_\_\_

Member #4: \_\_\_\_\_ Date: \_\_\_\_\_

Member #5: \_\_\_\_\_ Date: \_\_\_\_\_

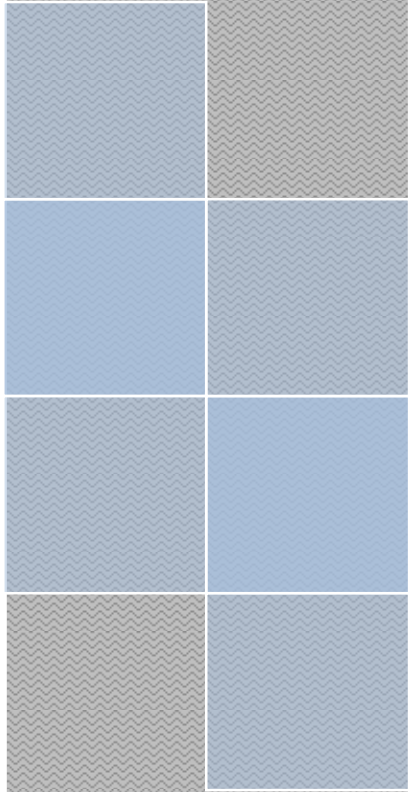
Member #6: \_\_\_\_\_ Date: \_\_\_\_\_

Member #7: \_\_\_\_\_ Date: \_\_\_\_\_

Member #8: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent team member signatures will be updated at January meeting each year.





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TO: Rochester City Council

FROM: Thomas J. Jean, Mayor

DATE: February 27, 2014

RE: Proposed Chapter 42 Amendment Timeline

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I would like to propose the following timeline for the City Council to consider relative to the review, and possible adoption of, the proposed changes to Chapter 42 of the General Ordinances of the City of Rochester (Zoning). As you will recall, you were provided with the Planning Board's approved version at the November 19, 2013, City Council Workshop Meeting. Councilors Elect were also provided with this material (ordinance text, tables, and map) at that time. I directed the Council to review this information and be prepared to discuss the proposed ordinance at subsequent meetings.

It is my hope that you have taken the past few months to familiarize yourself with the proposed revisions. The Planning Board has spent a great deal of time and energy to ensure the new version of Chapter 42 is relevant to planning and development issues impacting our city today.

Therefore, I submit to the Council my recommendation for review and adoption:

<b>March 4, 2014:</b>	<b>Distribution of Chapter 42 review/adoption timeline.</b>
<b>March 12, 2014:</b>	<b>Deadline for City Councilors to submit written inquiries and/or concerns for review by Chief Planner and Planning Board Chairman. All inquiries will be addressed with a written response from Mr. Campbell and Mr. Sylvain and provided to the full City Council at the March 18, 2014 City Council Workshop.</b>
<b>March 18, 2014:</b>	<b>Review of Councilor inquiries/concerns, along with the response of the Chief Planner and Planning Board Chairman. Referral of Concern Items to Special Codes and Ordinances Committee Meeting on March 27, 2014.</b>
<b>March 27, 2014:</b>	<b>Special Codes and Ordinance Committee Meeting for the purposes of discussing inquiry/concern items brought forth by members of the City Council.</b>
<b>April 1, 2014:</b>	<b>First Reading of amendment to Chapter 42 and establishment of a Public Hearing on April 15<sup>th</sup>, 2014.</b>
<b>April 3, 2014:</b>	<b>Codes and Ordinance Committee to conclude special review of Chapter 42 and make recommendations to full Council for review.</b>

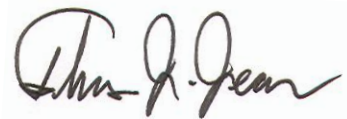
- April 15, 2014:**        **Public Hearing of amendment to Chapter 42. Workshop meeting for further discussion. Special City Council meeting to address recommendation of Codes & Ordinance Committee. Second reading and deliberation of proposed amendment. Possible vote on the adoption of the amendment.**
- April 22, 2014:**        ***\*\*IF NECESSARY\*\** Special City Council Meeting for the purpose of discussing and possible vote on the amendment to Chapter 42.**

This timeline is reasonable and allows for ample opportunity for review and discussion. There are no hard and fast deadlines that must be attained throughout this process. Rather, I seek to provide a framework to generate a thoughtful and productive discussion of the proposed amendment to Chapter 42.

Please be prepared to discuss this timeline at our March 4<sup>th</sup> Regular City Council Meeting. I am confident we can work through this process together and develop a final product that is relevant to the planning issues facing our city today.

Thank you for your time and attention to this matter. Please do not hesitate to contact me with any additional questions or concerns you may have prior to our March 4<sup>th</sup> meeting.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Thomas J. Jean". The signature is fluid and cursive, with a large initial "T" and "J".

Thomas J. Jean  
Mayor

## PROCLAMATION

**WHEREAS,** Read Across America Day provides an opportunity to excite children about reading; and

**WHEREAS,** Families should play an active role in this effort by reading to their children at least 20 minutes a day; and

**WHEREAS,** this will provide your child with the love for books and knowledge as well as spending precious time with loved ones experiencing the wonder of a good story together; and

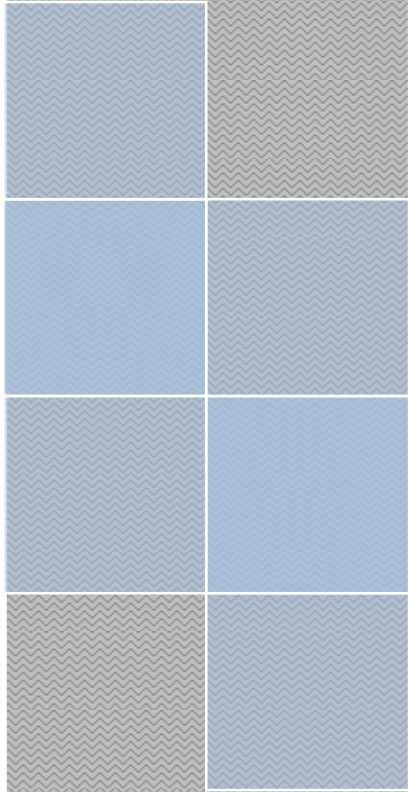
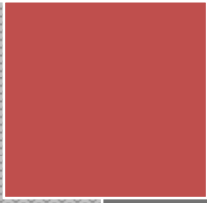
**WHEREAS,** the Read Across America program is a national celebration of Dr. Seuss's birthday. This program promotes reading and adult involvement in the education of our community's students.

**NOW, THEREFORE,** I, Thomas J. Jean, Mayor of the City of Rochester do proclaim March 3, 2014 as "Read Across America Day" in the City of Rochester and call upon our citizens to assure that every child is in a safe place reading together with a caring adult.

**IN WITNESS WHEREOF,** I hereunto set my hand and caused the seal of the City of Rochester to be affixed on this 3rd day of March in the year of our Lord two-thousand and fourteen.

Signature on file

\_\_\_\_\_  
Thomas J. Jean  
Mayor



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Planning & Zoning  
Community Development  
Conservation Commission  
Historic District Commission

PLANNING AND DEVELOPMENT DEPARTMENT  
City Hall - Second Floor  
31 Wakefield Street  
Rochester, New Hampshire 03867-1917  
(603) 335-1338 • Fax (603) 335-7585  
[www.rochesternh.net](http://www.rochesternh.net)

2/27/14  
CITY OF  
Received  
FEB 27 2014  
City Manager  
ROCHESTER

February 25, 2014

The Honorable T.J. Jean and  
Rochester City Council  
31 Wakefield Street  
Rochester, NH 03867

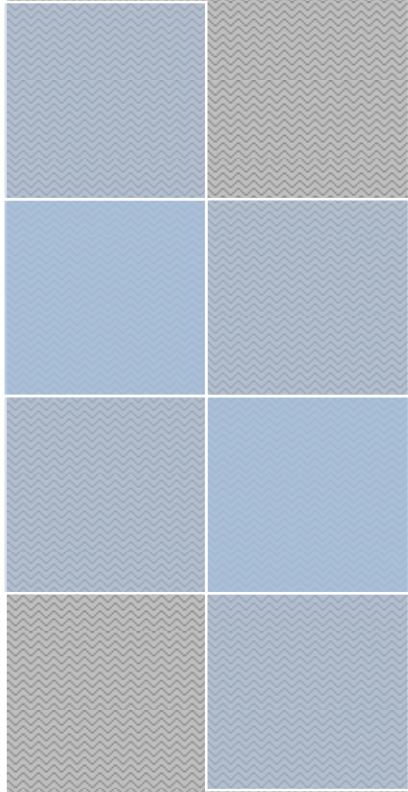
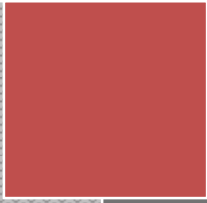
Dear Mayor Jean and Councilors,

At the meeting on Monday, February 24, 2013, the Planning Board unanimously supported the FY15 CIP request from the Department of Public Works for the Study of turning lanes on Milton Road. Please consider this a letter of support for the proposal from the Department of Public Works that will be included in the FY15 CIP.

Thank you for your attention to this matter.

Sincerely,

Nel Sylvain,  
Planning Board Chairman



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**From:** Brian Sylvester [brian.sylvester@rpl.lib.nh.us]  
**Sent:** Monday, February 24, 2014 1:29 PM  
**To:** Kelly Walters  
**Subject:** Fwd: Jennifer Stimac resignation email

----- Original Message -----

**Subject:**Re: agenda for next week

**Date:**Mon, 18 Nov 2013 12:15:19 -0500

**From:**Jennifer Stimac <jwren@worldpath.net>

**To:**Brian Sylvester <brian.sylvester@rpl.lib.nh.us>, Joanne Pallas

<Crowhilleast@aol.com>, Natalie Wensley <thirteen@metrocast.net>, Pam Hubbard

<danielhubbard@peoplepc.com>, Martha Ortmann <martha.ortmann@gmail.com>,

Anne May <anne.may@rochesternh.net>, Steven Maimes <smaimes@metrocast.net>

**hi everyone / i am so sorry to miss another meeting / we are up at the new house / so, i was hoping i could continue for as long as possible, but i guess i better resign / just too unreliable! i will miss the best library i have ever known! keep up the good work / jenny**

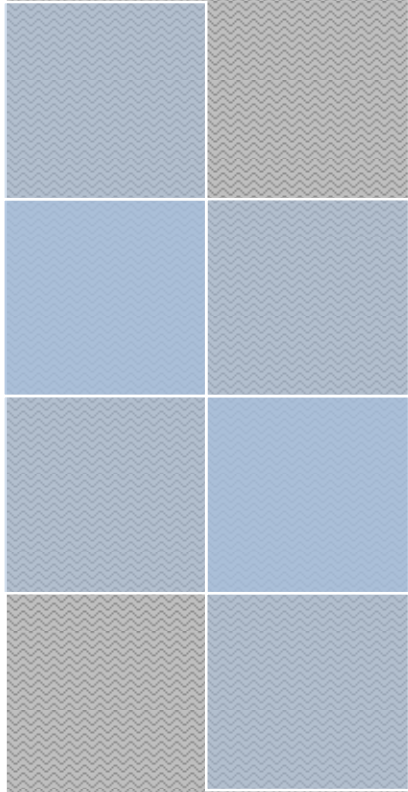
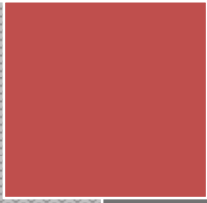
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*Brian M. Sylvester  
Director, Rochester Public Library  
65 South Main Street  
Rochester, NH 03867*

*ph: (603) 332-1428*

*fx: (603) 332-7582*

*[brian.sylvester@rpl.lib.nh.us](mailto:brian.sylvester@rpl.lib.nh.us)*



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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 RE-APPOINTMENT OF WILLIAM MELLO TO GRANITE STATE BUSINESS PARK TIF ADVISORY BOARD FOR A THREE YEAR TERM	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	March 4, 2014		
DEPT. HEAD SIGNATURE	Karen Pollard, Deputy City Manager/Director of Community Dev.		
DATE SUBMITTED	January 29, 2014		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

#### COMMITTEE SIGN-OFF

COMMITTEE	GSBP TIF Advisory Board
CHAIR PERSON	District Administrator, Dan Fitzpatrick Signature on file with the City Clerk

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Karen Pollard, Deputy City Manager/Director of Community Dev.
CITY MANAGER	Dan Fitzpatrick Signature on file with the City Clerk

#### 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

RSA 162-K:14 requires the appointment of a District Advisory Board with a majority of members made up of tenants or property owners within the Tax Increment Financing District. Adopted City Ordinance also attached.

CC FY14 03-04 AB 39 (Reappointment of DAV Board)



**SUMMARY STATEMENT**

Bill Mello, CFO for Phase 2 Medical, is willing to serve an additional term of three years on the TIF Advisory Board. Since his appointment one year ago the Board has not met, and he would like to add value to the discussions of the Board as the Granite State Business Park grows.

**RECOMMENDED ACTION**

Please consider re-appointment of Bill Mello to the Granite State Business Park TIF Advisory Board.

**Granite State Business Park  
Tax Increment Financing District  
Proposed Advisory Board**

Revised March 4, 2014

5 members, more than 50% owners or tenants  
3 Year Terms – initial appointments are staggered

District Administrator – City Manager Daniel Fitzpatrick (or Designee)

Staff Support – Elena Engle, Community Development Specialist

By Position:

Rochester Economic Development Commission Chair  
Rick Lundborn, Norway Plains Associates, Inc.  
2 Continental Blvd, PO Box 249, Rochester NH 03866

Landowners & Occupants:

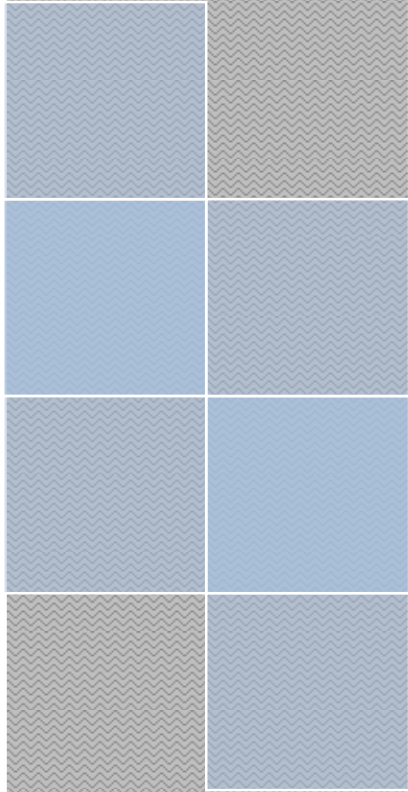
3 Year Appointment - expires Dec. 31, 2016  
Bill Mello, CFO  
Phase 2 Medical  
88 Airport Drive, Rochester NH 03867

2 Year Appointment – expires Dec. 31, 2014  
Sam Campagna, Senior Vice President – Supply Chain  
Albany International Corp.  
102 Airport Drive, Rochester NH 03867

3 Year Appointment – expires Dec. 31, 2015  
Pete Amarosa, Principal  
Amarosa Perkins Development LLC  
427 Old Garrison Road, Dover NH 03820

By Appointment of the Mayor

3 Year Appointment – expires Dec. 31, 2014  
Mark Hourihane, Broker/Owner  
Hourihane, Cormier & Associates  
170 South Main Street, Rochester, NH 03867

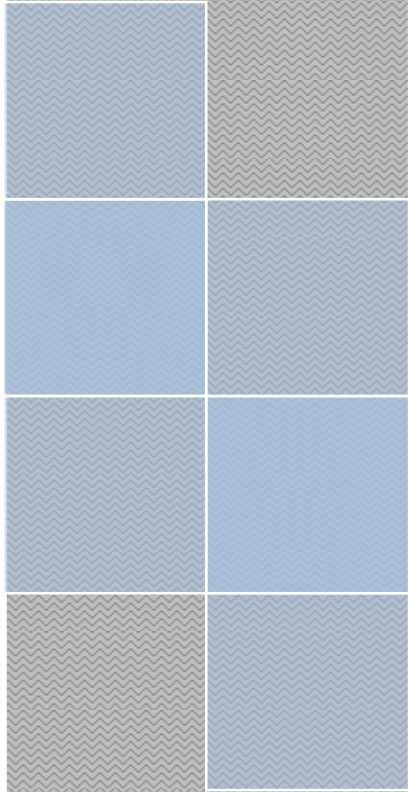
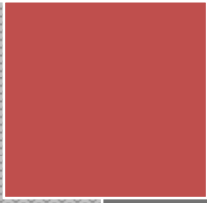


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## Reports of Committees

- Appointments Committee – 2/24/2014
- Codes and Ordinances Committee – 2/06/2014
- Community Development Committee – Forthcoming 2/27/2014
- Finance Committee - 2/11/2014
- Joint Building Committee – 2/10/2014
- Public Safety Committee – 2/19/2014
- Public Works and Building Committee – 2/20/2014



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*City of Rochester, New Hampshire*  
CITY COUNCIL – APPOINTMENTS COMMITTEE  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
www.RochesterNH.net

**Appointments Committee Minutes**  
February 24, 2014

**Committee Members Present:**

John Larochelle, Chair  
Jake Collins  
James Gray  
Donald Hamann  
Sandra Keans

John Larochelle called the meeting to order at 7:00 p.m. on February 24<sup>th</sup>.

**Regan Dowe Recreation Commission**

Regan was educated in Rochester, and with the exception of 5 years, has lived here all his life. He has 14 years of experience as a Physical Educator and has coached various sports. He has a Master's degree in Athletic Administration and would like to apply his experience to improve Recreation opportunities in Rochester.

The Appointments Committee unanimously recommends Regan Dowe for appointment to the Recreation Commission, term to expire January 2017.

**John Hackett - Conservation Commission**

Jack is a "long time" resident of Rochester and has been on the Conservation Commission for 10 years. His outstanding knowledge of the history and transitions of properties and practical approach to issues is a great resource to the Commission. He has been to three training sessions in 2013.

The Appointments Committee unanimously recommends John Hackett for reappointment to the Conservation Commission, term to expire January 2017.

**John P. Roesse – Library Trustee Ward 6**

As a "long time" resident of Rochester, John believes that a well functioning library is an important asset to the City. He has served on the St. Thomas Aquinas H.S. Board and Finance committee. John has credentials in Business, Accounting and Computer Science.

The Appointments Committee unanimously recommends John P. Roesse for appointment as Library Trustee Ward 6 to fill the vacant seat, term to expire January 2016.



**Marilyn Jones - Historic District Commission (HDC)**

Marilyn has been on the Historic District Commission for 6 years. She demonstrates her commitment to preserving the historic character of the City by her outstanding attendance and preparation for meetings. Marilyn has a background in Art History and architecture. She has found the members of the Planning and Codes Departments very helpful to the HDC.

The Appointments Committee unanimously recommends Marilyn Jones for reappointment to the Historic District Commission, term to expire January 2017.

Respectfully submitted,

John Larochelle, Chair  
Appointments Committee

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday February 6, 2013**

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

**Committee Members Present**

Councilor Peter Lachapelle, Chair

Councilor Elaine Lauterborn, Vice Chair

Councilor Ray Varney

Councilor Robert Gates

Councilor Derek “Mac” Kittredge

**Others Present**

Jim Grant, Director of BZLS

Sheldon Perkins, Code Enforcement

Officer

Daniel Fitzpatrick, City Manager

TJ Jean, Mayor

Councilor Walker

Councilor Hamann

Councilor Gray

Councilor Collins

Peter Nourse, Commissioner of Public Works

Matthew Beaulieu, Assistant Vice

President, Service Credit Union

Fred Leonard, Resident

Tom Kaczynski, Resident

Lisa Clark, Office Manager Department of Public Works.

**MINUTES****1. Call to Order**

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 7:00 PM. All committee members were present.

**2. Public Input**

Councilor Lachapelle explained that the public could speak during the discussion of the item which they have concerns with. He asked if anyone would like to address the Codes and Ordinances Committee at this time. There was no discussion at that time.

**3. Approval of the Codes and Ordinances Committee Minutes**

- December 5, 2013**

Councilor Lauterborn **MOVED** to **ACCEPT** the Committee minutes of December 5, 2013. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### 4. Rules of Order

Councilor Walker recommended changes regarding Section 4, Standing Committees, of the City Council's Rules of order. On Section 4.4, he suggested making changes when it comes to incumbents up for reappointment. Councilor Walker explained why he thought this change should be made. Councilor Varney recommended that the change be added to part A of this section. All changes made are in bold.

##### **Appointments Review Committee:**

Shall consist of five (5) members.

- A. No Council Member shall serve on more than three (3) standing committees, excluding the Finance Committee.
- B. All vacancies occurring in any standing committee shall be filled by the Mayor.
- C. **Incumbents of any committee who have submitted Statements of Interest for reappointment and are running unopposed are not required to appear before the Appointments Committee**

Councilor Lauterborn recommended that "committee" should read "boards and commissions." Councilor Gray felt that in a rare case, the committee should have the right to waive the change that is being made to 4.4. Councilor Lauterborn agreed. Councilor Walker was also in agreement with changing the wording and moving the recommendation from 4.4 C to 4.4 A.

Mayor Jean and Councilor Walker briefly discussed the Appointments Committee in brief. Councilor Gates asked if the City Council has turned anyone down for an appointment. It is determined that they have.

Councilor Lauterborn read the changes to Councilor Walker's proposal. All were in agreement.

##### **Appointments Review Committee:**

Shall consist of five (5) members.

- A. No Council Member shall serve on more than three (3) standing committees, excluding the Finance Committee. **Incumbents of any board or commission who have submitted Statement of Interest for reappointment and are unopposed may not be required to appear before the Appointments Committee. The Appointments Committee reserves the right to request the presence of the candidate.**
- B. All vacancies occurring in any standing committee shall be filled by the Mayor.

Councilor Varney **MOVED** to recommend revised Section 4.4 of the Rules of Order to the full City Council meeting, March 4, 2014, for approval. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Walker made a second recommendation regarding Section 4. He reviewed his suggestion pertaining to Section 4.14, Elections by Ballot. Councilor Lauterborn had concerns with the recommendation because of a possible conflict with City Charter. Councilor Lauterborn also suggested changing the word “committee” from the recommendation to “boards and commissions.” Councilor Walker explained that it was legal to the City Charter. The committee agreed. All changes are made in bold.

#### **SECTION 4.14 ELECTIONS BY BALLOT**

In all elections by ballot on the part of the City Council, blank ballots and all ballots for persons not eligible shall be reported to the Council.. To be elected any person seeking election must receive a majority of the votes of those members present and voting. Tally of the ballots shall be reported to the Council and recorded in the minutes. Unless otherwise directed by the Council all ballots shall be destroyed after being reported.

**A. Committee appointments shall be elected by ballot of the City Council with the exception of a single candidate. Single candidates upon nominations ceasing will be elected by City Council voice vote that the City Clerk cast one ballot for that candidate.**

The Codes and Ordinances Committee discussed this further in regards to the Appointments Committee level versus the City Council level. Councilor Walker felt that the committee should be screening candidates. Councilor Varney discussed if this change would make it harder to turn an appointment down. He does not want to see hurt feelings. Councilor Walker stated that they very rarely deny a single candidate. Councilor Varney explained why they went to a secret ballot and he also briefly discussed the voice vote.

Councilor Walker felt that paper ballots were a waste of time for a single candidate. Councilor Gray and Walker discussed if this was charter neutral and Councilor Walker explained one vote is still being cast by the City Clerk. Councilor Gray referred to the City Charter and Councilor Varney stated that these officials are appointed, not elected, so there would not be a Charter issue. Change to the recommendation is italicized

#### **SECTION 4.14 ELECTIONS BY BALLOT**

In all elections by ballot on the part of the City Council, blank ballots and all ballots for persons not eligible shall be reported to the Council. To be elected any person seeking election must receive a majority of the votes of those members present and voting. Tally of the ballots shall be reported to the Council and recorded in the minutes. Unless otherwise directed by the Council all ballots shall be destroyed after being reported.

**A. *Boards and Commissions* appointments shall be elected by ballot of the City Council with the exception of a single candidate. Single candidates upon nominations ceasing will be elected by City Council voice vote that the City Clerk cast one ballot for that candidate.**

Mayor Jean **MOVED** to recommend revised Section 4.14 of the Rules of Order to the full City Council meeting, March 4, 2014, for approval. Councilor Kittredge seconded the motion. The **MOTION CARRIED** by a majority voice vote of five to two.

Kelly Walters, City Clerk, reviewed her proposal on Rules of Order where it applies to meeting minutes; these proposals can be found in the packet. She explained that it was brought to the attention of the Clerk's Office that they should be preparing the minutes in more of a summary format and referred to Robert's Rules of Order, 11<sup>th</sup> Edition. Ms. Walters also advised the committee that under NH RSA 91-A, a draft copy of the minutes needs to be signed by the subscriber of said minutes and be made available to the public as a permanent record within five business days.

Councilor Varney asked if we are required to keep two sets of minutes. Ms. Walters explained according to her interpretation they are. Councilor Walker asked if they would be allowed to mark up the original draft showing the changes to eliminate having two sets of minutes. Councilor Lauterborn agreed with Councilor Walker. Ms. Walters felt they could do that.

Councilor Varney stated that the draft minutes should be posted on the website within five days, as well, and not just in the City Clerk's Office.

Ms. Walters said that there is legislation (HB 1156), which would require the City Council to sign each set of minutes.

Ms. Walters explained that the City Clerk's office is seeking clear direction from the City Council relative to how the minutes should be written under Rules of Order, Section 4.24, Minutes. Ms. Walters explained that currently every question and answer is being addressed in the minutes and by summarizing them you would be looking at what actually happened. She referred to Robert's Rules of Order, where the name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks. Councilor Walker did not feel that the minutes need to be verbatim. Councilor Lauterborn agreed to more of a summary form. Councilor Kittredge asked about the Dragon Speak software. Ms. Walters explained that she has already tried that approach. She is looking for permission to handle the minutes differently.

Ms. Walter cited that if someone "stated for the record" that they wanted their comments in the minutes then this would happen

Councilor Varney was concerned with the minutes being too brief. Councilor Gray discussed this further and Councilor Varney stated that fifteen years from now, when a resident reads the minutes, they will be able to understand what was going on during the meeting.

The Codes and Ordinances Committee discussed the minutes of the meetings further. Councilor Lauterborn did not feel that all the bantering back and forth needed to be in the minutes. The question of the video recordings was addressed as they are only a supplement to the minutes; however, they are archived for years.

Ms. Walters will re-word Section 4.24, omitting the draft minutes, because they are waiting for legislation.

Fred Leonard, resident, asked if someone from the public wants to have something included in the minutes how will that be handled. Ms. Walters explained that it is her belief that it would be up to the City Council to vote to add something to the minutes. She confirmed with him that if he spoke during public input, his views would be summarized and state whether he was for the topic or opposed to the topic.

Mr. Leonard discussed this issue further with the Codes and Ordinances Committee. Councilor Walker referred to a recent example. Mayor Jean mentioned that in Roberts Rules of Order it states that they must approve any outside document that someone wants entered into a set of minutes by having a vote. Ms. Walters explained that currently this gets added as an addendum to the packet so it is in the permanent record should someone want to find it down the road. She explained that such things as a handout or a Power Point could be added to the packet.

Ms. Walters asked if a vote is required to change the way the minutes are being done now. She discussed with the Codes and Ordinances Committee the verbiage changes to Section 4.24 to send to the full City Council. Councilor Varney agreed they could be tapered down.

Councilor Lauterborn **MOVED** to recommend the revised Section 4.24, Minutes, to the full City Council on March 4, 2014. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**Existing:** Section 4.24 Minutes

All meeting minutes of the City Council including all standing and special committees of the Council shall take roll call at all committee meetings and record their proceedings and provide minutes of any meeting to the City Clerk's office in a manner prescribed under **NH RSA 91A**.

**Revised Proposed:** Section 4.24 Minutes

All meeting minutes of the City Council including all standing and special committees of the Council shall take roll call at all committee meetings and record their proceedings and provide minutes of any meeting to the City Clerk's office in a manner prescribed under **NH RSA 91A**. **Furthermore, that Clerk staff will summarize each topic with a detailed summary of any and all decisions made. All public input and guest speakers comments will be summarized to state the person's name, topic addressed, and if they opposed or supported a certain topic.**

## 5. Codification



Ms. Walters discussed with the Codes and Ordinances Committee the Codification of the General Ordinances, which has been in committee for some time. She explained that codification will help with reviewing an ordinance. The ordinances would be more searchable, along with tracking the history, marking the changes, and the dates of the changes. Codification will also help with the review of State Statutes in accordance with our ordinances.

The committee reviewed the codification project and Councilor Varney felt that this should be a budget discussion. Ms. Walters wanted some guidance on this issue. Mayor Jean felt that codification could be postponed. He felt the City Clerk's Office should be able to handle it where they are doing a good job with it at this time. Ms. Walters explained that currently we have Attorney Wensley to review the ordinances. Councilor Lauterborn felt codification was an orderly way to keep the ordinance. Councilor Lachapelle asked about cost. Ms. Walters explained the proposals are in the packet. Councilor Varney asked about grants for such projects. Ms. Walters will look into grants. The Codes and Ordinances Committee discussed further and City Manager Fitzpatrick suggested that it be put in the budget under issues and options. Councilor Walker still wanted grants looked at.

## **6. Water Leak Enforcement**

Peter Nourse, Commissioner of Public Works, handed out a proposal for changes to Chapter 17 regarding water wastage to the City and a water wastage timeline. He explained in December he had brought this issue to the Codes and Ordinances Committee and was asked to make suggestions. Mr. Nourse read the proposed language under Section 17.3, Policy Statement. This would be adding letter G to this section. Mr. Nourse is also proposing the replacement of Section 17.34, Enforcement of Water Wastage, and moving the current 17.34, Water Rate and Fee Schedule, to Section 17.35. He proceeded to read these changes to the Codes and Ordinances Committee.

Councilor Walker questioned water spikes and how do they qualify as a spike. Mr. Nourse explained that master meters tend to have large spikes when there is a leak. He cited it is harder on the individual meters. They need to look at the quarterly usage.

Councilor Walker debated the issue when it came to the bills being paid. He stated if the bill is being paid where is the problem. Mr. Nourse explained a leak would indicate additional consumption. Councilor Varney cited the Salvation Army leak. Mr. Nourse stated that they need to protect the resource and they want leaks to be addressed.

Mr. Nourse explained that Section 17.34, B of this proposal is for the accounts with individual meters, the residential customer.

Mr. Nourse brought to the attention of the Codes and Ordinances Committee the issue of the appeals. He explained that when the UAB receives a complaint the appellants are not paying until they receive a decision. It is the thought that they should be paying for the amount not contested. Mr. Nourse stated that the discussion came up in regards to extending ninety days to onehundred and eighty days, but it was felt that the ninety days is sufficient. He referred to the lower timeline when the bill is received they have ninety days to appeal

until the next bill is received. Mr. Nourse explained that this is in the sewer ordinance that an appeal needs to be made before the next bill is due. He would like to see the water and sewer ordinance to have the same verbiage.

Councilor Varney asked about the water appeal being changed to the one-hundred and eighty days. Councilor Lachapelle stated that they made the suggestion to the UAB, but have not heard back from them.

Mr. Nourse explained that his department is not hard on that and they have looked at other communities that range from thirty days to onehundred and eighty days. Councilor Lachapelle explained this came from the Salvation Army situation. The committee had further discussion on the timeline.

Councilor Walker asked how much of a spike would they have to see. Mr. Nourse explained that with a typical consumer it would have to be large based on a quarterly average. He state that the larger issues are with the mobile home parks and condos, because they are more noticeable.

Councilor Walker stated that he had issues with the shutoff notice because there could be reasons why the customer does not communicate with the department as to the increase, and if their bill is paid they would still get their water shut off after ninety days. Mr. Nourse explained that communication is the key and the billing office works very well with residents in regards to payments. Councilor Lachapelle re-iterated that if they do not communicate within ninety days, their water is being shut off even if they have paid the bill according to this proposal. Mr. Nourse concurred.

The Codes and Ordinances Committee felt that this was a little harsh.

Mayor Jean asked about water conservation. Mr. Nourse agreed it was about conservation and if they wanted abatements for the sewer they would have to come before the UAB.

Mayor Jean tried to clarify this with the process of the abatements. The Codes and Ordinances Committee discussed this further. They addressed the seasonal usage, such as pools and irrigation, as well as water deduct meters.

Councilor Gates asked how much of a problem do they see. Mr. Nourse stated one-hundred units a quarter and even more during the summer. As of now there is no incentive to get this corrected. The department is certain of these leaks. Councilor Lauterborn thought the high bill would be an incentive.

The Codes and Ordinance Committee understood the master meter situation, but debated over the individual homeowners. Mr. Nourse understood the issue with part B and explained it could be scrapped.

Councilor Lauterborn addressed the waste wastage timeline and felt that there needed to be another step to make every attempt to contact the homeowner before they get shut off.

Councilor Gates asked how much of an issue the single family homeowner is. Lisa Clark, Secretary of Public Works, explained that they send out letters and they usually get a response. She went on to say the residents do not want to over pay, as well, so they contact the department. It is very rare that a resident does not respond to the letter. Ms. Clark stated that she probably sends out a dozen letters a month and the single family homes are not the problem.

Councilor Varney explained that some of the water issues could be a running toilet or a leaking faucet, but over a period of time this can add up.

Mr. Nourse explained this proposal is to identify leaks and to solve them in a timely manner.

Councilor Kittredge questioned the abatements on irrigation, where a special meter is required. Do residents know about these meters. Mr. Nourse and Ms. Clark explain that it is advertised and they include inserts in the water/sewer bills.

The Codes and Ordinances Committee addressed the leaks and who is responsible to pay for the repair.

Mayor Jean **MOVED** to recommend the proposed water leak ordinance, Chapter 17, excluding water shutoff under section B, to full Council on March 4, 2014. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mr. Nourse wanted the committees view on the appellants non-contested fees. It is not an ordinance, but has been policy that as long as they are appealing they do not pay any portion of the bill. This is not written, but came out of the UAB some time ago. The billing office was notified that they did not have to force a payment until the issue was resolved. Mayor Jean asked if Mr. Nourse was looking for direction from the committee. Mr. Nourse asked if the committee would support it.

Councilor Gray felt that it had to be proposed in the document that handles the appeals process. The language should be presented there and brought back to the committee.

Councilor Varney stated that when the UAB was formed they had to pay their full bill. Mr. Nourse will bring back a proposal next month.

## **7. Proposed Rental Housing Ordinance**

Sheldon Perkins, Code Enforcement Officer, reviewed the proposed Chapter 44 on Housing Standards, with the Codes and Ordinances Committee, which can be found in the packet. He went on to state that safety and health was of top concern and he felt that this ordinance was a more proactive approach. Some tenants find themselves in a situation where they find a rental, within their means and there could be some issues with that property. The landlord states they will be fixed, but does not follow through. With inspecting the properties, these issues can be corrected before they are rented and he gave examples of rentals not having working fire detectors or they are missing rails to the stairways.

Mr. Perkins cited that State RSA 48-A currently deals with these issues. He stated that he brought several complaints with him which could have been avoided with this ordinance in place. One property Mr. Perkins went to inspect had five broken windows and carpeting that needed to be replaced, as well as a lot of garbage outside. Some are very dangerous with electrical issues, having improper wiring to the electrical panel that is a fire hazard.

Councilor Walker asked Mr. Perkins if the rental unit would have to be inspected every time prior to renting. Mr. Perkins explained that there would be an initial inspection and then bi-annually. If the owner passed inspection they would receive a certificate. He went on to state that there are a lot of rental properties in the City that he does not hear about, but it is those landlords that do not want to invest in their property that the complaints are coming from.

Councilor Walker wanted to know what would happen if he did not call the Building, Zoning and Licensing Services Department within sixty days to notify them that he had a rental property. Councilor Varney stated that they would all be done initially and then every two years after that.

The Codes and Ordinances Committee discussed the issue when it comes to a vacancy. Mr. Perkins stated that if they had a complaint they could inspect in between the bi-annual time frame. He went on to explain that this ordinance came from a review of other communities ordinances and adapted to fit our City.

Mr. Perkins discussed the fees and fines associated with this ordinance and the possibility of waiving the initial fee; however, there is \$1000.00 fine if they don't register.

Councilor Lauterborn questioned 44.3 B (11), in regards to heating, that all habitable rooms should average 68 degrees. She did not agree with this and felt that it should read capable of reaching 68 degrees. Councilor Lauterborn felt that this was overly controlling. Jim Grant, Director of BZLS, explained that this came from the property maintenance code already being used by the State, RSA 48-A:14. Councilor Hamann addressed having the state enforce this issue. It was determined that the actual temperature in the State RSA was 65 degrees.

Councilor Lauterborn said that they have to comply within 60 days even if they have never had any problems. She stated that if they do not comply within the allotted time they shall be subject to a \$1000.00 fine. Councilor Lauterborn felt that it should be worded that they may be subject to the \$1000.00 fine.

Councilor Lauterborn asked about 44.4 E. She stated that if they go to inspect a property and find other violations that the owners could be prosecuted through the City. Councilor Lauterborn expressed her concerns at that point with the renaming of the department. It was her understanding that they wanted a more user-friendly name and get rid of enforcement, but they want to pass an ordinance with this type of statement.

Councilor Lauterborn felt that when it came to section 44.5 regarding to enforcement it should be complaint driven because it would be a better use of the department's time. She

felt this ordinance goes too far above. She addressed the issue that in Section 44.5 A, where ten residents need to complain that the residence is unfit for human habitation. She felt that only one resident should have to complain. Mr. Grant tried to address the Councilors concerns. He explained that these rentals are a business and that if they see a fire hazard his department should be able to forward that on to another level. Councilor Lachapelle agreed on that aspect. Mr. Grant stated that when it comes to ten residents making complaints that comes from State RSA.

Councilor Gates asked if the BZLS Department would need to add extra manpower to handle this ordinance. Mr. Grant stated no.

Councilor Gates stated if a landlord has to make costly repairs to their property it will drive up the rent and if this is the case will it put poor people out of the market. He feels this ordinance will have that kind of effect. Mr. Grant understood that costs could go up, but should those individuals with lower incomes be subjected to substandard housing. Councilor Gates agreed that they should not.

The Codes and Ordinances Committee discussed this further. Councilor Kittredge explained that sometimes the tenant is the problem and they cost the landlord money in making repairs after they move out. Now we are putting more on the landlord so they are caught between a rock and a hard place. Councilor Kittredge went on to give the committee examples from his experiences in Boston.

Councilor Walker did not want to see undue burden on the good landlords in the City. He would like to see it complaint driven.

Councilor Gates asked how many complaints do they see in a month. Mr. Perkins stated between thirty and fifty. Councilor Gates agreed with Councilor Walker.

Councilor Varney questioned newly built multi-family homes in regards to this ordinance. Mr. Perkins stated that they would not be inspected for two years. Mr. Grant explained that they would have already had a building inspection.

Mr. Grant had concerns with inspections on a complaint basis, because they will never know if there is unsafe housing in the City. He reiterated that everybody that rents will be on the same playing field and he felt that it would benefit them equally.

Councilor Varney suggested that they start handling it with complaints and have the landlords voluntarily request the inspection. He felt that forty to fifty complaints a month would keep them busy without having to do inspections. Mr. Perkins explained that they would have to break the City into zones and prioritize sections to do the inspections.

Councilor Varney mentioned that the young man that was honored during the City Council meeting for saving his family from a fire in a house that did not have working fire detectors.

Councilor Hamann questioned if insurance companies are already inspecting these issues. Mr. Grant explained that there are different standards in the field. He went on to

explain. Councilor Hamann has owned his property for forty years and in the last ten years if there were issues the insurance company made him aware of them. He felt that this is overkill.

Mr. Grant stated that they are following the State RSA, with exception for the right to enter. Councilor Hamann suggested letting the state handle the issue. Mr. Grant explained the state does not do it, as they debated further.

Councilor Gray suggested a compromise. His thought was to have a form, for the landlord and the tenant to do the inspection, which gets sent to the City. He felt that a safe and healthy place to live needs to be provided.

Councilor Collins felt that they were taking on more than they could handle and he questioned section 44.8 on liens and demolitions. He felt that there was a little overkill. Mr. Grant explained this section had the same language as the States RSA.

Councilor Gates stated that federal regulations are broken every day of the year. How many more rules and regulations do they want to impose and how many more can they tolerate.

Councilor Varney asked that the department come back with a complaint driven proposal. Councilor Lachapelle agreed that this ordinance needs to be softer and he asked that Mr. Grant and Mr. Perkins bring it back to the March meeting.

## **8. Panhandling Ordinance Discussion**

Matthew Beaulieu, Assistant Vice President, Service Credit Union, addressed the Codes and Ordinances Committee regarding panhandling. He recently sent Mayor Jean a letter, which can be found in the packet, about this issue. Mr. Beaulieu reviewed the letter with the committee. Mr. Beaulieu explained some of the incidents that have happened in his parking lot. One panhandler actually reached into a customer's car. He does not want to see this ordinance go away. The credit union has seen an eighty-five percent reduction in members and staff being solicited because of this ordinance. Mr. Beaulieu is concerned for the safety of his customers and his employees.

Councilor Varney asked if the ATM was on their property. Mr. Beaulieu stated that it was on their property. Councilor Varney stated that he could take other action where it is on their property. Mr. Beaulieu explained yes, but it was easier to take steps against this type of panhandling because of the ordinance.

Fred Leonard, resident, stated that he was opposed to the panhandling ordinance from the beginning and he feels that there are current laws that will address the Service Credit Union's issues. He stated that the individual that reached into someone's car is breaking the law and the current laws are in place for this. He explained that panhandling is protected by the first amendment. Mr. Leonard also explained that he understood some individuals such as the elderly could feel intimidated by a panhandler. Currently we live in a diverse community and society and no one likes to be solicited. He would like them to find some areas to



address the illegal aspects of this issue. He thanked the Codes and Ordinances Committee for their time.

Councilor Lachapelle asked for a motion to go into non-public for a legal consultation on the matter. Mayor Jean motioned to go into non-public, but it was determined that legal representation was not present for the committee. They withdrew from going into non-public.

Councilor Varney said that the panhandling has two issues. Roadways and “aggressive” panhandling.

Councilor Lachapelle did not want to make any new proposals to the City Council at this time. He wanted to wait for further information and keep it in committee until next month pending anything new.

Councilor Varney explained that he has proposed language under Chapter 63, Rights of Pedestrians, which should be looked at next month. He took the Concord, NH ordinance into review when making this proposal. This will add Sections 63.2 and 63.3. Councilor Varney also suggested looking at the definition of aggressive panhandling to make it more defined. Per his discussion with Chief Allen, aggressive panhandling does not meet the standard of disorderly conduct.

Councilor Lachapelle wanted to request a special meeting for the existing Workshop Meeting on February 18, 2014. The Codes and Ordinances Committee were in agreement.

Councilor Varney **MOVED** to recommend repealing the existing panhandling ordinance, Chapter 31, and bring to the full City Council on February 18, 2014. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Jean asked if there would be a forthcoming replacement for Chapter 31. Councilor Lachapelle stated not at this time. He is keeping it in committee and looking for legal counsel and more recommendations.

## 9. Other

No other topics were discussed at this time

## 10. Adjournment

Councilor Lauterborn **MOVED** to **ADJOURN** the Committee meeting at 9:08 PM. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan  
Assistant City Clerk

# Community Development Committee Meeting Minutes

*Forthcoming...*

# Community Development Committee Meeting Minutes

*Forthcoming...*



FINANCE COMMITTEE MEETING  
February 11, 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  
Karen Pollard, Dep City Mgr  
Michael Allen, Police Chief  
Tom Mullin, Assessor  
Jim Grant, Director BZ & L  
Diane Hoyt, HR MGR

Other Councilors Present

Councilor Collins  
Councilor Gates  
Councilor Hamaan  
Councilor Gray

School Dept Staff Present

Michael Hopkins, Supt  
Linda Casey, Business Adm

Others Present

Dan Harkinson, School  
Board Chair  
Lucien Levesque, Police  
Commission Chair  
Chris Harpenau, Energov

MINUTES

1] Call to Order

Deputy Mayor Varney called the meeting to order at 7:00 P.M. Mayor Jean arrived at 7:10 P.M.

2] Public Input

There was no public input.

3] Old Business

There was no Old Business.

4] New Business

4.1 Energov

Director of Building, Zoning & Licensing Jim Grant opened the discussion on this agenda item. He described for the Committee how the software currently used by his department is not meeting the department's needs.

Mr. Grant has invited Chris Harpenau of Energov to demonstrate what his company's software can offer. Mr. Harpenau then displayed a PowerPoint presentation and described the functionality of his software.

A Committee discussion followed during which the members asked, among other things - is there anything salvageable with the current software? Would a change to the Energov program allow the elimination of staff hours or require the addition of staff hours? Has the City's IT Department determined whether this new program would run on our existing infrastructure? What other cities in New Hampshire are using this software? Has the Building, Zoning & Licensing Department compared this program to other competing programs? Will this program interface with other City programs such as Munis financial software and IMC public safety software? Would the program benefit other departments that work with the Building, Zoning & Licensing Department such as Planning, Fire and Public Works? How long has this program been in existence?

Director Grant and Mr. Harpenau stated that they would draft a "white paper" in response to the Committee's queries.

Mayor Jean concluded the discussion by stating that he liked the program, but he does not know how to pay for it.

#### 4.2 School Tuition/4.3 School Security

The discussion of agenda items 4.2 "School Tuition" and 4.3 "School Security" were discussed concurrently.

Superintendent Hopkins explained the School Department's request to re-purpose a Local Government Center's refund originally used as the revenue source for the Capital Improvements Plan project of School Building Security.

The School Department seeks now to use these funds for two different purposes - first to fund a supplemental appropriation for out-of-district tuition expenses that were unanticipated and second to provide reimbursements to retirees for health insurance premiums. The Superintendent went on to inform the Committee that the School Department seeks to fund the school building security project through a City Council supplemental appropriation funded by General Fund undesignated fund balance.

The Committee had a lengthy discussion concerning whether the security project should be a bonded project or a fund balance cash project, if the exterior door security addresses the main issues of school security and the reasons behind the unanticipated tuition expense. It was also discussed how much the School Department had contributed to the General Fund undesignated fund balance over the years.

**Mayor Jean MOVED to recommend that the full City Council deauthorize \$800,385.00 appropriated on September 3, 2013 to the School Department CIP for security upgrades to school buildings, leaving \$29,284.39 remaining of the original \$829,669.39 appropriated. The motion received a second from Deputy Mayor Varney and was then ADOPTED by a unanimous voice vote.**

**Councilor Walker MOVED to recommend that the full City Council approve a supplemental appropriation of \$700,000.00 for Special Education tuition and related services expense as well as \$100,385.00 for retiree refunds totaling \$800,385.00 to be funded from the funds made available from the deauthorization of the School Security**

**CIP project that was initially funded using Local Government Center refunds. Deputy Mayor Varney seconded the motion and was then ADOPTED by a voice vote.**

**Mayor Jean MOVED to recommend that the full Council adopt a supplemental appropriation in the amount of \$1,210,683.61 to the existing school CIP project pertaining to school security upgrades. This account already having an appropriation of \$29,284.39 would result in a total appropriation of \$1,239,968.00 The motion received a second from Deputy Mayor Varney and was then ADOPTED by a unanimous voice vote.**

#### 4.4 125 Charles Street

City Manager Fitzpatrick reviewed the email received from Mr. Don Lesperance.

After a brief discussion, the Mayor determined the consensus of the Committee was to have the City Manager proceed with the established process of disposing of City-owned property as the City Manager deemed in the best interests of the City.

#### 4.5 City Attorney and Assistant City Attorney Position Classifications

City Manager Fitzpatrick explained that upon further reflection he seeks creation of a City Attorney position and an Evidence Technician position at this time and not the creation of an Assistant City Attorney position. He indicated to the Committee his desire to fill the position of City Attorney in the current 2014 fiscal year and to propose funding of the position in fiscal year 2015.

**Mayor Jean MOVED to recommend to the full City Council the creation of a City Attorney position and an Evidence Technician position within the City's Merit Plan. Deputy Mayor Varney provided a second to the motion which was then ADOPTED by a unanimous voice vote.**

#### 4.6 Council Packets - Use of Technology, File Sizes, Hyperlinks

Councilor Larochelle explained his purpose for raising the issue of the size of the Council packets. He requested that his fellow Councilors send to him a listing of existing reports contained in the packet ranked on a scale of 0 to 10, a ranking of 0 indicating no desire to continue receiving the report and 10 indicating a desire to receive the entire report in detail. **Mayor Jean indicated this would be an ACTION ITEM to poll the entire Council on this issue.**

### 5] Finance Director's Report

Deputy City Manager Cox received confirmation from the Committee that the Council still supports the return of employee contributions, active and retiree, contained in Primex and Local Government Center refunds. Mr. Cox also distributed an updated Fiscal Year 2015 budget development schedule. After a brief discussion containing several suggestions to condense the budget schedule time frame, Mr. Cox indicated he would provide another schedule revision.

### 6] Monthly Financial Statements



There was no discussion of the monthly financial statements.

7] Other

Deputy Mayor Varney inquired of Chief Allen regarding rental of the Police Department's firing range by residents. Chief Allen indicated that there are liability concerns that prevent such use. City Manager Fitzpatrick stated that the private gun club in Barrington has open shooting rights for the public a their indoor range that is an option for residents.

8] Non-Public Session

Councilor Walker **MOVED** to enter non-public session per RSA 91-A:3, II for Collective Bargaining. Deputy Mayor Varney provided a second to the motion. Mayor Jean conducted a roll call vote and the motion was **ADOPTED** unanimously.

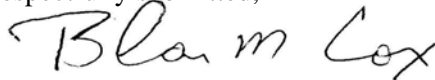
The Committee entered non-public session at 8:41 P.M.

Councilor Walker **MOVED** to exit non-public session and to seal the minutes indefinitely. Councilor Keans provided a second to the motion which was **ADOPTED** by a unanimous voice vote. The Committee exited non-public session at 9:29 P.M.

9] Councilor Walker **MOVED** to adjourn. Deputy Mayor Varney provided a second to the motion which was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 10:01 P.M.

Respectfully submitted,



Blaine M. Cox  
Deputy City Manager

BMC:sam

**Rochester School Board / Rochester City Council**

Joint Building Committee Minutes

February 10, 2014

City Council Chambers

**DRAFT****Members Present:**School Board

Dr. Anthony Pastelis, Vice-Chair  
 Mr. Daniel Harkinson  
 Mrs. Susan O'Connor  
 Mrs. Audrey Stevens  
 Mr. Robert Watson

**Members Absent:**

Mr. Paul Lynch

City Council

Mrs. Sandra Keans, Chair  
 Mayor T.J. Jean  
 Ms. Elaine Lauterborn  
 Mr. Ralph Torr  
 Mr. Raymond Varney  
 Mr. David Walker

**Also Present:**

Mr. Michael Hopkins, Superintendent  
 Mrs. Mary Moriarty, Asst. Superintendent  
 Ms. Linda Casey, Business Administrator  
 Mr. Lance Whitehead

Guests & Press

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. Watson moved, second by Mrs. O'Connor, to approve the minutes of the January 13, 2014 Joint Building Committee meeting as written. The motion carried unanimously.

**Updates**

Mr. Whitehead provided an overview of the January 21<sup>st</sup> presentation to East Rochester School students, staff and public of the design plans. Students had a lot of questions and teachers presented their ideas and questions; feedback was overwhelmingly positive. Teachers suggested moving the student storage for boots and coats outside the classroom to the corridor. Mr. Whitehead verified with Code that cubbies could be moved to the corridor; because the building has a sprinkler system there is no issue with this design update. A copy of the presentation which highlighted color schemes and room design was provided (see attached).

One of the recommendation that will be carried as an alternate is the installation of adjustable backboard rims in the Multi-Purpose Room; current rims are fixed and too high.

*Technical Review Committee and Planning Board*

Mr. Whitehead reported that a meeting is scheduled with the TRC tomorrow morning to review all facets of design – site plan, landscaping, and updated grading plan; all drawings are as approved by the Committee. Mr. Walker wanted to confirm that the Committee was comfortable with the driveway design after doing the site visit; there was no opposition to the design plan as approved.

*Planning Board*

A meeting with the Planning Board is scheduled for February 24<sup>th</sup>. Mr. Whitehead reported that by the end of next week planning to release 75% of construction documents before bidding. Hutter Construction is willing to sign a Guaranteed Maximum Price Contract at this time or wait; they are comfortable with either situation. The pros and cons regarding setting the GMP at this time were reviewed.

Mr. Hopkins indicated that a decision would need to be made at the next JBC meeting in March.

*Clerk of the Works*

Mr. Hopkins presented the draft RFP for the Clerk of the Works to the Committee for review (attached). He requested committee members submit any edits or suggestions to him by the end of the week so that the RFP can be solicited. An overview of the process for interviewing potential candidates was discussed; initial interviews will be conducted by himself and Mr. Bickford. The JBC can decide if they would like to interview one or more finalist before a selection is made. Mr. Hopkins explained that the hours budgeted for this position is 20-25 hours per week to complete the scope of work outlined.

**Public Comment**

Mr. & Mrs. Claffey indicated that they would like the location of the fence running along their property to be as close to the roadway as possible. Their preference would be to have a wooden fence installed versus a vinyl fence; that was a recommendation by a Fence Company they spoke with. A request to consider relocating the driveway 20-30' away from their property line was presented to the Committee.

**Other**

Discussion ensued regarding the pros and cons of utilizing wooden fencing or vinyl fencing for this project. Mr. Whitehead commented that either type of fencing is not a long term solution; the wooden fence will have maintenance associated with it and is not typically used in public projects. He will have pricing on both wooden and vinyl fencing included in the 75% construction documents when released.

**Adjournment**

Mayor Jean moved, second by Mr. Walker, to adjourn. On a unanimous vote, the Committee adjourned at 7:33 p.m.

Respectfully submitted,

Michael Hopkins  
Board Secretary

Public Safety Committee  
Council Chambers  
February 19, 2014  
7:00 PM

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Councilor Peter Lachapelle

**OTHERS PRESENT**

Gretchen Young, PE Construction Engineer  
Councilor James Gray  
Councilor Mac Kittredge  
Councilor John Larochelle  
Captain Gary Boudreau, P.D.  
Chief Norman Sanborn, F.D.  
Assistant Chief, Mark Dupuis, F.D.

Minutes

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

1. Public Input

There were no members of the public present.

2. Patton Street-obstructed view

Councilor Walker summarized the issue. Ms. Young stated that Sheldon Perkins from Code Enforcement went to 30 Patton Street to review the fence in question. He told Ms. Young that the fence was 6 feet tall and completely on the owners property so there is no code violation. He talked with the owners of fence and they are not interested in taking the fence down. Councilor Walker said that they could send this to the planning board to change the set backs in the site review. He also stated that if they took one panel off the fence it would be fine. Councilor Larochelle asked if there was any state law regarding structures that blocking views. Councilor Walker stated that in the past they have just talked with residents to cut the bushes back and most of them have been cooperative. Councilor Larochelle asked if there were fog lines on the street. Ms. Young said no. Councilor Gates asked if the fence was a threat. Councilor Walker said that the neighbor cannot see any oncoming vehicular or pedestrian traffic as he backs out of his driveway. Ms. Young said the driveway is directly next to the property line and therefore next to the fence. Councilor Gates asked if a mirror would work. Councilor Walker said it wouldn't do any good. This was kept in committee until the Planning Board and Codes and Ordinances committees have reviewed the requirements.

### 3. Fire Department ISO report

Councilor Walker stated that Chief Sanborn and Assistant Chief Dupuis were present to go over any questions that the committee might have regarding the ISO that was done for the Rochester Fire Department. Chief Sanborn said that the ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The company rates on the following criteria:

1. Needed Fire Flows, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
2. Emergency Communications, including emergency reporting, telecommunicators, and dispatching systems.
3. Fire Department, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
4. Water Supply, including inspection and flow testing of hydrants, alternative water supply operations and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Assistant Chief Dupuis said this is based on structural fire capabilities only. Councilor Walker asked what the worse categories were. Chief Sanborn said that the department scored low on training which is partially due to no training grounds. Councilor Larochelle said there were 0 earned credit on #4 Geographic Information System (GIS/AVL). Chief Sanborn said that's because there is no GPS in vehicles. Councilor Larochelle asked how important the GPS in the vehicle is. Assistant Chief Dupuis said it is effective if power is out and all engines are out on calls, they can track where the closest engine is to an emergency. Councilor Hamann asked how much it would cost to have GPS installed in each vehicle. Assistant Chief Dupuis said about \$1,000.00 per vehicle. Councilor Larochelle asked if the fire fighters were adequately trained. Assistant Chief Dupuis said yes. Councilor Collins asked if the officers are trained in NFPA 1021, and are they certified. Assistant Chief Dupuis said yes. Councilor Collins also asked if they could get certified with reading or on-line classes. Assistant Chief Dupuis said he would have to look into it. Councilor Kittredge asked if this information was forwarded to insurance companies. Chief Sanborn said yes, but that he wasn't sure that the property owners were made aware. Councilor Kittredge said maybe there should be a press release done. Councilor Gates asked how companies know about the rating. Chief Sanborn said he really did not know. Councilor Gray said they should have Dennis Schafer make a map for the 5 miles circle and hydrants that are 1,000 ft. or more. Assistant Chief Dupuis said he didn't know if it was circular area or not. Councilor Walker said they could put something on the web about the Fire Departments rating improving. Councilor Walker asked Chief Sanborn to contact ISO for a map and to get a cost estimate for how much GPS would cost for each truck. Chief Sanborn said he will do research on cost for the GPS systems. Councilor Walker asked Chief Sanborn to e-mail the committee the information when he had it.

4. Other

Volunteer to help with exiting Ordinance 15.9 Address numbers on streets, highways and right-of ways.

Councilor Kittredge is willing to volunteer is time to help put address numbers on existing residential or commercial structures. He said he could probably get some funding for the numbers. He was looking for suggestions from the committee. Councilor Walker asked how he would handle apartment buildings and duplexes. Councilor Gates said he could ask other municipalities in the state to see how they did it. Councilor Collins asked if it didn't work with Councilor Kittredge going to each location could stickers be made available to residence at low cost. Captain Boudreau from the Rochester Police Department said sometimes the places are hard to find and every second counts being the first responder. Councilor Walker said some of the downtown is congested; there are houses in back of houses.

Washington Street-Right turn only sign

Councilor Hamann said the right turn only sign on Washington Street by the Groin building headed towards town is missing. Councilor Walker said that this request does not need a motion. Ms. Young will have inquire with the developer of that property.

Plows on One-Way Streets

Councilor Hamann said he received some calls regarding the plows going the wrong way on one-way streets.

Councilor Gray asked Councilor Walker how his turn to his house on Brock Street is. Councilor Walker said much better, he had no complaints and he hasn't been cut off.

Pile of snow on Portland Street

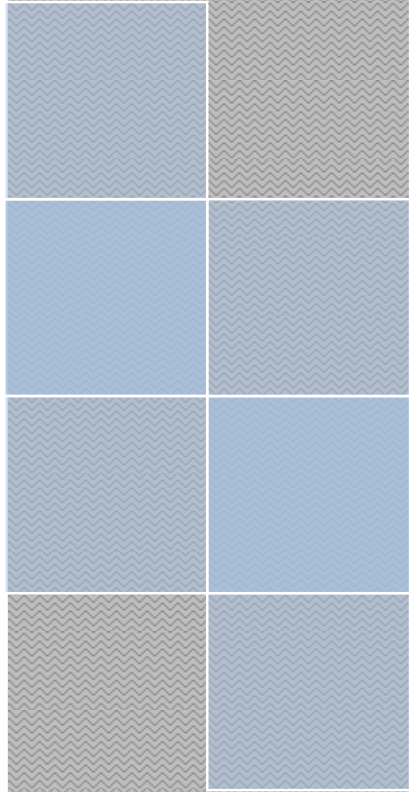
Councilor Collins said there is a big pile of snow on Portland Street, he asked if that could be removed. Ms. Young will let DPW know about the pile of snow.

Councilor Collins thanked the Public Works Department for the wonderful job they do.

Councilor Gates made a motion to adjourn the meeting, seconded by Councilor Collins. The motion passed and the meeting adjourned at 7:57 PM.

Respectfully submitted by  
Laura Miller  
Secretary II, DPW





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**Public Works and Buildings Committee**

**February 20, 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

Dan Fitzpatrick, City Manager

Peter Nourse, Director DPW

Gretchen Young, Construction Engineer

**Minutes**

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

**1. Approve minutes from January 16, 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 January 16, 2014 meeting as presented. Councilor Keans seconded the motion. The motion passed unanimously.***

**2. Public Input.**

No public present

**3. Great Bay Estuary Nutrient Criteria Peer Review**

Mr. Nourse stated that NHDES and the Great Bay Coalition communities contracted for peer review of the NHDES 2009 Nutrient Criteria Document. The Peer Reviewers were asked to answer specific questions (jointly developed by NHDES and the Coalition), regarding the scientific basis for the conclusions reached in the DES report entitled "Numeric Nutrient Criteria for Great Bay Estuary" dated June 2009. The Coalition challenged the scientific validity of that 2009 document. The four peer reviewers are national experts that were selected because of their expertise in nutrient impacts to estuaries, including expertise in modeling for nutrient impacts, and expertise in eelgrass biology. Mr. Nourse stated that the results of the reviews are back and that they strongly favor the coalition's beliefs that the June 2009 document was not scientifically sound because it failed to consider several other factors that may also be affecting the eel grass growth in Great Bay. It recommends that additional work be undertaken. The report suggests the development of a hydrodynamic water quality model to better define system responses and identify appropriate nutrient reduction requirements in an adaptive management framework. Mr. Nourse stated that there is a meeting scheduled next week with NHDES to discuss joint coalition & NH DES public statements, and eventually

there will meeting with the EPA. Once those meetings are completed he believed that there will be another presentation from the City attorney's to the Council.

**4. Project Status Update:**

**Crossroads Water / Sewer Extension Project** - Mr. Nourse stated that the Request for Qualifications (RFQ) opened today. He said there were 4 submissions. Mr. Nourse stated that the Economic Development Administration (EDA) grant officials have been adamant that our cost estimates for engineering are higher than the industry standards and the EDA has stated they will only reimburse approximately 6% of the total project amount for design engineering, and 2% for construction administration. Mr. Nourse stated that the DPW was directed to do an RFQ to determine if the EDA's suggested standards are the standard that the City could reach. The proposals submitted ranged from 4 to 7% for design and 4% to 10% for construction administration. Councilor Varney asked which company had provided the original cost estimates, and did they come down on that price? Mr. Nourse stated HTA had provided the original cost estimate and yes they came down fifty-eight thousand dollars on the proposal previously provided. Mr. Nourse further stated that we are still far apart on the construction administration estimates, but City staff has found some instances where the EDA had allowed the use of contingency to make up for additional engineering or architectural costs. Councilor Varney asked why this project was being routed down Salmon Falls Road and not directly down the Milton Road. Mr. Nourse stated that he would have to look into it, but his initial thought was that the project would then require a pump station and the cost would be significantly higher. Councilor Gray asked if the Autumn Street pump station was sufficient for flows going down the Salmon Falls Road. Mr. Nourse stated that it was. Councilor Varney stated that if the sewer extension was run down the Milton Road it would be more likely to pick up some significant users than the residences along Salmon Falls Road who would not be forced to tie in. Mr. Nourse agreed with Councilor Varney and stated that the main concern in the beginning of the project was for the Crossroads Industrial park, the project began as an Economic Development department goal. Councilors Walker and Varney asked that Mr. Nourse look into the reasons as to why this project isn't going directly down the Milton Road. Councilor Varney and Councilor Walker stated that if the road construction was completed in conjunction with this project they could have the center lane put in at the same time. Mr. Nourse stated he would look into the decision to go Salmon Fall Road instead of Milton Road and he let the Public Works Committee know. He further stated that as part of FY2015 Capital Improvements budget process he has proposed a corridor study for the Milton Road with the plan to determine cost for a uniform protocol for exactions that may be imposed on future businesses locating in the area.

**Catherine Street, Sheridan & Glen project** – Mr. Nourse stated that this project is still scheduled for construction this coming season and that the

informational meeting for area residents will be held on March 26, 2014 from 6-9PM at the William Allen Elementary School. There was discussion regarding sloped or vertical curbing and asphalt or concrete sidewalks. The consensus of the Committee was that concrete sidewalks would be used on main roads in the downtown area, such as Charles Street, and bituminous pavement sidewalks would be used on rural roads and side streets. Councilor Varney voice concern over narrow streets with vertical curbs. He stated some drivers are wary of pulling up close to the curb. Mr. Nourse stated that these streets have been widened and that the design team will present the plan at the March meeting and the Councilors and residents will be able to look at the road widths in regards to the curb. Councilor Varney asked that the meeting notice is sent to all Councilors.

**Franklin Street I/I Project** – Mr. Nourse stated that we are on schedule for bidding and constructing the Western Avenue Pump station. He stated that the engineers are still conducting the survey of the area. He stated that the 1<sup>st</sup> through 5<sup>th</sup> Street area has been challenging to survey and that the engineers are still conducting die tests to determine the direction of flow within some of the lines. Councilor Varney stated that residents are anxious to see improvements along Franklin Street and inquired if it might be an option to separate Franklin Street from the rest of the project to make it happen quicker. Mr. Nourse stated that he would look into the option and get back to the committee. Councilor Walker inquired as to the type of curbing and sidewalk in the neighborhood. Mr. Nourse stated that he was looking into paved or concrete curbing that was described at one of the previous meetings by Councilor Larochelle. Councilor Walker suggested that any concrete curb would drive the cost up and suggested paved curbing in the side street areas. Councilors Walker and Keans stated granite curbs along Franklin Street with bituminous paved sidewalks would be ok, like on Washington Street.

**Strafford Square** – Mr. Nourse stated that CLD is not going to be the engineering firm of record on this project. He stated that the department is putting out an RFQ for all types of engineering and that Strafford Square is going to be one of the sample projects discussed in the interviews with engineers. He stated that the department asked that the engineers describe a plan for implementation of the Roundabout Traffic Engineers (RTE) plan. Councilor Walker inquired as to occupants of 2-4 Walnut Street. Mr. Nourse stated that the Rochester Housing Authority is managing and renting the apartments. He further stated that they will need a 90 day notice to vacate when necessary. There was discussion regarding earlier notification and demolition.

**Salmon Falls Road Highway Safety Improvement Program (HSIP) project** - Mr. Nourse stated that City Council had approved a supplemental appropriation contingent on the NHDOT participation in the cost. He further stated that he does have that commitment from NHDOT for the same 90/10 participation as the original project. Councilor Varney

asked if the public meeting should be scheduled for March. Mr. Nourse stated that April would seem appropriate. He also stated that the project will have a May or June bid opening at the earliest and construction in the summer.

**New RT 125 Pump Station Project** – Mr. Nourse stated that last month he had informed this Committee of the need for a supplemental appropriation regarding this project. He stated that the project has gone out to bid twice now with the first bid being approximately two hundred and forty thousand over budget and the second bid being about one hundred and fourteen thousand over budget. He stated that sole sourcing on controls were removed and he believed that was the resulting one hundred thousand difference. Mr. Nourse stated with construction engineering and some contingency this is more likely to be an eight hundred and ninety thousand dollar project instead of the five hundred and forty five thousand dollars originally programmed. Mr. Nourse stated that the upgrade is necessary as this is one of the largest pump stations in the City and there have been problems. The funding source originally was \$525,000 bond and \$20,000 cash. Subsequently the City received CWSRF approval for the full \$545,000 and then approval for a STAG Grant of \$361,015.73. In December the City Council approved funding source changes for the original appropriation. The sources were changed to reflect those approvals, \$361,015.73 STAG Grant and 183,984.27 CWSRF. The funded total remained the same \$545,000.

This supplemental request is for the remaining CWSRF approved loan amount that would be \$545,000 less the previously appropriate amount from December of \$183,984.27. The request is for \$361,015.73 with a funding source of CWSRF. Mr. Nourse stated he would like a recommendation for the full council to approve the request.

***Councilor Varney made a motion that the full council approves the requested supplemental appropriation of three hundred and sixty-one thousand, fifteen dollars and seventy-three cents with CWSRF funding. Councilor Walker seconded the motion. The motion passed unanimously.***

**City Hall Annex** – Mr. Nourse Stated that a request for qualifications (RFQ) for architectural engineers is out regarding this project. He stated that he had held a walk through of the Annex building for prospective consultants and he had eleven participants come through. Councilor Keans inquired about historical buildings experience. Mr. Nourse stated that this was a requirement in the RFQ.

**Amazon Campground Water Line Extension** – Mr. Nourse stated that the Committee inquired about this project last month and he has since found out that this project is out to bid and results are to be opened on 2/27/14.

## 5. Buildings & Grounds Management

Mr. Nourse informed the Committee that the supervisor for the buildings and Grounds division will be retiring soon. He stated that he and the City Manager were discussing ideas to assist this division to run more efficiently.

## 6. Other:

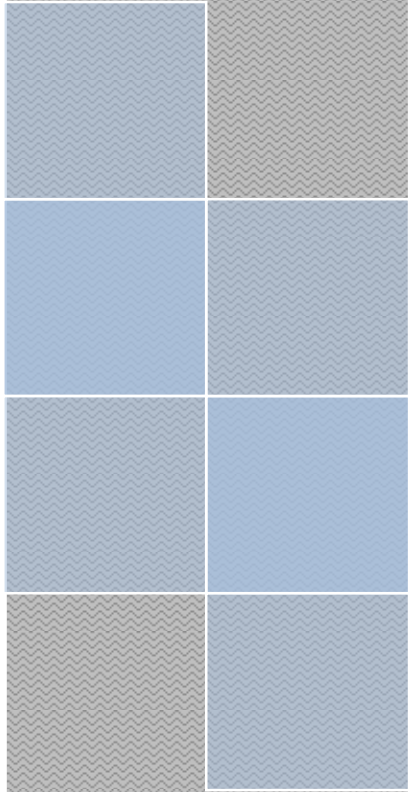
**Snow Budget** – Mr. Nourse stated that the snow budget was 86% spent as of today. He stated that the salt / sand account was at zero and that the salt stored would not likely be sufficient for the remainder of the winter. He has requested additional funds as of today from the finance office. Mr. Nourse further stated that the City's contact at the salt company has stated they have salt now but can not guarantee sufficient quantities should we wait to order. All present thought it was a good idea to order now to prevent problems in March.

**Downtown Snow operations** – Councilor Keans inquired about the use of a loader on the Central Square monument area for snow removal. She stated this piece of equipment is too big for this use. She state that she has asked about this before. Mr. Nourse stated that he would look into it.

***Councilor Walker made a motion to adjourn at 8:12 PM. Councilor Varney seconded the motion. The motion passed unanimously.***

Minutes respectfully submitted by Lisa Clark, Rochester DPW Office Manager





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## AGENDA BILL

TO: Mayor Jean and Rochester City Council  
FROM: Blaine Cox, Director of Finance & Administration  
DATE: February 12, 2014  
CC: City Manager Fitzpatrick

The City's Audit firm, Vachon Clukay & Company, PC, has completed the City's Comprehensive Financial Report for the fiscal year July 1, 2012 through June 30, 2013. Mr. Jarad Vartanian, CPA who served as the firm's Senior Audit Team Manager will be present at your City Council Workshop on February 18, 2014 to present his findings with regard to the City's financial statements.

### Supplemental Information:

#### Audit Due to Council per City Ordinances:

##### 11.13 Annual Report of City Receipts and Expenditures.

The City Manager shall annually, before the last day of January, present the independent auditors' report, in accordance with section 11.15 of this ordinance, of the preceding year.

##### 11.15 Audit of City Accounts.

An independent audit of all accounts of the City shall be made annually by certified public accountants selected by the City Council and experienced in municipal accounting in accordance with the provisions of Section 46 of the Rochester City Charter.

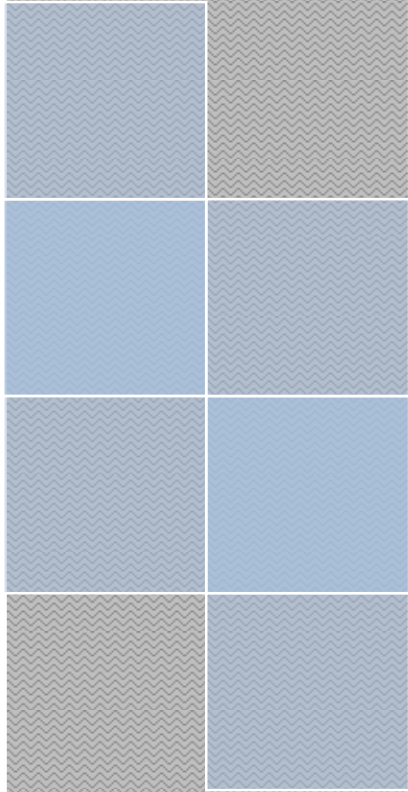
#### Purpose of a Financial Audit:

The purpose of financial statements is to communicate financial conditions and operating results to both internal users (City Councilors, City Manager, Department Heads) and external audiences (public, auditors, state & federal government).

The objective in an annual financial audit is to render an opinion on whether the information appearing in a set of financial statements is presented fairly in conformity with generally accepted accounting principles (GAAP).

Annual audits are conducted after the transactions have occurred, and are performed in accordance with generally accepted auditing standards (GAAS).

***The annual audit results in an “opinion” as to the degree the client (and any third parties) may rely on the financial statements of the governmental entity.***



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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: <b>GSBP TIF Advisory Board Approval of Annual Plan and Recommendations</b>	
Council Action Item _or Information Only_ <u>X</u>	Funding Required? Yes___ No <u>X</u>
Resolution Required? Yes___ No <u>X</u>	Funding Resolution Worksheet? Yes___ No <u>X</u>

AGENDA DATE	3/4/14
DEPT. HEAD SIGNATURE	Karen Pollard, Deputy City Manager/Director of Community Development
DATE SUBMITTED	2/5/14
ATTACHMENTS      Yes <u>X</u> No <input type="checkbox"/>	GSBP TIF District Advisory Board Meeting Minutes from 1/31/14

## COMMITTEE SIGN-OFF

COMMITTEE	GSBP TIF District Advisory Board
CHAIR PERSON	Dan Fitzpatrick- District Administrator Signature on file with City Clerk

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Karen Pollard, Deputy City Manager/Director of Community Development
CITY MANAGER	Dan Fitzpatrick, City Manager Signature on file with City Clerk

## FINANCE &amp; BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Blaine Cox – Signature on file with City Clerk
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

## LEGAL AUTHORITY

City Charter Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Alderman, and the Selectmen of Towns so far as applicable to cities.

CC FY14 03-04 AB 40 (TIF Final Report)

**SUMMARY STATEMENT**

On January 31, 2014 the Granite State Business Park Tax Increment Financing District Advisory Board met as required annually by RSA 162-K:14. The purpose of this meeting was to ensure the TIF Plan was being followed and yearly changes taken into account. The Board reviewed the 2012 TIF District Annual Report as required by RSA 162-K:11

**RECOMMENDED ACTION**

The Advisory Board recommended the goals below be carried forth, as identified in the 2012 Annual TIF District Report, by unanimous voice vote.

- Water Loop to Whitehall Road- This item is already included in the City Manager's CIP budget for next year.
- Street Lights installed on Airport Drive
- Sidewalks constructed within the GSBP with the caveat that snow removal would be contracted out and charged to the TIF.
- Identification of a location and construction of a safe and sheltered bus stop inside the GSBP

## **CITY OF ROCHESTER, NH**

### **Granite State Business Park**

### **Tax Increment Finance District (RSA 162K)**

#### **Tax Increment Financing: Overview**

Cutbacks in federal and state infrastructure aid over the last two decades have minimized the amount of financing available to municipalities for infrastructure, increasing the use of tax increment financing (TIF), an economic development tool that has been around since the 1950's. The creation of TIF districts are crucial to New England towns and cities that compete with the financial incentives offered in other regions of the United States.

The underlying concept of a TIF District is that an area with development potential that is blighted or otherwise in need of economic improvement, becomes designated by a municipality as a tax increment financing district. The improvements made to the infrastructure stimulate development or redevelopment, which in turn generates incremental tax revenues. These revenues are then directed to the infrastructure debt service incurred by the municipality for the improvements.

The taxable valuation of the district is tabulated at the time of its creation, referred to as the original taxable value (OTV) or simply "base." Tax revenues from the base value continue to go to the general fund tax base. As the TIF district matures and private sector development and redevelopment occurs due to improvements, the City retains the incremental tax revenues generated above the base. The annual "tax increment" is used to pay the public expenditures on improvements in the district. The duration of a TIF district is typically limited by the time required to amortize bonded debt and the recovery of other municipal costs incurred in creating the TIF district and provide public infrastructure.

Public infrastructure investments typically include water supply, sewer expansion and repair, storm water drainage, street and sidewalk construction, street lighting, park improvements, and parking structures. These improvements are intended to make the area more attractive for development and reduce infrastructure costs to private developers.

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#### **Granite State Business Park TIF District- (RSA 162K)**

##### *District Activity for 2012:*

The Granite State Business Park (GSBP) is located in the southeastern portion of Rochester adjacent to the Skyhaven Airport. The main road into the park from Rochester Hill Road (Route 108) was changed from Airport Drive to Innovation Drive in May, 2012. The extension of the new "Innovation Drive", coupled with the construction of a bridge will provide better access to the Northeast end of the Business Park, the future home of Safran Aerospace Composites. Airport Drive still exists and is now comprised of the original road that curves around to the Northwest where several lots are already occupied by businesses including Albany Engineered Composites, Phase 2 Medical, Spectex and the new site for Newport Computers. Map (ATTACHMENT 1) reflects the changes in roads and buildings in 2012.

In June, 2012, the sale of Lot 1 to Newport Computers was completed and construction on the 30,000-square foot building (expandable to 45,000 square feet) is in progress. The new building will be constructed to LEED standards, and as such will be the first of its kind in the city. LEED stands for Leadership in Energy and Environmental Design and was developed by the U.S. Green Building Council (USGBC) to set a benchmark for design, construction, and operation of high-performance green buildings. Newport Computers currently has about 30 employees in Rochester that will move to this new location.



Between July, 2012-December, 2012 there were extensive internal improvements made to several buildings in the Granite State Business Park. Improvements at the Albany building located at 216 Airport Drive included the installation of new heating, cooling and ventilation equipment and exhaust, renovation of three restrooms, a new sprinkler system install, extensive electrical, mechanical and fire protection work. Improvements were also made at the Albany building located at 112 Airport Drive including replacement of rooftop heating and cooling systems, installation of new exhaust blowers, duct work and placement of underground conduits for future new service. The foundation was laid for the new Safran building at 85 Innovation Drive and underground electric, underground plumbing, wiring and fire protection work was completed on this building as well.

An Advisory Board has been appointed and their duties adopted by the Rochester City Council. The Board will meet to review the Annual Report and make recommendations on next year's activity to the Mayor and City Council.

*Goals for the Next Year:*

Water system improvements needed for future expansion and water security for investors in the park include connecting or "looping" the water system from 216 Airport Drive, extending up Shaw Drive and connecting to the water system in Whitehall Road. This will be an FY15 CIP request and if undertaken as a TIF project, will require changes to the TIF Map and Financing Plan.

As businesses such as Albany Engineered Composites, Safran Aerospace Composites, Newport Computers and Phase 2 Medical grow within the Granite State Business Park, so will the need to accommodate the employees of the GSBP who already have a 24/7 presence. Albany and Phase 2 Medical are already working on 3 shifts and Safran will be adding a 3<sup>rd</sup> shift shortly.

The business park currently lacks street lights and sidewalks from Rochester Hill Road (Route 108), up Innovation Drive to the bridge, and along Airport Drive into the park, creating an unsafe commute for those employed in the business park. The only bus stop available to those taking public transportation is located outside the GSBP on Route 108.

To best accommodate the growth of these businesses and to encourage new business in the GSBP, the following projects will be priority for the next year.

- Water Loop to Whitehall Road
- Street Lights installed on Airport Drive
- Sidewalks constructed within the park
- Identification of a location and construction of a safe and sheltered bus stop inside the GSBP

Land has been identified to create a Phase 3 to the Granite State Business Park. This is currently being pursued outside the confines for the TIF District Map or Financing Plan.

*Life to Date Financial Report:*

**TIF 162-K - Granite State Business Park  
Financial Report as of Tax Year 2012**

<b>Assessment Information:</b>		
Date of Adoption/Modification (mm/dd/yy)		07/05/11
A	Original Assessed Value	13,292,007
B	- Unretained Captured Assessed Value	-
C	= Amounts Used on P2 (for tax rate purposes)	13,291,662
D	+ Retained captured assessed value	(345)
E	= Current Assessed Value	13,291,662

<b>Tax Rate Information:</b>	
2012 Tax Rate per 1000 assessed value	25.68

<b>Revenues</b>	
Tax Increment District (Retained captured assessed value / 1000 * tax rate)	(8.86)
Investment Interest	-
Other	-
<b>Total Revenues:</b>	<b>(8.86)</b>

<b>Expenditures</b>	
Long Term Dept Payments	-
Principal	-
Interest	-
Outside Services	-
Other	-
<b>Total Expenditures</b>	<b>-</b>

<b>Long-Term Debt Payable</b>	
Principal	-
Interest	-
<b>Total Long-Term Debt Payable</b>	<b>-</b>

Beginning of Period - Fund Balance	-
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Excess (Deficiency) of Revenue	(8.86)
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End of Period - Fund Balance	(8.86)
------------------------------	--------

Fund Balance Reserved for Debt Service	(8.86)
--	--------

Deficit to be Raised by Tax Increment District	8.86
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## Rochester City Council

Granite State Business Park Tax Increment Financing District  
Advisory Board Meeting

### MEETING MINUTES

**Dan Fitzpatrick, City Manager - District Administrator**  
**Rick Lundborn, Norway Plains Associates, Inc.**  
**Bill Mello, Phase 2 Medical**  
**Sam Campagna, Albany International Corp.**  
**Pete Amarosa, Amarosa Perkins Development LLC**

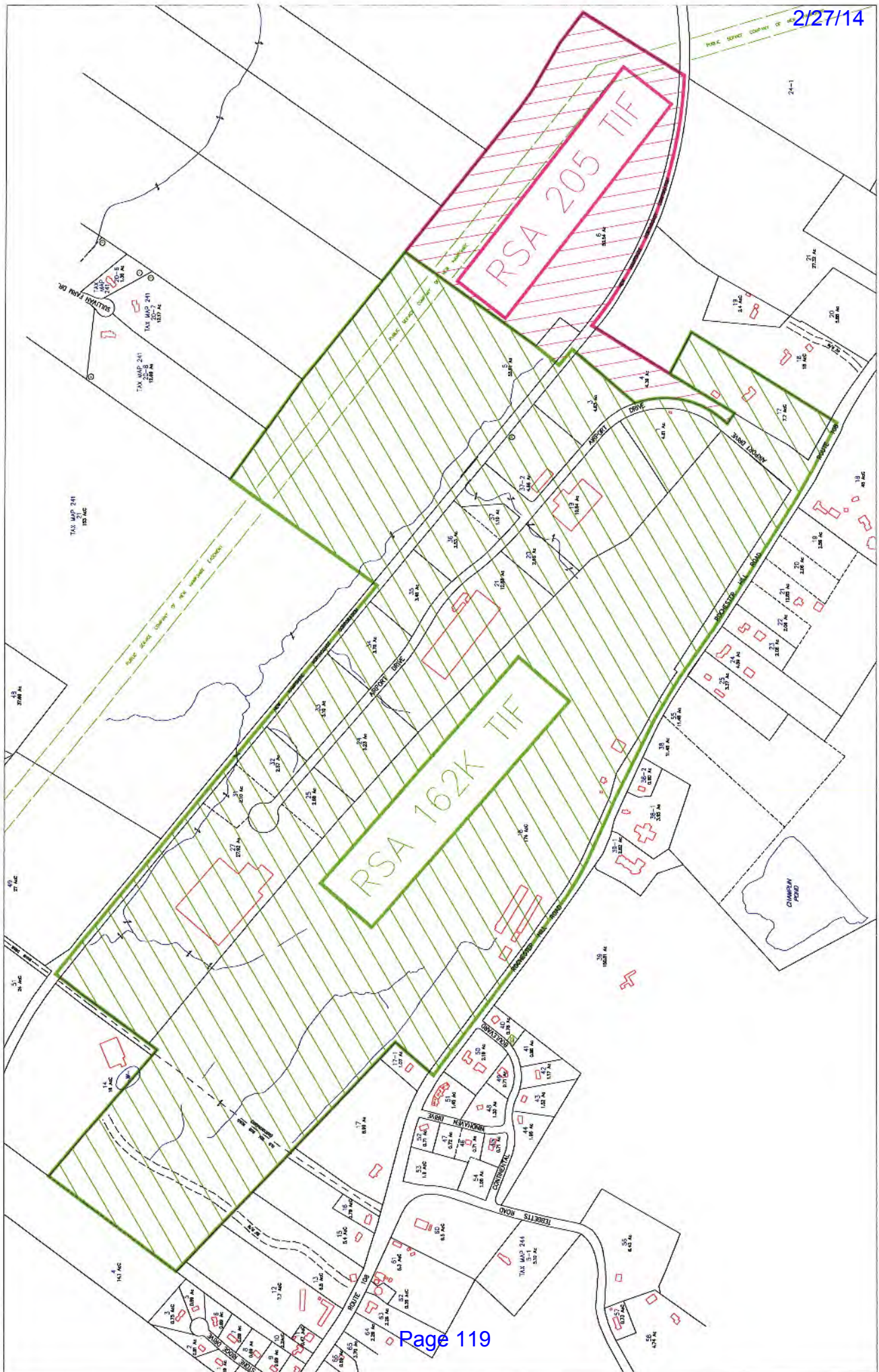
<b>Meeting Date:</b>	January 31, 2014	
<b>Members Present:</b> Dan Fitzpatrick Rick Lundborn Sam Campagna Mark Hourihane		<b>Members Absent:</b> Bill Mello Pete Amarosa
<b>Other:</b>	Blaine Cox, Deputy City Manager/Finance Manager Karen Pollard, Deputy City Manager/Director of Community Development Elena Engle, Community Development Specialist	

<b>CALL TO ORDER</b>	Mr. Fitzpatrick called the meeting to order at 10:00AM and attendance was taken.
<b>INTRODUCTION</b>	All attendees were introduced.
<b>DISCUSSION:</b> Roles and Responsibilities, Membership	<p>Ms. Pollard provided the Board with the background and purpose of a Tax Increment Financing (TIF) District and referenced RSA 162-K:14 that requires an Advisory Board to review a TIF District and RSA 162-K:11 that requires an annual report. She also referenced the City ordinance that outlines the roles and responsibilities of the Advisory Board.</p> <p>Ms. Pollard described the main objective of the Board was to ensure the TIF Plan was being followed and yearly changes are being taken into account. The Board is required to meet 1x/year to review the report and endorse and recommend a plan for future years.</p> <p>Ms. Pollard clarified the difference between the two TIF Districts in the Granite State Business Park (GSBP); the 162-TIF is the one that we are required to meet and report on, however, the 205-TIF which encompasses the Safran building and the access road to the bridge, has no requirement to convene an advisory board or create an annual report.</p> <p>Ms. Pollard went through the lots in the 162-TIF District, outlining the owner of each lot. Lots 34 and 35 are the only lots remaining that are available for sale.</p>
<b>DISCUSSION:</b> Review 2012 Annual TIF District Report	The Advisory Board read through the 2012 Annual TIF District Report. Sam Campagna of Albany International noted that Albany plans to continue improvements this year and indicated that there are currently about 400 employees working in the 3 Albany buildings in the GSBP. The Board discussed

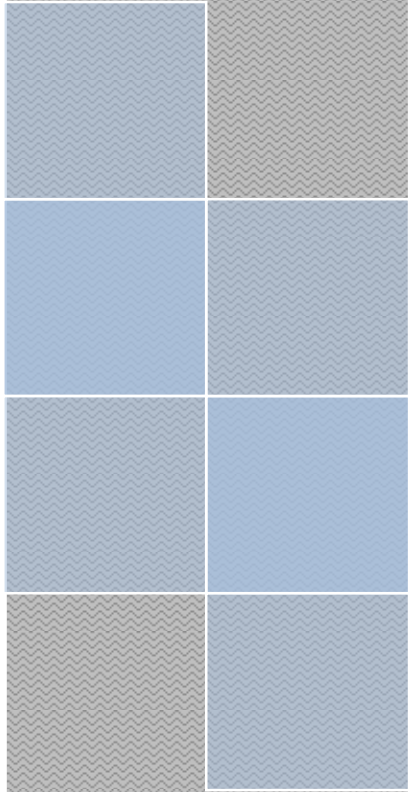
	<p>the goals identified in the 2012 plan as follows:</p> <ul style="list-style-type: none"> <li>➤ <u>Water Loop to Whitehall Road-</u> Mr. Fitzpatrick explained that this project is already included as part of his CIP budget and that he and the Public Works Director are in support of this project. He indicated that construction would likely occur in the late summer for this project and would be completed quickly.</li> <li>➤ <u>Street Lights installed on Airport Drive-</u> Ms. Pollard noted that she has had a discussion with the Engineer at DPW regarding the installation of solar lighting which would minimize the amount of ongoing future costs.</li> <li>➤ <u>Sidewalks constructed within the GSBP-</u> Mr. Campagna of Albany International expressed concern for the safety of the employees in the GSBP and noted that the addition of sidewalks and lighting would be a desired improvement. Mr. Fitzpatrick indicated the one issue with the addition of sidewalks would be the maintenance, especially with the issue of snow removal. Ms. Pollard expressed that the snow removal could be contracted to an outside company and charged to the TIF.</li> <li>➤ <u>Identification of a location and construction of a safe and sheltered bus stop inside the GSBP-</u> Ms. Pollard explained that COAST Bus will be conducting a “pilot” study with the help of the City to determine over the course of 6 months what the need is for bus service in the GSBP. This process will begin through communications with the HR departments within each business to determine initial needs of the employees. Ms. Pollard explained the difficulty is matching up the COAST route times with the needs of the majority of those who will use this transportation method. In order for COAST to drive into the GSBP, there will be a large shift of all the stop times along that route.</li> </ul>
<p><b>DISCUSSION:</b> DRAFT Economic Impact Analysis by Strafford Regional Planning Commission</p>	<p>Mr. Hourihane inquired as to the PDA land and whether or not they could lease it out to the City to develop. Ms. Pollard explained that they could not because they used federal funds and signed a commitment not to build any more structures on that land.</p>
<p><b>DISCUSSION:</b> Other – Q&amp;A</p>	<p>Discussion was held as to the need for a location within the GSBP to provide services to the employees such as an ATM and a 24/7 food service restaurant. Mr. Campagna noted that employees are driving out of the area to eat and that this type of service would be a benefit to the businesses.</p> <p>Ms. Pollard noted that signage for the GSBP is currently in the works and that the plan is for a large sign at the entrance, followed by landscaping and a detailed sign to follow that lists the names and logos of the businesses in the GSBP. Mr. Campagna mentioned that Safran Executives will be touring the facility on March 31<sup>st</sup> and that it would be a bonus if the signs were up by that date. Ms. Pollard explained that the timing may not work out, but she would push the issue along as fast as possible.</p> <p>Mr. Campagna recommended that although this meeting is only “required” annually that it might be a good idea to meet again in the Fall to touch base on progress. Mr. Fitzpatrick agreed this was a good idea and that this Board should meet every 6 months.</p>

	Mr. Cox requested that an agenda bill be completed for presenting the Advisory Board Report to the Council. Ms. Pollard indicated that she or Ms. Engle would complete this task.
<b>APPROVAL:</b> Recommendations	<p>The following items were put on the floor for consideration:</p> <p>Mr. Fitzpatrick recommended the support of the Water Loop to Whitehall Road- <b>MOTION CARRIED</b> and passed by unanimous voice vote.</p> <p>Mr. Fitzpatrick recommended supporting the street light installation on Airport Drive, a bus stop and bus shelter in the GSBP and the construction of sidewalks within the GSBP with the caveat that the City would contract out the snow removal and charge it to the TIF - <b>MOTION CARRIED</b> and passed by unanimous voice vote.</p>
<b>ADJOURN</b>	Meeting was adjourned by Mr. Fitzpatrick at 11am.









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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 : ANNUAL RENEWALS FOR SECOND HAND DEALER AND PAWNBROKER LICENSES

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	February 26, 2014		
DEPT. HEAD SIGNATURE	Jim Grant Signature on file with City Clerk		
DATE SUBMITTED	February 26, 2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

#### COMMITTEE SIGN-OFF

COMMITTEE --LICENSING BOARD	LICENSING BOARD <b>COMPLETED/APPROVED</b>
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DIRECTOR ECONOMIC DEVELOPMENT-	KAREN POLLARD
CITY MANAGER	Daniel Fitzpatrick Signature on file with City Clerk

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Blaine Cox Signature on file with City Clerk
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

##### SUMMARY STATEMENT

Inspections for compliance have been completed and any violations have been corrected. All have passed and are in compliance with the Building, Zoning & Licensing and Fire Department.

##### RECOMMENDED ACTION

APPROVE RENEWALS

CC FY14 03-04 AB 38 (BZLS Secondhand Dealers/Pawn Brokers Renewals)



**City of Rochester, New Hampshire**  
**Department of Building, Zoning and Licensing**  
**Services**

31 Wakefield Street \* Rochester, NH 03867  
(603) 332-3508 \* Fax (603) 509-1912

**MEMORANDUM**

To: Mayor & City Council

From: James Grant, Director of the Department of Building, Zoning & Licensing Svcs

Subject: Renewals: Second Hand Dealers & Pawnbrokers

Date: February 20, 2014

The following have applied for renewal of their licenses. The Building, Zoning and Licensing Svcs and Fire Departments inspected the establishments; any violations found have been addressed. The list of completed businesses inspections is attached.

Pursuant to City Ordinance these applications have been reviewed and approved by the Licensing Board. I respectfully request the Mayor and City Council to review the applications for final approval of the applicants.

**Second Hand Dealers**

All Things Considered  
SJane Y. Manville  
131 Milton Rd.  
Rochester, NH 03868

Bea's Jewelers  
Bea Brochu  
11 Lilac Mall  
Rochester, NH 03867

Bethany United Methodist Church  
Jean Main  
24 Main St  
Rochester, NH 03868

Bev's Bear Creek  
Beverly Saks  
135 Milton Rd  
Rochester, NH 03868

Collec-tiques  
 Marc Saxby  
 48 No Main St.  
 Rochester, NH 03867

eco-ATM, Inc  
 David Mersten  
 7 Milton Rd.  
 Rochester, NH 03867

Four Corner Antique Store  
 Nancy Ricard  
 204 Estes Rd  
 Rochester, NH 03867

Game Stop Inc.  
 Michael Nichols  
 160 Washington St. #610  
 Rochester, NH 03839

Gold & Things Trading Center  
 Roland D. Hersey  
 50 South Main Street  
 Rochester, NH 03867

Gordon's Second Hand Shop  
 Leo E. Gordon  
 174 Chestnut Hill Road  
 Rochester, NH 03867

J & K's Second Hand Shop  
 Robert Jolly  
 33 No Main St  
 Rochester, NH 03867

Lucky Finds  
 Dena Stanley  
 121 Highland St.  
 East Rochester, NH 03868

Quick Cash Trading Center  
 George E. Frisbee  
 17 Gonic Road  
 Rochester, NH 03867

Renaissance Firearms, LLC  
 Ernest L Shipman  
 19 Main St.  
 Rochester, NH 03839

Rochester Flea Market  
 Benjamin Bean  
 184 Milton Rd  
 Rochester, NH 03868

Rochester Pawn  
 Carl Branco  
 197 Wakefield St  
 Rochester, NH 03867

Seacoast Gun & Pawn  
 Jeffrey Walters  
 101 Highland St  
 East Rochester, NH 03868

Second Treasures  
 Paul R Vallerand  
 One Wakefield St  
 Rochester, NH 03867

Skeletone  
 Todd Berrios  
 50 L No Main St.  
 Rochester, NH 03867

The Salvation Army  
 28 Signal St.  
 Rochester, NH 03867

Trinity Anglican Church  
Sue Fleig  
180 Rochester Hill Rd  
Rochester, NH 03867

Trinkets and Treasures  
Brian LaBranche  
125 Milton Rd  
Rochester, NH 03866

Union St. Antiques & Collectibles  
Gary Sansoucie  
21 Union St  
Rochester, NH 03867

Wal-Mart #2330  
Megan Stouble  
116 Farmington Rd.  
Rochester, NH 03867

We Buy Stuff  
William Paesano  
4 Union St  
Rochester, NH 03867

White Birch Barn Sales  
Michael & Janet Berube  
358 Washington St  
Rochester, NH 03839

### Pawnbrokers

Gold & Things Trading Center  
Roland D. Hersey  
50 South Main Street  
Rochester, NH 03867

Quick Cash Trading Center  
George Frisbee  
17 Gonic Rd  
Rochester, NH 03867

Rochester Pawn  
Carl Branco  
197 Wakefield St  
Rochester, NH 03867

Seacoast Gun & Pawn  
Jeffrey Walters  
101 Highland St  
East Rochester, NH 03868

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO  
THE 2013-2014 CAPITAL IMPROVEMENTS BUDGET OF THE  
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, SEWER  
WORKS  
FOR THE SO-CALLED NH RTE. 125 PUMP STATION PROJECT**

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

**WHEREAS**, by action of the Mayor and City Council of the City of Rochester in November 2013, with respect to the repurposing of certain funds previously appropriated in the fiscal year 2010-2011 capital improvements budget for the City of Rochester, Department of Public Works, Sewer Works for fiscal year 2010-2011, a resolution was adopted, which repurposing resolution resulted in appropriated funds in a total amount of Five Hundred Forty-Five Thousand Dollars (\$545,000.00) being designated for use for the so-called NH Rte. 125 Pump Station project (the "Project"), such sums to be drawn to the extent of One Hundred Eighty-Three Thousand Nine Hundred Eighty-Four Dollars and Twenty-Seven Cents (\$183,984.27) from NH CWSRF funds available for the Project, and to the extent of Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73) in available previously appropriated US EPA so-called Stag Grant funds, which were originally to be used for the so-called NH Rte. 108 sewer extension project (Homemakers), but which were no longer necessary for such project, thus making a total of US EPA Stag Grant funds and NH CWSRF funds available for the Project in the total amount of Five Hundred Forty-Five Thousand Dollars (\$545,000.00); and

**WHEREAS**, the Mayor and City Council of the City of Rochester has recently been advised by City administrators, that the current cost projection for the Project, as currently contemplated, is estimated to be between \$875,000.00 and \$890,000.00, thereby requiring additional funding if the Project is to be completed; and

**WHEREAS**, as the result of an earlier approved application by the City to the State of New Hampshire, the City has been authorized to receive an additional Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73) for the purposes of the Project; and

**WHEREAS**, the Mayor and City Council of the City of Rochester are desirous of taking advantage of this less costly funding source, from the aforementioned NH CWSRF funds, to complete the Project;

**NOW THEREFORE**, by adoption of this Resolution the Mayor and City Council of the City of Rochester hereby make a supplemental appropriation in the amount of up to Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73), as part of the City of Rochester 2013-2014 capital budget of the



City of Rochester, Department of Public Works, SewerWorks, for the purpose of providing funds for the Project, and further provide that the sums necessary to fund such supplemental appropriation shall be derived, to the extent of up to Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73), from borrowing of NH CWSRF funds available for the Project from the State of New Hampshire acting through its Department of Environmental Services, thereby making a total of US EPA Stag Grant funds and NH CWSRF funds appropriated and available for such project in the amount of Nine Hundred and Six Thousand Fifteen Dollars and Seventy-Three Cents (\$906,015.73), consisting of US EPA Stag Grant funds in the amount of Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73), and Five Hundred Forty-Five Thousand Dollars (\$545,000) from NH CWSRF funds.

Additionally, 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 are necessary to implement the transactions contemplated by this Resolution.

CC FY 14 03-04 AB 36



2/27/14

**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 NEW RT 125 PUMP STATION UPGRADE PROJECT	
Council Action Item <u>XX</u> or Information Only _____	Funding Required? Yes <u>XX</u> No _____
Resolution Required? Yes <u>XX</u> No _____	Funding Resolution Worksheet? Yes No <u>XX</u>

AGENDA DATE	March 4, 2014 Regular City Council Meeting
DEPT. HEAD SIGNATURE	Peter N. Nourse, PE Original Signature on file at City Clerks Office
DATE SUBMITTED	February 18, 2014
ATTACHMENTS      Yes <u>XX</u> No	1 Page Excel Spreadsheet

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

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

**FINANCE & BUDGET INFORMATION**

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	NHDES CWSRF
ACCOUNT NUMBER	55026020-771000-14XXX
AMOUNT	<b>\$361,015.73</b>
APPROPRIATION REQUIRED      Yes <u>XX</u> No	

**LEGAL AUTHORITY**

A resolution for a supplemental appropriation of \$361,015.73, funded with NH DES CWSRF funds

CC FY14 03-04 AB 36 (Route 125 Pump Station)

**SUMMARY STATEMENT**

The upgrade of the New Route 125 Pump Station was originally approved with the FY 2011 CIP budgeting process. The original funding sources were \$20,000 cash and 525,000 bonding. Subsequently the City received a STAG grant in the amount of \$361,015.73 and was also approved for NHDES CWSRF funds in the amount of the full project \$545,000. As a result of these approvals the City Council recently took steps to change the original \$545,000 funding sources to \$361,015.73 STAG Grant and \$183,894.27 CWSRF.

It has been determined after bidding the project 2X that the funds previously appropriated will be insufficient. The new estimated project total is \$875K to \$890K. This request is for a supplemental appropriation up to the maximum loan amount with NHDES. That amount would be \$361,015.73. Please see attached spreadsheet for clarification.

**RECOMMENDED ACTION**

1. Resolution for a supplemental appropriation in the amount of \$361,015.73

**AGENDA BILL - FUNDING RESOLUTION****EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐

CIP ☐ Water CIP ☐ Sewer CIP ☒ Arena CIP ☐

Special Revenue ☐

Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒

**Deauthorization**

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

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	772000	11519	-	361,015.73	-
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 ☐

## New Route 125 Pump Station Funding Summary

Original Project Estimate \$545,000

Current Project Estimate \$875,000 With Contingency \$906,015.73

	Original Appropriation	Changed Funding Source	<b>This Request</b>	Total Available for project
Cash	\$ 20,000.00			
Bond	\$ 525,000.00			
CWSRF		\$ 183,984.27	<b>\$ 361,015.73</b>	\$ 545,000.00
Grant		\$ 361,015.73		\$ 361,015.73
<b>Total</b>	<b>\$ 545,000.00</b>	<b>\$ 545,000.00</b>		<b>\$ 906,015.73</b>

Originally the City approved a project amount that would upgrade the pump station for \$545,000. Subsequently an available grant was obtained for \$361,015.73 and SRF funding was approved per NHDES for the entire \$545,000. The funding source of original \$545,000 was change to match. The DPW has gone out to bid for the upgrades to this pump station 2X and has determined the cost to be approximately \$875,000. This request is for the full amount available per executed CWSRF loan agreement (\$361,015.73). This will allow for some additional contingencies. We expect to come in much closer to the \$875,000.

**RESOLUTION DEAUTHORIZING A PORTION OF A CERTAIN  
FY 2013-2014 ROCHESTER SCHOOL DEPARTMENT  
SUPPLEMENTAL APPROPRIATION  
AND MAKING CERTAIN SUPPLEMENTAL APPROPRIATIONS  
IN CONNECTION WITH THE AFORESAID DEAUTHORIZED FUNDS**

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

**I. WHEREAS**, by resolution previously adopted by the Mayor and City Council, in September 2013 as part of the FY 2013-2014 City of Rochester, School Department operating and Capital Improvements budgets, the said Mayor and City Council appropriated funds not to exceed the sum of One Million Twenty-Three Thousand Two Hundred Forty-Nine Dollars and Ten Cents (\$1,023,249.10), as follows:

(a) a sum of up to, but not to exceed, One Hundred Ninety-Three Thousand Five Hundred Seventy-Nine Dollars and Seventy-One Cents (\$193,579.71), to a special non-lapsing account in the FY 2013-2014 operating budget of the City of Rochester, School Department, such funds to be used solely and exclusively for the purpose of paying reimbursement(s) to certain School Department employees with respect to certain portions of such employee's contributions toward certain LGC provided Health and/or Dental premiums during FY 2010 (the "Reimbursements"); and

(b) a sum of up to, but not to exceed, Eight Hundred Twenty-Nine Thousand Six Hundred Sixty-Nine Dollars and Thirty-Nine Cents (\$829,669.39), to the FY 2013-2014 Capital Improvements Project budget of the City of Rochester, School Department, such funds to be used solely and exclusively for the purpose of paying costs associated with the Rochester School Department's so-called "District Wide Security and Safety" improvements and upgrades project (the "District Wide Security and Safety Project");

with the funding for both the Reimbursements and the District Wide Security and Safety Project to be drawn in their entirety from certain Local Government Center ("LGC") refunds to City of Rochester, School Department, from various health/dental trust related premiums, in the total amount of One Million Twenty-Three Thousand Two Hundred Forty-Nine Dollars and Ten Cents (\$1,023,249.10), such refunds having been accepted by the Mayor and City Council of the City of Rochester on September 3, 2013; and



**WHEREAS**, the Mayor and City Council of the City of Rochester, have, at the request of the School Department, decided that to the extent of Eight Hundred Thousand Three Hundred Eighty-Five Dollars (\$800,385.00), it is appropriate to utilize sources other than the abovementioned LGC refunds to fund the aforementioned District Wide Security and Safety Project;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby withdraw and deauthorize the sum of Eight Hundred Thousand Three Hundred Eighty-Five Dollars (\$800,385.00) from FY 2013-2014 Capital Improvements Project budget of the City of Rochester, School Department previously appropriated for the purposes of the so-called District Wide Security and Safety Project, and transfer and appropriate such funds in the total amount of Eight Hundred Thousand Three Hundred Eighty-Five Dollars (\$800,385.00), as follows:

(a) a sum of up to One Hundred Thousand Three Hundred Eighty-Five Dollars (\$100,385.00) to a special non-lapsing account in the FY 2013-2014 operating budget of the City of Rochester, School Department, such funds to be used solely and exclusively for the purpose of paying reimbursement(s) to certain School Department retired former employees with respect to certain portions of such retiree former employee's contributions toward certain LGC provided Health and/or Dental insurance premiums during FY 2010 due to certain School Department retired former employees (the "Retiree Reimbursements"); and

(b) a sum of up to, but not to exceed, Seven Hundred Thousand Dollars (\$700,000.00), to the FY 2013-2014 operating budget of the City of Rochester, School Department, such funds to be used solely and exclusively for the purpose of paying costs associated with the Rochester School Department's Special Education tuition costs;

thereby leaving the sum of Twenty-Nine Thousand Two Hundred Eighty-Four Dollars and Thirty-Nine Cents (\$29,284.39) in previously appropriated funds in the FY 2013-2014 Capital Improvements Project budget of the City of Rochester, School Department, such funds to be used solely and exclusively for the purpose of paying costs associated with the Rochester School Department's so-called District Wide Security and Safety Project.

**II. FURTHERMORE**, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate, establish, and/or eliminate such accounts and/or account numbers, and to take all such other steps, as may be necessary to implement the transactions contemplated by this Resolution.

CC FY14 03-04 AB 37 (a)

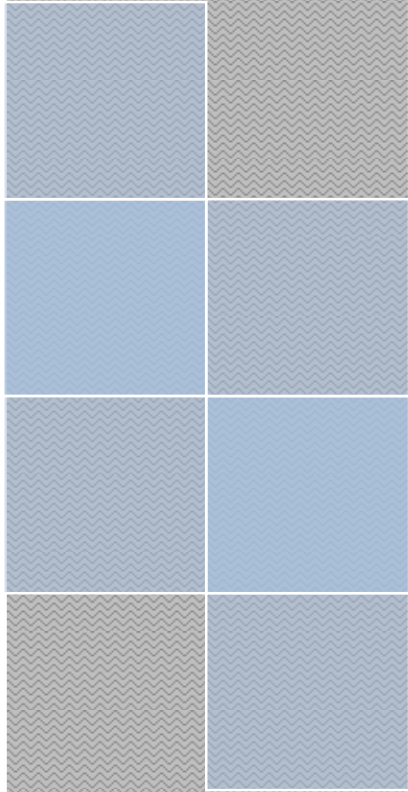
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO**  
**THE 2013-2014 CAPITAL IMPROVEMENTS BUDGET OF THE**  
**CITY OF ROCHESTER, SCHOOL DEPARTMENT**  
**FOR THE SO-CALLED DISTRICT WIDE SECURITY AND SAFETY PROJECT**

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

That the sum of One Million Two Hundred Ten Thousand Six Hundred Eighty-Three Dollars and Sixty-One Cents (\$1,210,683.61) be, and hereby is, appropriated as part of the City of Rochester 2013-2014 capital budget of the City of Rochester, School Department, for the purpose of providing sums necessary for the Rochester School Department's so-called District Wide Security and Safety improvements and upgrades project (the "District Wide Security and Safety Project"), such funds to be used solely and exclusively for the purpose of paying costs associated with the same, and further, that the sums necessary to fund such appropriation shall be drawn in their entirety from the unexpended so-called City of Rochester General Fund fund balance. Upon the adoption of the aforesaid appropriation, the total amount of funds appropriated in the City of Rochester 2013-2014 capital budget of the City of Rochester, School Department will be One Million Two Hundred Thirty-Nine Thousand Nine Hundred Sixty-Eight Dollars (\$1,239,968.00).

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 03-04 AB 37 (b)



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2/27/14

## 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 Deauthorization & Supplemental Appropriations
----------------	---

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

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

AGENDA DATE	March 4, 2014		
DEPT. HEAD SIGNATURE			
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	Financ
CHAIR PERSON	e Mayor Jean

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox - Signiture on File
CITY MANAGER	Daniel Fitzpatrick - Signiture on File

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

Charter, Ordinances, Municipal Budget Act
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CC FY14 03-04 AB 37 (School Department)

### SUMMARY STATEMENT

From Finance Committee of February 11, 2014:

#### School Tuition/4.3 School Security

The discussion of agenda items 4.2 "School Tuition" and 4.3 "School Security" were discussed concurrently.

Superintendent Hopkins explained the School Department's request to re-purpose a Local Government Center's refund originally used as the revenue source for the Capital Improvements Plan project of School Building Security. The School Department seeks now to use these funds for two different purposes - first to fund a supplemental appropriation for out-of-district tuition expenses that were unanticipated and second to provide reimbursements to retirees for health insurance premiums. The Superintendent went on to inform the Committee that the School Department seeks to fund the school building security project through a City Council supplemental appropriation funded by General Fund undesignated fund balance.

The Committee had a lengthy discussion concerning whether the security project should be a bonded project or a fund balance cash project, if the exterior door security addresses the main issues of school security and the reasons behind the unanticipated tuition expense. It was also discussed how much the School Department had contributed to the General Fund undesignated fund balance over the years.

(Agenda Item 13.6) Mayor Jean MOVED to recommend that the full City Council deauthorize \$800,385.00 appropriated on September 3, 2013 to the School Department CIP for security upgrades to school buildings, leaving \$29,284.39 remaining of the original \$829,669.39 appropriated. The motion received a second from Deputy Mayor Varney and was then ADOPTED by a unanimous voice vote.

(Agenda Item 13.7) Councilor Walker MOVED to recommend that the full City Council approve a supplemental appropriation of \$700,000.00 for Special Education tuition and related services expense as well as \$100,385.00 for retiree refunds totaling \$800,385.00 to be funded from the funds made available from the deauthorization of the School Security CIP project that was initially funded using Local Government Center refunds. Deputy Mayor Varney seconded the motion and was then ADOPTED by a voice vote.

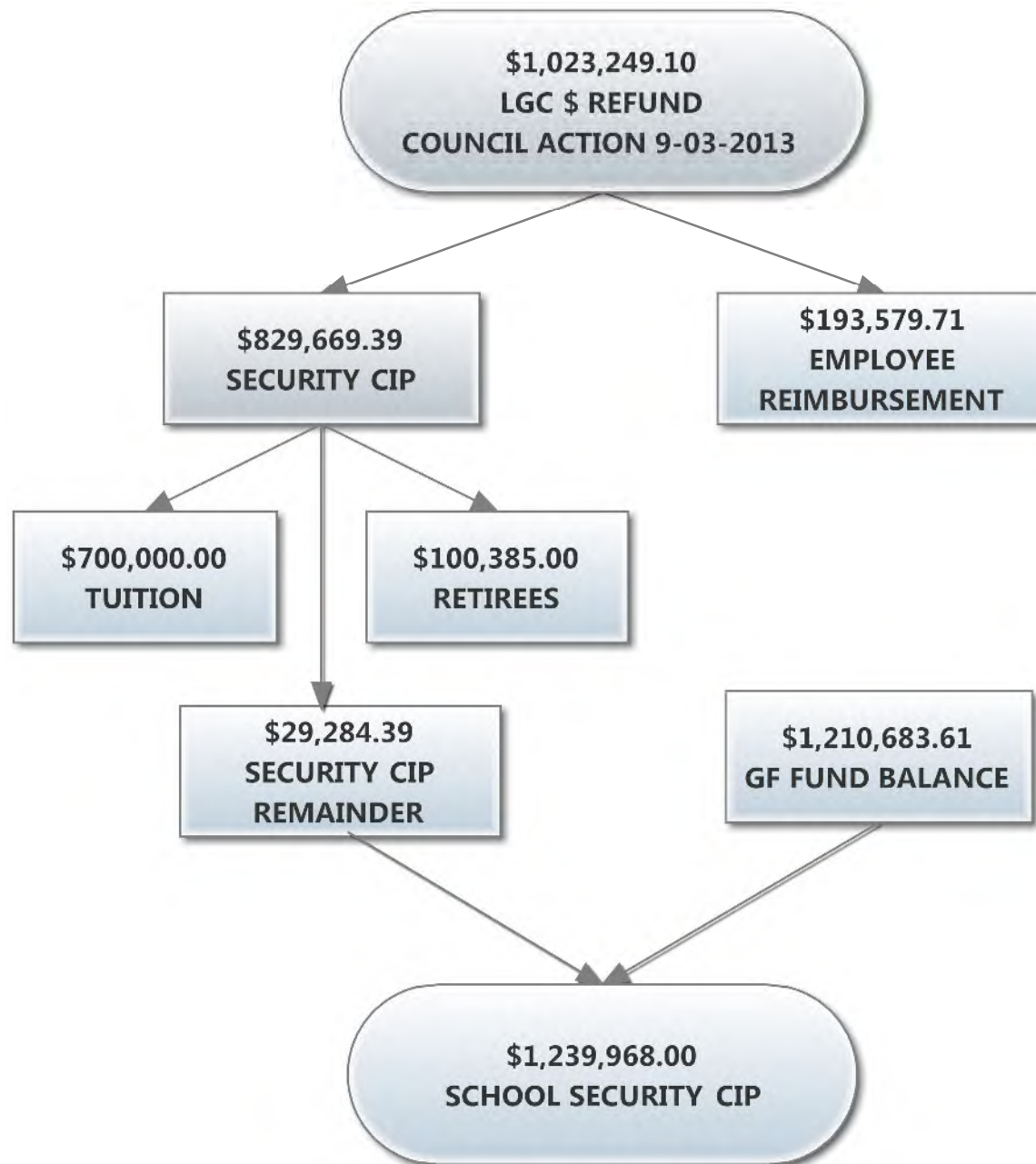
(Agenda Item 13.8) Mayor Jean MOVED to recommend that the full Council adopt a supplemental appropriation in the amount of \$1,210,683.61 to the existing school CIP project pertaining to school security upgrades. This account already having an appropriation of \$29,284.39 would result in a total appropriation of \$1,239,968.00. The motion received a second from Deputy Mayor Varney and was then ADOPTED by a unanimous voice vote.

### RECOMMENDED ACTION

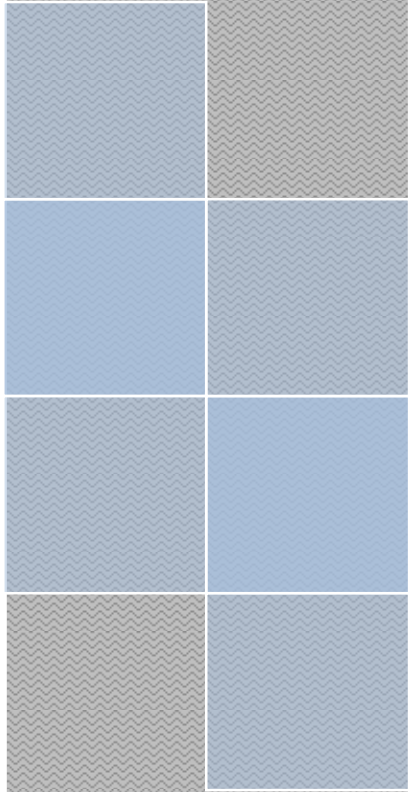
Adopt Finance Committee recommendations.

# SCHOOL DEPARTMENT REQUESTS

2/27/14







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