



**Rochester City Council Public Hearing
December 3, 2019
Council Chambers
7:00 PM**

- 1. Call to Order**
 - 2. Supplemental Appropriation to the Downtown Revitalization Fund of \$300,000 P. 11**
 - 3. Adjournment**
-

**Regular City Council Meeting
December 3, 2019
Council Chambers
*Immediately following the Public Hearing***

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: November 6, 2019
consideration for approval P. 13**
- 6. Communications from the City Manager**
 - 6.1 Employee of the Month Award P. 31**
 - 6.2 City Manager's Report P. 33**
- 7. Communications from the Mayor**

*Intentionally
left blank...*

City Clerk's Office

7.1 Inauguration to be held on Thursday January 2, 2020

7.1.1 Suspend Section 1.1 of the Rules of Order

7.1.2 Motion to Approve the January 2, 2020 Inaugural Date

7.2 Non-Public Meeting Minutes Review Committee: Non-Public Minutes selected for release *motion to unseal*

8. Presentation of Petitions and Council Correspondence

9. Nominations, Appointments, Resignations, and Elections

**9.1. *Resignation*: Joyce Bruckner, Planning Board (alternate)
P. 57**

10. Reports of Committees

10.1 Appointments Review Committee P. 59

10.1.1 *Re-Appointment*: Daniel Rines – Planning Board, elevation from alternate to Regular member, term to expire 1/2/2023

10.1.2 *Appointment*: Kristen Ebbeson – Arts & Culture Commission, term to expire 7/1/2020

10.1.3 *Re-Appointment*: Susan “Candy” Bailey – Library Trustee Ward 3, term to expire 1/2/2023

10.1.4 *Appointment*: A. Raymond Varney – Trustees of the Trust Fund, term to expire 1/2/2023

10.2 Codes & Ordinances Committee – Meeting Canceled

10.3 Community Development Committee – Meeting Canceled

10.4 CTE Joint Building Committee

10.5 Finance Committee P. 61

10.5.1 Use of General Fund Unassigned Fund Balance

*Intentionally
left blank...*

City Clerk's Office

10.5.1.1 Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08 *first reading and refer to public hearing 12/17/19* P. 68

- **Exhibit A P. 67**

10.5.1.2 Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00 *first reading and refer to public hearing 12/17/19* P. 71

10.6 Public Safety P. 77

10.6.1 *Committee Recommendation:* To change the traffic flow on Myrtle Street from woodman Street to Charles Street to One-Way *consideration for approval* P. 78-79

10.6.2 *Committee Recommendation:* To change the traffic flow on Congress Street from Charles Street to Myrtle Street to One-Way *consideration for approval* P. 78-79

10.6.3 *Committee Recommendation:* To deny the request for "No Thru Trucks" signs on Quail Drive *consideration for approval* P. 80-81

10.7 Public Works P. 103

10.7.1 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,00.00 *first reading and refer to public hearing on 12/17/19* P. 109

*Intentionally
left blank...*

City Clerk's Office

- ***Memo from Deputy Finance Director
P. 111**

10.7.2 Committee Recommendation: Dedication of Community Center Basketball Court to Coach Tim Cronin **consideration for approval** P. 117

10.7.3 Committee recommendation: To approve the new paving list as presented: Jonathan and Huckins Lane, Columbus Ave from Lowell to Knight Street, Cross Road from Milton Road to Stacy Drive and Salmon Falls from Stonewall to the town line. **motion to approve** P. 106

11. Old Business

12. Consent Calendar

13. New Business

13.1 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2020 regarding the Opera House Chairlift **first reading, consideration for second reading and adoption** P. 129

13.2 Presentation: Updated Transportation Master Plan (Planning Board Public Hearing 12/16/19) [Full Transportation Master Plan – Click Here](#) P. 131

13.3 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance **first reading and refer to public hearing** P. 133

13.4 Amendments to Chapter 275 Regarding the Downtown Commercial District

13.4.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District **first reading and refer to public hearing** P. 141

*Intentionally
left blank...*

City Clerk's Office

- 13.4.2 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District *first reading and refer to public hearing* P. 145**
- 13.5 Resolution Authorizing Acceptance of \$463.14 from the State of New Hampshire *first reading, consideration for second reading and adoption* P. 147**
- 13.6 Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993 *first reading and refer to public hearing* P. 153**
- Unassigned Fund Balance Review P. 155**
- 13.7 Resolution Authorizing Acceptance and Appropriation of Community of Action for Lead Safety Stipend *first reading, consideration for second reading and adoption* P. 161**
- 13.8 Supplemental Appropriation to the Downtown Revitalization Fund of \$300,000 *second reading and consideration for adoption* P. 11**
- 14. Other**
- 15. Non-Public/Non-Meeting**
- 16. Adjournment**

*Intentionally
left blank...*

City Clerk's Office

**Supplemental Appropriation to the
Downtown Revitalization Fund of \$ 300,000**

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

That the amount of Three Hundred Thousand Dollars (\$300,000) is hereby appropriated as a supplemental appropriation to the Downtown Revitalization Fund for the purpose of paying costs associated with improvements, and or repairs, to City owned properties, and other City owned infrastructures in the downtown district. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

Initial expenditures shall be for the City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St., which are in need of immediate repairs and maintenance. Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review and authorization of Finance Committee.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. All projects will be assigned a unique account number for tracking and reported purposes.

*Intentionally
left blank...*

City Clerk's Office

**Regular City Council Meeting
November 6, 2019
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamman
Councilor Hutchinson
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Peter Nourse, Director of City Services
Daniel Camara, GIS Technician
Sonja Gonzalez, CIO

MINUTES

1. Call to Order

Mayor McCarley called the Regular City Council meeting to order at 7:00 PM.

2. Opening Prayer

Mayor McCarley called for a moment of silence in honor of Veterans' Day.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

4. Roll Call

City Clerk Walters called the roll. All Councilors were present.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: October 1, 2019

consideration for approval

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of October 1, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2 Special City Council Meeting: October 15, 2019
consideration for approval

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes of October 15, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1 Employee of the Month Award

City Manager Cox announced that Roland Connors, Finance Department, has been selected as the Employee of the Month for November, 2019.

City Manager Cox recognized City Clerk Walters, City Clerk staff, and the Public Buildings and Grounds for their dedicated work during the Municipal Election.

City Manager Cox said Rochester is the recipient of two awards (second place) from the Alliance for Community Media Northeast Region. City Manager Cox recognized Celeste Plaia, Government Channel Coordinator, for her work on the two award winning videos: Rochester City Hall Annex Restoration Project, and Arts Culture and the Economy. He encouraged the public to watch the award winning videos which are available on the City's website.

6.2 City Manager's Report

The City Manager's Report is as follows:

Contracts and documents executed since last month:

- **City Manager**
 - Arts Rochester Council Chambers Rental Agreement
- **Department of Public Works**
 - 2017NH NPDES SmallMS4 General Permit-Year 1 Annual Report
 - Adopt-a-Spot Certificates
 - Biosolids Dewatering Facility & Carbon Building Construction Admin Contract

- Colonial Pines Sewer ExtensionPhase 2-Change Order 2
- GSBP (Granite State Business Park)Water Main Extension Construction Agreement
- Household Hazardous Waste Grant Agreement
- Household Hazardous Waste Letter of Commitment
- LowLift PumpStationProject–EngineeringAmendment 3
- Task Order 31–TidalCocheco Water Quality Desktop Eval / Task Order 32
- NonTidal Cocheco
- **Economic Development Department**
 - Environmental Review-CAP Weatherization–Weatherization Retrofit
 - HCSC land purchase release of funds
 - My Friends Place generator project
 - Public Art Partnership
 - Purchase of 145 Airport Drive
 - Wetlands Review–1035 Salmon Falls Road
- **Finance Department**
 - Amendment Value Payment Systems Contract
 - Drummond WoodsumEngagementLetter
 - Primex Property & Liability Assurance Program
- **Fire Department**
 - Emergency Management Trailer–reimbursement request
- **Police Department**
 - Crime Reporting Software Contract
 - Purchasing Policy Waiver
- **Recreation & Arena Department**
 - Exception to Policy 2.001–Anti-Nepotism

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Computer Purchase, Snyder, B, Fire
- Tuition Reimbursement–Wilder, T, Fire

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

6.3 Planning Board Dedication: Plaque in Remembrance of Karl Morse

City Manager Cox announced that Karl Morse, who recently passed

away, began volunteering about ten years ago as a camera operator, recording City Council meetings for the City of Rochester. His dedication to the City has been recognized with a Plaque in his Remembrance which shall be hung near the operating equipment in Council Chambers.

7. Communications from the Mayor

7.1 Discussion: Non-Public Meeting Minutes Review Committee

Mayor McCarley said that Councilors Varney and Lauterborn have reviewed the Non-Public Committee meeting minutes. There are a number of Non-Public meeting minutes which are being proposed to be released. A formal vote will be taken in December in order to unseal these minutes being recommended for release.

7.2 TIF Board Appointments

Mayor McCarley reappointed the following members to the Tax Increment Financing District Advisory Boards:

Granite Ridge Advisory Board:

- Ron Poulin (*New Term to expire on 12/31/2022*)
- A. Raymond Varney (*New Term to expire on 12/31/2022*)

Granite State Business Park:

- Kristen Bournival (*New Term to expire on 12/31/2022*)
- Mark Hourihane (*New Term to expire on 12/31/2022*)

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. Municipal Election Vote Returns – Canvas of Votes

City Clerk Walters reported that there is one correction to the Official Vote Returns. She said Judith Welch, Ward 1, actually received 18 votes for the Selectman position. This Seat is now declared to Ms. Welch with a term to expire January 2026.

City Clerk Walters reported that Matt Munn, Ward 3 School Board,

received 48 Votes. It was determined that Thomas Connor also received enough (77) Votes to be declared the winner of the School Board Seat for Ward 6 and David Lynch has been declared the winner of the Selectman Seat for Ward 6. A full list of results is attached to this set of minutes.

City Clerk Walters said once the City Council accepts the Municipal Election Returns the recount period will be open for one week. Any/all recounts will occur on November 16, 2019.

Councilor Lachapelle **MOVED** to amend the Official Vote Returns and to accept all write-in candidates listed above. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

City Clerk Walters thanked the City Clerk staff for their work on the Election. She extended special thanks to Matthew Winders who assisted the City Clerk's office with Elections.

City Clerk Walters requested that the City Council reconsider moving the Ward 2 Polling Location from St. Mary Church to Chamberlain Street School. She said the poll workers are in support of moving the polling location and that there is not enough space to form proper "check-in" lines or "registration" lines once a voter enters the building. Councilor Keans mentioned that there were a number of booths left unused and the polling location could utilize more space if they were not set up. City Clerk Walters agreed; however, the number of booths/screens per election is mandated by the State.

The City Council discussed changing the polling location after the Presidential Primary.

9.2. Resignation: Matthew Kozinski, Planning Board

Councilor Keans **MOVED** to **ACCEPT** the resignation of Matthew Kozinski, Planning Board, with regret. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.3. Resignation: Patty Betts-Levine, Ward 2 Selectman

Councilor Keans **MOVED** to **ACCEPT** the resignation of Patty Betts-Levine, Selectman, Ward 2, with regret. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1 Codes & Ordinances Committee – Meeting Canceled

No discussion.

10.2 Community Development Committee – meeting canceled

No discussion.

10.3 CTE Joint Building Committee

Mayor McCarley said the project is progressing nicely and a “soft” opening is being planned for January, more information is forthcoming. Mayor McCarley said there is roughly \$270,000 worth of furniture still needed. There is a meeting planned to discuss this shortage. The project is still on budget except for the furniture request that was not able to be included with the project.

10.4 Finance Committee

Mayor McCarley said a number of items were kept in Committee including the Water/Sewer Rate review. She said Sonja Gonzalez, gave a status update about IT Security measures.

10.4.1 Committee Recommendation: To approve the Personnel Advisory Board’s recommendation for the Library Emerging Technologies Specialist position consideration for approval

Councilor Lachapelle **MOVED** to **APPROVE** the Committee’s recommendation relative to the Library Emerging Technologies Specialist. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.4.2 Committee Recommendation: To approve the Personnel Advisory Board’s recommendation for the Community Center Attendant position consideration for approval

Councilor Lachapelle **MOVED** to **APPROVE** the Committee’s recommendation relative to the Community Center Attendant Position. Councilor Bogan seconded the motion. The City Council briefly discussed the matter. Chris Bowlen, Director of the Recreation and Arena Department, clarified that this is a part-time seasonal position which is being recommended

to remain a part-time position; however, instead of seasonal, it would be utilized year-round. There is currently no established grade or classification for this position because it has always been a part-time seasonal position. Now that it is formalizing into a year-round position, a classification/grade needs to be assigned to the position. The **MOTION CARRIED** by a majority voice vote.

10.5 Public Safety

10.5.1 Committee Recommendation: To install a "blind driveway" sign near 462 Pickering Road at the discretion of DPW consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation to install a blind driveway sign near 462 Pickering Road at the discretion of the Department of Public Works. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.5.2 Committee Recommendation: To remove the straight arrow and repaint the left hand turn arrow on Charles Street at Columbus Avenue consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation to remove the straight arrow and repaint the left hand arrow only on the Charles Street/Columbus Avenue. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6 Public Works

Councilor Torr stated that there are no action items at this time. Councilor Lauterborn wished to refer a matter to the Committee's next agenda. She said the citizens on Stoneridge Drive, which is a cul-de-sac off Rochester Hill Road, have concerns about the deep slope on this road, which causes water drainage issues. The residents have said that this development was constructed between 1987 and 1996. There was supposed to be a drainage plan included with this project. The residents are questioning if the City approved this street without proper drainage. It seems that there had been a plan for drainage; however, where the drainage was supposed to lead to now has a home built at that specific lot intended for drainage. A few of the residents have raised concerns at City Departments; however, they do not feel that anyone is responding to their concerns. Councilor Lauterborn is hopeful that the Public Works Committee

can find some type of solution for these residents.

Councilor Walker said that developer would have been required to have a drainage plan for that development. City Manager Cox agreed to have City staff investigate the files.

11. Old Business

No discussion.

12. Consent Calendar

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

12.1 Resolution Deauthorizing \$311.64 from the Highway Safety Bicycle/Pedestrian Grant Overtime Account *first reading, consideration for second reading and adoption*

Resolution Deauthorizing \$311.64 from the Highway Safety Bicycle/Pedestrian Grant Overtime Account

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

That Three Hundred Eleven and 64/100 Dollars (\$311.64) of previously appropriated funds is deauthorized from Highway Safety Bicycle/Pedestrian Grant Overtime Account. The total amount of the deauthorization shall not be sought as a reimbursement from the New Hampshire Department of Public Safety.

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

12.2 Resolution Deauthorizing \$9,720.54 from the New Hampshire Juvenile Court Diversion Network *first reading, consideration for second reading and adoption*

Resolution Deauthorizing \$9,720.54 from the New Hampshire Juvenile Court Diversion Network

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

That Nine Thousand Seven Hundred Twenty and 54/100 Dollars (\$9,720.54) of previously appropriated funds is deauthorized from the New Hampshire Juvenile Court Diversion Network fund #6121. The total amount of the deauthorization shall not be sought as a reimbursement from the Governor's Commission Alcohol Fund.

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

12.3 Resolution Deauthorizing \$400 from the New Hampshire Juvenile Court Diversion Network *first reading, consideration for second reading and adoption*

Resolution Deauthorizing \$400.00 from the New Hampshire Juvenile Court Diversion Network

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

That Four Hundred Dollars (\$400.00) of previously appropriated funds is deauthorized from the New Hampshire Juvenile Court Diversion Network fund #6128. The total amount of the deauthorization shall not be sought as a reimbursement from the Governor's Commission Alcohol Fund.

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

12.4 Resolution Deauthorizing \$1,634.89 from Highway Safety DWI Grant Fund *first reading, consideration for second reading and adoption*

Resolution Deauthorizing \$1,634.89 from the Highway Safety DWI Grant Fund

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

That One Thousand Six Hundred Thirty Four and 89/100 Dollars (\$1,634.89) of previously appropriated funds is deauthorized from Highway Safety DWI Grant Fund. The total amount of the deauthorization shall not be sought as a reimbursement from the New Hampshire Department of Public Safety.

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

13. New Business

13.1 Resolution in Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$10,198.97 and Deauthorizing said Amount from Whitehall Road Water Main Extension Project *first reading, consideration for second reading and adoption (roll call, 2/3 majority required)*

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

Resolution In Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$10, 198.97 and Deauthorizing said Amount from Whitehall Road Water Main Extension Project

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

That, in accordance with RSA 33:3-a, Ten Thousand One Hundred Ninety Eight and 97/100 Dollars (\$10,198.97) of bond proceeds previously approved for the Whitehall Road Water Main Extension Project are hereby repurposed for use on the Franklin Adams Water Improvement Project.

Further, the amount of Ten Thousand One Hundred Ninety Eight and 97/100 Dollars (\$10,198.97) previously appropriated for the Whitehall Road Water Main Extension Project is hereby deauthorized.

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

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

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

13.2 Resolution in Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds In the Amount of \$18,364.25 and Deauthorizing \$23,174.94 from the Rochester Reservoir Dam Project *first reading, consideration for second reading and adoption (roll call, 2/3 majority required)*

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

Resolution In Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$18,364.25 and Deauthorizing \$23,174.94 from the Rochester Reservoir Dam Project

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

That, in accordance with RSA 33:3-a, Eighteen Thousand Three Hundred Sixty Four and 25/100 Dollars (\$18,364.25) of bond proceeds previously approved for the Rochester Reservoir Dam Project are hereby repurposed for use on the Berry River/Round Pond Project.

Further, the amount of Twenty Three Thousand One Hundred Seventy Four and 94/100 Dollars (\$23,174.94) previously appropriated for the Rochester Reservoir Dam Project is hereby deauthorized, as well as, in accordance with RSA 33:9, Four Thousand Eight Hundred Ten and 69/100 Dollars (\$4,810.69) of previously authorized bond authority is hereby is withdrawn.

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

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. Councilor Keans asked what the status is for the Rochester Reservoir Dam Project. Peter Nourse, Director of City Services, confirmed that the project is complete. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

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

13.3 Supplemental Appropriation to the Downtown Revitalization Fund of \$300,000 *first reading, consideration for second reading and adoption*

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

**Supplemental Appropriation to the
Downtown Revitalization Fund of \$ 300,000**

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

That the amount of Three Hundred Thousand Dollars (\$300,000) is hereby appropriated as a supplemental appropriation to the Downtown Revitalization Fund for the purpose of paying costs associated with improvements, and or repairs, to City owned properties, and other City owned infrastructures in the downtown district. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

Initial expenditures shall be for the City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St., which are in need of immediate repairs and maintenance. Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review and authorization of Finance Committee.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. All projects will be assigned

*a unique account number for tracking and reported purposes. – **See amended resolution at end of the Council discussion.***

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Keans asked if any communication is happening between this Committee and other downtown Committees relative to the transportation plan. Mayor McCarley replied yes, there is a Downtown Master Plan, a Revitalization Plan, and a Transportation Plan, which are all working towards the same goals for the downtown. There will be some differences to be worked out later, particularly in the transportation plan.

Councilor Lauterborn question if the Revitalization Plan Fund is in fact, a “new” non-lapsing fund being established. She further questioned why the City would set up a special fund rather than to pay as the process proceeds. Mayor McCarley recalled that it is a way to have the money in place in order to have some of the projects completed before the weather becomes a factor. Any of the remaining funds would be deauthorized once the projects have been completed. Councilor Hamann supported the idea and said it would work just as well if it were set up through the Economic Development Department Fund. Councilor Keans said it makes sense; however, the words “supplemental appropriation” does not seem fitting because it’s the establishment of a fund. City Manager Cox said it must say “supplemental appropriation” because it is outside of the approved budget of FY 20. The City Council briefly discussed the matter. Councilor Varney **MOVED** to **AMEND** the resolution as follows:

*Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review **of the Finance Committee** and authorization of ~~Finance Committee~~ **the** City Council.*

Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

Resolution as Amended:

Supplemental Appropriation to the Downtown Revitalization Fund of \$ 300,000

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

That the amount of Three Hundred Thousand Dollars (\$300,000) is hereby appropriated as a supplemental appropriation to the Downtown Revitalization Fund for the purpose of paying costs associated with improvements, and or repairs, to City owned properties, and other City owned infrastructures in the downtown district. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

Initial expenditures shall be for the City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St., which are in need of immediate repairs and maintenance. Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review **of the Finance Committee** and authorization of ~~Finance Committee~~ **the** City Council.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. All projects will be assigned a unique account number for tracking and reported purposes.

13.4 Resolution Relative to State Revenues Outlining How the Finance Director Should Work with the New Hampshire Department of Revenue when Setting the Tax Rate *first reading, consideration for second reading and adoption*

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

Resolution Relative to State Revenues Outlining How the Finance Director Should Work with the New Hampshire Department of Revenue when Setting the Tax Rate.

The City Council, does hereby find as follows:

WHEREAS, the Legislature adopted a state budget and the Governor signed said state budget into law on September 26, 2019;

WHEREAS, said budget results in approximately \$687,078 in unanticipated municipal funding;

WHEREAS, said budget results in a projected additional Education Funding of approximately \$1,800,441;

WHEREAS, the source of these unanticipated and additional funds are derived from State surplus and are considered one-time and non-repeating revenues;

WHEREAS, one-time and non-repeating revenues should be used for one-time, non-recurring or capital expenditures and not for ongoing operations;

WHEREAS, one-time and non-repeating revenues should not be used to lower the tax rate, as it would cause swings in the tax rate from year to year and would artificially lower the tax commitment used in the annual tax cap calculation;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council that the Finance Director should work with the Department of Revenue when setting the tax rate to:

1. Stipulate that the additional municipal revenues be designated as unanticipated revenues,
2. Eliminate the School Department's allocation of Fiscal Year 2020 Host Fee revenues of \$878,127.

In addition, the School Department's request to transfer \$750,000 from the School Building Capital Reserve fund in Fiscal Year 2020 to be used for debt service on the East Rochester School bonds will be withheld/ denied.

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

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

13.5 Resolution Authorizing Acceptance of \$18,857.74 in Pre-FY 2015 CDBG fund from the U.S. Department of Housing and Urban Development (HUD) and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption*

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

**Resolution Authorizing Acceptance of \$18,857.74 in Pre-FY 2015
CDBG funds from the U.S. Department of Housing and Urban
Development (HUD) and Supplemental Appropriation in Connection
Therewith**

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

That the sum of Eighteen Thousand Eight Hundred Fifty Seven and 74/100 Dollars (\$18,857.74) in pre-FY 2015 CDBG funds from HUD is hereby accepted by the City.

That the sum of Eighteen Thousand Eight Hundred Fifty Seven and 74/100 Dollars (\$18,857.74)) be, and hereby is, appropriated as a supplemental appropriation, and a new multi year fund number will be established, and this amount will be designated for the costs associated with the Gonic Pool Recreation Area Project.

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. This shall be a non-lapsing, multi-year appropriation.

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

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

13.6 Recreational Trails Grant Extension *Motion to Approve*

Councilor Lachapelle **MOVED** to **APPROVE** the Recreational Trails Grant Extension. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.7 Resolution accepting the donation of Route 16 Gateway sign from Rochester Chamber of Commerce *first reading, consideration for second reading and adoption*

Councilor Lachapelle **MOVED** to read the Resolution for the first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by

a unanimous voice vote. Mayor McCarley read the resolution by title only for a first time as follows.

**Resolution Authorizing Acceptance of the Route 16 Gateway Sign
from the Rochester Chamber of Commerce**

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

That the so-called Route 16 Gateway Sign is hereby accepted by the City from the Rochester Chamber of Commerce.

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. Councilor Keans asked if this is a new sign. City Manager Cox explained that this is the existing sign, which is currently owned by the Chamber of Commerce. The Chamber of Commerce is giving over ownership of the sign to the City of Rochester. He added that the sign would be included in the Wayfinding upgrade project. That particular sign would be renovated. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

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

13.8 Discussion: East Rochester Firehouse Curtains

Councilor Keans said that she reached out to the New Hampshire Preservation Alliance and the New Hampshire Humanities. She said both organizations are seeking anyone who would want to preserve the curtains. She added that at least one of those curtains is valuable. Mayor McCarley questioned if there is a timeframe involved with finding a new home for the curtains. Mike Scala, Economic Development Director, said the owner is seeking to winterize the facility soon; however, the renovation project would not begin until the spring. Mr. Scala said there is some time to remove the curtains as well as some other items that must be removed. Councilor Varney requested that Councilor Keans give the contact information relative to the two agencies to Mr. Scala.

14. Other

Councilor Torr announced that the regularly scheduled Public Works Committee meeting would be changed to December 9, 2019 because the Director of City Services is not available for the meeting currently scheduled

later in the month.

Councilor Torr wished to thank all Veterans including those who currently serve on the City Council that have previously served their Country as follows:

- Councilors Varney and Hamann, served in the United States Marines
- Councilors Gray and City Attorney O'Rourke served in the United States Army
- Councilor Gates served in the United States Navy.
- Councilor Torr and Hutchinson served in the United States Air Force.

15. Non-Public/Non-Meeting

Councilor Lachapelle **MOVED** to enter into a Non-Public Meeting under RSA 91-A 3 II d, Land, at 7:40 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call of 13 to 0. Councilors Torr, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Bogan, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 8:00 PM, Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes because disclosure would render the proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Bogan, Gray, Torr, Gates, Walker, Hamann, Lachapelle, Abbott, Lauterborn, Keans, Hutchinson, Deputy Mayor Varney and Mayor McCarley voted in favor of the motion.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 8:01 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



11/27/2019

City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.RochesterEDC.com

City of Rochester, NH
Employee Recognition Committee
31 Wakefield Street
Rochester, NH 03867

Dear Nomination Committee,

I am writing this letter to nominate Julian Long for Employee of the Month on behalf of a few Riverwalk members. Julian has exceeded his necessary work in regards to helping the Riverwalk with two grants this year. Esther Turner writes:

"As a member of the Riverwalk Committee, I bring enthusiasm and energy to promote the development of public spaces and pathways along the banks of the Cocheco River. None of that would amount to anything were it not for the expertise of Julian Long and his willingness to join with us again and again to teach us about the requirements of governmental agencies with which we must engage.

Liaison between us volunteers and the government authorities is the keystone to the success of the Riverwalk Committee. Julian walks us through each step of the way, talks us through to understanding, and picks up the slack when we lose track.

The Riverwalk Committee is the face of the project that the public sees, but Julian Long is the nuts and bolts behind the scene that makes progress happen."

Stacey (Chairperson), Esther (Secretary) and I are honored to nominate Julian for the Employee of the Month. Julian has gone above and beyond his general scope of work to help the Riverwalk obtain and follow through with these two grants.

Sincerely,

Jenn Marsh, Economic Development

*Intentionally
left blank...*

City Clerk's Office



City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT December 3, 2019

The Employee of the Month is: Julian Long, Economic Development Department

Contracts and documents executed since last month:

- Department of Public Works
 - Apex Construction – Notice of Award- River Street Sewer Pump Station Upgrade Project – Bid #20-11 **P. 35**
 - Brown & Caldwell Engineer Construction Admin Contract – River Street Sewer Pump Station Upgrade Project **P. 36**
 - Weston & Sampson Engineers – Cocheco Well Redevelopment Contract **P. 37**
 - Hoyle, Tanner & Associates Task Order #11 CIP Assist – Intersection Projects **P. 38**
 - Wright Pierce – Rt. 202A Water Main Extension & Water Storage Tank Design Contract – Amendment #1 **P. 39**
 - SUR Construction – Sidewalk Installations **P. 40**
 - Tree City USA Recertification **P. 41**
 - Upper Sheepboro Road Maintenance Plan – Access for WTP Source Water Watershed parcels **P. 42**
 - Weston & Sampson – Tara Estates Pump Station Conceptual Design **P. 43**
 - WTP Project – Keymont Construction/Allegheny Insurance IFIC - Change Orders and Final Close-Out **P. 44**
- Economic Development Department
 - CDBG – HDC Façade Program **P. 45**
 - CDBG CAP Weatherization Program – environmental review – furnace replacement and air sealing work for manufactured home **P. 46**
 - Homeless Center of Strafford County – Addendum **P. 47**
- Finance Department
 - Revision Energy – Letter of Intent **P. 48**
- Information Technology
 - Bogan – consulting contract **P. 49**
- Legal Department
 - Waterstone - Acceptance of Warranty Deed **P.50**
- Recreation & Arena Department
 - Free Comic Book Day MOU **P. 51**

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Computer Purchase – Young, R – Police **P. 52**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary **P. 53**
- Permission & Permits Issued **P. 54**
- Personnel Action Report Summary **P. 55**

11/27/2019



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



CITY OF
Received
NOV 12 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: November 12, 2019

SUBJECT: Apex Construction Company Notice of Award
River Street Sewer Pump Station Upgrade Project
Bid # 20-11 Amount \$1,283,350.00

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

Attached please find (1) one copy of Notice of Award for the River Street Sewer Pump Station Upgrade Project. The project was bid and Apex is the lowest of # bids. See attached bid result spreadsheet.

The Funds are available as budgeted in the Sewer Fund CIP Accounts as follows:

55026020-772000-17544 = \$247,728.50

55026020-771000-16543 = \$1,035,621.50

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net


11/27/2019



CITY OF
Received
NOV 15 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR 

DATE: November 12, 2019

SUBJECT: Brown & Caldwell – Engineer Construction Admin Contract
River Street Sewer Pump Station Upgrade Project
Amount \$96,760.82

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

Attached please find (1) one copy of the Brown & Caldwell Contract for construction engineering and administration regarding the River Street Sewer Pump Station Upgrade Project that has been awarded to Apex Construction Company.

The Funds are available in the Sewer Fund CIP Accounts as follows:

55026020-771000-16543 = \$47,878.50
55026020-771000-19539 = \$29,164.54
55026020-771000-20548 = 19,717.78

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution



(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

11/27/2019



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: October 31, 2019

SUBJECT: Weston & Sampson Engineers
Cocheco Well Redevelopment
Contract Amount \$31,840

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

CITY OF
Rochester
Received
NOV 1 2019
City Manager
ROCHESTER

Attached please find (1) one copy of Weston & Sampson Engineers scope of services for the redevelopment of the Cocheco Well. The well has experienced significant decreases in capacity and this project is to mechanically and chemically clean the components that are causing restriction to flow and to replace pump. Weston & Sampson is one of several engineering firms selected for DPW CIP projects as part of the RFQ 14-35 process.

The Funds are available as budgeted in the Water Fund CIP Account as follow:

\$31,840 from Cocheco Well Upgrades 55016010-772000-20539

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

11/27/2019



CITY OF
Received
NOV 20 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: November 19, 2019

SUBJECT: Hoyle, Tanner & Associates
Task Order 11 CIP Assist – Intersection Projects
Contract Amount \$6,000

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

Attached please find task order #11 for Hoyle Tanner & Associates, Inc (HTA). HTA was selected as part of the RFQ 14-35 for Engineering Assistance on Capital Improvement Projects. This task order is for Engineering Assistance associated with the scoping and cost estimations regarding intersection projects to be included in the FY2021- FY2026 Capital Improvement Budgets for consideration.

The Funding available in the Highway O&M General Fund Account as Follows:
13010057-533000 = \$6000

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

11/27/2019



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: November 22 2019

SUBJECT: Wright Pierce
Rt 202A Water Main Extension & Water Storage Tank Design
Contract Amendment #1 Amount \$47,100

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

CITY OF
Received
NOV 25 2019
City Manager
ROCHESTER

Attached please the Wright Pierce Contract Amendment #1 for work on the Rt202A Water Main Extension and Water Storage Tank Design. The additional work is for additional work associated with the site for tank and includes additional survey, wetland delineation, test pits, design for the river crossing and design associated with antennae support.

The Funding available in the following CIP account appropriated for this project
55016010-771000-19532

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

11/27/2019



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: November 1, 2019

SUBJECT: SUR Construction
Sidewalk Installations
Contract Amount \$71,721.00

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

CITY OF
Received
NOV 1 2019
City Manager
ROCHESTER

Attached please find the scope of service / proposal from SUR Construction. SUR was awarded the contract for Concrete Sidewalks per Bid #19-14 and they have extended bid pricing for the additional work approved by the City Council.

The scope for Area #1 per this proposal is to extend the existing sidewalk from the area of Fortier Drive to the Cumberland Farms intersection at a cost of \$59,137. The scope for Area #2 per this proposal is to extend the sidewalk from the Dominoes Parking Lot to the Globe Plaza Parking Lot at a cost of \$12,584. The total cost for both is \$71,721.

The Funding is as follows:

15013010-771000-20530 = \$59,137

15013010-771000-20573 = \$12,584

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

11/27/2019



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

TO: MAYOR CAROLINE MCCARLEY, MAYOR'S OFFICE
FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR
DATE: November 15, 2019
SUBJECT: Tree City USA Recertification
CC: Peter C. Nourse, PE, Director of City Services

CITY OF
Received
NOV 15 2019
City Manager
ROCHESTER

Attached please find the Tree City USA Recertification for signature. This is the 19th year as a participant in the program. The application due date is December 31, 2019.

I have attached a copy of the entire submission for your reference.

Please sign the attached and send back to the Public Works Department.

11/27/2019



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received

NOV 15 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *mbs*

DATE: November 13, 2019

SUBJECT: **Upper Sheepboro Road Maintenance Plan – Access for WTP Source Water Watershed parcels**

CC: Peter Nourse, PE, Director of City Services
Ian Rohrbacher, Chief WTP Operator

The upper stretch of Sheepboro Road is a critical access way to watershed lands and reservoirs along this Class VI road in Farmington. Abutting property owners have agreed to jointly fund an effort to maintain this road for access. Attached is an agreed upon maintenance plan and calculated distribution of costs to responsible parties. We have reviewed the plan, the contractor's qualifications and proposed costs, as well as the cost share distribution. I recommend that the City agree to pay for the services as described in the attached documents.

Funds are available for this maintenance effort in the following O&M account line:

- WTP Repair & Maintenance account line: 51601073-543000

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed originals of this agreement should be returned to DPW for distribution. Thank you.

Signature

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Upper Sheepboro Road Maintenance Plan & Payment Agreement



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

11/27/2019



CITY OF
Received
NOV 20 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: November 19, 2019

SUBJECT: Weston & Sampson
Tara Estates Pump Station
Conceptual Design
Contract Amount \$20,671.00

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

Attached please find a Weston & Sampson Agreement for preliminary associated to the conceptual design of the City of Rochester Tara Estates Pump Station Upgrade Project. Weston & Sampson was selected as part of the RFQ 14-35 process for Engineering Assistance on Capital Improvement Projects.

The Funding is available in the following Sewer Fund CIP Account lines:
55026020-772000-20544 = \$15000
55026020-771000-20548 = \$5,671

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net


11/27/2019



CITY OF
Received
NOV 4 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR 

DATE: November 1, 2019

SUBJECT: Keymont Construction/Allegheny Insurance IFIC
WTP Low Lift Pump Upgrade Project
Change Orders & Project close out documents.

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

Attached please find one copy each of the Following:

Change Order #2 – zero cost was issued to document the change out of specified equipment at a zero cost to the City of Rochester.

Change Order #5 – this \$10,000 reduction is for the additional engineering cost incurred due to the contractor walking out on this project. Wright Pierce spent a significant amount of time working out new contract details and spent additional hours on site. The insurance company for Keymont reduced the amount of the contract by this agreed upon amount.

Certificate of Substantial Completion – The project is now completed. The City is holding retainage in the amount of \$10,399.39

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution



(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

Date: November 15, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
NOV 15 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – HDC Façade Program

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the façade and sign work to be performed on 7 Hanson Street, under the Historic District Commission's façade and sign improvements grant program. The City Council approved funding to the HDC façade program at the May 7, 2019 City Council meeting, and the HDC approved the 7 Hanson St. project at its November 13, 2019 committee meeting.

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

Date: November 13, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
NOV 15 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the replacement of a furnace and air sealing work in a manufactured home located in the far north of the city, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

Date: November 15, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
NOV 15 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Contract – Homeless Center for Strafford County – Addendum

Please see attached two signed copies of the FY 2020 Community Development Block Grant (CDBG) contract addendum between the City of Rochester and the Homeless Center for Strafford County for its land purchase for the construction of a new homeless shelter. City Council approved funding for this activity at the May 7, 2019 City Council meeting.

The contract addendum requires the signature of the City Manager and the signature of a witness. The contract addendum has been reviewed and approved by the City Attorney and by the Community Development Coordinator.

Thank you very much. Please contact Julian with any questions or concerns.



City of Rochester, New Hampshire

Finance Office/Budget Management
31 Wakefield Street • Rochester, NH 03867-1917
(603) 509-1908

CITY OF
Received
NOV 12 2019
City Manager
ROCHESTER

November 8, 2019

To: Blaine Cox-City Manager

Fm: Mark Sullivan-Deputy Finance Director

Re: Revision Energy-Letter of Intent

Enclosed is the Revision Energy Letter of Intent and Exclusivity Agreement related to the solar array installation and eventual power purchase agreement being contemplated for the new Public Works Facility. This Letter of Intent also identifies the tentative milestones of the proposed project. The agreement was reviewed by Legal. The LOI needs to be executed now in order for Revision to secure the 30% federal rebate for this project. Revision needs approximately 30 days to assure the 30% federal rebate is secured. In 2020 the federal rebate reduces to 26%. If the City isn't in position with the LOI prior to January 1, 2020 that 4% rebate reduction would be passed through in the power purchase agreement. The 4% is worth approximately \$36,000 to the overall project. In the event a decision is made to not move forward with the solar project Revision should be notified as soon as possible. The LOI has a reimbursement provision to Revision, which is capped at \$20,000. Please sign and return back to Finance.



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: November 19, 2019

SUBJECT: David Bogen – consulting contract

CC:

CITY OF
Rochester
Received
NOV 20 2019
City Manager
ROCHESTER

Attached please find one copy of the proposal for consulting services with David Bogan. The work described in this scope of services is for database and reporting services, including Crystal Reports and Access database support.

There is sufficient funding in the IT Services - Consulting Other account 11020050- 534006.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature Katie L. Ambrose
Katie Ambrose, Finance Director



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY

31 Wakefield Street • Rochester, NH 03867

(603) 335-7599

www.RochesterNH.net

CITY OF
Received
NOV 6 2019
City Manager
ROCHESTER

Memorandum

To: Blaine Cox, Deputy City Manager
From: Terence O'Rourke, City Attorney *TWO*
Date: November 6, 2019
Re: Acceptance of Warranty Deed from Waterstone

Consistent with Section 1 of the Development Agreement of August 6, 2014 between the City and Waterstone, the so-called Phase I Agreement, Waterstone has issued a Warranty Deed for all of the property on the Phase I site which will be the City's responsibility going forward. These responsibilities are outlined in the Declaration of Easements and Maintenance Responsibilities. Both this Deed and the Declaration have been reviewed and approved by former Assistant City Engineer Owen Friend-Gray, City Engineer Michael Bezanson, and the City Attorney.

11/27/2019

CITY OF
Received
NOV 26 2019
City Manager
ROCHESTER

Date: November 26, 2019

To: Blaine Cox
City Manager

From: Chris Bowlen - *CJB*
Director of Recreation & Arena

RE: 2020 Free Comic Book Day MOU with Rochester Main Street

Please find attached an MOU for your review and signature for the partnership between the City and Main Street for the Free Comic Book Day event in May 2020. Attorney O'Rourke has reviewed this and indicates it is ready for signatures.

Kindly provide your signature of approval on the attached page and return to my office. If you have any questions please do not hesitate to contact me.



FORM A

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

TO: BLAINE M. COX, CITY MANAGER**FROM:** Rhonda Young, Rochester Police Department, Account Clerk II
(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: \$ 700.00 (not to exceed \$2,000)Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

This will allow me to use at home to work on projects and when taking classes to work on exercises to increase my efficiency with different programs that pertain to my current position.

I have X have not _____ (check one) previously purchased equipment under this program.

11/4/19
Date

Rhonda Young
Employee Signature

I have reviewed and recommend this request:

11/4/19
Date

P. J. [Signature]
Supervisor or Department Head and Title

Approved:

11-5-19
Date

Blaine Cox
City Manager or designee

MONTHLY DEPARTMENT TRAVEL SUMMARY

11/27/2019

[illegible]

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
10/31/2019	11/6/2019	BANNERS	Rochester Runners - Thanksgiving 5K	11/28/2019
11/4/2019	11/6/2019	EVENT	American Legion - Craft Fair	11/30/2019
10/30/2019	11/6/2019	EVENT	Rochester Main Street - Festival of Trees	12/6-7/2019
10/28/2019	11/6/2019	SOLICIT	ABB - O'Brien/McArdle	90 days
10/24/2019	11/6/2019	EVENT	Elks Riders - Coast to Coast National Rally	6/12-14/2020
11/15/2019	11/20/2019	TAG	Rochester Babe Ruth	6/5-6 & 7/10-11/2020
11/15/2019	11/20/2019	TAG	SHS Ski Team	12/6-7/2019
11/12/2019	11/20/2019	TAG	RYFL - Little Red Cheer	12/13-14/2019
11/12/2019	11/20/2019	EVENT	Never Do Nothin' - Kids Competition/Games Day	2/2/2020

ELECTRONIC MESSAGE BOARD REQUESTS				
11/4/2019	11/4/2019	MESSAGE	Bethany UMC - Community Breakfast	multiple dates
11/4/2019	11/4/2019	MESSAGE	Bethany UMC - Harvest Supper	11/16/2019
11/4/2019	11/4/2019	MESSAGE	Bethany UMC - Swedish Meatball Supper	1/18/2020
11/4/2019	11/4/2019	MESSAGE	Bethany UMC - Turkey Supper	2/15/2020
11/4/2019	11/4/2019	MESSAGE	Bethany UMC - Meatloaf Dinner	3/21/2020
11/4/2019	11/4/2019	MESSAGE	Chamber Holiday Parade	12/8/2019
11/4/2019	11/4/2019	MESSAGE	Chamber Tree Lighting	12/6/2019
11/4/2019	11/4/2019	MESSAGE	Rochester Elks - Scout Night	11/7/2019
11/8/2019	11/8/2019	MESSAGE	Rochester Runners- Thanksgiving 5K	11/28/2019
11/15/2019	11/15/2019	MESSAGE	First United Methodist Church - Holiday Fair	11/23/2019
11/15/2019	11/15/2019	MESSAGE	First Church Congregational - Winter Faire Encore	12/14/2019
11/26/2019	11/26/2019	MESSAGE	Recreation - Skate with Santa	12/21/2019
11/26/2019	11/26/2019	MESSAGE	Recreation - Christmas on the Common	12/14/2019

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ARENA	BRANDON GRONDIN	SUPPORT STAFF 1 - TIER 1	1		X	X											
COMMUNICATIONS	JENNIFER HOLMAN	COMM SPECIALIST	1	X						X							
COMMUNICATIONS	JENNIFER HOLMAN	COMM SPECIALIST PER DIEM	1			X		X									
DPW	JAMES MARTINO	GROUND S WINTER	1		X											X	30 HOURS BIWEEKLY
DPW	TODD BISARD	GROUND S WINTER	1		X											X	30 HOURS BIWEEKLY
DPW	DEAN HODGDON	HIGHWAY LEO	1	X			X										
DPW	SAMUEL CURRIER	PLANT OPERATOR WTP	1	X										X			LICENSE WATER DISB 2
DPW	MICHAEL SPRAGUE	SEASONAL-WINTER HELP-GR 1	1		X	X		X									
DPW	KENNETH NYE	SEASONAL-WINTER HELP-GR 1	1		X	X		X									
DPW	MICAH WONYETTE	SEASONAL-WINTER HELP-GR 1	1		X	X		X									
DPW	KENNETH WHITTEN	SEASONAL-WINTER HELP-GR 1	1		X	X		X									
DPW	BARRY WILLEY	SEASONAL-WINTER HELP-GR 2	1			X		X									
FIRE	RYAN MARDEN	FIREFIGHTER	1	X			X										
FIRE	JASON LAFERTE	FIREFIGHTER	1	X												X	RETURN MILITARY DUTY
HR/IT	ANDREA METZDORF	PR SPECIALIST / IT ADMIN	1		X											X	INCREASED 4HRS WK
LIBRARY	DANIEL WOODMAN	LIBRARY PAGE	1		X					X							
POLICE	ELLEN SPICER	COMMUNICATION SPECIALIST	1	X				X									
POLICE	JENNIFER MURPHY	CROSSING GUARD	1			X				X							
POLICE	JONATHAN MARSHALL	PATROL OFFICER	1	X			X										
POLICE	JOSEPH ROUSSEAU	PATROL OFFICER	1	X								X					
POLICE	CRAIG FORREST	PATROL OFFICER	1	X								X					
POLICE	MICHAEL MIEHLE	PATROL OFFICER	1	X												X	MILITARY DUTY
POLICE	JONATHAN LABOSIER	PATROL OFFICER	1	X								X					
POLICE	KENDALL DECOST	PATROL OFFICER	1	X								X					
POLICE	HATTIE JOHNSON	PATROL OFFICER	1	X								X					
RECREATION	NICHOLAS GEMAS	CAMP COUNSELOR	1		X	X				X							
RECREATION	DEREK CLARK	CAMP COUNSELOR	1		X	X				X							
RECREATION	ROBERT PLAISTED	COMMUNITY CENTER ATTENDANT	1		X										X		
RECREATION	ABIGAIL TURGEON	HEAD CAMP COUNSELOR	1		X	X				X							
RECREATION	HANNAH WINSHIP	POOL ATTENDANT	1		X	X				X							
RECREATION	NICHOLAS WARD	REFEREE/SCOREKEEPER/SUPPORT STAFF	1		X	X											
RECREATION	ARIE BREAKFIELD	REFEREE/SCOREKEEPER/TIER 1	1		X	X											
RECREATION	JONATHAN DUBE	REFEREE/SCOREKEEPER/TIER 1	1		X	X											

*Intentionally
left blank...*

City Clerk's Office

Jim Campbell

From: Joyce <joyceb@pjbruckner.com>
Sent: Tuesday, November 19, 2019 2:45 PM
To: Jim Campbell
Cc: Peterb@pjbruckner.com
Subject: [External] Resignation from Rochester Planning Board

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jim:

Please advise the Rochester Planning Board and the Appointments Committee that I am resigning from the Rochester Planning Board as an alternate member, effective immediately.

I am no longer seeking appointment to the Planning Board as a permanent member.

Joyce E. Bruckner
9 Wilson St., Rochester, NH

*Intentionally
left blank...*

City Clerk's Office



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

11/27/2019

Appointments Committee Minutes

October 16, 2018

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Robert Gates
Donna Bogan
Tom Abbott

Committee Members Absent:

The meeting was called to order at 6:00 p.m. on November 19, 2019 in the City Council Conference Room.

Daniel Rines – (Current Alternate Member) Planning Board Regular Member (6:00 PM)

Mr. Rines is currently serving as an Alternate Member of the Planning Board. He is seeking to elevate to a Regular Member status. He has a lot of experience in the area of Construction.

Councilor Gray **MOVED** to recommend Mr. Rines to be elevated from the Alternate Membership to a Regular Member status. Councilor Abbott seconded the recommendation. The Appointments Committee unanimously recommends Mr. Rines be appointed as a Regular Member with a Term to expire 1/2/2023.

Kristen Ebbeson – (New) Arts and Culture Commission (6:15 PM)

Ms. Ebbeson is a Gallery owner and is very interested in serving on the board now that she has time availability. Councilor Bogan **MOVED** to recommend Ms. Ebbeson as a Regular Member (Business Community Representative) to the Arts and Culture Commission. Councilor Gray seconded the motion. The Appointments Committee unanimously recommends Ms. Ebbeson be appointed with a term to expire 7/1/2020.

Joyce Bruckner – Planning Board (6:25 PM)

Joyce Bruckner has recently submitted her resignation.

Susan “Candy” Bailey – Library Trustee (Ward 3) Reappointment (6:35 PM)

Candy has enjoyed her first term. She believes the mixture of membership is good. Councilor Gray **MOVED** to recommend that Candy be re-appointed as the Ward 3 Library Trustee. Councilor Abbott seconded the recommendation. Ms. Bailey will be reappointed with a term to expire on 1/02/2023.

A. Raymond Varney – (New) – Trustee of the Trust Fund (6:45 PM)

Ray Varney, current City Councilor whose term expires in January, 2020, is seeking to serve on the Board of Trustees of the Trust Fund. Mr. Varney has a lot of experience in the City. Councilor Gray **MOVED** to recommend that Mr. Varney be appointed to the Trustee of the Trust Fund. Councilor Keans seconded the motion. The Appointments Committee unanimously recommends that Mr. Varney be appointed with a term to expire on 01/02/2023.

The meeting was adjourned at 6:45 PM.

Respectfully submitted,
Sandra B. Keans, Chair

DRAFT

Finance Committee

Meeting Minutes

Meeting Information

Date: November 12, 2019

Time: 7:00 P.M.

Location: City Council Chambers

31 Wakefield Street Rochester, New Hampshire

Committee members present: Mayor McCarley, Deputy Mayor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans. And Councilor Torr.

City staff present: City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan. Deputy Police Chief Gary Boudreau, Director of City Services Peter Nourse

Others present: Ray Barnett, resident

Agenda & Minutes**1. Call to Order**

Mayor McCarley called the Finance Committee Meeting to order at 7:03 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present.

2. Public Input

Ray Barnett, resident, address the Committee regarding the water and sewer rates, establishing a capital reserve fund, and inquired about the status of impact fees.

3. Unfinished Business**3.1 UAB Water-Sewer Rate-Review from 10-8-19 presentation-discussion**

Deputy Finance Director Mark Sullivan reported that Finance Department staff had met with the City's auditors to discuss different options for calculating the water and sewer rate increases besides those methods presented at prior Finance meetings.

Deputy Finance Director Sullivan summarized the two funds which are part of the water and sewer funds; the operating account and the capital account. As items become completed in the capital account, they are transferred at the end of the year into the operating account causing a negative effect to the operating and a positive effect to the capital. The auditor stated that it was permissible to combine these two accounts for the purpose of projecting rates and their fiscal effects.

Deputy Finance Director Sullivan showed projections of the budgetary effects over the next five fiscal years based on the increases to the water and sewer rates with the goal in mind of keeping the operating surplus deficit from trending too far into the negative and still having enough available to fund cash CIP projects .

DRAFT

Deputy Finance Director Sullivan discussed how projects which have been authorized yet remain unissued effect these calculations. There is currently \$40 million in “authorized and unissued” projects of which some may become bonded within the next 5 fiscal years.

Councilor Keans inquired regarding the percentages for the DPW facility; both the water and sewer fund being 25% and the General Fund being 50%. Sullivan explained that when the project was appropriated, the estimated cost was \$18 million which was split over these three funds due to the fact that both water and sewer functions would share the facility and occur from that location.

Councilor Lauterborn questioned the percentages from the water and sewer funds and felt that 50% between the two funds seemed an excessive share for the new DPW facility. Councilor Keans agreed and asserted that the burden is being put on a limited number of residents; not every resident of Rochester is on City water or sewer. Councilor Varney acknowledged that these percentages may need to be adjusted, but asked if there could be a more scientific approach to determining the percentages such as parcels served or breakdown of the proposed DPW budget per function.

Deputy Finance Director Sullivan reported that the City has approximately 7500 water customers and approximately 5800 sewer customers, and an indeterminate amount of customers who receive both services. There are just over 13,000 parcels receiving these services.

Director of City Service Peter Nourse stated that although he was not the director when the breakdown of percentages was established, he believed it had been done based on principal; splitting the percentages between the department’s three essential functions. Director Nourse stated he would look into it further to determine how they had arrived upon the percentages.

Deputy Finance Director Sullivan stated he would meet with the UAB on Monday, November 18 and update them on the suggested changes and discuss the numbers.

3.2 Establishing City Capital Reserve Accounts-discussion

Deputy City Manager Katie Ambrose gave examples of types of purchases which could potentially be handled through a capital reserve fund and how the use of such a fund could help stabilize the funding for these large purchases. Deputy Manager Ambrose also supplied averages of what would be appropriated.

Deputy City Manager Ambrose stated that she had met with the Trustees of the Trust Fund to get a better idea of what fees would look like on such a fund. The fees are dependent on the amount deposited and well as the length of time in which the funds remain in the account. She indicated that the City would benefit most from depositing a large amount up front and continuing to deposit smaller amounts ongoing. She stated that it is possible to set up the fund so that the fees and interest would offset.

It was indicated that the fund could be set up in such a way that City Council approval would be required for appropriations as well as the expenditures.

Councilor Varney stated that he is not opposed to the idea of a Capital Reserve Fund and believes that this type of fund can work well; but at this time and in the near future he doesn’t believe Rochester

DRAFT

is in a position to put away a large sum of money to start such a fund.

Deputy Finance Director Sullivan outlined the proposed amounts of funds to be expended to each account if the Capital Reserve fund were to be adopted.

There was a discussion of the interest rate of the undesignated fund balance, which is just under 2%, versus the fee structure through the Charter Trust if a Capital Reserve Fund is established. Deputy Finance Director Sullivan indicated that if it is communicated up front that the funds will not be accessed for 3-5 years, the Charter Trust will invest the funds in longer term instruments, and the interest would offset any fees accrued.

There was a discussion in Committee regarding how the budgetary process works for high value items currently versus the way it would take place with a Capital Reserve Fund.

Councilor Gray stated he felt it was a sound financial decision to set up a singular fund to plan for larger purchases such as equipment or vehicles through the Fire Department or DPW; but he did not feel it was a good choice to set up multiple Capital Reserve Funds.

The sense of the Committee was that, as presented, they could not support the establishment of Capital Reserve Funds at this time. The decision was made to keep the issue in Committee indefinitely.

4. New Business

4.1 Dispatch Upgrade project-Deputy Chief Boudreau-discussion

Deputy Chief Boudreau gave a brief overview of the history of the dispatch center upgrade and the project to replace all the radio infrastructure for Rochester police and fire. The initial projected cost of the entire project was \$1.3 million, which was prior to any design work, contracts, or extensive planning.

Deputy Chief Boudreau indicated that since that time, the department has identified areas where they are lacking in coverage and areas where there has been growth and where additional equipment would be beneficial. It made sense to add a radio tower at the site of the new Department of Public Works to give coverage to the northern part of the City.

Deputy Chief Boudreau outlined ways in which the department was able to save money on the project, but reported that there was still not enough money in the initial \$1.3 million projected cost to complete the project, due in part to the DPW radio tower and switching the fire department from an analog radio system to a digital system. He estimated the department is approximately \$250,000 short of completing the project.

Councilor Varney asked if this was a bonded project and if the request was to increase the bond. It was confirmed that this is a bonded project and the request is a bond increase.

Mayor McCarley indicated that there would be further discussion on this matter included with the next agenda item.

4.2 Use of General Fund Unassigned Fund Balance

Mayor McCarley directed the Committee to a list of CIP bonded projects which are being recommended for a change in funding to the Unassigned Fund Balance.

DRAFT

Deputy City Manager Ambrose explained the information included in the chart and directed the committee to the interest saved by changing the funding of these bonded projects to cash.

Councilor Gray asked if the anticipated Unassigned Fund Balance of 21.5% of the General Fund expenditures included the \$600,000 from the State and what portion of funds being returned from the school is included in that percentage. Deputy Finance Director Sullivan directed the Committee to the portion of the chart in which these funds were accounted.

There was a discussion in Committee regarding how the calculations were made to determine how much above the 8%-17% identified by the City ordinance the Unassigned Fund Balance would be prior the recommended funding changes.

Councilor Walker **MOVED** to spend Undesignated Fund Balance in the amount of \$4,371,020 to pay down debt service related to the project list supplied. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Addendum A: List of proposed projects (existing & new) to be funded from unassigned fund balance

Addendum B: List of existing projects & final totals requiring funding change [exhibit A]

Addendum C: Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08

Addendum D: Resolution Authorizing Supplemental Appropriation for Various [new] 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00

5. Reports from Finance & Administration

5.1 Monthly Financial Report Summaries October 31 2019

5.1 (a) October 31, 2019 Revenues

5.1 (b) October 31, 2019 Expenses

No Discussion.

6. Other

No Discussion.

7. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee Meeting at 8:03 PM. Councilor Torr seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,
Cassie Givara, Deputy City Clerk

Projects Recommended for Change of Funding

Rank	Entity	Org	Object	Project	Account Name	Amount	Note	Est. Annual P&I	Interest Saved
1	1 City	15011090	772000	16559	City Hall Annex Project	56,317.09	Partially Bonded - remaining likely taxable		
1	1 City	15011090	772000	17551	Community Center Facility Renovation	68,356.00	Amount not yet bonded - may be taxable		
1	1 City	15013010	772000	16522	EPA MS4 Stormwater Permit	147,836.94	Amount not yet bonded - may be taxable		
1	1 City	15011020	773800	16504	Employee Time and Attendance	50,000.00	Kronos software & implementation		
1	1 City	15013010	771000	16533	Woodman Myrtle Area Reconstruction	22,466.48	Partially Bonded		
1	1 City	15013010	771000	17579	Dewey Street Pedestrian Bridge	29,713.48	Partially Bonded		
1	1 City	15013010	771000	18524	Corrective Drainage	33,644.53	Partially Bonded		
					Sub-Total City-Rank 1	408,334.52	10 Year Amortization 3% Interest	\$62,834	\$67,375
1	3 Water	55016010	771000	13523	Berry River Dam Construction	196,022.00	Partially Bonded		
1	3 Water	55016010	771000	13551	EDA Salmon Falls Rd NH Rte 125	105,519.36	Partially Bonded		
1	3 Water	55016010	771000	16533	Woodman Myrtle Area Reconstruction	21,523.00	Partially Bonded		
1	3 Water	55016010	771000	16536	Groundwater Development	35,834.26	Partially Bonded		
1	4 Sewer	55026020	772000	13551	EDA Salmon Falls Rd NH Rte 125	397,311.81	Partially Bonded		
1	4 Sewer	55026020	771000	16533	Woodman Myrtle Area Reconstruction	22,466.50	Partially Bonded		
1	4 Sewer	55026020	772000	14530	Wastewater Interceptor Upgrade	129,652.07	Partially Bonded		
					Sub Total Water-Sewer-Rank 1	908,329.00	10 Year Amortization 3% Interest	\$120,470	\$152,904
1	2 School	15019000	743000	16105	SHS Sprinkler Upgrades	427,545.19	Amount not yet bonded - may be taxable		
1	2 School	15019000	743000	17105	SHS Sprinkler/Alarm Upgrades	642,401.42	Amount not yet bonded - may be taxable		
1	2 School	15019000	743000	17104	Roof Upgrade	92,324.52	Amount not yet bonded		
1	2 School	15019000	743000	18101	Stage Rigging	27,301.39	Amount not yet bonded		
1	2 School	15019000	773500	18401	Café Tables	44,783.51	Amount not yet bonded		
					Sub-Total School-Rank 1	1,234,356.03	10 Year Amortization 3% Interest	\$160,466	\$203,669
					ALL TOTALS RANK 1	2,551,019.55	10 Year Amortization 3% Interest	\$343,770	\$423,948
					NEW PROJECTS				
1a	City				Dispatch Project	250,000	10 Year Amortization 3% Interest	\$32,500	
1a	City				CTE Renovation-Additional Equipment	270,000	10 Year Amortization 3% Interest	\$65,000	
1a	City				Pavement Rehabilitation	1,300,000	Cash	\$0	
					Sub-Total New Projects	1,820,000.00		\$97,500	\$85,800
					Total Recommended	\$4,371,020		\$441,270	\$509,748

					RECAP-UNASSIGNED FUND BALANCE			
				A	UNASSIGNED FUND BALANCE RECONCILIATION	AMOUNT		
					Jun-18 MS-535-Unassigned Fund Bal	16,796,293		
					FYE19 Unassigned Fund Bal-Est. Increase	4,734,317		
					MS-535 Est. Unassigned Fund Balance-Total	21,530,610		
					FYE19 Unassigned Fund Balance Percentage	21.50%		
					Maximum Per Ordinance	17.00%		
					Unassigned Balance Amount Exceeding 17%	\$4,509,334		
				B	FY20 COUNCIL COMMITTED			
					FY20 Council Committed	(\$2,959,966)		
					11-6-19 Supplemental Downtown Revitalization	(\$300,000)		
					Unassigned Balance Exceeding 17%-Bal	\$1,249,368	Unassigned from less already committed	
				C	FY20 ANTICIPATED OTHER REVENUE ADDITIONS			
					Add-WM Host Fees-School	\$878,127	FY20 Amount School will not need	
					Add-Municipal Aid	\$686,077	Municipal Aid to City	
					FY20 Anticipated Other Revenue Additions	\$1,564,204		
				D	Unassigned Balance Exceeding 17%-Bal (B+C)	\$2,813,572		
				E	Additional FB to meet recommendations	\$1,557,448		
				F	REVISED UNASSIGNED FUND BALANCE RECONCILIATION			
					Estimated FYE19 Unassigned Fund Balance	\$21,530,609		
					FY20 Council Committed/Assigned	(\$3,259,966)		
					FY20 Recommended Use of Unassigned Fund Bal	(\$4,371,020)		
					FY20 -ADD WM Host Fees-School	\$878,127		
					FY20-ADD Municipal Aid	\$686,077		
					Revised Est. Unassigned Fund Balance	\$15,463,827		
					Estimated percentage	15.50%		

Exhibit A - Resolution Changing Funding Source of Various CIP Appropriations

Department	Org	Object	Project	Source	Account Name	Amount	Note	De-authorize Bonding	General Fund Unassigned F/B
Public Bldgs	15011090	772000	16559	Bond	City Hall Annex Project	56,317.09	Bond to G/F F/B	56,317.09	56,317.09
Public Bldgs	15011090	772000	17551	Bond	Community Center Facility Renovation	68,356.00	Bond to G/F F/B	68,356.00	68,356.00
Public Works	15013010	771000	16522	Bond	EPA MS4 Stormwater Permit	147,836.94	Bond to G/F F/B	147,836.94	147,836.94
IT Services	15011020	773800	16504	Bond	Employee Time and Attendance	50,000.00	Bond to G/F F/B	50,000.00	50,000.00
Public Works	15013010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.48	Bond to G/F F/B	22,466.48	22,466.48
Public Works	15013010	771000	17579	Bond	Dewey Street Pedestrian Bridge	29,713.48	Bond to G/F F/B	29,713.48	29,713.48
Public Works	15013010	771000	18524	Bond	Corrective Drainage	33,644.53	Bond to G/F F/B	33,644.53	33,644.53
					Subtotal City	408,334.52		408,334.52	408,334.52
School	15019000	743000	16105	Bond	SHS Sprinkler Upgrades	427,545.19	Bond to G/F F/B	435,000.00	427,545.19
School	15019000	743000	17105	Bond	SHS Sprinkler/Alarm Upgrades	642,401.42	Bond to G/F F/B	665,000.00	642,401.42
School	15019000	743000	17104	Bond	Roof Upgrade	95,509.52	Bond to G/F F/B	100,000.00	95,509.52
School	15019000	743000	18101	Bond	Stage Rigging	27,301.39	Bond to G/F F/B	30,000.00	27,301.39
School	15019000	773500	18401	Bond	Café Tables	44,783.51	Bond to G/F F/B	45,000.00	44,783.51
					Subtotal School	1,237,541.03		1,275,000.00	1,237,541.03
Water	55016010	771000	13523	Bond	Berry River Dam Construction	196,021.70	Bond to G/F F/B	196,021.70	196,021.70
Water	55016010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	21,523.00	Bond to G/F F/B	21,523.00	21,523.00
Water	55016010	771000	16536	Bond	Groundwater Development	35,834.26	Bond to G/F F/B	35,834.26	35,834.26
					Subtotal Water	253,378.96		253,378.96	253,378.96
Sewer	55026020	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.50	Bond to G/F F/B	22,466.50	22,466.50
Sewer	55026020	772000	14530	Bond	Wastewater Interceptor Upgrade	129,652.07	Bond to G/F F/B	129,652.07	129,652.07
					Subtotal Sewer	152,118.57		152,118.57	152,118.57
					Totals	2,051,373.08		2,088,832.05	2,051,373.08

ADDENDUM C

**Resolution Changing Funding Source of Various Capital Improvement Project
Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount
not to exceed \$2,051,373.08**

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

I. CIP FUND 1501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Million Six Hundred Forty Five Thousand Eight Hundred Seventy Five and 55/100 Dollars (\$1,645,875.55) to various City and School Fund 1501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City of Rochester, hereby withdraw borrowing authority in the amount of One Million Six Hundred Eighty Three Thousand Three Hundred Thirty Four and 52/100 Dollars (\$1,683,334.52).

II. WATER CIP FUND 5501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96) to various Water Fund 5501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in

Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96).

III. SEWER CIP FUND 5502

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57) to various Sewer Fund 5502 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57).

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.

*Intentionally
left blank...*

City Clerk's Office

ADDENDUM D

**Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501
Capital Improvement Projects from General Fund Unassigned Fund Balance in the
amount of \$1,520,000.00**

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

That the sum of One Million Five Hundred Twenty Thousand Dollars (\$1,520,000) be, and hereby is, appropriated as part of the City of Rochester 2019-2020 Fund 1501 Capital Improvements Plan budget of the City of Rochester for the following three projects;

1. Dispatch Center – Radio Improvements Project \$250,000.00
2. Department of Public Works – Paving Rehabilitation \$1,000,000.00
3. School Department – CTE Renovation – Additional Equipment \$270,000.00

Further, that the sums necessary to fund such appropriation shall be derived from General Fund unassigned fund balance.

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.

*Intentionally
left blank...*

City Clerk's Office



11/27/2019

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 Change Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance

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	12/03/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	11/26/2019		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Fund 1501, 5501, & 5502 (Various Projects)
AMOUNT	\$2,051,373.08
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Change of Funding Source	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The Rochester City Council appropriated \$2,051,373.38 to various City, School, Water, and Sewer capital improvement plan projects. These projects have been itemized in Exhibit A to the resolution.

- 1) Change Funding to General Fund Unassigned Fund Balance = \$2,051,373.08
- 2) De-authorize and Withdraw Borrowing Authority = \$2,088,832.05

This request is to change the funding source to General Fund unassigned fund balance and withdraw borrowing authority in accordance with RSA 33:9 and Section 45 of the Rochester City Charter.

RECOMMENDED ACTION

Recommend Council approval



11/27/2019

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 to the 2019-2020 Fund 1501 Capital Improvement Plan for 3 Projects
--

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

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

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

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

AGENDA DATE	12/03/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	11/26/2019		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Fund 1501 (3 Projects)
AMOUNT	\$1,520,000.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Requesting that the Rochester City Council appropriate \$1,520,000.00 for the following 3 projects to the 2019-2020 Capital Improvement Plan Fund 1501.

- 1) Dispatch Center – Radio Improvements Project \$250,000.00
- 2) Department of Public Works – Paving Rehabilitation \$1,000,000.00
- 3) School Department – CTE Renovation – Additional Equipment \$270,000.00

The recommended funding source is General Fund unassigned fund balance.

RECOMMENDED ACTION

Recommend Council approval

Public Safety Committee
Council Chambers
November 20, 2019
7:00 PM

MEMBERS PRESENT

Councilor David Walker
Councilor Robert Gates
Councilor Geoffrey Hamann
Councilor Jeremy Hutchinson
Councilor Peter Lachapelle

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Dan Camara, GIS Asset Mgmt. Technician
Gary Boudreau, Deputy Police Chief
Mark Klose, Fire Chief FD
Terry Dwyer, Glen Street

Minutes

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

1. Public Input

Terry Dwyer of Glen Street was present to state her traffic concerns in the Granite, Glen and Woodman area. She said that she recently went to the November 13, 2019 public information meeting at the William Allen School. She is happy about the next construction project starting soon, but has some concerns regarding traffic. During school drop off and pick-up you can't get down Granite Street because of the vehicles waiting to pick up the children and on Charles Street there were at least 13 vehicles waiting to turn down Granite Street. There is no crossing guard in this area right now and she said this is the worst the traffic has been and she has lived in this area since 2003. Her two primary concerns are: 1) the lack of a crossing guard and the safety of children and 2) for the residents, lack of emergency vehicle access in the area while vehicles are waiting for children to get out of school. The vehicles start lining up before 2:45 PM and school doesn't get out until 3:00 PM. She said this project could go 2 construction seasons and the traffic issue is not going to get any better during this time. She thought if a committee was formed, with a member of DPW, police, and school representatives to look into solutions that might help and she is willing to be on the committee. Mr. Bezanson stated that the Woodman Area Improvements Project is on the agenda and that he and the Director of City Services can corroborate the story because they have been monitoring the area. Councilor Lachapelle said this school is not designed for parents to pick-up their children. He stated that he will not support "no parking";

this likely won't get solved tonight. Councilor Hamann asked if the school has had any input in to this. Mr. Bezanson said that although they have discussed parts of the project with the School Department, they have not yet discussed this particular issue. Councilor Walker said this issue can't wait for an emergency to happen; there was a fire in this neighborhood a few years back and emergency vehicles could not get into the area because of the traffic. Mr. Bezanson said he was in the area this afternoon and there was a lot of standing traffic waiting to get to the school, which was holding up other traffic passing through, even school buses attempting to get to the school. Deputy Chief Boudreau said there is no crossing guard out there right now because the crossing guard has been out for medical reasons, but will be back after Thanksgiving break. He also stated that a crossing guard couldn't direct traffic as they are not trained for that. Ms. Dwyer believed that the Magnet school on Maple Street had issues with vehicles lining up, the street is narrow and they worked something out to help the traffic issue. Deputy Chief Boudreau said he was going to have the SRO officer monitor this area and patrol it. Councilor Gates asked if the SRO would be in uniform and Deputy Chief Boudreau said he would have a shirt but not full uniform because of his duties at the school, but he is in a marked cruiser. Deputy Chief Boudreau did say there is trouble with traffic at other schools, although maybe not as serious as the issue at this location. Mr. Bezanson said DPW will work with the School Dept. and PD to find solutions for this issue.

2. Woodman Area Improvements Project

Councilor Walker summarized the issue. Mr. Bezanson said that this project was presented to the Public Safety Committee 3 years ago. They are hoping to have this project out to bid this winter for a construction start in the spring of 2020. Mr. Bezanson showed an overview of the project area. Part of the project includes some traffic flow changes, which he wanted to bring to the Committee for approval. The base project includes Myrtle, Woodman, Davyanne Locke, Ela Court, and Beaudoin Avenue, as well as a portion of Congress and Charles Streets. Project alternates are Liberty and Academy Streets, and another portion of Charles Street. One proposed change of traffic flow is one-way traffic only on Myrtle Street from Woodman to Charles Street. The project will add angled parking at Woodman Park along Myrtle Street, adding an additional 5 spaces, as well as upgrading Woodman Park. Councilor Walker asked if it would be a permanent change; Mr. Bezanson said yes. The next section for discussion is Congress Street; the existing roadway is very narrow for accommodating two-way traffic and parking. Inevitably vehicles end up parked on sidewalks. The second proposed changes of traffic flow is one way traffic only on Congress

Street between Charles and Myrtle, which will accommodate a 12-foot travel lane, 8-foot parking lane and maintains sidewalks on both sides of the road.

Councilor Hamann made a motion to change the traffic flow on Myrtle Street from Woodman Street to Charles Street to one-way. Councilor Lachapelle seconded the motion. Unanimous voice vote carried the motion.

Councilor Hamann made a motion to change the traffic flow on Congress Street from Charles Street to Myrtle Street to one-way. Councilor Lachapelle seconded the motion. Unanimous voice vote carried the motion.

Mr. Bezanson said there were a couple of other issues that were brought up at the meeting last week. Woodman Street they will maintain two-way traffic with 11-foot travel lanes, an 8-foot parking lane, and a sidewalk on northern side of the road. A request was made to look into moving the parking to the south side of the road and moving the sidewalk to the south side of the road. Parking on the south side of the road would require all parking vehicles to travel down Woodman and perform a U-turn to park in the proper direction. Also, parking on the south side of the road will result in less overall parking spaces on the street. DPW also looked at moving the sidewalk to the south side; students would need to cross Davyanne Locke around the corner. It would be safer to have the children on the north side of the road. Another issue raised was the intersection of Charles and Portland, it is a little tight in this area for traffic from Portland turning and heading south on Charles. The project will maintain sidewalks on both sides of Charles Street; DPW is looking at crosswalks at this intersection and the Liberty/Charles intersection, as well as striping options for parking along this portion of Charles. DPW will bring back to the Committee a proposal for crosswalks and striping in this area.

3. Charles Street to Columbus Street-Turning lanes

This item was taken care of last month.

4. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said they did not meet this month. Councilor Lachapelle asked Deputy Chief Boudreau about renaming and renumbering Forrest Meadow and Taylor Avenue when the new hauling facility is up and running at Waste Management. Deputy Chief Boudreau said that Waste Management is willing to make the street changes that are needed.

5. Emergency Management Update

Councilor Walker summarized the issue. Fire Chief Klose said there was no meeting everything has been quiet so far.

6. Seasonal Cold Weather Shelter

Councilor Walker summarized the issue. The county is running the cold weather shelter this year and it is not open yet. They haven't issued a date yet, hopefully our reps can pressure the county a little because it's getting colder. The Mayor is looking into other local options. Fire Chief Klose made a decision because the cold weather is coming if the officers get a call for a fire at a homeless encampment and it is deemed safe they will be allowed to keep the fire going. Councilor Walker said that might not be a good idea and he should check with the city attorney. Fire Chief Klose said he would check with him.

7. Other

Nottingham Lane-Speed Limit

Councilor Hutchinson said that a resident of Nottingham Lane reached out to him regarding a speed limit dispute. One of the other neighbors believed it was 25 mph, but the other neighbor thought it was 35 mph. Deputy Chief Boudreau said rural settings is 35 mph. The speed trailer will be placed in this area. Kept in committee until data from the speed trailer is received.

Pickering Road – Tebbetts Road

Councilor Lachapelle asked Mr. Bezanson if the trees and bushes could be cut back coming from Dover to Rochester turning on to Tebbetts Road is hard to see with the overgrown shrubs and trees. Mr. Bezanson said he would look into this.

Quail Drive - No Thru Trucks Sign request

Mr. Bezanson said that he talked to the resident regarding last month's request for "No Thru Trucks" signs on Quail Drive. The resident said the traffic on the street includes garbage trucks, oil trucks, busses, and commercial trucks from businesses on Route 108 driving through with no destination on Quail. The residents walk the street and there are 2 motorized wheelchair users that travel

the street and use the COAST bus stop at the Route 108 end. The issues expressed include the volume of traffic, speed and condition of road. Deputy Chief Boudreau said the speed trailer was placed in the area for 13 days. There were 4,228 vehicles, average speed was 28.96 mph, and the 85th percentile speed was 35.35 mph. ***Councilor Hamann made a motion to deny the request for “No Thru Trucks” signs on Quail Drive. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

Councilor Hamann asked if it is possible with the new GIS system to track new signs and note when signs are added by City Council action. Mr. Bezanson said it was an excellent idea and they are starting to record a sign inventory and could add to a notes field any information known about the origin of its installation.

Speed Trailer Updates

Deputy Chief Boudreau reported updates from the speed trailer.

Whitehall Road to Sunset coming down by crosswalk - the speed trailer was out there for 8 days and there was 27,853 vehicles with the average speed being 32 mph and the 85th percent being 39 mph. The posted speed is 30 mph; it is a little high but not terribly high.

Salmon Falls Road by the “S” curves and Tara Estates - the speed trailer was out there for 8 days with 21,760 vehicles with the average speed being 30 mph and the 85th percent being 40 mph and the posted speed is 35 mph; Deputy Chief Boudreau said it is low risk threshold.

The speed trailer was put on Meaderboro Road in the area of Four Rod Road for 8 days with 9,132 vehicles and the average speed being 29 mph and the 85th percent was 41 mph; this is low risk threshold.

Councilor Lachapelle made a motion to adjourn the meeting at 8:09 PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

Woodman Area Improvements Overview



Base Project

- Charles St (portion)
- Congress St
- Myrtle St
- Woodman St
- Davyanne Locke Ln
- Ela Court
- Beaudoin Ave

Project Alternates

- Charles St (portion)
- Liberty St
- Academy St

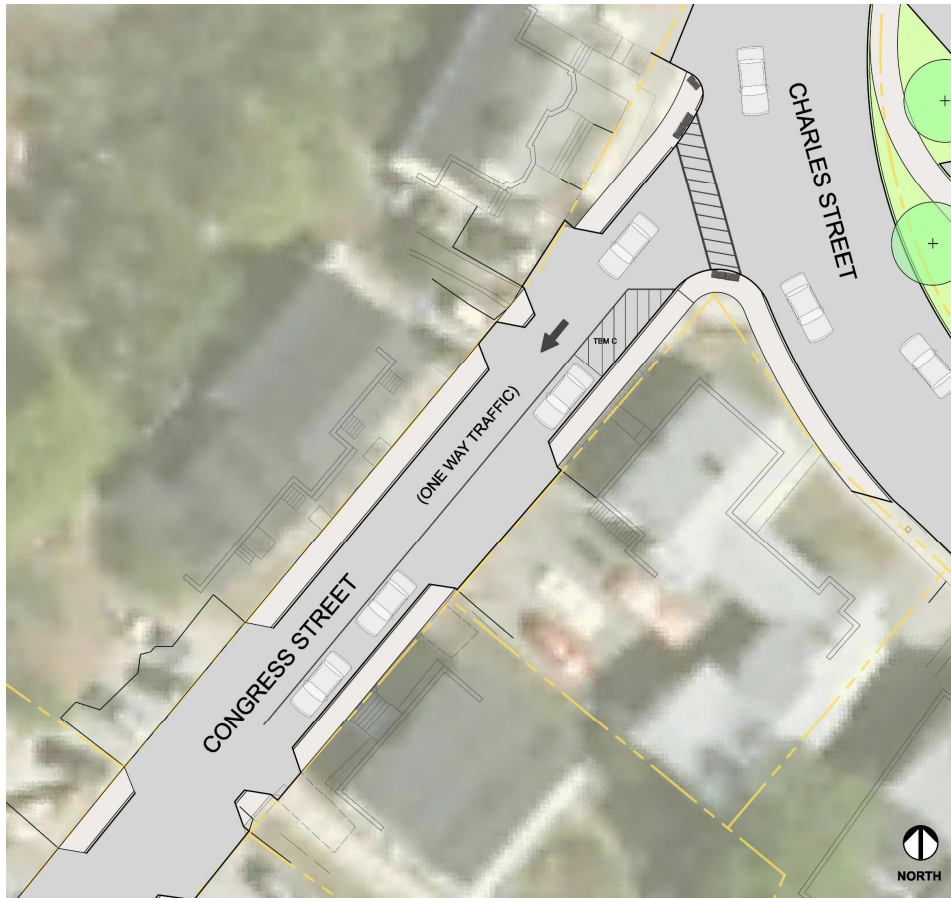
Traffic Movement/Intersections/Parking

Woodman Street/Myrtle Street Area

- Transition Myrtle Street (from Woodman to Charles) to one-way traffic
 - Add angled parking along Woodman Park/Myrtle Street
 - Add additional 5 spaces
- Upgrade Woodman Park



Traffic Movement/Intersections/Parking



Charles Street & Congress Street

- Existing roadway narrow
 - 10' travel lanes (two-way)
 - Parking happens on sidewalks
- Proposed changes
 - Convert Congress St (Charles to Myrtle) to one-way
 - 12' travel lane
 - 8' parking lane
 - Maintain sidewalk both sides of road

Traffic Movement/Intersections/Parking



Woodman St

- Maintain two-way traffic
 - 11' travel lanes
 - 8' parking lane
- Eliminate sidewalk on southern side of Woodman
- 6-foot sidewalk – north side of road

Davyanne Locke Ln

- Upgrade sidewalk at intersection with Woodman St & Davyanne Locke
- Provide bus parking location at intersection
- No on-street parking

11/27/2019

Page 86 of 168



Woodman Area Improvements

Public Meeting

November 13, 2019



Peter Nourse, PE, Director of City Services
Michael Bezanson, PE, City Engineer

Stephanie Hubbard, Wright-Pierce
Richard Davee, PE, Wright-Pierce



WRIGHT-PIERCE 
Engineering a Better Environment

Presentation Overview

Project Area Overview

Key Fundamental Changes

- Traffic Movement/Intersections/Parking
- Utility Upgrades
- Parklands/greenspaces

Construction Timeframe

Open Discussion

Woodman Area Improvements Overview



Base Project

- Charles St (portion)
- Congress St
- Myrtle St
- Woodman St
- Davyanne Locke Ln
- Ela Court
- Beaudoin Ave

Project Alternates

- Charles St (portion)
- Liberty St
- Academy St

Connection to Catherine St/Sheridan Ave/Knight St Area Improvements



Key Project Highlights

Roadway and Sidewalk Reconstruction

- Focused intersection improvements
- Roadway modifications
- Parking Considerations

Infrastructure Improvements

- Upgrades to water, sewer and storm drainage

Green Space Improvements

- Woodman Park
- Lower Congress Street

Stormwater Management Upgrades

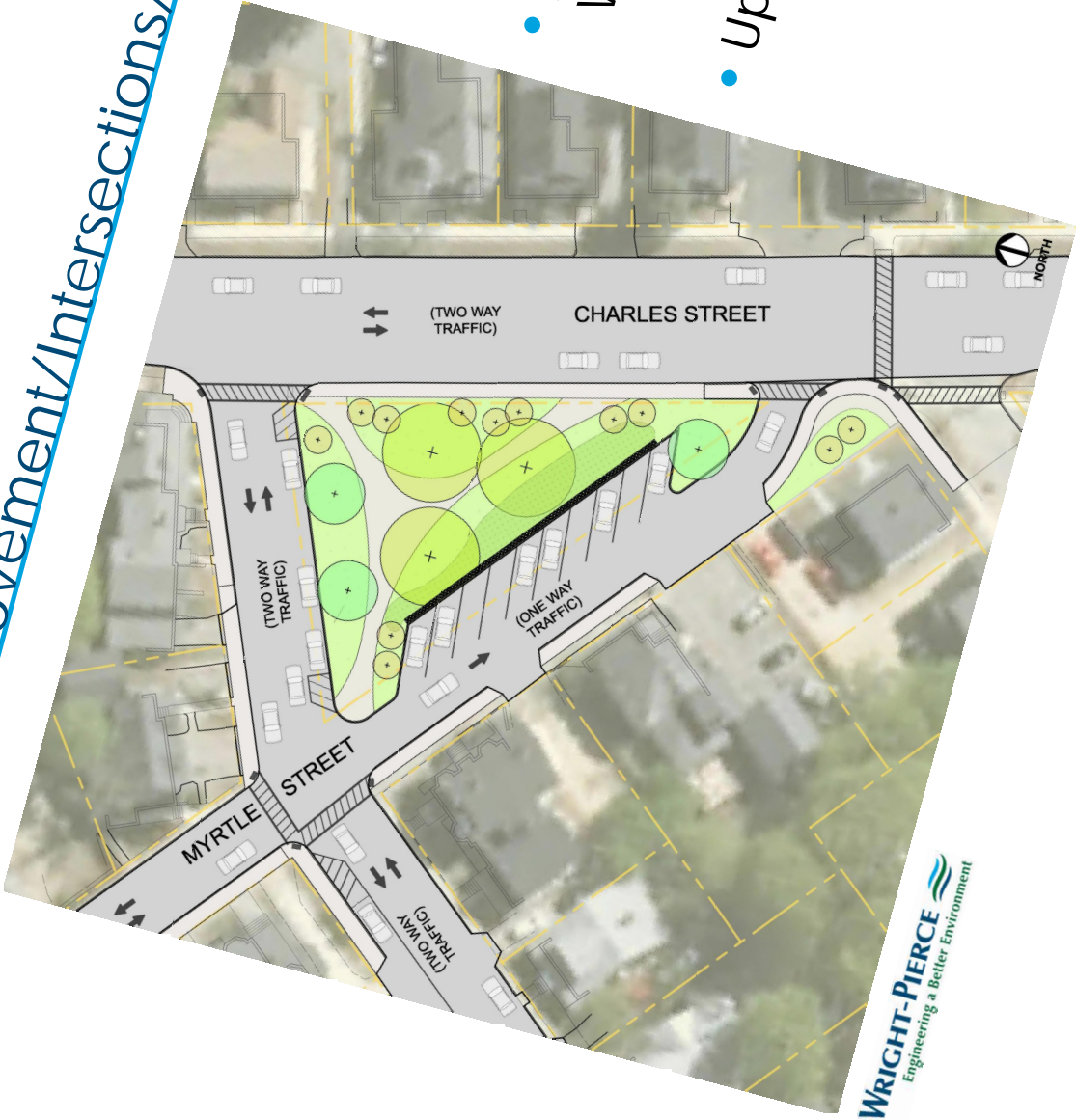
- Stormwater treatment



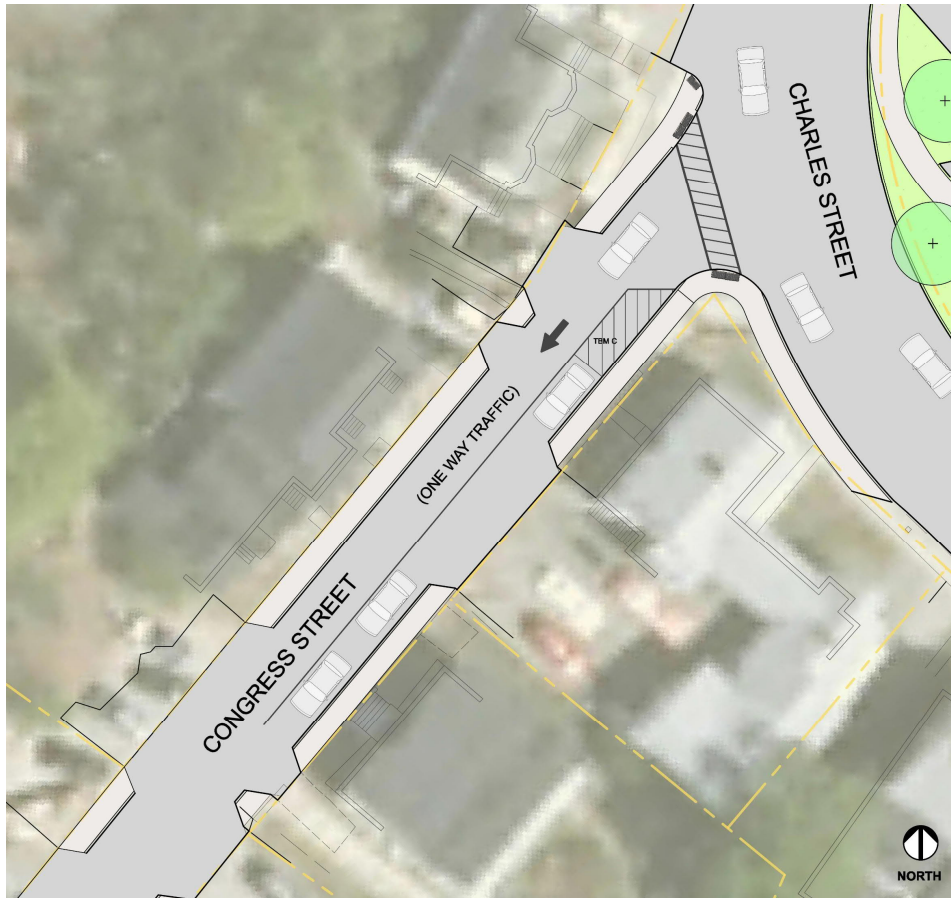
Traffic Movement/Intersections/Parking

Woodman Street/Myrtle Street Area

- Transition Myrtle Street (from Woodman to Charles) to one-way traffic
 - Add angled parking along Woodman Park/Myrtle Street
- Upgrade Woodman Park



Traffic Movement/Intersections/Parking



Charles Street & Congress Street

- Existing roadway narrow
 - 10' travel lanes (two-way)
 - Parking happens on sidewalks
- Proposed changes
 - Convert Congress St (Charles to Myrtle) to one-way
 - 12' travel lane
 - 8' parking lane
 - Maintain sidewalk both sides of road

Traffic Movement/Intersections/Parking



WRIGHT-PIERCE
Engineering a Better Environment

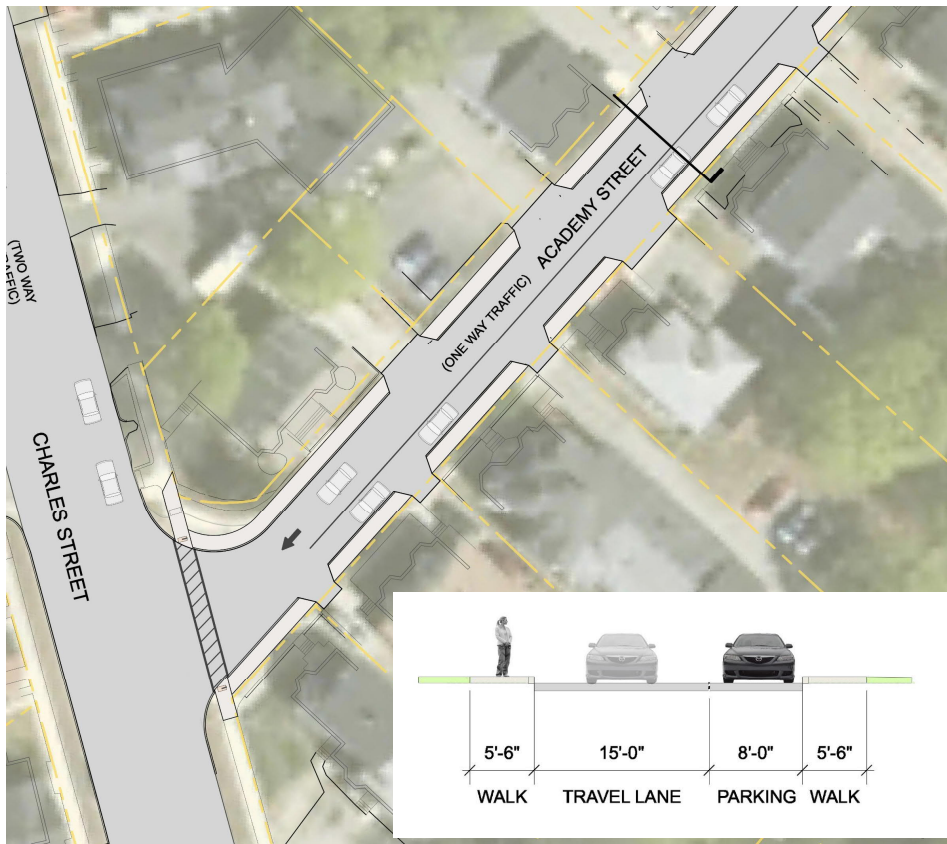
Woodman St

- Maintain two-way traffic
 - 11' travel lanes
 - 8' parking lane
- Eliminate sidewalk on southern side of Woodman
- 6-foot sidewalk – north side of road

Davyanne Locke Ln

- Upgrade sidewalk at intersection with Woodman St & Davyanne Locke
- Provide bus parking location at intersection
- No on-street parking

Roadway Improvements



Proposed Design

Academy Street

- Maintain one-way travel (South Main Street to Charles Street)
- Eliminate esplanades
- Provide dedicated parking lane on south side of roadway



Existing Conditions

Parking Improvements



Proposed Design

Municipal Lot

- Upgraded parking lot = reduced pavement
- Better maneuvering in parking lot
- Reconstruct bioretention basin
- Relocate sidewalk provide green space along Charles Street



Existing Conditions

Utility Upgrades

Utility Upgrades

- Water Main and Services
- Sewer Main and Service
 - *services installed to ROW
- Updated Stormwater Infrastructure
- Stormwater Treatment

ADD SERVICE LAYOUT
SKETCH

Green Space/Parks: Woodman Park

Existing Aerial & Photo



Historical Significance



To Anne May from Florence Smith
February 10, 1995

WOODMAN SQUARE

Woodman Square Park was so ugly in 1900 that the people in the neighborhood were calling it Ragweed Park.

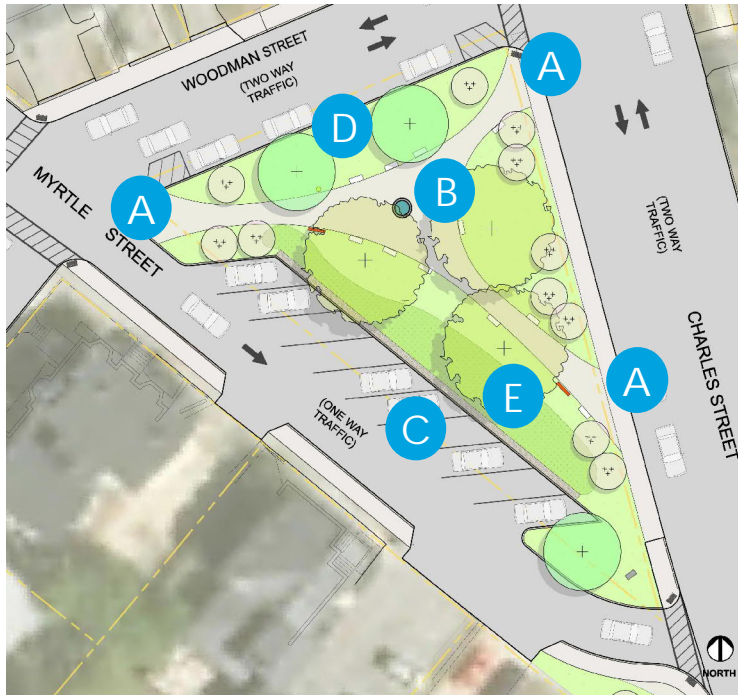
In his inaugural address in 1903, Mayor Charles Bickford remarked that Woodman Square should have curbing and that trees and shrubs should be set out to beautify it. The next year granite curbing was in place and a concrete sidewalk was all around the square.

By 1905 the lawn was raised on grade and seeded. Trees arranged around the park included "Norway Ash, Silver Maples, and Pin Oaks. Japanese Quince and Weigelas were also set out.

Mayor Joseph Warren in 1910 found Woodman Square most attractive and said great praise should be given to the residents around the square for the interest, time and money they expended.

I am not sure when the fountain was installed but most likely before 1910. It was pictured on a postcard in 1912.

Woodman Park: Design Opportunities



- A • Access/walking paths from residential intersections
 - Meeting point for William Allen School walkers
- B • Centralized focal point
- C • Added parking
- D • Site Amenities
 - Seating
 - Pet Waste Stations
 - Lighting
- E • Stormwater Treatment
- Upgraded Landscaping



Green Space/Parks: Lower Congress Street Work



- Outfall relocated to end of Congress Street
- Intervale overlook
- Parking incorporated
- Stormwater Bioretention

Construction Schedule

Woodman Area Improvements

Project Task	Anticipated Date
	Abutter/PTA Construction Meeting : March/April 2020
Construction:	Begin Construction : Spring 2020
	Project Completion : Summer 2022

*Intentionally
left blank...*

City Clerk's Office

Public Works and Buildings Committee

Meeting Minutes

November 21, 2019 7PM

Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr, Chairman

Councilor David Walker

Councilor Geoffrey Hamann

Councilor Sandy Keans

MEMBERS ABSENT

Councilor Ray Varney- Vice Chairman

OTHERS PRESENT

Mayor Caroline McCarley

Councilor James Gray

Blaine M. Cox, City Manager

Peter C. Nourse PE, Director of City Service

Daniel Camara, GIS / Asset Management

Dan Bourdeau, PE Geosyntec

Chris Bowlen, Director of Recreation Dept

Greg Lacasse, Resident and Rep for CC Dedication

Christopher Berg, PE Wright Pierce Engineers

Sharon Nall, NHDES

MINUTES

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

1. Approve minutes from the October 17, 2019 Public Works & Building Meeting.

Chairman Torr requested comments or a recommendation on last month's meeting.

Councilor Walker made a motion to accept minutes as presented for the October 17, 2019 Public Works & Building Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input -

None

3. MS4 NPDES Stormwater Permit Update

Mr. Nourse introduced Dan Bourdeau from Geosyntec. He stated that Geosyntec is the City's consulting engineers for the City's Stormwater Permit and MS4 compliance. Mr. Nourse explained that a requirement of the City's permit is public outreach and education

and that the short presentation that Mr. Bourdeau is giving tonight qualifies toward meeting the requirements. Mr. Bourdeau's presentation began with the history leading up to the issuance of the National Pollutant Discharge Elimination System (NPDES) Permit for the City of Rochester. He stated that the City's current permit was issued in 2017 with an effective date of July 1, 2018. Mr. Bourdeau explained the mile stone requirements for compliance and he stated that the City of Rochester has successfully met all requirements for compliance and reporting annually. Mr. Nourse stated that the PowerPoint presentation given by Mr. Bourdeau will be posted on the City's website for public information along with the many other documents regarding Stormwater Permit Compliance and MS4.

4. Community Center – Gym Floor Dedication

Mr. Nourse distributed a diagram of the markings requested for placement on the Community Center Gym Floor. He stated that this is a request from the Community to dedicate the court to the long time City of Rochester Youth & High School Basketball Coach, Tim Cronin. Mr. Nourse introduced Chris Bowlen the Director of the Recreation Department. Mr. Bowlen expressed his support for the dedication markings on the gym floor and he introduced Greg Lacasse as a former basketball player and participant in the Rochester basketball programs. Mr. Bowlen stated that Mr. Lacasse had made a successful presentation regarding this dedication to the Recreation Commission and he was advised to come to the Public Works and Buildings Committee to seek a recommendation to the full City Council to support his plan. Mr. Lacasse distributed the diagram, a letter and a petition with 300 signatures in support of the dedication to Coach Cronin. He discussed the significant impacts that "Coach" made in his life and the lives of hundreds of youths in Rochester. Mr. Lacasse stated the he had first met Coach Cronin when he started playing in the City's Recreation basketball program in the third grade then continued playing for Coach Cronin through high school. He stated that he then played in college and overseas in a professional capacity. Mr. Lacasse stated that this coach supported him and others from childhood well into adulthood and he is looking for approval to dedicate and mark the gym at the Community Center to commemorate the 30 plus years of service by Coach Tim Cronin. Mr. Lacasse stated that the cost for the markings would be paid for by private contributions.

Councilor Walker made a motion to recommend that the full City Council approve the dedication of the basketball courts and the marking of the courts in commemoration of Coach Tim Cronin. Councilor Hamann seconded the motion. The motion passed unanimously.

5. Opera House Lift CDBG Project

Mr. Nourse explained that a Community Development Block Grant (CDBG) Project was approved by the City Council to install a wheelchair lift for the Opera House. He stated currently that when the Opera House floor is in the up position it is not wheelchair / handicap accessible. He stated that the project was budgeted at \$23,000 and the low bid

is \$32,348. Mr. Nourse stated that Julian Long, who manages the CDBG programmed him has informed him that there is sufficient funding available to increase that budget but it would require the full City Councils approval. Councilor Gray stated that he had suggested this go to DPW in order for them to look at the bid results to see if it was a reasonable cost. Mr. Nourse stated that Mr. Long had looked at the two other recent projects for lifts within the School Department. Mr. Long had supplied information stating that a somewhat large lift was done last year at Maple Street School for \$46,500 and a similar one was installed at the High School for \$31,000. Mr. Nourse stated that the cost estimate may have been low due to the construction cost index increase of the past few years and the Davis Bacon wage rate increases.

Councilor Walker made a motion to recommend that the City Council approve the budget increase to \$33,000 from the CDBG funds. Councilor Hamann seconded the motion. The motion passed unanimously.

6. Woodman Area Reconstruction Project

Mr. Nourse stated that the Public Information meeting was held at the William Allen Elementary School on Wednesday November 13th at 7pm. He stated the DPW had sent notices to all abutters in the project and had put the message boards out a week in advance. He stated that it was a relatively low turnout of less than 20. He stated that the majority of discussions after the presentations of proposed changes was regarding the traffic concerns during drop-off and pick-up times at the school. Mr. Nourse explained that this was addressed at the Public Safety Committee last night (11/20/19) and there are motions going to the full Council from that committee regarding those traffic concerns. Councilor Walker voiced concerns for resident of Davianne Locke Lane. Mr. Nourse stated that he is working to address those concerns. Councilor Walker voiced concerns from a resident of Glenn Street regarding porch damaged during the last construction project. Mr. Nourse stated he would look into it and get back to the Councilor.

7. GIS/Asset Management Update

Mr. Nourse introduced Christopher Berg from Wright Pierce Engineers and Sharon Nall from NHDES. He explained that the DPW has received several grants from NHDES in regards to the GIS and Asset Management systems development for the City and as part of the NHDES Program requirements there is a public informational requirement and this presentation is in part to fulfill that commitment. Mr. Berg explained what would constitute the City's assets. From pipes, main, hydrants to City buildings. He explained how asset management systems and software assist in tracking the current conditions, tracking age, repairs and other history and the value of the many assets. Mr. Berg explained how this information can assist in future planning of repairs and budgeting repairs and replacements. He also explained the significant amount of work that the City has completed and explained the future goals in gathering additional information to feed into the program. Ms. Nall, stated the City of Rochester is doing well and that she commends them for their efforts with GIS and Asset Management. She spoke about the

programs ability to assess the needs for repairs and maintenance and she noted some future dates of other available grants that the City may consider applying for. Councilor Keans inquired about the Beehive system and what it is. Mr. Berg explained that once fed all of the asset data and information from the GIS system the Beehive software allows for the ability to input and track all pertinent information on specific assets. Mr. Camara stated that this is going to manage and track all of the service requests and work performed by the DPW staff. It was discussed that the GIS system allows you to click on an asset and will give you the basic information such as date of installation, the manufacturer or when it was installed, but the Beehive software will allow you to schedule and record maintenance and repairs. It will track all work performed and given the parameters it will assist in the prioritizations of future repair and maintenance on assets. Councilor Hamman asked about the ability to use the Beehive software for

8. **Roadway Intersection Projects**

Mr. Nourse stated that there are numerous intersections with safety issues. He stated that in the FY21 Budget he will be requesting funds to do a study that identifies the priority to address these safety concerns and the budget timelines needed to implement. He stated that this may be a 5-10 year plan but he suggests that the City should be addressing some of the concerns. Councilor Hamann asked if the new asset management software could be used to track information on these intersections. Mr. Nourse and Mr. Camara stated that the applications of the program are limitless. Councilor Hamann suggested that the current accident report system is difficult to search and access information.

9. **FY2020 Paving Assignment**

Mr. Nourse stated that the current FY2020 budget is \$900,000 and that this is the optimal time of year to get pricing and plan work for early construction season 2020. He stated that in previous discussions the Committee had stated a preference for prioritizing additional paving along Salmon Falls Road and in October it was discussed at the Finance Committee. Mr. Nourse displayed on the monitor the new recommendation per these discussions for the paving list. The list included Chapman, Johnathan and Huckins Lane, Culumbus Ave from Lowell to Knight Street, Cross Road from Milton Road to Stacy Drive and Salmon Falls from Stonewall to the town line. He stated that an additional one million dollars would be necessary to complete this work.

Councilor Haman made a motion to recommend that the full City Council approve the new paving list as presented and complete a supplemental in the amount of one million. The streets to be paved include. Johnathan and Huckins Lane, Columbus Ave from Lowell to Knight Street, Cross Road from Milton Road to Stacy Drive and Salmon Falls from Stonewall to the town line. Councilor Walker seconded the motion. The motion passed unanimously.

10. **DPW Facility**

Mr. Nourse stated that the New Facility Construction bids opened today. He stated that the original Request for Qualifications resulted in eleven prospective contractors and

seven of those were prequalified and were given the opportunity to bid on the facility. He stated of those seven, six had submitted bids. Mr. Nourse stated that our engineering estimate for the project was \$22,834,777.00. He stated that the high bid with the soft costs (not part of the bid) included was \$21,800,000.00 and the low bid was 20,270,920.00. He stated that he believed that the bids were tight, only a variance of \$1.5 million from high to low bidders. Mr. Nourse stated that the remaining funds available for the project are \$15, 961,853.62. The estimated difference in what is remaining for funding is \$4,309,056. He stated that he was convinced and was preparing for twice that much. He stated that he believes the short fall is due to the 18% increase to the construction cost index since the time of the original appropriation and it is due to the unexpected cost of purchasing property and demolishing of existing structures, vs. using a City owned parcel. Mr. Nourse stated that he has had preliminary discussions with the Finance Department on how to make these numbers work and he will be putting this on the December 3, 2019 City Council Agenda for discussion and appropriation recommendations should be available from Finance at that time. He stated that this Council has worked hard to achieve this goal and has been patient and supportive as all the different hurdles were overcome. He stated that the department is working through some de-authorizations and deferring of projects to make this project happen. Mr. Cox stated that the Finance Group will be bringing some financing scenarios to the full Council on December 3rd. Councilor Hamann stated that he is supportive of this project but he is not in favor of a Fire Department Building on this parcel for many years. Mr. Nourse stated that the City needs this facility and if it waits, the expense will only be greater.

11. Other

Colonial Pines – Councilor Walker requested an update. Mr. Nourse stated that the sewer mains are in and that this includes going down Wildwood to Tingley Street to pick up the home that has the failed sewer on the corner and that several tie-ins have been made and will continue until prohibited by weather.

Stone Ridge – Councilor Hamann asked about the drainage concern voiced to Councilor Lauterbourne. Mr. Nourse explained that the residents home is at the downhill end of this cul-de-sac off from Route 108. He stated that we have done some work to assist the resident, but the driveway in question is not only at the end of this very steep road but is built below grade of the road. He stated that the roadway was built as designed and that the drainage is working as designed. He said there thousands of driveways in the City that are built below grade of the road and that he does not have the resources to fix them. Councilor Gray asked if the roadway could be rebuilt to direct the water to the center of the cul-de-sac. Mr. Nourse stated that the road is built with a crown and designed to shed off the road. He stated that on a similar cul-de-sac we had looked at doing that and it was a \$30,000 expense. Councilor Hamann suggested that if the road was scheduled to be repaved that may be an option, but this road looks to be in good condition. Mr. Nourse

stated that the previous owners had plantings /berm that seemed to help with the water shedding.

Councilor Walker made a motion to adjourn at 8:08 pm. Councilor Haman seconded the motion. The motion passed unanimously.

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

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority
Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements
Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility
Project in an amount not to exceed \$4,000,000.00

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Four Million Dollars (\$4,000,000.00) for the purpose of paying the costs associated with the completion of the New DPW Facility Project and the appropriation shall be divided amongst three (3) funds as follows: Two Million Dollars (\$2,000,000.00) to the DPW CIP Fund, One Million Dollars (\$1,000,000.00) to the Sewer CIP Fund, and One Million Dollars (\$1,000,000.00) to the Water CIP Fund.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Dollars (\$4,000,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), 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 to the extent required, necessary and/or appropriate

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.

*Intentionally
left blank...*

City Clerk's Office



City of Rochester, New Hampshire

Finance Office

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

MEMO

TO: City Council

FROM: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

DATE: November 27, 2019

RE: New DPW Facility Expense Allocations

The Finance Office has reviewed expense allocations for the new DPW facility between the General Fund, Water Enterprise Fund and Sewer Enterprise Fund in response to questions raised at the November 12th Finance Committee meeting.

In analyzing expense allocations by services received per parcel, it was determined that the percentages would be distributed as follows:

General Fund	50%
Water Fund	29%
Sewer Fund	21%

This analysis was based upon the assumption that all parcels benefit from services provided by the Department of Public Works, with Water and Sewer accounts classified as subsets of total service received:

PARCELS-DPW -WATER-SEWER SERVICE ACTIVITY: TAX YEAR 2019 PROPERTY TAX BILLS & TAX EXEMPT: 13,907			
Property Tax Parcels	Parcel Count	Percentage	Notes
Public Works- Activity	13,907	49.99%	Assumption-DPW activities benefit all parcels
Water Accounts-Active	7,995	28.74%	Water Works infrastructure service - subset
Sewer Accounts-Active	5,918	21.27%	Sewer Works infrastructure service - subset
All Total Activities	27,820		Subsets Added to Total Parcels to Allocate Activity

The results demonstrate a 4% shift in allocation between Water and Sewer funds from the existing percentages of 25% and 25%. However, the existing percentages are adequate considering that the data included only active utility billing accounts, did not account for pump stations, and water and sewer account numbers are anticipated to increase due to projects and development.

Finance Office Recommendation:

- Maintain expense allocation percentages for the new DPW facility at 50% General Fund, 25% Water Fund and 25% Sewer Fund and apply to the requested supplemental appropriation of \$4,000,000.

*Intentionally
left blank...*

City Clerk's Office



11/27/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing **Deauthorization**

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

Appropriation

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

*Intentionally
left blank...*

City Clerk's Office

November 21, 2019

VIA E-MAILPublic Works & Building Committee
Public Works Department
45 Old Dover Road
Rochester, NH 03867**Jackson D. Toof**

Partner

202.857.6130 DIRECT

202.857.6395 FAX

jackson.toof@arentfox.com

Sent via email to: Gregory B. A. Lacasse

Re: Letter in Support of Coach Cronin Initiative

Committee Members:

I am sending you this letter in support of the initiative, spearheaded by Mr. Gregory Lacasse, to name the center court at the Rochester Community Center after Coach Tim Cronin, in view of his long and outstanding service to the community of Rochester and the basketball program. No individual deserves it more.

Coach Cronin's selfless and tireless efforts year after year to the city to shape the Spaulding High School boys basketball team into a perennial title contender (after many, many long years of losing records or barely making the post-season tournament) is just one reason. But why he deserves to be memorialized in this way is similar to why Coach Hugo Bolin deserved the honor of having the football field named after him – not only has Coach Cronin helped shape the youths of Rochester into basketball players, he was and is a positive role model for all of us who came through the system. Which is why, after first having him as my 5th and 6th grade Rec coach in 1988, I am sending this letter in support today – nearly 30 years later.

I was born and raised in Rochester, and graduated from Spaulding High School in 1995. I then attended the University of New Hampshire, graduating in 1999. After attending law school in Washington, D.C., I served in the U.S. Navy JAG Corps for ten years (active and reserves), and have spent the last twelve years at my current job in Washington. But I always try to get back to Rochester, where I still have family and friends, 1-2 times per year. Most recently, I came back to watch the playoff game at the Rochester Rec Center between Spaulding and Portsmouth in the state quarterfinals on March 7, 2019. It was my third game in person since I graduated in 1995, and I was struck by how much support could be felt in the gym that night for the team – ranging from the students, faculty, parents, and the community overall. While we enjoyed some of this back when I played in the mid 1990s, it was at a time we had a revolving door of Varsity coaches

– from Coach Terry Carter, to Peter Kalegian, to Dave Burrows in a matter of 5 years. Not a way to run any program. Then Coach Cronin took over as the head coach, and the trajectory of the program changed for the better. And on this night in 2019, I could see the effects of having had Coach Cronin at the helm for all of these years. The support and enthusiasm was palpable, and he deserves to be recognized for doing that for the community.



Just to give the Committee Members a frame of reference – the top picture (in color) is from 1988, when Coach Cronin was the head coach of my 5th and 6th grade Rec basketball team. Coach Cronin is in the back row, far right. I am in the front row, second from the right.¹ This was taken on a side court at the Community Center, which was at that time the high school. Fast forward to my senior season in high school – our team picture from 1995 is the bottom picture. This time it was the Community Center, as the high school had (thankfully) moved back to its current location. Coach Cronin is again in the back row, far right, and was the assistant Varsity coach under Dave Burrows. I am again in the front row, this time wearing No. 23 and holding a basketball (along with our two other captains, Peter Brent and Aaron Roy). I included these two pictures here to help illustrate the years and years of impact Coach Cronin has had on many of the city's youths. From coaching kids who were just starting out in the sport in the 1980s, to helping us achieve success on and off the court in the 1990s, to making Spaulding into a true basketball city through

¹ One of Coach Cronin's sons, Sean Cronin, is also in the front row, second from the left.

Arent Fox

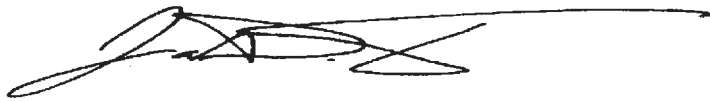
November 21, 2019
Page 3

positive leadership and guidance for over two decades as the head coach of the boys Varsity team, Coach Cronin has seen it all and done it all. His impact on me personally is strong, and he is a big reason why I have been coaching youth basketball in Virginia for the last five years.

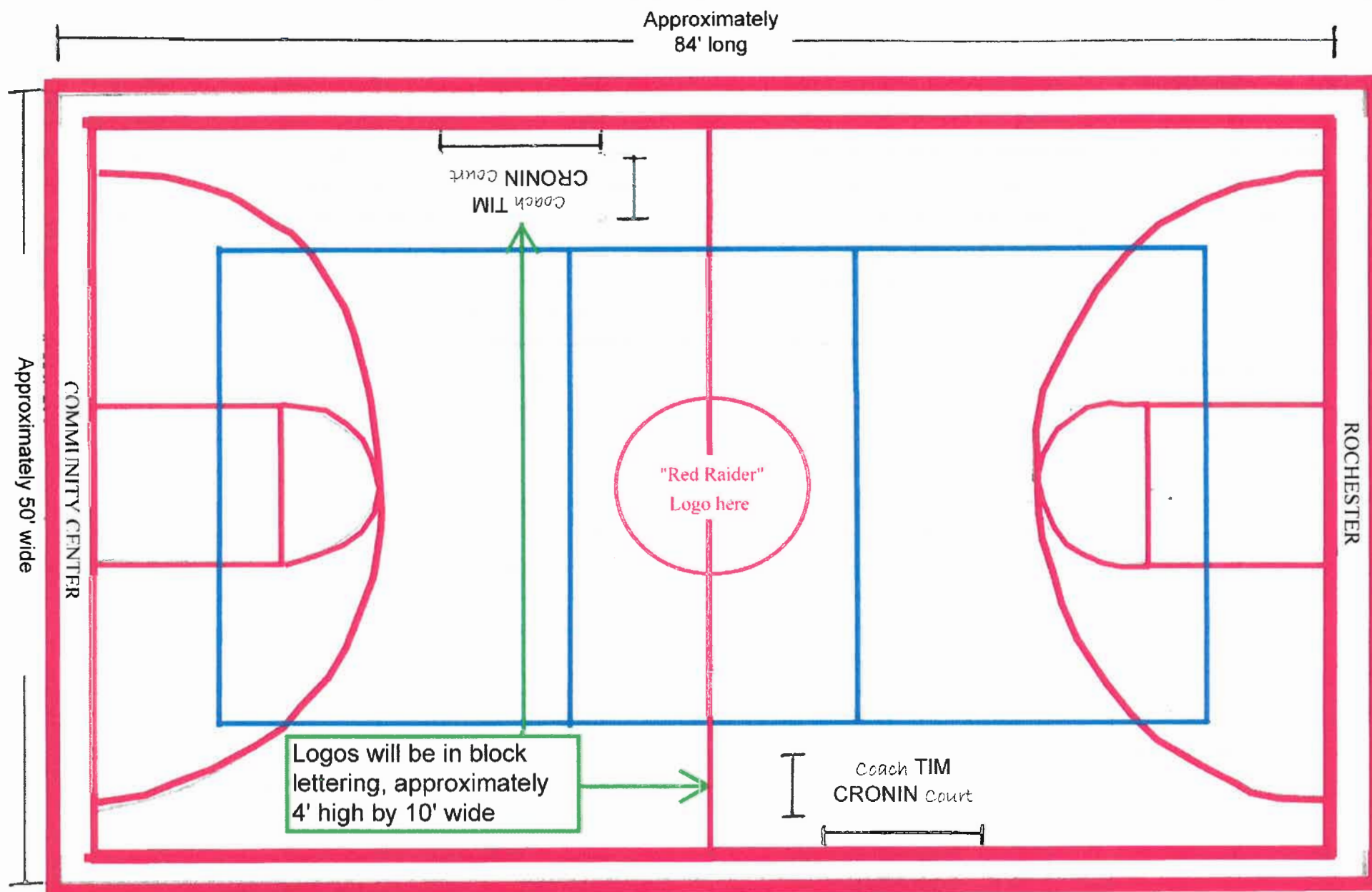
For all of these reasons, and many more, I strongly support this initiative of naming the center court at the Rochester Community Center after Coach Tim Cronin. Thank you.

Please feel free to contact me directly if you have any questions, etc.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jackson D. Toof', with a long horizontal line extending to the right.

Jackson D. Toof
SHS Class of 1995



Pricing for the logos includes professional design, above is for reference only. Final design will include basic block lettering with a visual emphasis on the words "TIM" and "CRONIN".

Name	City	State	Postal Code	Country	Signed On
Marc Lacasse	Rochester	MA	2131	US	9/27/2019
Becky Averill	Rochester	NH	3867	US	9/25/2019
Jessica Demers	Rochester	NH	3867	US	9/25/2019
Jane Dilboy Turner	Rochester	NH	3867	US	9/25/2019
Judy Turgeon	Rochester	NH	3867	US	9/25/2019
Amanda Lapierre	Rochester	NH	3867	US	9/25/2019
Donald Martin	Rochester	NH	3867	US	9/25/2019
Richard Young	Rochester	NH	3868	US	9/25/2019
Leon Shaw	Rochester	NH	3867	US	9/25/2019
Scott Huff	Rochester	NH	3867	US	9/25/2019
Kris Kerkensen	Rochester	NH	3867	US	9/25/2019
Paul Coyle Sr	Rochester	NH	3867	US	9/25/2019
Daniel King	Rochester	NH	3868	US	9/25/2019
Justine Clement	Rochester	NH	3867	US	9/25/2019
Robert Donovan	Rochester	NH	3867	US	9/25/2019
Paul Clement	Rochester	NH	3867	US	9/25/2019
Lynn Qualey	Rochester	NH	3867	US	9/25/2019
Arie Breakfield	Rochester	NH	3839	US	9/25/2019
Timothy Kenaley	Rochester	NH	3867	US	9/25/2019
Katie Kenaley	Rochester	NH	3867	US	9/25/2019
Christopher Lacasse	Rochester	NH	3867	US	9/25/2019
Jeremy Lang	Rochester	NH	3867	US	9/25/2019
Cade Connelly	Rochester	NH	3867	US	9/25/2019
Matt Roy	Rochester	NH	3867	US	9/25/2019
Julie Paquette	Rochester	NH	3867	US	9/26/2019
Ashley McCarthy	Rochester	NH	3867	US	9/26/2019
Stacey Gadbois	Rochester		3868	US	9/26/2019
Heath Bennett	Rochester		3867	US	9/26/2019
JORDAN MEEHAN	Rochester	NH	3867	US	9/26/2019
Tom Lambert	Rochester	NH	3867	US	9/26/2019
Michael Bellio	Rochester	NH	3867	US	9/26/2019
Bryan Gadbois	Rochester	NH	3867	US	9/26/2019
Aaron Trueman	Rochester		3867	US	9/26/2019
Nick Marcotte	Rochester	NH	3867	US	9/26/2019
Nadeane Trueman	Rochester	NH	3867	US	9/26/2019
Greg Hoey	Rochester	NH	3867	US	9/26/2019
Nicola McCabe	Rochester	NH	3868	US	9/26/2019
Heidi Keenan	Rochester	NH	3867	US	9/26/2019
Lee Thurston	Rochester	NH	3867	US	9/26/2019
Jen Trogler	Rochester	NH	3867	US	9/26/2019
David Lampron	Rochester	NH	3867	US	9/26/2019
Keri Devine	Rochester	NH	3867	US	9/26/2019
Beau Rocheleau	Rochester	NH	3867	US	9/26/2019
Gary Bryant	Rochester		3867	US	9/26/2019
Dea Cleveland	Rochester	NH	3867	US	9/26/2019
Roxanne Bieniek	Rochester	NH	3867	US	9/26/2019

Patti Gilbert	Rochester	NH	3868 US	9/26/2019
Robin Michaud	Rochester	NH	3867 US	9/26/2019
Bill Bryant	Rochester		3867 US	9/26/2019
Belinda Casey	Rochester	NH	3867 US	9/26/2019
Matt Lavoie	Rochester	NH	3867 US	9/26/2019
Jessica Letourneau	Rochester	NH	3867 US	9/26/2019
Valerie Lemelin	Rochester	NH	3867 US	9/26/2019
Danny Melendez	Rochester	NH	3867 US	9/26/2019
Kealia Craig	Rochester	NH	3867 US	9/26/2019
Debbie Nelson	Rochester	NH	3868 US	9/26/2019
katherine cauley	rochester	NH	3867 US	9/26/2019
Jackson S.	Rochester	NH	3867 US	9/26/2019
Bryce Lavoie	Rochester	NH	3867 US	9/26/2019
Jeffrey Amorim	Rochester		3867 US	9/26/2019
James Benton	Rochester	NH	3867 US	9/26/2019
Martin Riordan	Rochester	NH	3067 US	9/26/2019
Shaina B	Rochester	NH	3867 US	9/26/2019
Bob Nadeau	Rochester	NH	3867 US	9/26/2019
Brandon Connors	Rochester	NH	3868 US	9/26/2019
Karen Speltz	Rochester	NH	3867 US	9/26/2019
Kevin Casey	Rochester	NH	3867 US	9/26/2019
Ian Christie	Rochester	NH	3867 US	9/26/2019
Danielle Warren	Rochester	NH	3867 US	9/26/2019
Dawn Libby	Rochester	NH	3868 US	9/26/2019
Katie Michaud	Rochester	NH	3867 US	9/26/2019
Kevin Gosselin	Rochester	NH	3867 US	9/26/2019
Matt Gagnon	Rochester	NH	3867 US	9/26/2019
Elizabeth Gooley	Rochester	NH	Great coach US	9/26/2019
MICHA PROULX	Rochester	NH	3868 US	9/26/2019
Marguerite Smith	Rochester	NH	3867 US	9/26/2019
Aiden Stanton	Rochester	NH	3867 US	9/26/2019
Julie Parker	Rochester	NH	3867 US	9/26/2019
Jody Gooley	Rochester	NH	3868 US	9/26/2019
Mark and Donna Chase	Rochester	NH	3867 US	9/26/2019
Erica Avery	Rochester	NH	3867 US	9/26/2019
Bruce Demers	Rochester	NH	3867 US	9/26/2019
Johnson Joseph	Rochester	NH	3868 US	9/26/2019
Doug Brochu	Rochester	NH	3867 US	9/26/2019
conor bryant	Rochester		3867 US	9/26/2019
Angela Gagne	rochester		3867 US	9/26/2019
Amy Malone	Rochester	NH	3867 US	9/26/2019
Michelle Shepard	Rochester	NH	3867 US	9/26/2019
Linda White	Rochester	NH	3867 US	9/26/2019
Laurie Foster	Rochester	NH	3867 US	9/26/2019
Ashley Higgins	Rochester	NH	3867 US	9/26/2019
Duane Bernier	Rochester	NH	3867 US	9/26/2019
Jason Fogg	Rochester	NH	3867 US	9/26/2019

Keagan Calero	Rochester	NH	3867 US	9/26/2019
Mark Roberts	Rochester	NH	3867 US	9/26/2019
Janet Richardson	Rochester	NH	3867 US	9/26/2019
Brittney Wiggin	Rochester	NH	3868 US	9/26/2019
Cynthia Fowler	Rochester	NH	3868 US	9/26/2019
Kaleb O'Connor	Rochester	NH	3867 US	9/26/2019
Marc Lapointe	Rochester	NH	3839 US	9/26/2019
Kelli Allen	Rochester	NH	3867 US	9/26/2019
Melissa Perusse	Rochester	NH	3867 US	9/26/2019
Jenn Jackson	Rochester		3867 US	9/26/2019
Karen Stokes	Rochester	NH	3867 US	9/26/2019
Steven Plotkin	Rochester	NH	3867 US	9/26/2019
Daniel Boumel	Rochester	NH	3867 US	9/26/2019
Ashley Pierson	Rochester	NH	3867 US	9/27/2019
Megan Sanfacon	Rochester	NH	2169 US	9/27/2019
Paul Cormier	Rochester	NH	3867 US	9/27/2019
Denise Chick	Rochester	NH	3867 US	9/27/2019
Katie Daniels	Rochester	NH	3867 US	9/27/2019
Melissa Roe	ROCHESTER	NH	3839 US	9/27/2019
Patrick Marcotte	Rochester	NH	2129 US	9/27/2019
Patrick Gagnon	ROCHESTER	NH	3867 US	9/27/2019
Robert States	Rochester	NH	3868 US	9/27/2019
Maelyn Morrison	Rochester	NH	3867 US	9/27/2019
Kenneth Viel	Rochester	NH	3867 US	9/27/2019
Megan breton	Rochester	NH	3867 US	9/27/2019
Ezra Lengkey	Rochester	NH	3867 US	9/27/2019
Jill Panteledes	Rochester	NH	3868 US	9/27/2019
Tod Thone	Rochester	NH	3867 US	9/27/2019
Cristina Petropoulos	Rochester	NH	3867 US	9/27/2019
Ali Petropoulos	rochester	NH	3868 US	9/27/2019
Darian Berry	Rochester	NH	3867 US	9/27/2019
Alan Clement	Rochester	NH	3867 US	9/27/2019
Scott Towle	Rochester	NH	3839 US	9/27/2019
David Chick	Rochester	NH	3867 US	9/27/2019
Mark Berry	rochester	NH	3867 US	9/27/2019
Kathi Ciccotelli	Rochester		3867 US	9/27/2019
Kevon Towle	Rochester	NH	3867 US	9/27/2019
Jamie Ferullo	Rochester	NH	3867 US	9/27/2019
Stephen McKenney	Rochester	NH	3868 US	9/27/2019
Julie Lapierre	Rochester	NH	3867 US	9/28/2019
Lisa Clark	Rochester	NH	3867 US	9/28/2019
Brandon Savoie	Rochester	NH	3867 US	9/28/2019
Rob Benjamin	Rochester	NH	3867 US	9/28/2019
Karen Lambert	Rochester	NH	3867 US	9/28/2019
Christine Sorensen	Rochester	NH	3867 US	9/28/2019
Marsha and Clint Lapierre	Rochester	NH	3867 US	9/29/2019
Karisa Durkee	Rochester	NH	3867 US	9/29/2019

Allison Metayer	Rochester	NH	3868 US	9/29/2019
Sherry States	Rochester	NH	3868 US	9/29/2019
Jessica nasuti	Rochester	NH	3867 US	10/1/2019
Gregory Ingalls, JR	Rochester	NH	3867 US	10/4/2019
Donnie Donahue	Rochester	NH	3867 US	10/5/2019
Roger Larrabee	Rochester	NH	3867 US	10/12/2019
Jennifer Larrabee	Rochester	NH	3867 US	10/12/2019
Benjamin Brand	Rochester	NH	3867 US	10/12/2019
Sydnee Thompson	Rochester	NH	3867 US	10/13/2019
C Proulx	Rochester	NH	3867 US	11/8/2019
Marilyn Berry	Rochester	NH	3867 US	11/8/2019
Jean-Paul Paradis	Worcester	MA	1601 US	9/25/2019
Cal Connelly	Worcester	MA	1609 US	9/25/2019
Jaime Frost	Worcester	MA	1601 US	9/26/2019
Brittany Horrigan	Wolfeboro	NH	3894 US	9/25/2019
Tracey White	Wolfeboro	NH	3894 US	9/26/2019
Aaron Morrissey	Wolfeboro	NH	3894 US	9/27/2019
Roland Mayo	Winter Park	NH	3867 US	9/26/2019
Linda Connelly	Westbrook	ME	4092 US	9/25/2019
Mike Page	Waianae	HI	96792 US	9/25/2019
pamela kenyon	Tyngsboro	MA	1879 US	9/26/2019
Bonny Young	Thessaloniki		Greece	9/25/2019
Jonathan Dube	Standish	ME	4084 US	9/26/2019
Norman Preston	Springfield	MA	1104 US	9/26/2019
Mitchell Stokes	Springfield	MA	1109 US	9/26/2019
Christopher Bittner	Spring Hill		34606 US	9/29/2019
Emily Smith	South Portland	ME	4106 US	9/26/2019
Justin Slattery	Somerville	MA	2144 US	9/26/2019
Quinn Connelly	Somerville	MA	2145 US	9/26/2019
Aliscia Ouellette	Somersworth	NH	3878 US	9/26/2019
Pauline Durand	Somersworth	NH	4878 US	9/27/2019
Jerry Lachance	Somersworth	NH	3878 US	9/28/2019
Danielle Maskell	Secaucus	NJ	7094 US	9/25/2019
Michelle Bernier	Secaucus	NJ	7094 US	9/26/2019
Jamie Christie	Secaucus	NJ	7094 US	9/26/2019
Barry Stevens	Secaucus	NJ	7094 US	9/27/2019
Thomas Yokubinas	Santa Monica	CA	90404 US	9/26/2019
Jennifer Gilman	Sanbornville	NH	3872 US	9/25/2019
kim veno	Sanbornville	NH	3872 US	9/26/2019
David Takis	Sanbornville	NH	3872 US	9/26/2019
Corey O'Neill	Sanbornville	NH	3872 US	9/26/2019
Caroline Kinville	Sanbornville	NH	3872 US	9/27/2019
Caitlyn O'Connell	Salem	MA	1970 US	9/25/2019
PJ Juneau	Salem	NH	3079 US	9/26/2019
Kristen Trueworthy	Portsmouth	NH	3801 US	9/29/2019
Matt Bennett	Point Pleasant Beach	NJ	8742 US	9/29/2019
Kim Gauquier	Plymouth	NH	3264 US	9/25/2019

Thomas DeLorenzo	Plymouth	NH	3264 US	10/12/2019
DJ Howard	Plaistow	NH	3865 US	9/29/2019
Ryan Vanveelen	Pittsburgh		15233 US	9/28/2019
Hoon CHUNG	Philadelphia		19147 US	9/27/2019
Steve Hamerski	Pawtucket	RI	2861 US	9/26/2019
Kathryn Frothingham	Ossipee	NH	3864 US	9/26/2019
Rick Blodgett	Orlando	FL	32827 US	9/26/2019
Deborah Scott	North Conway		3860 US	9/26/2019
Julie Sommerfelt	Newmarket	NH	3857 US	9/27/2019
Chris States	Newark	NJ	7175 US	9/26/2019
Jenni Jordan	New York	NY	10118 US	9/27/2019
John Ellis	New Jersey	NY	7421 US	9/28/2019
Chris Cartier	New Durham	NH	3855 US	9/25/2019
Darlene Checchi	New Durham	NH	3855 US	9/25/2019
Ray Parker	Nashua	NH	3064 US	9/26/2019
Jamie Adrien	Nashua	NH	3064 US	9/26/2019
Steven Tompson	Milton	NH	2129 US	9/25/2019
Daniel Colbath	Milton	NH	3851 US	9/27/2019
Joshua Lambert	Milton	NH	3851 US	9/27/2019
Brian Taylor	Middleton	NH	3887 US	9/25/2019
Jean Boutwell	Medford	MA	2155 US	9/26/2019
Chris Buslovich	Matthews	NC	28104 US	9/25/2019
Mason Howard	Marshall		47872 US	9/27/2019
Aidan Brav	Manteno		60950 US	9/27/2019
Lucas Croteau	Manchester	NH	3104 US	9/26/2019
Eric Foster	Manchester	NH	3104 US	10/4/2019
William Bazin	Ludlow	MA	1056 US	9/26/2019
Tracey Lewis	Littleton	NH	3561 US	9/28/2019
Cheryl Schoch	Lehighton	PA	18235 US	9/26/2019
Ann Berry	Lancaster	SC	29720 US	9/27/2019
Bryan Nataren	Lafayette		47909 US	9/28/2019
Jacin Demers	Ladson	SC	29456 US	9/26/2019
Bailey Fowler	Kew Gardens		11415 US	9/26/2019
Brooke Breen	Hudson	NH	3051 US	10/5/2019
Tom Fischer	Hooksett	NH	3106 US	9/26/2019
james newcomb	Henniker	NH	3242 US	9/25/2019
Jim Freeman	Haverhill	MA	1832 US	9/26/2019
Lindsey Delage	Hampton	NH	3842 US	9/26/2019
Kevin Lynch	Hampton	NH	3842 US	10/12/2019
Ryan Bernier	Grafton	NH	3240 US	9/29/2019
Karl Douglas	Glastonbury	CT	6033 US	9/26/2019
Stephen Lacasse	Gardiner	ME	4345 US	9/25/2019
Beany Tarmey	Galivants Ferry	SC	29544 US	9/26/2019
Gerry Gilbert	Galivants Ferry	SC	29544 US	9/29/2019
Dan Cotter	Frisco	CO	80443 US	9/27/2019
Don Dinwoodie	farmington	NH	3835 US	9/26/2019
KJ Cardinal	Farmington	NH	3835 US	9/26/2019

William Hughes	Farmington	NH	3835 US	9/26/2019
Gabe Tarrants	Farmington	NH	3825 US	9/27/2019
Tammy Barrett (Fowler)	Farmington	NH	3835 US	9/28/2019
Jessica Tufts	Etna	NH	3750 US	9/26/2019
Owen Sosa	Englishtown		7726 US	9/28/2019
Gyanes Yelnki	Elk Grove Village		60007 US	9/29/2019
Scott Gilman	East Walpole	MA	2032 US	9/25/2019
marc savoie	Durham	NC	27701 US	9/28/2019
Dennis Labbe	Dover	NH	3820 US	9/25/2019
Justin Curtis	Dover	NH	3820 US	9/25/2019
kathleen mayo	Dover	NH	3820 US	9/26/2019
Jennifer Bryant	Dover	NH	3820 US	9/26/2019
Bailey Desautel	Dover	NH	3820 US	9/26/2019
Alex Beauchner	Dover	NH	3820 US	9/26/2019
matt Rogers	Dover	NH	3820 US	9/26/2019
Kathy Toof	Dover	NH	3820 US	9/26/2019
Savannah Carberry	Dover	NH	3820 US	9/27/2019
Chris Proulx	Dover	NH	3820 US	11/12/2019
Steve Watson	Cumming	GA	30040 US	9/26/2019
Joan Knights	Cumming	GA	30040 US	9/26/2019
Kim Cochrane	Covington	KY	41014 US	9/26/2019
Rileigh Casey	Coventry	CT	6238 US	9/26/2019
Cheryl Porelle	Colonia	NJ	7067 US	9/26/2019
Erin Higgins	Cody	WY	82414 US	9/26/2019
Arturo Ramos	Clearlake		95422 US	9/28/2019
Michelle Hyatt	Charlotte	NC	28227 US	9/25/2019
Tavia Williams	Charlotte	NC	28277 US	9/25/2019
Derek Plaisted	Celebration	FL	34747 US	9/27/2019
Joanne Janelle	Canaan	NH	3741 US	9/25/2019
Mike Trogler	Cambridge	MA	2138 US	9/26/2019
Andrew Trogler	Cambridge		2138 US	9/26/2019
Madi Trogler	Cambridge	NH	3867 US	9/26/2019
Kurt Douglas	Cambridge	MA	2138 US	9/27/2019
Joe Molzen	Buffalo	NY	14215 US	9/26/2019
Aaron Roy	Bridgewater	MA	2324 US	9/26/2019
Sara Cotter	Breckenridge	CO	80424 US	9/27/2019
Brandon Sutton	Boxford	MA	1921 US	9/27/2019
Sean Cronin	Bow	NH	3304 US	9/26/2019
Bill Dawes	Boston	MA	2163 US	9/26/2019
Tim Lee	Boston	MA	2204 US	9/26/2019
Mason Lavoie	Boston	MA	2115 US	9/26/2019
Chris Parker	Boston	MA	2127 US	9/27/2019
Joshua Covell	Belleville	IL	62221 US	9/26/2019
Gregory Sylvain	Bedford	NH	3110 US	9/25/2019
Justin McIsaac	Bedford	NH	3110 US	10/17/2019
Dana Kirkwood	Barrington	NH	3825 US	9/26/2019
Laura Hodgkins	Barrington	NH	3825 US	9/26/2019

Emily Girard	Barrington	NH	3825 US	9/27/2019
Brian j boisvert	Barrington	NH	3825 US	9/27/2019
Christopher Smith	Atlanta	GA	30307 US	9/28/2019
Kaitlin Pressley	Atlanta	GA	30307 US	9/28/2019
Michael Lambert	Athens	GA	30606 US	9/28/2019
Jackson Toof	Annandale	VA	22003 US	9/26/2019
Danielle McGinty	Amesbury	MA	1913 US	9/26/2019
Gregory Lacasse			US	9/25/2019
Chelsey McQuate			US	9/26/2019
Brian Cronin		NH	US	9/26/2019
Beau Betz			US	9/26/2019
Kelly Kasprzyk			US	9/26/2019
Luke Roberts			US	9/27/2019
Dylan Dowe			US	9/27/2019
Ken Dorney			US	9/27/2019

Name	City	State	Postal Code	Country	Commented On	Comment
Joshua Covell	Belleville	IL	62221	US	9/26/2019	"Awesome man, awesome coach!!"
Jen Trogler	Rochester	NH	3867	US	9/26/2019	"This is a no brainer. I hope this can go through. He continues to devote so much of his time to the kids." "I know this petition asked for only current Rochester residence to sign it; however, I learned the game from him and played under his tutelage and guidance for many years as did countless others. We may not live in the area now, but it will always be home. This is a great initiative and I look forward to attending the dedication ceremony one day..."
Jackson Toof	Annandale	VA	22003	US	9/26/2019	"Tim is a great guy and always had awesome advice when we played softball together. Always coaching even on the field!"
Steve Watson	Cumming	GA	30040	US	9/26/2019	"This is long overdue!"
Jeffrey Amorim	Rochester		3867	US	9/26/2019	"He is a great coach and understands his athletes!"
Erica Avery	Rochester	NH	3867	US	9/26/2019	"He is a great coach and a great person to my friend Mark Roberts best coach ever for spaudling" "It is a rare person who spends as much time as Tim has with the youth in Rochester. He is very deserving of this!!"
alex beauchner	Dover	NH	3820	US	9/26/2019	"Coach Tim is one of my very best friends. I would be so happy if he was honored in this way. Great idea!"
Cynthia Fowler	Rochester	NH	3868	US	9/26/2019	"Devoted Coach, and an extremely admired mentor!! A true leader to the youth in this community!"
Mark Roberts	Rochester	NH	3867	US	9/27/2019	"He is so deserving of this honor!!"
Robert States	Rochester	NH	3868	US	9/27/2019	"I have known coach Cronin for 20 years he was a referee when I played basketball in middle School and high school"
Kathi Ciccotelli	Rochester		3867	US	10/5/2019	"Tim Cronin is genuine and generous with the time and sage advice he has given to Rochester's youth and has never expected anything in return. This is a fitting tribute to a man of his humble character, outstanding caliber and exemplary volunteerism of 30 years! Just DO IT!"
Donnie Donahue	Rochester	NH	3867	US	11/8/2019	
Marilyn Berry	Rochester	NH	3867	US		

**DRAFT – CITY OF ROCHESTER FY 20 CDBG ACTION PLAN AMENDMENT –
ROCHESTER OPERA HOUSE CHAIRLIFT**

**Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal
Year 2020**

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

WHEREAS, the City of Rochester has received a bid on the approved Rochester Opera House Chairlift project in excess of the allocated FY 2020 Community Development Block Grant (CDBG) allocated funds;

WHEREAS, the City of Rochester has unexpended FY 2019 CDBG funds available to be reallocated to present CDBG projects;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Nine Thousand Three Hundred Forty-Eight Dollars (\$9,348.00) in unexpended prior year CDBG funds for the Rochester Opera House Chairlift project.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned FY 2019 CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

*Intentionally
left blank...*

City Clerk's Office



11/27/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

11/27/2019

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows

Article 27
Miscellaneous Provisions

[Amended 7-7-2015]

§ 275-27.1 Buffers for residential property.

- A. All nonresidential development, including any parking and storage areas, shall be screened/buffered from any adjacent residential property situated to the side or rear as stipulated by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. See Figure 27-A, Screening Between Commercial and Residential Uses, as an example.
- B. All multifamily development, consisting of three units or more, including parking areas, shall be screened/buffered from any adjacent single-family dwellings situated to the side or rear as required by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. This requirement does not apply in situations where multifamily development is specifically designed to integrate with single-family dwellings in mixed-use developments.

Figure 27-A, Screening Between Commercial and Residential Uses

§ 275-27.2 Cemeteries.

Pursuant to RSA 289:3, III, there shall be no construction, excavation, or development, nor placement of any buildings, structures, signage, or parking, inside or within 25 feet of a known burial site or within 25 feet of the boundaries of an established burial ground or cemetery. For the purposes of this section, the term "excavation" shall include the disturbance to a depth of 12 inches or more of soil for activities such as landscaping, utility trenching, tree planting, etc. No healthy tree with a diameter at breast height of eight inches or more may be cut or removed within 25 feet of any established burial ground or cemetery except by special exception for good cause and with appropriate mitigation. No new chain-link fence shall be installed in or around any cemetery.

§ 275-27.3 Impact fees.

A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21, ~~in order to:~~

- ~~(1) Promote public health, safety, convenience, and welfare;~~
- ~~(2) Ensure that adequate and appropriate public facilities are available;~~
- ~~(3) Provide for the managed development of the municipality and its environs;~~
- ~~(4) Mitigate the impact of development of land that would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such~~

~~(5) Ensure the proper arrangement and coordination of streets.~~

(1) To assess new development for its proportionate share of the public capital facility costs.

B. Authority.

- (1) Impact fees may be assessed to new development to compensate the City of Rochester and the School District **Department** for the proportional share of capital facilities generated by new development in the City of Rochester **a proportionate share of the cost of the capital facility needs occasioned by new development.** Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.
- (2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of off-site improvements to public facilities affected by the development.
- (3) ~~Nothing in this section shall be construed to limit the existing authority of the Planning Board to disapprove proposed development which would require an excessive expenditure of public funds, or which would otherwise violate applicable ordinances and regulations. Nothing in this section shall be construed to limit the Planning Board's authority to require off-site work to be performed by the applicant, in lieu of paying an impact fee, or the Board's authority to impose other types of conditions of approval. Nothing in this section shall be construed to affect types of fees governed by other statutes, ordinances or regulations.~~ **Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.**

C. Definitions. For the purposes of this section, the following terms shall have the meanings indicated:

IMPACT FEE

A fee or assessment imposed upon development, including subdivision or building construction, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the City of Rochester **or the Rochester School Department**, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; stormwater, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space.

NEW DEVELOPMENT

- (1) An activity that results in any one of the following:
 - (a) The creation of a new dwelling unit or units;
 - (b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;

- (c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or
- (d) The conversion of an existing use to another use if such change results in ~~an net increase in floor area and such change creates a net increase in the demand on public capital facilities that are the subject of impact fee assessments, unless waived by the Planning Board.~~
- (2) New development shall not include the replacement of an existing manufactured home or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in its size, density or type of use, and where there is no net increase in demand on public capital facilities.

OFF-SITE IMPROVEMENTS

Off-site improvements means highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval.

D. Assessment methodology.

- (1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.
- (2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

E. Administration.

- (1) Accounting. In accord with RSA 673:16, II, and 674:21, V(c), impact fees shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fees were collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Rochester or the Rochester School District for the funding of capital improvements that are the subject of impact fee assessment, impact fees from the appropriate related capital facility impact fee accounts may be applied to pay debt service on such bonds or similar debt instruments.
- (2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. ~~In determining the amount of the impact fee, when the net increase in floor area has~~

- (3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.
- (4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy; ~~provided, however, that in projects where off-site improvements are to be constructed simultaneously with a project's development, and where the City has appropriated the necessary funds to cover such portions of the work for which it will be responsible, the City may advance the time of collection of the impact fee to the issuance of a building permit.~~ If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment.
- (5) Refund of fees paid. The current owner of record of property for which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:
 - (a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or
 - (b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.

F. Appeals.

- (1) A party aggrieved by a decision made by the Building Inspector regarding the assessment or collection of impact fees authorized by this section may appeal such decision to the Planning Board.
- (2) In accord with RSA 676:5, III, appeals of the decision of the Planning Board in administering this section may be made to Superior Court, as provided in RSA 676:5, III, and 677:15.

G. Waivers. The Planning Board may grant full or partial waivers of impact fees where the Board finds that one or more of the following criteria are met with respect to the particular public capital facilities for which impact fees are normally assessed:

- (1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age ~~62~~ 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years.
- (2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a

11/27/2019

waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which construction is proposed. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**

- (3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities, the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.
- ~~(4) The Planning Board is responsible, when there is a change in use, for determining the net increase on public capital facilities and may agree to waive the entire fee if it determines that its collection and administration will exceed its value to the City.~~
- (4) The Planning Board shall waive all of an impact fee assessment for properties located in the Downtown Commercial District, with the district boundaries defined as the boundaries that exist at the time of the approval of this amendment.**
- (5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two (2) years.**

§ 275-27.4 Lots split by municipal boundaries.

For lots split by municipal boundaries the provisions of RSA 674:53 shall apply. In applying dimensional controls to that portion of the lot within Rochester, the dimensions of the entire lot shall be considered without reference to the City line.

§ 275-27.5 Rivers and shoreland protection.

(Note that listed rivers are subject to change.)

- A. Shoreland protection. Provisions of the New Hampshire Comprehensive Shoreland Protection Act, RSA 483-B, apply to bodies of water included under that Act.
- B. Rivers management. The Isinglass River and the Cocheco River are protected under the New Hampshire Rivers Management and Protection Program, RSA 483.

§ 275-27.6 Lots split by zoning district boundaries.

Where the boundary line of a zoning district divides a lot in single or joint ownership at the time of passage of the ordinance establishing the boundary line, the following provisions shall apply:

- A. The uses and other standards for either district may, at the option of the owner, extend beyond the zoning boundary line up to a maximum distance of 100 feet from that zoning boundary line. For any area in which this allowance is used, for any period of time in which this allowance is used, that area shall be treated as if its zoning designation were the zone that is being extended.

- 11/27/2019
- B. The provisions of Subsection **A** of this section shall not apply to a lot divided by the Recycling Industrial Zoning District boundary line. In the case of a lot divided by the Recycling Industrial Zoning District boundary line, the uses and regulations permitted and/or applicable to the Recycling Industrial Zoning District shall not be extended into the adjoining zoning district.
- C. Overlay districts. The provisions of this section shall not apply to overlay districts.

§ 275-27.7 Temporary noncompliance.

The Director of Building, Zoning, and Licensing Services is authorized to approve a temporary permit/approval for a noncomplying structure or a noncomplying use incidental to a development where it is reasonably required for that development on a temporary basis. The permit/approval may be issued where the Director of Building, Zoning, and Licensing Services reasonably determines that:

- A. The temporary structure or use will not be counter to the public interest.
- B. The temporary structure or use will not harm any abutter.
- C. The temporary structure or use will not be counter to the spirit of this chapter.
- D. Proper safeguards are taken.
- E. A reasonable time frame has been established.
- F. No reasonable alternative is available.
- G. Appropriate surety has been provided to ensure compliance with the conditions above.

§ 275-27.8 Planned unit developments.

Four planned unit developments (PUDs) were approved by the City of Rochester under a City ordinance which is no longer in effect, Section 42.32, Planned Unit Developments, adopted December 5, 2001, and amended December 7, 2004. The creation of new planned unit developments is not permitted under this chapter. The four approved PUDs, including Secretariat Estates, Highfield Commons, the Homemakers, and the Villages at Clark Brook (the original names), may be built in accordance with the provisions of Section 42.32 of the former Zoning Ordinance and the approved master plans for each of those PUDs.

These changes shall be effective upon passage.



11/27/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Conditional Uses Within the Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 21.4.I of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

I. Multifamily dwellings/developments in Downtown Commercial District as referenced in Chapter 275-20.2 (K)(4) shall:

- 1) Have a sprinkler system installed as required by building and fire codes.
- 2) Shall reserve a space to allow for a duct system as required by building codes.

These amendments shall take effect upon passage.

*Intentionally
left blank...*

City Clerk's Office



11/27/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (4) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

4) Downtown Commercial District. Within the Downtown Commercial (DC) District, multifamily is allowed with the following restrictions:

(a) For parcels fronting on the streets noted below, ground floor space of 30' multiplied by the building frontage, or (700 sq. ft.) (800 sq. ft.)*, whichever is greater, shall be reserved for non-residential uses as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code. Any area excluded due to building code and/or fire code shall not count toward the minimum. This applies to the entire portion of the building fronting on the street. The remaining area of the first floor may contain residential units as a conditional use.

- viii. Union Street
- ix. North Main Street south of North Main Street Bridge
- x. South Main Street
- xi. Wakefield Street south of Columbus Avenue
- xii. Hanson Street
- xiii. Museum Way
- xiv. Columbus Avenue (from Summer Street to South Main Street)

(b) The first floor commercial space may be split into different commercial uses totaling the required square footage.

(c) DC Zone District parcels not fronting on the above streets may contain multifamily use and units on all floors without restrictions.

These amendments shall take effect upon passage.

*Intentionally
left blank...*

City Clerk's Office

Resolution Authorizing Acceptance of \$463.14 from the State of New Hampshire

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

That Four Hundred Sixty Three and 14/100 Dollars (\$463.14) is hereby accepted from the State of New Hampshire as part of State forfeiture funds due to the Rochester Police Department.

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

*Intentionally
left blank...*

City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

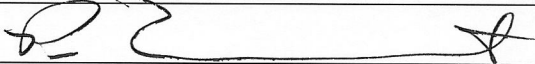
Seeking permission from Council to accept State forfeiture funds in the amount of \$463.14

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next December 2019 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	11/14/19	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State of NH
ACCOUNT NUMBER	61032010-561032-205XX
AMOUNT	\$463.14
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept forfeiture funds in the amount of \$463.14. These funds were seized from a drug arrest and awarded to us from the State.

RECOMMENDED ACTION

Accept funds in the amount of \$463.14.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Requesting Council accept State forfeiture funds in the amount of \$463.14 from the State of NH.

Date: 11/14/19

Fiscal Year: FY20

Fund (select):

GF ☐Water ☐Sewer ☐Arena ☐CIP ☐Water CIP ☐Sewer CIP ☐Arena CIP ☐Special Revenue ☒Fund Type: Lapsing ☐Non-Lapsing ☒

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61032010	561032	205XX	-	\$463.14	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6103002	402148	205XX	-	\$463.14	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # N/A

CFDA # N/A

Grant # N/A

Grant Period: From N/A
To N/A

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

*Intentionally
left blank...*

City Clerk's Office

**Supplemental Appropriation to the
Rochester School Department in the amount of \$1,335,993.00**

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

That the amount of One Million Three Hundred Thirty Five Thousand Nine Hundred Ninety Three Dollars (\$1,335,993.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

*Intentionally
left blank...*

City Clerk's Office

12/3/2019 UNASSIGNED FUND BALANCE REVIEW		
A UNASSIGNED FUND BALANCE RECONCILIATION	AMOUNT	Notes
Jun-18 MS-535-Unassigned Fund Balance	18,445,818	
FYE19 Unassigned Fund Balance- Increase	4,742,193	
MS-535 Unassigned Fund Balance-Total	23,188,011	
FYE19 Unassigned Fund Balance Percentage	23.04%	
Maximum Allowed by Ordinance	17.00%	
Unassigned Balance Amount Exceeding 17%	\$6,078,723	
B FY20 COUNCIL COMMITTED		
FY20 Council Committed	(\$2,959,966)	
Unassigned Balance Exceeding 17%-Bal	\$3,118,757	Unassigned from less already committed
C FY20 ANTICIPATED OTHER REVENUE ADDITIONS		
Add-WM Host Fees-School	\$878,127	FY20 Amount From School
Add-Municipal Aid	\$686,077	Municipal Aid to City
FY20 Anticipated Other Revenue Additions	\$1,564,204	
D Unassigned Balance Exceeding 17%-Bal (B+C)	\$4,682,961	
E Total New Recommendations for Unassigned Fund Balance	\$5,207,366	
F Additional Unassigned Fund Balance below 17% to Meet New Recommendations	\$524,405	
G REVISED UNASSIGNED FUND BALANCE (UFB) RECONCILIATION		
FYE19 Unassigned Fund Balance	\$23,188,011	
FY20 Council Committed/Assigned	(\$2,959,966)	
FY20 Recommended Use of UFB from Finance Committee	(\$3,571,373)	12/3 CC Agenda Item #10.5.1
FY20 Recommended Use of UFB for School Supplemental	(\$1,335,993)	12/3 CC Agenda Item #13.6
FY20 Supplemental Downtown Revitalization	(\$300,000)	12/3 CC Agenda Item #13.8
FY20 -ADD WM Host Fees-School	\$878,127	
FY20-ADD Municipal Aid	\$686,077	
Revised Unassigned Fund Balance	\$16,584,883	
Estimated percentage	16.48%	

*Intentionally
left blank...*

City Clerk's Office



11/27/2019

City of Rochester Formal Council Meeting

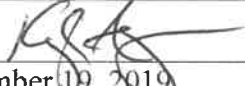
AGENDA BILL

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

AGENDA SUBJECT

Supplemental Appropriation

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE	December 3, 2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	November 19, 2019		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	\$1,335,993
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The Rochester School Department is requesting a supplemental appropriation in the amount of \$1,335,993 due to unanticipated Special Education costs beyond the budget.

RECOMMENDED ACTION

Council Approval Recommended

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**

Project Name: Supplemental Appropriation

Date: 11/19/2019

Fiscal Year: 2020

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						
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 ☐

City of Rochester School Department

Mr. Kyle M. Repucci

Superintendent of Schools
e-mail: repucci.k@rochesterschools.com

Dr. Sandie MacDonald

Assistant Superintendent of Schools
e-mail: macdonald.s@rochesterschools.com

Mrs. Linda Bartlett

Business Administrator
e-mail: bartlett.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



November 18, 2019

Mr. Blaine Cox, City Manager
and the Rochester City Council
Rochester City Hall
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Cox and Council Members:

At its regular meeting of November 14, 2019 the Rochester School Board authorized me to request approval of a Supplemental Appropriation in the amount of \$1,335,993. This is due to unanticipated Special Education expenses including tuition and transportation of out of district students.

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

Sincerely,

Kyle M. Repucci
Superintendent of Schools

KMR/clm

cc Rochester School Board

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF
COMMUNITY OF ACTION FOR LEAD SAFETY STIPEND**

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

WHEREAS, that a Community of Action for Lead Safety program stipend in the amount of One Thousand Dollars (\$1,000.00), for the promotion of lead safety education and the reduction of lead poisonings, is hereby accepted by the City of Rochester;

WHEREAS, the City Council acknowledges that the total cost of this project will be One Thousand Dollars (\$1,000.00), to be taken from the Economic Development Department operations budget and reimbursed through the stipend funds;

THEREFORE, that the sum of One Thousand Dollars (\$1,000.00) be, and hereby is, appropriated to the Economic Development Department budget for the purpose of carrying out the purposes of the Community of Action for Lead Safety program;

FURTHER, 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.

*Intentionally
left blank...*

City Clerk's Office

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing **Deauthorization**

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

Appropriation

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



11/27/2019

City of Rochester Grant**City Manager Approval****GRANT SUBJECT & AMOUNT:**

NH Listens – Lead Safety Technical Assistance Project

TODAY'S DATE:	December 3, 2018
DEPT. HEAD SIGNATURE:	Karen Pollard, on file
APPLICATION DEADLINE:	December 1, 2018
ATTACHMENTS	Yes No X

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	
CITY MANAGER:	<i>Blair C. [Signature]</i> 12.3.2018

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	Matching funds are not required.
SOURCE ACCOUNT NUMBER:	N/A
MATCH AMOUNT:	N/A
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

LEGAL AUTHORITY

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

SUMMARY STATEMENT

New Hampshire Listens, Conservation Law Foundation, and New Hampshire Legal Assistance are working to assemble a cohort of six communities committed to tackling the problem of lead poisoning locally. From approximately February to June of 2019, New Hampshire Listens will convene all of the teams from each community in a series of full- and half-day meetings. The first session will provide important information about the causes and impacts of childhood lead poisoning, and applicable laws and regulations. Each Community of Action team will receive a "Tool Kit for Action" with templates for potential local regulations and information about the authority of local health officials related to reducing lead hazards.

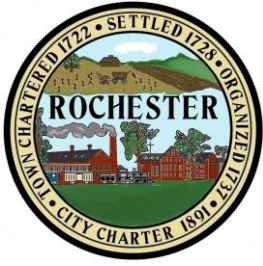
During the convening process, and for four months after, NH Listens, CLF, and NHLA will provide technical support to each of the teams in their local efforts to reduce lead poisoning. This will include up to \$1,000

to each community's team to help cover costs associated with their local implementation efforts.

The Community Development Coordinator has recruited city staff from the Planning and Building, Zoning, and Licensing Services departments to participate in the project, as well as the Community Action Partnership of Strafford County. Goodwin Community Health and the Rochester School Department are also considering participation.

RECOMMENDED ACTION

The Community Development Coordinator requests that the City Manager approve the submittal of a letter of interest to participate in the proposed project to work on lead poisoning prevention.



City of Rochester, New Hampshire
Office of Community & Economic Development
31 Wakefield Street • Rochester, NH 03867
Office location: 33 Wakefield Street
(603) 335-7522
www.rochesternh.net

November 30, 2018

Michele Holt-Shannon, Director
New Hampshire Listens
UNH Carsey School of Public Policy
Huddleston Hall
73 Main St.
Durham, NH 03824

Via email: Michele.Holt-Shannon@unh.edu

Dear Ms. Holt-Shannon:

I am writing to express interest on behalf of the City of Rochester in participating in the lead poisoning community project being organized by New Hampshire Listens, the Conservation Law Foundation, and New Hampshire Legal Assistance (NHLA). Our community's team is comprised of Michelle Mears, Rochester Senior Planner; Joe Devine, Rochester Compliance Officer; Bob Veno, Rochester Health & Plumbing Inspector; Julian Long, Rochester Community Development Coordinator; Angela Mills, Executive Director for Rochester Main Street; and Betsey Andrews Parker, Chief Executive Officer for the Community Action Partnership of Strafford County. We are also in discussions with staff at Goodwin Community Health and our school department regarding their joining the Rochester team.

This program represents a perfectly timed opportunity for the City of Rochester. The City of Rochester has been designated by the state Department of Health and Human Services (DHHS) as one of eight high risk communities within New Hampshire for lead poisoning in children, and we are acutely aware of the need to ramp up efforts to prevent lead poisoning and to remediate lead-based paint in our aging housing stock. In spring 2018, the City of Rochester partnered with the New Hampshire Department of Health and Human Services to host a successful lead poisoning prevention summit. The summit was attended by city staff, NHLA staff, DHHS staff, local elected officials, local property owners, and local non-profit housing providers.

Now the city is looking to expand on these foundational efforts to strategize how best to prevent and reduce lead poisoning. We believe this program will help our team to drill down into the important details of the issue and (1) identify where best to target limited municipal resources for maximum impact, (2) how to productively partner with community organizations to implement effective lead poisoning prevention and reduction strategies; and (3) how to evaluate progress and success of our implemented strategies.

Thank you for your time and consideration. If you have any questions regarding our team or proposed project, or if you would like further information, please do not hesitate to contact me. I can be reached via email at julian.long@rochesternh.net or via telephone at 603-335-7519.

Sincerely,

Julian L. Long
Community Development Coordinator