



**City of Rochester, NH**  
**Preamble for September 1, 2020 Regular City Council Meeting**

Good Evening, as Chairperson of the (City Council, Planning Board, Police Commission, ZBA, etc), I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

Phone number: 857-444-0744      Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [PublicInput@rochesternh.net](mailto:PublicInput@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

---



**Regular City Council Meeting  
September 1, 2020  
Meeting Conducted Remotely  
6:30 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 Regular City Council Meeting: August 4, 2020  
*consideration for approval***
  - 5.2 Special City Council Meeting: August 18, 2020  
*consideration for approval***
- 6. Communications from the City Manager**
  - 6.1 City Manager's Report**
- 7. Communications from the Mayor**
  - 7.1. *Proclamation:* Shop Small**
- 8. Presentation of Petitions and Council Correspondence**
  - 8.1 Gudim Land Purchase**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

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

**10. Reports of Committees**

**10.1 Appointments Committee**

**10.1.1 New Appointment:** Trevon Scott – Recreation & Arena Commission, Regular Member – Term to expire 1/2/2021 *consideration for approval*

**10.1.2 New Appointment:** Lance Whitehill – Planning Board, Alternate Member – Term to Expire 1/2/2022 *consideration for approval*

**10.1.3 New Appointment:** Paul Giuliano – Planning Board, Alternate Member – Term to Expire 1/2/2021 *consideration for approval*

**10.1.4 Appointment:** Peter Bruckner – Planning Board, Elevate from alternate to regular member – Term to Expire 1/2/2021 *consideration for approval*

**10.1.5 Re-Appointment:** Nancy Carignan – Recreation & Arena Commission, Regular Member – Term to Expire 1/2/2023 *consideration for approval*

**10.2 Codes & Ordinances Committee**

**10.3 Community Development**

**10.3.1 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 Plan**  
*first reading and consideration for adoption*

**10.4 Fidelity Committee**

**10.5 Finance Committee**

**10.5.1 Committee Recommendation:** To upgrade part-time clerk typist position in tax collector's office to full-time *consideration for approval*

**10.6 Planning Board**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

## **10.7 Public Safety**

- 10.7.1 Committee Recommendation:** to approve temporary and permanent “rules and regulations” sign for installation at Canoe and Kayak Launch *consideration for approval*
- 10.7.2 Committee Recommendation:** To Install Caution/Tractor signs in each direction at 290-298 Chestnut Hill Road *consideration for approval*
- 10.7.3 Committee Recommendation:** To accept the signage and lighting placement per plan submitted by Waste Management for the newly relocated Rochester Neck Road *consideration for approval*

## **10.8 Public Works**

- 10.8.1 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY 2021 Paving Rehabilitation Program** *first reading and referral to public hearing*
- 10.8.2 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY 2021 Sidewalk Replacement Program** *first reading and referral to public hearing*
- 10.8.3 Committee recommendation:** To approve Oak Street in Gonic for concrete sidewalk replacement *consideration for approval*

## **11. Old Business**

## **12. Consent Calendar**

## **13. New Business**

- 13.1 Resolution Accepting \$518.85 Forfeiture Funds from the State of New Hampshire and Supplemental**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Appropriation in Connection Therewith *first reading and consideration for adoption***

**13.2 Resolution Accepting \$59,325.00 CARES Act Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption***

**13.3 Resolution Deauthorizing \$11,974.16 from Granite Shield Grant Funds *first reading and consideration for adoption***

**14. Other**

**15. Non-Public/Non-Meeting**

**15.1 Non-Public Session – Land, RSA 91-A:3, II (d)**

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

**16. Adjournment**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**Regular City Council Meeting  
August 4, 2020  
Meeting Conducted Remotely  
6:34 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Belken  
Councilor Bogan  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Hutchinson  
Councilor Lachapelle  
Councilor Lachance  
Councilor Rice  
Councilor Walker  
Deputy Mayor Lauterborn  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney  
Peter Nourse, Director of City Services  
Kyle Repucci, Superintendent

**Minutes**

**1. Call to Order**

Mayor McCarley called the Regular City Council meeting to order at 6:34 PM. The following preamble was read prior to the Public Hearing immediately preceding the Regular meeting:

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any

person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

Phone number: 857-444-0744

Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [PublicInput@rochesternh.net](mailto:PublicInput@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Kelly Walters, City Clerk, called the roll for the Regular meeting. All Councilors were present. In addition, all Councilors indicated that they were alone in the location from which they were connecting remotely, and/or mentioned whom may be passing through the room on occasion.

## **2. Opening Prayer**

Mayor McCarley asked for a moment of silence before the start of the meeting.

## **3. Pledge of Allegiance**

Mayor McCarley led the Pledge of Allegiance.

## **4. Roll Call**

The roll call was taken following the preamble earlier in the evening. All Councilors were present.

## **5. Resolution Authorizing Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00 *first reading and referral to public hearing***

Councilor Walker **MOVED** to read the resolution for a first time and refer to a public hearing. Councilor Bogan seconded. The **MOTION CARRIED** by a unanimous roll call vote with Councilor Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

### **Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00**

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

That the amount of Four Hundred Ninety Thousand Dollars (\$490,000.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated costs related to the COVID-19 pandemic response. 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.

## **6. Recess to Public Hearing**

Mayor McCarley recessed to the Public Hearing at 6:37 PM.

## **7. Reconvene Regular City Council Meeting**

Mayor McCarley reconvened the Regular City Council Meeting at 6:46 PM.

## **8. Acceptance of Minutes**

### **8.1 Regular City Council Meeting: July 7, 2020 *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the minutes of July 7, 2020 Regular Meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voting in favor of the motion.

### **8.2 Special City Council Meeting: July 21, 2020 *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the minutes of the July 21, 2020 Special Meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilor Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

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

### **9.1 City Manager's Report *forthcoming***

City Manager Cox stated that although the report was not included in the packet, a copy had been distributed to all Councilors prior to the meeting. He stated that the standard report, which were absent from the report, would be issued within the next few days.

## **10. Communications from the Mayor**

Mayor McCarley asked for an amendment to the agenda for the evening so she could introduce a resolution strongly encouraging the use of face masks during the pandemic.

Councilor Lachapelle **MOVED** to **AMEND** the agenda to allow the introduction of a masking resolution. Councilor Belken seconded the motion. The **MOTION CARRIED** by a roll call vote of 11 to 2. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Abbott, Bogan, and Mayor McCarley voted in favor of the motion. Councilors Walker and Lachance voted against the motion.

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a roll call vote of 11 to 2. Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Lachapelle, Gray, Bogan, Hamann, Belken, and Mayor McCarley voted in favor of the motion. Councilors Walker and Lachance voted against the motion. Councilor Lachapelle read the resolution for a first time by title only as follows:

**Resolution requesting all residents and visitors, in the strongest of terms, to wear appropriate face coverings while in public. All business owners and places of public accommodation, to the extent not already covered within guidance issued by the Governor, are requested to develop policies and procedures, including appropriate signage or notices, urging or requiring visitors to wear face coverings.**

WHEREAS: The condition known as coronavirus disease 2019 ("COVID-19"), which is caused by the novel coronavirus (SARS-CoV-2), is presently affecting individuals throughout the United States and the State of New Hampshire; and

WHEREAS: COVID-19 is potentially fatal, predominantly but not exclusively for those at high risk; and

WHEREAS: Continuing study into COVID-19's non-fatal effects increasingly reveals damage, including long-term irreversible damage, to various human organs, including the lungs, heart, and possibly the brain and other organs or organ systems; and

WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in

New Hampshire with respect to COVID-19 (novel coronavirus);  
and

WHEREAS: The Governor, the federal Centers for Disease Control and Prevention ("CDC"), President Trump, and the World Health Organization ("WHO") have issued or recommended further restrictions aimed at minimizing exposure to the novel coronavirus, including social distancing, hygienic practices (e.g., handwashing), and, now, face coverings; and

WHEREAS: Having had the opportunity to study the virus for several months, the CDC has confirmed that the virus spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., shouting, chanting, singing); and

WHEREAS: The CDC has also confirmed that a significant number of those infected with the virus are either asymptomatic or pre-symptomatic, yet can still readily transmit the virus to others unknowingly; and

WHEREAS: Multiple independent studies confirm, and agree, that widespread wearing of face coverings helps drastically reduce transmission of the virus to others by (i) reducing the amount of viral load exhaled or expelled into the air surrounding an infected person, and (ii) reducing the distance which that viral load travels or can travel; and

WHEREAS: Face coverings, and particularly medical grade ones, may also help protect the wearer to some degree; and

WHEREAS: Guidance from medical experts across the country strongly recommends the wearing of face coverings when in public, and particularly where a person is not able to maintain adequate distance from another person; and

WHEREAS: It is incumbent upon every resident and visitor in the City of Rochester to take all measures reasonably possible to protect the public health; and

WHEREAS: The purpose of this resolution is to ensure public awareness of the importance of face coverings, as well as ensure business owners are aware that they have the right, as a property owner or possessor, to control the manner of use of their property.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND ROCHESTER CITY COUNCIL THAT:

All residents and visitors within the City of Rochester who are medically able to are hereby requested, in the strongest of terms, to wear appropriate face coverings while in public. Face coverings should cover the nose and mouth of the person wearing it.

AND, BE IT FURTHER RESOLVED THAT:

All business owners and places of public accommodation, to the extent not already covered within guidance issued by the Governor, are requested to develop policies and procedures, including appropriate signage or notices, urging or requiring visitors to wear face coverings.

Councilor Lachapelle **MOVED** to **ADOPT**. Councilor Hutchinson seconded the motion. Councilor Gray made a parliamentary inquiry regarding whether or not a motion to send the resolution to committee would take precedence over the current motion. He suggested this matter be heard at the Codes & Ordinances Committee or be discussed first at a workshop meeting. City Attorney O'Rourke confirmed that a motion to send to a subcommittee takes precedence over the main motion, but it would require a second and is debatable. Councilor Lauterborn said that if the motion is passed, the resolution should be posted publicly on the website, bulletin boards, and all city buildings. Councilor Lachapelle clarified that the resolution is requesting that residents and visitors wear masks, but it is not a requirement. Mayor McCarley agreed that this is not a mandate but rather a strong recommendation. Councilor Hainey stated that she didn't feel the item to be heard at a subcommittee; it is a recommendation and not a mandate.

Councilor Gray **MOVED** to refer that the matter be sent to a committee. Councilor Lachance seconded the motion. Councilor Gray suggested having this heard and discussed in committee to give the public an opportunity to weigh in. He also stated that there needed to be more detail and specifics included. The **MOTION FAILED** by a roll call vote of 11 to 2. Councilors Walker and Gray voted in favor of the motion. Councilors, Hamann, Hutchinson, Belken,

Lachance, Abbott, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted against the motion.

The original **MOTION CARRIED** by a 10 to 3 roll call vote. Councilors Bogan, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Abbott, Belken, and Mayor McCarley voted in favor of the motion. Councilors Gray, Walker, and Lachance voted against the motion.

## **11. Presentation of Petitions and Council Correspondence**

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

### **12.1 Resignation: Deborah Casey – Supervisor of the Checklist Ward 3**

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation with regret and to send a letter of thanks to Ms. Casey. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley voted in favor of the motion.

## **13. Reports of Committees**

### **13.1 Fidelity Committee**

Councilor Hutchinson reported that the next meeting of the Fidelity Committee would be held on August 13<sup>th</sup> at 6:00 PM via zoom.

Councilor Lachance asked Mayor McCarley if her intent was to discuss the City Manager's evaluation at a non-public session. Mayor McCarley said that the evaluation is distributed to Council to complete and then submit to the Mayor. The Mayor will then tabulate the results and records all the comments, and these results will be placed in a packet for Council. The City Manager may or may not be called in for further discussion on the matter.

### **13.2 Finance Committee**

- 13.2.1 **Committee Recommendation:** To approve the \$9,966 purchase of a trailer for the Fire Department for storage of PPE **consideration for** approval



Councilor Lachapelle **MOVED** to **APPROVE** the Finance Committee's recommendation to purchase of a trailer for the Fire Department, for the proposed storage of PPE supplies, in the amount of \$9,966. Councilor Walker seconded the motion. The **MOTION CARRIED** by an 11 to 2 roll call vote. Councilors Rice, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hailey, Abbott, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Walker and Gray voted against the motion.

**13.2.2 Committee Recommendation: To approve the conversion of the Economic Development Microloan Program into a grant consideration for approval**

Councilor Lachapelle **MOVED** to **APPROVE** the Finance Committee's recommendation to approve the conversion of the Economic Development Microloan Program into a grant. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 to 1 roll call vote. Councilors Hailey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Bogan, Hamann, Belken, and Mayor McCarley voted in favor of the motion. Councilor Gray voted against the motion.

**13.3 Planning Board**

Councilor Walker reported that the Planning Board had met the night prior and one of the items which had passed was the 56-lot subdivision development at 828 Portland Street. The Homeless Center of Strafford County presented their design review, which was passed. It now needs to go back for design and permitting.

Mayor McCarley asked if the Homeless Center was on track for design and groundbreaking. Councilor Walker reported that there needed to be some revisions made, but the center was on track and did intend to break ground on schedule.

**13.4 Public Works**

**13.4.1 Committee Recommendation: To deny roadway access to abutting Barrington Development through the Stillwater Circle Neighborhood consideration for approval**

Councilor Walker **MOVED** to **DENY** the roadway access to abutting Barrington Development through the Stillwater Circle Neighborhood. Councilor Hamann seconded the motion. Councilor Lachapelle asked for a legal opinion

from the City Attorney on an email which had been distributed to Council in regards to the subdivision in question. City Manager Cox said there had been some confusion regarding whether or not the City had requested to have a gate. City Manager Cox stated there was no formal request made by the city; the conversation between staff and the developer had been in regards to an emergency access roadway. Councilor Walker and City Manager Cox both reported that the residents of Stillwater Circle who had spoken had not been in favor of even an emergency gate or "crash gate." City Manager Cox said there is no legal requirements for the City to have such a gate. There are also no restrictions or complications to landowners on the Rochester side of the property. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

**13.4.2 Committee Recommendation: approve the removal of the Oak tree at the front of City Hall**  
***consideration for approval***

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation for the removal of the Oak tree at the front of the City Hall building. Councilor Hamann seconded the motion. Councilor Bogan spoke in opposition of the tree being removed. She stated there was not a valid reason for the tree to be removed if the primary concern was grass not growing beneath it. She suggested planting shade grass seed or shade plants beneath the tree. Councilor Walker said that it was not only the difficulty with the grass growing, but also the trip hazard posed by the acorns which fall as well as the tree blocking out a large portion of building frontage after money had been spent to provide lighting to the building face. Councilor Gray suggested bringing the item back to committee to discuss ways of trimming the tree and maintaining it to reduce the issues rather than cutting it down. Councilor Hutchinson inquired about the cost of the tree removal. It was stated that there is not an estimate available yet. Councilor Lachapelle asked if the sidewalk had been affected due to the tree roots. City Manager Cox said that there had been issues with a drain line underneath the walkway where roots had infiltrated the pipes. The **MOTION CARRIED** by a 7 to 6 roll call vote. Councilors Belken, Hamann, Rice, Lachapelle, Walker, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Gray, Lauterborn, Hainey, Hutchinson, Abbott, and Bogan voted against the motion.

**13.4.3 Resolution Authorizing \$132,000.00 Expenditure from the RSA 162-k TIF Fund for the Innovation Drive Water-Sewer Line Extension Project**  
***first reading and consideration for adoption***

Councilor Walker **MOVED** to read the resolution by title only for the first time. Councilor Lachapelle seconded the motion. Councilor Hutchinson relayed a message which had been received by City Attorney who had lost power and was no longer connected to the meeting. Attorney O'Rourke stated that in the body of the resolution, the amount is listed as \$120,000 and should be listed as \$132,000. He stated that there needed to be a motion to amend the amount to \$132,000. Councilor Walker **MOVED** to **AMEND** the amount in the body of the resolution to \$132,000. Councilor Hutchinson seconded the motion. It was clarified that the resolution needed to be read for a first time by title only prior to any amendments being made. Councilor Walker rescinded his motion and Councilor Hutchinson rescinded his second. Mayor McCarley accepted the removal of the motion without a roll call vote. The original motion made by Councilor Walker and seconded by Councilor Lachapelle to read for the first time by title only was brought back to the table. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Lachapelle, Walker, Gray Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

**Resolution Authorizing \$132,000.00 Expenditure from the RSA  
162-k TIF Fund for the Innovation Drive Water-Sewer Line  
Extension Project**

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

That the amount of One Hundred Thirty Two Thousand Dollars (~~\$120,000.00~~) **(\$132,000.00)** is hereby authorized to be expended from the RSA 162-k TIF Fund to pay for the costs associated with the so-called Innovation Drive Water-Sewer Line Extension Project.

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.

Councilor Walker **MOVED** to **ADOPT** and **CORRECT** the resolution to reflect the correct amount of \$132,000. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Lauterborn, Abbott, Hutchinson, Hainey, Rice, Lachapelle, Walker, Gray, Hamann, Bogan, Lachance, Belken, and Mayor McCarley voted in favor of the motion.

### **13.5 Public Safety**

#### **13.5.1 Committee Recommendation: To install a “blind driveway” sign at 122 Governors Road for traffic travelling from the town of Farmington into Rochester *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee’s recommendation to install a “blind driveway” sign at 122 Governors Road, for traffic traveling from the town of Farmington into Rochester. Councilor Walker inquired if there had been discussion of the cost of the blind driveway sign being covered by the resident to whom it would benefit as has been requested in the past. Councilor Hamann clarified that this had not been discussed at the meeting. Councilor Walker stated that the sign and post averages around \$70. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Walker, Hamann, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

#### **13.5.2 Committee Recommendation: To remove the “no thru truck” signs on Autumn Street at the Highland Street end *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee’s recommendation. Councilor Lachapelle seconded the motion. Councilor Walker cautioned about having “no thru trucks” signs in such close proximity to a state road. He stated the signs also have to list weights. Peter Nourse, Director of City services, said that these large trucks must stay within a mile of designated routes (one being 202) unless they are going a terminus. He gave further details on the municipality’s role in these sign designations. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Bogan, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Belken, and Mayor McCarley voted in favor of the motion.

#### **13.5.3 Committee Recommendation: To install a streetlight at the corner of Whitehall Road an Hillcrest Drive *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee’s recommendation. Councilor Lachapelle seconded the motion. Councilor Walker asked if the motion conformed to the City streetlight policy. Councilor Hamann confirmed that this does conform. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray,

Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley voted in favor of the motion.

**13.5.4 Committee Recommendation: To add an additional pedestrian warning sign at the crosswalk near Church Street at the discretion of DPW *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Lachapelle seconded the motion. Councilor Lachapelle clarified that the area where the sign will be placed is at the end of Church Street where Pickering Road begins. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hailey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

**13.5.5 Committee Recommendation: To approve the two new crosswalk locations on Charles Street and Congress Street as designed by DPW *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Hailey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

**13.5.6 Committee Recommendation: To approve the dam safety signs to be installed on the side of the North Main Street Bridge *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Lachapelle seconded the motion. Councilor Lachance asked what the sign would contain. Councilor Hamann said they were given a copy of the sign in committee which warns kayakers and boaters of the dam up ahead. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Gray, Walker, Hutchinson, Belken, Lachance, Abbott, Hamann, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle announced that the Codes & Ordinance meeting will be held on August 3 at 6:00 PM.

## 14. Old Business

### 14.1 Discussion: NHMA Policy Positions for Conference October 2, 2020

Councilor Lauterborn gave background on how this process has worked in previous years; she stated that the Council would offer one vote to support the policies and allow Councilor Hainey to cast Rochester's single vote and she would then use her own judgement to vote on amendments introduced at the conference. Councilor Lauterborn said that the two themes this year were maximizing local control and to lobby against legislation that reduces State financial support or increases local costs. Councilor Hainey said that if there were any policies that Rochester wants to bring forward, they would need to be submitted to the Municipal Association by August 21. Councilor Hainey directed Council to page 143 under "Labor & Employment" listing restrictions on a municipality's ability to privatize or use contracted services. She also referenced a policy on page 145 under "NH Retirement System" which further restricts a municipality's ability to employ NH retirement system retirees in part-time positions. She gave reasoning on why she felt Rochester should not support these two policies. It was clarified that the NHMA policies as set forth are opposing these two restrictions and therefore Rochester should support this opposition.

Councilor Walker clarified that if he votes yes, it would be in favor of restricting the municipality's ability to privatize or use contracted services. Councilor Lauterborn said that in this case, Councilor Hainey would vote no at the conference. She said the NHMA votes to oppose this legislation. Councilor Hainey in this case would not support opposing restrictions. *\*\*There was no initial motion or second to this motion.* The **MOTION FAILED** 5 to 8. Councilors Gray, Rice, Lauterborn, Hamann, and Hutchinson voted in favor of the motion. Councilors Belken, Hainey, Lachapelle, Bogan, Lachance, Abbott, Walker, and Mayor McCarley voted against the motion.

Councilor Hainey referred again to page 145 regarding further restrictions on a municipality's ability to employ NH retirement system retirees in part-time positions. She said she felt it would harm the retirement system in the funding, making it that you can hire part-time employees which would cost municipalities more in the long run by filling full-time positions with part-time employees. Councilor Lauterborn said that the state already has restrictions on this to prevent employees from retiring and collecting a pension while simultaneously returning to their previous job. Councilor Hainey withdrew her opposition to this policy upon further discussion.

Councilor Belken directed Council to page 143 regarding Substance Misuse

Prevention and Response. Councilor Belken took objection with the use of the term “enforcement” within this section and inquired if this was a possibility to change this wording. Councilor Rice disagreed with Councilor Belken and said that the State should support enforcement and clarified that enforcement is not necessarily negative and gave examples. Councilor Hutchinson asked if the funding referenced for enforcement could potentially support LEAD (Law Enforcement Assisted Diversion) and suggested they receive further information on what programs this would fund and what enforcement entails. Mayor McCarley said that LEAD is currently being funded with grant money as opposed to State funds. Councilor Lauterborn stated that Councilor Hainey could ask for clarification at the conference on what “enforcement” means.

Councilor Walker **MOVED** to allow Councilor Hainey to cast Rochester’s vote at the NHMA conference. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Gray, Belken, Hainey, Rice, Lauterborn, Hamann, Lachapelle, Hutchinson, Bogan, Lachance, Abbott, Walker, and Mayor McCarley voting in favor of the motion.

## 15. Consent Calendar

No discussion.

## 16. New Business

### 16.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 – 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *first reading and referral to public hearing on August 18, 2020*

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only and to refer the matter to a public hearing on August 18, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

### **Resolution Granting Community Revitalization Tax Relief to the Property Located at 10- 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

**Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:**



**Whereas**, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief Incentive"; and

**Whereas**, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

**Whereas**, Scenic Salinger, LLC, owner of the so-called 10-14 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so- called 10-14 North Main Street; and

**Whereas**, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 10-14 North Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated July 29, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10-14 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10-14 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10-14 North Main Street provides the following public benefits to downtown Rochester:



- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on August 17, 2020; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10-14 North Main Street property.

**16.2 Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year 2019-2020 pursuant to the provisions of Section 7-64(c) of the General Ordinances of the City of Rochester *first reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Walker, Hamann, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

**RESOLUTION FOR SUPPLEMENTAL APPROPRIATION TO THE  
CONSERVATION FUND FOR FISCAL YEAR 2019-2020  
PURSUANT TO THE PROVISIONS OF SECTION 7-64(c) OF THE  
GENERAL ORDINANCES OF THE CITY OF ROCHESTER**

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

As a supplemental appropriation to the 2019-2020 fiscal year operating budget of the City of Rochester, the sum of Twenty Eight Thousand Fifty Three Dollars (\$28,053.00); from annual excess Land Use Change Tax funds for fiscal year 2019-2020 (account number to be designated/determined by the Finance Director) to the City of Rochester Conservation Fund (account number to be designated/determined by the Finance Director), the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2019-2020.

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. The effective date of this Resolution shall be June 30, 2020.

Councilor Lachapelle **MOVED** to **ADOPT**. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Lauterborn, Lachapelle, Hainey, Bogan, Rice, Gray, Abbott, Lachance, Belken, Hutchinson, Hamann, Walker, and Mayor McCarley voting in favor of the motion.

**16.3 Resolution Establishing Polling Places and Times for  
the September 8, 2020 State Primary Election *first  
reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution in its entirety. Councilor Walker seconded the motion. The **MOTION CARRIED** Councilors Bogan, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Belken, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution as follows:

**Resolution Establishing Polling Places and Times for the  
September 8, 2020 State Primary Election**

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

That the following polling places are hereby established for the City of Rochester for the upcoming September 8, 2020 State Primary Election.

**WARD 1: East Rochester Elementary School**  
773 Portland Street, East Rochester

**NEW:** **WARD 2: Chamberlain Street School**  
65 Chamberlain Street, Rochester

**WARD 3: Gonic Elementary School**  
10 Railroad Avenue, Rochester

**WARD 4: McClelland Elementary School**  
59 Brock Street, Rochester

**WARD 5: Rochester Community Center**  
150 Wakefield Street/Community Way,  
Rochester  
*Located on the Chestnut Hill Road Side of Building*

**WARD 6: Elks Lodge #1393**  
295 Columbus Avenue, Rochester

**Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day.**

Councilors Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Gray referenced an asterisk which was net to the ward 3 polling place and asked if it should be removed. City Clerk Kelly Walters confirmed this was not needed and the resolution can be adopted with the removal of the asterisk. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Abbott, Lachance, Walker, Hutchinson, Lachapelle, Hainey, Lauterborn, Rice, Hamann, Gray, Bogan, and Mayor McCarley voting in favor of the motion.

Councilor Lachapelle asked if there would be signage placed at the old ward 2 polling place directing voters to the new location. Ms. Walters confirmed that there would be signage placed at St. Mary's Church directing voters to the new polling location as well as postcards going out to all voters within the ward alerting them of the change in polling place.

**16.4 Resolution Approving Cost Items Associated with proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Municipal Employees Association SEIU Local 1984 (Support Personnel All City Department) *first reading and consideration for approval***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Bogan, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Belken, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

**RESOLUTION APPROVING COST ITEMS ASSOCIATED  
WITH PROPOSED CITY OF ROCHESTER  
MULTI-YEAR COLLECTIVE  
BARGAINING AGREEMENT WITH  
ROCHESTER MUNICIPAL EMPLOYEES  
ASSOCIATION SEIU LOCAL 1984  
(Support Personnel All City Departments)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the ROCHESTER MUNICIPAL EMPLOYEES ASSOCIATION (RMEA) Local 1984

Bargaining Unit, covering the period July 1, 2020 to June 30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: RMEA LOCAL 1984 – JULY 2020**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2021 operating budget of the City.

RMEA COST DATA - 7/6/2020 TA

**EXHIBIT A: RMEA LOCAL 1984 - July 2020**

City Health Contribution	80/20	80/20	80/20	80/20
	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Health Plan				
Projected Health Increase			3.5%	3.5%
Projected Pay Adjustment				
	<b>Current FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
<b>Wages</b>				
Base Wage	1,819,839	1,904,475	1,982,560	2,074,739
Longevity	10,740	11,690	12,540	12,980
Total Wages	1,830,579	1,916,165	1,995,100	2,087,719
Dollar Change		85,586	78,935	92,619
<b>% Change</b>		<b>4.68%</b>	<b>4.12%</b>	<b>4.64%</b>
<b>Benefits</b>				
FICA	113,496	118,802	123,696	129,439
Medicare	26,543	27,784	28,929	30,272
Health Insurance	342,934	359,051	371,618	384,624
Opt Out	9,600	9,600	9,600	9,600
Dental	9,900	9,900	9,900	9,900
Disability Insurance	18,344	19,197	19,984	20,913
Life Insurance	2,839	2,971	3,093	3,237
Total Rollups	410,161	428,503	443,124	458,546
Dollar Change		18,343	14,620	15,423
<b>% Change</b>		<b>4.47%</b>	<b>3.41%</b>	<b>3.48%</b>
<b>Totals</b>				
Total Wages Benefits and Rollups	2,240,740	2,344,669	2,438,224	2,546,265
Dollar Change		103,929	93,555	108,042
<b>% Change</b>		<b>4.64%</b>	<b>3.99%</b>	<b>4.43%</b>

41 Total Employees - 80% full-time

Councilor Lachapelle **MOVED** to **ADOPT** the motion. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Abbott, Lachance, Walker, Hutchinson, Lachapelle, Hainey, Lauterborn, Rice, Hamann, Gray, Bogan, and Mayor McCarley voting in favor of the motion.

**16.5 Resolution Authorizing Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00 *second reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution for the second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote with Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a second time by title only as follows:

**Supplemental Appropriation to the Rochester School Department in the amount of \$490,000.00**

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

That the amount of Four Hundred Ninety Thousand Dollars (\$490,000.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated costs related to the COVID-19 pandemic response. 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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Lachance asked what method the school department had used to come up with these figures and asked if the amount specified was proposed to carry the schools through the entire year and questioned why the price points on certain items were so high. Kyle Repucci, superintendent, confirmed that the amounts quoted were set to carry the schools through the entire year. Superintendent Repucci also stated that many of the items listed are in high-demand and he trusts that City staff did their due diligence and research to make a financially sound decision. Councilor Gray took issue with authorizing this expense so close to the

passing of the budget, especially not knowing what is to come with the upcoming school year. Councilor Hutchinson questioned the seemingly over-inflated prices of many of the items on the list and inquired if there were multiple bids taken. He felt the amounts were excessive and should be investigated further before authorization. Councilor walker agreed that the prices seemed to be far above market rate for these items. Councilor Rice asked if the purchases would be made throughout the year or in one lump sum at the beginning of the year. He also asked if any unexpended funds would be returned to the School Department's general fund to be spent as they determine, or if the funds would be specific to COVID-19 expenditures. Superintendent Repucci said that certain items such as face masks and face shields were time sensitive and needed to be ordered up front before the start of the school year. He also clarified that the school department does not have any intention of spending this money on anything besides COVID-19 related items.

There was lengthy discussion about how the products would be ordered, whether or not they would be all used, the unknown nature of the upcoming school year and number of students attending, and how the items would be paid for. Councilor Lauterborn suggested that the School Department fund these items out of their own budget for now and then give an accounting of the COVID-related costs down the road for supplemental appropriation if needed. Superintendent Repucci clarified that these items are required in order to prepare the schools for the students and staff to be able to begin the school year safely. Councilor Lachapelle asked if these funds would be reimbursable. Mayor McCarley stated that it is unknown, but likely the City will be reimbursed. Councilor Gray clarified that he was not suggesting not funding the purchase for the schools, but rather delaying the funding to explore finding room in their budget to fund these items.

Councilor Lachance **MOVED to TABLE** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 9 to 4 roll call vote. Councilors Abbott, Walker, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, and Hutchinson voted in favor of the motion. Councilors Rice, Hainey, Lachapelle, and Mayor McCarley voted against the motion.

#### **16.6 Resolution Authorizing \$20,000.00 Appropriation from the Economic Development Special Reserve Fund for**

**Water Street Paving *first reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time. Councilor Walker seconded the motion. The MOTION CARRIED by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

**Resolution Authorizing \$20,000.00 Appropriation from the Economic Development Special Reserve Fund for Water Street Paving**

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

That, in accordance with §7-63 (A) (2), the amount of Twenty Thousand Dollars (\$20,000.00) is hereby appropriated from the Economic Development Special Reserve Fund to pay for the costs associated with paving portions of Water Street associated with the City's Development Agreement for the so-called Scenic/Salinger Project which is part of the economic revitalization of the City's historic downtown.

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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous Councilors Lachance, Hutchinson, Gray, Abbott, Hainey, Lauterborn, Hamann, Lachapelle, Bogan, Belken, Walker, Rice and Mayor McCarley voting in favor of the motion.

**17. Other**

No Discussion.

**18. Non-Public/Non-Meeting**



### **18.1 Non-Public Session – Land, RSA 91-A:3, II (d)**

Councilor Lauterborn **MOVED** to enter a Non-Public Session, under RSA 91-A:3,II (d) at 8:54 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hutchinson, Lauterborn, Abbott, Hainey, Rice, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voting in favor of the motion.

Councilor Lauterborn **MOVED** to exit the non-public session at 9:21. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 10-0 roll call vote with Councilors Abbott, Rice, Walker, Hainey, Lachapelle, Bogan, Gray, Belken, Hamann, Lauterborn, and Mayor McCarley voting in favor of the motion. Councilors Lachance and Hutchinson were not present at the time of the vote.

Councilor Lauterborn **MOVED** to seal the minutes of the non-public session as disclosure could render the proposed action ineffective. Councilor Walker seconded the motion. The **MOTION CARRIED** with Councilors Lachance, Lauterborn, Hamann, Belken, Gray, Bogan, Lachapelle, Hainey, Walker, Rice, Abbott, and Mayor McCarley voted in favor of the motion. *Councilor Hutchinson was not present at the time the vote had been taken.*

### **19. Adjournment**

Mayor McCarley **ADJOURNED** the Regular City Council meeting at 9:22 PM.

Respectfully Submitted,

Kelly Walters  
City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**City Council Special Meeting  
August 18, 2020  
Meeting Conducted Remotely  
6:41 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Belken  
Councilor Bogan  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Hutchinson  
Councilor Lachapelle  
Councilor Lachance  
Councilor Rice  
Councilor Walker  
Deputy Mayor Lauterborn  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney

**Minutes**

**1. Call to Order**

Mayor McCarley called the Special Meeting to order at 6:41 PM. The following preamble had been read prior to the Public Hearing, immediately preceding the special meeting:

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

Phone number: 857-444-0744

Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [PublicInput@rochesternh.net](mailto:PublicInput@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara had taken the roll prior to the Public Hearing meeting immediately preceding the Special Meeting. All Councilors were present. All Councilors indicated that they were alone in the location from which they were connecting except for Councilor Gray who stated his spouse was present.

**2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 10- 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor.

**Resolution Granting Community Revitalization Tax Relief to the Property Located at 10- 14 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

**Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:**

**Whereas**, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief Incentive"; and

**Whereas**, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

**Whereas**, Scenic Salinger, LLC, owner of the so-called 10-14 North Main

Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so- called 10-14 North Main Street; and

**Whereas**, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 10-14 North Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated July 29, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10-14 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10-14 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10-14 North Main Street provides the following public benefits to downtown Rochester:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;

III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on August 17, 2020; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10-14 North Main Street property.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Lauterborn stated that the Community Development Committee had met the night prior with the developers for this project and the committee had voted unanimously to support the 7-year tax deferment. Mayor McCarley expressed her support for the project; she stated this has been ongoing for years and she is pleased to see this developer investing in the downtown area to provide not only commercial opportunities but housing as well. Mayor McCarley addressed the criticisms toward the 79-E Program and said that the purpose is to revitalize and bring back the downtown which will be beneficial for the City. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor

### 3. Adjournment

Mayor McCarley **ADJOURNED** the Special Meeting at 6:46 PM.

Respectfully Submitted, Cassie Givara, Deputy City Clerk

---

*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](http://www.RochesterNH.net)

### **CITY MANAGER'S REPORT**

**August, 2020**

Contracts and documents executed since last month:

- Department of Public Works
  - DWGWTF – Grant and Loan amendment
  - River Street Pump Station upgrade – construction contract
  - Notice of Award for Bid 21-01 – ACV Environmental Services
  - Notice of Award for Bid 21-13 – Strategic Environmental services
  - Construction Contract change order – Biosolids dewatering facility & carbon building
  - SUR – culvert replacement Sullivan Farm Road
  - Wright Pierce Engineering Assistance
- Economic Development
  - HUD Certificate of Consistency – Lead paint hazard control grant program
  - CDBG Annual Action Plan & CARES act funds grant agreements
  - CDBG – CAP Weatherization Program - Rochester Child Care fire doors
  - CDBG – CAP Weatherization Environmental reviews
- Government Channel
  - Connectivity Point Contract
- IT
  - System Engineering – Additional RAM
- Legal Department
  - Sale of 10-14 North Main Street

Other documents included for information:

- BerryDunn – Election Grant documents
- MRI Agreement for Salary Market Review

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued -none
- Personnel Action Report Summary



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

08/27/2020



---

## INTEROFFICE MEMORANDUM

---

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

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

**DATE:** July 30, 2020

**SUBJECT:** DWGWTF – Grant and Loan Amendment Documents  
Rt 202A Water Main Extension & Water Storage Tank Design

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

---

Attached please find the NH Drinking Water & Groundwater Trust Fund Grant and Loan amendment documents for signature. The additional DWGWTF Grant of 1,644,000 and MTBE Grant \$993,000 were accepted and the associated supplemental appropriations were completed at the 6/16/2020 Special City Council Meeting. .

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

---

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

08/27/2020



## 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](http://www.rochesternh.net)

---

#### INTEROFFICE MEMORANDUM

---

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

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

**DATE:** August 11, 2020

**SUBJECT:** **River Street Pump Station Upgrade Engineering Services Construction Administration Contract (PO 4611)**

**CC:** Peter Nourse, PE, Director of City Services

---

Attached is one (1) original Contract Amendment No. 1 for Construction Phase Engineering Professional Services for the River Street Pump Station Upgrade project. This contract amendment is between the City and Brown and Caldwell for construction administration, survey and related services in the amount \$4,000. Funds are available for this contract amendment in the following account line:

- Sewer Fund CIP account line: 55026020-772000-21536

A memorandum from Brown and Caldwell is attached with details on the reason an amendment is required.

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 original of this contract Amendment No. 1 should be returned to DPW for distribution. Thank you.

Signature Kathryn L Ambrose

Katie Ambrose  
Deputy City Manager/ Director of Finance & Administration

Digitally signed by Kathryn L Ambrose  
DN: C=US, OU=Deputy City Manager/Finance  
Director, O=City of Rochester, CN=Kathryn L  
Ambrose, E=kathryn.ambrose@rochesternh.net  
Reason: I am approving this document with my  
legally binding signature  
Date: 2020.08.12 10:20:55  
Foxit PhantomPDF Version: 9.7.0

Attachments: Memorandum from Brown and Caldwell July 21, 2020  
Amendment No. 1 to Engineering Construction Phase Services Contract



08/27/2020

## MEMORANDUM

One Tech Drive, Suite 310  
Andover, MA 01810-2435

T: 978.794.0336

Prepared for: City of Rochester, NH

Project Title: River Street Pump Station CA Services

BC Project No.: 154386

Subject: **Amendment No. 1 to CA Services Contract**

Date: July 21, 2020

To: Dana Webber, PE

From: Mark Allenwood, PE

A handwritten signature in blue ink that reads "Mark Allen".

Amendment No. 1 to the contract "Engineering Construction Phase Contract for Professional Services for Treatment Works" between the City of Rochester and Brown and Caldwell allows for the establishment of a permanent utility easement to provide electrical power to the River Street Pump Station from a new power pole set by Eversource.

The amendment includes \$3,000 in additional compensation for Doucet Survey to perform field survey to establish the bounds of the easement and provide a written easement description for recording purposes. The amendment also includes \$1,000 in additional compensation for BC to coordinate the work and provide field oversight during the survey effort.

The River Street Pump Station, which is currently being upgraded, is powered from a pole that is not on the City's property, but instead on the Diocese of Manchester property. The design for the pump station upgrade included a new power feed from a pole located within the City's existing utility easement. During the preconstruction meeting, Eversource determined that the new power feed would need to come from a new pole set adjacent to the pole that was intended to be used. Additionally, Eversource determined that a separate power easement would need to be established from the new pole to the pump station property. This amendment will provide for that easement.



08/27/2020

**AMENDMENT NO. 1  
TO  
ENGINEERING CONSTRUCTION PHASE  
CONTRACT FOR PROFESSIONAL SERVICES  
FOR  
TREATMENT WORKS**

**CITY/TOWN OF ROCHESTER, NEW HAMPSHIRE**

This **AMENDMENT NO. 1** is hereby made a part of the original contract entitled  
**"ENGINEERING CONSTRUCTION PHASE CONTRACT FOR  
PROFESSIONAL SERVICES FOR TREATMENT WORKS** dated

**"CONTRACT FOR PROFESSIONAL SERVICES FOR TREATMENT WORKS"**  
dated November 15, 2019.

WHEREAS, the ENGINEER has agreed to provide services, and the OWNER has agreed  
to pay for such services;

NOW, THEREFORE, the ENGINEER and OWNER agree to amend this contract to  
include Engineering and Survey services to define the electrical power easement to cross  
private property adjacent to the project site. The changes to the contract are as follows:

**III. COMPENSATION TO BE PAID THE ENGINEER**

Section A. Method of Payments - Amounts and Fees:

DELETE Paragraph III.A.2 in its entirety and REPLACE with the following:

2. The OWNER agrees to pay and the ENGINEER agrees to accept for all services under  
this AGREEMENT, a fee not to exceed  
One hundred thousand seven hundred sixty and 82/100 Dollars  
(\$100,760.82).

Section B. Limits of All Payments

DELETE Paragraph III.B.1 in its entirety and REPLACE with the following:

1. The ENGINEER further agrees that the following fee for his services under I (A)(1), for  
Construction Administration on this PROJECT, (exclusive of work performed by resident  
engineering staff) is adequate to complete the work and shall not exceed  
Forty three thousand six hundred seventy four and 12/100 Dollars  
(\$43,674.12).

DELETE Paragraph III.B.2.d in its entirety and REPLACE with the following:

08/27/2020

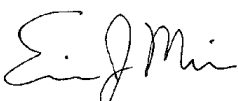
d. For special services, an amount equal to the actual cost of such work. The actual cost shall include compensation to the ENGINEER for his work on these services. The ENGINEER also assures the OWNER that the moneys to be paid under this item are adequate for the work proposed and shall not exceed Three thousand and 00/100 Dollars (\$3,000.00).

08/27/2020

IN WITNESS WHEREOF, the parties hereto have affixed their signatures at Strafford County, New Hampshire, the day, month, and year first above written.

**ENGINEER:**

Brown and Caldwell

By: 

Date: August 11, 2020**APPROVED: \***

DEPARTMENT OF  
ENVIRONMENTAL SERVICES  
Water Division

By: \_\_\_\_\_  
Andrew Morrill, P.E.

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

**OWNER:**

City of Rochester, NH

By:   
B4F9B7BC7D0C4EB...

8/12/2020  
Date: \_\_\_\_\_

*\* It is agreed that as an act in furtherance of its statutory authority to approve engineering agreements for treatment works, the DIVISION'S approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the Division.*



## *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](http://www.rochesternh.net)

---

### INTEROFFICE MEMORANDUM

---

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

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

**DATE:** August 18, 2020

**SUBJECT:** Recommendation to Award Bid #21-01  
Former Kane Gonic Brickyard Soil Remediation Project

**CC:** Peter Nourse, PE, Director of City Services

---

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #21-01 to ACV Environmental Services, Inc. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$213,735.00; however, no City funds will be expended for the completion of this project. The awarded contractor will establish a direct reimbursement arrangement for the entire cost of the project with the New Hampshire Petroleum Reimbursement Fund, administered by NHDES.

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 original Notice Of Award document should be returned to me at DPW for distribution.

Signature \_\_\_\_\_

Katie Ambrose  
Deputy City Manager/Director of Finance & Administration

Attachment: Notice Of Award for Bid No. 21-01



## NOTICE OF AWARD

To: ACV Environmental Services, Inc.

213 Haverhill Road, East Kingston, NH 03827

PROJECT Description: Former Kane Gonic Brickyard Soil Remediation Project 21-01.

OWNER: The City of Rochester, New Hampshire

The OWNER has considered the BID submitted by you for the above- described WORK in response to its Invitation To Bid and Request for Bids documents associated with RFP #21-01.

You are hereby notified that your BID has been accepted for items in the amount of \$ 213,735.00.

- ☒ You have been awarded the entire contract and are expected to meet the terms and schedules as stipulated in the contract documents. You will be paid according to the line item prices bid in accordance with the measurement and payment schedule described in these bid documents. As payment for this WORK will be reimbursed from the New Hampshire Petroleum Reimbursement Fund, all pay requisitions shall be in conformance with the New Hampshire Code of Administrative Rules Chapter Odb 400.

You are required by Section 3.00 of the SPECIFICATIONS to furnish the required PERFORMANCE BOND, CERTIFICATES OF INSURANCE (see Section 14.00), and Direct Applicant Contract & Waiver of Claims Agreement within ten (10) calendar days from the date of this NOTICE to you (Sundays and Legal Holidays excluded). You are also required to provide a Work Scope Authorization (WSA) to NHDES for approval per Article 5.00 of the Supplemental General Conditions.

If you fail to execute said AGREEMENT and to furnish said BOND and CERTIFICATE OF INSURANCE within ten (10) days from the date of this NOTICE, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

City of Rochester, NH

Former Kane Gonic Brickyard Soil Remediation

08/27/2020  
21-01Dated this 19<sup>th</sup> day of August, 2020.

(OWNER)

By  B4F9B7BC7D0C4EB...  
Title City Manager

## ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

By \_\_\_\_\_  
(signature)

This the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

By \_\_\_\_\_  
(printed name)

Title \_\_\_\_\_



## *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](http://www.rochesternh.net)

---

### INTEROFFICE MEMORANDUM

---

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

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

**DATE:** August 18, 2020

**SUBJECT:** Recommendation to Award Bid #21-13  
Wallace Street Site Soil Remediation Project

**CC:** Peter Nourse, PE, Director of City Services

---

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #21-13 to Strategic Environmental Services, Inc. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$193,990.00. The funds are available in the following Public Works General Fund CIP account line: 15013010-771000-19568. This project's expenses will be reimbursed by NHDES Brownfields grant funds up to \$200,000.

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 original Notice Of Award document should be returned to me at DPW for distribution.

Signature \_\_\_\_\_

Katie Ambrose  
Deputy City Manager/Director of Finance & Administration

Attachment: Notice Of Award for Bid No. 21-13

## NOTICE OF AWARD

To: Strategic Environmental Services, Inc.  
119 Old Turnpike Road, Nottingham, NH 03290

PROJECT Description: Wallace Street Site Soil Remediation Project 21-13.

OWNER: The City of Rochester, New Hampshire

The OWNER has considered the BID submitted by you for the above- described WORK in response to its Invitation To Bid and Request for Bids documents associated with RFP #21-13.

You are hereby notified that your BID has been accepted for items in the amount of \$ 193,990.00.

- ☒ You have been awarded the entire contract and are expected to meet the terms and schedules as stipulated in the contract documents. You will be paid according to the line item prices bid in accordance with the measurement and payment schedule described in these bid documents.

You are hereby notified of the following corrections to the Request for Bids document:

- Section 20.0-4, the word "Consultant" is replaced with the word "Owner";
- Section 26.0, all instances of the word "Engineer" are replaced with the word "Owner"; and
- Section 29.0, submit Items 2 and 4 within ten (10) calendar days from the date of the Notice of Award (Sundays and Legal Holidays excluded) to the Owner (not Engineer). Remaining items under Section 29.0 shall be submitted to the Engineer, Nobis Group.

You are required by Section 26.0 of the Request for Bids to execute the AGREEMENT and furnish the required CONTRACTOR's PERFORMANCE BOND and CERTIFICATES OF INSURANCE (see Section 14.0) within ten (10) calendar days from the date of this NOTICE to you (Sundays and Legal Holidays excluded).

If you fail to execute said AGREEMENT and to furnish said BONDS within ten (10) days from the date of this NOTICE, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

City of Rochester, NH

Wallace Street Site Soil Remediation

08/27/2020  
21-13

Dated this 19th day of August, 2020.

(OWNER)

By   
DocuSigned by:  
B4F9B7BC7D0C4EB...  
Title City Manager

## ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

By \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_.

By \_\_\_\_\_

Title \_\_\_\_\_

08/27/2020



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



---

## INTEROFFICE MEMORANDUM

---

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

**FROM:** Dana Webber, Assistant City Engineer

**DATE:** August 25, 2020

**SUBJECT:** Biosolids Dewatering Facility and Carbon Building Contract 19-32  
Methuen Construction Change Order No. 2

---

Please sign the attached Change Order No. 2 for the Biosolids Dewatering Construction Contract, The change order has been reviewed by DPW Engineering and the Consulting Engineer.

This contract amendment is between the City and Methuen Construction. The change in contract value is a net decrease (credit) of \$136,669.25. Funds for this contract were allotted in the following account line:

- Sewer Fund CIP account line: 55026020-772000-20571

A summary of the changes with backup is provided within the change order.

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature on the bottom of Page 1. The signed change order should be returned to DPW for distribution. Thank you.

Signature \_\_\_\_\_

Katie Ambrose  
Deputy City Manager/ Director of Finance & Administration

Attachments: Change Order No.2

08/27/2020

# C-941 CHANGE ORDER

Change Order No. 2

Date of Issuance: August 7, 2020

Owner: City of Rochester, NH

Contractor: Methuen Construction Co., Inc.

Engineer: Brown and Caldwell

Project: Biosolids Dewatering and Carbon Storage

Effective Date: August 14, 2020

Owner's Contract No.: 19-32 / CS330122-15

Contractor's Project No.: 2067

Engineer's Project No.: 154210

Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description:

Refer to Description of Changes.

Attachments: [List documents supporting change]:

Refer to Summary of Attachments.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price:  \$ <u>13,654,885.00</u>	Original Contract Times: Substantial Completion: <u>Base Bid - 1/7/2021</u> <u>Bid Alt. No. 1 - 2/18/2021</u> Ready for Final Payment: <u>Base Bid - 3/18/2021</u> <u>Bid Alt. No. 1 - 3/18/2021</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> :  \$ <u>125,255.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : Substantial Completion: <u>Base Bid - 1/7/2021</u> <u>Bid Alt. No. 1 - 2/18/2021</u> Ready for Final Payment: <u>Base Bid - 3/18/2021</u> <u>Bid Alt. No. 1 - 3/18/2021</u> days or dates
Contract Price prior to this Change Order:  \$ <u>13,780,140.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>Base Bid - 1/7/2021</u> <u>Bid Alt. No. 1 - 2/18/2021</u> Ready for Final Payment: <u>Base Bid - 3/18/2021</u> <u>Bid Alt. No. 1 - 3/18/2021</u> days or dates
[Increase] [Decrease] of this Change Order:  \$ <u>(136,669.25)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order:  \$ <u>13,643,470.75</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>Base Bid - 1/7/2021</u> <u>Bid Alt. No. 1 - 2/18/2021</u> Ready for Final Payment: <u>Base Bid - 3/18/2021</u> <u>Bid Alt. No. 1 - 3/18/2021</u> days or dates

RECOMMENDED:		ACCEPTED:	
By: <u>Matt Allen</u>	By: <u>Blaine Cox</u>	By: <u>[Signature]</u>	By: <u>[Signature]</u>
Title: <u>Engineer (if required)</u>	Title: <u>Owner (Authorized Signature)</u>	Title: <u>Contractor (Authorized Signature)</u>	Title: <u>Project Manager</u>
Date: <u>August 7, 2020</u>	Date: <u>8/26/2020</u>	Date: <u>August 20, 2020</u>	Date: <u>August 20, 2020</u>

Approved by Funding Agency (if applicable)

 By: \_\_\_\_\_  
 Title: \_\_\_\_\_

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

08/27/2020

**Rochester Biosolids Dewatering and Carbon Storage Building****Change Order No. 2****Description of Changes**

The following changes to the Contract Documents are included in this Change Order No. 2:

PCO No.	Cost or (Credit)	Description of Change	Reason for Change
1	\$14,886.90	Increase chain link fence from 6-foot as specified to 8-foot.	Owner requested 8-foot fence.
3	(\$95,736.90)	Delete brick façade from Dewatering and Carbon Buildings and replace with split face block	Owner requested change from brick to split face block.
5	(31,005.00)	Reduction in total H-pile length at Carbon Building.	Total length of H-pile driven is less than carried in the bid.
7	(\$546.00)	Delete analog isolators from controls and replace with PLC programming	Integrator suggested change to simplify controls
8	\$7,494.25	Add two 12-inch DI wall sleeves with blind flanges to accept future septage receiving piping	Owner requested change to allow septage to be discharged directly to sludge holding tank No. 4 and Dewatering Building basement.
9	(\$31,762.50)	Delete specified membrane waterproofing system for sludge tank plank system and replace with surface applied Peda-Guard coating system	Engineer requested change. Surface applied system has been determined to provide better waterproofing than system specified.



**Rochester Biosolids Dewatering and Carbon Storage Building****Change Order No. 2****Summary of Attachments**

The following attachments are included to document changes contained in this Change Order No. 2:

Attachment No.	PCO No.	Description
1	1	PCO #001 Summary from Methuen Construction
2	3	PCO #003 Summary from Methuen Construction w/ BC Correction
3	5	PCO #005 Summary from Methuen Construction
4	7	PCO #007 Summary from Methuen Construction
5	8	PCO #008 Summary from Methuen Construction
6	9	PCO #009 Summary from Methuen Construction

08/27/2020

**PCO #001**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

Project: 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Prime Contract Potential Change Order #001: Chain Link Fence

<b>TO:</b>	City of Rochester City Hall 31 Wakefield St. Rochester New Hampshire, 03867	<b>FROM:</b>	Methuen Construction Co., Inc. 144 Main Street PO Box 980 Plaistow New Hampshire, 03865
<b>PCO NUMBER/REVISION:</b>	001 / 0	<b>CONTRACT:</b>	19-32 - Biosolids Dewatering Facility & Carbon Building
<b>REQUEST RECEIVED FROM:</b>	Mark Allenwood (Brown and Caldwell)	<b>CREATED BY:</b>	Michelle Trodella (Methuen Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	11/8 /2019
<b>REFERENCE:</b>		<b>DATE SENT:</b>	11/9/2019
<b>FIELD CHANGE:</b>	No	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>LOCATION:</b>	Rochester, NH	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>	0 days	<b>TOTAL AMOUNT:</b>	\$14,886.90
<b>PAID IN FULL:</b>	No		

Methuen Construction (MC), hereby submits this PCO in accordance with the documentation referenced herein. It is expressly understood and agreed that this proposal is valid for the time as specified within this document from the date of the PCO. The Proposal is based upon current day construction costs and does not include escalation costs for any material items that are either volatile or market sensitive. This Proposal does not include overtime acceleration or expediting costs. This proposal does not include the costs associated with out of sequence construction, interference, impact related delays and disruptions. MC reserves its rights under the agreement to seek additional time, indirect and impact costs associated with the PCO, once the impacts can be fully evaluated. This proposal is submitted based on the understanding that it is exempt from WBE/MBE participation requirements and acceptance of this proposal waives the participation requirements associated with this additional work.

**POTENTIAL CHANGE ORDER TITLE:** Chain Link Fence

**CHANGE REASON:** Design Development

**POTENTIAL CHANGE ORDER DESCRIPTION:** (The Contract Is Changed As Follows)

**CE #001 - #4: Chain Link Fencing Clarifications**

Per Brown & Caldwell's response to RFI #4, MCC is to provide 8' tall chain link fencing now including a top rail rather than a top wire. The original "Chain Link Fence and Gate" detail on sheet C-003 at time of bid called for 6' tall fencing with a top wire rather than top bar. Existing fencing across site is 8' in height and this change is to meet existing conditions now required to be consistent with new fencing.

**ATTACHMENTS:**

[PCO 001 Breakdown Rev 1.pdf](#) [Methuen - Rochester Biosolids Facility - COR #001 - 111319.pdf](#) [RFI 4 - Chain Link Fencing.pdf](#)

#	Cost Code	Description	Type	Amount	Sub Mark up (5.00% Applies to Subcontractor,)	Subtotal
1	32-0040 - CHAINLINK FENCE	8' Tall Fencing Required	Subcontract or	\$ 13,900.00	\$ 695.00	\$14,595.00
Subtotal:				\$13,900.00	\$695.00	\$14,595.00
Bond: 1.00% Applies to all line item types.						\$ 145.95
GL: 1.00% Applies to all line item types.						\$ 145.95

08/27/2020

**PCO #001**

Grand Total:	\$14,886.90
--------------	-------------

**Mark Allenwood (Brown and Caldwell)**  
One Tech Drive, Suite 310  
Andover, Massachusetts 01810-2435

**City of Rochester**  
City Hall 31 Wakefield St.  
Rochester, New Hampshire 03867

**Methuen Construction Co., Inc.**  
144 Main Street PO Box 980  
Plaistow, New Hampshire 03865

\_\_\_\_\_  
SIGNATURE DATE

Methuen Construction Co., Inc.

\_\_\_\_\_  
SIGNATURE DATE

61  
page 2 of 2

\_\_\_\_\_  
SIGNATURE DATE

Printed On: 1/29/ 2020 10 :24 AM

08/27/2020

## PCO #001 REV 1 - Chain Link Fence

1-LABOR				
CATEGORY	HRS	RATE	UNIT	SUBTOTAL
SUPERINTENDENT		\$0.00		\$0.00
FOREMAN		\$0.00		\$0.00
LABORER		\$0.00		\$0.00
CARPENTER		\$0.00		\$0.00
EQUIPMENT OPERATOR		\$0.00		\$0.00
FINISHER		\$0.00		\$0.00
PIPELAYER		\$0.00		\$0.00
PIPEFITTER		\$0.00		\$0.00
MILLWRIGHT		\$0.00		\$0.00
IRONWORKER		\$0.00		\$0.00
CONCRETE FINISHER		\$0.00		\$0.00
TRUCK DRIVER		\$0.00		\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

2-MATERIALS				
DESCRIPTION	QTY	UNIT	UNIT COST	SUBTOTAL
Additional Fill Material - Below Concrete Subsurface		Tons	0	\$0.00
718 SF Concrete Pavement		CY	0	\$0.00
204 SF Top Pavement		SF	0	\$0.00
Rebar - Rebars & Mesh Quote		LS	0	\$0.00
302 SF -Propane Tank Pad Concrete		CY	0	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

3-EQUIPMENT				
CATEGORY	HRS	RATE	UNIT	SUBTOTAL
EXCAVATOR EC350 E		\$	HR	\$0.00
EXCAVATOR Komatsu PC 130		\$0.00	HR	\$0.00
EXCAVATOR CAT 330		\$0.00	HR	\$0.00
EXCAVATOR CAT 320		\$0.00	HR	\$0.00
LULL		\$0.00	HR	\$0.00
HYDREMA		\$0.00	HR	\$0.00
LOADER		\$0.00	HR	\$0.00
PLATE COMPACTOR		\$0.00	HR	\$0.00
DUMP TRUCK		\$0.00	HR	\$0.00
TOOL TRUCK		\$0.00	HR	\$0.00
DOZER D5 XL		\$0.00	HR	\$0.00
COMPACTOR (WALK BEHIND)		\$0.00	HR	\$0.00
ROAD SAW		\$0.00	HR	\$0.00
HYDRAULIC BREAKER		\$0.00	HR	\$0.00
CAT 420 BACKHOE		\$0.00	HR	\$0.00
FORKLIFT LULL		\$0.00	HR	\$0.00
COMPRESSOR 185CFM		\$0.00	HR	\$0.00
SCISSOR LIFT 19'		\$0.00	HR	\$0.00
CORE DRILL		\$0.00	DAY	\$0.00
<b>SUBTOTAL</b>			<b>TOTAL</b>	<b>\$0.00</b>

4-SUPPLEMENTAL COSTS				
DESCRIPTION	QTY	UNIT	UNIT COST	SUBTOTAL
ASBUILT DRAWINGS				\$0.00
WARRANTIES				\$0.00
TESTING				\$0.00
ENGINEERING				\$0.00
LEGAL				\$0.00
TRAVEL				\$0.00
TEMP FACILITIES				\$0.00
STORAGE				\$0.00
ICE & WATER				\$0.00
FUEL				\$0.00
TELEPHONE				\$0.00
ELECTRICITY				\$0.00
OFFICE EQUIPMENT				\$0.00
SAFETY				\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

4-BURDEN		
CATEGORY	RATE	
BURDEN RATE	43.00%	\$0.00

5-GC WORK TOTAL	
SUBTOTAL (Item 1+2+3+4)	\$0.00

6-SUBCONTRACTORS WORK				
DESCRIPTION	UNIT COST	QTY	UNIT	SUBTOTAL
Chasco, Inc.	\$ 13,900.00	1	LS	\$13,900.00
<b>SUBTOTAL</b>				<b>\$13,900.00</b>

7-FEE	
GC (15% X Item 5 + 5% X Item 6)	\$695.00

8-SUBTOTAL	
	\$14,595.00

9-TOTAL (Item 8 + Bond + General Liability)	
BOND (1% X Item 8)	\$145.95
GENERAL LIABILITY (1% X Item 8)	\$145.95
<b>TOTAL</b>	<b>\$14,887</b>

08/27/2020

**RFI #4**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

**Project:** 2067 - Rochester Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Chain Link Fencing Clarifications

<b>TO:</b> Bob Fougere (Brown and Caldwell) (Response Required) Kara Cash (Brown and Caldwell) (Response Required)	<b>FROM:</b> Lucian Greco (Methuen Construction Co., Inc.) 144 Main St, PO Box 980 Plaistow, New Hampshire 03865
<b>DATE INITIATED:</b> 10/18/2019	<b>STATUS:</b> Open
<b>LOCATION:</b> Rochester, NH	<b>DUE DATE:</b> 10/23/2019
<b>PROJECT STAGE:</b> Course of Construction	<b>COST CODE:</b>
<b>SUB JOB:</b>	<b>SCHEDULE IMPACT:</b> TBD
<b>COST IMPACT:</b> TBD	<b>SPEC SECTION:</b> 32 31 13 - CHAIN LINK FENCES AND GATES
<b>DRAWING NUMBER:</b> C-003	<b>REFERENCE:</b>
<b>LINKED DRAWINGS:</b>	

**RECEIVED FROM:** Lucian Greco (Methuen Construction Co., Inc.)

**COPIES TO:**

Mark Allenwood (Brown and Caldwell), Kara Cash (Brown and Caldwell), Bob Fougere (Brown and Caldwell), Lucian Greco (Methuen Construction Co., Inc.), Kristen Symonds (Methuen Construction Co., Inc.), Michelle Trodella (Methuen Construction Co., Inc.)

Question from Lucian Greco (Methuen Construction Co., Inc.) at 12:17 PM on 10/18/2019

**Chain Link Fencing Existing Conditions:**

Please refer to the Chain Link Fence and Gate detail on sheet C-003 as well as the material description in specification 32 31 13, section 2.01.A. Per the referenced details, chain link fencing mesh is to be 6' tall. Existing fencing across site is 8' in height. Please confirm it is acceptable to tie 6' fencing into an existing 8' system.

Additionally, please also confirm a top rail is not required anywhere across site other than at gates and the two adjacent 10' sections to the gate. Existing fencing everywhere on site has a top rail.

Awaiting an Official Response

**All Replies:**

Response from Kara Cash (Brown and Caldwell) at 08:44 AM on 10/23/2019

The chain link fence will match existing.  
Provide 8' wide chain link fabric and a 1 5/8" top rail.

**Attachments:**

[RFI-004 Response.pdf](#)

BY

DATE

COPIES TO

Methuen Construction Co., Inc.

Page 1 of 1

Printed On: 10/23/2019 12:49 PM

08/27/2020



Date: January 28, 2020

To: Methuen Construction  
144 Main Street | PO Box 980  
Plaistow, NH 03865  
(603) 328-2222

Attn: Lucian Greco  
[lgreco@methuenconstruction.com](mailto:lgreco@methuenconstruction.com)

Salesperson	Job	Location	Valid
Charlie Kuehl	Rochester Biosolids Facility	Rochester, NH	30 Days
Item	CHANGE ORDER REQUEST #001	Unit Price	Line Total
I.	<b><u>Dewatering Building C-005</u></b>		<b><u>Net Change</u></b>
	Add for 365ft. of 1 5/8" top rail-	\$4.715	\$1,721.00
	Credit for 365ft. of tension wire-	\$0.273	<del>(\$101.00)</del>
	Add for 365ft. of 8ft. galvanized 2.0 oz. coating fabric-	\$8.254	\$3,013.00
	Credit for 365ft. of 6ft. galvanized 2.0 oz. coating fabric-	\$5.700	<del>(\$2,084.00)</del>
	Add for additional 82ft. galvanized 2.0 oz. coating posts-	\$11.490	\$942.00
	Add for additional galvanized hardware-	LS	\$91.00
	Add for additional 36man hours of labor for 8ft.high-	\$60.00	\$2,160.00
II.	<b><u>Carbon Building C-004</u></b>		
	Add for 496ft. of 1 5/8" top rail-	\$4.715	\$2,339.00
	Credit for 496ft. of tension wire-	\$0.273	<del>(\$135.00)</del>
	Add for 496ft. of 8ft. galvanized 2.0 oz. coating fabric-	\$8.254	\$4,094.00
	Credit for 496ft. of 6ft. galvanized 2.0 oz. coating fabric-	\$5.700	<del>(\$2,827.00)</del>
	Add for additional 102ft. galvanized 2.0 oz. coating posts-	\$11.490	\$1,172.00
	Add for additional galvanized hardware-	LS	\$115.00
	Add for additional 52man hours of labor for 8ft.high-	\$60.00	\$3,120.00
III.	<b><u>Double Gate at Carbon Building</u></b>		
	Add for 8ft. of additional 1 5/8" gate frames-	\$4.715	\$38.00
	Add for 26ft. of 8ft. galvanized 2.0 oz. coating fabric-	\$8.254	\$214.60
	Credit for 26ft. of 6ft. galvanized 2.0 oz. coating fabric-	\$5.700	<del>(\$137.60)</del>
	Add for additional galvanized hardware-	LS	\$11.00
	Add for additional 2.5man hours of labor for 8ft.high-	\$60.00	<u>\$150.00</u>
	Subtotal		<b>\$13,900.00</b>
	Sales Tax		N/A
	Total		<b>\$13,900.00</b>

08/27/2020

**PCO #003**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

**Project:** 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Prime Contract Potential Change Order #003: Split Face Block Adjustment

<b>TO:</b>	City of Rochester City Hall 31 Wakefield St. Rochester New Hampshire, 03867	<b>FROM:</b>	Methuen Construction Co., Inc. 144 Main Street PO Box 980 Plaistow New Hampshire, 03865
<b>PCO NUMBER/REVISION:</b>	003 / 0	<b>CONTRACT:</b>	19-32 - Biosolids Dewatering Facility & Carbon Building
<b>REQUEST RECEIVED FROM:</b>	Jason Huelsman (George W. Pynn Masonry, Inc.)	<b>CREATED BY:</b>	Patrick Castrogiovanni (Methuen Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	1/27 /2020
<b>REFERENCE:</b>		<b>DATE SENT:</b>	1/28/2020
<b>FIELD CHANGE:</b>	No	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>LOCATION:</b>	Entire Site		
<b>SCHEDULE IMPACT:</b>	0 days	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>PAID IN FULL:</b>	No	<b>TOTAL AMOUNT:</b>	(\$91,178.00)

Methuen Construction (MC), hereby submits this PCO in accordance with the documentation referenced herein. It is expressly understood and agreed that this proposal is valid for the time as specified within this document from the date of the PCO. The Proposal is based upon current day construction costs and does not include escalation costs for any material items that are either volatile or market sensitive. This Proposal does not include overtime acceleration or expediting costs. This proposal does not include the costs associated with out of sequence construction, interference, impact related delays and disruptions. MC reserves its rights under the agreement to seek additional time, indirect and impact costs associated with the PCO, once the impacts can be fully evaluated. This proposal is submitted based on the understanding that it is exempt from WBE/MBE participation requirements and acceptance of this proposal waives the participation requirements associated with this additional work.

**POTENTIAL CHANGE ORDER TITLE:** Split Face Block Adjustment

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

**CE #012 - Split Face Block Deduct**

Owner request to replace all face brick on project with 4" split face block, Genest #107 Dark Gray.

- Includes Material and Labor deduct from Masonry Subcontractor to remove all Face Brick on the Dewatering and Carbon Building.

### ATTACHMENTS:

[Split Face Deduct - PYNN Rev 1.pdf](#) [Email Correspondence.pdf](#)

#	Cost Code	Description	Type	Amount
1	04-0010 - MASON & GROUT BDF		Subcontractor	(\$91,178.00)
<b>Subtotal:</b>				(\$91,178.00)
<b>Grand Total:</b>				(\$91,178.00)

+ 5% Credit OH&P = \$4,558.90  
Total Credit = \$95,736.90

08/27/2020

Page No. 1 of 1 Pages

**CHANGE ORDER PROPOSAL****George W Pynn Masonry Inc**

29 Newton Road

Plaistow NH 03865

(603) 382-8969 Fax 612-0091

PROPOSAL SUBMITTED TO:		PHONE:	DATE:
Methuen Construction			3/5/2020
STREET		JOB NAME:	
		Rochester BDF - CB	
CITY, STATE, ZIP		Location:	
		Rochester, NH	
ARCHITECT:	DATE OF PLANS:		JOB PHONE:
Brown & Caldwell	6/24/2018		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

**Masonry**

1. Labor, Materials, Staging & Equipment.
2. Change brick veneer on both buildings to 4" splitface 4x8x16 blocks to closely match the existing. **No Fly Ash Can Be Used @ Splitface Block**
3. Mortar to closely match existing building.
4. **It is important to know that the block and mortar will closely match the existing but it will not be an exact match.**
5. Davis-Bacon Wage General Decision Number: NH190023 01/25/2019 NH23
6. Add Precast Sills Per RFI #40
7. Change flashing from membrane with drip edge to 5 oz. copper fabric through wall flashing. No drip edge is included.
8. No L corners provided at window jambs.

**Carbon Building**

Material Deduct - \$20,248

Labor Deduct - \$7,007

Total Deduct - \$27,255**Dewatering Building**

Material Deduct - \$47,921

Labor Deduct - \$16,002

Total Deduct - \$63,923**WE PROPOSE** hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:

Ninety One Thousand One Hundred Seventy Eight

dollars(\$ 91,178

).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized

Signature Sean Pickard

Note: This proposal may be  
withdrawn by us if not accepted  
within 30 days

**ACCEPTANCE OF PROPOSAL**-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

Signature

Signature



08/27/2020

**Greco, Lucian**

---

**From:** Castrogiovanni, Patrick <pcastrogiovanni@methuenconstruction.com>  
**Sent:** Tuesday, December 31, 2019 8:11 AM  
**To:** Jason Huelsman  
**Cc:** Ianello, Michael; Greco, Lucian  
**Subject:** FW: Masonry Change

Jason,

See below confirmation regarding switching to the Split Face Block.

Please move forward with submittals for Split Face Block.

Thank you,

**Patrick Castrogiovanni**  
Assistant Project Manager  
pcastrogiovanni@methuenconstruction.com

**Main:** 603.328.2222  
**Direct:** 603.328.2273  
**Mobile:** 603.362.3732  
**Fax:** 603.328.2233



144 Main Street | PO Box 980  
Plaistow, NH 03865  
[www.MethuenConstruction.com](http://www.MethuenConstruction.com)

CONFIDENTIALITY NOTICE - This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

**From:** Bob Fougere <BFougere@BrwnCald.com>  
**Sent:** Friday, December 20, 2019 2:08 PM  
**To:** Castrogiovanni, Patrick <pcastrogiovanni@methuenconstruction.com>  
**Cc:** Mark Allenwood <MAllenwood@BrwnCald.com>  
**Subject:** Masonry Change

Pat,  
Delete the specified face brick and replace with 4" Split Face block.  
The block to be as manufactured by Genest #107 Dark Gray.  
Provide the deduct PCO for review.

Thanks

08/27/2020

One Tech Drive, Suite 310  
Andover, MA 01810-2435

T: 978.794.0336

April 30, 2020



Patrick Castrogiovanni  
Methuen Construction Co., Inc.  
PO Box 980  
Plaistow, NH 03865

Subject: PCO No. 003 – Split Face Block Adjustment

Dear Patrick:

Brown and Caldwell has received and reviewed PCO No. 003 – Split Face Block Adjustment, which changes the Dewatering and Carbon Building façades from brick to split face block. As presented in PCO No. 003, this change will result in reduced cost to the project with a credit of \$91,178.00. However, the credit must also include a five (5) percent reduction in Methuen's cost per specification Section C-700, Paragraph 11.04.C.e. Therefore, in addition to the \$91,178.00, an additional \$4,558.90 credit will be included for a total credit of \$96,736.90.

PCO No. 003 is accepted and will be incorporated into Change Order No. 2 which will be prepared by Brown and Caldwell.

Very truly yours,  
**Brown and Caldwell**

A handwritten signature in blue ink that reads "Mark Allenwood".

Mark Allenwood, PE  
Project Manager

cc: Michael Bezanson, PE, City of Rochester  
David Green, City of Rochester  
Bob Fougere, BC

08/27/2020

**PCO #005**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

**Project:** 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Prime Contract Potential Change Order #005: Carbon Building H-Piles Credit LF

<b>TO:</b>	City of Rochester City Hall 31 Wakefield St. Rochester New Hampshire, 03867	<b>FROM:</b>	Methuen Construction Co., Inc. 144 Main Street PO Box 980 Plaistow New Hampshire, 03865
<b>PCO NUMBER/REVISION:</b>	005 / 0	<b>CONTRACT:</b>	19-32 - Biosolids Dewatering Facility & Carbon Building
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Michelle Trodella (Methuen Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	1/29 /2020
<b>REFERENCE:</b>		<b>DATE SENT:</b>	1/29/2020
<b>FIELD CHANGE:</b>	No	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>LOCATION:</b>	Carbon Building Area>Site		
<b>SCHEDULE IMPACT:</b>	0 days	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>PAID IN FULL:</b>	No	<b>TOTAL AMOUNT:</b>	(\$31,005.00)

Methuen Construction (MC), hereby submits this PCO in accordance with the documentation referenced herein. It is expressly understood and agreed that this proposal is valid for the time as specified within this document from the date of the PCO. The Proposal is based upon current day construction costs and does not include escalation costs for any material items that are either volatile or market sensitive. This Proposal does not include overtime acceleration or expediting costs. This proposal does not include the costs associated with out of sequence construction, interference, impact related delays and disruptions. MC reserves its rights under the agreement to seek additional time, indirect and impact costs associated with the PCO, once the impacts can be fully evaluated. This proposal is submitted based on the understanding that it is exempt from WBE/MBE participation requirements and acceptance of this proposal waives the participation requirements associated with this additional work.

**POTENTIAL CHANGE ORDER TITLE:** Carbon Building H-Piles Credit LF

**CHANGE REASON:** Design Development

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #021 - Carbon Building H Piles - Credit

**ATTACHMENTS:**

[Field Memo #4 - Revised.doc](#)

#	Cost Code	Description	Type	Amount
1	31-0060 - HPILE INSTALL	Carbon Building H Pile - Credit 477 LF @ \$65	Subcontractor	(\$31,005.00)
<b>Subtotal:</b>				(\$31,005.00)
<b>Grand Total:</b>				(\$31,005.00)

08/27/2020

<b>Memo</b>	FIELD MEMO <u>004 Revised</u>
	<b>Brown AND Caldwell</b>
	City of Rochester Biosolids Dewatering Facility & Carbon Building

**To: Patrick Castrogiovanni****Date: 1/28/2020****From:** Bob Fougere**CC:** Mark Allenwood, Dave Green**Re: Carbon Building Pile Lengths - Revised**

---

Pat,

Revised to include missing pile # 530

Total driven length is 4,523 feet

Schedule amount was 5,000 feet.

A credit CO will be drafted in the amount of \$31,005.00

Thanks,

Bob Fougere

08/27/2020

**PCO #007**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

**Project:** 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Prime Contract Potential Change Order #007: Carbon Tanks Fill Panel

<b>TO:</b>	City of Rochester City Hall 31 Wakefield St. Rochester New Hampshire, 03867	<b>FROM:</b>	Methuen Construction Co., Inc. 144 Main Street PO Box 980 Plaistow New Hampshire, 03865
<b>PCO NUMBER/REVISION:</b>	007 / 0	<b>CONTRACT:</b>	19-32 - Biosolids Dewatering Facility & Carbon Building
<b>REQUEST RECEIVED FROM:</b>	Bob Fougere (Brown and Caldwell)	<b>CREATED BY:</b>	Lucian Greco (Methuen Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	2/24 /2020
<b>REFERENCE:</b>		<b>DATE SENT:</b>	
<b>FIELD CHANGE:</b>	No	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>LOCATION:</b>	Carbon Building Area		
<b>SCHEDULE IMPACT:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>PAID IN FULL:</b>	No	<b>TOTAL AMOUNT:</b>	(\$546.00)

Methuen Construction (MC), hereby submits this PCO in accordance with the documentation referenced herein. It is expressly understood and agreed that this proposal is valid for the time as specified within this document from the date of the PCO. The Proposal is based upon current day construction costs and does not include escalation costs for any material items that are either volatile or market sensitive. This Proposal does not include overtime acceleration or expediting costs. This proposal does not include the costs associated with out of sequence construction, interference, impact related delays and disruptions. MC reserves its rights under the agreement to seek additional time, indirect and impact costs associated with the PCO, once the impacts can be fully evaluated. This proposal is submitted based on the understanding that it is exempt from WBE/MBE participation requirements and acceptance of this proposal waives the participation requirements associated with this additional work.

**POTENTIAL CHANGE ORDER TITLE:** Carbon Tanks Fill Panel

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

Methuen Construction ("GC")  
Brown and Caldwell ("Engineer")  
City of Rochester ("Owner")

### CE #024 - Carbon Fill Panel

- Signal Splitter - Removal of the analog isolators as outline in RFI# 44. (See attached)

### **ATTACHMENTS:**

[190502 Rochester NH - BioSolids - Signal Splitter CO CREDIT.pdf](#) [RFI 44 - Carbon Tanks Fill Panel\\_RESPONSE.pdf](#)

#	Cost Code	Description	Type	Amount	GC Fee/Subcontractor (5.00% Applies to Subcontractor.)	Subtotal
1	25-0010 - I&C	Signal Splitter CREDIT	Subcontract or	(\$520.00)	(\$26.00)	(\$546.00)

08/27/2020

**PCO #007**

PROGRAM MING									
Subtotal:				(\$520.00)					(\$26.00)
								Grand Total:	(\$546.00)

**Mark Allenwood (Brown and Caldwell)**  
 One Tech Drive, Suite 310  
 Andover, Massachusetts 01810-2435

**City of Rochester**  
 City Hall 31 Wakefield St.  
 Rochester, New Hampshire 03867

**Methuen Construction Co., Inc.**  
 144 Main Street PO Box 980  
 Plaistow, New Hampshire 03865

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Methuen Construction Co., Inc.

08/27/2020

February 20, 2020

Quote #: 190502

Mr. Lucian Greco  
Methuen Construction  
40 Lowell Road  
Salem, NH 03079  
(603) 328-2228



288 CALEF HIGHWAY  
LEE, NH 03861  
603.422.5271: T  
978.517.1321: F

Rochester NH-Biosolids Dewatering Facility

Reference: Dewatering Building – Change Order – Signal Splitter CREDIT  
Rochester, NH

Dear Lucian,

Wilson Controls is pleased to provide this Change Order Proposal for the above referenced project in regard to removing the analog signal isolators as outlined in RFI No. 44 for the Carbon Tank Fill Panel. The following Credit has been determined:

CREDIT				
Item #	Description	Qty	Unit Cost	Ext. Cost
1	Credit for eliminating 4 Analog Signal Splitters as outlined in RFI No. 44	4	-\$130.00	-\$520.00
	Total Change Order Item 1		TOTAL CREDIT OF CHANGE ORDER	-\$520.00

**PRICING AND DELIVERY**

Prices are based on quantities indicated and are priced each for items described above.

**Proposal Price ..... -\$520.00**

Delivery: N/A

Please don't hesitate to call if you have questions or concerns: 603-422-5271.

Sincerely,

***Scott E. Drapeau***

Scott E. Drapeau, P.E.

Wilson Controls, LLC

The information contained within this document is to be considered confidential and proprietary. It shall not be distributed or communicated to other individuals or parties except those directly involved with Wilson Controls, LLC and its affiliates on this particular application. Under no conditions shall this document or the information contained within be communicated to competitors of Wilson Controls, LLC and its affiliates.

08/27/2020

## MC PCO No. 007 - Carbon Tank Fill Panel

## 1-LABOR

CATEGORY	HRS	RATE/HR	PREMIUM	SUBTOTAL
<b>SITE CREWS</b>				
Civil Foreman		\$0.00		\$0.00
Equipment Operator		\$0.00		\$0.00
Truck Driver		\$0.00		\$0.00
Pipe Layer		\$0.00		\$0.00
Civil Laborer		\$0.00		\$0.00
<b>CONCRETE / STRUCTURAL CREWS</b>				
Concrete Foreman		\$0.00		\$0.00
Carpenter		\$0.00		\$0.00
Cement Finisher		\$0.00		\$0.00
Waterproofor		\$0.00		\$0.00
Brick Layer		\$0.00		\$0.00
Rebar Installer / Welder		\$0.00		\$0.00
Struct Steel Installer / Welder		\$0.00		\$0.00
Cement Mason		\$0.00		\$0.00
Mason Tender		\$0.00		\$0.00
Laborer		\$0.00		\$0.00
<b>MECHANICAL CREWS</b>				
Mechanical Foreman		\$0.00		\$0.00
Electrician		\$0.00		\$0.00
Plumber		\$0.00		\$0.00
Pipe Fitter		\$0.00		\$0.00
Millwright		\$0.00		\$0.00
Welder (Pipefitting Work)		\$0.00		\$0.00
Laborer		\$0.00		\$0.00
<b>MISC TRADE CLASSES</b>				
Crane Operator		\$0.00		\$0.00
Frost Insulator		\$0.00		\$0.00
Painter (Brush/Roller)		\$0.00		\$0.00
Painter (Spray)		\$0.00		\$0.00
<b>SUBTOTAL</b>				<b>\$0.00</b>

## 2-MATERIALS

DESCRIPTION	QTY	UNIT	UNIT COST	SUBTOTAL
				\$0.00
<b>SUBTOTAL</b>				<b>\$0.00</b>

## 3-EQUIPMENT

CATEGORY	HRS	RATE	UNIT	SUBTOTAL
EXCAVATOR EC350 E		\$0.00	HR	\$0.00
EXCAVATOR PC300		\$0.00	HR	\$0.00
EXCAVATOR CAT 330		\$0.00	HR	\$0.00
EXCAVATOR CAT 320		\$0.00	HR	\$0.00
EXCAVATOR PC138		\$0.00	HR	\$0.00
LULL		\$0.00	HR	\$0.00
HYDREMA		\$0.00	HR	\$0.00
LOADER KOMATSU		\$0.00	HR	\$0.00
PLATE COMPACTOR		\$0.00	HR	\$0.00
DUMP TRUCK		\$0.00	HR	\$0.00
TOOL TRUCK		\$0.00	HR	\$0.00
DOZER		\$0.00	HR	\$0.00
COMPACTOR (WALK BEHIND)		\$0.00	HR	\$0.00
ROAD SAW		\$0.00	HR	\$0.00
HYDRAULIC BREAKER		\$0.00	HR	\$0.00
CAT 420 BACKHOE		\$0.00	HR	\$0.00
FORKLIFT LULL		\$0.00	HR	\$0.00
COMPRESSOR 185CFM		\$0.00	HR	\$0.00
SCISSOR LIFT 18'		\$0.00	HR	\$0.00
CORE DRILL		\$0.00	DAY	\$0.00
<b>SUBTOTAL</b>				<b>\$0.00</b>

## 4-SUPPLEMENTAL COSTS

DESCRIPTION	QTY	RATE	UNIT	SUBTOTAL
ASBUILT DRAWINGS				\$0.00
WARRANTIES				\$0.00
TESTING				\$0.00
ENGINEERING				\$0.00
LEGAL				\$0.00
TRAVEL				\$0.00
TEMP FACILITIES				\$0.00
STORAGE				\$0.00
ICE & WATER				\$0.00
FUEL				\$0.00
TELEPHONE				\$0.00
ELECTRICITY				\$0.00
OFFICE EQUIPMENT				\$0.00
SAFETY				\$0.00
<b>SUBTOTAL</b>				<b>\$0.00</b>

## 4-BURDEN

CATEGORY	RATE			
BURDEN RATE	43.00%			\$0.00

## 5-GC WORK TOTAL

<b>SUBTOTAL (Item 1+2+3+4)</b>				<b>\$0.00</b>
--------------------------------	--	--	--	---------------

## 6-SUBCONTRACTORS WORK

SUBCONTRACTOR	UNIT COST	QTY	UNIT	TOTAL
Wilson Controls				(\$520.00)
<b>SUBTOTAL</b>				<b>(\$520.00)</b>

## 7-FEE

GC (15% X Item 5 + 5% X Item 6)				(\$26.00)
---------------------------------	--	--	--	-----------

## 8-SUBTOTAL

<b>BOND (1% X Item 8)</b>				\$0.00
<b>GENERAL LIABILITY (1% X Item 8)</b>				\$0.00

<b>8-TOTAL (Item 8 + Bond + General Liability)</b>				<b>-\$546.00</b>
--	--	--	--	------------------



08/27/2020

**RFI #44**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

Project: 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Carbon Tanks Fill Panel

<b>TO:</b>	Kara Cash (Brown and Caldwell) (Response Required)	<b>FROM:</b>	Adam Kolb (Wilson Controls, LLC)
<b>DATE INITIATED:</b>	02/05/2020	<b>STATUS:</b>	Open
<b>LOCATION:</b>	Carbon Building Area	<b>DUE DATE:</b>	02/10/2020
<b>PROJECT STAGE:</b>	Pre-Construction	<b>COST CODE:</b>	
<b>SUB JOB:</b>		<b>SCHEDULE IMPACT:</b>	TBD
<b>COST IMPACT:</b>	TBD	<b>SPEC SECTION:</b>	40 61 98 - I&C CONTROL STRATEGIES LCP6 CARBON BUILDING I&C LOCAL CONTROL PANEL "LCP-6"
<b>DRAWING NUMBER:</b>		<b>REFERENCE:</b>	I-100 Loop #1,2, and 4
<b>LINKED DRAWINGS:</b>			

**RECEIVED FROM:** Adam Kolb (Wilson Controls, LLC)

**COPIES TO:**

Mark Allenwood (Brown and Caldwell), Kara Cash (Brown and Caldwell), Bob Fougere (Brown and Caldwell), Lucian Greco (Methuen Construction Co., Inc.), Mike Ianello (Methuen Construction Co., Inc.), Kristen Symonds (Methuen Construction Co., Inc.), Michelle Trodella (Methuen Construction Co., Inc.)

### Question from Adam Kolb (Wilson Controls, LLC) at 12:03 PM on 02/03/2020

Reference Drawing I-100, loop diagram #4 "Carbon Tanks Fill Panel" and referred to as detail D on drawing E-802. Specified in 40 61 98 I&C Controls Strategies LCP-6.

1. The current panel design does not allow for control of the corresponding inlet flow valve based on tank selection as specified in 40 61 98 Part 1 Section B. Currently as designed the CTFP selector switch is receiving analog input signals from a signal splitter (Reference Drawing I-100, loop diagram #1 & #2) located at the local control panel. Due to the need to control the corresponding inlet flow valves based on tank selection, the selector switch positions should instead be digital inputs tied to the PLC. Digital inputs sent from each switch position to the PLC will open the selected tanks valve as well as send back an analog output of the selected tanks level for the CTFP display. This would give the desired and specified control that is called out for the CTFP.
2. This would eliminate the need for the (4) analog signal splitters and Wilson Controls will provide a total credit of \$520.00 for the splitters.

Please confirm/advise whether the above is an acceptable revision.

**Attachments:**

[40 61 98 I&C Control Strategies LCP-6 Part 1 Section B.pdf](#) [I&C Loop Diagram I-100.pdf](#)

**Official Response:** Kara Cash (Brown and Caldwell) responded on Friday, February 14th, 2020 at 3:25PM EST

The revision is acceptable.  
Provide credit PCO.

**Attachments:**

[RFI 44 Response.pdf](#)

BY

DATE

COPIES TO

08/27/2020



The Archidesign Group, LLC  
Architects



ASSOCIATES CORP.

**Rochester, NH WWTF  
Biosolids Dewatering Facility**

---

**RFI No:** 044  
**To:** Brown & Caldwell  
**Subject:** Carbon Tanks Fill Panel  
**Drawing/Spec:**  
**Att:** Bob Fougere  
**Phone of Att:** 508 728 3719  
**Date of RFI:** 2/6/2020  
**Response Date:** 2/14/2020

**QUESTION:**

Reference Drawing I-100, loop diagram #4 "Carbon Tanks Fill Panel" and referred to as detail D on drawing E-802. Specified in 40 61 98 I&C Controls Strategies LCP-6.

1. The current panel design does not allow for control of the corresponding inlet flow valve based on tank selection as specified in 40 61 98 Part 1 Section B. Currently as designed the CTFP selector switch is receiving analog input signals from a signal splitter (Reference Drawing I-100, loop diagram #1 & #2) located at the local control panel. Due to the need to control the corresponding inlet flow valves based on tank selection, the selector switch positions should instead be digital inputs tied to the PLC. Digital inputs sent from each switch position to the PLC will open the selected tanks valve as well as send back an analog output of the selected tanks level for the CTFP display. This would give the desired and specified control that is called out for the CTFP.
2. This would eliminate the need for the (4) analog signal splitters and Wilson Controls will provide a total credit of \$520.00 for the splitters.

Please confirm/advise whether the above is an acceptable revision.

**ANSWER:**

The revision is acceptable.  
Provide credit PCO.

- B. Loops # 1, # 2, # 3 & # 4 – Carbon Solution Storage Tanks (T-8101, T-8102, T-8203, and T-8204)**
1. **General:** Four (4) bulk storage chemical tanks and two (2) associated metering feed pumps are located in the Carbon Building. The pumps will direct carbon solution to the aeration basins. Each two storage tanks are filled independently from two outside truck fill stations. The carbon solution for two tanks is separately flow metered for deliveries orders. Each tank inlet valve is automatically controlled plus each tank has its own I&C level sensor for monitoring and feed pump control. The tanks fill panel has controls to select which tank is being filled and its level indicated plus its “high” level alarm selection.
  2. **Local Tanks Control and Monitoring**
    - a. Local indication of tank level at each tank’s I&C level transmitter.
    - b. Tanks “flood” level independent I&C float switch at each tank.
    - c. Tanks inlet flow control valves (one for each tank)
    - d. Tanks containment sump “leak” alarm float switch.
  3. **Local FCV Control and Monitoring**
    - a. Local M/A and O/C controls
    - b. Valve position “open” and “close” lights.
  4. **Truck Fill Control and Monitoring**
    - a. The tank being truck filled is selected by the CTFP’s five position selector switch. This automatically selects the tank level to be displayed plus opens the tank’s inlet flow control valve. If the valve does not open, the CTFP alarm horn/light shall energize.
    - b. When the tank “high” level is reached the inlet flow control valve is automatically closed and the CFP horn/light is energized. The silence pushbutton will stop the horn but the light shall remain on until the next tank is selected.
  5. **Alarms at OIT-6 and SCADA HMI:**
    - a. Chemical tanks “low”, “high” and “flood alarms”
    - b. Chemical tanks “re-order” alert.
    - c. Chemical tanks inlet flow control valves “fail” alarms
    - d. Chemical tanks sump “leak” alarm
  6. **Status at OIT-6 and SCADA HMI:**
    - a. Chemical tanks inlet flow control valves “open” and “close”
    - b. Chemical tanks inlet flow control valves “ready”
  7. **Signals at OIT-6A and SCADA HMI:**
    - a. Tanks level indication (0.0 - ##.# ft) and trend (only indication at SCADA)
    - b. Carbon solution tank flow (0.0 - ##.# gpm) with individual daily and total flows with resets.
- C. Loop #5 – Carbon Solution Feed Pumps (P-8301 & P-8302)**
1. **General:** two variable speed carbon solution feed pumps with tanks outlet flow control valves
  2. **Local Control and Monitoring**
    - a. Local control at pump panel is “LOR” selector switch and “EPO” pushbutton.



08/27/2020

**PCO #008**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

**Project:** 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Prime Contract Potential Change Order #008: CE #032.A - Septage Receiving

<b>TO:</b>	City of Rochester City Hall 31 Wakefield St. Rochester New Hampshire, 03867	<b>FROM:</b>	Methuen Construction Co., Inc. 144 Main Street PO Box 980 Plaistow New Hampshire, 03865
<b>PCO NUMBER/REVISION:</b>	008 / 1	<b>CONTRACT:</b>	19-32 - Biosolids Dewatering Facility & Carbon Building
<b>REQUEST RECEIVED FROM:</b>	Bob Fougere (Brown and Caldwell)	<b>CREATED BY:</b>	Patrick Castrogiovanni (Methuen Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	5/6 /2020
<b>REFERENCE:</b>		<b>DATE SENT:</b>	
<b>FIELD CHANGE:</b>	No	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>LOCATION:</b>	Dewatering Building		
<b>SCHEDULE IMPACT:</b>	0 days	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>PAID IN FULL:</b>	No	<b>TOTAL AMOUNT:</b>	\$7,494.25

Methuen Construction (MC), hereby submits this PCO in accordance with the documentation referenced herein. It is expressly understood and agreed that this proposal is valid for the time as specified within this document from the date of the PCO. The Proposal is based upon current day construction costs and does not include escalation costs for any material items that are either volatile or market sensitive. This Proposal does not include overtime acceleration or expediting costs. This proposal does not include the costs associated with out of sequence construction, interference, impact related delays and disruptions. MC reserves its rights under the agreement to seek additional time, indirect and impact costs associated with the PCO, once the impacts can be fully evaluated. This proposal is submitted based on the understanding that it is exempt from WBE/MBE participation requirements and acceptance of this proposal waives the participation requirements associated with this additional work.

**POTENTIAL CHANGE ORDER TITLE:** CE #032.A - Septage Receiving

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #032.A - Septage Receiving  
Field Memo # 014

**Brown and Caldwell:**

- \* A reduced scope is required.
- \* Install the two DI sleeves with blind flanges; delete the electrical, waterline and DI piping.
- \* Provide the revised PCO.

**Methuen Construction:**

Work Description(s)

- \* Materials - Listed below with QWP
- \* Labor - Coordination, Elevation Check, Prep, Install, Add Rebar Supports, Blind and Bolt.
- \* Equipment - Crane to lift, place and hold castings while being secured in place.

**QWP:**

- \* Material Costs - Pipe Sleeves, Blind Flanges, Caps, Hardware, Gaskets etc...

**Rebar and Mesh:**

- \* Additional Rebar required for supports per S-005, Detail 6.

08/27/2020

**PCO #008****ATTACHMENTS:**

#	Cost Code	Description	Type	Amount	GC Fee (15.00% Applies to Burden, Material, Labor, and Equipment.)	GC Fee/Subcontractor (5.00% Applies to Subcontractor.)	Subtotal
1	87-0050 - SEPTAGE PIPING-BDF	MC	Labor	\$ 638.01	\$ 95.70	\$ 0.00	\$733.71
2	87-0050 - SEPTAGE PIPING-BDF	QWP	Material	\$ 4,447.46	\$ 667.12	\$ 0.00	\$5,114.58
3	87-0050 - SEPTAGE PIPING-BDF	Reber	Material	\$ 750.00	\$ 112.50	\$ 0.00	\$862.50
4	87-0050 - SEPTAGE PIPING-BDF	Equipment	Equipment	\$ 279.16	\$ 41.87	\$ 0.00	\$321.03
5	87-0050 - SEPTAGE PIPING-BDF	Burden	Labor	\$ 274.34	\$ 41.15	\$ 0.00	\$315.49
				<b>Subtotal:</b>	<b>\$6,388.97</b>	<b>\$958.34</b>	<b>\$0.00</b>
							<b>General Liability: 1.00% Applies to all line item types.</b>
							<b>\$ 73.47</b>
							<b>Bond: 1.00% Applies to all line item types.</b>
							<b>\$ 73.47</b>
							<b>Grand Total:</b>
							<b>\$7,494.25</b>

**Mark Allenwood (Brown and Caldwell)**  
 One Tech Drive, Suite 310  
 Andover, Massachusetts 01810-2435

**City of Rochester**  
 City Hall 31 Wakefield St.  
 Rochester, New Hampshire 03867

**Methuen Construction Co., Inc.**  
 144 Main Street PO Box 980  
 Plaistow, New Hampshire 03865

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Methuen Construction Co., Inc.

08/27/2020

<b>Memo</b>	FIELD MEMO 014
	<b>Brown AND Caldwell</b>
	City of Rochester Biosolids Dewatering Facility & Carbon Building

**To: Patrick Castrogiovanni****Date: 5/5/2020****From:** Bob Fougere**CC:** Mark Allenwood**Re: PCO - 8**

---

Pat,

The City will not be accepting MC's price for PCO 8.

A reduced scope is required.

Install the two DI sleeves with blind flanges; delete the electrical, waterline and DI piping.

Provide the revised PCO.

Thanks,

Bob Fougere

---

---

08/27/2020

## MC PCO #008 - Septage Piping Rev 1

## 1-LABOR

CATEGORY	HRS	RATE/HR	PREMIUM	SUBTOTAL
<b>SITE CREWS</b>				
Superintendent	1	\$121.00		\$121.00
Civil Foreman		\$93.00		\$0.00
Equipment Operator	2	\$57.40		\$114.80
Truck Driver		\$48.22		\$0.00
Pipe Layer		\$50.84		\$0.00
Civil Laborer		\$38.03		\$0.00
<b>CONCRETE / STRUCTURAL CREWS</b>				
Concrete Foreman	1	\$93.00		\$93.00
Carpenter	4	\$48.78		\$195.12
Cement Finisher		\$44.80		\$0.00
Waterproofer		\$68.20		\$0.00
Brick Layer		\$68.20		\$0.00
Rebar Installer / Welder		\$58.55		\$0.00
Struct Steel Installer / Welder		\$48.40		\$0.00
Cement Mason		\$40.85		\$0.00
Mason Tender		\$27.85		\$0.00
Laborer	3	\$38.03		\$114.09
<b>MECHANICAL CREWS</b>				
Mechanical Foreman		\$93.00		\$0.00
Electrician		\$91.84		\$0.00
Plumber		\$43.91		\$0.00
Pipe Fitter		\$89.28		\$0.00
Millwright		\$48.78		\$0.00
Welder (Pipfitting Work)		\$68.28		\$0.00
Laborer		\$38.03		\$0.00
<b>MISC TRADE CLASSES</b>				
Crane Operator		\$57.40		\$0.00
Frost Insulator		\$79.48		\$0.00
Painter (Brush/Roller)		\$23.83		\$0.00
Painter (Spray)		\$38.38		\$0.00
<b>SUBTOTAL</b>				<b>\$838.01</b>

Superintendent - Coordination, GPS locating and documenting.  
Equipment Operator Time: (2) Hours to pick, place and holding castings into place.

Carpenter Foreman - Coordination with crew and shoot elevations.  
Carpenter(e) - Crew of (2) Carpenters to place, secure Castings, Apply Wax in holes, Bolt through forms and install added rebar.

(2) Laborers at 1. Shr each to install blind flanges and caps

## 2-MATERIALS

DESCRIPTION	QTY	UNIT	UNIT COST	SUBTOTAL
DWP - Piping/Sleeves	1	LS		\$4,447.48
Rebar and Mesh	1	LS		\$760.00
<b>SUBTOTAL</b>				<b>\$5,197.48</b>

Attached Document

Attached Document

## 3-EQUIPMENT

CATEGORY	HRS	RATE	UNIT	SUBTOTAL
EXCAVATOR EC350 E		\$214.42	HR	\$0.00
EXCAVATOR PC300		\$180.35	HR	\$0.00
EXCAVATOR CAT 330		\$100.37	HR	\$0.00
EXCAVATOR CAT 320		\$58.71	HR	\$0.00
EXCAVATOR PC138		\$66.67	HR	\$0.00
CR7 GROVE CRANE	2	\$139.58	HR	\$279.16
LULL		\$66.43	HR	\$0.00
HYDREMA		\$66.85	HR	\$0.00
LOADER		\$87.31	HR	\$0.00
PLATE COMPACTOR		\$9.38	HR	\$0.00
DUMP TRUCK		\$81.23	HR	\$0.00
TOOL TRUCK		\$15.00	HR	\$0.00
DOZER		\$54.42	HR	\$0.00
COMPACTOR (WALK BEHIND)		\$35.88	HR	\$0.00
ROAD SAW		\$35.88	HR	\$0.00
HYDRAULIC BREAKER		\$45.81	HR	\$0.00
CAT 420 BACKHOE		\$41.49	HR	\$0.00
FORKLIFT LULL		\$30.01	HR	\$0.00
COMPRESSOR 185CFM		\$15.08	HR	\$0.00
SCISSOR LIFT 18'		\$4.18	HR	\$0.00
CORE DRILL		\$120.00	DAY	\$0.00
<b>SUBTOTAL</b>				<b>\$279.16</b>

(2) Hours to place both Castings

## 4-SUPPLEMENTAL COSTS

DESCRIPTION	QTY	RATE	UNIT	SUBTOTAL
ASBUILT DRAWINGS				\$0.00
WARRANTIES				\$0.00
TESTING				\$0.00
ENGINEERING				\$0.00
LEGAL				\$0.00
TRAVEL				\$0.00
TEMP FACILITIES				\$0.00
STORAGE				\$0.00
ICE & WATER				\$0.00
DIESEL FUEL				\$0.00
TELEPHONE				\$0.00
ELECTRICITY				\$0.00
OFFICE EQUIPMENT				\$0.00
SAFETY				\$0.00
<b>SUBTOTAL</b>				<b>\$0.00</b>

## 4-BURDEN

CATEGORY	RATE			
BURDEN RATE	43.00%			\$274.34

## 5-GC WORK TOTAL

<b>SUBTOTAL (Item 1+2+3+4)</b>				<b>\$8,388.97</b>
--------------------------------	--	--	--	-------------------

## 6-SUBCONTRACTORS WORK

SUBCONTRACTOR	UNIT COST	QTY	UNIT	TOTAL

**SUBTOTAL** **\$0.00**

## 7-FEE

GC (15% X Item 5 + 8% X Item 6)				\$958.34
---------------------------------	--	--	--	----------

## 8-SUBTOTAL

**\$7,347.31**

BOND (7% X Item 8)				\$73.47
GENERAL LIABILITY (1% X Item 8)				\$73.47

**9-TOTAL (Item 8 + Bond + General Liability)** **\$7,494.25**



08/27/2020



111 Avco Road  
Haverhill, MA 01835  
800-558-6713  
FAX: 978-372-0831  
www.rebarsandmesh.com

# Invoice

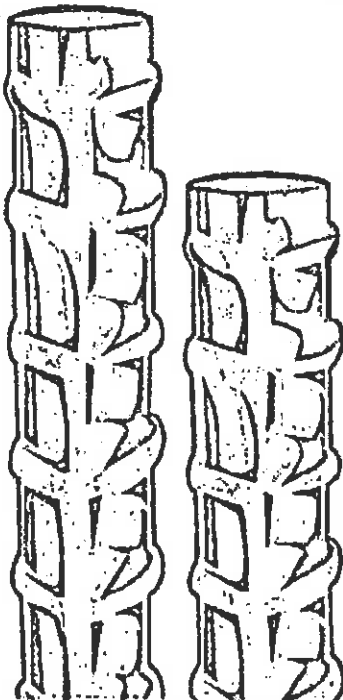
INVOICE NUMBER:  
**54004**

INVOICE DATE:  
**4/14/20**

PAGE:  
**1**

<b>SOLD TO:</b>
Methuen Construction Co Inc 144 Main Street PO Box 980 Plaistow, NH 03865

<b>SHIP TO:</b>
Biosolids Dewatering Rochester, NH

CUSTOMER ID		CUSTOMER PO		PAYMENT TERMS		
Methuen - Biosolids		4/10 Email-Lucian		1% 10, Net 30 Days		
PROJECT		SHIPPING METHOD		SHIP DATE	DUE DATE	
		RMI		4/14/20	5/14/20	
QUANTITY	ITEM	DESCRIPTION			UNIT PRICE	EXTENSION
	Fab Steel	Fabricated rebar per attached barlist(s) # 76400				\$750.00
						
We appreciate your business. Thank you.  CHECK NO.					SUBTOTAL	\$750.00
					SALES TAX	
					FREIGHT	
					TOTAL INVOICE AMOUNT	\$750.00
					PAYMENT RECEIVED	
					TOTAL	\$750.00

PLEASE verify this invoice. If any discrepancy is found, please notify our office immediately so we may  
the problem. Claims taken on invoices OVER 30 days old will not be honored.

08/27/2020

METHUEN CONSTRUCTION COMPANY  
144 MAIN STREET  
P.O. BOX 980  
PLAISTOW, NH  
03865

Quality Water Products PF  
QUALITY WATER PRODUCTS  
PIPE FABRICATION DIVISION  
25 Town Farm Road Box 419  
So Barre, MA  
01074

Telephone: 978-355-6833

3/05/20 Bid ID: 5418678 ROCHESTER NH PCO 5 ADD'L YARD

Page 1

Quantity	Sell Per	Description	Unit Price	Extended Price
----------	-------------	-------------	---------------	-------------------

ROCHESTER N.H.  
DEWATERING FACILITY  
AIS REQUIREMENT  
PCO 5 ADD'L YARD MATERIAL

12" D.I. SEPTAGE

2	EA	12 MJ DI SOLID PLUG CL	216.06	432.12
2	EA	12 MJ GASKET (SBR)	16.60	33.20
16	EA	3/4"X4" ALL THREAD STUD BOLT	12.50	200.00
16	EA	3/4 HEAVY HEX NUT	1.33	21.28
2	EA	12 TFLXTMJ WALL PIPE W/WS CLX1-8	1,115.75	2,231.50
2	EA	12 DI BLIND FLG	356.03	712.06
2	EA	12 FULL FACE NITRILE GASKET	22.33	44.66
24	EA	7/8"X4" ALL THREAD STUD BOLT	15.67	376.08
24	EA	7/8" HEAVY HEX NUT	1.94	46.56
1	EA	FRT. CHARGE TO SITE	350.00	350.00

Subtotal: 4,447.46

Tax: .00

Bid Total: 4,447.46

08/27/2020

**PCO #009**

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

**Project:** 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Prime Contract Potential Change Order #009: Sludge Tanks Waterproofing

<b>TO:</b>	City of Rochester City Hall 31 Wakefield St. Rochester New Hampshire, 03867	<b>FROM:</b>	Methuen Construction Co., Inc. 144 Main Street PO Box 980 Plaistow New Hampshire, 03865
<b>PCO NUMBER/REVISION:</b>	009 / 0	<b>CONTRACT:</b>	19-32 - Biosolids Dewatering Facility & Carbon Building
<b>REQUEST RECEIVED FROM:</b>	Bob Fougere (Brown and Caldwell)	<b>CREATED BY:</b>	Lucian Greco (Methuen Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	4/30 /2020
<b>REFERENCE:</b>	RFI 39	<b>DATE SENT:</b>	
<b>FIELD CHANGE:</b>	No	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>LOCATION:</b>	Dewatering Building		
<b>SCHEDULE IMPACT:</b>	0 days	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>PAID IN FULL:</b>	No	<b>TOTAL AMOUNT:</b>	(\$31,762.50)

Methuen Construction (MC), hereby submits this PCO in accordance with the documentation referenced herein. It is expressly understood and agreed that this proposal is valid for the time as specified within this document from the date of the PCO. The Proposal is based upon current day construction costs and does not include escalation costs for any material items that are either volatile or market sensitive. This Proposal does not include overtime acceleration or expediting costs. This proposal does not include the costs associated with out of sequence construction, interference, impact related delays and disruptions. MC reserves its rights under the agreement to seek additional time, indirect and impact costs associated with the PCO, once the impacts can be fully evaluated. This proposal is submitted based on the understanding that it is exempt from WBE/MBE participation requirements and acceptance of this proposal waives the participation requirements associated with this additional work.

**POTENTIAL CHANGE ORDER TITLE:** Sludge Tanks Waterproofing

**CHANGE REASON:** Design Development

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

Methuen Construction ("GC")

Brown and Caldwell ("Engineer")

City of Rochester ("Owner")

Brown and Caldwell - Field Memo #13 - Sludge Tank Waterproofing

The waterproofing system shown on the drawings will be replaced with a surface applied system.

The "Peda-Guard system has been approved.

Provide the credit PCO.

Change Event #044 - Sludge Tank Waterproofing Coating

During the submittal coordination and with the response to RFI 39. It was determined the best method of waterproofing the sludge tank roof slab, would be to apply a surface coating system rather than installing a membrane between the planks and topping slab. Associated Coatings offered a credit to make this change, to be passed along to the owner as it's a reduction in work.

08/27/2020

**PCO #009****ATTACHMENTS:**

[Field Memo #13 .doc](#) [RFI 39 - Sludge Tanks Waterproofing System RESPONSE.pdf](#) [WPG-DPG Proposal Tank roof.pdf](#)

#	Cost Code	Description	Type	Amount	GC Fee (15.00% Applies to Other, Material, Labor, Equipment, and Burden.)	GC Fee/Subcontractor (5.00% Applies to Subcontractor.)	Burden (43.00% Applies to Labor.)	Subtotal
1	07-0030 - WATERPROOFING ALL	Sludge Tank Coating CREDIT	Subcontractor	(\$30,250.00)	\$ 0.00	(\$1,512.50)	\$ 0.00	(\$31,762.50)
				<b>Subtotal:</b>	(\$30,250.00)	\$0.00	(\$1,512.50)	\$0.00
							<b>Grand Total:</b>	(\$31,762.50)

**Mark Allenwood (Brown and Caldwell)**  
One Tech Drive, Suite 310  
Andover, Massachusetts 01810-2435

**City of Rochester**  
City Hall 31 Wakefield St.  
Rochester, New Hampshire 03867

**Methuen Construction Co., Inc.**  
144 Main Street PO Box 980  
Plaistow, New Hampshire 03865

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Methuen Construction Co., Inc.

08/27/2020

<b>Memo</b>	FIELD MEMO <u>013</u>
	<b>Brown AND Caldwell</b>
	City of Rochester Biosolids Dewatering Facility & Carbon Building

**To: Patrick Castrogiovanni****Date: 5/5/2020****From:** Bob Fougere**CC:** Mark Allenwood**Re: Sludge Tanks Waterproofing**

---

Pat,

The waterproofing system shown on the drawings will be replaced with a surface applied system.

The "Peda-Guard system has been approved.

Provide the credit PCO.

Thanks,

Bob Fougere

---

---

08/27/2020



**Quality, Dependability, Experience**

**476 Valley Street, Manchester, NH 03103**

**v. (603) 669-2780 fax (603) 669-3240**

---

April 29, 2020

Re: Biosolids Rochester NH

**Part SECTION 071000 –SHEET MEMBRANE WATERPROOFING AT TANK ROOF**

Sheet Membrane Waterproofing at Tank Roof \$70,000.00

Furnish and install sheet membrane deck system at split slab condition at buried roof deck.

This would include sheet membrane and liquid deck prep per manufacturer's instructions

or

VE Alternate \$39,750.00

This would be a typical slab condition (not a split slab)

Peda-gard elastomeric pedestrian bearing waterproofing with moisture mitigating primer

Includes surface prep

Christine Hall

Associated Concrete Coatings

08/27/2020



RFI #39

Methuen Construction Co., Inc.  
144 Main Street - PO Box 980  
Plaistow, New Hampshire 03865  
Phone: (603) 328-2222

Project: 2067 - Biosolids Dewatering Facility & Carbon Building  
245 Pickering Road  
Rochester, New Hampshire 03867

## Sludge Tanks Waterproofing System

<b>TO:</b>	Kara Cash (Brown and Caldwell) (Response Required)	<b>FROM:</b>	Lucian Greco (Methuen Construction Co., Inc.) 144 Main St, PO Box 980 Plaistow, New Hampshire 03865
<b>DATE INITIATED:</b>	01/28/2020	<b>STATUS:</b>	Closed
<b>LOCATION:</b>	Dewatering Building	<b>DUE DATE:</b>	02/04/2020
<b>PROJECT STAGE:</b>	Pre-Construction	<b>COST CODE:</b>	
<b>SUB JOB:</b>		<b>SCHEDULE IMPACT:</b>	TBD
<b>COST IMPACT:</b>	TBD	<b>SPEC SECTION:</b>	03 41 00 - STRUCTURAL PRECAST CONCRETE
<b>DRAWING NUMBER:</b>	S-922	<b>REFERENCE:</b>	
<b>LINKED DRAWINGS:</b>			

**RECEIVED FROM:** Hoory Seuffert (Newstress Inc.)

**COPIES TO:**

Mark Allenwood (Brown and Caldwell), Kara Cash (Brown and Caldwell), Bob Fougere (Brown and Caldwell), Lucian Greco (Methuen Construction Co., Inc.), Mike Ianello (Methuen Construction Co., Inc.), Kristen Symonds (Methuen Construction Co., Inc.), Michelle Trodella (Methuen Construction Co., Inc.)

### Question from Lucian Greco (Methuen Construction Co., Inc.) at 10:02 AM on 01/28/2020

Refer to note on 1/S-922 calling for a waterproofing membrane between precast planks and the topping slab. The note refers to architectural drawings which do not provide further information.

Methuen has concerns if any moisture got between the planks and the topping slab with waterproofing between, freezing weather would crack the topping slab. See attached letter from Newstress. Newstress has indicated there are issues with meeting required loads as the topping slab acts purely as a dead load when it is separated by a waterproofing membrane. Additionally, Methuen's waterproofing and damproofing subcontractor has proposed providing a peda-gard surface applied, gritted waterproofing system which is acceptable for a walking surface. Attached is information on this proposed product. Below is the waterproofing subcontractor's considerations:

*It makes more sense to me to install a coating on top of concrete topping slab and not in between the two slabs. We have used peda gard on similar tanks roofs including one at the Concord WWTF. If repairs are needed it's much easier than trying to chase a leak in a split slab condition where you would need to remove the topping slab to set to the membrane. This product would come with a 5 year joint and several warranty, which is not available on the split slab membranes. The warranty can be renewed for an additional 5 years after an inspection and any remedial work is completed.*

*The owner did not specify a waterproofing system that is designed for a deck or roof. I priced the Grace Bituthene Deck System and the materials cost more than the installed price of the Peda-gard. Grace will not recommend a standard bituthene sheet waterproofing system for a deck. The bituthene deck system requires a layer Deck Prep liquid waterproofing and a layer of bituthene sheet membrane. Deck prep liquid waterproofing material costs are approx. \$5.00/SF, this doesn't include the sheet membrane layer and all the other accessories. Labor costs are high as all the precast joints would need a detail coat. I am not sure how we would terminate the bituthene system as the material be can't exposed to UV it must be covered. If we turned down the side walls it would have to covered with some type of sheet metal.*

Final pricing has not been received yet, but it is estimated that switching to a top of topping slab surface applied Peda-Gard system would offer approximately a \$30,000 credit to the owner.

**Attachments:**

[RFI 39.pdf](#)

### Official Response: Kara Cash (Brown and Caldwell) responded on Tuesday, February 11th, 2020 at 2:49PM EST

Kyle:

Structural composite topping on the pre-engineered pre-cast concrete plank is a structurally preferred suggestion.

Section 3/S923 could accommodate a 1" shelf to support the plank edge.

Bob:

Remove the membrane. Surface applied water proofing will be installed on the topping slab. Provide a PCO for the credit.

**Attachments:**

[RFI 39 Response.pdf](#)

08/27/2020



The Architecture Group, LLC  
Architects



SED ASSOCIATES CORP.

## Rochester, NH WWTF Biosolids Dewatering Facility

---

**RFI No:** 039  
**To:** Brown & Caldwell  
**Subject:** Sludge Tanks Waterproofing System  
**Drawing/Spec:** 03 41 00 Structural Precast Concrete/S-922  
**Att:** Bob Fougere (Brown and Caldwell)  
 Kyle Roy (TFM Moran)  
**Phone of Att:** 508-728-3719  
**Date of RFI:** 1/28/2020  
**Response Date:** 2/11/2020

### QUESTION:

Refer to note on 1/S-922 calling for a waterproofing membrane between precast planks and the topping slab. The note refers to architectural drawings which do not provide further information.

Methuen has concerns if any moisture got between the planks and the topping slab with waterproofing between, freezing weather would crack the topping slab. See attached letter from Newstress. Newstress has indicated there are issues with meeting required loads as the topping slab acts purely as a dead load when it is separated by a waterproofing membrane. Additionally, Methuen's waterproofing and damproofing subcontractor has proposed providing a peda-gard surface applied, gritted waterproofing system which is acceptable for a walking surface. Attached is information on this proposed product. Below is the waterproofing subcontractor's considerations:

*It makes more sense to me to install a coating on top of concrete topping slab and not in between the two slabs. We have used peda gard on similar tanks roofs including one at the Concord WWTF. If repairs are needed it's much easier than trying to chase a leak in a split slab condition where you would need to remove the topping slab to set to the membrane. This product would come with a 5 year joint and several warranty, which is not available on the split slab membranes. The warranty can be renewed for an additional 5 years after an inspection and any remedial work is completed.*

*The owner did not specify a waterproofing system that is designed for a deck or roof. I priced the Grace Bituthene Deck System and the materials cost more than the installed price of the Peda-gard. Grace will not recommend a standard bituthene sheet waterproofing system for a deck. The bituthene deck system requires a layer Deck Prep liquid waterproofing and a layer of bituthene sheet membrane. Deck prep liquid waterproofing material costs are approx. \$5.00/SF, this doesn't include the sheet membrane layer and all the other accessories. Labor costs are high as all the precast joints would need a detail coat. I am not sure how we would terminate the bituthene system as the material be can't exposed to UV it must be covered. If we turned down the side walls it would have to covered with some type of sheet metal.*

Final pricing has not been received yet, but it is estimated that switching to a top of topping slab surface applied Peda-Gard system would offer approximately a \$30,000 credit to the owner.



08/27/2020



## **Rochester, NH WWTF Biosolids Dewatering Facility**

---

### **ANSWER:**

Kyle:

Structural composite topping on the pre-engineered pre-cast concrete plank is a structurally preferred suggestion.

Section 3/S923 could accommodate a 1" shelf to support the plank edge.

Bob:

Remove the membrane. Surface applied water proofing will be installed on the topping slab. Provide a PCO for the credit.

08/27/2020



## *Newstress Inc.*

1640 Dover Road - P.O. Box 330  
Epsom, New Hampshire 03234  
Phone: (603) 736 - 9000 Fax: (603) 736 - 9349

EMail: Newstress@metrocast.net

### **REQUEST FOR INFORMATION**

**R.F.I. Number: 4544-1**

Date: January 27, 2020

To: **Methuen Construction**  
From: Hoory Seuffert  
Attention: Lucian Greco

Project: **Rochester Biosolids - Gonic, NH**

Project #: 4544

Re: **12" Solid Planks at Dewatering Buiding Tank**

Please refer to drawing S-914 for required loads on the 12" solid prestressed planks for the Dewatering tank cover. Also refer to Section 1 on S-922 for the connection detail.

It is understood that the planks are to be designed for the given loads of 250 psf LL plus snow with drift. The cast in place topping is noted as non-composite due to the placement of the rubber membrane between the plank and topping. In the section the connection is made using bent rebar from the foundation wall into the topping. This structural connection implies that the topping is considered a structural member.

The structural design of the 12" planks would be greatly improved if the topping were to bond directly with the plank creating a much deeper section to resist the massive loads above. The two structural members would then work compositely rather than independently greatly reducing the bottom tension of the plank which is exposed to the tank.

Feedback is requested from the Engineer of Record to use a composite cast in place topping. To satisfy bonding requirements between the two surfaces, a raked finish can be applied to the top of precast. The PCI design handbook notes that a plant precast finish is suitable for the bonding of cast in place structural topping.

As a follow up question, refer to Section 3 on S923. The edge of the plank is abutting the foundation wall. At this location the topping thickness is at its maximum. Typically at the perimiter the plank geometry would be laid out to overlap the wall along the outer edges.

08/27/2020

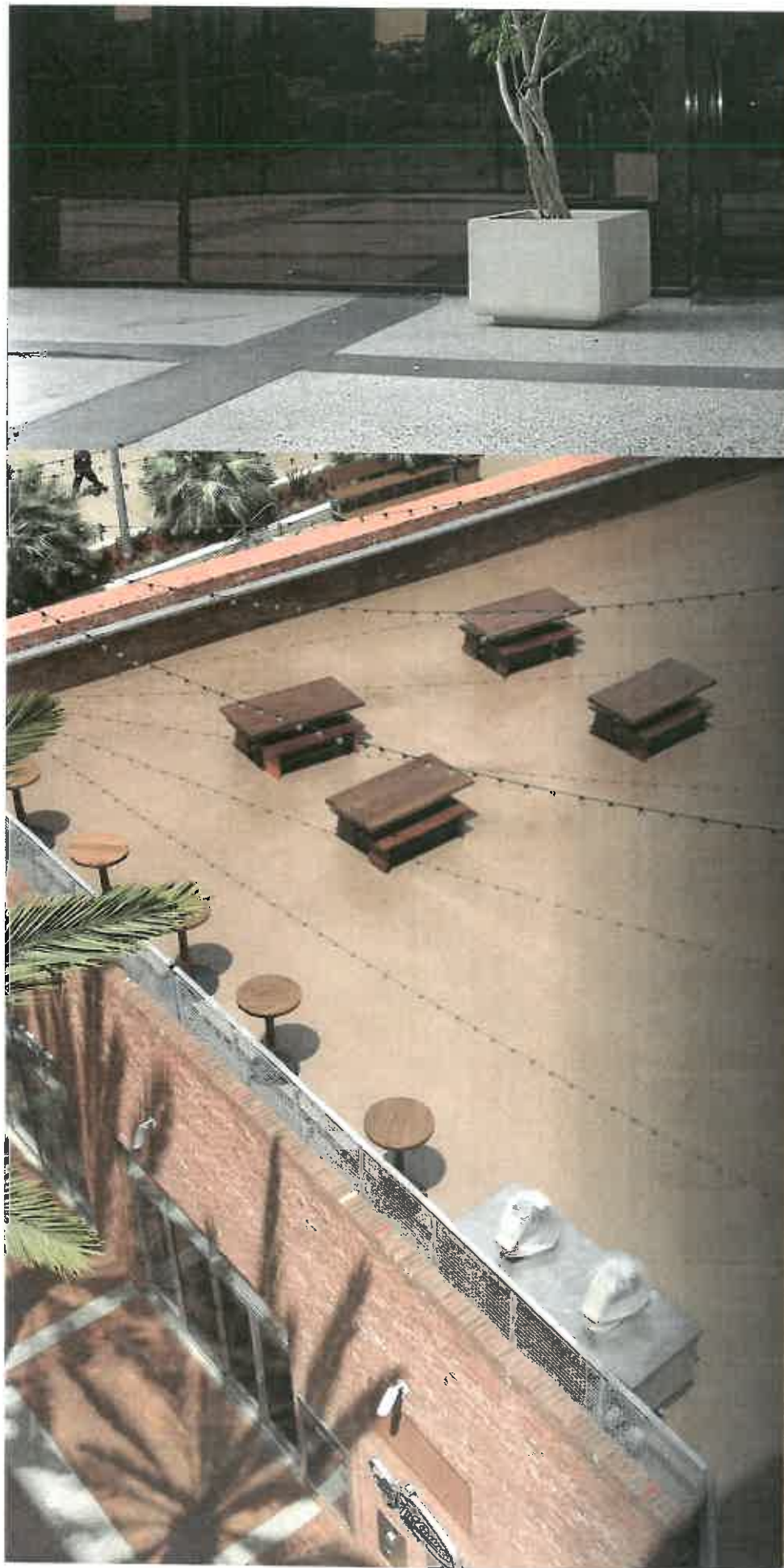
**R.F.I. Number: 4544-1**

Prestressed plank is designed to flex under load. With the sizable live load capacity of 250 psf plus snow, movement along this edge would cause chafing of the vertical surfaces. Newstress recommends that a shelf be provided in the foundation wall for the edge plank to overlap 1" minimum. This provides a positive support along the edge of plank and prevents movement along the perimeter. At the deepest topping depth, this solution also addresses bottom tension in the plank. Please confirm if this recommendation can be accommodated or advise of a similar alternate solution.

08/27/2020

# TRAFFIC COATINGS PEDESTRIAN SOLUTIONS

ENDURING CONCRETE &  
CORROSION PROTECTION



**NEOGARD**  
CONSTRUCTION COATINGS



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

08/27/2020



---

## INTEROFFICE MEMORANDUM

---

**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

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

**DATE:** August 26, 2020

**SUBJECT:** SUR Construction  
Sullivan Farm Road – Drainage Concern / Culvert Replacement  
**\$59,376.75**

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

---

Attached please find (1) one copy of the SUR Construction Co, estimate for the 36" culvert replacement project on Sullivan Farm Road. The pricing for this project is per bid pricing in Bid #17-30 "Equipment Rental and Construction Services". The pricing in the bid document is good through 12-31-2020.

The funds will come from the Corrective Drainage Accounts in the CIP as follows:

15013010-771000-19522 = \$9,168.37  
15013010-771000-20529 = \$50,208.38

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

---

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





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

<b>To:</b>	City Of Rochester	<b>Contact:</b>	Ken Henderson
<b>Address:</b>	45 Old Dover Rd. Rochester, NH	<b>Phone:</b>	(603) 332-4096
		<b>Fax:</b>	(603) 335-4352
<b>Project Name:</b>	Culvert Replacement	<b>Bid Number:</b>	
<b>Project Location:</b>	Sullivan Farm Drive, Rochester, NH	<b>Bid Date:</b>	8/6/2020

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Erosion &amp; Sediment Control</b>					
1	Excavator - Rubber Tires	8.00	HR	\$135.00	\$1,080.00
2	Utility Truck	8.00	HR	\$15.00	\$120.00
3	Labor Foreman	8.00	HR	\$45.00	\$360.00
4	General Laborer	8.00	HR	\$34.00	\$272.00
5	Silt Fence	400.00	LF	\$0.40	\$160.00
<b>Total Price for above Erosion &amp; Sediment Control Items:</b>					<b>\$1,992.00</b>

**Water Diversion**

1	Large Excavator	8.00	HR	\$170.00	\$1,360.00
2	Medium Payloader	8.00	HR	\$125.00	\$1,000.00
3	Tri-Axle	4.00	HR	\$83.00	\$332.00
4	Utility Truck	8.00	HR	\$15.00	\$120.00
5	Labor Foreman	8.00	HR	\$45.00	\$360.00
6	Utility Pipe Layer	8.00	HR	\$37.00	\$296.00
7	10 Mil. Poly	1.00	ROLL	\$165.00	\$165.00
8	Sand Bags	1,200.00	EACH	\$0.65	\$780.00
9	Sand	45.00	CY	\$8.25	\$371.25
<b>Total Price for above Water Diversion Items:</b>					<b>\$4,784.25</b>

**Remove & Reset Guardrail**

1	Excavator - Rubber Tires	8.00	HR	\$135.00	\$1,080.00
2	Utility Truck	8.00	HR	\$15.00	\$120.00
3	Labor Foreman	8.00	HR	\$45.00	\$360.00
4	General Laborer	8.00	HR	\$34.00	\$272.00
<b>Total Price for above Remove &amp; Reset Guardrail Items:</b>					<b>\$1,832.00</b>

**Replace Existing CMP With HP HDPE**

1	Large Excavator	24.00	HR	\$170.00	\$4,080.00
2	Medium Payloader	24.00	HR	\$125.00	\$3,000.00
3	Vibratory Soil Compactor	24.00	HR	\$95.00	\$2,280.00
4	Tri-Axle	24.00	HR	\$83.00	\$1,992.00
5	Utility Truck	24.00	HR	\$15.00	\$360.00
6	Labor Foreman	24.00	HR	\$45.00	\$1,080.00
7	Utility Pipe Layer	24.00	HR	\$37.00	\$888.00
8	36" HP HDPE	120.00	LF	\$56.10	\$6,732.00
9	3/4" Stone	75.00	CY	\$25.85	\$1,938.75
10	Sand	60.00	CY	\$8.25	\$495.00
<b>Total Price for above Replace Existing CMP With HP HDPE Items:</b>					<b>\$22,845.75</b>

**Headwalls & RipRap**

1	Large Excavator	8.00	HR	\$170.00	\$1,360.00
---	-----------------	------	----	----------	------------


**S·U·R**

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

<b>To:</b>	City Of Rochester	<b>Contact:</b>	Ken Henderson
<b>Address:</b>	45 Old Dover Rd. Rochester, NH	<b>Phone:</b>	(603) 332-4096
		<b>Fax:</b>	(603) 335-4352
<b>Project Name:</b>	Culvert Replacement	<b>Bid Number:</b>	
<b>Project Location:</b>	Sullivan Farm Drive, Rochester, NH	<b>Bid Date:</b>	8/6/2020

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
2	Medium Payloader	8.00	HR	\$125.00	\$1,000.00
3	Tri-Axle	8.00	HR	\$83.00	\$664.00
4	Utility Truck	8.00	HR	\$15.00	\$120.00
5	Labor Foreman	8.00	HR	\$45.00	\$360.00
6	Utility Pipe Layer	8.00	HR	\$37.00	\$296.00
7	Mirafi 140N	1.00	ROLL	\$401.50	\$401.50
8	RipRap	60.00	CY	\$30.80	\$1,848.00
<b>Total Price for above Headwalls &amp; RipRap Items:</b>					<b>\$6,049.50</b>

**Pavement Restoration**

1	Excavator - Rubber Tires	8.00	HR	\$135.00	\$1,080.00
2	Utility Truck	8.00	HR	\$15.00	\$120.00
3	Tri-Axle	8.00	HR	\$83.00	\$664.00
4	Labor Foreman	8.00	HR	\$45.00	\$360.00
5	General Laborer	16.00	HR	\$34.00	\$544.00
6	Crushed Gravel	30.00	CY	\$14.00	\$420.00
7	Asphalt	10.00	TON	\$74.80	\$748.00
<b>Total Price for above Pavement Restoration Items:</b>					<b>\$3,936.00</b>

**Loam & Seed**

1	Excavator - Rubber Tires	8.00	HR	\$135.00	\$1,080.00
2	Utility Truck	8.00	HR	\$15.00	\$120.00
3	Tri-Axle	8.00	HR	\$83.00	\$664.00
4	Labor Foreman	8.00	HR	\$45.00	\$360.00
5	General Laborer	8.00	HR	\$34.00	\$272.00
6	Loam	95.00	CY	\$14.75	\$1,401.25
<b>Total Price for above Loam &amp; Seed Items:</b>					<b>\$3,897.25</b>

**Traffic Control**

1	Traffic Control Signage	10.00	DY	\$50.00	\$500.00
2	Variable Message Board	2.00	WK	\$200.00	\$400.00
3	Flagger	80.00	HR	\$34.00	\$2,720.00
<b>Total Price for above Traffic Control Items:</b>					<b>\$3,620.00</b>

**Supervision/Layout**

1	Utility Truck	80.00	HR	\$15.00	\$1,200.00
2	Crew Supervision/Layout	80.00	HR	\$70.00	\$5,600.00
<b>Total Price for above Supervision/Layout Items:</b>					<b>\$6,800.00</b>

**Mobilization**

1	Excavator - Rubber Tires	4.00	EACH	\$270.00	\$1,080.00
2	Large Excavator	2.00	EACH	\$500.00	\$1,000.00



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

<b>To:</b>	City Of Rochester	<b>Contact:</b>	Ken Henderson
<b>Address:</b>	45 Old Dover Rd. Rochester, NH	<b>Phone:</b>	(603) 332-4096
		<b>Fax:</b>	(603) 335-4352
<b>Project Name:</b>	Culvert Replacement	<b>Bid Number:</b>	
<b>Project Location:</b>	Sullivan Farm Drive, Rochester, NH	<b>Bid Date:</b>	8/6/2020

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
3	Medium Loader	2.00	EACH	\$250.00	\$500.00
4	Vibratory Soil Compactor	2.00	EACH	\$350.00	\$700.00
5	Traffic Control Signage	2.00	EACH	\$85.00	\$170.00
6	Variable Message Board	2.00	EACH	\$85.00	\$170.00
<b>Total Price for above Mobilization Items:</b>					<b>\$3,620.00</b>

**Total Bid Price: \$59,376.75**

**Notes:**

- Proposal is for the Replacement of Twin 36" CMP Culverts on Sullivan Farm Drive with Twin 36" RCP.
- Traffic Control will be with (1) Flagger during Daytime Hours. Roadway will be Pasable at Night.
- Water Diversion is Anticipated to be with Sand Bags and Alternating Culverts with Flow and Replacement.
- Existing Guardrail is Anticipated to be Removed and Reset. New Guardrail is Not Included.
- Headwalls will be from Existing Rocks/Boulders On-Site. Precast and/or Granite Headwall is Not Included.
- Ledge Excavation/Removal/Disposal/Replacement is Not Included.
- Contaminated Soil Excavation/Removal/Disposal/Replacement is Not Included.
- Pricing is Guaranteed for 30-Days from Date of Proposal. After 30-Days, S.U.R. Construction, Inc. Reserves the Right to Adjust Pricing for Labor, Equipment and Material Fluxuations.
- Any/All Permits are Not Included.
- Any/All Relocation of Existing UGE/TEL/COMM is Not Included.

<p><b>ACCEPTED:</b></p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> <u>City of Rochester</u></p> <p><b>Signature:</b> <u>Blaine Cox</u></p> <p><b>Date of Acceptance:</b> <u>8-27-2020</u></p>	<p><b>CONFIRMED:</b></p> <p><b>S.U.R. Construction, Inc.</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Jason DeWildt, PE / Scott Bonneau</p>
--	---





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

08/27/2020



---

## INTEROFFICE MEMORANDUM

---

**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER / DIRECTOR OF FINANCE & ADMIN  
**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*  
**DATE:** August 11, 2020  
**SUBJECT:** Wright Pierce  
Engineering Assistance – Stream Gage Equipment  
Annual Estimated Services \$7,000.00  
**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (1) one copy of the Wright Pierce Scope of services. This scope is for annual professional technical support associated with the WTP Stream Gage Stations

This service is budgeted for annually in the Water Treatment Plant Account as follows:

51601073-533002

If you have any question, please email or 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)

**Certification of Consistency  
with the Consolidated Plan****U.S. Department of Housing  
and Urban Development**

08/27/2020

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: New Hampshire Housing Finance AuthorityProject Name: Lead-Based Paint Hazard Control and Healthy Homes TransitionLocation of the Project: New Hampshire Statewide  
Activities in the City of Rochester  
\_\_\_\_\_Name of the Federal  
Program to which the  
applicant is applying: 2020 Lead-Based Paint Hazard Control Grant ProgramName of  
Certifying Jurisdiction: City of RochesterCertifying Official  
of the Jurisdiction  
Name: Blaine CoxTitle: City ManagerSignature:   
B4F9B7BC7D0C4EB...Date: 8/2/2020

Date: July 31, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Annual Action Plan and CARES Act Funds – Grant Agreements

Please see attached the FY 2021 Community Development Block Grant (CDBG) Grant Agreement and the CARES Act CDBG Grant Agreement with the U.S. Department of Housing and Urban Development. The FY 21 CDBG funding allocations were approved by the City Council at the May 5, 2020 City Council meeting, and the CARES Act funding allocations were approved by the City Council at the July 7, 2020 City Council meeting. Both grant agreements require the signature of the City Manager as the City of Rochester authority.

***Please sign by hand and do not sign via stamp.***

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

Date: July 31, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Request for Release of Funds – Community Action Partnership of  
Strafford County, Rochester Child Care Center, and Lead Remediation

Please see attached the completed Request for Release of Funds for the Community Action Partnership of Strafford County's weatherization program, the Rochester Child Care Center's fire doors project, and the lead remediation grants program. The City Council approved CDBG funding to this activity at the May 5, 2020 City Council meeting.

The Request for Release of Funds requires the signature and date 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.

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

RE: FY 2021 Strafford CAP Weatherization Environmental Reviews

There are several environmental reviews for Community Action Partnership of Strafford County's weatherization program for the City Manager's review and signature. Most are for general weatherization retrofits for manufactured homes located in a variety of locations throughout the city. City Council approved funding for this activity at the May 5, 2020 City Council meeting.

Thank you very much, and please contact Julian with any questions or concerns.



08/27/2020



*City of Rochester, New Hampshire*  
OFFICE OF THE CITY MANAGER  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

**INTEROFFICE MEMORANDUM**

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

**FROM:** Celeste Plaia, Rochester Government Channel Coordinator

**DATE:** August 20, 2020

**SUBJECT:** **Purchase Order, use of Comcast Grant**

**CC:** City Manager Blaine Cox

---

The Rochester Government Channel is requesting a PO and signature for contract with Connectivity Point, for the work related to upgrades that will allow for a workflow of Teams remote meeting integration with Council Chambers equipment.

Please see the attached quote and contract signed by the City Manager, for the Purchase Order request.

The funding source for this project will be from the Comcast PEG Access equipment grant, CIP project #20501.

Signature: \_\_\_\_\_

Attachment:

- Signed contract from Connectivity Point



## **PROPOSAL/QUOTE**

---

**CLIENT:** Rochester City of, NH

**PROPOSAL/QUOTE DATE:** 8/11/2020

**PROPOSAL/QUOTE NUMBER:** 8202002048

**PROJECT NAME:** Teams Addition to council chambers

**PROJECT ADDRESS:** 31 Wakefield St, Rochester NH

### **BACKGROUND**

Connectivity Point Design and Installation, LLC. (CPDI) is pleased to submit for your review and approval the following proposal/quote. Please contact us with any questions you may have during your review.

### **OVERVIEW**

CPDI will provide Audio Visual Hardware and Services for City of Rochester NH.

CPDI will work with the customer to deploy Teams/BYOD soft codec conferencing functionality. With the ability for remote participation and broadcasting.

Additional system functionality and performance enhancements will be completed



WHEN STANDARDS MATTER

## PROPOSAL/QUOTE

---

### SCOPE OF WORK

#### Teams/BYOD:

An owner furnished PC is to be installed in the production equipment rack. The PC will be mounted on a customer provided equipment shelf.

#### PC min requirements:

Minimum 1.6 GHz (or higher) (32-bit or 64-bit) – Dual core – i5 or better

8 GB or Ram or better

Minimum ports: 1x USB 3.0, 2x USB 2.0, 2x HDMI (mirrored display)

Wireless Keyboard Mouse – Provided by CPDI

An existing PTZ camera will be used for in room video capture and will be sent to the Teams computer.

The HDMI output A of the PC will connect to the Extron video switcher. This will be the primary image output from the PC to all locations.

The HDMI output B will connect to input 1 of the operator LCD monitor. A mirrored output for Tech viewing.

A USB cable from the Biamp Tesira to the PC will provide bidirectional conferencing Audio. Teams audio will be managed and distributed by the Biamp Tesira.

A new HDMI + Audio to USB3.0 encoder will be installed to convert broadcast video to USB. This multi-function encoder will supply an HD video feed to the PC for softcodec (Teams) conferencing. A SDI to HDMI converter will be added for proper signal conversion.

#### Operator LCD Monitor:

A new rack mounted LCD monitor will be installed as the primary operator viewing device. The LCD monitor will be able to view the Teams computer, Feed to record, and broadcast stream from Cable company.

#### Sources:

HDMI 1 – Teams computer

HDMI 2 – Record Feed

Internal Digital TV tuner – this will replace the Cable companies Digital to Analog FM converter.

The different sources will be changed by display handheld remote.

A SDI to HDMI converter is required for record feed viewing.

Record feed to come from black magic switcher.

The internal TV tuner will decode and tune the Cable TV feed.





WHEN STANDARDS MATTER

## PROPOSAL/QUOTE

---

### System Updates:

- DataVideo Setup: Set Camera (chosen by customer) to be routed to Aux output 1 for Teams video.
- Wire DataVideo SE2200 SDI Aux 1 to
  - Marshall Electronics SDI to HDMI convert
  - Wire HDMI output from converter to HDMI to USB converter
- Mount Blamp Tech 1 to side of equipment rack with surface raceway.
- Tech to verify program audio within Extron video switcher is properly gained. All devices to have the same volume.
- Tech to verify and set proper audio compression and output levels are set for broadcast.

**PROPOSAL/QUOTE**

WHEN STANDARDS MATTER

Equipment List			
Manufacture	Description	Model	Qty
Marshall Electronics	A/B switched HDMI to USB3 Converter w/ dual mic/ line bal/unbal analog audi	VSC-100	1
C2G	3M USB 3.0 A MALE TO B MALE CABLE (9.8FT)	54175	1
Marshall Electronics	Professional 3GSDI to HDMI converter with 3GSDI loop out	VAC-12SH	2
LG	28" Class HD LED TV 2 HDMI inputs 1 RF Antenna	LG LM430B	1
Middle Atlantic	LCD RACKMOUNT, 3 RU, PIVOT/TILT	RM-LCD-PNLK	1
FSR	DSKB-2G 2 Gang versatile mounting box console	FSR DSKB-2G	1
Logitech	USB Wireless RF Keyboard & Mouse	MK520	1
CPDI	Hardware and Cabling to complete system	CPDI	1

**ESTIMATOR:** Adam Krawic



WHEN STANDARDS MATTER

## PROPOSAL/QUOTE

### NOTES AND EXCLUSIONS

The following activities are not included unless specifically listed in the above-detailed Scope of Work; and if required, additional charges may apply:

- The quoted price does NOT reflect prevailing wage.
- No cable removal is included in this proposal/quote.
- No wiring permit is included in this proposal/quote.
- All work is scheduled for regular business hours.
- Technicians must have free and clear access to all areas being cabled.
- Improvement to building grounding system.
- Underground trenching or boring.
- Concrete/asphalt cutting or patching.
- Architecture or Engineer design or Consulting fees.
- Engineered stamped drawings.
- Cutting, patching, painting.
- All electrical is provided and installed by others.
- Any changes to the scope of work must be submitted in writing prior to the work being performed.
- This proposal/quote does not include labor to move furniture, PC or other end-user equipment that will preclude CPDI from performing their duties.
- No lift is included in this proposal/quote.
- This price is for riser rated cable non-plenum type CMR unless specified otherwise above. If plenum rated cable type CMP is desired or required it can be provided at an additional cost to this proposal/quote.
- This proposal/quote assumes an outlet box and device ring with a conduit to the nearest accessible ceiling will be provided by others.
- Proposal/quote does not include conduit, through wall sleeves, through floor sleeves, core holes, fire-stopping, wire mold, cable tray, or mounting plywood.
- Patch cords are not included in this proposal/quote and can be provided for under a separate proposal/quote if needed.
- It is assumed that any voice cross-wiring will be performed by others (if applicable).
- No electronic equipment (e.g. network switches; media transceivers; telephone system) is included in this proposal/quote.
- All areas to be free of asbestos and lead-based paint.



WHEN STANDARDS MATTER

## PROPOSAL/QUOTE

### GENERAL TERMS AND CONDITIONS

- Unless otherwise included in the pricing table below, the amounts outlined in this Proposal/Quote are exclusive of all city, state and federal excise taxes, including, without limitation, taxes on manufacture, sales, receipts, gross income occupation, use, and similar taxes. Whenever applicable, any tax or taxes shall be added to the invoice as a separate charge to be paid by the Owner.
- Additions to this proposal/quote will be priced separately as Change Orders.
- Unless otherwise agreed upon, 25% will be invoiced upon contract award, 50% upon material delivery to the job site, and 25% upon completion. Payment is due net thirty days.
- If unknown conditions affect Connectivity Point's ability to complete the work for the stated price, that is not the fault of Connectivity Point, we will suspend work and notify the owner immediately.
- CPDI shall conduct itself in a manner that is compliant with OSHA. Likewise, Owner must notify CPDI, in advance of CPDI commencing its work pursuant to this proposal/quote, of any present or potentially hazardous condition located at the job site(s) at which CPDI will perform its work. The owner is obligated to provide a worksite that is OSHA compliant.
- The proposal/quote is valid for 30 days from the date below. After this date please contact CPDI to confirm that the quoted price can be honored.
- Owner shall hold harmless and indemnify CPDI and its respective officers, directors, employees and agents from and against any claim, loss, damages, and liability pertaining to bodily injury, property damage, personal injury, governmental fines or assessments or any other type of claim, arising out of or occurring in connection with the services provided by CPDI pursuant to this proposal/quote except to the extent to have resulted from the negligence of CPDI. Such indemnification shall include but not be limited to attorneys' fees incurred in defending such claims. Owner specifically waives any statutory immunity conferred upon it as an employer under any workers' compensation act (including but not limited to the Maine Workers' Compensation Act, 39-A M.R.S.A. §104, and its successors, the New Hampshire Workers' Compensation Act and the Massachusetts Workers Compensation Act).

### PROJECT STANDARDS/QUALITY ASSURANCE

- All cables will be tested to the applicable performance standard.
- Test results will be provided to the owner in a digital format suitable for printing.
- All faceplates and patch panels will be mechanically labeled with plastic-type label tape.
- A hand-drawn As Built will be left at the job site for the customer's use.
- A mechanically generated As Built will be provided so long as an appropriate digital file is provided by the customer for this purpose.
- Cables can be mechanically labeled at each end, if desired, at an additional charge.
- CPDI has certified structured cabling, fiber, and data center staff to support your design and installation needs.
  - Registered Communications Distribution Designers (RCDD), BICSI
- CPDI has certified Systems Engineers for all your telephony system requirements.
  - Allworx, Mitel, NEC
- CPDI has certified security staff to support your design and installation needs.
  - Kantech, Keyscan, DSC, exaccVision, Axis, Avigilon, Hikvision
- CPDI has certified audio-visual staff to support your design and installation service needs.
  - Atlona Certified Technologist, Barco Unisee Specialist, Biamp TesireForte, Biamp VoIP, CTS, CTS, DMC-D-4K, Clearone ProAudio Specialist, Crestron CCT-001, Crestron DMC-E-4K, Crestron RL101, Crestron Programming 1, Dante Level 1 & 2, Extron AV Associate, Exxtron GC3 Control Associate, Extron School of Emerging Technologies, Lightspeed TopCat Certified, Lutron Lighting, Mersive Solsticec Part 1, Vaddio Audio-Visual Bridge Matrix Pro, Vaddio AutoTrak 2.0



## PROPOSAL/QUOTE

### INVESTMENT SUMMARY

Labor	\$2,813.50
Material	\$2,172.76
<b>Subtotal</b>	<b>\$4,986.26</b>
Service Provider Tax	NA
Sales Tax	exempt
<b>TOTAL with Tax</b>	<b>\$4,986.26</b>

The total lump sum for this proposal/quote is **\$4,986.26** which includes all tax, material, labor, equipment, supplies, travel expenses and misc. expenses. Excluded from this proposal/quote are any adds, moves, or changes during the project, which will be billed separately from the original proposal/quote.

**Alternative financial options available. Please contact your Account Executive for more information.**

### AUTHORIZATION

Dear Rochester City of NH,

PROPOSAL/QUOTE NUMBER: 8202002048

By signing below, I am accepting this proposal/quote and the attached terms and conditions.

Customer Authorized Signature: Blaine M. Cox Date: 8.13.2020

Customer Print Name: Blaine M. Cox Customer Title: City Mgr.

Connectivity Point Design & Installation, LLC.

*Tony Foglia*

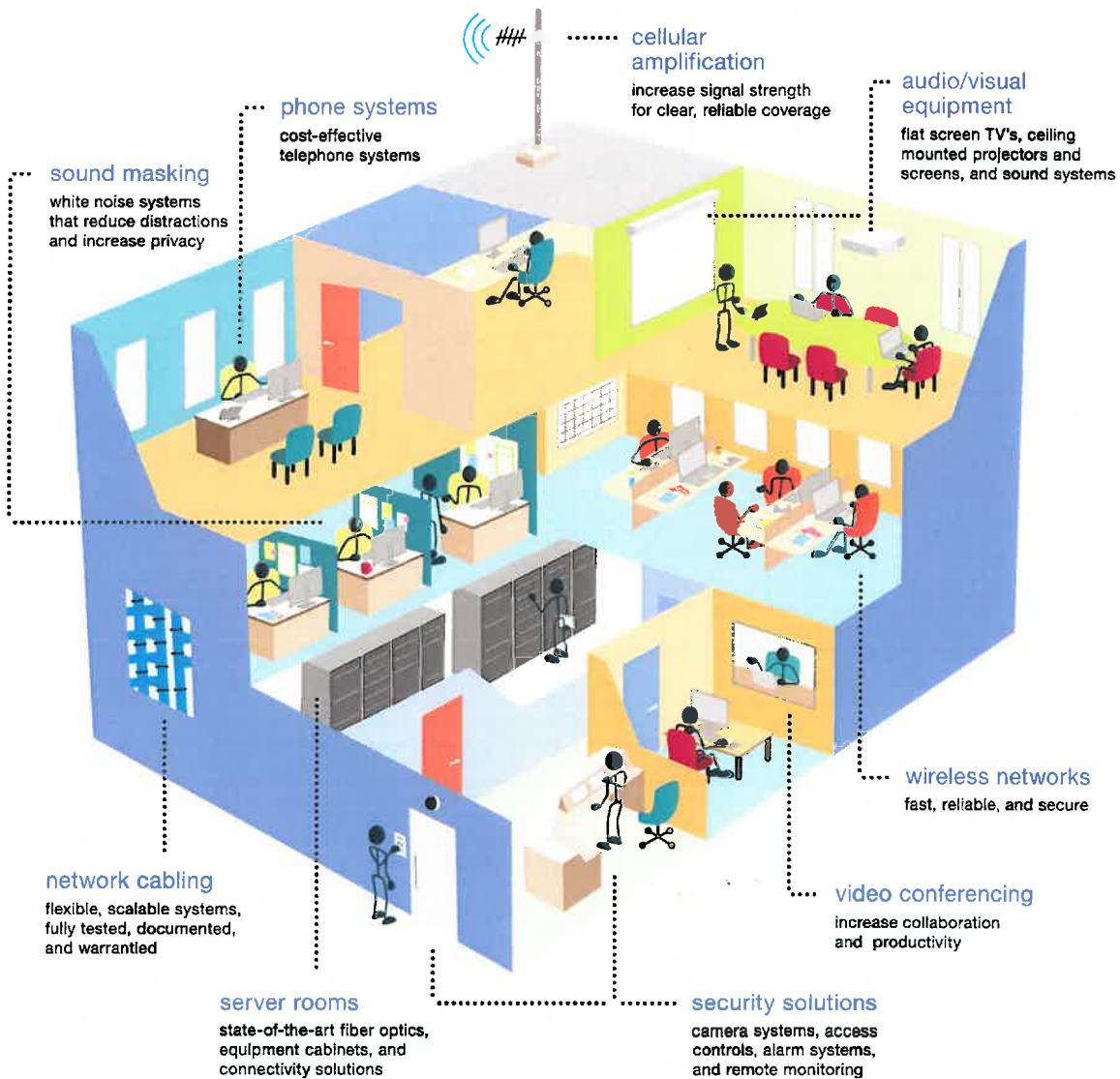
CPDI Authorized Signature, Date 7/14/2020

CPDI Print Name: Tony Foglia Title: Account Executive



WHEN STANDARDS MATTER

## PROPOSAL/QUOTE





**City of Rochester, New Hampshire**  
INFORMATION TECHNOLOGY SERVICES  
31 Wakefield St • Rochester, NH 03867  
[www.rochesternh.net](http://www.rochesternh.net)

---

**INTEROFFICE MEMORANDUM**

---

**TO:** Blaine City Manager  
Katie Ambrose, Finance Director

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** July 31, 2020

**SUBJECT:** Systems Engineering – Additional RAM - \$5,400

**CC:**

---

The City Manager will be receiving two contracts electronically through DocuSign for execution. For reference only, please find copies of the contracts for additional RAM.

There is sufficient funding in the following accounts (PO's have already been submitted in the system):

15013010-19521  
55016010-19521  
55026020-19521  
15011050-20594

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 *Kathryn L Ambrose*  
Katie Ambrose, Finance Director

Digitally signed by Kathryn L Ambrose  
DN: cn=US, ou=Deputy City Manager/Finance  
Director, o=City of Rochester, cn=Kathryn L  
Ambrose, e=kathryn.ambrose@rochesternh.net  
Reason: I am approving this document with my  
legally binding signature  
Date: 2020-07-31 16:58:31



*City of Rochester, New Hampshire*


OFFICE OF THE CITY ATTORNEY

31 Wakefield Street • Rochester, NH 03867

(603) 335-7599

[www.RochesterNH.net](http://www.RochesterNH.net)

# Memorandum

To: Blaine Cox, City Manager  
From: Terence O'Rourke, City Attorney   
Date: July 28, 2020  
Re: Sale of 10-14 North Main Street

---

On July 29, 2020, the City has a planned closing with Chinburg Associates to sell the two City-owned properties at 10 and 12-14 North Main Street. In order to complete the sale, the City Manager must sign the Deed, the authorization for e-filing with the DRA, and the HUD statement.





**Katie Ambrose**  
**Director of Finance &**  
**Administration**

Rochester, New Hampshire  
31 Wakefield Street  
Rochester, NH 03867  
Tel. (603) 335-7609  
Fax (603) 335-7589  
kathryn.ambrose@rochesternh.net

---

To: Blaine Cox, City Manager  
From: Katie Ambrose, Deputy City Manager & Dir. of Finance & Admin.  
Date: August 20, 2020  
Subject: MRI Agreement for Salary Market Review

---

Attached please find an agreement with Municipal Resources, Inc. to conduct a Salary Market Review of 25 non-union positions to cost \$6,250. Sufficient funding is available with \$5,000 in 11063151-532200 HR Contracted Services with \$1,250 to be transferred from 11080050-584000 General Overhead Contingency. Due to the specialized nature of this service, I approve of waiving three quotes for the project and recommend entering into the agreement.

Thank you and please contact me if you have any questions.

---

Kathryn L. Ambrose, Deputy City Manager/Director of Finance & Administration

Enclosure: MRI Agreement for Salary Market Review

# Election Grant Agreement Package

- due 8/28

## Instructions to complete the Grant Agreement

- |                  |   |
|------------------|---|
| Line 1.3         | This will be the specific City, Town or Unincorporated Place  |
| Line 1.4         | This will be the specific address of the City, Town or Unincorporated Place   |
| Line 1.5         | This will be the specific phone number of the City, Town or Unincorporated Place  |
| Line 1.8         | This will be the specific price maximum as defined on Attachment B  |
| Line 1.11 + 1.12 | This will be signed and dated by the person authorized to signed on behalf of the City, Town or Unincorporated Place by the governing body.           |
| Line 1.13        | This will be signed by the Deputy Secretary of State after the signed agreements are received from the respective City, Town or Unincorporated Place. |

Please return the signed agreement to BerryDunn at [Vote@berrydunn.com](mailto:Vote@berrydunn.com), no later than Friday, August 28, 2020. If the City, Town or Unincorporated Place does not wish to participate in the grant, please notify BerryDunn via email at [Vote@berrydunn.com](mailto:Vote@berrydunn.com).

See the listing below for what is included in a completed signed agreement:

- Signed Form P-37
  - o This includes the pages of provisions that are dated and initialed
- Signed Attachment A
- Signed Attachment F
- Evidence that the City, Town or Unincorporated Place complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option must also attach evidence demonstrating the authority to sign. This can be supported by providing copies of Board minutes.

**FORM NUMBER P-37 (version 12/11/2019)**

Notice: This agreement and all of its attachments shall become public upon submission to Secretary of State. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS****1. IDENTIFICATION.**

<b>1.1 State Agency Name</b>  State of New Hampshire Secretary of State		<b>1.2 State Agency Address</b>  State House Room 204, 107 N. Main Street Concord, New Hampshire 03301	
<b>1.3 Contractor Name</b>  <i>City of Rochester</i>		<b>1.4 Contractor Address</b>  <i>31 Wakefield St          Rochester, NH 03867</i>	
<b>1.5 Contractor Phone Number</b>  <i>(603) 335-7500</i>	<b>1.6 Account Number</b>  DC20101CARES	<b>1.7 Completion Date</b>  December 31, 2020	<b>1.8 Price Limitation</b>  <i>\$59,325.02</i>
<b>1.9 Contracting Officer for State Agency</b>  David Scanlan		<b>1.10 State Agency Telephone Number</b>  (603) 271-3242	
<b>1.11 Contractor Signature</b>  <i>Blaine Cox</i> Date: <i>8-24-20</i>		<b>1.12 Name and Title of Contractor Signatory</b>  <i>Blaine Cox, City Manager</i>	
<b>1.13 State Agency Signature</b>   Date:		<b>1.14 Name and Title of State Agency Signatory</b>  David Scanlan, Deputy Secretary of State	

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached TERMS AND CONDITIONS which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in the TERMS AND CONDITIONS, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in the TERMS AND CONDITIONS which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

## **8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

## **9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing

in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached TERMS AND CONDITIONS. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

## **10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

## **12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A (*"Workers' Compensation"*).

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which

shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**17. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

**18. CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

**19. CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in the TERMS AND CONDITIONS) shall control.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached TERMS AND CONDITIONS are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

# **ATTACHMENT A**

## **EAC CERTIFICATIONS**



**To: US Election Assistance Commission**

**Standard Certifications**

**Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Certification Regarding Trafficking in Persons**

The undersigned certifies to his or her understanding that this grant is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) as follows:

- I. Provisions applicable to a recipient that is a private entity.
  - A. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
    1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    2. Procure a commercial sex act during the period of time that the award is in effect; or
    3. Use forced labor in the performance of the award or subawards under the award.

B. We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity

1. Violates a prohibition in paragraph A of this award term; or
2. Has an employee who violates a prohibition in paragraph A of this award term through conduct that is either:
  - a. Associated with performance under this award; or
  - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)".

II. Provisions applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is not a private entity—

- A. Is determined to have violated an applicable prohibition of paragraph I.A of this award term; or
- B. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph I.A of this award term through conduct that is –
  1. Associated with performance under this award; or
  2. Imputed to you using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB 12 Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2200.

III. Provisions applicable to any recipient.

- A. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph I A of this award term.
- B. Our right to terminate unilaterally that is described in paragraph (1) and (2) of this section:
  1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
  2. Is in addition to all other remedies for noncompliance that are available to us under this award.
- C. You must include the requirements of paragraph I A of this award term in any subaward you make to a private entity.

IV. Definitions. For purposes of this award term:

- A. "Employee" means either:
  1. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  2. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

C. "Private entity":

1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR §175.25.
2. Includes:
  - a. A nonprofit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).
  - b. A for-profit organization. d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102

Blaine Cox  
Printed Name

City Manager  
Title

City of Rochester  
Organization

Blaine Cox  
Signature

8-24-2020  
Date

# **ATTACHMENT F**

## **DRUG-FREE WORK PLACE**

### **Attachment F: Certification Regarding Drug Free Workplace**

The City, Town or Unincorporated Place agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the City, Town or Unincorporated Place's representative, as identified in Section 22 of the Terms and Conditions execute the following Certification:

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691), and require certification by the City, Town or Unincorporated Place, prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a the City, Town or Unincorporated Place (and by inference, sub-grantees and sub-contractors), that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. The City, Town or Unincorporated Place using this form should send it to: [vote@berrydunn.com](mailto:vote@berrydunn.com)

(A) The City, Town or Unincorporated Place certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the City, Town or Unincorporated Place's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about—
  - i. The dangers of drug abuse in the workplace;
  - ii. The City, Town or Unincorporated Place's policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
  - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The City, Town or Unincorporated Place may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, State, zip code) (list each location)

- 31 Wakefield St, Rochester, Strafford County, NH 03867
- 19 Wakefield St, Rochester, Strafford County, NH 03867
- 773 Portland St, Rochester, Strafford County, NH 03867
- 65 Chamberlain St, Rochester, Strafford County, NH 03867
- 10 Railroad Ave, Rochester, Strafford County, NH 03867
- 150 Wakefield St/Community Way, Rochester, Strafford County, NH 03867
- 59 Brock St, Rochester, Strafford County, NH 03867
- 295 Columbus Ave, Rochester, Strafford County, NH 03867

✓ Check if there are workplaces on file that are not identified here.

Rochester, NH  
City, Town or Unincorporated Place

8-24-2020  
Date

Blaun Cox  
Signature

## Section 9

## CITY CHARTER

## Section 14

term. The Deputy Mayor shall act as Mayor in the absence or disability of the Mayor. Upon the City Council declaring the office of Mayor vacant, the Deputy Mayor shall serve as Mayor for the balance of the unexpired term of the Mayor.

**Section 10. Powers of Mayor.**

The Mayor shall be the official head of the City for all ceremonial purposes, shall preside at all meetings of the City Council, may speak and vote in such meetings, and shall appoint all committees of the City Council. All other duties of the Mayor prescribed by law shall be exercised by the City Manager, except as this Charter provides otherwise. The City shall provide the Mayor with appropriate office space and secretarial and clerical assistance to perform his duties.

**Section 10-a. Mayoral veto. [Added 11-5-1991, effective 7-1-1992; amended 11-2-1993, effective 7-1-1994]**

The Mayor shall have the right to veto any and all actions of the City Council. No vote or decision of the City Council which has been vetoed by the Mayor shall be effective unless such veto is overridden by the vote of 2/3 of all Councilors serving in office, provided, however, that for the purposes of any such override vote the Mayor shall not be considered as a City Councilor.

**CITY ADMINISTRATION**

**Section 11. Appointment of City Manager.**

By a vote of at least seven members of the City Council, the City Council shall appoint as City Manager for an indefinite term, a person specifically qualified by experience and training to serve in that office. The City Council shall fix the City Manager's salary and compensation.

**Section 12. Residency requirement for City Manager.**

The City Manager shall establish a residence within the City of Rochester within one year of his or her appointment, unless excused from doing so by the City Council.

**Section 13. Elected officials disqualified for City Manager.**

The City Council shall not select as City Manager any person who, within two years preceding their selection, has served in any office which they were popularly elected in the City of Rochester, Strafford County, or State of New Hampshire.

**Section 14. Powers of City Manager.**

The City Manager shall be the chief administrative and executive officer of the City. Except for the School Department, and as herein established

## Section 14

## ROCHESTER CODE

## Section 17

otherwise, the City Manager shall be responsible for the proper administration of all departments of the City of Rochester. The City Manager shall be charged with the preservation of the public peace and health and safety of persons and property, and shall see to the enforcement of the ordinances of the City, this Charter and the laws of the State of New Hampshire. The City Manager shall carry out all policy decisions made by the City Council. The City Manager shall oversee all property, real and personal, owned by the City of Rochester. The City Manager shall inform the City Council of the conditions and needs of the City and shall make all reports required by law, requested by the Council, or deemed advisable by the City Manager. The City Manager shall have the right to participate in all City Council meetings, and to discuss all matters coming before such meetings, but the City Manager shall not be a voting member of the Council.

**Section 15. City Manager's appointment power.**

The City Manager shall appoint and remove, subject to the provisions of this Charter, all officers and employees in the administrative services of the City, except the School Department. The City Manager may authorize the head of a department or office responsible to him to appoint and remove subordinates in such departments or office. All such appointments shall be without definite term unless for provisional, temporary, or emergency service not to exceed the maximum periods which may be prescribed by the rules and regulations of the Merit Plan.

**Section 16. Non-interference by the Council.**

Except for the purpose of official inquiries or investigations, both the City Council and any member thereof shall deal with any City officers or employees who are subject to the direction and supervision of the City Manager solely through the Manager. Neither the City Council nor any member thereof shall give orders to any such officer or employee, either publicly or privately. Neither the City Council nor any member thereof shall direct or request except in writing, the appointment or removal of any person to office or employment by the City.

**Section 17. Removal of the City Manager.**

The City Manager may be removed by a vote of seven members of the City Council as herein provided. At least 30 days before the proposed removal of the City Manager, the City Council shall adopt a resolution stating its intention to remove him and the reasons therefore, a copy of which shall be served forthwith on the City Manager. The City Manager may, within 10 days of such service, demand a public hearing. If the City Manager demands such hearing, then the City Manager shall not be removed until such hearing has been held. The City Council may suspend the City Manager from duty pending such hearing, but shall pay the City Manager until such removal. In case of such suspension the City Council may appoint an Acting City Manager to serve at the pleasure of the City Council for not more than



08/27/2020

---

120 Daniel Webster Highway  
Meredith, NH 03253



Municipal Resources  
[www.municipalresources.com](http://www.municipalresources.com)

---

tel: 603.279.0352 • fax: 603.279.2548  
toll free: 866.501.0352

August 19, 2020

**SUBMITTED VIA EMAIL:** [diane.hoyt@rochesternh.net](mailto:diane.hoyt@rochesternh.net)

Mr. Blaine Cox  
City Manager  
31 Wakefield Street  
Rochester, NH 03867

**RE: Letter Proposal Agreement for Salary Market Review of 25 Specific Positions**

Dear Blaine,

Municipal Resources, Inc. (MRI) is pleased to submit this letter proposal/agreement to conduct a Salary Market Review of 25 specific positions in the City of Rochester. The parameters of the study are listed in the Scope of Work.

### **SCOPE OF WORK**

A salary market review will be conducted to include 25 classified non-union positions. The survey will include data from approximately ten comparable communities as mutually agreed to by MRI and the City. Data collected will be analyzed comparing city minimum and maximum pay ranges to the average and 75<sup>th</sup> percentile of communities surveyed. Available job descriptions will be reviewed in order to understand the essential functions of the positions being surveyed, which assists to gain comparable matches. Once the data is analyzed, recommendations will be made regarding if changes should be made to Classifications within the current grade structure and if the pay scale is appropriate. MRI will meet with City staff as needed to ensure the goals of this study are met. A brief report will be prepared which will include Findings and Recommendations. A presentation will be made to the City Manager or City Council if desired. The duration of the project is approximately two months.

08/27/2020

**FEES AND CHARGES**

Our services for this project will be provided on a lump sum basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee not to exceed **\$6,250**; payment to be made as follows:

**\$3,125 upon** execution of contract; and

**\$3,125 upon** submission of the final report

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

**MRI PERSONNEL IN CHARGE**

I will serve as the Principal-in-charge of this engagement, interfacing directly with the client. Additional team members will be assigned and participate as needed.

Sincerely,

*Carol M. Granfield, ICMA-CM*  
Project Manager, Senior Management Consultant  
Director of Human Resource Services

**UNDERSTOOD AND APPROVED AS CONTRACT AGREEMENT**

Authorized By:

Date:

DocuSigned by:  
*Blaine Cox*  
B4F9B7BC7D0C4EB...

8/20/2020

Blaine Cox, Rochester City Manager

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
AFSCME	VARIOUS		39	X													AVERAGE 2.87%
CITY MANAGER	MATTHEW C GOLDEN WYATT	PUBLIC INFO & COMMUNITY ENGAGEMENT MGR	1	X			X										
DPW	TOBEY MAGOON	FT CUSTODIAN	1	X												X	
DPW	BRIAN MITCHELL	LEO	1	X						X							
DPW	WENDY DECTROTEAU	FT CUSTODIAN	1	X						X							
DPW	THOMAS MARTINEAU	LEO	1													X	GRADE 4 COLLECTION
DPW	JOSEPH SANBORN	LEO	1													X	GRADE 4 COLLECTION
DPW	RUSSELL YORK	MAINTENANCE TECHNICIAN	1	X			X										
ECONOMIC DEV	JULIAN LONG	COMMUNITY DEVELOPMENT	1	X													ALLOCATION CHANGE
FIRE	MATT FURTNEY	FIREFIGHTER	1	X							X						
FIRE	VARIOUS		19	X													AVERAGE 3.97%
FIRE	JOSEPH RILEY	FIREFIGHTER	1	X							X						
IT	LEWIS RICKER	IT TECHNICIAN	1	X					X								
LEGAL	NICOLE GARCIA	VICTIMS ADVOCATE	1	X												X	FY21 APPROVED HOURS INCREASE
LEGAL	JENNIFER CARROLL	LEGAL ASSISTANT 1	1	X						X							
LEGAL	KAYLIN BERNIER	LEGAL ASSISTANT 1	1	X			X										
LIBRARY	BRIAN SYLVESTER	LIBRARY DIRECTOR	1	X						X							
LIBRARY	MARIE LEJEUNE	INTERIM DIRECTOR	1	X												X	
MIDDLE MANAGERS	VARIOUS		17	X													AVERAGE 3.68%
PD	JOSEPH OSWALT	PATROL OFFICER	1	X								X					
PD	ALEXANDER TURGEON	PATROL OFFICER	1	X								X					
PD	TIMOTHY COSTIN	PATROL OFFICER	1	X								X					
PLANNING	SETH CREIGHTON	INTERIM DIRECTOR	1	X												X	WORKING OUT CLASS
RECREATION		HEAD LIFEGUARD	1		X	X		X									
RECREATION		HEAD CAMP COUNSELOR	3		X	X		X									
RECREATION		CAMP COUNSELOR	1		X	X		X									
RECREATION	SAMANTHA MERCHANT	SUPPORT STAFF	1		X	X	X										
RECREATION		POOL ATTENDANT	1		X	X	X										
TAX	CAROLINE LEWIS	GREETER	1		X	X											
TAX	CHRISTINE CYR	CLERK TYPIST 1	1							X							
TAX	JOCELYN ROBINSON	CLERK TYPIST 1	1		X		X										
TAX	ANN DUPUIS	CLERK TYPIST 1	1		X				X								
TEAMSTERS	VARIOUS		20	X	X												AVERAGE 3.59%

---

Intentionally  
left blank...

---

City Clerk's Office

---

---

08/27/2020



## *City of Rochester, New Hampshire*

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

[www.RochesterNH.net](http://www.RochesterNH.net)



### **SHOP SMALL PROCLAMATION**

- Whereas,** the government of Rochester, NH celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 30.7 million small businesses in the United States, they represent 99.7% of all firms with paid employees in the United States, are responsible for 64.9% of net new jobs created from 2000 to 2018; and
- Whereas,** small businesses employ 47.3% of the employees in the private sector in the United States; and
- Whereas,** 62% of U.S. small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business; and
- Whereas,** 65% of U.S. small business owners said it would be most helpful to their business to have their “regulars” return and start making purchases again; and
- Whereas,** three-quarters of U.S. consumers are currently looking for ways to Shop Small® and support their community; and
- Whereas,** Rochester, NH supports our local businesses that create jobs, boost our local economy, and preserve our communities;

**Now, Therefore,** I, Caroline McCarley, Mayor of Rochester, NH, do hereby proclaim:

#### ***NOW IS THE TIME TO SHOP SMALL***

**And** urge the residents of our community, and communities across the country, to support small businesses and merchants now and throughout the year.

**IN WITNESS WHEREOF** I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 1<sup>st</sup> day of September, in the year of our Lord, Two Thousand Twenty.

Caroline McCarley  
Mayor

---

Intentionally  
left blank...

---

City Clerk's Office

---

---

Jeffrey B. Gudim  
131 Pickering Road  
Rochester, NH 03839  
1(603)948-9494  
Jbcmg4@metrocast

August 11, 2020

City of Rochester New Hampshire  
Blaine Cox, City Manager  
31 Wakefield Street  
Rochester, NH 03867

Dear Mr. Cox,

I am writing to you to ask for your guidance. I have been a resident of Rochester, NH since 1995 and homeowner in Rochester, NH since 2006. My current home has been in my family since the 1980's. I obtained ownership in 2012. For approximately 40 years my family and I have been taking care of a small portion of land which is owned by the city. Tax map 141 parcel 39 is my property and tax map 141 parcel 38 is the property that the city owns. I have included photos for your review.

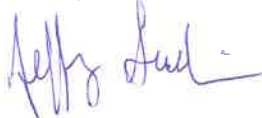
The portion of land I have been maintaining is 0.172 Acre that abuts my property. The guidance I need is to find out the proper procedure on how I can obtain ownership of the property, my family and I have been maintaining. I have not been able to locate the proper procedures from the city on how to begin this process.

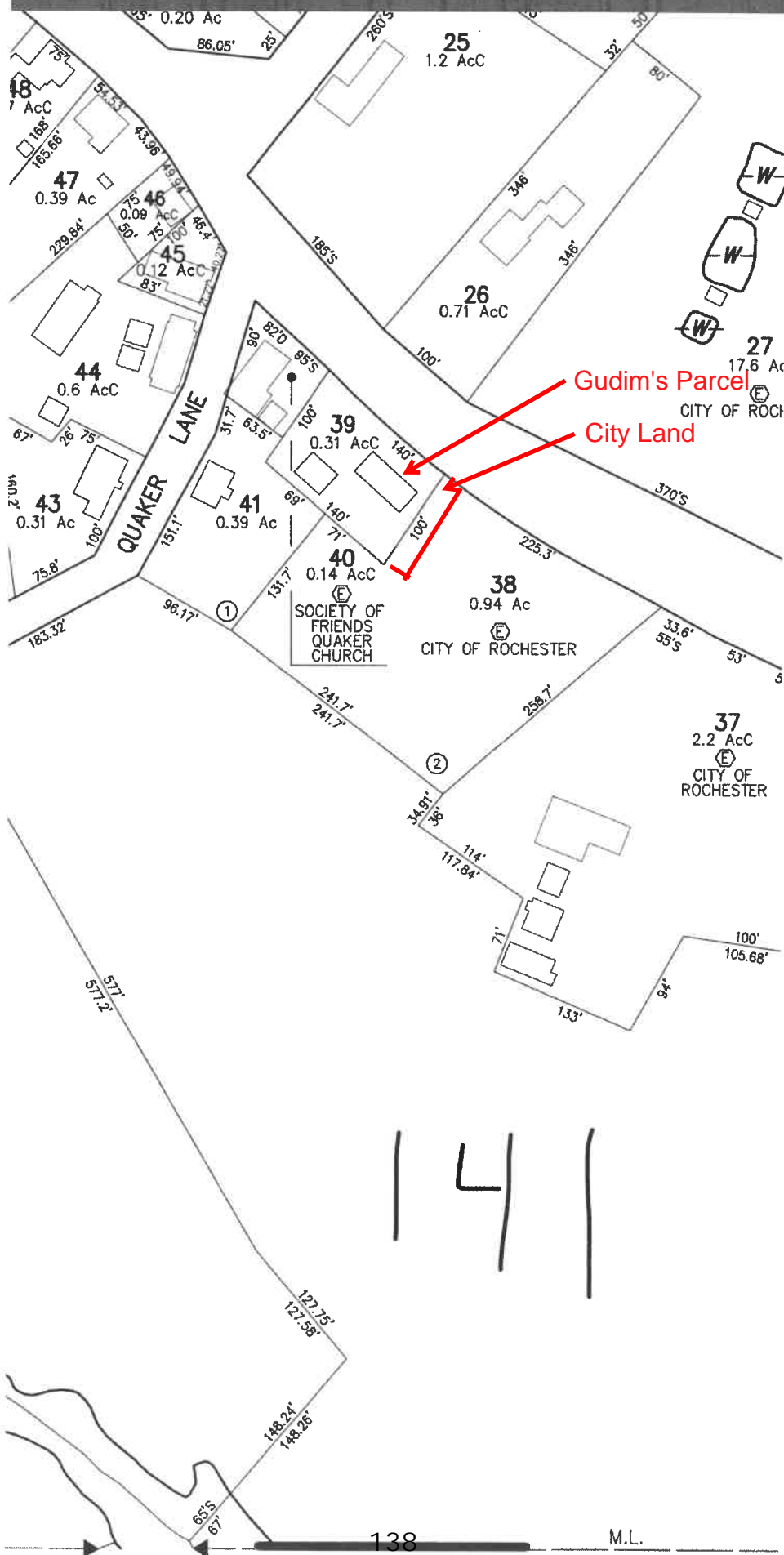
Please accept this letter as a request to obtain the property and I request a meeting to review my options. I can be reached via phone or email; my information is listed below.

Thank you for your time in this matter.

Sincerely,

Jeffrey B. Gudim  
1(603)948-9494  
Jbcmg4@metrocast.net



















**Appointments Committee Meeting**

August 18, 2020

Remote via Microsoft Teams

5:30PM

**Committee Members Present**

Donna Bogan, Chair

James Gray, Vice Chair

Thomas Abbott

Laura Hainey

**Committee Members Absent**

Jeremy Hutchinson

The meeting was called to order at 5:30p.m. on August 18, 2020

**Trevon Scott – Recreation and Arena Commission – (New Member)**

Trevon is a UNH graduate with a degree in Recreation Management and Policy, and a lifelong resident of Rochester. He currently holds a rec and arena position in Concord. He is interested in this position because he wants to make sure all residents have access to many diverse programs available.

Councilor Bogan moved, with a second by Councilor Hainey to recommend Mr. Scott. Motion carried unanimously to recommend Trevon Scott with a term to expire on 01/02/2021

**Lance Whitehill – Planning Board (New, Alternate)**

Lance is fairly new to Rochester and wants to be an active member of the community. He has over five years' experience as an associate landscape architect. He is also the Engineering NCOIC at Pease where he manages construction projects, performs inspections and quality control.

Councilor Hainey moved, with a second by Councilor Gray to recommend Mr. Whitehill. Motion carried unanimously to recommend Lance Whitehill with a term to expire on 01/02/2022\_.

**Paul Giuliano – Planning Board (New, Alternate)**

Paul has been attending or watching all Planning Board meetings and is very interested in becoming involved. He is currently a member of REDC and an alternate on the ZBA. Currently Paul is the Technical Programs Manager at Great Bay Community College, bringing new welding programs to the city.

Councilor Hainey moved, with a second by Councilor Abbott to recommend Mr. Giuliano. Motion carried unanimously to recommend Paul Giuliano with a term to expire on 01/02/2021.

**Nancy Carignan** was unanimously recommended for re-appointment on the Recreation and Arena Commission with a term to expire on 01/02/2023.

**Peter Bruckner** was unanimously recommended for Planning Board Regular Member Status, from Alternate Member Status, with a term to expire on 01/02/2021.

**Appointments Committee Minutes**

**Page 2**

**Tabled to Next Meeting:**

**Terry Garland**                **Zoning Board of Adjustment** (Elevate from Alternate Member Status to Regular Member Status)

**Susan Delemus**            **Zoning Board of Adjustment** (Elevate from Alternate Member Status to Regular Member Status)

Meeting adjourned at 6:24p.m.

Respectfully submitted,

Donna Bogan, Chair

**Codes and Ordinances Committee**

Councilor Peter Lachapelle, Chair  
Councilor Elaine Lauterborn, Vice Chair  
Councilor Tom Abbott  
Councilor Chris Rice  
Councilor Laura Hainey



**Others Present**

Terence O'Rourke, City Attorney  
Jenn Marsh, Economic Development

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday, August 6, 2020**

**31 Wakefield Street, Rochester, NH**

Meeting conducted remotely

**6:00 PM**

**Minutes**

**1. Call to Order**

Councilor Lachapelle called the Codes & Ordinances meeting to order at 6:00 PM and read the following preamble:

Good Evening, as Chairperson of the Codes & Ordinances Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

Phone number: 857-444-0744      Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [PublicInput@rochesternh.net](mailto:PublicInput@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara took the roll call. All Councilors were present and indicated that they were alone in the location from which they were connecting remotely.

## 2. Public Input

Ray Barnett, resident (via conference line), addressed the committee regarding impact fees and the suggestion of exempting the school portion for elderly residents. Mr. Barnett also referenced the noise ordinance discussion on the agenda and a recent incident in his neighborhood regarding early morning construction vehicle noise from a cement truck at 5:45 AM.

## 3. Acceptance of the Minutes

### 3.1 February 6, 2020 *motion to approve*

Councilor Lauterborn clarified that the February 6, 2020 meeting had been cancelled due to inclement weather. The minutes erroneously supplied in the packet were from the September 2019 meeting which had been already accepted at the March 5, 2020 meeting. No motion or action is necessary for this item.



### **3.2 March 5, 2020 *motion to approve***

Councilor Hainey **MOVED** to **ACCEPT** the minutes of the March 5, 2020 meeting. Councilor Abbott seconded the motion. Councilor Lauterborn made a correction to a passage on page 12 of the packet which indicated that Councilor Walker had made a motion. Councilor Walker had not been present and it had, in fact, been Councilor Lachapelle who made the motion. Councilor Lauterborn **MOVED** to **AMEND** the minutes as stated. Councilor Lachapelle seconded the motion. There was a brief discussion on the adjusted start time of meetings and at which meeting the decision had been made. Councilor Hainey **MOVED** to **ACCEPT** the minutes as amended. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Lauterborn, Abbott, Lachapelle, Rice, and Hainey all voting in favor.

#### **4. Temporary amendment to 275-29.13 regarding Political Signage**

Councilor Lachapelle gave some brief background information on this item. He stated that this item had come forward from Councilor Lachance who wanted to allow political signs to be placed in the right-of-way due to restrictions COVID-19 places on electioneering and soliciting door to door.

City Attorney O'Rourke clarified that the City does not have authority to declare an emergency which would allow this change in the signage ordinance; only the Governor and the State legislature would have such authority. Councilor Hainey recalled a time where the City did allow political signage to be placed on public property and asked for clarification on what is considered a right-of-way. Attorney O'Rourke said that public property is considered a right-of-way and that the current rules have been in place since at least the 2014 rezoning. He stated that regardless of the City ordinances, in 2015 the Supreme Court ruled that a City cannot have an ordinance that distinguishes between the contents of a sign; you cannot say that political signs are allowed in a right of way but other signs are not allowed. This Supreme Court ruling reaffirmed that the City's ordinance was correct. Attorney O'Rourke clarified that the way the current ordinance is written, a sign placed in the right-of-way will be removed regardless of its content. He stated that the zoning ordinance can regulate criteria such as size of signs, duration they can be placed, and other dimensional criteria, but not the content of the signs themselves.

Councilor Hainey asked if it would be possible to change the ordinance to temporarily allow only political signage to be placed in City right-of-ways from August through November and prohibit other types of signage. Attorney O'Rourke stated that this is not permissible. It was clarified that there is no action needed on this agenda item at this time.

Ray Varney, resident (via conference line), spoke about the great deal of time and effort which had been put into developing the City's sign ordinance. He cautioned against making changes which would allow for "snipe" signs and other signage to clutter the City's right-of-ways.

#### **5. Proposed Amendment to Chapter 80: Outdoor Dining**

Councilor Lachapelle referenced the recent changes to the ordinance which City Council had made to allow for extended hours at downtown restaurants and asked Jenn Marsh, Economic Development, if there were any additional recommended changes at this time. Ms. Marsh said there

were some minimal changes which could be considered and will be brought back to Council in the future. She inquired about a recent staff meeting in regards to allowing entertainment at downtown establishments. Attorney O'Rourke said that staff from multiple departments had met to discuss the entertainment aspect. The primary concern was spacing; taking ADA compliance into consideration and ensuring that there is no obstruction of walkways and sidewalks as well as minimizing potential for driver distraction. Attorney O'Rourke said that, with the approval of Director of City Service Nourse, the City would be looking into making North Main Street downtown a single lane for next spring and summer. It will be attempted, and if it works well and is received favorably, it can be considered as a permanent change with extended sidewalks and larger areas for tables and seating. Attorney O'Rourke said that the change would also allow for any downtown business, not only restaurants, to consider outdoor seating or entertainment.

Councilor Rice asked what systems and methods (jersey barriers, etc.) would be utilized during the first year when this single lane is being trialed. Attorney O'Rourke said although they have not finalized details, the parking spaces would be eliminated and blocked off to allow for seating and entertainment space. There may be allowances for certain businesses to maintain parking spaces if needed as long as space allows.

Councilor Hainey asked if there was any discussion on closing North Main Street downtown to traffic entirely and only keeping it open for pedestrian use. Attorney O'Rourke said that this option had been brought up by BZLS director Jim Grant. This option will be considered and discussed further over the winter; if enacted, the street would be closed down only for certain parts of the day, likely during the evening dining hours. Director Nourse of DPW will need to review this further as far as traffic patterns are concerned and where the traffic would need to filter if it cannot continue straight onto North Main Street.

Councilor Lachapelle asked if the road is narrowed to a single lane if the jersey barriers would be eliminated to allow for something more aesthetically pleasing. Attorney O'Rourke confirmed that if the trial is successful and is turned into a permanent approach, the barriers would be removed and the sidewalks would be expanded with the trees removed or relocated.

Councilor Lachapelle suggested that the further changes to the outdoor dining ordinance be worked on further by staff and changes be submitted no later than March or April at the latest, hopefully much sooner so it can go to full Council by early 2021.

## **6. Discussion: Chapter 275-28.3 Noise Ordinance**

Councilor Lachapelle referenced a complaint which had been made regarding a cannon being set off repeatedly in Gonic on July 4. Attorney O'Rourke reported that the Rob Lynch, Compliance Officer, had made contact with the owners of the cannon and informed them that their activity was not allowed due to the City's noise ordinance amongst other reasons. The owner of the cannon had indicated that the cannon was moved out of state and would not be used again.

Attorney O'Rourke addressed Mr. Barnett's concern about construction vehicle noise which had been brought up during public input. Per Director Grant of BZLS, the City ordinance states that construction activity within 300 feet of residential units is restricted to the hours of 7:00 AM to 6:00 PM Monday through Friday and 8:00 AM to 6:00 PM on Saturdays, although these hours can

potentially be modified on a case by case basis by Planning Board approval. Attorney O'Rourke said that although the police could be called for these incidents, the proper avenues would either be BZLS or the Planning department to address the issue. It was suggested that Mr. Barnett be contacted in regards to this discussion.

## **7. Other**

Attorney O'Rourke referenced the re-codification of the City Ordinances which had been completed within the recent past. He said that the ordinances still contained many acronyms and terminology which is not in current use or is outdated. He suggested that each month, the Codes & Ordinances Committee review several chapters of the Code of Ordinances to clean them up and make suggested changes. The entirety of the suggested changes would then be presented to full Council in a packet form when the review is completed.

Councilor Lachapelle agreed that this review was a good idea and asked if relevant staff would be consulted for their recommendations as well. Attorney O'Rourke confirmed that both he and relevant staff would be reviewing the chapters and sending their recommendations to the Codes & Ordinances Committee for discussion. Councilor Rice stated that he thought 3-5 chapters is manageable for each codes meeting, but cautioned that they should focus on related chapters at each meeting so the committee can tackle all ordinances from each department at the same time without having to revisit or jump around.

Councilor Lauterborn spoke about a similar project of cleaning up and organizing the ordinance which had been done approximately 12 years ago. She said it had been an enormous undertaking, and the ordinances had been further cleaned up and clarified with the recodification in 2018. She supported taking on this project of reviewing the codes chapter by chapter over time in order to make it more understandable and current.

Councilor Abbott asked City Attorney O'Rourke to address Ray Barnett's public input comments in regards to impact fees. Attorney O'Rourke said that the impact fees are set by the Planning Board, and the Codes & Ordinances is not the appropriate board for discussion on the matter. He stated that although he was not certain without review if impact fees were assessed against residential development, fees are assessed for commercial and industrial development which do not bring children into the City and which are still subject to the school portion of the fees. Councilor Abbott stated that he recalled other cities had suggested waiving impact fees for particular demographics and had been told it was an age discrimination issue and was not permissible. Attorney O'Rourke agreed. Councilor Rice agreed that it was not only the elderly population affected, but that there are other residents without children who could also argue against having to pay these impact fees and it would be a slippery slope to start the process of waiving these fees only for certain demographics. Councilor Lachapelle clarified that if there were to be any further discussion on impact fees, it should be done at the Planning Board level.

Councilor Rice inquired if there was a City policy in order to ensure that citizens received follow up when they reached out to the City with concerns. Attorney O'Rourke said that there may be individual department policies, but he was unaware of any city-wide policy. Councilor Lachapelle said that he felt this would be a City Manager directive as opposed to something determined by City ordinance. Attorney O'Rourke referenced complaint forms specifically in Building, Zoning and

licensing department which would trigger a follow up by the compliance officer.

Councilor Lachapelle stated that the next meeting would be Thursday, September 3, 2020 at 6:00 PM via Microsoft Teams.

**8. Adjournment**

Councilor Lachapelle **ADJOURNED** the Codes & Ordinances Committee meeting at 6:50 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

Elaine Lauterborn, Chair  
 Donna Bogan, Vice Chair  
 Doug Lachance  
 Laura Hailey  
 Palana Belken

<b>Meeting Date:</b>	Monday, August 17, 2020	
<b>Members Present:</b>	Elaine Lauterborn Palana Belken Donna Bogan Laura Hailey	<b>Members Absent:</b> Doug Lachance
<b>Guests/Staff:</b>	Julian Long, Rochester Community Development Coordinator Jennifer Marsh, Rochester Economic Development Specialist Nicole Rodler, Rochester Police Department Matt Assia, Chinburg Properties Jeff Duchesne, Chinburg Properties Eric Chinburg, Chinburg Properties Mandy Lancaster, Waypoint NH	

Council Lauterborn read the emergency declaration preamble and called the meeting to order at 6:01 p.m. Councilor Bogan made a motion to approve the June 15, 2020 committee meeting minutes, and Councilor Hailey seconded the motion. The motion passed unanimously.

<b>PUBLIC INPUT</b>	No public input was received.
<b>79 E APPLICATION – Virtual Site Tour</b>	<p>Mr. Assia explained that Chinburg Properties will be renovating 10-14 North Main Street (the Scenic and Salinger block) to create market-rate housing in the form of studio, one-bedroom, and two-bedroom apartments. He added that they will be able to preserve the buildings' historic façade and that the project has already been approved by the Rochester Planning Board and Rochester Historic District Commission.</p> <p>Mr. Chinburg stated that the project is not eligible for historic tax credits and that, plus continually rising construction costs, means the project is reliant on 79 E approval for financial feasibility.</p> <p>Councilor Hailey asked how many years of tax relief Chinburg Properties is applying to receive. Mr. Assia replied that they are requesting seven years.</p> <p><b><i>Motion was made by Councilor Hailey and seconded by Councilor Bogan to recommend that the City Council approve the 79 E application for 10-14</i></b></p>

	<p><b><i>North Main Street for the full seven year period.</i></b> The motion passed unanimously.</p> <p>Ms. Marsh informed the committee that the application would be presented for a public hearing and second reading at the August 18<sup>th</sup> City Council workshop meeting.</p>
<b>WAYPOINT NH – Proposed Drop-In Youth Center Project</b>	<p>Ms. Lancaster introduced herself to the committee and stated that Waypoint NH provides a range of services for homeless and at-risk youth, including rapid rehousing and programming to prevent youth from entering chronic adult homelessness. She added that Waypoint has conducted a grant-funded program at Spaulding High School in past. In the near future, Ms. Lancaster will be submitting a proposal to the Waypoint board of directors for a drop-in center in Rochester for at-risk youth.</p> <p>Ms. Rodler stated that Waypoint has worked for a while with local partners (e.g., Rochester Youth Reach) so the center will be a fully collaborative project.</p> <p>Councilor Lauterborn asked if Waypoint has any physical office locations in Rochester and how the agency is funded. Ms. Lancaster replied that Waypoint has been able to colocate with the Rochester School District, in buildings such as Spaulding High School, and also meets with youth clients in various easily-accessed Rochester locations (e.g., Rochester Commons, Dunkin’ Donuts, etc.). Waypoint NH is funded through a variety of federal funding sources.</p> <p>Councilor Lauterborn asked where Waypoint receives its referrals. Ms. Lancaster replied that referrals come from the local schools, police departments, family members, self and peer referrals, and the statewide 211 resources hotline.</p> <p>Councilor Hainey asked if Waypoint NH’s primary mission is to locate housing for homeless youth. Ms. Lancaster replied that Waypoint provides housing location assistance as well as other supports, such as washers, dryers, harm reduction, and counseling services. She added that the proposed center will have paid staff persons to oversee operations.</p> <p>Ms. Lancaster stated that Mayor McCarley had mentioned the city-owned 38 Hanson Street property as a potential location for the center. She stated that at the present moment, Waypoint NH is asking for general city support and consideration for Community Development Block Grant (CDBG) funding. Councilor Lauterborn replied that Mr. Long will ensure that Waypoint receives a CDBG app for FY 2022 funding consideration and that she supports 38 Hanson Street as a suitable location for the center.</p>
<b>FY 2020 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT</b>	<p>Mr. Long provided an overview of the Consolidated Annual Performance and Evaluation Report (CAPER) for the FY 2020 program year. The public service agency projects met or exceeded goals, despite COVID-19-related closures, but several public facilities activities have been delayed or postponed due to COVID-19 and other factors. Mr. Long stated that HUD has expressed</p>

<p><b>– Review and Approval</b></p>	<p>understanding that COVID-19 will have impacted FY 20 performance and that he anticipated the delayed activities will be completed in FY 2021.</p> <p>Councilor Hainey requested an update on the CDBG policies being drafted as corrective action in response to the August 2019 HUD site visit. Mr. Long stated that HUD has required several rounds of revisions that have considerably lengthened the draft policies but that what should be the final round of revisions has just been submitted to HUD for review and approval. Once approved, the Rochester CDBG program should not need to undertake policy and procedures drafting of this scale and nature in the future.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Belken to approve the FY 2020 CAPER.</i></b> The motion passed unanimously.</p>
<p><b>FY 2021 CARES ACT CDBG FUNDS – Planning and Administration Allocation</b></p>	<p>Mr. Long explained that, when City Council voted to approve the committee’s recommendations for the city’s CARES Act CDBG funding, the planning and administration allocation was not included in the resolution. The Finance Department has requested that a formal resolution for this allocation be presented to City Council for approval.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Belken to recommend that \$29,942.80 (20% of the CARES Act CDBG grant) be allocated to planning and administration activities.</i></b> The motion passed unanimously.</p>
<p><b>PROJECTS PROGRAM REPORT</b></p>	<p>Mr. Long gave a brief overview of in-progress CDBG projects. Most facilities projects have continued to experience delays due to the ongoing COVID-19 pandemic. However, the Riverwalk Committee kayak launch and Gonic Pool recreation area pavilion recently were completed.</p>
<p><b>OTHER BUSINESS</b></p>	<p>Councilor Lauterborn expressed the hope that the committee would be able to tour 10-14 North Main Street in person in the near future.</p>

The meeting was adjourned at 6:47 p.m.

**Next Meeting** – Monday, September 21st, at 6:00 p.m., remote teleconference

**Topics** – CDBG Projects, Program Report

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal  
Year 2021 Plan

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

WHEREAS, the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act eligible projects and has unallocated prior year CDBG funds

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

WHEREAS, the Mayor and City Council passed an amended CDBG Block Grant Funds Plan for FY2021 to reflect the programming of the CARES Act funds;

WHEREAS, the Mayor and City Council recognize that funds must be allocated to planning and administrative activities related to the use of the CARES Act funds;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the following allocation: Twenty Nine Thousand Nine Hundred Forty Two and 80/100 Dollars (\$29,942.80) or Twenty Percent (20%) of the CARES Act CDBG Grant to planning and administrative activities;

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government; and

FURTHERSTILL, 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 establish special revenue, lapsing, multiyear fund accounts (as necessary to which said sums shall be recorded

---

Intentionally  
left blank...

---

City Clerk's Office

---

---



**Fidelity Committee  
of the  
Tri-City Joint Mayors' Task Force on Homelessness  
Remote Meeting Via Zoom  
August 13, 2020  
5:00 PM**

**MAYORS**

Mayor Caroline McCarley  
Mayor Robert Carrier  
Mayor Dana Hilliard

**Rochester Members**

Jeremy Hutchinson  
(Chairman)

Barbara Holstein

**Dover Members**

Charles Reynolds

Betsey Andrews Parker

**Somersworth Members**

Todd Marsh  
(Vice Chairman)

Dina Gagnon

**Others Present:** Crystal Paradis, Somersworth Council. Susan Gaston, Dover Welfare. Dave Carpenter, Dover Planning. Lindsey Williams, Dover Council. Tory Jennison, IDN. Julian Long, Rochester Economic Development.

**MINUTES**

**1. Call to Order**

Chairman Hutchinson called the meeting to order at 5:00 PM. Cassie Givara, Deputy City Clerk of Rochester, took a visual roll call of members all of whom were present. Additionally, Mayor Carrier, Mayor Hilliard, and Mayor McCarley were all present.

**2. Public Input (3-minute maximum and/or submit a statement)**

No Discussion.

**3. Communications from the Mayors**

Mayor Hilliard also spoke about the recent brush fires which had occurred in Somersworth in the area of a homeless encampment. He spoke about how the issue was handled by the Fire Department with education of the homeless community to try to prevent similar incidents and to avoid the need for relocation or involving the police. He spoke about the potential issues faced when these encampments are broken up and the residents are moved into other areas.

### **3.1 Update: Location for Permanent Shelter**

Mayor Hilliard reported that he had a meeting scheduled with the CEO of Frisbee Hospital on August 27th to discuss potential locations for a permanent shelter and will report back to the Committee in September. He anticipates this will be the first of several meetings to get the discussion started. Mayor Hilliard stated that he was excited about the potential of such a shelter being possibly located in Somersworth, although Dover and Rochester had some prospects as well.

Mayor McCarley spoke about the upcoming meeting with the Frisbee CEO and stated that although the potential for using County land for a permanent shelter has slipped further down the list, it is still being considered and discussed and has not yet been discounted.

Mayor Carrier reported that he has been regularly attending City meetings with social service agencies, city staff and business owners and he has been advocating for the Fidelity Committee's mission and soliciting for assistance with sourcing a location for a homeless shelter. Mayor Carrier addressed the volunteer-driven warming centers from the previous winter and stated that some of those regular volunteers may not be willing or able to assist this year due to COVID; the cities and social services organizations will need to find other viable options.

Vice Chair Marsh thanked the Mayors for their continued work in trying to secure a permanent shelter space, but acknowledged that with winter fast approaching, it is best to look at alternate sheltering options rather than focusing all efforts on the permanent shelter which is likely not going to be resolved this season.

## **4. Communications from the Chairs**

Vice Chair Marsh spoke about his experience as the Rochester Welfare Director. He reported that they have started to see an increase in requests for assistance, but it is not yet at the level which was anticipated when COVID began.

Mr. Marsh spoke about the regular weekly meetings which have continued to have with local resource agencies where the organizations collaborate and discuss changes and coordination of efforts. He reported that there has been an increase in single people without dependents experiencing homeless, some of whom have never owned a home or rented in the area, but find themselves homeless here in part to the peer support and available resources.

There was a brief discussion regarding school reopening and the criteria going into these decisions as well as the need for local welfare and social services agencies to monitor these decisions. Mr. Marsh spoke about the potential unintended consequences this may cause with parents needing to stay home with their children and the financial, economic and mental consequences which may follow.

Chair Hutchinson addressed the potential sun setting of the Fidelity Committee (item 6 on the agenda). He acknowledged that operations have been difficult with the remote meetings during COVID and that it has been difficult to maintain the same momentum. Chair Hutchinson lauded the Committee for their work in executing the Master Plan on Homelessness, but acknowledged more work needs to be done in developing action items and proposals from the strategies within the Master Plan to be presented and adopted by the tri Cities.

The complicated nature and enormous scale of many of the strategies was discussed. Items such as "Affordable Housing," while not insurmountable, are not simple fixes and involve moving parts within the municipalities and local industries, ordinance and zoning change, as well as cultural change.

Chair Hutchinson clarified that there was no timeline put in place on the work contained with the Master Plan; there was no expectation that there would be immediate solutions and rather it was a groundwork set in place to be built on over time.

Chair Hutchinson asked, as the summer draws to an end and the potential of a permanent shelter become more likely to be revisited in the following year, that the Committee shift their focus from less urgent items within the Master Plan to sheltering solutions for cold weather.

Chair Hutchinson spoke about the loss of eviction protections and the uncertain nature if there will be legislation to put those protections back in place. With strategies in the Master Plan dealing directly with landlord outreach and eviction prevention.

## **5. Continued Review of Master Plan**

No discussion.

### **5.1 Master Plan proposals under the purview of "Municipal roles"**

The Committee had a brief discussion regarding the importance and involvement of city staff and policy makers such as Councilors and Mayors at the Fidelity meetings. It was stated that although the experience and expertise of social service organizations and support services is invaluable in developing the policies and carrying out the actions contained within the Master plan, it is important to have attendees presents who will be able to directly present to the governing bodies once the policies have been developed.

There was a discussion about certain actions and strategies within the plan which may involve City departments such as planning, zoning and economic development in order to effect change and to ensure that actions are carried out properly and within guidelines and ordinances. It was discussed that there may be a need to reach out to city employees to solicit attendance at meetings or to discuss proposals for buy-in.

## **5.2 Follow up of Recovery Friendly Workplace proposal**

Chairman Hutchinson asked for a brief synopsis of the Recovery Friendly Workplace which had been presented at the prior meeting. The Committee discussed the Recovery Friendly Workplace and what is entailed in establishing the program within departments of a municipality or private organizations. John Burns and Mary Boisse from SOS Recovery were mentioned as resources for those wanting to receive more information or needing assistance to establish the program.

Barbara Holstein gave details on organizations and business in the tri-city area which have already established the Recovery Friendly Workplace.

There was a discussion in Committee about the possibility of a proposal being presented to all three Councils in regard to the Recovery Friendly workplace. Mayor Hilliard addressed the resources available in Somersworth which would allow for such a presentation to be filmed and then distributed for presentation at each of the respective city Council meetings. He suggested a resolution to be presented to each Council which would a recommendation to review and examine the implementation of a Recovery Friendly workplace within each City. The committee discussed the logistics of developing the presentation and the recommendation to the Councils. It was determined that it would be discussed at the next meeting.

## **6. Discussion: Fidelity Committee's Future - determining course of action**

Betsey Andrews Parker emphasized the ways in which the Committee has been successful; including homeless-specific changes or additions to the cities' Master Plans and CDBG. Ms. Andrews Parker said that it was in large part to the Master Plan that she was able to obtain \$500,000 in emergency housing money. She also spoke about the additional outreach workers she was able to submit for through a grant which may not have been plausible without the work of the Master Plan. She stated that CAP has been able to use \$142,000 of CARES funds for emergency housing assistance within the last 3 weeks. She emphasized that there are many successes which have resulted from the Master Plan and the Fidelity Committee and that the work has been valuable.

Ms. Andrews Parker reiterated the need for an executive summary or a status report, whether it be through the municipalities or social service agencies, to detail the work which has already been done and accomplished by the Committee as well as the work which is ongoing. This summary could also outline the next steps and the gaps which still need to be filled. It was discussed that the executive summary

would be added or discussion to upcoming agendas and there would need to be a determination of who could undertake this project.

## **7. Other**

Barbara Holstein reported that the Strafford Regional Planning Commission has received grants from Tufts in relation to organizations and their need for COVID-related assistance and relief. She stated that SRPC wants to get more involved with homeless relief and assistance efforts and this grant money may very well be able to be utilized. Ms. Holstein said that SRPC may also be able to help with supplying data for the committee and for an executive summary when it is developed.

**The next meeting of the Fidelity Committee will be held on September 10<sup>th</sup> at 6:00 PM via Zoom or Microsoft Teams.**

## **8. Closing Public Input**

No Discussion.

## **9. Adjournment**

Chairman Hutchinson **ADJOURNED** the meeting at 6:50 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk, Rochester

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



DRAFT

## Finance Committee

## Meeting Minutes

Meeting Information

Date: August 11, 2020

Time: 6:30 P.M.

Location: Meeting Conducted Remotely  
Rochester, New Hampshire

**Committee members present:** Mayor McCarley, Deputy Mayor Lauterborn, Councilor Walker, Councilor Gray, Councilor Bogan, Councilor Lachance, and Councilor Hamann.

**City staff present:** City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan, Tax Collector Doreen Jones.

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

Mayor McCarley called the Finance Committee meeting to order at 6:30 PM and read the following preamble:

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

Phone number: 857-444-0744      Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

DRAFT

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [PublicInput@rochesternh.net](mailto:PublicInput@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

In addition to the above listed methods, the City Council will be allowing the public to come to City Hall and speak via video conferencing software for Public Input. In an effort to adhere to CDC guideline, please enter only at the front Wakefield Street entrance and exit on the side door closest to the Police Department. We ask that you adhere to 6-foot social distancing protocols while inside the building. Hand sanitizer and face masks will be available at the Wakefield Street entrance.

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara took the roll call. All Councilors indicated they were present and alone in the location from which they were connecting to the meeting.

## 2. Public Input

No callers were present on the line and no residents were present in City Hall to speak during public input.

## 3. Unfinished Business-None

No Discussion.

## 4. New Business-

### 4.1 Assessing Software Conversion-Update Memo from Chief Assessor Rice

Deputy City Manager Ambrose referenced a status report submitted by Chief Assessor Jonathan Rice in the finance meeting packet. Chief Assessor Rice had reported that the experience working with Vision (new software developer) has been excellent and they are on schedule to go live in October. The department has been very pleased with the software and the features it offers.

DRAFT

Councilor Lachance inquired about a recent email he'd received in regards to an issue with the "Monarch Software" being used in Strafford County. A resident had reported that he sold a property in March and received a water bill for that property several months later. Councilor Lachance said that Strafford County no longer manually mails deeds to local assessor's offices, but rather the assessors need to check this aforementioned software for updates on ownership of properties. Finance Director Ambrose confirmed that the assessing department is regularly checking this software and it is up-to-date. She briefly detailed the miscommunication which had caused the billing error with the particular resident Councilor Lachance referenced.

*\*\*There was a brief pause of the meeting and discussions due to technical difficulties experienced on the conference line.*

#### **4.2 Tax Collector's Office- Clerk Typist PT Position Upgrade to FT**

Finance Director Ambrose gave some background on this item. She stated that there is a recently vacant position for a part-time Clerk Typist in the tax office. Before the position is posted, Doreen Jones, Tax Collector, had requested that the position be posted as a full time position to assist with the needs of the tax office. Currently, staff including part-time employees, have been working additional hours due to the large workload. Finance Director Ambrose said that those looking for part-time work aren't typically willing to take on these additional hours which would be requested in this position, and this causes turnover. The cost and time associated with turnover was discussed; new employees need to be trained by current staff and also need to receive certification and training from the State to perform certain functions.

Ms. Jones spoke about the backlog of work the department is experiencing and the large volume which the tax office is receiving daily, causing staff to work long hours and sometimes weekends. She pointed out that the backlog in the tax office causes issues with the finance department because they are not able to complete their month-end balancing until the work in the tax office is entered. She said it also effects water and sewer shut offs with the delay between payments being received and when they are recorded.

City Manager Cox clarified that Ms. Jones had put in the request for additional staff hours before COVID, but the need has been magnified since the pandemic occurred and he supports the request for additional hours.

Councilor Gray suggested that if the increased need is due to COVID, that additional staff could be taken from other departments or previous staff could be hired back temporarily. He stated that it is only 45 days into the new budget and there should be other mitigating measures before a new position with benefits is approved.

Councilor Lachance said that he believed the tax office has been understaffed for quite a few years and it is not plausible to shift employees from other departments to fit this need, which he did not feel is entirely COVID-related. Councilor Lachance stated he would support two full-time positions if that is what the tax office needs.

Mayor McCarley stated that when the budget was being discussed and adjusted, the City did not know what the financial outlook would be going forward and it is reasonable given the circumstances that the needs are being reevaluated due to these unusual circumstances.

Councilor Gray stated that he felt spending an additional \$44,000 on a position with salary and benefits would essentially be exceeding the tax cap and was lack of proper financial management. He

DRAFT

reiterated that he felt there could be other mitigating measures explored such as hiring multiple part-time staffers without benefits. Councilor Lauterborn agrees that taking this money from contingency would add almost \$45,000 not only to this year's budget, but also to every budget moving forward as this position will be renewed.

Councilor Lachance **MOVED** to recommend to full council the upgrade of the clerk typist position in the tax office to full time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 5 – 2 roll call vote with Councilors Walker, Bogan, Hamann, Lachance, and Mayor McCarley voting in favor and Councilors Lauterborn and Gray voting opposed.

## **5. Reports from Finance & Administration**

### **5.1 Monthly Financial Report Summaries July 31, 2020,**

5.1 (a) July 31, 2020 Revenues

5.1 (b) July 31, 2020 Expenses

No Discussion on the financial reports.

## **6. Other**

No discussion.

## **7. Adjournment**

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee Meeting at 6:56 PM. Councilor Bogan seconded. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Lachance, Gray, Bogan, Lauterborn, and Mayor McCarley all voting in favor.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

**City of Rochester Planning Board**  
Monday August 3, 2020  
City Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on August 17, 2020)

Members Present

Nel Sylvain, *Chair*  
Tim Fontneau  
Robert May  
Mark Sullivan  
Dave Walker

Members Absent

Mark Collopy, excused  
Daniel Rines, excused  
A. Terese Dwyer, excused

Alternate Members Present

Donald Hamann  
Peter Bruckner

Staff: Seth Creighton, *Interim Director of Planning & Development/Chief Planner*  
Crystal Galloway, *Planning Secretary*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City clerk's office for reference purposes. It may be copied for a fee.)

---

Mr. Sylvain called the meeting to order at 7:00 p.m. and made the following statement:

Good Evening, as Chairperson of the Planning Board I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

**a.) Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to "listen-in" only, there will be no public comment taken during the meeting.

**Phone number: 857-444-0744**  
**Conference Code: 843095**

**b.) Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [crystal.galloway@rochesternh.net](mailto:crystal.galloway@rochesternh.net) or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present with the exception of Mr. Rines, Ms. Dwyer, and Mr. Collopy who were excused. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

---

### III. Seating of Alternates

Mr. Bruckner voted in place of Mr. Collopy.

---

### IV. Communications from the Chair

There were no communications from the Chair.

---

### V. Approval of Minutes

*A motion was made by Mr. Walker and seconded by Mr. May to approve the July 6, 2020 meeting minutes. The motion carried unanimously by a roll call vote.*

---

### VI. Consent Agenda

**A. Golden Oaks Development, LLC, Freedom Drive**

**B. 119 Flagg Road Development, LLC, Matildas Way**

**C. Robert & Denise Higgins, 28 Western Avenue**

**D. City of Rochester, 145 Airport Drive**

**E. Cornerstone VNA, 178 Farmington Road**

**F. Waste Management of NH, Inc., Rochester Neck Road**

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to approve the consent agenda. The motion carried unanimously by a roll call vote.*

---

## **VII. Continued Applications**

### **A. Thomas & Dianne Aubert, 828 Portland Street**

Christopher Berry of Berry Surveying & Engineering explained the changes to the phasing plan that were a result of discussions from the last meeting. He said he also met on site with Planning Staff to review the drainage concerns of the abutter and said no deficiencies were found, but they did find the planting pots that were referenced and told the Board the applicant will have them cleaned up.

Mr. Berry said Public Works has asked that additional street lamps be added to every major intersection and corner.

Mr. Berry said they have received approval from New Hampshire DES for sewer management of the site and domestic water supply.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said staff supports the waiver requests and recommends the Board approve the subdivision.

Mr. Bruckner asked about the street lights. Mr. Berry explained the street lights will be the City's new LED standard lamps, they are 10 feet tall, and are down lit.

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to close the public hearing. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. May to approve the three waiver requests. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. May to approve the subdivision. The motion carried unanimously by a roll call vote.*

---

## **VIII. New Applications**

### **A. Homeless Center for Strafford County, 202 Washington Street**

Christopher Berry of Berry Surveying & Engineering presented the preliminary site plan to construct a homeless shelter. He said they've conducted a full existing conditions plan for the site which will be included in the full site review application. Mr. Berry said the driveway location gives over 400 feet of site distance and a traffic and site distance analysis has been completed and is ready to submit to NH DOT.

Mr. Berry explained the parking and buffer requirements for the highway commercial zone. He went on to explain the shelter has been in operations in Rochester for many years, he said they are not a shelter that takes people in off the street, they are a family style shelter with the goal of helping people get on their feet and move on with their lives.

Mr. Sylvain opened the public hearing. Mr. Creighton read the following two letters that were received:

Good afternoon,

My one big concern with the homeless shelter going in at this location is the impact it may have on the children that currently reside in the Highland Commons community. The location for the school bus pick up and drop off is at the corner of Fillmore Blvd and Washington Street. In the Park N Ride they have to walk past to catch the bus, the children have already seen and come in contact with shady behavior, witnesses to drug deals and people living in their cars. As a parent I worry about the possible increase to this activity especially if they plan to shuttle people to the park n ride. I feel that the location of the bus stop of the children that live in this community should be adjusted so that they do not need to walk past the park n ride or close to Washington St.

Thank you for this consideration,  
Catherine Stewart  
124 Fillmore Blvd.

On behalf of Waste Management of NH, I provide this letter of reference and support for the Homeless Center for Strafford County (Homeless Center) who has a site plan review application before the Rochester Planning Board for a new facility proposed at 220 Route 202 (Washington Street).

For almost 20 years WMNH has provided the building structure and other support for the Homeless Center to operate a homeless shelter at our 9 Isinglass Drive property in Rochester. Over the years the Homeless Center has provided critical services to many of our community members. During the two most recent year's the Homeless Center has housed between 40-85 individuals and placed 24 family units in permanent housing. During their stay at the Homeless Center many of the residents have been helped with other life skills like resume writing, interview preparedness, money management and parenting.

Over the past 24 months, there have been zero calls for police support and just two calls for emergency medical care. These statistics are extremely low given the diverse and difficult backgrounds the residents often have while being a testament to the quality operation provided by the Homeless Center staff from intake to occupancy to placement and discharge.

WMNH has had no major issues with their tenancy and we hardly notice their occupancy in amongst our other operations. The Homeless Center keeps tidy grounds, often using residents to make sure the property is well kept. The building is maintained in good condition by volunteers and staff and we find that the programming is well established so that rules and regulations are well expressed to those that the Homeless Center helps with support.

As part of the Rochester Rotary Club, I, along with many of my fellow Rotarians, have volunteered hundreds of hours over the years covering a morning shift. During this time, I have had the opportunity to interact with many of the residents. With very few exceptions, the residents are extremely appreciative of the important services provided by the Homeless Center and are just looking to move forward in a positive manner for themselves and their families; simple goals that we all share.

Unfortunately, WMNH site use plans near the current Homeless Center require that the existing lease period be the last we can provide. I am completely confident that the Homeless Center has the experience and organizational structure to operate a quality and much needed shelter at 220 Route 202 with no adverse impact to the local community. WMNH strongly supports the Homeless Center and we encourage the Planning Board to rule favorably on their application.

Sincerely,  
Robert Magnusson,  
Sr. District Manager Waste Management of NH, Inc.

There were no further comments from the public; Mr. Sylvain brought the discussion back to the Board.

Mr. Bruckner asked more about the nature of the facility and whether there would be individual rooms. Mr. Berry said it will be very similar to a garden style apartment.



Mr. Bruckner said he is concerned with people walking down Washington Street to the nearby shopping center. Mr. Berry told the Board it is in the plan for the shelter to purchase a vehicle to shuttle the residents. Mr. May asked if there will be a separate school bus stop at the shelter. Mr. Berry explained because the shelter serves all of Strafford County not all residents will be in the Rochester school system but they will work with the bus company and the schools to determine.

Mr. Walker asked what the current number of residents are to what they are proposing. Mr. Berry said they currently have between 30 to 40 residents and they are not proposing any additional. Mr. Sylvain asked if they have any type of security at night. Mr. Berry said there is always 1 to 2 employees on site around the clock.

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to close the design review. The motion carried unanimously by a roll call vote.*

### **B. Jeffrey & Nikki Metayer, 185 Salmon Falls Road**

Joel Runnals of Norway Plains Associates explained the proposed 2-lot subdivision. He said they are proposing to use the existing driveway as a shared drive for both lots.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said staff recommends the Board accept the application as complete and approve with the conditions set forth.

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to accept the application as complete and close the public hearing. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to approve the subdivision. The motion carried unanimously by a roll call vote.*

### **C. Jessica Moyer & Adam Reeves, 58 Estes Road**

Joel Runnals of Norway Plains Associates presented the plan for a 2-lot subdivision. He explained they will not need NH DES subdivision approval due to municipal utilities on site.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Senior Planner, Michelle Mears said staff has no concerns and recommends the Board approve the subdivision.

Mr. Walker asked about the driveway and the fact that it crosses over the boundary line. Mr. Runnals said the driveway is existing but believes the new owners will not allow the driveway to be over the boundary line any longer.

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to close the public hearing and accept the application as complete. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to approve the subdivision. The motion carried unanimously by a roll call vote.*

#### **D. Bonfire Behavioral Health, LLC, 35E Industrial Way**

Mr. Creighton explained the application is lacking a lot of information and there are too many questions for staff to make a determination. He said Staff is recommending the Board find the application incomplete and denial.

There was a brief discussion whether or not the applicant would be able to resubmit. Mr. Creighton said they would be allowed to resubmit at a later date.

*A motion was made by Mr. Sylvain and seconded by Mr. May to deny the application. The motion carried unanimously by a roll call vote.*

#### **E. SDJ Development of Rochester, LLC, Fillmore Boulevard**

Mr. Creighton told the Board the application for a modification is incomplete and the applicant has not been responding to Staffs emails. He said he recommends the Board deny the application.

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to deny the modification application. The motion carried unanimously by a roll call vote.*

#### **IX. Other Business**

Mr. Sylvain informed the Board there was a discussion at the Public Works Committee regarding street lights for phase three of Millers Farm off Norway Plains Road. He said after checking into things further is it was discovered Eversource never put in the poles, calls have been made and they have now agreed to install the light poles.

Mr. Creighton told the Board there will be a public hearing on the Downtown Master Plan at the workshop meeting. He said they will also be reviewing a new ordinance for murals.

#### **X. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to adjourn at 8:21 p.m. The motion carried unanimously by a roll call vote.*

Respectfully submitted,

Crystal Galloway,  
Planning Secretary

**City of Rochester Planning Board**  
Monday June 15, 2020  
City Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on, 2020)

Members Present

Nel Sylvain, *Chair*  
Mark Collopy, *Vice Chair*  
Terry Dwyer  
Robert May  
Daniel Rines  
Mark Sullivan  
David Walker

Members Absent

Tim Fontneau, absent

Alternate Members Present

Peter Bruckner  
Donald Hamann

Staff: *Shanna B. Saunders, Director of Planning & Development*  
*Seth Creighton, Chief Planner*  
*Michelle Mears, Senior Planner*  
*Crystal Galloway, Planning Secretary*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City clerk's office for reference purposes. It may be copied for a fee.)

---

Mr. Sylvain called the meeting to order at 7:00 p.m. and made the following statement:

Good Evening, as Chairperson of the Planning Board I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

**a.) Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to "listen-in" only, there will be no public comment taken during the meeting.

**Phone number: 857-444-0744**  
**Conference Code: 843095**

**b.) Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [crystal.galloway@rochesternh.net](mailto:crystal.galloway@rochesternh.net) or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present with the exception of Mr. Rines who was excused. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

### III. Seating of Alternates

Mr. Bruckner voted in place of Mr. Fontneau.

---

### IV. Communications from the Chair

*A motion was made by Mr. Sylvain and seconded by Mr. Walker to recommend Peter Bruckner be made a full voting member of the Board. The motion carried unanimously by a roll call vote.*

---

### V. Downtown Master Plan Public Hearing

Steve Whitman of Resilience Planning and Design explained the process they used to gather the information. He said the secret to the success of the final draft was the Committee; saying he's never had a larger more active group of people than ones in Rochester.

Mr. Whitman explained the existing conditions analysis going back to the last Master Plan in 2003 which shows the City being very busy, especially in the last four years.

Mr. Whitman said the four things that resulted from community outreach events were 1) the public wants a multi-pronged redevelopment strategy, 2) they want a safe, clean walkable environment, 3) they want to build off the existing assets, and 4) they want additional programming and events.

Mr. Whitman said the key elements for success are people, history, the river, arts and culture, and the economy.

Senior Planner Michelle Mears told the Board the City has started implementation with the reconstruction of the Scenic and Salinger buildings, which will be an \$8 million dollar investment in downtown. She said Economic Development is working on redeveloping the former Hoffman building. Ms. Mears told the Board because of the Covid-19, outdoor dining has been expanded into parking spaces on North Main Street which has been a huge opportunity to see if it works. The City is looking at the Ordinance to see if any changes need to be made. She went on to talk about the Union Street parking lot redesign and said she is hopeful it will be in next year's capital improvement plan. Finally, Ms. Mears talked about the importance of having a connection to the Riverwalk so that people living downtown have access to amenities.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Sullivan said he's not sure how implementation will be achieved when there are so many other Departments involved. Chief Planner Seth Creighton said staff has been talking to the City Manager about this and there is a lot more the City can do interdepartmentally, and added that the Mayor intends to form another subcommittee.

Mr. Hamann suggested a document be posted for reference on what's being implemented. Ms. Mears said staff can add it to the Planning Departments web page under the Downtown Master Plan.

Mr. Bruckner said the implementation plan is broken down into seven categories by topic and he's looking forward to seeing the whole thing spread out over a time.

Mr. May said he's impressed with the document and it's one of the best he's seen during his many years of being on a Planning Board.

*A motion was made by Mr. Bruckner and seconded by Mr. May to adopt the Downtown Master Plan. The motion carried unanimously by a roll call vote.*

## **VI. Opening Discussion/Comments**

### **A. Public Comment**

There was no one present on the line from the public to speak nor did anyone submit any written correspondence ahead of the meeting.

### **B. Discussion of general planning issues**

There were no issues to be discussed.

---

## **VII. Approval of minutes**

*A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the August 3, 2020 meeting minutes. The motion carried unanimously by a roll call vote.*

---

## **VIII. Suggested Zoning Amendment - Murals**

Mr. Creighton said this is the first presentation of the draft Murals Ordinance. He said currently they fall under the Sign Ordinance which none of the murals would be allowed because they are far too large. Mr. Creighton said they would be only allowed in the commercial zone and the neighborhood mixed use zone. He said staff would look at the design and require a maintenance plan.

Mr. Walker asked who would approve the murals. Ms. Mears said if it's on private property it would be staff approval, if it's in the Historic Overlay the Historic District Commission and the Arts and Culture Commission. Mr. Hamann asked if there would be a permit fee. Ms. Mears said there would not be a fee because the City is trying to attract artists.

Mr. Collopy asked if there would be any notification to abutters. Mr. Creighton said presently they are not. Mr. Collopy said he is ok with Staff doing the reviews, however he would like the abutters notified so they have some input.

There was discussion whether or not applicants should go before the Planning Board for review. Mr. Sylvain said he feels the Board should review them with recommendations from Staff and the Arts and Culture Commission.

There was discussion regarding which zones murals would be allowed. Ms. Mears told the Board they would mainly be in the commercial zones.

Mr. Creighton said Staff received good direction from the Board and will bring a second draft back once the changes are made to the document.

## **IX. Review of July 2020 Surety and Inspections**

Mr. Creighton reviewed the inspections completed by the Department of Public Works with the Board. He went on to say not much has changed with the surety since they last saw it.

### **B. Recommendation to release surety bond for WM Hauling Company in the amount of \$238,054.16, Maps 262 & 267 Lots 22 & 23**

Mr. Creighton told the Board the project has been completed and staff has reviewed the as-built plans.

*A motion was made by Mr. Walker and seconded by Mr. Collopy to release the surety bond in full. The motion carried unanimously by a roll call vote.*

### **C. Recommendation to release surety bond for WM LFG Supplemental Treatment System in the amount of \$51,908.47, Map 267 Lots 2 & 3**

*A motion was made by Mr. Walker and seconded by Mr. Collopy to release the surety bond in full. The motion carried unanimously by a roll call vote.*

### **D. Discussion regarding the Village at Clark Brook surety**

Mr. Creighton explained a letter was sent in January alerting the developer that the surety bond was due to expire in March, the developer didn't respond. He said another attempt was made in June, still no response. Mr. Creighton asked the Board to give staff some direction as to whether a certified letter should be sent and to withhold all permits.

Mr. Sullivan suggested contacting the issuer of the bond to see if it automatically renews. Mr. Walker said the Board needs to be consistent with how other developers were handled.

The Board discussed whether or not a cease and desist order should be served until a continuation bond is put in place.

*A motion was made by Mr. Walker and seconded by Mr. Collopy to issue a certified letter to the developer only after verifying with the bond company that there isn't an auto renew in place. The motion carried unanimously by a roll call vote.*

## **X. Other Business**

Mr. Sylvain welcomed Shanna B. Saunders as the new Director of the Planning Department.

---

## **XI. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Collopy to adjourn at 8:10 p.m. The motion carried unanimously by a roll call vote.*

Respectfully submitted,

Crystal Galloway,  
Planning Secretary

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



Public Safety Committee  
Meeting Minutes  
August 19, 2020  
6:00 PM  
Meeting Conducted Remotely

**MEMBERS PRESENT**

Councilor Don Hamann, Chair  
Councilor Peter Lachapelle, Vice  
Councilor Palana Belken  
Councilor Jeremy Hutchinson  
Councilor Chris Rice

**OTHERS PRESENT**

Michael Bezanson, PE, City Engineer  
Gary Boudreau, Deputy Police Chief  
Mark Klose, Fire Chief  
Dan Camara, GIS Asset Mgmt. Tech.  
Jenn Marsh, Economic Development

Minutes

Councilor Hamann brought the Public Safety Committee meeting to order at 6:00 PM and he read the following statement:

Good Evening, as Chairperson of the Public Safety Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

- a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre- registered online, otherwise, the meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken during the meeting.

**Phone number: 857-444-0744**

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [lisa.clark@rochesternh.net](mailto:lisa.clark@rochesternh.net) or call 603-335-7572.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the Public Safety Committee are encouraged to do so by the following methods:

- **Mail:** Lisa Clark-Public Safety Committee, 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [lisa.clark@rochesternh.net](mailto:lisa.clark@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-335-7572 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. Each member will state their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

<b>Councilor Lachapelle</b>	<b>Ward #3 Present</b>
<b>Councilor Belken</b>	<b>Ward #2 Present</b>
<b>Councilor Hutchinson</b>	<b>Ward #1 Present</b>
<b>Councilor Rice</b>	<b>Ward #5 Present</b>
<b>Councilor Hamann</b>	<b>Ward #5 Present</b>

## 1. Public Input

Councilor Hamann asked Ms. Marsh if there were any members of the Public waiting in the virtual lobby that wanted to speak. Ms. Marsh stated that there was no one in attendance on the conference line.

## 2. Draft Safety Rules & Regulations Signage for Kayak Launch

Ms. Marsh stated that included in the Committee's packet was the draft of the safety rules and regulations to be put up on a sign at the Rochester Riverwalk Canoe and Kayak Launch. She stated that there is a revised document that included a few minor spelling and grammar changes. Ms. Marsh stated that she had sought feedback on the draft from Chief Klose, Deputy Chief Boudreau, the Recreation Department, the DPW and she stated that she had asked the NH Marine Patrol to review the content for correct references to RSA's. Ms. Marsh stated that that she is looking for approval of both a temporary sign and a

permanent sign to be put up at the launch. The temporary sign to be used while the permanent is being manufactured. Councilor Lachapelle stated he read through the draft and thought it looked great.

***Councilor Lachapelle made a motion to recommend that the full City Council approve the temporary and permanent sign for Rules and Regulations to be posted at the canoe and kayak launch. Councilor Rice seconded the motion.***

Councilor Rice asked if there was language referencing trash carried in should be carried out. Ms. Marsh stated that it is item #13 on sign. Councilor Hutchinson asked if Ms. Marsh could screen share the revised document. Ms. Marsh shared the document and explained that the only edits were grammatical and spelling. (***the revised version is attached to these minutes***)

A Roll call vote was taken on the motion.

<b><i>Councilor Lachapelle</i></b>	<b><i>Ward #3 Yes</i></b>
<b><i>Councilor Belken</i></b>	<b><i>Ward #2 yes</i></b>
<b><i>Councilor Hutchinson</i></b>	<b><i>Ward #1 yes</i></b>
<b><i>Councilor Rice</i></b>	<b><i>Ward #5 yes</i></b>
<b><i>Councilor Hamann</i></b>	<b><i>Ward #5 yes</i></b>

### **3. Old Milton Road (backside of Dunkin Donuts) - Safety Concerns – Held In Committee**

Mr. Bezanson stated that he had opportunity to make initial contact with the Dunkin Donuts staff, but had not reached the decision maker as of yet. He requested that this be held in Committee as he continues to work on the issue.

### **4. Millers Farm Drive - Streetlight Request – Held in Committee**

Councilor Hamann stated that this item had been held in Committee. He stated that the Planning Board Chair had contacted him and stated that the issue is resolved and the Councilor asked Mr. Bezanson if it was. Mr. Bezanson stated that last meeting he was under the misunderstanding that the contractor had installed all of the required lighting per Planning Board requirements. He stated that in fact the Planning Board had requested two fixtures in Phase 3 of this subdivision and those are not yet installed. Mr. Bezanson stated that the street acceptance was contingent on the installation of these lights. Mr. Bezanson informed the Committee that the Developer's contractor and Eversource will be working to expedite those installations.

### **5. 290, 295, 298 Chestnut Hill Road – Signage Request – Tractor Crossing/Pedestian**

Councilor Hamann summarized the issue. He stated that Mr. Torr had contacted

the City in reference to a sign request. He asked Ms. Marsh if Mr. Torr was on the conference line as anticipated. Ms. Marsh said that he was not. Councilor Hamann explained that he had spoken with Mr. Torr who has property on both sides of Chestnut Hill Road. Mr. Torr had explained to the Councilor that when he is traveling back and forth to properties, both on foot and on farming equipment, he is experiencing difficulty due to traffic. He has requested a caution sign for tractor or pedestrian in the area. The Committee discussed and expressed support of the request. Councilor Lachapelle asked Mr. Bezanson if this was the correct application for a pedestrian sign. Mr. Bezanson displayed the tractor sign and pedestrian signs that are recommended for use for this type of concern. ***(Signage pictures are attached to these minutes)***. Councilor Hamann suggested getting these signs up as soon as possible, but would like to know Mr. Torr's preference. Councilor Rice asked if it was a request for 2 or 3 signs as Mr. Torr's properties bordered Chestnut Hill and Betts Road. Councilor Hamann stated that it was for one in each direction on Chestnut Hill Road. The Committee discussed a recommendation in advance of a discussion with Mr. Torr for which sign he preferred.

***Councilor Lachapelle made a motion to recommend the full Council approve the installation of Mr. Torr's preferred sign going in each direction on Chestnut Hill Road. Councilor Rice seconded the motion.***

A Roll call vote was taken on the motion.

<b><i>Councilor Lachapelle</i></b>	<b><i>Ward #3 Yes</i></b>
<b><i>Councilor Belken</i></b>	<b><i>Ward #2 yes</i></b>
<b><i>Councilor Hutchinson</i></b>	<b><i>Ward #1 yes</i></b>
<b><i>Councilor Rice</i></b>	<b><i>Ward #5 yes</i></b>
<b><i>Councilor Hamann</i></b>	<b><i>Ward #5 yes</i></b>

## 6. E911 Update

Deputy Chief Boudreau stated there are no updates at this time. He stated there is still a list of Streets to work on, but there are no meetings scheduled at this time.

## 7. Emergency Management Update

Chief Klose stated that NH is experiencing drought conditions which was reported by Homeland and Emergency Management. He stated that the issue is on the radar and there are concerns for fire conditions. He stated that Rochester has had some small manageable brush fires and he stated they had assisted Berwick ME with a brush fire in that Community. Chief Klose stated that on August 4, 2020 a tropical storm moved through and from 5pm to 9:30pm there were 45 calls for downed trees and down electrical lines. He stated we did use mutual aid to cover these calls. He further stated that on the 5<sup>th</sup> there were

additional calls due to storm damage as well.

## 8. **Covid-19 Statistics Update**

Chief Klose informed the Committee that there was only one reported active case of Covid-19 in Rochester at this time. He stated that Strafford County has reported 13 active cases. There were no new deaths reported today state wide and only 12 current hospitalizations. The Chief noted that as students return to schools this will be monitored closely. Councilor Hutchins asked if the Chief knew the current testing rate for the County or State. The Chief stated that he is not subject to that information. He stated that they will not release those statistics to him as the Emergency Management Director. He stated that he has stopped into the Brock Street testing site and they report very little activity for testing. Councilor Lachapelle stated he believes that facility has been closed. The Chief stated he would check into that and get back to the Committee.

## 9. **Other -**

**2018 Donation of Four Wheeler by NH Forest and Lands** – Chief Klose stated that this was a City Council Approved / Accepted Donation back in 2018 that did not occur. He stated he had the opportunity to discuss this with a retired employee of NH Forest and Lands and was informed that the ATV was not likely available anymore and in fact they really did not know where it is now. He did not know if the City Council needed to be informed that this donation did not occur or if any internal action is needed to document that the donation was not received. There was discussion about a need for a motion and the Committee decided to take no action and to bring it to the full Council as a part of the Committee's report.

**Dry Hill Road – Request for No Outlet Sign** - Mr. Bezanson stated that the DPW Staff had been contacted to put a "No Outlet" sign on Dry Hill Road. The sign was requested on the portion that is to the west of Rt 202. Mr. Bezanson explained that the Class VI portion of the road is not maintained but this road does not end, it connect to Pond Hill Road in Barrington. Mr. Bezanson explained the terrain does get rough and a four wheel drive vehicle would be needed but it does continue to Barrington. Deputy Chief Boudreau stated that he believes there is a gate. Mr. Bezanson stated that he believed there is a gate and that a gate may be present on an unmaintained Class VI Road, but not locked. Mr. Bezanson stated that he had done some research to find any precedent of a no outlet sign in use for an unmaintained Class VI road that actually does have access. He stated that he did not find anything. The Committee discussed and took no action at this time.

**Speed Trailers** – Councilor Rice asked if there is Citizens access to the data collected by the speed trailers. Deputy Chief Boudreau stated that there is not,

but noted he was not opposed to sharing. Councilor Rice suggested passing the information through the new P/R person working at City Hall. Deputy Chief displayed on screen the results that are available for sharing and stated that they could be shared on either the PD website or the City website.

**Waste Management (WM) – Rochester Neck Relocation Street Lights &**

**Signage** - Mr. Bezanson explained that the Public Works and Buildings Committee had done a site walk for this project area on August 13, 2020. He stated that WM will soon be requesting acceptance of the newly relocated road. Mr. Bezanson explained that he would like the Public Safety Committee to recommend the approval of the designed signage and street lighting plan that has been submitted. He displayed the submitted plan on the monitor. The planned showed the new road location with recommended street signs and the lighting at the Isinglass Trails parking area. He stated that at the parking area the PD had recommended lighting. Mr. Bezanson explained that the typical wattage is 45W, but for this application they have proposed the two lights with 65 watt bulbs. He stated that he would like a motion as so that he can work with Eversource and WM on the light and sign installations. **(The graphic / Map is attached to these minutes).**

***Councilor Lachapelle made a motion to recommend that the full City Council approve the signage and lighting as proposed. Councilor Belken seconded the motion.***

A Roll call vote was taken on the motion.

<b><i>Councilor Lachapelle</i></b>	<b><i>Ward #3 Yes</i></b>
<b><i>Councilor Belken</i></b>	<b><i>Ward #2 yes</i></b>
<b><i>Councilor Hutchinson</i></b>	<b><i>Ward #1 yes</i></b>
<b><i>Councilor Rice</i></b>	<b><i>Ward #5 yes</i></b>
<b><i>Councilor Hamann</i></b>	<b><i>Ward #5 yes</i></b>

**GIS Maps** – Mr. Bezanson stated that a Councilor had requested access to some of the GIS maps and tools for looking at various street locations and City infrastructure to assist with decision making. He explained he had been working with City Staff and introduced Dan Camara to explain. Mr. Camara stated he had created a map on the internal GIS System for use by the City Councilors and others. He stated he had also created some instructions for use to share with the Committee and others. He explained it had layers for looking at the streets, sidewalks, and numerous other infrastructure features. He displayed the maps on the monitor and showed some of the capabilities. The Committee liked the map and thought it would be very useful.

**Mr. Torr 290, 295, 298 Chestnut Hill Road** – Ms. Clark stated that Mr. Torr had

called the trouble shooting line as he was unable to connect via the vast conference line. She stated that he preferred the tractor sign to the pedestrian sign for use in his area. Councilor Hamann stated that he would convey that information in the recommendation at the City Council meeting.

**New DPW Facility 209 Chestnut Hill Road** – Councilor Hamann explained that he is the City Council Representative on the DPW Building Committee that meets biweekly regarding the facilities construction. He also stated that earlier in the day he had participated in the Public Works and Buildings Committee site walk for this construction project. Councilor Hamann asked that Chief Klose look into the issue of fencing around the new gas pump structure at the facility. He stated that the consultants are awaiting a fencing waiver from the Fire Department. He stated that it has been a pending issue at the bi-weekly meeting for a while. He noted that the fuel island is monitored by cameras and that the new State of NH Fuel Facility is not fenced either. Chief Klose state that he had not been aware of the issue, but he would look into it. Councilor Belkin asked if there was fencing around the current structure at the DPW. It was confirmed that there was not. The Chief stated that it may be a condition of new NFPA Standards and he would get back to the Councilor after consulting with staff.

Councilor Hamann adjourned the meeting at 6:49 PM.

These minutes respectfully submitted by Lisa J. Clark, Administrative and Utility Billing Supervisor.



## ROCHESTER RIVERWALK CANOE AND KAYAK LAUNCH

### SAFETY RULES AND REGULATIONS

**WARNING:** Please note that paddling and boating are potentially hazardous recreational activities. The risk of injury from canoeing and kayaking can be significant including the potential for serious injury, disability, paralysis and death. There are no lifeguards or safety personnel at this launch or anywhere on the river.

1. **MOTOR BOAT RESTRICTIONS:** No person shall use or operate a motorboat or any boat equipped with an outboard motor with a manufacturer's rated capacity in excess of 7.5 HP, nor shall any person exceed a headway speed of 10 MPH with any powerboat equipped with an outboard motor on Cocheco River within the City limits of Rochester. RSA 270:89
2. **SWIM AT YOUR OWN RISK:** There are NO LIFEGUARDS ON DUTY. Water quality varies with water flow and branches, logs, and debris may move after flood events. The muddy water may hide hidden objects and obstacles that prove hazardous.
3. **LAUNCH HOURS:** Boat launch hours are open dawn till dusk.
4. **STAY IN THE STREAM CHANNEL:** River flows through private land, do not trespass.
5. **KNOW YOUR STREAM CONDITIONS & YOUR PADDLING CAPABILITIES:** The River is normally a slow moving waterway, but can change with weather conditions. Take precautions and make sure your skill level is up to river conditions.
6. **PLAN YOUR TRIP:** Familiarize yourself with the waterway before beginning. If you choose to travel downstream please note the signs on the arched bridge noting a Dam ahead, DO NOT travel under the bridge towards the Dam. There are no other public boat launches at this time, please use this launch to remove your water craft.
7. **PERSONAL FLOATION DEVICES (PFD)-** Saf-C 403.01
  - Children 12 years of age and younger **must wear** a personal flotation device at all times.



- No person shall use a boat on the public water unless it is equipped as follows: (1) Recreational boats less than 16 feet in length, or canoes, kayaks or one-person sailboats of any length, shall have at least one of the following types on board for each person; type I, II, III or V PFD.
  - Recreational boats 16 feet or more in length, except canoes and kayaks, shall have at least one PFD of the following types on board for each person; type I, II, III or V PFD.
  - Recreational boats 16 feet or more in length, except canoes or kayaks, shall have at least one Type IV PFD on board in addition to the PFD's required above.
  - All PFD's shall be (1) U.S. Coast Guard approved; (2) In serviceable condition; (3) Readily accessible; and (4) Of the appropriate size, within the weight range and chest sizes marked on the PFD, for the person who intends to wear them.
8. **WEAR PROPER CLOTHING AND FOOTWEAR:** Footwear is extremely important. The river bottom is muddy and contains pointed logs and sharp metal or glass objects. River shoes or old sneakers are best footwear for water sports.
  9. **BEWARE OF HAZARDS:** As with any outdoor area, there are things that you must be aware of. Low hanging branches, branches in water, submerged obstacles, trash or sharp objects on the river bottom. Also present are natural hazards such as hanging wasp nests, snakes, snapping turtles, poison ivy and human hazards such as broken glass, rusty metal and lines in branches with leftover fishing hooks attached.
  10. **TAKE A CANOE/KAYAK SAFETY CLASS:** There are classes available online.
  11. **FISHING LICENSE REQUIRED:** Please follow all State of NH Fish and Game Regulations when fishing.
  12. **NO ALOCHOLIC BEVERAGES:** Possession or consumption of liquor on city property is prohibited per City Ordinance, 167-9.
  13. **BE A GOOD STEWARD:** Don't litter. Carry in and carry out. Do not disturb wildlife or plants.

**IN CASE OF EMERGENCIES: 911.** All other State Police inquiries please call 603-293-2037.

Your location is known as Hillsdale Drive along the Cocheco River, Rochester, NH

GPS Location: 43.316238, -70.985989

For general inquiries or more information on other Rochester activities please contact the Rochester Recreation Department: [www.RochesterRec.com](http://www.RochesterRec.com)

By using the Rochester Riverwalk kayak launch, you agree to follow all Riverwalk Kayak Launch rules and regulations and release the City of Rochester from all liability in respect to any and all injury, disability, death or loss or damage to person or property associated with the use of this launch. For more information about the Rochester Riverwalk please visit: [www.RochesterNH.net/riverwalk-committee](http://www.RochesterNH.net/riverwalk-committee)

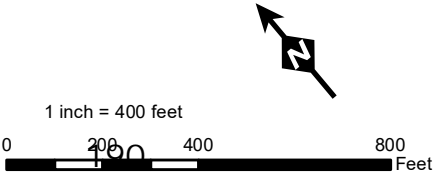






**Legend**

- Proposed Sign
- Planned Street Light
- New Parking Lot
- Approximate Road Realignment
- Waste Management Property



Date: 8/19/2020  
Author: DC - DPW, Rochester  
Source: NHGRANIT, City of Rochester

Road Realignment  
Rochester Neck Road  
Waste Management  
  
Rochester, NH



**Public Works and Buildings Committee**

**Meeting Minutes**

**August 20, 2020**

**Meeting Conducted Remotely**

**MEMBERS PRESENT**

Councilor David Walker, Chairman  
Councilor Jim Gray- Vice Chairman  
Councilor Don Hamann  
Councilor Chris Rice  
Councilor Doug Lachance

**OTHERS PRESENT**

Blaine M. Cox, City Manager  
Peter C. Nourse PE, Director of City Service  
Daniel Camara, GIS / Asset Management  
Jennifer Marsh, Economic Development  
David Green, Chief Operator Wastewater Treatment  
Mark Allenwood, PE Brown & Caldwell Engineers

**MINUTES**

**Councilor Walker called the Public Works and Building Committee to order at 7PM and he read the following statement:**

“Good Evening, as Chairperson of the Public Works and Buildings Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A: 2, III (b). Federal, State and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same room.

Providing public access to the meeting by telephone: At this time, we welcome members of the public accessing this meeting remotely. In order for any public attendee to be allowed to comment during the public input portion of our meeting, you must have registered before the meeting with your name and the telephone number that you will use to call in. You may register now online [here](https://bit.ly/35Ru0Wu) or by coping or typing the following address into your browser:

<https://bit.ly/35Ru0Wu>. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum do apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

The public can call-in to listen at the below number using the conference code.

Phone Number: 857-444-0744

Conference Code: 843095

Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email [lisa.clark@rochesternh.net](mailto:lisa.clark@rochesternh.net) or call 603-335-7572.

Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, are encouraged to do so by the following methods:

- Mail: Rochester Public Works & Buildings Committee 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- Email – [Lisa.Clark@rochesternh.net](mailto:Lisa.Clark@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- Voicemail 603-335-7572 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Committee members are required to state their name and ward each time they wish to speak. “

<b><i>Councilor Hamann</i></b>	<b><i>Ward 5</i></b>	<b><i>Present</i></b>
<b><i>Councilor Gray</i></b>	<b><i>Ward 6</i></b>	<b><i>Present</i></b>
<b><i>Councilor Rice</i></b>	<b><i>Ward 5</i></b>	<b><i>Present</i></b>
<b><i>Councilor Lachance</i></b>	<b><i>Ward 1</i></b>	<b><i>Present</i></b>
<b><i>Councilor Walker</i></b>	<b><i>Ward 4</i></b>	<b><i>Present</i></b>

## 1. Public Input

Councilor Walker asked Ms. Clark if there were any members of the Public Waiting in the virtual lobby that were waiting to speak. Ms. Clark stated that there were none.

## 2. FY2021 Paving Program

Mr. Nourse displayed on the monitor and reminded the Committee of the streets listed for paving as part of the previous years (FY20) plan. Those streets included Chapman, Johathan, Huckins, Columbus ave from Lowel to Knight, the Cross Road from Milton Rd to Stacy Drive, and Salmon Falls Road. He stated that work should begin on Salmon Fall Road next week. Mr. Nourse informed the Committee that after working with the Finance Office and with the City Manager approval he is seeking a one million dollar supplemental for the FY2021 Paving Rehab Plan. Mr. Nourse noted that the FY2020 Paving Rehab funding was cut from the budget due concerns of the Covid-19 Pandemic

and possible revenue shortfalls.

**Councilor Hamann made a motion to recommend the Full City Council approve a supplemental appropriation in the amount of one million dollars for Pavement Rehabilitation. Councilor Rice seconded the motion.**

A Roll Call Vote was taken:

<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Lachance</b>	<b>Ward 1</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>No</b>
<b>Councilor Haman</b>	<b>Ward 5</b>	<b>Yes</b>

Councilor Walker asked what roads were going to be paved. Mr. Nourse stated that the Pavement Conditions Index (PCI) recommendations list is not ready and he stated that we do have a few months before we have to make the street list final. Councilor Walker asked if Mr. Nourse could have that list ready for the September City Council Meeting. Mr. Nourse stated that he could.

### 3. FY2021 Sidewalk Program

Mr. Nourse display the City's sidewalk condition index graphic on the monitor. He stated that like the paving funds the Finance Department and the City Manager have approved him requesting a \$250,000 supplemental appropriation for the FY2021 Sidewalk Rehabilitation Program. He stated that this funding was also cut from the FY2020 Budget due concerns of the Covid-19 Pandemic and possible revenue shortfalls.

**Councilor Hamann made a motion to recommend the Full City Council approve a supplemental appropriation in the amount of \$250,000 for Sidewalk Replacements. Councilor Rice seconded the motion.**

A Roll Call Vote was taken:

<b>Councilor Haman</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>No</b>
<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Lachance</b>	<b>Ward 1</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>

Councilor Walker asked what sidewalks were being recommended. Mr. Nourse stated that in FY20 the Committee and Council approved the Sidewalk Replacement Funds be used to replace many sidewalks in East Rochester. At the time it was either East Rochester or the long run of Oak Street in Gonic. He then displayed a map that laid out the sidewalks in the poorest conditions. He stated that many of the poorest condition sidewalks fall into bigger CIP Project areas that is in the 5-7 Year CIP Program. Mr. Nourse stated that Oak Street, Walnut Street, Pine Street and Railroad Avenue as the streets for consideration as they have no future planned work. Mr. Nourse stated that Oak Street is in rough shape and he would like to replace it with concrete sidewalks.

Councilor Walker asked the cost difference for bituminous (paved) sidewalks. Mr. Nourse stated that there is an approximated 15% premium but the concrete last much longer. Councilor Walker stated that he preferred bituminous for Oak Street. There was a short discussion on locations and bituminous vs. concrete. Councilor Gray noted that he was not in favor of the supplemental appropriations and he was not going to pick areas for sidewalks when he is not in favor of funding them at this time.

**Councilor Hamann made a motion to recommend the Full City Council approve Oak Street for concrete sidewalk replacement. Councilor Lachance seconded the motion.**

A Roll Call Vote was taken:

<b>Councilor Haman</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>No</b>
<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Lachance</b>	<b>Ward 1</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>

#### **4. Update Four Rod Road and &Portland Street Culvert Projects.**

**Four Rod Road Culvert Project** - Mr. Nourse displayed the graphics for this culvert repair project. He stated that this culvert was 45' corrugated metal pipe culvert was installed in 1965 and it is classified as bridge due to the span being greater than a 10 foot span under the road. He stated that this is the only NHDOT Red Listed Bridge in the City and the plan is to repair it with a cured in place polymer coating that is sprayed on approximately 2.5" thick inside of the culvert to the entire surface. Mr. Nourse stated that this should extend the life of the culvert another 15 or more years. There was detailed discussion regarding the polymer application. Councilor Walker asked if this repair would satisfy NHDOT and allow for the bridge to be removed from the red list. Councilor Gay asked if detouring traffic during application would further ensure the integrity of the polymer application. Mr. Nourse stated he would look into that. Mr. Nourse explained that the project had gone out to bid earlier in the day and there was an approximate shortfall in funding of \$30,000. Mr. Nourse explained that there is funding in the Corrective Drainage CIP to cover that short fall and as the project timeline includes work to be completed in the preferred low water conditions, he plans to proceed if there are no objections. There were no objections

#### **Portland Street Twin Culvert Project -**

Mr. Nourse described the twin culverts on Portland Street near the intersection with Flower Lane. He stated that these two 36" corrugated metal pipes are failing and that the current orientation or alignment doesn't follow the streams natural directional flow. He stated this project will replace the metal pipes with reinforced concrete pipes, address the natural orientation with the stream, and the pipes will be installed longer than the existing pipes to leave room for future sidewalks in the area. Mr. Nourse stated that this bid



opening occurred earlier in the day and there was a short fall of approximately \$65,000 that will use the Corrective Drainage CIP to cover. He stated that this project award is also important due to the timing of low water flow in the stream. Mr. Nourse did stated that using these fund is the responsible thing to do in order to move these projects forward, but he did say if we have an major drainage problems occur over the winter or next spring, we may need to consider an appropriation at that time. Councilor Gray mentioned that he has been made aware of drainage problems in this area. Councilor Lachance asked if there would be road closures. Mr. Nourse stated that yes, there would be a traffic detour plan. Councilor Hamann asked the approximate start date. Mr. Nourse state that both the Four Rod Road and the Portland Street Culvert Projects would start next month. Councilor Lachance asked if the Director needed any Committee action. The Committee agreed on the plan to proceed and no that actions were needed.

**5. Non Public RSA 91-A:3, II (c )**

**Councilor Hamann made a motion to enter Non Public session siting RSA 91-A:3, II (c ) at 7:34PM. Councilor Rice Seconded the Motion**

A Roll Call Vote was taken:

<b>Councilor Hamman</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>Yes</b>
<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Lachance</b>	<b>Ward 1</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>

The Committee reconvened

**Councilor Lachance made a motion to leave non-public session at 8:17PM. The Motion was seconded by Councilor Rice.**

A Roll Call Vote was taken:

<b>Councilor Hamman</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>Yes</b>
<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Lachance</b>	<b>Ward 1</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>

**Councilor Walker made a motion to seal the minutes indefinitely citing it may render a proposed action ineffective. Councilor Rice seconded the motion.**

A Roll Call Vote was taken:

<b>Councilor Hamman</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>Yes</b>
<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Lachance</b>	<b>Ward 1</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>

**6. . Other.**

Councilor asked all Committee Member if they had any items to bring up for discussion.

There were no others for discussion.

***Councilor Lachance made a motion to adjourn at 8:24 pm. Councilor Rice seconded the motion. The motion passed unanimously.***

A Roll Call Vote was taken:

<b>Councilor Hamman</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>Yes</b>
<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Lachance</b>	<b>Ward 1</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>

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

**Resolution Authorizing Supplemental Appropriation to the  
Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY  
2021 Paving Rehabilitation Program**

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

That the amount of One Million Dollars (\$1,000,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Paving Rehabilitation Program. 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

---

---

**Resolution Authorizing Supplemental Appropriation to the  
Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY  
2021 Sidewalk Replacement Program**

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

That the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Sidewalk Replacement Program. 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

---

---

**Resolution Accepting \$518.85 Forfeiture Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith**

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

That the amount of Five Hundred Eighteen and 85/100 Dollars (\$518.85) in State of New Hampshire Forfeiture Funds is hereby accepted. Further, that the amount of Five Hundred Eighteen and 85/100 Dollars (\$518.85) is hereby appropriated as a supplemental appropriation to the Rochester Police Department Operating Budget and that the funding for this supplemental appropriation shall be derived in its entirety from the Forfeiture Funds.

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

---

---





08/27/2020

## 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

---

---

**Resolution Accepting \$59,325.00 CARES Act Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith**

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

That the amount of Fifty Nine Thousand Three Hundred Twenty Five Dollars (\$59,325.00) in State of New Hampshire CARES Act Funds is hereby accepted. Further, that the amount of Fifty Nine Thousand Three Hundred Twenty Five Dollars (\$59,325.00) is hereby appropriated as a supplemental appropriation to the City Clerk's Operating Budget to pay for increased election costs associated with the response to the COVID-19 pandemic and that the funding for this supplemental appropriation shall be derived in its entirety from the CARES Act Funds.

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

---

---



08/27/2020

## 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**



**Resolution Deauthorizing \$11,974.16 from Granite Shield Grant Funds**

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

That the amount of Eleven Thousand Nine Hundred Seventy Four and 16/100 Dollars (\$11,974.16) in previously accepted Granite Shield Grant Funds is hereby deauthorized. No funds will be returned, the Police Department will reduce its request under the Grant for reimbursement.

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

---

---



08/27/2020

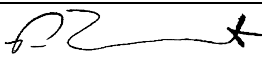
## City of Rochester Formal Council Meeting

### 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