



**City Council Public Hearing
January 12, 2016
Council Chambers
7:00 PM**

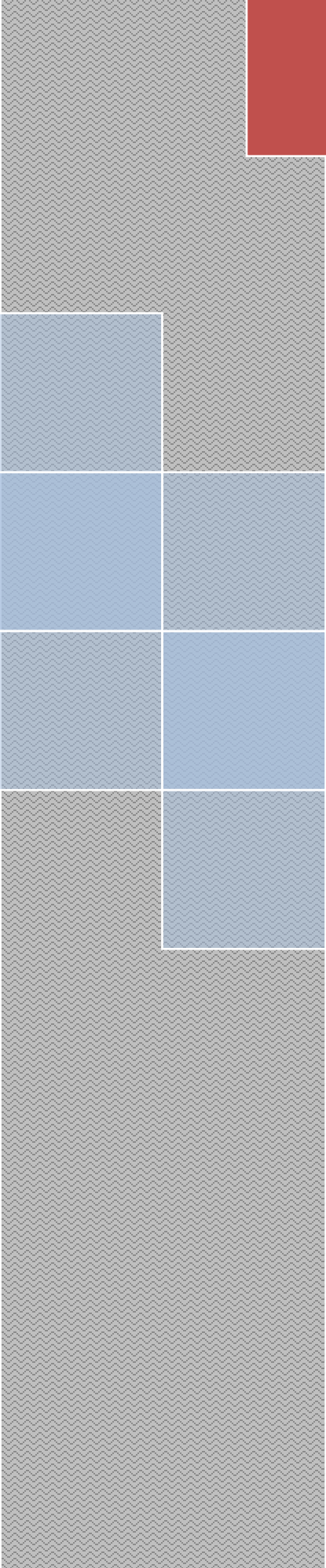
Agenda

1. Call to Order
 2. **AB 72** Amendment to Chapter 42.6 of the General Ordinances of the City of Rochester Regarding Signage P. 9
 3. Adjourn
-

**Adjourned Regular City Council Meeting
January 12, 2016
Council Chambers
(Immediately following the Public Hearing)**

Agenda

1. Call to Order [Reconvene the Adjourned Meeting of January 5, 2016]
2. Pledge of Allegiance
3. Opening Prayer
4. Roll Call
5. Acceptance of Minutes
 - 5.1. [December 1, 2015, Revised Regular City Council Meeting](#)
 - 5.2. [December 15, 2015, Special City Council Meeting](#)



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6. Communications from the City Manager
 - 6.1. Employee of the Month Award P. 17
 - 6.2. City Manager's Report P. 15
7. Communications from the Mayor
 - 7.1. **Appointments:** City Council Standing Committees P. 63
 - 7.2. **Discussion:** City Council Workshop for January
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 - 9.1. Other Appointments
10. Reports of Committees: P. 65
 - 10.1. Appointments Committee P. 67
 - 10.2. Codes and Ordinances Committee P. 71
 - 10.3. Community Development P. 91
 - 10.4. Finance Committee Meeting P. 93
 - 10.5. Public Safety Committee P. 95
 - 10.6. Public Works Committee P. 103
11. Old Business
12. Consent Calendar
 - 12.1. **AB 78** Resolution De-Authorizing Funding for the Hope Farm Easement Project **First Reading, Second Reading, and Adoption** P. 115
 - 12.2. **AB 77** Resolution Accepting Donation from St. Anselm's College and Authorizing Supplemental Appropriation to the City of Rochester Department of Recreation **First Reading and Adoption** P. 121



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Consent Calendar continued:

- 12.3. **AB 75** Resolution Accepting New Hampshire Department of Public Safety Homeland Security Grant Program Grant (HSGP) for Fencing and Authorizing Supplemental Appropriation to the City of Rochester Department of Public Works (DPW) Water Fund Capital Improvement Plan (CIP) Fund **First Reading and Adoption P. 127**
- 12.4. **AB 76** Resolution Accepting New Hampshire Department of Public Safety Homeland Security Grant Program Grant (HSGP) for Camera System and Authorizing Supplemental Appropriation to the City of Rochester Department of Public Works (DPW) Sewer Fund Capital Improvement Plan (CIP) Fund **First Reading and Adoption P. 133**
- 12.5. **AB 79** Resolution Accepting New Hampshire Department of Public Safety Homeland Security Grant for Homeland Security Exercise and Evaluation Program and Authorizing Supplemental Appropriation to the Rochester Fire Department Operating Budget **First Reading and Adoption P. 139**

13. New Business

- 13.1. **AB 81** Resolution Authorizing Supplemental Appropriation to the FY 16 Rochester Fire Department General Fund **First Reading, Second Reading, and Adoption P. 145**
- 13.2. **AB 83** Resolution Authorizing the City Manager to Enter into Lease Agreement with the New Hampshire Department of Health and Human Services **First Reading and Adoption P. 151**
- 13.3. **AB 72** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Signage – **Second Reading and Adoption P. 9**
- 13.4. **AB 73** Amendment to Chapter 26 of the General Ordinances of the City of Rochester Regarding Outdoor Dining on City Property **First Reading, Second Reading and Adoption P. 155**



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New Business Continued:

- 13.5. **AB 84** Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Permits **First Reading, Second Reading, and Adoption P. 161**
- 13.6. **AB 85** Resolution Establishing Polling Places and Times for the February 9, 2016. Presidential Primary **First Reading and Adoption P. 165**
- 14. Non-Public Session
 - 14.1. **AB 80** Non-Public Land, RSA, 91-A:3, II (d) P. 169
- 15. Other
- 16. Adjournment



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**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING SIGNAGE**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester regarding signage in the Highway Commercial District and currently before the Rochester City Council, be amended as follows:

42.6 Commercial Zoning Districts

f. **Highway Commercial District**

~~D. Signage. All provisions of Section 42.29 Signage, herein shall apply except for the following allowances:~~

~~i. For buildings located between the Service Road and the main traffic artery, an additional building-mounted sign is permitted.~~

~~ii. Off premises directory style signs and off premises directional signs are permitted by Conditional Use by the Planning Board.~~

The effective date of these amendments shall be upon passage.



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1/7/16

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.**

Amendment to Chapter 42.6

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

AGENDA DATE	December 15, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	12/10/2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

SUMMARY STATEMENT

Remove off premise directory signage provision on page 60 of Chapter 42 section 29 in the Highway Commercial District. This change is recommended because it will make the Ordinance consistent throughout Zoning Districts. (This language was previously removed from other Zoning Districts at the suggestion of the City Council and supported by Staff. This language was overlooked, and thus left, in the Highway Commercial District, and now should be removed).

RECOMMENDED ACTION

First Reading and Refer to a Public Hearing.



Planning and Development
Conservation Commission
Historic District Commission
Arts and Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

MEMO

Date: December 3, 2015
To: Codes and Ordinance Committee
From: Michelle Mears
Planning Department
Re: Chapter 42

The Planning and Development Department recommends the following changes:

Chapter 42

42.6 Commercial Zoning Districts

f. Highway Commercial District

Remove this on Page 60 of Chapter 42

~~D. Signage. All provisions of Section 42.29 Signage, herein shall apply except for the following allowances: i. For buildings located between the Service Road and the main traffic artery, an additional building mounted sign is permitted. ii.~~

~~Off premises directory style signs and off premises directional signs are permitted by Conditional Use by the Planning Board.~~

This change is recommended because it will make the Ordinance consistent throughout Zoning Districts. (This language was previously removed from other Zoning Districts at the suggestion of the City Council and supported by Staff. This language was overlooked, and thus left, in the Highway Commercial District, and now should be removed).



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City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT January 12, 2016

The Employee of the Month is: Jennifer Marsh, Economic Development P.17

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

- November 16, 2015 P.18
- November 23, 2015 P.21
- November 30, 2015 P.24
- December 7, 2015 P.27
- December 14, 2015 P.30
- December 21, 2015 P.33

Contracts and documents executed since last month: P.34

- Department of Public Works P.34
 - 60 Leonard Street – Plowing MOU P.34
 - Granite Ridge Development District – Change Order #3 P.35
 - Granite Ridge Development District – TIF Engineering Amendment # 4 and Change Order # 3 P.36
 - NH Public Works Mutual Aid application P.37
 - Road Scholars notifications P.38
 - ✓ Stephen Poligni P.38
 - ✓ Richard Dunton P.39
 - ✓ Gregg Barron P.40
 - Rochester Reservoir West End Dam Spillway Mods. – Change Order #1 P.41
 - Water Treatment Plant – Homeland Security Grant application P.42
 - Dewey Street bridge – engineering design services P.43
 - Route 125 Pedestrian Bridge Replacement Project – contract amendment P.44
 - Waste Water Treatment Plant – Homeland Security Grant processing documents P.45
- Economic & Community Development
 - FY 15/ FY 16 Environmental Review – Seacoast Gymnastics JOB Loan review P.46
- Response for questions on Small Business Development Center P.47
- Finance Department P.48
 - Homemakers Insurance Reimbursement check P.48
- Fire Department P.49
 - Emergency Shelter Workshop and Drill grant - \$3,545.00 P.49
- Planning Department P.55
 - Community Map Data P.55
 - Strafford Regional Planning Commission – Transportation Advisory Committee - City representatives P.56

- Police Department P.57
 - Highway Safety Grant – DWI Enforcement P.57

The following Computer Lease/Purchase and Tuition Reimbursement requests have been approved: P.58

- Ward, S – Recreation and Arena P.58

The following additional information has been received: P.59

- MetroCast – AMC Networks contract discussion P.59

The following standard reports have been enclosed: P.60

- City Council Request & Inquiry Report P.60
- Permission & Permits Issued P.61
- Personnel Action Report Summary P.62



City of Rochester, New Hampshire

Economic & Community Development

151 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

Rec'd 1/7/16

December 14, 2015

Employee Recognition and Achievement Team

RE: Employee of the Month

I would like to nominate Jennifer Marsh as Employee of the Month for the City of Rochester. Jenn is the Economic Development Specialist and has been in our department for almost two years. She has worked very hard to add value to every development transaction in the city, and to collaborate with other departments including Planning, BZLS, Fire and Public Works. She is a pleasure to work with on a project even when she has to expedite or advocate during the process.

Jenn has a very full plate day in and day out. She runs the Technical Review Group, the Monthly Business Roundtables, the Quarterly Manufacturers Exchanges, is on Government Affairs for the Chamber and Economic Restructuring for Rochester Main Street. She has added Rochester Economic Development Commission administrative responsibilities and with the two of us together that Board is more active than ever.

Jenn works one-on-one with leads and prospects for the city, often helping them overcome the challenges of expanding or starting a small business. She has successfully utilized many incentives including RSA 79e, the JOB Loan Program, the NH Economic Revitalization Zones, US HUB Zones and continuously wants to present the best package to the businesses we are working with.

Jenn is an important team member in economic development who makes a positive difference every day.

If you have any questions please let me know,

Sincerely,

Karen Pollard

Economic Development Manager, City of Rochester, NH



MANAGEMENT TEAM MEETING
November 16, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Brian Sylvester, Library Director
Chris Bowlen, Director of Recreation
Samantha Rodgers, Executive Assistant

Seth Creighton, Chief Planner
Jim Grant, Director BZLS
Terence O'Rourke, City Attorney
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Norm Sanborn, Fire Chief

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:07 A.M.

1. Management Team Minutes – November 9, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

More information is needed about item #1 so that Ms. Rodgers can draft a letter.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

Attorney O'Rourke stated that all requests are up to date.

5. Other

Director Grant

- Advised that he would be attending the NHMA conference on Thursday and Friday.
- Advised that he would be attending the International Association of Electrical Inspectors on Thursday night in Concord.

Attorney O'Rourke

- Advised that he (along with the Police Chief) would meet with pawnshop owners prior to Tuesday night's meeting to discuss the ordinance changes.
- Provided an update on the Amazon campground situation and the meeting they had with Stacey Price, the Rochester Housing Authority Director.
- Advised that all in his office would be attending the NHMA conference on Friday.

Director Bowlen

- Advised that they are working on the CIP project and a solution to the roof situation. 11/7/16
- Advised that the framing of office space at the Arena is progressing well.
- Advised that staff would be attending Youth Mental Health First Aid training.
- Advised that they are prepping for winter programming.

Chief Allen

- Advised that a press release was held and that arrests had been made in the death of the 17 year-old found at Riviera Motel.
- Discussed an email received about a narcotic drop-box and some of the challenges with having it.
- Advised that Molly of Bridging the Gaps would be working on an educational program for elementary students in conjunction with the Youth 2 Youth Program.
- Discussed the phone/network connection issue from last week and the need to have a redundancy in place, as it has happened 4 times over the year and is very concerning for public safety providers.

Chief Sanborn

- Advised that they provided mutual aid to Madbury for a barn fire on Saturday. While on that call, they received another call for a mobile home fire elsewhere in Madbury.
- Advised that the rescue truck should come back today or tomorrow and then would receive servicing before back in service.

Chief Planner Creighton

- Advised that Waterstone is on track and should be wrapping up site work by December 4. At that point they will be working on interior work.
- Advised that they attended a minor site at the Milton Road Hannaford for a Pick Up To Go service that would have dedicated a portion of the parking for the service.
- Advised that the department has several meetings this week. Planning Board Workshop, Technical Review Group, Conservation Commission, Historic District Commission and Arts & Culture Commission.

Manager Pollard

- Advised that there was a REDC meeting this week.
- Advised that they had a meeting last week with Fest Events to recap their first year and to discuss ideas for the next season.
- Advised that the department continues to follow up with leads.

Director Storer

- Advised that they need to determine the layout for the department to be located in the annex. He passed out a few handouts showing the layout options for the annex space and asked that those departments let him know their choice for the 1st floor.
- Advised that the pedestrian bridge on Route 125 was removed on Saturday.
- Advised that they would be paving Gear Road this week.
- Advised that the logo would be completed soon at the Community Center.
- Advised that he would be having a discussion with the School Department in regards to snow removal.

Deputy City Manager Cox

- Advised that the MS5 was submitted last week and that the hope for the tax ~~1/7/16~~ setting would take place this week.
- Advised that they made a deposit of \$18million.
- Advised that Ann Arsenault, the new accountant, started today.

Director Sylvester

- Advised that they have a Trustees meeting on Tuesday and that a couple of the trustees also were scheduled for the Appointments Committee meeting for their renewals.
- Advised that the JLMC would be meeting on Wednesday.

The Management Team meeting adjourned at 10:08 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



1/7/16

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

MANAGEMENT TEAM MEETING
November 23, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Brian Sylvester, Library Director
Chris Bowlen, Director of Recreation
Samantha Rodgers, Executive Assistant

Jim Campbell, Planning Director
Jim Grant, Director BZLS
Jenn Mutolo, Paralegal- Executive Assistant
Karen Pollard, Economic Develop Mgr.
Michael Allen, Police Chief
Norm Sanborn, Fire Chief

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes – November 16, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

Items 7, 8 & 9 are to be discussed at the December Finance Committee.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

Ms. Mutolo stated that they have received a request from an out of state vendor and will send them a letter.

5. Other

Director Sylvester

- Advised that the JLMC met with Primex to discuss claims. They said that the biggest liability claim tends to be customers tripping or slipping on ice.
- Advised that he tested the security gates and that their functionality has been improved.
- Advised that they have received some kind of IP address phishing calls and has advised MIS.
- Advised that the Library will be closing at 4pm on Wednesday.

Deputy City Manager Cox

- Advised that they are hoping to get the tax rate set and have a call with DRA.

- Advised that he met with Primex last week and they will host a supervisor 1/7/16 academy in Rochester. He asked that each department let him know who would like attend.
- Stated that Primex also offers online training. He further stated that he may make online harassment training mandatory for all new hires.

Director Storer

- Advised that they are addressing a small water leak on Moores Court.
- Advised that SUR is on Lowell Street doing culvert work, detours have been set up.
- Advised that he attended a meeting with Jim and Chris in Portsmouth to discuss the Arena roof issues.
- Advised that he met with Senator Sanborn and DES and had a discussion on storm water regulations.
- Advised that they have a survey company coming in to do a GPS demo for staff.
- Advised that Barolo signs would be coming back to town on Wednesday and that he would have them look at some alternate sites for the community message board.
- Advised that Primex did not cover a claim for a damaged guardrail on Chestnut Hill Road and that this would become part of the civil case.
- Advised that the operator at the water plant noticed that after the filter media upgrade it is not processing as fast as it should be. They are looking into this and working with the media supplier.

Director Campbell

- Briefly discussed some of the applications they have received that will go to the Planning Board.
 - Site plan for HOPE on Haven Hill – may be controversial due to topic
 - Development on Rochester Hill Road will ask to change from 3-4 family multi-units to duplexes. It will lower the number of units from 13 to 10.
 - WM – facility and truck wash with on-site gas tank addition
- Advised that they have 3 road acceptances that will be seeking approval.
 - Norway Plains Road
 - Chestnut Hill Road
 - Heritage Road

Manager Pollard

- Advised that they are hoping to decide on the vendor for the new website. They had 7 vendors to choose from. They are hoping to go live with the new website in April.
- Advised that they are still working on leads obtained from the Business Plan competition.
- Advised that the Waterstone Development Agreement signing would take place in the morning on December 3.

Chief Sanborn

- Advised that the rescue truck went back in service last Tuesday.
- Advised that they had the first EOC (Emergency Operations Center) drill for Seabrook and that they will have two more coming up in the next several months.
- Advised that Rochester will also have 3 Seabrook reception drills to perform.

Chief Allen

- Advised that he met with the pawnbrokers and 2nd hand dealers with Attorney O'Rourke about the proposed ordinance.
- Advised that they are investigating an incident at Subway this morning.
- Advised that he attended "Civilian Response to Active Shooter" training last week. They will roll this training out to businesses and organizations in the future.
- Advised that he has been looking into the impact to the department of having a drug take back box. There are many items to consider before putting one in. It was advised to send this item to the Public Safety Committee to discuss.
- Advised that an officer was bit by a loose dog while trying to catch it on the Spaulding Turnpike.

Director Bowlen

- Advised that the community center gym floor has been completed and that they will not have any activity on it until Saturday.
- Discussed some of the ice arena projects; such as the new area next to the bleachers called the "neutral zone" which has heaters, wi-fi and charging stations. Advised that hockey season begins next week.

Paralegal-Executive Assistant Mutolo

- Advised that Attorney O'Rourke is attending a conference call regarding one of the abatements cases.
- Advised that their office has received several mail items back from as early as April that had been sent to human in response to his right to know requests.

Director Grant

- Advised that there is a Zoning Board meeting tonight.
- Advised that he will be attending training in Durham tomorrow.

The Management Team meeting adjourned at 9:47 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



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

1/7/16

MANAGEMENT TEAM MEETING
November 30, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Brian Sylvester, Library Director
Michael Allen, Police Chief
Samantha Rodgers, Executive Assistant
Norm Sanborn, Fire Chief

Seth Creighton, Chief Planner
Jim Grant, Director BZLS
Terence O'Rourke, Attorney

ABSENT:

Chris Bowlen, Director of Recreation
Karen Pollard, Economic Development Mgr.

MINUTES

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

1. Management Team Minutes – November 23, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

There were no new items to discuss.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date.

5. Other

Director Grant

- Advised that his department will be performing mobile home park inspections throughout the week.

Attorney O'Rourke

- Advised that the City won the trial about the non-conforming sign and that the sign was removed sometime Saturday night as was instructed.
- Provided an update on the Blaisdell case.
- Advised that they will be making a motion to dismiss the case on property on Old Dover Road.
- Advised will be discussing the Pawnshop Ordinance on Thursday at the Codes and Ordinances Committee.
- Advised will be discussing the Outdoor Dining Ordinance.
- Advised that they are looking into amending the permitting ordinance to allow not issuing permits for those who owe taxes.
- Advised would be updating the wording for the veterans exemption.

- Advised the Compliance Task Force met to discuss various ongoing items.1/7/16

Planner Creighton

- Advised that they were at the Compliance Task Force meeting and are researching various items in their files.
- Advised that the department would be preparing summaries for the Planning Board.
- Advised that they are working with DPW and the consultant to wrap-up the Storm Water Ordinance.

Chief Allen

- Advised that there is a Police Commission meeting this week and that they would be presenting some awards. The Ted Blair Award and Deputy Chief Dumas would be receiving his 20-year plaque.
- Advised that there were several deaths over the holiday weekend, some of which may have been drug-related.

Chief Sanborn

- Advised that they responded to the various deaths.
- Advised that they provided mutual aid to an apartment fire in Dover early in the morning on Thanksgiving.
- Advised that they responded to a fire on Pine Street on Saturday that was due to an oven being left on. The building was filled with smoke.

Director Storer

- Advised that there would be a presentation by Pictometry on Wednesday.
- Advised that he would be attending a Storm Water meeting this week in Dover.
- Advised that he would be meeting with Deputy City Manager Cox to discuss future electric and natural gas prices.
- Advised that SUR should be finishing Lowell Street this week.
- Advised that the backflow prevention letters went out. The shutoff date would be December 10th. He stated that they would be sending that list to Jenn Marsh so that she could work with the businesses.
- Advised that he had received a concern about trapping and wasn't sure if there was a formal policy in place. He was advised to bring it to the Public Works Committee to get their input.

Director Sylvester

- Advised that they are holding their holiday food drive to benefit Gerry's Food Pantry at the Library.
- Advised that the Friends of the Library would be holding an emergency meeting next Monday to discuss member statuses.

Deputy City Manager Cox

- Advised that they are still waiting for the tax rate to be set. The City got their numbers in however the DRA was waiting for some numbers from the School Department.
- Advised that the renovations downstairs are proceeding and that they are hoping that the new accountant will be able to move in to her space in the next week or so.
- Advised that he and Dennis would be meeting with a consultant this week to discuss the phone services and internet and a backup system.

- Advised that the Lee roundabout seems to be successful and that it has reduced traffic backup. 1/7/16

The Management Team meeting adjourned at 9:48 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



MANAGEMENT TEAM MEETING
December 7, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Brian Sylvester, Library Director
Michael Allen, Police Chief
Samantha Rodgeron, Executive Assistant

Seth Creighton, Chief Planner
Jim Grant, Director BZLS
Jenn Mutolo, Paralegal- Executive Assistant
Lauren Colanto, Asst. Dir. of Recreation
Jenn Marsh, Economic Develop Specialist
Norm Sanborn, Fire Chief

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes – November 30, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

The outstanding items will be discussed at the next Finance meeting, most likely in February.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

The last request received it was unclear the actual governmental record that was being requested. A letter was sent notifying the requestor of this.

5. Street lights

Director Storer provided an email update on the streetlights that appear to be out. His department will contact Eversource to get them fixed. He reiterated that if anyone should know of a light that is out, to let his department know.

6. Internal Communication – events, notices

Ms. Rodgeron discussed the need to keep staff informed of events, news, notices, etc going on in each department, so that notices can be posted online keeping the community apprised of road closures, events, etc.

7. Other

City Manager Fitzpatrick

- Informed the committee that Councilor Torr's wife's service will be at 11am today.

- Advised that he would be out of the office on Friday, however would be in 10/7/16

Director Grant

- Advised that in conjunction with the Fire Dept. his department would be conducting health and code inspections on a local motel.
- Advised that this month's Zoning Board meeting is canceled.
- Advised that he would be attending an Emergency Preparedness meeting tomorrow.

Deputy City Manager Cox

- Advised that the tax rate was set last week and that it was an increase of 68 cents. The City portion was 29 cents, School portion was 36 cents and the County portion was 3 cents. This amount was 18 cents less than what had been projected due to higher revenue and higher net assessed value.
- Advised that they would be running test bills today and would be printing on Tuesday and Wednesday to be sent on Friday.

Paralegal Mutolo

- Advised that a writ of service was filed on Friday on a property that has been developed yet is still in current use.

Economic Development Specialist Marsh

- Advised that Manager Pollard was attending the IEDC meeting in New York in conjunction with Waterstone.
- Advised that she had attended an IEDC course last week towards her certification.

Chief Sanborn

- Advised that the tree lighting and parade were well attended and ran smoothly.
- Advised that they were called to an accident on Friday night on Rochester Hill Road.
- Advised that they were called for a structure fire on Academy Street on Saturday. They were then called for a rollover accident on Old Dover Road.
- Advised that they were called to the Myhre Clinic for a medical incident due to a tree cutting accident.
- Advised that they provided mutual aid to Rollinsford for a mill fire.

Chief Planner Creighton

- Advised that there was a Planning Board meeting tonight.
- Advised that they have received several housing applications that staff will be reviewing.
- Advised that the Historic District Commission meeting is scheduled for Wednesday.

Assistant Director Colanto

- Advised that they held teen night on Saturday and that over 168 teens attended.
- Advised that their winter programs are starting up and will run from January through March.
- Advised that there would be no commission meetings this month.
- Advised that the annual Christmas Village Concert will be held at Community Center.
- Advised that they would be holding their annual Skate with Santa on Saturday from 4:15pm to 5:15pm, it will be to benefit Gerry's Food Pantry.

- Advised that the Christmas Parade and Tree Lighting went well.
- Advised that they were called to a suspected overdose of a 54 year old female, who was revived with Narcan.
- Advised that the Codes & Ordinances Committee meeting last week didn't go as hoped but that they would continue to look for solutions.
- Advised that they made an arrest for the accident on Rochester Hill Road for DWI and texting while driving.
- Advised that they honored Deputy Chief Dumas on 20 years of service with a plaque and awarded Sgt. Swanberry with the Ted Blair award at the last Police Commission meeting.
- Advised that they would be working on a lesson plan to offer a civilian response to an active shooter training course to businesses and organizations.

Director Storer

- Advised that the Lowell Street project should be wrapped up today.
- Advised that the Route 125 bridge replacement isn't expected until the first week in January, dependent on weather.
- Advised that there would be consultants looking at the Public Works Facility to go over structural and electrical deficiencies that were noted by the Joint Loss Management Committee.
- Advised that they are working on budgets.
- Advised that the backflow preventer letters went out and that the first round of shut-offs is expected on the 10th.
- Advised that they have discussed options for the Arena roof with the consultant.

Director Sylvester

- Advised Public Buildings is working at the Library this week. They will be painting; the HVAC system replacement is occurring and they will be doing carpet installation later in the week.
- Advised that he would be attending an Urban Library meeting.

The Management Team meeting adjourned at 9:50 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



1/7/16

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

MANAGEMENT TEAM MEETING
December 14, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Brian Sylvester, Library Director
Scott Dumas, Deputy Chief - Police
Samantha Rodgerson, Executive Assistant

Jim Campbell, Planning Director
Jim Grant, Director BZLS
Terence O'Rourke, City Attorney
Chris Bowlen, Director of Recreation
Karen Pollard, Economic Develop Manager
Norm Sanborn, Fire Chief

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes – December 7, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

The outstanding items will be discussed at upcoming meetings.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date. He advised that some of the information recently released may garner some attention.

5. Garmin Wellness Program

Deputy City Manager Cox explained that our participation in the HealthTrust Wellness Academy has provided grants funds to be used towards employee health benefits. One idea that they are looking into is using it to subsidize the cost for employees who purchase a Garmin Vivo Fit device. An email will be sent out to gauge employee interest.

6. Other

Director Grant

- Advised that staff will be meeting to discuss a fine schedule for common violations; such as excessive trash left out.
- Advised that there is a TRG meeting tomorrow and they will discuss the application for 153+/- homes
- Advised that he would be attending the NH Seacoast Code Officials meeting on Wednesday.
- Advised that he would be attending a FEMA Watershed meeting on Friday.

Attorney O'Rourke

- Advised that they have a hearing next Wednesday regarding the Amazon case.
- Advised about a Dover RTK request and suggested adding language to our job postings to protect the potential applicants.

Director Storer

- Advised that they have ordered the signs for the neighborhood by William Allen School. They will pre-mark the locations and install the poles so that they can just install the signs when they come in. They will be working with the City Clerk's office to get resident tags for their cars.
- Advised that they submitted a letter to DES on Friday which challenges the EPA restrictions.
- Advised that Mike Riley would reach out to PD about carpet installation in the dispatch room and the scheduling logistics.
- Advised that they are looking at the CIP and including the sequencing in of the pump station for Route 11's Granite Ridge District.

Director Bowlen

- Advised that the 21st Skate with Santa was held on Saturday and provided needed items to Gerry's Food Pantry.
- Advised that the high school hockey season opens on Saturday with a game against Dover. They will work with place No Parking signs and work with the PD in regards to any parking concerns.
- Advised that they have received information back from the consultant on the Arena structural project.

Chief Sanborn

- Advised that the department conducted inspections of the Riviera and plan on continuing with inspections of the remaining hotels.
- Advised that Deputy Chief Wilder has completed the Primex Supervisors Academy.
- Advised that they would be holding their department orientation with the newly elected councilors on Tuesday.
- Advised that they would be working with a group on FEMA/UNH project of flood and watershed risk mapping. It will be a 2-3 year project.

Manager Pollard

- Advised that her department would meet with Planning and Public Works to discuss CIP projects.
- Advised that she attended one day of the National ICSC Conference in NY and was there in conjunction with Waterstone Development.

Director Campbell

- Advised that the public hearing was held for HOPE on Haven Hill last week and that no one came to speak out about it.
- Advised that the spray shop at 1 Winter Street was approved.
- Advised that the 153+/- subdivision off Rochester Hill will be discussed at TRG tomorrow.
- Advised that they will be discussing a 65-80 lot subdivision off of Portland Street in the upcoming months.

- Advised that during the Opera House event over the weekend, a patron backed into a city vehicle.
- Advised that there were several car break-ins and that they have identified a suspect.
- Advised that during a vehicle stop, the driver fled on foot and there was a foot pursuit which ended with their apprehension.
- Advised that they have invited LexisNexis to the CompStat meeting to discuss crime analysis.
- Advised that they arrested a male for indecent exposure.

Deputy City Manager Cox

- Advised that tax bills were sent out on Friday.
- Advised that they would be paying the County tax tomorrow.
- Advised that there would be a brief Finance Committee prior to the Council meeting to discuss the School Capital Reserve Fund.

Director Sylvester

- Advised that there is a Trustees meeting scheduled for tomorrow.
- Advised that the JLMC is scheduled to meet at the Gonic Fire Station on Wednesday.
- Advised that Buildings & Grounds has been at the Library painting.

City Manager Fitzpatrick

- Advised that he would be giving Karen Grenier a City Manager's Citation for her volunteer efforts and leadership providing traffic control coordination at the parade.
- Advised that the Management Team meeting would be held next week at Pink Cadillac Diner at 8am.

The Management Team meeting adjourned at 9:43 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



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

1/7/16

MANAGEMENT TEAM MEETING

**December 21, 2015
8:00 A.M.**

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Brian Sylvester, Library Director
Scott Dumas, Deputy Chief - Police
Norm Sanborn, Fire Chief
Samantha Rodgers, Executive Assistant

Jim Campbell, Planning Director
Jim Grant, Director BZLS
Terence O'Rourke, City Attorney
Chris Bowlen, Director of Recreation

ABSENT:

Karen Pollard, Economic Development Manager

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 8:05 A.M.

1. Management Team Minutes – December 14, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

There were no new items for discussion.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date. He advised that they had to deny the recent ACLU request as it involves a case that is pending.

5. Other

Attorney O'Rourke

- Gave a brief update on the Amazon Campground and Riviera Motel items.

Executive Assistant Rodgers

- Advised of an issue last week with one of the bus drivers waiting during an Opera House show refusing to move and a City employee trying to get out of the parking lot, had to contact PD to intervene. Advised that there would be two more shows this week.

The Management Team meeting adjourned at 8:43 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



City of Rochester Dept of Public Works

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

CITY OF
Received
DEC 1 2015
City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
From: John B. Storer, P.E. Director of City Services
CC: Ken Henderson, Highway Supervisor
Date: November 30, 2015
Re: M.O.U. – Winter Plowing, Crossing 60 Leonard Street

Attached for your review and approval is Memorandum of Understanding that grants permission for City plow trucks to cross private property at 60 Leonard Street. The MOU was drafted by City Attorney Terence O'Rourke, based on suggestions from Highway Supervisor Ken Henderson, and from the private landowners, Joseph & Cathryn Spreeman.

Many years ago the City regularly plowed across the private property at 60 Leonard Street. This provided a link to connect Leonard and Hobart Streets, thereby eliminating dead end plow routes at each street. The dead ends provide difficulty for the plow operators by having to back-up and turn around within narrow side streets. There were also problems stockpiling snow at the dead end locations, thus necessitating some periodic snow removal during the season.

It appears that a previous owner of 60 Leonard Street prevented City vehicles from crossing the private parcel. The current owners are receptive to allowing it again. The obvious benefit is that they get a portion of their driveway plowed. The owners indicated they are allowing Waste Management trucks to cross their property so their trash collection efforts can avoid dead end streets as well.

We recommend proceeding with the M.O.U. based on safety concerns and time efficiency. We will plan to review the arrangement at the end of the winter plowing season to see how things progressed and whether it is beneficial for the City to continue in the future.



City of Rochester Dept of Public Works

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

CITY OF
Received

NOV 30 2015

City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
From: John B. Storer, P.E. Director of City Services
CC: Karen Pollard, Economic Development Director
Date: November 24, 2015
Re: Granite Ridge Development – City Infrastructure Project
Change Order #3

Attached for your review and approval is Change Order #3 for the City's Infrastructure Project at Granite Ridge. The Change Order does not alter the Contract Price, it is a time extension only. It changes the date for both Substantial and Final Completion for the Contractor, Severino Trucking.

The initial intent was to have the City's public portion of the project ready for final paving this Fall. However, as the project progressed, the City agreed that it made sense to delay final paving and associated cleanup work until the private development pad sites were completed. In this fashion, the Contractor would be responsible for maintaining the site through the winter. This would avoid wear and tear on the City's public access road. If any damage occurs during the winter construction period, the contractor will be liable to address it this coming spring. The expectation is that final paving will likely be placed prior to May 2, 2016.

For some history, going back to June of 2015, our former Assistant City Engineer noted the following: *"We are removing the final pavement component (top coat) from this year's work and will have Severino complete the work next year. This is due to the anticipated construction that will be ongoing over the next year and the reality that it does not make sense to put the final coat on with this much future construction use."*

Depending on how we proceed with final inspection and construction administration services, we could incur additional consultant expenses if we choose not to perform these services with existing staff.



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

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, Deputy City Manager
FROM: Lisa J. Clark, DPW Office Manager
DATE: December 22, 2015
SUBJECT: Granite Ridge TIF Project
 Tighe and Bond Engineering Amendment #4
 Severino Trucking Co. - Change #3
CC: John B. Storer, PE, Director of City Services

CITY OF
 Received
 DEC 23 2015
 City Manager
 ROCHESTER

Enclosed please find Change Order #3 for Severino Trucking and amendment #4 for Tighe and Bond Engineers.

The Severino Change Order is a time extension for Final Completion. City Staff and Severino Trucking saw benefit to finish paving in the spring vs. late fall.

The Tighe and Bond (T&B) amendment is for additional Construction Administration and Construction Oversight due to the above project schedule change. Portions of administration and oversight were originally scheduled to be completed concurrently with Severino's work for the developer, however due to seasonal concerns the actual top coat of pavement will be completed in the spring and T&B will be required to be on sight for that work.

The T&B Change amount of \$42,800 will come from the original funding for the project in account # 61083010-771000-15553.

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 the DPW for distribution.

Signature Blaine M. Cox
 Blaine M. Cox, Deputy City Manager



City of Rochester Dept of Public Works

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

CITY OF
ROCHESTER
Received
DEC 7 2015
City Manager

Memo

To: Dan Fitzpatrick, City Manager
From: John B. Storer, P.E. Director of City Services
CC: Terence O'Rourke, City Attorney
Date: December 4, 2015
Re: Authorization to participate in NH Public Works Mutual Aid

Attached for your review and approval is an application to participate in the New Hampshire Public Works Mutual Aid Program.

The Public Works Committee discussed this issue at their November Meeting and recommended to the full Council that they support participation.

The City Council subsequently approved the recommendation to proceed with membership at their meeting of December 1, 2015.

There is only a \$25 application fee and participation during an emergency event is voluntary, depending on availability of our resources.

Active participation in the mutual aid program should enhance our eligibility for future FEMA funding. Participation could also help us secure resources should we experience some type of crisis or emergency event.



CITY OF
Received
DEC 18 2015
City Manager
ROCHESTER

Technology Transfer Center
Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824
V: 603.862.2826 / 800-423-0060 (NH only)
F: 603.862.0620
TTY: 7.7.7 (Relay NH)
www.t2.unh.edu

December 10, 2015

City Council
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that Stephen Poligni has achieved the status of **Roads Scholar One**. The T² Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar One is the **first achievement level** of the six levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 25 contact hours, at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **five one-day workshops** to reach the level Stephen has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Stephen has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche
LTAP Director

/acb

cc: Stephen Poligni

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.



New Hampshire
Technology Transfer Center



CITY OF
Received
DEC 18 2015
City Manager
ROCHESTER

Technology Transfer Center
Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824
V: 603.862.2826 / 800-423-0060 (NH only)
F: 603.862.0620
TTY: 7.7.7 (Relay NH)
www.t2.unh.edu

December 10, 2015

City Council
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that Richard Dunton has achieved the status of **Roads Scholar One**. The T² Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar One is the **first achievement level** of the six levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 25 contact hours, at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **five one-day workshops** to reach the level Richard has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Richard has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche
LTAP Director

/acb

cc: Richard Dunton

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.



New Hampshire
Technology Transfer Center



CITY OF 1/7/16
Received

DEC 18 2015
Technology Transfer Center

Kingsbury Hall W220
33 Academic Way
Durham, NH 03824

V: 603.862.2826 / 800-423-0060 (NH only)

F: 603.862.0620

TTY: 7.7.7 (Relay NH)

www.t2.unh.edu

December 10, 2015

City Council
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that Gregg Barron has achieved the status of **Roads Scholar One**. The T² Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar One is the **first achievement level** of the six levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 25 contact hours, at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **five one-day workshops** to reach the level Gregg has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Gregg has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche
LTAP Director

/acb

cc: Gregg Barron

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.



New Hampshire
Technology Transfer Center



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
ROCHESTER
Received
DEC 10 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Director of Finance & Administration
Terence O'Rourke, City Attorney

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

DATE: December 7, 2015

SUBJECT: Rochester Reservoir West End Dam Spillway Modifications -
Change Order No. 1

CC: John Storer, PE, Director of City Services

Attached is one (1) original of Change Order No. 1 for the Rochester Reservoir West End Dam Spillway Modifications project. This change order document shows an increase in contract price of \$16,152.33 and an increase in contract time of six (6) days. There is sufficient funding available for this change in the current project budget (Account # 55016010-771000-15537).

Legal Review

Terence O'Rourke
Terence O'Rourke
City Attorney

12/8/15
Date

Financial Review

Blaine Cox
Blaine Cox
Deputy City Manager/Director of Finance & Administration

12-10-2015
Date

Please contact me with any questions. If approved, please have the City Manager sign the document and return the signed document to me at Public Works.

Thank you.

1/7/16



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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CITY OF
Received
DEC 9 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Director of Finance & Administration

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

DATE: December 9, 2015

SUBJECT: 2015 Homeland Security Grant Program -
Application for Rochester Water Treatment Plant

CC: John Storer, PE, Director of City Services
Norm Sanborn Jr., Fire Chief

Attached is an application for a 2015 Homeland Security Program Grant from the State Department of Safety, Homeland Security Program. This request is for \$16,500 for the replacement of security fencing and guardrail at the Water Treatment Plant. The grant will cover the total cost of the equipment; no match is required for this grant.

The NH Homeland Security and Emergency Management Office has given us a deadline of Thursday, December 10, 2015 to apply for these grant funds.

Please contact me with any questions. If approved, please sign the document and return the signed document to me at Public Works.

Thank you.



City of Rochester Dept of Public Works

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

CITY OF
Received

DEC 4 2015

City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
From: John B. Storer, P.E. Director of City Services
CC: Mike Bezanson, City Engineer
Date: December 3, 2015
Re: Dewey Street Pedestrian Bridge – Engineering Design Services

Attached for your review and approval is an Engineering Task Order with Hoyle Tanner & Associates for engineering design services for the replacement of the Dewey Street Pedestrian Bridge.

Our 2016 CIP Budget includes \$750,000 to either repair or replace the existing bridge. A preliminary engineering assessment concluded the bridge has structural deficiencies and should remain posted for No Loitering. Additionally, no mechanized equipment (sidewalk plows) should be allowed to travel across the bridge.

Hoyle Tanner concluded it would be more cost effective to replace the existing 5-span bridge with a single-span, prefabricated truss bridge. The existing multi-span bridge rests on 4 separate timber pile structures. The timber piles showed signs of deterioration. Instead of trying to replace or rehab the intermediate pile sections, it made sense to go with a single-span truss. This approach also avoids in-water work by having to drive new piles into the Cocheco River.

The engineering proposal is for \$102,550, which also includes an allowance for both survey and geotechnical sub-consultants.

Our intent is to proceed through final design, but would hold off on advancing to the bidding stage pending a review and prioritization of all current CIP Projects by the Public Works Committee.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
JAN 4 2016
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, PE, City Manager

FROM: Lisa J. Clark, DPW Office Manager *LJC*

DATE: December 31, 2015

SUBJECT: Hoyle Tanner & Associates
Rt 125 Pedestrian Bridge Contract Amendment.

CC: John B. Storer, PE Director City Services

Attached please find the Hoyle Tanner and Associates contract amendment regarding the RT 125 Pedestrian Bridge Project. This amendment is for a reduction of cost associated with construction phase engineering. Previously the estimated costs for construction phase engineering were \$26,774. This is a reduction of \$3,249.

If you have any questions please let me know, if not, please sign and return to the DPW for distribution



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
JAN 4 2016
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Lisa J. Clark, DPW Office Manager *LJC*
DATE: December 31, 2015
SUBJECT: Homeland Security Grant
 WWTP – Camera Security System

CC: John B. Storer, PE – Director City Services

Attached please find several signature documents required for processing the Homeland Security Grants. .

The grant application was approved by City Council at the December 12, 2015 Regular City Council Meeting. The award was received from NHDOS on 12/2/15 in the amount of \$25,000. The funding of the project is on the agenda for the Regular City Council Meeting scheduled for 1/12/16.

If you have any questions please let me know, please sign and return to DPW for distribution. e returned to the DPW for distribution.

Date: December 14, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 14 2015
City Manager
ROCHESTER

Re: FY 2015-2016 Environmental Review – Seacoast Gymnastics JOB Loan

Please see attached the FY 2015-2016 Community Development Block Grant (CDBG) environmental review analysis for the Seacoast Gymnastics relocation renovation project that is being funded through the City's JOB Loans Program. The City Council approved funding for the JOB Loans Program at the May 5, 2015 City Council meeting, and the JOB Loans Committee approved Seacoast Gymnastics' JOB Loan application on November 23, 2015. The environmental review analysis requires the signature of the City Manager.

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

Samantha Rodgerson

From: Julian Long
Sent: Wednesday, December 02, 2015 4:35 PM
To: Samantha Rodgerson; Karen Pollard
Subject: RE: SBDC funding clarification

They used to received CDBG funding, but they didn't receive any for FY 2015-2016. SBDC is housed within UNH's College of Business and Economics.

Best,
 Julian

Julian L. Long, J.D.
 Community Development Coordinator/Grants Manager
 City of Rochester, New Hampshire
 603-335-7519
julian.long@rochesternh.net
<http://www.rochesternh.net/community-development-division>

New Hampshire's Right-To-Know Law (RSA 91-A) provides that most email communications to or from City employees regarding the business of the City of Rochester are government records available to the public upon request. Please be aware that this email communication may be subject to public disclosure.

From: Samantha Rodgerson
Sent: Wednesday, December 02, 2015 4:32 PM
To: Karen Pollard; Julian Long
Subject: SBDC funding clarification

There was a question at last night's Council meeting regarding how SBDC receives funding (this came about from the Management Team minutes from Oct. 26th). Do they receive government federal funding, are they a quasi-government entity? Do they receive City funding?

Samantha Rodgerson, CIP
Executive Assistant to the City Manager & City Council
City of Rochester
31 Wakefield Street
Rochester, NH 03867
603-332-1167
603-335-7565 - fax
www.rochesternh.net

Samantha.rodgerson@rochesternh.net





City of Rochester, New Hampshire

Finance Office

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

CITY OF
Received

DEC 9 2015

City Manager
ROCHESTER

Date: November 16, 2015

To: Daniel Fitzpatrick, City Manager

From: Roland Connors, Deputy Finance Director

RE: Homemakers Final Insurance Reimbursement Check 53458 for \$4,119.57

Please review and sign the attached "Final Building Post Deductible RC Loss Settlement Payment." This check is an insurance reimbursement for a water leak that occurred at the Homemakers building. This check is made payable to both the Homemakers and the City of Rochester and can only be cashed after both parties have signed. Two signatures are required because of the "Sewer Line Extension Agreement" effective July 19, 2004 and "Promissory Note" effective August 11, 2007 and ending on the so-called "Maturity Date" effective July 1, 2027.



City of Rochester Grant ≤ \$10,000 Application
City Manager Approval

1/7/16
Received
DEC 11 2015
City Manager
ROCHESTER

GRANT SUBJECT & AMOUNT: Emergency Shelter Workshop & Drill - \$3,545.00

TODAY'S DATE:	12/11/5
DEPT. HEAD SIGNATURE:	<i>Norm Kohnen Jr.</i>
APPLICATION DEADLINE:	
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	
CITY MANAGER:	<i>Dale W. Fitzgerald</i>

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	
SOURCE ACCOUNT NUMBER:	
MATCH AMOUNT:	
APPROPRIATION REQUIRED	

LEGAL AUTHORITY

--

SUMMARY STATEMENT


This Homeland Security and Emergency Management Grant will cover all costs for this shelter workshop and drill. This grant has no match required. This workshop and drill is to test out the employees from the school department who will be operating the City of Rochester Emergency Shelter.

RECOMMENDED ACTION


City Manager to approve this grant application.

Homeland Security and Emergency Management State Homeland Security Exercise and Evaluation Program Application

Directions: If filling out electronically, this application has shaded fields for easier entry. To make this possible, the document is locked/protected. If you need to fill in information outside of these shaded fields, you must turn off this protection. *To do this, please do one of the following:*

- On the Tools menu, click Unprotect Document, or
- On the Forms toolbar, click Protect Form 

To go back to filling in the fields, you will need to do one of the following:

- On the Tools menu, click Protect Document, or
- On the Forms toolbar, click Protect Form 

<i>(To be filled in by NH HSEM)</i>
Date received:
Initials:
Grant Amount:
Status:
Funding Year:
Event Type:
Event Date:

Applicant Organization/Agency Name: City of Rochester

I. SUMMARY INFORMATION

A. Exercise Type/Topic and Date 100% Cost of Project(s)

1. Top Official Shelter Workshop	\$ 875
2. Shelter set-up drill	\$ 2670
3.	\$
4.	\$
Total Cost of Projects (100%)	
\$ 3,545	

B. Contact Information

Primary Contact

Alternate Contact

**Homeland Security and Emergency Management
State Homeland Security Exercise and Evaluation Program Application**

II. EXERCISE DESCRIPTION

- A. Exercise Narrative – please explain how this event will enhance emergency management capabilities. If applicable, include other agencies participating, a timeline of planning meetings and exercise dates, and what plans are being tested.

Top Official Shelter Workshop

- Develop a shelter activation and management plan
- Determine triggers for opening a shelter, warming/cooling center, or temporary housing
- Understand how to utilize the emergency funds set aside by the City

Shelter Set-up Drill (Rochester School Staff)

- Review the positions/responsibilities in a shelter
- Practice setting up a shelter
- Practice registration of shelter guests

Stakeholders include:

- Emergency Management
- Fire
- Police
- Welfare
- Animal Control
- School Department
- Frisbee Hospital and EMS
- Strafford County MRC and CERT



State of New Hampshire
 Department of Safety
 Division of Emergency Services and Communications
 James H. Hayes Safety Building
 33 Hazen Drive
 Concord, New Hampshire 03305



John J. Barthelmes
 Commissioner, Department of Safety

Bruce G. Cheney, ENP
 Director, Division of Emergency Services and
 Communications

Kevin P. O'Brien
 Assistant Commissioner, Department of Safety

Peter A. DeNutte, ENP
 Assistant Director, Division of Emergency Services and
 Communications

**Enhanced 9-1-1
 Consultation Members:**

Chairman
 Chief Douglas M. Aiken
 NH Association of Fire Chiefs

Vice Chairman
 Captain George Valliere
 NH Police Officer

Secretary
 William Wood
 NH Division of Fire Standards
 and Training & EMS

Kathryn Bailey
 NH Public Utilities Commission

Scott A. Brooks
 NH Telephone Association

Vacant
 FairPoint Communications

David Caron
 NH Municipal Association

Sheriff Craig H. Wiggins
 NH Sheriff's Association

Kevin P. O'Brien,
 Assistant Commissioner
 NH Department of Safety

Cecily McNair
 Public Member

Derek Martel
 Professional Firefighters of NH

Chief James Valiquet
 NH Association of Police Chiefs

Vicki V. Quirum, Commissioner
 NH Department of Administrative
 Services

Retired Chief Paul Saxe
 NH Federation of Fire Mutual Aids

Sandra Teti
 NH Disabled Community

Patrick Robinson
 Mobile Telecommunications
 Carriers Industry

Vacant
 NE Cable Telecommunications
 Association

Thomas Andros
 NH Emergency Dispatchers
 Association

Vacant
 Comcast

Acknowledgment of Nonstandard Addressing

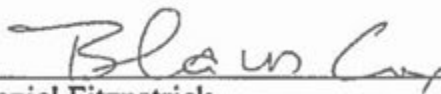
December 22, 2015

The attached document is a list of identified areas of concern for addressing within the community of Rochester. This list has been generated using the New Hampshire Division of Emergency Services and Communication's (DESC) Addressing Standards Guide. Please refer to this guide for questions regarding this list.

In the future should the City of Rochester decide to make changes to their addressing, the New Hampshire Division of Emergency Services and Communication will assist with the necessary processes and update the data / maps appropriately through our Maintenance Program.

The signature below signifies acknowledgment of an understanding of the contents of this document and of receipt.

Signed this day 31 of December, 2015


 Daniel Fitzpatrick
 Rochester City Manager



State of New Hampshire
 Department of Safety
 Division of Emergency Services and Communications
 James H. Hayes Safety Building
 33 Hazen Drive
 Concord, New Hampshire 03305



John J. Barthelmes
 Commissioner, Department of Safety

Bruce G. Cheney, ENP
 Director, Division of Emergency Services and
 Communications

Kevin P. O'Brien
 Assistant Commissioner, Department of Safety

Peter A. DeNutte, ENP
 Assistant Director, Division of Emergency Services and
 Communications

**Enhanced 9-1-1
 Commission Members**

Chairman
 Chief Douglas M. Allen
 NH Association of Fire Chiefs

Vice Chairman
 Captain George Valliere
 NH Police Officer

Secretary
 William Wood
 NH Division of Fire Standards
 and Training & EMS

Kathryn Bailey
 NH Public Utilities Commission

Scott A. Brooks
 NH Telephone Association

Vacant
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 NH Municipal Association

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 NH Sheriff's Association

Kevin P. O'Brien,
 Assistant Commissioner
 NH Department of Safety

Cecily McNeil
 Public Member

Derek Martel
 Professional Firefighters of NH

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 NH Association of Police Chiefs

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 NH Department of Administrative
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 Comcast

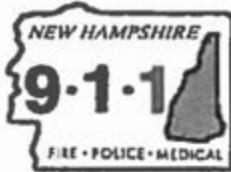
Data Capture
ACCEPTANCE LETTER

December 22, 2015

We, the selectmen for the City of Rochester, accept the map set and associated data dated December 14, 2015. The map set and associated data accurately reflects all addressing as it exists as of December 14, 2015. We understand that the City of Rochester is responsible for coordinating any address changes with the residents, United States Postal Service and the Division of Emergency Services and Communications.

Signed this day 31 of December, 2015

Daniel Fitzpatrick
 Rochester City Manager



**State of New Hampshire
Department of Safety
Division of Emergency Services
Division of Emergency Services and Communications**

GIS & Addressing
Dwinell Building
50 Communications Drive
Laconia, New Hampshire 03246
(603)527-2069 (603)527-2073 (fax)
1(800)806-1242

Director Bruce G. Cheney
Bureau Chief

TDD Access: Relay NH
1(800)735-2964

Data Release Agreement

This agreement is made and entered into this 31st day of December 2015, by and between, the _____ City
of Rochester ("Recipient"), with its principal office located at 31 Wakefield St, Rochester, NH 03867 and
State of NH Division of Emergency Services and Communications, 50 Communications Drive, Laconia, NH
03246 ("Disclosing Party").

The Division of Emergency Services and Communications Mapping Department has collected and processed the data for the City of Rochester. The data has been accepted by the city as being accurate therefore we can release this data to you upon completion of the Data Release Agreement.

By releasing this data to you, the City of Rochester, you understand that you are responsible for maintaining the confidentiality of the data by releasing it only to those who have legal authorization to access it for emergency response purposes. The Division of Emergency Services and Communications and all associated data are protected under 106-H:14 Information not Subject to Right-to-Know Law.

☒ We grant permission for NHDESC to release our data to the specific agencies that dispatch for us and any municipally contracted emergency service provider, should they request it in the future.

Signed this day 31 of December, 2015

Daniel Fitzpatrick
Rochester City Manager



**State of New Hampshire
Department of Safety
Division of Emergency Services and Communications**

Data Operations Section
Dwinell Building
50 Communications Drive
Laconia, New Hampshire 03246
(603)527-2069 (603)527-2073 (fax)
1(800)806-1242

Director Bruce G. Cheney
Bureau Chief

TDD Access: Relay NH
1(800)735-2964

Town Data Request Form

Please complete this form if you wish to receive DESC data.

Town Name Rochester

Date December 31, 2015

Requestor Seth Creighton, Planning Dept.

Check all that apply.

☒ Road maps (36"x 48") Quantity of 3 unless otherwise approved

☒ Map book (11"x 17") Quantity of 3 unless otherwise approved

☒ Data on CD (includes Road map and Map Book) Quantity of 3 unless otherwise approved

Any requests for copies other than listed above, must be made in writing to:

Mapping Supervisor
Division of Emergency Services and Communications
50 Communications Drive
Laconia, NH 03246



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Planning and Development
Conservation Commission
Historic District Commission
Arts & Culture Commission

CITY OF
Received
DEC 24 2015
City Manager
ROCHESTER

MEMO

Date: December 24, 2015

To: Dan Fitzpatrick
City Manager

From: Seth Creighton *SC*
Chief Planner

Re: City Representation at Strafford Regional "Transportation Advisory Committee" (TAC)

The Stafford Regional Planning Commission suggests that two City of Rochester staff or citizens representative Rochester on regional transportation planning efforts via Strafford Regional Planning Commission's "Transportation Advisory Committee" (TAC).

Involvement includes attendance and participation in monthly TAC meetings, and special projects on an as needed/as applicable basis.

Currently I am the only Rochester representative; this has been true ever since Jennifer Hale (former DPW employee and TAC appointee) resigned from Rochester.

In consensus with Jim Campbell and DPW, we ask that you appointment John Storer (DPW Director) to join me as an "appointee". If you concur, attached is an appointment form for you to sign and return to me.

Please contact me with any questions.

Seth Creighton
Chief Planner

**ROCHESTER POLICE DEPARTMENT**

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"


POLICE COMMISSION

LUCIEN G. LEVESQUE
Chairman
BRUCE E. LINDSAY
Vice Chairman
DEREK J. PETERS
Commissioner



December 3, 2015

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen 
Chief of Police

RE: Highway Safety Grant – DWI Enforcement

City Manager
ROCHESTER
DEC 3 2015
Received
CITY OF

Dear Mr. Fitzpatrick:

Back in September you signed agenda bills for the Police Department to apply for highway safety grant funds. The attached document is the next step for the DWI Enforcement grant that requires your signature.

DWI Grant	\$5,960.98
-----------	------------

This is a new format for the grants to comply with federal reporting requirements.

Please let me know if you have any questions in this regard.

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER

FROM: Sarah Ward, Recreation Secretary
(name, department & title)SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER
LEASE/PURCHASE PROGRAM

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

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

The estimated cost of the equipment to be acquired: \$ 449 (not to exceed \$2,000)Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

Help communicate w/ co-workers in the workplace
social media correspondence

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

1/4/16
Date

Sarah Ward
Employee Signature

I have reviewed and recommend this request:

1/4/16
Date

[Signature]
Supervisor or Department Head and Title

Approved:

JAN 04 2016

Date

Dan Fitzpatrick
City Manager or designee

1/7/16

MetroCast

Daniel Fitzpatrick
City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867

CITY OF
Received
DEC 14 2015
City Manager
ROCHESTER

December 11, 2015

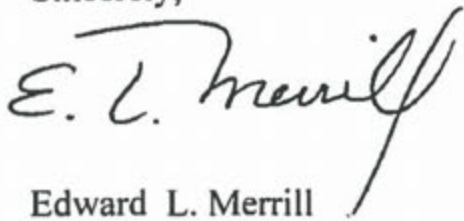
Dear Mr. Fitzpatrick,

In an effort to keep our customers fully informed regarding our ongoing negotiations with AMC Networks, we are providing them with the following message:

MetroCast is currently in contract discussions with AMC Networks, the parent company of AMC, WE tv, IFC and BBC America. Our existing agreement expires on December 31, 2015. Although we continue to negotiate in good faith with the intention of reaching a resolution that is fair for the networks and all MetroCast customers, AMC Networks may turn off their networks or require us to remove all their channels on December 31st until a new agreement is secured.

If you have any questions at all, please do not hesitate to contact me directly at (603) 527-3634.

Sincerely,



Edward L. Merrill
Regional Manager

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	11/10/2015 Finance Committee	The budget implications of the recently increased Veteran's Tax Credit.	to be discussed at February Finance meeting.
2	Varney	11/10/2015 Finance Committee	The estimated final construction cost numbers for the East Rochester School Project.	to be discussed at February Finance meeting.
3	Varney	11/10/2015 Finance Committee	The Annual Reports for the City's Tax Increment Financing Districts	to be discussed at February Finance meeting.
4	Lauterborn	12/1/2015 City Council meeting	Is the SBDC a quasi-government agency, are they federally funded?	Julian Long emailed a response that will be included as part of the City Manager's report in January.

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
12/10/2015	12/15/2015	RAFFLE	NH State Council Knights of Columbus	10/8/2016
12/8/2015	12/15/2015	RAFFLE	Elks	weekly raffle for the 2016 calendar year
12/11/2015	12/15/2015	TAG	Corinne's School of Dance Competition Team	3/18 - 3/20, 2016

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PROMOTION	OTHER	MISC. INFO
ARENA	KETH BARRERAS	ARENA ATTENDANT	1			X	X										
CITY MANAGER	DAN FITZPATRICK	CITY MANAGER	1	X									X				
FINANCE	SHIRLEY MCCRILLIS	EX SECRETARY	1	X					X								
FINANCE	SHIRLEY MCCRILLIS	TEMP ASSISTANCE	1		X	X		X									
FIRE	MICHAEL GEORGE	FIRE LT	1	X												X	
POLICE	DOMINIQUE MURPHY	PATROL	1	X									X				
POLICE	ROBERT FRECHETTE	PATROL	1	X									X				
POLICE	MICHAEL BRINKMAN	PATROL SGT	1	X									X				
POLICE	JAMEY BALINT	PATROL	1	X									X				
POLICE	JOHN HARDING	PATROL	1	X									X				
PUBLIC WORKS	STEVEN WHEELER	CUSTODIAN	1	X												X	
PUBLIC WORKS	ROBERT PELLETIER	CUSTODIAN	1	X			X										
PUBLIC WORKS	GARY GUPPY	GROUPS PERSON	1	X		X				X							
PUBLIC WORKS	STEPEN LENOX	GROUPS PERSON	1	X		X										X	PT HOURS WINTER 15 PER WK
PUBLIC WORKS	STEPHEN LENOX	GROUPS PERSON	1			X										X	
PUBLIC WORKS	GEORGE STEELE	METER MAINTENANCE	1	X												X	WWC L2 CERTIFICATION
PUBLIC WORKS	CRISTINIA PETROPOULOS	SECRETARY I	1	X												X	WORKING OUT OF CLASSIFICATION
PUBLIC WORKS	KENDRA POLIGNI	WINGMAN	1			X	X										
PUBLIC WORKS	KEVIN THYNG	WINGMAN	1			X		X									
PUBLIC WORKS	STEPHAN DEPALMA	WINGMAN	1			X		X									
PUBLIC WORKS	JOHN EVANS	WINGMAN	1			X		X									
RECREATION	RICK CRETEAU	REFEREE/SCOREKEEPER	1			X	X										
RECREATION	CIERA ROY	REFEREE/SCOREKEEPER	1			X	X										
RECREATION	MAKAYLA HERGET	REFEREE/SCOREKEEPER	1			X	X										
RECREATION	DEANNA SCCHILL	REFEREE/SCOREKEEPER	1			X	X										
RECREATION	KATHRYN GIBERSON	SUPPORT STAFF	1		X	X	X										
RECREATION	MACKENZIE DIAS	REFEREE/SCOREKEEPER	1			X	X										

CITY COUNCIL STANDING COMMITTEES (2016-17)

APPOINTMENTS COMMITTEE

Sandra Keans, Chair
James Gray, Vice-Chair
Donald Hamman
Thomas Abbott
Ray Barnett

COMMUNITY DEVELOPMENT COMMITTEE

Elaine Lauterborn, Chair
Sandra Keans, Vice-Chair
A. Raymond Varney
Donna Bogan
Ray Barnett

CODES & ORDINANCES COMMITTEE

Peter Lachapelle, Chair
Elaine Lauterborn, Vice-Chair
Tom Abbott
Robert Gates
Donna Bogan

FIFIN FINANCE COMMITTEE

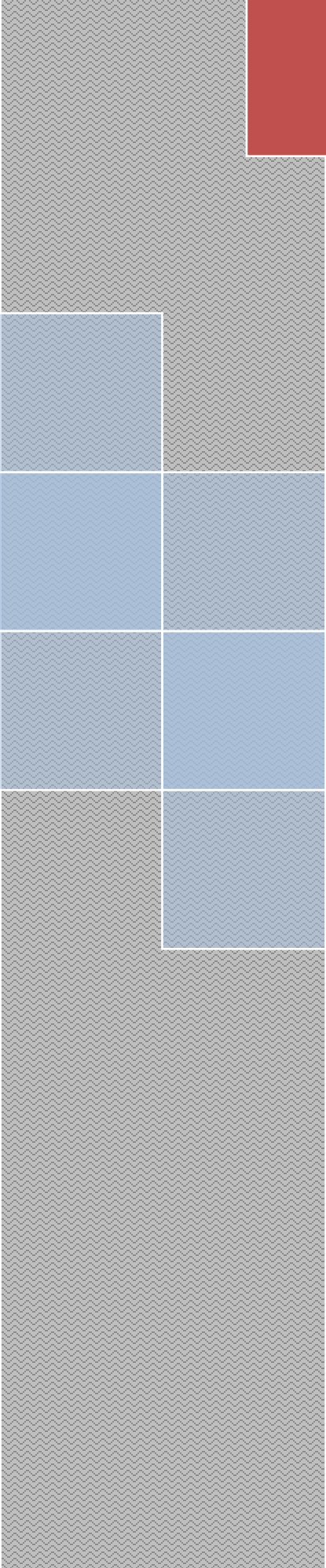
Mayor Caroline McCarley, Chair
A. Raymond Varney, Vice-Chair
Ralph Torr
Sandra Keans
Elaine Lauterborn
Donald Hamman
James Gray

PUBLIC SAFETY COMMITTEE

Donald Hamman, Chair
Peter Lachapelle, Vice Chair
James Gray
Robert Gates
Ray Barnett

PUBLIC WORKS COMMITTEE

Ralph Torr, Chair
A. Raymond Varney, Vice-Chair
Sandra Keans
Donald Hamman
Thomas Willis



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Reports of Committees

December 2015

- Appointments Committee - 12/1/2015 & 12/15/2015
- Codes and Ordinances Committee - 12/3/2015
- Community Development - 12/10/2015
- Finance Committee - 12/15/2015
- Public Safety Committee – 12/16/2015
- Public Works and Building Committee – 12/17/2015

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Appointments Committee Minutes
December 1, 2015

Committee Members Present:

John Larochelle, Chair
Jake Collins
Sandra Keans

James Gray
Donald Hamann

John Larochelle called the meeting to order at 6:00 p.m. on December 1st.

David Walker - Planning Board

Dave is the Rochester City Council representative on the Planning Board. He has extensive experience on the Planning Board and City Council.

The Appointments Committee unanimously recommends David Walker for appointment to the Planning Board, term to expire January 2, 2017.

David was appointed to fill the unexpired term of Thomas Willis at the December 1st Regular Council Meeting.

Deborah Shigo - Conservation Commission - Reappointment

Deb has served 3 terms on the Conservation Board and 8 years as Chair. She reports that the Commission is operating well and she would like to continue to serve the City in this capacity.

The Appointments Committee unanimously recommends Deborah Shigo for reappointment to the Conservation Commission, term to expire January 2, 2019.

Deborah Shigo - Planning Board - Alternate

Deb would like to create a synergy between the Conservation Commission and the Planning Board by being a member of both groups.

The Appointments Committee unanimously recommends Deborah Shigo for appointment to the Planning Board as an alternate member, term to expire January 2, 2019.

Doug Lachance - Planning Board - Alternate

Doug is a former Rochester Mayor and City Councilor and has served on the Barrington Planning Board. He has been an applicant and has attended the Rochester Planning Board and is willing to attend training program related to the duties of a member of the Planning Board.

The Appointments Committee unanimously recommends Doug Lachance for appointment to the Planning Board as an alternate member, term to expire January 2, 2019.

Respectfully submitted,

John Larochelle, Chair

Appointments Committee Minutes
December 15, 2015

Committee Members Present:

John Larochelle, Chair
Jake Collins
Sandra Keans

James Gray
Donald Hamann

John Larochelle called the meeting to order at 6:30 p.m. on December 15.

Whereas Statements of Interest were from well known applicants for re-appointment, the Appointments Committee did not schedule to meet with them. All the applicants were unanimously recommended for re-appointment as follows;

Leo Brodeur - Alternate Member - Zoning Board of Adjustment (ZBA)
Term to expire January 2, 2019.

Tim Fontneau - Regular Member - Planning Board
Term to expire January 2, 2019.

Mark Jennings - Regular Member - Conservation Commission
Term to expire January 2, 2019.

Elaine Lauterborn - Arts and Culture Commission
Term to expire January 2, 2019.

Charles Grassie Jr. - Regular Member - Planning Board
Term to expire January 2, 2019.

Respectfully submitted,

John Larochelle, Chair

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CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday December 3, 2015

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

Committee Members Present

Councilor Peter Lachapelle, Chair

Councilor Elaine Lauterborn, Vice Chair

Councilor Donna Bogan

Councilor Robert Gates

Councilor Ray Varney

Others Present

Kelly Walters, City Clerk

Terence O'Rourke, City Attorney

Councilor Gray

Councilor Keans

Chief Allen

Steve Beaudoin, Landlord

Carl W. Potvin, Attorney – Representing
Lambert's Auto & Truck Recyclers, Inc.

Bruce Crawford, Executive Director of
Auto and Truck Recyclers
Association of NH

Charles Haas, Majestic Motors,
Merrimack, NH

Tracey Frisbee, Quick Cash

Marilyn Tucker, Trinity Anglican
Church Thrift Shop

Scott Douglas, American Used Auto
Parts

Felicia LaBranche, Trinkets &
Treasures

Brian LaBranche, Trinkets &
Treasures

Mark Saxby, Collec-Tiques

Nancy Ricard, Four Corner Antiques

MINUTES

1. Call to Order

Councilor Lachapelle called the Codes and Ordinance Committee meeting to order at 7:00 PM. Kelly Walters, City Clerk, took a silent roll call. All Committee members were present.

2. Public Input

Steve Beaudoin, resident and landlord, addressed the Committee about adopting a more stringent ordinance as outlined in Title III, Towns, Cities, Villages, and Unincorporated Places, Chapter 31 Powers and Duties of Towns – Powers to Make Bylaws - Section 31:39-d. He distributed copies of Section 31:39-d and photographs of his neighbor's [landlord] property. He said the photographs of the trash surrounding the property show how an entire neighborhood can decrease in value because of the actions of one property owner. This landlord had been served with a citation for lack of upkeep to the property last year. The property was cleaned up for a few months; however, it has been a year since that citation and now the property looks the same, if not worse.

Mr. Beaudoin said new legislation, which will take effect on January 1, 2016, would allow a landlord to remove “junk” from a tenant's yard, which the tenant has not removed themselves, after seven days. It also allows the landlord to send a bill to the tenant for the cost of removing the junk. He encouraged the City to adopt Section 31:39-d. It would allow the Building, Zoning, and Licensing Services to create a fee schedule and issue citations through the mail. Councilor Lachapelle thanked Mr. Beaudoin for bringing the matter to their attention.

Councilor Gray said the photographs presented to the Committee by Mr. Beaudoin have been given to the Building, Zoning, and Licensing Service Department.

Councilor Lachapelle closed public input at 7:10 PM.

3. Approval of the Codes and Ordinances Committee Minutes

- **October 1, 2015**

Councilor Lauterborn **MOVED** to **APPROVE** the October 1, 2015, Codes and Ordinances Committee minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Pawnbrokers/Second Hand Dealers Ordinance Amendments

Attorney O'Rourke briefed the Committee as to why this ordinance amendment is being presented again. He said currently there is no holding period requirement for secondhand dealers or pawnbrokers, which means no protection for the victims of crime theft. He distributed a list of twenty communities with holding periods. Currently, the City of Rochester's General Ordinances does not

require a holding period. Attorney O'Rourke and Chief Allen have met with some of the secondhand dealers and pawnbrokers in the City in an effort to reach a reasonable compromise. *The proposed Amendment can be found as an attachment to this set of minutes.* The following compromises have been proposed:

- The thirty-day holding period has been reduced to a seven-days
- The City would potentially absorb the cost of the software record keeping for at least the first year of implementation
- Provisions that would require tracking customers who purchased items has been removed
- The holding period would have some exceptions to certain items such as video games.

Councilor Lachapelle agreed that a holding period could potentially assist in recovering valuable items that otherwise would be lost forever. He said it seems unrealistic to require a junk dealer to follow the same type of holding period and record keeping as the secondhand dealers and pawnbrokers. Councilor Lachapelle said Londonderry, New Hampshire has this type of ordinance in place. He called a scrap metal dealer in Londonderry to find out if these types of requirements have a negative impact on the business. Unfortunately, the return call has not yet been received. Councilor Lauterborn said the list of twenty of New Hampshire's cities/towns with holding periods does not include any city or town located in Strafford County. Attorney O'Rourke said Rochester is unique in the fact that it has twenty-eight registered secondhand dealer/pawnbrokers and a high crime theft rate.

Carl W. Potvin, Attorney, representing Lambert's Auto & Truck Recyclers, Inc., addressed the Committee. He sent a letter to the Committee members a few days prior to this meeting. Lambert's Auto & Truck Recyclers have been operating and located in Rochester since about 1930. He said this ordinance is treating the junk dealers the same as the secondhand dealers and pawnbrokers. He said they are significantly different and he distributed a photograph of the junk dealer's yard. This ordinance would require photographs to be taken and serial numbers recorded for items that may be valuable. He said the ordinance has no clear definition of valuable. This type of record keeping would require more manpower, placing an unnecessary burden on the junk dealers and the Police Department.

Mr. Potvin questioned if Waste Management is required to obtain a Junk Dealer's License. He added this would be another location in which stolen items could be dropped off. It was later determined that Waste Management is not required to obtain a Junk Dealer's License.

Mr. Potvin said the State is working on legislation regarding the proposed ordinance. He said this type of ordinance has been problematic in other communities such as Manchester, where a case is pending in the Supreme Court. He encouraged the Committee not to recommend this amendment to the full City Council.

Attorney O'Rourke read part of the amended ordinance noting that a junk dealer could group multiple items together in the reporting. He said the same would be true for a pile of scrap metal. He added that in *Prolerized New England Company v. City of Manchester* Case # 166 NH 617, the Supreme Court of NH upheld the City of Manchester's General Ordinance requiring the type of record keeping being proposed in Rochester.

Councilor Lachapelle recalled that the Committee reviewed amending this ordinance about a year ago. At that time, the State legislators were working on formulating some type of requirements for secondhand dealers/pawnbrokers. It was determined that the Committee would wait for further information from the State prior to amending Chapter 34. Councilor Varney said the reason this ordinance is before the City Council at this time is because of the lack of movement on the issue at the State level.

Bruce Crawford, Executive Director of Auto and Truck Recyclers Association of NH, addressed the Committee. He said there are three members of their association who may be affected by this new ordinance as follows: American Used Auto Parts, Colony Used Auto Parts, and Lambert's Auto and Truck Recyclers.

Mr. Crawford read a letter he submitted to the Committee, which can be found as an attachment to this set of minutes. Mr. Crawford pointed out reasons why the junk dealers differ from secondhand dealers/pawnbrokers and gave suggestions of other free software regarding theft alerts. Mr. Crawford serves on the Commission to study the *Regulations of Pawnbrokers, Secondhand Dealers and Junk or Scrap Metal Dealers*, which was authorized by the passage of House Bill 510 during the 2015 legislative Session.

Charles Haas, Majestic Motors Used Auto Parts, Merrimack, NH, and the President of the Auto and Truck Recyclers Association of NH addressed the Committee. Mr. Haas has been a victim of crime theft himself. He supports the idea of having theft alerts, which assisted him in having stolen items returned. He said the salvage yards should not have the same requirements as the pawnbrokers.

Tracey Frisbee, Quick Cash, addressed the Committee. He distributed a list of people who oppose the Ordinance and most are in attendance this evening. He asked for evidence about the crime theft here in Rochester. He opposed the holding period and the proposed software.

Marilyn Tucker, Trinity Anglican Church Thrift Shop, addressed the Committee. She questioned if this non-profit agency would be exempt from this ordinance. It was determined that the thrift shop is a non-profit agency and does have a Secondhand Dealer's License, however, they are exempt from paying the fee to obtain the license. Attorney O'Rourke stated that language would have to be added to exempt a non-profit agency from the requirements of the ordinance.

Scott Douglas, American Used Auto Parts, addressed the Committee. He disagreed that a Non-Profit Agency should be exempt from the requirements of the ordinance.

Felicia LaBranche, Trinkets & Treasures, addressed the Committee. She said there is a problem with a "blanket" ordinance covering thrift stores, antique shops, secondhand dealers, pawnbrokers, and salvage/junk yards. They are all different. She recalled that the Committee agreed a year ago to wait for the State to enact legislation on the matter. She requested statistics that show there is a problem. She met with the Attorney and Police Chief regarding the proposed amendment. She said the Police Department does not have the resources to properly investigate all crimes. She felt this proposed ordinance would take away her ability to earn money to her maximum potential.

Michael Allen, Police Chief, addressed the Committee. He said the crime analyst researched the theft of items over the past three years. There has been over \$1,300,000 worth of property stolen in this area and only eleven percent has been recovered. Councilor Walker asked if this dollar amount included car theft. Chief Allen replied that there is not much car theft in Rochester, but it is included.

Chief Allen gave an account of how many incidents occurred in the past three years: in 2012 there were 1,137 incidents; 2013 had 1,297 incidents; 2014 had 1,194 incidents; and up until August, 2015 there were 485 incidents.

Todd Berios, Skeletone Records, addressed the Committee. He questioned how the statics provided could be linked to secondhand dealers/pawnbrokers. He urged the Committee to focus more on the real issue; theft and misuse of drugs.

Brian LaBranche, Trinkets & Treasures, addressed the Committee. He informed the Committee that some of the secondhand dealers/pawnbrokers met

with the City Attorney and Police Chief to discuss the proposed amendment; however, it seems the amendment is still too stringent. One of the major problems is that the entire ordinance is grouping all types of such businesses together, which are obviously different, such as thrift stores, antique shops, secondhand dealers, pawnbrokers, and salvage/junk yards. He added that he rarely sees the Police Department checking his store for stolen items.

The Committee discussed some of the compromises and reasons why they have not come to an agreement.

Scott Douglas, American Used Auto Parts, addressed the Committee for the second time. His business deals with vehicles and does not have the facilities to hold on to large items for seven days. Their space is limited now without a holding period.

Mark Saxby, Collec-Tiques, addressed the Committee. He is not totally against requiring a holding period for certain items; however, the proposed amendment as written is too vague. It also needs to separate the different types of “dealers” into more specific categories. He does not feel the amendment is ready to be adopted at this time.

Nancy Ricard, Four Corner Antiques, addressed the Committee. She said most of the dealers here this evening keep records of items purchased/sold. She suggested it might be easier to simply notify the thirty shops in the City of items which have been stolen rather than have this extensive record keeping software with thousands of items for the police to view each day. She urged the tri-city area to work together. She did not agree with the purchase of the software for several reasons. She added that it seems that if a customer gets their items returned everyone is happy; however, the shop owner is now a victim too. The criminal should be required to pay back the shop owner. She added that most shop owners work all day, seven days a week, and clean the shop at closing; and now they would be required to work longer hours for the software programming.

Councilor Gray stated that the Commission to study the Regulations of Pawnbrokers, Secondhand Dealers and Junk or Scrap Metal Dealers, created as a result of House Bill 510 has met three times since September, 2015. One notable change came out of last year’s legislation House Bill 358, which was to allow the shop owners the right to retain the photo identification of the person who sold items to the shop. He said House Bill 510 Report is not due until November of 2016. Councilor Keans said the mission of the Commission is clear: to study issues surrounding record keeping, reporting, and retention periods, including privacy and constitutional questions; to study the change in recovery rate in municipalities that

mandate record keeping, reporting, and retention periods, and assess the effectiveness of such ordinances.

Councilor Bogan suggested not holding the junk dealers to the same stringent requirements. She agreed with the seven-day holding period. Councilor Lachapelle agreed too; however, the holding period should also be dependent upon what type of item or dealer shop it is.

Councilor Gates expressed disappointment that a compromise between the “dealers” and the City had not yet been reached; however, he encouraged both sides to continue to compromise on the proposed amendment. He **MOVED** that the Codes and Ordinance Committee take no action on this matter at this time. Councilor Bogan seconded the motion. Councilor Gates restated his motion as follows: to retain the matter in Committee. Councilor Bogan seconded the motion. After more discussion, Councilor Gates **WITHDREW** his **MOTION**, and Councilor Bogan **WITHDREW** her second to the motion.

Councilor Lauterborn agreed that this amendment is not ready as written. She agreed with implementing a seven-day holding period for some items; however, she is not comfortable with supporting the software tracking program at this time.

Attorney O’Rourke disagreed with waiting for the State to enact legislation. He felt the victims of crime should be protected now. He agreed that the Junk Yard Dealers requirement could be revisited; however, the Secondhand Dealers/Pawnbrokers amendment should not be delayed much longer.

Councilor Keans said some of these shops have extensive record keeping. She encouraged other members of the Committee to visit these shops. She said the first step should be for the Rochester Police Department to inform these shops of stolen items like other communities are already doing. She said it is unlikely that the City would pay for the program after the first year.

Councilor Lachapelle expressed his objection to this Amendment as it is written. He informed the public that there would not be a Committee meeting for the Codes and Ordinances in January 2016, since there will be a new City Council and Committee assignments would not be made until mid-January, 2016. The matter is retained in Committee.

5. Outdoor Dining Ordinance Proposed 26.10

Attorney O'Rourke reviewed the changes made to the Outdoor Dining Ordinance. The major change was made to 26.10 16 (c) regarding serving alcohol outside. He noted that each business plan is presented to the City Manager for approval and who would have some discretion within the general boundaries of the ordinance. The revised version is as follows:

Chapter 26

Public License

26.10 Use of City Property for Outdoor Dining

(1) Requests for use of City property for outdoor dining providing food and alcohol service shall be made in writing to the City Manager on an annual basis by February 1st with no expectation of continued year-to-year use of the City property on a continuing basis. Requests will only be accepted by businesses licensed to serve food to the public. In the event that a new business opens during the outdoor dining season and wishes to incorporate outdoor dining in its plans, an application will be allowed for the remainder of the dining season only.

(2) Such requests shall include a dimensioned site plan of the existing conditions, including a depiction of public infrastructure such as curb lines, light poles, bike racks, street trees, tree grates, manhole covers, meters, licensed A-frame signs, adjacent on-street parking and loading zones, adjacent accessible sidewalk curb cuts and the like. Such requests shall also include a dimensioned site plan depicting the proposed table/chair layout plan for outdoor dining dimensioned routes of travel within the outdoor dining area and on the adjoining public sidewalk, as well as detail sheets for the proposed enclosure system, tables, chairs, lighting, trash receptacles, and the like. These plans will be reviewed by the TRG and suggestions forwarded to the City Manager.

(3) The terms and conditions of any such requests that are approved by the City Manager in any given year shall be described in an annual Area Service Agreement, which includes a clear depiction of the area approved for outdoor dining use and the time period of approved use ("Season"), with said Area Service Agreement to be signed by the City Manager and the party or parties making the request. The Season shall run from May 1st through the day after Columbus Day.

(4) Area Service Agreements shall not be assignable to other parties.

(5) Use of the Area subject to the Area Service Agreement (the "Area") may be precluded, modified or made subject to any such terms and conditions as may be determined by the City Manager in order to accommodate special municipal events.

(6) A \$ per square foot fee will be charged for the Area subject to the Area Service Agreement and the fee shall be for the Season with no proration of the fee. The minimum fee for the season shall be \$ even if the size of the Area subject to the Agreement is less than 100 square feet. The fee shall be due and payable to the City of Rochester prior to authorization to use the Area.

(7) The Area specified for outdoor dining use in the Area Service Agreement shall be restored upon termination of the Area Service Agreement at season's end. Specifically, at season's end, the enclosure system, tables, chairs and all other materials in their entirety shall be removed from the City-owned area with the area left in an unobstructed, undamaged, clean and sanitary condition at no cost to the City.

(8) Outdoor dining establishments on City property shall indemnify and hold harmless the City of Rochester and shall maintain and provide insurance of the types and amounts specified by the City's Legal Department and shall list the City as additional insured.

(9) Outdoor dining establishments shall not damage sidewalks, curbing, bike racks, street trees, light poles, trash containers, utilities or any other City amenities or infrastructure, or make same inaccessible for public use (other than within the approved Area) or maintenance purposes.

(10) Outdoor dining establishments may utilize the Area for Outdoor Dining during their normal business hours, except that all tables within the Area shall be cleared of all food and alcoholic beverages by 11:00 p.m. Monday through Saturday and by 10:00 p.m. on Sunday with no alcohol served within the Area subsequent to one-half hour before the foregoing closure times.

(11) Outdoor dining establishments shall agree at all times to comply with all laws, rules and regulations of the NH State Liquor Commission and all other local, state and federal laws. Approval of the Area Service Agreement by the State Liquor Commission is required. Alcoholic beverage violations shall be self-reported to the State Liquor Commission and the City Manager. See RSA 178:24 and RSA 179:27.

(12) Outdoor dining establishments shall only serve alcoholic beverages to patrons who are seated at a table and who are ordering food with service at tables conducted by wait staff only.

(13) Outdoor dining establishments will agree that they shall be solely responsible for compliance with the Americans with Disabilities Act.

(14) The Area Service Agreement may be suspended at the sole discretion of the City on an administrative basis.

(15) The Area Service Agreement may be revoked in its entirety, excepting for

indemnity provisions, by the City Manager at any time.

(16) Outdoor dining establishments with alcohol service should meet the following site design standards:

a) Be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system consisting of heavy duty black decorative metal materials or equivalent as approved by the City Manager or his designee; special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and insure public safety; the minimum height of the enclosure system shall be 30 inches and the maximum height shall be 36 inches.

b) Outdoor dining establishments shall not have live entertainment of any type located outside, and no visual entertainment shall be situated on the inside of the building in such a manner that it is directed toward patrons in the outdoor dining area.

c) For those outdoor dining establishments serving alcohol, seating shall be appurtenant and contiguous to a doorway accessing the main restaurant facility with service provided within the Area approved by the City Manager. Exceptions to this provision will be allowed consistent with NH State Liquor Commission approval for particular licensees.

d) The internal dimensions and table/chair layout of the outdoor dining Area must allow for the passage of customers and wait staff and shall, in any event, meet ADA requirements.

e) Outdoor dining establishments must provide a 5-foot radius clearance from the center of restaurant doorways (exterior) and doorways shall be kept clear at all times and a 5-foot minimum clear pedestrian path in front of restaurant doorways (exterior) shall be maintained at all times.

f) The enclosure system, tables and chairs shall be movable/non-permanent.

g) In all areas where outdoor dining establishments are allowed the width for the pedestrian way adjacent to the Area shall, at a minimum, be 3-feet and, in any event, meet ADA requirements, but will depend on site conditions. The pedestrian way in both instances shall allow for and provide clear unimpeded passage and access along the Area. The pedestrian way shall be located entirely on the public sidewalk and shall meet criteria that ensure pedestrian safety, usability and ADA compliance. In no event shall the Area interfere with accessibility or public safety, including safe lines of sight for drivers.

h) Canopies over the outdoor dining areas shall not be allowed unless they are completely supported by hardware on the building structure, that is,

there shall be no vertical supports in or around the outdoor dining. Table umbrellas are allowed, but must not extend beyond the Area.

i) No object strictly related to advertising shall be allowed in the Area.

j) No improvements or personal property located within the Area shall extend on or over any City property located outside the Area.

(17) Outdoor dining establishments shall agree at all times to comply with all local laws, rules regulations and orders including, but not limited to the following:

a) Health Department to approve outdoor food service operations and cleaning operations, with the Area to be left in a clean and sanitary condition at all times and no outdoor garbage containers will be permitted. The Area shall be left in clean condition at close of business with all garbage removed in its entirety from the Area, and any ground debris swept up, at close of daily business. No food prep, grilling, service windows, service counters, wait stations, or bus buckets shall be allowed in the Area and no condiments, paper products or the like shall be stored on the tables in the Area. Health Department shall review/approve that kitchen facilities are sufficient to support additional seating.

(b) The Director of Buildings, Zoning and Licensing shall review/approve that bathroom facilities are sufficient to support outdoor dining seating.

(c) Only decorative lighting shall be permitted.

(d) A Place of Assembly inspection and updated Place of Assembly permit shall be required from the Fire Department and the Fire Department shall review/approve means of egress as part of the TRG process.

(18) No Area Service Agreement should be approved by the City Manager except in conformance with the foregoing.

(19) The above are policy guidelines that will serve as the basis for Area Service Agreements, which may include other terms and conditions deemed by the City Manager to be in the public interest.

(20) The number and location of outdoor dining establishments on City property shall be at the sole unfettered discretion of the City Manger acting in the public interest and no entitlement is created by this policy for any party to have a outdoor dining at any location.

This Ordinance shall take effect upon the passage by the City Council.

Attorney O'Rourke said the Committee or City Council would need to establish some type of rental fee. The Committee debated how much to charge for a seasonal rental fee.

Councilor Varney **MOVED** to charge a minimum fee of \$25.00 for up to 100 square feet and \$1.00 per square foot thereafter. This would be an annual fee for the season. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Keans questioned if the ordinance would require such rental spaces be cleaned up at the end of each evening. Attorney O'Rourke replied yes, under **Chapter 26.10 17 (a)**.

Councilor Lauterborn **MOVED** to recommend the City Council approve Chapter 26 of the Rochester General Ordinances to the full City Council, as amended, to the January, 2016, Regular City Council meeting. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

7. Polling Locations - Ward 1 - Ward 3 - Ward 4

Kelly Walters, City Clerk, had asked the National Guard Armory if the City of Rochester could use the facility for all City Elections. Helen Champa, Adjutant General's Department, State of New Hampshire, sent an email stating that the National Armory could not be used for such an event because it was too much like any other political events. Councilor Varney requested that the City Manager or Mayor Jean contact the Governor to get a final answer on holding elections at the National Guard.

City Clerk Walters reported that there does not seem to be any other locations in the three wards to use as a polling location. She encouraged any members of the Committee/Council to email with her any polling location suggestions. Councilor Varney requested that the East Rochester School be a potential polling location for Ward One. This will stay in Committee for now.

Councilor Varney stated that if Tara Estates is to be used for any more elections then the "trip" hazard at the entrance to the building must be addressed and lighting would need to be provided. He added that it would be difficult to change polling locations in the middle of three close elections.

8. Permits - Chapter 40.16 Amendments

Attorney O'Rourke stated that the proposed language has been added to Chapter 40.16 (a) 4, in order to be more consistent with what is already happening at the Building, Zoning, and Licensing Service Department.

Councilor Varney **MOVED** to send the Amendment to Chapter 40.16 (a) 4 of the General Ordinance to the full City Council for approval. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Attorney O'Rourke said the following recommendation had been suggested by the Finance Department: (c) The Director of Building, Zoning, and Licensing Services shall issue no building permit, certificate of occupancy, and or/other construction permit for improvement or changes in real property for any real property for which there are delinquent municipal taxes, sewer user charges, assessments, penalties and/or fines.

Council debated the matter. Councilor Varney **MOVED** to send Section (c) as stated above to the full City Council for approval. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

The Amendment(s) are as follows:

**AMENDMENT TO CHAPTER 40 OF THE GENERAL ORDINANCES OF
THE CITY OF ROCHESTER REGARDING PERMITS**

THE CITY OF ROCHESTER ORDAINS:

That subsections 40.16 of Chapter 40 of the General Ordinances of the City of Rochester regarding Permits and currently before the Rochester City Council, be amended as follows:

40.16 Permits.

(a)

(4) Fees for building permits shall be waived for a honorably discharged veteran or an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself a home or appurtenance to a home already owned by him for exclusive occupancy by himself and his immediate family.

(c) The Director of Building, Zoning, and Licensing Services shall issue no building permit, certificate of occupancy, and or/other construction permit for improvement or changes in real property for any real property for which there are delinquent municipal taxes, sewer user charges, assessments, penalties and/or fines.

The effective date of these amendments shall be upon passage.

6. Signage Ordinance Chapter 42

Councilor Walker supplied the Committee with a copy of the existing sign ordinance [political signs.] He believed the lack of political signage was directly attributed to the low voter turnout here in Rochester. He encouraged the Committee to amend the ordinance in order to allow the political signs to be posted in the City's right a way once again.

Councilor Keans attended the NHMA Conference and said one of the seminars she attended focused on posting signs on public property. It seems if you allow any signs on public property than all signs must be accepted. Attorney O'Rourke attended the same seminar and agreed. He said if you do allow any signs on public property than the sign must be accompanied with a name, address, and a permit. This would include a fee and tracking system to find out how long signs have been posted. This would open it up for any kind of signs to be posted. Councilor Gray stated that he has been involved with addressing the matter of posting political signs with the state legislation. The Committee briefly discussed the matter but took no action.

9. Other

Councilor Varney recommended addressing the concerns brought to the Committee by Mr. Beaudoin. Council briefly debated the matter. Attorney O'Rourke agreed to gather more information for the Committee.

10. Adjournment

Councilor Bogan **MOVED** to **ADJOURN** the Codes and Ordinances Committee at 8:58 PM. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters,

City Clerk

26.3 Pawnbroker's License.

(a) - - -

(b) All pawnbrokers shall be subject to the holding period restrictions and requirements set forth in Section 34.7 of the General Ordinance of the City of Rochester.

34.2 Second-Hand Dealer Defined.

A "second-hand dealer", within the provisions of this Ordinance, shall be a person, firm or corporation engaged in the business of selling, exchanging, dealing in or dealing with second-hand articles, including, but not limited to, firearms, opera glasses, telescopes, watches, clocks, diamonds or other precious metals, jewelry, furs, fur coats, or other kinds of wearing apparel, antique furniture, furnishings, glass and dishes, musical instruments, radios, electronics, automobile accessories, office and store fixtures and equipment, gas and water meters, antique and collectibles as those terms are defined in Ordinance 42.2.b.219 (A), and all classes of fixture and their connections. For purposes of this definition, yard sales, flea markets, garage sales, attic sales or similar commercial activity established as business for the sale of other people's property as described in this Ordinance or such a sale that exceeds three days duration or is held more than three times a year shall be considered a second-hand dealer.

34.7 Second-Hand Dealers' Records and Inspection.

(A) Every pawnbroker or secondhand dealer, upon acquisition of any article enumerated in Section 34.2 of the Ordinance, shall prepare transaction records electronically as directed by the Chief of Police or his designee, and submit said form electronically, detailing the proven identity of the seller including his name, date of birth, address, type of identification and identification number if there is one. A digital photograph of said person shall accompany the electronic filing of the transaction. Only government issued forms of identification will be accepted. No transaction shall occur if the identity of the seller cannot be proven. The record of the transaction shall also contain the month, day, and year when the transaction occurred as well as full, accurate, and detailed description of each article purchased brand name and serial number, if any, with the price paid therefor, and cause the record to be signed by the seller in person along with a digital color photograph of the property pursuant to the following requirements:

(1) *Individually identifiable articles.* Articles that are individually identifiable by a serial number or other applied numbers, letters, characters or markings or other unique features that serve to distinguish it from any other similar article and can be used to establish ownership.

a. Each individually identifiable article brought in to a pawnbroker or secondhand dealer for sale, barter, trade, pledge or pawn during a single transaction shall be itemized separately. Articles shall not be grouped together (i.e. five gold monogrammed rings), but must provide a complete and thorough description of each item to include the following:

1. Type of article;
2. Brand name/make/manufacturer (if applicable);
3. Model number (if applicable);
4. Serial number (if applicable);
5. Color/finish; and
6. Any other identifying marks, writing, engraving, etc.

b. A digital photograph(s) shall be taken of each individually identifiable article, sufficiently detailed to allow reasonable identification of the

article. The digital photograph(s) shall capture any identifying numbers, marks, writing, engraving, etc., or any other distinguishing characteristics.

(2) *Non-individually identifiable articles.* Articles that cannot be distinguished from any other similar article may be described in groups of similar types of articles, but only within the same transaction.

a. Non-individually identifiable articles brought into a pawnbroker or secondhand dealer for sale, barter, trade, pledge or pawn during a single transaction may be grouped and shall include reasonable descriptions of the number and types of items within each group to enable the Police Department to determine if they may have been stolen during a particular crime. (For example, the licensee receives a video game controller, five video game discs, and numerous items of jewelry. The licensee would have to individually itemize and photograph the video game controller as outlined in (A)(1) above, as it would have a serial number. The remaining items shall not be listed as "miscellaneous video games and jewelry." Instead, the licensee shall describe them as follows: "five video game discs to include the following titles..." and "miscellaneous jewelry to include two yellow gold necklaces, one silver necklace, two pairs of silver earrings, one women's yellow gold ring, one women's white gold diamond ring and two silver bracelets.")

b. A colored digital photograph(s) shall be taken of each group of similar types of articles within the same transaction. The articles may be photographed together as a group but each individual article shall be visible in the photograph. (For example, given the circumstances outlined in (A)(2)(a) above, the five video game discs would be photographed together as a group, side-by-side, and the jewelry items would be photographed together as a group with each item laid out so to be individually viewable.)

(B)) When filed electronically, a copy of the record shall be forwarded to the Police Department or authorized data storage site as soon as possible, but no later than 24 hours after completion of the transaction. The dealer shall retain a copy of the record at his local place of business for one year from the date of transaction which, along with any article therein listed, may be inspected by any duly authorized police officer. No article so purchased shall be sold, changed, altered in its appearance or otherwise within 7 days after the purchase thereof, except with written consent of the Chief of Police or his designee. All items purchased or pawned shall remain on the premises during the waiting period with the exception of pawned items being redeemed by the owner. The record shall be available at the local place of business for inspection by any duly authorized police officer for one year from the date of transaction.

34.8 Junk Dealers' Records and Inspection.

(A) Every junk dealer, upon the acquisition of any item enumerated in Section 34.1 of the Ordinance, shall prepare transaction records electronically as directed by the Chief of Police or his designee. When filed electronically, a copy of the record shall be forwarded to the Police Department or authorized data storage site as soon as possible, but no later than 24 hours after completion of the transaction. The electronic record shall detail the proven identity of the seller including his name, date of birth, address, type of identification, and identification number if there is one. Only government issued forms of identification will be accepted. If the identity of the seller cannot be proven, no transaction may occur. Furthermore, a digital photograph of said person shall accompany the electronic filing of the transaction. The owner, corporation, or company shall maintain at his local place of business, a record of the transaction detailing the proven identity of the seller. The record shall include a full, accurate, and detailed description of the item, including brand name and serial number, if any, along with a color digital photograph of item(s) pursuant to the following photographing requirements:

(1) Articles that cannot be distinguished from any other similar articles may be described in groups of similar types of articles, but only within the same transaction by the same customer. Licensees/owners/employees shall provide reasonable descriptions of the number, weight and/or types of items within each group to enable the Police Department to determine if they may have been stolen during a particular crime.

(2) A colored digital photograph(s) shall be taken of each group of articles, provided however, that similar types of articles contained within some type of container does not have to be photographed individually. A color digital photograph of the container and a reasonable representation of its contents will be sufficient.

All electronic records submitted by junk dealers and/or scrap yards shall also include a complete and accurate description of any vehicle used by the seller, to include year, make, model, color, registration number and state, to be included with the electronic filing of the transaction. The record shall also include the day, month, and year when the transaction occurred. The record shall be available at the local place of business for inspection by any authorized police officer for one year from the date of transaction. No article so purchased shall be sold, changed, altered in its appearance or otherwise within 7 days after the purchase thereof, except with written consent of the Chief of Police or his designee.

34.9 Exclusions

(1) Any person, firm, partnership or corporation whose exclusive business is the retail buying, selling, buy-back, exchanging, dealing in or dealing with furs, fur coats, books, magazines, used furniture, used clothing, or used motor vehicles/motorcycles by legally recognized vehicle dealerships, shall be exempt from the requirements of Sections 34.7 and 34.8.

(2) Coins or stamps sold/purchased in bulk (meaning the purchase at one time, at a reduced price, of a large quantity of a coins or stamps) may be resold to individuals or wholesalers (meaning a person or company that sells things to businesses and not to individuals) without record, provided that the sale/purchase occurs after the 7-day hold period and the photographing requirements of Sections 34.7 and 34.8 have been met.

(3) Sales by persons not required to be licensed as secondhand dealers from private residences are exempt from the provisions of Chapter 34.

(4) An organization that purchases secondhand goods, whether directly or indirectly, from a not-for-profit organization and does not purchase any secondhand goods from the general public is exempt from the provision of Chapter 34.

(5) Sellers/buyers of used video games over two years old, used video gaming consoles (including hand-held \devices) over 10 years old, collectable cards, games or toys.

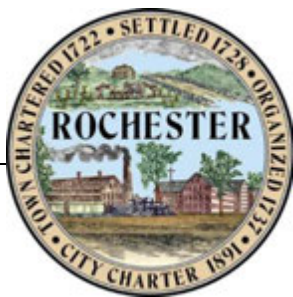
34.12 Fees.

Every pawnbroker or secondhand dealer that purchases an item in which a transaction record must be prepared pursuant to Section 34.7 of the Ordinance shall pay to the City of Rochester a single annual licensing fee of \$50.00, regardless of whether they conduct business both as a pawnbroker and secondhand dealer.

The Effective Date of these changes shall be April 1, 2016.

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Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson

Elaine Lauterborn, Vice Chairperson

Sandra Keans

Jake Collins

Donna Bogan

Meeting Date:	December 10, 2015	
Members Present:	Councilor Bogan Councilor Collins Councilor Gray Councilor Keans Councilor Lauterborn	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Todd Marsh, Welfare Director	

Councilor Gray called the meeting to order at 6:00 p.m. Motion was made by Councilor Collins and seconded by Councilor Bogan to approve the October 22, 2015 minutes. The minutes were approved unanimously.

Public Input	There was no public input.
Courage Wall Presentation	<p>Mr. Long explained that Ms. Meserve, the Rochester citizen who proposed the Courage Wall project, was unable to attend the meeting due to illness. Mr. Long stated that he had assisted Ms. Meserve in revising the original proposal for approval by Buildings and Grounds. The new location within the Community Center will be outside the Recreation Department's current offices, after the Recreation Department has moved into its new offices.</p> <p>Councilor Lauterborn stated that the Courage Wall proposal also went to the Arts and Culture Commission. The Arts and Culture Commission suggested a downtown location instead of the Community Center. Councilor Bogan expressed concerns with potential vandalism of the Courage Wall if downtown, and Councilor Keans expressed concerns with staff time required to monitor the Courage Wall for vandalism.</p> <p>The general consensus of the Committee was to maintain its earlier decision from the October 22nd meeting. The Courage Wall is approved to be installed at the Community Center for a period of 90 days, after which the Committee will review.</p>
Presentation by Welfare Director	Mr. Marsh gave a presentation on the process by which the Welfare Office obtains temporary housing for residents in need. Preference is to keep residents in their current housing situations if possible. The Welfare Office also provides case management and tailored intake assessments to streamline the provision of services to residents. Councilor Keans asked about affordable housing availability in the Rochester region and impact on the Welfare Office, and Mr. Marsh replied that a lack of affordable

	<p>housing options results in increased intake at the Welfare Office.</p> <p>The Committee requested that the Community Development Coordinator and Welfare Director continue to communicate with one another regarding the needs of Rochester residents.</p>
79e Application	Mr. Long explained that a full, complete application has yet to be received by the Economic Development Office. The 79e application review will be added to the January 2016 Community Development Committee agenda if a full, complete application has been received by that time.
CDBG Projects Program Report	<p>Mr. Long gave a brief program update on continuing projects, including the Library HVAC project and the bicycle racks project. Mr. Long also provided an update on reports submitted to the U.S. Department of Housing and Urban Development, including Form 2516, which request information about minority-owned and women-owned businesses who are subcontracted for CDBG projects. Councilor Keans asked whether any business owned by a woman qualifies as a woman-owned business, and Mr. Long stated that he believed it does for Form 2516 purposes.</p> <p>Mr. Long stated that the process of gathering public input on the FY 2016-2017 CDBG Annual Action Plan and Analysis of Fair Housing is continuing. Public hearings for both the Annual Action Plan and Analysis of Fair Housing will be held on December 15th. Councilor Bogan asked whether the baseball field at Chamberlain Street School is eligible for CDBG funding. Mr. Long stated that he would check into potential eligibility.</p> <p>Mr. Long informed the Committee that the JOB Loans Committee had approved a JOB Loan and that paperwork is in process to finalize the loan. Councilor Gray asked if the Economic Development Office has approached the Start-Up competition second-place runner-up regarding the possibility of applying for a JOB Loan. Mr. Long stated that he would check with the Economic Development Office.</p>
Other Business	Mr. Long gave brief updates on non-CDBG grant applications for which he had provided assistance. These included a grant application to New Hampshire Homeland Security, which has been awarded, and a grant application on behalf of the Rochester Farmers Market, which is still pending. Councilor Collins expressed support for the application and receipt of a grant from New Hampshire Homeland Security for security upgrades at the City's wastewater treatment plant.

Motion to adjourn was made by Councilor Gray and seconded by Councilor Collins. The vote to adjourn was unanimous. The meeting was adjourned at 6:55 p.m.

Next Meeting – January 28, 2016 at 6:00 p.m. in the Conference Room at City Hall (tentative)

Topics –Continuing CDBG Projects, Future CDBG Projects, FY 2016-2017 Annual Action Plan, Analysis of Fair Housing

CITY OF ROCHESTER

FINANCE COMMITTEE MEETING

City Council Chambers

December 15, 2015

Committee Members Present: Mayor Jean, Councilor Varney, Councilor Walker, Councilor Keans, Councilor Larochelle, Councilor Lauterborn, Councilor Torr

Other Councilors Present: Councilor Bogan, Councilor Collins, Councilor Hamann, Councilor Gray, Councilor Gates, Councilor Lachapelle

Others Present: City Manager Fitzpatrick, Deputy City Manager Cox, City Attorney O'Rourke

MINUTES

1. CALL TO ORDER

Mayor Jean called the meeting to order at 6:50 PM.

2. School Department Capital Reserve Fund

Resolution Pursuant to RSA 34:1 Establishing a School Building Capital Reserve Fund

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of rehabilitating, enlarging, replacing, and/or constructing new school facilities and/or the purchase of land for the enlargement of existing school facilities and/or siting of new school facilities. The name of such fund shall be the School Building Fund.

The City Council, at its sole discretion, may appropriate monies to said School Building Fund through the annual budgeting process. The City Council may also by favorable vote of $\frac{3}{4}$ of its members, transfer to such fund after a public hearing with notice as provided in RSA 34:2, not more than $\frac{1}{2}$ of its unencumbered surplus funds remaining on hand at the end of the fiscal year, within limits as provided in RSA 34:4. No transfer from the City's unencumbered surplus funds to the School Building Fund shall be considered until after the annual audit presentation by the independent auditor and confirmation of the stated surplus. The City Council may also accept and appropriate gifts, legacies and trusts to the School Building Fund by majority vote.

Expenditure of funds from the School Building Fund is at the sole discretion of the City Council.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the School Building Fund. The Trustees of the Trust Fund will hold the monies appropriated to the School Building Fund in a separate account. Appropriations made to the School Building Fund will be paid over to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the School Building Fund at its sole discretion. Upon dissolution of any portion of said fund appropriated from the General Fund said funds will lapse to surplus (Unassigned General Fund fund balance) and cannot be repurposed directly to a different capital fund or project. Any funds contained in the School Building Fund accepted and appropriated from gifts, legacies or trusts may be redirected at the discretion of the City Council.

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.

Mayor Jean said that Councilor Varney had a consultation with Deputy City Manager Cox and City Attorney Cox regarding amendments made to the original resolution considered by the Finance Committee that have been incorporated in the the Resolution before the Committee this evening.

Specifically, Councilor Varney replaced paragraph 2 in its entirety and changed one word in the last paragraph from "undesignated" to "unassigned", as shown in the resolution above.

Mayor Jean said that this resolution will be on the City Council Agenda for voting.

Councilor Varney **MOVED** to recommend to the full council passage of the Resolution as amended. Councilor Keans seconded the motion. The **MOTION CARRIED** by majority voice vote.

3. Councilor Keans **MOVED** to adjourn the meeting at 6:56 PM. Councilor Varney seconded the motion. The **MOTION CARRIED** by majority voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC
Deputy City Clerk

Public Safety Committee
Council Chambers
December 16, 2015
7:00 PM

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Peter Lachapelle

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Deputy Chief Scott Dumas, P.D
Councilor James Gray
Sherry Nealy, Knight Street
Monica St Jean

Minutes

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

1. Public Input

The people present at the meeting were there for items already on the agenda.

2. Gonic Traffic Concerns-Packet of Information Received/Wildcat Transit-Gonic on Street Parking Issue

Residents were present at the meeting for some of the items on the agenda so the committee changed the agenda to do those items first. Councilor Walker summarized the issue. Jim Lark of 67 Main Street was present to go over the traffic concerns; he put together a packet of concerns and possible solutions to the Wildcat Transit bus stop in Gonic. Mr. Lark stated that most of the Wildcat transit commuters drive private vehicles to the general area of the bus stops. The commuters generally park their vehicles on either side of Main Street from 51 to 71 Main Street. To reach the inbound bus stop in the morning the commuters have to cross Colby Street or Main Street without a crosswalk and there are no sidewalks so they have to walk along the side of the road or in the street to get to the stop. They stand off the edge of the paved road while waiting for the bus. In the evening the commuters leave the bus at the outbound stop. Those who park north of the stop and on the west side of Main Street cross either Colby Street or Main Street without a crosswalk to reach their vehicles. From 1 Colby Street to 68 Main

Street there is no sidewalk and they also have to walk in the street or along the edge of the road. The commuters usually wear dark clothing and it's hard to see them in the dark. Some of them have been carrying flashlights to be seen and to see where they are walking. Mr. Lark had a few suggestions that may help with the safety concerns in this area.

- Arrange for parking in the St. Leo's Church/KinderCare parking lot for the Wildcat Transit
- Arrange for parking in the lots at the Gonic Mill,
- Discontinue the bus stop at the Main Street/Colby Street intersection and have them go to the Park-and-Ride facility at Washington Street and Fillmore Boulevard.
- Move the Gonic bus stops to one of two cul-de-sacs in Gonic. There is one on Main Street across from Station 2 and one on Church Street between the Church Street/Route 125 connector and the Rochester Country Club.

Councilor Walker asked Mr. Bezanson if the Wildcat Transit was going to end soon. Mr. Bezanson said that it was mentioned at the last meeting that the funding is currently limited to this academic year. Councilor Walker said he likes the idea of the parking at the Gonic Mill and was wondering who would initiate contact with them. Mr. Bezanson suggested that someone from UNH Wildcat Transit should. Councilor Collins asked how many vehicles are parked for the transit. Mr. Lark said 5 to 6 cars. Councilor Gray asked who owns the Mill parking lot. Councilor Walker said they would have to contact the Gonic Mill to get permission. Councilor Gray said Studio 109 has parking at the Gonic Mill as well. Councilor Walker said that they could go to the Park-and-Ride Facility at Washington Street and Fillmore Boulevard. ***Councilor Haman made a motion to contact UNH regarding elimination of the Gonic bus stop and have patrons use one of the other bus stops in the City for safety concerns. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

3. Columbus Ave/Knight St. Cumberland Farms-Intersection Safety Concerns

Councilor Walker summarized the issue. Sherry Nealy lives on Knight Street and expressed concerns regarding the safety of the Knight Street/Columbus Avenue intersection. Because there is no "stop" sign for traffic exiting Cumberland Farms, her child's school bus was nearly hit by a vehicle pulling out onto Columbus Avenue without looking for oncoming traffic from Knight Street. She said there are small box trucks that park at the corner of Knight Street by Cumberland Farms that block the line-of-sight for vehicles attempting to pull out and it's dangerous. Ms. Nealy is concerned for the safety of her children when they get on the bus in the morning.

Councilor Hamann made a motion to make Knight Street a one-way street from Columbus Avenue to Upham Street. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.

4. Gonic-Main Street/Church Street/Posts Office-line of Site Concerns

Councilor Walker summarized the issue. Mr. Robert McKellar, a Gonic resident, had called City staff to express his concern regarding the line-of-sight issues when exiting the Gonic Post Office on Main Street. Councilor Walker stated that the on-street parking can be problematic. ***Councilor Gates made a motion to stripe for no parking 1 car length on either side of the Gonic Post Office driveway on Main Street for sight line reasons. The motion was seconded by Councilor Collins. Unanimous voice vote carried the motion.***

5. Speed Limit Sign-Whitehouse Road

Councilor Walker summarized the issue. Anthony Lazarro of Whitehouse Road had stopped into DPW to request an additional 30 mph speed limit sign be added to Whitehouse Road in the eastbound direction. Deputy Chief Dumas said there are currently two 30 mph speed limit signs, one in each direction. Additionally, there are two 30 mph speed limit signs, one in each direction, just over the Somersworth city line. ***Councilor Gates made a motion to deny the additional 30 mph speed limit sign. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

6. Route 125/Church Street Area

Councilor Walker summarized the issue. Monica St. Jean was present to hear the update of how many accidents have occurred on Route 125 and Church Street. Deputy Chief Dumas said that in the last year there was 1 accident on Church street and 2 on Route 125. It was agreed that there is not much that can be done at this time.

7. Flat Rock Bridge Road-signalization

Councilor Walker summarized the issue. Tina-Marie Nadeau of Flat Rock Bridge Road had written a letter to express her concerns regarding the safety of the Milton Road/Flat Rock Bridge Road intersection. She requested a traffic light at this intersection. Councilor Walker stated that the planned work to “tee up” the intersection should improve the situation. Mr. Bezanson stated that a recently completed corridor study of

this area recommended a traffic signal at this intersection once it is warranted. At this time the intersection does not warrant a signal.

8. Betts/Cross Road Intersection Concerns

Councilor Walker summarized the issue. Mr. Bill Mackie had submitted a letter expressing concerns regarding line-of-sight at the Betts Road/Cross Road intersection. Mr. Bezanson said that DPW had recently cleared the area of brush. He said the line-of-sight is also affected by an earthen berm, which has a large tree and a rock wall on it. Councilor Walker asked how much of the berm is in the City's right-of-way. Mr. Bezanson stated that he would look into the situation and report back to the Committee.

9. Linden Street - handicap space/sign

Councilor Walker summarized the issue. Mr. Richard Shabbat of 24D Linden Street is confined to a wheelchair and has requested a handicap parking spot in front of his apartment building. Mr. Bezanson said there are no formal on street parking spaces and no formal sidewalk in the area. It was agreed that this is a private property parking issue. Councilor Gates requested that a letter be sent to the person who made the request to talk to their landlord about providing a handicap parking spot.

10. Central Square-Handicap Accessibility

Councilor Walker summarized the issue. At the last meeting Mr. Michael Provost, Executive Director of Rochester Main Street, had requested improvements to the Central Square area that would increase handicap accessibility. Mr. Bezanson updated the Committee that he had been exploring the availability of Community Development Block Grant Funds for this project.

11. Street Lights - Davis Blvd.

Councilor Walker summarized the issue. He had checked out the street light situation on Davis Boulevard. He said that it does warrant street lights. Mr. Bezanson said that currently there is no street light at one of the two intersections with Jay Way. ***Councilor Hamann made a motion to add at least two street lights on Davis Boulevard, one on pole 216A/2Y and one on pole 216A/5; a third street light may be needed if one of these two poles is not located at the intersection of Jay Way. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

12. Leonard Street/Harrison Street - Stop Sign and Slow Children Sign request

Councilor Walker summarized the issue. Deputy Chief Dumas stated that there is no "stop" sign required at this intersection; a 90-degree corner in a neighborhood, such as this, is an implied stop. ***Councilor Hamann made a motion to deny the "stop" sign request. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

13. Other

Jake Collins wanted the Committee to know that it had been a useful, productive, and responsive committee and to keep it going.

Brock Street and Washington Street

Councilor Hamann said a resident has asked for the stop line to be moved back 10 feet for the vehicles that are turning left off of Brock Street, so that vehicles turning onto Brock Street have plenty of room to make the turn. Councilor Walker said that might be a problem because the sensor is placed near the lines. Mr. Bezanson said that the sensor does line up with the painted lines.

Councilor Gates made a comment on what Mr. Lark had said about the dark clothing that the people were wearing. He wanted to know what responsibility people have for their own safety.

Roulx Street/Rochester Avenue - Stop Sign

Councilor Gray said the "stop" sign at Roulx Street is missing again. Mr. Bezanson will have it replaced.

Councilor Walker said Patricia Leclair stated that cars speed down Washington Street making it difficult for vehicles leaving the Park-and-Ride from Fillmore Boulevard around 4:30 PM. She also sent this in an e-mail to NHDOT as well. Councilor Gates confirmed that there is an advance warning sign for the speed limit reduction on Washington Street.

Cumberland Farms on Milton Road

Semi trucks are creating a sight distance issue at the entrance to the new Cumberland Farms on Milton Road by parking in front just like they were at Dunkin Donuts.

Councilor Hamann made a motion to place a "no parking or standing" sign between the Milton Road entrances of Cumberland Farms. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.

Autumn Street update

Deputy Chief Dumas said that the speed trailer recorded 92,000 cars with an average speed of 30 mph; there is no chronic issue on Autumn Street.

Harding Street

Deputy Chief Dumas said there was some lost data due to complications with the speed trailer. 87% were going 32 mph.

Twombly Street

Deputy Chief Dumas said that the speed trailer recorded an average speed of 35 mph on Twombly Street; the maximum recorded speed was 63 mph. ***Councilor Hamann made a motion to install two 30 mph speed limit signs; one in each direction on Twombly Street. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

201 Chestnut Hill Road - Blind Driveway Sign

Mr. Bezanson said the blind driveway sign for 201 Chestnut Hill Road has been ordered.

Highland/Grove Street

Mr. Bezanson said that due to the State's jurisdiction a letter has been sent to NHDOT regarding the "No Parking Here to Corner" sign request on Highland Street at Grove Street.

Route 202/Salmon Falls Road

Mr. Bezanson said that the brush has been cut back on the curve between Route 202 and Salmon Falls Road.

Whitehall Road

Councilor Collins said the area of the crosswalk on Whitehall Road by the Frisbie Hospital parking lot is better now that there is a green sign there. Mr. Bezanson said that the temporary pedestrian sign that was previously located in the crosswalk in the middle of the street was placed there by Frisbie, and it is up to them whether they use one again in the future.

Ten Rod Road/North Main Street

Mr. Bezanson said the Ten Rod Road/North Main Street signal is on the schedule for the timing change.

Franklin/Anderson Street - street light and crosswalk

Mr. Bezanson said the street light installation has been requested and the crosswalk has been painted.

Councilor Gates thanked Councilor Walker for chairing the Public Safety Committee.

Councilor Gates made a motion to adjourn the meeting at 8:18 PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II

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Public Works and Buildings Committee

December 17, 2015

Council Chambers

7PM

MEMBERS PRESENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor David Walker

Councilor Donald Hamann

OTHERS PRESENT

Councilor James Gray

John B. Storer, Director of City Services

Kenneth Weston, Architect Oak Point Associates

Peter Bruckner, Historic District Commission

MINUTES

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

1. Approve minutes from November 19, 2015 meeting -

The Chairman requested a recommendation on last month's minutes.

Councilor Walker made a motion to accept minutes as presented for the November 19, 2015 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input

None.

3. City Hall Annex

Mr. Storer stated that Oak Point and City Staff have agreed on a basic floor plan and stated that the design is at 30%. He also stated that if there are no other suggestions or objections to the floor plan they can continue with the design. Mr. Storer distributed a floor plan and introduced Kenneth Weston from Oak Point Architects. Mr. Weston described the first floor as an open racetrack type design. He stated the Building, Zoning and Licensing (BZL) Department and the Planning Department will be located on this floor and the Economic Development Department (ED) will be on the second floor along with the conference room / meeting room space. He stated that the original design had large meeting spaces on each floor, but staff preferred to have the BZL inspectors on the 1st floor with the rest of their department instead of on the 2nd floor with ED. It was discussed at the staff level and Department Head level and this plan seems to work best for all. The meeting space can be split by dividers should dual meetings or conferences be necessary, or it can set up for use as one big lecture hall, or as a committee meeting room with tables that face public seating. Councilor Varney asked about the glass

partition walls into the hallway. Mr. Weston explained that those would be on the office side of hallways only and that they would be set into actual walls. They are not just partitions. There was discussion regarding individual copiers or a copy room for all to use. Mr. Weston stated that all offices will be set up with the technology necessary to accommodate individual printers, computers and phones. Councilor Walker stated that there should be a large plan size plotter/copier/ scanner for this building. Mr. Weston thought that was a good plan and stated that the budget would likely support the purchase. He further stated that these are internal City decisions that will need to be made as the project progresses. Security options for access to public spaces and private offices were discussed. Code access and possible slide gates to restrict access after hours to office spaces during any public meetings was discussed, and the ability to provide televised meetings and wireless access to the public and consultants. Mr. Weston stated that all the ideas are good ones and that they will be looking closer at security needs now that the conference / meeting room may be used for after business hours for public meetings. All Councilors liked the basic plan as presented. Mr. Weston stated that now was the time for any real design problems and that if the Council was all set, then Oak Point would proceed with design and be back with 60% plans. Mr. Storer stated that the current schedule had the 60% plans coming back in late January, 90% in March and bidding in April.

4. City Street Lights

Mr. Storer stated that the City staff has begun tracking the light outages reported to Eversource. He stated that while the staff was out doing fall hydrant flushing at night they had kept a list of more than sixty lights that needed to be reported. He said he would update the Committee on the status and the length of time it takes for repairs.

5. Groundwater Development

Mr. Storer stated that the City continues to look into ground water sources for wells and that the current Well #1 is being used as much as the restrictions allow. He stated that Well #2 which is located in the same area off from Farmington Road at the City Concrete site is still an option for the next well, but it will be limited to the same restrictions as the first well and would leave them both off line at the same time. Mr. Storer stated that the most desirable well site is located off from the Salmon Falls Road and is owned by the Fowler Family. He stated that he has heard that they are not interested in selling the property and wondered if the Councilors could confirm that. The Committee was in agreement that the family in question had not been receptive to previous inquiries and advised Mr. Storer that land acquisitions were usually discussed at Non-Public sessions. Mr. Storer stated he would try to gather additional information on the groundwater project, and he would continue with the efforts to raise the Round Pond storage capacity so that if future well development was not an option there could be additional surface water stored and available.

6. BackFlow Device Program Updates

Mr. Storer stated that Karen Bonneau in the Utility Billing office has gone above and beyond to keep our business owners in compliance. He stated that some of the business owners did not make it easy, but he was happy to report that none of the operating businesses were turned off and all are either in compliance or have scheduled appointments to be in compliance by the end of December.

7. Homeland Security Grants WWTP and WTP

Mr. Storer stated that last month the City Council approved to have staff apply for the available Homeland Security Grants and we have since been awarded \$25,000 to proceed with Camera Security Systems at the WWTP. He also stated that the Water Treatment Plant has applied for the same grant to install fencing. That award is still pending.

8. City Hall Mailboxes

Mr. Storer stated that staff found some options for code access to the City Manager's office and Council's mail location. Mr. Storer stated that he was ready to proceed with purchase and install. Councilor Keans stated that if any antique fixtures were removed that they should be stored for later access if requested.

9. Electronic Message Boards

Mr. Storer stated that he had looked at several locations outside the Historic District for the message boards as directed at the previous Public Works Committee meeting. He supplied 4 pictures demonstrating where and the design (**see attachment**) at the following locations;

- The intersection of Columbus Ave. and Wakefield Street (Near Gafney Home)
- The straight away on Columbus Ave. between Lowell and Upham Streets
- Wakefield Street – near roadway at the Community Center
- The intersection of Columbus Ave. and Lowell Street (near Village Pizza)

Mr. Storer also discussed a fifth option in area adjacent to Columbus Avenue behind City Hall. Councilor Keans was opposed to any locations in the Historic District and suggested the Rt.11 corridor into the City. Councilor Varney was opposed to the area across from the Gafney Home and any of the other adopt-a-spots. Councilor Walker suggested any distraction at the already dangerous pedestrian crossing located near the Gafney Home would not be good. Chairman Torr liked the area near the Community Center. Mr. Fitzpatrick stated that he is very much in favor of this type of sign. He stated he liked the area behind City Hall. Mr. Storer stated he would bring back a rendering of a sign in that area and that they could discuss again if a second sign is available with current funding.

10. Trapping on City Property

Mr. Storer stated he wanted to inform the Committee that there was a complaint about trapping on the City Wastewater Lagoon property. He stated that the complaint was about the possibility of injuring dogs or other animals. Mr. Storer stated that two permits had been issued this year and that historically a couple of permits are issued each year.

After a brief discussion Chairman Torr made the following motion.

Chairman Torr made a motion to recommend that the full City Council ban trapping on all City owned properties. The motion was seconded by Councilor Walker. The motion passed unanimously.

11. Granite State Business Park Sewer Pump Station

Mr. Storer stated that a sewer pump station was put in to pump from the Safron site up to the sewer main line. He stated all of the original design plans called for gravity sewer from this site but that sometime during construction the location of the sewer line exiting the building had changed, and a sewer pump station became necessary. He stated that he has to date been unsuccessful in locating any approval of this design change and he asked if any of the Councilors remember discussion of this nature. Councilors Keans, Walker, Torr and Varney did not remember any particular references to the sewer pump station. Councilor Keans asked if he had researched Public Works Committee meeting Minutes. Mr. Storer stated that he had and that he would continue to check into it. Mr. Storer further stated that due to this construction change the adjacent property will not have access to a gravity run sewer main and the current pump station is undersized and would not support additional tie ins to the sewer line

12. Rt 125 Pedestrian Bridge Project

Mr. Storer stated that the bridge installation date has been pushed back to January 16th. He stated it is later than he had hoped but fortunately the weather has held out so this has not been a plowing issue yet. He stated that the actual bridge is being galvanized now and they hope to stay on track with the January date.

13. Project Priorities

Mr. Storer stated that he has been working on the project priorities list with the finance office for the last few weeks. He stated he would like to have Councilor Varney take a look at it to see if they were on the same page with information to be conveyed. He also stated that the Wastewater Treatment Plants pending permit will weigh heavily on the sewer system projects to be planned.

14. DPW Vehicles

Mr. Storer stated there are remaining funds available in the vehicle and equipment purchase lines. He stated these funds are available due to carry over from previous years and this year's planned purchases coming in under budget. He stated that during the budgeting process a pavement roller and trailer were cut. He also stated that there is a one ton body that the staff would like to replace with a stainless steel body and they would also like to purchase an additional poly sander for one of the vehicles in the fleet. Mr. Storer stated that the current funding would support the purchases in the respective budgets for these vehicles and equipment and he shared a spreadsheet detailing the existing account balances along with the estimated cost for the purchase to be made. Mr. Storer stated that he had viewed all of the existing equipment to be replaced and he is in agreement with the staff that these purchases are necessary. There was a brief discussion

and the following motion was made.

Councilor Walker made a motion to recommend that the full City Council approve the described purchases do be purchased with existing funds. The motion was seconded by Councilor Hamann. The motion passed unanimously.

15. Other

Economic Development Administration (EDA) Sewer Extension Project – Chairman Torr asked the status of the project. Mr. Storer stated that all permits and easements are now in place and the plan has been sent to the EDA for Approval. Mr. Storer stated that staff would like to get this out to bid early spring.

Milton Road / Flat Rock Ridge Road Intersection Improvement – Chairman Torr asked about the status of the intersection improvements. Mr. Storer stated that the project is in engineering and should be out to bid in the spring.

Columbus Ave Parking Lot - Councilor Varney asked about the status of the joint funded parking lot project. Mr. Storer stated that City Staff would be reaching out to the business owner for design comments and funding planning.

Community Center Locker Room Project - Mr. Storer stated that this project is just about completed. There is just some minor work left and it looks good.

Ten Rod Road Industrial Park Sign – Councilor Varney asked if this sign was lit up and if the City is paying the light bill. Mr. Storer stated that he would look into the status of lighting the sign.

Arena Roofing Project – Councilor Varney asked if Mr. Storer had been assisting Mr. Bowlen with this project. Mr. Storer stated that he had met with Mr. Bowlen on site and that they had conferred with a local steel contractor, Bud Meader, and a structural engineer. He stated that they were awaiting Mr. Meader's recommendations.

Wallace Street Property – Councilor Varney asked if there was any further information on the Wallace Street property. Mr. Storer stated that Hoyle Tanner & Associates was working with the Nobis staff to complete sampling and that he would keep the committee informed with results. Councilor Gray stated that the Community Development Committee had discussed the idea of Skate Park in this area. Councilor Walker stated that he did not want to see a skate park at this location.

Whitehall Road / Granite State Business Park Water Line Loop - Councilor Varney asked if this project was a necessity or a preference for the business park. Mr. Fitzpatrick explained some of the history with the existing water line and the problems that occurred when the Rochester Hill Water Tank was off line. He stated that he would defer to Mr. Storer, but in his experience it is always preferable to have a water loop vs. a dead end. Mr. Storer stated that his preference is to have the line looped. He stated it would depend on what type of industry comes in as to whether it is necessary. He stated the flows are currently sufficient for the industry on that line.

Rt. 11 / Little Falls Bridge Road Mast Arms and Traffic Light Equipment - Chairman Torr asked if the equipment was being upgraded or replaced. He stated if that

equipment was replaced the City should be getting the equipment back as we had been forced to upgrade that intersection several years ago and we had paid for the cost. Mr. Storer stated he would check into the issue.

Hillsdale Drive – Councilor Walker stated he received a call regarding barricades placed at the end of this road in the area that was going to be designated as parking. He asked Mr. Storer to check into why the barricades were blocking the parking area. Mr. Storer stated he would look into it.

Christmas Tree Bulb Donation – Mr. Storer stated that last year a resident donated hard plastic decorations to the City. He stated that they are hung up around City Hall if the Councilor's were not familiar with the style. Mr. Storer stated that he was not here at the time but has heard it was controversial and had made newspaper headlines when they were not used on the downtown tree. Mr. Storer explained the tradition around the tree decorations and he explained the staff's desire to continue with local school children providing and installing their handmade style decorations for the tree. Mr. Fitzpatrick stated that they did not need to be exclusive, both could be used at the same time, and that donor just wanted to see them used. Mr. Storer stated that staff has decorated City Hall with them so they are being used. He asked for the Committee's opinion as to the need to use them on the tree. Councilor Keans stated that using them on the tree would likely brighten it up a bit. She stated that the lights were not large enough and that the balls might help. Councilor Varney stated that the tree looked nice as it is.

Councilor Walker made a motion for adjournment at 8:32 PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Office Manager.

OPTION 1






ELECTRONIC MESSAGE CENTER	
<input type="checkbox"/> Red	<input type="checkbox"/> Amber <input checked="" type="checkbox"/> RGB
Cabinet Size: 4'- 1 3/16" x 7'- 9 5/16"	
Viewing Area: 3'- 8 1/8" x 7'- 4 3/16"	
Matrix: 112 x 224	Pixel Size: 10 MM
T & T	Weather Station
Comm: Fiber DC (RF) PM Cell	
Master/Master	Master/Slave Computer Provided: Y N
ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.	

CUSTOMER SUPPLIED SUITABLE .EPS VECTOR ARTWORK REQUIRED

JOB#:	MONUMENT SIGN		GENERAL NOTES	REVISIONS		Job Name: MAIN ST. WELCOME SIGN		<div>BARLO SIGNS</div> <div>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674</div>	
SCOPE OF WORK		Cabinet: ALUM. CABINET TO HOUSE (2) EMC's Cabinet Depth: 18" Face/Background: 10mm. EMC Cap: .125" ALUM. CAP PAINTED BLACK Copy: <input type="checkbox"/> Vinyl <input type="checkbox"/> Digital <input type="checkbox"/> Painted <input checked="" type="checkbox"/> FCO <input type="checkbox"/> Push Through <input type="checkbox"/> WHITE Material: .5" ACRYLIC Spacers: TBD Seal: CAST PLAQUE MOUNTED W/ STUDS Post/Base: BRICK MASONRY ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.	<div>SITE SURVEY REQUIRED</div> <div>ALL LANDSCAPING TO BE DONE BY OTHERS</div> <div>109</div>	Date	Comment	Location:			
ITEM A - MANUFACTURE & INSTALL D/F MONUMENT SIGN W/ MASONRY BASE & 10mm. EMC				11-04-15	CHANGE SEAL/FCO LOC. ADD EMC DETAIL BOX ADD ARTWORK REQ. NOTE	Design Specifications Accepted By:			Drawn By: JOE N.
						Client:			Sales Rep: MALT
						Landlord:			PM:
									Date: 12/01/15
Sign Area: 38.55 SQ. FT.				12-01-15	SHOW SIGN AT 4 LOCATIONS	<div>PROJECT APPROVAL</div> <div>Design: Date:</div> <div>Engineering: Date:</div> <div>Estimating: Date:</div> <div>Sales: Date:</div> <div>Production: Date:</div> <div>Installation Date:</div> <div>© COPYRIGHT 2015 THE BARLO GROUP THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY FASHION.</div> <div><div>UL</div>Underwriters Laboratories Inc.®</div> <div><div>ULSSC</div>UNITED STATES SIGN COUNCIL</div> <div><div>MEMBER</div><div>USA</div></div> <div><div>MEMBER</div><div>NSA</div></div> <div>File Name: Main Street Welcome Sign 151015539 12-01</div> <div>B-15-10-15539</div> <div>SHEET: 1.0</div>			
Artwork Req: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Photos Avail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
Sign Deposition: REMOVE EXISTING & DISPOSE	Corp Specs Avail: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								

OPTION 2

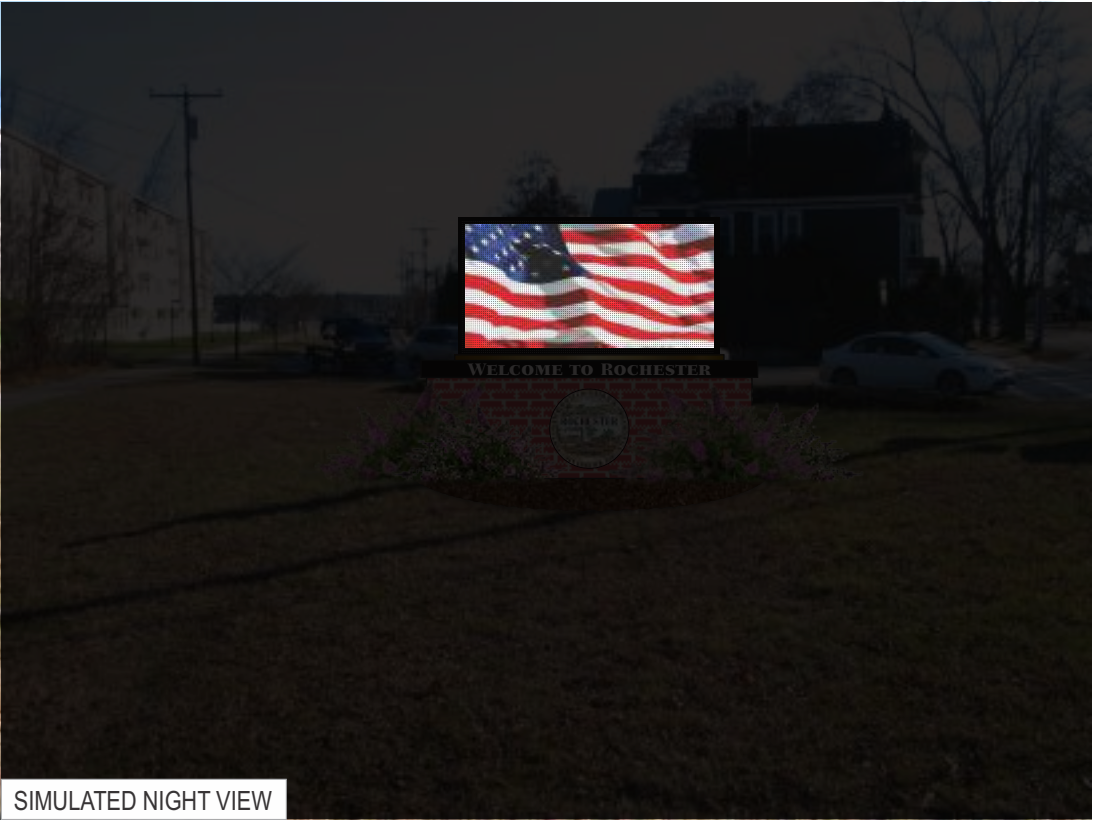


JOB#:		MONUMENT SIGN		GENERAL NOTES	REVISIONS		Job Name: MAIN ST. WELCOME SIGN			<div>BARLO SIGNS</div> <div>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674</div>		
SCOPE OF WORK		Cabinet: ALUM. CABINET TO HOUSE (2) EMC's Cabinet Depth: 18" Face/Background: 12mm. EMC Cap: .125" ALUM. CAP PAINTED BLACK Copy: <input type="checkbox"/> Vinyl <input type="checkbox"/> Digital <input type="checkbox"/> Painted <input checked="" type="checkbox"/> FCO <input type="checkbox"/> Push Through <input type="checkbox"/> WHITE Material: .5" ACRYLIC Spacers: TBD Seal: CAST PLAQUE MOUNTED W/ STUDS Post/Base: BRICK MASONRY ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.		<div>SITE SURVEY REQUIRED</div> <div>ALL LANDSCAPING TO BE DONE BY OTHERS</div> <div>110</div>	Date	Comment	Location:					
ITEM A - MANUFACTURE & INSTALL D/F MONUMENT SIGN W/ MASONRY BASE & 12mm. EMC					11-04-15	CHANGE SEAL/FCO LOC. ADD EMC DETAIL BOX ADD ARTWORK REQ. NOTE	Design Specifications Accepted By:		Drawn By: JOE N.			
							Client:		Sales Rep: MALT			
							Landlord:		PM:			
Sign Area: 33.66 SQ. FT.					12-01-15	SHOW SIGN AT 4 LOCATIONS	Date: 12/01/15		<div>PROJECT APPROVAL</div> <div><div>Design:Date:</div><div>Engineering:Date:</div><div>Estimating:Date:</div><div>Sales:Date:</div><div>Production:Date:</div><div>InstallationDate:</div></div> <div>© COPYRIGHT 2015 THE BARLO GROUP THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP, ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY FASHION.</div> <div><div> Underwriters Laboratories Inc.®</div><div> UNITED STATES SIGN COUNCIL</div><div> NATIONAL SIGNAGE ASSOCIATION</div></div> <div>File Name: Main Street Welcome Sign 151015539 12-01</div> <div>B-15-10-15539</div> <div>SHEET: 1.1</div>			
Artwork Req: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Photos Avail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										
Sign Deposition: REMOVE EXISTING & DISPOSE		Corp Specs Avail: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										

OPTION 1 LOC. A



SATELLITE VIEW OF
SIGN LOCATION A

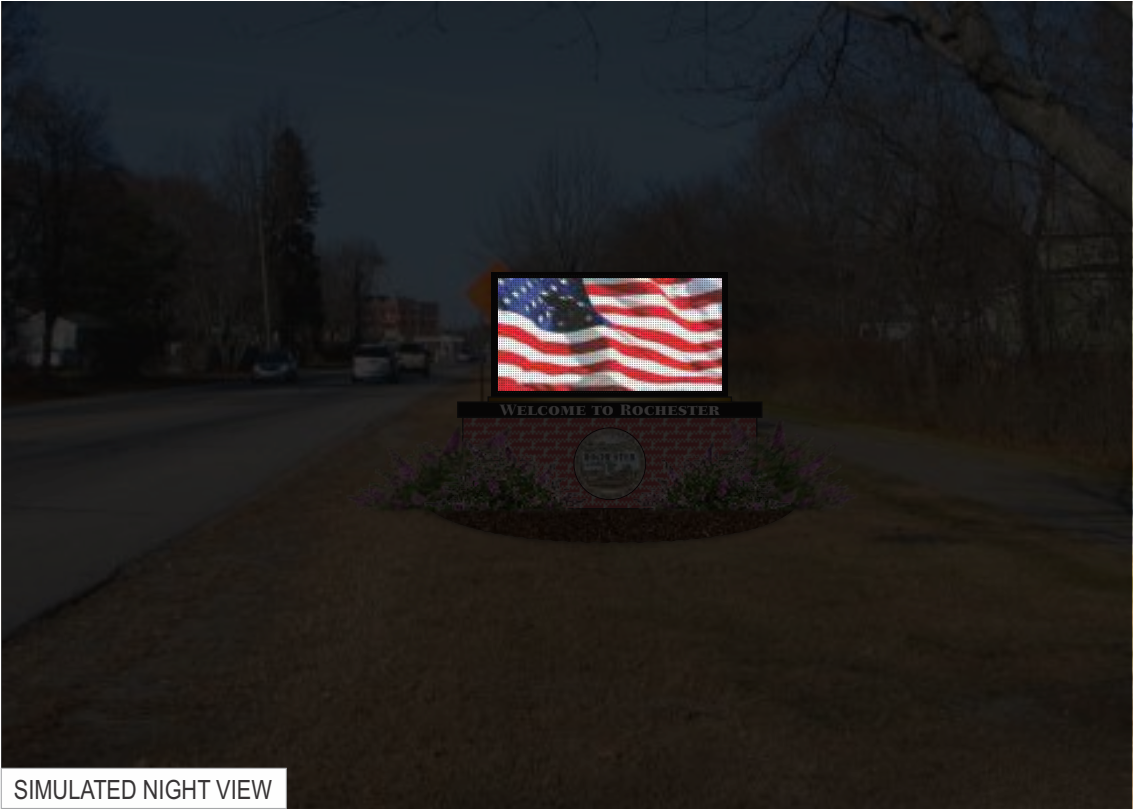


JOB#:		MONUMENT SIGN		GENERAL NOTES	REVISIONS		Job Name: MAIN ST. WELCOME SIGN		<div>BARLO SIGNS</div> <div>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674</div>	
SCOPE OF WORK		Cabinet: ALUM. CABINET TO HOUSE (2) EMC's Cabinet Depth: 18" Face/Background: 10mm. EMC		<div>SITE SURVEY REQUIRED</div> <div>ALL LANDSCAPING TO BE DONE BY OTHERS</div> <div>111</div>	Date	Comment	Location: WAKEFIELD ST. & MAIN ST., ROCHESTER, NH			
ITEM A - MANUFACTURE & INSTALL D/F MONUMENT SIGN W/ MASONRY BASE & 10mm. EMC	Cap: .125" ALUM. CAP PAINTED BLACK Copy: <input type="checkbox"/> Vinyl <input type="checkbox"/> Digital <input type="checkbox"/> Painted <input checked="" type="checkbox"/> FCO <input type="checkbox"/> Push Through <input type="checkbox"/> WHITE Material: .5" ACRYLIC Spacers: TBD		Illumination: <input type="checkbox"/> Fluorescent <input type="checkbox"/> LED <input checked="" type="checkbox"/> Non-Illuminated		11-04-15	CHANGE SEAL/FCO LOC. ADD EMC DETAIL BOX ADD ARTWORK REQ. NOTE	Design Specifications Accepted By:			
					Client:		Drawn By: JOE N.			
							Sales Rep: MALT			
					Landlord:		PM:			
Date: 12/01/15										
Sign Area: 38.55 SQ. FT.		Seal: CAST PLAQUE MOUNTED W/ STUDS			PROJECT APPROVAL		<div>© COPYRIGHT 2015 THE BARLO GROUP</div> <div>THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY FASHION.</div> <div><div>ULUnderwriters Laboratories Inc.®</div><div>UNITED STATES SIGN COUNCIL</div><div>MEMBER</div><div>NSA</div></div> <div>File Name: Main Street Welcome Sign 151015539 12-01</div> <div>B-15-10-15539</div> <div>SHEET: 2.0</div>			
Artwork Req: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Photos Avail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Post/Base: BRICK MASONRY			Design: Date:				Engineering: Date:	
Sign Deposition: REMOVE EXISTING & DISPOSE	Corp Specs Avail: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.		Estimating: Date:		Sales: Date:				
				Production: Date:		Installation: Date:				

OPTION 1 LOC. B



SATELLITE VIEW OF
SIGN LOCATION B



JOB#:	MONUMENT SIGN		GENERAL NOTES	REVISIONS		Job Name: MAIN ST. WELCOME SIGN			<div>BARLO SIGNS</div> <div>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674</div>
SCOPE OF WORK			<div>SITE SURVEY REQUIRED</div> <div>ALL LANDSCAPING TO BE DONE BY OTHERS</div> <div>112</div>	Date	Comment	Location: RT 125 ACROSS FROM MCINTIRE CT., ROCHESTER, NH			
ITEM A - MANUFACTURE & INSTALL D/F MONUMENT SIGN W/ MASONRY BASE & 10mm. EMC	Cabinet: ALUM. CABINET TO HOUSE (2) EMC's Cabinet Depth: 18" Face/Background: 10mm. EMC			11-04-15	CHANGE SEAL/FCO LOC. ADD EMC DETAIL BOX ADD ARTWORK REQ. NOTE	Design Specifications Accepted By:		Drawn By: JOE N.	
	Cap: .125" ALUM. CAP PAINTED BLACK Copy: <input type="checkbox"/> Vinyl <input type="checkbox"/> Digital <input type="checkbox"/> Painted <input checked="" type="checkbox"/> FCO <input type="checkbox"/> Push Through <input type="checkbox"/> WHITE Material: .5" ACRYLIC Spacers: TBD	Illumination: <input type="checkbox"/> Fluorescent <input type="checkbox"/> LED <input checked="" type="checkbox"/> Non-Illuminated				Client:		Sales Rep: MALT	
						Landlord:		PM:	
								Date: 12/01/15	
Sign Area: 38.55 SQ. FT.				12-01-15	SHOW SIGN AT 4 LOCATIONS	PROJECT APPROVAL		<div>© COPYRIGHT 2015 THE BARLO GROUP</div> <div>THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBED IN ANY FASHION.</div> <div><div>UL</div><div>Underwriters Laboratories Inc.®</div><div>UNITED STATES SIGN COUNCIL</div><div>MEMBER</div><div>NSA</div></div>	
Artwork Req: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Photos Avail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Seal: CAST PLAQUE MOUNTED W/ STUDS				Design: Date:			
Sign Deposition: REMOVE EXISTING & DISPOSE	Corp Specs Avail: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Post/Base: BRICK MASONRY				Engineering: Date:			
		ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.				Estimating: Date:			
						Sales: Date:			
						Production: Date:			
						Installation Date:			
						File Name: Main Street Welcome Sign 151015539 12-01			
						B-15-10-15539		SHEET: 3.0	

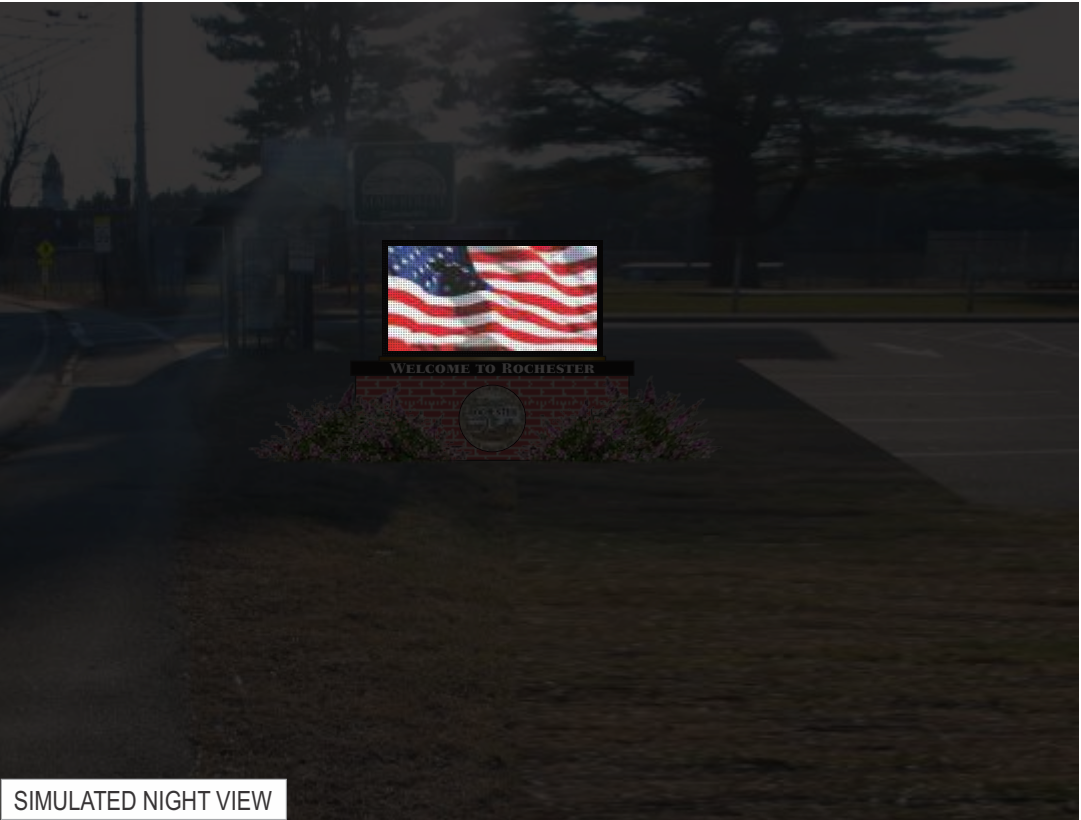
OPTION 1 LOC. C



PROPOSED NOT TO SCALE



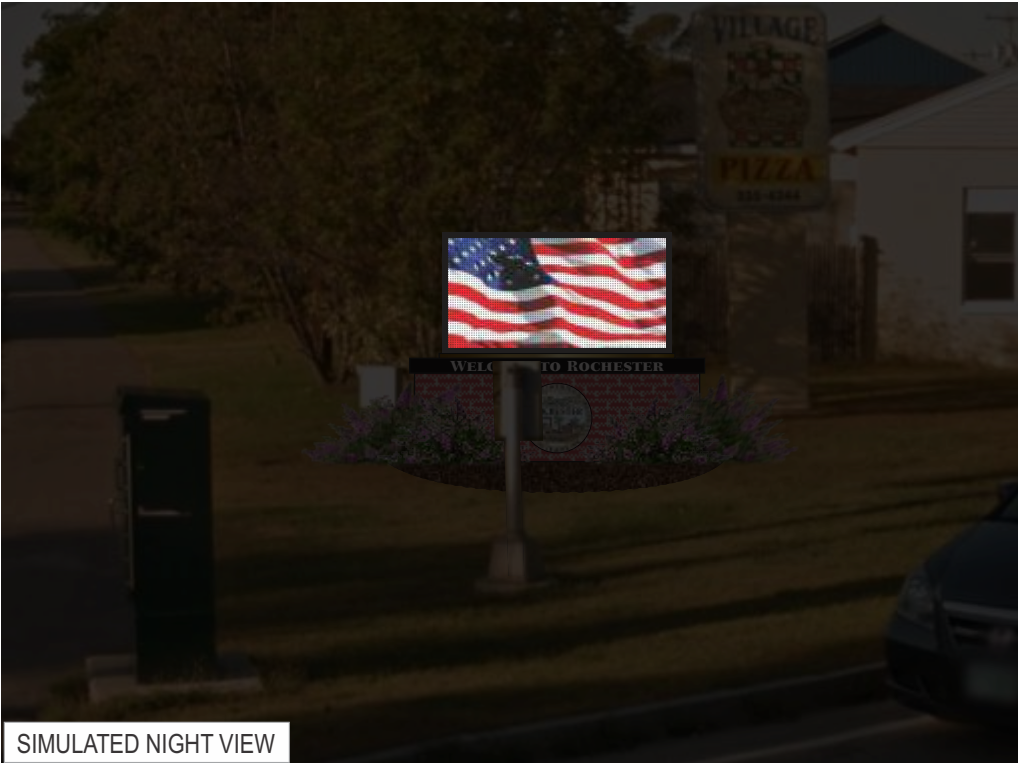
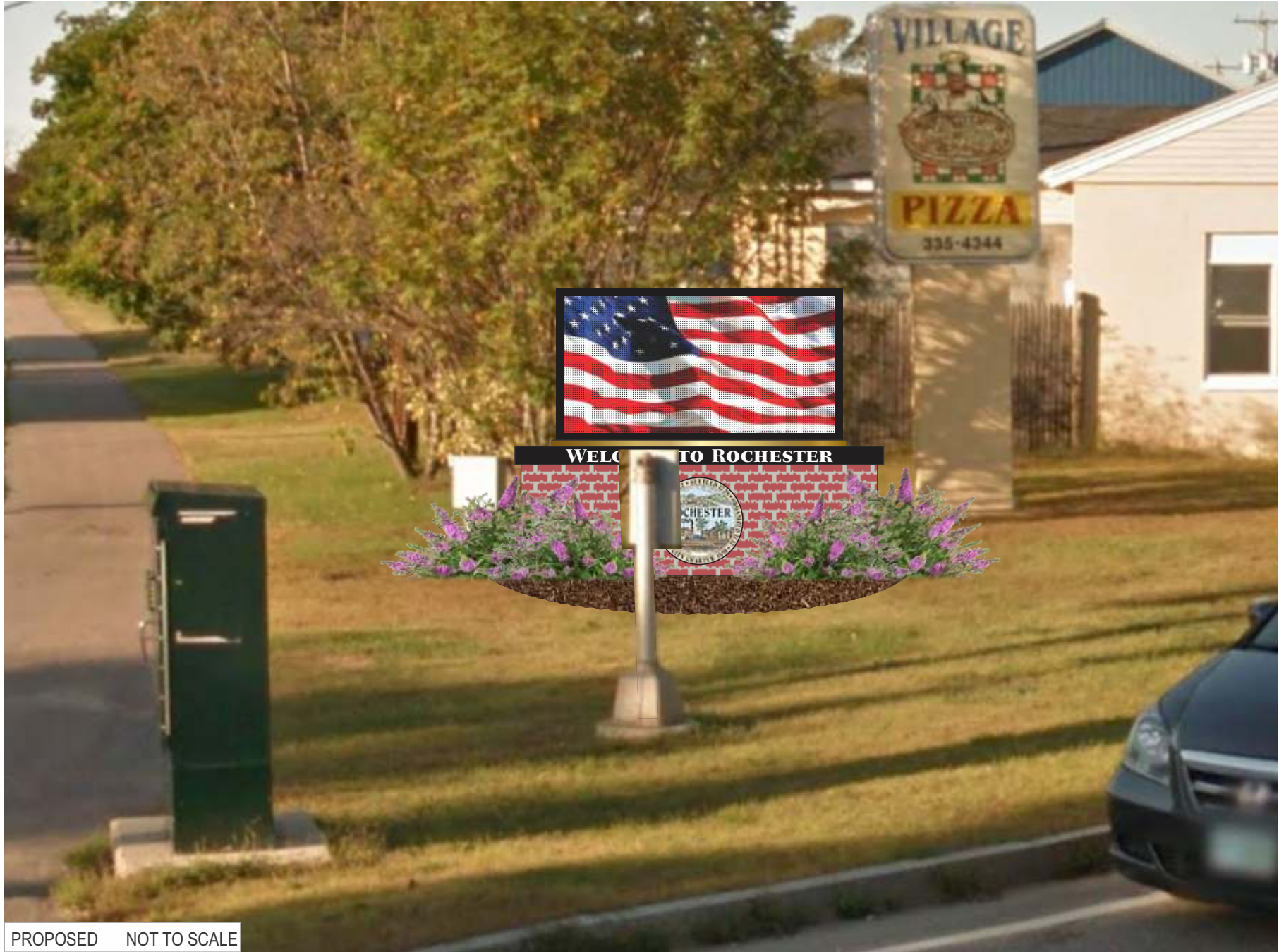
SATELLITE VIEW OF
SIGN LOCATION C



SIMULATED NIGHT VIEW

JOB#:	MONUMENT SIGN		GENERAL NOTES	REVISIONS		Job Name: MAIN ST. WELCOME SIGN		<div>BARLO SIGNS</div> <div>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674</div>	
SCOPE OF WORK			<div>SITE SURVEY REQUIRED</div> <div>ALL LANDSCAPING TO BE DONE BY OTHERS</div> <div>113</div>	Date	Comment	Location: ENTRANCE TO COMMUNITY CTR, ROCHESTER, NH			
ITEM A - MANUFACTURE & INSTALL D/F MONUMENT SIGN W/ MASONRY BASE & 10mm. EMC	Cabinet: ALUM. CABINET TO HOUSE (2) EMC's Cabinet Depth: 18" Face/Background: 10mm. EMC			11-04-15	CHANGE SEAL/FCO LOC. ADD EMC DETAIL BOX ADD ARTWORK REQ. NOTE	Design Specifications Accepted By:			Drawn By: JOE N.
	Cap: .125" ALUM. CAP PAINTED BLACK Copy: <input type="checkbox"/> Vinyl <input type="checkbox"/> Digital <input type="checkbox"/> Painted <input checked="" type="checkbox"/> FCO <input type="checkbox"/> Push Through <input type="checkbox"/> WHITE Material: .5" ACRYLIC Spacers: TBD	Illumination: <input type="checkbox"/> Fluorescent <input type="checkbox"/> LED <input checked="" type="checkbox"/> Non-Illuminated				Client:			Sales Rep: MALT
						Landlord:			PM:
								Date: 12/01/15	
Sign Area: 38.55 SQ. FT.	Seal: CAST PLAQUE MOUNTED W/ STUDS			12-01-15	SHOW SIGN AT 4 LOCATIONS	PROJECT APPROVAL		<div>© COPYRIGHT 2015 THE BARLO GROUP</div> <div>THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY FASHION.</div> <div><div>ULUnderwriters Laboratories Inc.®</div><div>ULSSCUNITED STATES SIGN COUNCIL</div><div>MEMBERIFSEAIINTERNATIONAL FEDERATION OF SIGN EXCHANGERS</div><div>MEMBERNSANATIONAL SIGN ASSOCIATION</div></div>	
Artwork Req: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Photos Avail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Post/Base: BRICK MASONRY							
Sign Deposition: REMOVE EXISTING & DISPOSE	Corp Specs Avail: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.							

OPTION 1 LOC. D



JOB#:		MONUMENT SIGN		GENERAL NOTES	REVISIONS		Job Name: MAIN ST. WELCOME SIGN		<div><div>BARLO SIGNS</div><div>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674</div></div>	
SCOPE OF WORK		Cabinet: ALUM. CABINET TO HOUSE (2) EMC's Cabinet Depth: 18"		<div>SITE SURVEY REQUIRED</div> <div>ALL LANDSCAPING TO BE DONE BY OTHERS</div> <div>114</div>	Date	Comment	Location: ISLAND AT MAIN ST. & HANCOCK ST., ROCHESTER, NH			
ITEM A - MANUFACTURE & INSTALL D/F MONUMENT SIGN W/ MASONRY BASE & 10mm. EMC	Face/Background: 10mm. EMC		Illumination: <input type="checkbox"/> Fluorescent <input type="checkbox"/> LED <input checked="" type="checkbox"/> Non-Illuminated		11-04-15	CHANGE SEAL/FCO LOC. ADD EMC DETAIL BOX ADD ARTWORK REQ. NOTE	Design Specifications Accepted By:			
					Client:		Drawn By: JOE N.			
							Sales Rep: MALT			
					Cap: .125" ALUM. CAP PAINTED BLACK		Copy: <input type="checkbox"/> Vinyl <input type="checkbox"/> Digital <input type="checkbox"/> Painted <input checked="" type="checkbox"/> FCO <input type="checkbox"/> Push Through <input type="checkbox"/> WHITE		12-01-15	SHOW SIGN AT 4 LOCATIONS
Date: 12/01/15										
Material: .5" ACRYLIC		Spacers: TBD				PROJECT APPROVAL		<div>© COPYRIGHT 2015 THE BARLO GROUP THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP, ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBED IN ANY FASHION.</div> <div><div>UL</div>Underwriters Laboratories Inc.®<div>UNITED STATES SIGN COUNCIL</div><div>MEMBER ISEA</div><div>MEMBER NSIA</div></div>		
Sign Area: 38.55 SQ. FT.						Design: Date:				
Artwork Req: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Photos Avail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Engineering: Date:				
Sign Deposition: REMOVE EXISTING & DISPOSE		Corp Specs Avail: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Estimating: Date:				
		Seal: CAST PLAQUE MOUNTED W/ STUDS				Sales: Date:				
		Post/Base: BRICK MASONRY				Production: Date:				
		ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.				Installation: Date:				
						File Name: Main Street Welcome Sign 151015539 12-01				
						B-15-10-15539		SHEET: 5.0		

**RESOLUTION DEAUTHORIZING FUNDING FOR THE HOPE FARM EASEMENT
PROJECT**

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

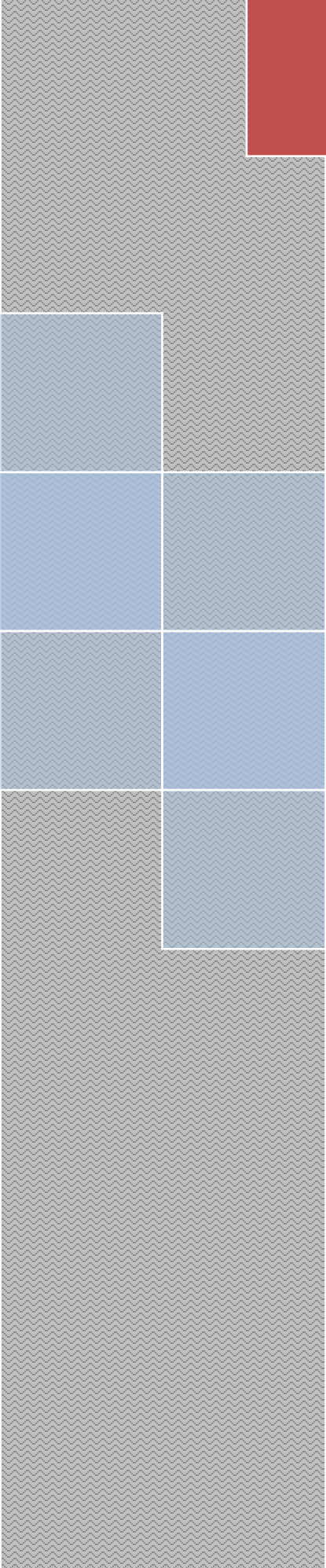
WHEREAS, by virtue of a certain resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the amount of One Hundred Ninety Nine Thousand Nine Hundred Ninety Nine Dollars (\$199,999.00) from the Conservation Commission Fund to the Operating Budget for the purpose of paying for costs and expenses incurred with respect to acquiring the Hope Farm Easement, and

WHEREAS, the Hope Farm Easement has been obtained and Fourteen Thousand Three Hundred Fifty Seven and 75/100 Dollars (\$14,357.75) of the original appropriation remains unexpended;

NOW THEREFORE, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Fourteen Thousand Three Hundred Fifty Seven and 75/100 Dollars (\$14,357.75) of the previous appropriation of funds for the aforementioned Hope Farm Easement Project, and authorize transfer of said funds back to the Conservation Commission Fund.

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

CC FY 16 01-12 AB 78



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1/7/16

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: Request to de-authorize leftover money from the "Hope Farm (36 Peaslee Rd Map/Lot # 253/49) Easement Project" and transfer that amount back to the Conservation Commission Fund 7024.

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

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

AGENDA DATE	January 12, 2016		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	December 31, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	One (1)

COMMITTEE SIGN-OFF

COMMITTEE	Conservation Commission
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Conservation Commission
ACCOUNT NUMBER	15011081-771000-14538
AMOUNT	\$14,357.75
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

City Council

CC FY 16 AB 78

SUMMARY STATEMENT

The Conservation Commission's (Con Com) has closed on the Hope Farm easement, and has paid all invoices related to this easement acquisition. From the approximately \$200,000 appropriated for this acquisition, there remains \$14,357.75. These remaining funds are no longer needed for this project and should be returned to the Conservation Commission Fund.

RECOMMENDED ACTION

De-authorize \$14,357.75 and transfer that amount back to Fund 7024 Conservation Commission.

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	15011081	771000	14538	-	-	\$14,357.75 -
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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RESOLUTION ACCEPTING DONATION FROM ST. ANSELM'S COLLEGE AND
AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE CITY OF ROCHESTER DEPARTMENT OF RECREATION

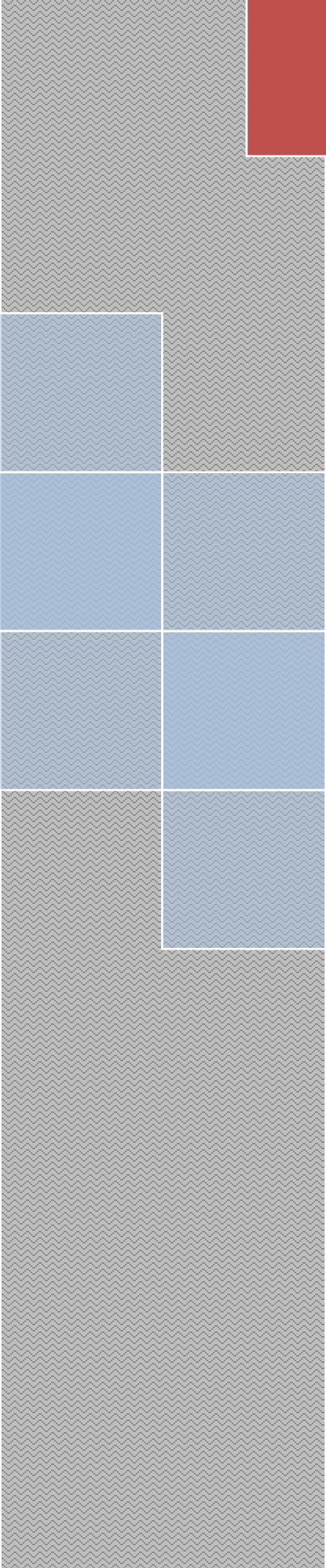
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That a donation from St. Anselm's College awarded to the City of Rochester for the Department of Recreation's participation in the Road for Hope program in the amount of One Thousand Three Hundred Dollars (\$1,300.00) be, and hereby is, accepted by the City of Rochester.

Further, that the sum of One Thousand Three Hundred Dollars (\$1,300.00)) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Department of Recreation and provided further that all of the funds for such supplemental appropriation shall be derived from the St. Anselm's College donation awarded to the City of Rochester.

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

CC FY16 01-05 AB 77



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1/7/16

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	Road for Hope Recreation & Arena Donation
----------------	---

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

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

AGENDA DATE	Tuesday, January 12		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	Wednesday, December 16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Road for Hope (St Anslem College)
ACCOUNT NUMBER	61xx4020-589007-165xx
AMOUNT	\$1,300.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Rochester City Council

CC FY 16 AB 77

SUMMARY STATEMENT

This donation is a result of our involvement with St. Anselm College's charity walk, Road for Hope. Each year these college students pass through Rochester as part of their journey and our department provides them an informational overview of our services and donated lunches from a local business. Part of the Road for Hope mission is to "strengthen bonds in the community" therefore, we would like put this donation toward the cost of our summer camp field trips.

RECOMMENDED ACTION

To accept this donation.

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

Fund (select):

GF ☐Water ☐Sewer ☐Arena ☐CIP ☐Water CIP ☐Sewer CIP ☐Arena CIP ☐Special Revenue ☒Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61xx4020	589007	165xx	-	-	1,300.00
2				-	-	-
3				-	-	-
4				-	-	-

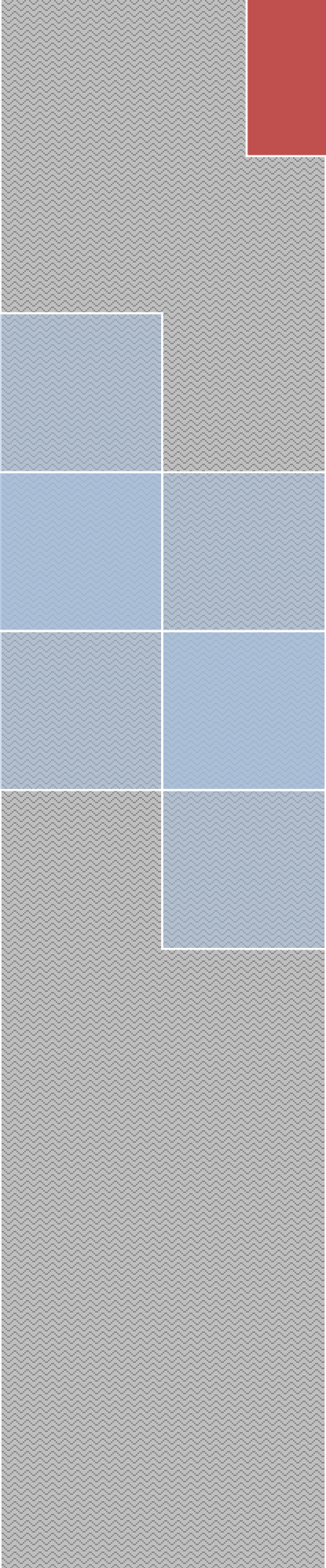
Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61xx001	406207	165xx	-	-	1,300.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐



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**RESOLUTION ACCEPTING NEW HAMPSHIRE DEPARTMENT OF PUBLIC
SAFETY HOMELAND SECURITY GRANT PROGRAM GRANT (HSGP) FOR
FENCING AND AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE CITY OF ROCHESTER DEPARTMENT OF PUBLIC WORKS (DPW)
WATER FUND CAPITAL IMPROVEMENT PLAN (CIP) FUND**

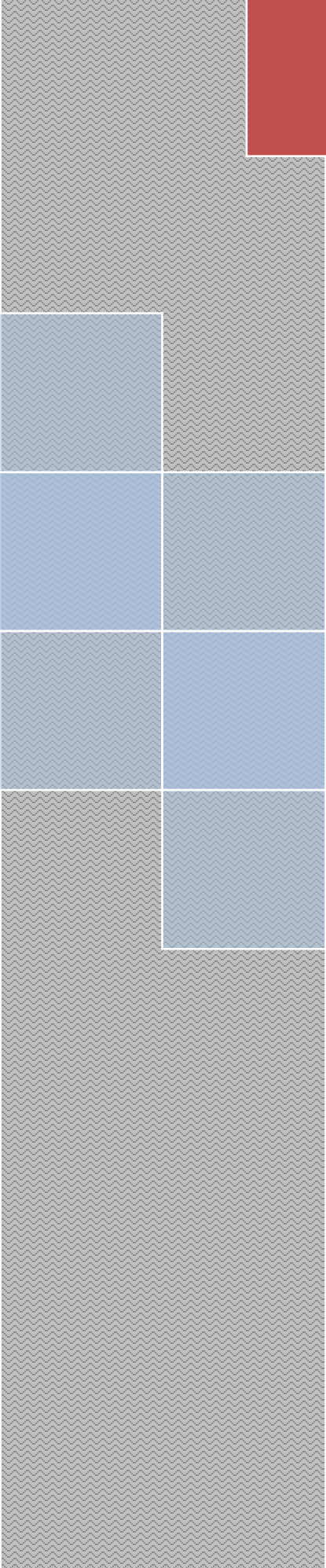
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the New Hampshire Department of Public Safety HSGP grant awarded to the City of Rochester DPW Water Fund in the amount of Twenty Five Thousand Dollars (\$25,000.00) be, and hereby is, accepted by the City of Rochester.

Further, that the sum of Twenty Five Thousand Dollars (\$25,000.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester DPW Water Fund CIP Fund for fencing at the Water Treatment Facility and provided further that all of the funds for such supplemental appropriation shall be derived from the New Hampshire Department of Safety HSGP grant awarded to DPW Water Fund CIP Fund.

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

CC FY16 01-05 AB 75



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1/7/16

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 : Water Treatment Plant Homeland Security Grant - Fencing	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM

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

AGENDA DATE	JANUARY 12, 2016		
DEPT. HEAD SIGNATURE	John B. Storer, PE Director of City Service Original with signature on file at City Clerks Office.		
DATE SUBMITTED	12/29/15		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	HOMELAND SECURITY GRANT
ACCOUNT NUMBER	55016010-772000-16XX
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$25,000

LEGAL AUTHORITY

CITY COUNCIL RESOLUTION

SUMMARY STATEMENT

The City Council gave staff permission at the 11/17/15 City Council Workshop to apply for a Homeland Security Grants that that are being managed by the State of NH Department of Safety. This application award is for the purchase and installation of security fencing around the WTP. Per the attached Department of Safety Grant award letter we were awarded up to \$25,000 for the project.

This is a 100% Grant no matching funds are required

RECOMMENDED ACTION

Resolution for a supplemental appropriation in the amount of \$25,000

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

Fund (select):

GF ☐Water ☐Sewer ☐Arena ☐CIP ☐Water CIP ☒Sewer CIP ☐Arena CIP ☐Special Revenue ☐Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	772000	16xxx			25,000.00
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 ☐

1/7/16

State of New Hampshire



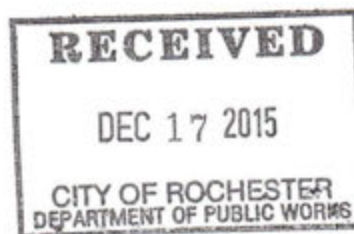
JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

KEVIN P. O'BRIEN
RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964



December 11, 2015

Mr. Ian Rohrbacher
Chief, Water Treatment Facility Operator
City of Rochester Water Treatment Facility
45 old Dover Road
Rochester, NH 03867

Re: 2015 Homeland Security Grant Program Award – Water Treatment Facility - CI/KR

Dear Mr. Rohrbacher:

It is my pleasure to inform you that upon review of your 2015 Homeland Security Grant Application, the City of Rochester has been awarded \$25,000.00. These funds are awarded under the 2015 Homeland Security Grant Program (HSGP) for the purchase of Fencing as detailed in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased. **This project will require an NEPA/EHP review and approval BEFORE purchasing begins.**

These grant awards are subject to federal program requirements and special conditions. Enclosed are your NEPA/EHP forms, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award. This grant expires on August 31, 2018. If you feel there is any chance all work cannot be completed by that date, please decline this grant at this time. DHS has indicated that no grant extensions will be granted to the State or local subgrantees for these awards.

Additional information is also available at <http://www.nh.gov/safety/homeland/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

Sam Ulan-Main, Grants Administrator

John J. Barthelmes
Commissioner

**RESOLUTION ACCEPTING NEW HAMPSHIRE DEPARTMENT OF PUBLIC
SAFETY HOMELAND SECURITY GRANT PROGRAM GRANT (HSGP) FOR
CAMERA SYSTEM AND AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE CITY OF ROCHESTER DEPARTMENT OF PUBLIC WORKS (DPW) SEWER
FUND CAPITAL IMPROVEMENT PLAN (CIP) FUND**

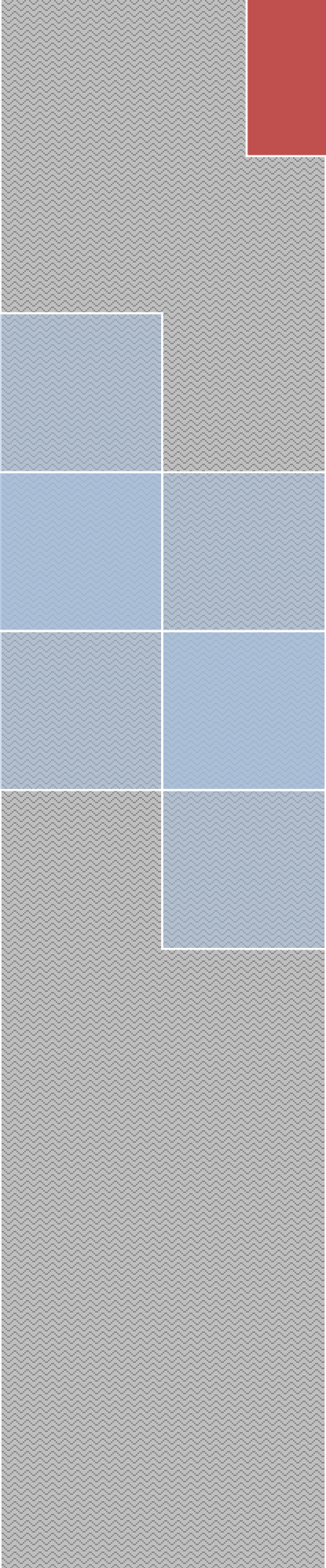
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the New Hampshire Department of Public Safety HSGP grant awarded to the City of Rochester DPW Sewer Fund in the amount of Twenty Five Thousand Dollars (\$25,000.00) be, and hereby is, accepted by the City of Rochester.

Further, that the sum of Twenty Five Thousand Dollars (\$25,000.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester DPW Sewer Fund CIP Fund for the installation of a camera system at the Waste Water Treatment Facility and provided further that all of the funds for such supplemental appropriation shall be derived from the New Hampshire Department of Safety HSGP grant awarded to DPW Sewer Fund CIP Fund.

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

CC FY16 01-05 AB 76



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1/7/16

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 : Wastewater Treatment Plant Security Camera's Wastewater Treatment Plant Security Cameras-Homeland Security Grant	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
AGENDA DATE	JANUARY 12, 2016
DEPT. HEAD SIGNATURE	John B.Storer, PE – Director DPW Signature on File at City Clerk's office
DATE SUBMITTED	12/17/15
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED 1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	HOMELAND SECURITY GRANT
ACCOUNT NUMBER	55026020-772000-16XX
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$25,000

LEGAL AUTHORITY

CITY COUNCIL RESOLUTION

CC FY 16 AB 76

SUMMARY STATEMENT

The City Council gave staff permission at the 11/17/15 City Council Workshop to apply for a Homeland Security Grant that is being managed by the State of NH Department of Safety. The original grant request was \$ 16,669 and was for the addition of a camera system to be installed at the WWTF. Per the attached Department of Safety Grant award letter we were awarded up to \$25,000 for the project.

This is a 100% Grant no matching funds are required

RECOMMENDED ACTION

Resolution for a supplemental appropriation in the amount of \$25,000

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

Fund (select):

GF ☐Water ☐Sewer ☐Arena ☐CIP ☐Water CIP ☐Sewer CIP ☒Arena CIP ☐Special Revenue ☐Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	772000	16xxx			25,000.00
2						
3						
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2			14527	-	-	-
3			15xxx	-	-	-
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 ☐

State of New Hampshire

1/7/16



JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

KEVIN P. O'BRIEN
RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889

Speech/Hearing Impaired

TDD Access Relay NH 1-800-735-2964

December 2, 2015

Mr. David Green
Chief WWTF Operator
City of Rochester Wastewater Treatment Facility
45 Old Dover Road
Rochester, NH 03867

Re: 2015 Homeland Security Grant Program Award – Wastewater Treatment Facility - CI/KR

Dear Mr. Green:

It is my pleasure to inform you that upon review of your 2015 Homeland Security Grant Application, the City of Rochester has been awarded \$25,000.00. These funds are awarded under the 2015 Homeland Security Grant Program (HSGP) for the purchase of Security Cameras as detailed in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased. This project will require an NEPA/EHP review and approval BEFORE purchasing begins.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your NEPA/EHP forms, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award. This grant expires on August 31, 2018. If you feel there is any chance all work cannot be completed by that date, please decline this grant at this time. DHS has indicated that no grant extensions will be granted to the State or local subgrantees for these awards.

Additional information is also available at <http://www.nh.gov/safety/homeland/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

Barbara S. Wainwright, Grants Administrator
for

John J. Barthelmes
Commissioner

**RESOLUTION ACCEPTING NEW HAMPSHIRE DEPARTMENT OF PUBLIC
SAFETY HOMELAND SECURITY GRANT FOR HOMELAND SECURITY EXERCISE
AND EVALUATION PROGRAM AND AUTHORIZING SUPPLEMENTAL
APPROPRIATION
TO THE CITY OF ROCHESTER FIRE DEPARTMENT OPERATING BUDGET**

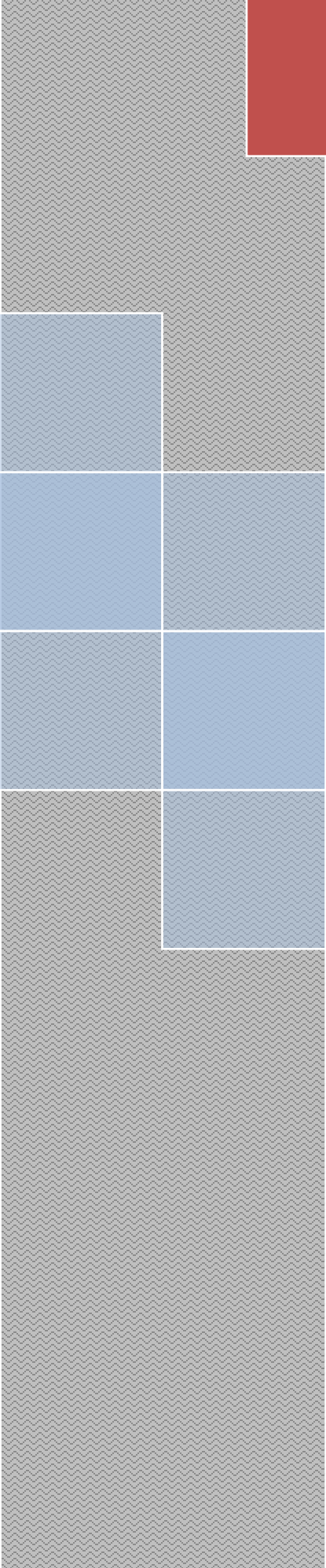
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the New Hampshire Department of Public Safety grant awarded to the City of Rochester Fire Department in the amount of Three Thousand Five Hundred Forty Five Dollars (\$3,545.00) be, and hereby is, accepted by the City of Rochester.

Further, that the sum of Three Thousand Five Hundred Forty Five Dollars (\$3,545.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Fire Department operating budget for costs associated with a Homeland Security Exercise and Evaluation Program and provided further that all of the funds for such supplemental appropriation shall be derived from the New Hampshire Department of Safety grant awarded the City of Rochester Fire Department.

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

CC FY16 01-05 AB 79



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1/7/16

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 Rochester Emergency Shelter Table Top & Drill

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

AGENDA DATE	January 12, 2016		
DEPT. HEAD SIGNATURE	<i>Norm Anton Jr.</i>		
DATE SUBMITTED	January 4, 2016		
ATTACHMENTS YES X NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Homeland Security Grant
ACCOUNT NUMBER	6117XXXX-MULTI-165XX
AMOUNT	\$3,545.00
APPROPRIATION REQUIRED x YES NO	

LEGAL AUTHORITY

Council Action Required

SUMMARY STATEMENT

This grant is to fund the cost associated with a Table Top Exercise and Drill to test the Rochester Emergency Shelter set-up and identify areas in need of improvement.

RECOMMENDED ACTION

Accept and appropriate

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6117XXXX	MULTI	165XX	3,545.00	-	-
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 ☐

1/7/16



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Kevin P. O'Brien, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



December 30, 2015

Norm Sanborn, Chief
Rochester Fire Department
37 Wakefield Street
Rochester, NH 03867

Dear Chief Sanborn:

The New Hampshire Department of Safety, Homeland Security and Emergency Management has received your exercise application under the **FY 2014** State Homeland Security Exercise and Evaluation Program (HSEEP). We have set aside grant funds in the amount of \$875.00 for the Top Official Workshop and \$2,670 the Shelter set-up drill under the guidelines of the Homeland Security Exercise and Evaluation Program.

The grant covers the following expenses:

- Food
- Facilitator
- Overtime and backfill for first responders and Rochester SAU employees
- Supplies

You are approved to submit exercise reimbursement as soon as the invoice is available but no later than **August 31st, 2016**. If you have any question please feel free to contact me at 223-3664 for this information. Please advise me of all planning meeting and exercise dates.

Sincerely,

A handwritten signature in black ink, appearing to read "Emily Martuscello".

Emily Martuscello
Exercise Training Officer

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

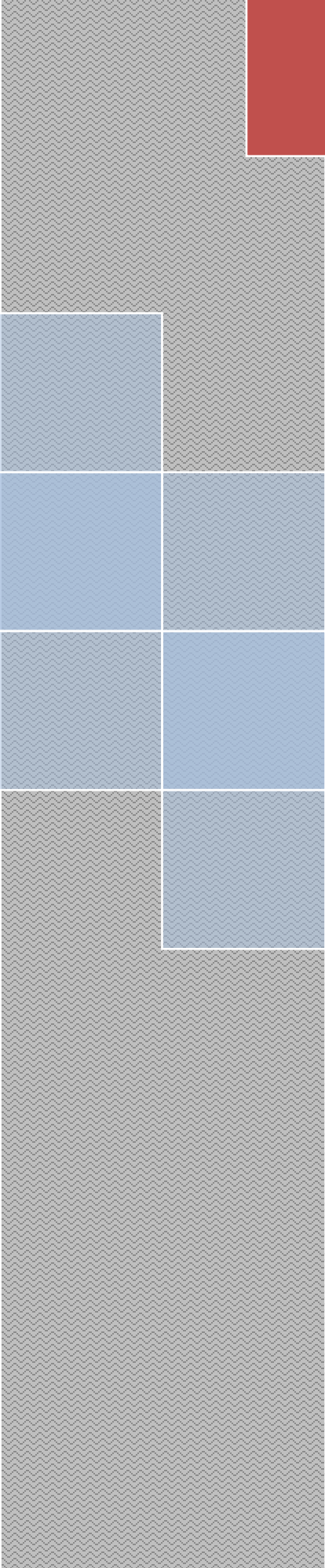
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE FY
2016 ROCHESTER FIRE DEPARTMENT GENERAL FUND OPERATING BUDGET**

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

That the sum of Thirteen Thousand Six Hundred Dollars (\$13,600.00) be, and hereby is, appropriated as a supplemental appropriation to the FY 2016 Rochester Fire Department general fund operating budget for the purpose of providing funds necessary to pay costs and/or expenditures associated with the Rochester Fire Department's participation in the New Hampshire Radiological Emergency Response Plan for the Seabrook Station program and provided further that all of the funds for such supplemental appropriation shall be derived from a reimbursement through the New Hampshire Homeland Security and Emergency Management.

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

CC FY16 01-12 AB 81



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1/7/16

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

Seabrook Radiological Emergency Response Plan Funds (RERP)

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

AGENDA DATE	January 12, 2016		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	December 11, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	NHRERP (Seabrook Station)
ACCOUNT NUMBER	12020054-VARIOUS-00601
AMOUNT	\$13,600.00
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

City action required.

CC FY 16 AB 81

SUMMARY STATEMENT

Request to appropriate an additional \$13,600.00 for FY16 to support participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

RECOMMENDED ACTION

Recommend Council approve supplemental appropriation to the Fire Department budget.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Seabrook Radiological Emergency Response Plan Funds (RERP)

Date: 12/11/2015

Fiscal Year: FY16

Fund (select):

GF ☒ Water ☐ Sewer ☐ Arena ☐
 CIP ☐ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐
 Special Revenue ☐

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	12020054	VARIOUS	00601	-	-	13,600.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	12022	400417		-	-	13,600.00
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 ☐

Attachment: Rochester 2016 SS RERP Assessment Allocation

Fiscal Year 2016 allocation of funds pursuant to RSA 107-B for Rochester to support participation and preparedness in the New Hampshire Radiological Emergency Response Plan for Seabrook Station:

Total Amount Allocated: \$44,500.00

Allocation Breakdown:

• Maintenance of Facilities:	\$ 0.00
• Purchase of Equipment:	\$ 0.00
• Exercise, Meeting & Training Participation:	\$ 36,540.00
• Supplies & Services:	\$ 3,460.00
• Planning & Administration:	\$ 4,500.00

Total: \$44,500.00

NH RSA 107-B: The NHRERP Program is a reimbursement program. In order for your community to receive the allocated funding, you must submit a request for reimbursement of the allowable expenses under this program accompanied by appropriate documentation. ** SEE BELOW.

- ⚠ Submissions for reimbursement should occur soon after an expense is incurred and/or on a regular, i.e., monthly or quarterly basis, to NH Homeland Security and Emergency Management (HSEM).
- ⚠ Funds expended beyond the budgeted amount for the year will **NOT** be reimbursed unless otherwise approved by Chief of Tech Hazards, **IN ADVANCE**.
- ⚠ Reimbursement for expenses cannot be carried forward into the next fiscal year.
- ⚠ Reimbursements cannot be transferred from one category to another without prior approval from the Chief of Tech Hazards. Equipment cannot be purchased unless requested and approved through your request.

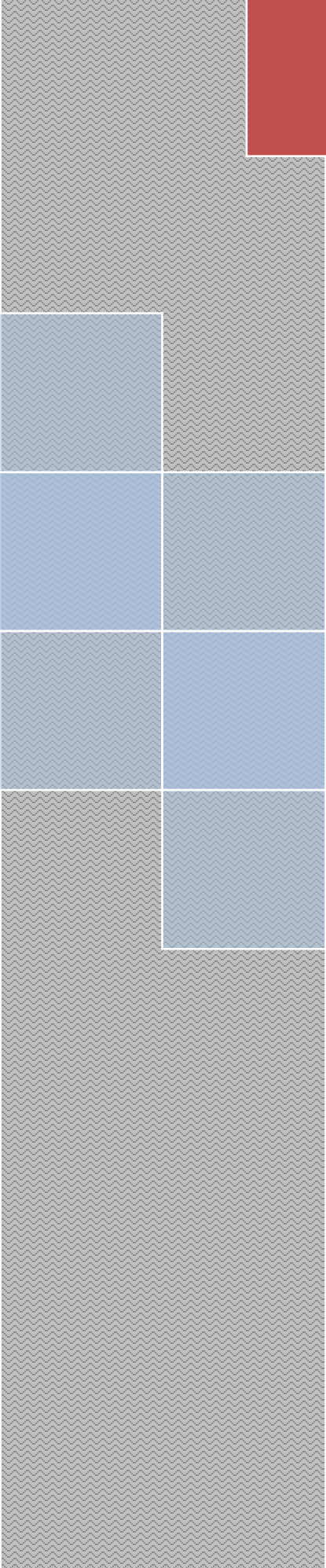
The State fiscal year runs from July 1 to June 30 of each year. Billings for reimbursement must be received by HSEM on or before June 1. Exceptions for those year-end expenditures which occur during the month of June should be discussed with HSEM prior to the commitment of funds.

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO LEASE
AGREEMENT WITH THE NEW HAMPSHIRE DEPARTMENT OF HEATH AND
HUMAN SERVICES**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the City Manager to enter into a Twelve (12) month lease agreement with the New Hampshire Department of Health and Human Services (HHS) from January 1, 2016 to December 31, 2016 to temporarily extend HHS's lease with the City for use of Nineteen Thousand Seven Hundred Fifty (19,750) square feet at 150 Wakefield Street, Rochester, New Hampshire, originally signed between the City and HHS on May 24, 2005.

CC FY 16 01-12 AB 83



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1/7/16

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 Health & Human Services-Lease Document
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	01/12/2016		
DEPT. HEAD SIGNATURE	John B. Storer, PE - Director City Services-Original with signature on File City Clerks office		
DATE SUBMITTED	01/05/2016		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY**City Council Resolution**

SUMMARY STATEMENT

The State of NH Health and Human Services Lease expired as of December 31, 2015. The state requires a Certification authorizing the City Manager to sign the Lease Amendment and giving him the Authority to negotiate and sign the next lease. This amendment extends the current lease to December 31, 2016.

RECOMMENDED ACTION

Resolution authorizing the City Manager to enter into an agreement with the State of NH for the 12 Month extension Amendment and to sign a newly negotiated lease document at a later date.

**AMENDMENT TO CHAPTER 26 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING OUTDOOR DINING ON CITY PROPERTY**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 26 of the General Ordinances of the City of Rochester regarding a Public License for outdoor dining on city property and currently before the Rochester City Council, be amended as follows:

CHAPTER 26

PUBLIC LICENSE

26.10 Use of City Property for Outdoor Dining.

1. Requests for use of City property for outdoor dining providing food and alcohol service shall be made in writing to the City Manager on an annual basis by February 1st with no expectation of continued year-to-year use of the City property on a continuing basis. Requests will only be accepted by businesses licensed to serve food to the public. In the event that a new business opens during the outdoor dining season and wishes to incorporate outdoor dining in its plans, an application will be allowed for the remainder of the dining season only.
2. Such requests shall include a dimensioned site plan of the existing conditions, including a depiction of public infrastructure such as curb lines, light poles, bike racks, street trees, tree grates, manhole covers, meters, licensed A-frame signs, adjacent on-street parking and loading zones, adjacent accessible sidewalk curb cuts and the like. Such requests shall also include a dimensioned site plan depicting the proposed table/chair layout plan for outdoor dining dimensioned routes of travel within the outdoor dining area and on the adjoining public sidewalk, as well as detail sheets for the proposed enclosure system, tables, chairs, lighting, trash receptacles, and the like. These plans will be reviewed by the Technical Review Group and suggestions forwarded to the City Manager.
3. The terms and conditions of any such requests that are approved by the City Manager in any given year shall be described in an annual Area Service Agreement, which includes a clear depiction of the area approved for outdoor dining use and the time period of approved use ("Season"), with said Area Service Agreement to be signed by the City Manager and the party or parties making the request. The Season shall run from May 1st through the day after Columbus Day.
4. Area Service Agreements shall not be assignable to other parties.
5. Use of the Area subject to the Area Service Agreement (the "Area") may be precluded, modified or made subject to any such terms and conditions as may be

determined by the City Manager at any time during the Season in order to accommodate special municipal events.

6. A minimum fee for the season of \$25 shall be required even if the size of the Area subject to the Agreement is less than 100 square feet. A fee of \$1 per square foot will be charged for the Area subject to the Agreement for all square feet above 100 square feet. The fee shall be due and payable to the City of Rochester prior to authorization to use the Area.
7. The Area specified for outdoor dining use in the Area Service Agreement shall be restored upon termination of the Area Service Agreement at Season's end. Specifically, at Season's end, the enclosure system, tables, chairs and all other materials in their entirety shall be removed from the City-owned area with the area left in an unobstructed, undamaged, clean and sanitary condition at no cost to the City.
8. Outdoor dining establishments on City property shall indemnify and hold harmless the City of Rochester and shall maintain and provide insurance of the types and amounts specified by the City's Legal Department and shall list the City as additional insured. A certificate of insurance documenting said types and amounts of insurance are to be submitted to the City's Legal Department before the start of the Season.
9. Outdoor dining establishments shall not damage sidewalks, curbing, bike racks, street trees, light poles, trash containers, utilities or any other City amenities or infrastructure, or make same inaccessible for public use (other than within the approved Area) or maintenance purposes.
10. Outdoor dining establishments may utilize the Area for Outdoor Dining during their normal business hours, except that all tables within the Area shall be cleared of all food and alcoholic beverages by 11:00 p.m. Monday through Saturday and by 10:00 p.m. on Sunday with no alcohol served within the Area subsequent to one-half hour before the foregoing closure times.
11. Outdoor dining establishments shall agree at all times to comply with all laws, rules and regulations of the NH State Liquor Commission and all other local, state and federal laws. Approval of the Area Service Agreement by the State Liquor Commission is required. Alcoholic beverage violations shall be self-reported to the State Liquor Commission and the City Manager. See RSA 178:24 and RSA 179:27.
12. Outdoor dining establishments shall only serve alcoholic beverages to patrons who are seated at a table and who are ordering food with service at tables conducted by wait staff only.
13. Outdoor dining establishments will agree that they shall be solely responsible for compliance with the Americans with Disabilities Act.
14. The Area Service Agreement may be suspended at the sole discretion of the City on an administrative basis.

15. The Area Service Agreement may be revoked in its entirety, excepting for indemnity provisions, by the City Manager at any time.
16. Outdoor dining establishments with alcohol service should meet the following site design standards:
 - a) Be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system consisting of heavy duty black decorative metal materials or equivalent as approved by the City Manager or his designee; special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and insure public safety; the minimum height of the enclosure system shall be 30 inches and the maximum height shall be 36 inches.
 - b) Outdoor dining establishments shall not have live entertainment of any type located outside, and no visual entertainment shall be situated on the inside of the building in such a manner that it is directed toward patrons in the outdoor dining area.
 - c) For those outdoor dining establishments serving alcohol, seating shall be appurtenant and contiguous to a doorway accessing the main restaurant facility with service provided within the Area approved by the City Manager. Exceptions to this provision will be allowed consistent with NH State Liquor Commission approval for particular licensees.
 - d) The internal dimensions and table/chair layout of the outdoor dining Area must allow for the passage of customers and wait staff and shall, in any event, meet ADA requirements.
 - e) Outdoor dining establishments must provide a 5-foot radius clearance from the center of restaurant doorways (exterior) and doorways shall be kept clear at all times and a 5-foot minimum clear pedestrian path in front of restaurant doorways (exterior) shall be maintained at all times.
 - f) The enclosure system, tables and chairs shall be movable/non-permanent.
 - g) In all areas where outdoor dining establishments are allowed the width for the pedestrian way adjacent to the Area shall, at a minimum, be 3-feet and, in any event, meet ADA requirements, but will depend on site conditions. The pedestrian way in both instances shall allow for and provide clear unimpeded passage and access along the Area. The pedestrian way shall be located entirely on the public sidewalk and shall meet criteria that ensure pedestrian safety, usability and ADA compliance. In no event shall the Area interfere with accessibility or public safety, including safe lines of sight for motor vehicles.
 - h) Canopies over the outdoor dining areas shall not be allowed unless they are completely supported by hardware on the building structure, that is, there shall be no vertical supports in or around the outdoor dining. Table umbrellas are allowed, but must not extend beyond the Area.

- i) No object strictly related to advertising shall be allowed in the Area.
- j) No improvements or personal property located within the Area shall extend on or over any City property located outside the Area.

17. Outdoor dining establishments shall agree at all times to comply with all local laws, rules, regulations and orders including, but not limited to the following:

- a) Health Department to approve outdoor food service operations and cleaning operations, with the Area to be left in a clean and sanitary condition at all times and no outdoor garbage containers will be permitted. The Area shall be left in clean condition at close of business with all garbage removed in its entirety from the Area, and any ground debris swept up, at close of daily business. No food prep, grilling, service windows, service counters, wait stations, or bus buckets shall be allowed in the Area and no condiments, paper products or the like shall be stored on the tables in the Area. Health Department shall review/approve that kitchen facilities are sufficient to support additional seating.
- b) The Director of Buildings, Zoning and Licensing shall review/approve that bathroom facilities are sufficient to support outdoor dining seating.
- c) Only decorative lighting shall be permitted.
- d) A Place of Assembly inspection and updated Place of Assembly permit shall be required from the Fire Department and the Fire Department shall review/approve means of egress as part of the Technical Review Group process.

18. No Area Service Agreement should be approved by the City Manager except in conformance with the foregoing.

19. The above are policy guidelines that will serve as the basis for Area Service Agreements, which may include other terms and conditions deemed by the City Manager to be in the public interest.

20. The number and location of Outdoor dining establishments on City property shall be at the sole unfettered discretion of the City Manger acting in the public interest and no entitlement is created by this policy for any party to have outdoor dining at any location.

This Ordinance shall take effect upon the passage by the City Council.

CC FY 16 AB 73



1/7/16

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

Amendment to Chapter 26.10 Use of City Property for Outdoor Dining

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

AGENDA DATE	January 12, 2016	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	01/04/2016	
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	<i>signature on file</i>
CITY MANAGER	<i>signature on file</i>

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

SUMMARY STATEMENT

The Codes and Ordinances Committee unanimously recommends 26.10 for adoption. For more information see the December 3, 2015, Codes and Ordinances Committee meeting minutes. Page 71 of the City Council packet or [click here](#).

RECOMMENDED ACTION

Approve the Amendment to Chapter 26.10 as written.

**AMENDMENT TO CHAPTER 40 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING PERMITS**

THE CITY OF ROCHESTER ORDAINS:

That subsections 40.16 of Chapter 40 of the General Ordinances of the City of Rochester regarding Permits and currently before the Rochester City Council, be amended as follows:

40.16 Permits.

(a)

(4) Fees for building permits shall be waived for a *honorably discharged veteran or an active duty, National Guard or reserve member of the United States Armed Forces*, who plans to construct or have constructed for himself a home or appurtenance to a home already owned by him for exclusive occupancy by himself and his immediate family.

(c) *The Director of Building, Zoning, and Licensing Services shall issue no building permit, certificate of occupancy, and or/other construction permit for improvement or changes in real property for any real property for which there are delinquent municipal taxes, sewer user charges, assessments, penalties and/or fines.*

The effective date of these amendments shall be upon passage.

CC FY 16 AB 84



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1/7/16

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

Amendment to Chapter 40.16 (a) 4 of the General Ordinances.

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

AGENDA DATE	January 12, 2016	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk	
DATE SUBMITTED	January 5, 2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

CC FY 16 AB 84

SUMMARY STATEMENT

The Codes and Ordinances Committee recommended sending the Amendment to Chapter 40.16 for approval. The proposed language has been added to Chapter 40.16 in order to more consistent with what is already happening at the Building, Zoning, and Licensing Service Department, so there will be not added cost.

RECOMMENDED ACTION

Approve resolution.

**RESOLUTION ESTABLISHING POLLING PLACES AND TIMES
FOR THE FEBRUARY 9, 2016, PRESIDENTIAL 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's Presidential Primary Election to be held on February 9, 2016.

- WARD 1:** [Tara Estates/Club House](#)
53 Eagle Drive, East Rochester
- WARD 2:** [St. Mary's Parish Center](#)
71 Lowell Street, Rochester
- WARD 3:** [Briar Ridge Estates/Club House](#)
2 Roseberry Lane/Briar Ridge Estates, Rochester
Located behind Park Office located at 40 Lilac Drive
- WARD 4:** [Rochester Home Depot](#)
280 North Main 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.

**Kelly Walters
City Clerk**

CC FY 16 AB 85

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1/7/16

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**

Establishing Polling Places and Times for the February 9, 2016, Presidential Primary Election.

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

AGENDA DATE	January 12, 2016	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk	
DATE SUBMITTED	January 5, 2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

CC FY 16 AB 85

SUMMARY STATEMENT

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

RECOMMENDED ACTION

Approve resolution.



1/7/16

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**

Discussion regarding a 'Possible Land/Conservation Easement Purchase' by the Conservation Commission

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

AGENDA DATE	January 12, 2016	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	January 04, 2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Conservation Commission
CHAIR PERSON	Deborah Shigo

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 checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council.

SUMMARY STATEMENT

Non-Public discussion regarding possible conservation easement purchase.

RECOMMENDED ACTION

To be determined in Non-Public session.