



**Rochester City Council
October 4, 2016
Public Hearing
Council Chambers
7:00 PM**

Agenda

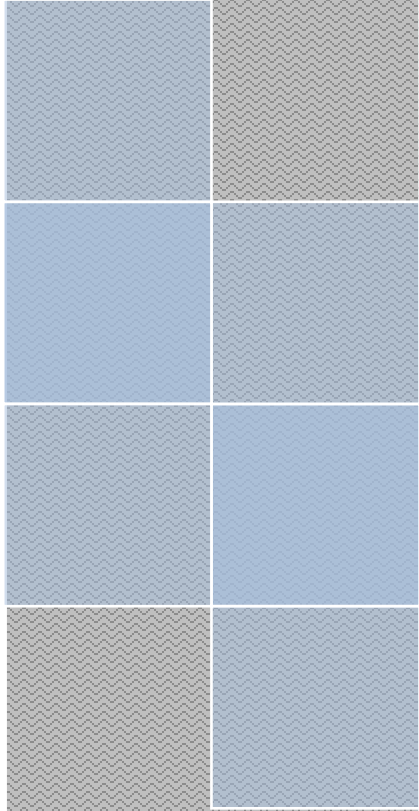
1. Call to Order
2. **AB 45** Proposal Authorizing Supplemental Appropriation for the East End Dam Repair Project and Borrowing Authority, Pursuant to RSA 33.9 P. 9
3. Adjournment

**Regular City Council Meeting
October 4, 2016
Council Chambers
*Immediately following Public Hearing***

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Opening Prayer
4. Roll Call
5. Acceptance of Minutes

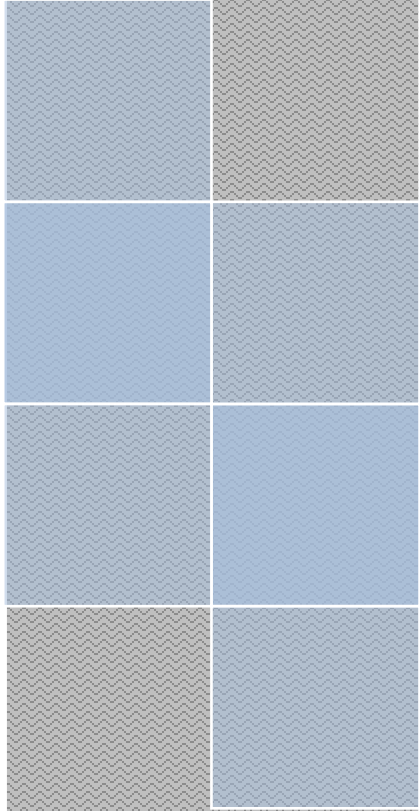
5.1 Regular City Council Meeting - September 6, 2016 P. 15



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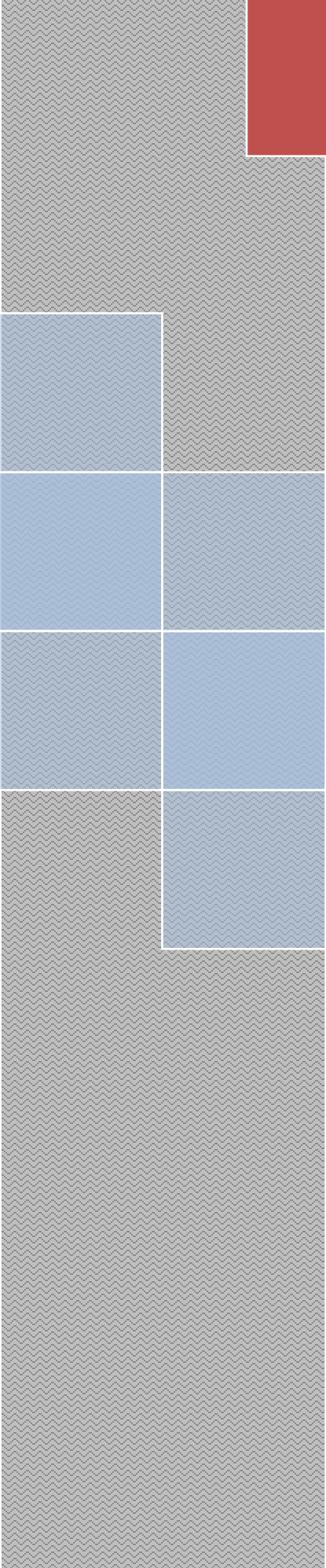
6. Communications from the City Manager
 - 6.1. Employee of the Month Award P. 46
 - 6.2. City Manager's Report P. 45
7. Communications from the Mayor
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 9. 1 **Resignation:** Daniel S. Peterson, Utilities Advisory Board P. 65
10. Reports of Committees
 - 10.1. Appointments Committee P. 67
 - 10.2. Codes and Ordinance P. 69
 - 10.3. Community Development P. 77
 - 10.4. Finance Committee P. 81
 - 10.5. Government Channel Committee P. 87
 - 10.6. Public Safety Committee P. 89
 - 10.7. Public Works Committee P. 93
11. Old Business
12. Consent Calendar
13. New Business
 - 13.1. **AB 50** Resolution Authorizing Supplemental Appropriation to the Department of Public Works Capital Improvements Fund for the Purchase of 0 Dry Hill Road **First Reading, Second Reading, and Adoption** P. 101
 - 13.2. **AB 42** Resolution Accepting New Hampshire Department of Safety Bicycle and Pedestrian Grant to the Rochester Police Department **First Reading, Second Reading, and Adoption** P. 111



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- 13.3. **AB 41** Resolution Accepting New Hampshire Department of Safety DWI Patrol Grant to the Rochester Police Department **First Reading, Second Reading, and Adoption** P. 115
- 13.4. **AB 40** Resolution Accepting New Hampshire Department of Safety Sustained Traffic Enforcement Patrol (STEP) Grant to the Rochester Police Department **First Reading, Second Reading, and Adoption** P. 119
- 13.5. **AB 51** Resolution Accepting Disbursement from the State of New Hampshire to the Rochester Police Department **First Reading, Second Reading, and Adoption** P. 123
- 13.6. **AB 52** Resolution Authorizing the Application for, and Acceptance of, a State of NH Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan **First Reading, Second Reading, and Adoption** P. 127
- 13.7. **AB 53** Resolution Authorizing the Application for an Acceptance of a State of NH Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) Loan **First Reading, Second Reading, and Adoption** P. 133
- 13.8. **AB 45** Proposal Authorizing Supplemental Appropriation for the East End Dam Repair Project and Borrowing Authority, Pursuant to RSA 33.9 **First Reading Refer to Public Hearing** P. 9
- 13.9. **AB 18** City of Rochester Accounting Policy Manual **Motion to Approve** P. 139
- 13.10. **AB 44** Amendment to Chapter 46 of the General Ordinances Regarding Graffiti on Private Property **First Reading, Second Reading, and Adoption** P. 165
- 13.11. **AB 46** Amendment to Chapter 11 of the General Ordinance of the City of Rochester Regarding the School Department Capital Reserve Fund **First Reading, Second Reading, and Adoption** P. 169
- 13.12. **AB 54** Zoning Map Change **Motion to refer to Planning Board** P. 173



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13.13. **AB 55-A** Resolution Authorizing Supplemental Appropriation for the Purchase of 0 Rochester Hill Road P. 175

13.14 **AB 55-B** Resolution Authorizing Supplemental Appropriation for the Purchase of 286 Rochester Hill Road p. 177

13.15. Amendment to the General Ordinances of the City of Rochester Relative to Chapter 17.34 (water rates)
forthcoming

13.16. Amendment to the General Ordinances of the City of Rochester Relative to Chapter 16.25 (sewer rates)
forthcoming

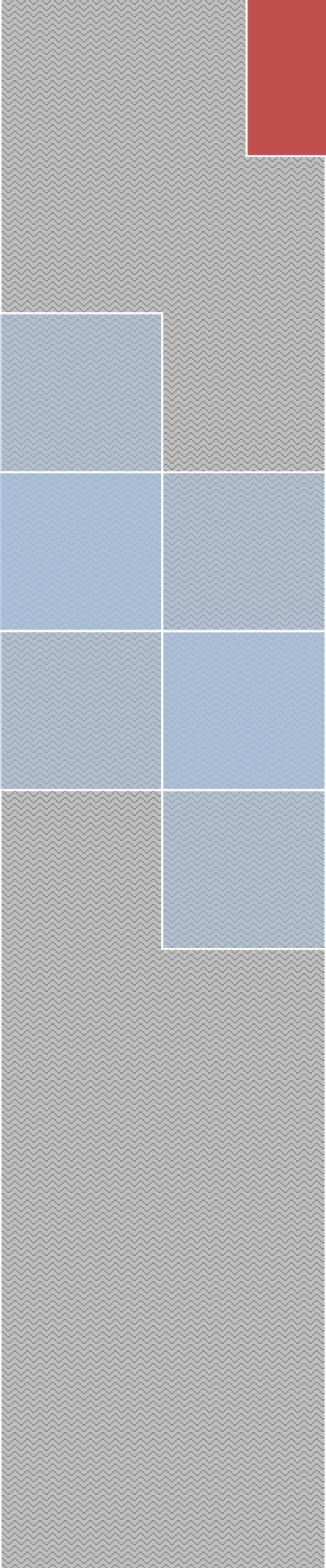
14. Non-Meeting/Non-Public Session

14.1. Non-Meeting: Consultation with Legal Counsel, RSA 91-A:2,I (b)

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

15. Other

16. Adjournment



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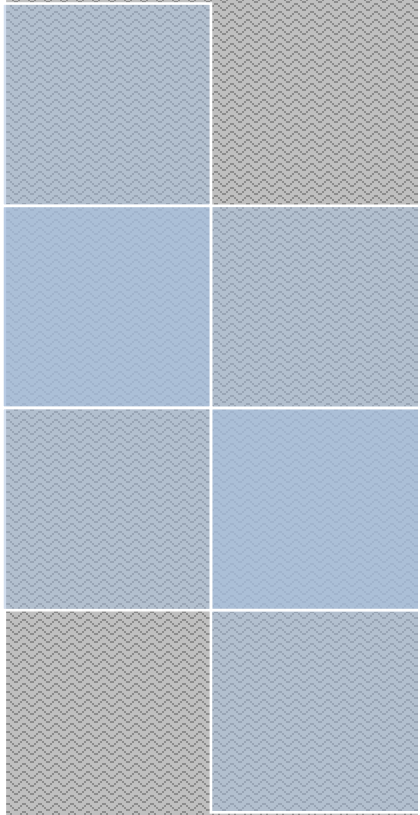
RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
FOR THE EAST END DAM REPAIR PROJECT

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

That the sum of One Hundred Thousand Dollars (\$100,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Capital Improvement Project (CIP) fund of the City of Rochester Department of Public Works, Water Works for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called East End Dam Repair Project. The funds shall be derived in their entirety from the Water Fund unreserved retained earnings.

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 FY17 10-04 AB 45



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9/29/16

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**

Supplemental Appropriation (Water) for Repair of East End Dam on Rochester Reservoir.

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	October 4, 2016		
DEPT. HEAD SIGNATURE	John B. Storer		
DATE SUBMITTED	September 16, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	Public Works Committee
CHAIR PERSON	Ray Varney, acting Chair

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Cash
ACCOUNT NUMBER	55016010-771000-17535
AMOUNT	\$100,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

A Supplemental Appropriation of \$100,000 is needed to complete repairs to the East End Dam that impounds our public water supply on Rochester Reservoir.

The FY17 Water CIP budget included an allocation of \$315,000 to complete anticipated repair work. We had received a Letter of Deficiency from the NH Department of Environmental Services Dam Bureau that repairs were required. Action was required to repair or reconstruct the dam, including improving non-functioning toe drains, addressing areas of leakage, and improving steep slopes on the downstream face of the embankments. It is a large, earthen dam.

Design work was completed through this summer and construction bids were opened on September 8. The apparent low bidder had a price of \$325,500. A supplemental appropriation is required to provide for a construction contingency and to secure full-time construction inspection and engineering assistance.

NH DES requires full-time inspection due to the critical nature and hazard classification of the dam.

With the supplemental appropriation, remediation work on the dam should conclude prior to December 31.

RECOMMENDED ACTION

City Council Resolution to Authorize \$100,000 of cash funding to complete repairs to the East End Dam at Rochester Reservoir.

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				-	-	220,000.00
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	771000	17545	-	-	100,000.00
2				-	-	-
3				-	-	-
4				-	-	-

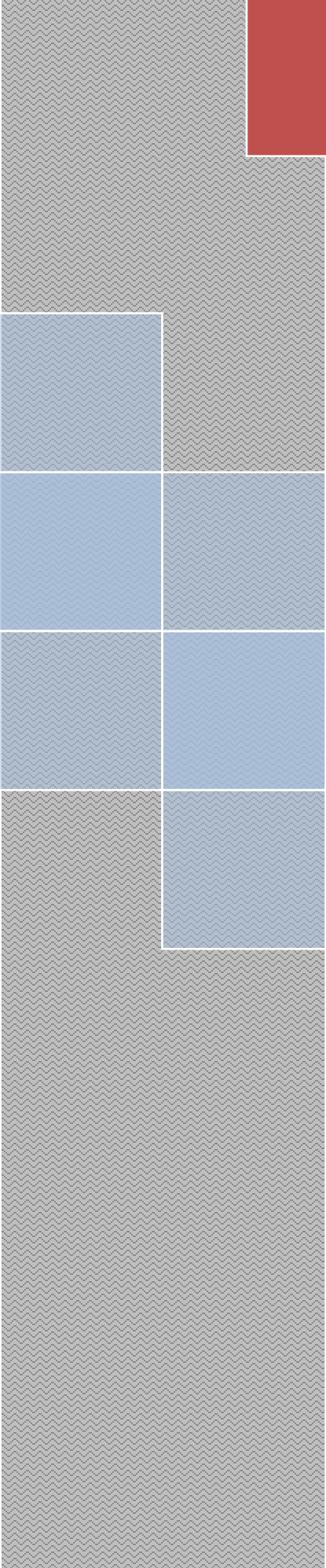
Revenue

	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



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**Regular City Council Meeting
September 6, 2016
Council Chambers
7:01 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Barnett
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Lachapelle
Councilor Lauterborn
Councilor Keans
Councilor Torr
Councilor Varney
Councilor Willis
Mayor McCarley

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
John Storer, Commissioner of Public
Works

Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:01 PM.

2. Pledge of Allegiance

**2.1 Presentation of the Colors and Pledge of
Allegiance: American Legion Unit 7 Junior
Auxiliary**

The young members of the American Legion Unit 7 Junior Auxiliary presented the colors and led the Pledge of Allegiance.

3. Opening Prayer

Hailey Bilodeau, Chaplain of the American Legion Unit 7 Junior Auxiliary, led the Council and attendees in the opening prayer.

4. Roll Call

Marcia Roddy, Deputy City Clerk, called the roll. All Council members were present.

5. Acceptance of Minutes

5.1. August 2, 2016: Regular City Council Meeting

Councilor Torr **MOVED** to **ACCEPT** the Regular City Council meeting minutes of August 2, 2016. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2. August 16, 2016: Special City Council Meeting

Councilor Torr **MOVED** to **ACCEPT** the Special City Council meeting minutes of August 16, 2016. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1. Employee of the Month Award

City Manager Fitzpatrick invited Regina ("Gina") Lytle and Todd Marsh, Director of Welfare, to come forward. City Manager Fitzpatrick said that Gina is the first contact person in the Welfare Department and often greets people who are involved in a stressful life situation. She is always courteous and helpful to the people who come in seeking assistance. Her co-workers nominated her with very positive comments. He congratulated Ms. Lytle for being selected as Employee of the Month for September, 2016.

6.2. City Manager's Report

City Manager Fitzpatrick gave the following report:

Contracts and documents executed since last month:

- Department of Public Works
 - Annex – CMGC Contractor Agreement
 - Household Hazardous Waste Day Contract
 - Paving Change Orders
 - Change Order 1A - Arena parking lot
 - Change Order 1B – New Rt. 125 Pump Station
 - Strafford Square Engineering Amendment #2 - \$88,255.38
 - Walker – drainage easement

- Economic & Community Development
 - CDBG Contract – Hope on Haven Hill
 - CDBG Grant Agreement – HUD
 - CDBG – Release of Funds/Environmental Review – Hope on Haven Hill
 - CDBG – Release of Funds/Environmental Review
 - Community Action Partnership – Weatherization Program
 - Rochester Main Street Façade Program
 - Homeless Center for Strafford County – generator project
 - Community Partners – elevator project
 - Tri-City Co-op – HVAC and handicap ramp project
 - CDBG Contract – Rochester Main Street – generator and public service agency funding
 - CDBG - Certificate of Consistency with Consolidated Plan
- Finance Department
 - ePlus – services outline
 - SPC (Specialized Purchasing Consultants) copier contract
- Legal Department
 - Tax Deed – Summer Street
- Library
 - Midwest Tape Service Agreement
- Planning Department
 - Conservation Easement – Baseline Conditions Report of Copper Lane easement

The following items were received and are included for informational purposes:

- Thank You letter from The Homemakers

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

- Tuition Reimbursement – Rodgerson, S – City Manager's office

The following standard reports have been enclosed:

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

Councilor Torr asked the City Manager why there was an amendment to the engineer's report regarding Strafford Square in the amount of \$88,000. Public Works Commissioner John Storer explained that there were some issues with the "legs" of the roundabout that needed to be re-designed. There were also questions regarding historical artifacts.

Councilor Willis asked if the Historical Society was involved in the preservation of any artifacts. Mr. Storer said that there was an old house that had been demolished, but that there were a few things in the house that the Historical Society was interested in and they had been removed for display at the Historical Society's facility. Other than that there was nothing else discovered. Councilor Willis asked if part of this historical preservation project required the hiring of an historical preservationist as part of the subcontract. Mr. Storer said yes.

7. Communications from the Mayor

Mayor McCarley referred to a Proclamation regarding Gay Pride Month in the City of Rochester. She said that Rochester will be hosting a Gay Pride celebration downtown on Saturday, September 10, 2016, from noon until 5:00 PM. At that time she will read the entire proclamation. She encouraged everyone to attend.

Mayor McCarley also mentioned that trash pickup was delayed a day this week due to the Labor Day holiday.

8. Presentations of Petitions and Council Correspondence

There was no discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. Appointment/Election: Tyffany Spear, Ward Two Moderator

Mayor McCarley said that the Appointments Committee has recommended Tyffany Spear to fill the vacant position of Moderator of Ward Two. Councilor Keans added that the committee had good reports regarding Ms. Spear's qualifications and experience at prior elections.

Mayor McCarley **MOVED** to elect Tyffany Spear to the Ward Two Moderator position. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call voted. Councilors Torr, Hamann, Gray, Keans, Varney, Gates, Barnett, Bogan, Lauterborn, Abbott, Willis, Lachapelle, and Mayor McCarley all voted yet.

10. Reports of Committees

10.1. Codes and Ordinances Committee

Councilor Lachapelle **MOVED** to approve the Leak Abatement Policy per discussion at the Codes and Ordinances September 1, 2016, meeting. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Lachapelle said the Committee discussed the ED Special Reserve fund and the general powers of the School Board (stayed in committee). The committee addressed the Library Children's Programming to ensure the Library is included in the drug free zone; however, that is a moot point since the Library is within 1,000 feet of the Allen School and is covered under that ordinance.

Councilor Lachapelle announced that the next Codes and Ordinances Committee meeting will be held on October 6, 2016, at **6:00 PM**.

10.2. Community Development Committee

Councilor Lauterborn spoke on the items of discussion at the last meeting of the Community Development Committee. She said they discussed carry-over funds and how they are being recommended to the Council for expenditure.

The first item recommended is to provide an additional \$28,000 for Hope on Haven Hill because they had project changes that were mandated by the New Hampshire Division of Historical Resources resulting in an increase to the cost provided previously.

The second item Councilor Lauterborn addressed was that CAP had unexpended funds that the committee is considering other items for and is still under discussion. That is scheduled to increase by \$968.10 under item 12.6 of this meeting's agenda. This was from a refund received from CAP for money that had been allocated for the revitalization program but had also

been covered by a different program resulting in the refund. This has to be officially approved by the Council.

Councilor Lauterborn said there is a CDBG item requiring the City to have a language access plan and it has been unanimously recommended by the committee. This is item 12.8 on the evening's agenda.

Councilor Lauterborn said the committee discussed a request from the manager at the Revolution Tap Room and Grill that the Riverwalk Committee be reactivated. The request is that the mayor authorize the reactivation of the Riverwalk Committee. Mayor McCarley said that councilors from Wards 4 and 6 might be interested in serving on the committee and asked if there were other councilors who would be interested in serving. Councilors Keans and Bogan said they were interested. Councilor Keans said that the manager from the Revolution said she would volunteer to serve as chairperson of the committee.

Councilor Lauterborn said there was one more item listed under New Business from the CDBG program which was to approve the draft Consolidated Annual Performance and Evaluation Report, item 12.9 on the evening's agenda.

10.3. Public Safety Committee

Councilor Hamann said the Committee had a request from the Assistant Superintendent of Schools for a "School Bus Stop Ahead" sign on Estes Road near house #128 which is on a curve near the intersection of Howard Brook Drive. The School Department is willing to pay for the sign. Councilor Hamann **MOVED** that a sign be put in that location at the discretion of the Department of Public Works. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Hamann said there was a citizen's request to have a sign placed near the intersection of Charles Street and May Street regarding parking. The Department of Public Works agreed with the suggestion. Councilor Hamann **MOVED** to place a "No Parking Here to Corner" sign on Charles Street at the May Street intersection at the discretion of the Department of Public Works. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

The next item presented by Councilor Hamann was an issue regarding the lack of a crosswalk at the end of Charles Street near the gas station. A

request had been made to install a crosswalk and associated curb ramps on Charles Street at a location approximately 400 feet from the intersection with Columbus Avenue. This is a location suggested by Public Works and could be done in conjunction with the sidewalks currently being installed on Charles Street. Councilor Hamann **MOVED** to install a crosswalk on Charles Street at a location approximately 400 feet from the intersection with Columbus Avenue. Councilor Lachapelle seconded the motion.

Councilor Willis asked if this would be a mid-block crosswalk or would it be at an intersection with one of the side streets. Councilor Hamann said it would be a mid-block crosswalk that would tie in crosswalks on opposite sides of the street. Councilor Willis said that the appropriate signage would need to be erected in addition to the crosswalk. Councilor Hamann **AMENDED** his motion to include signage to be installed in addition to the crosswalk.

The councilors discussed the location further. Councilor Varney suggested putting a "dummy" in the crosswalk initially as people will not be familiar with it.

The **MOTION** to **AMEND** the original motion **CARRIED** by unanimous voice vote.

The **MOTION** as **AMENDED CARRIED** by unanimous voice vote.

Councilor Hamann said the Department of Public Works Department suggested changing signs in the downtown area to be consistent in language. The committee is proposing changing all of the signs in the downtown area to read "Two Hour Parking 8 AM to 5 PM Monday through Friday." Councilor Hamann **MOVED** to make those changes. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

10.4 Public Works Committee

Councilor Torr said that there were no action items. He did say that there has been discussion about putting lights in the Granite State Business Park and that what has been proposed is very expensive. He added that there are other parts of Rochester that could use better lighting and the need for expensive lights at the business park seems to be unnecessary. He asked for opinions from the other councilors.

John Storer, Public Works Commissioner, said that this issue came up at a recent Public Works Committee meeting and it was suggested that an

Agenda Bill be prepared for discussion at a City Council meeting. There will be several options and price ranges available for discussion.

Councilor Willis asked if the wiring for the lights at the business park is underground or overhead. Mr. Storer said it is all overhead. Councilor Willis said that makes a difference in the ultimate cost. Councilor Keans added that consideration should be given to the fact that there is an airport near the business park and adequate lighting is necessary.

Mr. Storer said he will have more information available to review in a couple of weeks regarding style, type, and price of the lighting.

Mayor McCarley asked if the Master Plan had provisions for the lighting and if it has been looked at, in particular, are there grants and/or programs available for funding this type of project.

Councilor Varney said he does not think anyone objects to the plan; it is just the timing.

Councilor Gray said this should go back to the Planning Board for more discussion.

Councilor Keans said there are quite a few projects going on in the City regarding transportation and maybe this lighting project should be looked at as a priority.

Councilor Torr talked about the proposed new Public Works facility and the fact that it has been suggested it be built on Pickering Road. He said it makes more sense to build it at the current location and utilize the new salt shed, state-of-art petroleum facility. He would like to see the Public Works Commissioner have some discretion on the project.

Councilor Varney asked if the loop road at Granite Ridge is now complete. Mr. Storer said there are a few loose ends to wrap up, but it is essentially done. Councilor Varney asked if it is time to deauthorized any remaining funds. Mr. Storer said that could probably happen toward the end of November.

Councilor Torr said that lighting poles near the new Ridge Marketplace are aluminum poles that look very nice and that style could work just as well at the Granite Business Park.

Councilor Gray said that he and Councilor Bogan have both gotten calls

regarding the pavement on sections of Academy Street that are in need of repair. Residents have concerns about pavement, drainage, trash bins, curbing, etc., and would like to have their concerns addressed. Councilor Gray would like to have the Public Works Committee look at these issues.

Councilor Lauterborn asked Councilor Torr if there is an update on a project off Charles Street involving Catherine and Myrtle Streets. Mr. Storer answered the question saying that there is actually an engineer working on the design for those streets, in addition to Academy Street, and that work should be going out for bid sometime around February [2017] with work to begin next summer.

Councilor Lauterborn commented on the trash barrels. She said she believed when the program initially began that people were supposed to bag their trash and then put it in the barrel. When this isn't done, loose trash spills out when the Waste Management truck is emptying it, especially on windy days. Councilor Lachapelle said yes, that is what is supposed to be done.

Councilor Torr said that major reconstruction was done on Academy Street about fifteen years and he hopes that this is not a recurring problem throughout the city. Councilor Gray said that Mr. Storer has done research on Academy Street and found that the reconstruction was done about 20 years ago. The street did not have water, sewer, and drainage improvements done and may possibly up for that upgrading.

Councilor Lachapelle questioned the new bridge on Route 125 as he has noticed some wood handles on it and asked Mr. Storer when that is supposed to be corrected. Mr. Storer said that there needs to be stronger guardrails on the side facing the drop-off and those will be replaced in the near future along with the handles on either end of it.

11. Old Business

There was no old business.

12. New Business

- 12.1. AB 22 Resolution Authorizing Acceptance of Donation from the Mary A. McDuffee Whitehouse Trust Fund (McDuffee Trust) First Reading, Second Reading, and Adoption**

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

RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION FROM THE MARY A. MCDUFFEE WHITEHOUSE TRUST FUND (MCDUFFEE TRUST)

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

WHEREAS, that upon dissolution of the McDuffee Trust, the 7th Circuit Court-Probate Division approved the donation of the remaining McDuffee Trust funds to the City of Rochester to be administered by the Trustees of the Trust Funds;

THEREFORE, the donation of the remaining McDuffee Trust funds is hereby accepted by the City of Rochester;

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to work with the Trustees of the Trust Funds to identify, designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Lauterborn asked what this money is going to be used for. Mayor McCarley said it will go to the Trustees of the Trust Fund. Attorney O'Rourke said it will be for use in fuel assistance.

The **MOTION CARRIED** by a unanimous voice vote.

- 12.2.** **AB 10** Amendment to Chapter 11 of the General Ordinances of the City of Rochester Regarding Economic Development Special Reserve Fund **First Reading, Second Reading, and Adoption**

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

**AMENDMENT TO CHAPTER 11 OF THE GENERAL ORDINANCES OF THE
CITY OF ROCHESTER REGARDING THE ECONOMIC DEVELOPMENT
SPECIAL RESERVE FUND**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 11 of the General Ordinances of the City of Rochester regarding the Economic Development Special Reserve Fund and currently before the Rochester City Council, be amended as follows:

11.20 City of Rochester Economic Development Special Reserve Fund.

(a) **City of Rochester Economic Development Special Reserve Fund – Statement of Purpose.** The City of Rochester currently serves as the “Host Community” for the Turnkey Recycling and Environmental Enterprises Waste Disposal Facility (“TREE”) currently operated by Waste Management of New Hampshire, Inc., and located on the Rochester Neck Road. By virtue of its status as Host Community for TREE, the City of Rochester, in addition to incurring significant expenses in connection with such facility, receives significant financial benefits in the form of real property taxes, users fees (in the form of so-called “Host Community Fees”) and various other benefits relative to the cost to the City and its inhabitants of the disposal and/or recycling of various solid waste, including reduced and/or eliminated fees for the disposal and/or recycling of solid waste generated within the City of Rochester. It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year 2023. When such facility is filled to its permitted capacity, it is anticipated that the City will experience a loss in revenues, and the City and its inhabitants will experience increased costs associated with the disposal and/or recycling of solid waste, particularly in the form of reduced and/or lost users fees and reduced property tax revenues, as well as increased costs associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well-being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to

insure the existence and/or expansion of a vibrant economic base for the City and its inhabitants.

Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and RSA 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in subsection (b) of this Section 11.20 for capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature in support of economic development as determined by the City Council. The special reserve fund established in subsection (b) of this Section 11.20 shall be known as the "City of Rochester Economic Development Special Reserve Fund." No expenditure from the said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner in which it is anticipated that such appropriation is related to the economic development of the City of Rochester.

(b) City of Rochester Economic Development Special Reserve Fund.

There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA 47:1-b, such special reserve fund to be known as the 'City of Rochester Economic Development Special Reserve Fund'. Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than \$100,000 from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc. from the so-called "Host Community Fees" payable to the City pursuant to the provisions of the "Host Agreement" between the City and Waste Management of New Hampshire, Inc., or of any successor to such Agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said 'City of Rochester Economic Development Special Reserve Fund' unappropriated 'Host Community Fees' in an amount not to exceed the difference between the total amount of Host Community Fees received from Waste Management of New Hampshire, Inc. during such fiscal year and the amount of such 'Host Community Fees' previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation requirement provided for herein and any other appropriation of such fiscal year's 'Host Community Fees' by the City Council during such fiscal year).

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Keans asked for clarification on the last paragraph of the resolution. Deputy City Manager Cox explained that the amount of "host" fees cannot be exceeded.

The **MOTION CARRIED** by unanimous voice vote.

12.3. AB 16 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Manufactured Homes **Second Reading and Adoption**

Councilor Lachapelle **MOVED** to read the amendment by title only for the second time. Councilor Bogan seconded the motion. Mayor McCarley read the amendment by title only for the second time.

**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF
THE CITY OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.2.161 and 42.20 (b) of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 **Definitions.**

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161. Manufactured Housing: Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as the HUD Code, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, ~~is a minimum of 13 feet in overall width~~ and have at least ~~700~~ **320** square feet of habitable space, and which is built on a permanent chassis and designed to be used as a dwelling with

or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured Housing as defined here does not include pre-site housing as defined in RSA 674:31-a.

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42.20 Standards for Specific Permitted Uses.

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b. Conditions for Particular Uses

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9. Manufactured Housing Subdivision

A. Overall Development

iii. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

10. Manufactured Housing Unit

C. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

Councilor Lachapelle **MOVED** to **ADOPT** the amendment. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

12.4. **AB 23** Resolution De-Authorizing Funding from Business Education Development Special Reserve Fund and Authorizing the Transfer to the Economic Development **Fund First Reading, Second Reading, and Adoption**

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. Mayor McCarley read the resolution by title only for the first time as follows:

RESOLUTION DEAUTHORIZING FUNDING FROM BUSINESS EDUCATION DEVELOPMENT SPECIAL RESERVE FUND AND AUTHORIZE A TRANSFERTO THE ECONOMIC DEVELOPMENT FUND

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

ROCHESTER AS FOLLOWS:

WHEREAS, by virtue of certain resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated Six Thousand Six Hundred One and 80/100 Dollars (\$6,601.80) to the Business Education Development Special Reserve Fund, Account 6084; and

WHEREAS, the Business Education Development Special Reserve Fund is not currently used;

NOW THEREFORE, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Six Thousand Six Hundred One and 80/100 Dollars (\$6,601.80) of the previous appropriation of funds from the Business Education Development Special Reserve Fund, Account 6084.

FURTHERMORE, the Mayor and City Council authorize the transfer of Six Thousand Six Hundred One and 80/100 Dollars (\$6,601.80) to the Economic Development Fund unassigned fund balance; and

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.

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

Councilor Lachapelle **MOVED** to **ADOPT**. Councilor Bogan seconded the motion.

Councilor Keans asked when this fund was first established. Economic Development Director Karen Pollard explained that it was a business education program for small businesses. It was a program that was funded a few years ago, but has not been used in quite awhile. She said that it is okay to defund the program at this time.

The **MOTION CARRIED** by majority voice vote.

12.5. AB 25 Resolution Authorizing the Re-Programming

Community Development Block Grant (CDBG) Funds **First Reading, Second Reading, and Adoption**

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. Mayor McCarley read the resolution by title only for the first time as follows:

**RESOLUTION AUTHORIZING THE REPROGRAMMING OF
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS**

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

WHEREAS, that Forty Nine Thousand One Hundred Three and 14/100 Dollars (\$49,103.14) remain unexpended from previously authorized CDBG funds;

WHEREAS, the Mayor and City Council desire to reprogram these funds into other worthwhile activities;

THEREFORE, the sum of Twenty One Thousand One Hundred Three and 14/100 Dollars (\$21,103.14) be expended on the Community Action Partnership of Strafford County weatherization program and that the sum Twenty Eight Thousand Dollars (\$28,000.00) be expended on the Hope on Haven Hill renovation project with all the funds to be derived from the aforementioned unexpended CDBG funds consistent with the attached Exhibit A; and

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

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

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

12.6. AB 24 Resolution Authorizing Acceptance and Appropriation of

Community Action Partnership of Strafford County (CAP)
Community Development Block Grant (CDBG) Refund **First
Reading, Second Reading, and Adoption**

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

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF
COMMUNITY ACTION PARTNERSHIP (CAP) OF STRAFFORD COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REFUND**

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

WHEREAS, a refund in the amount of Nine Hundred Sixty Eight and 10/100 Dollars (\$968.10) was issued by CAP to the City of Rochester reflecting unexpended CDBG funds and is hereby accepted by the City of Rochester;

FURTHER, that the sum of Nine Hundred Sixty Eight and 10/100 Dollars (\$968.10) be, and hereby is, appropriated to the City of Rochester's CDBG fund; and

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

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

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

12.7. **AB 26** Resolution Authorizing Acceptance and Appropriation of Moose Plate Grant Award **First Reading, Second Reading, and Adoption**

Councilor Lachapelle **MOVED** to read the resolution by title only for

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

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION
OF MOOSE PLATE GRANT AWARD**

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

WHEREAS, that a Conservation License Plate Grant ("Moose Plate Grant") grant in the amount of Ten Thousand Dollars (\$10,000.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Ten Thousand Dollars (\$10,000.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out historic restoration work to the City Hall Annex building;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Division of Historical Resources to receive and administer the grant funds detailed above;

FURTHER, that the City Clerk is authorized to sign all applicant grant agreement documents required to enter into a grant agreement with the New Hampshire Division of Historical Resources to receive and administer the grant funds detailed above; and

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

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

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

12.8. AB 29 Approve the Draft Language Access Plan for the City of Rochester's CDBG Program **Motion to Approve**

Councilor Lachapelle **MOVED** to **APPROVE** the Draft Language Access Plan. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**Language Access Plan (LAP) for the City of Rochester's
Community Development Program**

Introduction and Purpose

The City of Rochester is committed to complying with all civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI), which requires governmental entities to ensure that individuals with limited English proficiency (LEP) have meaningful access to federally-funded programs and services. The term LEP doesn't refer to people who are bilingual but rather to individuals who have a limited ability to read, write, or understand English well or at all.

The purpose of this plan is to ensure that the City of Rochester provides LEP individuals with meaningful access to the City's Community Development programs and services. In preparation for writing this plan and in order to identify the specific needs for LEP residents of the City of Rochester, the City's Community Development Coordinator conducted a needs assessment using the four-factor analysis provided in the U.S. Department of Housing and Urban Development (HUD)'s *Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*.

In accordance with this four-factor analysis, the City of Rochester has balanced the following:

- 1) The number or proportion of LEP residents served or encountered in the eligible service population. (As instructed in the guidance for the purpose of determining those LEP persons "served or encountered", the City of Rochester's Community Development program includes those persons who would be served or encountered if the persons received adequate outreach and were provided sufficient language services.)

- 2) The frequency with which LEP persons come into contact with the City of Rochester's Community Development program.
- 3) The nature and importance of the program, activity or service provided by the City of Rochester's Community Development program.
- 4) The resources available and costs to the City of Rochester's Community Development program.

LEP Populations to be Served or Encountered and the Frequency of Encounters

The City of Rochester's Community Development program manages the city's Community Development Block Grant (CDBG), which provides federal funding through HUD for improving the low- and moderate-income neighborhoods and providing important services to low- and moderate-income residents. The City of Rochester is a city of 30,038, according to 2015 estimates from the U.S. Census Bureau, and these same estimates state that 13.5% of the city's population is living in poverty (approximately 4,055 residents).

The most accurate estimate of the service size of the CDBG program and Community Development program is obtained through analysis of census tracts by income. A census tract is considered low- to moderate-income, and therefore eligible for CDBG services based on geographic area, if 51% or more of the residents within the census tract are low- to moderate income by HUD standards ($\leq 80\%$ of area median income). According to HUD data, a bit less than 50% of the city's population is low- to moderate-income or approximately 14,700 persons.

Determination of potential and actual LEP populations has been accomplished through a combination of local consultations, such as with the Rochester School Department's and the Dover Adult Learning Center's English as a Second Language (ESL) faculty, and reference to HUD-supplied data on national origin and limited English proficiency.

The predominant LEP population identified in the geographic area based on these analysis tools is comprised of residents who speak French (about 75 residents or approximately 0.2% of the overall population and 0.5% of the low-moderate income population). National origin data from HUD indicate about 75 residents are originally from Canada, 75 residents are originally from the Philippines, and 75 residents are originally from India. While this

does not mean that all of these residents are LEP, it does indicate a likelihood of some need for language accessibility for languages indigenous to these nations. Consultations with ESL instructors have indicated that there is not one predominant non-English language within the City of Rochester but a variety of languages, including but not limited to French, Arabic, Tagalong, Hindi, and Chinese.

At present, a very small percentage of Rochester's population is LEP, well below HUD's 5% "Safe Harbor Rule" threshold that triggers more robust language access requirements. However, consultations indicate that the LEP population within the city is increasing and is likely to continue to do so, and therefore the City of Rochester is addressing language access needs in a proactive manner.

Language Assistance Measures

The type of language assistance necessary to provide meaningful access will vary depending on the type of communication City staff is having with the LEP person (e.g., phone, in person, or written communication) and in some circumstances more than one method will work. Regardless of how the language assistance is provided, the City of Rochester recognizes the importance of providing such services in a timely manner and in an appropriate place. Failure to do so may effectively delay or deny LEP residents access to community development programs and services. City staff understands that the extent of the city's obligation to provide both oral and written translation is dependent on the HUD four-factor analysis. The City of Rochester has chosen to follow the Safe Harbor rule, contained in HUD's final guidance, to assist in determining when to provide translation of vital documents.

The Safe Harbor rule for written translation of vital documents is based on the number and percentages of the market area-eligible population or current beneficiaries and applicants that are LEP. According to the Safe Harbor Rule:

HUD would expect translation of vital documents to be provided when the eligible LEP population in the market area or current beneficiaries exceeds 1,000 persons or if it exceeds 5% of the eligible population or beneficiaries along with more than 50 people. In cases where more than 5% of the eligible population speaks a specific language, but fewer than 50 persons are affected, there should be a translated written notice of the person's right to an oral interpretation.

As such, because the City of Rochester's LEP residents is well below the 5% of the eligible population as well as far fewer than 1,000 persons, vital documents will not be translated at this time but, rather, a translated written notice of the person's right to an oral interpretation will be provided.

Oral Interpretation Services

HUD's safe harbor rule does not apply to oral communication. An obligation to provide oral language assistance exists regardless of the number or percentage of persons who comprise a specific language group. The City of Rochester's Community Development staff will collaborate with Rochester School Department ESL staff to provide competent interpretation services whenever such are necessary for assisting LEP residents. This will include distribution and use of Language Line Solutions' Language Identification Card by city staff likelihood to frequently interact with residents.

Interpreters providing services to the City of Rochester must:

- Be proficient in and able to communicate information accurately in both English and the other applicable language;
- Understand relevant community development terminology;
- Understand and ensure confidentiality; and
- Maintain impartiality and act solely in the role as an interpreter.

Regardless of who is used as an interpreter, city staff will adhere to the following guidelines when using an interpreter:

- Explain to the interpreter the purpose of the communication and provide a description of the information to be conveyed;
- Provide brief explanations of technical terms of art that may come up during the communication, such as eligibility, income limits, etc.;
- Avoid using acronyms, such as HUD, DHCD, MHFA, etc.;
- Speak in short sentences;
- Express one idea at a time and allow the information to be interpreted prior to continuing;
- Check in with the interpreter to make sure he/she is understanding what staff is attempting to communicate;
- Enunciate words;
- Avoid contractions; and
- Address the LEP resident and not the interpreter during the

conversation.

Residents who have limited English proficiency may choose to bring an informal interpreter with them to assist in communication, including but not limited to the LEP resident's family members, friends, legal guardians, or social services case manager. In such instances, city staff will:

- Inform LEP persons who bring an informal interpreter with them that free language interpretation is available;
- Choose a formal interpreter instead of an informal interpreter, if the circumstances and subject matter of the interaction indicate that formal interpretation is needed to protect the resident's rights and interests; and
- Avoid relying on minors as informal interpreters unless there is an extreme need and no competent interpreters are available.

Written Translation Services

In keeping with HUD's Safe Harbor Rule, the City of Rochester will provide a translated written notice of residents' rights to an oral interpretation of vital Community Development documents. At this time, however, vital documents will not be translated. This written notice will be provided in French, which is the currently-identified language spoken by a significant number of LEP residents.

Vital Community Development documents include the following:

- Public comments notices;
- Public hearing notices;
- Notices of Intent to Request the Release of Funds;
- Findings of No Significant Impact;
- Drafts and finalized versions of CDBG action plans and annual reports; and
- CDBG grant applications.

The City of Rochester's Community Development staff will collaborate with Rochester School Department ESL staff to provide accurate translation services whenever such are necessary for assisting LEP residents.

The City of Rochester will make every effort to use competent and accurate translators. Many of the considerations discussed regarding interpreters apply to translators.

HUD has translated a number of documents that, where appropriate, the City of Rochester will utilize. The City of Rochester recognizes that the translated document isn't a legal document and that HUD intends to put a disclaimer on it stating that it is

"providing the translation to you merely as a convenience to assist in your understanding of your rights and obligations. The English language version of this document is the official, legal, controlling document. This translated document is not an official document."

The City of Rochester intends to use a similar disclaimer on its legal documents that are translated. City staff will also be ready to provide oral interpretation of written documents for LEP residents who may not be able to read their native language.

Staff Training Regarding LEP Policies and Procedures

All current and future City of Rochester Community Development staff will be trained on their obligation to provide meaningful access to information and services for LEP residents. Training will seek to make staff aware of the following:

- The City of Rochester's obligation to provide meaningful access to LEP residents;
- LEP policies and procedures; and
- Protocol in responding to LEP residents contacting the city via telephone, written communications, and in-person contact.

Community Development staff will also include LEP and other language access training as a component of regular, ongoing training and development to keep informed of the City of Rochester's current and evolving obligations as a CDBG grant recipient. Information and materials received during such training will be distributed to other relevant city staff as appropriate.

Providing Notice of Free Language Services to LEP Residents

The City of Rochester recognizes that it is important to put residents on notice that free language assistance will be provided when needed. The City of Rochester's Community Development staff will notify residents of

these services through translated statements (e.g., “Free language assistance is available for accessing all Community Development programs.”) to be published in French and any other languages identified in the future as being spoken by a significant number of LEP residents. These translated notices will be included on the following documents:

- Public comments notices;
- Public hearing notices;
- Notices of Intent to Request the Release of Funds;
- Findings of No Significant Impact;
- Drafts and finalized versions of CDBG action plans and annual reports; and
- CDBG grant applications.

Continuous Oversight of the LAP – Monitoring and Updates

The City of Rochester’s Community Development program will monitor and update this language access plan on an ongoing basis. If new demographic data is released by the federal or state government, the City of Rochester will review the data and update the language access plan accordingly. In addition, special attention will be made to incorporate this plan into the City of Rochester’s Assessment of Fair Housing.

12.9. AB 28 FY15-16 Consolidated Annual Performance and Evaluation Report (CAPER) Information Only – No Action Required

There was no discussion.

12.10. AB 27 Amendment to Chapter 5 of the General Ordinances of the City of Rochester First Reading, Second Reading, and Adoption

Mayor McCarley said this item will be put on hold for the time being and no action will be taken by the City Council at this time.

12.11. AB 30 Resolution Authorizing the Rochester Department of Public Works (DPW) to Apply for a Loan From the Drinking Water State Revolving Fund (DWSRF) First Reading and Adoption

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

**RESOLUTION AUTHORIZING THE ROCHESTER DEPARTMENT OF
PUBLIC WORKS (DPW) TO APPLY FOR A LOAN FROM THE DRINKING
WATER STATE REVOLVING FUND (DWSRF)**

BE IT RESOLVED BY THE MAYOR AND THE 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, approve the submission of a loan application in an amount up to Five Hundred Forty Thousand Dollars (\$540,000.00) to the Drinking Water State Revolving Fund (DWSRF) in order to fund the Water Treatment Plant Low Lift Station Upgrade Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to act as the City's representative(s) for the execution of all documents necessary to complete the application to the DWSRF.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Willis said he wished to abstain from voting on this resolution due to a potential conflict of interest. The **MOTION CARRIED** by majority voice vote.

**Note: Items 12.12.1 and 12.12.2 will be reversed in order due to the fact that the authorization would need to be voted on prior to the de-authorizing. This was the subject of the Public Hearing held earlier in the evening.*

12.12. AB 17 Emergency Repairs to the Wastewater Treatment Plant

12.12.2 AB 17 – B Resolution Authorizing Supplemental Appropriation to the FY 2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency

Repairs to the Wastewater Treatment Plant and Authorizing Bonding and/or Borrowing in Connection Therewith **Second Reading and Adoption**

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE FY2017 DEPARTMENT OF PUBLIC WORKS SEWER FUND
CAPITAL IMPROVEMENTS FUND FOR EMERGENCY REPAIRS TO THE
WASTEWATER TREATMENT PLANT
AND AUTHORIZING BONDING AND/OR BORROWING
IN CONNECTION THEREWITH**

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

That the sum of Two Hundred Twenty Thousand Dollars (\$220,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2017 fiscal year Department of Public Works Sewer Fund Capital Improvements Fund such funds to be used for the purpose of providing funds necessary to pay costs and/or expenditures associated with repairing the aeration system at the Wastewater Treatment Plant.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of up to Two Hundred Twenty Thousand Dollars (\$220,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. The useful life for the aforesaid Project is 10 years.

Further, to the extent not otherwise provided for in this Resolution the City Manager and/or his designee(s) is authorized to sign all documents necessary to implement the purposes of this resolution, including the signing

of any engineering and/or services, materials, construction and or similar or related type contract(s) necessary to carry out the purposes of this resolution.

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

The City reasonably expects to issue tax exempt bonds in the future to finance certain expenses related to this Project, the proceeds of which may be used, in part, to reimburse the City for Project expenses paid prior to the issuance of such bonds, including those authorized above. To that end, without in any way committing the City to issue such bonds, and/or notes, and/or other legal forms of borrowing, this Resolution shall be deemed to constitute the City's "official intent" with respect to such plans within the meaning of IRS Reg. 1.150-2.

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

12.12.1. AB 17 – A Resolution De-Authorizing Funding from the Department of Public Works Sewer Fund Capital Improvements Fund First Reading, Second Reading, and Adoption

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

RESOLUTION DEAUTHORIZING FUNDING FROM THE DEPARMENT OF PUBLIC WORKS SEWER FUND CAPITAL IMPROVEMENTS FUND

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 Two Hundred Twenty Thousand Dollars (\$220,000.00) to the Department of Public Works Sewer Fund Capital Improvements Fund for emergency repairs to the Wastewater Treatment Plant aeration system; and

WHEREAS, the City desires to change the source of funding for this project to borrowing;

NOW THEREFORE, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Two Hundred Twenty Thousand Dollars (\$220,000.00) of the previous appropriation of funds from the Department of Public Works Sewer Fund Capital Improvements Fund and return said funds to the Sewer Fund unassigned retained earnings.

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.

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

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

13. Other

There was no discussion.

14. Non-Meeting/Non-Public Session

14.1 Non-Public Session, Land, RSA 91-A:3,II (d)

14.2 Non-Meeting: Consultation with Legal Counsel, RSA 91-A:2,I (b)

Councilor Lauterborn **MOVED** to enter into the Non-Public Session, Land, under RSA 91-A:3,II(d) and a Non-Meeting, Consultation with Legal Counsel, under RSA 91-A:2,I (b) at 7:44 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Barnett, Keans, Lauterborn, Willis, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 8:53 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a

unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the Non-Public Session minutes because it was determined that disclosure would render a proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call. Councilors Abbott, Barnett, Bogan, Gates, Hamann, Keans, Lachapelle, Lauterborn, Torr, Varney, Willis, and Mayor McCarley all voted yes.

15. Adjournment

Councilor Torr **MOVED** to **ADJOURN** the Regular City Council Meeting at 8:54 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC
Deputy City Clerk



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 October 6, 2016

The Employee of the Month is: John Storer and Mike Riley, Department of Public Works **P.44**

Contracts and documents executed since last month:

- City Clerk's Office
 - Codification - Change Order 1 – add Rules of Order **P.45**
- Department of Public Works
 - Annex – contract amendment for additional engineering **P.46**
 - DPW Building Study – scope of services **P.47**
 - East End Dam – Notice of Bid Award **P.48**
 - Fieldstone Village boundary and easement surveying **P.49**
 - Honeywell Contract Renewal Service Agreement **P.50**
- Economic & Community Development
 - CDBG Contract amendment – Hope on Haven Hill **P.51**
 - CDBG – Moose Plate Grant **P.52**
 - CDBG Contract – Strafford County CAP Weatherization Assistance Program **P.53**
- Police Department
 - Highway Safety Grant – Bike/Pedestrian Safety **P.54**
 - Highway Safety Grant – DWI patrols **P.55**
 - Highway Safety Grant – E-Ticket Equipment **P.56**
 - Highway Safety Grant – traffic enforcement **P.57**
- City Council Request & Inquiry Report - there are no items
- Monthly Departments Travel Summary Report **P.59**
- Permission & Permits Issued **P.60**
- Personnel Action Report Summary **P.61**

From: [Lisa Clark](#)
To: [Samantha Rodgers](#)
Subject: Write up for Mike Riley
Date: Tuesday, September 27, 2016 9:24:27 AM

FYI

From: John Storer
Sent: Friday, September 16, 2016 3:53 PM
To: Lisa Clark
Subject: Mike Riley

Mike Riley is completing one year of service with the City and has provided much needed guidance and leadership in a position that had been vacant for some time. Like a rising tide that lifts all ships, Mike's presence has helped elevate the performance and accountability of his Buildings & Grounds staff. People around the City are noticing an improvement in the appearance of our facilities. He has quickly gained the respect and admiration of his peers across the City. Several people have provided positive comments on the much improved conditions of the City facilities.

Mike exemplifies a "can-do" attitude. He routinely goes the extra mile to complete any task and ensure its successful completion. He will regularly come in on his own time on weekends, or late in the evening, to address any issue. He is always in early and always stays late.

In addition to managing the day-to-day operations of his crew, he has led the implementation of several capital improvement projects for multiple roof repairs, HVAC replacements, to a never-before-completed effort to completely clean the Community Center Gym. Almost 200 pounds of dust and debris were removed from the upper rafters and HVAC duct work. He's been an instrumental liaison for the City in regards to the Annex Project, helping to mark out parking areas, posting signs, removing salvageable materials, and coordinating planned activities.

Mike is never too busy to respond – he will follow up on every single request you give him. He never backs away from a challenge.

John B. Storer, P.E.
Director of City Services
Rochester, New Hampshire
45 Old Dover Road
Rochester, NH 03867
Tel: (603) 332-4096

9/29/16



CITY OF
Received
SEP 26 2016
City Manager
ROCHESTER

City of Rochester, New Hampshire

OFFICE OF THE CITY CLERK

City Hall • 31 Wakefield Street • Rochester, NH 03867
(603) 332-2130

INTEROFFICE MEMORANDUM

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

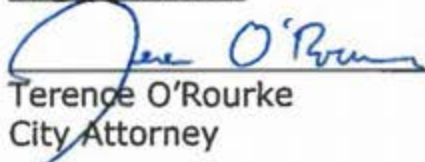
From: Kelly Walters, City Clerk

Date: September 23, 2016

Subject: City of Rochester Bid #16-24 – Codification
Change Order No. 1

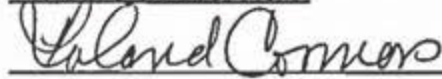
Please find the attached documents relative to a Change Order for the City of Rochester Bid #16-24 – Codification. The City of Rochester requested that the *Rules of Order* be added to the current project.

Legal Review


Terence O'Rourke
City Attorney

9/26/2016
Date

Financial Review


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

9/26/2016
Date

Please contact me with any questions. If approved, please have the City Manager sign the Original Document and return to me at the City Clerk's Office. Thank you.



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: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

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

DATE: August 26, 2016

SUBJECT: City Hall Annex
OakPoint Additional Engineering

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

Enclosed please one copy of Oak Point Associates contact modification. This modification is for work associate with Central Fire Station Generator. As this project will be run simultaneously with the City Hall Annex Project and requires separating the electrical services from the annex and running new electricity to Central Fire, Oak Point will do the design, bidding and construction administration.

The Generator Project is 50/50 Grant funded project. The funds have been appropriated in the Munis Account 15011090-773100-17514.

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

Signature

Blaine M. Cox, Deputy City Manager



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: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

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

DATE: August 29, 2016

SUBJECT: Weston & Sampson Engineers
DPW Building Study

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

Enclosed please find the scope of services related to the next phase of the DPW Building Study. Weston and Sampson Engineers were selected for this project based on the RFP 14-35. This scope is for work associated with geotechnical study and survey work associated with the 45 Old Dover Road site. The total cost of this phase is \$31,790

There is more than sufficient funding available in the following Munis system accounts:

15013010-772000-14515 Available balance \$3,800.00

15013010-771000-16526 Available balance \$35,417.64

15013010-772000-17524 Available balance \$150,000

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

Signature _____

Blaine Cox

(Blaine Cox, Finance Director / Deputy City Manager)



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: Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

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

DATE: September 20, 2016

SUBJECT: Recommendation to Award Bid #17-16 Rochester Reservoir East
End Dam Modifications

CC: John Storer, PE, Director of City Services

CITY OF
Received
SEP 21 2016
City Manager
ROCHESTER

Based on review of the bids received for the above referenced project, and with the recommendation of our engineering consultant, Wright-Pierce (see attached recommendation letter dated September 16, 2016), we are recommending Award of Bid #17-16 to Nelson Communications Services, Inc. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$325,500.00. The funds are available in the following Water CIP account lines: 55016010-771000-15537 and 55016010-771000-17535. There continues to be a need for the Supplementary Appropriation request that will be presented to the City Council in the near future, which will fund the Construction Inspection and Administration along with a small contingency for construction.

Blaine - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original Notice Of Award document should be returned to DPW for distribution.

Signature

Blaine Cox

Blaine Cox

Deputy City Manager/Finance Director

Attachments: Notice Of Award for Bid No. 17-16 dated 9/20/16

W-P Evaluation of Bids and Recommendation dated 9/16/16



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: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

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

DATE: August 29, 2016

SUBJECT: Berry Surveying
Fieldstone Village Boundary & Easement Survey

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

Attached please find the Berry Surveying & Engineering scope of services related to the Fieldstone Village Water Metering Project. Berry Surveying was selected as they were the original engineers for this project area back in the 1980's and they retain all of the initial plans and documents. Their access to these documents should result in a quicker and less costly survey being completed. The estimated cost for the survey is \$8,400.

There is sufficient funding available in the following Munis system accounts set up for the project:

55016010-773150-15536 Available balance \$116,674.17

55016010-771000-16535 Available balance \$300,000

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

Signature

Blaine Cox

(Blaine Cox, Finance Director / 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
Received

SEP 26 2016

City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
From: John B. Storer, P.E. Director of City Services
CC: Blaine Cox, Deputy City Manager
Date: September 23, 2016
Re: Honeywell HVAC Contract – 1-year extension.

Attached for your authorization is a 1-year contract extension with Honeywell Building Solutions for HVAC system maintenance and repairs. The contract would be retroactive to July 1, 2016 and would subsequently expire July 1, 2017. Honeywell has continued to provide service under terms of the old contract.

The contract covers service for the following City facilities: City Hall, Police Station, Revenue Office, Community Center, Public Library, Ice Arena, Public Works Garage, Wastewater Plant, Water Treatment Plant, and the two Fire Stations.

The expiration of the Contract was deliberately set to expire July 1, 2017, as this matches the end of the School Department's contract with Honeywell. On August 24, I met with the School Board Chair, Paul Lynch, along with School Facilities Manager Richard Bickford and City Councilor Ray Varney. The objective of the meeting was to initiate discussion of possible collaboration or cost-sharing measures.

We discussed aligning the HVAC contracts, such that we could potentially collaborate on a future contract extension, or discuss possible alternatives outside of Honeywell.

This approach was discussed at the Public Works Committee Meeting of September 15, 2016. The Committee felt this made sense. An excerpt from the draft Minutes is included below.

Honeywell Contract – Mr. Storer stated that he had discussed it with Blaine Cox and the DPW will be executing a one year contract with Honeywell. He stated that he had met with the school department and had discussed the possibility of working together to contract the HVAC for the all City buildings and he would use the next year to evaluate the best way of putting the service out to bid. This would align the City's contract to end at the same time as the School Departments.

Date: September 12, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2016-2017 CDBG Contract Amendment – Hope on Haven Hill

Please see attached two copies of the signed FY 2016-2017 Community Development Block Grant (CDBG) contract amendment between the City of Rochester and Hope on Haven Hill. The City Council approved an increase of \$28,000.00 in funding for this project at the September 6, 2016 City Council meeting.

The contract amendment requires the signature of the City Manager and the signature of a witness. Thank you very much. Please contact Julian with any questions or concerns.

Date: September 8, 2016
 To: Dan Fitzpatrick
 City Manager
 From: Julian Long
 Community Development Coordinator/Grants Manager

CITY OF
 Received
 SEP 8 2016
 City Manager
 ROCHESTER

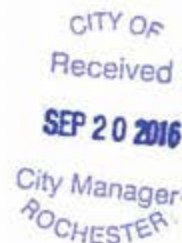
Re: Acceptance Documents for Certified Local Government (CLG) Grant and Moose Plate Grant Awards for the City Hall Annex

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Division of Historical Resources for the awarded Certified Local Government (CLG) Grant and Moose Plate Grant, both of which will be funding historic restoration work on the City Hall Annex building. City Council voted to approve acceptance of the CLG Grant at the June 7, 2016 City Council meeting and voted to approve acceptance of the Moose Plate Grant at the September 6, 2016 City Council meeting.

The grant award acceptance documentation for both grants requires the signature of the City Manager before a notary before submittal. Please sign the attached acceptance before a notary as the authorized official and return the signed documents to Julian. Several of the attachments to the grant award acceptance (which have been marked) also require the signature of the City Manager as the authorized official but do not require notarization.

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

Date: September 19, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2016-2017 CDBG Contract Amendment – Strafford CAP Weatherization Assistance Program

Please see attached two copies of the signed FY 2016-2017 Community Development Block Grant (CDBG) contract amendment between the City of Rochester and the Community Action Partnership of Strafford County. The City Council approved an increase of \$21,103.14 in funding for this project at the September 6, 2016 City Council meeting.

The contract amendment requires the signature of the City Manager and the signature of a witness. Thank you very much. Please contact Julian with any questions or concerns.

9/29/16



MICHAEL J. ALLEN
Chief of Police

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

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



September 6, 2016

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen *MSA*
Chief of Police

RE: Highway Safety Grant – Bicycle/Pedestrian Safety



Dear Mr. Fitzpatrick:

Back in April 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 Patrols grant that requires your signature. These are moving patrols, not sobriety checkpoints.

Bicycle/Pedestrian Grant	\$4,506.37
--------------------------	------------

This is a new format for the grants to comply with federal reporting requirements. Please sign where tabbed, and additionally initial each page.

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

9/29/16



MICHAEL J. ALLEN
Chief of Police

ROCHESTER POLICE DEPARTMENT

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ROCHESTER NH, 03867-1933

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DEREK J. PETERS

Chairman

BRUCE E. LINDSAY

Vice Chairman

LUCIEN G. LEVESQUE

Commissioner



September 6, 2016

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen *MJA*
Chief of Police

RE: Highway Safety Grant – DWI Patrols

CITY OF
Received
SEP 7 2016
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

Back in April 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 Patrols grant that requires your signature. These are moving patrols, not sobriety checkpoints.

DWI Grant	\$6,145.04
-----------	------------

This is a new format for the grants to comply with federal reporting requirements. Please sign where tabbed, and additionally initial each page.

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

9/29/16



MICHAEL J. ALLEN
Chief of Police

ROCHESTER POLICE DEPARTMENT

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Chairman
BRUCE E. LINDSAY
Vice Chairman
LUCIEN G. LEVESQUE
Commissioner



September 19, 2016

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: Highway Safety Grant – E-Ticket Equipment

CITY OF
Received
SEP 22 2016
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

Back in July 2016 you authorized the Department to proceed with an opportunity to take part in a Highway Safety Equipment Grant for E-Ticketing. The initial grant was for 5 license scanners and printers. Since that time Highway Safety has authorized funding for an additional 5 units (total of ten) for Rochester.

To recap the goal of the project is the automation and information sharing within the law enforcement and criminal justice community. The e-crash/e-citation programs will improve the speed, processing and submission of arrest reports and traffic summonses electronically.

The value of the ten units is \$9,000.00 (nine thousand dollars). It requires a 25% in-kind soft match (\$2,250.00) which will be met through installation charges. This match will be taken from our operating budget. No additional funding is being requested from Council for this project.

The attached contract requires your signature. It is the next step for the E-ticketing equipment grant. This is a new format for the grants to comply with federal reporting requirements. Please sign where tabbed, and additionally initial each page.

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

9/29/16



MICHAEL J. ALLEN
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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



September 6, 2016

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: Highway Safety Grant – Traffic Enforcement

MSA

CITY OF
Received
SEP 7 2016
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

Back in April you signed agenda bills for the Police Department to apply for highway safety grant funds. The attached document is the next step for the STEP (Sustained Traffic Enforcement Patrols) grant that requires your signature.

STEP Grant \$8,193.40

This is a new format for the grants to comply with federal reporting requirements. Please sign where tabbed, and additionally initial each page.

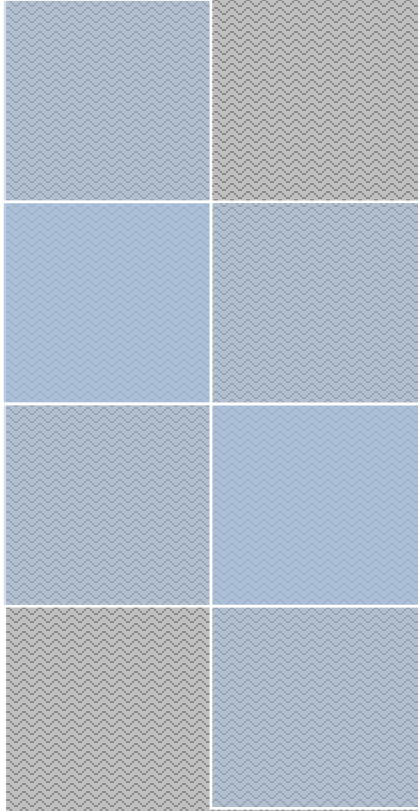
Please let me know if you have any questions in this regard.

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
			No Items	

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[illegible]

[illegible]



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9/29/16

RECEIVED

SEP 24 2016

CITY CLERK'S OFFICE
ROCHESTER, NH

SEP 24 2016

CITY CLERK'S OFFICE
ROCHESTER, NH

Daniel S Peterson

836 Portland St.

Rochester, NH 03868

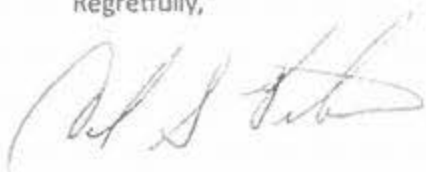
To whom it may concern:

It is with regret that I am giving my official notice of resignation as chairperson of the Utilities Advisory Board and also as a member of the board.

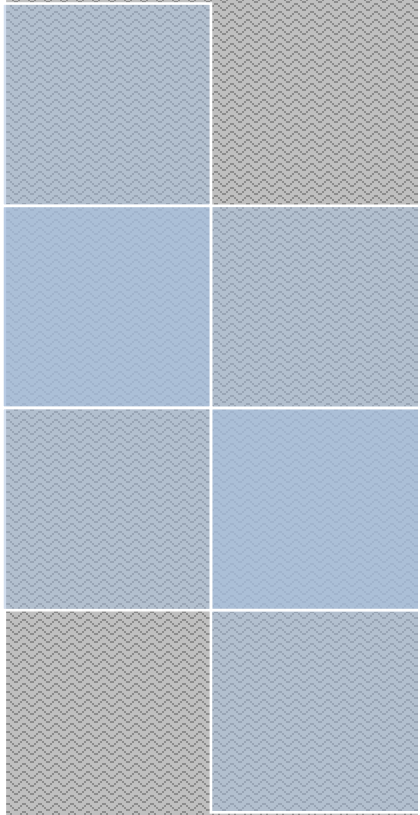
I have recently found out that I am being deployed with the Air National Guard in the early spring for several months. Due to this unforeseen event, I feel it would be unfair to the fellow board members in lieu of my absence, and that a replacement can be found for my seat before my official end date.

I plan on carrying out my duties as chairman until the last meeting in December 2016. As of January 1st 2017, I no longer wish to be a board member.

Regretfully,



Daniel S. Peterson



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Appointments Committee Minutes
September 6, 2016

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Ray Barnett
Tom Abbott
Donna Bogan

Also present:

Nancy Carignan
Barbara Soles

Chairman Keans called the meeting to order at 6:30 p.m. on September 6, 2016.

Nancy Carignan – Recreation Commission

Ms. Carignan comes with a strong background on local sports. Her children are grown and she now has time away from her role as spectator/mom and would like to participate on a new level.

Councilor Gray moved to recommend; Councilor Bogan seconded Ms. Carignan to be nominated for the remaining term left vacant after the resignation of Jeffrey Turgeon, ending 1/02/2017. The Appointments Committee unanimously recommends Nancy Carignan for appointment as a regular member to the Recreation & Arena Commission, term to expire January 2, 2017.

Barbara Soles – Conservation Commission

Ms. Soles is an avid outdoor person, walking and hiking, and is concerned about wildlife. She realizes that there are no current vacancies on the commission but has always wanted to serve. She now has the time and recognizes that the job involves a balancing act between protecting the environment and development.

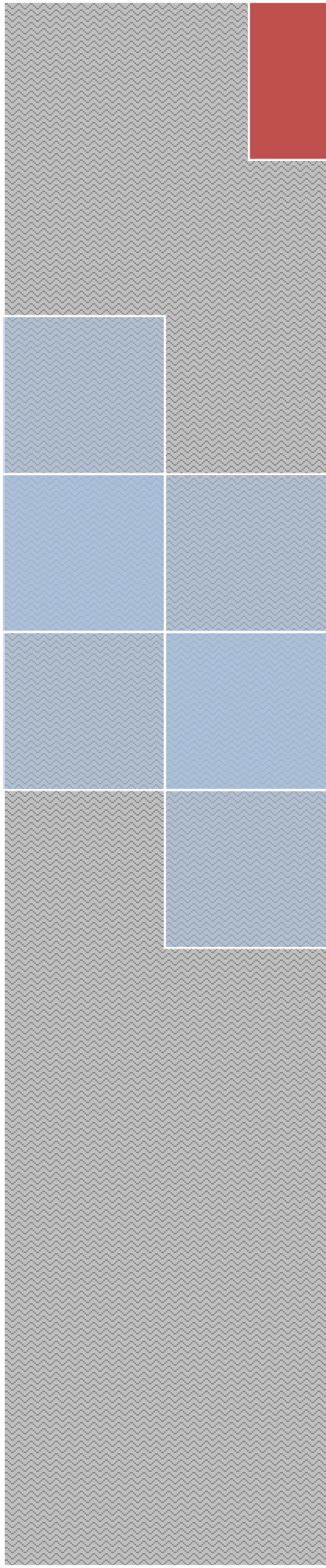
Councilor Abbott moved to recommend; Councilor Gray seconded Ms. Soles to be nominated if a position on the commission should become available. The Appointments Committee unanimously recommends Ms. Soles for appointment if a vacancy occurs.

The committee would like to have an additional alternate position added to the Conservation Commission, as there is only one. The committee request that this be investigated.

The meeting was adjourned at 6:59pm.

Respectfully submitted,

Sandra Keans, Chair



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CODES AND ORDINANCES COMMITTEE
Of the Rochester City Council
Thursday, September 1, 2016
City Council Chambers
31 Wakefield Street, Rochester, NH
7:00 PM

Codes and Ordinances Committee Members Present

Councilor Peter Lachapelle, Chair
Councilor Elaine Lauterborn, Vice Chair
Councilor Donna Bogan
Councilor Robert Gates

Members Absent

Councilor Thomas Abbott

Others Present

Attorney O'Rourke
Councilor Gray
Councilor Keans
Councilor Varney
Andrea Lemire, Resident

MINUTES

1. Call to Order

Councilor Lachapelle called the meeting to order at 7:00 PM. All members of the Committee were present.

2. Public Input

Councilor Lachapelle invited the public to speak about any City topic that is not currently listed on the Agenda. He noted that any citizen would be allotted time to speak during each topic listed on the agenda. Andrea Lemire, 17 Pine Street, announced that she attended the meeting because fireworks are being lit off in her own neighborhood; however, she had no further comments to make at this time. Councilor Lachapelle closed the public input portion of the meeting at 7:02 PM.

3. Approval of the Codes and Ordinances Committee Minutes [August 4, 2016]

Councilor Gates **MOVED** to revise and **APPROVE** the August 4, 2016, Committee meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5. Amendment to Chapter 45

Councilor Lachapelle introduced the proposed Amendment to Chapter 45 as follows:

AMENDMENT TO CHAPTER 45 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING OVERNIGHT PARKING, OCCUPANCY AND CAMPING
ON CITY OWNED PROPERTY

THE CITY OF ROCHESTER ORDAINS:

That Chapter 45 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

CHAPTER 45

**OVERNIGHT PARKING, OCCUPANCY AND CAMPING ON CITY OWNED
PROPERTY**

SECTION ANALYSIS

- 45.1 Authority
- 45.2 Purpose
- 45.3 Acts Prohibited
- 45.4 Definitions
- 45.5 Exceptions
- 45.6 Responsibility
- 45.7 Removal
- 45.8 Enforcement
- 45.9 Severability
- 45.10 Effective Date

45.1 Authority.

In accordance with and under the authority of New Hampshire Revised Statutes Annotated 41:11; 41:11-a; and 47:17, the City Council of the City of Rochester hereby adopts the following ordinance for the regulation of overnight parking or camping on all City-owned property.

45.2 Purpose.

The purpose of this Ordinance is to protect the public peace, preserve public law and order, promote safety and welfare and ensure proper and decent conduct for the residents of the City of Rochester and the general public, in the use of City-owned properties.

45.3 Acts Prohibited.

From and after the effective date of this ordinance it shall be unlawful for any person to camp, or to park, with occupancy by one or more persons, any vehicle or recreational vehicle, either overnight or for any two-hour period between dusk and dawn, on any City-owned lands within the City of Rochester.

45.4 Definitions.

- (a) *Camp*: Includes pitching a tent, placing or erecting any other camping device, or sleeping in or on the City-owned property.
- (b) *Recreational vehicle*: Any vehicle fitting the definition in RSA 216-I:1, VIII.
- (c) *City-owned property*: All properties owned by the City of Rochester.

45.5 Exceptions.

Restrictions in this ordinance shall not apply:

- (a) When permission has been granted by the Chief of Police or designee for official or emergency purposes.
- (b) When permission has been granted by the City Manager or Chief of Police in conjunction with a performance at the Rochester Opera House or with a written special event permit.

45.6 Responsibility.

All violations of parking restrictions and charges accompanied therewith shall be deemed the responsibility of the registered owner of said vehicle. Such registrations may be proven as set forth in RSA 261:60. Said registered owner shall be conclusively presumed to be in control of the vehicle at the time of the parking violation, and no evidence of actual control or culpability needs to be proven as an element of the offense in accordance with RSA 231:132-a.

45.7 Removal.

Any vehicle parked in violation of this Ordinance by be ordered towed by the Rochester Police Department at the expense of the owner or custodian of said vehicle.

45.8 Enforcement.

- (a) Any person who violates this Ordinance shall be guilty of a violation and shall be fined One Hundred Dollars (\$100.00).
- (b) Any duly appointed police officer for the City of Rochester may enforce this Ordinance by utilizing any process authorized by state law, including but not limited to a Local Ordinance Citation pursuant to RSA 31:39-d and Chapter 44 of the City of Rochester Ordinance.
- (c) All penalties collected for violations of this Ordinance shall be for the use of the City and deposited into the City's general fund.

45.9 Severability.

The provisions of this Ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this Ordinance.

45.10 Effective Date.

This Ordinance shall take effect upon passage.

Attorney O'Rourke gave a brief update of why the Public Safety Committee had sent the above Amendment to the City Council for review.

Councilor Keans mentioned that LeeAnne Rymes and her crew had parked their RV overnight in the City Hall parking lot. She questioned how this Amendment to chapter 45 of the General Ordinances would be enforced and if special permits would be given out for such circumstances. She recalled that the reason for creating this ordinance to begin with was due to the fact that the Department of Public Works has a difficult job with snowplowing and overnight parking.

Councilor Lauterborn mentioned that the two-hour parking limit seemed stringent if one is having dinner with friends and needs to worry about how long the vehicles are parked. Attorney O'Rourke replied that this ordinance specifically restricts *occupied* vehicles from loitering in the parking lots, and does not have an impact on unoccupied vehicles, as a part of this proposed amendment.

Councilor Gates stated that the word "shall" should be added to section 45.7.

Attorney O'Rourke agreed to gather more information and report back to the Committee the following month. This Amendment is kept in Committee.

6. Amendment to Chapter 46

Councilor Lachapelle introduced the Proposed Amendment to Chapter 46 as follows:

AMENDMENT TO CHAPTER 46 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING GRAFFITI ON PRIVATE PROPERTY

THE CITY OF ROCHESTER ORDAINS:

That Chapter 46 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

CHAPTER 46 GRAFFITI ON PRIVATE PROPERTY

SECTION ANALYSIS

- 46.1 Authority
- 46.2 Purpose
- 46.3 Acts Prohibited
- 46.4 Definitions
- 46.5 Enforcement
- 46.6 Severability
- 46.7 Effective Date

46.1 Authority.

In accordance with and under the authority of New Hampshire Revised Statute Annotated 47:17, the City Council of the City of Rochester hereby adopts the following ordinance for the regulation of graffiti on private property.

46.2 Purpose.

This purpose of this Ordinance is to promote the health, safety and general welfare of the community by creating an aesthetically pleasing environment in which graffiti is declared a nuisance which must be promptly abated by property owners and imposing penalties on vandals.

46.3 Acts Prohibited.

It shall be a nuisance for any person to place graffiti upon any property located within the City of Rochester. Any owner of property within the City of Rochester *shall* remove any graffiti on his/her property within five *business* days of notice of its placement on such property. Maintenance of property in violation of this section is a public nuisance.

46. 4 Definitions.

(a) *Graffiti*: Any inscription, word, figure, marking or design that is written, marked, etched, scratched, drawn or painted on any real property that was not authorized in advance by the owner of the real property.

(b) *Owner*: Any person in possession of the affected property and any person having or claiming to have, any legal or equitable interest in the property.

(c) *Person*: Any individual, firm, partnership, corporation, association, or any other organization or entity, however formed.

(d) *Property*: All residential, industrial, or commercial real property, and other property, including but not limited to, fences, poles, signs, rocks, trees, paving, etc.

46.5 Enforcement.

(a) Any person who violates this Ordinance shall be guilty of a violation and shall be fined not less than One Hundred Dollars (\$100.00) or more than One Thousand Dollars (\$1,000.00).

(b) Any duly appointed police officer for the City of Rochester and the City of Rochester Code Enforcement Officer may enforce this Ordinance by utilizing any process authorized by

state law, including but not limited to a Local Ordinance Citation pursuant to RSA 31:39-d and Chapter 44 of the City of Rochester Ordinance.

(c) All penalties collected for violations of this Ordinance shall be for the use of the City and deposited into the City's general fund.

46.6 Severability.

The provisions of this Ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this Ordinance.

46.7 Effective Date.

This Ordinance shall take effect upon passage.

The effective date of these amendments shall be upon passage.

Attorney O'Rourke gave a brief update of why the Public Safety Committee sent this Amendment to the City Council for review. He said the City does not currently have an ordinance to enforce property owners to clean up vandalism. This amendment would force the property owner to clean the vandalism up in a matter of 5 days, or receive a fine. Councilor Lachapelle said that if anything, it should be 5 days from the receipt of the official notice and not of the offense.

The Committee debated if this Amendment would create a burden on property owner rights.

Councilor Gray suggested revising Section 46.3 to be more specific with the amount permitted for clean up. He suggested "5 **Business Days**".

Councilor Lauterborn **MOVED** to have the Amendment revised and sent to the next Regular Council meeting to be held in October. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 3 to 1 voice vote.

7. Amendment to Chapter 11.24

Councilor Lachapelle introduced the Proposed Amendment to Chapter 11.24 as follows:
Amendment to 11.24

AMENDMENT TO CHAPTER 11 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING SCHOOL DEPARTMENT CAPITAL RESERVE FUND

THE CITY OF ROCHESTER ORDAINS:

That Chapter 11 of the General Ordinances of the City of Rochester regarding the School Department Capital Reserve Fund and currently before the Rochester City Council, be amended as follows:

11.24 City of Rochester School Department Capital Reserve Fund.

(a) By adoption of a Resolution on December 15, 2015, the City Council established 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.

(b) 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.

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

(d) 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.

(e) 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.

The effective date of these amendments shall be upon passage.

Attorney O'Rourke said this is an Amendment similar to any other Capital Reserve Fund. This amendment is intended to implement guidelines for the newest Capital Reserve Fund, which had been adopted in December, 2015, by the full City Council relative to the School Department's Capital Reserve Fund.

Councilor Bogan **MOVED** to send this Amendment to the next Regular City Council meeting in October for approval. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

8. Fireworks

Councilor Lachapelle introduced the Proposed Amendment to Chapter 23. Councilor Bogan questioned how this ordinance could be enforced. It was determined if enough debris/evidence were found at a particular location without the required regulations being followed then a fine could be issued.

Several suggestions were made to tighten up the language. The matter will be kept in Committee for one month and Attorney O'Rourke is to provide a revised version to the next Codes meeting, which is meeting on October 6, 2016 at 6:00 PM in Council Chambers.

8. Drug Free Zone

Councilor Lachapelle referred to a memo from the Director of the Rochester Public Library, which indicates that the Library is already in a "Drug Free Zone".

9. Other

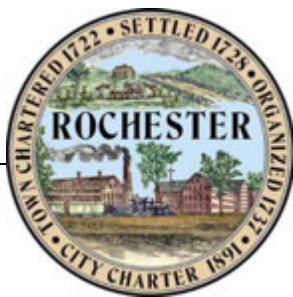
Kelly Walters, City Clerk, gave a brief update on the codification process. She informed the Committee that the interim City of Rochester General Ordinances could be accessed on the City's Website: <http://www.ecode360.com/RO2619>. She mentioned that the Rules of Order had not been included in the initial bidding process. More information can be found on a Change Order, which would be submitted to the City Manager's Office in September.

10. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Committee meeting at 8:14 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson
Donna Bogan, Vice Chairperson
Tom Abbott
Ray Barnett
A. Raymond Varney, Jr.

Meeting Date:	Monday, September 12, 2016	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Councilor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Mr. Mike Provost, Rochester Main Street Director	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Varney to approve the August 8, 2016 minutes. The minutes were approved unanimously.

Public Input	There was no public input.
CDBG Prior Year Unexpended Funds – Rochester Main Street Façade Program	<p>Mr. Long presented an overview of the available funds from prior CDBG program years (\$26,362.83) and the requests for additional funding received (\$20,578.00 requested for the Rochester Main Street façade and code enhancements program and \$3,080.00 requested for the Tri-City Co-op HVAC and handicap ramp project). Mr. Long discussed the additional request from Tri-City Co-op, which was due to one of the organization's contractors not having factored Davis-Bacon Act federal wage rates into the price quote. Tri-City Co-op had not heard back from the second contractor prior to the start of the Committee meeting.</p> <p>Councilor Varney asked why there was such a large increase between the two price quotes received for the HVAC portion of the Tri-City Co-op project. Mr. Long explained that the original price quote, in addition to not including Davis-Bacon wage rates, also included a special non-profit discount. Councilor Bogan asked if Tri-City Co-op had received facilities funding before, and Mr. Long stated that this is the first time that Tri-City Co-op has received facilities funding. In years past, Tri-City Co-op has received public service agency funding, so environmental review and Davis-Bacon requirements are new to the organization.</p> <p>Mr. Provost stated that so far Rochester Main Street has received interest from two property owners in the façade and code enhancements program, for improvements to the Progressive Esthetics building and to the Rochester Performing Arts Center. Mr. Provost mentioned that he is reaching out to two other property owners, as well, who he believes are likely to be interested. Property owners will be required to provide a 50%</p>

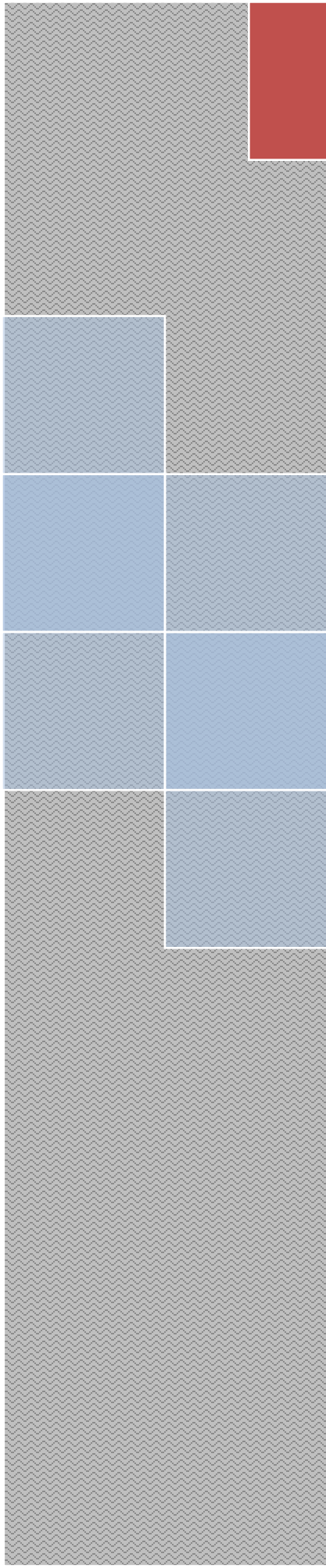
	<p>match for any grant received, and the grant application for the program is being modeled on the Historic District Commission's application to streamline the process.</p> <p>Mr. Provost said he'd be working closely with Mr. Long on each application to ensure full CDBG regulatory compliance, and Mr. Long explained the issue of federal funding "tainting" an entire project, meaning, for example, that Davis-Bacon federal minimum wages must be paid to all workers on a project even if CDBG funds only a small portion of the project. Councilor Abbott asked what counts as a separate project for CDBG purposes, and Mr. Long stated that it would require a case-by-case determination but involved factors such as the time elapsed between the projects, the interrelation of the projects, and whether the projects were conceptualized at the same time or separately.</p> <p>Councilor Lauterborn asked if a decision on both the Rochester Main Street and Tri-City Co-op requests for additional funding could wait until Tri-City Co-op has received an updated price quote from the second contractor. Councilor Bogan asked if funds could be expended on the upcoming downtown river walk project. Mr. Long explained that, for projects already approved under the FY 2016-2017 Annual Action Plan, additional funding would just need to be approved by the Committee and then the full City Council. If prior year unexpended funds are allocated to a project not already approved under the FY 2016-2017 Annual Action Plan, such as the river walk project, then the full Citizen Participation Process would be required before the full City Council could vote to allocate the funds.</p> <p>The consensus of the Committee was to wait until the next Community Development Committee meeting to decide on the allocation of remaining prior year CDBG funds.</p>
Rochester Main Street Presentation	<p>Mr. Provost gave an overview of recent Rochester Main Street-hosted events, including the Blues and BBQ Festival and Gay Pride, as well as upcoming events, including Oktoberfest and the annual Zombie Walk. Mr. Provost then distributed a brief survey quiz, requesting opinions and perceptions on the downtown and its needs, to the Committee and Mr. Long for completion.</p> <p>Following this, Mr. Provost presented on previously collected responses to the survey. Survey responses have included opinions that the downtown is not child-friendly but does offer low-cost family entertainment, most residents feel safe downtown, traffic moves too quickly downtown, current traffic patterns are awkward or confusing, and there are not enough services and resources for residents looking to "age in place." Councilor Bogan asked who has been asked to take the survey thus far, and Mr. Provost replied that it has been a broad range of groups, including businesses, general citizens, and even school students.</p> <p>Councilor Lauterborn stated that the performing arts center will have a large impact on the downtown. Councilor Abbott stated that the downtown needs developers with vision as well as regulations that promote better housing. Councilor Bogan suggested that Rochester Main Street reach</p>

	out to elderly residents, many of whom are retired and have available time, to add to Rochester Main Street's pool of volunteers.
CDBG Conflict of Interests Policy - Draft	<p>Mr. Long explained that the draft policy is a formalization of procedures already in use by the Committee and City staff. Councilor Lauterborn noted that, when she was a member of Dover Adult Learning Center's board of directors, she declared this potential perceived conflict during the Committee meeting where the CDBG grant applications, including Dover Adult Learning Center, presented their funding requests. Mr. Long added that, when he enrolled in a class offered by Dover Adult Learning Center, he likewise declared this potential perceived conflict in a memorandum addressed to the City Manager.</p> <p><i>Motion was made by Councilor Barnett and seconded by Councilor Abbott to recommend that the full City Council approve and adopt the draft CDBG Conflict of Interests Policy. The motion passed unanimously.</i></p>
CDBG Projects Program Report	Mr. Long provided a brief update on completed and in-progress CDBG-funded projects, including the state inspection and approval of the new elevator at Spaulding High School and accounting services provided to JOB Loan Program loan recipient Seacoast Gymnastics. Mr. Long also discussed submission of the finalized FY 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER), following minor updates to the section on funds expended in FY 2015-2016, and the on-site monitoring visit conducted by the U.S. Department of Housing and Urban Development (HUD) concerning the City of Rochester's compliance with Davis-Bacon Act requirements. HUD found the City to be in full compliance, and there were no findings from the monitoring visit.
Other Business	<p>Councilor Lauterborn requested that the FY 2016-2017 budget for the Bridging the Gaps program be provided at the next Community Development Committee meeting. Mr. Long stated that he would provide copies at the next meeting.</p> <p>Councilor Varney asked about the EDA Grant reporting discussed in the Community Development Coordinator Report, and Mr. Long explained that this referred to the Economic Development Administration Grant funding the sewer extension on Salmon Falls Road. The three-year reporting deadline is October 1, 2016.</p> <p>Councilor Lauterborn noted that the next Committee meeting currently is scheduled to coincide with Columbus Day and asked whether this meeting could be cancelled. Mr. Long stated that he would check with Tri-City Co-op to see if a November meeting to discuss their request for additional funding would work with their project timelines.</p>

Motion to adjourn was made by Councilor Barnett and seconded by Councilor Bogan. The vote to adjourn was unanimous. The meeting was adjourned at 8:15 p.m.

Next Meeting – Monday, November 14, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

Topics – CDBG Prior Year Unexpended Funds, JOB Loan Program Report, CDBG Projects Program Report, Bridging the Gaps Budget Report



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FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: September 13, 2016
 Time: 7:00 P.M.
 Location: City Council Chambers
 31 Wakefield Street
 Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Keans, Councilor Torr (arrived at 7:39pm), Councilor Lauterborn, and Councilor Gray (arrived at 7:18pm). Councilor Hamann was excused. Other City Councilors present were: Councilor Barnett, Councilor Willis (arrived at 7:08pm). Other elected officials present were: Police Commissioner Peters. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Police Chief Allen, Senior Accountant Sullivan, Public Works Director Storer, Economic Development Specialist Marsh.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7 PM.

2. Public Input

There were no members of the public that addressed the Committee.

3. Unfinished Business

There was no unfinished business taken up by the Committee.

4. New Business

- 4.1 The Ridge Marketplace: Park/ Greenspace

Representatives of Waterstone Retail Development addressed the Committee regarding The Ridge Marketplace concept of an active "park" versus a passive greenspace. The representatives were Principal Josh Levy, VP of Development Doug Richardson and Marketing Director Jennifer Fairfield. Engineer Kenneth Mavrogeorge of Tighe & Bond was also present on behalf of Waterstone.

Specifically, Waterstone requested that the Council consider three options: (1) forgo having an open space of any type and Waterstone would construct a retail building in the space originally planned to be open passive greenspace, (2) proceed with the open passive greenspace as depicted in the project site plan approved by the Planning Board or (3) support the creation of an active recreational park. Waterstone is seeking City support of option #3 and asked the Council to consider expending \$610,000 to construct the facility offering that Waterstone would assume the management and costs of long term operation of the facility. City Manager Fitzpatrick informed Waterstone & the Council that in order for the City to fund the construction of the facility, the City would have to take ownership of the land and the facility, however, a long term contract could be arranged between Waterstone and the City relegating operation and maintenance responsibilities to Waterstone. Deputy Mayor Varney indicated his reluctance to support expenditure of City funds for the construction of the active recreational facility. Councilor Gray indicated that he did not feel that this would be the highest priority use of City funds at this time. Mayor McCarley directed that this issue be referred to a City Council Workshop in the near future in order that the full Council would be able to discuss the issue.

4.2 Retired Fire Engine 7: Bids

Deputy City Manager Cox informed the Committee that the retired Fire Engine 7 had been placed up for sale through a sealed bid process with a minimum bid requirement of \$12,000. However, only one bid of \$5,001 had been received. Mr. Cox went on to inform that subsequent to the formal bid process, two additional bids had been received – Paul LaClair offered \$5,100 and the Town of Acton, Maine offered \$8,000. **Deputy Mayor Varney moved to recommend to the full City Council that the retired Engine 7 be sold for \$8,000 to Acton, Maine.**

Councilor Gray seconded the motion which was then adopted by the Committee.

4.3 HUD Housing Police Officer Request & Middle School SRO Position

Police Chief Allen reviewed with the Committee the request from the Rochester Housing Authority for an additional part time Housing Police Officer for 10 hours per week as well as the opportunity to fill the Middle School Resource Officer open position with a retiring sergeant.

4.4 Denali-Kodiak-Salmon Falls-Milton Road: Sewer Connection Fee Analysis

This item was referred to the Finance Committee from the Public Works Committee. Public Works Director Storer and the resident at 25 Denali Drive Mark Sullivan outlined for the Committee the aspects of this issue as the following:

- a. The City's past practice with regard to residential sewer connections is to assess the actual costs to the resident for the sections starting from the sewer mains and lying within the City's right-of-way as well as the sections on the resident's private property. However, the City allowed the resident to pay for these expenses over a 5-year repayment schedule at 0% interest.
- b. The case made by some regarding the project now occurring on Salmon Falls Road, Milton Road, and the Denali – Kodiak neighborhoods is that these areas are more rural than typical sewer serviced areas and as a result the lot sizes and resulting sewer line runs are greater. These longer sewer line runs will result in higher than typical connection costs to the affected residents.
- c. The recommendation to be considered is to waive the costs to the resident for the section of sewer line from the main line to the edge of the City's right-of-way. The result would be the resident would be financially responsible only for the sewer lines installed on his/her private property. It was estimated that

this would be an approximate reduction for these homeowners an average of \$2,500-\$3,000 and it could involve 25-30 residences.

- d. There are approximately \$79,225 worth of existing sewer stubs in the City's rights-of-way around the City previously installed for future residential connections that the City contemplated being repaid for when/ if they were utilized in the future. These must be considered in any action now by the City to waive the right-of-way sewer line expenses for the current project.
- e. The planned Colonial Pines infrastructure extension project should also be considered in any action now to waive these sewer connection fees. There are possibly 254 connections in this area.
- f. The City under General Ordinance Chapter 16.3 (d) & (e) has been applying a "sale or fail" policy regarding mandatory connections to public sewer that may be in conflict with RSA 147:8 which requires connection if within 100 feet regardless whether there is a sale of the property or a failure of the septic system.

Mayor McCarley directed Mr. Storer to develop a policy recommendation and bring it back to the Council for consideration.

4.5 Water & Sewer Rates: Utility Advisory Board Recommendation

Councilor Willis as a member of the Utility Advisory Board (UAB) brought forth the UAB's recommended water and sewer rate adjustments as follows:

- a. Water rate to be increased by 10% in FY2017 and 9.8% in FY2018.
- b. Sewer rate to be increased by 4.49% in FY2017 and 7.63% in FY2018.

Deputy Mayor Varney moved to recommend to the full City Council that water rates be increased by 10% in FY2017 and Sewer rates be increased by 4.49% in FY2017. Councilor Lauterborn provided a second to the motion which was then adopted by the Committee.

4.6 Accounting Policy Manual

Deputy City Manager Cox stated that the Draft Accounting Policy Manual was developed in response to the Audit Management Letter for FY2015.

Councilor Lauterborn moved to recommend to the full City Council that the Draft Accounting Policy Manual be approved as drafted. The motion was seconded by Councilor Keans and the motion was adopted by the Committee.

4.7 141 Salmon Falls Road: City Owned Land Sale

Deputy City Manager Cox informed the Committee that the City recently tax deeded the parcel located at 141 Salmon Falls Road. The City Manager has determined that the City has no use for the property and that it is recommended the City sell the parcel through a sealed bid process. **Deputy Mayor Varney moved to recommend to the full City Council to direct the City Manager to offer the parcel located at 141 Salmon Falls Road up for sale through a sealed bidding process. Councilor Gray seconded the motion which was then adopted by the Committee.**

4.8 Annex Project: Staff Parking at former Ben Franklin Site

Deputy City Manager Cox informed the Council that during the Annex building construction project alternative parking was being considered at the former Ben Franklin site. The City Attorney O'Rourke had drafted a usage agreement and the property's owner had countered with his own usage agreement. City Manager Fitzpatrick indicated that to date, even with construction in progress at the Annex, parking has not posed a problem. The Committee took no action on this item.

5. Finance Director's Report

Deputy City Manager Cox reviewed two items from his written report to the committee. These were: (1) Chief Assessor Vincent's last day with the City will be Friday, September 16, 2016 and former Chief Assessor Tom Mullin would be

working for two weeks, September 19th through September 30, to assist the City Assessing Office and (2) the new Planning & Permitting software would be demonstrated at the City Council Workshop meeting on September 20, 2016.

6. Monthly Financial Statements

There was no discussion regarding the monthly financial statements.

7. Other

Deputy Mayor Varney shared that he had recently met with Public Works Director Storer and School Facilities Manager Bickford to discuss centralized or combined purchasing. It was also suggested that the City contact Frisbie Memorial Hospital to explore coordinated purchasing.

8. Non-Public

The Committee had no non-public business items.

9. Adjournment

Councilor Lauterborn moved to adjourn the meeting. Councilor Gray provided a second to the motion which was then adopted. The meeting adjourned at 8:47 PM.

Rochester Government Channel Minutes
September 14, 2016 Meeting
City Council Conference Room, 5:30PM

Members Present:

City Councilor Tom Willis, Chair

Rick Healey - Resident Volunteer

James Graham - Resident Volunteer

Others Present: Celeste Plaia, Government Channel Coordinator

MINUTES

I. Call to Order

The meeting was called to order at **5:40 PM**.

I. Approval of minutes July 2016 meeting

A **MOTION** was made by Jim Graham to accept the minutes of the July 2016 meeting. The motion was seconded by Rick Healey. The **MOTION CARRIED** by a unanimous voice vote.

III. Public Input

There was no one for public input.

IV. Metrocast Franchise Renewal

The Government Channel Coordinator outlined the progress of the Franchise Negotiations Committee, and gave some examples of items that were being discussed. The Coordinator reminded the committee of the upcoming Cable Renewal Public Hearing, and that it would be televised live. The current Metrocast Ch 12 was also discussed, and the committee agreed there was need for clarification on the use of the channel and future intention. Committee members also discussed the technical issues the public has experienced with the viewing of live meetings on channel 26.

V. Public Access Station

The committee also discussed the idea of a Public Access Station, as it pertains to the cable franchise. The committee discussed the option of gathering more information on public interest of a Public Access Station during the next year. The Government Channel Coordinator also answered questions on the nature of Public Access and how other towns address and use it. It was also noted the costs associated with running a staffed studio, and ways that could be funded, and that the interests and needs of the community will have to be weighed against those costs.

VII. Adjournment

Jim Graham **MOVED** to **ADJOURN**, Rick Healey second the motion. The **MOTION CARRIED** by a unanimous voice vote. The meeting adjourned at approx. 6:45 PM.

Respectfully submitted,

Celeste Plaia
Government Channel Coordinator

Public Safety Committee
 Council Chambers
 September 21, 2016
 7:00 PM

MEMBERS PRESENT

Councilor Donald Hamann, Chair
 Councilor Ray Barnett
 Councilor Robert Gates
 Councilor James Gray
 Councilor Peter Lachapelle

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
 Deputy Chief Toussaint, Police Dept.
 Henry Lizotte, 12 Tebbetts Road

Minutes

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

1. Approve minutes from August 17, 2016

The first order of business was to approve the August 17, 2016 minutes. ***Councilor Lachapelle made a motion to approve the August 17, 2016 minutes. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

2. Public Input

Henry Lizotte of 12 Tebbetts Road was present to voice his concerns with the Blackwater/Tebbetts Road intersection. He stated there was an accident in this area on August 24, 2016. Two of the boulders that he recently placed along the edge of his property were struck and moved by a motor vehicle that came straight through the intersection from Blackwater Road. He said the corner has been a problem with several similar accidents occurring over the years. He tried to get a copy of the police report for this most recent accident, but had not yet received a call back as of the time of the Public Safety Meeting. Deputy Chief Toussaint took Mr. Lizotte's phone number and stated that he would have the records department give him a call. He said the Department of Public Works has had to reset the warning sign each time a vehicle hit it, including this most recent accident. Mr. Lizotte suggested maybe clearing the line of sight on the corner of Blackwater Road. He said he would appreciate anything that may help. He has lived in his house at 12 Tebbetts Road since 1979 and there have been probably 15-20 vehicles that have gone off the road in a similar manner. Mr. Bezanson will look into clearing on

the Blackwater Road corner and any other safety measures that could be implemented in the area.

3. Chamberlain Street/Franklin Street-Crossing dangers (kept in committee)

Councilor Hamann summarized the issue. Deputy Chief Toussaint said they have performed numerous patrols in the area. They have also talked to the Milton Police Chief who lives in the area and he confirmed that occasionally there are issues with vehicles running the stop sign at the Chamberlain/Franklin Streets intersection. Deputy Chief Toussaint said that the police department will continue to follow up on this issue; no action was taken through the Public Safety Committee.

4. Lupine/Heritage-No Parking Sign Request (kept in committee)

Councilor Hamann summarized the issue. Deputy Chief Toussaint said the police department has observed the area on multiple occasions and have not observed a significant problem. Vehicles do park on the side of the road, single file, for approximately 15 minutes in the morning. Traffic is able to maneuver around the parked cars. No action was taken.

5. Chestnut Hill-Stony Brook Coop Mobile Home Park-(kept in committee pending accident info)

Councilor Hamann summarized the issue. Deputy Chief Toussaint said that the police department found only one accident at this location in the last five years; however, the accident was not related to line of sight. Councilor Gray asked if DPW had looked to see where the obstruction was. Mr. Bezanson said it was on Eversource-owned property and that they had agreed to address the issue the next time there was a sizable project in the area. Mr. Bezanson will ensure that the commitment is noted appropriately, so that Eversource follows through in the future. No action was taken.

6. Whitehouse Road-Speed Concerns (kept in committee-pending speed patrol information)

Councilor Hamann summarized the issue. Deputy Chief Toussaint said Whitehouse Road was an area of concern. The police department has been doing extra patrols in the area but has not put the speed trailer out. After the area is paved and all construction is complete then they will place the speed trailer in the area. Councilor Hamann said the paving will be delayed a little because of a high pressure gas main that needs to be relocated deeper below the road surface. Mr. Bezanson said that Unitil has committed to

replacing and relocating the gas main during 2017 and 2018 year. The road could then be reclaimed and repaved in 2019; in the meantime the roadway pavement will likely need to be shimmed. No action was taken.

7. Highland/Grove Street Overnight Parking Concern

Councilor Hamann summarized the issue. Councilor Varney sent Deputy Chief Toussaint an e-mail about a truck parking overnight. Deputy Chief Toussaint said they patrolled the area Tuesday through Friday and did not see any issue. He will send Councilor Varney an e-mail to let him know the results. No action taken.

8. Other

Speed Trailer - Parson Main

Eddie Walker has requested the speed trailer near the Parson Main Statue. He said he is afraid to cross in this area. Deputy Chief Toussaint said the speed limit is 30 mph in the area. He said there really isn't a good spot to place the speed trailer in that particular area. He also said that the police department is looking into a grant for speeding issues.

Spaulding Turnpike Exit 16

Councilor Varney contacted DPW recently regarding the on-going Spaulding Turnpike Exit 16 safety issues. The guardrail continues to get hit. NHDOT has been contacted previously regarding the exit design and potential safety improvements that could be made. DPW is following up with the NHDOT Bureau of Turnpikes for solutions.

Waldron Avenue - Parking Issue

Councilor Hamann said when school is getting out vehicles are starting to park there around 2:15 PM. After school kids are playing on the playground so vehicles are parked in front of the school.

William Allen School Parking

the Councilor Gates asked Deputy Chief Toussaint if there have been any complaints with parking near William Allen School. Deputy Chief Toussaint said he has not had any complaints and Councilor Hamann said he hasn't heard of any either.

Councilor Lachapelle made a motion to adjourn the meeting at 7:25 PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

Public Works and Buildings Committee

September 15, 2016 7PM

Council Chambers

MEMBERS PRESENT

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor Donald Hamann

Councilor Thomas Willis

MEMBERS ABSENT

Councilor Ralph Torr – Chairman

OTHERS PRESENT

Councilor James Gray

Dan Fitzpatrick, City Manager

John B. Storer, Director of City Services

Richard Davee, Wright-Pierce Engineers

Krzysztof Kozlowski, 9 Academy Street

Chris Taft, 7 Royal Crest / Hideaway Village

Misty Eastman, Royal Crest / Hideaway Village, Treasure of Co-Op

MINUTES

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

1. Approve minutes from August 18, 2016 meeting -

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

Councilor Keans made a motion to accept minutes as presented for the August 18, 2016 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input

Mr. Kozlowski of 9 Academy Street was present and discussed issues affecting his property. Mr. Kozlowski stated that has to pick up trash from neighboring properties and he would like the City to address the problem. He stated that he lives on a one way street and because of the way the trash removal vehicles are set up, all of the trash carts have to be placed on his side of the street. He stated that there are two multi-family units across the street from him and they overload their carts causing trash to spill out when it is dumped into the truck. He stated they also leave the containers out on the street for days after trash removal. Mr. Kozlowki stated that the City does not enforce its own laws for littering and the removal of bins on the same day of trash service. Mr. Kozslowski also stated that his street has large islands and bump outs that should be removed so that there is better access through roadway and he also stated that there are potholes to be patched. Mr. Storer stated that this street is being looked at for inclusion in the Woodman Street

Area project and that staff will be out to patch or shim areas needing it. Mr. Fitzpatrick stated that the DPW could make the Compliance Officer aware of the problems with toters and trash.

3. **Royal Crest Mobile Home Park Water Pressure**

Mr. Storer requested this item moved up on the agenda as there were several home owners from Royal Crest Park present. The Vice-Chair agreed. Mr. Taft of 7 Royal Crest spoke to the Committee. He stated that in order to comply with the City and State laws they had put in the necessary backflow device at a cost of about twenty thousand dollars to the Co-Op Park homeowners. He stated that the City had previously been supplying bare minimum pressure to the park and now due to the device reducing that pressure there is insufficient pressure to run appliances. He cited washing machines, showers and dishwashers as examples. He stated that Mr. Brigham, the President of the home owners association, had met with the City Engineer and that the park is now bypassing the backflow until a resolution can be determined. Mr. Storer stated that the City supplies the park with approximately 35 psi which is within recommended requirements of water supply. He agreed that the backflow will lower the psi 4-5 psi for each section of the dual check device that was installed. This per manufactures information would lower the pressure 8-10psi. Mr. Storer stated that the other contributing factor is that the parks infrastructure is so deep in ground they are losing pressure as the water travels to the higher elevations for the homes. Mr. Storer stated that the information regarding the inability to supply appliances is a result of both factors and that as the backflow is required; the park is going to need to do additional work on their side to correct the problem. Mr. Storer stated that he has an unconfirmed estimate of ten thousand dollars for the park to install a booster pump system that will also require monthly and annual maintenance along with monthly power bills. He also stated that he has an unconfirmed estimate of twenty thousand dollars to run the water out the back through an easement to Nola Street. Councilor Gray asked if there was some other device that could be used that would meet the backflow requirements. Mr. Storer stated there was not. Councilor Keans suggested Community Development Block Grant Funds (CDBG). Vice Chair Varney suggested that the park contact Julien Long the City's CDBG Administrator to determine eligibility. Vice Chair Varney and Ms. Eastman asked what the minimum psi is required for supply to the park. Councilor Willis stated he was trying to confirm the number but believed it was 20 psi.

4. **Water Supply – Water quality & disinfection bi-products**

Mr. Storer stated that the Water Department has had a violation of this quarter for disinfection byproducts maximum level in the water system. He wanted to make sure anyone listening noted that there is no immediate health risk. Normal use can continue. He stated that in the summer due to warm temperatures and other factors the chlorine reacts with the naturally occurring organic compounds within the supply system and cause higher levels of certain disinfection byproducts. The violation we experiences is

for what is called Total Trihalomethanes (TTHM). He stated that typically these numbers rise and fall within the four quarters and during the warmer months we expect higher levels. The samples are measured with what is called a rolling average that is tracked quarterly on a twelve month basis. He stated that you can go over the 80 parts per million in the summer months because you are averaging it with the lower readings obtained during other quarters. He introduced Rick Davee from Wright-Pierce engineers to explain further. Mr. Davee stated that within the last several years the State of NH Department of Environmental Services (NHDES) had required a change of sampling sites and that the City's test sites are now in the furthest sections of the system where the water is not necessarily looped or drawn on as much. This causes the water to age or sit longer in the piping. The longer the water sits, plus the warmer it gets, the more likely TTHM will increase due to the reactions of the dissolved organics with the necessary chlorine. Mr. Davee stated that one of the areas experiencing the higher level is the Shell station on Route 11. This is near to the Cocheco Well site which is off line due to the low flows experienced in the river. He stated that the well when it is in operation tends to blend and dilute the issues as the well water does not have the dissolved organics that react with chlorination. Mr. Davee stated that the new sites, the increased water temperatures and the possibility of higher dissolved organics due to low water levels could be the contributing factors. Councilor Keans asked if this could have been anticipated and prevented. Mr. Davee stated that the higher temperatures are anticipated, and that the Water Treatment Plant staff is doing an excellent job monitoring and adjusting their treatment measures. He stated that the water leaving the plant has optimal levels of treatment and is good. He further stated that the dissolved organics cannot be removed by the plant and they are what react within the system to create the disinfection bi-products. What happens out in the system can not necessarily be controlled from the plant. He stated that the bio film that naturally occurs on the pipes could be elevated in certain areas where the water is not moving as fast and a site with that issue has been identified in the southern section of the City along Route 125. Mr. Fitzpatrick stated that he has learned over the years of service as a City Manager that looping the system is advantageous, and asked if there was a way to loop the problem areas. Mr. Davee agreed with the City Manager that looping the water system is always preferable and as a long term solution that should be part of the plan when possible. Vice Chair Varney asked what should be done in the short term. Mr. Davee suggested that the City is already working on the short term solutions. He stated that they are looking to adding powder activated carbon to the process. They are already flushing to get the aged water out of the system. Right now this must be managed carefully due to the drought, and that they are looking at the possibility of "ice pigging". He stated this is a process of pushing an ice plug through the line to in effect scrape and cleanse the line in areas where they suspect built up organics or bio film.

Mr. Storer stated that the staff is working with NHDES to determine if a letter must go

out to all end users, but he wanted to assure the City that this is a Tier II violation; no immediate health issue is involved. If an immediate health issue was involved notification would have already been made.

5. Academy Street

Mr. Storer stated that Mr. Kozlowski had brought up several of the issues faced on Academy Street. He stated that this street may be included in Woodman Area Project. Vice Chairman Varney stated that he did not believe this was in the original project scope. Mr. Storer stated that staff is currently looking at this street as an add alternate on the Woodman Area project and would be address based on funding. Vice Chairman Varney asked what other streets might be included. Mr. Storer stated that Myrtle St, Congress St, Davyanne Locke Lane and Beaudoin Court were some of the other streets.

6. Ice Arena Update

Mr. Storer stated that the current roof project was halted due to the structural engineers concern to confirm the integrity of the footings and foundations. They recommended confirming that the reinforcement tiebars and shoring within the foundation are in existence prior to adding the additional load of the new roof system. Mr. Storer stated that Budel Construction had been in the arena this past week end to determine that information and did find that the tiebars were in place, however the structural engineers still had concern for degradation of the system due to age and corrosion. Mr. Storer stated that now that this issue had been brought up he would likely acquire a second opinion prior to proceeding with the roof project. Councilor Gray asked that if it might be a better idea to do the floor project first and that while they are doing the floor maybe the same contractor could add additional footings to the foundation to support the roof project. Mr. Storer stated that they have been looking at this as an option, but they are hesitant to put the roof project off if it is not necessary as the arena would have to go another two years shoveling and worrying about safety if they were to go that route. Mr. Storer stated that he should have a definitive answer by the October Public Works Committee Meeting.

7. Granite State Business Park Line Striping and Lighting

Mr. Storer passed out the plan for line striping and stated that the Department would be proceeding with the work prior to winter and that staff had been working on a plan for the overhead lighting. Mr. Storer stated that currently most of the business park is supplied by underground lighting. He stated to put up wood poles to add cobra head lighting seemed to be going in the wrong direction for the park. Councilor Keans agreed that the current design look the City was looking for was modern. Mr. Storer stated to put up the wood poles and cobra head lights would be approximately seventy thousand dollars. He stated to put up the aluminum poles with underground wiring the project would be about two hundred and fifty thousand dollars and that we do not have funding for that. There was discussion on how much walking is being done during the night that would necessitate lighting. Councilor Keans stated putting lighting up may be too expensive

when weighed against other projects. Councilor Willis stated that if we put up lighting other than cobra heads or the town and country lights the City Staff would then have to maintain it and we would need additional staff time and inventory. Councilor Willis suggested looking at the Town & Country style lights on Anderson Way or other new subdivisions. Councilor Grey stated that staff should look into other lighting options and stated that St. Mary's on Lowell Street had the same concerns for maintenance and went with low 3-4foot lights that point down and just light the walk/roadway. Mr. Storer stated that staff has put in a considerable amount of time on the cost estimates and that they will come back next month after looking at the Town & Country style lights and looking at as built to see if there was other conduit already existing for lights. Vice Chair Varney stated that the income generation in this TIF would have to be looked at prior to any budgetary increases and that this part of the project is not going to happen prior to winter at this point.

8. Wastewater Treatment Plant Emergency Aeration Repairs

Mr. Storer stated that the lagoons have been transferred over and the aeration head replacements will happen the week of the 26th. He stated that so far it is going well we are just waiting on the specialty vendor to come in.

9. Great Bay Update

Mr. Storer stated that a letter had been sent out this week stating our position. He also stated that the Coalition had met with Mr. Burrack of NHDES and that the meeting had gone well and we believe that they are taking all of the other water ways except for the Great Bay off the list for nitrogen impairment. He stated the lingering disagreement is whether the science agrees with the Great Bay still being listed as nitrogen impaired. NHDES is basing the assumption of impairment on the issues with the eel grass, when other factors could be contributing. Mr. Storer stated if NHDES leaves it on the list of impaired waters we could be looking at a twenty-five million dollar upgrade to our plant that requires we treat to the maximum technical abilities for nitrogen and phosphorus. If they remove it from the list of impaired waters it would give us another couple of years to explore the other contributing factors and solutions. Councilor Keans asked if there were studies being done on other abutters to the rivers, such as farms and golf courses. Mr. Storer stated that we are performing studies of the river that measures the nitrogen before and after the plant to see what we are contributing, but he is unaware of studies being done by any golf courses or farming situations. Mr. Storer stated that the City has a meeting with the Environmental Protection Agency next week and that he will keep them informed.

10. Finance Departments Budget Recommendation

Mr. Storer stated that he had met with the Finance Department and discussed budgeting for multi-year projects. Vice Chairman Varney suggested that this discussion be had at the Finance Committee.

11. Utility Funding /EDA and other projects

Mr. Storer stated that he needs to write up a policy on financing the utility lines. He stated that he was looking for some direction on that policy. Mr. Fitzpatrick suggested looking up the work that former Councilor Larochelle had done on the subject.

12. Bike Sharrows

Mr. Storer stated that this is on the agenda as Councilor Gray had requested it. He further stated that he had met with Jennifer Marsh from Economic Development and Mike Provost from the Main Street Organization. They discussed where they might paint these markings and that there needs to be fore thought on the beginning and endings as there are safety concerns to be addressed. Councilor Gray stated that he had this put on the agenda at the request of the Community Development Committee.

13. Wakefield Street

Mr. Storer stated that he would still like to see a Master Plan in place to help guide this type of project and he stated that he will continue to work with Planning Department to help get that going. Mr. Storer stated that they are in the preliminary stages of design for the Wakefield Street Reconstruction Project and he wanted to get some feedback on how and what to address as part of the project. He asked about the intersection of Columbus and Wakefield Street, the intersection of Yeagley and Wakefield, the possibility of putting the electricity underground, and also he asked if the Council wanted to address the railroad crossing on Glenwood. Councilor Keans suggested that there is no room for opening up Glenwood. John suggested that there is some room on the Yeagley side of the intersection. Councilor Gray suggested that it would not make sense to open up Glenwood without realigning the Yeagley Street side. Mr. Storer stated that the preliminary assessments show there is room to make improvements. Councilor Keans was in favor of future work at the intersection of the railroad tracks on Glenwood. She stated that it is going to be difficult for the seniors that are living in new development to get out on Wakefield Street. Vice Chairman Varney suggested that opening the railroad crossing will also open it up for truck traffic and other motorists. Mr. Storer stated there are things that can be done to prohibit the truck traffic. Vice Chairman Varney asked what the team is doing currently on this project. Mr. Storer stated that they are currently working on the assessment of current infrastructure and traffic counts and they are awaiting direction for any intersection improvements and underground electrical service. Vice Chairman Varney stated that this is classic project creep and if all of these items were addressed with this project then we would end up with a ten million dollar project that we cannot afford. Mr. Storer stated that he understood the concern for project creep but was trying to look at the area as a whole as they could address all issues now and not go back into that area for another 20 or more years. Councilor Willis stated that the underground electrical in the South Main Street area was a huge improvement and that it should be considered. Vice Chairman Varney suggested that the Director bring back an

estimate to do the underground electrical and lighting and to proceed with the project as originally planned.

14. **Project Updates**

Columbus Ave Parking lot – Nearly complete, the lilac trees on the Upham Street end are transplants and may or may not survive. Mr. Storer stated that the department had one resident complaint regarding the fencing being close to the property line. Councilor Gray stated that a constituent called stating the fence was seven feet closer than the original plan stated. Mr. Storer stated that he had checked and it was built according to plan. He further stated that there could have been some misunderstanding due to some verbal estimates that were discussed during the planning process. Councilor Keans stated that it was supposed to be no closer than the former tree line.

15. **Other.**

Chesley Hill Road – Vice Chairman Varney asked Councilor Willis about the residential development project at the Planning Board phase that is slated for Chesley Hill Road. He specifically asked if these homes were to be on septic or City sewer. Councilor Willis stated he believe they were going with private septic systems. Vice Chairman Varney asked if they could be encouraged to tie in. Councilor Willis stated that it appears that the way they are phasing in the project they will be developing the section that is furthest from the City sewer system and that it may be because they would like to avoid a tie into the City sewer.

Exit 16 – Vice Chairman Varney stated that there have been accidents at this exit due to the sharp turn and short distance left to decelerate speed. He stated he would like to have City Staff put some pressure on New Hampshire Department of Transportation (NHDOT) to improve that exit. There was a discussion on rumble strips. Mr. Storer stated that he would look at the issue.

Water Restrictions – Councilor Willis stated that he would like the City to consider water restriction as they have been urged by NHDES. Mr. Storer stated that he understands the concern that the State of NH and Councilor Willis have. He stated that the City Staff has been monitoring the reservoir and all watershed areas and have discussed what the triggers should be for implementation of mandatory water restrictions. Mr. Storer also mentioned that staff is slated to participate in the Governor's emergency conference call tomorrow.

Winter Street Yellow Line – Councilor Gray stated that he had received a request to have the yellow center line repainted as it was fading. Mr. Storer stated that the line was painted in error and not needed originally. He stated that he did not like the idea of painting it again as it would be perpetuating the original error, but he would look at and decide if it needed repainting. Councilor Gray stated that he is not saying that it must be

repainted and he understood that it might not be, but he would like to know what the decision is.

Rochester Reservoir East End Dam Project – Mr. Storer stated that this dam had a letter of deficiency from the state and we are on a NHDES mandated schedule to make repairs to this dam prior to December 31, 2016. Mr. Storer stated that the appropriation for the construction was three hundred and fifteen thousand dollars and the bid for construction is in and it is three hundred and twenty-eight thousand dollars. He stated that leaves us with a short fall for the construction, plus the State has mandated full time project inspection. He further stated that he would be putting an agenda bill in the process for One hundred thousand dollars to cover these cost and that he has added a 10% contingency. Vice Chairman stated that he could put it on the October agenda with a hearing, 1st and 2nd reading.

Paving Whitehouse Road – Mr. Storer stated that there is going to be a delay in paving this road due to the high pressure gas line. Unitil has expressed concern for running heavy vibrating equipment over this high pressure line as they believe that it is shallower than it should be. They are now considering relocating the line and they would like time to evaluate the situation and would likely relocate the line next year. Mr. Storer stated that the DPW would be working with them to get the road shimmed or overlaid for this winter and that we would try to get them to pay for this pavement or at least participate in the cost. Councilor Willis asked if we had given them advance notice of our paving scheduled. Mr. Storer stated that the DPW has been in contact with Unitil and that they were aware of the paving being scheduled. He further stated that he believed the situation developed as some drainage and culvert repairs were being completed in advance of the paving and it was determined that the gas lines were shallow and should be relocated.

Honeywell Contract – Mr. Storer stated that he had discussed it with Blaine Cox and the DPW will be executing a one year contract with Honeywell. He stated that he had met with the school department and had discussed the possibility of working together to contract the HVAC for the all City buildings and he would use the next year to evaluate the best way of putting the service out to bid. This would align the City's contract to end at the same time as the School Departments.

Buildings & Ground Staff – Councilor Hamann stated that he would like to thank this division of Public Works for the excellent job they had done on setting up for elections and for responding quickly as things came up that day. He stated that he and others were very happy and appreciated their work and quick responses.

Councilor Hamann made a motion for adjournment at 9:02 pm. The motion was seconded by Councilor Willis. The motion passed unanimously.

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

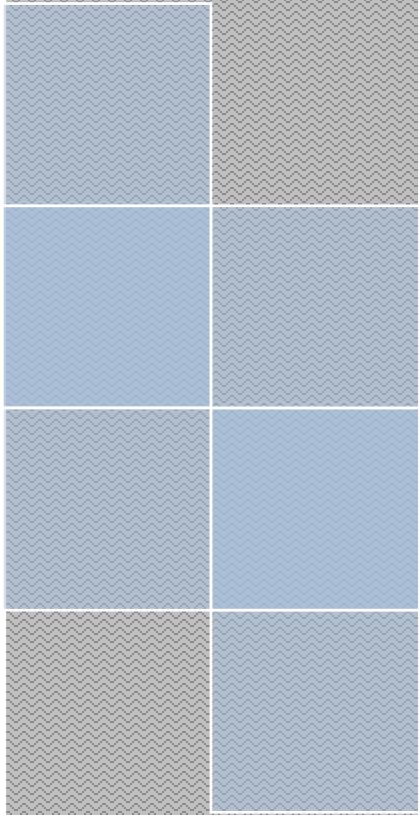
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE DEPARTMENT OF PUBLIC WORKS WATER CAPITAL IMPROVEMENTS
FUND FOR THE PURCHASE OF 0 DRY HILL ROAD**

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

That a sum not to exceed Eight Hundred Twenty-Five and 71/100 Dollars (\$825.71) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Department of Public Works Water Capital Improvements Fund, for the purpose of providing funds necessary to pay unreimbursed costs and/or expenditures associated with the purchase of 0 Dry Hill Road and provided further that funds for such supplemental appropriation shall be derived in their entirety from the Water Fund unreserved retained earnings.

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 FY17 10-04 AB 50



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9/29/16

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

SUPPLEMENTAL APPROPRIATION - DRY HILL ROAD LAND PURCHASE

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	October 4, 2016	
DEPT. HEAD SIGNATURE	John B. Storer, PE- Orig.with signature is on file at City Clerks Office	
DATE SUBMITTED	September 26, 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	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Water Fund-Unreserved retained Earnings
ACCOUNT NUMBER	55016010-771000-16556
AMOUNT	\$825.71
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

The original \$65,000 appropriated for the Dry Hill Road land purchase was insufficient to cover the purchase price plus associated fees

The total cost was \$65,825.71. This supplemental will make up the difference.

RECOMMENDED ACTION

1. Resolution for supplemental appropriation from the Water Fund - Unreserved Retained Earnings in the amount of \$825.71

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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	771000	16556	-	-	\$825.71 -
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

9/29/16

Roland Connors

37979

From: Roland Connors
Sent: Wednesday, September 09, 2015 10:57 AM
To: Angie Gray; Blaine Cox; Lisa Clark
Cc: Michael Bezanson; John Storer; Terence O'Rourke
Subject: RE: 0 Dry Hill Road Closing on September 15th at 4pm

Angie - please charge account 55016010-771000-16556...you will need to use the override code due to insufficient available budget in this account.

Lisa & Michael - the \$65,000 appropriation did not cover the land purchase. It will be \$825.71 over expended when the check for the closing is cut. There will need to be an agenda bill for a supplemental appropriation to fund the amount that is expended over the \$65,000. Please check with Terence to see if this is the final amount to be charged to the account before creating the agenda bill.

Thanks,
Roland

X. Blaine Cox 9/9/2015

From: Angie Gray
Sent: Wednesday, September 09, 2015 10:45 AM
To: Terence O'Rourke; Roland Connors
Cc: Blaine Cox
Subject: RE: 0 Dry Hill Road Closing on September 15th at 4pm

I will just need the account to charge it to

From: Terence O'Rourke
Sent: Wednesday, September 09, 2015 10:34 AM
To: Roland Connors; Angie Gray
Cc: Blaine Cox
Subject: RE: 0 Dry Hill Road Closing on September 15th at 4pm

Joshua DiJoseph and Jessica Sutton

PAID

SEP 11 2015

CK# 149281

From: Roland Connors
Sent: Wednesday, September 09, 2015 10:28 AM
To: Terence O'Rourke; Angie Gray
Cc: Blaine Cox
Subject: RE: 0 Dry Hill Road Closing on September 15th at 4pm

Hi Terence - it looks like one check for \$63,325.71 is needed. Who should the check be made payable to?

Please advise.

Thanks,
Roland

From: Terence O'Rourke
Sent: Wednesday, September 09, 2015 10:21 AM

9/29/16

To: Roland Connors; Blaine Cox

Subject: 0 Dry Hill Road Closing on September 15th at 4pm

Rolly,

I have enclosed the closing documents for 0 Dry Hill Road so you can cut the check. Let me know if you need anything else from me.

Thanks,

Terence

Terence O'Rourke

City Attorney

City of Rochester, New Hampshire

19 Wakefield Street

Rochester, NH 03867

Phone: (603) 335-7564



A. Settlement Statement (HUD-1)

9. Type of Loan							
1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input type="checkbox"/> Conv. Unins.	6. File Number:	7. Loan Number:	8. Mortgage Insurance Case Number:		
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.						
C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.							
D. Name & Address of Borrower: City of Rochester 31 Wakefield Street Rochester, NH 03867			E. Name & Address of Seller: Joshua DiJoseph and Jessica Sutton 15 Belle Lane Lee, NH 03861		F. Name & Address of Lender:		
G. Property Location: 0 Dry Hill Road Barrington, NH			H. Settlement Agent:		I. Settlement Date:		
Place of Settlement:							

J. Summary of Borrower's Transaction		K. Summary of Seller's Transaction	
100. Gross Amount Due from Borrower		400. Gross Amount Due to Seller	
101. Contract sales price	\$65,000.00	401. Contract sales price	\$65,000.00
102. Personal property		402. Personal property	
103. Settlement charges to borrower (line 1400)		403. Settlement charges to seller (line 1400)	
104. Commission to Realtor	\$750.00	404. Commission to Realtor	\$750.00
105. Adjustment for items paid by seller in advance		405. Adjustment for items paid by seller in advance	
106. City/town taxes to Seller	\$75.71	406. City/town taxes to Seller	\$75.71
107. County taxes to		407. County taxes to	
108. Assessments to		408. Assessments to	
109.		409.	
110.		410.	
111.		411.	
112.		412.	
120. Gross Amount Due from Borrower		420. Gross Amount Due to Seller	
200. Amount Paid by or in Behalf of Borrower		500. Reductions in Amount Due to seller	
201. Deposit or earnest money	\$2,500.00	501. Excess deposit (see instructions)	
202. Principal amount of new loan(s)		502. Settlement charges to seller (line 1400)	
203. Existing loan(s) taken subject to		503. Existing loan(s) taken subject to	
204.		504. Payoff of first mortgage loan	
205.		505. Payoff of second mortgage loan	
206.		506. Deposit or earnest money	\$2,500.00
207.		507.	
208.		508.	
209.		509.	
Adjustments for items unpaid by seller		Adjustments for items unpaid by seller	
210. City/town taxes to		510. City/town taxes to	
211. County taxes to		511. County taxes to	
212. Assessments to		512. Assessments to	
213.		513.	
214.		514.	
215.		515.	
216.		516.	
217.		517.	
218.		518.	
219.		519.	
220. Total Paid by/for Borrower		520. Total Reduction Amount Due Seller	
300. Cash at Settlement from/to Borrower		600. Cash at Settlement to/from Seller	
301. Gross amount due from borrower (line 120)		601. Gross amount due to seller (line 420)	
302. Less amounts paid by/for borrower (line 220)		602. Less reductions in amounts due seller (line 520)	
303. Cash <input checked="" type="checkbox"/> From <input type="checkbox"/> To Borrower	\$63,325.71	603. Cash <input checked="" type="checkbox"/> To <input type="checkbox"/> From Seller	\$63,325.71

The Public Reporting Burden for this collection of information is estimated at 35 minutes per response for collecting, reviewing, and reporting the data. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. No confidentiality is assured; this disclosure is mandatory. This is designed to provide the parties to a RESPA covered transaction with information during the settlement process.

RETURN TO:

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

This conveyance is exempt from the NH
 Real Estate Transfer Tax pursuant to
 RSA 78-B:2 I. This transfer is also exempt
 from the LCHIP surcharge pursuant to
 RSA 478:17-g II (a).

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that, **JOSHUA R. DiJOSEPH** and **JESSICA L. SUTTON**, husband and wife, of 15 Belle Lane, Lee, Strafford County, New Hampshire 03861, for valuable consideration, do hereby grant to **THE CITY OF ROCHESTER**, a New Hampshire municipal corporation with a place of business at 31 Wakefield Street, Rochester, Strafford County, New Hampshire 03867, with warranty covenants, the following described premises:

A certain tract or parcel of land with the buildings thereon situate on Pond Hill Road a/k/a Dry Hill Road, in the Town of Barrington, County of Strafford and State of New Hampshire, bounded as follows:

Bounded on the northwest side by land now or formerly of Andrew J. Foss and Wingate Preston; south by the Dry Hill Road, so-called; northeast by land now or formerly of Daniel Swain; said tract containing nine (9) acres, more or less.

Subject to any and all rights of way and easements of record.

Meaning and intending to convey the same premises as conveyed by Paul Martel and Paula Martel to Joshua R. DiJoseph and Jessica L. Sutton, as joint tenants with the right of survivorship, dated July 13, 2012, recorded at Book 4034, Page 0649, Strafford County Registry of Deeds.

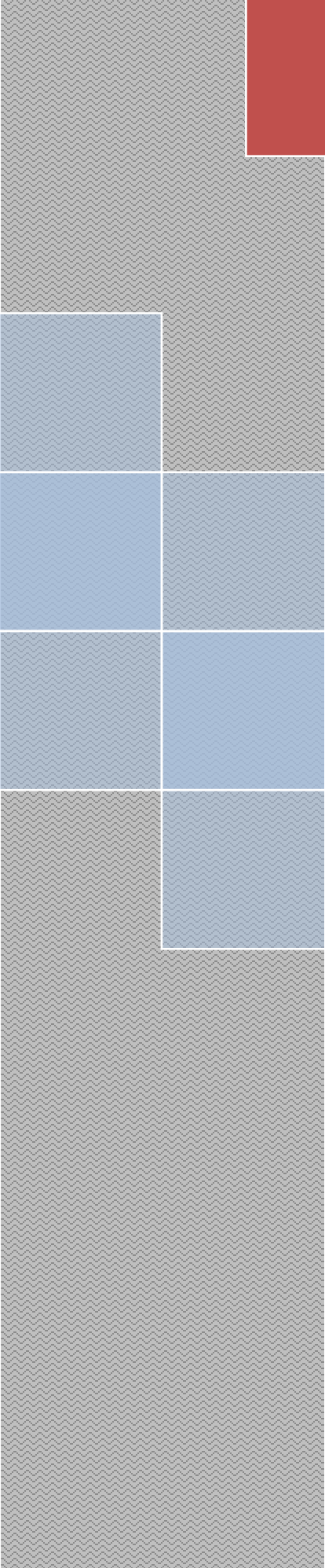
In witness whereof, I have hereunto set my hand the ____ day of _____, 2015.

 Joshua R. DiJoseph

STATE OF _____
 COUNTY OF _____

On this ____ day of _____, 2015, before me personally appeared the above named Joshua R. DiJoseph, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed for the purposes contained therein on behalf of the limited liability company.

 Notary Public / Justice of the Peace



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**RESOLUTION ACCEPTING NEW HAMPSHIRE DEPARTMENT OF SAFETY
BICYCLE AND PEDESTRIAN GRANT
TO THE ROCHESTER POLICE DEPARTMENT**

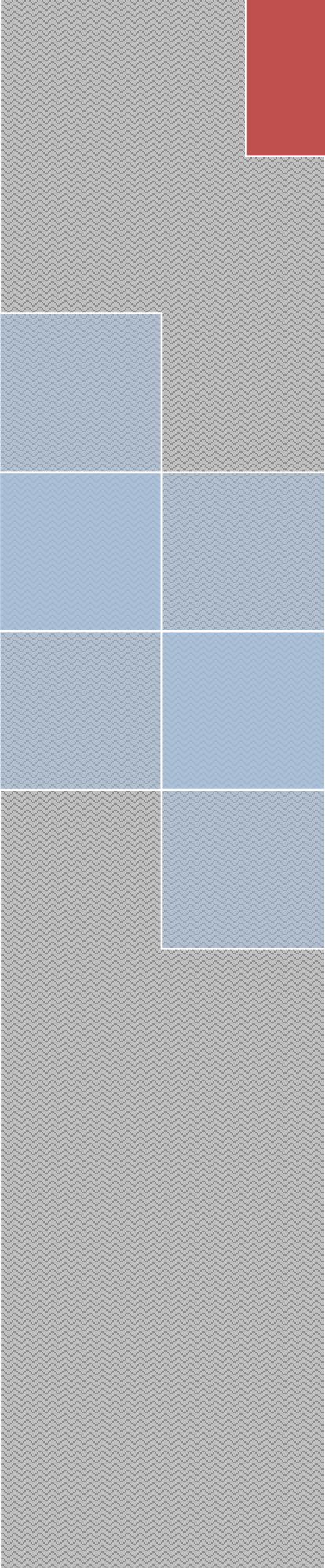
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That an New Hampshire Department of Public Safety Bicycle and Pedestrian Grant of Four Thousand Five Hundred Six and 37/100 Dollars (\$4,506.37) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

Further, that the sum of Four Thousand Five Hundred Six and 37/100 Dollars (\$4,506.37) be, and hereby is, appropriated as a supplemental appropriation to the 2016-2017 operating budget for the City of Rochester Police Department. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the Grant.

Furthermore, 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 a special revenue, non-lapsing, multi-year fund to which said sums shall be transferred.

CC FY 17 10-04 AB 42



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9/29/16

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

Bicycle and Pedestrian Grant

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	October 4, 2016 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	9/20/16	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3

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	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 6121 Proj. 175XX
AMOUNT	\$4,506.37
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking approval from Council to accept the Bicycle and Pedestrian Grant in the amount of \$4,506.37. These funds will be covering overtime shifts dedicated to Bicycle and Pedestrian patrols. There is a 20% in kind match. The total project amount is \$5,632.96. We will receive reimbursement up to \$4,506.37 The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$4,506.37. This in kind contribution will be accomplished through supplemental police patrols working in conjunction with the grant funded patrols to be taken from the patrols regular salary line 12012453-511001. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$4,506.37
In kind match amount	+\$1,126.59
Total project award amount	\$5,632.96

RECOMMENDED ACTION

Accept the grant funds.

RESOLUTION ACCEPTING NEW HAMPSHIRE DEPARTMENT OF SAFETY DWI
PATROL GRANT
TO THE ROCHESTER POLICE DEPARTMENT

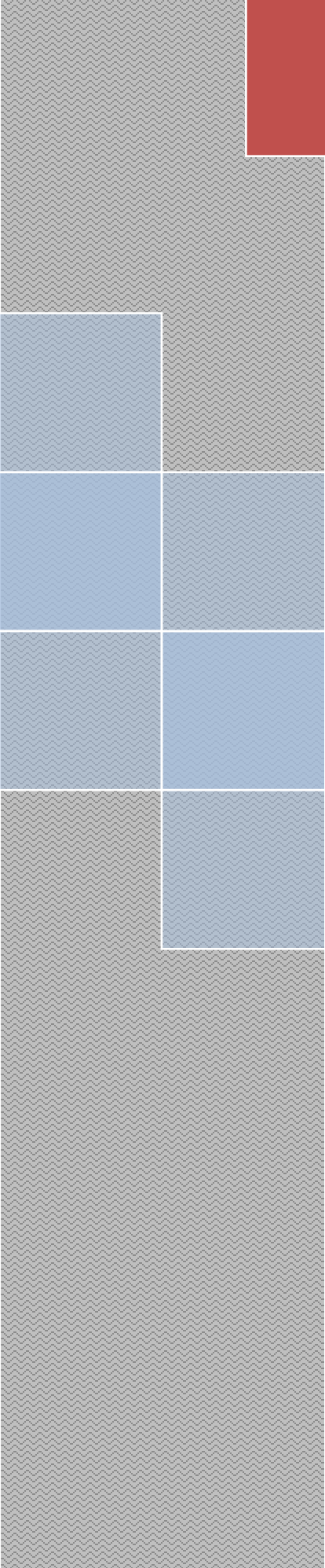
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That an New Hampshire Department of Public Safety DWI Patrol Grant of Six Thousand One Hundred Forty-Five and 04/100 Dollars (\$6,145.04) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

Further, that the sum of Six Thousand One Hundred Forty-Five and 04/100 Dollars (\$6,145.04) be, and hereby is, appropriated as a supplemental appropriation to the 2016-2017 operating budget for the City of Rochester Police Department. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the Grant.

Furthermore, 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 a special revenue, non-lapsing, multi-year fund to which said sums shall be transferred.

CC FY 17 10-04 AB 41



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9/29/16

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 DWI Patrols 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	October 4, 2016 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	9/20/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

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	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 6121 Proj. 175XX
AMOUNT	\$6,145.04
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking approval from Council to accept the DWI Patrols Grant in the amount of \$6,145.04. These funds will be covering overtime shifts dedicated to DWI patrols. There is a 20% in kind match. The total project amount is \$7,681.30. We will receive reimbursement up to \$6,145.04. The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$6,145.04 to be taken from the patrols regular salary line 12012453-511001. This in kind contribution will be accomplished through supplemental police patrols working in conjunction with the grant funded patrols. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$6,145.04
In kind match amount	+\$1,536.26
Total project award amount	\$7,681.30

RECOMMENDED ACTION

Accept the grant funds.

**RESOLUTION ACCEPTING NEW HAMPSHIRE DEPARTMENT OF SAFETY
SUSTAINED TRAFFIC ENFORCEMENT PATROL (STEP) GRANT
TO THE ROCHESTER POLICE DEPARTMENT**

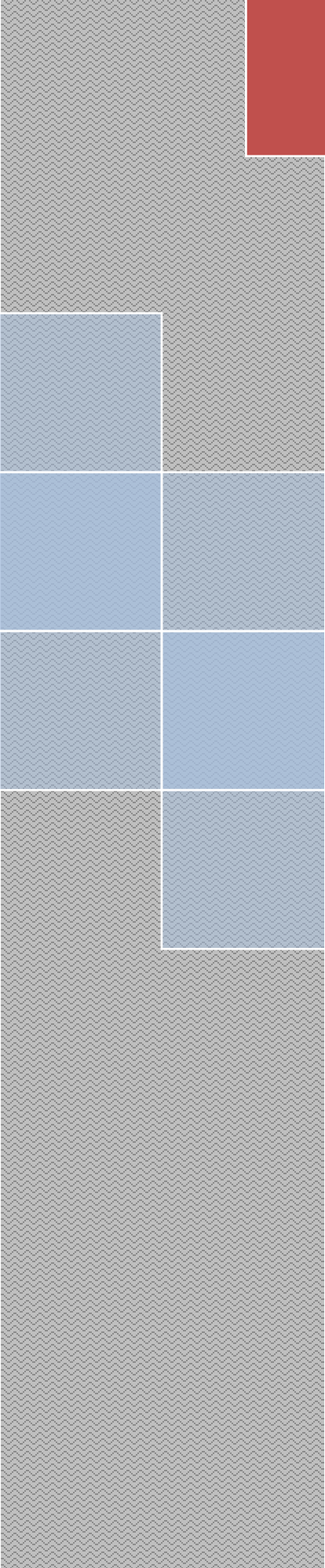
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That an New Hampshire Department of Public Safety STEP Grant of Eight Thousand One Hundred Ninety-Three and 40/100 Dollars (\$8,193.40) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

Further, that the sum of Eight Thousand One Hundred Ninety-Three and 40/100 Dollars (\$8,193.40) be, and hereby is, appropriated as a supplemental appropriation to the 2016-2017 operating budget for the City of Rochester Police Department. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the Grant.

Furthermore, 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 a special revenue, non-lapsing, multi-year fund to which said sums shall be transferred.

| CC FY 17 10-04 AB 40



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9/29/16

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

Sustained Traffic Enforcement Patrol (STEP) Grant

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	October 4, 2016 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	9/20/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 6121 Proj. 175XX
AMOUNT	\$8,193.40
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking approval from Council to accept the Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$8,193.40. These funds will be covering overtime shifts dedicated to STEP patrols, Operation Safe Commute patrols and Join the NH Clique patrols. There is a 20% in kind match. The total project amount is \$10,241.74. We will receive reimbursement up to \$8,193.40. The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$8,193.40. This in kind contribution will be accomplished through supplemental police patrols working in conjunction with the grant funded patrols to be taken from the patrols regular salary line 12012453-511001. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$8,193.40
In kind match amount	+\$ 2,048.35
Total project award amount	\$10,241.74

RECOMMENDED ACTION

Accept the grant funds.

RESOLUTION ACCEPTING DISBURSEMENT FROM THE STATE OF
NEW HAMPSHIRE
TO THE ROCHESTER POLICE DEPARTMENT

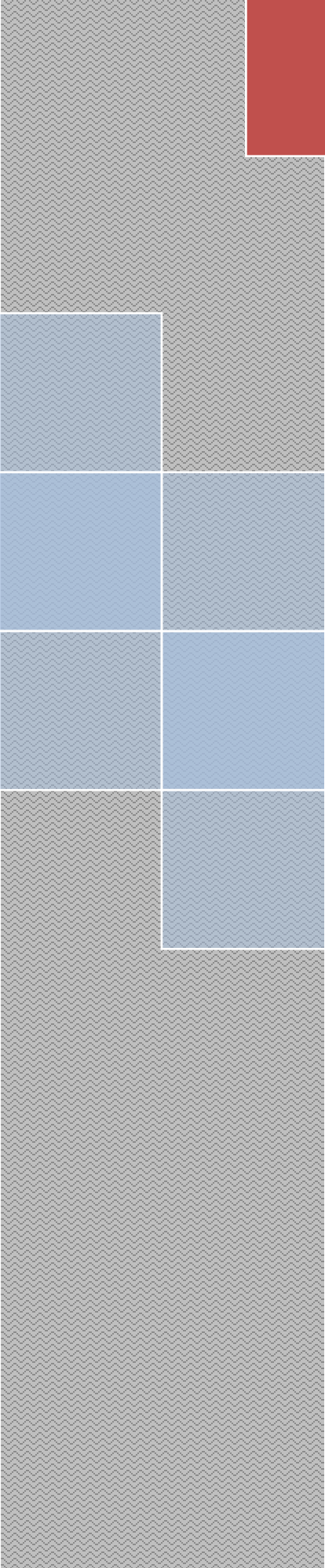
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That an Disbursement from the State of New Hampshire from the case of *State v. Andrew Clement* in the amount of Two Thousand Nine Hundred Ninety-Seven and 45/100 Dollars (\$2,997.45) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

Further, that the sum of Two Thousand Nine Hundred Ninety-Seven and 45/100 Dollars (\$2,997.45) be, and hereby is, appropriated as a supplemental appropriation to the 2016-2017 operating budget for the City of Rochester Police Department. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety from the above named case.

Furthermore, 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 to which said sums shall be transferred.

CC FY 17 10-04 AB 51



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9/29/16

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

Sustained Traffic Enforcement Patrol (STEP) Grant

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	October 4, 2016 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	9/20/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 6121 Proj. 175XX
AMOUNT	\$8,193.40
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking approval from Council to accept the Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$8,193.40. These funds will be covering overtime shifts dedicated to STEP patrols, Operation Safe Commute patrols and Join the NH Clique patrols. There is a 20% in kind match. The total project amount is \$10,241.74. We will receive reimbursement up to \$8,193.40. The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$8,193.40. This in kind contribution will be accomplished through supplemental police patrols working in conjunction with the grant funded patrols to be taken from the patrols regular salary line 12012453-511001. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$8,193.40
In kind match amount	+\$ 2,048.35
Total project award amount	\$10,241.74

RECOMMENDED ACTION

Accept the grant funds.

**RESOLUTION AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A
STATE OF NH DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES) CLEAN
WATER STATE REVOLVING FUND (CWSRF) LOAN**

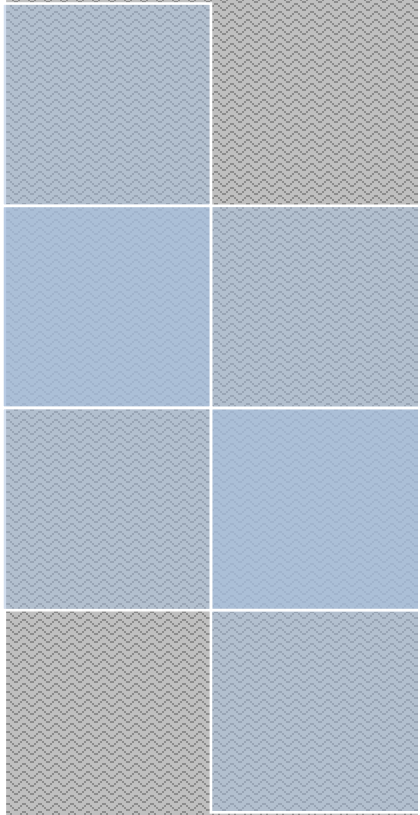
**BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF
ROCHESTER, AS FOLLOWS:**

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of Three Million Four Hundred Thousand Dollars (\$3,400,000.00) to the NHDES CWSRF Loan program in order to fund the Woodman and Myrtle Street Area Reconstruction project.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of Three Million Four Hundred Thousand Dollars (\$3,400,000.00) from the NHDES CWSRF Loan program which is eligible for 100% principal forgiveness.

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 FY17 10-04 AB 52



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9/29/16

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 Woodman & Myrtle Street Area Reconstruction CWSRF Application

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	October 4, 2016		
DEPT. HEAD SIGNATURE	John B. Storer-Original with signature on file at City Clerks office		
DATE SUBMITTED	September 26, 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	
SOURCE OF FUNDS	Sewer & Gen Fund CIP
ACCOUNT NUMBER	Projects 16533 & 17530
AMOUNT	\$3,400,000.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY**City Council Resolution**

SUMMARY STATEMENT

The DPW seeks City Council Authority to submit a Clean Water State Revolving Fund (DWSRF) Loan Application and for the City Council to designate the City Manager and Deputy City Manager to act as the City's representative to execute the agreement and all documentation in regards to the Construction Phase of the Woodman and Myrtle Reconstruction Project.

The FY16 Design appropriation was \$100,000 General Fund and \$100,000 Sewer Fund.

The FY 17 Construction appropriation was \$1,700,000 for General Fund and \$1,500,000 Sewer Fund.

The total for both and the CWSRF application amount is \$3,400,000. The funding source per the FY16 & FY17 budget process was sited as borrowing.

RECOMMENDED ACTION

1. Resolution giving City Staff authorization to submit the CWSRF Application in the amount of \$3,400,000 for General and Sewer Fund Portions of the Woodman & Myrtle Street Area Reconstruction.

2. Resolution giving the City Manager & Deputy City Manager the authority to act as the City's representative for all documentation and execution of the agreements associated with the the CWSRF Loan for the Woodman & Myrtle Street Area Reconstruction.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	16533	-	-	\$100,000.00 -
2	15013010	771000	17530	-	-	\$1,700,000.00 -
3	55026020	771000	16533	-	-	\$100,000.00 -
4	55026020	771000	17530	-	-	\$1,500,000.00 -

Revenue

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

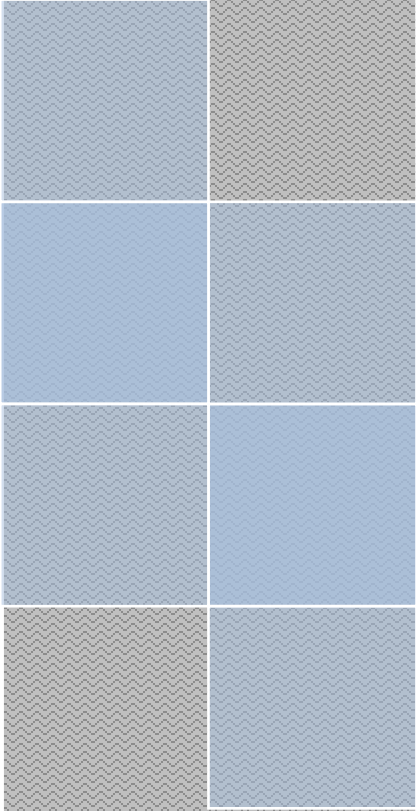
DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



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**RESOLUTION AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A
STATE OF NH DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES)
DRINKING WATER STATE REVOLVING FUND (DWSRF) LOAN**

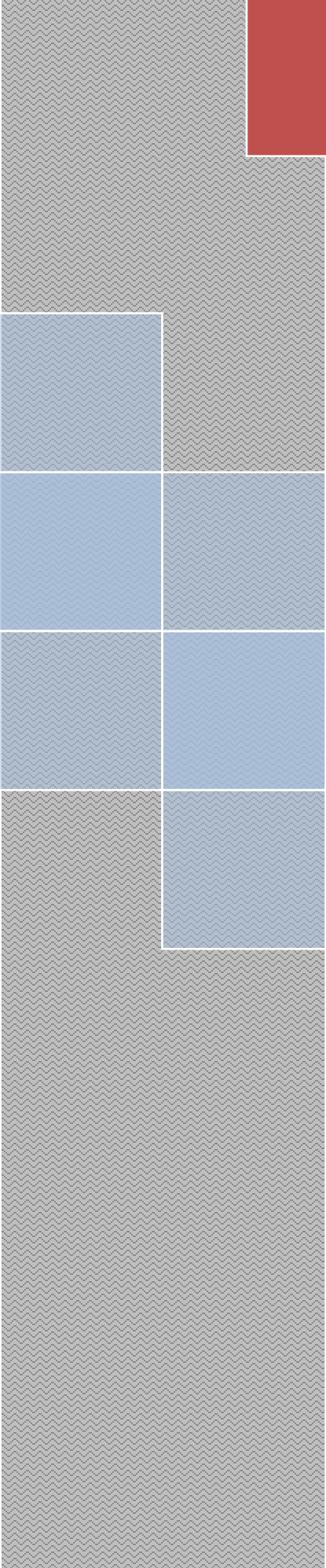
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00) to the NHDES DWSRF Loan program in order to fund the Woodman and Myrtle Street Area Reconstruction project.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00) from the NHDES DWSRF Loan program which is eligible for 100% principal forgiveness.

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 FY17 10-04 AB 53



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9/29/16

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 Woodman & Myrtle Street Area Reconstruction DWSRF Application

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	October 4, 2016		
DEPT. HEAD SIGNATURE	John B. Storer-Original with signature on file at City Clerks office		
DATE SUBMITTED	September 23, 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	
SOURCE OF FUNDS	Water CIP
ACCOUNT NUMBER	55016010-771000-16533 & 17530
AMOUNT	\$1,500,000.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY**City Council Resolution**

SUMMARY STATEMENT

The DPW seeks City Council Authority to submit a Drinking Water State Revolving Fund (DWSRF) Loan Application and for the City Council to designate the City Manager and Deputy City Manager to act as the City's representative to execute the agreement and all documentation in regards to the Construction Phase of the Woodman and Myrtle Reconstruction Project. \$100,000 was appropriated in FY16 Water CIP for design and \$1,400,000 for Construction was appropriated in the FY17 Water CIP. The funding source for all was borrowing.

RECOMMENDED ACTION

1. Resolution giving City Staff authorization to submit the DWSRF Application in the amount of \$1,500,000 for Water Fund Portion of the Woodman & Myrtle Street Area Reconstruction.
2. Resolution giving the City Manager & Deputy City Manager the authority to act as the City's representative for all documentation and execution of the agreements associated with the the DWSRF Loan for the Woodman & Myrtle Street Area Reconstruction.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	771000	16533	-	-	\$100,000.00 -
2	55016010	771000	17530	-	-	\$1,400,000.00 -
3				-	-	-
4				-	-	-

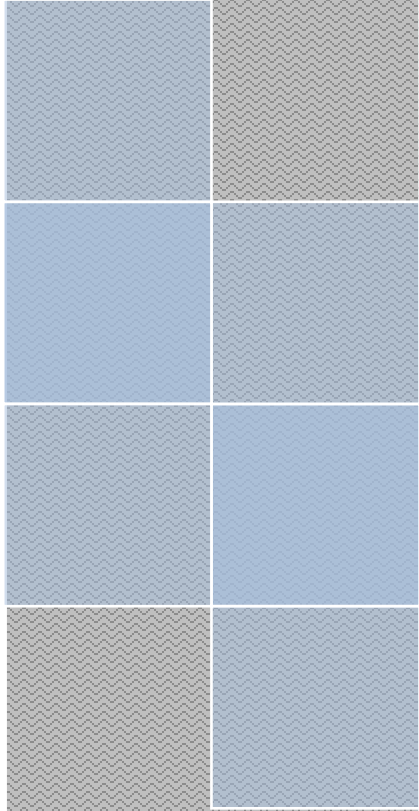
Revenue

	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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9/29/16

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

City of Rochester Accounting Policy Manual

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	October 4, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	8/4/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	24

COMMITTEE SIGN-OFF

COMMITTEE	Finance
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.

CC FY 17 AB 18

SUMMARY STATEMENT

THIS REQUEST IS FOR THE CITY COUNCIL TO APPROVE THE CITY OF ROCHESTER ACCOUNTING POLICY MANUAL. THIS WAS A CURRENT YEAR RECOMENDATION BY THE INDEPENDENT AUDITOR, MELANSON HEATH, WHICH WAS INCLUDED IN THE FY15 MANAGEMENT LETTER. WHENEVER TEH CITY OF ROCHESTER (INCLUDING THE SCHOOL DEPARTMENT) RECEIVES MORE THAN \$500,000 IN FEDERAL AWARDS, WE ARE REQUIRED TO COMPLY WITH THE A-133 SINGLE AUDIT REPORTING. FOR FY16, THERE ARE SIGNIFICANT NEW REQUIREMENTS RELATED TO THE SINGLE AUDIT. THESE NEW REQUIREMENTS ARE SUMMARIZED IN THE FY15 MANAGEMENT LETTER.

THE SEWER DEPARTMENT WENT THROUGH A "DESK REVIEW" RELATED TO THE NEW ROUTE 125 PUMP STATION PROJECT WHICH INCLUDED FEDERAL FUNDING THROUGH A "STAG" GRANT. THE U.S. ENVIORNMENTAL PROTECTION AGENCY CONDUCTED THE DESK REVEIW AND REQUIRES TO THE CITY TO HAVE A FORMAL WRITTEN ACCOUNTING POLICY THAT IS APPROVED BY THE GOVERNING BODY.

RECOMMENDED ACTION

RECOMEND APPROVAL.



City of Rochester New Hampshire

Accounting Policy Manual

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CITY OF ROCHESTER, NH

GENERAL PRACTICES AND ACCOUNTING POLICIES

Accounting and budget practices are implemented in a manner that defines the roles and responsibilities, as well as management procedures and functions necessary to implement a high quality program. Part of these responsibilities includes ensuring that appropriate internal controls are established and implemented to safeguard all funds.

The City's accounting system shall submit to an annual audit which meets all of the standards and conditions imposed under Federal and State regulations and Rochester's City Charter and General Ordinances. The annual audit must be held in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in "Government Auditing Standards."

The City of Rochester shall develop and maintain an internal control structure that safeguards its funds, complies with laws and regulations that have an impact on financial statements, detects or prevents non-compliance, results in formal audit reports, and directs and monitors staff implementation of corrective actions.

The City of Rochester shall establish and maintain efficient and effective reporting systems, including but not limited to providing methods by which budgeted costs are compared to actual costs.

The City's Federal and State program grants and contracts will closely adhere to all mandates related to their respective agreements. This will apply as well to monitoring activities in accordance with any subcontractor agreements with the same.

ORGANIZATIONAL STRUCTURE

Role of the Rochester City Council

The Rochester City Council is the governing body which is responsible for the oversight of the organization by:

1. Planning for the future
2. Establishing and monitoring Department policies
3. Identifying and proactively dealing with emerging issues
4. Monitoring financial activities of the City

Committee Structure

The City Council shall form committees in order to assist in fulfilling its responsibilities. These committees represent vehicles for parceling out the work to smaller groups, thereby removing the responsibility for evaluating all of the details of particular issues from the Council's consideration. Standing committees consist of but are not limited to the following: Finance Committee, Public Works Committee, Codes and Ordinances Committee and Joint Building Committee.

Specific guidelines regarding the composition and election of the committees are set forth in the City Charter and General Ordinances.

Rochester School Department

The Rochester School Department is a dependent School district of the City of Rochester. The City Council has only bottom line authority in setting the School's annual operating and capital improvement budgets. The School Board is responsible for the oversight of the Rochester School Department. As such, the School Department has developed and follows its own accounting policies and procedures.

ACCOUNTING FUNCTION OVERVIEW

Organization

The accounting functions for the City of Rochester are the primary responsibility of the Deputy City Manager/Director of Finance who is also the City Treasurer. Other employees and elected officials who have financial responsibilities are as follows:

1. Payroll Clerks
2. Accounting Clerks
3. Billing Clerks
4. Administrative Secretaries
5. Accountants
6. Office Manager
7. Department Heads
8. Deputy Finance Director
9. Human Resource Manager
10. Deputy City Manager and Director of Finance
11. City Treasurer
12. City Manager
13. Utility Advisor Board
14. Board of Assessors
15. Finance Committee
16. City Council

Responsibilities

The primary accounting functions are:

1. General Ledger
2. Budgeting
3. Cash and Investment Management
4. Accounts Receivable and Billing
5. Cash Receipts
6. Accounts Payable
7. Cash Disbursements
8. Financial Statement Processing

9. Bank Reconciliation
10. Reconciliation of Sub-ledgers
11. Compliance with Government Reporting Requirements
12. Annual Audit
13. Leases
14. Payroll
15. Insurance and Benefits

City related grants and contracts are administered by the City Department Heads.

BUSINESS CONDUCT

Policies

The City of Rochester complies with the following policies.

1. Policy and Procedure Memo No. 1.012 - Gifts and Prizes
2. Policy and Procedure Memo No. 2.009 - Code of Ethics
3. Policy and Procedure Memo No. 2.010 - Ethics and Compliance Program
4. New Hampshire Government Finance Officers Association - Code of Professional Ethics Policy

Role of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of the City depend to a very large extent on the considerations that follow.

Each employee and/or elected official must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. It is each employee's and elected official's responsibility to apply common sense in business decisions where specific rules do not provide all of the answers.

Each Department Head is responsible for the ethical business behavior of her/his subordinates. Department heads and supervisors must weigh carefully all courses of action suggested in ethical as well as economic terms, and base their final decisions on the guidelines provided by this policy as well as their personal sense of right and wrong.

Conflicts of Interest

No elective or appointive officer or employee of the City shall participate in any decision concerning the business of the City in which he or she has an interest which conflicts with his or her official duties and responsibilities as described and more particularly set forth in Section 72 of the Rochester City Charter.

No elective or appointive officer or employee of the City shall participate in the selection, award or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee or elected official or any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected.

Compliance with Laws, Regulations and Organization Policies

The City of Rochester does not tolerate the willful violation or circumvention of any federal, state, local or foreign law by an employee during the course of that person's employment; nor does the City tolerate the disregard or circumvention of a policy or engagement in unscrupulous dealings. Employees should not attempt to accomplish by indirect means through agents or intermediaries, that which is directly forbidden.

SECURITY

Access to Electronically Stored Accounting Data

All City employees that perform accounting functions within the MUNIS financial management database (MUNIS) are assigned a unique MUNIS user ID. All MUNIS users are required to set a secure password. Access to the accounting information in MUNIS is limited by security permissions that are assigned by the Municipal Information Systems department. Security permissions are set according to the duties performed by the City employee. All new users and changes or deletions of existing users are approved by the Deputy City Manager/Director of Finance.

Multi-Factor Authentication

Five Finance Department employees have "Multi-Factor Authentication" (MFA) access to the City's online banking system software. The City's Deputy Finance Director is the system administrator for security permissions to the online banking. The following Finance Department positions have MFA security access:

1. City Treasurer (Deputy City Manager/Director of Finance)
2. Deputy Finance Director
3. Senior Accountant
4. Accountant assigned to Daily Deposit Verifications
5. Accountant assigned to the Monthly Bank Reconciliations

In addition to MFA security access, most online banking functions require dual approval including Wire and ACH transfers.

Storage of Backup Tapes

There are four (4) sets of backup tapes maintained for MUNIS. Backups occur each weekday and are taken offsite daily. Permanently archived backup tape sets are kept in a fire proof vault.

General Office Security

City Hall - during normal business hours, all visitors have open access to each department office. The Payroll office, the Planning office, the Building Zoning and Licensing office, the City Clerk's office, and the Welfare office all have front counters that limit visitor access. Interior movement of all visitors is monitored by office employees. After hours, all offices are locked but visitors have access to common areas such as the City Council chambers for scheduled nightly meetings and the Opera House during

scheduled events. Cash, blank checks, credit cards and other small valuables are kept in a locked desk, cabinet, or safe within each office.

Revenue Building - during normal business hours, all visitors have open access to the lobby area of the Revenue building. The Tax Collector, Utility Billing, and Assessing work spaces all have front counters that limit visitor access. Interior movement of all visitors is monitored by office employees. After hours, the Revenue building is locked and there is no visitor access. Cash, checks and other small valuables are kept in a bank vault within the Revenue building.

Video Surveillance

Current video surveillance and recording for the Revenue Building and City Hall include:

1. Viewing the Tax Collector counter area from behind the clerks (Revenue Building)
2. Viewing from the inside, the entrance from Wakefield Street (Revenue Building)
3. Viewing from the inside, the entrance from the City Hall side of the building (Revenue Building)
4. Viewing the City Clerk counter / public area (City Hall)

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is used to accumulate all of the financial transactions of the City and is supported by subsidiary ledgers that provide details for certain accounts in the general ledger. The general ledger is the foundation for the accumulation of data and reports.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system, and therefore the basis for the City's accounting system. The chart of accounts used by the City of Rochester is modeled primarily after the Department of Education because the School department is a dependent school district of the City.

General ledger accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense and gain and loss account. Account numbers include up to ten segments and up to thirty-one characters. In addition, each account number has an "Organization Code" (Org code) associated with it which is a feature in MUNIS to enhance data entry. Transactions are typically recorded using an Org code and Object segment which requires employees to have an understanding of 14 characters rather than the full account number thereby reducing the number of data entry errors. Project codes are used to record transactions for a specific project.

GL Segments

1. Fund (4 characters)
2. Level of Government (1 character)
3. Function (4 characters)
4. Level or Department (3 characters)
5. Program or Activity (3 characters)
6. Location (2 characters)

7. Grade (2 characters)
8. Revenue (1 character)
9. Object (6 characters)
10. Project (5 characters)

Additional Chart of Account Identifiers

1. Organization Code (up to 8 characters)
2. Character Code (2 characters)

Character codes are utilized to categorize expenditures and revenues and further enhance budget and financial reporting.

Distribution of Chart of Accounts

All employees involved with account coding responsibilities or budgetary responsibilities have a higher level of security permissions set in MUNIS to allow these activities. These permissions are limited to finance office employees who are under the direction of the Deputy Finance Director.

Control of Chart of Accounts

Additions, changes and deletions to the chart of accounts are the responsibility of the Deputy Finance Director (City) and the Business Administrator (School). The MUNIS database has an audit trail which tracks chart of accounts additions, changes and deletions.

Fiscal Year of Organization

The City of Rochester operates on a fiscal year that begins on July 1st and ends on June 30th.

Journal Entries

All general ledger entries that do not originate from a subsidiary ledger shall be supported by documentation for the transactions.

1. City payroll ledgers are maintained by the Payroll Clerk and are stored electronically in the MUNIS database. Payroll distribution journals require two signatures and are filed in the City payroll office.
2. Tax bills are produced and mailed to the taxpayer by the City Finance department. All billing information is retained electronically in a subsidiary ledger in the MUNIS database. The commitment books are kept by the Tax Collector and Assessor in the Revenue Building. All tax bill adjustments are processed by the Finance department and are reviewed by the Deputy Finance Director. Tax bill abatements are reviewed and approved by the Board of Assessors and then entered into MUNIS by the Chief Assessor. Copies of all abatements are sent to the Finance department and each transaction is captured in a subsidiary ledger as well as a general journal is recorded to the overlay expenditure account.

3. Water and Sewer bills are produced and mailed to the customer by the Utility Billing (UB) department employees. All billing information is retained electronically in a subsidiary ledger in the MUNIS database. The utility bill ledgers are kept by the UB department in the Revenue building. All bill adjustments require a minimum of two signatures. The bill adjustments are completed and signed by the UB clerk and reviewed and signed by the Director of Public Works or his/her designee. Further, all bill adjustments that exceed \$500 require a third review and signature by the Director of Finance.
4. Accounts Payable posting journals are kept in the City business office. All paid (original) invoices are kept in the City business office. All warrants require two signatures. All warrants are first reviewed and signed by the Deputy City Manager/Director of Finance then reviewed and signed by the City Manager or their designees.
5. All adjusting journal entries with detailed supporting documents are created by the City Finance department and require a minimum of two signatures. City journal entries are filed in the Finance offices.

ACCOUNTS PAYABLE

Overview

Invoices that are to be entered into MUNIS are received by the City Finance department.

The Finance department accounts payable clerk opens all incoming invoices. The accounts payable clerk determines the department that made the purchase, date stamps the invoice, and then forwards it to the responsible department. Invoices are then reviewed, matched with an authorized purchase order, and entered into a MUNIS accounts payable batch by the department or by the designated buyer. All payment batches are approved (signed) by the Department Head.

Invoices must be accompanied by a purchase order which was completed and approved prior to the purchase according to the following hierarchy:

Purchase Orders:	= \$1,000 or less	Department Head or his/her designee
	> \$1,000 and < \$10,000	Finance Director & City Manager
	> \$10,000	Competitive Sealed Bid

There are some exceptions to the above purchase order requirements for recurring invoices including items such as electricity and telephone and for emergency purchases. For additional details on the exceptions please refer to the Purchasing Policy document 3.004.

All transactions related to equipment or capital purchases within the operating budgets are coded to General Ledger Chart of Accounts object range 570000 - 579999 in accordance with the City's Capitalization Policy to distinguish Operating Expenses from Capital Expenses.

All transactions related to equipment or capital purchases within the capital budgets are coded to a General Ledger Chart of Accounts project which is assigned to the specific capital improvement in accordance with the City's Capitalization Policy.

Invoices are forwarded to the Department Head's designee from the City Finance office. This designee enters the invoice(s) into a payment batch. The designee is required to proof and sign the payment batch. The payment batch is then forwarded to the Department Head for review and approval.

The Department Head shall review and approve all payment batches. They are then forwarded with all supporting documentation to the Finance office accounts payable clerk.

The Finance Department accounts payable clerk receives all department payment batches, compiles, reviews and processes the warrant and then produces the checks. The warrant report is then forwarded to the Deputy City Manager/Director of Finance and the City Manager for review and approval.

CASH DISBURSEMENTS/CHECK WRITING

Check Preparation

Vendor checks are printed weekly. The City's check run is usually done every Wednesday. All approved, processed invoices are paid at each check run. The Finance department accounts payable clerk prepares the checks.

All vendor checks are issued in accordance with the following guidelines:

1. Generally, all vendors shall be paid within 30 days (or other terms as agreed to by contract) of submitting a proper invoice upon delivery of the requested goods or services.
2. Total cash requirements associated with each check run is monitored by the City's Deputy Finance Director. The available cash balance in the operating account is monitored daily and prior to the release of any checks.
3. All supporting documentation is attached to the corresponding check prior to forwarding to the City Treasurer (Deputy City Manager/Director of Finance) and City Manager.
4. Check numbers are numerically sequenced by MUNIS.
5. Checks are never signed prior to being prepared.
6. Checks are signed electronically using a USB drive which is stored in the Finance office safe.

Check Signing

All vendor checks require two signatures. Those approved to sign checks are the City Treasurer (Deputy City Manager/Director of Finance) and the City Manager.

Check signers should review all original supporting documentation to ensure that each item has been properly checked. If supporting documentation appears to be missing or there are any questions about a disbursement the check should be pulled from the warrant. If said check is not supported by proper documentation it should be voided and filed in the void check file in the Finance Office. If the check has supporting documentation, then it should be returned to the weekly warrant in order to be mailed.

Positive Pay File Transmission

1. A positive pay file is created by the accounts payable clerk who notifies the accountant in the Finance office of the filename.
2. The Finance office accountant retrieves and transmits the positive pay file to the bank.

3. The Finance office accountant sends a confirmation of the file transmission and total amount to the accounts payable clerk.
4. The accounts payable clerk shall not release any checks until the transmission of the positive pay file has been confirmed.

Mailing of Checks

Once the weekly warrants are signed by the City Treasurer (Deputy City Manager/Director of Finance) and the City Manager, the checks are returned to the Finance office accounts payable clerk for mailing. Vendor checks for City and School Departments are delivered via interoffice mail. Vendor checks are deposited in a United States Postal Service drop box in front of City Hall.

CASH RECEIPTS

Overview

All payments to the City of Rochester shall be processed by the departments accepting the payment. Most payments are entered into the MUNIS cash receipting module. Some payments that are received via Electronic Funds Transfer (Wire or ACH) are recorded in MUNIS with a journal entry.

Most payments are deposited to the General Fund cash account as a separate deposit. Some exceptions to this are reimbursements that the City receives from Community Development Block Grants (CDBG) and Bridging the GAPS (BTG) programs and performance deposits. The City has separate bank accounts for CDBG, BTG, and performance deposits.

All City departments are responsible for entering receipts into a MUNIS cash receipt batch. A payment proof batch report is created, reviewed and signed by two department employees. The receipts and reports are then delivered to the Tax Collector. The Tax Collector counts all cash and checks, reviews the batch proof reports, compiles all batches, and deposits all City receipts on a daily basis. The Tax Collector places all deposits into a bank deposit bag kept in the tax office vault. At the end of the day all cash drawers and any unprocessed payments are locked in the vault overnight.

All payments received up to the close of business on the last day of the month are entered into MUNIS before penalties are posted. All payments retrieved by staff on the first business day of the month from the Revenue Building drop box are posted to the last day of the previous month. Any unprocessed payments that are returned from the lockbox company are posted in MUNIS according to the date that they were received at the lockbox facility.

The Tax Collector forwards all original deposit slips and copies of the MUNIS batch proof summary pages to the City Finance office. The Finance department compares the deposits to the daily banking report to ensure what has been posted in MUNIS corresponds to a deposit in the City's bank account.

Cash Controls

1. City deposits are taken to the bank by the Tax Collector accompanied by a sworn police officer.
2. All checks received are endorsed by the individual department.
3. City Finance office accounts payable clerk sorts and distributes all mail from banks addressed to the City of Rochester.

4. The Deputy Finance Director receives all bank statements and forwards the general fund and payroll statements to the City accountant who is assigned the monthly reconciliations.
5. The City accountant reviews and reconciles the general fund and payroll account bank statements and advises the City Treasurer (Deputy City Manager/Director of Finance) on a monthly basis.
6. The City Treasurer reviews and signs the monthly bank reconciliations.

ANNUAL BUDGET

Preparation and Adoption

It is the policy of the City of Rochester to prepare fiscal year operational and capital budgets.

City departments gather information from all staff with budgetary responsibilities and prepare the department requested draft of the budget for review by the City Manager starting in mid December. The City Finance office and City Manager review all City department budgets.

The School department gathers information from all staff with budgetary responsibilities and prepares the department requested draft of the budget for review by the School Board starting in mid December. The School Finance office and the Superintendent review the School's budgets with the School Board. The School Board then forwards this request to the City Manager.

The City Manager presents the proposed operational and capital improvements budgets for the City and School departments to the City Council in mid April.

The City Council must approve the budget no later than June 30th.

Once approved the City and School Finance offices post the respective budgets into the MUNIS database. Financial reports comparing actual year-to-date revenue and expense amounts with budgeted year-to-date amounts are produced by the City Finance department for review by the City Council at the monthly meetings.

FINANCIAL STATEMENTS

Regular internal financial statements are generated by the Finance department. These include:

1. Weekly Cash Balance Report
2. Weekly Cash Projection Report
3. Statement of Revenue and Expenditures - Operating Budgets
4. Statement of Revenue and Expenditures - Capital Improvement Projects

The Statement of Revenue and Expenditure reports are reviewed with the City Council's Finance Committee monthly.

Bank reconciliations shall be performed within 3 weeks from receiving the statement. Documentation of adjusting entries is available for review.

Annual Report of City Receipts and Expenditures- City General Ordinance 11.13

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

Audit of City Accounts - City General Ordinance 11.15

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

Audit Presentation

A formal presentation of the City's annual financial statements shall be provided by the Independent Auditor to the City Council at the regular meeting or workshop in February.

COST ALLOCATION

Projects that will receive funds from outside of the operation of the City of Rochester will be set up under a project code. Each project code is a five character (alpha numeric) account segment which is assigned by the City Finance department. This project code is incorporated into the general ledger account number(s) that is(are) used to record revenue and expenditures associated with the project.

Direct Costs: Costs identified specifically with a particular project are charged to the corresponding project account number. All related invoices are approved by the appropriate parties and charged to the project account number. Projects typically have multiple funding sources and involve allocating multiple invoices between federal reimbursable expenditures and non-federal expenditures. A separate detailed documentation process is maintained whereby a project closeout journal entry is done to move the federal expenditures to a new line item that is associated with the project. The City recognizes the need to create reporting segregating the federal expense and revenue along with backup for these items.

Labor Costs: Hourly, non-office employees complete a time ticket each pay period allocating their time to projects worked. Labor charges to specific projects are charged to the corresponding project account number. Labor charges are keyed through the MUNIS time and attendance module. Pay type codes are created in the MUNIS payroll module which are linked to the appropriate project account number(s).

CHARGING OF COSTS TO FEDERAL AWARDS

Overview

It is the policy of the City of Rochester that only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly. All unallowable costs shall be appropriately documented and segregated, as noted above, from allowable costs by a journal entry based upon detailed documentation in the general ledger in order to assure that unallowable costs are not charged to federal awards.

Segregating Unallowable from Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Department heads shall be familiar with the allowability of costs provisions of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments as codified in 2 CFR Section 225", particularly:
 - a. The list of specifically unallowable costs found in Attachment B (Selected Items of Cost), such as alcoholic beverages, bad debts, contributions, fines and penalties, lobbying, etc.
 - b. Those costs requiring advance approval from federal agencies in order to be allowable in accordance with Attachment B, such as foreign travel, equipment purchases, etc.
3. No costs shall be charged directly to any federal award until the cost has been determined to be allowable under the terms of the award and/or OMB Circular A-87.
4. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds and similar items shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a federal award or to activity associated with a federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e. if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

Criteria for Allowability

It is the policy of the City of Rochester that all costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the organization or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:

- a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Organization, but, where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMB Circular A-87 or the Federal award itself.
 4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
 5. Costs must be consistently treated over time.
 6. The cost must be determined in accordance with generally accepted accounting principles.
 7. Costs may not be included as a cost of any other federally finance program in the current or prior periods.
 8. The cost must be adequately documented.

Cost Sharing and Matching (2 CFR Section 200.306)

It is the policy of the City of Rochester to value contributed services and property that are to be used to meet a cost sharing or matching requirement at their fair market values at the time of the contribution, unless award documents or federal agency regulations identify specific values to be used.

Claim contributions as meeting a cost sharing or matching requirement of a federal award only if all of the following criteria are met:

1. They are verifiable from records.
2. They are not included as contributions for any other federally assisted project or program.
3. They are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. They are allowable under OMB Circular A-87.
5. They are not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching.
6. They are provided for in the approved budget when required by the federal-awarding agency.
7. They conform to all provisions of OMB Circular A-102 Grants and Cooperative Agreements with State and Local Governments as codified in 2 CFR Part 200 and 1500.

8. In the case of donated space, the space is subject to an independent appraisal or market survey to establish its value.

Contributed services used for cost sharing or matching purposes shall be valued at rates consistent with those rates paid for similar work in the Organizations (match up experience and skill level), including an estimate of reasonable fringe benefits. In cases in which the required skills are not found in the Organizations, rates used shall be consistent with those paid for similar work in the labor market in which it competes.

It is the policy of the City of Rochester to require volunteers to document and account for their contributed time.

SUBRECIPIENT MONITORING

In the event that the City awards subgrants to other entities, it is responsible for monitoring those grant subrecipients to ensure compliance with federal, state, and local laws. Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a program. Each City department that awards a subgrant shall have its own monitoring policy. This policy must ensure that any monitoring findings are corrected.

PAYROLL

Payroll Administration

Pay periods are bi-weekly, beginning Sunday and ending on Saturday. The City payroll is processed on the following Monday. Time cards and time sheets are filed in the payroll office by the payroll clerk.

Changes in Payroll Data

Any changes to an employee's payroll data must be authorized in writing on a payroll status change form or other appropriate form to include:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status

New hires, terminations, and changes in salaries or pay rates must be authorized by the City Manager for all City employees. Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee. Direct deposits or any changes to employee direct deposits shall be authorized in writing by the individual employee.

Documentation of all changes in payroll data authorized and initiated by the employee is maintained by the payroll clerk with the payroll records. Documentation of all changes in payroll data authorized and initiated by the City Manager is filed in the personnel file in the City Human Resources Office.

Payroll Taxes

The Human Resource Manager prepares all payroll tax forms for review by the City Treasurer. The City Treasurer and Human Resource Manager are responsible for ensuring all required tax forms are properly completed and submitted and that all required taxes are withheld and paid.

Any employee who wishes to change their tax withholding must complete and sign a W-4. Withholding of federal income tax and state income tax is based on the most current form submitted. Withholdings remain the same until the employee submits a new form.

Preparation of Time Cards and Time Sheets

All hourly employees either complete a time card or punch a time clock at beginning and end of each day and at unpaid meal breaks, except where noted below. At the end of the pay period, time cards must be signed by the employee prior to submission and reviewed and signed by the supervisor.

Payroll in MUNIS is by exception, meaning that all full time and most part time employees are setup in MUNIS and coded to the appropriate General Ledger account number(s). Some employees are allocated to more than one department and allocation codes are used to charge the appropriate General Ledger account numbers. Only exceptions (i.e. part time hours, overtime hours, compensated absences, etc.) are keyed into MUNIS through time and attendance.

Time Keeping Requirements for Federal Awards

All employees that work on federal projects are responsible for tracking and recording that time separately from their other responsibilities. All hours that are eligible for reimbursement from federal grants shall be keyed in MUNIS using a pay type code that is linked to the project number(s) assigned to the grant.

Department Head Responsibilities

Each department is responsible for keying in all exceptions through the MUNIS time and attendance module. Each department shall review the accuracy of the time and attendance batch. After the batch has been reviewed it shall be forwarded to the department head who is responsible for authentication and approval. The department head then forwards the approved department batch including the time cards and other supporting documents to the City payroll office clerk who then reviews and compiles all department batches in MUNIS.

Absentee reports must be completed by each employee and approved by the supervisor for time off (i.e. vacation, personal time, etc.). Approved absentee reports must accompany the time cards along with any other required documentation.

Completed time cards and any other required documentation must be submitted with the approved time and attendance batch report to the City payroll office no later than 10:00 AM on the Monday after the end of the pay period.

Any unpaid meal breaks taken in the field (not punched on the time clock) must be handwritten on the time cards and approved by the supervisor.

The supervisor is not authorized to sign time tickets for employees who forget to punch in and/or out by the time clock. Any missed punches require the approval of the department head. Employees who fail to punch in or out by the time clock and have not received written approval from the department head will be considered late to work or absent and subject to the Department's attendance policy, including disciplinary action, if appropriate.

Incomplete submissions to the payroll clerk will result in the return of the time cards to the supervisor for completion before payroll can be processed.

Review of Payroll

Upon production of checks and direct deposit notices the payroll clerk submits a payroll distribution report to the City Treasurer or his/her designee for review and signature.

Check Signing

All payroll checks require the signature of the City Treasurer (Deputy City Manager/Director of Finance).

Distribution of Payroll

The City payroll clerk prepares the direct deposit and vendor ACH files for transmission to the bank. The payroll clerk notifies the City Finance Office accountant of the filenames and the total amount to be transmitted. The City Finance Office accountant creates the direct deposit and vendor ACH batches through the City's online banking software and then notifies the Deputy Finance Director when the ACH's are available for release. The Deputy Finance Director reviews and releases the ACH's to the bank. The Deputy Finance Director sends a confirmation of the transmitted ACH amounts back to the payroll clerk.

City payroll checks are disbursed to the departments for distribution to the employees. Any undistributed checks are kept locked in the payroll office at night.

FIXED ASSETS

Capitalization

As part of the budget process, projects with a total cost in excess of \$10,000 will be identified and capitalized over the estimated life of the assets. Any individual purchases of equipment in excess of \$10,000 will also be capitalized over the estimated life of the asset.

Capital projects will be budgeted and expenditures and revenue tracked with a project number. Any capital asset that is charged to an operating budget shall be tracked within the 570000-579999 object range and depending on the size and complexity of the project it may also be assigned a project number.

Costs that can be capitalized include any materials and labor associated with the installation and set up of a new or refurbished department asset. Routine maintenance and repair are not capitalized.

Administration

All capital items are added to the MUNIS fixed assets module, the software used to monitor fixed assets and calculate annual depreciation. All completed projects are added to the MUNIS fixed assets module at year end. All depreciation entries for the past fiscal year are entered into the General Ledger as part of the fiscal year end close.

PURCHASING

All City Departments shall adhere to the policies and procedures more particularly set forth in the Purchasing Policy document 3.004 in completion of their designated responsibilities. In addition, the City's Department Heads shall also follow the below requirements.

Purchasing Requirements for Federal Awards:

Department Head Responsibilities

1. Review to avoid unnecessary purchases and to limit purchases to only necessary quantities.
2. Review of lease vs. purchase alternatives, when appropriate.
3. Perform and document cost or price analysis for all procurements.
4. Conduct solicitations having a clear scope of work, requirements and features prospective bidders must meet, a preference for conserving natural resources and the environment, and positive efforts to use small, disadvantaged and minority owned firms when possible.
5. Ensure that goods and services are received, approved, and acceptable before payments are made.
6. Ensure that no contract or sub-award will be entered into with parties that are debarred, suspended, or excluded from federal assistance programs.
7. Ensure provisions are included in the contract or agreement for termination and federal access to contract records.
8. Document and retain all contract files for a minimum of 3 years from the date of substantial completion or that period of time required by the federal award, whichever is longer.

Disadvantage Business Enterprise (40 CFR Part 33 and 2 CFR Section 200.321)

The City of Rochester will make a good faith effort to solicit and use Small Businesses, Minority Owned Firms, Women's Business Enterprises, and Labor Surplus Areas when procuring construction, equipment, services and supplies.

FEDERAL GRANTS

The City of Rochester follows all of the rules and regulations as stipulated by the Federal Grant.

Financial Reporting

The department head shall prepare and submit Financial Status Reports (SF-425) for the project in accordance with the stipulations of the grant agreement. This information must be collected with the frequency required by the terms and conditions of the federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances.

System for Award Management (SAM) Updates

The department head shall register and update information annually in the System for Award Management. An up-to-date SAM registration is required in order for the City of Rochester to receive payments for federal awards.

DUNS

The City of Rochester has multiple DUNS numbers. The DUNS number for General Government is 09-944-6879.

Reimbursement Requests

Disbursement requests (drawdowns) of federal cash are limited to the needs of the federal grant. Furthermore, the City of Rochester's drawdowns are requested by wire or ach transfer only after the allowable and allocable expenditure(s) has (have) occurred and has (have) been verified.

1. The department head shall create the reimbursement request(s) and gather all necessary supporting documentation as required by the grant agreement.
2. The reimbursement request shall be forwarded to the Finance department which verifies that the amount(s) being requested are traceable back to the project account(s) for the grant.
3. After verification the reimbursement request shall be forwarded to the City Treasurer for approval and signature.

STATE GRANTS

The City of Rochester follows all of the rules and regulations as stipulated by the state grant. Periodic reports are submitted to the State authorities. These reports are submitted on forms provided by the authorities.

Disbursement requests (drawdowns) of State cash are limited to the needs of the State Grant. Furthermore, the City of Rochester's drawdowns are requested by wire or ach transfer only after the allowable and allocable expenditure(s) has (have) occurred and have been verified.

OTHER ACCOUNTING PROCEDURES

PACKING SLIPS

The department that has ordered materials and/or equipment shall retain a copy of the purchase order if appropriate and the packing slips, once the items are received. Packing slips are checked and held until the department receives the stamped invoice from the Finance Office accounts payable clerk. The packing slips and purchase orders are matched to the invoice and the department enters its invoices into an accounts payable batch. The department head reviews all invoices and signs the accounts payable batch report. All invoices, packing slips, purchase orders, and the approved batch report are then forwarded to the Finance Office accounts payable clerk for payment. In the case of partial

shipments (invoices), purchase orders are retained by the departments until the final shipment (invoice) is received.

PETTY CASH

The following departments have petty cash drawers:

1. Department of Public Works
2. Finance Office
3. Library
4. Fire
5. Police
6. Assessing
7. RAYS
8. BZLS
9. Tax Collector

When the amount in the petty cash drawer is getting depleted and/or on a quarterly basis, each department shall prepare a sheet reconciling the receipts in the drawer with the amount needed to bring the amount in the petty cash drawer up to the authorized amount. The reconciliation sheet is treated as an invoice and a check is cut at the next check signing. The petty cash drawer shall be stored in a locked desk, file cabinet or vault at the individual department locations.

TRAVEL REIMBURSEMENT

All City Departments shall adhere to the policies and procedures more particularly set forth in the Travel and Employee Expense Reimbursement Policy and Procedure document 3.002 in completion of their designated responsibilities.

RECORDS RETENTION

In accordance with New Hampshire RSA 33-A the City of Rochester Records Retention Committee meets twice annually. The City of Rochester is obligated to follow the dictates of the "disposition and retention schedule" as more particularly set forth in RSA 33-A:3-a.

**AMENDMENT TO CHAPTER 46 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING GRAFFITI ON PRIVATE PROPERTY**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 46 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

CHAPTER 46

GRAFFITI ON PRIVATE PROPERTY

SECTION ANALYSIS

46.1 Authority

46.2 Purpose

46.3 Acts Prohibited

46.4 Definitions

46.5 Enforcement

46.6 Severability

46.7 Effective Date

46.1 Authority.

In accordance with and under the authority of New Hampshire Revised Statute Annotated 47:17, the City Council of the City of Rochester hereby adopts the following ordinance for the regulation of graffiti on private property.

46.2 Purpose.

This purpose of this Ordinance is to promote the health, safety and general welfare of the community by creating an aesthetically pleasing environment in which graffiti is declared a nuisance which must be promptly abated by property owners and imposing penalties on vandals.

46.3 Acts Prohibited.

It shall be a nuisance for any person to place graffiti upon any property located within the City of Rochester. Any owner of property within the City of Rochester shall remove any graffiti on his/her property within five days of notice of its placement on such property. Maintenance of property in violation of this section is a public nuisance.

46.4 Definitions.

(a) *Graffiti*: Any inscription, word, figure, marking or design that is written, marked, etched, scratched, drawn or painted on any real property that was not authorized in advance by the owner of the real property.

(b) *Owner*: Any person in possession of the affected property and any person having or claiming to have, any legal or equitable interest in the property.

(c) *Person*: Any individual, firm, partnership, corporation, association, or any other organization or entity, however formed.

(d) *Property*: All residential, industrial, or commercial real property, and other property, including but not limited to, fences, poles, signs, rocks, trees, paving, etc.

46.5 Enforcement.

(a) Any person who violates this Ordinance shall be guilty of a violation and shall be fined not less than One Hundred Dollars (\$100.00) or more than One Thousand Dollars (\$1,000.00).

(b) Any duly appointed police officer for the City of Rochester and the City of Rochester Code Enforcement Officer may enforce this Ordinance by utilizing any process authorized by state law, including but not limited to a Local Ordinance Citation pursuant to RSA 31:39-d and Chapter 44 of the City of Rochester Ordinance.

(c) All penalties collected for violations of this Ordinance shall be for the use of the City and deposited into the City's general fund.

46.6 Severability.

The provisions of this Ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this Ordinance.

46.7 Effective Date.

This Ordinance shall take effect upon passage.

The effective date of these amendments shall be upon passage.

CC FY 17 AB 44



9/29/16

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 46 of the General Ordinances of the City of Rochester Regarding Graffiti on Private Property

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	October 4, 2016	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk - Signature on file	
DATE SUBMITTED	9/23/2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

SUMMARY STATEMENT

On September 1, 2016, the Codes and Ordinances Committee voted to send this Amendment to the City Council for approval by a unanimous voice vote. See attached set of minutes.

PAGE 72 of the City Council Packet

RECOMMENDED ACTION

Approve Amendment to the General Ordinances.

**AMENDMENT TO CHAPTER 11 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING SCHOOL DEPARTMENT CAPITAL RESERVE
FUND**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 11 of the General Ordinances of the City of Rochester regarding the School Department Capital Reserve Fund and currently before the Rochester City Council, be amended as follows:

11.24 City of Rochester School Department Capital Reserve Fund.

(a) By adoption of a Resolution on December 15, 2015, the City Council established 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.

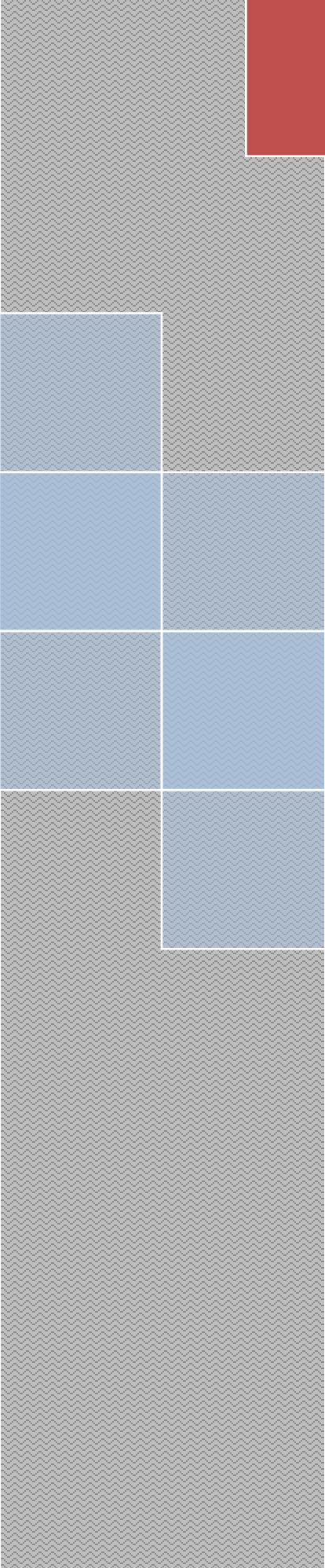
(b) The City Council, at its sole discretion, may appropriate monies to said School Building Fund through the annual budgeting process. The City Council may also by favorable vote of $\frac{3}{4}$ of its members, transfer to such fund after a public hearing with notice as provided in RSA 34:2, not more 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.

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

(d) 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.

(e) 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.

The effective date of these amendments shall be upon passage.



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9/29/16

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 11 of the General Ordinances of the City of Rochester Regarding the School Department Capital Reserve Fund

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	October 4, 2016	
DEPT. HEAD SIGNATURE	Kelly Walter, City Clerk	
DATE SUBMITTED	9/23/2016	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

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

On September 1, 2016, the Codes and Ordinances Committee voted to send this Amendment to the City Council for approval by a unanimous voice vote. See attached set of minutes.

PAGE 75 of the City Council Packet

RECOMMENDED ACTION

Approve Amendment to the General Ordinances.



9/29/16

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

ZONING MAP CHANGE - GRANITE STATE BUSINESS PARK

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	OCTOBER 4, 2016		
DEPT. HEAD SIGNATURE	Jim Campbell, Karen Pollard. Signatures on File		
DATE SUBMITTED	Sept. 22, 2016		
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	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

SUMMARY STATEMENT

The City of Rochester has successfully leveraged public investments into Phases 1 & 2 of the Granite State Business Park, attracting new private investment and job creation. The economic benefits have exceeded estimates and the Rochester Economic Development Commission (REDC) suggests additional expansion of the Granite State Business Park to maximize return on public investment into infrastructure already made. The city owns one remaining parcel in Phase 1 and also a parcel in Phase 2 which is under an option until 2018.

The REDC requests the following parcels be considered for change from Agricultural to Industrial as a Zoning Map Change:

0255-0017-0000

0255-0018-0000

0255-0019-0000

0255-0020-0000

0255-0021-0000

The Rochester Economic Development Commission (REDC) and has the responsibility and authority to suggest continued expansion and development of the Granite State Business Park. The REDC was created under New Hampshire RSA 162-G and has guided the initial planning and development of the Granite State Business Park. The authority provided by this chapter includes municipal actions to encourage the development of business and industrial facilities by acquiring, developing, expanding, leasing and disposing of land or facilities. The REDC also operates under the specific authority and limitations contained in the Rochester Code of General Ordinances, Chapter 3, Section 3.12 (Economic Development Commission).

RECOMMENDED ACTION

The REDC requests the City Council read the resolution for a first time and request the Planning Board consider the following Zoning Map Changes:

0255-0017-0000 from A to I

0255-0018-0000 from A to I

0255-0019-0000 from A to I

0255-0020-0000 from A to I

0255-0021-0000 from A to I

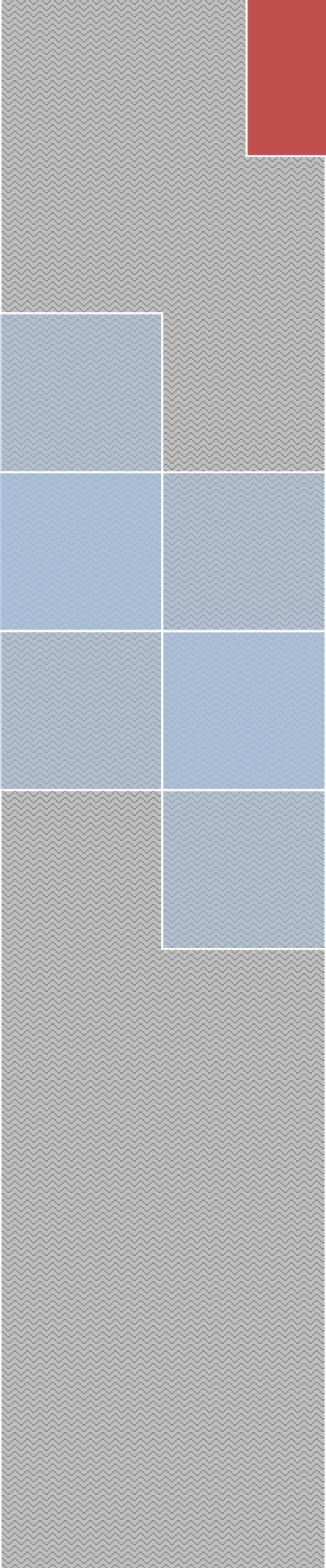
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
FOR THE PURCHASE OF 0 ROCHESTER HILL ROAD**

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

That the sum of One Hundred Sixty Thousand Dollars (\$160,000.00) be, and hereby is, appropriated as a supplemental appropriation to the CIP Fund 1501 (account # 15011081-771000-175xx) Land Acquisitions for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of 0 Rochester Hill Road, Rochester, New Hampshire by the City of Rochester. The entirety of the supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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

CC FY17 10-04 AB 55-A



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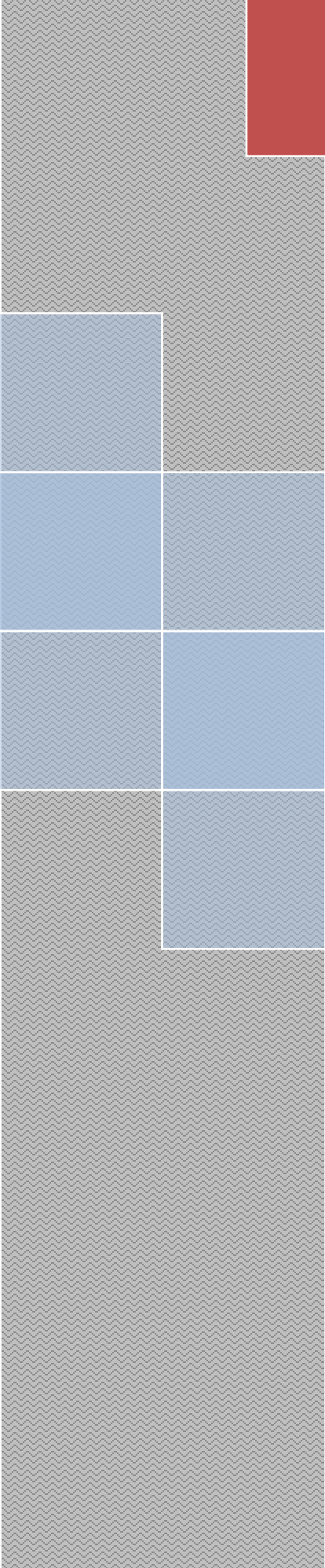
RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
FOR THE PURCHASE OF 296 ROCHESTER HILL ROAD

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

That the sum of no more than Two Hundred Fifty Thousand Dollars (\$250,000.00) be, and hereby is, appropriated as a supplemental appropriation to the CIP Fund 1501 (account # 15011081-771000-175xx) Land Acquisitions for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of 296 Rochester Hill Road, Rochester, New Hampshire by the City of Rochester. The entirety of the supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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

CC FY17 10-04 AB 55-B



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9/29/16

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

LAND ACQUISITION

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	October 4, 2016	
DEPT. HEAD SIGNATURE	Karen Pollard, Signature on File	
DATE SUBMITTED	September 29, 2016	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	8

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Undesignated Fund Balance
ACCOUNT NUMBER	
AMOUNT	Kline - \$160,000; Moreau - \$250,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$410,000 from Undesignated Fund Balance

LEGAL AUTHORITY

SUMMARY STATEMENT

The City of Rochester has successfully leveraged public investments into Phases 1 & 2 of the Granite State Business Park, attracting new private investment and job creation. The economic benefits have exceeded estimates and the Rochester Economic Development Commission (REDC) suggests additional expansion of the Granite State Business Park to maximize return on public investment into infrastructure already made.

Negotiations have been successful to acquire 2 (two) properties to expand the Granite State Business Park.

PID #0255-0021-0000 from Vivian Kline for \$160,000
and #0255-0019-0000 from Bruce and Charlotte Moreau for \$250,000

RECOMMENDED ACTION

Please consider and approve the property acquisitions and appropriate funds to complete the purchases of \$410,000

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Granite State Business Park Land Acquisition

Date: Oct 4, 2016

Fiscal Year: FY 2017

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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	410,000 -
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