



City Council Public Hearing
September 1, 2015
COUNCIL CHAMBERS
7:00 PM

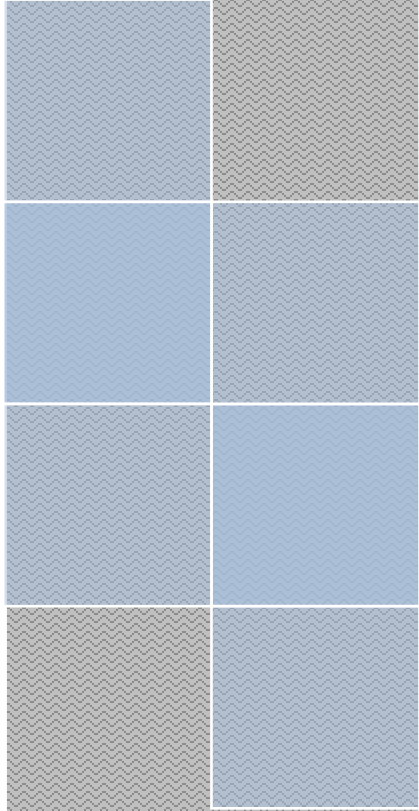
Agenda

1. Call to Order
 2. **AB 27** Amendment to Chapter 17.34 of the General Ordinances of the City of Rochester, entitled *Water Rate and Fee Schedule*, be amended by deleting the portion of said Ordinances entitled *Quarterly Water Rates* and be Replacing such Portion of the Ordinances as Follows: [See Page 9]
 3. Adjournment
-

Regular City Council Meeting
September 1, 2015
COUNCIL CHAMBERS
(Immediately following the Public Hearing)

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Opening Prayer
4. Roll Call
5. **Proclamation:** Rochester 12U Slammers Team – Winners of the 2015 Babe Ruth State Championship P. 13
6. Recess to State of New Hampshire Department of Health and Human Services Public Forum by Sanctuary Alternative Treatment Centers for Proposed Cultivation Operation
7. Reconvene the Regular City Council Meeting



This page has
been
intentionally left
blank.



8. Acceptance of Minutes

8.1. [August 4, 2015, Regular City Council Meeting](#)

8.2. [August 18, 2015, Special City Council Meeting](#)

9. Communications from the City Manager

9.1. Employee of the Month Award **P.21**

9.2. City Manager's Report **P.19**

10. Communications from the Mayor

10.1. **Announcement:** November 3, 2015 Municipal Election Filing Period: **P. 15**

Begins: Friday, September, 4, 2015, at 9:00 AM

Ends: Monday, September 21, 2015, at 5:00 PM

10.2. **Announcement:** The Supervisors of the Checklist will be in session on September 3, 2015 – Last chance to update voter information prior to the Municipal Election Filing Period: **P. 17**

11. Presentations of Petitions and Council Correspondence

12. Nominations, Appointments, Resignations, and Elections

13. Reports of Committees:

13.1. Codes and Ordinances Committee **P. 57**

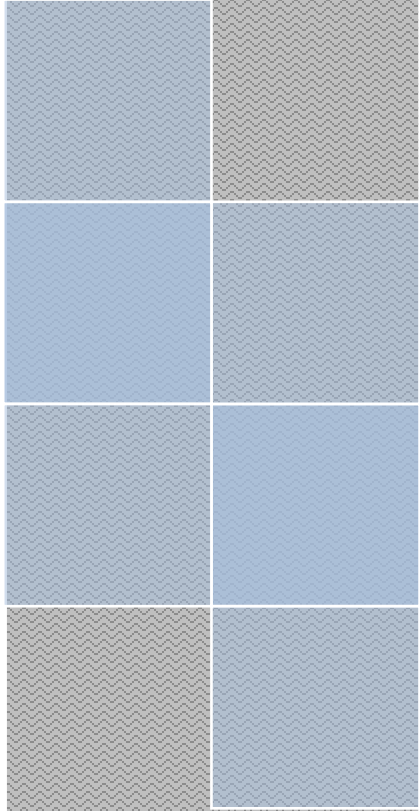
13.2. Community Development Committee - *Forthcoming* **P.65**

13.3. Joint Building Committee **P. 67**

13.4. Public Safety Committee **P. 73**

13.5. Public Works Committee **P. 85**

14. Old Business



This page has
been
intentionally left
blank.

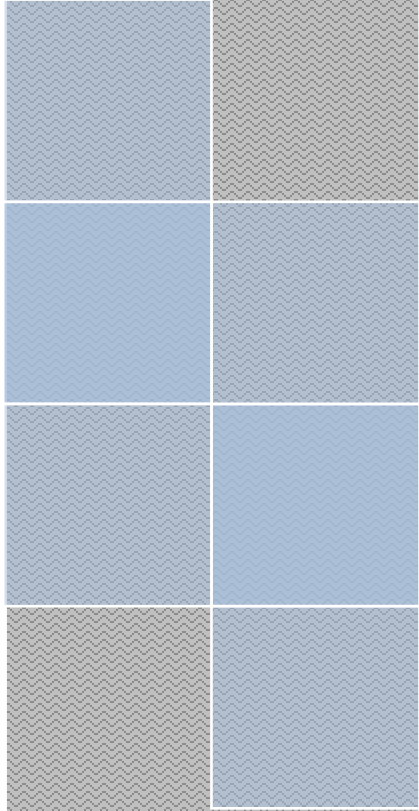


15. Consent Calendar

- 15.1. **AB 30** Resolution De-Authorizing Appropriation from the Municipal Information Services Department (MIS) Capital Improvement (CIP) Fund [CC FY16 Resolution 20] – **First Reading, Second Reading, and Adoption P. 91**

16. New Business

- 16.1. **AB 26** Resolution Accepting Equitable Disbursement from the United States Marshal Service to the Rochester Police Department, and Making a Supplemental Appropriation in Connection Therewith [CC FY16 Resolution 15] **First Reading, Second Reading, and Adoption P. 97**
- 16.2. **AB 34** Resolution Approving a Communications Equipment Grant Application to the New Hampshire Department of Safety [CC FY16 Resolution 23] **First Reading and Adoption P. 103**
- 16.3. **AB 29** Resolution Accepting Participation Awards from the Health Trust to the City of Rochester, and Making a Supplemental Appropriation in Connection Therewith [CC FY 16 Resolution 19] **First Reading, Second Reading, and Adoption P. 121**
- 16.4. **AB 27** Amendment to Chapter 17.34 of the General Ordinances of the City of Rochester, entitled *Water Rate and Fee Schedule*, be amended by deleting the portion of said Ordinances entitled *Quarterly Water Rates* and be Replacing such Portion of the Ordinances as Follows: [CC FY 16 Amendment 3] **Second Reading and Adoption P. 9**
- 16.5. **AB 31** Amendment to Chapter 50 of the General Ordinances of the City of Rochester regarding *Stormwater Management and Erosion Control* and currently before the Rochester City Council, to be amended as follows: [CC FY 16 Amendment 4] **First Reading and Refer to a Public Hearing P. 125**



This page has
been
intentionally left
blank.



- 16.6. **AB 28** Creation of an Accountant 1 Position under Non-Union [Pay Grade 9] – **Motion to Approve** P. 171
- 16.7. **AB 32** Resolution Establishing Polling Places and Times for the November 3, 2015, Municipal Election [CC FY16 Resolution 21] **First Reading and Adoption** P. 185
- 16.8. **AB 24** Amendment to Chapter 63 of the General Ordinances of the City of Rochester Regarding Rights and Duties of Pedestrians [CC FY16 Amendment 5] **First Reading, Second Reading, and Adoption** P. 189
- 16.9. **AB 35** Resolution Authorizing Supplemental Appropriation to the Department of Public Works Capital Improvements Fund for the Emergency Repairs to the Route 125 Pedestrian Bridge [CC FY16 Resolution 22] **First Reading, Second Reading, and Adoption** P. 193
- 17. Non-Meeting/Non-Public Sessions:
 - 17.1. Non-Meeting, Consultation with Legal Counsel, RSA 91-A 2 I (b)
- 18. Other
- 19. Adjournment



This page has
been
intentionally left
blank.



**ORDINANCE AMENDMENT
RELATIVE TO WATER USER RATE**

THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 17, Section 17.34 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

17.34 Water Rate and Fee Schedule

Quarterly Water Rates

Residential Customers without exemption:	\$4.81	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.05	
Commercial and industrial customers:	\$4.74	

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$126.71
Per quarter per unit with exemption:	\$63.35

Minimum Fee:	
Per quarter per unit without exemption:	\$18.00
Per quarter per unit with exemption:	\$14.42

II. That this ordinance amendment shall take effect on October 1, 2015

CC FY 16 AB 27 Amendment 3 AB 27



This page has
been
intentionally left
blank.





8/27/15

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

Adjustment to Water Rates.

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	September 1, 2015	
DEPT. HEAD SIGNATURE	John B. Storer (Original on file with City Clerk)	
DATE SUBMITTED	August 24, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor T. J. Jean

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

Chapter 17, Section 17.18 of the General Ordinances of the City of Rochester, entitled "Establishment of Water Rates".

SUMMARY STATEMENT

Both the Utility Advisory Board and the Finance Committee recommended an adjustment to the water rates. The rates would be increased 3%, from the current rate of \$4.67 per 100 cubic feet of volume to \$4.81.

From the Minutes of the April 20, 2015 Utility Advisory Board:

Tom Willis MOVED that the Utility Advisory Board recommend to the City Council that water user rates be increased by 3% or 14 cents from the current rate of \$4.67 per 100 cubic feet. The motion was ADOPTED.

From the Minutes of the July 14, 2015 Finance Committee:

Deputy City Manager Cox explained the water and sewer funds cash flow analysis data.

Mayor Jean MOVED to recommend to the full City Council that the water rate recommendation from the Utility Advisory Board be adopted that would increase the per unit fee from \$4.67 to \$4.81. Councilor Lauterborn provided a SECOND to the motion which was then ADOPTED.

Public Works staff estimate the impact to residential customers will be:

A typical residential home might see an increase from \$57.69 per month to \$59.41 per month. The residence would experience a 6 cents per day increase.

For a person living alone the impact go from \$16.49 to \$16.98 per month.

RECOMMENDED ACTION

Approve amendment to Chapter 17, Section 17.34 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", such that the rate for Residential Customers without Exemption be increased from the current \$4.67 per 100 cubic feet of water use to \$4.81.

PROCLAMATION HONORING 12U ROCHESTER SLAMMERS 2015 BABE RUTH STATE CHAMPIONS

WHEREAS, the members of the 2015 12U Rochester Slammers Team are Reese Asselin, Grace Beaulieu, Miranda Benson, Ambra Breakfield, Izzi Eames, Haleigh Gullison, Katie Hyslop, Cara Letourneau, Hailey Nesbitt, Kylie Valliere, Abby Ward, Mattie Ward; and

WHEREAS, the Rochester Slammers Team won 4 State titles in a row; and

WHEREAS, the 2015 12U Rochester Slammers Team finished its season with an outstanding record of 31 wins and 11 losses; and

WHEREAS, the 2015 12U Rochester Slammers Team won 3 tournaments and finished runner up in 2 tournaments; and

WHEREAS, the 2015 12U Rochester Slammers Team earned a bid to the Babe Ruth 12U World Series in Alachua, Florida, where they finished 10th in the country; and

WHEREAS, the 2015 12U Rochester Slammers Team earned the Team Sportsmanship Award at the World Series as determined by the umpires; and

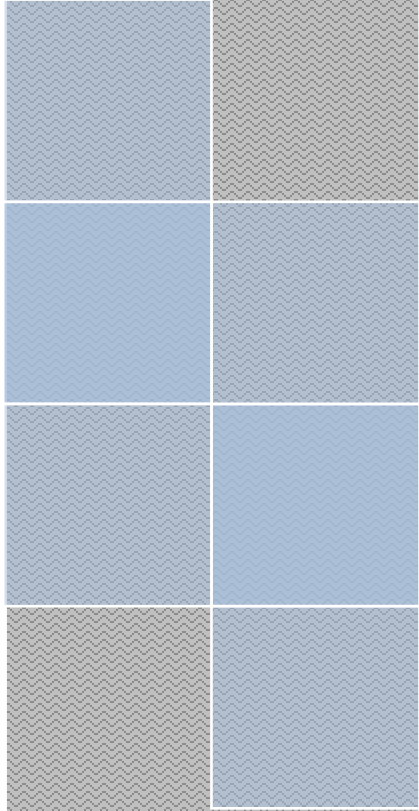
WHEREAS, the members of the 2015 team displayed academic excellence in addition to their success in softball; and

WHEREAS, the 2015 12U Rochester Slammers Team were successfully coached by Dennis Ward, Steph Nesbitt, Josh Valliere and Chris Benson.

NOW, THEREFORE, BE IT RESOLVED, that I, Thomas J. Jean, Mayor of the City of Rochester, along with my fellow Council members, do hereby honor the 2015 12U Rochester Slammers Team, on this day, September 1, 2015, for winning the 2015 Babe Ruth State Championship.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 1st Day of September in the year of our Lord, Two Thousand and Fifteen.

Thomas J. Jean
Mayor



This page has
been
intentionally left
blank.





City of Rochester

Municipal Election – Filing Period

November 3, 2015

All City Council Seats, School Board Seats, Mayor, and Police Commission Seats will be elected.

Moderators, Ward Clerks, Supervisors of the Checklist and a Selectman, from each ward will also be elected.

The filing period for the Municipal Election begins Friday, September 4, 2015 at 9:00 AM and ends Monday, September 21, 2015 at 5:00 PM.

Please call the City Clerk's Office for more information, at 332-2130 or visit our web page at www.rochesternh.net.

Kelly Walters
City Clerk



This page has
been
intentionally left
blank.





CITY OF ROCHESTER NOTICE TO VOTERS
SUPERVISORS OF THE CHECKLIST SESSION
MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2015

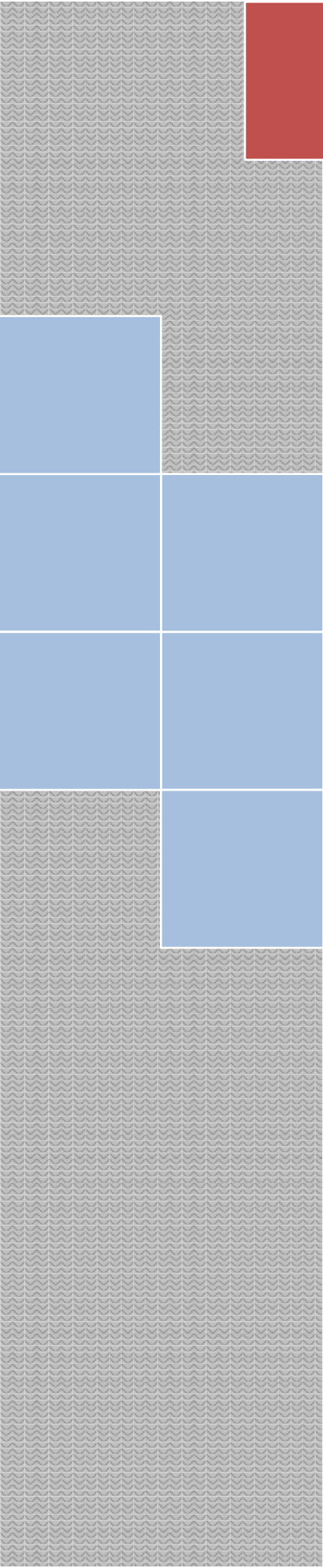
The Supervisors of the Checklist will be in session on **Thursday, September 3, 2015**, from 7:00 PM to 7:30 PM in City Hall, 31 Wakefield Street. This will be the last opportunity for the Supervisors to accept new voter registrations and changes in name/address/ward/party affiliation, in preparation for the November 3, 2015, Municipal Election, Filing Period.

All City Council Seats, School Board Seats, Mayor, and Police Commission Seats will be elected. Moderators, Ward Clerks, Supervisors of the Checklist and a Selectman from each ward will also be elected.

Physically disabled individuals who are unable to visit City Hall to personally register should contact the City Clerk's Office no later than Thursday, September 3, 2015, at 5:00 PM to make alternate arrangements.

Any questions should be directed to the City Clerk's Office at 332-2130.

Kelly Walters
City Clerk



This page has
been
intentionally left
blank.





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 September 1, 2015

The Employee of the Month is: Lisa Clark, Public Works Department P. 21

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

- July 27, 2015 P. 22
- August 3, 2015 P. 25
- August 10, 2015 P. 27
- August 17, 2015 P. 30

Contracts and documents executed since last month:

- Economic & Community Development Department P. 40
 - Environmental Review – Homeless Center for Strafford County P. 40
 - Environmental Review – Public House and Thompson Investment Casting P. 41
 - Environmental Review – Spaulding High School elevator project P. 42
 - Rochester Housing Authority – ROSS Grant application P. 43
- Department of Public Works
 - Community Center – Strafford Regional Planning Commission Lease Renewal P. 38
 - Granite Ridge Development Infrastructure Improvements – Change Order 1 P. 39
 - Household Hazardous Waste Grant Application P. 33
 - New Route 125 Pump Station Upgrade Project – Initiation of Operation Certification P. 34
 - Project Performance Certificate – Brock Street Reconstruction Project P. 35
 - Strafford Square Intersection Improvements – Amendment 1 P. 36
 - Watershed Land Purchase – pending sale P. 37
- MIS Department
 - Continuant Managed Services Renewal – Telephone System P. 45

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

- Computer Purchase – Allen, M – Police P. 46
- Tuition Reimbursement – Mears, M – Planning P. 47

The following additional information has been received:

- The Homemakers – thank you for support letter P. 48
- State of NH – Department of Health & Human Services – Public Forum Request, Sanctuary ATC P. 49
- State of NH – Department of Transportation – Highway Block Grant Aid available P. 51

The following standard reports have been enclosed:

- City Council Request & Inquiry Report P. 52
- Permission & Permits Issued P. 53
- Personnel Action Report Summary P. 54

Sharon Bowen
709 Portland Street
East Rochester, NH 03868

July 20, 2015

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

Dear Mr. Cox,

I am writing this letter to compliment one of your employees, Lisa, who is employed in the Water Department.

It has been quite an adventure trying to open my pool this year! I can laugh at it now, but going through the process, not so much!

Word must have gotten around that I love all animals, so the tree frogs decided to take up residence in my pool and declared many friends and family week-ends. Needless to say, it was quite an undertaking capturing as many frogs and tiny tadpoles I could before I shocked the pool.

I don't know how many times I had to backwash/add chemicals/vacuum/ add water just to turn around and siphon because of rainfall. Each time I called the water department with a reading, Lisa was so professional, helpful, kind, and definitely eased my stress. She never got irritated when I had another reading to give her. Her demeanor was always kind and her voice calm. When I called her with the last reading, I mentioned with excitement I thought this was it! She chuckled with me, but also said if I had to add more water again, to just call and she would take care of it. Being 66 years old, I really appreciated how I was treated with respect and professionalism. I hope Lisa can be recognized in some way. She is such an asset to the City of Rochester.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Bowen".

Sharon Bowen



8/27/15

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

MANAGEMENT TEAM MEETING

July 27, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Scott Dumas, Deputy Chief
Jim Grant, Director BZLS
John Storer, Director of City Services
Samantha Rodgerson, Executive Assistant

Brian Sylvester, Library Director
Chris Bowlen, Director of Recreation
Jenn Marsh, Economic Develop. Specialist
Norm Sanborn, Fire Chief
Jim Campbell, Planning Director
Terence O'Rourke, City Attorney

MINUTES

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

1. Management Team Minutes – July 20, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

The inquiry report was inadvertently left out of the packet. No discussion.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

There were two new requests received. One request will be responded to this morning, the other will be sent to the appropriate department to respond.

5. City Facebook page

City Manager Fitzpatrick mentioned that the City of Rochester Facebook page does not seem to be updated and wondered if it would be better for the City Manager's office to maintain that page so that the information was kept up to date. Ms. Rodgerson stated that she thought that the page was setup so that all the department pages postings were fed to it. She will check with MIS to see if it is a City page and who is responsible for maintaining.

6. Rochester Farmer's Market – Rochester Common

City Manager Fitzpatrick mentioned that he had received a request from the Farmer's Market to waive the fee for a variance. After some discussion, it was discussed that a variance was likely not required, but that as Rochester Main Street is involved, he would likely waive fees if it was determined that a variance is required. Economic Development Specialist Marsh stated that she had met with the Community Development Committee and that they were not in favor of the Rochester Common

location. She stated that she will be meeting with the Farmer's Market committee ~~8/27/15~~ to discuss alternatives. She noted that the location would need to fall within the downtown area, as Rochester Main Street is the fiscal agent and would only be covered by insurance within the downtown district.

7. Other

City Manager Fitzpatrick

- Stated that he received a letter on Friday from the Toy's that all properties in the manufactured park have installed separate water meters and was hoping that the City would bill each individually. It was discussed that the water supplied to that park was from Somersworth.

Deputy City Manager Cox

- Advised that he recently provided insurance claim web portal information. Each department can use this portal for claims.
- Advised that the Chief Assessor position was posted today.

Economic Development Specialist Marsh

- Advised that Karen Pollard was on vacation this week.
- Advised that the Seacoast Manufacturing Exchange is growing and that they gained two new manufacturers at the latest meeting.

Deputy Chief Dumas

- Advised Chief Allen was on vacation this week.
- Stated that the Parrot Head festival canceled early Sunday afternoon after the low turnout and weather.
- Advised that they had a very busy weekend with calls for noise violations and quality of life issues.

Director Campbell

- Advised that the Planning Board continued Highfield Commons from their last meeting due to work that needed to be completed as per the Phase I approvals.
- Advised that NH Dot sent a letter regarding the approval for Key Collision, however the City had already approved their plan in May. NH DOT will have to work it out with Key Collision for the portion of property they seek.
- Advised that the department was approached by some students at Spaulding High School who are interested in rebuilding the skateboard park. They are interested in helping out and working on. Staff will meet and discuss options and interest.
- Advised that they had a good meeting with Waterstone Development on Phase II at The Ridge.

Chief Sanborn

- Advised that Tim Wilder, the new Fire Marshal started last Monday.
- Advised that they provided mutual aid to Farmington for a structure fire.

Director Sylvester

- Advised that approximately 20 books were damaged when someone used ^{8/27/15} the book return to throw a soiled diaper in. They have submitted a claim through the new web portal.
- Advised that he has a meeting with the Library Trustees tomorrow night.
- Advised that the environmental site review has been completed for the handicap doors project at the Library and the project can now be put out to bid.

Director Bowlen

- Advised that the summer programs have been going smoothly.
- Advised that his department would be filming today for an episode of the City Manager's Corner.
- Advised that he is unsure of the schedule for the pavilion area however it has been fenced off.
- Advised that the roof structure analysis did not go as hoped and that they would need to go back to the beginning and start over.

Attorney O'Rourke

- Advised that his department has been assisting with ongoing compliance enforcement issues.
- Provided an update on the concerns at Amazon Park and that they had a septic malfunction over the weekend.
- Advised that there was an op-ed in the Union Leader and it mentioned Rochester favorably as it related to removing the restriction on political signage prior to the state ruling.

Director Storer

- Advised that he will be attending several meeting throughout the week.
- Advised that he will be looking into the electricity usage at the Water & Sewer plant and looking at ways to potentially save on bills.

Director Grant

- Advised that he has a meeting with the new Deputy Chief to discuss the permitting process.
- Advised that they will be addressing a property on Eastern Ave that is displaying merchandise and conducting business out of the driveway.

The Management Team meeting adjourned at 9:35 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



8/27/15

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

MANAGEMENT TEAM MEETING

August 3, 2015

9:00 A.M.

PRESENT:

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

Chris Bowlen, Director of Recreation
Karen Pollard, Economic Develop. Mgr
Terence O'Rourke, City Attorney
Seth Creighton, Chief Planner Director

EXCUSED:

Brian Sylvester, Library Director

MINUTES

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

1. Management Team Minutes – July 27, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

Inquiry #6 – Director Storer advised that the summary would be put together at the time of project completion. Inquiry #7 – Director Storer advised that this item will be addressed at the next Public Works Committee meeting.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

There were two new requests received. Each has been responded to.

5. Other

City Attorney O'Rourke

- Advised that the resident that they had been working with while determining a protocol for tree removal requests, had informed him that they took the trees down. Advised that they will be looking into any potential ramifications.

Director Storer

- Advised that they will be getting bids out this week.
- Advised that the department will make sure to get the notice of street paving out so that it can be put online and on the government channel.
- Advised that they will be conducting interviews in the next week or two for Assistant Engineer and for the Public Facilities Manager positions.

- Provided an update on Don Funk. He underwent double-bypass surgery last week and is now in recovery.
- Advised that there was an accidental shooting over the weekend.
- Advised that they have been preparing National Night Out, which is tomorrow night.

Manager Pollard

- Advised that she is returning from vacation and will be catching up on items.

Chief Sanborn

- Advised that there was a nice article in Foster's about emergency management.
- Advised that there were no major incidents over the weekend.

Director Bowlen

- Discussed the pools and maintenance challenges.

Chief Planner Creighton

- Advised that there is a Planning Board meeting tonight.
- Advised that he would be attending the Council meeting with the Conservation Commission, as they would be making a request for funds.
- Advised that he would be attending the Codes & Ordinance s meeting on Thursday, to go over the Stormwater ordinance changes.
- Advised that Jim Campbell is out on vacation this week.

Deputy City Manager Cox

- Advised that the cash on hand amount is at \$34.2 million.
- Advised that there are RFP's out for new telephone and internet services. It would add a 2nd ISP (internet service provider) connection and 2nd firewall.

Director Grant

- Advised that he attended the GIS meeting last week and gained very helpful information. Would like to see more departments get on board and start using it more.
- Advised that they did \$3.5 million in building permits. The result of which is due to Highfields Common, 6 new homes and 16 replacement mobile homes.
- Advised that he will be assembling a team to search for Bob Dingee's replacement.
- Advised that he will be on vacation next week.

The Management Team meeting adjourned at 9:39 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



8/27/15

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

MANAGEMENT TEAM MEETING

August 10, 2015

9:00 A.M.

PRESENT:

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

Lauren Colanto, Asst. Director of Rec.
Karen Pollard, Economic Develop. Mgr
Terence O'Rourke, City Attorney
Jim Campbell, Planning Director

EXCUSED:

Jim Grant, Director BZLS

MINUTES

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

1. Management Team Minutes – August 3, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

Items have been discussed and will be addressed in upcoming meetings.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date. No new requests.

5. Letters to Outside Agencies

City Manager Fitzpatrick reminded all departments that when sending out letters that may take a position on legislative issues that the letter must be from the individual in their capacity as department head, not to state it is the position of the City. It was suggested that a PPM be created.

6. Fire Department Vehicles

City Manager Fitzpatrick asked what the history behind the IAFF stickers on the fire trucks was. Chief Sanborn said it has been a long tradition going on since before he was Chief. He stated the labels are only on the fire vehicles operated by the fire fighters and not the command staff vehicles. City Manager Fitzpatrick is considering limiting this practice and not allowing on any new purchases.

7. Other

- Advised that the Summer Reading Program wrapped up.
- Advised that the new database, Freegal, is available. It allows downloads of music and movies.
- Advised that they are looking into additional databases; such as a database for users to create their own legal forms.

Chief Allen

- Advised that there was a heroin overdose over the weekend.
- Advised that interviews of 6 candidates for the dispatcher positions are scheduled for Thursday.

Executive Assistant Rodgerson

- Stated that the Annual Report is now online.
- Advised that staff can now create their own quick community videos to be posted on the City website automatically. It can be used to post a video of a tradeshow, ribbon cutting, summer concert or community festival, etc. All that needs to be done for staff wishing to use is to download the GoCast app on your mobile phone for .99 and log-in. Advised she will forward a user guide and the log-in information to staff.

Assistant Director Colanto

- Advised that swim lessons ended last week but that public swim is still open. Staff is working out the remaining schedule and will determine when the pools will close based on availability of lifeguards.
- Summer Camp is in the second to last week.
- Advised that the Teen Travel Camp/Teen Night program has secured a grant from Wal-Mart. It has also been put in front of the State Department of Education for possible future funding. She will forward a press release.

Manager Pollard

- Advised that they have had a lot of new leads, many for business expansion.
- Advised that they are looking at a new proposal for small business assistance which would involve grants to attract business.
- Advised that a new restaurant would be coming to Hanson Street.

Chief Sanborn

- Advised that this is a drill year for the Seabrook plant and that the budget was approved last week and they would conduct the necessary 3 drills.
- Advised that the final numbers submitted to FEMA was missing some of the roof shoveling costs. It has been corrected and is being reviewed by FEMA again.

Deputy City Manager Cox

- Advised that they are converting the East Rochester School BAN financing over.
- Finance will be looking at refinancing some of the older debt to utilize the lower rates.

- Advised that they are currently negotiating with 4 unions. 8/27/15
- Advised that staff is working on completing the MS-1 form due September 1st.
- Advised that they are working on the electronic time and attendance project.
- Advised that they moved \$4 million from investments over.

Director Storer

- Advised that they will be conducting interviews of the external candidates for the Facility Manager position.
- Advised that the department would be working on doing some pavement repairs on Whitehouse Road.
- Advised that he met with an HVAC technician and that he will be discussing with the Library and Fire Department for their systems.
- Advised that he will be meeting with the architect on Monday to discuss the annex project.

Attorney O'Rourke

- Discussed the panhandling topic from the recent Codes & Ordinances Committee meeting.
 - The City would be interested in alternatives to funding signage
 - Street outreach cards were suggested
 - Potential for asking businesses to put up signage in their windows
- Advised that they looked into report of an illegal shooting range off Milton Road, advised that there were no laws being broken.
- Advised that his office and Public Works have a meeting with the new Great Bay Coalition attorney.
- Advised that a house was deeded to the City for back taxes.
- Provided an update on the Blaisdell case.

Director Campbell

- Advised that the Planning Bard canceled this month's workshop meeting.

The Management Team meeting adjourned at 9:44 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



8/27/15

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

MANAGEMENT TEAM MEETING

August 17, 2015

9:00 A.M.

PRESENT:

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

Lauren Colanto, Asst. Director of Rec.
Jim Grant, Director BZLS
Terence O'Rourke, City Attorney
Seth Creighton, Chief Planner

EXCUSED:

Karen Pollard, Economic Develop. Mgr

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:04 A.M.

1. Management Team Minutes – August 10, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

No new items, no discussion.

3. City Calendar for Week

Reviewed upcoming meetings and topics for the week.

4. Right to Know Requests

No new requests.

5. Federal grant funding checklist

It was suggested that all look over the checklist and let Julian Long know of any areas of interest to pursue.

6. Other

City Manager Fitzpatrick

- Discussion about Sanctuary ATC and the letter received by Chief Allen. After some discussion, it was determined to be an allowed use after staff review and approval has been given for a cultivation site only. Staff has been in contact with the State to coordinate a public forum, more than likely September 1st prior to the City Council meeting.

Director Sylvester

- Advised that the Joint Loss Management Committee would do a walkthrough at the Police Department on Wednesday.
- Advised that there is will be a special Trustee meeting to discuss the security system concerns.
- Advised that they have 6 public internet computers and have a procedure for remotely pulling up what the patrons are viewing. They had a concern and needed to do that last week and that brought up conversation as to privacy concerns. After discussion, it was determined that there is no expectation of privacy for public computers and that a sign could be put up.

Chief Allen

- Advised that they had a busy weekend. There were 2 heroin overdoses, both brought back by administering Narcan.
- Advised that 6 interviews were conducted for the 2 dispatcher positions. Background checks are being done on 4 candidates.
- Advised of an untimely death of a man on Portland Street that does not appear to be suspicious.
- Advised that during the storm on Saturday, radio communication went down. Assured that they have backup systems, so there was no concern.

Assistant Director Colanto

- Advised the summer programs finish up this week.
- Advised that the pools are staffed through the following Sunday.

Chief Sanborn

- Advised that they had a quiet weekend.
- Advised that the fire truck went out to bid. Bid packages were sent to 9 potential bidders.
- Advised that they are working with Lisa Clark regarding issues with the generator at Station 2.

Deputy City Manager Cox

- Advised that they are continuing to wrap up FY15.
- Advised that they have seen a spike in RFP's for FY16, which indicates that they are working on getting projects started.
- Advised that the Personnel Advisory Board approved the Accountant I position job description. He is anticipating that it will be sent to the City Council meeting on September 1.
- Advised that they are continuing to work on the East Rochester School bonding.
- Advised that the interest rates have gone down again.

Chief Planner Creighton

- Advised that they have been working with several developers on their approved site plan conditions and approvals.

- Advised that the Arts & Culture Committee held their 3rd Annual Achievement 8/27/15
the Arts awards night. They gave out 35 awards.

Attorney O'Rourke

- Advised that staff had a very productive Great Bay Coalition meeting last week with the new attorney.
- Advised that a new ordinance addressing pedestrian & traffic safety would be discussed at the City Council meeting on Tuesday.
- Advised that the tax collector would be tax deeding a Portland Street property on Friday.

Director Grant

- Advised that his department will be meeting with the State Fire Marshall at 10 North Main Street this morning regarding an illegal boarding house.
- Advised that he would be participating in the taping of the next City Manager's Corner regarding the new sign ordinance.
- Advised that the Plumbing & Health Inspector position had 6 applicants, 3 of which were very strong. He is hoping to get interviews scheduled.
- Advised that he will be working to get new figures to Finance so that they can work out the tax cap figures.

Director Storer

- Advised that Whitehouse pavement work would be wrapping up this week.
- Advised that the Railroad fixed some pavement at the crossing on Whitehall but that it created a speed bump. The department is working to get this corrected.
- Advised that staff would be working on repainting crosswalks by the schools.
- Advised that he has a meeting scheduled with the annex architect this afternoon.
- Advised that the Public Works Department would be meeting with the consultant on the COOP (Continuity of Operations Plan).
- Advised that they are wrapping up external applicant interviews for the Facility Manager position.

The Management Team meeting adjourned at 9:49 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant

8/27/15



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



RECEIVED

JUL 30 2015

FINANCE OFFICE
CITY OF ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager/Finance Director
FROM: Lisa J. Clark, DPW Office Manager *LJC*
DATE: July 30, 2015
SUBJECT: Household Hazardous Waste Grant Application
CC: John B. Storer

CITY OF
Received

AUG 3 2015

City Manager
ROCHESTER

Enclosed please find the Household Hazardous Waste Grant application. The City Council gave authorization to proceed with grant application at the July 1st City Council meeting and the funds were appropriated for our ½ share in the DPW O&M Budget

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 7/31/15

Blaine Cox, Finance Director/Deputy City Manager

8/27/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
RECEIVED
AUG 24 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager/Finance Director
FROM: Lisa J. Clark, DPW Office Manager *[Signature]*
DATE: August 13, 2015
SUBJECT: New Rt 125 Pump Station Upgrade Project
CC: John B. Storer

Enclosed please find the "Initiaion of Operation Certification" form regarding the New Route 125 Pump Station Project. This project is Substantially Complete and this form is required for the NHDES SRF Loan process. .

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. Please return form to me at the DPW for processing and distribution.

Signature

[Signature: Blaine Cox]

8/14/2015

Blaine M. Cox, Finance Director/Deputy City Manager

8/27/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
AUG 20 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
FROM: Lisa J. Clark, DPW Office Manager *LJC*
DATE: August 19, 2015
SUBJECT: Project Performance Certificate
CC: Michael Bezanson, PE, City Engineer

Attached please find the Project Performance Certification form for the Brock Street Reconstruction Project. This project is SAG Grant Eligible and this form is required to be completed at project end. The form certifies that the project has been built to specification.

The Brock Street Project has completed its warranty period and the City Staff and Consultants have walked the project area and concur that it meets specifications and that the project is completed.

Please sign and date the form and return it to Public Works for distribution.

8/27/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF

Received

AUG 4 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: July 30, 2015

SUBJECT: **Strafford Square Intersection Improvements -
Engineering Services Agreement with Fay, Spofford & Thorndike
Amendment No. 1**

CC: John Storer, PE, Director of City Services

To satisfy NHDOT requests related to the apportionment of Participating and Non-Participating expenses, the Agreement between Fay, Spofford & Thorndike (FST) has been modified as shown in the attached Amendment No. 1 for the Strafford Square Intersection Improvements project. There is no adjustment in the total cost amount of this fixed fee contract.

Legal Review

Terence O'Rourke

Terence O'Rourke
City Attorney

8/3/15

Date

Financial Review

Blaine Cox

Blaine Cox
Deputy City Manager/Director of Finance & Administration

8-4-2015

Date

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

Thank you.



City of Rochester Dept of Public Works

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

CITY OF
Received

AUG 13 2015

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: August 13, 2015

Re: Watershed Land Purchase – Pending Sale

Attached are documents for your review and signature. They are related to the purchase of a piece of land within the drinking water supply watershed.

We have a tentative agreement to purchase a 9.9 acre parcel of wooded undeveloped land on Dry Hill Road in Barrington (Map/Lot 201/020). The sale price is \$65,000. The parcel abuts the City of Rochester city line, as well as other properties owned by the City. The parcel lies within the watershed boundary of Rochester Reservoir. Ownership of this parcel would provide protection of the watershed, as well as direct access to adjacent watershed properties for maintenance and monitoring.

To initiate the sales transaction, we need your signature and approval on the following attached documents:

- Purchase and Sale Agreement
- Property Disclosure
- Brokerage Disclosure

Thank you.

8/27/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
AUG 19 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

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

DATE: August 19, 2015

SUBJECT: Community Center Building - Lease Renewals

Enclosed please find lease agreement requiring your signature. The lease renewal is described as follows:

- Strafford Regional Planning Commission 2,500 sq ft of 1st floor space. This is a 2 yr lease and the rate remains unchanged.

Please sign the lease and one copy where indicated. They will require witnesses and notary stamp. Forward both copies back to the DPW office for execution with tenants and distribution.

Thank you for your assistance. Should you have any questions or need additional information, please give me a call.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received

AUG 24 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: August 20, 2015

SUBJECT: Granite Ridge Development District Infrastructure Improvements -
Change Order No. 1

CC: John Storer, PE, Director of City Services

Attached is one (1) original of Change Order No. 1 for the Granite Ridge Development District Infrastructure Improvements project. This change order document shows an increase in contract price of \$3,473.65. There is sufficient funding available for this change in the current project budget (Account # 61083010-771000-15553).

Legal Review

Terence O'Rourke
Terence O'Rourke
City Attorney

8/24/15
Date

Financial Review

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

8-24-2015
Date

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

Thank you.

8/27/15

Date: July 29, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUL 30 2015
City Manager
ROCHESTER

Re: FY 2015-2016 Environmental Review

Please see attached the FY 2015-2016 Community Development Block Grant (CDBG) environmental review analysis for the Homeless Center for Strafford County new roof project. The City Council approved funding for this project at the May 5, 2015 City Council meeting. The environmental review analysis requires the signature of the City Manager.

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

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

CITY OF
Received
AUG 14 2015
City Manager
ROCHESTER

Re: Environmental Reviews for Publick House and Thompson Investment Casting

Please see attached the Community Development Block Grant (CDBG) environmental review analyses for the Publick House and Thompson Investment Casting renovation projects, funded by the Job Opportunity Benefit (JOB) Loan Program. Both projects have been completed; however, prior to project commencement, they were erroneously declared exempt from environmental review. The U.S. Department of Housing and Urban Development (HUD) has requested that the City of Rochester conduct environmental review analyses for both projects as part of corrective actions for noncompliance with HUD regulations. The environmental review analyses require the signature of the City Manager.

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

Date: August 20, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG 20 2015
City Manager
ROCHESTER

Re: FY 2015-2016 Environmental Reviews – Spaulding High School

Please see attached the FY 2015-2016 Community Development Block Grant (CDBG) environmental review analysis for the Spaulding High School new elevator project. The City Council approved funding for this project at the May 5, 2015 City Council meeting. The environmental review analysis requires the signature of the City Manager.

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

Date: August 20, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG 20 2015
City Manager
ROCHESTER

Re: Rochester Housing Authority ROSS Grant Application

I have been asked to review Rochester Housing Authority's ROSS Grant Application to verify that it is consistent with the City of Rochester's FY 2015-2020 Consolidated Plan. The application in question requests funding for administrative expenses associated with life skills training (provided by Community Partners), job search and placement (provided by NH Works), homeowner counseling (provided by the Community Action Partnership of Strafford County), drug and alcohol treatment (provided by Tri-County CAP), health and dental care (provided by Goodwin Community Health), transportation (provided by Strafford CAP), community safety (provided by the Rochester Police Department), meals for elderly residents (provided by Commodity Food Supplemental Food Program), disability services counseling (provided by New Hampshire Vocational Rehab), and wellness programs (provided by Walgreens Pharmacy).

All of these services are consistent with the goals and activities outlined in the Consolidated Plan. In particular, drug and alcohol treatment, disability services, transportation, and services for elderly residents are priority needs identified in the Consolidated Plan.

Please contact Julian with any questions or concerns.

8/27/15

Samantha Rodgerson

From: Stacey Price [Staceyp@rhanh.org]
Sent: Wednesday, August 19, 2015 3:26 PM
To: Samantha Rodgerson
Subject: ROSS Grant / City Consolidated Plan
Attachments: doc09923620150819150402.pdf

CITY OF
Received
AUG 19 2015
City Manager
ROCHESTER

Good afternoon Samantha,

Attached is a HUD required document that needs the City Manager's signature. RHA is applying for a ROSS Grant to help offset administrative expenses for our service coordinator who provides services and referrals to our clients. If Dan could kindly sign the attached form and have it returned to me at his earliest convenience, I would great appreciate his assistance. The grant is due no later than August 28, 2015 and we're almost ready to submit the grant application.

Thank you.

Kind regards,

Stacey Price
Executive Director
Rochester Housing Authority
77 Olde Farm Lane
Rochester, NH 03867
603-332-4126 / Fax 603-332-0039
www.rhanh.org

THE INFORMATION IN THIS EMAIL IS CONFIDENTIAL

The information contained in this email is considered confidential and intended for the individual or company named above. If the receiver of this mail is not the named addressee, or the person responsible to deliver it to the addressee, you are hereby notified that any dissemination, distribution or duplication of this communication, or any part thereof is strictly prohibited. If you have received this mail in error, please contact our office immediately at 603-332-4126, return this message, and delete all copies from your computer system. Any use, retention, dissemination, forwarding, printing, or copying of this mail is strictly prohibited.



**CITY OF ROCHESTER, NH
INFORMATION SYSTEMS**

31 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1916
(603) 335-7517

8/27/15

CITY OF
Received
JUL 30 2015
City Manager
ROCHESTER

To: Dan Fitzpatrick

From: Dennis Schafer

Date: July 28, 2015

RE: Continuant Managed Services Renewal - Telephone System

The 2 year agreement we have with Continuant for support and service of our phone system (PBX & CallPilot) expires on November 1, 2015. Our account manager, Chelsa Myers, has sent a proposal using Continuant's new pricing formula for agreements which has resulted in a reduction in cost.

There is an existing Purchase Order (# 583) for the fiscal year 2016 using the previous rate of \$644.38 per month for 12 months. Under the new agreement, this purchase order can remain unchanged as we pay a reduced rate of \$636.00 per month. Chelsa has also allowed the start date to begin on August 1, 2015 so we will be at the reduced rate immediately.

Please sign the attached contract to continue with Continuant for our managed services. I have also included the email I received containing the proposal.

If I can be of any more assistance, please let me know.

Blain Cox
7/30/2015

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER**FROM:** Michael Allen Police Chief
(name, department & title)**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER
LEASE/PURCHASE PROGRAM**

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

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

The estimated cost of the equipment to be acquired: \$ 1200 (not to exceed \$2,000)Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

current home computer is old; technology is
outdated

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

8/14/15
Date

AUG 06 2015

Date

Michael Allen
Employee Signature

Dan W. Fitzpatrick
City Manager or designee



City of Rochester, New Hampshire

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 335-7589

Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Michelle Mears
2. Department: Planning + Development
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes ☒ No ☐
4. Number of Courses for this employee already approved for the current fiscal year is: 1 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course Introduction to Statistical analysis; Cost: \$1950; and
dates of Course: from Sept 15 to Dec 15
 - b. Name of Course Foundations + Theories of Public Administration; Cost: \$1950; and
dates of Course: from Sept 15 to Dec 15
 - c. Name of Course _____; Cost: _____; and
dates of Course: from _____ to _____
6. Reimbursement for only the cost of the course will be as follows:
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: [Signature]
9. Date of Department head's approval: August 18, 2015
10. Finance Director approval signature: [Signature]
11. Date of Finance Department approval: 8-18-2015
12. City Manager's approval Signature: [Signature]
13. Date of City Manager's Signature: AUG 18 2015

city mgr
Report

8/27/15



CITY OF
Received
AUG 7 2015
City Manager
ROCHESTER

August 4, 2015

Mr. Daniel Fitzpatrick
City Manager
City of Rochester
31 Wakefield St
Rochester, NH 03867-1916

Dear Mr. Fitzpatrick, Mayor Jean and Council,

Thank you for helping The Homemakers Health Services continue to provide critical home health, home support and adult day care services to those persons in Rochester who do not have the ability to pay for them or for which there is inadequate reimbursement.

The City of Rochester's appropriation of \$10,500.00 will enable us to continue to subsidize health care services to elderly and disabled Rochester residents.

As our mission here at The Homemakers is to postpone or prevent unnecessary hospitalization or nursing home placement, we believe these funds will ultimately prove to be very cost-effective for the City of Rochester.

On behalf of the citizens we serve, thank you for supporting and enhancing their quality of life.

Sincerely,

Heidi Morrison
Chief Executive Officer

P.S. Wishing you all good health!

① Please arrange meeting
② place this letter in City mgr Report 8/27/15



Nicholas A. Toumpas
Commissioner

Mary P. Castelli
Senior Division Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
FAX: 603-271-4912 TDD Access: 1-800-735-2964

CITY OF
Received
AUG 10 2015
City Manager
ROCHESTER

August 4, 2015

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

Dear Mr. Fitzpatrick:

I am writing to you regarding the Therapeutic Cannabis Program and the role of the local community in which an Alternative Treatment Center (ATC) may be located. The Department recently completed an exhaustive review of applications for proposed ATCs and awarded designated geographic areas to three applicants. Sanctuary ATC has identified a site in Rochester as the proposed location for its cultivation operation.

As a result of the evaluation and selection process, the ATCs were awarded specific geographic areas; however, they were not approved for specific sites. The next step in the process requires the ATCs to submit an application for a registration certificate within 90 days of the selection or no later than August 27, 2015. The application for a registration certificate must be for a specific location, and it requires approvals from certain local officials (the zoning officer, health officer, building officer, and fire chief). (See He-C 402.05(c)(11).) Prior to being issued a registration certificate, the ATC must be inspected by the Department and found to be in compliance with the applicable rules (He-C Chapter 402), which include security and other operational requirements.


Once a specific location for an ATC has been identified, the Department, working in partnership with the local governing authority, must "solicit input from qualifying patients, designated caregivers, and the residents of the towns or cities in which the alternative treatment center would be located." (See RSA 126-X:7, IV(b)) The Department wishes to work in partnership with Rochester to arrange a public input session to obtain the input of your residents, qualifying patients, and designated caregivers regarding the site identified by Sanctuary ATC. As the primary purpose of the meeting is to solicit local input, the Department anticipates the municipality will conduct the meeting with the participation and support of the Department and the ATC.

The timeframe for a meeting to solicit input from residents, qualifying patients, and designated caregivers in your community is short, and decisions regarding the location, date and time of a meeting must be made quickly. Representatives from the Department

are available for a conference call at your earliest convenience to discuss the time, location, and organization of a meeting in Rochester.

The Department looks forward to working with your city to design an appropriate meeting, date, and location for the meeting in Rochester. Please contact Jake Leon at 271-9290 or jake.leon@dhhs.state.nh.us to make arrangements or to address any questions you may have.

Sincerely,



Mary P. Castelli,
Senior Division Director

cc: T.J. Jean, Mayor
Sanctuary ATC

YC: Blaine
John S

City Mgr Report

8/27/15



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



August 7, 2015

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

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

CITY OF
Received
AUG 17 2015
City Manager
ROCHESTER

**Re: Rochester Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Mr. Fitzpatrick:

The following is notification of State Highway Block Grant Aid available to your city in State Fiscal Year 2016 (July 1, 2015 thru June 30, 2016) based on estimated revenues through June 30, 2015. The Block Grant Aid payment includes an additional payment resulting from the increased highway revenue from SB367 that was effective July 1, 2014. The total could possibly change based on final audited State FY 2015 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the City of Rochester during Fiscal Year 2016 (July 1, 2015 to June 30, 2016) is as follows:

July 2015 Actual Payment:	\$177,368.63
October 2015 Actual Payment:	\$177,368.63
January 2016 Actual Payment:	\$118,245.75
April 2016 Estimated Payment:	\$118,245.75

TOTAL FOR FY 2016: \$591,228.76

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" funds, a disbursement is made of approximately \$1,235.00 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$11.00 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 19 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

Nancy J. Mayville, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

NJM/dmp

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	7/16/2015 Public Works Committee	Councilor Varney asked if the fund will be spent as directed on the landscaping of the entrance to Stillwater Circle.	DPW provided at August PWC. Item closed.
2	Varney	7/16/2015 Public Works Committee	Rt. 125 Pump Station Project summary of funding and expenses.	Summary to be put together upon project completion. Item pending.

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
8/25/2015	City Manager's Office	Banners	Sole City Dance Inc DBA Arts Rochester
7/31/2015	City Manager's Office	Event	Sarah's Ride - Motorcycle Ride
8/4/2015	City Manager's Office	Event	Crosspoint Church - concert at Rochester Common
8/6/2015	City Manager's Office	Event	Foley Foundation - 5K
8/17/2015	City Manager's Office	Event	Police Department - Rochester's Night Out
8/24/2015	City Manager's Office	Event	Community Baptist Church - concert
8/25/2015	City Manager's Office	Event	Donald J Trump for President, Inc - political rally
8/24/2015	City Manager's Office	Tagging	SHS - Football
8/25/2015	City Manager's Office	Tagging	SHS - HOSA
8/25/2015	City Manager's Office	Tagging	SHS - Class of 2017

[illegible]

Reports of Committees

August 2015

- Codes and Ordinances Committee - 08/06/2015
- Community Development Committee - Forthcoming
- Joint Building Committee – 08/17/2015
- Public Safety Committee – 08/19/2015
- Public Works and Building Committee – 08/20/2015

This page has
been
intentionally left
blank.



CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday August 6, 2015

City Council Chambers

31 Wakefield Street, Rochester, NH

7:05 PM

Committee Members Present

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

Others Present

Kelly Walters, City Clerk
Terence O'Rourke
Councilor Gray
Councilor Keans
Seth Creighton, Chief Planner
Michael Bezanson, City Engineer
John Ford, Resident Larraine
Edgecombe, Resident
Pat Wilson, Resident

MINUTES

1. Call to Order

Councilor Lachapelle called the Codes and Ordinance Committee meeting to order at 7:05 PM. Kelly Walters, City Clerk, took a silent roll call. All Committee members were present.

2. Public Input

John Ford, 29 Forest Park Drive, addressed the Committee. He distributed a map of Forest Park Drive and called attention to the lots of land next to his property. He stated that a resident of 161 Milton Road has been discharging a weapon on/off for about a year and half. This has become an annoyance to the neighborhood and a safety issue for the children in the area. He believed the gun shots were being fired from the owner's driveway into a riverbank. More recently, the target practicing has increased with a more powerful sounding rifle. Mr. Ford voiced his concerns to the Rochester Police Department, but was told that the property owner was within his legal rights to use his rifle. He attended the meeting to find out if anything could be done to resolve this issue.

Attorney O'Rourke informed the Committee that he visited 161 Milton Road in Rochester earlier that day, along with members of the Building, Zoning, and Licensing Services Department. They found that the firing range being used supersedes the 300 feet State requirement and the shots are

fired into a small graveled hill. Attorney O'Rourke did not find any safety issues related to this firing range. He added that no "shooting" laws are being violated. The State law has limited the local governments from further regulating the use of firearms. He said the noise issues fall under another State law which again precludes the City from taking any action; however, the neighbors with whom the Building, Zoning, and Licensing Services spoke with earlier in the day did not have any noise complaints.

Attorney O'Rourke stated that the resident who is shooting off firearms has welcomed his neighbors to visit and see the firing range for themselves. He said the property owner is open for discussions with the neighborhood; however, so far no one from the neighborhood has contacted him. Attorney O'Rourke suggested that one of the Building, Zoning, and Licensing Services staff could mediate any communication between this property owner and the neighborhood, if necessary. The Committee had a lengthy discussion about the matter.

Lorraine Edgecombe, 58 Forest Park, addressed the Committee. She expressed her concern about children finding their way into the wooded area where shots are being fired. She agreed that this is a dangerous situation. Councilor Keans asked if the landowner had posted the land as "private property" or with signs that read "do not trespass." Mr. Ford replied that the property owner may have posted such signs many years ago, but did not believe the signs are posted now. The Committee discussed the matter further. It was determined that the State laws do not prohibit this activity and there is no recourse to for the residents at this time.

Councilor Lachapelle closed the Public Input portion of the meeting. **Note:** Councilor Gray informed the Committee that Patricia Wilson, 50 Forest Park Drive, arrived after the public input session; however, she wished to complain about the property located at 161 Milton Road, relative to the firearms matter. The discussion had already taken place and Councilor Gray told Ms. Wilson that he would relay her concerns to the Committee.

3. Approval of the Codes and Ordinances Committee Minutes

- June 4, 2015

Councilor Gates **MOVED** to **ACCEPT** the Codes and Ordinance Committee meeting minutes of June 4, 2015. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Green Infrastructure Grant - Chapter 50

Councilor Lachapelle said Chapter 50 is now available for review. He said the amended version of Chapter 50 had been worked on and reviewed by the Conservation Commission as well as the Planning Board.

Seth Creighton, Chief Planner, gave a brief overview of the project to rewrite Chapter 50 of the General Ordinances entitled *Stormwater Management and Erosion Control*. He noted that the City Council had approved using the Green Infrastructure Grant. He also noted that two of the key staff members involved with obtaining the grant and working on the material no longer work for the City of Rochester. He said that along with the proposed amendment to Chapter 50 there are two proposed changes to the Site Plan Regulations and Subdivision Regulations, which can be found attached to this set of minutes.

Mr. Creighton explained the benefits of using more of the natural land and adding plants for stormwater management, instead of the more conventional stormwater system that has proven not to work. He said the proposed amendments are derived from the best management practices for stormwater which have been adopted by the State of New Hampshire.

Councilor Gates asked if these regulations were created more for private developers or if they would include homeowners. Mr. Creighton replied that the regulations are for the development of land disturbing 5,000 square feet of existing or new impervious area and it is almost always a developer because not many homeowners meet this requirement.

Councilor Varney asked if all of the technical information could be found within Chapter 50 of the General Ordinances, or is some of the information found in another part of the General Ordinances. Mr. Creighton replied that all the information could be found in Chapter 50.

Councilor Varney suggested sending the proposed changes out to some of the local engineering firms for comment. Mr. Creighton concurred.

Councilor Keans said Section 50.8, "Standards for Redevelopment," does not mention "single family" dwelling. She asked what if a single-family dwelling meets the 5,000 square foot threshold. Mr. Creighton stated that section 50.8 deals specifically with redevelopment. Councilor Lauterborn questioned if the impervious area on a single-family unit would include the roof and the driveway. Mr. Creighton replied yes, and any other structure built on the lot, such as a shed.

Councilor Gates asked for a clear definition about "disturbed area" or "land disturbance." Mr. Bezanson, City Engineer, replied it is defined in

Chapter 50.14 (l) as follows: *Disturbed Area or Land Disturbance – An area where the natural vegetation has been removed exposing the underlying soil or where vegetation has been covered.*

Councilor Varney said there are existing subdivisions, with 1-acre lots [undeveloped], located in the Agricultural Zone. He asked if someone wished to construct a single-family home on such a lot, would the regulations of Chapter 50 apply in those cases. Mr. Creighton agreed to get back to the Committee with an answer to this question.

Councilor Lauterborn **MOVED** to send the final proposed version of Chapter 50 to the full City Council for a first reading and to refer the matter to a public hearing. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mr. Creighton suggested allowing the engineering firm who was involved with the rewrite of this ordinance to attend a City Council meeting in order to answer questions about the draft ordinance. Councilor Varney said it would be a good idea, but to wait until the matter is at the public hearing.

5. Discussion - Fireworks

Councilor Lachapelle received a few phone complaints about fireworks being set off during the July 4th weekend. Councilor Lachapelle said the fireworks ordinance seems strict enough for the City of Rochester. Councilor Varney said the Police Department reported 13 complaints following the July 4th weekend; however, not all have been substantiated.

Councilor Varney said the City is depending on the police officers to respond to complaints about fireworks and determine if the fireworks being set off are in compliance with the existing City ordinance. He said a permit application approved by the Fire Department would seem more efficient. He said in this way, a firefighter would inspect the site ahead of time to ensure there is enough space to set off fireworks. The Committee briefly discussed the idea. This matter will stay in Committee. Councilor Varney said the City should do a better job of informing the public of the existing fireworks ordinance, especially since fireworks cannot be set off in the streets of Rochester. Councilor Lachapelle requested a detailed report for the next meeting regarding the fireworks complaints from the Fire Department and the Police Department, from June 1st until the end of August.

6. Discussion – Panhandling

The Committee discussed the problems occurring with panhandlers in the City of Rochester. Councilor Lachapelle referred to the written complaints

found in the packet. The Committee briefly discussed the aggressive behavior of some of the panhandlers. Councilor Lachapelle said the City of Rochester offers services for those in needy situations and if people would give to the services rather than to the needy people themselves the problem would go away. Councilor Varney said thousands of communities are educating the public and posting signage to decrease panhandling. Councilor Lauterborn said there are basically two reasons a person gives money to a panhandler. The first is that they believe that the panhandler is homeless or, second, because they are afraid.

Councilor Lachapelle said any signage must be consistent throughout the City. Councilor Keans did not believe spending money on signs would resolve the issue. Councilor Bogan countered that signage would help with informing the tourist. Councilor Gray said it would make sense for the Chamber of Commerce to get involved and encourage businesses to post such signs; the City should not be involved with paying for the signs or providing informational cards to the public.

Attorney O'Rourke suggested that Todd Marsh, Welfare Director, and the City Manager could work on a public announcement regarding panhandling. Councilor Gates suggested that a public announcement should be made at City Council meetings. Councilor Varney added that a five-minute video or screen shot of how to stop panhandling could be broadcast prior to each City Council meeting. Attorney O'Rourke suggested sending out a press release.

The Committee debated the matter and talked about the legalities of the issue. It was determined that this discussion would be brought to the next Regular City Council meeting under the Codes and Ordinances Committee Report to review some of these suggestions. Councilor Lachapelle requested the panhandling signs be included with the minutes.

7. Certification of Chapter 42 - Separate Attachment to the Packet

Councilor Gates **MOVED** to certify the electronic version of Chapter 42. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Varney asked how these amendments would be advertized, especially the sign ordinance. Ms. Walters said that a press release would be sent out soon. Councilor Varney suggested that the Planning Department should inform the Chamber of Commerce and the Rotary of the changes, as well.

Councilor Lauterborn asked if these amendment changes were in effect now. Councilor Varney replied yes; however, the word should be given out as much as possible.

8. Other

No discussion.

9. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Codes and Ordinances Committee meeting at 8:30 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters
City Clerk

Addendums to the Codes and Ordinances minutes:

- Memorandum regarding Chapter 50, *Stormwater Management and Erosion Control* P. 63
- Proposed Chapter 50: *Stormwater Management and Erosion Control* P.126
- Proposed Changes to Subdivision Regulations – Section 5.4 *Drainage* P. 162
- Proposed Changes to Site Plan Regulations – Section 13 *Stormwater Management* P. 165
- Posters to stop panhandling P. 64



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

FROM: Michael Bezanson, PE, City Engineer 

DATE: July 29, 2015

SUBJECT: Ordinance Revisions for the Codes and Ordinances Committee -
Chapter 50, Stormwater Management and Erosion Control
Site Plan Regulations - Art. III, Sec. 13 "Stormwater Management"
Subdivision Regulations - Section 5.4 "Drainage"

CC: John Storer, PE, Director of City Services
James Campbell, Director of Planning & Development
James Grant, Director of Building, Zoning and Licensing Services
Terence O'Rourke, City Attorney

Attached are proposed ordinance and regulation changes to address stormwater management in the City. The City of Rochester currently addresses stormwater mitigation practices in several documents and regulations, including the Site Plan Regulations, Subdivision Regulations, Public Works Infrastructure Design Standards, and Chapter 50 of the City Ordinances. Staff have found these documents to be outdated; the adopted/recommended Best Management Practices are no longer the best options for sizing and treating stormwater runoff, which is resulting in the approval of subpar stormwater systems that are stressing the existing public drainage systems and degrading wetlands, rivers, and aquifers, all of which increase economic stresses and health-related costs. Additionally, these documents were not all created or updated simultaneously, resulting in inconsistencies and outdated references between the documents.

The Conservation Commission and Planning Board have been involved in drafting the revisions, and both groups support the changes proposed to Chapter 50 and the Site Plan and Subdivision Regulations. Before the effort to revise the Ordinance and Regulations began a year ago, the City Council supported the need and effort to make the revisions.

Please forward the attached documents to the Codes and Ordinances Committee for review. Thank you.



*Community Development
Committee 8-27-2015*

Forthcoming...

This page has
been
intentionally left
blank.



Rochester School Board / Rochester City Council

Joint Building Committee Minutes

August 17, 2015

East Rochester School

DRAFT**Members Present:**School Board

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

City Council

Mrs. Sandra Keans, Chair
 Ms. Elaine Lauterborn
 Mr. Raymond Varney

Also Present:

Mr. Michael Hopkins
 Ms. Linda Casey
 Mr. Richard Drapeau
 Ms. Christine Hebert
 Ms. Marilyn Martell
 Mr. David Ross
 Mr. Lance Whitehouse

Members Absent:

Mr. Paul Lynch
 Mayor TJ Jean
 Mr. Ralph Torr
 Mr. David Walker

Guest

The meeting was called to order at 7:00 p.m. Members and guests participated in the pledge of allegiance.

Approval of Minutes

Mrs. Stevens moved, second by Mrs. O'Connor, to approve the minutes of the July 13, 2015 Joint Building Committee meeting as written. The motion carried unanimously.

Construction Update – Hutter Construction

Mr. David Ross, Hutter Construction, reported that the concentration of work for the next two weeks is the completion of the kitchen and gym/cafeteria; and the corridor for access into the main building and pre-school. Focus is on student areas and building access. Mr. Ross indicated that they are working diligently to have all life safety and lighting needs complete for site inspection - timing is crucial to ensure there are no issues. There is ongoing communication with the Building Inspector and Fire Inspector; they have been through the building, and are aware of the work being done.

The Pre-School Building interior is complete; they will begin cleaning tomorrow with move in anticipated next week. SUR has done a phenomenal job with the installation of curbing, sidewalks and paving; all sidewalks will be completed for the start of the school year.

After the start of the school year, the media center and administration office areas will be focused on for completion. It was determined, as a best option, to have temporary flooring in the main entry for the start of the school year. The tile installation was impacted by unanticipated delays due to the abatement work. Tile installation will take place during a weekend to ensure there is no disruption or foot traffic in that area.

Mr. Ross summarized that access to the buildings and exterior work is the primary focus, to meet inspection needs and the school opening timeline. Temporary fencing will be set up in areas where construction is ongoing to ensure there are safe paths for students.

Exterior Painting Proposal

Mr. Whitehead, Lavallee|Brensinger Architects presented a mark-up of the building's appearance with exterior walls painted to match new block; the estimated costs is \$26,000. Longevity of paint was reported as 15-20 years; future maintenance will be required. The paint will aesthetically tie all of the building together.

Mr. Varney suggested looking at the exterior before making the decision to spend \$26,000 with a known need for future maintenance. The consensus of the committee was to hold on moving forward with any action until they could look at the exterior; the meeting would move outside before adjournment.

Mr. Ross explained that building maintenance would be less expensive with future recoating; the additional costs associated with repairing the exterior block is factored into the \$26,000 estimate.

Mr. Whitehead provided a budget update. The overall project budget items in blue are fluctuating; at this time we are close to \$500,000 to \$1 million under budget. There is a balance of \$200,000 in the construction contingency and \$250,000 in owner's contingency

Bond Update

Ms. Hopkins stated that by October 2nd a solid bond figure would be required for bonding purposes; a 20-year bond for the renovation project with a 5 to 7-year bond for computer equipment. This option would provide for equal payments over a 20 year period; having less impact on the budget.

Ms. Casey informed the committee that although the District will lose approximately \$1 million worth of debt; we will also have \$800,000 that will not be coming in. In the first year, the bond payment would be over \$500,000; which is why the 20 year bond option is favorable.

Mr. Varney asked what the difference in costs of interests with two types of payments. Ms. Casey responded the difference would be \$500,000 over 20 year period.

Ms. Casey will have more detailed information to provide at the next JBC Meeting on September 14th.

Other

None

Public Comment

None

Exterior Painting -

The Committee moved the meeting to the outside to view exterior of the building in order to determine whether to move forward with painting of original exterior walls.

Mr. Varney suggested waiting until the buildings are done before making a decision to paint; at this point it is not clear what the building is going to look like. Committee members discussed the apparent need to repair and repaint the original exterior walls at this time to complete the project.

Mrs. Stevens moved, second by Mr. Watson, to paint and repair the original block to match the new block as presented for the costs of \$26,000. The motion carried by majority vote.

Adjournment

Mr. Harkinson moved, second by Mr. Watson, to adjourn. On a unanimous vote, the Committee adjourned at 7:35 p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary



East Rochester School

Conceptual Opinion of Probable Cost

Upfront Costs, Utility Charges, and Permit Fees		Notes
First Year Bond Payment	\$60,000	
Insurance Fees	\$0	Jobsite Insurance in CM General Conditions
Bond Council	\$20,000	Allowance to be Verified w/ School District
Legal Council (construction related contracts)	\$10,000	Allowance to be Verified w/ School District
Planning Board Fee	\$0	No Local Fees Charged
Site Permitting and Preparation Fees (SWPPP, NOT, NOI)	\$3,500	Under Civil Contract
Construction Permit	\$0	No Local Fees Charged
Power company back charges	\$3,000	To be verified w/ Local Utilities
Fire Alarm and Security System Tie In	\$3,000	To be verified w/ Local Utilities
Elevator Tie In	\$2,000	To be verified w/ Local Utilities
Site Data		
Survey, wetlands mapping		Completed under separate contract
Geotechnical investigations		Completed under separate contract
Phase I Environmental Site Assessment		Completed under separate contract
Wetlands Study		Completed under separate contract
Architectural/Engineering Design Fees		
Civil Engineering, Structural Engineering, MEP/FP Engineering, Acoustic, Food Service, Interior Design, and Architectural Fees		
A/E Reimbursable expenses		
Security System Selection and Design		
Furniture design/selection services	\$0	Not required
Existing Equipment Inventory services	\$0	Not required
Record Documents		Included in CM Contract
Subtotal - Utility, Permitting, Upfront, Site Data, Design, and Engineering	\$1,030,000	
Independent Consultants		
Third Party Code Reviewer	\$0	Not required
Commissioning Agent	\$0	Not required
Construction Inspection & Testing	\$32,850	Based on John Turn Contract Value
Owner's Clerk of the Works	\$59,054	Assumes 17 Months
Subtotal - Independent Consultants	\$91,904	
Furnishings & Equipment		Allowances
Moving Expense	\$1,667	Based on Numbers provided by the School Department
Card Access, Security, and Camera Systems	\$0	Access and Rochester Security Contracts Moved to Construction Budget (Via CO #1)
Technology and Furniture Spent to Date	\$416,163	Based on Accepted Furniture and Technology Package To Date
Technology and Furniture Still to Purchase	\$353,837	To be determined upon final selections
Signage (if not included in construction budget)	\$10,000	To be determined upon final selections
Custodial Equipment	\$17,688	Based on Numbers provided by the School Department
Supplemental Playground Equipment	\$20,000	To be determined upon final selections
Subtotal - F&E	\$819,355	Updated Owner's Budget for Furnishings
Construction Costs		
Site Construction		
Building Construction Cost		
CM Fees, Insurance, and Bonds		Remaining
Construction Contingency	\$474,065	\$203,872
Base Contract Value - Construction Costs	\$10,154,505	Includes Construction Costs Listed Above
Alternate #1 (Basketball Hoops)	\$8,955	
Alternate #2 (Stage Lift)	\$30,000	
Alternate #3 (Mech Extension)	\$7,601	
Subtotal - Soft costs and Construction Costs	\$12,142,320	Includes Accepted Alternates
Owners Construction Contingency Spent to Date	\$255,830	Includes Approved Expenditures to Date (not pending)
Change Order #1	\$158,990	
Change Order #2	\$15,604	
Change Order #3	\$81,230	Pending
Owners Contingency Remaining	\$244,170	Original Value \$500,000
Rebates through Electric Company	-\$50,000	Subject to availability
Total Project Estimate	\$12,592,320	13,100,000 Target
	UNDER BUDGET	-\$507,680
		Assuming All Contingencies Are Spent and Rebates Achieved
		-\$955,722
		Assuming All Contingencies Are Preserved moving forward (unlikely)

[illegible]

This page has
been
intentionally left
blank.



Public Safety Committee
Council Chambers
August 19, 2015
7:00 PM

MEMBERS PRESENT

Councilor David Walker, Chair
Councilor Peter Lachapelle (excused)
Councilor Jake Collins
Councilor Robert Gates
Councilor Donald Hamann

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
John Storer, PE, Director of City Services
Deputy Chief Scott Dumas, P.D
Michael Hopkins, Superintendent of Schools
Donald Tetu-45 Pine Street
John Bozak – 20 Woodman Street
Brian Marshall – 17 Woodman Street
Scott Laughlin – 9 Granite Street
Kathy Auclair – William Allen – Neighbor

Minutes

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

1. **Public Input**

Mr. Tetu of 45A Pine Street spoke regarding the no parking area in front of 45 Pine Street located at the intersection of Waldron Avenue. He stated that a recent decision by this board, The Public Safety Committee, has taken away his ability to park in front of his residence. He stated that he had called the DPW and was told that it was done because of safety concerns with sight distance for school children walking in the sidewalks. Mr. Tetu stated that the cars causing the problems are parents dropping off kids and picking up kids at the Maple Street School. He stated that if the City is going to restrict parking at crosswalks then it should be done at all locations not just at this area near the school. He stated that there are other crosswalks in his neighborhood and around the City that in his opinion are just as dangerous and more. He stated he would provide pictures if necessary. Councilor Lachapelle stated that in the area of Maple Street there is a traffic problem at drop off and pick up times for children attending school. Councilor Lachapelle further stated that the situation is not unique to the Maple Street area, it is happening at most of the schools all over the City. Councilor Lachapelle stated that the schools were built at a time when children were walking to school and now that this is not the case there is insufficient street width and parking available to accommodate all of this traffic. Councilor Walker stated that safety is the important issue and the decision made for that area was for the safety of children that are forced to walk out in front of

parked cars to peak around them to see if vehicles are coming down the street. Mr. Tetu again stated that he is not happy with the no parking area in front of his residence and he stated that the Public Safety Committee should look for alternatives or make it the policy city wide. He also stated that it was an arbitrary decision made, and he referenced that the City Councilor living in the same neighborhood is allowed to park in front of his house which is has a similar position to an intersection. Councilor Lachapelle stated that they could look at the area again. Mr. Tetu stated he would be back for next month's meeting.

2. **Traffic Flow at William Allen School**

There were many residents of the William Allen School area present. Mr. Bozak of 20 Woodman Street passed out a memo with pictures to the Committee. See Attachment -1. He stated that he and many of his neighbors have concerns regarding the traffic pattern set up around the school to accommodate parents dropping off and picking up students. Mr. Bozak stated that prior to construction, which is now past the 2 year mark, parents were entering the school for pickup from Granite Street. He stated that for construction purposes this was changed to the current pattern using Myrtle and Woodman Streets to allow for pick up on Davy Anne Locke Lane. Mr. Bozak stated that now the school has stated that the plan is to continue with this method to facilitate bus traffic. He stated that for the 4-6 buses using the front entrance, this plan is disrupting numerous residents who are unable to get out or into their homes at the time that cars are all lined up. He stated some parents are lined up as early as an hour and half prior to pick up times and some refuse to move for 1-2 hours as they are picking up kindergarten and older kids, which get out at different times. Mr. Laughlin from 9 Granite Street stated that the disregard and disrespect in the area has nearly come to physical blows. He stated he has difficulty getting out to go to work every morning. He is asking that the Committee look into some type of change. Councilor Walker stated that staff and the school department have been working together to try to alleviate the problem, but the problem is not going to go away. He referenced the previous topic of the Maple Street school. He stated the large number of parents dropping off and picking up is a problem at all schools and it is not going to go away. Ms. Auclair stated that she has concerns for parents allowing children to exit vehicles on the left side, which puts them in the roadway. Councilor Walker stated that the Committee could make the entire area no parking but that would interfere with home owners who need the on street parking. Mr. Bozak suggested parking by permit only between certain hours. Councilors Walker and Lachapelle stated that this Committee could address parking issues and safety issues in numerous ways, but the School Department sets the policy on how the kids enter and leave the property. Mr. Hopkins stated that the School Department is going to start the first day of school with parent notification letters and staff assistance out in the driveways. The letters will state that

cars cannot line up prior to certain times, and staff will be out there to remind them. Mr. Hopkins stated that the letters would also address exiting the cars on the right side for safety. Mr. Marshall from 17 Woodman Street stated that he like the idea of permitted parking, but he also suggested the School Department encourage drop off at a designated area such as Woodman Park on Charles Street. Mr. Tetu suggested the City purchase properties and build parking lots. Mr. Hopkins stated that the notification letters may be written to encourage parents to use alternate areas for drop off for the older grades, but for parents of kindergarten and 1st and 2nd graders that would be a safety concern. Councilor Walker suggested that the topic be discussed at next month's Public Safety Committee meeting. He stated that by that time the school will have been in session for several weeks and Mr. Hopkins suggestions may have had an impact. Councilor Collins suggested that Mr. Hopkins involve the newspapers in bringing attention to this matter. He stated that typically there is a back to school article and that the topic of safe and considerate parking around schools could be addressed. Mr. Hopkins stated that he would see if he could get the press involved.

3. **North Main Street/ Dewey Street Crosswalk**

Councilor Walker summarized the issue. He stated that Mr. Harrington has sent an email expressing concern for safety at this crosswalk. Mr. Harrington also supplied the picture below to show where the parking spot abuts the crosswalk to show how close a car is to the crosswalk. He stated that because the parking spot is so close, the pedestrians cannot safely exit the sidewalk because they cannot see around parked cars, nor can the vehicle operators see the pedestrian until they are in the street.



Councilor Gates made a motion to recommend the full council approve a parking sign that state no parking from here to the crosswalk. Councilor Lachapelle seconded the motion. The motion passed unanimously.

4. **Ten Rod Road / North Main Street Intersection**

Councilor Walker summarized the issue. He stated that Mr. Harrington has sent an email expressing concern for safety at this intersection. He stated cars are exiting CVS Parking lot to go straight onto Ten Rod Road or are turning south toward town. Mr. Harrington further noted that cars are exiting Ten Rod Road and going straight to CVS or turning north to Rt11 Farmington Road. He would like to see a delayed green arrow for cars exiting the CVS in order to move traffic through safely. Mr. Bezanson stated that he would have staff look to see if a delayed green light is an option with existing equipment.

5. **Other**

Church Street / 125 – Councilor Lachapelle stated that there is a bush on the green space that is growing and causing a safe site distance problem. Mr. Bezanson stated he would have staff cut it back.

Liberty Street No Parking Sign – Councilor Lachapelle stated that there is a no parking sign on this street that he would like to have the PD enforce. Deputy Chief Dumas stated that he would pass the concern on.

Wakefield Street Union Street intersection – Councilor Lachapelle stated that cars are exiting and entering from the corner parking lot to and from Union Street. He stated this is causing a problem because as cars are rounding the corner they are watching for that traffic and they are not seeing the yield sign on the island. He suggested an additional yield sign to be placed just prior to the corner on Wakefield Street. After a brief discussion the following motion was made.

Councilor Lachapelle made a motion to recommend the full council approve a yield sign to be placed just before the intersection of Union Street on Wakefield Street. Councilor Gates seconded the motion. The motion passed unanimously.

Downtown Speeding – Councilor Lachapelle stated that he wanted to bring it to the Committee's attention that the speed limit is 30 mile per hour through the downtown and he is not sure of how fast traffic is moving but it seems a lot faster than that at times.

Whitehall Road Railroad Crossing – Councilor Collins noted that the bump was substantial and he appreciates the DPW working with the Railroad to correct the issue. He stated that it has slowed the traffic down some. Mr. Storer stated that the field supervisor for the railroad will be back on Monday and that he would be in contact to get the situation corrected.

98 Hansonvill Road - Deputy Chief Dumas stated that Mr. Brown had shown concern for speeders and the dedicated patrols had not observed any speeders. He stated this issue is closed.

North Main Street – Dominoes cut through – Deputy Chief Dumas stated that 4 summons for using this parking lot as a cut through had been issued and he is leaving the issue open.

Madison / Roy Street Speeding Concern – Deputy Chief Dumas stated that there was one summons issued but stated that is typical and he was closing this issue.

Charles Street Crosswalk and Speeding – Mr. Bezanson stated that the DPW had received a concern about safety in this crosswalk and speeding on Charles Street and suggested the speed trailer be place in the area. Deputy Chief stated he would follow up.

Councilor Gates made a motion for adjournment at 8:12 PM. Councilor Collins seconded the motion. The motioned passed unanimously.

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

Attachment - 1

Public Safety Committee Meeting

Wednesday August 19th 7:00 PM

AGENDA ITEM: Re-routing the school pickup and drop-off traffic away from Myrtle Street, Woodman Street and Davy Anne Locke Lane.

Prepared by: John Bozak
20 Woodman Street

The residence in and around Myrtle, Street, Woodman Street and Davy Anne Locke Lane are concerned about the daily road blockage that has resulted from a change in William Allen Schools pickup and drop off policy. I've learned that some of the reasons for these changes are:

- To separate the parents picking up and dropping off their kids from the bus traffic as a way to limit the chaos associated with managing the vehicles and pedestrians at those times.
- To allow for road construction in front of the school

At first glance these seem like legitimate reasons however the solution imposed on the local residents (and without their consent) has created regular road congestion and raised the following safety issues:

- Fire truck access
- Ambulance access
- Health services vehicles access
- Police access
- Oil truck delivery access
- Large repair and service vehicle access
- Trash removal access

These daily road blocks seem like an unwarranted risk for the large number of residence effected.

As a resident myself I was surprised to see these streets become standing parking lots twice a day during the school year. It has become difficult and often impossible to get into or out from our homes at these times. The roads are blocked a total of 1 and ½ hours every day. Woodman Street is supposed to be a 2-way street but when residents park on either side (and there's no reason they can't) the road becomes immediately a "1-car 1-way at a time" street. During winter this problem is magnified. With standing traffic however, passage through these affected areas is literally impossible.

Update: trying to work with the school...

My wife and I have been communicating with Lynn Allen, the acting principal of William Allen School, and have exchanged many e-mails of concern over the past year. Lynn Allen did respond to us but would not offer much information and certainly no alternatives to the current arrangement. Her sole reason for changing the traffic pattern was to allow for road construction. Ironically, this road construction did not start for a full year; until after school was over. She was aware of this year long delay and when

asked why the traffic could not be rerouted to its original path down Granite Street she essentially said that the school board preferred this route. When asked why the residents were not consulted knowing so many more people would be effected she gave no answer.

Risk vs Reward

We had been warning Lynn Allen that among all the other issues, limited fire truck access poses a very serious threat to the local residents. Although we consulted the police and fire department there was apparently nothing they could do to influence or improve the situation. This spring a 4-unit building on Woodman Street caught fire 20 minutes before the scheduled afternoon pickup. Fire fighters on the scene admitted that although they could have brought hoses down to the structure, the full weight of the resources available to the fire department could not have been brought to bear, and as a result, the building could easily have burned to the ground and effected all the neighboring buildings as well. In no way is the trade between utilizing Woodman and surrounding streets as temporary parking for parents waiting to drop off and pick-up their kids and the potential loss of life and property due to fire justifiable. Nothing more extreme than what's already happened should be required in order for the school to consider the community at large. In this case only 20 minutes separated a terrible incident from becoming a calamity. I personally don't our community needs to live with nor bear the risk of this trade.

Pick up and drop off alternatives:

Any constructive and practical ideas that we can present as alternatives would be immensely helpful. Think about how your idea would impact our neighbors on Granite Street too.

Here are some ideas we and other neighbors have thought of:

- Have a drop off area around Woodman Square and kids can walk down either Woodman or Granite to the school.
- Some parents park on Charles and walk with their kid down to the school to avoid the traffic. Possibly dedicate an area along Charles Street strictly for this purpose.
- Provide an offsite pickup and drop off area where a single bus can join the other busses at the schools entrance thereby alleviating almost all the traffic.
- Parents could meet at the Ben Franklin parking lot and all the kids could get on a single bus that goes to Allen school. This would eliminate almost all traffic and parking problems.

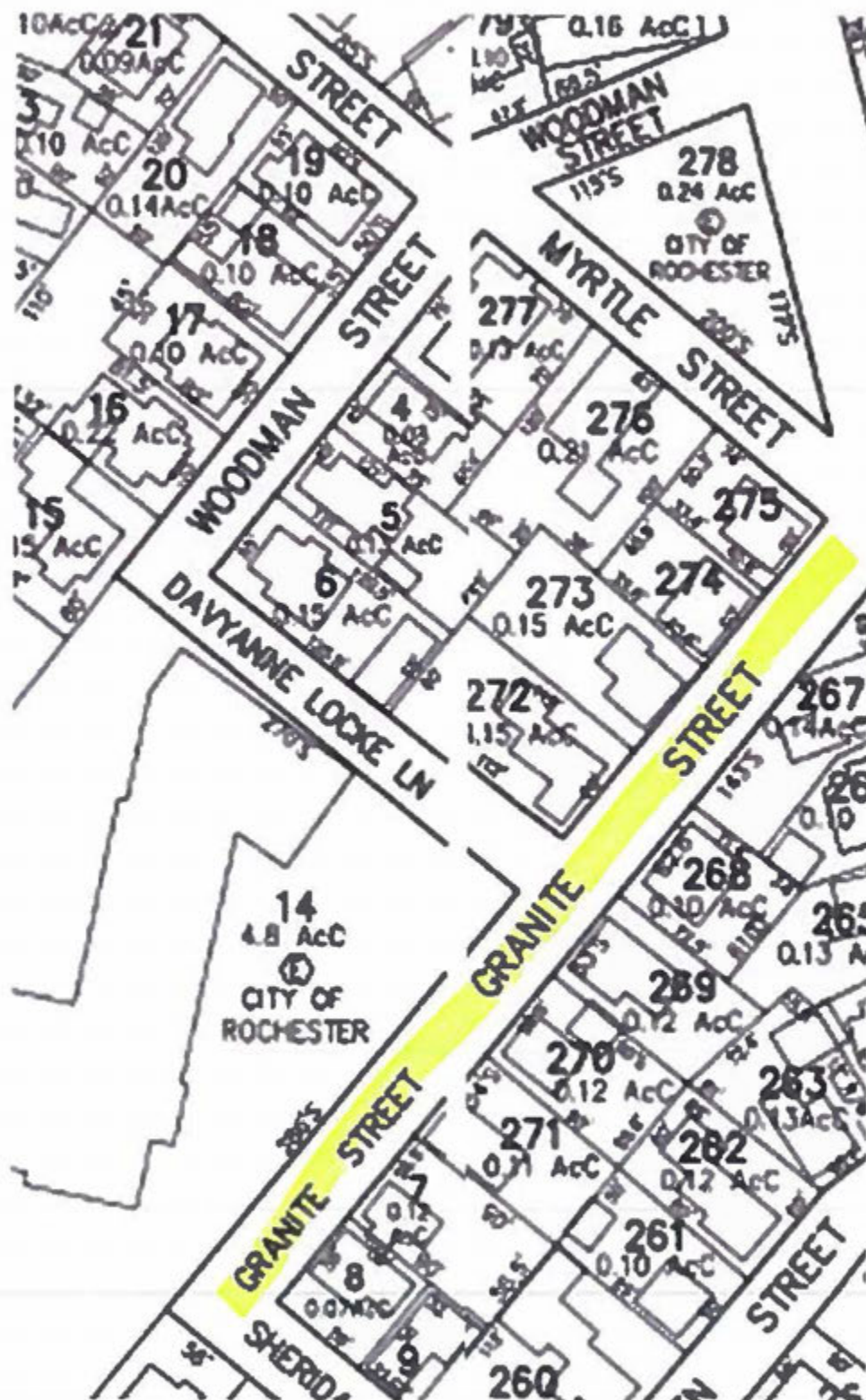
Thank you for considering this issue.

Sincerest regards:

John Bozak
20 Woodman Street
(603) 335-3905

PS Please compare the two attached maps showing the areas affected by the old and the current traffic patterns.

80



Areas affected by old traffic pattern

8/27/15



8/27/15



This page has
been
intentionally left
blank.



Public Works and Buildings Committee

August 20, 2015

Council Chambers

7PM

MEMBERS PRESENT

Councilor Ralph Torr - Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor David Walker

Councilor Donald Hamann

OTHERS PRESENT

Councilor James Gray

Blaine Cox, Deputy City Manager

John Storer, PE, Director of City Services

Peter Bruckner, Historic District Commission

Kenneth Weston, Oak Point Associates

MINUTES

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

1. Approve minutes from July 16, 2015 meeting -

Chairman requested a recommendation on last month's minutes.

Councilor Walker made a motion to accept minutes as presented for the July 16, 2015 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input No public input

3. Project Funding / Prioritization

Mr. Storer stated that last month this Committee asked the we come back this month with a prioritized list of currently funded projects and then when discussed at the following City Council meeting the direction given was to work with the finance department to set the priorities based on funding and debt limitations. Mr. Storer stated that DPW staff and the Finance Staff had met this week and will continue to meet to develop this plan.

Councilor Varney stated that priority should be given to any plans required to meet EPA or DES mandates. He cited the Storm water MS4 and WWTP Nutrient projects for examples. Mr. Storer stated that he understood that direction and stated his concerns for the impact EPA's insistence on tertiary treatment for micro-nutrient limits could have on the budget and sewer rates. Mr. Storer also mentioned that it will be important to start

adding a rotating bridge repair project into the annual budgeting for capital improvement projects. He stated that NHDOT issues biennial bridge reports and repairs should be scheduled based on those reports. Councilor Varney asked when the prioritize list could be completed. Mr. Cox stated that the Finance office will be meeting over the next few months to finalize the bonding in October.

4. **City Hall Annex**

Mr. Storer stated that he has been pleased with the Oakpoint Associates design and guidance with this project. He stated that the department had completed the selection of Oakpoint by the process of a request for qualifications (RFQ) based process. Mr. Storer asked the committee for approval to proceed to the next phase of design for the project with Oakpoint. The Committee agreed that Oakpoint should proceed. Mr. Storer then introduced Ken Weston from Oakpoint. Mr. Weston presented drawings that depicted the conceptual design for the building and discussion ensued regarding the front façade. Councilor Walker asked if the original brick front is behind the current façade. Mr. Weston stated that they hadn't determined that yet, but stated there are several ways of determining that. He stated that he would have someone from his staff there within the next few days to look at the window jams to make a determination. Mr. Storer stated that he and Mr. Weston had been discussing other options as well. Councilor Walker suggested borings in the areas where doors should be located. Councilor Gray stated that there is ultra sonic equipment that could be used to determine what is in the area behind the current façade. Councilor Walker asked if this question would be determined before next committee meeting. Mr. Storer stated that it should be. Councilor Varney asked when the design would be completed and if there would be periodic updates and possibly Council decisions of how to proceed along the way. Mr. Storer stated that the purchase order and authorization to proceed would be completed as soon as possible. Mr. Weston stated that they would start with more investigating right away and that without any problems they hope to have the bid for construction out late winter or early spring so they could start construction early in the 2016 season. There was discussion about prequalifying construction companies that had experience with this level of restoration work. Mr. Storer stated that during discussions with Oakpoint they had come up with about five companies that may be able to perform the work. Councilor Varney asked Mr. Cox to provide the requirement letter to Council should there be a limited competitive bid.

5. **Strafford Square**

Mr. Storer stated the plan to look into the Walnut Street entrance to the circle is going to continue. He stated that they will be looking into whether it would be a major land taking or something much smaller in order to accommodate this segment of traffic. He stated that he hopes to have more information on this and proceeding with the utilities in advance of the project at next month meeting.

6. **Stillwater Circle**

Mr. Storer stated that he had spent some time researching this project. He stated that there is ten thousand three hundred and sixty dollars that is to be used to landscape the front entrance of this development. Mr. Storer stated that with the Committee's approval his plan is to meet with several landscapers to have them submit proposals showing what they could do for that amount of funding that would be both aesthetically pleasing for the residents and low maintenance for City staff. All were in agreement with this plan.

7. **Wakefield Street**

Mr. Storer stated that this project is at 30% design and it is one of the projects to be discussed for prioritization. He stated that there is 2.2 million budgeted in the general fund as well as 1.6 million in water fund and 350K in the sewer fund for this project. He stated that we would like to proceed with the design which would be 200-300k.

Councilor Keans questioned the low funding in the sewer side of the project. Mr. Storer stated that he would look into that number. Councilor Walker asked if this project might be held due to prioritization, should we proceed with design. Councilor Varney stated that if we proceeded with design now he assumes we would be constructing in early next construction season. He asked if delaying the design another 60 days while deciding the project prioritization would rule out construction next season. Mr. Storer voiced his frustration with the amount of time that it takes to get State of NH permits and he stated that depending on the permitting process for the drainage outfalls within this project, he could not answer that question with any surety. The Committee consensus was to wait until the prioritization was completed and they estimated that to be about 60 days.

8. **Woodman / Myrtle Street Project**

Mr. Storer stated that this project is the next phase of the Catherine, Sheridan, Granite, Glen Street Project and that it includes Woodman, Myrtle, Davy Anne Locke, Beaudoin Court, and possibly add Academy Street. He stated that engineering has not yet begun, but it has been funded for design with 100K in each of the general, water and sewer funds. Councilor Walker stated that he believed that this was further along than that. Councilors agreed proceeding with this project should wait until the prioritization was complete which is estimated to be 60 days.

9. **Project Updates**

Chesley Hill Road Project – Mr. Storer stated that the final coat of pavement is down and that the construction company is wrapping up graveling and final punch list items. Councilor Walker stated that a resident of Norman Street expressed displeasure that only 20 feet of drainage was run to that area. Mr. Storer stated that they had put in the necessary amount of 20 vs 40 feet because that was all that was needed. He further stated he would look into it again if that was necessary. Councilor Walker stated that he would discuss this with the resident and get back to Mr. Storer.

EDA Sewer Milton Road Project – Mr. Storer stated that the project is still waiting for a resolution to the easements. He stated that Terrence O'Rourke had issued a letter to the

resident giving him two options to select which would eliminate the need for the eminent domain process.

Catherine, Sheridan, Knight Street Reconstruction Project – Mr. Storer stated that they are proceeding on schedule and that they have the basecoat of pavement down in the school area as school will resume next week. Councilor Keans stated that she noticed the granite curbs in the area and questioned why it is not an issue in this area but it was on Franklin Street.

Franklin Street Project – Mr. Storer stated that this project has been held up with permit issues and that he is working to move it along. Councilor Gray stated that he was under the impression that the Western Ave. pump station was supposed to start ahead of the rest of the project. Mr. Storer stated that they would be bid together and that it would run concurrent with Franklin Street construction. The project will go before the City's Conservation Commission next week in anticipation of completing the review package that will be submitted to NHDES.

Granite Ridge TIF Project - Mr. Storer stated that the project has proceeded with no real surprises as of yet. He stated this week a minor change order is being processed for approximately \$3,400. He stated that the frontage road sewer work is complete and they have started on the water. The contractor is working to complete the site work for the booster station and the big stores in order for the building construction to begin at those locations. Councilor Varney asked if base paving will be completed this fall. Mr. Storer stated that is the plan.

Colonial Pines Sewer Project– Mr. Storer stated that this phase is to get the sewer across the turnpike to the neighborhood. He stated they are proceeding with the gravity option and currently they are working on permits. Councilor Varney stressed the importance of this project proceeding in phases costing approximately 2 million for each segment.

DPW Facility – Mr. Storer stated that he believed the 24 million dollar project that had been discussed previously was more than the City would be able to afford. He stated that he would like to explore the possibility of using the current 45 Old Dover Road site a little further prior to ruling it out. He stated that the City owned ball field adjacent to this property may be used to phase in the project. Phasing in the project would give the City the ability to fund the project in segments. He stated he would still proceed with the phase 1 & 2 environmental study of the Pickering Road site as that information will be useful. The Committee was in favor of the additional look at the current DPW site. Councilor Keans inquired about having separate facilities for some of the DPW functions. Mr. Storer stated that it would be best to manage staff if all were under the same roof. He stated that part of the difficulty with the building and grounds maintenance staff is that they are not located with the support staff for the division. This includes supervision and administrative support for purchasing, payroll and other functions.

Chestnut Hill Road – Councilor Torr stated that the rough pavement cut on Chestnut Hill Road still had not been addressed by the contractor for the State of NH. Mr. Storer stated that staff had looked at that again this week and determined that it is still temporarily filled with cold patch and staff will be contacting NH DOT to have it addressed appropriately.

Water Storage Tank Rehabilitation Project – The Chesley Hill Road tank has been drained and work will be proceeding on the upgrades to this tank. This project was put on hold for just a bit to allow the Chesley Hill Road Reconstruction contractor to finish up.

Whitehall Road Railroad crossing – Councilor Walker stated that he had seen the railroad staff out at the site this day. Mr. Storer stated that the railroad company had left a large bump in the roadway and that the DPW will be working with Northcoast Railroad staff to get the bump addressed this week. He further stated that he had discussed this with the railroad dispatch center without results. He stated that he would have to wait for the engineer to return from vacation on Monday, August 24th.

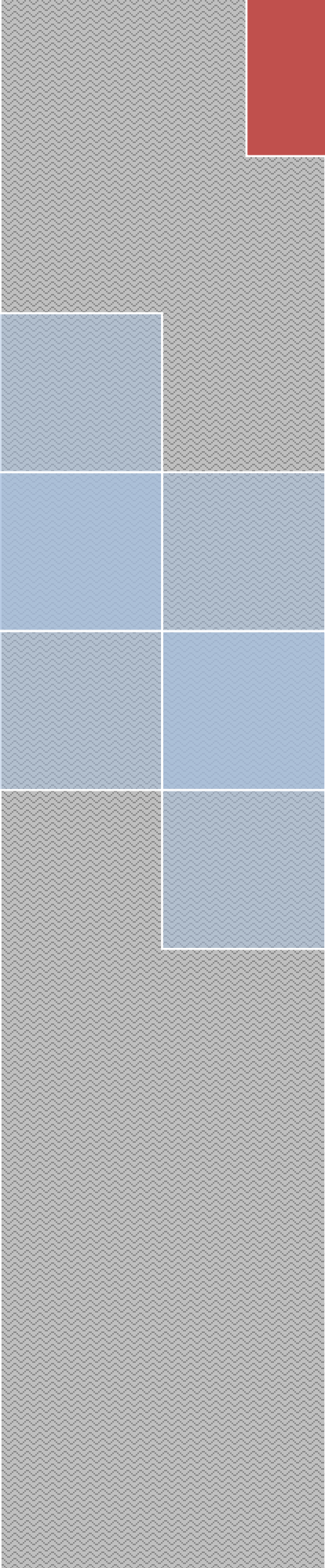
Facilities Manager Position – Mr. Storer stated that he had conducted approximately 13 interviews, which included both internal and external candidates for this position. He stated that he expected to make an offer to one of them within the next couple of days.

Community Center Locker Rooms – Councilor Varney expressed concerns for the poor conditions of the boys' locker room at the Community Center. He stated that this is a funded CIP Project and that the Spaulding Basketball team is using this facility and he would like the Director to take a look at it. Mr. Storer stated that he would visit the site and make it a priority.

Downtown Shared Bicycle Lanes – Councilor Gray asked if the Director had heard any more on this topic. Mr. Storer stated that he had met with Jenn Marsh from Economic Development and Mike Provost from the Rochester Main Street organization on this topic. He stated that his understanding is that the Councilor was looking for shared bicycle and motor vehicle lanes in the downtown area. Councilor Gray confirmed that direction. Mr. Storer stated that he is waiting to hear back from Mr. Provost as he is checking into how other communities have handled this, and to see if they have had positive results.

Councilor Walker made a motion for adjournment at 8:05 PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

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



This page has
been
intentionally left
blank.



**RESOLUTION DEAUTHORIZING APPROPRIATION FROM THE MUNICIPAL
INFORMATION SERVICES (MIS) CAPITAL IMPROVEMENT (CIP) FUND**

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

That the sum of One Hundred Eleven Dollars (\$111.00) of the previous appropriation of funds for the MIS CIP Fund for the Business Office Folder Inserter Project is hereby deauthorized.

Further, that the Mayor and City Council hereby authorize the transfer of One Hundred Eleven Dollars (\$111.00) back to the General Fund unassigned fund balance.

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

CC FY16 RESOLUTION 20 09-01 AB 30



This page has
been
intentionally left
blank.





8/27/15

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**

De-Authorize unexpended balance of project #11505 - Business Office Folder Inserter

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	September 1, 2015	
DEPT. HEAD SIGNATURE	Signature on file	
DATE SUBMITTED	August 6, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	n/a
SOURCE OF FUNDS	Host Community Fees
ACCOUNT NUMBER	15011020-773800-11505
AMOUNT	\$111.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council.

SUMMARY STATEMENT

De-Authorize funds in the amount of \$111.00 and approve transfer to General Fund Unassigned Fund Balance.

RECOMMENDED ACTION

Recommend Council De-Authorize funds in the amount of \$111.00.

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 ☐ Conservation Commission FundFund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15011020	773800	11505	-	-	111.00
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

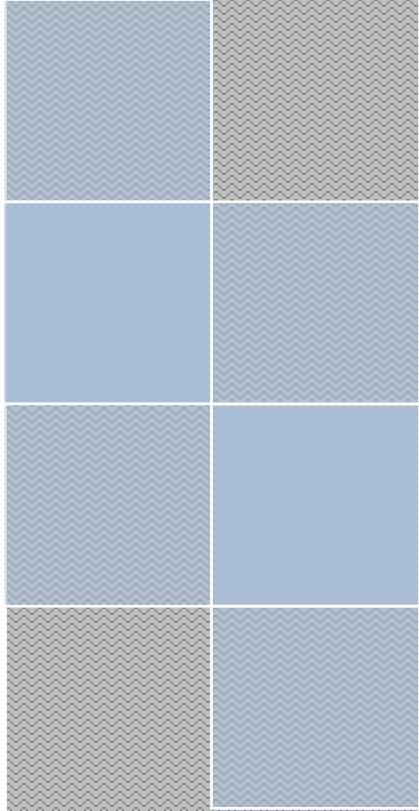
Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐



This page has
been
intentionally left
blank.



**RESOLUTION ACCEPTING EQUITABLE DISBURSEMENT FROM THE
UNITED STATES MARSHAL SERVICE TO
TO THE ROCHESTER POLICE DEPARTMENT,
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH**

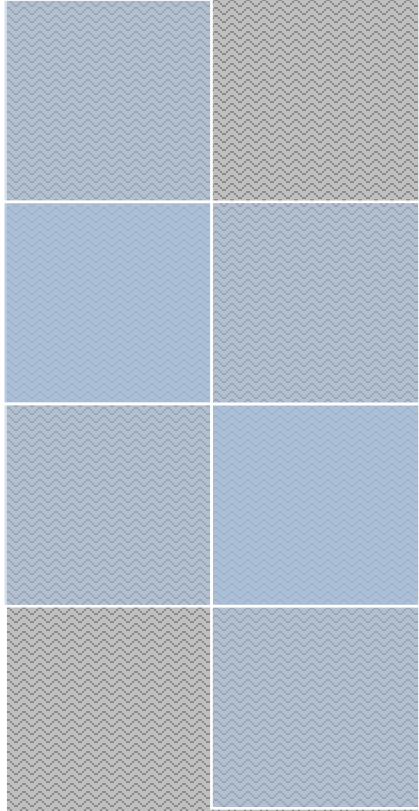
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That an Equitable Disbursement of Drug Enforcement Agency forfeiture funds from the United States Marshal service in the amount of One Thousand Nine Hundred and 42/100 Dollars (\$1,900.42) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

Further, that the sum of One Thousand Nine Hundred and 42/100 Dollars (\$1,900.42) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 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 aforesaid Equitable Disbursement of Drug Enforcement Agency forfeiture funds from the United States Marshal to the City of Rochester.

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 16 09-01 Resolution 15 AB 26



This page has
been
intentionally left
blank.





8/27/15

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

Seeking permission from Council to accept DEA funds in the amount of \$1,900.42 from the US Marshal's Service. These funds are from an equitable sharing disbursement related to a drug investigation.

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	September 1, 2015		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	8/19/2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	Fund 6103
AMOUNT	\$1,900.42
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept funds in the amount of \$1,900.42.

RECOMMENDED ACTION

Accept funds in the amount of \$1,900.42.

Rhonda Young

From: Scott Dumas
Sent: Tuesday, August 18, 2015 9:00 AM
To: Rhonda Young
Subject: FW: Payment Disbursement Notification: MEP - M-15-D49-P-000443

Rhonda,

Can you please take care of this? Thanks.

Scott A. Dumas

Deputy Chief of Police
 Rochester Police Department
 23 Wakefield Street
 Rochester, NH 03867
 d: 603-330-7145 c: 603-235-4426
scott.dumas@rochesternh.net
www.rochesterpd.org
 3rd Vice President FBINAA



Session 226

From: Michael Allen
Sent: Monday, August 17, 2015 9:07 AM
To: Scott Dumas
Cc: Rhonda Young
Subject: Fw: Payment Disbursement Notification: MEP - M-15-D49-P-000443

Fyi, please prepare agenda bill to have accepted by Council. Thx.

Michael J. Allen
 Chief of Police
 Rochester Police Department
 23 Wakefield St
 Rochester, NH 03867
 Office: 603-330-7131

From: UFMS@usdoj.gov
Sent: Monday, August 17, 2015 8:59 AM
To: [Mike Allen](#)

The U.S. Marshals Service, New Hampshire has made an Equitable Sharing disbursement related to CATS ID#: 13-DEA-588225; CG-13-0078 \$ 12,650.00 in usc seized from Darlene Washburn.

Payment is in the amount of \$1900.42 to NH0092000 ROCHESTER POLICE DEPARTMENT. The anticipated Deposit Date is 2015-08-19.

For questions, please contact: For questions, please contact: Barbara G Gatti, 603-225-1443, BARBARA.GATTI@USDOJ.GOV; Kathleen Renaud, 603-226-7375, Kathleen.Renaud@usdoj.gov; Pamela J Donovan{Disabled}, 603-225-1632, N/A; Brenda L Mikelson, 603-225-1632, Brenda.Mikelson2@usdoj.gov; kimberly a dow, 603-225-1632, kimberly.dow@usdoj.gov;

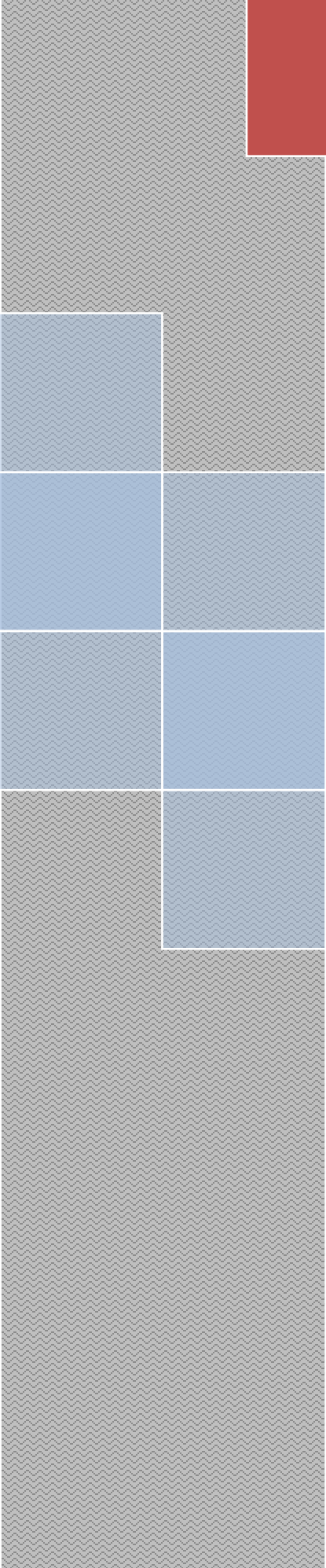
Please do not reply to this address. If you have any questions regarding this process or have any questions or problems related to UFMS in general, you may contact the Marshals Service UFMS Help Desk via e-mail at Marshals.FSDHelpDesk@usdoj.gov.

RESOLUTION
APPROVING A COMMUNICATIONS EQUIPMENT GRANT APPLICATION TO THE
NEW HAMPHIRE DEPARTMENT OF SAFETY

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to \$500,000.00 to the New Hampshire Department of Safety in order to fund necessary communications equipment upgrades in the Police Department's communications command center;

CC FY16 09-01 Resolution 23 AB 34



This page has
been
intentionally left
blank.





8/27/15

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 Homeland Security Grant Application - Communications Command Center Upgrades
--

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	September 1, 2015		
DEPT. HEAD SIGNATURE	Karen Pollard, signature on file		
DATE SUBMITTED	08/24/2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	13	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State of New Hampshire Department of Safety
ACCOUNT NUMBER	TBD by Finance
AMOUNT	\$500,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter, Section 4.

SUMMARY STATEMENT

The State of New Hampshire Department of Safety has called for grant application submissions for Homeland Security-related projects. The Police Department would like funding in an amount up to \$500,000.00 to purchase and install upgraded communications equipment for the communications command center. There is no match requirement for this grant.

RECOMMENDED ACTION

The Community Development Coordinator requests that the City Council vote to approve the submittal of a grant application an amount up to \$500,000.00 to purchase communications equipment for the Police Department's communications command center and to approve the related resolution authorizing the submittal of the grant application.

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	TBD	TBD		-	\$500,000.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		-	\$500,000.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

NH Department of Safety - Grants Management Unit**FY 2015 Homeland Security Grant Application**

Please address all points in sequence. The NH State Strategy was updated in 2014 and expanded to include a wider reach into First Responder mission areas and is approved to support the preparedness, prevention, protection and recovery needs of NH's PRIMARY First Responders. 2015 Priorities support the National Preparedness System (NPS) in order to achieve the national preparedness goal (NPG). See: <https://www.fema.gov/national-preparedness-goal>. HSGP allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Responses should include all jurisdictions participating in the applications.

SECTION I: STRATEGY

Describe your problem and solution by answering each question below using 2,000 characters or less:

A. Does this project prevent a threatened or an actual act of terrorism? If so, please provide a detailed description.

The proposed project would replace the City of Rochester Police Department's outdated communications command center equipment, including computers, keyboards, monitors, headsets, desks, chairs, and other related necessities. The command center is a central point of communication and coordination for the Police and Fire Departments, 911 calls, mutual aid requests from neighboring towns in Maine, urgent transfers from the local hospital, disaster and emergency alerts, and other such communications.

The current equipment is at least eleven years old and in poor repair; communications employees must constantly exchange broken equipment for equipment that is minimally functional, and this impedes the ability of the communications command center to quickly and effectively respond to calls, alerts, and emergency situations.

Updated communications and surveillance capabilities will assist in the earlier and more effective identification of potential terrorist threats, especially in terms of cross-jurisdiction coordination. Given the proximity of the City of Rochester to two potential terrorism targets, a nuclear power plant in Seabrook and a former military installation at Pease in Portsmouth, updated communications is essential. In addition, the City of Rochester is an evacuation destination for emergencies and disasters, such as an event at the Seabrook Station Nuclear Power Plant. Updated communications is also required for the quick and effective coordination of any such evacuations.

B. Does this project protect our citizens, residents, visitors, and assets against the greatest threats and hazards? If so, please provide a detailed description.

The communications command center is the coordination hub for general police calls, fire calls, 911 calls, mutual aid requests from neighboring towns in Maine, urgent transfers from the local hospital, disaster and emergency alerts, and other related calls. Not only are general crime and potential terrorism covered but also health emergencies and natural disaster response needs. As the communications command center serves as the first point of contact and coordination hub for all of these situations, the proposed communications command center upgrades will help protect residents and others within the City of Rochester from a broad range of threats and hazards. This includes the greatest identified threats and hazards.

C. Does this project improve your ability to mitigate the loss of life and property by lessening the impact of future catastrophic events? If so, please provide a detailed description.

This project improves the City's ability to mitigate the loss of life and property by reducing response time between the beginning of a catastrophic event and the arrival and action from police, firefighters, and emergency response personnel through enhanced, modern

communications equipment. In addition, the communications command center overhaul will allow for the faster issuing of warnings to neighboring jurisdictions, such as bordering Maine towns, which can prevent fatalities and reduce casualties in these neighboring jurisdictions.

One specific aim of the overall communications upgrade is to update equipment so that “dead spots” in digital communication reach are eliminated and also so downed towers do not result in dead spots. These dead spots require communications to be rerouted through other, non-local towers, which causes delays in reaching the communications command center and therefore delays in response time from police, firefighters, and emergency response personnel.

D. Does this project improve your ability to respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident? If so, please provide a detailed description.

The communications command center coordinates the actions of police, firefights, ambulances, and other first-responders in cases of natural disasters, violent crime, accidents, and terrorist attacks. All of these situations involve threats to lives, property, and the environment. For example, in the case of a vehicular accident involving a truck transporting harmful or explosive chemicals, response time can mean the difference between the driver living or dying, the truck exploding or staying intact, and chemical spills being contained or contaminating ground water.

One specific aim of the overall communications upgrade is to update equipment so that “dead spots” in digital communication reach are eliminated and also so downed towers do not result in dead spots. These dead spots require communications to be rerouted through other, non-local towers, which causes delays in reaching the communications command center and therefore delays in response time from police, firefighters, and emergency response personnel.

E. Does this project improve your ability to recover through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident? If so, please provide a detailed description.

After a catastrophic incident, there are many subsequent related incidents, such as reports of downed power lines, medical emergencies, risks to lives and safety posed by damaged roads and buildings, and other such events. When these subsequent incidents are reported, they are routed through the communications command center. While timely and efficient handling of communications is always important, it becomes especially so in the chaotic aftermath of a catastrophic incident with an increased number of incoming calls.

Communications systems upgrades will reduce response times across the board and also will eliminate “dead spots” in digital communication reach. This will improve the ability to recover from catastrophic incidents in terms of quality, in terms of faster and more effective responses, and of quantity, in ensuring all areas of the City of Rochester and neighboring jurisdictions have full communications access.

F. Who benefits from this project [fire or police department(s), one county, multiple counties, etc.]? Describe how.

The City of Rochester's Police Department is submitting this application, and the communications command center is housed within the Police Department building. However, the beneficiaries of this project extend significantly beyond the Police Department itself. The command center is a central point of communication and coordination for the Police and Fire Departments, 911 calls, mutual aid requests from neighboring towns in Maine, urgent transfers from the local hospital, disaster and emergency alerts, and other such communications. In addition, Strafford County often coordinates responsive actions with the City of Rochester through the communications command center.

G. Is this project regional, mutual aid, or one jurisdiction? Attach signed letters of support from partnering agencies.

This project is primarily a single jurisdiction project to update the communications equipment housed within the City of Rochester's Police Department. This project impacts regional and mutual aid activities, however, as the command center also coordinates mutual aid requests from neighboring towns, urgent transfers from the local hospital, and both local and regional disaster and emergency alerts.

Signed letters of support from partnering agencies are attached to this application.

H. Describe the long-term approach to sustaining and maintaining the capabilities created or enhanced by this project or explain why this project will not be sustained with local funds.

This project will be sustained with local funds. The current communications command system equipment and infrastructure is currently maintained with local funds, and it is anticipated that the amount of funds needed to sustain and maintain the new communications equipment will be a reduced amount than that which is currently expended. The age and poor condition of the current equipment and infrastructure makes repair expensive. For example, many pieces of equipment are out of warranty, and yet other equipment is so old that it is difficult or impossible to locate replacement parts regardless of cost.

I. The DHS Grant Guidance emphasizes a priority of "Whole Community" preparedness. For more information, please refer to <http://www.fema.gov/national-preparedness/whole-community>.

- 1. Describe how this project will ensure that your response and recovery actions are driven by the actual needs of the entire affected community and the conditions on the ground, including population demographics and geographic location.***

The communications command center serves the entirety of the City of Rochester through the provision of police, firefighting, and other emergency response services. More specifically, the

communications command center handles urgent transfers from the local hospital, Frisbie Memorial Hospital, to other health care facilities and the security video monitoring of the City's high school, Spaulding High School.

In addition, one of the key goals of the communications command center upgrades is to update equipment so that "dead spots" in digital communication reach are eliminated and also so downed towers do not result in dead spots. This will ensure that all geographic locations and population demographics within the City of Rochester have equal, timely access to Police Department, Fire Department, and emergency response services.

2. Describe how this project is inclusive of the DHS/FEMS recommendation of advocating on behalf of youth, older adults, and individuals with disabilities and other access and functional needs, socio-economic factors, and cultural diversity.

One of the key goals of the communications command center upgrades is to update equipment so that "dead spots" in digital communication reach are eliminated and also so downed towers do not result in dead spots. This will ensure that all geographic locations and population demographics within the City of Rochester have equal, timely access to Police Department, Fire Department, and emergency response services.

The communications command center also provides specialized services to especially vulnerable populations. Security video monitoring of the City's high school, Spaulding High School, is performed at the communications command center. As this is the City's only high school, the video monitoring serves all adolescent youth within the City. The communications command center also provides a call-in service for elderly residents, called Project Good Morning, in which project participants call into the Police Department for scheduled check-ins; a missed check-in alerts police personnel to reach out to the resident to ensure that he or she is safe and not in need of assistance. In addition, the communications command center includes TTY/TDD (teletype device) capability, which provides access for deaf and hard of hearing City residents.

SECTION II: PROJECT

Please answer the following using 1,000 characters or less:

a) Will this investment include DHS/FEMA approved training? When? What?

The City of Rochester's Police Department already participates in regular DHS/FEMA-approved trainings, including communications-related trainings. These trainings will continue after the communications equipment upgrades.

b) Will this investment include DHS/FEMA approved exercises? If your project exceeds \$100K – you must implement an exercise in connection with the project. When?

The City of Rochester's Police Department already participates in regular DHS/FEMA-approved exercises. These exercises will continue after the communications equipment upgrades. A communications-specific exercise will be implemented no later than one year following completion of the communications command center upgrades.

c) As it relates to THIS project, please choose one of the following:

- i. This project maintains a capability acquired with Homeland funds.***
- ii. This project maintains or sustains a capability that is mission required but acquired by other funds.***
- iii. This is a new capability.***

ii. This project maintains or sustains a capability that is mission required but acquired by other funds.

d) Select from the drop down list the Core Capability Mission Area that is supported by this project: Mitigation, Prevention, Protection, Recovery, Response.

Response.

e) Select from the drop down list the Core Capability that is supported by this project: Access Control and Identity Verification, Community Resilience, Critical Transportation, Cybersecurity, Economic Recovery, Environmental Response/Health and Safety, Fatality Management Services, Forensics and Attribution, Health and Social Services, Housing, Infrastructure Systems, Intelligence and Information Sharing, Interdiction and Disruption, Long-Term Vulnerability Reduction, Mass Care Services, Mass Search and Rescue Operations, Natural and Cultural Resources, On-Scene Security and Protection, Operational Communications, Operational Coordination, Physical Protective Measures, Planning, Public and Private Services and Resources, Public Health and Medical Services, Public Information and Warning, Risk and Disaster Resilience Assessment, Risk Management for Protection Program, Screening Search and Detection, Situational Assessment, Supply Chain Integrity and Security, Threats and Hazard Identification.

Operational Communications.

f) Describe how this project supports the Core Capability selected in “d” above.

The proposed project would replace the City of Rochester Police Department’s outdated communications command center equipment, including computers, keyboards, monitors, headsets, desks, chairs, and other related necessities. This comprises key Police Department and emergency response communication capabilities. In addition, this project impacts and supports Infrastructure, Mass Search and Rescue Operations, Operational Coordination, Public Health and Medical Services, Public Information and Warning, and Threats and Hazard Identification.

g) Select from the drop down list the State Strategy Goal that supports this investment. See attached State Strategy Executive Summary: Goal 1, Goal 2, Goal 3, Goal 4, Goal 5, Goal 6, Goal 7.

GOAL #2: Enhance Communications interoperability, especially in response to a Large-scale Event or Disaster.

h) The State Strategy Executive Summary is attached. State which objective(s) are related to your project and describe how.

The communications command center upgrades will enhance communications between the police, fire, and emergency medical services community. The communications command center coordinates cross-agency calls and actions, including among the Police Department, the Fire Department, the local hospital, and neighboring towns during mutual aid situations.

The communications command center upgrades will also enhance progress toward the five objectives from the SCIP, specifically technology and usage/response. The upgrades will replace outdated, inefficient hardware and software with current technology and expand the communications range.

Lastly, the communications command center upgrades will enhance operational communications capabilities. The current equipment is at least eleven years old and in poor repair. The upgrades will reduce emergency response times, improve communication capacities, and expand the communications range of the current communications command center.

i) Is this project related to school security planning or analyzed measures? There is limited eligibility and requires school safety plan and analysis to be in place and applicant must be a First responder agency from that municipality. If this is a school related project, please refer to the following:

***<http://www.nh.gov/safety/divisions/hsem/documents/school-security-standards.pdf>
<http://www.nh.gov/safety/divisions/hsem/index.html>
http://www.nh.gov/safety/divisions/hsem/documents/school_plan.pdf***

The communications command center upgrades will affect school security planning. Security video monitoring of the City's high school, Spaulding High School, is performed at the communications command center. Spaulding High School is the City's only high school, and the upgrades in equipment primarily will affect surveillance. However, maintaining active monitoring of the high school also will facilitate better access control and emergency alerting when such situations arise, as the security monitoring has been established at key access points in the building.

j) Does the requested equipment replace any existing inventory? If so, list and describe.

The proposed project would replace the City of Rochester Police Department's outdated communications command center equipment, including computers, keyboards, monitors, headsets, desks, chairs, and other related necessities. Given the age and poor condition of most of this equipment, full replacement is the most efficient and least expensive option.

Please see the attached equipment list for an itemized description of equipment to be replaced.

k) Discuss how you plan to maintain and replace this equipment. Note that inventory will be required to be updated to the Department of Safety every two years per DHS/FEMA.

This project will be sustained with local funds. The current communications command system equipment and infrastructure is currently maintained with local funds, and it is anticipated that the amount of funds needed to sustain and maintain the new communications equipment will be a reduced amount than that which is currently expended. The age and poor condition of the current equipment and infrastructure makes repair expensive. For example, many pieces of equipment are out of warranty, and yet other equipment is so old that it is difficult or impossible to locate replacement parts regardless of cost.

The Police Department will ensure that all equipment updates occur at least every two years and meet all federally-established requirements.

l) Does this project reduce State-listed critical infrastructure and soft target explosive attack vulnerabilities, or if communications, do you hold the frequency? If so, please describe.

This project is a communications project, and the City of Rochester Police Department, as a police department of a local unit of government, holds the frequency. The command center is a central point of communication and coordination for the City's Police and Fire Departments, 911 calls, law enforcement coordination between the state and local levels, mutual aid requests from neighboring towns in Maine, urgent transfers from the local hospital, and state- and local-level disaster and emergency alerts.

In addition, the communications command center provides security video monitoring of the City's only high school, Spaulding High School. Schools are especially vulnerable soft targets, as shown by the number of tragic and deadly shootings at schools, including the nearby Sandy

Hook Elementary School in Newtown, Connecticut.

*m) Identify the NIMS-typed resource from the following link:
<https://rtlt.preptoolkit.org/Public>. If none, then state NONE in the box below.*

NONE.

SECTION III: BUDGET

Provide the total estimated cost to implement this project by completing the Budget Sheet (attached). In addition:

- Please coordinate the request with your equipment page and attach the AEL item description for each category of equipment requested. See:
<http://www.fema.gov/preparedness-non-disaster-grants>
- If the AEL Equipment Category requested requires an EHP approval, once your grant is approved by Grant Committee and DOS, you will be provided with the specifics of the information gathering that the process entails. This will then become part of your official grant file.
- Provide the proposed funding amount that is expected to be obligated towards Law Enforcement. Law Enforcement Funding Amount: \$455,600.00
- Provide the proposed direct local funds that are expected to be obligated to this project. Additional local project dollars are greatly appreciated, but projects with local assets will not receive any bonus points. Local Funding Amount: \$0.00

SECTION IV: MANAGEMENT

Identify up to ten milestones, with start and end dates, which will be achieved within the period of performance (approximate). For planning purposes all projects **MUST BE** completed by 7/31/18 with all reimbursements completed within 45 days of this date.

Milestone Number	Milestone Name	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
1	Console and Furniture Design	06/06/2016	06/17/2016
2	Order Motorola and Watson	06/20/2016	08/12/2016
3	Production Time for Motorola Equipment to Staging	08/15/2016	08/26/2016
4	Staging in Motorola's Lab	08/29/2016	09/02/2016
5	Shipping to 2-Way/Rochester	09/05/2016	09/09/2016
6	Furniture Shipping	09/12/2016	09/23/2016
7	Establish Temporary Dispatch, Empty Room for Construction	09/26/2016	10/07/2016
8	Install new Dispatch Center in remodeled Dispatch Room	10/10/2016	11/04/2016
9	Establish and Address Punch-list Items	11/07/2016	12/02/2016
10	Final Sign-off and Acceptance by City	12/05/2016	12/09/2016

SECTION V.B. – Attachments – Additional Supporting Documents

Section II (d) of the application requests the selection of a Core Capability Mission Area supported by the proposed project, providing a drop-down list of options: Mitigation, Prevention, Protection, Recovery, and Response. “Response” was selected, as the communications command center clearly affects response capability, but the proposed project also relates to the other mission areas. Effective, timely communications impact the ability of the Police Department, Fire Department, and other emergency response personnel to arrive at situations in time to protect and prevent the loss of life and property, to mitigate any damages and casualties through prompt response, and to provide recovery services as soon as a disaster or event has occurred.

SECTION V: ATTACHMENTS

(Use as many pages as necessary for this section)

Section V.A. – Attachments – Required

Signed Cover Page

Signed Grant Terms and Conditions (see attachment). The attached conditions are for the 2014 grant. If this project is awarded, updated 2015 Conditions will be included with your award letter. The Department of Safety does not currently have these.

City or Town resolution, if required.

Budget Sheet (See attachment)

AEL Information Sheet(s)

Partnering agency letters of commitment

Documented assessments to support request

NIMS certification letter of compliance. See attached NIMS requirements.

Copy of most recent financial audit to comply with 2CFR200

Section V.B. – Attachments – Additional Supporting Documents

If the uniqueness of your project has not been captured from the questions above and you would like to provide any additional relevant information, please insert additional narrative or labeled graphic attachments.

Section V.C. – Attachments – Environmental Documents: To be supplied AFTER this project is approved by the Homeland Security Grant Committee and by the Department of Safety – Grants Management Unit. This also requires DHS/FEMA approval before beginning the project. This will THEN become an addendum to your official application.

FYI: Projects involving communication towers (including the placement of equipment on an existing building or tower), physical security enhancements, new construction, renovation, and modifications to buildings and structures that are 50 years old or older require an environmental review. The following documents must be provided upon approval of your application by DOS:

1. A formal written request for construction with all the essential elements and information mentioned in the FEMA Information Bulletin #329 and subject requirements.
 - Description of the asset or facility, asset location including latitude/longitude, whether the infrastructure is publicly or privately owned, and the construction or renovation project.
 - Certification that a facility vulnerability assessment has been conducted for the facility.
 - An outline addressing how the construction or renovation project will address the identified vulnerabilities from the assessment.
 - Consequences of not implementing the construction or renovation project.
2. Completed National Environmental Policy Act (NEPA) Compliance checklist

3. Completed Environmental Historic Preservation Screening Memo (EHPSM)
4. Maps indicating location(s) of proposed project
 - Topographical / Aerial view Map
 - Floodplain map - (FIRM) map
5. Photographs of the location(s) of proposed project from all directions.
6. For HSGP grants, Pam Urban-Morin is your NEPA/EHP contact: Pamela.Urban-Morin@DOS.NH.GOV.

RESOLUTION ACCEPTING PARTICIPATION AWARDS FROM
THE HEALTH TRUST
TO THE CITY OF ROCHESTER,
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH

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

That Participation Awards from the Health Trust in the amount of One Thousand Three Hundred Dollars (\$1,300.00) to the City of Rochester is hereby accepted by the City of Rochester.

Further, that the sum of One Thousand Three Hundred Dollars (\$1,300.00) be, and hereby is, appropriated as a supplemental appropriation to the Fiscal Year 2016 General Overhead Budget for the City of Rochester. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid Participation Awards.

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 16 09-01 Resolution 19 AB 29



This page has
been
intentionally left
blank.





8/27/15

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

AGENDA SUBJECT Health Trust Academy Participation Award

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

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

AGENDA DATE	September 1, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	July 30, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Health Trust Academy Award
ACCOUNT NUMBER	
AMOUNT	\$1,100
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

--

SUMMARY STATEMENT

The City of Rochester had two participants this year at the Health Trust - Health & Safety Coordinator Academy. These were Done McCullough (Fire) and Lew Ricker (MIS). The Health & Safety Coordinator Academy provides leader training and funding to support worksite health and safety campaigns. Don and Lew were selected by Health Trust because of their expressed interest in wellness and implementing campaigns and activities among their co-workers here in the City of Rochester.

Health Trust has awarded the City \$1,100 for our participation. It is expected that we use these funds to initiate staff focused health & safety initiatives. These include -

- Attend one annual health & safety coordinator academy workshop.
- Complete a minimum of one health & safety campaign each year.
- Complete the health & safety campaign summary form annually.
- Serve as the worksite wellness advocate for the HealthTrust Slice of Life program.
- Agree to promote and distribute information regarding HealthTrust programs to worksite employees.
- Host a minimum of two site visits with HealthTrust staff members per year to discuss programming, take photographs and/or participate in an on-site event.

RECOMMENDED ACTION

The City Council is requested to accept & appropriate the Award totaling \$1,100 to the FY2016 General Overhead budget to be used for health & safety program initiatives.



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

FROM: Michael Bezanson, PE, City Engineer 

DATE: July 29, 2015

SUBJECT: Ordinance Revisions for the Codes and Ordinances Committee -
Chapter 50, Stormwater Management and Erosion Control
Site Plan Regulations - Art. III, Sec. 13 "Stormwater Management"
Subdivision Regulations - Section 5.4 "Drainage"

CC: John Storer, PE, Director of City Services
James Campbell, Director of Planning & Development
James Grant, Director of Building, Zoning and Licensing Services
Terence O'Rourke, City Attorney

Attached are proposed ordinance and regulation changes to address stormwater management in the City. The City of Rochester currently addresses stormwater mitigation practices in several documents and regulations, including the Site Plan Regulations, Subdivision Regulations, Public Works Infrastructure Design Standards, and Chapter 50 of the City Ordinances. Staff have found these documents to be outdated; the adopted/recommended Best Management Practices are no longer the best options for sizing and treating stormwater runoff, which is resulting in the approval of subpar stormwater systems that are stressing the existing public drainage systems and degrading wetlands, rivers, and aquifers, all of which increase economic stresses and health-related costs. Additionally, these documents were not all created or updated simultaneously, resulting in inconsistencies and outdated references between the documents.

The Conservation Commission and Planning Board have been involved in drafting the revisions, and both groups support the changes proposed to Chapter 50 and the Site Plan and Subdivision Regulations. Before the effort to revise the Ordinance and Regulations began a year ago, the City Council supported the need and effort to make the revisions.

Please forward the attached documents to the Codes and Ordinances Committee for review. Thank you.

**AMENDMENTS TO CHAPTER 50 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING STORMWATER MANAGEMENT AND EROSION CONTROL**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 50 of the General Ordinances of the City of Rochester regarding Stormwater Management and Erosion Control and currently before the Rochester City Council, be amended as follows:

Revision 7-28-2015

CHAPTER 50: STORMWATER MANAGEMENT AND EROSION CONTROL

TABLE OF CONTENTS FOR ORGANIZATIONAL PURPOSES ONLY

50.1	Purpose and Objectives.	3
50.2	Application, Review, Approval and Recordation Process	3
50.3	Provisions and Standards for Post-Construction Stormwater Management.....	8
50.4	Authority, Jurisdiction, Severability, and Amendments	8
50.5	Applicability Standards Requiring a Stormwater Management and Erosion Control Permit and Stormwater Management and Erosion Control Plan	9
	(a) Exemptions.....	9
	(b) Minimum Thresholds that Trigger a Need for a Stormwater Management and Erosion Control Plan.....	10
50.6	Erosion Control Standards During Construction	11
50.7	Standards for New Development.....	12
	(a) Performance Specifications.....	12
	(b) Water Quality Protection.....	13
	(c) Stormwater Management Systems	13
50.8	Standards for Redevelopment.....	15
	(a) Redevelopment Criteria.....	15
	(b) Stormwater Management Requirements for Redevelopment	15
50.9	Stormwater Management and Erosion Control Permit Submittal Requirements.....	15
	(a) Permit Application	15
	(b) Stormwater Management and Erosion Control Plan.....	16
50.10	Installation, Construction, Maintenance, and Inspection Requirements and Responsibility	19
	(a) Requirements	19
	(b) Responsibility	19
	(c) Preconstruction Meeting.....	20

	(d) Post-Construction Operation and Maintenance	20
	(e) Providing Site Access for Maintenance and Inspection	21
50.11	Regulated Municipal Separate Storm Sewer Systems (MS4s)	21
50.12	Waivers	23
	(a) Waiver Option for Small Development Projects	23
	(b) Conditions for Granting of Waivers	23
	(c) Off-Site Mitigation	23
50.13	Enforcement and Penalties	24
50.14	Abbreviations and Definitions	25

50.1 Purpose and Objectives.

This Ordinance provides for the health, safety, and general welfare of the citizens of the City of Rochester through the regulation of discharges into stormwater drainage systems, groundwater, waterbodies, streams, and wetlands within the City of Rochester in a manner compliant with the requirements of State and Federal law, including the provisions of the Federal Stormwater Management Legislation for Municipal Separate Storm Sewer Systems (MS4s), as amended. The objectives are to:

- Prohibit unpermitted discharges;
- Set forth the legal authority and procedures to carry out all inspection, monitoring, and enforcement activities necessary to ensure compliance with this Ordinance and applicable State and Federal law; and
- Establish new design and construction standards for stormwater drainage systems to improve stormwater management, minimize future costs to the City, protect the integrity of the City's water resources, and be compliant with this Ordinance and State and Federal laws. These standards shall be incorporated into the existing Site Plan and Subdivision Review standards and review processes governing new construction, as well as building permits where applicable site disturbance is involved.

50.2 Application, Review, Approval and Recordation Process

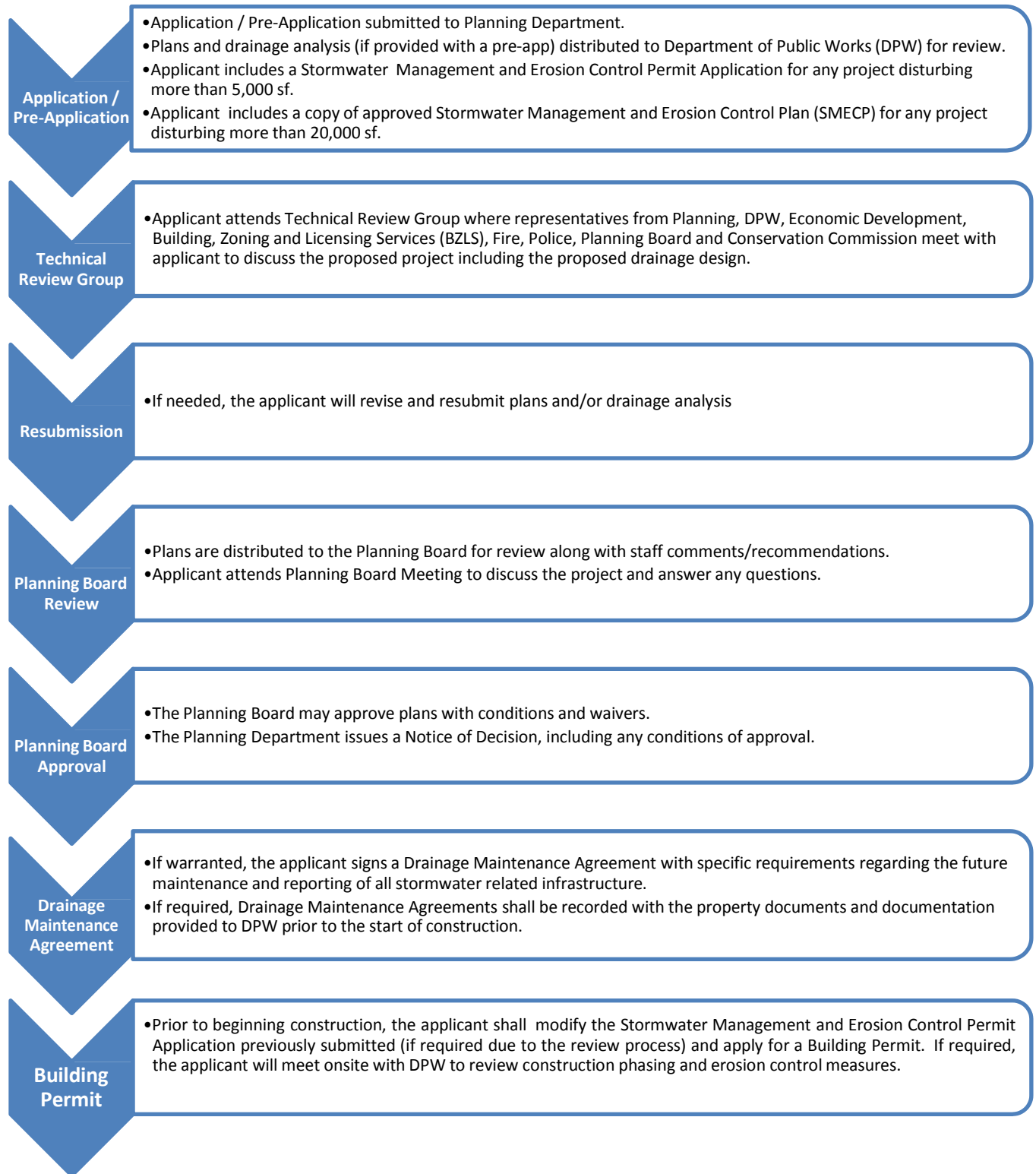
- (a) New construction and redevelopment projects requiring building permits where applicable site disturbance is involved are required to apply for a Stormwater Management and Erosion Control Permit (SWP) per Applicability Standards detailed in Section 50.5.

This includes 4 categories of applications detailed in attached Figures:

1. Major Site Plan Review conducted by the Planning Board (Figure 1)
 2. Major Subdivision Review conducted by the Planning Board (Figure 1)
 3. Minor Site Plan Review conducted by the Department of Public Works (Figure 2)
 4. Building Permits review conducted by the Department of Public Works (Figure 3)
- (b) Where proposed projects trigger both applicability thresholds of this Ordinance and require Site Plan and/or Subdivision approval by the Planning Board, the review and approval of the Stormwater Management and Erosion Control Plan (SMECP) shall be done concurrently by the Planning Board and Department of Public Works (DPW) and Planning Board shall consider DPW recommendations.
- (c) At the discretion of the Planning Board, a third party, technical review may be required of any SMECP prepared under these regulations. The technical review shall be performed by a qualified professional consultant, as determined by the Planning Board, such expense shall be borne by the applicant.
- (d) After final Planning Board approval, and as established in the Notice of Decision, the owner of record of the property shall record at the Registry of Deeds documentation sufficient to provide notice to all persons that may acquire any property subject to the

8/27/15
requirements and responsibilities described within the approved SMECP including the operation and maintenance requirements of all Best Management Practices (BMPs) (see RSA 477:3-a). The notice shall comply with the applicable requirements for recording contained in RSA 477 and 478.

Figure 1: Major Site Plans and Subdivisions Application Process



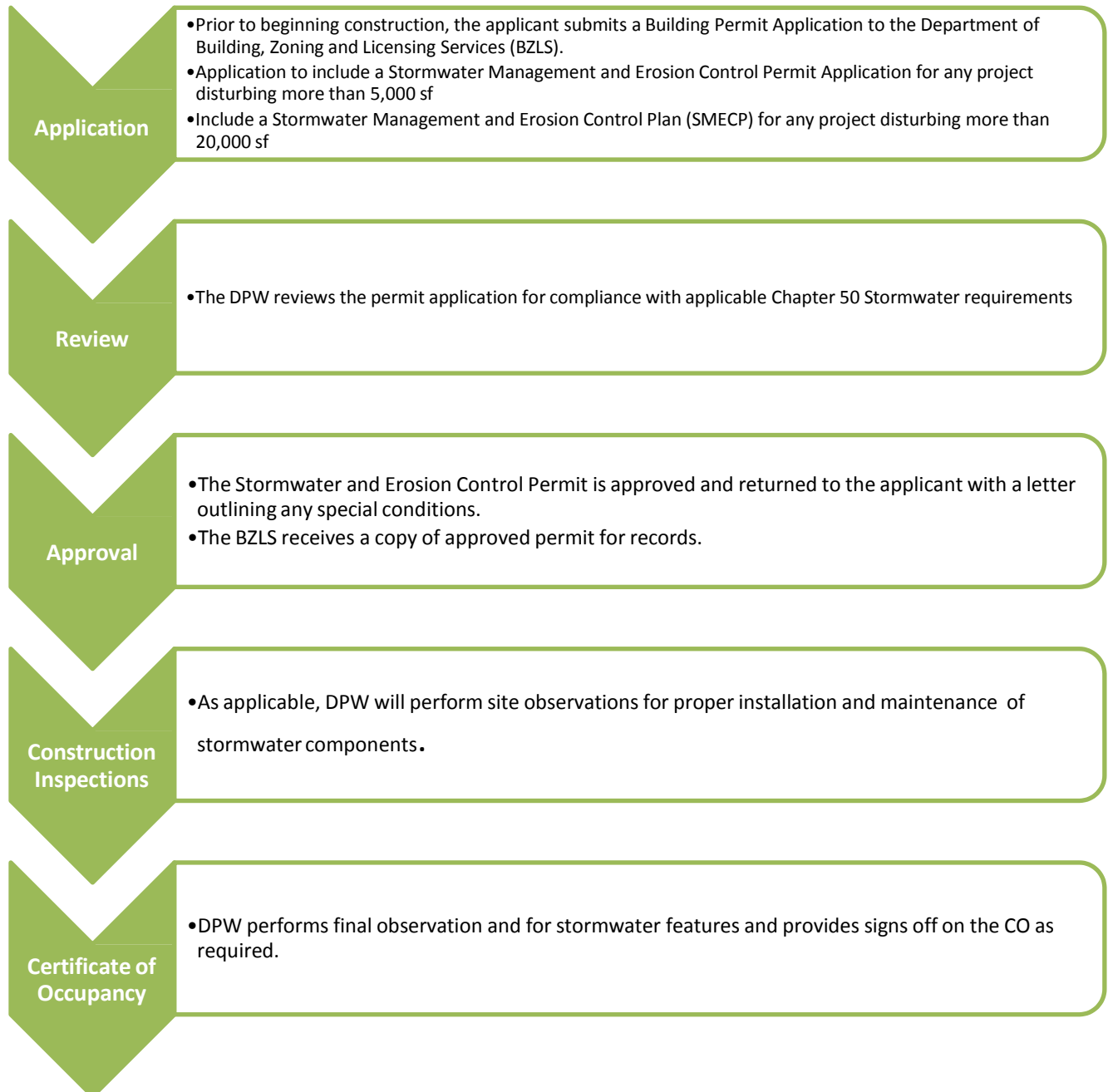
See Construction Inspections and Certificate of Occupancy requirements of Figure 3 for additional process after Building Permit.

Figure 2: Minor Site Plans Application Process



See Construction Inspections and Certificate of Occupancy requirements of Figure 3 for additional process after Building Permit.

Figure 3: Building Permit Application Process



50.3 **Provisions and Standards for Post-Construction Stormwater Management**

- (a) The provisions and standards of this section are implemented for the purpose of:
 1. Managing stormwater runoff to protect water quality and quantity.
 2. Minimizing pollutant contributions to a water body that is or may become impaired.
 3. Improving water quality of runoff discharged to drainage systems, surface water bodies or wetlands.
 4. Taking preventative measures to avoid runoff volumes and peak flow rates to an adjacent property that are in excess of runoff volumes and peak flow rates currently being discharged under existing developed or undeveloped conditions.
- (b) All development subject to these regulations shall comply with the requirements of the following Critical Core Elements described below:
 1. Applicability Standards
 2. Minimum Thresholds for Applicability
 3. Best Management Practices (BMP)
 4. Applicability for Redevelopment
 5. Stormwater Management and Erosion Control Plan (SMECP) Approval and Recordation
 6. Maintenance Criteria
 7. Inspection of Infrastructure

50.4 **Authority, Jurisdiction, Severability, and Amendments.**

- (a) Authority is based on the following NH statutes that enable local regulation of stormwater as a component of zoning and land use.
 - RSA 674:16 – Grant of Power
 - RSA 674:17 – Purposes of Zoning Ordinances
 - RSA:21 – Innovative Land Use Controls
 - RSA 674:36 – Subdivision Regulations
 - RSA 674:44 – Site Plan Review Regulations
- Additional Authority for Regulation of Stormwater Discharge
- RSA 149-I: 6 provides municipal authority to regulate stormwater, independent of land use regulations.
 - This Ordinance is adopted pursuant to the authority vested in the following:
 - The City Council pursuant to RSA 47:13, RSA 47:17, VII, VIII, and XVIII, RSA 149-I:3, RSA 38:26, RSA 149:I:6;
 - The Planning Board pursuant to RSA 674:35 and 36, RSA 674:44, and RSA 155-E:11; and
 - The Office of Code Enforcement pursuant to RSA 147:1 and 147:14.

The Ordinance shall become effective upon adoption by the City of Rochester City Council, in accordance with the statutory sections identified above.

(b) Jurisdiction.

1. This Ordinance shall pertain to all land within the boundaries of the City of Rochester, New Hampshire.
2. In any case where a provision of the Ordinance is found to be in conflict with a provision of any other Ordinance, regulation, code, or covenant in effect in the City of Rochester or with any State Statute, with particular reference to NHRSA Chapter 676:14 and 674:16 and 674:17 and the relevant sections therein, the provision which is the more restrictive shall prevail.

(c) Severability.

1. The invalidity of any section, subsection, paragraph, sentence, clause, phrase, or word of this Ordinance shall not be held to invalidate any other section, subsection, paragraph, sentence, clause, phrase, or word of this Ordinance.

(d) Amendments.

1. This Ordinance may be amended by the approval of the City Council, based on recommendations of both the Department of Public Works and the Planning Board.

50.5 **Applicability Standards Requiring a Stormwater Management and Erosion Control Permit (SWP) and Stormwater Management and Erosion Control Plan (SMECP)**

This Ordinance shall apply to any action that will hinder, alter, add to, or modify the existing stormwater flow, drainage, and/or related infrastructure and any discharges into the stormwater drainage system, waterbodies, streams, and wetlands within the City of Rochester.

The provisions of this Ordinance shall apply to all Major and Minor Site Plan and Major subdivision review and approval processes as defined within the Site Plan Review Regulations under the jurisdiction of the Planning Board and shall be subject to concurrent review with the Department of Public Works.

Except for those activities specifically permitted by this Ordinance listed in Section 50.5 (a) below, no person shall alter land or engage in any land disturbance activity within a Critical Area or cause more than 5,000 square feet of disturbance without first obtaining a Stormwater Management and Erosion Control Permit (SWP) for land proposed to be altered or which will be affected by such activity. The owner or owner's agent shall be required to apply to the Department of Public Works (DPW) and obtain such permit from the Department prior to undertaking any such action. Refer to the definition of Critical Area and Land Disturbance in the Definitions Section at the end of this Chapter.

Nothing in this Ordinance shall be a defense from non-compliance associated with a stricter standard set forth in a federal NPDES permit and/or imposed under the New Hampshire Department of Environmental Services programs.

(a) Exemptions

The following allowed activities listed in (1) through (7) below are exempt from the requirements of this Ordinance.

1. Small projects that will result in less than 5,000 square feet of disturbed area and are located outside of Critical Areas do not require a permit providing minimum

protections and management are applied. Refer to Design Standards for Temporary Erosion Controls in Section 50.6

2. Normal maintenance and improvement of land in agricultural use provided in the ***Manual of Best Management Practices for Nutrient Management*** as established by NH Dept. of Agriculture, Markets and Food dated June 2011, or as amended.
3. Maintenance of existing landscaping, gardens, or lawn areas.
4. The construction of any fence that will not alter existing terrain or drainage patterns.
5. Construction of utilities (gas, water, sewer, electric, telephone, etc.) other than drainage, disturbing less than 20,000 contiguous square feet, within the limits of an existing paved roadway that will not increase impervious area, or permanently change drainage patterns, and where construction trenches are paved at the end of each working day.
6. Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the Department of Building, Zoning and Licensing Services (BZLS) and DPW.
7. Disturbance solely related to pavement reclamation and/or repaving of a street or road.

(b) **Minimum Thresholds that Trigger a Need for a Stormwater Management and Erosion Control Plan (SMECP)**

Proposed projects meeting one or more of the following conditions listed below must also, as part of the Stormwater Management and Erosion Control Permit (SWP) application review process, submit a Stormwater Management and Erosion Control Plan (SMECP), unique to the site, to the Department of Planning and Development for distribution to the DPW for any tract of land being developed, redeveloped, or subdivided within the boundaries of Rochester:

1. A cumulative disturbed area exceeding 20,000 square feet that is not part of a Larger Plan of Development.
2. A subdivision of more than three building lots (i.e., Major Subdivision).
3. Phasing of more than three contiguous lots per year of an existing or proposed subdivision.
4. Construction of utilities (gas, water, sewer, electric, telephone, etc.) requiring contiguous ground disturbance of greater than 20,000 square feet unless the disturbance is proposed within the limits of an existing paved roadway utilizing a contractor with no history of erosion concerns.
5. Proposed work in or adjacent to a Critical Areas.

50.6 **Erosion Control Standards During Construction**

- (a) The following standards shall be applied in project planning and shall be implemented prior to and during construction activity (these standards are in addition to requirements that may be found in other sections of the Site Plan, Subdivision, and other Land Use Regulations or Ordinances). Measures when indicated to be used below shall meet at a minimum, the design standards for Best Management Practices as set forth in the ***New Hampshire Stormwater Manual Volume 3*** (2008 as updated) a copy of which is available at:

www.des.nh.gov/organizations/divisions/water/stormwater/manual.htm

1. Whenever practical, natural vegetation shall be retained, protected, or supplemented. Stripping of vegetation shall be done in a manner that minimizes soil erosion.
2. The area of disturbance shall be kept to a minimum and be limited to an area only large enough to accommodate construction activities for a particular construction phase.
3. Measures shall be taken to control erosion within the project area. Sediment in runoff water shall be trapped and retained within the project area. Wetland areas and surface waters shall be protected from sediment. Soil disturbance shall be avoided within established buffer setbacks as defined and consistent with the provisions included in the Conservation Overlay District (Zoning Ordinance 42.12).
4. Off-site surface water and runoff from undisturbed areas shall be diverted away from Disturbed Areas where feasible or measures to convey stormwater through the Project Area without causing erosion of sediment must be included. Integrity of downstream drainage systems shall be maintained.
5. Erosion and sediment control measures shall be installed prior to any soil disturbance and must be reviewed and approved by DPW prior to any land disturbance.
6. Perimeter site controls shall not be placed within wetland areas, stream channels or wetland buffers.
7. Disturbed Areas shall be either temporarily or permanently stabilized by measures consistent with the ***NHDES Stormwater Manual*** guidelines. In areas where final grading has not occurred, temporary stabilization measures should be in place within 7 calendar days for exposed soil areas that are within 100 feet of a surface water body or a wetland and no more than fourteen (14) calendar days for all other areas. Permanent stabilization should be in place within three (3) calendar days following completion of final grading of exposed soil areas.
8. All temporary erosion and sediment control measures shall be maintained in functioning condition until final site stabilization is accomplished. A proposed BMP inspection schedule in accordance with the ***New Hampshire Stormwater Manual Volume 2*** guidelines (2008 as updated) shall be included in the Stormwater Management and Erosion Control Plan (SMECP) submittal.
9. For construction during the winter season an erosion and sedimentation control plan and timeline shall be submitted by September 1 to the DPW.

10. Additional temporary stabilization for the winter season consistent with NHDES guidelines shall be in place for disturbed areas that are not permanently stabilized by October 1, or at the discretion of DPW.
11. Stabilization measures shall be provided with the submission for any disturbance on slopes equal to or steeper than 3:1.
12. All temporary erosion and sediment control measures shall be removed after final site stabilization unless the measures are intended to be left in place and approved by DPW on a case by case basis. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within 30 days unless conditions dictate otherwise.
13. Sediment Basins: For projects proposing to disturb and expose soils in areas of 10 acres or more at one time, a temporary sediment basin must be provided with storage for a calculated volume of runoff from a drainage area from a 2-year, 24-hour storm, or equivalent control measures, where attainable, until final stabilization of the site. Alternatively, the sediment basin can be sized to provide 3,600 cubic feet of storage per acre of drainage area, until final stabilization of the site. In determining appropriate locations and number of sediment basin(s) needed, the operators may consider such factors as erodibility of site soils, slope lengths, available area on-site, construction period and other unique site considerations.
14. Use of temporary sediment basins should avoid any additional vegetation clearing or site disturbance not otherwise needed for post-construction. Sediment basin locations must be reviewed by DPW prior to construction and must consider the potential for offsite impacts including public safety, especially as it relates to sediment movement and/or sediment basin failure and alternative sediment controls approved by DPW must be used where site limitations preclude a safe design.

50.7 **Standards for New Development**

(a) Performance Specifications

1. All proposed stormwater practices and measures shall be installed and maintained in accordance with manufacturers' specifications and performance specification in the ***New Hampshire Stormwater Manual*** (2008 as updated) a copy of which is available from the NHDES website at:
www.des.nh.gov/organization/divisions/water/stormwater/manual.htm
2. Alternate stormwater practice design standards may be accepted at the discretion of the DPW and may include techniques or practices in use and accepted by other jurisdictions, (i.e. state agencies, municipalities, EPA) that have been demonstrated to have treatment benefits in accordance with the Goals of this Ordinance. This may include promising innovative practices (proprietary and non-proprietary) allowing for the continued advancement of the practice.
3. The DPW and/or Planning Board reserve the right to request that the applicant cover expenses for a third-party engineer or consultant, hired by the City, to perform review of alternative stormwater practice design standards in addition to water quality monitoring and/or site inspections to ensure sensitive resources are adequately protected where proposed projects are deemed to pose a higher risk of potential impacts due to factors including but not limited to the project size, location, duration and history of the contractor's performance.

4. To show that a proposed development has met a standard to the maximum extent practicable (MEP), the applicant must demonstrate the following: (1) all reasonable efforts have been made to meet the standard, (2) a complete evaluation of all possible management measures has been performed, and (3) if full compliance cannot be achieved, the highest practicable level of management is being implemented.

(b) Water Quality Protection

All aspects of the application shall be designed to protect the quality of groundwater, waterbodies, streams and wetlands within the City of Rochester as follows:

1. Runoff from impervious surfaces shall be treated to achieve a load reduction of 80% Total Suspended Solids (appropriate Water Quality Volume to be provided) and at least 50% of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the **NH Stormwater Manual** Volumes 1 and 2, **(2008 as updated)** or other equivalent means accepted by NHDES or EPA. Where practical, the use of natural, vegetated filtration and/or infiltration BMPs or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. Alternate measures may be accepted at the discretion of the DPW and may include techniques or practices in use and accepted by other jurisdictions, (i.e. state agencies, municipalities, EPA) that have been demonstrated to have equivalent removal efficiencies in accordance with the Goals of this Ordinance.
2. All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials shall meet the regulations of the New Hampshire Department of Environmental Services (NHDES) including but not limited to those involving Underground Storage Tanks, Above Ground Storage Tanks, hazardous Waste and Best Management Practices for Groundwater Protection (Env-Wq 401).

(c) Stormwater Management Systems

All proposed stormwater management and treatment systems shall meet the following performance standards.

1. Existing surface waters including lakes, ponds, rivers, perennial and intermittent streams, and wetlands (including vernal pools) shall be protected by the minimum buffer setbacks as specified in the Conservation Overlay District Zoning Ordinance. Stormwater management BMPs shall be located outside the specified buffer zone unless otherwise approved by the Planning Board. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered whenever possible. When necessary, as determined by the Planning Board or their representative, stream and wetland crossings shall comply with state stream crossing rules (Env-Wt 900), as appropriate, and, the recommended design standards to minimize impacts to flow and enhance animal passage (see the University of New Hampshire **Stream Crossing Guidelines** (May 2009, as updated) available from the UNH Environmental Research Group website at http://www.unh.edu/erg/stream_restoration/nh_stream_crossing_guidelines_unh_web_rev_2.pdf).
2. Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) in order to reduce the generation of the stormwater runoff volume for both new development and redevelopment projects. An applicant must document in writing why LID strategies are not appropriate if not

used to manage stormwater and such documentation be approved by DPW during review of the Stormwater Management System.

3. All stormwater treatment areas shall be planted with native plantings appropriate for the site conditions: grasses, shrubs, trees and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section.
4. All infiltration areas that receive rainfall runoff must be designed to drain within a maximum of 72 hours for water quality and flooding control.
5. Salt storage areas shall be located under cover and loading/offloading areas shall be designed and maintained such that untreated runoff is not discharged to receiving waters. Snow storage areas shall be located such that no direct untreated discharges to receiving waters are possible from the storage site. Runoff from snow and salt storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater. See NHDES guidance fact sheet on road salt and snow disposal at <http://des.nh.gov/organization/commissioner/pip/factsheets/wmb/index.htm>.
6. Runoff shall be directed into recessed vegetated and landscape areas designed for treatment and/or filtration to the MEP to minimize Effective Impervious Cover (EIC) and reduce the need for irrigation systems.
7. All newly generated stormwater, whether from new development or expansion of existing development (redevelopment), shall be treated on the development site. Runoff shall not be discharged from the development site to downstream outlets including, but not limited to, municipal drainage systems, privately owned drainage systems (whether enclosed or open drainage), surface water bodies, or wetlands, in excess volume than currently discharges under the existing conditions (developed condition or undeveloped condition).
8. Measures shall be taken to control the post-development peak rate runoff so that it does not exceed pre-development runoff for the 2-year, 10-year, 25-year, 50-year, 24-hour storm events. For sites where infiltration is limited or not practicable, the applicant must demonstrate that the project will not create or contribute to water quality impairment. Infiltration structures shall be in locations with the highest permeability on the site. In the event that these areas are needed for other use, documentation must be provided to DPW detailing the reason for which the infiltration structures are located outside the highest permeability area and that the permeability of the soil is sufficient for the intended use.
9. The physical, biological and chemical integrity of the receiving waters shall not be degraded by the stormwater runoff from the development site to the MEP.
10. The design of the stormwater management systems shall take into account upstream and upgradient runoff that flows onto, over, or through the site to be developed or re-developed, and provide for this contribution of runoff.
11. For large projects adding greater than or equal to 10 acres of impervious cover, or projects located in known areas of flooding concern, or specifically within the 100-year floodplain, the applicant shall submit a supplementary report that describes how the project will not increase the future flooding potential and complies with the AOT requirements pertaining to floodplain impacts as described in Env-Wq 1503.09, regardless of whether an AOT permit is required.

12. Access for maintenance of stormwater facilities must be included as part of the design, where necessary. Access easements may be required.
13. Seasonal high water table elevations must be accounted for in all BMP designs as specified in the ***NH Stormwater Manual* Volume 2, (2008 as updated)**.

50.8 **Standards for Redevelopment**

(a) Redevelopment Criteria

Redevelopment is defined as any construction, alteration, or improvement that disturbs a total of 5,000 square feet or more of existing impervious area where the existing land use is commercial, industrial, institutional, governmental, recreational, or multifamily residential. The permitting authority may take into consideration prior projects or multiphase projects in determining if the redevelopment threshold has been met. Efforts to reduce the amount of existing impervious cover may not be subject to all parts of the ordinance. Building demolition is included as an activity defined as “redevelopment.” Building renovation is not considered redevelopment provided the footprint of the existing building or structure to be renovated is not altered or expanded.. Similarly, removal of roadway materials down to the erodible soil surface is an activity defined as “redevelopment,” but simply resurfacing of a roadway surface is not. In order for a project to be considered redevelopment, no net increase in impervious area is permitted.

Because redevelopment may present a wide range of constraints and limitations, some flexibility in meeting the minimum standards may be warranted along with an evaluation of options that looks to achieve the broader watershed goals and local resource protection initiatives. Stormwater requirements for redevelopment will vary based upon the amount of site surface area that is covered by existing impervious surfaces.

(b) Stormwater Management Requirements for Redevelopment

1. For sites meeting the definition of a redevelopment project and having less than 40% existing impervious surface coverage, it is generally considered that adequate space exists to apply the same stormwater management standards as new development projects. The applicant must satisfactorily demonstrate that impervious area reduction, LID strategies and BMPs have been implemented on-site to the maximum extent practicable.
2. For sites meeting the definition of a redevelopment project and having more than 40% existing impervious surface coverage, it is recognized that the available space for BMPs will be limited and thus greater flexibility in meeting the stormwater management standards will be needed as to not prevent redevelopment. Therefore, stormwater design shall implement measures that result in disconnection or treatment of at least 30% of the existing impervious cover as well as 100% of the proposed impervious surfaces and pavement areas through the application of LID.

50.9 **Stormwater Management and Erosion Control Permit Submittal Requirements**

(a) Permit Application

Projects proposing at least 5,000 square feet of disturbance that are not otherwise an

exemption as listed in Section 50.5(a), applicants must submit a completed Stormwater and Erosion Control Permit (SWP) application to the DPW. In addition a Stormwater Management and Erosion Control Plan (SMECP) is required in accordance with 50.5(b). The SMECP shall contain the information as outlined in 50.9 (b) below.

(b) Stormwater Management and Erosion Control Plan (SMECP)

At a minimum, the following items should be included in a Stormwater Management and Erosion Control Plan (SMECP). Additional requirements may be found in this and other sections of the Site Plan, Subdivision, or Other Land Use Regulations. If the project is part of a formal Planning Board Approval process, documents must be submitted for consideration as part of the initial application process.

1. Narrative Stormwater Management and Erosion Control Report that contains the following items:
 - A. Description of construction period and earth movement schedule including anticipated project start and completion dates, sequence and duration of grading and construction activities, sequence and timing of installation and/or application of soil erosion and sediment control measures as well as sequence for final stabilization of the project site.
 - B. Description of the onsite and adjacent wetlands, streams, water bodies or other natural resources including methods used to identify these resources and a description of any buffer setbacks that may apply, steep slopes, critical habitat, existing vegetation, 100-year floodplain limits and whether any downstream water bodies are listed as impaired and their impairment according to DES' most recent 303(d) list.
 - C. Description of existing drainage patterns, receiving water bodies or drainage infrastructure and soil types for recharge potential.
 - D. Subwatershed area limits including any offsite and upstream areas contributing flow to shared drainage channels and/or infrastructure.
 - E. Description of proposed changes in impervious cover areas and any changes in pre and post-development drainage patterns.
 - F. Methods and assumptions used to calculate pre-and post-development runoff volume, peak discharge, and discharge velocity for the specified design storm events.
 - G. Description of Low Impact Development (LID) measures that were considered and are proposed to limit the development footprint, preserve existing vegetation and mimic existing hydrology to the extent feasible. Describe LID measures that were considered but determined not to be feasible.
 - H. Describe measures and calculations for proposed measures used to achieve no net increase in runoff volumes leaving the site.
 - I. If an increase in post-development runoff volume is anticipated due to limited

applicability for LID measures and site constraints, provide an assessment and supporting calculations to demonstrate no adverse impacts to downstream infrastructure, adjacent properties or aquatic habitat.

- J. Descriptions, details, and design criteria and calculations for all structural, non-structural, permanent, and temporary erosion and sedimentation control measures and BMPs. This information should include seeding mixtures and rates, types of sod, methods of seedbed preparation, expected seeding dates (or limitations on seeding timeframes), type and rate of lime and fertilizer application, and type and quantity of mulching for temporary and permanent control facilities.
- K. Where proposed changes are anticipated within mapped limits of the 100-year floodplain, provide hydrologic and hydraulic analysis to show no net increase in flood elevations for the 100-year flood.
- L. Proposed schedule for the inspection and maintenance of all erosion control measures onsite prior to achieving final site stabilization. Inspections must be conducted by a 3rd party, qualified professional such as a PE, CPESC, CPSWQ at least once every 7 calendar days, or once every 14 calendar days and within 24 hours after a storm event of 0.25 inches or greater.
- M. Describe procedures for removing temporary erosion control measures and removal of accumulated sediment captured by such measures.
- N. Calculations for the infiltration or exfiltration system. These calculations should also account for frozen ground conditions, when the devices may not function at their optimal design.
- O. Any other specific study, calculation, or investigation as requested by the City
- P. Describe procedures to limit and/or optimize the use of deicing materials and minimize offsite increases in chloride levels in adjacent surface and ground water.
- Q. Describe the procedures that will be implemented to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste during the construction process that may cause adverse impacts to water quality.
- R. Provide a Maintenance and Inspection Plan for post-construction monitoring of stormwater BMPs to ensure long-term performance and functionality including details of each BMP, who will be responsible for inspections and maintenance, proposed schedule of maintenance, documentation of how reports will be complete, submittal procedures and contingency plans if future maintenance is required.
- S. Copies of pertinent State and Federal Permits

2. Site Plan Drawings and Supporting Details containing the following items:

- A. Locus map showing property boundaries.
- B. North arrow, scale, date.
- C. Property lines.
- D. Easements.
- E. Structures, roads, and utilities.
- F. Topographic contours at two-foot (2') intervals.
- G. Critical areas
- H. Within the project area and 200 feet outside of project boundary, limits of surface waters, wetlands, and drainage patterns and watershed boundaries.
- I. Existing Vegetation.
- J. Extent of 100-year floodplain boundaries if published or determined.
- K. Soils information for proposed disturbed areas from a National Cooperative Soil Survey (NCSS) soil series map (web based or hard copy) or a High Intensity Soil Map of the site, prepared in accordance with Society of Soil Scientists of Northern New England (SSSNNE) Special Publication No. 1. Highly erodible soils shall be determined by soil series.
- L. Areas of soil disturbance.
- M. Areas of cut and fill.
- N. Locations of earth stockpiles.
- O. Locations of equipment storage and staging.
- P. Locations of proposed construction and/or vehicle or equipment fueling areas.
- Q. Stump disposal plan.
- R. Highlighted areas of poorly and very poorly drained soils.
- S. Highlighted areas of poorly and/or very poorly drained soils proposed to be filled.
- T. Locations of all permanent control measures.
- U. Identification of permanent snow storage areas.
- V. Identification of snow management measures during construction.
- W. Identification of all permanent control measures and responsibility for continued maintenance.
- X. Plans showing the entire drainage area affecting or being affected by the development of the site. Proposed lot boundaries and drainage areas shall be clearly shown on the Plan.
- Y. The direction of flow of runoff through the use of arrows shall clearly be shown on the Plan.
- Z. The location, elevation, and size of all existing and proposed catch basins, drywells, drainage ditches, swales, retention basins, and storm sewers shall be shown on the Plan.

50.10 Installation, Construction, Maintenance, and Inspection Requirements and Responsibility

(a) Requirements

1. Site development shall not begin before the SMECP has been reviewed and approved by the City. Best Management Practices shall be installed as designed and
1. scheduled as a condition of final approval of the SMEP in cases where a SWPPP is provided (and likely prepared for the NPDES NOI and contains the majority of the information required in the SMECP) the SWPPP shall be implemented as a condition of final approval of the SMECP. In addition, site development shall begin until a NOI has been acknowledged by the EPA (if applicable), and NHDES has been contacted regarding impaired waters in accordance with a NOI (if applicable).
2. The Department of Planning and Development, Department of Public Works, and/or Office of Code Enforcement may require the owner or his/her authorized agent to deposit in escrow with the City an amount of money sufficient to cover the City's cost for inspection and any professional assistance required for site compliance and monitoring.
3. The owner of record of the property shall record the Notice of Decision and a Stormwater Maintenance Agreement at the Registry of Deeds. The Stormwater Maintenance Agreement shall include the Maintenance and Inspection Plan for post-construction monitoring of stormwater BMPs to ensure long-term performance and functionality including details of each BMP, who will be responsible for inspections and maintenance, proposed schedule of maintenance, documentation of how reports will be complete, submittal procedures and contingency plans if future maintenance is required. The Notice of Decision and Stormwater Maintenance Agreement shall be attached to the property deed and apply to all persons that may acquire any property subject to the Notice of Decision.

(b) Responsibility

1. **Commercial and Industrial Development and/or Redevelopment.** The applicant, owner, and owner's legally designated representative (if any) shall all hold responsibility for implementing the SMECP. This includes but is not limited to the installation, construction inspection and maintenance of all stormwater management and erosion control measures required by the provisions of this Ordinance.
2. **Residential Development and Redevelopment.** The applicant is responsible for implementing the SMECP. Excluding any post-development requirements of plan implementation, there are two ways for the City to consider an applicant to be removed as the responsible party (the applicant may also be required to comply with other regulating entities' additional requirements):
 - A. The applicant completes the project in a manner satisfactory to the City and if a NOI has been filed for the project, the NOI permittee files a Notice of Termination (NOT) with the EPA in accordance with the terms of the Federal requirements.
 - B. The applicant passes legal responsibility for the Plan to another competent party. In the case of a new subdivision where lots may be

transferred to a different entity for construction of the buildings, it is the applicant's responsibility to ensure that the applicant has a legal basis to require compliance by the new entity.

3. **Individual Homeowner Development.** The homeowner or a homeowner who has taken control of a subdivided property bears responsibility for compliance with the approved SMECP. **If the homeowner** is contracting building services to another person or entity, the homeowner may choose to pass legal responsibility of compliance to the contracted entity. If the responsibility is not passed, the homeowner remains the responsible party and must comply with the terms of the original Plan.

(c) Preconstruction Meeting

1. The applicant and the applicant's engineer (or technical representative) may be required to schedule and attend a mandatory preconstruction meeting with DPW at least one week prior to commencement of construction. All required documents to be recorded, escrow deposits and bonding must be in place prior to the scheduled meeting. Three copies of the SMECP (including the SWPPP and NOI if required), up-to-date construction schedule, and associated construction documents must be provided at that time. The SMECP must bear the seal and signature of the New Hampshire Registered Professional Engineer preparing the documents. The SMECP may be combined with the SWPPP if labeled as both and meeting the requirements of both. Prior to commencement of construction, the Department of Planning and Development will confirm that the documents submitted meet the conditions of Planning Board approval. An appropriate notation will be made on the "official" construction set used by the Code Enforcement and Public Works Departments. (Note: Preconstruction conferences will typically not be required for construction of one single-family home or one residential duplex, not part of a larger plan of construction.)
2. The Department of Planning and Development and/or Department of Public Works reserve the right to prepare and request the applicant's acknowledgement of a preconstruction checklist.

(d) Post-Construction Operation and Maintenance

1. **Stormwater Discharges Associated with Commercial/Industrial Activities.** Each commercial and industrial facility approved under this Ordinance is required to perform annual site inspections (at a minimum). Such site inspections must be documented and at a minimum should include: review of stormwater flow paths; condition of any sediment or contaminant control devices; water quality; corrective actions and time frames if unacceptable water quality runoff is noted; and the name and position of the inspector. Results of each inspection must be submitted to the Department of Public Works by the end of each calendar year.
2. **Notification for Spills or Other Non-Stormwater Discharges.** As soon as any applicant, owner, owner's agent, or designated person responsible for a facility, site, activity, or operation has information of any known or suspected release of pollutants or non-stormwater discharges which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the municipal storm drain system, State waters, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release to minimize the

effects of the discharge. If said individual is not competent to assess, contain, or clean-up, that person shall immediately notify another competent individual or firm. If the substance poses an immediate health or safety concern (emergency situation), the City of Rochester Emergency Services must immediately be notified and then notification shall be made to the City of Rochester Office of Building, Zoning and Licensing Services and the Department of Public Works. Notifying the City of Rochester does not preclude, supersede, or provide any liability coverage for any Federal or State required notifications related to material spills. In non-emergency situations notification should be made as soon as possible; however, no later than the next business day post event.

(e) Providing Site Access for Maintenance and Inspection

1. Municipal staff or their designated agent shall have site access to complete routine inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such access shall be implied with the issuance of a Stormwater and Erosion Control Permit and/or as indicated in development approvals. Such inspections shall be performed at a time agreed upon with the landowner. If permission to inspect is denied by the landowner it shall be deemed a violation of the approval. In addition, municipal staff or their designated agent shall secure an administrative inspection warrant from the district or superior court under RSA 595-B Administrative Inspection Warrants. Expenses associated with inspections shall be the responsibility of the applicant/property owner.

50.11 Regulated Municipal Separate Storm Sewer Systems (MS4s)

Illicit Discharge, Connections and Protection

Municipal Separate Storm Sewer Systems (MS4s) within “urbanized areas” (UA), as defined by the Bureau of Census, fall under mandatory regulation under EPA Phase II Stormwater Management Regulations. Within the UA, all roads and streets and associated drainage systems, both open and closed, fall under regulation. Map 1 depicts the two urbanized areas in Rochester. However, all land in Rochester shall comply with this section.

Prohibition of Illegal Discharges

1. No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to, pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards. The commencement, conduct, or continuance of any illegal discharge to the storm drain system is prohibited except as follows:
 - A. Water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration to storm drains, uncontaminated pumped groundwater, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioner condensate, springs, non-commercial washing of vehicles, material riparian habitat or wetland flows, dechlorinated swimming pool water (less than one ppm chlorine), fire-fighting activities, street wash waters and

residential building wash waters without detergents and any other water source not containing pollutants.

- i. Discharges specified in writing by the City and other governing bodies as being necessary to protect public health and safety.
- ii. Dye testing is an allowable discharge, but requires written and verbal notification to the Department of Public Works at least ten (10) days prior to testing. The Department of Public Works reserves the right to require additional information prior to testing and such information shall be provided at least two (2) business days prior to testing.

2. Any non-stormwater discharge permitted under an NPDES stormwater discharge, waiver, or Consent Order issued to the discharger and administered under the authority of the EPA, provided that the discharger is in full compliance with all requirements of the permit, waiver or order and other applicable laws and regulations, and, provided that written approval has been granted for any discharge to the storm sewer system.

(b) Prohibition of Illicit Connections

1. The construction, use, maintenance, or continued existence of illicit connections to the storm drain system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
2. A person is considered to be in violation of this Ordinance if the person connects a line conveying sewage to the MS4 or allows such a connection to continue.

(c) Watercourse Protection.

1. Requirements and Compliance

- A. Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse. MS4 permit compliance may require additional BMP's to enhance control of increased discharges to impaired water.
- B. As all land within the City of Rochester is to comply with this section additional BMPs or enhanced control of an existing discharge may be required. The applicant must demonstrate that there is no net increase in loading from the drainage system to the impaired water of the pollutants(s) for which the waterbody is impaired.
- C. Documenting that the pollutant(s) for which the waterbody is impaired is not present in the discharge and retain documentation of this finding and submit it with the Stormwater Management and Erosion Control Permit Application and SMECP (if required).

- D. All projects requiring a Stormwater Management and Erosion Control Permit (SWP) must submit specific site information as requested on the Chapter 50 Checklist. The Chapter 50 Checklist may be obtained from the Department of Public Works and may be amended from time to time by the Department of Public Works to correlate to changes in local, state and federal requirements.

50.12 Waivers

(a) Waiver Option for Small Development Projects

At the request of an applicant, the Planning Board may grant a waiver to any or all stormwater standards for projects that: disturb less than 5,000 square feet; create less than 5,000 square feet of new impervious surface; and do not disturb land within 100 feet of a surface water body or wetland.

(b) Conditions for Granting of Waivers

The Planning Board shall have the authority to grant or deny a request for a Waiver pursuant to the provisions of Site Plan and Subdivision Regulations. In order for the Planning Board to issue a waiver, the applicant must demonstrate and the Board must find that the application meets the minimum criteria listed below and, if granted, will be considered conditions of approval:

1. An applicant must demonstrate by submitting an analysis and/or written rationale, with supporting calculations and site plan, that any relief or divergence from Chapter 50 requirements, through the Waiver process, is based on no other feasible alternative.
2. A decision to grant a Waiver and relieve the applicant from, or reduction in, a specific requirement or standard of Chapter 50 must ensure that the proposed outcome will be consistent with the goals, purpose and provisions of this Ordinance.
3. The grant or denial of a Waiver by the Planning Board may be appealed to the Superior Court, as provided for in RSA 677:15.

(c) Off-Site Mitigation

1. In cases where the applicant demonstrates, to the satisfaction of the Planning Board, that on-site treatment has been implemented to the maximum extent possible or is not feasible, off-site mitigation will be an acceptable alternative if implemented within the same subwatershed, within the project's drainage area or within the drainage area of the receiving water body. To comply with local watershed objectives the mitigation site should be situated in the same subwatershed as the development and impact/benefit the same receiving water.
2. Off-site mitigation shall be equivalent to no less than the total area of impervious cover NOT treated on-site.
3. An approved off-site location must be identified, the specific management measures identified, and an implementation schedule developed in accordance with Planning Board review. The applicant must also demonstrate that there are no downstream drainage or flooding impacts as a result of not providing on-site management for large storm events.

50.13 Enforcement and Penalties

- (a) The Department of Building, Zoning and Licensing Services, DPW Director, City Engineer, or their designee, as the case may be and subject to the provisions below, shall be able to enforce all aspects of this Ordinance. In that regard, said official(s) shall be empowered hereby to invoke any and all statutory enforcement prerogatives that may be applicable to the purported violation as it relates to the Plan submitted hereunder or activity regulated hereby. By way of illustration and not by way of limitation, it is contemplated that the following statutory enforcement prerogatives would apply:

Type of Proposal	Applicable Board or Authority	Applicable Enforcement
Site Plan/Subdivision Proposals	Planning Board	RSA 676 :15, 16, 17, 17-a, &17-b
Proposals affecting single existing tracts	Building, Zoning and Licensing/ Planning Board	RSA 147:9RSA 676:17, RSA 673:1(V),
Proposals affecting existing public roads or public stormwater systems	City Council/DPW	RSA 47:17, RSA 25:9-V-a.
Proposals affecting any water/sewer infrastructure in place	City Council/DPW	RSA 38:26, II, and RSA 149-I :6,III
Proposals involving Earth Material Removal Permits or other mining activities regulated by RSA 155-E	Planning Board	RSA 155-E:10

- (b) The Department of Building, Zoning and Licensing Services, DPW Director, Health Officer, or their designee is authorized by means of this Ordinance to take any action to enforce the condition hereof and to act on behalf of the various boards or agencies identified above, depending on the nature or form of the conduct constituting the alleged violation. It is intended that said Office Department of Building, Zoning and Licensing Services, DPW Director, Health Officer, or their designee shall have the authority to seek individual specific remedies, including, where appropriate, injunctive relief, the issuance of Notices of Violation, the pursuit of civil and/or criminal sanctions, or, without limitation, any other sanction as authorized by applicable law, regulation or statute, and said Officer(s) are hereby designated as the appropriate designee of any board or agency having jurisdiction, whenever there is reason to believe that a violation of any of the provisions of this Ordinance or any permit issued hereunder has taken place. Nothing herein shall be interpreted to limit or otherwise curtail any statutory authority which such board or agency is entitled to exercise independent of this Ordinance.
- (c) Nothing in this section is intended to limit, in any way, the Department of Building, Zoning and Licensing Services, DPW Director, Health Officer, or their designee from

exercising any authority that State law allows them to exercise on behalf of any State agency which has preemptive or concurrent jurisdiction over any conduct that would be considered a violation of this Ordinance. Notwithstanding anything to the contrary, nothing herein is deemed to require the City to undertake any action beyond the minimum required by federal and state stormwater regulations and the City's NPDES Permit, as applicable. Nevertheless, the City maintains its rights to undertake any requirements beyond the federal and state minimums subject to the City's sole discretion.

50.14 Abbreviations and Definitions (all definitions apply to the singular and plural form)

- (a) **Best Management Practice (BMP)** - A proven or accepted structural, non-structural, or vegetative measure; the application of which reduces erosion, sediment, or peak storm discharge, or improves the quality of stormwater runoff.
- (b) **Bioretention** - A water quality practice that utilizes vegetation and soils to treat urban stormwater runoff by collecting it in shallow depressions, before filtering through an engineered bioretention planting soil media.
- (c) **Buffer** - A designated protected area along a watercourse or wetland where development is restricted or prohibited. See the City's Conservation Overlay District Ordinance for specific details on buffer setbacks and permitted uses adjacent to various water and wetland resources. Buffers protect and physically separate a resource from development. Buffers also provide stormwater control flood storage and habitat values.
- (d) **Cease and Desist** - Document issued related to a parcel or activity in violation of the City of Rochester Stormwater Management and Erosion Control Ordinance and/or the City of Rochester Site Plan, Subdivision, other Land Use Regulations or Ordinances, or plans approved there under.
- (e) **Certified Soil Scientist** - A qualified professional in soil classification and mapping who is certified by the State of New Hampshire Board of Natural Scientists.
- (f) **City Inspector** - A City representative from the Department of Public Works, Code Enforcement, Community Development, or their designee.
- (g) **Contiguous** - Any actual or proposed terrain disturbance within 5 years before the terrain alteration activity for which a permit is sought begins or within 5 years after the terrain alteration activity covered by a site specific permit ends shall be deemed part of the total project and included in the calculation of the amount of contiguous area disturbed.
- (h) **Critical Areas** - Disturbances of any size meeting any one of the following criteria:
 - 1. Within the limits of buffer areas as defined by the Conservation Overlay District Ordinance for the protection of permanent or intermittent vernal pools, streams, bog, other water bodies and jurisdictional wetland areas as determined by poorly or very poorly drained soils ; or
 - 2. Disturbed areas exceeding 2,000 square feet in highly erodible soils; or
 - 3. Disturbed areas with a slope length exceeding 25 feet on slopes greater than 15 percent.
- (i) **Development** - Any construction or land disturbance or grading activities other than for agricultural and silvicultural practices.

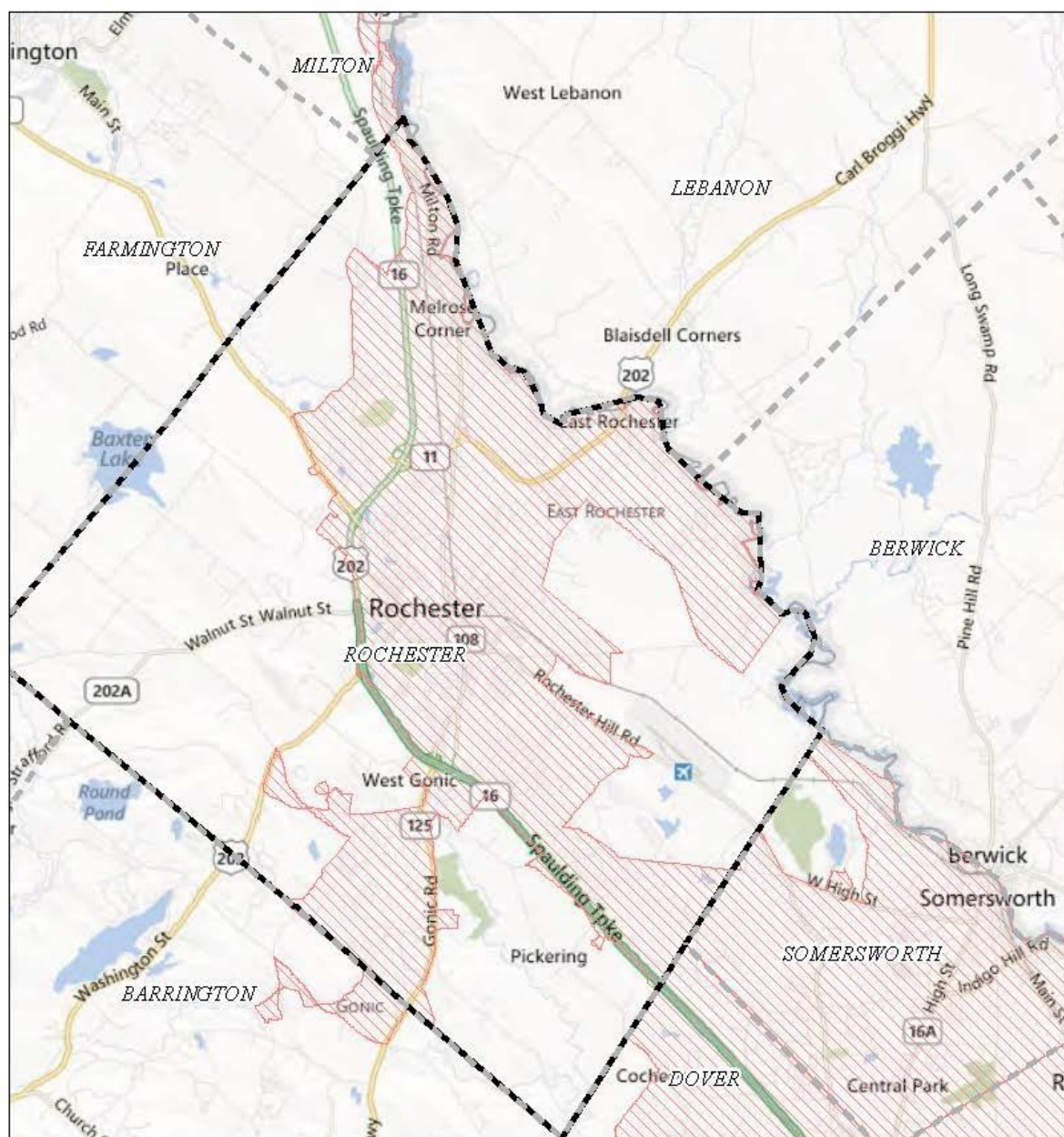
- (j) **Department of Public Works (DPW)** - The term "DPW" when contained in this Ordinance, is intended to refer to and identify the City Engineer or any qualified professional engineering consultant which the City Council, City Administrator, Planning Board, Department of Building, Zoning and Licensing Services, DPW Director, or designees engage(s) for the purpose of reviewing any application or plan submitted in accordance with this Ordinance or determining compliance herewith, when, in their judgment, such review is appropriate or necessary in order to ensure compliance with this Ordinance or determine if the provisions hereof have been violated.
- (k) **Disconnected Impervious Area** – The portion of Impervious Cover area that is not hydraulically connected to a receiving body of surface water by means of continuous paved surfaces, gutters, drain pipes or other conventional conveyance.
- (l) **Disturbed Area or Land Disturbance**- An area where the natural vegetation has been removed exposing the underlying soil or where vegetation has been covered.
- (m) **Effective Impervious Cover (EIC)** – The portion of Impervious Cover area that is hydraulically connected to the receiving body of surface water by means of continuous paved surfaces, gutters, drain pipes or other conventional conveyance. IC that is treated by LID as per Chapter 50 is considered to be disconnected. EIC is the area resulting from Impervious Cover area minus Disconnected Impervious Area minus Treated Area.
- (n) **Environmental Protection Agency (EPA)** - The Federal agency of the United States responsible for implementing the Clean Water Act, including the National Pollutant Discharge Elimination System (NPDES) program.
- (o) **Erosion** -The detachment and movement of soil or rock fragments by water, wind, ice, or gravity.
- (p) **Filtration** - The process of physically or chemically removing pollutants from runoff. Practices that capture and store stormwater runoff and pass it through a filtering media such as sand, organic material, or the native soil for pollutant removal. Stormwater filters are primarily water quality control devices designed to remove particulate pollutants and, to a lesser degree, bacteria and nutrients.
- (q) **Groundwater Recharge** - The process by which water seeps into the ground and eventually replenishes groundwater aquifers and surface waters such as lakes, streams, and the oceans. Groundwater recharge maintains flow in streams and wetlands and preserves water table levels that support drinking water supplies.
- (r) **Groundwater Recharge Volume (Rev)** - The post-development design recharge volume (i.e., on a storm event basis) required to minimize the loss of annual pre- development groundwater recharge. The Rev is determined as a function of annual pre-development recharge for site-specific soils or surficial materials, average annual rainfall volume, and amount of impervious cover on a site.
- (s) **Highly Erodible Soil** - Any soil with an erodibility class (K factor) greater than or equal to 0.43 in any layer as identified in the Strafford County Soil Survey.
- (t) **Impaired Water** - Those water bodies not meeting water quality standards as identified by NHDES and listed as impaired and as Category 5 waters on their 303(d) list which is periodically updated.
- (u) **Impervious Cover (IC)** - Those surfaces that cannot effectively infiltrate rainfall consisting of surfaces such as building rooftops, pavement, sidewalks,

driveways, compacted gravel (e.g., driveways and parking lots).

- (v) **Infiltration** - the process of runoff percolating into the ground (subsurface materials). Stormwater treatment practices designed to capture stormwater runoff and infiltrate it into the ground over a period of days.
- (w) **Larger Plan of Development** – A project in which different parts of the property of properties are planned to be developed, or actually are developed, in geographical or time-base phases.
- (x) **Low Impact Development (LID)** - Low impact development is a site planning and design strategy intended to maintain or replicate predevelopment hydrology through the use of site planning, source control, and small-scale practices integrated throughout the site to prevent, infiltrate and manage runoff as close to its source as possible. Examples of LID strategies are pervious pavement, rain gardens, green roofs, bioretention basins and swales, filtration trenches, and other functionally similar BMPs located near the runoff source.
- (y) **Mitigation** - Activities, strategies, policies, programs, actions that, over time, will serve to avoid, minimize, or compensate for (by treating or removing pollution sources) the impacts to or disruption of water quality and water resources.
- (z) **National Pollutant Discharge Elimination System (NPDES)** - An EPA Clean Water Act Permit program.
- (aa) **Native Vegetation and Plantings** - Plants that are indigenous to the region, adapted to the local soil and rainfall conditions, and require minimal supplemental watering, fertilizer, and pesticide application.
- (bb) **Notice of Intent (NOI)** - Document to apply for coverage under the EPA's Construction General Permit for stormwater discharges from construction activities.
- (cc) **Notice of Termination (NOT)** - Document to end coverage of a construction activity under EPA's Construction General Permit.
- (dd) **Pollutant** - Sediments, total suspended solids (TSS), phosphorus, nitrogen, metals, pathogens, floatable debris, thermal impacts, and oil and other petroleum products. Pollutant also means dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water. This term does not mean water, gas, other material which is injected into a well to facilitate production of oil or gas, or water derived in association with oil or gas production and disposed of in a well, if the well used either to facilitate production or for disposal purposes is approved by authority of the State of New Hampshire and if the State determines that such injection or disposal will not result in the degradation of ground or surface water resources.
- (ee) **Pollutant Load** - An amount of pollutants that is introduced into a receiving water body.
- (ff) **Project Area** - The area within the subdivision or site plan boundaries plus any areas with associated off-site improvements.
- (gg) **Qualified Professional** - A person knowledgeable in the principles and practice of stormwater management and erosion and sedimentation control, including Certified Professional in Erosion and Sediment Control (CPESC), Certified Professional in Storm Water Quality (CPSWQ) or licensed Professional Engineer.
- (hh) **Retention** - The amount of precipitation on a drainage area that does not escape as runoff. It can be expressed as the difference between total precipitation and total runoff

from an area.

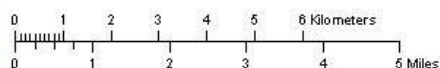
- (ii) **Sediment** - Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.
- (jj) **Stabilized** - When the soil erosion rate approaches that of undisturbed soils.
- (kk) **Stormwater Management and Erosion Control Plan (SMECP)** - A plan which may be required by the City which outlines project features, proposed temporary and permanent erosion control features, maintenance schedules and practices, and design basis used to establish temporary and permanent stormwater design features.
- (ll) **Stormwater Management and Erosion Control Permit (SWP)** - A permit issued by the City of Rochester per the requirements outlined in this Ordinance.
- (mm) **Stormwater Pollution Prevention Plan (SWPPP)** - A plan required by a federal NPDES permit or otherwise required by the Environmental Protection Agency (EPA) that clearly describes appropriate pollution control measures that include a description of all pollution control measures (i.e., BMPs) that will be implemented as part of the construction activity to control pollutants in stormwater discharges and describes the interim and permanent stabilization practices for the site.
- (nn) **Stormwater Runoff** - The water from precipitation that is not absorbed, evaporated, or otherwise stored within the contributing drainage area.
- (oo) **Stream** - Channelized areas of flowing water occurring for sufficient time to develop and maintain defined channels but may not flow at all times of the year. Includes, but is not limited to, all perennial and intermittent streams located on U.S. Geological Survey Maps.
- (pp) **Total Suspended Solids (TSS)** - The total amount of soils particulate matter which is suspended in the water column.
- (qq) **Treated Area** - The area of Impervious Cover from which stormwater runoff is treated by a stormwater BMP as per the requirements of Chapter 50.
- (rr) **Water Quality Volume** - The storage needed to capture and treat 90% of the average annual stormwater runoff volume. In New Hampshire, this equates to 1-inch of runoff from impervious surfaces.
- (ss) **Watershed** - All land and water area from which runoff may run to a common (design) discharge point.



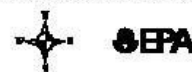
NPDES Phase II Stormwater Program Automatically Designated MS4 Areas

Rochester NH

Regulated Area (2000 + 2010 Urbanized Area)



Town Population: **29732**
Regulated Population: **24369**
(Populations estimated from 2010 Census)



Urbanized Areas, Town Boundaries:
US Census (2000, 2010)
Base map © 2010 Microsoft Corporation
and its data suppliers

US EPA Region 1 GIS Center Map #8824, 11/19/2012

Map 1: City of Rochester “Urbanized Areas” 11/19/12

The effective date of these amendments shall be upon passage.

CC FY 16 AMENDMENT 1 09/01 AB 31



8/27/15

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

Stormwater Ordinance & Regulation Revisions

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	9/1/15		
DEPT. HEAD SIGNATURE	John B. Storer, PE (signature on file)		
DATE SUBMITTED			
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	16

COMMITTEE SIGN-OFF

COMMITTEE	Codes & Ordinances
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	n/a
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

Section 4 of the City Charter.

SUMMARY STATEMENT

The City of Rochester currently addresses stormwater mitigation practices in several documents and regulations, including the Site Plan Regulations, Subdivision Regulations, Public Works Infrastructure Design Standards, and Chapter 50 of the City Ordinances. Staff have found these documents to be outdated; the adopted/recommended Best Management Practices are no longer the best options for sizing and treating stormwater runoff, which is resulting in the approval of subpar stormwater systems that are stressing the existing public drainage systems and degrading wetlands, rivers, and aquifers, all of which increase economic stresses and health-related costs. Additionally, these documents were not created or updated simultaneously, resulting in inconsistencies and outdated references between the documents.

The Conservation Commission and Planning Board have been involved in drafting the revisions, and both groups support the changes proposed to Chapter 50 and the Site Plan and Subdivision Regulations. Before the effort to revise the Ordinance and Regulations began a year ago, the City Council supported the need and effort to make the revisions.

Attached is a complete re-write of the Chapter 50: Stormwater Management and Erosion Control Ordinance, as well as revisions to the Site Plan and Subdivision Regulations.

RECOMMENDED ACTION

First Reading of Resolution and refer to Public Hearing.



Chapter 50 CHECKLIST

Project Name: _____ Map: _____ Lot: _____ Date of Submittal: _____

Applicant/Agent: _____ Signature: _____

Staff review by: _____ Date: _____

<input type="checkbox"/>	Engineer	_____	Architect	_____
<input type="checkbox"/>	New Development		<input type="checkbox"/>	Re-Development
<input type="checkbox"/>	Total Area of Disturbance _____ Square Feet (SF)			
<input type="checkbox"/>	<p>COMPLETED STORMWATER PERMIT APPLICATION SUBMITTED</p> <p><i>Note: A Stormwater Permit Application is NOT required if the project (See 50.5 Applicability Standards):</i></p> <ul style="list-style-type: none"> • Has an area of disturbance less than 5,000 SF and is located outside of a critical area (see Definitions) • Is normal maintenance and improvement of land in agricultural use provided in the Manual of Best Management Practices for Nutrient Management as established by NH Dept. of Agriculture, Markets and Food dated June 2011, or as amended • Is maintenance of existing landscaping, gardens, or lawn areas • Is construction of any fence that will not alter existing terrain or drainage patterns • Is construction of utilities (gas, water, sewer, electric, telephone, etc.) other than drainage, disturbing less than 20,000 contiguous square feet, within the limits of an existing paved roadway will not permanently alter terrain, groundcover, or drainage patterns, and trenches are paved at the end of each working day • Is emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the Office of Code Enforcement or DPW • Is a disturbance solely related to pavement reclamation and repaving of a street or road 			
<input type="checkbox"/>	<p>STORMWATER MANAGEMENT AND EROSION CONTROL PLAN (See 50.6-50.9):</p> <p><i>Note: A Stormwater Management and Erosion Control Plan is required if one of the following applies:</i></p> <ul style="list-style-type: none"> • The project has an area of disturbance greater than 20,000 SF • The project is a subdivision of more than three building lots (i.e., Major Subdivision) • The project involves phasing of more than three contiguous lots per year of an existing or proposed subdivision • The project involves construction of utilities (gas, water, sewer, electric, telephone, etc.) requiring contiguous ground disturbance of greater than 20,000 SF unless the disturbance is proposed within the limits of an existing paved roadway utilizing a contractor with no history of erosion concerns. • The proposed work is in or adjacent to a critical area (see Definitions) 			



Chapter 50 CHECKLIST

<input type="checkbox"/>	DRAINAGE ANALYSIS				
	24-Hour Storm Event	Runoff	Pre-Development	Post-Development	
<input type="checkbox"/>	1-inch	Rate	_____ Feet ³ /Sec (CFS)	_____ CFS	
<input type="checkbox"/>	1-inch	Volume	_____ Feet ³ (CF)	_____ CF	
<input type="checkbox"/>	2-Year	Rate	_____ CFS	_____ CFS	
<input type="checkbox"/>	2-Year	Volume	_____ CF	_____ CF	
<input type="checkbox"/>	10-Year	Rate	_____ CFS	_____ CFS	
<input type="checkbox"/>	10-Year	Volume	_____ CF	_____ CF	
<input type="checkbox"/>	25-Year	Rate	_____ CFS	_____ CFS	
<input type="checkbox"/>	25-Year	Volume	_____ CF	_____ CF	
<input type="checkbox"/>	100-Year	Rate	_____ CFS	_____ CFS	
<input type="checkbox"/>	NARRATIVE STORMWATER MANAGEMENT AND EROSION CONTROL REPORT				
<input type="checkbox"/>	Description of construction period and earth movement schedule including:				
<input type="checkbox"/>	Anticipated project start and completion dates				
<input type="checkbox"/>	Sequence and duration of grading and construction activities				
<input type="checkbox"/>	Sequence and timing of installation and/or application of soil erosion and sediment control measures as well as sequence for final stabilization of the project site.				
<input type="checkbox"/>	Description of the onsite and adjacent wetlands, streams and other water bodies or resources including methods used to identify these resources and a description of any buffer setbacks that may apply, steep slopes, critical habitat, existing vegetation, 100-year floodplain limits and whether any downstream water bodies are listed as impaired according to DES' most recent 303(d) list				
<input type="checkbox"/>	Description of existing drainage patterns, receiving water bodies or drainage infrastructure and soil types for recharge potential				
<input type="checkbox"/>	Description of subwatershed area limits including any offsite and upstream areas contributing flow to shared drainage channels and/or infrastructure				
<input type="checkbox"/>	Description of proposed changes in impervious cover areas and any changes in pre- and post-development drainage patterns				
<input type="checkbox"/>	Methods and assumptions used to calculate pre-and post-development runoff volume, peak discharge, and discharge velocity for the specified design storm events				
<input type="checkbox"/>	Description of Low Impact Development (LID) measures that were considered and are proposed to limit the development footprint, preserve existing vegetation and mimic existing hydrology to the extent feasible. Describe LID measures that were considered but determined not to be feasible.				
<input type="checkbox"/>	Description of measures and calculations for proposed measures used to achieve no net increase in runoff volumes leaving the site				
<input type="checkbox"/>	If an increase in post-development runoff volume is anticipated due to limited applicability for LID measures and site constraints, provide an assessment and supporting calculations to				



Chapter 50 CHECKLIST

<input type="checkbox"/>	demonstrate no adverse impacts to downstream infrastructure, adjacent properties or aquatic habitat
<input type="checkbox"/>	Descriptions, details, and design criteria and calculations for all structural, non-structural, permanent, and temporary erosion and sedimentation control measures and BMPs. This information should include seeding mixtures and rates, types of sod, methods of seedbed preparation, expected seeding dates (or limitations on seeding timeframes), type and rate of lime and fertilizer application, and type and quantity of mulching for temporary and permanent control facilities
<input type="checkbox"/>	Where proposed changes are anticipated within mapped limits of the 100-year floodplain, provide hydrologic and hydraulic analysis to show no net increase in flood elevations for the 100-year flood
<input type="checkbox"/>	Proposed schedule for the inspection and maintenance of all erosion control measures onsite prior to achieving final site stabilization. Inspections must be conducted by a 3rd party, qualified professional such as a PE, CPESC, CPSWQ at least once every 7 calendar days, or once every 14 calendar days and within 24 hours after a storm event of 0.25 inches or greater
<input type="checkbox"/>	Description of procedures for removing temporary erosion control measures and removal of accumulated sediment captured by such measures
<input type="checkbox"/>	Calculations for the infiltration or exfiltration system. These calculations should also account for frozen ground conditions, when the devices may not function at their optimal design
<input type="checkbox"/>	Any other specific study, calculation, or investigation as requested by the City
<input type="checkbox"/>	Description of procedures to limit and/or optimize the use of deicing materials and minimize offsite increases in chloride levels in adjacent surface and ground water
<input type="checkbox"/>	Describe the procedures that will be implemented to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste during the construction process that may cause adverse impacts to water quality
<input type="checkbox"/>	Maintenance and inspection plan for post-construction monitoring of stormwater BMPs to ensure long-term performance and functionality including details of who will be responsible for inspections and maintenance, proposed schedule, documentation, submittal procedures and contingency plans if future maintenance is required
<input type="checkbox"/>	Copies of pertinent State and Federal Permits
<input type="checkbox"/>	SITE PLAN DRAWINGS AND SUPPORTING DETAILS CONTAINING THE FOLLOWING:
<input type="checkbox"/>	Locus map showing property boundaries
<input type="checkbox"/>	North arrow, scale, date
<input type="checkbox"/>	Property lines, easements, structures, roads and utilities
<input type="checkbox"/>	Topographic contours at two-foot (2') intervals
<input type="checkbox"/>	Critical areas
<input type="checkbox"/>	Within the project area and 200 feet outside of project boundary, limits of surface waters, wetlands, and drainage patterns and watershed boundaries
<input type="checkbox"/>	Existing Vegetation
<input type="checkbox"/>	Extent of 100-year floodplain boundaries if published or determined



Chapter 50 CHECKLIST

<input type="checkbox"/>	Soils information for proposed disturbed areas from a National Cooperative Soil Survey (NCSS) soil series map (web based or hard copy) or a High Intensity Soil Map of the site, prepared in accordance with Society of Soil Scientists of Northern New England (SSSNNE) Special Publication No. 1. Highly erodible soils shall be determined by soil series																				
<input type="checkbox"/>	Areas of soil disturbance																				
<input type="checkbox"/>	Areas of cut and fill																				
<input type="checkbox"/>	Locations of earth stockpiles																				
<input type="checkbox"/>	Locations of equipment storage and staging																				
<input type="checkbox"/>	Locations of proposed construction and/or vehicle or equipment fueling areas																				
<input type="checkbox"/>	Stump disposal plan																				
<input type="checkbox"/>	Highlighted areas of poorly and very poorly drained soils																				
<input type="checkbox"/>	Highlighted areas of poorly and/or very poorly drained soils proposed to be filled																				
<input type="checkbox"/>	Locations of all permanent control measures																				
<input type="checkbox"/>	Identification of permanent snow storage areas																				
<input type="checkbox"/>	Identification of snow management measures during construction																				
<input type="checkbox"/>	Identification of all permanent control measures and responsibility for continued maintenance																				
<input type="checkbox"/>	Plans showing the entire drainage area affecting or being affected by the development of the site. Proposed lot boundaries and drainage areas shall be clearly shown on the Plan																				
<input type="checkbox"/>	The direction of flow of runoff through the use of arrows shall clearly be shown on the Plan.																				
<input type="checkbox"/>	The location, elevation, and size of all existing and proposed catch basins, drywells, drainage ditches, swales, retention basins, and storm sewers shall be shown on the Plan																				
<input type="checkbox"/>	TRACKING AND ACCOUNTING FOR MS4 AND NPDES REPORTING																				
<input type="checkbox"/>	<table border="1"> <thead> <tr> <th><i>Property Use Information</i></th> <th><i>Tracking Item (Entry Required)</i></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Existing Use</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Proposed Use</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Is the existing land use being converted to another type of land use (Y/N)? If yes, describe</td> <td></td> </tr> <tr> <td><input type="checkbox"/> % of current Land use being converted to another type of land use</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Parcel Area (acres)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Existing Total Impervious Cover (acres)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Existing Total Disconnected Impervious Area (acres)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Proposed Total Impervious Area (acres)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Proposed Total Disconnected or Treated Impervious Area (acres)</td> <td></td> </tr> </tbody> </table>	<i>Property Use Information</i>	<i>Tracking Item (Entry Required)</i>	<input type="checkbox"/> Existing Use		<input type="checkbox"/> Proposed Use		<input type="checkbox"/> Is the existing land use being converted to another type of land use (Y/N)? If yes, describe		<input type="checkbox"/> % of current Land use being converted to another type of land use		<input type="checkbox"/> Parcel Area (acres)		<input type="checkbox"/> Existing Total Impervious Cover (acres)		<input type="checkbox"/> Existing Total Disconnected Impervious Area (acres)		<input type="checkbox"/> Proposed Total Impervious Area (acres)		<input type="checkbox"/> Proposed Total Disconnected or Treated Impervious Area (acres)	
<i>Property Use Information</i>	<i>Tracking Item (Entry Required)</i>																				
<input type="checkbox"/> Existing Use																					
<input type="checkbox"/> Proposed Use																					
<input type="checkbox"/> Is the existing land use being converted to another type of land use (Y/N)? If yes, describe																					
<input type="checkbox"/> % of current Land use being converted to another type of land use																					
<input type="checkbox"/> Parcel Area (acres)																					
<input type="checkbox"/> Existing Total Impervious Cover (acres)																					
<input type="checkbox"/> Existing Total Disconnected Impervious Area (acres)																					
<input type="checkbox"/> Proposed Total Impervious Area (acres)																					
<input type="checkbox"/> Proposed Total Disconnected or Treated Impervious Area (acres)																					



Chapter 50 CHECKLIST

<input type="checkbox"/>	Environmental Sensitivity	Tracking Item (Entry Required)
<input type="checkbox"/>	Is the property in the Shoreland Protection District? (Y/N)	
<input type="checkbox"/>	Name of Receiving Water(s) where stormwater runoff from the property discharges too	
<input type="checkbox"/>	Distance from Receiving Water (feet)	
<input type="checkbox"/>	Buffer Size	
<input type="checkbox"/>	Public or Private waste water. Does the property have a septic system ? (Y/N)	
<input type="checkbox"/>	Percent runoff to outfall	
<input type="checkbox"/>	Septic System Information (if applicable)	Tracking Item (Entry Required)
<input type="checkbox"/>	Septic System Type	
<input type="checkbox"/>	Septic System Size (gallons)	
<input type="checkbox"/>	New or Replacement	
<input type="checkbox"/>	Date of Installation	
<input type="checkbox"/>	Distance of septic system from closest down-gradient or cross-gradient water body	
<input type="checkbox"/>	Name of closest down-gradient or cross-gradient water body	
<input type="checkbox"/>	Maintenance Requirements	
<input type="checkbox"/>	Maintenance Schedule	
<input type="checkbox"/>	Proposed BMP Information - Treatment for Nitrogen*	Tracking Item (Entry Required)
<input type="checkbox"/>	Calculated Annual Nitrogen Load for entire Parcel (lbs N/year)	
<input type="checkbox"/>	Calculated Annual Nitrogen Load to BMP (lbs N/year)	
<input type="checkbox"/>	Best Management Practices Type	
<input type="checkbox"/>	Assumed BMP Efficiency (% Removal Efficiency)	
<input type="checkbox"/>	Calculated Annual Nitrogen Load Reduction (lbs N/year)	
<input type="checkbox"/>	Operations and Maintenance Plan (Y/N)	
<input type="checkbox"/>	Suggested Maintenance Schedule	

*See DES Pollutant Load Calculations at

http://des.nh.gov/organization/divisions/water/stormwater/documents/wd-08-20a_ch8.pdf or DPW approved alternate

Proposed Changes to Site Plan Regulation - Section 13 “Stormwater Management”

These changes are proposed in order to make the Site Plan Regulations consistent with the proposed changes being made to Chapter 50 of the City Ordinances.

SECTION 13 - STORMWATER MANAGEMENT

(A) References.

The design and implementation of stormwater management systems shall be guided by the following documents, as appropriate. The requirements of the New Hampshire Stormwater Manual apply to all sites regardless of area of disturbance (alteration of terrain permits are required only for sites with at least 100,000 square feet of disturbance).

- (1) Chapter 50 Stormwater Management and Erosion Control of the City of Rochester Code of Ordinances, most recent version.
- (2) New Hampshire Department of Environmental Services, Alteration of Terrain Program, New Hampshire Stormwater Manual, Volume 2 Post Construction Best Management Practices Selection and Design, latest or most recent version,
(<http://des.nh.gov/organization/divisions/water/stormwater/manual.htm>.)
- (3) New Hampshire Department of Environmental Services, Alteration of Terrain Program, New Hampshire Stormwater Manual, Volume 3 Construction Phase Erosion and Sediment Controls, latest or most recent version.

~~(4) All requirements of the NHDES Env-Wt 900 regarding the crossing of streams.~~

- (4) New Hampshire Department of Environmental Services, Env-Wt 900 Stream Crossing Guidelines, or most recent version.
(<http://des.nh.gov/organization/commissioner/legal/rules/documents/env-wt900.pdf>)

(B) Miscellaneous provisions

- ~~(1) Where a development is traversed by a watercourse or drainage way, the Planning Board may require a storm water easement or drainage right-of-way, measuring at least 25 feet in width.~~
- ~~(2) It is the policy of the City of Rochester to not require fences around drainage basins.~~
- ~~(3) In order to create a smooth and safe transition between newly graded areas and adjoining properties, there shall be no significant grading within 5 feet of any side or rear property line.~~
- ~~(4) The use of~~
 - (1) Refer to Chapter 50, Section 50.2, Figure 1 for the application and review process for Major Site Plan Review, and to Figure 2 for Minor Site Plan Review.
 - (2) Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) in order to reduce the generation of the stormwater management is encouraged. LID is an alternative design approach that minimizes disturbance to the natural drainage patterns on the landscape, provides for high water quality discharge, and results in significant groundwater recharge. It reduces the amount of runoff volume for both new development and thus the need for irrigation. The techniques

include biofilters, raingardens, shallow swales, subsurface infiltration devices/drywells, and others.

- (5) ~~No additional burden may be placed on neighboring properties unless an easement is obtained from those property owners.~~
- (6) ~~If down gradient public drainage structures are not capable of handling the~~redevelopment projects. An applicant must document in writing why LID strategies are not appropriate if not used to manage ~~stormwater runoff, the applicant may be required to upgrade such facilities at his/her own expense.~~
- (3) Where there is a conflict in the Site Plan Regulations and Chapter 50, the latter holds precedent.

Proposed Changes to Subdivision Regulation - Section 5.4 “Drainage”

These changes are proposed in order to make the Subdivision Regulations consistent with the proposed changes being made to Chapter 50 of the City Ordinances.

5.4 ~~Drainage~~Stormwater Management

~~5.4.1 The drainage systems of the proposed subdivision shall provide a permanent retention and/or temporary detention to cause no more than zero percent increase in runoff either during construction or once construction is completed for: a) all subdivisions that involve a new street; and b) any frontage subdivision when stipulated by the Planning Board based upon topography, soils, cumulative impact from multiple frontage lots and other considerations. The Planning Board may modify this requirement for subdivisions with a new street in urban or other appropriate situations where: a) there will be a zero percent increase in peak flow runoff onto neighboring lots; and b) the City Engineer states that the existing City drainage system is sufficient to handle the runoff. [16]~~

~~5.4.2 A stormwater analysis report describing the impacted watershed, projected runoff and any downstream impacts shall be submitted along with engineering plans, and must include sample calculations for sizing pipe.~~

~~5.4.3 The stormwater drainage system shall be separate from the sanitary sewer system.~~

~~5.4.4 Adequate drainage systems shall be designed to take care of the surface and subsurface water of the street and adjacent land.~~

5.4.5

~~(a) Street drainage design on minor streets in the Agricultural Zoning District shall be of the type known as an open system consisting of ditches, swales and culverts. A closed drainage system may be required by the Planning Board after receiving comments from the City Engineer based upon such factors as intensity of use, drainage characteristics of the area, and adjacent construction. [16]~~

~~(b) Street drainage design in all locations except (a) above shall be a closed system of the type known as a "manhole system." A manhole system is one in which water is collected in catch basins at the curb line and empties into an intermediate manhole in a main drain laid in the street.~~

~~5.4.6 At the requirement of the City Engineer, a drainage design shall be permitted to run across a street on the surface, but shall be directed into catch basins and piped underground, or in the case of minor streets in the Agriculture Zone, into ditches or swales.~~

~~5.4.7 Lots shall be laid out and graded to eliminate flood or stagnant water pools. No water shall be permitted to run across a street on the surface, but shall be directed into catch basins and piped underground, or in the case minor streets in the Agricultural District, into ditches or swales.~~

~~5.4.8 Stormwater shall be piped or directed to enter the nearest adequate natural water course or drainage system. If necessary, proper easements must be secured by the Applicant in the name of the City of Rochester.~~

~~5.4.9 The quantity of storm water carried by the system shall be determined by the TR 20/TR 55 Method. The Rational Method may be used when approved by the City Engineer. The design of storm drainage shall be based upon the 25 year, 10 year, and 2 year storm events, and for bridges a fifty year storm. The following formula shall be used in the design of storm water systems: [16]~~

FORMULA: $Q = ica$

Q = runoff, cubic feet per second
 i = intensity of rainfall, in inches per hour for duration equal to time of concentration
 c = runoff coefficient expressing the ratio of rate of runoff to rate of rainfall
 a = area of watershed in acres

~~5.4.10 The average rainfall intensity in inches per hour shall be obtained from Exhibit E (See Appendix).~~

~~5.4.11 The percentages of roofs and pavements shall be based upon the following:~~

	<u>Roof and Pavement (percent)</u>
Residential lot size 30,000 ft ² or less	24
Residential—1 acre	24
Residential—2 acres	46
Business	70
Industrial	65

~~5.4.12 The runoff coefficients are:~~

Roof and pavement areas	0.90
Park, lawn and meadows	0.30*
Wooded areas	0.20*
Urban built-up areas	0.90
*land has over 10% slope, these values shall be increased by 0.10.	

~~5.4.13 Inlet time shall be 20 minutes except along existing brook courses, where periods of 30 minutes or longer shall be used. The time of flow is estimated by standard hydraulic flow formulae.~~

~~5.4.14 All drainage pipes shall: a) be either Class IV reinforced concrete pipe or smooth walled corrugated plastic pipe (CPP); b) have a minimum diameter of 12 inches; and c) have at least 2 feet of appropriate cover. For drainage pipes located under roadways, there shall be at least 2 feet of appropriate cover below subgrade for Class IV reinforced concrete pipe and at least 2.5 feet (but 3 feet is encouraged and may be required under certain circumstances) of appropriate cover below subgrade for~~

CPP. In general, they shall be designed to flow full with the hydraulic gradient at the crown. In determining the capacity of concrete drainage pipes, the Manning formula shall be used, with the coefficient of friction "n" equal to 0.013. The minimum velocity at design flow shall be 2.5 fps and the maximum 12 fps, unless otherwise approved by the Board. Manhole invert "in" must be higher than invert "out" (0.10' minimum drop). [16]

5.4.15 In a subdivision with a closed drainage system, storm water runoff shall not be permitted to flow upon the surface for a longer distance than 300 feet before it enters the underground system. Catch basins shall be located on both sides of the roadway on continuous grades at intervals of not more than 300 feet, at all low points in the roadway, and near the corners of the roadway at intersecting streets.

5.4.16 Where public drainage systems exist with adequate reserve capacity, connection thereto may be made, subject to the approval of the City Engineer.

5.4.17 Where adjacent property is not subdivided, provision shall be made for extension of the drainage system.

5.4.18 Where existing drainage systems discharge onto the property being subdivided, provision shall be made for accepting that drainage into the proposed drainage system.

5.4.19 In a closed system, all catch basins shall be connected to the drainage system through manholes. Manholes shall be provided at all changes in alignment, grade or drain pipe size. The maximum distance between manholes shall not exceed 300 feet.

5.4.20 Private drains may be connected to the public storm water system if construction and materials are approved by the City Engineer. A plan of private drains shall be furnished to the City Engineer.

5.4.21 Private drains shall be so located on the lot and so constructed such that no seepage from any on-lot sewage disposal system shall enter the private drain.

5.4.22 In cases where earth, grass-lined and stone-paved open channels are used for minor roads in the Agricultural District, side slopes shall be designed to ensure soil stability and to provide for the safety of children. A typical channel section shall have a flat bottom and side slopes of one vertical on two horizontal with the top of the slope at least one foot higher than the design water surface. The maximum allowable design velocity shall be 3 fps in earth or grass-lined channels, and 8 fps. in stone-lined channels. A coefficient of friction "n" equal to 0.030 shall be used for both the earth and stone-paved channels.

5.4.23 Headwalls, at least one foot larger at all points than the pipe, shall be placed on the upstream side where any open channel crosses under a street or proposed street.

5.4.24 Sod or stone or riprap shall be provided in the ditches where soil or velocity condition warrant protection from erosion. Energy dissipaters or check dams shall be placed every fifty feet in ditches where grade exceeds 5 percent.

~~5.4.25 Driveway culverts (12-inch minimum diameter) along streets shall extend 5 feet beyond both sides of driveway unless concrete headwalls are provided. It is the property owner's responsibility to provide stormwater ditches along driveways to protect roadways from water runoff. The property owner is responsible for maintenance and future replacement of a culvert under a driveway.~~

5.4.1 References

The design and implementation of stormwater management systems shall be guided by the following documents, as appropriate. The requirements of the New Hampshire Stormwater Manual apply to all sites regardless of area of disturbance (alteration of terrain permits are required only for sites with at least 100,000 square feet of disturbance).

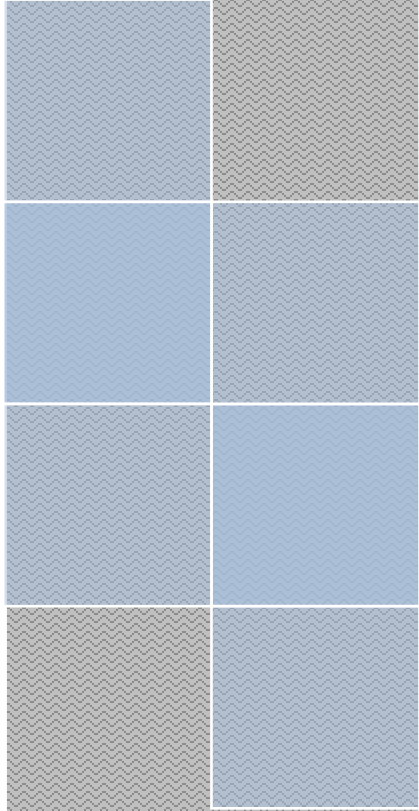
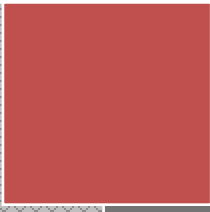
- a) Chapter 50 Stormwater Management and Erosion Control of the City of Rochester Code of Ordinances, most recent version.
- b) New Hampshire Department of Environmental Services, Alteration of Terrain Program, New Hampshire Stormwater Manual, Volume 2 Post Construction Best Management Practices Selection and Design, or most recent version. (<http://des.nh.gov/organization/divisions/water/stormwater/manual.htm>.)
- c) New Hampshire Department of Environmental Services, Alteration of Terrain Program, New Hampshire Stormwater Manual, Volume 3 Construction Phase Erosion and Sediment Controls, or most recent version.
- d) New Hampshire Department of Environmental Services, Env-Wt 900 Stream Crossing Guidelines, or most recent version. (<http://des.nh.gov/organization/commissioner/legal/rules/documents/env-wt900.pdf>)

5.4.2 Miscellaneous Provisions

- (1) Refer to Chapter 50, Section 50.2, Figure 1 for the application and review process for Major Subdivision Review.
- (2) Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) in order to reduce the generation of the stormwater runoff volume for both new development and redevelopment projects. An applicant must document in writing why LID strategies are not appropriate if not used to manage stormwater.
- (3) Where there is a conflict in the Site Plan Regulations and Chapter 50, the latter holds precedent.

5.5 Water

5.5.1 Public water mains shall be not less than 12 inches in nonresidential subdivisions and not less than eight inches in residential subdivisions except on short cross-connections of 500 feet or less, in which case they may be reduced to 6 inches.



This page has
been
intentionally left
blank.





8/27/15

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 ACCOUNTANT I NON-UNION JOB CREATION

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	09/01/2015		
DEPT. HEAD SIGNATURE	signature on file		
DATE SUBMITTED	08/20/2015		
ATTACHMENTS 3 YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	10 PAGES	

COMMITTEE SIGN-OFF

COMMITTEE	PERSONNEL ADVISORY BOARD
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	FUNDING WAS APPROVED THRU THE FY16 COUNCIL ADOPTED BUDGET PROCESS
ACCOUNT NUMBER	11060051-VARIOUS, 51601057-VARIOUS, 52602057-VARIOUS
AMOUNT	NA
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL

SUMMARY STATEMENT

THIS REQUEST IS FOR THE COUNCIL TO APPROVE THE CREATION OF AN ACCOUNTANT I POSITION
UNDER NON-UNION PAY GRADE 9

RECOMMENDED ACTION

RECOMMEND APPROVAL

FINANCE OFFICE
31 WAKEFIELD STREET
ROCHESTER NH 03867

ROLAND CONNORS
VOICE 603.335.7504
E-MAIL: roland.connors@rochesternh.net

LETTER OF TRANSMITTAL

TO: City of Rochester Mayor and City Council

FROM: Roland Connors, Deputy Finance Director

DATE: September 1, 2015

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

1. Agenda Bill for Regular Council Meeting of September 1, 2015
2. Accountant I Job Description
3. Personnel Advisory Board Meeting Minutes of August 12, 2015
4. Classification, Compensation, Merit and Evaluation Plan as of May 2015

These are transmitted as checked below:

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

SUPPLEMENTAL INFORMATION:

The City Manager is proposing:

1. The new Accountant I position be a non-union position with a pay grade 9
2. Pay range \$45,864.00 - \$61,609.60

**Personnel Advisory Board
August 12, 2015, 4:30
City Hall Conference Room**

Members present:

David Dubois
David Stevens

Members absent:

Joanne Sylvain

Others Present:

Diane Hoyt, Human Resource Manager
Blaine Cox, Deputy City Manager
Roland Connors, Deputy Finance Director

Review of new/amended classifications

1. Accountant I; David Dubois **moved** to recommend pay grade 9. David Stevens to **seconded** the motion. The **motion carried** by a unanimous vote.

The meeting adjourned at 4:50PM.

ACCOUNTANT I

Statement of Duties

Performs technical accounting, financial recording, internal auditing and analysis duties; performs directly related work as required and assigned.

Supervision

Works under the general supervision of the Deputy Finance Director. Incumbent generally establishes own work plan and priorities in accordance with established policies and guidelines; only unusual issues are referred to supervisor.

Performs varied, responsible duties requiring comprehensive knowledge of the City and School's Financial Management System, financial statements, accounting principles, auditing principles, purchasing methods, database management and citywide operations.

Must exercise judgment and initiative in carrying out an entire operation with limited guidance and direction from supervisor, including adjusting work schedules to accommodate fluctuating work loads.

Job Environment

Work at this level requires extensive breadth and intensity of effort to be exerted, usually interconnecting highly technical factors requiring a high level of technical expertise and organizational skills and extensive knowledge of accounting principals, auditing standards, computer hardware and software platforms, and solutions. Financial Management System changes identified by departmental official's needs to be evaluated and prioritized. Work also consists of varied work assignments, some of which involve non-standardized tasks, procedures and techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving may require considerable effort on occasion. The incumbent's ability to perform work effectively significantly impacts the work performance of all City and School users.

The incumbent has frequent contacts with City and School financial system users and financial system provider employees. Other contacts are with hardware and software vendors, other city employees, other government agencies, universities, schools, and other organizations. Contacts are in person, by phone, in writing, email or facsimile.

The incumbent has access to an extensive amount of highly confidential financial data, personnel records and bid documents.

Errors in administration could result in monetary loss, reduced levels of service, confusion and delay on the provision of services and could have legal and/or financial repercussions.

DRAFT
City of Rochester, NH
Accountant I - Grade 9
Approved xxxxxx

Work is generally performed under typical office conditions.

Operates a computer and general office equipment, such as a calculator, copier, facsimile machine and telephone.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepares specialized technical accounting reports, including Balance Sheets, Income Statements, Statement of Cash Flows and related;
- Reviews and audits postings to the general ledger, balancing and proofing monthly;
- Performs account reconciliation's and related analysis;
- Prepares monthly journal entries, posting and reviewing entries;
- Reviews and verifies the accuracy of transactions and accounting classifications assigned to various records;
- Interfaces with outside auditors to obtain and compile the information needed to expedite the annual audit process;
- Makes yearend audit adjustment entries;
- Maintains and implements internal controls on computer-based general ledger;
- Ensures that accounting systems are operating correctly, correcting wrong entries and investigating and resolving system problems as they occur;
- Assists in preparation of the City's operating and capital budgets including analyzing and developing supporting documentation.
- Participates in Department, City Manager and City Council operating and capital improvement plan budget meetings;
- Monitors budgets, spending practices, purchasing controls, and revenues collected;
- Balances grants and other special revenue fund expenditures, reporting compliance to state and federal agencies;
- Audits account receivable processes and collected amounts;
- Develops appropriate financial control reports for Departments as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to right to know requests as assigned by management;

DRAFT
City of Rochester, NH
Accountant I - Grade 9
Approved xxxxxx

- Analyzes business processes, communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Assists in the production of property tax bills twice annually including reconciliation to the Assessing database export file;
- Participates in the fiscal year end close process;
- Attends staff meetings and meetings with other agencies and represents the Finance department when assigned;
- Performs other directly related duties consistent with the role and function of the classification.

Recommended Minimum Qualifications

Education and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting; and
- Three to five years of professional level governmental accounting, budgeting, or finance experience; or
- Any equivalent combination of experience and training which provides the knowledge, abilities and skills necessary to perform the work.

Knowledge, Ability and Skills

- Thorough knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of Governmental Accountings Standards Board pronouncements;
- Thorough knowledge of financial office procedures and practices;
- Thorough knowledge of the function of municipal government;
- Thorough knowledge of purchasing and accounts payable processes;
- Thorough knowledge of municipal budget preparation;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language on municipal fiscal operations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

DRAFT
City of Rochester, NH
Accountant I - Grade 9
Approved xxxxxx
3

- Ability to use logical and creative thought processes to develop solutions according to written specifications and /or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Physical and Mental Requirements

Work is performed indoors. Position requires the ability to operate computer keyboard and standard office equipment at efficient speed. Noise exposure is moderate at times. Physical demands generally involve standing, sitting, talking or listening, use of hands to finger, handle or feel objects, stooping, or reaching with hands and arms up on occasion. When the need arises, the incumbent will lift up to 30 pounds, occasional lifting is required up to 50 pounds. Specific vision abilities include close vision, distance vision, and ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times. Equipment used includes servers, personal computers and peripheral devices, office machines, telephones, microfilm/reader printers.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

DRAFT
City of Rochester, NH
Accountant I - Grade 9
Approved xxxxxx

4

**Classification, Compensation, Merit And
Evaluation Plan
For The City of Rochester, NH**

Section 1:	Description	Page 2
Section 2:	Classification Schedule	Page 3
Section 3:	Pay Plan	Page 4
Section 4:	Merit Plan	Page 5
Section 5:	Evaluation Forms	Page 5

Section 1 – Description

The City of Rochester Compensation and Classification plan is to be used in conjunction with the City's Non-Union Employment Policy Handbook. All references to the Classification Plan, Compensation or Pay Plan and the Merit Plan, and evaluations shall be found in this document.

Evaluation forms found in this document shall be standard for all departments of the City.

Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Executive Assistant
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Human Resource Manager
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	No positions in this grade.
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade

Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY14		FY14 Annual	
	Min	Max	Min	Max
1	9.90	13.31	20,592.00	27,684.80
2	12.87	17.29	26,769.60	35,963.20
3	13.90	18.68	28,912.00	38,854.40
4	15.01	20.17	31,220.80	41,953.60
5	16.21	21.79	33,716.80	45,323.20
6	17.51	23.55	36,420.80	48,984.00
7	18.91	25.42	39,332.80	52,873.60
8	20.42	27.44	42,473.60	57,075.20
9	22.05	29.62	45,864.00	61,609.60
10	23.81	31.99	49,524.80	66,539.20
11	25.71	34.55	53,476.80	71,864.00
12	27.77	37.32	57,761.60	77,625.60
13	29.99	40.29	62,379.20	83,803.20
14	32.39	43.52	67,371.20	90,521.60
15	34.98	47.01	72,758.40	97,780.80
16	37.78	50.77	78,581.40	105,601.60
17	40.80	54.84	84,864.00	114,067.20
18	44.06	59.20	91,644.80	123,136.00
19	47.55	63.94	98,966.40	132,995.20

Section 4 – Merit Plan

In conjunction with the City's Compensation Plan the merit plan is designed to reward employees that excel in their employment within the City. Meritorious wage increases shall be a direct result of performance using the enclosed evaluation forms.

It is the intent of the City to eliminate Cost of Living Increases (COLA). In lieu of providing, annually, COLA on July 1, and Merit on an employee's anniversary or promotion date, one merit increase will be provided for annually, effective July 1 of each fiscal year. This increase will be Merit based and shall not exceed 5% of the employee's current base wages. In addition, the net aggregate of any and all changes in non-union staff salaries as a result of Merit increases shall not exceed the total amount of funds specifically approved by the City Council for such salary adjustments, and relevant increases, as set forth in the then applicable budget.

Once an employee reaches the top of the pay scale, they may be eligible for a 2.5% top of scale, lump sum adjustment, annually. However, the maximum increase any employee may receive under this Merit Plan in any fiscal year is 5% of current base wages.

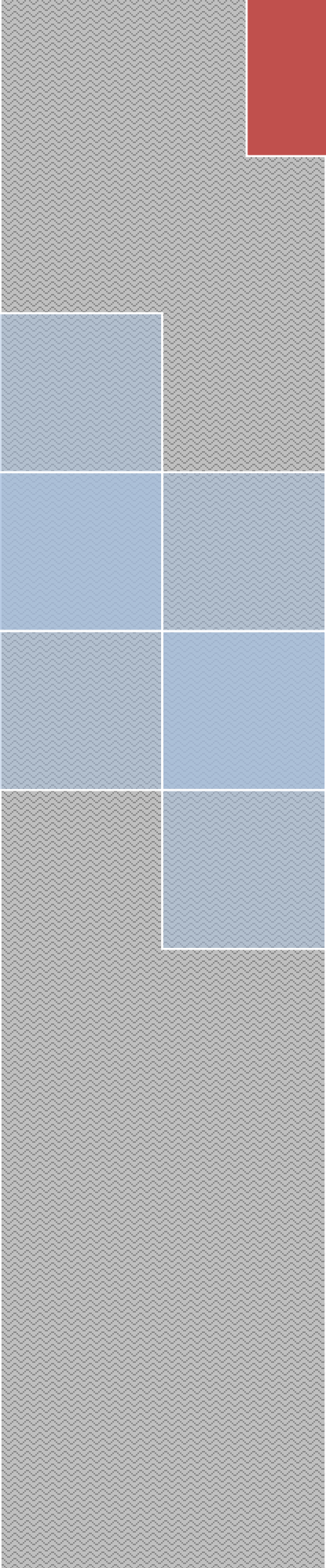
Section 5 – Evaluations

5a – Employee self evaluation form

5b – Evaluation form for supervisory employees

5c – Evaluation form for all non-supervisory employees

Salary review recommendation (see 5b and 5c)



This page has
been
intentionally left
blank.



RESOLUTION ESTABLISHING POLLING PLACES AND TIMES
FOR THE NOVEMBER 3, 2015, MUNICIPAL ELECTION

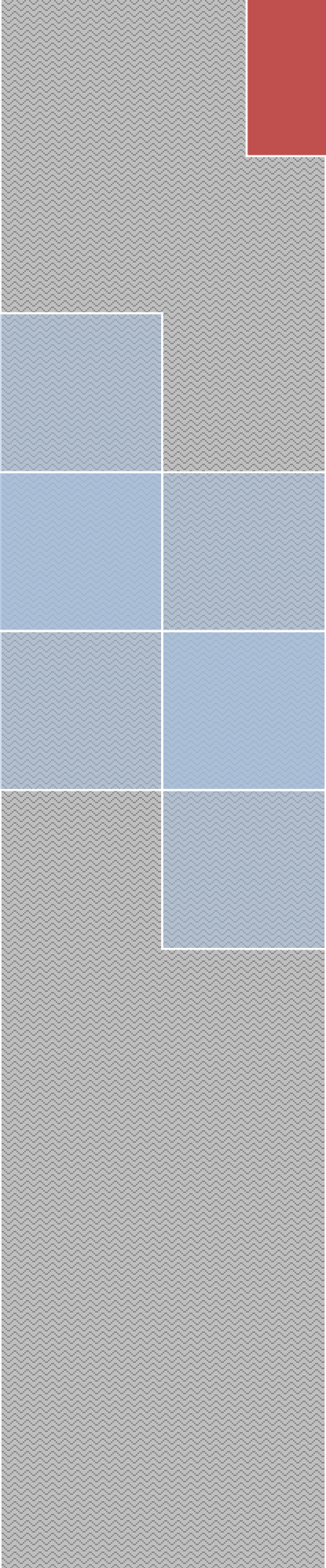
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the following polling places are hereby established for the City of Rochester Municipal Election to be held on November 3, 2015.

- WARD 1:** [Tara Estates/Club House](#)
53 Eagle Drive, East Rochester
- WARD 2:** [St. Mary's Parish Center](#)
71 Lowell Street, Rochester
- WARD 3:** [Briar Ridge Estates/Club House](#)
2 Roseberry Lane/Briar Ridge Estates, Rochester
Located behind Park Office located at 40 Lilac Drive
- WARD 4:** [Rochester Home Depot](#)
280 North Main Street, Rochester
- WARD 5:** [Rochester Community Center](#)
150 Wakefield Street/Community Way, Rochester
Located on the Chestnut Hill Road Side of Building
- WARD 6:** [Elks Lodge #1393](#)
295 Columbus Avenue, Rochester

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

Kelly Walters
City Clerk



This page has
been
intentionally left
blank.





8/27/15

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

Polling Locations and Times for the November 3, 2015, Municipal Election

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

AGENDA DATE	September 1, 2015	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk	
DATE SUBMITTED	August 21, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	n/a
CHAIR PERSON	n/a

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Section 49 of the City Charter: Approval of City Council.

SUMMARY STATEMENT

All polling locations have stayed the same except for Ward 1. The City Council approved Tara Estates as a polling location for Ward 1 on June 2, 2015.

RECOMMENDED ACTION

Approve resolution establishing polling places and times for the November 3, 2015, Municipal Election.

**AMENDMENT TO CHAPTER 63 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING RIGHTS AND DUTIES OF PEDESTRIANS**

THE CITY OF ROCHESTER ORDAINS:

That, in order facilitate the safe and free flow of motor vehicle traffic on the ways within the City, Chapter 63 of the General Ordinances of the City of Rochester regarding Rights and Duties of Pedestrians and currently before the Rochester City Council, be amended as follows:

63.2 The Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway.

(a) Definitions. For the purpose of this Section, the following definitions apply:

(1) **Pass/Passing**. Distributing any item to, receiving any item from, or exchanging any item with the occupant of a motor vehicle that is located in the roadway.

(2) **Roadway**. All ways within the City as that term is defined in RSA 259:125, II. This definition excludes privately owned property not open for public use or generally maintained for the benefit of the public, areas in which parking is permitted in the City, and property maintained specifically for drive-thru or drive-up transactions.

(3) **Item**. Any physical object.

(b) Prohibitions on Roadways. It shall be unlawful to violate any of the prohibitions set forth below in the City.

(1) No person shall knowingly distribute any item to, receive any item from, or exchange any item with the occupant of any motor vehicle when the vehicle is located in the roadway.

(2) This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle on privately owned property not open for public use or generally maintained for the benefit of the public, areas in which parking is permitted in the City, and property maintained specifically for drive-thru or drive-up transactions.

(3) This Section shall not apply to any law enforcement officer acting in the scope of his official

duty.

(4) This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle located in the roadway in order to assist the occupant after a motor vehicle accident, with a disabled motor vehicle or where the occupant is experiencing a medical emergency.

(c) Penalty. A person found in violation of this Section shall be fined as follows:

(1) 1st Offense: Not less than \$500.00.

(2) 2nd Offense: Not less than \$750.00.

(3) 3rd and subsequent Offenses: Not less than \$1,000.00.

(d) Severability. If any provision of this section is declared invalid or unconstitutional by any Court of competent jurisdiction, the remaining provisions shall be severable and shall continue in full force and effect.

The effective date of this amendment shall be upon passage.

CC FY16 Amendment 5 AB 24



8/27/15

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 Addition of Section 63.2 to Chapter 63 of the Ordinance, Rights and Duties of Pedestrians

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 type="checkbox"/> NO <input checked="" type="checkbox"/>
--	--

AGENDA DATE	September 1, 2015		
DEPT. HEAD SIGNATURE	Terence O'Rourke, City Attorney (signature on file)		
DATE SUBMITTED	8/24/2015		
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

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

LEGAL AUTHORITY

City Charter

SUMMARY STATEMENT

This is an amendment to Chapter 63 of the Ordinance intended to ensure the safety of pedestrians and motorists and to facilitate the free flow of traffic.

RECOMMENDED ACTION

Approval

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE DEPARTMENT OF PUBLIC WORKS CAPITAL IMPROVEMENTS FUND
FOR EMERGENCY REPAIRS TO THE ROUTE 125 PEDESTRIAN BRIDGE**

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

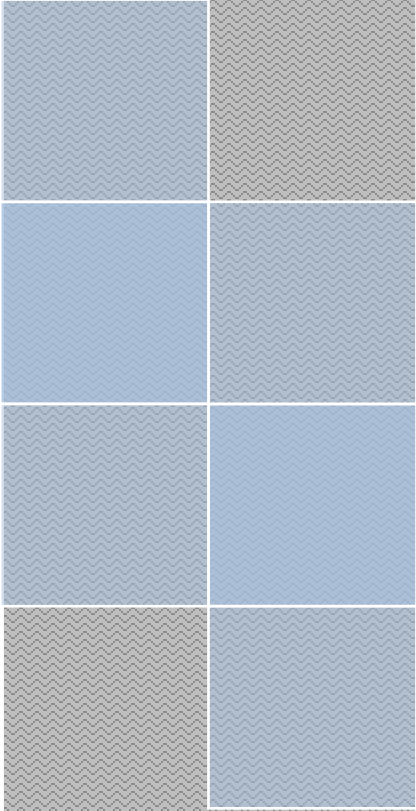
That a sum not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Department of Public Works Capital Improvements Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the emergency repairs to the Route 125 pedestrian bridge required by the bridge's placement on the New Hampshire Department of Transportation's Municipal Red List, which demands closure of said bridge, and provided further that funds for such supplemental appropriation shall be derived in their entirety from the General Fund unassigned fund balance.

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

CC FY16 09-01 Resolution 22 AB 35



This page has
been
intentionally left
blank.





8/27/15

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

Emergency repair or replacement of Rt 125 Pedestrian Bridge.

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	September 1, 2015	
DEPT. HEAD SIGNATURE	John B. Storer, P.E. (original on file with City Clerk)	
DATE SUBMITTED	August 27, 2015	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	15013010-771000-16xxx
AMOUNT	\$250,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

A recent inspection of the Route 125 Pedestrian Bridge crossing the Cocheco River found that the bridge superstructure was severely corroded and unsafe for pedestrian traffic. Emergency repair or replacement is required in order to maintain foot traffic across the bridge.

NHDOT conducts biennial bridge inspections. In 2013 their Condition Assessment found that the deck was fair, the superstructure was fair, and the substructure was good. In their recent round of 2015 inspections the steel truss was severely corroded, with rust holes in many floorbeams and joists. They stated that there is no remaining safe calculated live load capacity resulting in a mandate to close the bridge.

The City conducted its own structural assessment and concurred with the NHDOT findings. The corroded supports are 6 x 6 inch square hollow structural members. The hollow openings were exposed to road salt from the adjacent highway, likely accelerating corrosion of the members.

The consulting firm of Hoyle Tanner is exploring both repair and replacement options. Due to the extensive superstructure corrosion, we are leaning towards full replacement. The existing bridge is a single, modular span (76 foot width), dating back to 1991. The engineers think a crane could remove the existing bridge and install a new prefabricated bridge. A problem with repair work is having an engineer certify the repairs such that a comprehensive load rating assessment could be performed. A "not-to-exceed" allocation of \$250,000 is requested. That is based on \$150,000 for modular bridge w/ installation; \$50,000 for engineering assistance and abutment modifications; and \$50,000 reserved for contingency.

RECOMMENDED ACTION

Resolution for Emergency Supplemental Appropriation not to exceed \$250,000.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: 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	16XXX	-	-	\$250,000.00 -
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



City of Rochester Dept of Public Works

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

Memo

To: Mayor Jean & City Council

From: John B. Storer, P.E. Director of City Services

CC: Dan Fitzpatrick, City Manager

Date: August 27, 2015

Re: Route 125 Pedestrian Bridge – Emergency Repairs

The Route 125 Pedestrian Bridge crossing the Cocheco River has been closed based on the results of recent inspections. Foot traffic is being detoured along the southbound Route 125 travel lane. Vehicle traffic is being shifted to accommodate a temporary pedestrian walkway. The walkway will be isolated from vehicle traffic by concrete jersey barriers. Repair/replacement options are being reviewed, with full replacement estimated at \$250,000.

Emergency Funding is requested from the General Fund Unassigned Fund Balance in order to expedite repairs. Presumably, funding could be modified in the future to bonding. The emergency request is for an amount not-to-exceed \$250,000.

The New Hampshire Department of Transportation issued a Critical Bridge Deficiency letter (copy attached) that mandated the bridge be closed. NHDOT determined that there is no remaining safe calculated live load capacity on the bridge. Public Works had the structural engineering firm of Hoyle Tanner Associates (HTA) perform an independent analysis of the bridge. HTA concurred with NHDOT.

NHDOT conducts biennial bridge inspections. In 2013 their report noted that no posting restrictions were required. Individual assessment of the bridge components noted the following: Deck – Good; Superstructure – Fair; and Substructure – Good. Corresponding inspection photos noted several areas of light to moderate rust, with one localized area heavily rusted.

Attached are the 2013 Inspection photos, along with some that were taken today (8/27/15). Severe corrosion is evident in several areas. The problem is due to the underside structural supports which are 6x6x3/16 HSS (6 inch x 6 inch square hollow steel structural members with a 3/16-inch wall thickness). These hollow members had opened ends exposed to the

adjacent travel lanes of Route 125. It appears that road salt probably splashed up in the hollow sections, severely accelerating corrosion.

HTA provided an initial order-of-magnitude estimate of \$250,000 to replace the entire bridge. The current bridge was installed in 1991 and has a span of about 76 feet. A crane could remove the existing single-span bridge and replace it with a prefabricated span. HTA estimates \$150,000 for bridge materials and installation; \$50,000 for engineering assistance and abutment modifications; and \$50,000 for a conservative contingency. The objective would be to install the bridge prior to winter weather setting in.

Repair options are also being considered. There are concerns with a repair option. Logistically, there is a substantial vertical drop down to the Cocheco River. Temporary staging would be required. The underside corrosion is substantial. Significant engineering work would be required to develop a suitable repair strategy, and also to validate a safe-load estimate once the repairs were completed. In addition to the underside corrosion issues, there are deck-related concerns with some of the strapping that secures the timber decking. Estimates are still being developed, but based on an overall life-cycle cost, replacement is recommended.

In the short term, Public Works will be installing concrete jersey barriers to isolated pedestrian traffic from the vehicle travel lanes. We were able to secure 14 jersey barriers from SUR Construction. Placement of the barriers should still provide for 13-foot wide travel lanes in both directions, while accommodating about a 3.5 to 4 foot wide pedestrian path. A couple of photos are attached. The sidewalk curbing on the north side of the bridge has been removed and repaved to allow for a gradual transition. The traffic cones in the photo will be replaced with the jersey barriers on Friday (8/28/15).

8/27/15

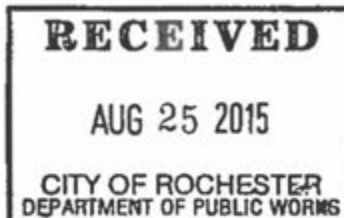


THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

August 20, 2015



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER



Daniel Fitzpatrick, City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867-1917

Re: **CRITICAL BRIDGE DEFICIENCY**
Rochester Bridge # 148/113 - Recreation Trail over Cocheco River
Adjacent to NH125

Dear Mr. Fitzpatrick:

During a recent municipal bridge inspection, the following critical bridge deficiency was noted:

This steel truss is severely corroded, with rust holes in many floorbeams and joists.

There is no remaining safe calculated live load capacity for this bridge, resulting in a required posting of "BRIDGE CLOSED". This posting shall be accompanied by suitable barricades at each end of the bridge to prevent pedestrian usage.

This bridge is currently not posted.

Due to this structural deficiency this bridge is included on the Department's Municipal Red List of deficient bridge structures. It is in need of complete replacement or extensive rehabilitation to continue to carry all legal loads.

A copy of the inspection report and photos will be forwarded after processing. Please keep us informed of any actions taken by the City so we can keep our records current. If you have any questions or comments, please contact us.

Sincerely,

Nancy J. Mayville, P.E.
Municipal Highways Engineer
Bureau of Planning and Community Assistance
Tel.: (603) 271-3344 / Fax: (603) 271-8093

NJM/sa
Enclosure

cc: Rochester Public Works Director

Commissioner, Department of Education

Risk Management Representative, Local Government Center

s:\planning\community assistance\1-municipalities\rochester\bridge insp\critical 148-113 8-20-15.doc

NHDOT 2013 INSPECTION

8/27/15

New Hampshire Department of Transportation

Existing Bridge Section
Bureau of Bridge Design

Bridge Inspection Report

Rochester 148/113

Date of Inspection: 07/22/2013

Date Report Sent: 9/5/2013

☒ Picture taken during inspection

Owner: Municipality

RECREATION TRAIL

Over

COCHeco RIVER

Recommended Postings:

Weight: No Posting Required

Width: Not Required

Primary Height Sign Recommendation: None

Optional Centerline Height Sign Rec: None

☒ Weight Sign OK

☒ Width Sign OK

☒ Height Signs OK

Clearances: Over:
(Feet) Under: 0.00
Route:

Condition: Not on the Redlist

Deck: 7 Good

Superstructure: 5 Fair

Substructure: 7 Good

Culvert: N N/A (NBI)

Structure Type and Materials:

Number of Spans Main Unit: 1

Number of Approach Spans: 0

Main Span Material and Design Type

Steel Through Truss

Sufficiency Rating: N. A.

NBI Status: Not Applicable

Bridge Rail: Substandard

Rail Transition: Substandard

Bridge Approach Rail: Substandard

Approach Rail Ends: Substandard

NH Bridge Type: Low Truss

Deck Type: Timber

Wearing Surface: Timber

Membrane: None

Deck Protection: None

Pavement thickness: Not Applicable

Curb Reveal: Not Applicable

Plan Location: Unknown

Total Bridge Length: 77.0 ft

Right Curb/Sidewalk Width: 0.0 ft

Total Bridge Width: 6.5 ft

Median: No median

Bridge Skew: 45.00 °

Bridge Dimensions:

Length Maximum Span: 76.0 ft

Left Curb/Sidewalk Width: 0.0 ft

Width Curb to Curb: 5.0 ft

Approach Roadway Width (W/ Shoulders): 5.0 ft

Bridge Service:

Type of Service on Bridge: Pedestrian-bicycle

Type of Service under: Waterway

Lanes on bridge: 0

Lanes Under: NA

AADT: 0

Percent Trucks: 0%

Year of AADT: 2000

Future AADT: 0

Year of Future AADT: 2035

Year Built: 1991

Year Rebuilt: Not Rebuilt

Detour Length: 0.0 mi

ROCHESTER 148/113 RECREATION TRAIL over COCHECO RIVER

Monday, July 22, 2013

SOUTH APPROACH.



C485 18

Monday, July 22, 2013

WEST ELEVATION.



C485 22

Monday, July 22, 2013

END FLOOR BEAM (#18) AT
NORTH HEAVILY RUSTED
AND HOLED.



C485 19

ROCHESTER 148/113
RECREATION TRAIL over COCHECO RIVER

Monday, July 22, 2013

LIGHT TO MODERATE RUST
AND SCALE AT UNDERSIDE.

C485 20



Monday, July 22, 2013

LIGHT RUST AND SCALE AT
END FLOOR BEAM (#1) AT
SOUTH.

C485 21



Route 125 Pedestrian Bridge – DPW Photos – 8/27/15



6 x 6 Hollow Structural Supports – open ends exposed to roadside salt



Severe corrosion of hollow structural supports

Route 125 Pedestrian Bridge – DPW Photos – 8/27/15



Hollow support – corroded and missing



Excessive corrosion and deterioration at abutment

Route 125 Pedestrian Bridge – DPW Photos – 8/27/15



Heading south toward the bridge



Sidewalk curb removed to allow for transition – jersey barriers will replace traffic cones