

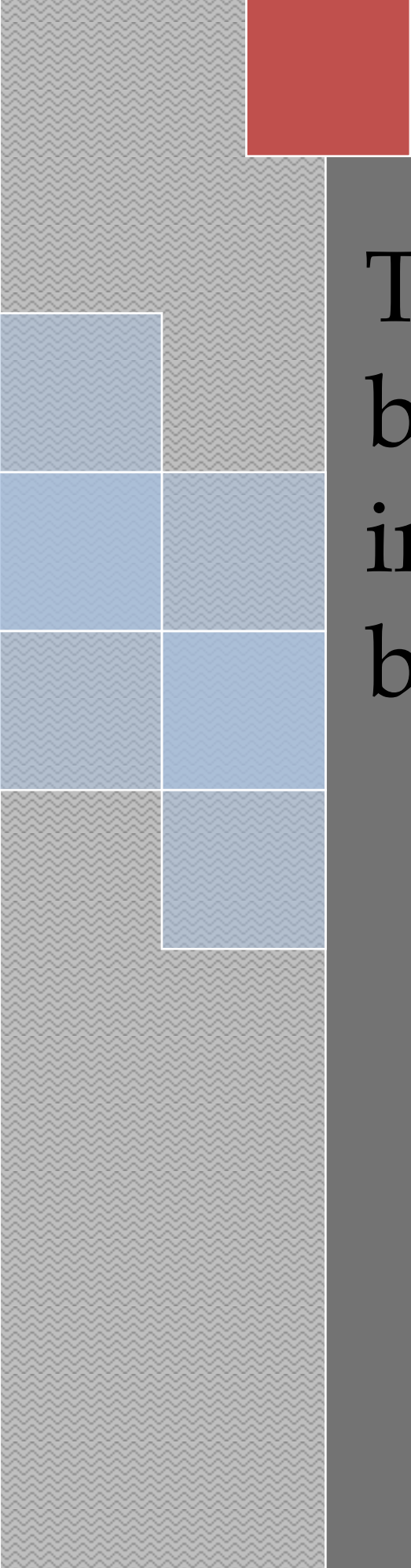


**Rochester City Council Public Hearings
January 20, 2015
COUNCIL CHAMBERS
7:00 PM**

- 1. Call to Order**
 - 2. AB 86 Resolution Authorizing a Supplemental Appropriation to the Fiscal Year 2014-2015 Capital Improvements Budget of the City of Rochester, Department of Public Works, Water Works, for the So-Called Water Tank Maintenance Project [Bond] P. 5**
 - 3. Amendments to the City Ordinances:**
 - 3.1. AB 82 Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding "Fire Safety Measures" P. 11**
 - 3.2. AB 83 Amendment to Chapter 34 of the General Ordinances of the City of Rochester Regarding "Junk and Second-hand Dealers" P. 79**
 - 3.3. AB 84 A Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Zoning P.83**
 - 3.4. AB 84 B Amendment to Chapter 43 of the General Ordinances of the City of Rochester Regarding the "Mobile Home Park Ordinance" P. 87**
 - 4. Adjournment**
-

**City Council Workshop
January 20, 2015
COUNCIL CHAMBERS
(Immediately Following the Public Hearing)**

- 1. Call to Order**
- 2. Public Input**



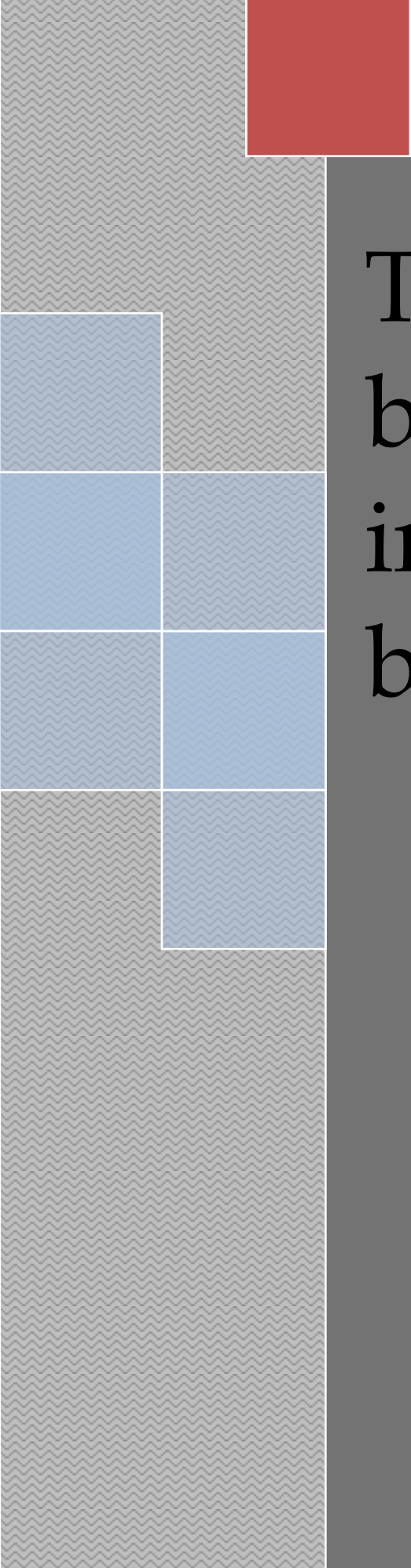
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3. Communications from the City Manager
 4. Communications from the Mayor
 5. Department Reports P.91
 6. Adjournment
-

Special City Council Meeting
January 20, 2015
COUNCIL CHAMBERS
(Immediately Following the City Council Workshop)

1. Call to Order
2. **AB 86** Resolution Authorizing a Supplemental Appropriation to the Fiscal Year 2014-2015 Capital Improvements Budget of the City of Rochester, Department of Public Works, Water Works, for the So-Called Water Tank Maintenance Project [Bond] **Second Reading and Adoption** P.5
3. **AB 90** Resolution Accepting a So-Called the New Hampshire Homeland Security and Emergency Management Grant [EMP] to the Rochester Fire Department for Emergency Operations Center Equipment and Making a Supplemental Appropriation in Connection Therewith – **First Reading, Second Reading, and Adoption** P.189
4. **AB 93** Presentation: Bridging the Gaps P.197
5. Non-Public/Non-Meeting Sessions:
 - 5.1. Non-Public, Personnel, RSA 91-A 3 II (a)
 - 5.2. Non-Public, Consultation with Legal Counsel, Land, RSA 91-A: 3, II (d) P.217
 - 5.3. **AB 92** Non-Meeting, Consultation with Legal Counsel, 91-A
6. Adjournment



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**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE 2014-2015 CAPITAL IMPROVEMENTS BUDGET OF THE
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, WATER WORKS
FOR THE SO-CALLED WATER TANK MAINTENANCE PROJECT**

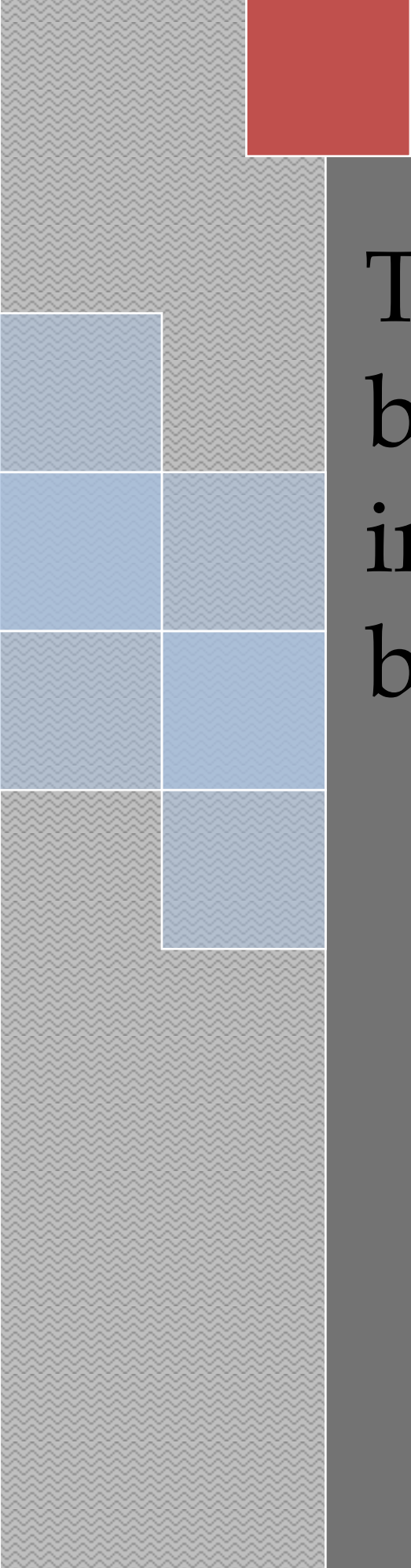
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER,
AS FOLLOWS:

That the sum of Seventy Five Thousand Dollars (\$75,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 capital improvements budget of the City of Rochester, Department of Public Works, Water Works, for the purpose of providing sums necessary to pay costs and/or expenditures with respect to the so-called Water Tank Maintenance Program (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of bonding/borrowing to be undertaken by the City of Rochester.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Seventy Five Thousand Dollars (\$75,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. The useful life for the aforesaid Project is 20 years.

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 FY15 01-06 AB 86



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1/15/15

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 : SUPPLEMENTAL APPROPRIATION Water Tank Maintenance Program	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM

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

AGENDA DATE	JANUARY 6, 2015		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – Director DPW Signature on File at City Clerk's office		
DATE SUBMITTED	12/24/14		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Bond
ACCOUNT NUMBER	55016010-771000-15XXX
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$75,000

LEGAL AUTHORITY

City Council Action.

CC FY 15 AB 86

SUMMARY STATEMENT

The Water Tank Maintenance Program has been funded during the FY13 and FY15 CIP Processes and the funding source is bond. The project has gone out to bid and will need an additional \$75,000 in order to complete all of the proposed water tank maintenance items.

Original appropriations total \$580,000; spent and encumbered on the project to date is \$101,831.69. The remaining balance is \$478,168.31. The lowest responsible bidder is Utility Service Co., Inc. with a total bid of \$548,131.00. This leaves a shortfall of \$69,962.69; and this request is for \$75,000, which will leave \$5,037.31 for contingencies.

RECOMMENDED ACTION

Resolution for a supplemental appropriation in the amount of \$75,000.

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

Fund (select):

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

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	772000	13528			380,000.00
2	55016010	772000	15538			200,000.00
3	55016010	771000	15xxx			75,000.00
4				-	-	-

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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**AMENDMENTS TO CHAPTER 23 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “FIRE SAFETY MEASURES”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 23 of the General Ordinances of the City of Rochester, entitled “Fire Safety Measures”, as presently amended, be further amended as follows:

- I. That Chapter 23 of the General Ordinances of the City of Rochester, entitled “Fire Safety Measures”, as presently amended, be further amended, by amending the “introductory “SECTIONAL ANALYSIS” of such Chapter 23, so as to provide as follows:

“

23.1 Fire Safety Rules and Regulations

- 23.2 Smoke Detector Wiring
- 23.3 Enforcement Officer
- 23.4 Control of Outdoor Fires
- 23.5 Knox Box Installations
- 23.6 Public Safety Amplification System Required in Large Facilities
- 23.7 Administration and Enforcement
- 23.8 Means of Escape
- 23.9 Fire Department Access
- 23.10 Control of Fire Hazards
- 23.11 Penalty
- 23.12 Sprinkler Requirements for Certain Single-family Dwelling Units
- 23.13 Prohibition and Regulation of Fireworks
- 23.14 Certificate of Fitness Program
- 23.15 Regulation of Fire Alarms”

- II. That Section 23.7 of the General Ordinances of the City of Rochester entitled “Administration and Enforcement”, as presently amended, be further amended, by amending said Section 23.7, as presently enacted, to provide as follows, said amended Section to be known as Section 23.7 of the General Ordinances of the City of Rochester, to wit:

“23.1 Administration and Enforcement.

The authority having jurisdiction for the administration and enforcement of this chapter shall be Fire Prevention of the City of Rochester. The fee schedule under this chapter shall be as follows:

Tank Removal	\$25.00
Blasting	\$25.00
Incident Report	\$5.00
Fire Marshal’s Investigation Report	\$25.00

Photographs (Fire Scene)	\$15.00
CD Photos (Fire Scene)	\$15.00
Fire Alarm System Plan Review	\$1.00 per device or \$50.00 minimum
Sprinkler System Plan Review	\$1.00 per device or \$50.00 minimum
Commercial Hood Fire Suppression	\$1.00 per device or \$50.00 minimum
Clean Agent Initial Inspection	\$1.00 per device or \$50.00 minimum Free of Charge
Re-Inspections (Sprinkler Systems, Fire Alarm Systems, Commercial Hood Fire Suppression, Clean Agent)	\$50.00 per person with \$100.00 minimum
Fine permit or license)	\$100.00 <u>175.00</u> (working without a
Certificate of Fitness	\$25.00 per year, per restriction
False Alarm, Fire alarm activation	\$175 after 2 consecutive, per calendar year"

III. That Chapter 23 of the General Ordinances of the City of Rochester entitled “Fire Safety Measures”, as presently amended, be further amended, by adding to said Chapter 23, a new Section, to be known as Section 23.14 of the General Ordinances of the City of Rochester, said Section 23.14 to provide as follows, to wit:

“23.14 Certificate of Fitness Program.”

In accordance with NFPA 1:2009 1.13, The Rochester Fire Department enacts the applicable section of the currently adopted version of NFPA 1 for the Certificate of Fitness Program. The Fire Chief or his designee shall promulgate administrative rules for the management of the Certificate of Fitness program.”

IV. That Chapter 23 of the General Ordinances of the City of Rochester entitled “Fire Safety Measures”, as presently amended, be further amended, by adding to said Chapter 23, a new Section, to be known as Section 23.15 of the General Ordinances of the City of Rochester, said Section 23.15 to provide as follows, to wit:

“23.15 Regulation of Fire Alarms.”

The Fire Chief or his designee shall promulgate administrative rules for the management the installation and maintenance of Fire Alarms.”

CC FY 15 01-06 AB 82

NOTE: Deleted matter appears with strikeout (e.g. ~~strikeout~~)
Added matter appears in red (e.g. **red**)



1/15/15

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 **Amendments to Chapter 23: 23.14, and 23.15 ---Fire Safety Measures**COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	January 6, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	December 11, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

CC FY 15 AB 82

SUMMARY STATEMENT

Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing



1/15/15

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

Fire Prevention OrdinanceCOUNCIL 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	January 20, 2015		
DEPT. HEAD SIGNATURE	Norm Sanborn, Jr. Signature on File		
DATE SUBMITTED	1/14/15		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	61

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick 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

N/A

CC FY 15 91 01/20 FD Amend Ord

SUMMARY STATEMENT

The attached documents are at the request of Councilor Keans. They are the registration forms and ordinances of several towns and cities within New Hampshire that use a form of contractor registration. Some of the municipalities label the registration as "Listed Agent" or "Certificate of Fitness" or even "Fire Alarm Access". These communities represent the intent of NFPA 1, Chapter 1, Section 13, in requiring "competent, trained contractors" performing life safety work within the jurisdiction, to be registered.

RECOMMENDED ACTION

Approve the Amendment to Chapter 23 of the City Ordinances.



SALEM FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
152 MAIN STREET
SALEM, NEW HAMPSHIRE 03079
 BUSINESS: (603) 890-2200 FACSIMILE: (603) 893-3789

JEFFREY EMANUELSON, CFI
 FIRE MARSHAL

CERTIFICATE OF FITNESS FORM

\$25.00 FEE / YEAR

FIRE ALARM	SPRINKLER	ANSEL SYSTEM	HYDRANTS
TEST REQUIRED	TEST REQUIRED		

PERSONAL INFORMATION

FIRST NAME:	MI:	LAST NAME:	
ADDRESS:			UNIT:
CITY:		STATE:	ZIP:
HOME PHONE:	CELL PHONE:		DOB:

CURRENT EMPLOYMENT

COMPANY NAME:	ADDRESS:	UNIT:
CITY:	STATE:	ZIP:
WORK PHONE:	EMPLOYMENT DATES: FROM: TO:	
YOUR TITLE:	YOUR RESPONSIBILITIES:	
SUPERVISOR NAME:	SUPERVISOR'S PHONE:	

CERTIFICATION AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING.

I certify that all entries on this application for a Certificate of Fitness and attachments are true and complete, and I agree and understand that any falsifications of information herein, material half-truths, material misstatements, or omissions regardless of the time of discovery, may cause forfeiture of my certificates issued to me by the Salem Fire Department. I have read and understand the Statement of Obligations on reverse side. I will fulfill these obligations while working in the Town of Salem, NH.

APPLICANT'S SIGNATURE:

DATE:



SALEM FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
152 MAIN STREET
SALEM, NEW HAMPSHIRE 03079
BUSINESS: (603) 890-2200 FAX: (603) 893-3789

JEFFREY S. EMANUELSON, CFI
FIRE MARSHAL

ROBERT MARTIN
FIRE INSPECTOR

STATEMENT OF OBLIGATIONS

In order to work on any fixed fire protection system within the Town of Salem, NH, I understand the following obligations:

1. I must hold a valid Certificate of Fitness issued by the Town of Salem.
2. Any work beyond a test / inspection must have a permit. Only a decision by Fire Marshal or Inspector can override this.
3. No work will be done without a permit. A permit Application must be submitted along with 2 sets of plans for the Fire Marshal to review. ***** Any permit that is issued after work or processes have begun will be surcharged an amount equal to the original fee*****
4. I must call the Fire Alarm Office (890-2200) prior to conducting any work (test/inspection/permit work). Please inform Dispatcher of:

Certificate #	Radio Box#
Company Name	Business Name
Cell #	Street Address
Permit#	What work you are doing?
5. Upon calling Fire Alarm Office (FAO):
 - a. FAO will disregard any trouble signals received from the system I am working on.
 - b. If I am purposely sending in a radio box in, I will notify FAO.
 - c. If I send a box in accidentally, I will call the FAO immediately to report it was accidental.
6. While working on a fire alarm system:
 - a. I will maintain a fire watch in the building.
 - b. I will remain at the building at all times.
 - c. If an emergency situation arises, I recognize that I must call 911 immediately.
 - d. I will notify occupants of the building that the fire alarm system is out of service.
 - e. I will notify them of their obligation to dial 911 in event of an emergency.
 - f. I will have the resources and knowledge to completely reset the fire alarm system when I am done, including the radio box.
 - g. If I can't reset the system, I will call a certified contractor to do it for me. Salem Fire Department will not reset a fire alarm system that a tech has tripped.
7. I must call the FAO when I am done working on the system. I must report the status of the system (all reset, zone(s), isolated, etc.
8. I must inform the occupants of the building that the system is back in service.
9. I will not take the fire alarm system out of service for more than 4 hours without permission from the Bureau of Fire Prevention.



SALEM FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
152 MAIN STREET
SALEM, NEW HAMPSHIRE 03079
BUSINESS: (603) 890-2200
FAX: (603) 893-3789

JEFFREY S. EMANUELSON
FIRE MARSHAL

Fire Alarm Rules and Regulations

- Chapter 1: General requirements
- Chapter 2: Design requirements
- Chapter 3: Equipment
- Chapter 4: Wiring
- Chapter 5: System acceptance
- Chapter 6: System maintenance
- Chapter 7: Renovations or additions

Adopted: April 1, 1990
Revised / Effective: April 3, 2008

CHAPTER 1 GENERAL REQUIREMENTS

1-1 GENERAL REQUIREMENTS

- 1-1.1 In accordance with section 1-4.4.1 of the Salem Fire Prevention Code Ordinance of 2000, as adopted by the town, the following regulations are hereby adopted.
- 1-1.2 The following new and existing buildings shall be required to install and maintain an automatic fire alarm system in accordance with these requirements:
- 1-1.2.1 All buildings or portions thereof, classified as Place of Assembly Occupancies with an occupant load of 100 or more people.
 - 1-1.2.2 All buildings or portions thereof, classified as Educational Occupancies which shall include Day-Care Centers with more than 50 clients.
 - 1-1.2.3 All buildings or portions thereof, classified as Health Care Occupancies which shall include ambulatory health care.
 - 1-1.2.4 All buildings or portions thereof, classified as Detentional or Correctional Occupancies.
 - 1-1.2.5 All buildings, or portions thereof, classified as Hotels or Dormitories.
 - 1-1.2.6 All buildings, or portions thereof, classified as Apartments which have more than two (2) living units and/or are more than two stories in height.
 - 1-1.2.7 All buildings, or portions thereof, classified as Lodging and/or Rooming Houses.
 - 1-1.2.8 All buildings, or portions thereof, classified as Residential Board and Care Occupancies.
 - 1-1.2.9 All buildings, or portions thereof, classified as Mercantile Occupancies which have more than 2,999 square feet of gross floor space.

- 1-1.2.10 All buildings, or portions thereof, classified as Business Occupancies which are two or more stories in height, including basements which are used for business purposes, such as office and storage space, or which have more than 2,999 square feet of gross floor space.
 - 1-1.2.11 All buildings, or portions thereof, classified as Industrial Occupancies which have more than 2,999 square feet of gross floor area and/or are more than two stories in height, including basements.
 - 1-1.2.12 All buildings, or portions thereof, classified as Storage Occupancies which have more than 2,999 square feet of gross floor space.
 - 1-1.2.13 All buildings, or portions thereof, which in the opinion of the authority having jurisdiction are a High Hazard Occupancy.
 - 1-1.2.14 All buildings which are protected with automatic sprinkler systems, excluding 1 & 2 family homes.
- 1-1.3 All building classifications shall be determined in accordance with the National Fire Protection Association, Life Safety Code, and NFPA 101.
- 1-1.4 The owner, operator, or occupant of any building shall be responsible for compliance with these regulations. For condominiums, the condominium association shall be responsible for compliance with these regulations. Where the phrase "property owner" is used throughout these regulations, it is intended to include any person(s) identified in this section (1-1.4).

1-2 PURPOSE

- 1-2.1 The purpose of these regulations is to insure that all fire alarm systems installed within the Town of Salem, New Hampshire are designed, installed and maintained to achieve a high degree of reliability.
- 1-2.2 The provisions of these regulations are not intended to prevent the use of any material or method of work not specifically prescribed by these regulations provided such alternative has been approved by the authority having jurisdiction.
- 1-2.3 These regulations are intended for use by persons knowledgeable in the design, installation, use, and maintenance of fire alarm systems.

1-3 APPLICABILITY

- 1-3.1 These regulations shall apply to the installation of any new fire alarm system, modification, or maintenance to existing fire alarm systems within the Town of Salem, New Hampshire. (See Chapter 7)

1-4 PERMITS

- 1-4.1 Before any fire alarm system is installed, enlarged, extended, or modified in any way; a permit shall be obtained from the Bureau of Fire Prevention.

1-5 INSTALLER CERTIFICATION

- 1-5.1 Any Fire Alarm Technician installing, making modifications, or maintaining any fire alarm system in the Town of Salem, New Hampshire shall hold a valid and current Certificate of Fitness issued by the Salem Fire Department.

1-6 KNOX-BOX ®

- 1-6.1 All buildings equipped with a fire alarm system which transmits directly to the Salem, New Hampshire Fire Rescue Department, shall be provided with a key box which will facilitate rapid entry for fire suppression personnel.

- 1-6.2 All rapid entry key boxes shall be a type manufactured by:

THE KNOX COMPANY

Applications shall be obtained from the Salem Fire Department Bureau of Fire Prevention. All completed orders and payment shall be submitted by the applicant to the Knox Company with shipment to be received by the applicant. The Salem Fire Department is not responsible for any orders or shipments.

1-7 OPERATING INSTRUCTIONS

- 1-7.1 All fire alarm systems shall have complete operating instructions permanently mounted adjacent to the control panels. There shall be no special passwords, codes or keys required to operate the panel with the exception of enabling or disabling of devices.

1-8 EMERGENCY CONTACTS

- 1-8.1 Any building/occupancy within the Town of Salem that has a fire alarm system, connected to the fire department communication center, is required to submit to the communication supervisor, a list of no less than three (3)

persons, who are key holders to the building. In addition to the persons named, after hours telephone numbers and/or pager numbers shall be submitted for after hours emergency notification purposes.

1-9 ELEVATORS

- 1-9.1 All buildings that contain elevators shall comply with this section.
- 1-9.2 All elevators shall have installed a 3502 key cylinder for Firefighter Phase I and II operation. All smoke detectors used for elevator recall must be system connected smokes. Heat detectors used for shunt trip need not be system connected.
- 1-9.3 All elevators shall be of sufficient size to fit a Salem Fire Rescue ambulance/medical cot (while in the supine position). Where there is more than one elevator in a building, at least one must meet these criteria. At the discretion of the Chief of the Bureau, more than one may have to meet these criteria.
- 1-9.4 The 3502 key must be in the Knox Box.
- 1-9.5 See ASME A17.1 for additional criteria.
- 1-9.6 All initiating devices shall recall all elevators to the primary recall floor.
- 1-9.7 The lobby smoke detector of the primary recall floor shall recall the elevator to the secondary recall floor.
- 1-9.8 Secondary recall floor to be determined by the Salem Fire Department Bureau of Fire Prevention.

SYSTEM DESIGN REQUIREMENTS

2-1 GENERAL

- 2-1.1 All fire alarm systems within the Town of Salem, New Hampshire, shall be designed, installed, and maintained in accordance with the most recent edition of the following National Fire Protection Association standards: 1, 70, 72, 90A, 90B, 92A, and 101.

2-2 PLANS

- 2-2.1 Two complete sets of design plans shall be submitted to the Bureau of Fire Prevention for review prior to the issuance of any permits.
- 2-2.2 All plans submitted for review shall include the following:
- 2-2.2.1 Accurate floor plans with dimensions which show all device, control panel, and transmitter locations.
 - 2-2.2.2 Wiring riser diagrams.
 - 2-2.2.3 Complete equipment list showing manufacture, make, type, and all listings and approvals of all proposed equipment.
 - 2-2.2.4 Battery type and calculations.
 - 2-2.2.5 Zone designations or device addresses shall be indicated.
 - 2-2.2.6 Any mechanical considerations such as the need for duct smoke detection, fire/smoke dampers, smoke control features, and placement of detectors in relation to supply, return, and exhaust ducts.
- 2-2.3 Any change to previously approved plans shall be resubmitted for approval by the Bureau of Fire Prevention. Failure to have changes approved will be cause for system denial.

2-3 ZONING

- 2-3.1 No single fire alarm zone shall protect any area greater than 5,000 square feet unless approved by the Bureau of Fire Prevention.
- 2-3.2 All buildings with multiple tenants shall be zoned by tenant spaces.
- 2-3.3 All floors or stories of buildings shall be zoned independently. No zone shall be permitted to protect multiple floors.
- 2-3.4 Heating, ventilating, and air conditioning units shall be zoned and

annunciated independently or in zones containing groups of adjacent heating, ventilating, and air conditioning units.

- 2-3.5 All sprinkler system flow switches shall be zoned independently. No sprinkler zone shall contain more than one flow switch.
- 2-3.6 All concealed detection devices, such as under floor detectors, shall be zoned and annunciated independently. Further there shall be a visual indicator device located above the door to the room in which the device is located. This device shall indicate red upon activation and shall reset upon resetting of the fire alarm system. It shall have a permanent label indicating the type of device located within.

2-4 SMOKE DETECTION IN HVAC UNITS

- 2-4.1 In accordance with National Fire Protection Association standard 90A, duct smoke detection shall be installed in any HVAC system of over 2,000 CFM capacity.
- 2-4.2 All smoke detectors installed into HVAC units upon activation shall automatically shut the unit down as well as activate the building's fire alarm system.
(See Chapter 3-9 for additional requirements)

2-5 MANDATORY SMOKE DETECTION LOCATIONS

- 2-5.1 **In all buildings equipped with automatic sprinkler systems:** Smoke detection shall be provided within the following areas (at a minimum): all enclosed stairwells; electric rooms; over the fire alarm panel; elevator shafts, lobbies, and machine rooms; and all corridors used as a means of egress from multiple tenant/owner spaces.
- 2-5.2 **In all buildings without automatic sprinkler systems:** Smoke detection shall be provided within the following areas (at a minimum): all stairways; electric rooms; elevator shafts, lobbies, and machine rooms; over the fire alarm panel; and corridors used as a means of egress.

2-6 AUTOMATIC FIRE SUPPRESSION SYSTEMS

- 2-6.1 All automatic fire suppression systems shall be connected to the fire alarm system on an independent zone.

2-7 DEVICE MOUNTING

- 2-7.1 All detection, initiating, and indicating devices shall be securely mounted onto back boxes.

CHAPTER 3 EQUIPMENT

3-1 GENERAL

- 3-1.1 All equipment used for any fire alarm system shall be UL® listed and/or FM® approved for such installation.
- 3-1.2 All equipment used for any fire alarm system shall be new and of current manufacture. No used or rebuilt equipment will be accepted.
- 3-1.3 All equipment shall be of the same manufacturer or compatible with other equipment within the system. Documentation showing that the devices are compatible shall be submitted with the plans for review.
- 3-1.4 Two conductor pigtail devices are not acceptable for installation except when device supervision is accomplished by means other than at the points of connection (e.g. addressable system detectors).
- 3-1.5 All equipment shall be capable of outputting individual zones to the required radio box transmitter.

3-2 RADIO TRANSMITTERS

- 3-2.1 All fire alarm systems shall be directly connected to the Salem Fire Department through the use of an approved radio transmitter only.
- 3-2.2 The following radio transmitter manufacturers have been approved by the Salem Fire Department:
 - 1. King-Fisher Company
2350 Foster Avenue
Wheeling, Illinois 60090-6574
(847)398-7100
 - 2. Digitize, Inc.
158 Edison Road
Lake Hopatcong, NJ 07849
(973) 663-1011
- 3-2.2 All radio transmitters shall be capable of transmitting individual zones to the fire alarm receiver, unless otherwise approved by the authority having jurisdiction. All outputs shall be momentary (non-latching) in nature to allow for multiple zone transmission.

3-2.3 Keys for all radio transmitters shall be provided within the Knox box.

3-2.4 Transmitter keys shall be either 211 or cat 1.

3-3 CONTROL PANELS

3-3.1 All fire alarm control panels shall be stand alone units. No other functions, such as security systems, shall be incorporated within the panel.

3-3.2 All control panels shall have a supervised means of zone/device disconnection or zone/device isolation.

3-3.3 All panels shall have a fire alarm drill switch. Activation of the drill switch shall not prevent the reception of an actual alarm, and shall not transmit an alarm to the Fire Department.

3-3.4 Upon activation of any alarm device, the control panel shall sound the evacuation signals, flash the evacuation lights, indicate the zone/device of activation, and transmit the signal to the Fire Department. This shall occur without manual intervention.

3-3.5 All control panels shall be capable of silencing the evacuation signal without resetting the alarm.

3-3.6 All conventional control panels shall have zone labeling, in plain English, permanently attached. This labeling shall be visible with the door both in the open and closed position. All addressable control panels shall have the device address list permanently affixed at the panel. All addressable control panels shall have an eighty (80) character (or greater) LCD display.

3-3.7 All control panels shall have auxiliary alarm (dry) contacts for each zone. A minimum of four sets of dry contacts shall be provided in all panels.

3-3.8 City disconnect switches are allowed on fire alarm control panels when connected to master boxes (existing systems only).

3-3.9 Keys for control panels shall be provided in the Knox box.

3-3.10 All control panels and devices with the exception of the radio transmitter will have Cat 30 key lock cylinders installed in place of the manufacturer's cylinder. All panel functions shall be protected by this locking mechanism.

3-3.11 All control panels shall be equipped with a "strobe off" function to allow the panel to be left in the alarm condition if the initiating device cannot be reset by the incident commander. Subsequent alarm(s) will then be

allowed to transmit as normal.

3-4 INTERFACE PANELS

3-4.1 All interface panels or combination transmitter/interface panels shall be mounted adjacent to the fire alarm control panel.

3-4.2 Keys for all interface panels shall be provided in the Knox box.

3-5 REMOTE ANNUNCIATORS

3-5.1 All fire alarm systems shall have remote annunciators. The type and location of the remote annunciator will be determined by the authority having jurisdiction after a review of the system design and building configuration. If an inside LCD type annunciator is approved, a red outside strobe light must be installed.

3-5.2 All remote annunciators shall contain visual and audible indicators for both system troubles and system alarms. All controls shall be at the fire alarm control panel only.

3-6 SMOKE DETECTORS

3-6.1 All smoke detectors shall be photoelectric type devices unless otherwise approved in writing by the authority having jurisdiction.

3-6.2 Smoke detectors shall not be installed until final surface finish is complete on floors, walls, and ceilings.

3-6.3 Smoke detectors found to be prematurely installed shall be permanently marked by the Salem Fire Department and will be considered unacceptable for use in the fire alarm system. Factory shipping covers are unacceptable for dust covers.

3-7 MANUAL PULL STATIONS

3-7.1 All manual pull stations connected to fire alarm systems shall be dual action type only.

3-7.2 All manual pull stations shall be resetable by use of a cat 30 key only. Cat 30 keys for pull stations shall be provided in the Knox box.

3-7.3 Manual pull stations shall be installed in accordance with the Americans with Disabilities Act. This shall include, but is not limited to, height and location. Deviations must be approved by the authority having jurisdiction.

3-7.4 Approved tamper covers shall be installed over the pull stations at the direction or request of the Bureau of Fire Prevention.

3-8 AUDIO/VISUAL DEVICES

- 3-8.1 Fire Evacuation signaling devices shall be horn/voice and strobe light combination units and shall be installed in accordance with the Americans with Disabilities Act. This shall include, but is not limited to, height, location, and synchronization. Deviations must be approved by the authority having jurisdiction.
- 3-8.2 Fire evacuation signaling devices shall be easily recognized as fire warning devices.
- 3-8.3 The evacuation strobe lights shall have one (1) inch high letters of a contrasting color which shall read "Fire". The color of the strobe shall be white or clear to meet ADA and NFPA requirements.

3-9 DUCT SMOKE DETECTION

- 3-9.1 Duct type smoke detectors shall be compatible with and installed accordance with the manufacturer's specifications.
- 3-9.2 Each duct smoke detector shall have a remote "test/reset alarm indicator" panel located at the FACP, and shall be accessible at all times.
- 3-9.3 The duct smoke detector remote test feature shall cause alarm by simulating an actual smoke condition within the detector.
- 3-9.4 Keys for the remote test/reset panels shall be provided in the Knox box.
- 3-9.5 Duct smoke detector locations and associated equipment shall be permanently labeled.
- 3-9.6 Roof top HVAC units which have duct smoke detection shall be permanently labeled on two opposite sides with numbers of at least six (6) inches high and of contrasting color.
- 3-9.7 All access panels shall be permanently labeled "Duct Smoke Detector Inside". The letters shall be a minimum of one (1) inch high and of a contrasting color.
- 3-9.8 All remote indicating panels shall be labeled with the associated HVAC unit number.
- 3-9.9 HVAC units located within the space between the ceiling and floor or room shall be permanently labeled in a manner approved by the Salem Fire Department.
- 3-9.10 All duct smoke detectors shall be marked on a floor plan of the building and permanently affixed at the fire alarm control panel.
- 3-9.11 All duct smoke detectors shall be powered from the fire alarm control

- panel. Detectors powered from any other source are unacceptable.
- 3-9.12 All duct smoke detectors shall reset automatically with the fire alarm system without any further intervention from Fire Department personnel.

CHAPTER 4 WIRING

4-1 GENERAL REQUIREMENTS

- 4-1.1 All fire alarm system initiating and notification appliance circuits shall be wired in accordance with NFPA 72.
- 4-1.2 The minimum acceptable wire size for initiating and notification appliance circuits shall be No. 16 AWG-solid.
- 4-1.3 All wiring shall be run in EMT or other approved conduit, with exception to 105 degree centigrade wire providing it is not exposed, is above ten (10) feet from the floor level and is supported every eighteen (18) inches. EMT or conduit containing fire alarm wire that is not "FPL" shall be painted red every six feet.
- 4-1.4 All 105 C fire alarm cable shall be labeled "FPL" or "FPLR" if the cable runs vertically between floors and "FPLP" if the cable runs in a plenum.
- 4-1.5 All 105 degree Centigrade wiring shall be color coded. The initiating circuits being red, all notification appliance circuits being black, all device power wiring being white and all other auxiliary wiring being gray.
- 4-1.6 All pull box covers shall be painted red.
- 4-1.7 All splice connections should be made with crimp type caps. Wire nuts, when used, shall be of the appropriate type and size. No more than two (2) wires will be allowed under either type of splice connection device.
- 4-1.8 All wiring shall be completed in a workman-like manner. All wiring within the control panel shall be neat and orderly; un-neat or disorderly wiring will be cause for system denial.
- 4-1.9 All wiring shall comply with NFPA 70 and NFPA 72.

4-2 CONTROL PANEL POWER

- 4-2.1 The A/C power for the fire alarm control panel shall be fed from separate branch circuit. The breaker supplying this branch circuit shall be securely locked at all times.
- 4-2.1 The electrical panel housing the branch circuit supplying power to the fire alarm equipment shall be clearly labeled on the front of the panel with ½

inch high letters of contrasting color (preferably red) "Fire Alarm Circuit # xx". The FACP shall have this information on the inside front cover.

CHAPTER 5 SYSTEM ACCEPTANCE

5-1 GENERAL

- 5-1.1 All fire alarm systems shall pass an acceptance test by the Salem Fire Department prior to connection to the Fire Department's Fire Alarm Office.
- 5-1.2 Prior to the acceptance test, the system installer shall complete a certificate stating that the system has been 100% tested and functions in complete compliance with the system specifications, the manufacturer's recommendations, and these regulations. This certificate shall be signed by the installer, the general contractor, and/or the property owner, and shall be submitted to and received by the Salem Fire Department no less than 24 hours prior to the appointed time of the acceptance test. Failure to do so shall be cause for cancellation and failure of the acceptance test.
- 5-1.3 Any exception to 5-1.2 shall be obtained in advance from the Fire Marshall.
- 5-1.4 The acceptance test shall include the testing of all devices, wiring, and control panels within the system.
- 5-1.5 The system installer shall provide all necessary personnel and equipment to complete the testing. Fire Department personnel will not perform any function involved with the testing procedure.

CHAPTER 6 SYSTEM MAINTENANCE

6-1 GENERAL

- 6-1.1 The property owner is responsible to maintain the fire alarm system and all devices attached thereto, in proper working order at all times.
- 6-1.2 All maintenance to fire alarm systems shall be done by competent Certificate of Fitness holders who are knowledgeable in the system.

6-2 ROUTINE TESTING, INSPECTIONS, AND REPORTING

- 6-2.1 The property owner is responsible to have 100% of the system tested and inspected annually (at a minimum).

- 6-2.2 The property owner shall maintain written reports of each annual test. The property owner shall provide to the Bureau of Fire Prevention copies of such reports upon completion of the test.
- 6-2.3 The Certificate of Fitness holder shall be allowed to call the Salem Fire Alarm Office and put the fire alarm system on "test". In doing so, any trouble alarms received in the Fire Alarm Office will be disregarded. The Certificate of Fitness Holder shall remain at the site at all times and keep a fire watch. If any problem develops, he/she shall call the FAO via 911 and advise of the emergency situation. If the card holder is going to send the box into Fire Alarm, he/she must notify Fire Alarm of his intentions immediately prior to sending the alarm in. If the card holder trips the system accidentally (without notifying the FAO), he/she shall call the FAO immediately. If the system trips into the FAO and it was not caused by the card holder, he/she will call the FAO and report the activation so a full response call is sent. When the work is complete, the Certificate of Fitness holder MUST call back and report the system is "off test". Failure to follow this procedure will result in the revocation of his/her fitness card.
- 6-2.4 The Certificate of Fitness holder shall send the alarm through to the Fire Alarm Office when conducting an annual test/inspection.
- 6-2.5 Short arms and test plug devices for master boxes are not allowed to be used at any time unless express written permission is given by the Salem Fire Department.

6-3 NEEDLESS ALARMS / NUISANCE ALARMS

- 6-3.1 Any detection device which activates without cause, on the first occurrence shall be permanently marked by the Fire Department with a single line. On any other activation by this detector without cause, it shall again be marked with another line forming an "X". At that time, this detector is considered unacceptable and must be immediately replaced.
- 6-3.2 Any building causing more than one Fire Department Emergency Response in any 30 calendar day period due to faulty system or devices will be charged a nuisance fee. Said fee shall be established by the Board of Selectmen

CHAPTER 7 RENOVATIONS OR ADDITIONS

7-1 GENERAL

- 7-1.1 Whenever an existing building or structure is enlarged, extended, or modified greater than 25% of the total existing area of the building or structure, the entire building or structure shall be upgraded to comply with current requirements in place for new construction.
- 7-1.2 Whenever an existing building or structure is enlarged, extended, or modified and the estimated cost of the job as declared on the building permit issued for the job from the Town of Salem is greater than 25% of the total assessed value of the building or structure, the entire building or structure shall be upgraded to comply with these requirements.
- 7-1.3 For the purposes of Chapter 7, any work done on buildings within a twelve month period of time shall be taken into consideration when calculating area, renovations, building permit fees, etc.

These Fire Alarm Regulations are issued on the order of:

_____ on _____
 Jeffrey S. Emanuelson, Fire Marshal Date
 Salem Fire Department - Bureau of Fire Prevention

From: arl F. Roediger [cfroediger@cityofportsmouth.com]
Sent: uesday, January 13, 2015 3:39 PM
To: eter Cutrer
Subject: E: Fire alarm listed agent
Attachments: orporate Agreement.pdf; Technician Agreement.pdf

Follow Up Flag: ollow up
Flag Status: lagged

Peter,

As most of the techs working in Portsmouth also work in Salem, Concord, and Manchester, I only provide a “local procedures” briefing when they fill out their agreement form. The company must have a valid agreement on file with us and their certificate of liability insurance must be current and list Portsmouth Fire Department as the certificate holder. Once that is completed, technicians from that company can sign up.

Since most of the technicians have already gone through a training or certification program in Manchester or Salem, I don’t reinvent the wheel. I use their Manchester Fire Alarm arm numbers and use those in our database. Technicians complete an agreement form and I spend time going over the procedures on the second page of the agreement, especially going over the differences between communities. For example, I know that Manchester doesn’t use the grounding plugs, but we do. I make sure that they program the number for Dispatch into their phones. Many guys just call the FD and we have to transfer them to Dispatch so I’ve been trying to make sure that there’s no excuse for calling the wrong number.

We have allowed a very small number of local maintenance folks to be listed and we train them. We issue them unique Portsmouth numbers in the database and they are only allowed to exercise their privilege on the box at their specific location(s).

I’ve attached copies of the Corporate and Technician agreement forms. Let me know if you need anything else.

Carl

Carl F. Roediger, CFPS, CFEI
Deputy Fire Chief
Portsmouth Fire Department
170 Court St.
Portsmouth, NH 03801



Portsmouth Fire Department Bureau of Fire Prevention and Control

170 Court St., Portsmouth NH 03801 603-427-1515

Corporate Agreement

Sprinkler and Fire Alarm System Installation/Service Companies
Agreement re: Master Box Installers

Company Name:

Contact Name:

Address:

City :

State:

Zip:

Phone:

Fax:

E-mail:

Purpose: The above-named Company is engaged in the business of installing, testing, maintaining and repairing sprinkler and fire alarm systems. The Portsmouth Fire Department is prepared to authorize qualified individuals employed by the Company (Installers) limited access to fire alarm master boxes connected to the Fire Department Municipal Alarm System. Qualified Installers are required to enter into an Agreement with the City of Portsmouth for such limited access. Such access is authorized in order to provide ready access to equipment for service, maintenance, and testing of sprinkler and/or fire alarm systems with a goal of achieving a higher state of readiness and reliability.

Company agrees that it will promptly notify the Portsmouth Fire Department when any Installer authorized by the City of Portsmouth Fire Department to access sprinkler and fire alarm systems pursuant to a Master Box Limited Access Agreement terminates his or her employment with the Company.

Company agrees that it will at all times maintain commercial general liability insurance (with coverage for product and completed operations) in the amount of at least \$1,000,000. Proof of insurance shall be supplied with this Agreement and the Portsmouth Fire Department reserves the right to request proof of insurance at any time during the duration of this Agreement.

The Portsmouth Fire Department reserves the right to monitor and track the Company and the Installers employed by Company. The Portsmouth Fire Department reserves the right to remove an Installer's authority to access any sprinkler or alarm system or to cancel this Agreement.

This Agreement shall automatically terminate should Company no longer be in good standing with, or authorized to do business in, the State of New Hampshire.

Disclaimer: the Portsmouth Fire Department does not by virtue of this agreement, guarantee, warranty, qualify, approve, or certify any individual or the company in the performance of its work.

Signature of Authorized Representative of Company: _____ Date _____

Approved by: _____ Date _____



Portsmouth Fire Department Bureau of Fire Prevention and Control

170 Court St., Portsmouth NH 03801 603-427-1515

Technician Agreement

Sprinkler and Fire Alarm System Installation/Service Agents
Master Box Limited Access Agreement

Technician Name:	Company:
Home Address:	Company Phone:
City :	State: Zip:
Home Phone:	Cell Phone #
E-mail:	Fax:

Technician: An individual trained and employed to provide service, maintenance, and/or testing of Sprinkler and/or Fire Alarm Systems.

Purpose: The Portsmouth Fire Department has authorized the above named individual limited access, as stated in this agreement, to Fire Alarm Master Boxes connected to the Fire Department Municipal Alarm System in order to provide ready access to equipment for service, maintenance, and testing of Sprinkler and/or Fire Alarm Systems. This limited access to qualified technicians should ultimately result in a higher state of readiness and reliability.

Duration of Agreement: This agreement shall automatically terminate when technician's employment with the above-referenced Company terminates. Technicians may reapply when/if technician is engaged with a new Sprinkler and Fire Alarm System Installer/Service Company approved by the Portsmouth Fire Department. **The Portsmouth Fire Department reserves the right to monitor and track technicians, limit the number of technicians, and to remove an Installer or service person's authority for limited access conveyed by this agreement.**

Disclaimer: the Portsmouth Fire Department does not by virtue of this agreement, guarantee, warranty, qualify, approve, or certify any individual, company of the performance hereof.

As an Installer or service person, I agree to abide by the following procedures when accessing a Fire Alarm Master Box in the City of Portsmouth, NH and do nothing else to the Master Box or its mechanical apparatus or electrical connections.

1. My company or I shall submit any required plans, and/or seek and receive any necessary permits or permissions prior to initiating any work that would require those submittals, permits or permissions.
2. I shall notify the Fire Department at (603) 427-1565, give my name, my Installer number, the Master Box number, facility name, street address, describe the work or tests about to be performed, answer any questions about the intended work or tests, and ask permission to place the Box in the "Manual Mode" before I make entry into any Master Box.
3. I shall open the outer door and then open the white inner door, remove the test plug and insert it in the + and - slots.
4. I shall then remove the "Long Arm" and replace it with a Short Arm. If for any reason the box should trip with the plug in place, I shall wait until it has completed its cycle and rewind the box.
5. I shall then remove the "Test Plug", place it back in its holder, close the white inner door, put the "Long Arm" on top of the white inner compartment, insure there are no metal objects in contact with any wiring points, close and secure the outer door. If the box trips while the short arm is in place, (unless the hook is pulled for an actual emergency) I shall immediately call Fire Alarm, give them my Installer number and advise them the alarm was an accidental trip.
6. I shall, upon completion of my work, repeat steps 3, 4, and 5, replacing the "Short Arm" with the "Long Arm", and insure the system annunciator shows normal.
7. I shall call the Fire Department and provide my Installer number, and inform the Department that the box is back in "Automatic" mode.

In addition to the above procedures, I understand and agree that during the time period the box is in "Manual" mode, it will be incapable of automatically reporting an alarm, and I shall be responsible for notifying the Fire Department of any fire related emergency at the site. I further agree that if, for any reason, I am unable to restore the box to "Automatic" Mode, I will stay at the property until the matter is resolved, or I am released by a Fire Department representative.

Installer/Service Person's Signature: _____

Date _____

Arm Number _____

Date _____



Derry Fire Department

14 MANNING STREET, DERRY, NH 03038
(603) 432-6751 FAX: (603) 432-6752

RULES AND REGULATIONS FOR MASTER FIRE ALARM BOX LISTED AGENTS

DEFINITIONS:

- **LISTED AGENT:** A LISTED AGENT IS AN INDIVIDUAL WHO HAS APPLIED FOR AND RECEIVED REGISTRATION THROUGH THE DERRY FIRE DEPARTMENT AS A LISTED AGENT. SAID AGENT NEEDS TO BE ABLE TO SHOW PROFICIENCY IN "SHORT ARMING" A MASTERBOX, AND FAMILIARITY WITH THE CODE OF THE TOWN OF DERRY, AS IT IS WRITTEN
- **WHO MAY APPLY:** ANY INDIVIDUAL WHO IS EMPLOYED IN THE FIRE ALARM OR FIRE SUPPRESSION SYSTEM BUSINESS THAT HAS A NEED TO "SHORT ARM" A MASTERBOX OR PLACE A RADIO BOX INTO TEST MODE
- **TYPES OF AGENT LISTINGS:** THERE ARE TWO DESIGNATIONS AVAILABLE: 1.) LISTED AGENT, AND 2.) FIRE DRILL COORDINATOR

LISTED AGENT: A PERSON WHO MAY DISCONNECT A FIRE ALARM SYSTEM FROM ANY MASTER OR RADIO BOX IN THE TOWN OF DERRY, N.H. FOR WHICH THE AGENT IS LEGALLY RESPONSIBLE. NO AGENT WILL DISCONNECT, OR CAUSE TO BE DISCONNECTED ANY FIRE ALARM SYSTEM UNLESS THEY ARE DIRECTLY WORKING FOR THE PROPERTY OWNER

DURATION OF AGENT LISTING:

AN AGENT LISTING SHALL REMAIN IN EFFECT THROUGH DECEMBER 31, REGARDLESS OF THE MONTH OF YEAR THE AGENT IS LISTED, OR UNTIL THE INDIVIDUAL NO LONGER MEETS THE REQUIREMENTS FOR AN AGENT LISTING, OR HAS VIOLATED THE RULES AND REGULATIONS OF THE DERRY FIRE DEPARTMENT FOR FIRE ALARM LISTED AGENTS. LISTED AGENTS WHO CHANGE EMPLOYMENT MUST REAPPLY FOR A NEW LISTING UNDER THEIR NEW EMPLOYER'S NAME. IF AN AGENT'S LISTING EXPIRES THEY MUST REAPPLY AND RETEST. ANY APPLICABLE APPLICATION OR TESTING FEES WILL APPLY.

TRAINING / TESTING (LISTED AGENT):

THE DERRY FIRE DEPARTMENT DOES NOT OFFER TRAINING COURSES. TO BECOME A LISTED AGENT, YOU MUST SHOW PROOF OF COMPETENCY IN SHORT ARMING A BOX, AND KNOWLEDGE OF THE TOWN OF DERRY CODE RELATED THERETO. THE TOWN OF DERRY CODE AS IT PERTAINS TO FIRE ALARM SYSTEMS CAN BE FOUND AT THE TOWN OF DERRY/FIRE DEPT. WEBSITE, FIRE DEPT. ADMINISTRTRIVE OFFICE OR FIRE ALARM/COMMUNICATIONS CENTER. THE TOWN OF DERRY DOES NOT EXTEND RECIPROCITY TO LISTED AGENTS THAT ARE LISTED FROM OTHER AREA TOWNS.

RENEWAL APPLICANTS:

RENEWAL APPLICATIONS FOR LISTED AGENTS WITH CURRENT CERTIFICATION MAY BE PROCESSED BY MAIL PROVIDED THE APPLICABLE FEES ARE INCLUDED WITH THE APPLICATION.

MASTER BOX "SHORT ARMS" AND KEYS:

NEW DERRY LISTED AGENTS MUST HAVE A MASTERBOX "SHORT ARM" ENGRAVED WITH THEIR LISTED AGENT NUMBER. APPLICANTS MAY SUPPLY THEIR OWN KEY TO THE DERRY FIRE DEPARTMENT FOR ENGRAVING, OR ONE MAY BE PURCHASED. MASTER BOX KEYS ARE ALSO AVAILABLE FOR PURCHASE. PLEASE SEE THE CURRENT FEE SCHEDULE; ALL FEES MUST BE PAID THROUGH THE FIRE ADMINISTRATION OFFICE.

FIRE DRILL COORDINATOR:

A PERSON WHO MAY DISCONNECT A FIRE ALARM SYSTEM FROM A SPECIFIED MASTER BOX OR BOXES ON A SPECIFIED PROPERTY IN THE TOWN OF DERRY, N.H. FOR WHICH THE AGENT IS LEGALLY RESPONSIBLE. DISCONNECTIONS SHALL BE ALLOWED ONLY FOR LEGITIMATE FIRE DRILL ACTIVITIES. IN THE CASE WHERE A SHORT ARM IS NEEDED, THE SITE SHALL MAINTAIN A SHORT ARM KEY WHICH WILL REMAIN THE PROPERTY OF THE DERRY FIRE DEPARTMENT. THIS KEY SHALL HAVE THE MARKINGS ON IT TO INDICATE WHAT SCHOOL, OR FACILITY IT BELONGS TO. NO SHORT ARM KEYS SHALL BE USED IN ANY ALARM SYSTEM FOR WHICH THEY ARE NOT ENGRAVED FOR. SHORT ARMS AND MASTER BOX KEYS FOR NON-PUBLICLY OWNED FACILITIES SHALL BE PURCHASED AT THE CURRENT RATES INCLUDED IN THE FEE SCHEDULE.

THE APPROPRIATE NUMBER TO CALL DERRY FIRE ALARM IS 603-432-6121.

TRAINING / TESTING (FIRE DRILL COORDINATOR):

THERE IS NO CHARGE TO BECOME A FIRE DRILL COORDINATOR. THIS LISTING IS PRIMARILY DESIGNED FOR EDUCATIONAL, HEALTHCARE, AND LARGE SCALE MANUFACTURING FACILITIES. TO BECOME A FIRE DRILL COORDINATOR, THE INDIVIDUAL MUST BE ACTIVELY EMPLOYED BY THE FACILITY AND IN A ROLE WHEREBY VIRTUE OF JOB CLASSIFICATION THEY ARE RESPONSIBLE FOR CONDUCTING FIRE DRILLS. THE DERRY FIRE DEPARTMENT WILL PROVIDE TRAINING TO FIRE DRILL COORDINATORS AT NO CHARGE, AND THEN ISSUE A FIRE DRILL COORDINATOR NUMBER. A WRITTEN TEST IS NOT REQUIRED FOR FIRE DRILL COORDINATORS. FIRE DRILL COORDINATORS ARE ONLY AUTHORIZED TO SHORT ARM A BOX, OR PUT A RADIO BOX ON TEST FOR THE PURPOSE OF CONDUCTING A PROPERTY FIRE DRILL

DISCLAIMER:

THE DERRY N.H. FIRE DEPARTMENT, BY VIRTUE OF THE LISTED AGENTS/FIRE DRILL COORDINATOR PROGRAM, DOES NOT GUARANTEE, WARRANT, QUALIFY, APPROVE OR CERTIFY AN INDIVIDUAL OR COMPANY OR THEIR PERFORMANCE. THE RULES AND REGULATIONS WHICH GOVERN THE LISTED AGENT/FIRE DRILL COORDINATOR PROGRAM ARE INTENDED TO SET MINIMUM STANDARDS AND PROCEDURES FOR LISTED AGENTS. IT IS THE SOLE RESPONSIBILITY OF THE LISTED AGENT AND THE PROPERTY OWNER TO ASSURE THAT THE FIRE ALARM SYSTEM IS OPERATIONAL AND THE MASTER OR RADIO BOX IS RESTORED TO A NORMAL CONDITION AFTER EACH DISCONNECTION. IF ANY PROPERTY OWNER, LISTED AGENT, OR FIRE DRILL COORDINATOR DEVIATES FROM THE ABOVE LISTED PROCEDURE, YOU SHALL BE IN VIOLATION OF STATE/LOCAL FIRE CODE VIOLATIONS.



Nashua Fire Rescue – Fire Alarm Division Application for Listed Agent



Agent Name: _____ Position/Title: _____

Agent Cellular Phone/Direct Contact Number: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____ Supervisor: _____

Listed for: _____ Date: _____

Listed Agent:

An individual who has applied and becomes listed with the Nashua Fire Rescue to place Master Fire Alarm boxes in the manual or automatic mode.

Who may apply

Any individual in the employ or a company in the business of servicing or installing the Fire Alarm Systems, sprinkler systems, or other services that interface with a Fire Alarm System may apply to be listed as a responsible agent. Any individual designated by a property owner or sole business tenant may apply to be a listed as a responsible agent for that one location. Example: Property owner, head of maintenance, head guard, etc.

Duration of Listing:

The Nashua Fire Rescue shall list agents to change status of master boxes as a means to track the individual's record of competence and professionalism. In an effort to limit this function to qualified and responsible persons. The goal being ready access to equipment for service and maintenance which would ultimately result in a higher state of readiness and reliability of fire alarm systems. In this pursuit, the Nashua Fire Rescue does not by virtue of listing an agent, guarantee, warrantee, qualify, approve, or certify any individual, company, or performance thereof.

As a listed agent, **I agree** to abide by the following procedures when accessing a Master Fire Alarm Box in the City of Nashua, New Hampshire.

1. **I shall notify the Fire Department before entry into a Master Box to change the status.**
2. **I shall describe the work or tests about to be performed and answer any questions asked about the intended work or tests.**
3. **When opening the white inner door, I shall first place the test plug in the "test" slots. When I have completed phase in process, I shall remove the test plug and return it to its holder on the inside of the white door.**
4. **To place the box on manual, I shall remove the long arm and replace the screw into the handle. The long arm will be left on the bottom of the white box.**
5. **To place the box on automatic, I shall return the long arm to the handle.**
6. **If at any time during access to the box, the bell coil starts tapping a box, I shall stop and wait for no activity before proceeding.**
7. **If at any time during access to the box, I should inadvertently trip the box while the test plug is out of the test position, I shall wait for the box to send all four rounds of code. I shall then use the telegraph key to transmit four rounds of code two. I shall then immediately locate a telephone and advise the Fire Department that the box was an accidental trip.**
8. **At no time shall I disconnect or jump out any wiring in the Master Box.**
9. **I shall insure that there are no keys, short arms, or other metal objects in contact with wiring points before closing the door.**
10. **After placing a box on automatic, I shall return to the control panel and verify that all conditions are returned to normal.**
11. **I shall notify a property representative and the Fire Department of any changes in status of the Master Box.**

In addition to the above procedures, **I further understand and agree** that during the time period that a box in the "Manual Mode", it will be incapable of automatically reporting an alarm, and that **I shall be responsible** to notify the Fire Department of a fire at that location.

I also agree that if for some reason, I am unable to restore a box to automatic, **I shall** not leave the property until that matter is resolved, or I am released by the property owner, or Fire Department representative. If released by a property owner, **I shall** notify the Fire Department that I was unable to place the box on automatic, and that the property owner has been notified.

Signed: _____ Date: _____



Nashua Fire Rescue
 Fire Marshal's Office
 177 Lake Street, Nashua, NH 03060
www.nashuafire.com

Cynthia Bautista
 Fire Marshal
 (603) 589-3460
 Fax (603) 589-3474

DESIGN AFFIDAVIT
Fire Alarm System

Date: _____

Address of Installation: _____
 Name _____
 Street _____
 City, State, Zip _____

Installing Contractor:

Designer: (if different)

Co. Name _____

Co. Name _____

Street _____

Street _____

City, State, Zip _____

City, State, Zip _____

Tel _____

Fax _____

Tel _____

Fax _____

The undersigned certifies that the system as designed conforms to the _____ edition of NFPA _____.

If not, areas of non-conformance for which we are applying for a variance are: _____

I have appropriate design expertise and authority to make this certification.

Attached is a list/copies of relevant training and certification in the field (2010 - NFPA 72:10.4.3.2)

Signed: _____

Date: _____

Firm: _____

Telephone: _____

Fax: _____



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 Fire Marshal's Office
 177 Lake Street, Nashua, NH 03060
www.nashuafire.com

Cynthia Bautista
 Fire Marshal
 (603) 589-3460
 Fax (603) 589-3474

FINAL ACCEPTANCE
Fire Alarm System

- 1) Date Installation Placed in Service: _____
- 2) Name of Location: _____
 Address of Installation: _____

- 3) Installing Company: _____

- 4) Required attachments to this certification statement are:
 - ☐ Completed Fire Alarm System Record of Completion (NFPA 72:10.18.2.1.1)
 - ☐ As-built drawings of the fire alarm system installed.
- 5) The undersigned certifies that the fire alarm system is installed in total conformance with the 2010 edition of NFPA 72. (If not, the areas of non- conformance are):

Installer Signature: _____ Date: _____

Firm: _____ Phone No.: _____



Nashua Fire Rescue

Fire Marshal's Office
177 Lake Street, Nashua, NH 03060
www.nashuafire.com

Cynthia Bautista
Fire Marshal
(603) 589-3460
Fax (603) 589-3474

PLAN REVIEW CERTIFICATION Fire Alarm System

1) Date of Application: _____

2) Name of Location: _____

Address of Installation: _____

3) Installing Company: _____

4) Designer: _____

5) Required attachments to this certification statement are:

- ☐ Completed Design Affidavit.
- ☐ List/copies of Installers qualification/certification
- ☐ Two sets of plans in accordance with Plan Requirements of Nashua Fire Marshal's Office.
- ☐ Cut Sheets/devices
- ☐ Drawings
- ☐ Battery calculations (if applicable)
- ☐ System type: (circle) Addressable - Digital - Analog
- ☐ Scope of work
- ☐ Compatibility documentation
- ☐ Request for master box number (if applicable)

6) The undersigned certifies that the fire alarm system is to be installed in total conformance with the 2010 edition of NFPA 72. (If not, the areas of non- conformance are):

Signed: _____

Date: _____

Firm: _____

Phone No.: _____

MANCHESTER FIRE DEPARTMENT – COMMUNICATIONS DIVISION**2033 SO WILLOW STREET – MANCHESTER NH 03103-3316****603-669-2256 X 3302 – FAX 603-622-2222 ANY QUESTIONS PLEASE ASK FOR DENISE****VISIT OUR WEBSITE FOR ONLINE FORM. WWW.MANCHESTERNH.GOV****LISTED AGENT REGISTRATION/APPLICATION - \$50.00****Please fax application and mail in fees.****PLEASE PRINT****TYPE OF LISTING () CITYWIDE or () PROPERTY**

NAME: _____ Listed Agent number _____

HOME ADDRESS: _____
Street City State ZipHOME PHONE # _____ CELL PHONE # _____ EMAIL _____
.....

EMPLOYER NAME: _____ JOB TITLE: _____

EMPLOYER ADDRESS: _____
Street City State Zip

EMPLOYER PHONE # _____ FAX # _____ EMAIL _____

PROPERTY AGENT ONLY (PLEASE PRINT)

LIST ALL BOXES TO BE SHORT ARMED BY YOU – USE REVERSE SIDE FOR ADDITIONAL BOX #'S AND LOCATIONS IF NECESSARY

NAME OF PROPERTY: _____

PROPERTY ADDRESS: _____

BOX #'S _____

OWNERS NAME: _____ TEL: _____

OWNERS ADDRESS: _____
Street City State Zip

Any individual employed in the business of installation or service of fire alarm or sprinkler systems may apply to be listed as a **CITYWIDE Master Fire Alarm Box Listed Agent** in the City of Manchester, NH. Any individual designated by a property owner **and has a working knowledge of the operation of the Fire Alarm System** may be listed as **PROPERTY Master Fire Alarm Box Listed Agent** in the City of Manchester, NH. All applicants will be required to complete an application and attend and successfully complete a training class conducted by the Manchester Fire Department. The applicant will be scheduled for class after review and verification of the application.

The individual's registration may be suspended or terminated if he/she no longer meets the requirements of the Manchester Fire Department for Master Fire Alarm Box Listed Agents. **Listed agents are responsible for notifying the Communications Division of ANY changes in employment, address, telephone, and pager.**

I have received a copy of the rules and agree to abide by such AND that any violations of the Rules & Regulations will result in loss of Listed Agent Registration.

SIGNATURE _____ DATE: _____

(MFD USE ONLY) ID # _____ TRAINING DATE: _____ APPROVED BY: _____NOTES: _____

James A Burkush
Chief of Department



City of Manchester
Fire Department
 Fire Communications Division

LISTED AGENT PROGRAM

This program was implemented so that those employed in the fire alarm or sprinkler business or who is a representative of a property owner ***and has a working knowledge of the operation of the Fire Alarm System***, may disconnect a fire alarm system from any Master Box in the City of Manchester, NH.

The procedure is as follows:

The company would call our office to request an employee become a Listed Agent. The individual is placed on a list – as class size is limited to 15. The company is notified via fax of the Date, Time and location of the class – and the individuals scheduled to attend. It is required that the individual attending bring a Short Arm to the class so that we may engrave their agent number on the part. This part #23429 may be purchased through Mammoth Fire Alarm @ 800-995-9808 or RB Allen @ 800-427-5748 or Progressive Alarm Services @ 603-347-8844.

Before class the individuals verify payment and are given a Listed Agent ID Card and have their short arm engraved.

During class Rules and Regulations are reviewed and instructions given on disconnect procedures. They are also issued a copy of the Rules and Regulations.

There is an initial fee of \$50.00, payable once application has been submitted. There is also an annual fee of \$50.00. Renewal forms and invoices will be mailed annually on December 1st. Any listed agent that does **NOT** return the renewal with the annual fee will be removed from the Listed Agent Program.

For more information about this program please visit our website @ www.manchesternh.gov

Forms-Online Listed Agent Application
 Listed Agent Rules and Regulations

RULES AND REGULATIONS FOR FIRE ALARM BOX LISTED AGENTS

MANCHESTER FIRE DEPARTMENT – COMMUNICATIONS DIVISION
2033 SOUTH WILLOW ST – MANCHESTER, NH 03103-3316
603-669-2256 X 3302 – FAX 603-622-2222
Website: www.Manchesternh.gov

DEFINITIONS:

CITYWIDE AGENT: One who works for a Fire Alarm or Sprinkler Company and may disconnect a fire alarm system from any Master Box in the City of Manchester, NH for which the agent is legally responsible.

PROPERTY AGENT: One who is a representative of a property owner and may disconnect a fire alarm system from a specific Master Box or Boxes in the City of Manchester, NH for which the agent is legitimate maintenance or installation activities.

LISTED AGENT: A listed agent is an individual who has applied for and received training as a Master Fire Alarm Box Listed Agent in the City of Manchester, NH.

WHO MAY APPLY: Any individual who is employed in the fire alarm or sprinkler business or who is a representative of a property owner *and has a working knowledge of the operation of the Fire Alarm System*, may apply to be a listed agent.

TYPES OF LISTING: There are two categories of listed agent; a.) **CITYWIDE** and b.) **PROPERTY**.

DEFINITION OF LISTINGS: A CITYWIDE listed agent may disconnect a fire alarm system from **any** Master Box in the City of Manchester, NH for which the agent is legally responsible. A PROPERTY listed agent may disconnect a fire alarm system from a **specific** Master Box or Boxes in the City of Manchester, NH for which the agent is legitimate maintenance or installation activities. Listed agents shall **NOT** disconnect any fire alarm system for any purpose other than system installation or maintenance.

DURATION OF LISTING: A listing shall remain in effect until the individual no longer meets the requirements for a listing OR has violated the requirements of the Manchester Fire Department for Master Fire Alarm Box Listed Agents. Listed agents who change employment must reapply for a new listing (this will not require additional classroom instruction, but does involve completion of a new application).

Renewal forms and Invoices will be mailed annually on December 1st. Any listed agent that does **NOT** return the renewal with the annual fee of \$50 will be REMOVED from the Listed Agent Program.

DISCLAIMER: The Manchester Fire Department by virtue of listing agents does **NOT** guarantee, warranty, qualify, approve or certify any individual or company or their performance. The training provided and the Rules and Regulations which govern the listed agent program are intended to set minimum standards and procedures for listed agents. It is the responsibility of the listed agent and the property owner to assure that the fire alarm system and the master box is restored to a normal operating condition after each disconnection.

DISCONNECTION PROCEDURES

All Listed Agents shall abide by the following procedures when disconnecting a fire alarm system from a master box:

1. Call the Manchester Fire Department (Dispatch Center) **before** any disconnection activity is performed.
2. Give the Fire Alarm Operator your name and Listed Agent ID. Describe the type of activity requiring the disconnection.
3. After receiving authority from the Fire Alarm Operator take the following steps:

WIRE MASTER BOX: Open the red outer door and the white inner door of the master box. Carefully remove the long arm from the mechanism. Replace the long arm with the short arm. Place the long arm on top of the white inner case. Close the white inner door and the red outer door of the master box.

RADIO MASTER BOX: Move the Master Box disconnect switch or switches into the disconnect position and silence the interface trouble signal.

Proceed with the system maintenance activity.

4. When the maintenance activity has been completed take the following steps:

WIRE MASTER BOX: Open the red outer door and the white inner door of the master box. Carefully remove the short arm from the mechanism and replace it with the long arm. Check to see that the metal portion of the long arm is **UNDER** the black trip mechanism and that the trip arm reads **SET**. Check to see that the master box is fully wound. Close the white door and make certain that no keys, short arms or other objects are in contact with the wiring or the bell-shorting bar in the box. Close the red outer door.

RADIO MASTER BOX: Move the Master Box disconnect switch to the normal position and move the trouble silence switch to the normal position.

5. Check the status of the fire alarm system before leaving the property. If any yellow or red indicators are lit or if a trouble signal is sounding you must check the system and clear it.
6. If at any time while you are in a Wire Master Box and the box bell tapper sounds you shall stop all activity and wait for the bell to stop tapping. If you inadvertently trip the Master Box, allow the box to complete all four rounds and then send a manual signal of 2 2 2 2. After sending the four rounds of two, **IMMEDIATELY** call the Manchester Fire Department to verify the accidental trip with the Fire Alarm Operator and rewind the box.
7. Listed Agents shall **NOT**, under any circumstances, jump out or disconnect any wiring inside the Master Box.
8. Listed Agents shall be responsible to provide their own set of Gamewell Master Box keys.
9. Listed Agents shall be responsible to provide their own Gamewell Master Box short arm. (Gamewell Part No. 23429) The listed agent shall present the short arm to the MFD Communications Division for engraving of his ID number.

10. All questions regarding this program shall be directed to the Fire Communications Superintendent, the Senior Fire Alarm Technician or a Fire Alarm Technician of the Manchester Fire Department.

“I understand that during the time period that the Master Box is disconnected it is incapable of automatically transmitting a fire alarm to the Manchester Fire Department and that I shall be responsible to notify the Manchester Fire Department of any valid alarm of fire in the property which is disconnected.”

“I understand that I shall **NOT** leave the property while the Master Box is disconnected. If for some reason I cannot reconnect the Master Box and clear the Fire Alarm system control panel I shall **NOT** leave the property until the problem is cleared. If the problem cannot be cleared I shall **NOT** leave the property until both the Property owner and the Manchester Fire Department have been notified and the details of the problem have been discussed with the District Chief on duty.”

“I understand and will abide by all Rules and Regulations of the Manchester Fire Department regarding the Master Fire Alarm Box Listed Agent Program. I will **NOT** divulge my Listed Agent ID to any other individual nor allow any other individual to act in my place as a Listed Agent.”

VIOLATIONS OF THESE RULES AND REGULATIONS WILL RESULT IN LOSS OF LISTED AGENT STATUS

MANCHESTER FIRE DEPARTMENT
RULES AND REGULATIONS
FOR
FIXED FIRE PROTECTION
SYSTEMS



Updated May 2013

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SECTION 1

Sprinkler Systems

Administrative rules

The installer of a sprinkler system shall file an application with the Manchester Fire Department Fire Prevention Bureau with a filing fee of \$1.00 per device with a minimum being fifty dollars (\$50.00). (Devices Included in this fee shall include sprinkler heads, backflow preventers, post indicator valves, OS&Y valves, inspector's test valves and fire department connections).

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Before such work recommences, a new permit shall be first obtained and the fee, if any, shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year. Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.

All sprinkler systems installed in the City of Manchester shall have a plumbing permit from the City of Manchester Building Department.

All sprinkler systems installed in the City of Manchester shall have a fire alarm permit from the Manchester Fire Department Communications Division.

A set of working plans and hydraulic calculations shall be submitted to the Manchester Fire Department Fire Prevention Bureau prior to the installation of the sprinkler or standpipe system. All supporting documentation found in Appendix A of this document shall be submitted along with the permit application for review. Working plans shall be drawn to an indicated scale and include all items detailed in the most recently adopted edition of NFPA 13. Hydraulic calculations shall be prepared on form sheets that include summary sheet, detailed information sheets, and a graph sheet. All hydraulic calculation sheets shall include all items detailed in the most recently adopted edition of NFPA 13.

All plans submitted must be stamped and signed by a Fire Protection Engineer familiar with all applicable State and local rules and regulations. NOTE: a fire protection engineer stamp shall not be required for plans involving relocation or addition of 12 or less sprinkler heads. These plans shall be submitted bearing the signed stamp of a NICET Level III designer.

All water supply data used for hydraulic calculations shall be no older than one calendar year.

All sprinkler systems installed in the City of Manchester must be installed to meet the criteria set forth by NFPA 13, 13D and 13R respectively except as where modified by this document.

A failure of inspection shall result in a reinspection fee of \$300.00 paid in advance to the Manchester Fire Department prior to any reinspection.

All buildings with a sprinkler or standpipe system must have an approved, manual evacuation fire alarm system connected to the Fire Department through a wired or radio master box or to an approved central station.

Permits and Inspections shall be required for all of the following:

- All new installations **without exception**
- Any work or modification to an existing sprinkler system. This includes but is not limited to; arm-overs, head replacements, and moving or relocating sprinkler heads. Any addition to, or expansion of existing systems shall require submission of hydraulic calculations
- Any repair or modification to the system components and hardware as listed in the most recent edition of NFPA 13 Installation of Sprinkler Systems
- Any installation of clean agent systems, UL 200 and UL 300 systems
- Any installation of fixed fire protection, Commercial hood suppression systems

System Requirements

The location of the Post Indicating Valve (PIV) or Wall Post Indicator Valve (WPIV) shall be approved by the Manchester Fire Department prior to installation. This valve shall be located within twenty five feet (25') of fire truck access and shown on the site plan. This device shall be clearly visible from the street and be installed on private property.

A post or wall indicating valve with tamper switch shall be provided on all installations. The wall valve shall be mounted between thirty six to sixty inches (36"-60") from ground level unless otherwise approved by the Fire Department.

A fire hydrant (privately owned or municipal) shall be located no more than one hundred feet (100') and no closer than 65 feet (65') from the Fire Department Connection.

A Fire Department Connection shall be supplied on all sprinkler and standpipe installations. These connections shall consist of a single four inch (4") Storz connection. The location of the FDC shall be approved by the Manchester Fire Department prior to installation. Connections must be a minimum of thirty-six inches (36") from all obstructions. All connections shall be identified with a metal sign with raised letters at least one inch (1") in size and shall identify the type of system and recommended system pressures. This device shall be clearly visible from the street and be installed on private property.

Provisions for Seismic protection of the sprinkler system shall be provided for on all new sprinkler systems.

A low-pressure switch is required to be installed on each riser on the system side of the main control valve. In zoned systems, this will be required on the system side of each zone located so that a sixty percent (60%) drop in pressure at any location in the system or zone causes alarm activation. Low-pressure switches located at the alarm valve may not meet this requirement.

All new or existing sprinkler and standpipe systems that are modified shall be provided with an appropriate backflow prevention device between the water supply and the system riser(s).

All sprinkler and standpipe systems shall have alarm initiating retarded water flow devices.

All vane flow switches shall have a zero to sixty (0-60) second retard devices set to forty-five (45) seconds.

All sprinkler and standpipe systems shall have an inspector test valve located at the furthest point from riser and shall be piped to drain to the exterior of the building. (Multiple floors may be gang drained)

Each sprinkler riser shall be provided with a listed indicating valve in an accessible location.

There shall be no shut off valves on alarm devices.

Each floor shall be zoned separately with a valve to control water flow to the individual zone.

Each zone shall include an inspector's test valve connected to an appropriately sized orifice discharging to the exterior of the building or an approved drain. No hose connections shall be allowed.

Open mezzanines shall not be considered as a floor for zoning purposes. If and when the mezzanine is or becomes enclosed, it shall be provided with its own sprinkler flow zone.

All valves in the sprinkler system shall have permanent tags indicating the purpose of the device. All valves installed in the system shall be supervised.

If suppression or control valves are located in a separate or concealed space, a sign shall be provided on the entrance door or access panel to the concealed space. The sign shall be RED with WHITE lettering at least one inch (1") in height and shall read: "SPRINKLER CONTROL VALVE". All valves and controls shall be readily accessible.

A permanent legend and riser diagram must be placed at the main shut-off valve indicating the location of shut-off valves and inspectors test valves.

All areas of the building must be sprinkled; this includes bathrooms and closets and attics. All sprinkler heads installed in electrical rooms and elevator control rooms shall be 212 degree rated.

All elevator control rooms shall be equipped with a shut off valve with tamper switch located outside of the room.

Contact MFD Fire Prevention on specifics in regards to the installation of sprinkler protection in elevator shafts and pits.

Sprinkler protection of the elevator shaft shall extend to the pit only. The top of the shaft shall be protected by the appropriate fire alarm detection devices, not sprinkler protection.

All fire pumps installed in the City of Manchester shall be installed in accordance with the provisions put forth in the most recent edition of NFPA 20. The operation and status of the building fire pump shall be supervised, on a separate alarm zone for pump running and power failure, including off normal position of the disconnect switch.

A test header shall be provided with all fire pump installations in the City of Manchester. All fire pump systems shall be provided with a test header (or hose valve) which is piped to the exterior of the structure. The site in the vicinity of the test header shall be designed to account for the drainage of water of not less than one hundred fifty percent (150%) of the maximum pump drainage capacity.

All fire pumps shall be provided with a back up source of power approved by the Manchester Fire Department.

All standpipe systems installed in the City of Manchester shall be installed to meet the criteria set forth in the most recent edition of NFPA 14.

All standpipe systems must be installed to a minimum of five hundred gallons per minute (500 G.P.M.) for the first standpipe, plus two hundred fifty gallon per minute (250 G.P.M.) for each additional standpipe. Manual hose stations need not meet this pressure and flow requirement.

Standpipes shall have a one hundred (100) PSI @ 500 GPM residual rating at the top of the system.

All standpipe hose outlets shall have a 2 ½" by 1 ½" reducer with a cap and chain. The threads on these devices shall be congruent with those employed by the Manchester Fire Department.

Supervision of sprinkler systems

All sprinkler systems shall have a direct connection to the Manchester Fire Department or a Central Station approved by the Manchester Fire Department.

Each floor of a sprinkled building shall be zoned separately.

All water shut-off devices shall have tamper switches installed and wired for supervisory, which does not alarm the Fire Alarm Control Panel (FACP). All outside shutoffs shall be provided with a chain and lock with the key labeled and included in the buildings KNOX Box.

A green outside strobe connected to the main flow switch and system low pressure switch shall be provided for and located on the address side of the building, facing the street adjacent to the fire alarm system red outside strobe. This strobe shall active upon the activation of the main flow and main low water pressure switch only and shall not be deactivated upon a silence in the fire alarm system.

Testing and Inspection

A test certificate for above ground and underground piping shall be presented to the Manchester Fire Department prior to inspection.

A qualified technician thoroughly familiar with the design and installation of the system shall perform all system acceptance tests.

A failure of inspection shall result in a reinspection fee of \$300.00 paid in advance to the Manchester Fire Department prior to any reinspection.

Annual inspections shall be performed in accordance with the latest edition of NFPA 25.

Copies of the sprinkler inspection reports shall be forward to the Fire Prevention Bureau upon completion of the required annual test. In addition to all applicable and required information in the inspection report, the contact information for a responsible party of the property, including, name, address, and phone numbers, shall be included on the inspection reports.

All reports of inspection and testing shall be kept on premises and available for review.

In the event of a suppression system deficiency discovered during the annual inspection or any other event, the system shall be immediately tagged such by the responsible inspection company noting the issue and date. The discovered deficiency's shall be noted on the inspection report and immediately forwarded to the Fire Prevention Bureau. Contact information for the responsible party shall be included with this report.

The inspectors test, main drain valves, and all control valves on the sprinkler system shall be operated at least once per year to insure that there is free water flow, adequate pressure, and that the supervisory service is operating properly. An internal inspection of the piping shall be performed periodically, but at least every ten- (10) years to check for debris build up. If debris build up is discovered, the system shall be flushed and internal inspections shall then be conducted at five (5) year intervals thereafter. Each dry pipe valve shall be cleaned and reset at least once each year. Automatic anti-freeze solution systems and limited area systems that are supplied by a domestic water source and which are not required to provide a test line shall be exempt from the requirements of this section. Certification tags and seals shall be applied to the sprinkler system risers and fire pumps detailing the person or contractor conducting the test and the date of the test. All inspection reports shall be signed by a **NICET Level III** technician or higher.

All fire pumps that supply water to suppression systems and standpipes shall be operated once every thirty- (30) days to insure that water is discharged freely from the relief valve and that the system is functional. A yearly test shall be performed in accordance with the criteria put forth in the most recent edition of NFPA 25. Where the suction supply is from public means, the test shall not draw the residual suction pressure at the pump below twenty (20) pounds per square inch (PSI).

Exceptions

Any deviations or exceptions to these rules and regulations must be approved in writing by the Fire Prevention Chief prior to acceptance testing of any fire protection system.

13D Sprinkler Systems

The installer of a 13D sprinkler system shall file an application with the Manchester Fire Department Fire Prevention Bureau with a filing fee of \$1.00 per device with a minimum being fifty dollars (\$50.00). See Appendix A for application.

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Before such work recommences, a new permit shall be first obtained and the fee, if any, shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year.

Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.

A set of working plans shall be submitted to the Manchester Fire Department Fire Prevention Bureau prior to the installation of a 13D sprinkler system. Working plans shall be drawn to an indicated scale and include all items detailed in the most recent edition of NFPA 13D.

All equipment installed shall carry the appropriate UL Listing for the premises to be protected.

All plans submitted must be stamped and signed by a Fire Protection Engineer.

A qualified technician thoroughly familiar with the design and installation of the system shall perform all system acceptance tests.

A failure of inspection shall result in a re-inspection fee of \$300.00 paid in advance to the Manchester Fire Department prior to any re-inspection.

All areas of the building must be sprinkled; this includes bathrooms and closets.

Any 13D system shall have installed a local water flow alarm that shall be audible from the exterior of the building.

Any 13D system shall either be connected to all the local smoke detectors or tied to and activate an adequate number of horn / strobe devices to provide the required notification throughout the building upon activation of a water flow condition.

Testing and Inspection

All 13D suppression systems shall be maintained and inspected in accordance with all applicable codes and adopted standards.

Exceptions

Any deviations or exceptions to these rules and regulations must be approved in writing by the Fire Prevention Chief prior to acceptance testing of any fire protection system.

Section 2

Other Fire Protection Suppression Systems (excluding commercial cooking equipment)

The installer of any other fire protection suppression systems shall file an application with the Manchester Fire Department Fire Prevention Bureau with a filing fee of \$1.00 per device with a minimum being fifty dollars (\$50.00). See Appendix A for application.

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Before such work recommences, a new permit shall be first obtained and the fee, if any, shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year. Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.

All other fire protection suppression systems installed in the City of Manchester shall have a fire alarm permit from the Manchester Fire Department Communications Division.

All fire alarm work shall be done according to Manchester Fire Alarm Rules and Regulations and the most recent edition of NFPA 72 and 70.

All existing sprinkler protection shall remain unless otherwise protected by a preaction or similar equipment.

A set of working plans shall be submitted to the Manchester Fire Department Fire Prevention Bureau prior to the installation of the fire protection suppression system.

All equipment installed shall carry the appropriate UL Listing for the premises to be protected.

All plans submitted must be stamped and signed by a fire protection engineer

A qualified technician thoroughly familiar with the design and installation of the system shall perform all system acceptance tests.

A failure of inspection shall result in a reinspection fee of \$300.00 paid in advance to the Manchester Fire Department prior to any reinspection.

Testing and Inspection

All fire protection suppression systems shall be maintained and inspected in accordance with all applicable codes and adopted standards.

In the event of a suppression system deficiency discovered during the annual inspection or any other event, the system shall be immediately tagged such by the responsible inspection company noting the issue and date. The discovered deficiency's shall be noted on the inspection report and immediately forwarded to the Fire Prevention Bureau. Contact information for the responsible party shall be included with this report.

All reports of inspection and testing shall be kept on premises and available for review.

Exceptions

Any deviations or exceptions to these rules and regulations must be approved in writing by the Fire Prevention Chief prior to acceptance testing of any fire protection system.

Section 3

Commercial Cooking Suppression Systems

The installer of a commercial cooking suppression system shall file an application with the Manchester Fire Department Fire Prevention Bureau with a filing fee of \$1.00 per device with a minimum being fifty dollars (\$50.00). See Appendix A for application.

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Before such work recommences, a new permit shall be first obtained and the fee, if any, shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year. Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.

All commercial cooking suppression systems installed in the City of Manchester shall have a fire alarm permit from the Manchester Fire Department Communications Division if applicable.

All suppression systems shall have a means for occupant notification. If no fire alarm system is available for tie-in, then an electric bell or other approved notification device will be used to alert occupants of a system discharge.

All fire alarm work shall be done according to Manchester Fire Alarm Rules and Regulations and the most recent edition of NFPA 72 and 70.

A set of working plans shall be submitted to the Manchester Fire Department Fire Prevention Bureau prior to the installation of a commercial cooking suppression system. Working plans shall be drawn to an indicated scale and include all items detailed in the most recent edition of NFPA 96.

All equipment installed shall carry the appropriate UL Listing for the premises to be protected.

All kitchens being equipped with a commercial cooking suppression system(s) shall have a K Class or equivalent extinguisher compatible with the agent installed in proximity with the area protected.

A qualified technician thoroughly familiar with the design and installation of the system shall perform all system acceptance tests.

A failure of inspection shall result in a reinspection fee of \$300.00 paid in advance to the Manchester Fire Department prior to any reinspection.

Testing and Inspection

All commercial cooking suppression systems shall be maintained and inspected in accordance with all applicable codes and adopted standards.

In the event of a suppression system deficiency discovered during the annual inspection or any other event, the system shall be immediately tagged such by the responsible inspection

company noting the issue and date. The discovered deficiency's shall be noted on the inspection report and immediately forwarded to the Fire Prevention Bureau. Contact information for the responsible party shall be included with this report.

All reports of inspection and testing shall be kept on premises and available for review.

Exceptions

Any deviations or exceptions to these rules and regulations must be approved in writing by the Fire Prevention Chief prior to acceptance testing of any fire protection system.

Appendix A

Installation permit

Design Affidavit

Owner Information Certificate

Plan Requirements

Final Acceptance Certification



Permit # _____
Min Fee _____
Permit Fee _____
Total _____

City of Keene PERMIT APPLICATION

1/15/15

Fire Prevention Bureau
31 Vernon Street
Keene, New Hampshire
603-757-1863/603-283-5668 (fax)

Property Information – Where improvements are proposed

Street # _____ Unit/Apt # _____ Street Name _____

Owner Information – Who owns the property where the improvements are proposed

Name: _____ Address: _____ Phone # _____

City/State: _____ Zip Code _____ E-mail: _____

Installer/Applicant Information – If the applicant is not the owner

Company Name: _____ Address: _____ Phone # _____

City/State: _____ Zip Code _____ E-mail: _____

Name of Contact Person for this Project: _____ Fax # _____

Application Information – Describe the proposed improvements

Fire Permit: ☐ Fire Alarm System ☐ Cutting/Welding ☐ Fire Alarm Access (Annual) ☐ New Tenant Fit Up

☐ Storage Tanks (indicate type – Oil, LP etc. in description of work below) ☐ Gas Burner ☐ Oil Burner

☐ Assembly ☐ Kitchen Hood ☐ Fire Suppression ☐ In House Modification (Annual) ☐ Other _____

Building Use: ☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Other _____ # of Stories _____

Work Type: ☐ New ☐ Addition ☐ Renovation ☐ Move ☐ Modification

Description of Work (required):

Attach description if needed

Sub-contractors – Signature indicates responsibility for compliance with laws and codes

(Check all that apply. For each contractor complete license, name, address and signature fields below)

☐ **Electrical** ☐ **Plumbing** ☐ **Gas Fitter** ☐ **Welding** ☐ **Pyrotechnical**

State License #: _____ Name: _____ Address: _____

City _____ State _____ Zip _____ Phone #: _____

E-mail address: _____ License Holders Signature: _____

State License #: _____ Name: _____ Address: _____

City _____ State _____ Zip _____ Phone #: _____

E-mail address: _____ License Holders Signature: _____

State License #: _____ Name: _____ Address: _____

City _____ State _____ Zip _____ Phone #: _____

E-mail address: _____ License Holders Signature: _____

State License #: _____ Name: _____ Address: _____

City _____ State _____ Zip _____ Phone #: _____

E-mail address: _____ License Holders Signature: _____

I hereby certify that as the applicant for permit, I am the owner of this property _____, or the owners authorized agent _____ (check one). I hereby declare that the statements and information contained in this application and submitted in conjunction with said application are true and accurate to the best of my knowledge. I understand that I am responsible to ensure that all construction or other work will be completed in accord with all Federal, State and Local laws, code and ordinances, including but not limited to the State Building Code NHRSA 155-A. I understand that I am responsible to ensure that all inspections will be completed as required by the City, and no structure will be used in violation of Federal, State and Local laws, code and ordinances. The making of a false statement on this form shall constitute a criminal offense.

Attest: _____

Signature of Applicant

Date: _____

Keene, New Hampshire, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 34 - EMERGENCY SERVICES >> ARTICLE II. - ALARM SYSTEMS >> DIVISION 3. FIRE ALARMS >>

DIVISION 3. FIRE ALARMS ^[3]

- Sec. 34-91. Standards.
- Sec. 34-92. General requirements for installation.
- Sec. 34-93. Supervisory control panel.
- Sec. 34-94. Connection to municipal circuits—Master box.
- Sec. 34-95. Occupancies requiring connection.
- Sec. 34-96. Street boxes.
- Sec. 34-97. Aerial connection.
- Sec. 34-98. Underground (direct burial) connections.
- Sec. 34-99. Same—Underground (buried conduit) connections.
- Sec. 34-100. Lightning protection.
- Sec. 34-101. Grounding.
- Sec. 34-102. Testing.
- Sec. 34-103. Responsibility.
- Sec. 34-104. Exceptions.
- Sec. 34-105. Liability.
- Sec. 34-106. Disconnection.
- Sec. 34-107. False fire alarms.
- Sec. 34-108. System maintenance and testing.
- Sec. 34-109. Fire alarm access permit required.
- Sec. 34-110. Two-way radio enhancement systems.

Sec. 34-91. Standards.

All alarms installed in the city pursuant to this division shall conform to the standards set forth in NFPA 72 National Fire Alarm Code 2009 Edition, NFPA 1 Uniform Fire Code, and NFPA 101 Life Safety Code, as adopted in Chapter 42 of this Code, entitled fire prevention and protection. Additional requirements for the installation of alarm initiating equipment in the city shall be as provided in this division.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-92. General requirements for installation.

- (a) Before the installation of any interior fire alarm system, master box, or street boxes for new rights-of-way is begun, the company responsible for the proposed system installation shall submit a detailed set of plans, blueprints, specifications, etc., outlining the system and its components to the fire department for review and approval.
- (b) A permit shall be obtained from the fire department for the installation of any master box. A fee as set forth in the schedule of fees in appendix B to this Code shall be paid upon application for the permit.
- (c) Installation of a knox box (key box) shall be required at all locations where a fire alarm system is being installed or is currently in use. Knox box shall be located next to the main entrance at the discretion of the fire department. Apartment buildings with more than two

floors will require a key in the box for each floor and therefore require a larger knox box. Multiple building complexes shall have a knox box on each building in the complex for rapid entry of emergency personnel and shall be approved by the fire department. Applications are available at the fire department.

- (d) All fire alarm equipment shall be new and shall be furnished and installed by the owner of the property protected and/or by the developer of the new right-of-way.
- (e) If trouble or faults develop in any part of a private system, it shall be the prerogative of the fire department to disconnect any part or all of the private system from the municipal circuits. The owner or agent of the protected property shall be notified of the disconnection.
- (f) Any or all parts of existing fire alarm systems in a building undergoing renovation shall conform to the requirements for new installations.
- (g) All installations shall conform to the requirements of NFPA, the International Municipal Signal Association (IMSA), or any applicable code in effect.
- (h) Access to the protected property shall be made available to the fire department.
- (i) Code wheel numbers for all master boxes shall be approved by the fire department.
- (j) A service charge per calendar year shall be assessed for each master box connected to the municipal circuit. This shall include existing and new master boxes. New systems installed shall be charged a pro rata amount per month or part of a month, until June 3 of the installation year, after which the annual fee will take effect on July 1. The charges required in this subsection are as set forth in the schedule of fees in appendix B to this Code.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-93. Supervisory control panel.

- (a) A supervisory control panel shall be installed with the fire alarm system for the purpose of identifying location, resetting and/or disabling alarms. Panel locks shall be keyed for "CAT-60" or "Simplex B" key.
- (b) The supervisory control panel shall feature the following:
 - (1) Zone indication.
 - (2) Alarm silence switch.
 - (3) System reset switch.
 - (4) Trouble buzzer and light.
 - (5) Trouble silence switch.
 - (6) Ring back feature.
- (c) All controls shall be secured from use by occupants of the protected property.
- (d) In an installation where the fire alarm system is installed in (i) more than one building or (ii) more than one floor, an annunciator panel shall identify the location of all originating signals. Normally, one zone per floor is adequate. The fire department may require more zones depending on building size, occupancy or hazard protected. An annunciator shall be required in a multizoned property near the main fire department access to the property. This may either be the alarm control panel or a remote annunciator panel with control functions. In an installation where an additional fire alarm system is installed in new building additions and connected to the existing approved system in the original building, an annunciator panel shall be installed on the inside of the new building addition or at a location designated by the fire department.
- (e) The supervisory control panel shall conform to the requirements of NFPA 72 and the following fire department requirements:

- (1) Access to the control functions of the alarm system by fire department and alarm service personnel only.
- (2) When the panel is indicating zone trouble, activation of a pull station shall initiate the alarm.
- (3) Upon activation of a detector or pull station, the panel shall lock on the initiating circuit with audible and visual indication. Silencing the audible shall not cause the panel to reset.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-94. Connection to municipal circuits—Master box.

- (a) Installations within 2,000 linear feet of the area served by the municipal alarm system but not requiring direct fire department notification under section 34-95 of this Code may be connected to this system by a master fire alarm box if direct fire department notification is desired.
- (b) The fire alarm master box for connection to municipal circuits shall be by Gamewell, either new or factory reconditioned, as approved by the fire department.
- (c) The master box shall be accessible year round from a walkway or entranceway. (see exceptions)
 EXCEPTION 1 - If a master box serves multiple buildings, a system of private roads and drives are required to access the property, a pedestal mounted box with remote annunciator shall be located at the entrance to the property, or, at the first road intersection in the development.
 EXCEPTION 2 - If a master box serves multiple buildings and if access to the development is by a single road, the master box with remote annunciator shall be located on the outside of the first building approached providing no roadway intersections have been crossed prior to reaching this annunciator, and the building is not in excess of 35 feet from the curb line.
- (d) The master box shall be mounted at a minimum of 42 inches and a maximum of 54 inches, measured vertically, from the finished grade to the activating handle or lever of the box.
- (e) The master fire alarm box shall be of the local energy type with the following features:
 - (1) Noninterference.
 - (2) Quick succession.
 - (3) Automatic grounding under open municipal circuit.
 - (4) Telegraph key.
 - (5) Tap bell.
 - (6) Lock and key (fire department specification).
 - (7) Code wheel index (fire department specification).
 - (8) Manual actuating level.
 - (9) Timing one-half second.
 - (10) Shunt type boxes are not approved to be on the City of Keene Fire Alarm Circuits as of the adoption of this section. (Ref. NFPA 72 A.27.6.3.2.2.1(2))
- (f) Flush-mounted boxes shall be weatherproof.
- (g) A red beacon strobe shall be mounted above the master fire alarm box. This light shall flash upon activation of the interior fire protection system. Installation of these units will be at the discretion of the fire department.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2011-03, 2-3-2011)

Sec. 34-95. Occupancies requiring connection.

- (a) The following occupancies, if new or being introduced where no such occupancy previously existed, shall have fire alarm systems connected to the fire department via the municipal alarm system if within 2,000 linear feet of the area served by the municipal alarm system. This requirement may be waived by the fire chief or his designee, if for technical reasons there is insufficient pole space to allow for municipal alarm system connection. If said waiver is granted, the installation shall employ an alternate monitoring system as approved by NFPA 72, as adopted. All waiver requests shall be made in writing to the fire department. All cost associated with a desired or required connection to the municipal fire alarm system shall be the responsibility of the property owner. Any occupancy that requires emergency forced notification shall submit an emergency call list to the Keene Fire Department on an annual basis with addresses and phone numbers where they can be reached 24 hours a day seven days a week.
- (1) Assembly occupancies with occupant load of 300.
 - (2) Educational facilities with more than six students.
 - (3) Daycare centers with more than 12 clients.
 - (4) Hospitals, nursing homes, and limited care facilities.
 - (5) Detention and correctional facilities.
 - (6) Hotels, motels, and dormitories housing more than 16 persons.
 - (7) Residential board and care facilities with four or more occupants having a slow evacuation capability.
 - (8) Class-A mercantile occupancies covered malls and covered mall buildings as defined by NFPA 101 Life Safety Code.
 - (9) Industrial occupancies with total capacity of 100 or more persons or if more than 25 persons are above or below level of exit discharge.
 - (10) Underground or windowless structures (excluding one- or two-family), occupied towers and high-rise occupancies as defined by NFPA 101 Life Safety Code.
 - (11) Any special hazard/extra hazard use or occupancy as determined by the fire chief and/or his designee.
 - (12) Apartment buildings four or more stories in height or housing 12 or more units.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2011-03, 2-3-2011; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-96. Street boxes.

- (a) Fire alarm street boxes for connection to municipal circuits shall be installed at locations approved by the fire department in accordance with NFPA 1221.
- (b) Street boxes shall be mounted on new or existing utility poles or on pedestals.
- (c) The street box shall be mounted at a minimum of 42 inches and a maximum of 54 inches, measured vertically, from the finished grade to the activating handle or lever of the box.
- (d) Utility pole banners, with vertical letters stating "fire/emergency," shall be attached to all utility poles with installed fire alarm boxes at a height of ten feet above the finished grade to the bottom of the banner. In addition, the designation "fire/emergency" shall be attached to both sides of each street box.
- (e) Street boxes shall have the same operating features as master boxes.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-97. Aerial connection.

Standards for aerial connections to municipal fire alarm circuits shall be as follows:

- (1) Provide a minimum of one-half inch EMT terminated with a weatherhead, located a minimum of 16 feet above the finished grade from the master box.
- (2) Provide a utility grade eyebolt or similar approved device next to the weatherhead, properly secured to support the aerial cable.
- (3) The maximum allowed span for aerial cable is 200 feet. For distances from the weatherhead to the utility pole exceeding 200 feet, additional poles will be required.
- (4) Install two #12 AWG, THWN solid conductors from the master box to the weatherhead. These wires may not be the same color.
- (5) The path for the aerial service may not cross over buildings or through trees. Branches shall be cut to provide clear spaces for the aerial cable.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-98. Underground (direct burial) connections.

Standards for underground (direct burial) connections to municipal fire alarm circuits shall be as follows:

- (1) The connection shall be four conductor, #12 AWG solid conductor, shielded polyethylene jacket, ISMA certified, direct burial cable, in one unspliced length from the master box to the utility pole or splice box designated by the fire department.
- (2) Provide rigid steel conduit from 12 inches below the finished grade to the master box as protection for the cable. A bushing shall be used at the end of the conduit to protect the cable.
- (3) Provide a sweep ell of rigid steel and one ten-foot length of rigid steel conduit at the utility pole.
- (4) Extend the cable up the pole using schedule 40 PVC electrical grade conduit to a height approximately 18 inches above existing telephone cables. Terminate it using a weatherhead.
- (5) Provide a schedule 40 PVC sleeve under all traveled ways, including walkways, parking lots, driveways and patios.
- (6) The cable shall be bedded in screened sand completely surrounding the cable, a minimum of six inches on the top, bottom and sides.
- (7) The minimum depth of the cable below the finished grade shall be 24 inches.
- (8) Provide aerial fire alarm pole splice block.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-99. Same—Underground (buried conduit) connections.

Standards for underground (buried conduit) connections to municipal fire alarm circuits shall be as follows:

- (1) Provide an IMSA certified four conductor #12 AWG solid conductor polyethylene jacket duct cable installed in one-inch minimum schedule 40 PVC.
- (2) Conduit shall be cemented at all joints.

- (3) Conduit shall be buried to a depth of 18 inches minimum below the finished grade.
- (4) Termination of the conduit at the master box shall comply with section 34-103(b).
- (5) Provide a sweep ell of schedule 40 PVC and one ten-foot length of rigid steel conduit at the utility pole.
- (6) Extend conduit up the pole and terminate it per section 34-103(d).

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-100. Lightning protection.

- (a) Lightning protection for connections to the municipal fire alarm service shall be provided by the contractor consisting of a TII Model 317A located inside the master box.
- (b) Additional protection at the utility pole will be installed by the fire department alarm division as required.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-101. Grounding.

- (a) The fire alarm box and the lightning arrestor for connections to municipal circuits shall be grounded as follows:
 - (1) A common ground for both devices is acceptable.
 - (2) Ground wire shall not be run in the same conduit as fire alarm wire.
 - (3) An unenclosed no. 8 copper wire or equivalent shall be used to connect the ground terminal of the master box and/or street box to the suitable ground in order to provide mechanical strength.
 - (4) If enclosed in metal pipe, a no. 12 wire may be used.
- (b) Suitable grounds are as follows:
 - (1) Underground metallic water piping system.
 - (2) Ground rod not less than one-half inch in diameter and eight feet long driven into permanently wet soil.
- (c) The resistance of a ground connection shall not exceed 250 ohms.
- (d) Power company neutral conductors are not acceptable grounds.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-102. Testing.

- (a) The fire alarm system and its components shall be tested, in its entirety, by the person responsible for the installation. This test shall be conducted in the presence of a member of the fire department prior to the connection of the master box to the municipal circuit.
- (b) It shall be the responsibility of the owner of the protected property to completely test the fire alarm system once a year. This test shall be reported in writing to the fire department.
- (c) The owner/developer of any protected property connected to the municipal system by a master fire alarm box shall notify the fire department for disconnection prior to testing of the system.
- (d) All master boxes and street boxes shall be tested for operation no less than once every 60 days by the fire department during regularly scheduled work shifts.
- (e)

If an owner or occupant of a protected property requests assistance from the Keene Fire Department in conducting fire drills after normal business hours a fee will be charged as set forth in the schedule of fees in Appendix B.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-103. Responsibility.

- (a) It is understood that the owner/developer of the property shall be responsible for all fire alarm line construction, whether aerial or underground, from the fire alarm box to a fire alarm circuit designated by the fire department. This is to include all appropriate pole hardware and connection devices.
- (b) All costs of equipment and installation, including extension of the municipal service, shall be the responsibility of the owner/developer at the time of installation and connection to the municipal system.
- (c) Aerial extensions of the municipal service shall be installed by the fire department alarm bureau and shall be charged to the owner/developer on a time-and-material basis.
- (d) Underground extensions of the municipal service shall be installed in accordance with the specifications of the fire department by the owner/developer.
- (e) Upon completion of a satisfactory test of the fire alarm system by the fire department, the system shall be tied into the municipal fire alarm. No one shall make these tie-ins but the fire department.
- (f) After the tie-in is made, the new line then becomes the property and responsibility of the fire department.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-104. Exceptions.

It is intended that the requirements in this division provide a basis for providing a reliable, cost effective means of meeting the protection goals of the city. It is expected that requests for clarification and for specific variances to this division may be made from time to time. Requests for clarifications and/or variances should be made in writing to the fire department. Every effort will be made by the fire department to provide solutions to individual problems. The fire department welcomes any input which may improve the system's reliability or provide an equal system at reduced cost. Such adjustments as may be made to this division will be made at the discretion of the fire chief.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-105. Liability.

The city or any of its employees shall not, under any circumstances, be held liable for the failure of any of the equipment to operate during the transmission of a fire alarm to the fire department console. It is understood that the fire department will do all that is possible to render trouble free, reliable service.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-106. Disconnection.

- (a)

Fire alarm boxes. It shall be unlawful for any person to disable or alter the mode of operation of any fire alarm box connected with the municipal fire alarm system. If it becomes necessary for any user of the municipal fire alarm services to access any fire alarm box connected to the municipal fire alarm system in order to alter the mode of operation or disable any so-connected fire alarm box, application shall be made to the fire department.

- (b) *Penalties.* For penalties, see section 1-15 et seq. pertaining to penalties and citations for violations of this Code.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-107. False fire alarms.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Accidental alarm means any activation of an alarm system to which the fire department responds which is the result of an unintentional occurrence or mishap. This includes burned food, steam from showers, and good-faith assumptions of a fire condition.

False alarm means any activation of an alarm system to which the fire department responds which is not the result of a fire, emergency call for assistance, or accidental alarm. This includes alarms improperly or maliciously sounded or alarms that turn out to be groundless or system malfunctions.

- (b) *Prevention, payment of costs.* Any owner or lessee or person in control of property having an alarm system on the premises and any user of alarm services or equipment designed and installed with the intent of eliciting an emergency response shall pay to the city a service charge of \$100.00 for each and every false alarm to which the fire department responds after the initial response within a 30-day period. It shall be the responsibility of the property owner to correct any and all problems resulting in the activation of false alarms. If the fire department finds it necessary to disconnect an alarm device or system due to repeated activations, a fire watch may be ordered posted on the premises until such time that the protection provided by the system or device can be restored.
- (c) *Appeals.* Any alarm user, owner, or lessee may appeal false alarm service charges in writing to the fire chief within ten days after receipt of the notice of the service charge. The fire chief may waive assessment of the service charge when, in his judgment, reasonable attempts are being taken to discover and eliminate the cause of the false alarms.
- (d) *Liability.* The fire department shall take every reasonable precaution to ensure that alarms received are given appropriate attention and are acted upon with dispatch. Nevertheless, the fire department shall not be liable for any defects in the operation of alarm devices, for any failure or neglect to respond appropriately upon receipt of an alarm from such a source, nor for the failure or neglect of any person in connection with the installation and operation of alarms and systems.

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-108. System maintenance and testing.

- (a) No one will be allowed access into an active master box except fire department personnel. Systems shall be properly maintained in good working order. Systems shall be tested in accordance with frequency and methods as described in NFPA 72, as adopted. The fire department shall be informed of the test prior to its performance. Written documentation as

to test results shall be kept on file on the premises and forwarded to the fire department. Competent and trained individuals shall complete testing and maintenance.

- (b) Any person wishing to test the fire alarm or sprinkler system that is monitored by a master box must notify the fire department at least 24 hours before any test is conducted provided that the master box cannot be disabled at the fire alarm control panel. The master boxes must be plugged out by fire department at its convenience. The fire department may refuse to allow tests if busy with emergency calls.
 - (1) It shall be the responsibility of the party holding the fire alarm access permit to notify fire department before any service is done on alarm/sprinkler systems. It shall also be the party's responsibility to notify the fire department when work is completed.
 - (2) Any false alarms received with out prior knowledge of the fire department are subject to fines per subsection 34-107(b) of this division and subject to permit suspension per subsection 34-109(b).

(Ord. No. O-2009-13, 8-20-2009)

Sec. 34-109. Fire alarm access permit required.

- (a) Access to work on, disable or restore fire alarm systems connected to emergency force notification, excluding one and two family house whole warning fire alarm systems, shall be limited to authorized personnel who have acquired an alarm access permit. Said permits shall only be issued by the fire chief or his designee after an applicant has received and acknowledged that they have read and understand this fire alarm ordinance, have completed an alarm access permit application and have paid the annual permit fee as outlined in appendix B.
- (b) Unless renewed, all alarm access permits shall expire on December 31 of current year. In addition, alarm access permits may be revoked by the fire chief or his designee without refund of the permit fee, if in the opinion of the fire chief or his designee the permit holder has placed protected property at risk, caused three or more false alarms in one calendar year, or violated any other provision of this chapter.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2012-06, 4-5-2012)

Sec. 34-110. Two-way radio enhancement systems.

- (a) All new buildings shall be tested for adequate radio coverage for emergency responders within the building. Radio coverage is defined as the ability to transmit and receive from the interior of the building to the command vehicle and the dispatch center. Radio coverage must also be capable of transmitting and receiving from portable to portable radio while operating inside the facility to all areas of the building including elevators, elevator lobbies, emergency and standby power rooms, fire pump rooms, areas of refuge, mechanical rooms, boiler rooms and inside enclosed exit stairways. The system installation and components shall also comply with all applicable Federal Regulations, including but not limited to, Federal Communications Rules (47 CFR 90.219), as specified in the NFPA Two-Way Radio Enhancement Systems. These communications have to reach the radio tower at Highland Hill at the longitude 72-23-02.83 and latitude 42-57-36.02.
- (b) An application and permit is required for installation of or modification to two-way radio enhancement systems and related equipment. A fee as set forth in the schedule of fees Appendix B to this code shall be paid upon application for the permit.
- (c) Emergency radio coverage shall include emergency services dispatch frequency and three tactical operations frequencies for the Keene Fire Department, emergency medical services

and one dispatch and one tactical frequency for law enforcement. All equipment shall allow communication in analog, digital and encrypted mode.

(1) The emergency frequencies that will be approved to use are as follows:

Channel Name	Personality Type	Receive Freq.	Receive PL Freq.	Receive PL Code
KCF415	Cnv	154.43000	136.5	4Z
TAC 1	Cnv	154.38500	136.5	4Z
TAC 2	Cnv	154.28000	136.5	4Z
TAC 3	Cnv	153.83000	136.5	4Z
KPD				
Main		155.2500		4Z
Tactical		153.9500		4Z

- (d) Buildings and structures which cannot support the required level of radio coverage shall be equipped with a radiating cable system, a distributed antenna system with FCC certified signal boosters, or other system approved by the fire chief or his designee in order to achieve the required adequate radio coverage.
- (e) The system shall be inspected and tested per NFPA 72 Two-Way Radio Enhancement Systems.
- (f) The building owner shall notify or expand the two-way radio enhancement system at their expense in the event frequency changes are required by the FCC or additional frequencies are made available by the FCC. Prior approval of a two-way radio enhancement system on previous frequencies does not exempt this section.
- (g) Agency personnel shall have the right to enter onto the property at any reasonable time to conduct field-testing to verify the required level of radio coverage.

(Ord. No. O-2009-13, 8-20-2009; Ord. No. O-2011-03, 2-3-2011; Ord. No. O-2012-06, 4-5-2012)

FOOTNOTE(S):

--- (3) ---

Editor's note— Ord. No. O-2009-13, adopted Aug. 20, 2009, amended the former Div. 3, §§ 34-91—34-112, and enacted a new Div. 3 as set out herein. The former Div. 3 pertained to similar subject matter and derived from Code 1970, §§ 2101.0—2101.9, 2103.1—2103.7, 2104.0—2107.0; Ord. No. O-2004-09, adopted June 17, 2004. (Back)

Cross reference— Fire prevention and protection, ch. 42. (Back)



FIRE DEPARTMENT

CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire

LISTED AGENT PROGRAM RULES & REGULATIONS

This program was implemented so that those employed in the fire alarm or sprinkler business or who are representatives of a property owner *and have a working knowledge of the operation of the Fire Alarm System*, may disconnect a fire alarm system from any Master Box in the City of Concord, NH.

PROCEDURE:

A request must be made in writing to address shown below. The request, designating the individual(s) to be listed, must be on company letterhead. This request letter must be accompanied by an application and fee for each individual intending to become a Listed Agent. Once an application is received, the Fire Alarm Superintendent will contact the company representative listed on the application form to schedule a training class.

During the class the individuals will be instructed on the rules and regulations of the program. Upon successful completion, and approval by the Fire Alarm Division, each individual will be provided with their Listed Agent number.

It is required that the individual attending bring a Short Arm to the class so that it can be engraved with their Listed Agent number. This part (#23429) may be purchased through Mammoth Fire Alarm @ 800-995-9808 or RB Allen @ 800-427-5748 or Progressive Alarm Services @ 603-347-8844. Individuals are also responsible for obtaining their own masterbox key.

FEE:

The fee to become a Listed Agent in the City of Concord is \$61.00 per fiscal year. *We do not pro-rate.* Make checks payable to: City of Concord Fire Department. The application package must be mailed to:

Concord Fire Department
24 Horseshoe Pond Lane
Concord, NH 03301

Administration
(603) 225-8650
(603) 225-5833 Fax

Prevention
(603) 225-8651
(603) 228-2782 Fax

Fire Alarm
(603) 225-8667
(603) 225-8509 Fax

Communications
(603) 225-8669
(603) 225-8507 Fax



FIRE DEPARTMENT

CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire

DEFINITIONS:

LISTED AGENT: A listed agent is an individual who has applied for and received training as a Master Fire Alarm Box Listed Agent in the City of Concord, NH.

WHO MAY APPLY: Any individual who is employed in the fire alarm or sprinkler business or who is a representative of a property owner ***and has a working knowledge of the operation of the Fire Alarm System,*** may apply to be a listed agent.

TYPES OF LISTING: There are two categories of listed agent:

CITYWIDE: A CITYWIDE listed agent may disconnect a fire alarm system from **any** Master Box in the City of Concord, NH for which the agent is legally responsible. Listed agents shall **NOT** disconnect any fire alarm system for any purpose other than system installation, maintenance or fire drills.

LIMITED: A LIMITED listed agent may disconnect a fire alarm system from a **specific** Master Box or Boxes in the City of Concord, NH for which the agent is performing legitimate maintenance or installation activities. Listed agents shall **NOT** disconnect any fire alarm system for any purpose other than system installation, maintenance or fire drills.

DURATION OF LISTING: A listing must be renewed annually and will be effective for that fiscal year as long as the individual meets the requirements for a listing AND does not violate the requirements of the Concord Fire Department for Master Fire Alarm Box Listed Agents. *Listed agents who change employment must reapply for a new listing.* (Renewals and reapplications will not require additional classroom instruction, but does involve completion of a new application).

RENEWAL FORMS AND INVOICES: Renewal forms will be mailed by July 1st and must be completed and returned prior to August 1st in time for invoicing. Invoices will be mailed annually around August 1st. Payment is due within 30 days of invoice. Any listed agent that does **NOT** return the renewal form OR the annual fee by the due dates will be automatically REMOVED from the Listed Agent Program.

DISCLAIMER: The Concord Fire Department by virtue of listing agents does **NOT** guarantee, warranty, qualify, approve or certify any individual or company or their performance. The training provided and the Rules and Regulations which govern the Listed Agent Program are intended to set minimum standards and procedures for listed agents. It is the responsibility of the listed agent and the property owner to assure that the fire alarm system and the master box is restored to a normal operating condition after each disconnection.

Administration
(603) 225-8650
(603) 225-5833 Fax

Prevention
(603) 225-8651
(603) 228-2782 Fax

Fire Alarm
(603) 225-8667
(603) 225-8509 Fax

Communications
(603) 225-8669
(603) 225-8507 Fax



FIRE DEPARTMENT

CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire

DISCONNECTION PROCEDURES:

All Listed Agents shall abide by the following procedures when disconnecting a fire alarm system from a master box:

1. Call the Concord Fire Department (Dispatch Center 225-3358) **before** any disconnection activity is performed.
2. Give the Fire Alarm Operator your Name, Listed Agent ID, Contact Number while on site, master box number, facility name, street address and describe the type of activity requiring the disconnection. Advise the Fire Alarm Operator that the box will be in the "Manual" mode. After receiving authority from the Fire Alarm Operator take the following steps:
 - a. Open the red outer door and the white inner door of the master box. Remove the test plug and insert it in the test slots. Carefully remove the long arm from the mechanism. Replace the long arm with the short arm. Place the long arm on top of the white inner case. Return test plug to original location. Close the white inner door and the red outer door of the master box.

RECONNECTION PROCEDURES:

When the maintenance activity has been completed take the following steps:

1. Open the red outer door and the white inner door of the master box. Remove the test plug and insert it in the test slots. Carefully remove the short arm from the mechanism and replace it with the long arm. Check to see that the metal portion of the long arm is **UNDER** the black trip mechanism and that the trip arm reads SET. Check to see that the master box is fully wound. Return test plug to original location. Close the white door and make certain that no keys, short arms or other objects are in contact with the wiring or the bell-shortening bar in the box. Close the red outer door.
2. Check the status of the fire alarm system before leaving the property. If any yellow or red indicators are lit or if a trouble signal is sounding you must check the system and clear it.
3. Call the Concord Fire Department (Dispatch Center 225-3358) once the system is restored to normal or "Automatic" mode.

Administration
(603) 225-8650
(603) 225-5833 Fax

Prevention
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Fire Alarm
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Communications
(603) 225-8669
(603) 225-8507 Fax



FIRE DEPARTMENT

CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire

GENERAL NOTES:

1. If at any time while you are in a Master Box and the box bell tapper sounds you shall stop all activity. **IMMEDIATELY** call the Concord Fire Department to verify the trip with the Fire Alarm Operator.
2. Listed Agents shall **NOT**, under any circumstances, jump out or disconnect any wiring inside the Master Box.
3. Listed Agents shall be responsible to provide their own set of Gamewell Master Box keys.
4. Listed Agents shall be responsible to provide their own Gamewell Master Box short arm. (Gamewell Part No. 23429) The listed agent shall present the short arm to the CFD Fire Alarm Division for engraving of his ID number.
5. All questions regarding this program shall be directed to the Fire Alarm Division or Fire Prevention Division.
6. Listed Agents shall understand that during the time period that the Master Box is disconnected it is incapable of automatically transmitting a fire alarm to the Concord Fire Department and they shall be responsible to notify the Concord Fire Department of any valid alarm of fire in the property which is disconnected.
7. Listed Agents shall understand that they shall **NOT** leave the property while the Master Box is disconnected. If for some reason they cannot reconnect the Master Box and clear the Fire Alarm system control panel they shall **NOT** leave the property until the problem is cleared. If the problem cannot be cleared, they shall **NOT** leave the property until both the Property owner and the Concord Fire Department have been notified and the details of the problem have been discussed with the Battalion Chief on duty.
8. I understand and will abide by all Rules and Regulations of the Concord Fire Department regarding the Master Fire Alarm Box Listed Agent Program. I will **NOT** divulge my Listed Agent ID to any other individual nor allow any other individual to act in my place as a Listed Agent.

VIOLATIONS OF THESE RULES AND REGULATIONS WILL RESULT IN LOSS OF LISTED AGENT STATUS

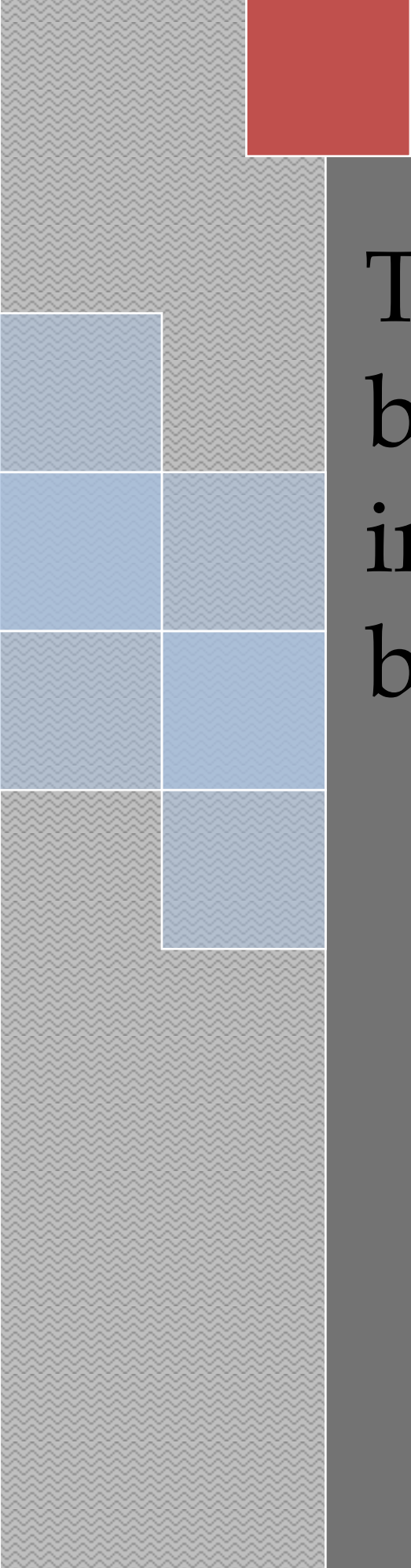
Effective Aug. 2005
Revised January 2012

Administration
(603) 225-8650
(603) 225-5833 Fax

Prevention
(603) 225-8651
(603) 228-2782 Fax

Fire Alarm
(603) 225-8667
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Communications
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(603) 225-8507 Fax



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**AMENDMENTS TO CHAPTER 34 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “JUNK AND SECOND-HAND DEALERS”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 34 of the General Ordinances of the City of Rochester, entitled “Junk and Second-Hand Dealers”, as presently amended, be further amended as follows:

- I. That Section 34.4 of the General Ordinances of the City of Rochester entitled “License Applications”, as presently amended, be further amended, by amending said Section 34.4, as presently enacted, to provide as follows, said amended Section to be known as Section 34.4 of the General Ordinances of the City of Rochester, to wit:

“34.4 License Applications. Applications for licenses shall be made to the Licensing Board and filed with the Director of Building, Zoning, & Licensing Services Department upon blanks furnished by the Director of Building, Zoning, & Licensing Services Department for that purpose, and shall be submitted by the Director of Building, Zoning, & Licensing Services Department to the Chief of Police who shall cause an investigation to be made of the fitness of the applicant to engage in the business of a junk dealer or second-hand dealer and report his findings to the Licensing Board before such license is acted upon by the City Council. The license fee for each license shall be Fifty Dollars (\$50.00) per year payable in advance to the Building, Zoning, & Licensing Services Department. There shall be no fee for non-profit charitable organizations, public schools, and public institutions.

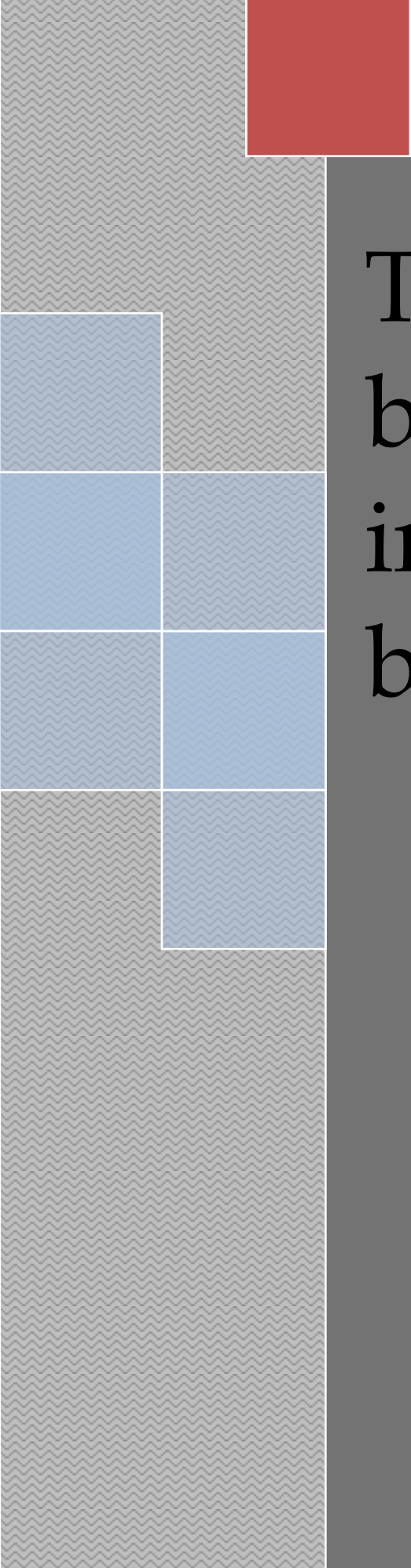
The Licensing Board, after a satisfactory investigation by the Police Chief, may issue a temporary license to existing junk or second-hand dealer establishments when there is only a change of ownership.”

- II. That Section 34.4 of the General Ordinances of the City of Rochester entitled “License Applications”, as presently amended, be further amended, by amending said Section 34.4, as presently enacted, to provide as follows, said amended Section to be known as Section 34.4 of the General Ordinances of the City of Rochester, to wit:

“34.5 License Revocation/Expiration. ~~Such~~ Annual licenses shall expire on April 1st of each year, ~~unless sooner revoked, and shall not be assigned or transferred, but it may be revoked at any time by the Licensing Board after notice and hearing for just cause.~~ Temporary licenses shall expire after 45 days from the date issued or when acted upon by the City Council, whichever occurs first. Licenses shall not be re-assigned or transferred and may be revoked at any time by the Licensing Board after notice and hearing for just cause.”

CC FY 15 01-06 AB 83

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1/15/15

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 **Amendments to Chapter 34: 34.4, and 34.5**COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	January 6, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	December 11, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

CC FY 15 AB 83

SUMMARY STATEMENT

Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing

**AMENDMENTS TO CHAPTER 42 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “ZONING”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester, entitled “Zoning”, as presently amended, be further amended, as follows:

- I. That Section 42.2 of the General Ordinances of the City of Rochester entitled “Definitions and Terminology”, as presently amended, be further amended, by amending the definition of “Manufactured Housing” as presently contained in Section 42.2(a), to provide as follows, said amended Section to be known as the definition of “Manufactured Housing” as contained Section 42.2(a) of the General Ordinances of the City of Rochester, to wit:

“42.2 Definitions and Terminology.

* * *

161. Manufactured Housing: Any structure, meeting the Federal Manufactured Home Construction and Safety Standards Act, commonly known as HUD Code, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, is **a minimum of 13 feet in overall width and have at least 320 700 square feet or more of habitable space**, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured Housing as defined here does not include pre-site built housing as defined in RSA 674:31-a.”

- II. That Section 42.20 of the General Ordinances of the City of Rochester entitled “Standards for Specific Permitted Uses”, as presently amended, be further amended, by amending subsections (b)(9) and (b)(10) of Section 42.20, entitled “Manufactured Housing Subdivision” and “Manufactured Housing Unit” respectfully, as presently enacted, to provide as follows, said amended subsections of Section 42-20 to be known as subsections (b)(9) and (b)(10) of Section 42.20 of the General Ordinances of the City of Rochester, to wit:

“b. Conditions for Particular Uses.

For each individual use listed below, all of the specific conditions attached to that use must be met along with any requirements of this chapter.

* * *

9. **Manufactured Housing Subdivision – Not part of an existing Mobile Home Park – See Chapter 43 for existing Mobile Home Parks**

A. Overall Development.

- i. All requirements otherwise applicable to subdivision of lots for conventional houses within a conservation subdivision shall apply.
- ii. Additions to Manufactured Housing Units (or “Homes”). There shall be no additions constructed onto manufactured homes with the exception of **garages**, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.
- iii. Minimum Size. Every manufactured home shall be at least ~~28~~**23** feet in overall width ~~at the body~~ and have at least 700 square feet of habitable living space.”

10. Manufactured Housing Unit – **Not part of an existing Mobile Home Park – See Chapter 43 for existing Mobile Home Parks**

- A. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii); within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots.
- B. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of **garages**, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.
- C. Minimum Size. Every manufactured home shall be at least ~~28~~**23** feet in **overall** width ~~at the body~~ and have at least 700 square feet of habitable living space.”

III. That Section 42.23 of the General Ordinances of the City of Rochester entitled “Accessory Uses”, as presently amended, be further amended, by amending subsection (a)(2) of Section 43.5, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (a)(2) of Section 43.5 of the General Ordinances of the City of Rochester, to wit:

“42.23 Accessory Uses

* * *

b. Standards for Specific Accessory Uses. The following standards shall apply to these specific accessory uses, activities, structures, and situations wherever they are allowed:

- 5. Commercial Vehicles, Parking of. Parking commercial vehicles outdoors overnight within residential districts is permitted as an accessory use as follows:

- A. One small commercial vehicle - a passenger automobile, pick-up truck or van - is allowed. Additional commercial vehicles may be allowed by special exception.
- B. Other larger types of commercial vehicles – ~~such as box trucks or vehicles with more than 2 axles~~ **those weighing over 26,000 gvw** - are permitted only by special exception subject to the property owner being able to provide adequate buffering and sound mitigation.
- C. Adequate off-street parking must be provided. Parking shall not be within any public right-of-way.”

IV. That Section 42.28 of the General Ordinances of the City of Rochester entitled “Performance Standards”, as presently amended, be further amended, by amending subsection (d)(1)(A) of Section 42.28, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (d)(1)(A) of Section 42.28 of the General Ordinances of the City of Rochester, to wit:

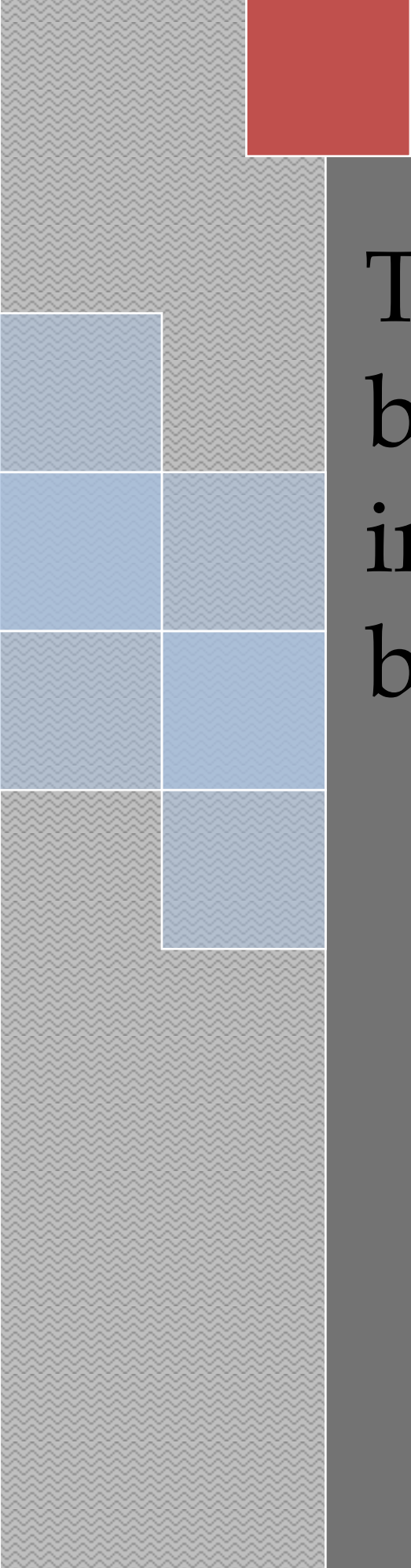
“d. Other Specific Standards

1. Glare or Light

- a, ~~All lighting installations, for every use (including single family dwellings), shall be shielded in order to avoid skyglow or undue glare onto any road or adjoining property.~~ **All exterior lights shall be designed, located, installed and directed in such a manner so as to prevent glare and objectionable light trespass onto neighborhood properties or roads.”**

CC FY 15 01-06 AB 84 (1)

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Added matter appears in red (e.g. **red**)



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**AMENDMENTS TO CHAPTER 43 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “MOBILE HOME PARK ORDINANCE”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 43 of the General Ordinances of the City of Rochester, entitled “Mobile Home Park Ordinance”, as presently amended, be further amended as follows:

- I.** That Section 43.1 of the General Ordinances of the City of Rochester entitled “Purpose and Intent”, as presently amended, be further amended, by amending said Section 43.1, as presently enacted, to provide as follows, said amended Section to be known as Section 43.1 of the General Ordinances of the City of Rochester, to wit:

“43.1 Purpose and Intent.

The purpose of this ordinance is to establish minimum standards for the construction **in** and maintenance of mobile home parks **existing (as of April 22, 2014)** in the City of Rochester. The intent of the ordinance is that mobile home parks **existing (as of April 22, 2014)** shall provide a healthful, safe, pleasant, and attractive residential atmosphere for their occupants, while at the same time being compatible with existing and anticipated future development in the surrounding areas.”

- II.** That Section 43.3 of the General Ordinances of the City of Rochester entitled “Definitions”, as presently amended, be further amended, by amending subsection (j) of Section 43.3, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (j) of Section 43.3 of the General Ordinances of the City of Rochester, to wit:

“(j) Manufactured Housing. Any structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, ~~or~~ **and** when erected on site, **is at least 13 feet in overall width and have at least 320** ~~700~~ square feet or more **of habitable living space**, and which is built on a permanent chassis and is designed to be used as a single-family habitation with or without a permanent foundation when connected to required utilities, which include plumbing, heating, and electrical systems contained therein (in conformance with the definition in RSA 674:31, as amended).”

- III.** That Section 43.5 of the General Ordinances of the City of Rochester entitled “Design Standards”, as presently amended, be further amended, by amending subsection (a)(2) of Section 43.5, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (a)(2) of Section 43.5 of the General Ordinances of the City of Rochester, to wit:

“(a) * * *

(2) No mobile home with accessory buildings, garage, structures, storage building and paved parking spaces shall occupy in excess of ~~twenty five percent (25%)~~ **thirty five percent (35%)** of a mobile home lot.”

CC FY 15 01-06 AB 83

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Added matter appears in red (e.g. ~~red~~)



1/15/15

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 Various Amendments to Chapter 42: 42.2, 42.23 and 42.28 – Amendments to Chapter 43: 43.3, and 43.5	
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	January 6, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	December 11, 2015		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

CC FY 15 AB 84

SUMMARY STATEMENT

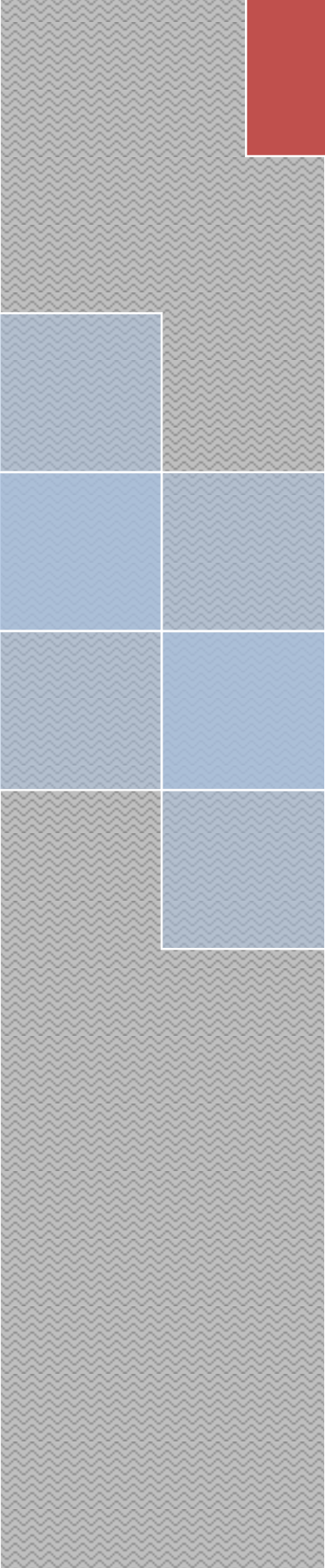
Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing

December Department Reports

- Assessing P.
- City Clerk's Office P.
- Department of Building, Zoning, and Licensing Services P.
- Economic Development Department P.
- Finance Department P.
- Fire Department P.
- Library P.
- Planning Department P.
- Police Department P.
- Public Works Department P.
- Recreation and Arena P.
- Tax Collector P.
- Welfare P.



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City of Rochester, New Hampshire
Assessor's Office
19 Wakefield Street
Rochester, New Hampshire 03867-1915

1/15/15

Telephone
(603) 332-5109
Fax
(603) 335-7591

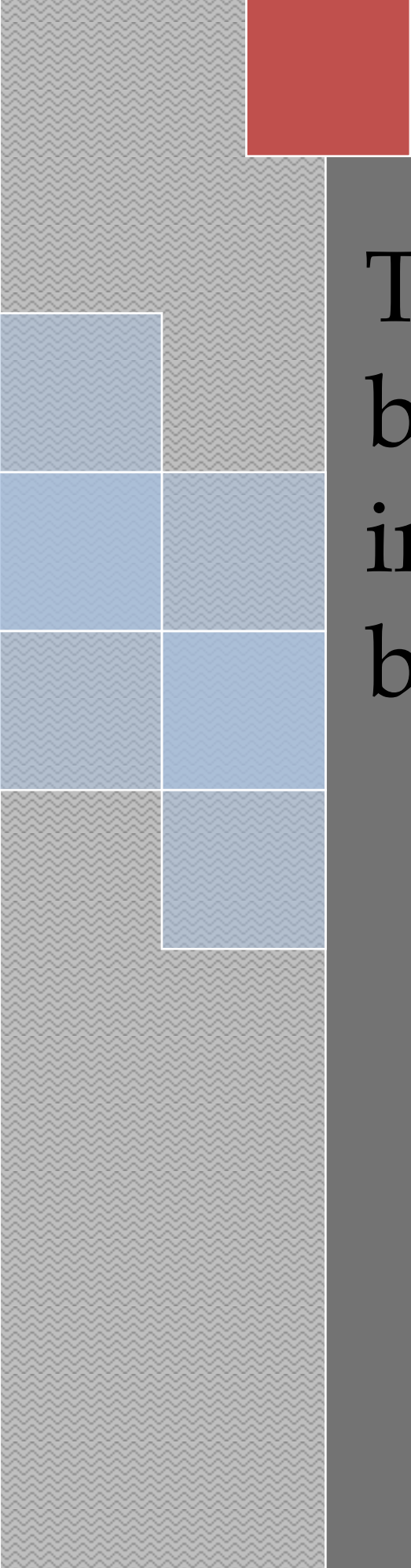
January 5, 2015

To: City Manager/Council
From: Thomas Mullin, Assessor
Subject: December Council Report

Revenue Received/Collection Warrants issued:

PILOT Warrants	\$323,175.27
Gravel Warrant	\$78.76
Property Record Cards, Maps & Copies Revenue	\$19.00

- The Assessing Office welcomes Gabrielle Nadeau as a newly appointed member of the Board of Assessors for the 2015 year. She brings to the Board a wealth of knowledge and experience from over 20 years spent in the Assessing field. She is replacing Board member Victoria Lambert who is recovering from an illness. We wish her a speedy recovery and look forward to her return.
- Customer Service has been front and center as the Assessing Staff has been "all hands on deck", assisting customers with questions about their tax bills and striving to educate the public.
- The Staff will be completing the digitalization of the 2014 Assessing Manual for submission to the NH Department of Revenue Administration. The manual was previously compiled in adherence to, and exceeding, strict standards set by the NH Department of Revenue Administration.
- Subdivisions, Lot Line Revisions, Lot Combinations and other changes to properties that were approved after April 1, 2014 are now being entered in the Patriot CAMA system for the 2015 Tax Year.
- The Field Staff will continue to review properties that have been issued building permits this year and any that were not completed last year. During Inclement weather the field staff will enter previously collected data.



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City Clerk's Office
 City Hall - First Floor
 31 Wakefield Street, Room 105
 ROCHESTER, NEW HAMPSHIRE 03867-1917
 (603) 332-2130 - Fax (603) 509-1915
 Web Site: <http://www.rochesternh.net>

Clerk of the Council
 Elections
 Vital Records
 Dog Licensing
 Notary Public Services

City Clerk's Report

2015

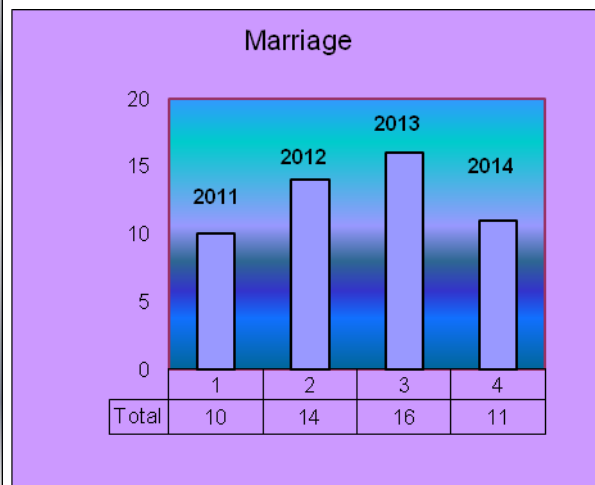
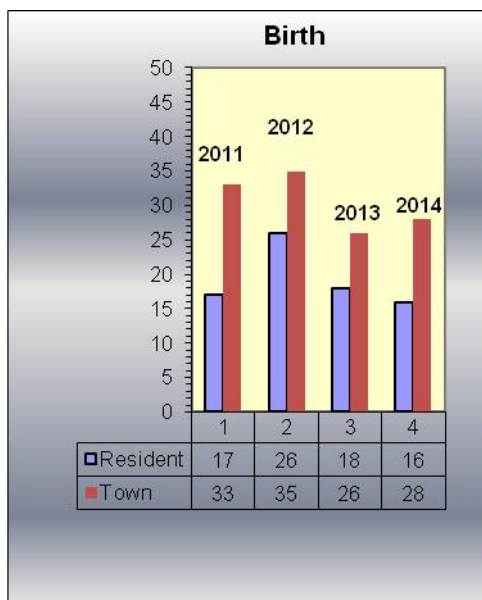
January 20, 2015

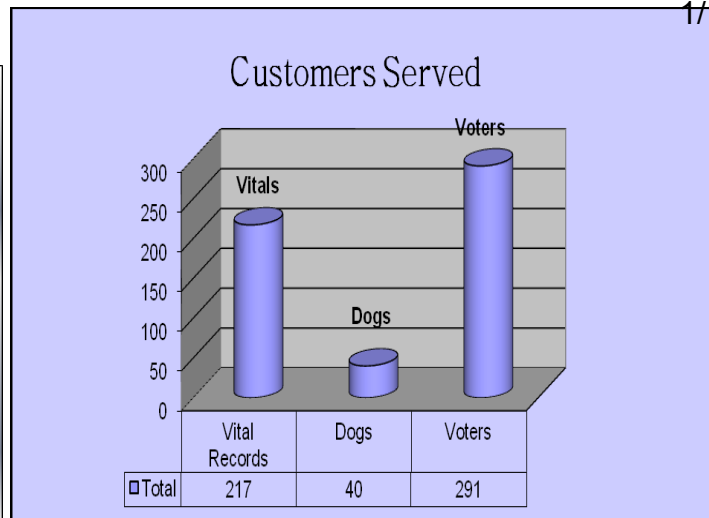
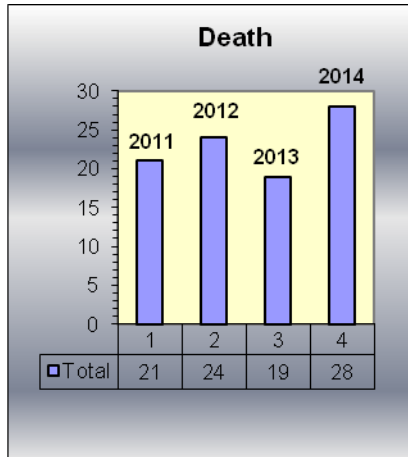
Vital Statistics

The City Clerk's staff issued 206 initial copies of vital records, 153 subsequent copies of vital records, and 11 marriage licenses in December. The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester: there were 28 babies born in Rochester during the month of December, 16 of which were of Rochester residents; a total of 28 deaths occurred in Rochester during the month of December.

Revenue – Vital Records/Marriage Licenses

	State	City
Initial/Subsequent copies	\$2,413	\$2,207
Marriage Licenses	\$ 418	\$ 77
	\$2,831	\$2,284





Dog Licensing

The City Clerk's office licensed 40 dogs during the month of December.

Elections

Voter registration summary by party as of December 31, 2014:

	<u>Democrats</u>	<u>Republicans</u>	<u>Undeclared</u>	<u>Total</u>
<u>Ward 1</u>	919	969	1,249	3,137
<u>Ward 2</u>	860	990	1,338	3,188
<u>Ward 3</u>	890	1,009	1,262	3,161
<u>Ward 4</u>	786	742	1,335	2,863
<u>Ward 5</u>	785	882	1,357	3,024
<u>Ward 6</u>	846	678	1,204	2,728
	5,086	5,270	7,745	18,101

Respectfully submitted,

Marcia H. Roddy

Marcia H. Roddy
Deputy City Clerk



1/15/15

City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

December 2014

APPLICATIONS REVIEWED BY THE ZONING BOARD

2014-20 Application by Michael D'Amico for a Special Exception to allow a food vendor trailer in a Neighborhood Mixed Use Zone.
Section 42.22, Table 18-C, of the City's Zoning Ordinance.

Location: 717 Columbus Ave. Map 131 Lot 7 Neighborhood Mixed Use Zone

The above Special Exception was **GRANTED** as presented at the Zoning Board of Adjustment December 10, 2014 meeting. The motion passed unanimously by roll call vote with the following stipulation: When the lease is terminated the food trailer will be removed from the site.

2014-21 Application by David & Lori Smart of SmartATI, for a Variance to allow an Office, Professional/ School, Other, training facility to the terms of Section 42.18, Table 18B, of the City's Zoning Ordinance.

Location: 16 Whitehall Rd. Map 126 Lot 15 Hospital Special Zone

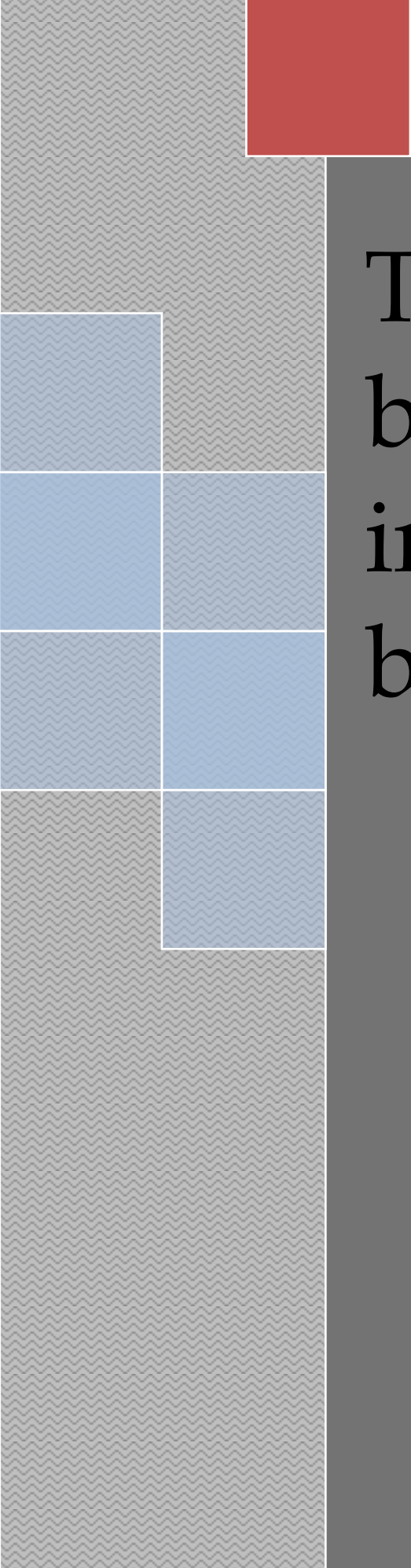
The above **Variance** was unanimously approved as presented for the following reasons:

The variance will not be contrary to the public interest because: It will not increase congestion in the streets.

The spirit of the ordinance is observed because: It will not negatively impact health and the general welfare.

If Granted, the benefit to this individual applicant, outweighs any harm to the community as a whole.

The value of surrounding properties will not be diminished because: It will not generate levels of noise, light, activity or traffic that are significantly different from that which currently exists.



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End of Month Council Report

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of December 2014 with fiscal Year to Date

Department Revenue

	Current Month		Year to Date		Projected Revenue
Food Establishments	\$	630.00	\$	8,887.50	\$ 29,000.00
Taxi Service Permits	\$	40.00	\$	700.00	\$ 700.00
Amusement License	\$	300.00	\$	2,460.00	\$ 4,000.00
Building Permits	\$	28,662.50	\$	239,598.50	\$ 250,000.00
Hawkers & Peddlers	\$	0.00	\$	25.00	\$ 500.00
Postage	\$	98.28	\$	570.19	\$ 1,000.00
Second Hand Dealer	\$	750.00	\$	923.00	\$ 1,000.00
Pawnbroker License	\$	150.00	\$	150.00	\$ 100.00
Junk Yard & MVJY	\$	0.00	\$	0.00	\$ 175.00
Zoning Applications	\$	350.00	\$	2,145.36	\$ 7,000.00
Misc. Permits and Fees	\$	1.00	\$	887.40	\$ 100.00
GROSS REVENUE	\$	30,981.50	\$	256,346.95	\$ 293,575.00
Fees Refunded	\$	20.00	\$	495.00	
Fees Waived – Veteran	\$	0.00	\$	2,850.00	
Fees Waived - Municipal	\$	0.00	\$	13,108.00	
Total	\$	20.00	\$	16,453.00	
NET REVENUE	\$	30,961.00	\$	239,893.95	

Department Activities

1/15/15

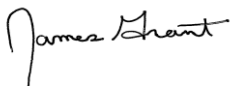
Permits :		Licenses :		Actions:	
Foundation Only	2	Second Hand Dealer	0	Building Final	23
Building Permit	25	Junk Dealer	0	Demo	0
Demolition Permit	1	Motor Vehicle Junk Yard	0	Electric Final	29
Sign Permit	3	Pawn Broker	0	Electric Rough	8
Plumbing Permit	28	Taxi - Owner	0	Electrical Underground	10
Electrical Permit	43	Taxi - Driver	0	Foundation	15
Mechanical Permit	50	Taxi - Vehicle	1	Framing	10
Pool Permit	0	Health	1	Gas Line	26
Fire Alarm/Sprinkler	5	Mechanical Devices	0	Health Inspection	28
Violation	6	Day Care	0	Insulation	4
		Temporary Food	0	Mechanical Final	14
		Video Games	0	Mechanical Rough	2
		Movie Theater	0	Perm Service	1
		Pool Table	0	Plumbing Final	23
		Hawkers & Peddlers	0	Plumbing Rough	5
		Mobile Home Parks	4	Plumbing Underground	6
		Food Establishments	7	Pool Bonding	0
				Pool Final	0
				Re-Bar	2
				Service & Service Upgrade	12
				Sheetrock	1
				Slab	0
				Temp Service	1
				Walk Through	1
				Other	0

Building Permit Detail

1/15/15

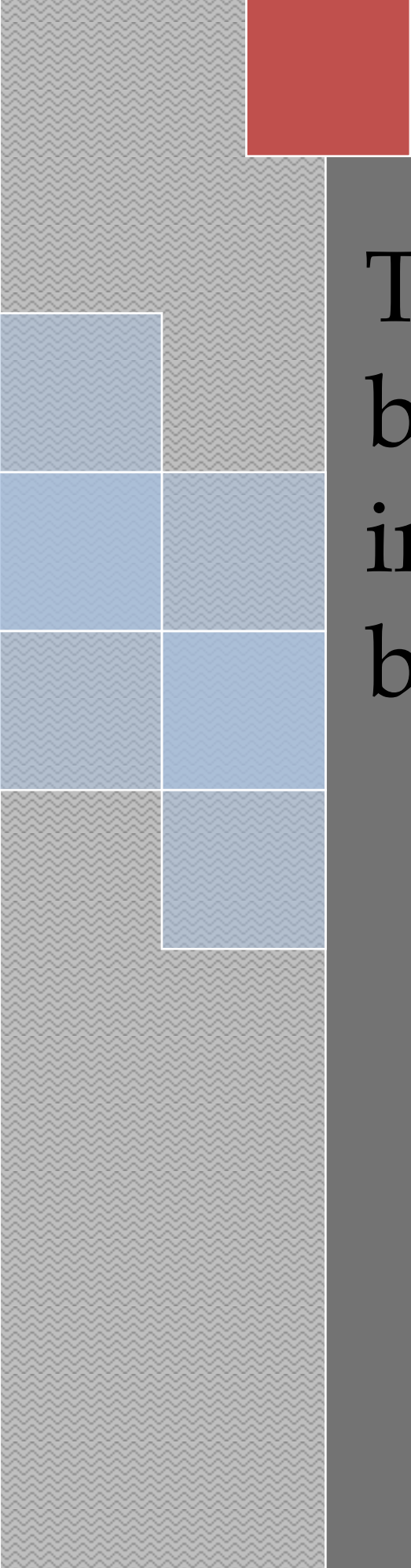
New Permits	Month: December 2014		Fiscal Year to Date	
	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Sign	3	\$ 9,005	14	\$ 43,080
Plumbing	28	637,541	165	\$ 1,494,283
Electrical	44	\$ 849,870	254	\$ 3,253,846
Mechanical	51	\$ 209,079	348	\$ 3,402,704
Fire				
Alarm	1	\$ 16,800	18	\$ 185,495
Protection	4	\$ 27,715	21	\$ 263,845
Foundation Only	2	\$ 60,000	4	\$ 120,000
Building Permit				
Multi-category	0	\$ 0.00	0	\$ 0.00
New Home	1	809,000	19	\$ 2,907,052
Addition Non Res	1	\$ 3,000	2	\$ 243,000
Alteration Non Res	3	\$ 457,921	27	\$ 4,116,089
Repair / Replace Non Res	0	\$ 0.00	12	\$ 377,474
Footing	0	\$ 0.00	24	\$ 273,500
Pool	0	\$ 0.00	0	\$ 0.00
Garage	1	\$ 126,000	14	\$ 561,155
Other	2	\$ 8,400	53	\$ 283,703
Demo	0	\$ 0.00	0	\$ 0.00
Shed	0	\$ 0.00	26	\$ 68,636
Addition Res	1	\$ 70,000	6	\$ 204,000
Alteration Res	5	\$ 60,100	34	\$ 370,512
Repair / Replace Res	9	\$ 104,918	132	\$ 1,089,346
Condo	0	\$ 0.00	0	\$ 0.00
Apartment	0	\$ 0.00	0	\$ 0.00
Manufactured Home	1	\$ 1,000	13	\$ 698,288
Building Non Res	1	\$ 4,912,000	5	\$ 7,649,000
Total New Permit	158	\$ 8,362,349	1191	\$ 27,605,008
Permit Renewals	1	\$ 100	6	\$ 12,100
Demolition	1	\$ 3,650	25	\$ 84,450
Total Permits Issued	160	\$ 8,358,599	1222	\$ 27,508,458

Respectfully Submitted,



James Grant

Note: The above data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.



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CODE VIOLATION TYPE & OCCURRENCES**Month of: DECEMBER 2014****Code Compliance Deficiencies**

There are up to four steps of actions being used to deal with complaints/ violations: The first being verbal contact. The next method is a written notice of violation. This consists of a notice that is mailed first class as well as certified mail giving the property owner or violator a detailed description of the deficiencies and a date to make the appropriate corrections. The requested date depends on the time that is considered reasonable for the requested action that needs corrected, for instance, a minor repair to a fence may warrant a couple of days, while replacing an entire fence may require a few weeks. If there has been no contact made by the recipient of the notice, a follow up inspection is then made. If the violation(s) still exist, a second notice of violation is mailed with a new correction date on it. This process is then followed through again with a final notice. If the violation has still not been corrected after these notices, the paper work is turned over to Attorney Grossman for legal/court action to be taken. If the violation was a time sensitive issue, such as trash piling up, we would skip the second notice and go straight to a final notice to help expedite the process.

RUBBISH & GARBAGE:

- One recent in Ward 3
Resolved and closed
- Five recent in Ward 4
The were resolved and closed two remain pending
- Four recent in Ward 6
Three were resolved and closed, one remains open and pending

INTERIOR VIOLATIONS:.

- One recent in Ward 1
Resolved and closed
- One recent in Ward 3
Resolved and closed
- Two recent in Ward 4
Both are pending
- Three recent in Ward 6
All three are pending

EXTERIOR VIOLATIONS:

- Five recent in Ward 2
All were resolved and closed
- Two recent in Ward 4
Both were resolved and closed
- One recent in Ward 6
Resolved and closed

VEHICLE VIOLATIONS:

- One recent in Ward 4
Resolved and closed
- One recent in Ward 6
Resolved and closed

SIGNS:

- One recent (snipe) in Ward 1
- Fifty recent (snipe) in Ward 2
- One recent (snipe) and one flashing sign in Ward 6
All were resolved and closed

SITE PLAN/ZONING VIOLATIONS:

- Two recent in Ward 2
Resolved and closed
- One recent in Ward four
Resolved and closed
- Three recent in Ward 6
Resolved and closed

PERMITS

- One recent in Ward 1
- One recent in Ward 3
- Three recent in Ward 4
- One recent in Ward 5
- One recent in Ward 6
Permits were obtained and all were resolved and closed

Rochester Economic Development

December 2014 Overview

1/15/15



Staffing –Julian Long has been working diligently on the Five Year Consolidated Plan for the Community Block Grant (CDBG). He also started attending meetings for Bridging The Gaps due to the City of Rochester taking over as fiscal agent, this will prevent Bridging The Gaps from being forced into forfeiting federal Grant monies. Julian has set up meetings with all the companies that currently have Job Loans out with the City and will be checking in on the status as well as collecting year end financials. Jennifer Murphy Aubin is out on maternity leave after giving birth to Baby Grace and was also named “Employee of the Month” for December. Carolyn Kessinger is filling in from Kelley Services as a temp until her return. Carolyn is being trained by Samantha Rodgers on Munis and other office duties that will be required. Jennifer Marsh has been trained to input the CIP budgeting into the system and completed the entries for Economic Development. She has also attending the TIF financing meetings and will be writing the report for 2014. Jenn received her Basic Economic Development Course Certificate after completed the course the first week of December. Karen Pollard attended the 19th Annual NH Division of Economic Development meeting where they discussed NH trends and the opportunities for Global Marketing.

- **REDC letter to City Council and the Mayor** – After discussion at the December meeting REDC members proposed a letter to be read at the City Council meeting regarding the new assessed values and the impact on Economic Development in the City and decided to go to the Council directly with our concerns. Chair Rick Lundborn read the letter at December Council meeting.
- **REDC Spaulding Turnpike/Route 16 Coalition** – The Next Coalition meeting to meet with Legislatures has being pushed out until February 2015 by Strafford County Regional planning. Fosters published two articles discussing the Coalition and the Seacoast’s efforts to work on a new master plan.
- **Business Visitation Program** – Jennifer Marsh wrote a new business retention survey that will help keep track of businesses for her bi-annual visits. In January she will begin taking these to her manufacturer visits, and will write a similar one for restaurants, downtown businesses and other smaller businesses in the City. A copy of the retention survey is attached.
- **RSA 79e Applications** – Two applications are going to Public Hearing on January 6th with recommendations from the City Council. Both parties will attend the meeting to discuss their projects for final approval.
- **Retail Marketing** – Karen met with representatives from Buxton Retail Marketing to discuss extending our retail marketing software license for six months. It has been a useful tool for attracting big box and small retailers alike. She also met with Retail Strategies, Inc as an alternative for the Buxton software license.
- **Marketing and Public Relations** – Ads and PR this month: Ads were placed in the Business Facilities 2015 Site Seekers Guide and Expansion Solutions Magazine Nov/Dec 2014, Karen also wrote an article that will be in print the beginning of 2015.

*Leads for business attraction and expansion are always welcome and are kept confidential.
Your help to attract new business opportunities and investment to Rochester is appreciated.*

NEW HAMPSHIRE

Gov. Maggie Hassan



1/15/15

City of Rochester Economic Development

Karen Pollard,
CEcD, EDP

Deputy City Manager/
Director of
Community Development
31 Wakefield Street
Rochester, NH 03867

603-335-7522;

fax: 603-335-7597

karen.pollard@rochesternh.net

www.thinkrochester.biz

*Fantastic business locations are available in
Rochester, New Hampshire! Our vital and growing
city is a magnet for a talented and educated
workforce, and we are seeking expandable busi-
nesses. Call today for a confidential appointment.*



STATE CONTACTS

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Stephen A. Heavener, CEcD, EDFP

Executive Director

91 North State Street

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Concord, NH 03302

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www.crdc-nh.com

New Hampshire

Division of Economic Development

Cynthia Harrington

State Business Recruiter

172 Pembroke Road,

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603-271-2591

cynthia.harrington@dred.state.nh.us

www.nheconomy.com

Pease Development Authority

David Mullen

Deputy Director

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Portsmouth, NH 03801

603-433-6088

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www.peasedev.org

UTILITIES

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Patrick McDermott, Economic &

Community Development Manager

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603-634-2386

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www.prosperrnh.com

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Development Corporation (MEDC)

John G. Dugan, President

51 Railroad Street, Suite 101

Keene, NH 03431

603-352-4939

jdugan@monadnock-development.org

www.monadnock-development.org

New Hampshire Division of

Economic Development

Cynthia Harrington, State Bus. Recruiter

172 Pembroke Road. P.O. Box 1856

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603-271-2591, ext. 114

cynthia.harrington@dred.nh.gov

www.nheconomy.com

Northern Community Investment Corp.

Cathy Furtek Conway, PE

VP, Economic Development

1 Middle Street

Lancaster, NH 03584

603-788-2700, ext. 2141

cconway@ncic.org

www.ncic.org

Southwest Region Planning Commission

Tim Murphy, Executive Director

37 Ashuelot Street

Keene, NH 03431

603-357-0557

tmurphy@swrpc.org

www.swrpc.org

Strafford Economic Development

Corporation of New Hampshire (SEDC)

Dennis H. McCann, Executive Director

100 Main Street, Suite 101

Dover, NH 03820

603-749-2211

dmccann@sedcnh.org

www.sedcnh.org

Tri-County Community Action Programs

Michael Coughlin, CEO

30 Exchange Street

Berlin, NH 03570

603-752-5003

admin@tccap.org

www.tccap.org

COUNTY CONTACTS

Belknap County Economic

Development Council

Carmen Lorentz, Executive Director

388 South Main Street

Laconia, NH 03246

603-524-3057

carmen@belknapedc.org

www.bcedc.org

Grafton County Economic Dev. Council

Mark Scarano, Executive Director

P.O. Box 178, Plymouth, NH 03264

603-536-2011, ext. 10

mscarano@grafftoncountyedc.org

www.grafftoncountyedc.org



New Hampshire FAST FACTS

- ◆ **Population (2013 Est.):** 1,323,459
- ◆ **Largest Cities (2013):** Manchester, 110,378; Nashua, 87,137; Concord, 42,419; Dover, 30,510; Rochester, 29,745
- ◆ **Targeted Industries:** Food Production, Software Development, Advanced Manufacturing, Biotech, Logistics, Financial Services
- ◆ **Key Incentives:** Industrial Revenue Bond Financing, ERZ Tax Credit, R&D Tax Credit, Customized Job Training Grants, On the Job Training, Community Development Block Grants
- ◆ **GDP (All Industry 2013):** \$67.9 billion*

*Bureau of Economic Analysis, U.S. Department of Commerce

Advanced manufacturers can range from large operations with hundreds of employees to much smaller operations that employ a handful of highly skilled people.

no longer be considered an advanced manufacturer.

This definition based on NAICS codes was created for the purpose of analyzing data and observing trends. States and regions should consider the characteristics of manufacturers in their area to determine how advanced manufacturing should be defined and tracked. Communities will need to tailor this definition to their economy, eliminating some NAICS codes and adding others.

Employment, Occupations, and Earnings based on 2014 data:

All data in this section sourced from Economic Modeling Specialists, Inc. (EMSI), Complete Employment, 2014.³

Based on the data in the tables below, it is clear why advanced manufacturing has been top of mind for economic developers and policy makers across the country. The wages are high, the sector proved to be more resilient than manufacturing as whole through the recession, and

the growth prospects are strong. The advanced manufacturing sector is expected to grow five times faster than the manufacturing industry as a whole over the next ten years.

The manufacturing industry generally provides higher than average wages to its employees. The wages of advanced manufacturing employees, however, are even higher, with average wages in advanced manufacturing 13% higher than wages in the manufacturing industry as a



THINK ROCHESTER
NEW HAMPSHIRE

NH Advanced Manufacturing Prime Lots Available

5 - 50 Flex Acres
Highway Access
City Water & Sewer
Natural Gas



- Dedicated Advanced Manufacturing Training Center
- Skilled & Educated Workforce
- 7th in US for Business Tax Climate
- 1st in US for Quality of Life



www.ThinkRochester.biz

YOUR BUSINESS THRIVES WHERE YOUR TALENT LIVES: ROCHESTER, NH

The Seacoast of New Hampshire is making big news with major wins in the competition for business and industry expansions. A hub for composite materials, aerospace and defense, biomanufacturing and advanced industry training facilities, the region has landed big names and jobs. The secret is not a secret at all, but concentrated attention and investment in creating a vibrant business environment where the talent you need wants to live. We are ranked 1st in New England for most **Favorable Business Tax Climate** and **Most Livable State**. (NH Economic Review 2014)

Great site selection decisions are the ones that give you the competitive advantage, and that includes a careful analysis of your current and future talent and labor needs. Rochester is a progressive city in the North of Boston Metro area with room to grow the business and residential population. Rochester has leveraged the state's \$135 million investment in the Spaulding Turnpike with their own plans. The wise investments in municipal water and sewer, public facilities and improved transportation connection have allowed the business community to grow, as well as improve the city's bond rating in 2014 to "AA1" Moody's and "AA" Standard & Poor's. Potential for growth and development is a significant factor in improved bond ratings.

ECONOMIC SCOREBOARD
NEW HAMPSHIRE

- 1st MOST LIVEABLE STATE (CQ Press)
- 1st BUSINESS TAX CLIMATE (Tax Foundation)
- 1st STANDARD OF LIVING (U.S. Census)
- 1st BEST BROADBAND CONNECTIVITY (OECD)
- 2nd SAFEST STATE (CQ Press)
- 3rd HEALTH RANKING (United Health Found.)
- 3rd CHILD & FAMILY WELL BEING (Casey Found)
- 3rd PER CAPITA INCOME (U.S. Census)
- 4th COLLEGE EDUCATED POP (U.S. Census)

DOWNTOWN BUSINESS DISTRICTS

Downtown Business Districts are now exciting places for business to locate, putting employees and customers right in the heart of the city. Rochester's Downtown is a great example, with easy parking and walking to restaurants, banks and historic venues like the Rochester Opera House and Governor's Inn.



Match your business culture to a unique location with historic restoration, adaptive reuse, urban infill, or a creative mixed-use project. Contact local economic development professionals and downtown organizations for complete lists of available incentives. You may find resources like these:

- **Small Business Loans** – Businesses may apply for low interest loans up to \$50,000, to spur job creation and Downtown investments.
- **Sign & Façade Grants** – Grant funds toward exterior improvements or ADA compliance.

- **Community Revitalization Tax Relief RSA 79e Credits** – NH Property tax relief incentive for significant improvements to Downtown & Historic buildings.
- **Energy Efficiency Loans** – Direct loans to improve energy efficiency in NH workplaces. Flexible underwriting standards & loan terms, various sources incl. credit unions.
- **Federal Historic District Tax Credits** – This program preserves historic buildings.
<http://www.nps.gov/tps/tax-incentives/taxdocs/tax-incentives-2013statistical.pdf>
- **NH Economic Revitalization Zones (ERZ)** – This is a tax credit against the business profits and enterprise taxes in NH. Rochester's Downtown is a designated NH ERZ.
- **R&D Tax Credits** – This is a credit against business taxes paid to state taxes.

DOWNTOWN LIVING

Living in Downtown is another powerful trend that businesses need to be part of. New Hampshire Downtowns were built to put employees and customers at your business' front door! Whether your talent pool is young and hip or mature and downsizing, or some of each, you will find your future employees living in urban centers with art, music, theater, restaurants and a vibrant community life. Your business can be a welcome part of the Downtown scene, and easily commutable by walking, biking, or public transit bus, not only by car!

Choose our Downtown to become Your Downtown! Visit the available listings and incentives at www.ThinkRochester.biz or call 603-335-7522.

Karen Pollard is a Certified Economic Developer and
Economic Development Manager for Rochester, NH.



BUSINESS RETENTION & EXPANSION SURVEY

We believe our existing businesses are our best prospects for future growth. The purpose of this program is to see how we can help them grow:

COMPANY PROFILE

1. Company Name: _____
2. Facility Address: _____

3. Mailing Address (if different): _____

4. Phone Number: _____
5. Website: _____
6. Do you have multiple locations? Please list: _____

CONTACT INFORMATION

7. Contact Interviewed

Title: _____

Name: _____

Office Phone: _____ Mobile Phone: _____

Email Address: _____

Interviewers Name: _____ Date: _____

GENERAL INFORMATION

8. Year company established: _____ Year moved to Rochester: _____
9. Where is your company headquartered? Please Circle:

NH

International

Other State _____

10. Is your company one of the following? Please Circle if applies:

Certified Minority Owned Business

Certified Woman-Owned Business

11. Functions performed at this location: Please Circle all that apply

Accounting/Finance

Call Center

Research/Development

Engineering

Distribution

Sales/Marketing

Manufacturing

Warehousing

Other: _____

SITE, FACILITY & EQUIPMENT

12. What challenges are you facing with your current site/facility?

Building Improvements

New Site Needed

On-Site Expansion needed

Environmental Issues

Infrastructure

Other: _____

13. Site and Facility Notes: _____

14. What are your machinery and equipment needs in the next 12 months?

Lease new equipment

Purchase new equipment

Purchase used equipment

Upgrade existing equipment

None

Other: _____

15. Machinery Notes: _____

Workforce

16. Total number of employees at this facility:

_____ Permanent full-time

_____ Permanent part-time

_____ Temporary

_____ Total employees

17. How many employees are you looking to hire in the next:

_____ 12 months

_____ 2-4 years

_____ 5+ years

18. What positions do you expect to fill in the 12 months? _____

19. What are the problems that you are having with either recruiting or retaining employees?

20. What are the educational requirements for the majority of your entry level positions?

Experience in the field

High School Diploma/GED

Tech/Business School

College/University

Other: _____

21. Are you in the need of continued education or on-the-job training? Yes No

22. If yes to above, what specific skills or training is needed? _____

23. Workforce Notes: _____

BUSINESS CLIMATE

24. What are the most important challenges facing your business?

Cost of electricity

Cost of Natural Gas

Cost of fuel

Cost of Healthcare

Competition

Environmental Regulations

Facility/Site Issues

Managing Growth

Marketing/Sales

Infrastructure

Utilities

Workforce

Working Capital

Training

Taxes/Fees

Other: _____

25. What are the advantages of operating your business in Rochester, NH?

Access to Raw Materials

Cost of Doing Business

Location/Logistics

Proximity to Markets

Workforce/Work Ethic

Recreational Activities

Other: _____

26. What are the disadvantages of operating your business in Rochester, NH?

Access to Skilled Labor

Competition

Environmental Regulations

Taxes

Worker Compensation

Location/Logistics

Other: _____

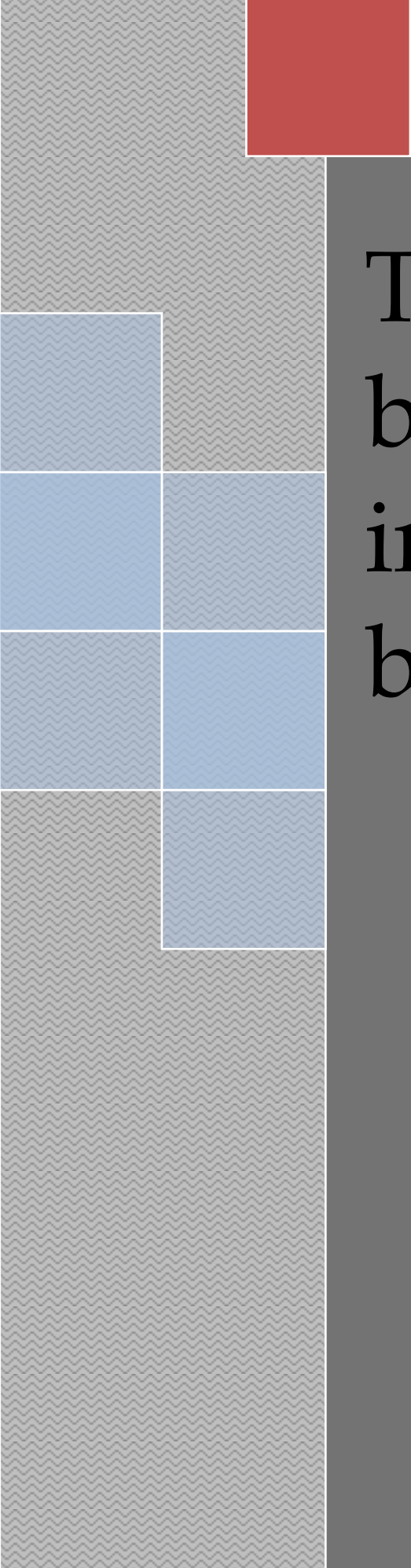
27. Are you in need of financial assistance to retain or expand your business? Yes No
If yes, please contact us to make sure you have all the information you need.

Thank you for participating in our Business Retention and Expansion Program. We appreciate the time you've given us and the contribution your business is making to our local economy.

We cannot promise to solve the concerns you mentioned, but we will promise to try. If we can help you in the future please call:

Karen Pollard, Economic Development Director, 603-335-7595

Jenn Marsh, Economic Development Specialist, 603-509-1910



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Blaine Cox
Deputy City Manager/
Director Finance & Administration

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

To: Finance Committee
 From: Blaine Cox, Deputy City Manager
 Date: January 8, 2015
 Subject: Monthly Financial Report
 Copied To: City Manager Fitzpatrick

As of the end of December, we are approximately 50.0% through Fiscal Year 2015.

REVENUES

General Fund Year to Date Revenue Summary:

DEPARTMENT	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
ECON DEV	-	-	-	150	(150)	
CITY CLERK	106,120	-	106,120	42,403	63,717	39.96%
ASSESSORS	1,000	-	1,000	183	818	18.25%
INTEREST INCOME	70,000	-	70,000	23,949	46,051	34.21%
BUSINESS OFFICE	1,000	-	1,000	-	1,000	
TAX COLLECTOR	27,746,617	454,940	28,201,557	26,366,198	1,835,359	93.49%
GENERAL OVERHEAD	3,554,907	242,625	3,797,532	1,627,755	2,169,777	42.86%
ROOMS & MEALS	1,324,698	116,468	1,441,166	1,441,166	0	100.00%
PUBLIC BLDGS	-	-	-	1,599	(1,599)	
PLANNING	15,250	-	15,250	17,211	(1,961)	112.86%
LEGAL OFFICE	50,000	-	50,000	25,000	25,000	50.00%
POLICE	352,950	-	352,950	173,661	179,289	49.20%
FIRE LOCAL	12,350	-	12,350	7,953	4,397	64.39%
FIRE STATE	15,584	-	15,584	353	15,231	2.27%
FIRE FEDERAL	-	-	-	674	(674)	
DISPATCH	62,044	-	62,044	31,419	30,625	50.64%
BLDZ,ZONING&LICENSE	293,575	-	293,575	239,894	53,681	81.71%
PUBLIC WORKS	31,500	-	31,500	15,454	16,046	49.06%
STATE HIGHWAY SUB	523,112	7,818	530,930	318,558	212,372	60.00%
WELFARE	9,000	-	9,000	3,802	5,198	42.24%
RECREATION	140,000	1,000	141,000	100,231	40,769	71.09%
LIBRARY	12,200	1,000	13,200	7,360	5,840	55.76%
GENERAL FUND	34,321,907	823,851	35,145,758	30,444,971	4,700,787	86.62%

Note: If the Property Tax Revenue is removed from Tax Collector Revenue to show only non-property tax revenue, the City General Fund Revenue percentage is at 55.0%.

Enterprise Funds Year to Date Revenue Summary:

FUND	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
WATER	5,188,845	0	5,188,845	1,283,461	3,905,384	24.73%
SEWER	6,970,229	0	6,970,229	1,730,304	5,239,925	24.82%
ARENA	538,624	0	538,624	209,121	329,503	38.83%

EXPENDITURES

General Fund Year to Date Expenditure Summary:

DEPARTMENT	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUM	AVAILABLE BUDGET	% USED
COUNCIL/MANAGER	263,790	1,327	265,117	140,614	6,518	117,985	55.50%
ECONOMIC DEV	289,042	0	289,042	159,975	5,404	123,663	57.22%
MIS	420,318	0	420,318	200,445	8,777	211,096	49.78%
CITY CLERK	259,793	0	259,793	125,971	41,564	92,258	64.49%
ELECTIONS	36,944	0	36,944	31,280	1,268	4,396	88.10%
ASSESSORS	361,496	0	361,496	202,150	8,563	150,783	58.29%
BUSINESS OFFICE	435,470	1,900	437,370	243,715	1,095	192,560	55.97%
HUMAN RESOURCES	122,815	0	122,815	63,562	2,805	56,448	54.04%
TAX COLLECTOR	329,326	0	329,326	163,744	1,957	163,625	50.32%
GENERAL OVERHEAD	854,289	-25,602	828,687	385,264	120,641	322,782	61.05%
PUBLIC BUILDINGS	804,929	15,945	820,874	424,579	52,664	343,631	58.14%
PLANNING	329,295	0	329,295	172,776	3,645	152,874	53.58%
LEGAL OFFICE	298,351	0	298,351	107,852	49	190,450	36.17%
POLICE	6,707,707	0	6,707,707	3,573,196	84,255	3,050,256	54.53%
FIRE	4,211,325	0	4,211,325	2,165,835	64,420	1,981,070	52.96%
DISPATCH CENTER	745,181	0	745,181	359,043	4,344	381,794	48.76%
BLDG,ZONING&LICENSE	493,882	0	493,882	265,452	10,232	218,198	55.82%
AMBULANCE	53,219	0	53,219	26,610	26,610	0	100.00%
PUBLIC WORKS	2,690,115	6,430	2,696,545	1,167,398	368,733	1,160,414	56.97%
WELFARE	439,720	0	439,720	192,146	4,544	243,030	44.73%
RECREATION	687,981	1,000	688,981	405,579	11,595	271,807	60.55%
LIBRARY	1,059,530	1,000	1,060,530	593,853	24,430	442,247	58.30%
COUNTY TAX	5,939,341	-46,495	5,892,846	5,892,846	0	0	100.00%
DEBT SERVICE	4,803,496	0	4,803,496	2,252,140	0	2,551,356	46.89%
TAX ABATEMENTS	92,256	187,040	279,296	8,651	0	270,645	3.10%
CIP TRANSFERS	1,592,296	221,306	1,813,602	1,813,602	0	0	100.00%
GENERAL FUND	34,321,907	363,851	34,685,758	21,138,275	854,114	12,693,368	63.40%

Notes: If all encumbrances are removed, the YTD Expended for City and County General Fund Departments is at 60.9% of Revised Budget.

Enterprise Funds Year to Date Expenditure Summary:

FUND	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
WATER	5,188,845	0	5,188,845	1,745,890	227,902	3,215,053	38.04%
SEWER	6,970,229	0	6,970,229	3,461,681	159,637	3,348,911	51.95%
ARENA	538,624	0	538,624	262,373	19,617	256,634	52.35%

Note: If encumbrances are removed, the YTD Expended is at 33.6%, 49.7% and 48.7% respectively of Revised Budget.

**City and Enterprise Funds
Revenue Summary
For Period Ending
12/31/14**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	150.00	-150.00	100.0%
11031 CITY CLERK REVENUE	106,120	0	106,120	42,403.37	63,716.63	40.0%
11051 ASSESSORS REVENUES	1,000	0	1,000	182.50	817.50	18.3%
11061 BUSINESS OFFICE REVENUE	70,000	0	70,000	23,948.90	46,051.10	34.2%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	27,746,617	454,940	28,201,557	26,366,198.02	1,835,358.98	93.5%
11081 GENERAL OVERHEAD REVENUE	3,554,907	242,625	3,797,532	1,627,754.58	2,169,777.36	42.9%
11082 GENERAL OVERHEAD REVENUE	1,324,698	116,468	1,441,166	1,441,166.34	-.34	100.0%
11091 PUBLIC BLDGS REVENUE	0	0	0	1,598.56	-1,598.56	100.0%
11101 PLANNING	15,250	0	15,250	17,210.78	-1,960.78	112.9%
11201 REV LEGAL OFFICE	50,000	0	50,000	24,999.96	25,000.04	50.0%
12011 POLICE CITY REVENUE	352,950	0	352,950	173,661.02	179,288.98	49.2%
12021 FIRE CITY REVENUE	12,350	0	12,350	7,952.61	4,397.39	64.4%
12022 FIRE STATE REVENUE	15,584	0	15,584	353.37	15,230.63	2.3%
12023 FIRE FEDERAL REVENUE	0	0	0	673.65	-673.65	100.0%
12031 DISPATCH CENTER	62,044	0	62,044	31,418.86	30,625.14	50.6%
12041 CODE ENFORCEMENT REVENUE	293,575	0	293,575	239,893.95	53,681.05	81.7%
13011 PUBLIC WORKS REVENUE	31,500	0	31,500	15,453.57	16,046.43	49.1%
13012 STATE HIGHWAY SUBSIDY	523,112	7,818	530,930	318,558.22	212,371.78	60.0%
14011 WELFARE REVENUE	9,000	0	9,000	3,801.68	5,198.32	42.2%
14021 RECREATION REVENUE	140,000	1,000	141,000	100,231.46	40,768.54	71.1%
14031 LIBRARY REVENUE	12,200	1,000	13,200	7,359.67	5,840.33	55.8%
TOTAL GENERAL FUND	34,321,907	823,851	35,145,758	30,444,971.07	4,700,786.87	86.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06							
ACCOUNTS FOR: 5001	WATER ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
510001	WATER WORKS REVENUE	5,188,845	0	5,188,845	1,283,460.61	3,905,384.39	24.7%
	TOTAL WATER ENTERPRISE FUND	5,188,845	0	5,188,845	1,283,460.61	3,905,384.39	24.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06							
ACCOUNTS FOR: 5002	SEWER ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520001	SEWER WORKS REVENUE	6,581,364	0	6,581,364	1,654,568.73	4,926,795.27	25.1%
520002	SEWER WORKS REVENUE	388,865	0	388,865	75,735.00	313,130.00	19.5%
TOTAL SEWER ENTERPRISE FUND		6,970,229	0	6,970,229	1,730,303.73	5,239,925.27	24.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06							
ACCOUNTS FOR: 5003	ARENA ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001	ARENA REVENUE	538,624	0	538,624	209,121.43	329,502.57	38.8%
	TOTAL ARENA ENTERPRISE FUND	538,624	0	538,624	209,121.43	329,502.57	38.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS FOR: 1501	CAPITAL PROJECTS GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
150000	CIP REVENUE BONDING	65,625,103	-2,457,824	63,167,279	26,921,142.97	36,246,135.78	42.6%
150001	CIP REVENUE CASH	11,379,659	236,438	11,616,096	11,631,553.31	-15,457.11	100.1%
150002	CIP REVENUE STATE	3,693,831	299,733	3,993,564	3,621,908.14	371,655.42	90.7%
150003	CIP REVENUE FUND BAL/RET EAR	3,391,245	450,276	3,841,520	3,796,784.05	44,736.44	98.8%
150004	CIP REVENUE DEDICATED REVENU	2,783,779	10,019	2,793,798	2,962,630.23	-168,832.73	106.0%
150005	CIP REVENUE GRANTS	6,525,329	1,167,404	7,692,734	5,457,534.59	2,235,199.20	70.9%
TOTAL CAPITAL PROJECTS GENERAL FUND		93,398,945	-293,955	93,104,990	54,391,553.29	38,713,437.00	58.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
5501 CAPITAL PROJECTS WATER FUND						
550101 CIP REVENUE CASH	2,736,341	-812,338	1,924,002	2,483,064.79	-559,062.60	129.1%
550102 CIP REVENUES STATE	290,000	24,500	314,500	314,500.00	.00	100.0%
550103 CIP REVENUE FUND BAL/RET EAR	171,903	0	171,903	171,903.00	.00	100.0%
550104 OTHER REVENUES	30,000	0	30,000	30,000.00	.00	100.0%
550105 WATER CIP REVENUE GRANTS	2,521,100	104,197	2,625,297	15,000.00	2,610,297.00	.6%
TOTAL CAPITAL PROJECTS WATER FUND	5,749,344	-683,641	5,065,702	3,014,467.79	2,051,234.40	59.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
5502 CAPITAL PROJECTS SEWER FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
550201 CIP REVENUE CASH	3,683,283	-518,693	3,164,591	3,511,132.18	-346,541.45	111.0%
550202 CIP REVENUE STATE	390,000	-390,000	0	.00	.00	.0%
550203 CIP REVENUE FUND BAL/RET EAR	593,018	0	593,018	583,018.00	10,000.00	98.3%
550205 CIP REVENUE FUND	2,532,326	303,516	2,835,842	707,753.37	2,128,088.63	25.0%
TOTAL CAPITAL PROJECTS SEWER FUND	7,198,627	-605,176	6,593,451	4,801,903.55	1,791,547.18	72.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06							
ACCOUNTS FOR:		ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
5503	CAPITAL PROJECTS ARENA FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
550301	CIP REVENUE CASH	35,000	-12,046	22,954	22,954.00	.00	100.0%
550305	CIP REVENUE FUND	64,356	0	64,356	64,356.00	.00	100.0%
TOTAL CAPITAL PROJECTS ARENA FUND		99,356	-12,046	87,310	87,310.00	.00	100.0%

**City and Enterprise Funds
Expense Summary
For Period Ending
12/31/14**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS 1000	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11000051	CITY MANAGER	263,790	1,327	265,117	140,613.79	6,517.90	117,985.18	55.5%
11012351	ECONOMIC DEVELOPMENT	289,042	0	289,042	159,975.26	5,404.24	123,662.50	57.2%
11020050	MUNICIPAL INFORMATION SYST	420,318	0	420,318	200,444.91	8,777.23	211,095.86	49.8%
11030051	CITY CLERK	259,793	0	259,793	125,971.29	41,563.77	92,257.94	64.5%
11040050	ELECTIONS	36,944	0	36,944	31,279.92	1,267.63	4,396.45	88.1%
11050070	ASSESSORS	361,496	0	361,496	202,149.98	8,562.87	150,783.15	58.3%
11060051	BUSINESS OFFICE	435,470	1,900	437,370	243,714.53	1,095.47	192,560.00	56.0%
11063151	HUMAN RESOURCES	122,815	0	122,815	63,562.32	2,804.85	56,447.83	54.0%
11070070	TAX COLLECTOR	329,326	0	329,326	163,743.79	1,957.03	163,625.18	50.3%
11080050	GENERAL OVERHEAD	854,289	-25,602	828,687	385,263.53	120,641.41	322,782.19	61.0%
11090050	PB CITY WIDE 50	544,915	-1,000	543,915	270,931.52	10,461.15	262,522.33	51.7%
11090051	PB CITY HALL 51	79,794	5,400	85,194	40,711.05	15,142.08	29,340.87	65.6%
11090052	PB OPERA HOUSE 52	30,372	0	30,372	17,575.83	1,643.77	11,152.40	63.3%
11090054	PB CENTRAL FIRE 54	13,232	0	13,232	6,824.25	3,576.36	2,831.39	78.6%
11090055	PB GONIC FIRE 55	29,556	-300	29,256	21,337.39	4,077.23	3,841.38	86.9%
11090056	PB LIBRARY 56	15,012	2,500	17,512	11,644.79	2,443.10	3,424.11	80.4%
11090057	PB DPW GARAGE 57	10,843	725	11,568	8,158.77	2,970.83	438.40	96.2%
11090059	PB FIRE STATION 59	725	0	725	114.88	310.00	300.12	58.6%
11090061	PB HISTORICAL MUSEUM 61	1,900	-300	1,600	950.00	650.00	.00	100.0%
11090063	PB HANSON POOL 63	5,005	0	5,005	262.20	1,389.80	3,353.00	33.0%
11090064	PB GONIC POOL 64	2,880	0	2,880	189.78	653.27	2,036.95	29.3%
11090065	PB EAST ROCHESTER POOL 65	2,825	-175	2,650	164.00	649.00	1,837.00	30.7%
11090068	PB GROUNDS 68	9,490	-200	9,290	7,680.48	315.67	1,293.85	86.1%
11090069	PB DOWNTOWN 69	16,500	0	16,500	6,222.89	1,279.00	8,998.11	45.5%
11090070	PB REVENUE BUILDING 70	20,319	0	20,319	9,619.10	1,877.38	8,822.52	56.6%
11090071	PB PLAYGROUNDS 71	2,500	-500	2,000	.00	.00	2,000.00	.0%
11090075	PB NEW POLICE STATION	19,061	9,795	28,856	22,191.72	5,225.58	1,438.70	95.0%
11102051	PLANNING	329,295	0	329,295	172,776.21	3,644.94	152,873.85	53.6%
11200051	LEGAL OFFICE	298,351	0	298,351	107,852.05	48.75	190,450.20	36.2%
12010053	PD ADMINISTRATIVE SERVICES	1,853,696	0	1,853,696	1,008,782.27	84,255.00	760,658.73	59.0%
12012453	PD PATROL SERVICES	4,432,240	0	4,432,240	2,321,829.21	.00	2,110,410.79	52.4%
12012553	PD SUPPORT SERVICES	421,771	0	421,771	242,584.61	.00	179,186.39	57.5%
12020054	FIRE DEPARTMENT	4,151,808	0	4,151,808	2,153,410.65	63,406.01	1,934,991.34	53.4%
12020055	FIRE DEPT 55 GONIC SUBSTAT	28,556	0	28,556	5,925.69	.00	22,630.31	20.8%
12020754	CALL FIRE	30,161	0	30,161	6,498.62	1,013.99	22,648.39	24.9%
12022754	FOREST FIRES	800	0	800	.00	.00	800.00	.0%
12030153	DISPATCH CENTER	745,181	0	745,181	359,042.95	4,344.33	381,793.72	48.8%
12040051	CODE ENFORCEMENT	493,882	0	493,882	265,451.55	10,232.21	218,198.24	55.8%
12050050	AMBULANCE	53,219	0	53,219	26,609.50	26,609.50	.00	100.0%
13010057	PUBLIC WORKS	1,975,670	6,430	1,982,100	949,860.70	338,159.13	694,080.17	65.0%
13010957	WINTER MAINTENANCE	461,445	0	461,445	117,330.84	21,450.02	322,664.14	30.1%
13020050	CITY LIGHTS	253,000	0	253,000	100,206.60	9,124.00	143,669.40	43.2%
14010051	WELFARE	439,720	0	439,720	192,145.80	4,544.20	243,030.00	44.7%
14022072	RECREATION ADMINISTRATION	522,927	3,400	526,327	284,949.65	9,099.88	232,277.47	55.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14022150 RECREATION PLAYGROUNDS/CAM	88,112	-1,300	86,812	71,624.75	1,479.96	13,707.29	84.2%
14022250 RECREATION POOLS	76,942	-1,100	75,842	49,004.48	1,015.53	25,821.99	66.0%
14030056 LIBRARY	1,059,530	1,000	1,060,530	593,852.97	24,430.36	442,246.67	58.3%
15000051 COUNTY TAX	5,939,341	-46,495	5,892,846	5,892,846.00	.00	.00	100.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,803,496	0	4,803,496	2,252,139.68	.00	2,551,356.32	46.9%
17030050 OVERLAY	92,256	187,040	279,296	8,650.61	.00	270,645.39	3.1%
17040051 TRANSFER TO CAPITAL PROJEC	1,592,296	221,306	1,813,602	1,813,601.94	.00	.00	100.0%
TOTAL GENERAL FUND	34,321,907	363,851	34,685,758	21,138,275.30	854,114.43	12,693,368.21	63.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS FOR: 5001	WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51601057	WATER WORKS EXPENSE	4,156,404	0	4,156,404	1,283,338.12	93,225.94	2,779,839.94	33.1%
51601073	WATER TREATMENT PLANT	975,887	0	975,887	433,173.03	134,641.37	408,072.60	58.2%
51601570	WATER REVENUE OFFICE	56,554	0	56,554	29,378.40	34.89	27,140.71	52.0%
TOTAL WATER ENTERPRISE FUND		5,188,845	0	5,188,845	1,745,889.55	227,902.20	3,215,053.25	38.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06								
ACCOUNTS FOR: 5002	SEWER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52602057	SEWER WORKS EXPENSE	3,938,548	0	3,938,548	2,784,305.95	36,829.41	1,117,412.64	71.6%
52602074	SEWER TREATMENT PLANT	2,975,065	0	2,975,065	647,207.92	122,772.85	2,205,084.23	25.9%
52602470	SEWER REVENUE OFFICE	56,616	0	56,616	30,167.09	34.89	26,414.02	53.3%
TOTAL SEWER ENTERPRISE FUND		6,970,229	0	6,970,229	3,461,680.96	159,637.15	3,348,910.89	52.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06								
ACCOUNTS FOR: 5003 ARENA ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
53603060 ARENA EXPENSE	538,624	0	538,624	262,373.47	19,616.56	256,633.97	52.4%	
TOTAL ARENA ENTERPRISE FUND	538,624	0	538,624	262,373.47	19,616.56	256,633.97	52.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
1501 CAPITAL PROJECTS GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
15011010 CIP ECONOMIC DEVELOPMENT	845,086	-22,511	822,574	669,361.05	6,825.00	146,388.30	82.2%
15011020 CIP MIS EXPENSE	1,082,816	-225,000	857,816	686,502.36	12,222.23	159,091.58	81.5%
15011040 CIP ELECTIONS EXPENSE	7,000	0	7,000	.00	.00	7,000.00	.0%
15011080 TRANSFER TO OTHER FUNDS	1,338,274	0	1,338,274	1,267,550.21	.00	70,723.88	94.7%
15011081 LAND PURCHASES	2,206,880	-128,850	2,078,030	1,813,574.50	.00	264,455.50	87.3%
15011090 CIP PUBLIC BUILDINGS EXPEN	5,498,360	-235,010	5,263,350	2,067,604.13	51,388.63	3,144,357.53	40.3%
15011100 CIP PLANNING EXPENSE	40,000	0	40,000	15,397.73	708.25	23,894.02	40.3%
15012010 CIP POLICE EXPENSE	660,554	0	660,554	631,242.45	424.90	28,886.65	95.6%
15012020 CIP FIRE EXPENSE	916,400	7,158	923,558	609,821.76	286,217.86	27,518.38	97.0%
15012040 CIP CODES EXPENSE	170,000	0	170,000	.00	.00	170,000.00	.0%
15013010 CIP PUBLIC WORKS EXPENSE	38,960,455	241,277	39,201,732	30,659,516.15	1,338,102.42	7,204,113.48	81.6%
15014020 CIP RECREATION EXPENSE	35,000	0	35,000	.00	33,303.36	1,696.64	95.2%
15014030 CIP LIBRARY EXPENSE	150,180	0	150,180	25,169.65	.00	125,010.35	16.8%
15019000 CIP SCHOOL EXPENSE BOND	37,303,144	-580,161	36,722,983	25,179,694.70	7,768,217.47	3,775,071.21	89.7%
15019001 CIP SCHOOL EXPENSE CASH	3,074,503	191,165	3,265,668	2,733,569.86	329,331.34	202,766.80	93.8%
TOTAL CAPITAL PROJECTS GENERAL FUND	92,288,653	-751,932	91,536,720	66,359,004.55	9,826,741.46	15,350,974.32	83.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06									
ACCOUNTS FOR:	5501	CAPITAL PROJECTS WATER FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55016010	CIP WATER EXPENSE		35,133,309	-6,853,863	28,279,446	22,316,701.38	2,692,400.75	3,270,343.70	88.4%
	TOTAL CAPITAL PROJECTS WATER FUND		35,133,309	-6,853,863	28,279,446	22,316,701.38	2,692,400.75	3,270,343.70	88.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06									
ACCOUNTS FOR:	5502	CAPITAL PROJECTS SEWER FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55026020	CIP SEWER EXPENSE		29,476,410	-2,668,314	26,808,095	17,236,201.92	3,455,771.42	6,116,121.96	77.2%
	TOTAL CAPITAL PROJECTS SEWER FUND		29,476,410	-2,668,314	26,808,095	17,236,201.92	3,455,771.42	6,116,121.96	77.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06								
ACCOUNTS FOR: 5503	CAPITAL PROJECTS ARENA FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55036030	CIP ARENA EXPENSE	910,000	-73,703	836,297	762,073.43	10,634.32	63,589.35	92.4%
	TOTAL CAPITAL PROJECTS ARENA FUND	910,000	-73,703	836,297	762,073.43	10,634.32	63,589.35	92.4%

**Special Revenue Funds
Revenue Summary
For Period Ending
12/31/14**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06							
ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
600001	COMMUNITY CENTER REVENUE	756,587	0	756,587	381,488.12	375,098.88	50.4%
	TOTAL COMMUNITY CENTER SP REV FUND	756,587	0	756,587	381,488.12	375,098.88	50.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
6017 CD JOB LOANS	380,000	0	380,000	761,839.15	-381,839.15	200.5%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	10,000.00	.00	100.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,308.29	.00	100.0%
6057 FY09 CDBG FUND	302,411	0	302,411	295,819.22	6,591.78	97.8%
6064 FY10 CDBG FUND	306,055	0	306,055	305,190.87	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	100.0%
6082 FY11 CDBG FUND	330,986	0	330,986	319,124.48	11,861.52	96.4%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	30,000.00	.00	100.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	377,381.42	191.35	99.9%
6091 FY12 CDBG FUND	276,362	0	276,362	273,855.25	2,506.75	99.1%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	45,531.90	.00	100.0%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	98.2%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	0	5,000,000	5,000,000.00	.00	100.0%
6097 FY13 CDBG FUND	225,961	0	225,961	216,737.63	9,223.37	95.9%
6098 FY13 POLICE GRANTS	77,262	-12,676	64,586	60,993.26	3,592.60	94.4%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	167,737.57	56,767.43	74.7%
6101 FY14 POLICE GRANTS	36,507	0	36,507	22,549.84	13,956.96	61.8%
6102 FY14 FIRE GRANTS	2,500	0	2,500	2,500.00	.00	100.0%
6103 POLICE ASSET FORFEITURE FUND	600	0	600	600.00	.00	100.0%
6104 FY15 CDBG FUND	239,000	0	239,000	.00	239,000.00	.0%
6105 ROCHESTER SAU TABLE TOP DRILL	9,016	0	9,016	6,771.72	2,244.42	75.1%
6106 DARE DONATION FUND	457	0	457	457.47	.00	100.0%
6107 FY15 POLICE GRANTS	31,585	0	31,585	.00	31,584.54	.0%
6108 GRANITE RIDGE INFRASTRUCTURE	5,000,000	0	5,000,000	.00	5,000,000.00	.0%
GRAND TOTAL	13,241,594	-75,739	13,165,855	8,166,544.09	4,999,311.05	62.0%

** END OF REPORT - Generated by Mark Sullivan **

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
7015 ICAC GRANTS	5,000	0	5,000	241.90	4,758.10	4.8%
7018 HUD OFFICER GRANT	75,000	0	75,000	20,974.82	54,025.18	28.0%
7023 ECONOMIC DEVELOPMENT FUND	221,000	0	221,000	100,000.00	121,000.00	45.2%
GRAND TOTAL	301,000	0	301,000	121,216.72	179,783.28	40.3%

** END OF REPORT - Generated by Mark Sullivan **

**Special Revenue Funds
Expense Summary
For Period Ending
12/31/14**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06								
ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	756,587	0	756,587	302,736.94	30,856.59	422,993.47	44.1%
	TOTAL COMMUNITY CENTER SP REV FUND	756,587	0	756,587	302,736.94	30,856.59	422,993.47	44.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6017 CD JOB LOANS	735,277	14,987	750,264	742,983.64	.00	7,280.03	99.0%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	.00	.00	10,000.00	.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,176.77	.00	131.52	97.9%
6057 FY09 CDBG FUND	405,978	-103,567	302,411	295,819.22	.00	6,591.78	97.8%
6064 FY10 CDBG FUND	346,055	-40,000	306,055	305,190.87	.00	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	.00	100.0%
6082 FY11 CDBG FUND	333,600	-2,614	330,986	319,874.48	4,956.83	6,154.69	98.1%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	23,398.20	.00	6,601.80	78.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	377,381.42	.00	191.35	99.9%
6091 FY12 CDBG FUND	276,362	0	276,362	273,855.25	.00	2,506.75	99.1%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	45,531.90	.00	.00	100.0%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	.00	100.0%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	0	5,000,000	4,413,781.34	.00	586,218.66	88.3%
6097 FY13 CDBG FUND	225,961	0	225,961	216,737.63	.00	9,223.37	95.9%
6098 FY13 POLICE GRANTS	77,262	-12,676	64,586	58,754.67	.00	5,831.19	91.0%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	192,363.57	.00	32,141.43	85.7%
6101 FY14 POLICE GRANTS	36,507	0	36,507	30,987.28	2,958.79	2,560.73	93.0%
6102 FY14 FIRE GRANTS	2,500	0	2,500	2,500.00	.00	.00	100.0%
6103 POLICE ASSET FORFEITURE FUND	600	0	600	600.00	.00	.00	100.0%
6104 FY15 CDBG FUND	239,000	0	239,000	30,170.67	88,689.64	120,139.69	49.7%
6105 ROCHESTER SAU TABLE TOP DRILL	9,016	0	9,016	6,771.72	.00	2,244.42	75.1%
6106 DARE DONATION FUND	457	0	457	.00	.00	457.47	.0%
6107 FY15 POLICE GRANTS	31,585	0	31,585	1,857.54	1,187.57	28,539.43	9.6%
6108 GRANITE RIDGE INFRASTRUCTURE	5,000,000	0	5,000,000	81,769.39	347,874.61	4,570,356.00	8.6%
GRAND TOTAL	13,743,052	-206,934	13,536,119	7,689,651.58	448,432.79	5,398,034.44	60.1%

** END OF REPORT - Generated by Mark Sullivan **

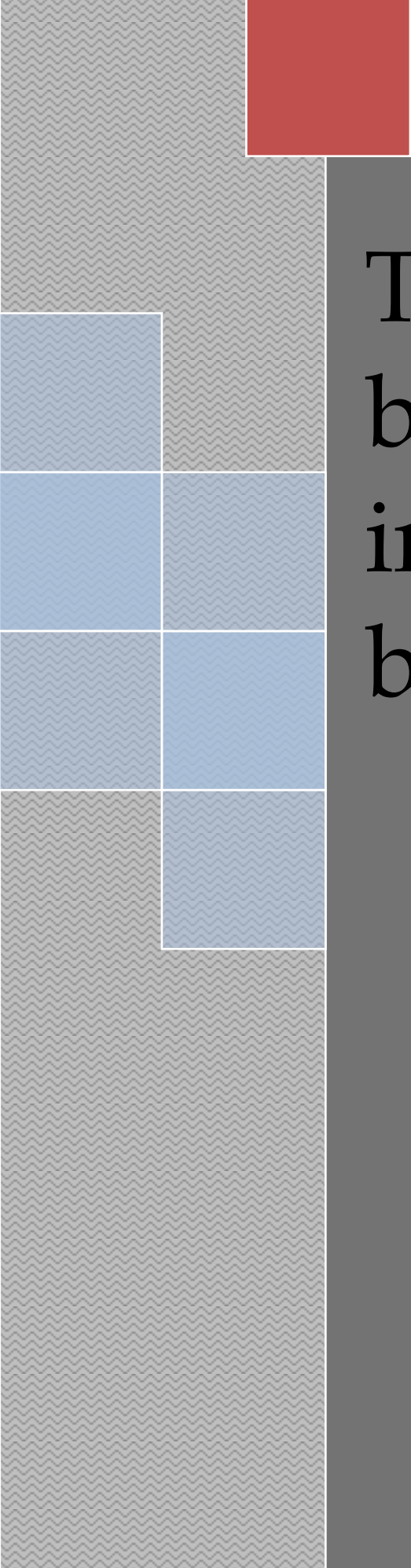
YEAR-TO-DATE BUDGET REPORT

FOR 2015 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7015 ICAC GRANTS	5,000	0	5,000	840.29	.00	4,159.71	16.8%
7018 HUD OFFICER GRANT	75,000	0	75,000	30,876.21	455.17	43,668.62	41.8%
7023 ECONOMIC DEVELOPMENT FUND	221,000	0	221,000	42,569.66	28,001.28	150,429.06	31.9%
GRAND TOTAL	301,000	0	301,000	74,286.16	28,456.45	198,257.39	34.1%

** END OF REPORT - Generated by Mark Sullivan **

AUTHORIZED BUDGET TRANSFERS						
MONTH ENDING DECEMBER 31, 2014						
	DEPARTMENT	FROM ACCOUNT	TO ACCOUNT	DEPARTMENT	AMOUNT	PURPOSE
1.	PB East Rochester Pool 65	Building Maintenance Supplies	Building Maintenance Supplies	PB DPW Garage 57	\$ 175.00	Emergency Repair DPW B/R
2.	Business Office	Staff Development	Dues and Fees	Business Office	\$ 75.00	Dues and Fees
3.	PB City Hall 51	Repair and Maintenance Service	Contingency	General Overhead	\$ 6,000.00	City Hall Engineering Evaluation
4.	PB Gonic Fire 55	Repair and Maintenance Service	Repair and Maintenance Service	PB City Hall 51	\$ 1,900.00	Carpet City Clerk's Office
5.	Recreation Administration	Youth Basketball-Tee Shirts	Dues and Fees	Recreation Administration	\$ 400.00	NHRPA Membership
6.	Recreation Administration	Youth Basketball Equip Game BA	Dues and Fees	Recreation Administration	\$ 25.00	NHRPA Membership
7.	PB Gonic Fire 55	Repair and Maintenance Service	Repair and Maintenance Service	PB DPW Garage 57	\$ 400.00	Emergency DPW Door Repair
8.	Sewer Works Expense	Equipment Maintenance & Repair	Vehicle Maint & Repairs	Sewer Works Expense	\$ 2,300.00	Emergency Repair Jet Truck
9.	Economic Development	Salaries - Full Time	Contracted Services	Economic Development	\$ 8,000.00	Temp Service Staffing
10.	Elections	Salaries - Elections	Salaries - Part Time	Elections	\$ 3,095.00	PT Salaries
11.	Elections	Postage Fees	Software Maintenance/Licenses	Elections	\$ 110.00	Memory Card Voting Machine
12.	Recreation Administration	Dues and Fees	Staff Development	Recreation Administration	\$ 200.00	Conference
13.	General Overhead	Contingency	Other Prof Services	Public Works	\$ 6,430.00	39 Chestnut St Demolition
14.	Economic Development Fund	Transfer from CIP	Transfer from General Fund	Economic Development Fund	\$ 100,000.00	Move Budget to Correct Object
15.	Sewer Works Expense	Contingency	Transfer to Capital Projects	Sewer Works Expense	\$ 10,000.00	Bdgt Error Shortfall Trsfr CIP
16.	Library	Staff Development	Electronic Services	Library	\$ 92.00	Electronic Subscription Adj.
17.	Recreation Administration	Other Equipment	Travel	Recreation Administration	\$ 200.00	NNERPC Conference Mileage
18.	Water Works Expense	Contingency	Rochester Hill Tk Litigation	Water Works Expense	\$ 107.21	Rochester Tank Litigation
19.	Assessors	Appraisals	Software Maintenance/Licenses	Assessors	\$ 1,500.00	Arc View Software
20.	Public Works	Other Prof Services	Vehicle Maint & Repairs	Public Works	\$ 2,600.00	Emergency Plow Vehicle & Repair
21.	Water Works Expense	Tuition	Postage Fees	Water Works Expense	\$ 200.00	Postage
22.	Public Works	Salaries - Full Time	Contracted Services	Public Works	\$ 8,000.00	Temp Engineer Services
23.	Water Works Expense	Salaries - Full Time	Contracted Services	Water Works Expense	\$ 8,000.00	Temp Engineer Services
24.	Sewer Works Expense	Salaries - Full Time	Contracted Services	Sewer Works Expense	\$ 8,000.00	Temp Engineer Services



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Rochester Fire Department
City of Rochester
37 Wakefield Street – Rochester, NH 03867

Norman Sanborn Jr.
Chief of Department

Tel (603) 335-7545
Fax (603) 332-9711

January 12,
2015

TO: City Manager Dan Fitzpatrick
Mayor T.J. Jean & City Council Members

**MONTHLY REPORT
DECEMBER 2014**

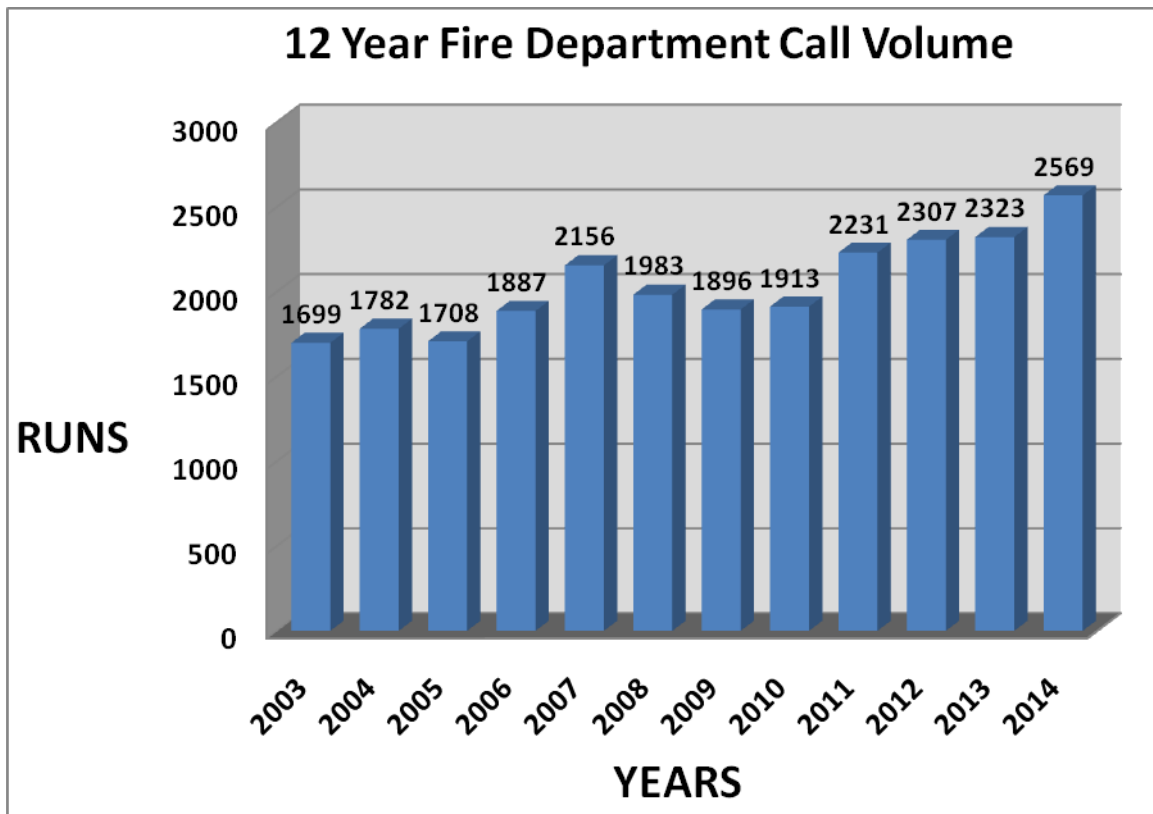
On behalf of the Fire Department, I am pleased to provide you with the following report. It serves as a summary of the activities, projects and programs underway within the department.

DEPARTMENT INFORMATION:

During the month of December the Department responded to 246 calls for service. Of those calls this month, 2 calls were for fires, ranging from 1 cooking fire and one furnace problem.

In addition the crews responded to 141 calls for vehicle accidents, and medical calls. We also responded to 2 calls for mutual aid assistance. The remaining calls included everything from alarm activations, good intent calls, and public service calls, as well as a multitude of various other type calls.

Call volume increased significantly over last year resulting in a 17% increase which helped to bring the annual call volume up from 2,323 to 2,569 calls. This is a 10.6% increase over last year and a 51% increase since 2003.



ADMINISTRATIVE STAFF:

Staff met with the School Department to discuss the Safe School Grant.

Staff attended the Codes and Ordinance committee meeting.

As Chairman of the Christmas Tree Lighting Committee I helped set up and also attended this event.

Staff attended the Rochester Housing Authority annual holiday lunch at the Governors Inn.

The Police Chief and myself conducted dispatch interviews for the two open positions.

As Chairman of the Holiday Parade Committee I helped set up the parade and worked with other committee members to make sure this event was a success.

FIRE PREVENTION:

With the state in a deep freeze for the last few weeks, the fire department wants to remind everyone to be careful with space heaters. Frequently, when the mercury drops, folks use space heaters to "take the chill off", or perhaps help the heating system that can't keep up with demand. Please remember, SPACE heaters need SPACE. a minimum of 3 feet away from combustibles, furniture, or yourself. And remember to always have a working smoke detector and carbon monoxide detector in the same room.

DUTY SHIFT:

There were 18 training sessions for the month. All firefighters received specialized training in cold water rescue and ice rescue.

EMERGENCY MANAGEMENT:

Staff met with Julia Chase from NH Emergency Management to talk about grants.

Staff attended an Emergency Preparedness meeting at Goodwin Healthcare in Somersworth.

Staff met with Dave Hutchinson from Goodwin Healthcare to discuss Emergency shelters.

Sincerely,

Norman G. Sanborn, Jr.
Fire Chief

1/15/15

01/08/2015 10:38 | CITY OF ROCHESTER
cindi | OPERATING BUDGET FY14

P 1
glytdbud

FOR 2015 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

1000 GENERAL FUND							

12021 FIRE CITY REVENUE							

12021 402111 OUTSIDE SERVICES REVE	-10,000	-10,000	-4,261.72	.00	.00	-5,738.28	42.6%*
12021 402157 00505 TANK REMOVAL	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00506 BLASTING	-25	-25	-150.00	-25.00	.00	125.00	600.0%
12021 402157 00507 INCIDENT REPORT	-25	-25	-30.00	.00	.00	5.00	120.0%
12021 402157 00508 F M REPORT	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00509 PHOTOGRAPHS	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00510 CD PHOTOS	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00511 FIRE ALARM PLAN	-500	-500	-352.00	-50.00	.00	-148.00	70.4%
12021 402157 00512 SPRINKLER PLAN	-1,000	-1,000	-2,091.00	-282.00	.00	1,091.00	209.1%
12021 402157 00513 COMM HFS/CA	-100	-100	-300.00	.00	.00	200.00	300.0%
12021 402157 00514 RE-INSPECTION	-50	-50	-100.00	-100.00	.00	50.00	200.0%
12021 402157 00515 FINE	-50	-50	.00	.00	.00	-50.00	.0%*
12021 406201 MISCELLANEOUS REVENUE	0	0	-667.89	-114.10	.00	667.89	100.0%
12021 406205 FIRE DONATIONS	-500	-500	.00	.00	.00	-500.00	.0%*
TOTAL FIRE CITY REVENUE	-12,350	-12,350	-7,952.61	-571.10	.00	-4,397.39	64.4%
TOTAL GENERAL FUND	-12,350	-12,350	-7,952.61	-571.10	.00	-4,397.39	64.4%
TOTAL REVENUES	-12,350	-12,350	-7,952.61	-571.10	.00	-4,397.39	
GRAND TOTAL	-12,350	-12,350	-7,952.61	-571.10	.00	-4,397.39	64.4%

** END OF REPORT - Generated by Cindi Potts **

Rochester Fire Department

Office of Fire Prevention

Building Fire Code Inspections	18
Construction Plan Review	10
Fire Drills	2
Fire Investigations	3
Fire Permits Issued	10
Fire Prevention Education and Training	10
Foster Care / Day Care Inspections	11
Knox Box Inspections	
Outdoor Burning Inspections	1
Permit of Assembly Inspections	6
Tank Removal / Installation Inspections	1
Training Sessions	24
Woodstove / Pelletstove Appliance Inspection	
Total	96

FIRE DEPARTMENT CALLS

	November-14		December-14	
	Occurences	Percentage	Occurences	Percentage
Fire/Explosion	9	2.8%	2	0.8%
Overpressure Rupture	0	0.0%	0	0.0%
Rescue Call	98	30.0%	136	55.3%
Hazardous Condition	75	22.9%	27	11.0%
Service Call	61	18.7%	31	12.6%
Good Intent Call	42	12.8%	24	9.8%
False Call	38	11.6%	25	10.2%
Undetermined	4	1.2%	1	0.4%
TOTAL	327	100.0%	246	100.0%

Rochester Fire Department
Incident Status

1/15/15

Incident	Incident Date	Alarm Time	Incident Type
14-2359-IN 1st Action: Location:	12/01/2014	0112	Lock-in (if lock out , use 511)
	Forcible entry 35 CHESTNUT ST		
14-2360-IN 1st Action: Location:	12/01/2014	0511	Arcing, shorted electrical equipment
	Investigate 85 WHITEHALL RD @ 1 HERITAGE ST		
14-2370-IN 1st Action: Location:	12/01/2014	1225	Good intent call, other
	Investigate CHESTNUT HILL RD SPAULDING TPKE		
14-2371-IN 1st Action: Location:	12/01/2014	1302	Alarm system activation, no fire - unintentional
	Investigate 9 ISINGLAS DR HOMELESS SHELTER FOR STRAFFORD COUNTY		
14-2372-IN 1st Action: Location:	12/01/2014	1343	Alarm system activation, no fire - unintentional
	Investigate 130 WAKEFIELD ST SPAULDING HIGH SCHOOL		
14-2373-IN 1st Action: Location:	12/01/2014	1443	Medical assist, assist EMS crew
	Investigate [REDACTED]		
14-2375-IN 1st Action: Location:	12/01/2014	2012	Medical assist, assist EMS crew
	Provide first aid & check for injuries [REDACTED]		
14-2377-IN 1st Action: Location:	12/01/2014	1803	Carbon monoxide incident
	Ventilate 11 FELKER ST ROCHESTER HOUSING AUTHORITY		
14-2374-IN 1st Action: Location:	12/02/2014	0248	Medical assist, assist EMS crew
	Assistance, other [REDACTED]		
14-2376-IN 1st Action: Location:	12/02/2014	0526	Medical assist, assist EMS crew
	Provide manpower [REDACTED]		
14-2379-IN 1st Action: Location:	12/02/2014	1151	Medical assist, assist EMS crew
	Investigate [REDACTED]		
14-2380-IN 1st Action: Location:	12/02/2014	0936	Oil or other combustible liquid spill
	Hazardous materials spill control and confinement 21 FERNALD LN		
14-2381-IN 1st Action: Location:	12/02/2014	1116	Alarm system sounded due to malfunction
	Remove water 10 FARMINGTON RD KEY COLLISION CENTER		
14-2382-IN 1st Action: Location:	12/02/2014	1341	Good intent call, other
	Investigate 8 RUSSELL ST		

Rochester Fire Department
Incident Status

1/15/15

Incident	Incident Date	Alarm Time	Incident Type
14-2383-IN 1st Action: Location:	12/02/2014 Investigate 55 HIGHLAND ST	1541	Service Call, other
14-2384-IN 1st Action: Location:	12/02/2014 Provide manpower [REDACTED]	1918	Medical assist, assist EMS crew
14-2385-IN 1st Action: Location:	12/02/2014 Extricate, disentangle PICKERING RD	2305	Motor vehicle accident with no injuries.
14-2386-IN 1st Action: Location:	12/03/2014 Assistance, other [REDACTED]	0234	Medical assist, assist EMS crew
14-2387-IN 1st Action: Location:	12/03/2014 Investigate 193 ESTES RD	0609	Power line down
14-2388-IN 1st Action: Location:	12/03/2014 Investigate 43 CHESTNUT ST	0613	Power line down
14-2389-IN 1st Action: Location:	12/03/2014 Provide manpower [REDACTED]	0153	Medical assist, assist EMS crew
14-2390-IN 1st Action: Location:	12/03/2014 Investigate 5 NORMAN ST	0829	Power line down
14-2391-IN 1st Action: Location:	12/03/2014 Forcible entry 2 THOMAS ST	1108	Lock-in (if lock out , use 511)
14-2392-IN 1st Action: Location:	12/03/2014 Investigate 36 FOREST PARK DR	0828	Arcing, shorted electrical equipment
14-2395-IN 1st Action: Location:	12/03/2014 Provide basic life support (BLS) [REDACTED]	0812	EMS call, excluding vehicle accident with injury
14-2396-IN 1st Action: Location:	12/03/2014 Investigate ROCHESTER HILL RD BY RICHARDSON ST	0801	Motor vehicle accident with no injuries.
14-2397-IN 1st Action: Location:	12/03/2014 Investigate 104 SOUTH MAIN ST WALGREEN'S DRUG STORE	1245	No incident found on arrival at dispatch address
14-2399-IN 1st Action: Location:	12/03/2014 Investigate 84 EASTERN AVE	1453	Motor vehicle accident with no injuries.

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Incident	Incident Date	Alarm Time	Incident Type
14-2400-IN 1st Action: Location:	12/03/2014 Investigate 26 BRENDA LN	1625	CO detector activation due to malfunction
14-2401-IN 1st Action: Location:	12/03/2014 Investigate 553 PORTLAND ST	1716	Motor vehicle accident with injuries
14-2402-IN 1st Action: Location:	12/03/2014 Provide basic life support (BLS) [REDACTED]	1739	EMS call, party transported by non-fire agency
14-2403-IN 1st Action: Location:	12/03/2014 Investigate [REDACTED]	2239	Medical assist, assist EMS crew
14-2404-IN 1st Action: Location:	12/04/2014 Assistance, other 23 DAVIS BLVD	1102	Service Call, other
14-2405-IN 1st Action: Location:	12/04/2014 Investigate 33 HANSON ST PROJECT PRIDE	0638	Service Call, other
14-2406-IN 1st Action: Location:	12/04/2014 Cancelled en route 141 CHARLES ST	1959	Dispatched & canceled en route
14-2407-IN 1st Action: Location:	12/04/2014 Investigate 15 WOODMAN ST	1754	Smoke scare, odor of smoke
14-2408-IN 1st Action: Location:	12/04/2014 Investigate [REDACTED]	2135	Medical assist, assist EMS crew
14-2421-IN 1st Action: Location:	12/04/2014 Investigate 224 NORTH MAIN ST FULLER'S DRY CLEANING & LAUNDRAMATS	1618	Motor vehicle accident with injuries
14-2422-IN 1st Action: Location:	12/04/2014 Investigate 7 AMAROSA DR	0911	Alarm system sounded due to malfunction
14-2423-IN 1st Action: Location:	12/04/2014 Investigate [REDACTED]	1109	Medical assist, assist EMS crew
14-2424-IN 1st Action: Location:	12/04/2014 Investigate 180 ROCHESTER HILL RD TRINITY ANGLICAN CHURCH	1316	Service Call, other
14-2409-IN 1st Action: Location:	12/05/2014 Investigate [REDACTED]	0039	Medical assist, assist EMS crew

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Incident	Incident Date	Alarm Time	Incident Type
14-2410-IN 1st Action: Location:	12/05/2014	1032	Vehicle accident, general cleanup
	Investigate		
	116 FARMINGTON RD	WALMART #2330	
14-2411-IN 1st Action: Location:	12/05/2014	1236	Vehicle accident, general cleanup
	Investigate		
	96 MILTON RD	MARKET BASKET	
14-2412-IN 1st Action: Location:	12/05/2014	1509	Alarm system activation, no fire - unintentional
	Investigate		
	31 WAKEFIELD ST	ROCHESTER CITY HALL	
14-2413-IN 1st Action: Location:	12/05/2014	1522	Motor vehicle accident with no injuries.
	Investigate		
	70 TEBBETTS RD @ 187 OLD DOVER RD		
14-2414-IN 1st Action: Location:	12/05/2014	1932	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-2415-IN 1st Action: Location:	12/06/2014	0123	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		
14-2416-IN 1st Action: Location:	12/06/2014	1122	Lock-out
	Assistance, other		
	96 MILTON RD	MARKET BASKET	
14-2417-IN 1st Action: Location:	12/06/2014	1208	Good intent call, other
	Investigate		
	1 HUSSEY ST		
14-2418-IN 1st Action: Location:	12/06/2014	0123	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		
14-2477-IN 1st Action: Location:	12/06/2014	1945	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		
14-2478-IN 1st Action: Location:	12/06/2014	2207	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-2419-IN 1st Action: Location:	12/07/2014	0601	Service Call, other
	Investigate		
	ROCHESTER NECK RD		
14-2420-IN 1st Action: Location:	12/07/2014	1542	Motor vehicle accident with injuries
	Investigate		
	BLACKWATER RD	ON CORNER	
14-2425-IN 1st Action: Location:	12/07/2014	1730	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		

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Incident	Incident Date	Alarm Time	Incident Type
14-2427-IN 1st Action: Location:	12/07/2014 Investigate 64 LEDGEVIEW DR	1830	Service Call, other
14-2428-IN 1st Action: Location:	12/07/2014 Investigate 7 WELLSWEEP CIR	1909	Gas leak (natural gas or LPG)
14-2429-IN 1st Action: Location:	12/07/2014 Assistance, other 9 ISINGLAS DR HOMELESS SHELTER FOR STRAFFORD COUNTY	2112	Lock-out
14-2430-IN 1st Action: Location:	12/07/2014 Investigate 12 BUFFY ST	2236	Smoke scare, odor of smoke
14-2431-IN 1st Action: Location:	12/08/2014 Provide manpower [REDACTED]	0505	Medical assist, assist EMS crew
14-2432-IN 1st Action: Location:	12/08/2014 Extricate, disentangle 144 SOUTH MAIN ST DUBOIS, MICHAEL	1114	Motor vehicle accident with injuries
14-2433-IN 1st Action: Location:	12/08/2014 Investigate 14 VIOLET CT	1354	Cooking fire, confined to container
14-2434-IN 1st Action: Location:	12/08/2014 Investigate GAGNE ST	1821	Service Call, other
14-2436-IN 1st Action: Location:	12/08/2014 Investigate 50 CONGRESS ST NEAR CITIZENS BANK	1706	Motor vehicle accident with injuries
14-2437-IN 1st Action: Location:	12/08/2014 Investigate 3 SHERIDAN AVE	1718	Fuel burner/boiler malfunction, fire confined
14-2458-IN 1st Action: Location:	12/08/2014 Investigate 129 NORTH MAIN ST JIMMY'S SMOKE SHOP	1645	Motor vehicle accident with no injuries.
14-2474-IN 1st Action: Location:	12/08/2014 Investigate [REDACTED]	0447	Medical assist, assist EMS crew
14-2435-IN 1st Action: Location:	12/09/2014 Provide manpower [REDACTED]	0201	Medical assist, assist EMS crew
14-2438-IN 1st Action: Location:	12/09/2014 Assistance, other [REDACTED]	0145	Medical assist, assist EMS crew

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Incident	Incident Date	Alarm Time	Incident Type
14-2439-IN 1st Action: Location:	12/09/2014 Investigate [REDACTED]	0211	Medical assist, assist EMS crew
14-2440-IN 1st Action: Location:	12/09/2014 Investigate [REDACTED]	0530	Medical assist, assist EMS crew
14-2441-IN 1st Action: Location:	12/09/2014 Investigate RT 16 MM 24	0918	Motor vehicle accident with no injuries.
14-2442-IN 1st Action: Location:	12/09/2014 Investigate [REDACTED]	1151	Medical assist, assist EMS crew
14-2443-IN 1st Action: Location:	12/09/2014 Investigate 135 MILTON RD BEV'S BEAR CREEK	1505	Alarm system activation, no fire - unintentional
14-2444-IN 1st Action: Location:	12/09/2014 Investigate CHESTNUT HILL RD NEAR THE BYPASS	1721	Good intent call, other
14-2445-IN 1st Action: Location:	12/09/2014 Assistance, other [REDACTED]	2015	Medical assist, assist EMS crew
14-2459-IN 1st Action: Location:	12/09/2014 Provide manpower [REDACTED]	2134	Medical assist, assist EMS crew
14-2446-IN 1st Action: Location:	12/10/2014 Cancelled en route 7 MORNING GLORY LN	0715	Dispatched & canceled en route
14-2447-IN 1st Action: Location:	12/10/2014 Forcible entry 61 EASTERN AVE MONARCH SCHOOL OF NEW ENGLAND	0752	Lock-out
14-2448-IN 1st Action: Location:	12/10/2014 Investigate [REDACTED]	1045	Medical assist, assist EMS crew
14-2449-IN 1st Action: Location:	12/10/2014 Provide manpower [REDACTED]	1114	Medical assist, assist EMS crew
14-2450-IN 1st Action: Location:	12/10/2014 Investigate 72 EAGLE DR	1047	Carbon monoxide detector activation, no CO
14-2451-IN 1st Action: Location:	12/10/2014 Investigate [REDACTED]	1325	Medical assist, assist EMS crew

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Incident	Incident Date	Alarm Time	Incident Type
14-2452-IN 1st Action: Location:	12/10/2014 Forcible entry 34 CRIMSON LN	1336	Lock-out
14-2453-IN 1st Action: Location:	12/10/2014 Investigate 59 CHAMBERLAIN ST	1705	Good intent call, other
14-2454-IN 1st Action: Location:	12/10/2014 Investigate [REDACTED]	1728	Medical assist, assist EMS crew
14-2455-IN 1st Action: Location:	12/10/2014 [REDACTED] 66 DAFFODIL HILL LN	1925	
14-2456-IN 1st Action: Location:	12/10/2014 Provide first aid & check for injuries [REDACTED]	1905	Medical assist, assist EMS crew
14-2457-IN 1st Action: Location:	12/10/2014 Investigate 636 COLUMBUS AVE @ 54 HANCOCK ST	2001	Motor vehicle accident with no injuries.
14-2460-IN 1st Action: Location:	12/11/2014 Investigate 5 PATTON ST	1001	CO detector activation due to malfunction
14-2461-IN 1st Action: Location:	12/11/2014 Provide manpower [REDACTED]	0757	Medical assist, assist EMS crew
14-2462-IN 1st Action: Location:	12/11/2014 Provide first aid & check for injuries 268 SALMON FALLS RD	0722	Vehicle accident, general cleanup
14-2463-IN 1st Action: Location:	12/11/2014 Investigate 136 EASTERN AVE COMMUNITY BAPTIST CHURCH	0848	Alarm system sounded due to malfunction
14-2464-IN 1st Action: Location:	12/11/2014 Investigate 136 EASTERN AVE COMMUNITY BAPTIST CHURCH	0717	Alarm system sounded due to malfunction
14-2465-IN 1st Action: Location:	12/11/2014 Provide manpower [REDACTED]	1239	Medical assist, assist EMS crew
14-2466-IN 1st Action: Location:	12/11/2014 Ventilate 628 PORTLAND ST	1153	Gas leak (natural gas or LPG)
14-2467-IN 1st Action: Location:	12/11/2014 Investigate 287 ROCHESTER HILL RD SO'FIELD APARTMENTS	1703	Smoke scare, odor of smoke

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Incident	Incident Date	Alarm Time	Incident Type
14-2468-IN 1st Action: Location:	12/11/2014	2231	EMS call, excluding vehicle accident with injury Provide basic life support (BLS) [REDACTED]
14-2469-IN 1st Action: Location:	12/11/2014	2137	Carbon monoxide incident Investigate 154 FARMINGTON RD MOTOR CITY AUTO/ROCHESTER AUTO GALLERY
14-2472-IN 1st Action: Location:	12/11/2014	2233	Medical assist, assist EMS crew Assistance, other [REDACTED]
14-2470-IN 1st Action: Location:	12/12/2014	0023	Dispatched & canceled en route Cancelled en route 140 CHARLES ST [RP]
14-2471-IN 1st Action: Location:	12/12/2014	0454	Service Call, other Systems and services, other 38 SUMMER ST [RP]
14-2473-IN 1st Action: Location:	12/12/2014	0843	Service Call, other Investigate ALLEN ST END OF STREET
14-2475-IN 1st Action: Location:	12/12/2014	0733	Motor vehicle accident with injuries Provide manpower GONIC RD
14-2490-IN 1st Action: Location:	12/12/2014	1620	Gasoline or other flammable liquid spill Investigate 72 FRANKLIN ST @ 58 CHAMBERLAIN ST
14-2491-IN 1st Action: Location:	12/12/2014	1728	Service Call, other Investigate 31 ANDERSON LN
14-2492-IN 1st Action: Location:	12/12/2014	1924	Medical assist, assist EMS crew Investigate [REDACTED]
14-2476-IN 1st Action: Location:	12/13/2014	0014	Power line down Investigate BLUE HILLS DR
14-2479-IN 1st Action: Location:	12/13/2014	1704	Medical assist, assist EMS crew Provide first aid & check for injuries [REDACTED]
14-2480-IN 1st Action: Location:	12/13/2014	1809	Medical assist, assist EMS crew Provide basic life support (BLS) [REDACTED]
14-2481-IN 1st Action: Location:	12/13/2014	2017	Medical assist, assist EMS crew Provide first aid & check for injuries [REDACTED]

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Incident	Incident Date	Alarm Time	Incident Type
14-2483-IN 1st Action: Location:	12/13/2014 Provide manpower [REDACTED]	2255	Medical assist, assist EMS crew
14-2493-IN 1st Action: Location:	12/13/2014 Investigate 130 WAKEFIELD ST SPAULDING HIGH SCHOOL	0058	Sprinkler activation due to malfunction
14-2494-IN 1st Action: Location:	12/13/2014 Investigate [REDACTED]	0306	Medical assist, assist EMS crew
14-2495-IN 1st Action: Location:	12/13/2014 Investigate [REDACTED]	0629	Medical assist, assist EMS crew
14-2482-IN 1st Action: Location:	12/14/2014 Forcible entry [REDACTED]	0632	Medical assist, assist EMS crew
14-2484-IN 1st Action: Location:	12/14/2014 Assistance, other [REDACTED]	0908	Medical assist, assist EMS crew
14-2485-IN 1st Action: Location:	12/14/2014 Assistance, other [REDACTED]	1556	Medical assist, assist EMS crew
14-2486-IN 1st Action: Location:	12/14/2014 Investigate 57 IAN'S WAY	1617	Good intent call, other
14-2487-IN 1st Action: Location:	12/14/2014 Investigate 95 FARMINGTON RD SHELL (FARMINGTON ROAD)	1715	Motor vehicle accident with no injuries.
14-2488-IN 1st Action: Location:	12/14/2014 Investigate 64 HIGHLAND ST DUNKIN DONUTS	2140	Motor vehicle accident with injuries
14-2489-IN 1st Action: Location:	12/14/2014 Assistance, other 17 WINTER ST [RP]	0255	Assist police or other governmental agency
14-2496-IN 1st Action: Location:	12/15/2014 Investigate 96 MILTON RD MARKET BASKET	1345	Lock-out
14-2497-IN 1st Action: Location:	12/15/2014 Investigate 65 SOUTH MAIN ST ROCHESTER PUBLIC LIBRARY	2021	Smoke scare, odor of smoke
14-2498-IN 1st Action: Location:	12/16/2014 Investigate 4 DORA DR	0249	Alarm system sounded due to malfunction

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Incident	Incident Date	Alarm Time	Incident Type
14-2499-IN 1st Action: Location:	12/16/2014	1257	Motor vehicle accident with no injuries. Investigate 159 ROCHESTER HILL RD GRACE COMMUNITY CHURCH
14-2500-IN 1st Action: Location:	12/16/2014	1045	Medical assist, assist EMS crew Assistance, other [REDACTED]
14-2501-IN 1st Action: Location:	12/16/2014	1408	Medical assist, assist EMS crew Provide basic life support (BLS) [REDACTED]
14-2502-IN 1st Action: Location:	12/16/2014	1851	Medical assist, assist EMS crew Assistance, other [REDACTED]
14-2503-IN 1st Action: Location:	12/16/2014	1607	Medical assist, assist EMS crew Provide manpower [REDACTED]
14-2504-IN 1st Action: Location:	12/16/2014	1849	Service Call, other Investigate 18 HARVARD ST
14-2505-IN 1st Action: Location:	12/17/2014	0204	Alarm system sounded due to malfunction Investigate 303 NORTH MAIN ST DUNKIN DONUTS
14-2506-IN 1st Action: Location:	12/17/2014	0728	Motor vehicle accident with no injuries. Investigate LOWELL ST
14-2507-IN 1st Action: Location:	12/17/2014	1302	Lock-out Assistance, other 122 SOUTH MAIN ST AUTOZONE
14-2508-IN 1st Action: Location:	12/17/2014	1609	Unauthorized burning Investigate 17 ACADEMY ST [RP]
14-2509-IN 1st Action: Location:	12/17/2014	1701	Motor vehicle/pedestrian accident (MV Ped) Investigate 15 SIGNAL ST ROCHESTER LAUNDROMAT
14-2510-IN 1st Action: Location:	12/17/2014	1710	Medical assist, assist EMS crew Assistance, other [REDACTED]
14-2511-IN 1st Action: Location:	12/17/2014	2117	Medical assist, assist EMS crew Investigate [REDACTED]
14-2512-IN 1st Action: Location:	12/17/2014	2238	Malicious, mischievous false call, other Investigate 77 FARMINGTON RD HOLIDAY INN EXPRESS HOTEL & SUITES

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Incident	Incident Date	Alarm Time	Incident Type
14-2513-IN 1st Action: Location:	12/18/2014	0434	Medical assist, assist EMS crew
	Investigate		
	21 SHERIDAN AVE		
14-2514-IN 1st Action: Location:	12/18/2014	1507	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-2515-IN 1st Action: Location:	12/18/2014	1659	Medical assist, assist EMS crew
	Provide first aid & check for injuries		
	[REDACTED]		
14-2516-IN 1st Action: Location:	12/18/2014	1804	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-2517-IN 1st Action: Location:	12/19/2014	1231	Medical assist, assist EMS crew
	Assistance, other		
	[REDACTED]		
14-2518-IN 1st Action: Location:	12/19/2014	0902	Motor vehicle accident with injuries
	Investigate		
	133 NORTH MAIN ST FROGGIE'S PLACE		
14-2519-IN 1st Action: Location:	12/19/2014	1532	Vehicle accident, general cleanup
	Investigate		
	22 LOWELL ST ANIMAL HEALTH CENTER		
14-2520-IN 1st Action: Location:	12/19/2014	1744	EMS call, excluding vehicle accident with injury
	Provide basic life support (BLS)		
	[REDACTED]		
14-2521-IN 1st Action: Location:	12/19/2014	1825	Arcing, shorted electrical equipment
	Investigate		
	FRANKLIN ST FRANKLIN HEIGHTS		
14-2526-IN 1st Action: Location:	12/19/2014	0152	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-2527-IN 1st Action: Location:	12/19/2014	0528	Medical assist, assist EMS crew
	Provide first aid & check for injuries		
	[REDACTED]		
14-2522-IN 1st Action: Location:	12/20/2014	1300	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-2523-IN 1st Action: Location:	12/20/2014	1416	Motor vehicle accident with no injuries.
	Investigate		
	636 COLUMBUS AVE @ 54 HANCOCK ST		
14-2524-IN 1st Action: Location:	12/20/2014	1825	Lock-out
	Forcible entry		
	375 PORTLAND ST		

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Incident	Incident Date	Alarm Time	Incident Type
14-2535-IN 1st Action: Location:	12/20/2014 Provide manpower [REDACTED]	0604	EMS call, party transported by non-fire agency
14-2525-IN 1st Action: Location:	12/21/2014 Investigate [REDACTED]	0029	Medical assist, assist EMS crew
14-2528-IN 1st Action: Location:	12/21/2014 Investigate [REDACTED]	1844	Medical assist, assist EMS crew
14-2529-IN 1st Action: Location:	12/21/2014 Investigate PICKERING RD	1949	Good intent call, other
14-2530-IN 1st Action: Location:	12/21/2014 Investigate [REDACTED]	1835	Medical assist, assist EMS crew
14-2547-IN 1st Action: Location:	12/21/2014 Investigate SIXTH ST DOVER NORTH STATION	0521	Cover assignment, standby, moveup
14-2531-IN 1st Action: Location:	12/22/2014 Assistance, other [REDACTED]	0208	Medical assist, assist EMS crew
14-2532-IN 1st Action: Location:	12/22/2014 Investigate 85 INNOVATION DR SAFRAN AEROSPACE COMPOSITES	0154	Vehicle accident, general cleanup
14-2533-IN 1st Action: Location:	12/22/2014 Investigate 40 WESTERN AVE	1804	Motor vehicle accident with no injuries.
14-2534-IN 1st Action: Location:	12/22/2014 Cancelled en route 184 JAMEY DR	1817	Dispatched & canceled en route
14-2536-IN 1st Action: Location:	12/22/2014 Provide manpower [REDACTED]	1922	Medical assist, assist EMS crew
14-2537-IN 1st Action: Location:	12/22/2014 Cancelled en route 21 WELLSWEEP CIR	2352	Dispatched & canceled en route
14-2539-IN 1st Action: Location:	12/22/2014 Investigate 9 SARAH CT	1102	Carbon monoxide incident
14-2540-IN 1st Action: Location:	12/22/2014 Cancelled en route 454 SALMON FALLS RD	1121	Dispatched & canceled en route

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Incident	Incident Date	Alarm Time	Incident Type
14-2541-IN 1st Action: Location:	12/22/2014 Investigate [REDACTED]	1213	EMS call, party transported by non-fire agency
14-2592-IN 1st Action: Location:	12/22/2014 Investigate [REDACTED]	1216	Medical assist, assist EMS crew
14-2538-IN 1st Action: Location:	12/23/2014 Provide manpower [REDACTED]	0134	Medical assist, assist EMS crew
14-2542-IN 1st Action: Location:	12/23/2014 Investigate [REDACTED]	1003	Medical assist, assist EMS crew
14-2543-IN 1st Action: Location:	12/23/2014 Investigate 2 ORCHARD ST @ 101 WAKEFIELD ST	0905	Motor vehicle accident with injuries
14-2544-IN 1st Action: Location:	12/23/2014 Investigate 17 NORWAY PLAINS RD	0741	Alarm system activation, no fire - unintentional
14-2545-IN 1st Action: Location:	12/23/2014 Investigate SPAULDING TPKE SB BY EXIT 16	0808	Vehicle accident, general cleanup
14-2546-IN 1st Action: Location:	12/23/2014 Forcible entry 499 PICKERING RD	0605	Lock-out
14-2548-IN 1st Action: Location:	12/23/2014 Investigate 17 RIVER ST [RP]	1704	Alarm system sounded due to malfunction
14-2549-IN 1st Action: Location:	12/23/2014 Provide apparatus 1031 FIRST CROWN POINT RD	1714	Cover assignment, standby, moveup
14-2550-IN 1st Action: Location:	12/23/2014 Investigate 2 SEASONS LN	1927	Power line down
14-2551-IN 1st Action: Location:	12/23/2014 Investigate COLBY ST	0753	Service Call, other
14-2552-IN 1st Action: Location:	12/23/2014 Hazardous materials spill control and confinement 22 SHAW DR	0917	Oil or other combustible liquid spill
14-2553-IN 1st Action: Location:	12/23/2014 Investigate 387 WASHINGTON ST HIGGINS WOOD FLOORS	1422	Alarm system activation, no fire - unintentional

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Incident	Incident Date	Alarm Time	Incident Type
14-2554-IN 1st Action: Location:	12/23/2014	1733	Motor vehicle accident with no injuries.
	Investigate		
	186 PICKERING RD @ 2 TEBBETTS RD		
14-2555-IN 1st Action: Location:	12/23/2014	2024	Medical assist, assist EMS crew
	Provide manpower		
	62 ROCHESTER HILL RD COLONIAL HILL CARE & REHAB CENTER - SUNBRIDGE		
14-2556-IN 1st Action: Location:	12/23/2014	2114	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		
14-2557-IN 1st Action: Location:	12/23/2014	2140	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		
14-2558-IN 1st Action: Location:	12/24/2014	1403	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		
14-2559-IN 1st Action: Location:	12/24/2014	1450	Motor vehicle accident with injuries
	Provide first aid & check for injuries		
	7 HUSSEY HILL RD @ 209 WASHINGTON ST		
14-2560-IN 1st Action: Location:	12/24/2014	1333	Smoke detector activation, no fire - unintentional
	Investigate		
	5 GARY DR AUBERT, THOMAS		
14-2561-IN 1st Action: Location:	12/24/2014	1642	Motor vehicle/pedestrian accident (MV Ped)
	Investigate		
	103 NORTH MAIN ST LILAC CITY GRILL		
14-2562-IN 1st Action: Location:	12/24/2014	1734	Motor vehicle accident with injuries
	Investigate		
	FARMINGTON RD IN FRONT OF THE GREENWOOD INN		
14-2563-IN 1st Action: Location:	12/24/2014	0030	Assist police or other governmental agency
	Forcible entry		
	42 NORTH MAIN ST		
14-2564-IN 1st Action: Location:	12/25/2014	0305	CO detector activation due to malfunction
	Investigate		
	3 PEARL ST		
14-2565-IN 1st Action: Location:	12/25/2014	0935	Medical assist, assist EMS crew
	Assistance, other		
	[REDACTED]		
14-2566-IN 1st Action: Location:	12/25/2014	1211	Medical assist, assist EMS crew
	Provide basic life support (BLS)		
	[REDACTED]		
14-2567-IN 1st Action: Location:	12/25/2014	1302	Power line down
	Investigate		
	FOUR ROD RD BY BAXTER LAKE		

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Incident	Incident Date	Alarm Time	Incident Type
14-2568-IN 1st Action: Location:	12/25/2014 Forcible entry [REDACTED]	1429	Medical assist, assist EMS crew
14-2569-IN 1st Action: Location:	12/25/2014 Investigate [REDACTED]	1728	Medical assist, assist EMS crew
14-2570-IN 1st Action: Location:	12/25/2014 Investigate [REDACTED]	1812	Medical assist, assist EMS crew
14-2571-IN 1st Action: Location:	12/25/2014 Assistance, other 20 COLUMBUS AVE LINS COTT COURT APARTMENTS	1939	Service Call, other
14-2572-IN 1st Action: Location:	12/25/2014 Investigate [REDACTED]	1705	Medical assist, assist EMS crew
14-2573-IN 1st Action: Location:	12/25/2014 Investigate [REDACTED]	1950	Medical assist, assist EMS crew
14-2574-IN 1st Action: Location:	12/25/2014 Assistance, other [REDACTED]	1947	Medical assist, assist EMS crew
14-2575-IN 1st Action: Location:	12/25/2014 Assistance, other 20 COLUMBUS AVE LINS COTT COURT APARTMENTS	2014	Lock-out
14-2576-IN 1st Action: Location:	12/25/2014 Assistance, other [REDACTED]	2044	Medical assist, assist EMS crew
14-2577-IN 1st Action: Location:	12/25/2014 Investigate 7 WELLSWEEP CIR	2349	Carbon monoxide incident
14-2578-IN 1st Action: Location:	12/26/2014 Refer to proper authority [REDACTED]	0403	Medical assist, assist EMS crew
14-2579-IN 1st Action: Location:	12/26/2014 Provide basic life support (BLS) [REDACTED]	0747	Medical assist, assist EMS crew
14-2580-IN 1st Action: Location:	12/26/2014 Investigate 201 TOLEND RD	1605	Extrication, rescue, other
14-2581-IN 1st Action: Location:	12/26/2014 Provide manpower [REDACTED]	1432	Medical assist, assist EMS crew

Rochester Fire Department
Incident Status

1/15/15

Incident	Incident Date	Alarm Time	Incident Type
14-2582-IN 1st Action: Location:	12/26/2014	1934	Medical assist, assist EMS crew Provide first aid & check for injuries [REDACTED]
14-2583-IN 1st Action: Location:	12/27/2014	1010	Motor vehicle accident with injuries Provide basic life support (BLS) 57 SOUTH MAIN ST @ 48 PORTLAND ST
14-2584-IN 1st Action: Location:	12/27/2014	1332	Medical assist, assist EMS crew Provide manpower [REDACTED]
14-2585-IN 1st Action: Location:	12/27/2014	1314	Motor vehicle accident with no injuries. Investigate 59 GONIC RD @ 283 CHESLEY HILL RD
14-2586-IN 1st Action: Location:	12/27/2014	1241	Motor vehicle accident with no injuries. Investigate 113 HIGHLAND ST AROMA JOES
14-2587-IN 1st Action: Location:	12/27/2014	1301	Service Call, other Investigate 44 LINDEN ST
14-2588-IN 1st Action: Location:	12/27/2014	1312	Good intent call, other Investigate 21 RAILROAD AVE
15-6-IN 1st Action: Location:	12/27/2014	1608	Motor vehicle accident with no injuries. Investigate SPAULDING AVE
14-2589-IN 1st Action: Location:	12/28/2014	1132	Assist police or other governmental agency Forcible entry 4 SUNRISE DR
14-2590-IN 1st Action: Location:	12/28/2014	1142	Alarm system activation, no fire - unintentional Investigate 25 HIGHLAND ST
14-2591-IN 1st Action: Location:	12/28/2014	0727	Medical assist, assist EMS crew Investigate [REDACTED]
14-2593-IN 1st Action: Location:	12/28/2014	2008	Medical assist, assist EMS crew Investigate [REDACTED]
14-2594-IN 1st Action: Location:	12/28/2014	2252	Medical assist, assist EMS crew Investigate [REDACTED]
14-2595-IN 1st Action: Location:	12/29/2014	0710	Alarm system activation, no fire - unintentional Investigate 27 MAPLE ST MAPLE STREET SCHOOL

Rochester Fire Department
Incident Status

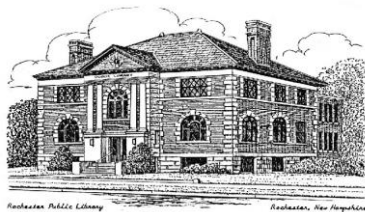
1/15/15

Incident	Incident Date	Alarm Time	Incident Type
14-2596-IN 1st Action: Location:	12/29/2014	0801	Alarm system activation, no fire - unintentional Investigate 27 MAPLE ST MAPLE STREET SCHOOL
14-2597-IN 1st Action: Location:	12/29/2014	0953	Vehicle accident, general cleanup Hazardous materials leak control & containment COLUMBUS AVE BY WINDJAMMERS
14-2598-IN 1st Action: Location:	12/30/2014	0447	Medical assist, assist EMS crew Assistance, other [REDACTED]
14-2599-IN 1st Action: Location:	12/30/2014	1157	Unauthorized burning Extinguishment by fire service personnel 334 WASHINGTON ST @ 2 SECRETARIAT WAY
14-2600-IN 1st Action: Location:	12/30/2014	0931	Medical assist, assist EMS crew Investigate [REDACTED]
14-2601-IN 1st Action: Location:	12/30/2014	1001	Alarm system activation, no fire - unintentional Investigate 130 WAKEFIELD ST SPAULDING HIGH SCHOOL
14-2602-IN 1st Action: Location:	12/30/2014	1033	Medical assist, assist EMS crew Assistance, other [REDACTED]
14-2603-IN 1st Action: Location:	12/30/2014	1420	Medical assist, assist EMS crew Assistance, other [REDACTED]
14-2604-IN 1st Action: Location:	12/30/2014	1618	Motor vehicle accident with injuries Investigate ROCHESTER HILL RD IN FRONT OF FMH
14-2605-IN 1st Action: Location:	12/30/2014	1924	Medical assist, assist EMS crew Provide basic life support (BLS) [REDACTED]
14-2606-IN 1st Action: Location:	12/30/2014	2030	Dispatched & canceled en route Cancelled en route 387 PORTLAND ST
14-2607-IN 1st Action: Location:	12/30/2014	2212	Motor vehicle accident with no injuries. Investigate SPAULDING TPKE EXIT 16 OFFRAMP NORTHBOUND
15-19-IN 1st Action: Location:	12/30/2014	0035	Lock-in (if lock out , use 511) Forcible entry 68 SOUTH MAIN ST 68 SOUTH MAIN STREET COMPLEX
14-2608-IN 1st Action: Location:	12/31/2014	1536	Motor vehicle accident with injuries Investigate MILTON RD AT THE OVER PASS

Rochester Fire Department
Incident Status

1/15/15

Incident	Incident Date	Alarm Time	Incident Type
14-2609-IN 1st Action: Location:	12/31/2014 Investigate 295 COLUMBUS AVE ELKS LODGE 1393	1443	Vehicle accident, general cleanup
14-2610-IN 1st Action: Location:	12/31/2014 Investigate 57 SOUTH MAIN ST @ 48 PORTLAND ST	1317	Vehicle accident, general cleanup
14-2611-IN 1st Action: Location:	12/31/2014 Investigate [REDACTED]	0926	Medical assist, assist EMS crew
14-2612-IN 1st Action: Location:	12/31/2014 Investigate 99 TRINITY CIR	2202	Service Call, other
15-1-IN 1st Action: Location:	12/31/2014 Investigate 24 HOLLY PARK LN	2321	Alarm system sounded due to malfunction
15-2-IN 1st Action: Location:	12/31/2014 Provide manpower [REDACTED]	2335	Medical assist, assist EMS crew
15-3-IN 1st Action: Location:	12/31/2014 Cancelled en route 105 WHITEHOUSE RD AMAZON PARK	2348	Dispatched & canceled en route
15-35-IN 1st Action: Location:	12/31/2014 Investigate [REDACTED]	2313	Medical assist, assist EMS crew



Rochester Public Library
65 South Main St.
Rochester, NH 03867

1/15/15
Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

MONTHLY REPORT

December 2014

There were a total of 19,573 items circulated with 10,645 people visiting the library in the month of December. Two hundred sixty-seven patrons used the library's Internet computers for 1,296 hours. Visitors to the library's web site numbered 8,355. Current number of patron registrations is 34,455. Interlibrary loan activity included 48 materials borrowed from other libraries and 250 loaned to other libraries.

The Children's Room offered "Drop-In" Story Times during the month of December. These are informal story programs for 2-5 year olds made to accommodate the busy holiday schedules of parents and caregivers. The Children's Room staff also held a fun holiday "Make-It and Take-It" program creating Beaded Snowflake Ornaments with 33 enthusiastic children.

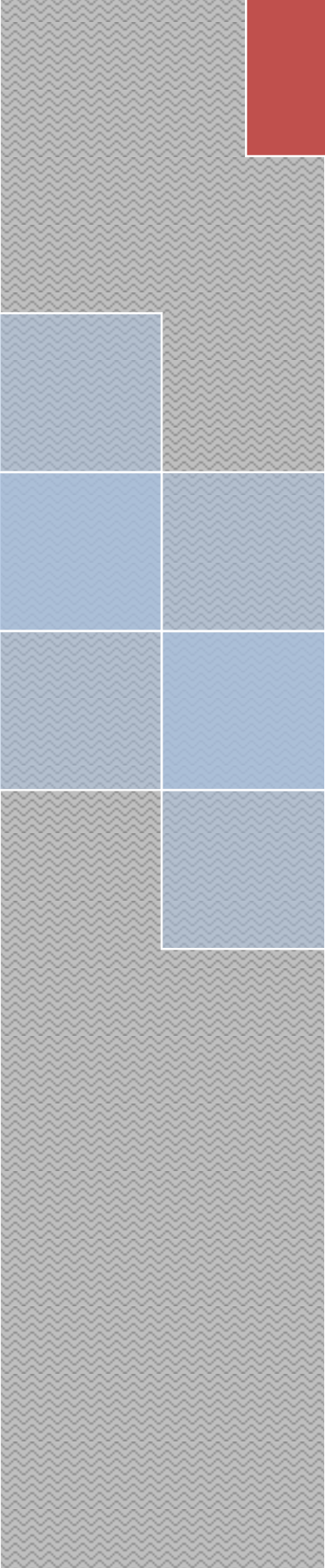
A holiday Wreath-Making program was held on Thursday, December 4th from 10:00am until Noon then 6pm to 8:00pm that night. This was a do it yourself wreath-making event, with the patrons supplying their own wreaths and the library supplying all the decorating materials, including ribbons, glue guns, ornaments, floral wire, etc. Studley's Flower Gardens donated their talents again this year helping to teach and assist people in the art of creating festive bows for the wreaths.

This December the Library was happy to exhibit the work of Monica Leno and Michelle Byrd. Michelle the mother of two makes beautiful children's aprons and Monica the mother of ten creates quality crafted handmade items for boys and girls from newborn to tweens and teens.

The library staff graciously hosted another successful Patron Appreciation Day on Wednesday, December 23rd. This included pastries, snacks and beverages available throughout the day for all visitors to the library.

In addition to the print versions of available books, 240 of our Library patrons downloaded 1,008 e-books to media devices through the library's web site this month. The RPL website also enabled 21 patrons access to Mango Languages.

Trustees meet on January 20th in the Rose Room of the library at 6pm.



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

Planning & Development Department
City Hall - Second Floor
31 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: <http://www.rochesternh.net>

PLANNING DEPARTMENT MONTHLY REPORT FOR DECEMBER 2014

The month of December is typically a slower month for regular business at the Planning Board level. The Planning Board reviewed and discussed only one application in the month of December. The application was for an amendment to a previously approved subdivision to eliminate the requirements of constructing a sidewalk on Ten Rod Road that was required as part of the approval. The Planning Board denied the request. At the Board's workshop they discussed the updated surety list, the updated performance guarantee list, as well as the inspection report.

The Planning Staff attended various meetings and workshops throughout the month of December. They participated in another round of reviews and demonstrations for the new permitting software with several additional companies. They participated in minor site plan reviews including one for a home occupation for a hair salon at 3 Samson Street; a change of use application to go from a dentist's office to a professional office/school located at 16 Whitehall Road; and a minor site plan review for a change of use from a pizza restaurant to a wood stove shop located at 393 Gonic Road. The staff also attended a meeting on the Aquifer Ordinance update as well as the GIS Working Group. The Director also attended a Board meeting and workshop for the Northeastern Economic Developers Association in Hartford.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Rochester Pinewood Real Estate Development, LLC(by Norway Plains Associates)
Amendment to a approved subdivision to eliminate the requirement to construct the offsite sidewalk. Case # 221 – 48 – A – 14 ***DENIED***

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The Conservation Commission did not hold a meeting this month, but they did continue working on the Hope Farm conservation easement acquisition and participated in the Planning Board's/Department's TRG meeting.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not hold a meeting this month.

ARTS AND CULTURE COMMISSION ACTIVITIES

This month's Arts and Culture Commission meeting was canceled

James B. Campbell,
Chief Planner



MICHAEL J. ALLEN
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

"Dedication, Pride, Integrity"

POLICE COMMISSION

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

January 12, 2015



TO: City Manager Daniel Fitzpatrick

RE: Monthly Report - December 2014

OPERATIONS: Ward 4 was the only ward to meet in December. Seven residents attended, as did members of the Department, Julian Long from Econ Development and Bob Brown from Bridging the Gaps who both spoke to the group. The only police issue was a parking concern on Maple Street and Chestnut Street. The following Ward meetings have been set for January:

Ward 2 - 1/26 @ Frisbie Conference Center
Ward 3 - 1/14 @ Briar Ridge Estates
Ward 4 - moved to February

Ward 5 - 1/7 @ Community Center
Ward 6 - 1/28 @ Community Center

There were 56 cases sent up from patrol to the Detective unit for review and or investigation. We logged 418 pieces of evidence, returned 47 pieces to owners and destroyed 115 pieces. There was a call out for a heroin overdose, death resulting, a suicide investigation and a home invasion investigation where two suspects were arrested. Det. Bourque participated in 1 ICAC (internet crimes against children) raid, and spent time at the ICAC lab examining evidence. There were 6 cases presented to the grand jury, with 11 true bills.

COMMUNICATIONS: We still have two positions to fill and both candidates are deep in the background phase. The per diem hired last month has resigned.

DIVERSION PROGRAM/ TEEN DRUG COURT: The third Teen Night had 230 youths attending. A presentation on Teen Drug Court was presented to a subcommittee of the School Board. Training on diversion and state-wide services was completed at PSTC for a prosecution course.

K9: There were four drug searches and four tracks in the City this period. As officers get released from field training, we will use the K9 team more for drug interdiction as part of our patrol strategy.

POP UNIT: Officer Hayes attended several board and community meetings through the month. She attended a pre planning meeting at Skyhaven for the next Wings and Wheels event. The most wanted section of Face Book continues to be successful with all five of those listed during the month being apprehended.

PROSECUTION: The office continues to have a heavy workload. Lt. Gould completed 15 motions to impose sentences on suspects failing to abide to terms in their original sentences.

ADMINISTRATIVE: Upon entering our FY16 level one budget, and before cuts at level two we were at 5.3% over last year. Salary and benefit lines represented 3.7% of that. The CIP budget entry has been completed. In FY16 we are requesting to continue with mobile radio replacements. We are also requesting the continuation of the vehicle replacement program.

Half of the cruiser camera disc players in the fleet are failing. This equipment is roughly 9 years old. We are looking to move away from disc drives because of their failures. In the FY17 CIP we have introduced the costs associated with body worn cameras to replace cruiser cameras. This market has seen rapid expansion. We feel waiting may bring stability. In the interim we will research policy development and other possible funding sources.

Both the Police and Communications budgets are projected to finish FY15 in the black. We continue to monitor individual lines, including overtime.

We recorded 308 hours of training this period. Courses included dealing with emotionally disturbed persons, missing children dynamics, introduction to child sex trafficking, crisis and trauma in police work, and breath test operator.

Officers Hatch and Benjamin were released to solo patrol. Officer Marvin is set to enter field training in January. Officers' Williams-Hurley, Garstin and Schacht start the Academy on January 7, 2015. We continue to work on filling one vacancy in patrol.

EMD USE:

There were two Taser displays and two Taser deploys this period.

FORFEITURE FUND SPENDING:

There was \$1325.00 of forfeiture spending this period.

Respectfully Submitted,

Michael J. Allen
Michael J. Allen
Chief of Police

PC: Rochester Police Commission
File

2014 YEAR END Compstat

PROPERTY CRIMES - OFs by Incident (2014)												
Specific Crimes	12/01/14-12/31/14	12/01/13 - 12/31/13	% Change	11/01/14-11/30/14	10/01/14-10/31/14	%Change	YTD 14	YTD 13	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Shoplifting	32	34	-6%	46	21	119%	392	372	5%	84%	77%	173
Theft from M/V	3	10	-70%	4	8	-50%	206	222	-7%	2%	2%	165
All Other Theft	33	27	22%	34	34	0%	462	547	-16%	15%	10%	411
M/V Theft	1	1	0%	0	3	-100%	21	27	-22%	33%	33%	22
Vandalism	40	26	54%	37	36	3%	446	421	6%	35%	28%	389
Burglary	6	2	200%	5	8	-38%	134	156	-14%	21%	10%	115
Total Property	115	100	15%	126	110	15%	1661	1745	-5%	36%	28%	1275
PROPERTY CRIMES - ARRESTS by Incident (2014)												
Specific Crimes	12/01/14-12/31/14	12/01/13 - 12/31/13	% Change	11/01/14-11/30/14	10/01/14-10/31/14	%Change	YTD 14	YTD 13	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Shoplifting	33	29	14%	31	22	41%	331	285	16%	84%	77%	138
Theft from M/V	0	0	0%	1	0	0%	4	5	-20%	2%	2%	3
All Other Theft	3	8	-63%	5	5	0%	71	54	31%	15%	10%	40
M/V Theft	0	0	0%	0	2	-100%	7	9	-22%	33%	33%	3
Vandalism	19	9	111%	10	16	-38%	155	118	31%	35%	28%	85
Burglary	5	0	0%	1	5	-80%	28	16	75%	21%	10%	17
Total Arrests	60	46	30%	48	50	-4%	596	487	22%	36%	28%	286
VIOLENT CRIMES - OFs by Incident (2014)												
Specific Crimes	12/01/14-12/31/14	12/01/13 - 12/31/13	% Change	11/01/14-11/30/14	10/01/14-10/31/14	%Change	YTD 14	YTD 13	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Homicide	0	0	0%	0	0	0%	1	0	0%	0%	0%	0
Robbery	1	1	0%	2	8	-75%	38	19	100%	32%	42%	16
Aggravated Assault	8	8	0%	3	7	-57%	74	55	35%	66%	69%	43
Simple Assault*	40	29	38%	37	25	48%	439	415	6%	61%	60%	401
Total Violent	49	38	29%	42	40	5%	552	489	13%	60%	61%	460
VIOLENT CRIMES - ARRESTS by Incident (2014)												
Specific Crimes	12/01/14-12/31/14	12/01/13 - 12/31/13	% Change	11/01/14-11/30/14	10/01/14-10/31/14	%Change	YTD 14	YTD 13	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Homicide	0	0	0%	0	0	0%	0	0	0%	0%	0%	0
Robbery	1	0	0%	0	1	-100%	12	8	50%	32%	42%	1
Aggravated Assault	7	5	40%	1	2	-50%	49	38	29%	66%	69%	26
Simple Assault	32	18	78%	17	13	31%	269	251	7%	61%	60%	176
Total Arrests	40	23	74%	18	16	13%	330	297	11%	60%	61%	203

* Note : Numbers from 2012 and 2011 are based on Offenses. 2013 numbers are based off of number of Incidents. 2012 Simple Assault numbers are also based off of incidents.

6 receiving stolen property arrests this month

FIELD ACTIVITIES										
	12/01/14- 12/31/14	12/01/13 - 12/31/13	% Change	11/01/14- 11/30/14	10/01/14- 10/31/14	%Change	YTD 14	YTD 13	%Change	YTD 12
Traffic Stops	863	563	53%	995	1071	-7%	9328	8658	8%	7270
Arrests from Stops	27	19	42%	26	32	-19%	327	315	4%	242
Summons	48	74	-35%	78	102	-24%	908	1142	-20%	681
Warnings	764	455	68%	864	902	-4%	7873	6963	13%	6207
No Action	30	15	100%	34	37	-8%	292	299	-2%	193
Accidents	107	114	-6%	93	58	60%	962	1009	-5%	913
Summons From Accident	12	2	500%	3	3	0%	53	62	-15%	30
Arrests From Accident	2	3	-33%	7	1	0%	24	53	-55%	50
Field Interviews	14	12	17%	28	32	-13%	489	196	149%	264
DWI	6	10	-40%	8	8	0%	80	80	0%	84
DWI from Accidents	2	3	-33%	5	1	0%	16	34	-53%	36

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT FOR DECEMBER 2014

Note from the Director

The department had another successful holiday season with the decorations, tree lighting and parade all going smoothly. A considerable amount of time goes into this preparation and our DPW staff takes great pride and pleasure in making it a success. The DPW responded to 9 snow or icing events in December. When these events occur our entire staff is utilized. This includes water, sewer, utilities and buildings and grounds. This department strives to keep roadways and sidewalks as safe and clear as possible.

HIGHWAY AND UTILITIES

Highway & Fleet Maintenance Division responded to approximately (81) service calls which were either completed or scheduled for repair. Service calls for the month included limb cleanup, sign repair and calls for dead animals, mailbox repairs, and ice and snow plow issues. The staff went out to plow and treat for nine winter events. The holiday decorations were completed in time for the tree lighting ceremony. Staff put up snow fence and completed brush trimming on brush trimming on Blackwater Rd, North Coast drive, and Pickering Road and continued to pick up brush from roadsides from previous storm events. Staff worked on minor maintenance of several vehicles as well as replaced the oil pan on the International six wheeler #8. A clutch was replaced on the GMC six wheeler #55, the fan clutch and air pump were replaced on the International 10 wheeler #9, the new plow laser was installed on the GMC six wheeler #17 and two new head boards on trucks International #6 and GMC #55 were installed.

The Utilities Division performed typical maintenance on the water, sewer and drainage systems. This division has worked closely with the Utility Billing office tag doors and to locate valves and turn on and off water services as necessary. Our division has is working to keep all catch basins and culverts free from debris and they have been performing routine maintenance on sewer manholes and have continued to perform sewer inspections and to blow out and exercise water gates throughout the city. Staff has been working at the quonset hut on Washington Street to build shelving and re-organize the stock stored there.

BUILDINGS AND GROUNDS

Buildings and Grounds responded to an average number of 77 calls for service this month, including doing our regular maintenance. The Buildings and Grounds division has been reorganizing the shop are taking inventory of supplies and equipment in order to increase efficiency. The cold weather brought on the heating issues. Each building having its on too hot or too cold spaces. Staff is working with Honeywell to manage temperatures. The seasonal staff for grounds has been cut back to 15 hours per week; they continue check all the walkways daily to make sure they do not have any snow or ice on them. The gym floor at the Community Center has had its annual refinishing (scuff and 3 coats of poly)..

WATER TREATMENT PLANT

Treated water volume for the month of December 2014 was approximately 50.9 million gallons from the surface water treatment plant. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Rain and early melt-

water has increased the conditioned raw TOC, requiring process adjustments and cleaning of the intake screen. River flow is being balanced between Round Pond and Rochester Reservoir. Staff has performed additional cross connection surveys to determined hazard classifications. Equipment and grounds maintenance was performed at the WTF, well, and tanks/stations, and inspections conducted within the watershed and structures.

The sand filters required backfilling, air scouring & hypo wash, and repairs to the backwash train. Preventative maintenance was performed on the flocculator drives and sludge scrapers. The return flow assembly at Industrial Way BPS was repaired. The bicarbonate silo compressor was serviced and will require motor replacement. Submittal review and SCADA/PLC programming for the filter upgrade project is underway.

WASTEWATER TREATMENT FACILITY

WWTP Staff continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues. Staff attended State sponsored training classes and attended New 125 pump station upgrade construction meeting. WWTP received portable generators/cable set-ups for 3 submersible pump stations. We also replaced faulty pager for the pump stations on-call personnel. We are working with the pump station supplier to correct level controller issues at the Autumn St. pump station. Staff has been working on the submissions necessary for the departments O&M budget. Semi-Annual maintenance of fire suppression system completed. Continue to monitor nitrogen levels – as expected during the colder winter months elevated levels to the low teens. Chemical cleaned disk filter #3. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. Average effluent flow for the month = 3.835 Million Gallons per Day (MGD). Percent of design flow = 76.2%. Percent of design flow for 2014 = 65%. Precipitation = 5.8”.

ENGINEERING

CIP:

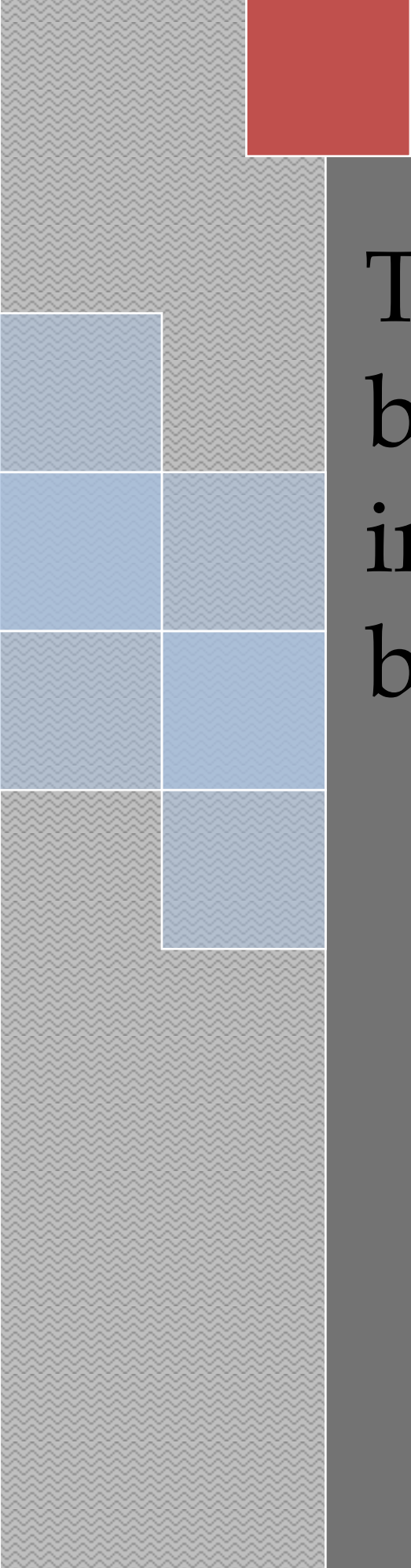
- Catherine, Sheridan, and Glen I/I and the Knight & Upham Streets Road Reconstruction Project: Work will resume in the spring and could run through 6/16.
- Stillwater Circle Bridge Repairs: Work completed.
- Chesley Hill Road Reconstruction: Design nearly complete with construction in 2015.
- Strafford Square Roundabout: Federal funding not available until Federal Fiscal Year 2016 (Oct 2015). Intend to use calendar year 2015 to effectuate utility relocations and 2016 for actual construction. Awaiting DOT approval of contract with engineering firm.
- Wakefield Street Reconstruction: Design underway. Construction funding will be sought in FY16.
- EDA Crossroads Water and Sewer: Design underway. Anticipate construction in summer. Public Works Committee was briefed on various design options.
- FY15 Paving: Complete. No holdovers into the Spring. Public Works Committee was given a draft FY16 Roadwork Plan to review.
- Salmon Falls Rd. HSIP Curve Softening project: Working with residents to resolve temporary and permanent construction easements. Future of this project

uncertain due to challenges with securing multiple abutter permission for the roadwork.

- Sidewalks: Work to resume in Spring.
- Milton Road Corridor Analysis: Analysis started in August. To be presented to Public Works Committee in January.
- Granite Ridge Public Outlay: Water issues resolved. Design remains on track.
- Franklin St.-Western Ave.-Adams Ave. Road and Utility Reconstruction: Design underway. Construction to start in summer 2015. Western Ave./First St. Pump Station Replacement has been rolled into this project. This project is recommended to be split into a base contract which would rebuild the Western Ave sewer pump station and rebuild Franklin St. and, an alternate to rebuild the roadway and utilities in 1st-5th Streets, Western and Adams Avenues. Additional funding programmed for FY16.
- Rt. 125 Pump Station: On-site work has started. Progress of contractor is slow.
- Surface Treatment Water Plant Upgrades: Work to be completed in summer 2015.
- City Hall Annex: City Council continues the evaluation of options.
- Colonial Pines Sewer / Wastewater Interceptor Upgrades: Design underway 2014 – 2015. Construction funds to be sought in FY16-18 budgets.
- Howard Brook Culverts Replacement: Anticipate construction in spring 2015.
- DPW Facility Study: No action in December.
- Round Pond Expansion: No action in December.
- Groundwater Development: DPW met with contract engineers to kickoff the next phase of exploring multiple areas groundwater potential. DPW held meeting between groundwater engineers and SRPC led Aquifer Overlay Workgroup in support of their efforts to better define the current aquifer protection zone to incorporate revised areas of groundwater potential.

Other:

- Structural engineers examined the structural issues at City Hall and formulated a proposed resolution. The issue was discussed with Public Works Committee.
- DPW populated the new CIP module for FY16 and out years through FY20. DPW produced FY16 operation and maintenance budgets.
- DPW removed the dilapidated boathouse from the Rochester Reservoir. Structure was a safety hazard.



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Memorandum

To: Dan Fitzpatrick, City Manager
Mayor TJ Jean
Members of the City Council

From: Lauren Colanto, Recreation & Arena
Assistant Director
Date: January 13, 2014
Re: December Department Report

General Programming

Winter programming is in full swing. Our 20th annual Skate With Santa Charity Food Drive brought 200 patrons to the Rochester Arena. Over 100 lbs. of non perishable food items were donated to Gerry's Food Pantry. Youth Basketball continues to be a popular activity for Rochester Families with 346 athletes from ages 6 through 17 years old signed up to play. This program thrives on volunteerism, as our 51 volunteer coaches are the backbone of Youth Basketball's success.

Senior Programming

Rochester Seniors are staying active this winter. A rec organized trip to the Maine Mall in early December hosted 9 seniors. The day was filled with walking, shopping and a lunch full of laughs. Our new Senior Yoga program draws a consistent crowd each week. Seniors are guided through yoga exercises by a certified yoga instructor in a calm, relaxing environment. Much like our Senior Power Hour fitness instructor, our yoga instructor teaches seniors about healthy lifestyles and exercise techniques that can be done at home. Aside from shopping and fitness, Rochester Seniors had not one, but two Elvis sightings in December. One took place at our first annual Senior Holiday Dance and the other at the Rochester Senior Center Holiday Luncheon. Elvis rocked the house at both events and some rumors floated around that the King looked very similar to a certain Recreation staff member.

Program	Participants
Senior Power Hour	84
Senior Paint	12
Senior Open Gym	14
Senior Yoga	23
Senior Dance Class	7
Senior Trip	9
Senior Holiday Dance	19
Adult Volleyball	99
Adult Pick Up Basketball	18
Adult House Hockey	99
Stay & Play	10
Seasonal Craft	5
Parent Child Open Gym	62
Public Ice Skating	341
Learn to Skate	29
Skate With Santa	200
Youth Basketball	346
Teen Night	275



Rochester Arena Update

Current Projects: Roof and Structure

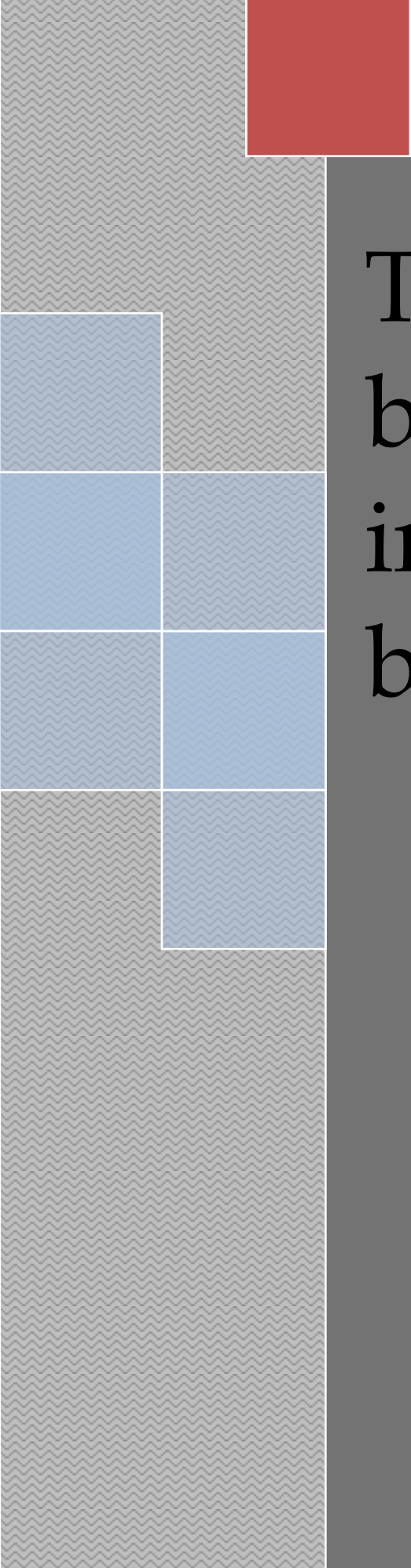
-Continuing work with JSN Engineers to determine the practicality of an application of an above roof sub-purlin strengthening system.

--Finalizing final underside design for mainframe reinforcement. Options will be developed to determine the most practical means to increase structural integrity and to design a final roof covering.

-Would be beneficial to share outcomes of design options and challenges with Public Works Committee in February/March for further discussion.

Going Forward

-A 5 year plan has been submitted to city administration in a CIP request for review and discussions



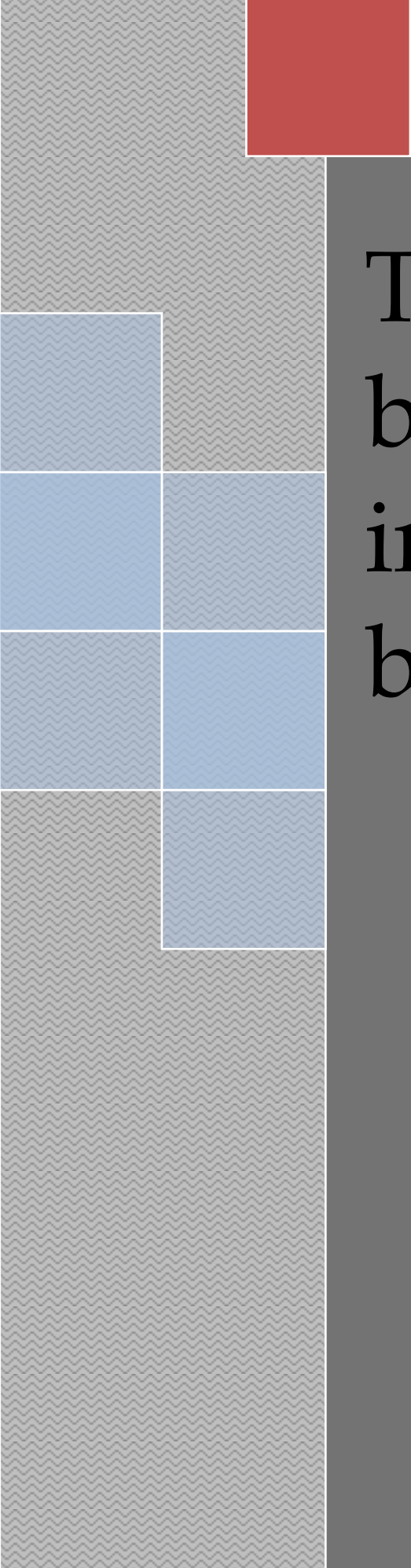
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City of Rochester Tax Collector's Office
December 31, 2014

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2014	Warrant	55,068,779	51,206,958.92	92.99%	3,861,820.08	7.01%
2013		53,324,262	52,149,229.86	97.80%	1,175,032.14	2.20%
2012		50,952,912	50,174,701.78	98.47%	778,210.22	1.53%
2011		48,856,892	48,495,788.06	99.26%	361,103.94	0.74%
2010		47,308,832	47,026,299.17	99.40%	282,532.83	0.60%
2009		46,898,827	46,701,180.42	99.58%	197,646.58	0.42%
2008		46,522,769	46,370,668.01	99.67%	152,100.99	0.33%
2007		42,964,450	42,847,397.53	99.73%	117,052.47	0.27%
2006		40,794,160	40,677,075.14	99.71%	117,084.86	0.29%
2005		38,024,453	37,991,404.60	99.91%	33,048.40	0.09%
2004		36,065,496	36,039,304.10	99.93%	26,191.90	0.07%
2003		33,310,579	33,298,614.48	99.96%	11,964.52	0.04%
2002		29,725,878	29,715,419.31	99.96%	10,458.69	0.04%
2001		26,943,136	26,934,739.38	99.97%	8,396.62	0.03%
2000		25,415,248	25,409,120.87	99.98%	6,127.13	0.02%
1999		22,973,308	22,969,079.37	99.98%	4,228.63	0.02%
1998		30,592,529	30,586,714.71	99.98%	5,814.29	0.02%
1997		29,835,914	29,830,142.79	99.98%	5,771.21	0.02%
1996		27,726,424	27,721,642.91	99.98%	4,781.09	0.02%
1995		27,712,029	27,708,767.98	99.99%	3,261.02	0.01%
1994		26,989,803	26,986,789.81	99.99%	3,013.19	0.01%
1993		25,611,050	25,608,232.96	99.99%	2,817.04	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					7,172,030.88	

Tax Collector
Doreen Jones, CTC



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Rochester, New Hampshire

Inter office Memorandum

TO: Daniel Fitzpatrick
City Manager

FROM: Todd M. Marsh
Director of Welfare

SUBJECT: Analysis of Direct Assistance for December 2014

DATE: January 13, 2014

This office reported 84 formal client notes for the month of December

Voucher amounts issued for December 2014 were as follows:

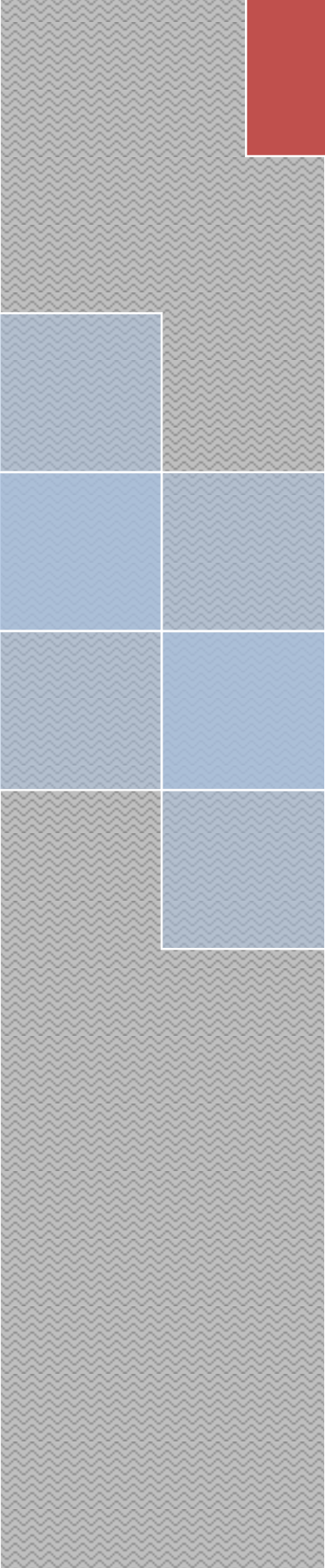
	18 <u>Families</u> 5 new	11 <u>Single</u> 6 new
Burial	625.00	1,250.00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating	300.00	.00
Mortgage00	.00
Medical00	.00
Prescriptions00	.00
Rent	4,353.00	1,625.00
Temporary Housing	225.00	.00
Transportation	<u>9.00</u>	<u>7.50</u>
TOTAL	\$5,512.00	\$2,822.50

This represents an average cost per case/family of \$306.22 and case/individual of \$262.04 for this month.

Total vouchers issued: \$8,394.50

There was a decrease of \$1,804.29 in assistance issued this month compared to December 2013. There was a decrease of \$1,572.30 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$.00



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**RESOLUTION ACCEPTING A SO-CALLED EMP GRANT
TO THE ROCHESTER FIRE DEPARTMENT FOR
EMERGENCY OPERATIONS CENTER EQUIPMENT
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:

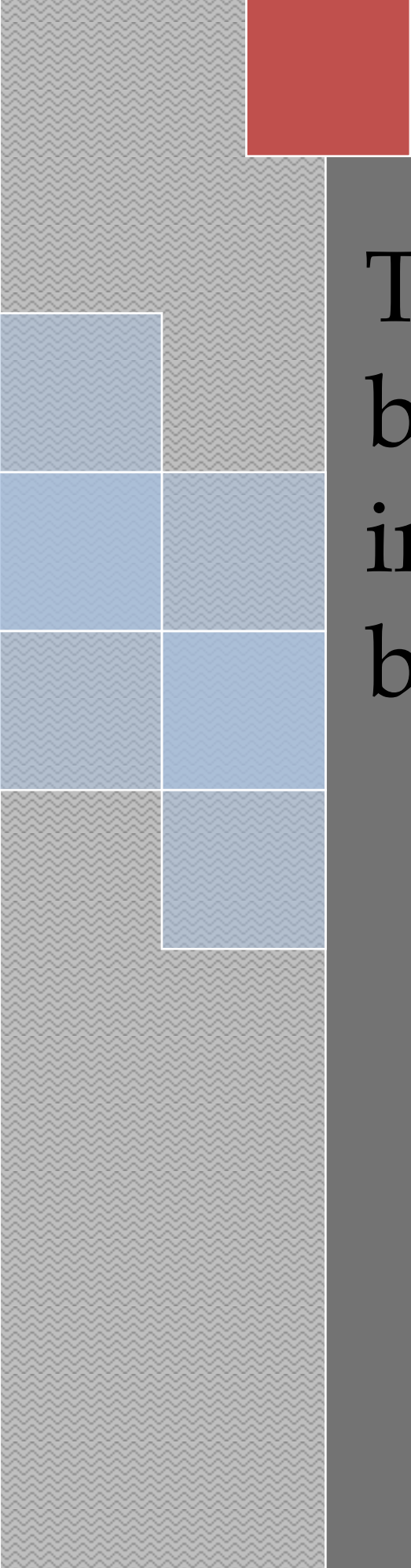
WHEREAS, the City of Rochester is eligible for, and will be, awarded a grant from the NH Homeland Security and Emergency Management office, in the amount of Seven Thousand Dollars (\$7,000.00), such sums being awarded pursuant to a grant for the purpose of paying costs associated with the upgrade, acquisition, and/or replacement, of equipment used in connection with the City of Rochester's so-called Emergency Operations Center (the "Project"), the Mayor and City Council of the City of Rochester, by adoption of this Resolution, do hereby accept such grant for the Project on behalf of the City of Rochester; and

WHEREAS, the aforesaid grant requires a 50% match by the City of Rochester, which match will be accomplished by in-kind services from the City, with a value of Seven Thousand Dollars (\$7,000.00), with regard to to the Project;

NOW THEREFORE, by adoption of this Resolution the sum of Seven Thousand Dollars (\$7,000.00) to be received by the City of Rochester as a grant pursuant to the aforementioned grant for the Project be, and hereby is, appropriated as part of the 2014-2015 operating budget of the City of Rochester Fire Department, the same to be deposited in a special non-lapsing account by the Finance Director, or his designee(s), for the purpose of paying costs associated with the up-grade, acquisition, and/or replacement, of equipment used in connection with the Project, all as more specifically set forth in the grant application and/or other grant documents, and that the sums necessary to fund the aforesaid appropriation shall be drawn, in their entirety, from funds received from the abovementioned grant to the City of Rochester.

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

CC FY15 01-20 AB 90



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1/15/15

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 Supplemental Appropriation to the Fire Dept. for EMPG Grant for Emergency Operations Center (EOC) equipment.	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	January 20, 2015		
DEPT. HEAD SIGNATURE	Norm Sanborn, Jr. Signature on File		
DATE SUBMITTED	01/08/2015		
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	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	EMPG Grant
ACCOUNT NUMBER	61092020-573900-155XX
AMOUNT	\$7,000.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

Council Action Required

CC FY 15 90 01/20 FD EMP Grant

SUMMARY STATEMENT

The Fire Department is eligible for a grant which requires a fifty percent match from the City, Federal shares of grant is \$7,000.00 and will be reimbursed to the City. The required \$7,000.00 match will be covered by in-kind services from the City. The grant will cover non-city cost (\$7,000.00). This is to upgrade the equipment in the EOC.

RECOMMENDED ACTION

Recommend Council approve a supplemental appropriation to the Fire Department budget.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

EXHIBIT B**Grant Amount and Method of Payment****1. GRANT AMOUNT**

	Applicant Share	Grant (Federal Funds)	Cost Totals
Project Cost	\$7,000.00	\$7,000.00	\$14,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) 2013-EP-00057-S01			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			

2. PAYMENT SCHEDULE

- a. "The Grantee" agrees the total payment by "the State" under this grant agreement shall be up to \$7,000.00.
- b. "The State" shall reimburse up to \$7,000.00 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds from "the Grantee".

Grantee Initials _____

Page 5 of 6

Date _____



Norman Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

1/15/15

CITY OF
Received

Tel (603) 335-7545

Fax (603) 332-9711

JAN 12 2015

City Manager
ROCHESTER

January 7, 2015

TO: Dan Fitzpatrick, City Manager

FROM: Norman Sanborn, Jr., Fire Chief



SUBJECT: EMPG Grant

The City of Rochester currently operates an Emergency Operations Center (EOC) in the Central Fire Station. Most of the electronic equipment is outdated and needs to be replaced.

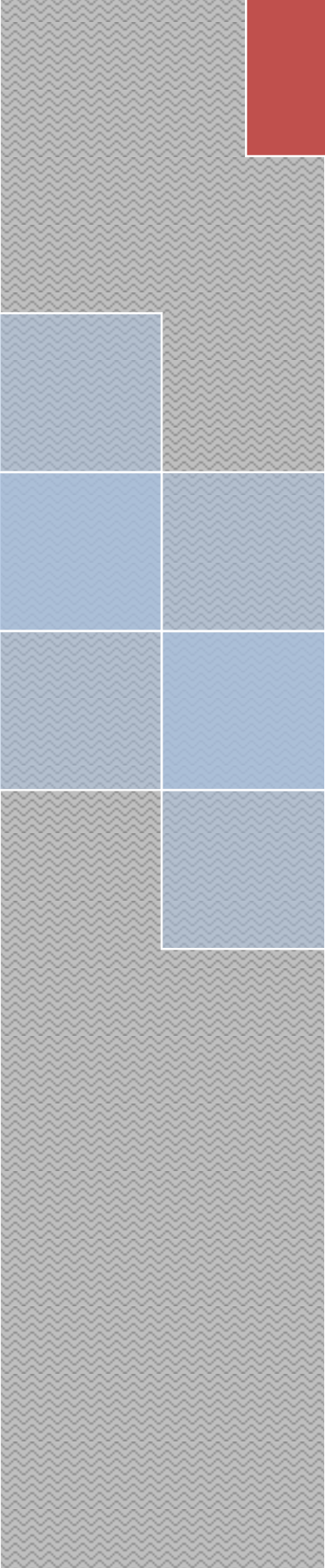
An Emergency Management Performance Grant (EMPG) is currently available to cover the cost of this equipment.

I applied for this grant in December after receiving your approval to apply. The grant amount is for \$7,000.00 which will cover the total cost of equipment. There is a 50% match which will be covered by in-kind services from city staff time. I have received a grant agreement form from NH Homeland Security and Emergency Management office for you to approve after City Council approval. I believe this is in the best interest of the City and the Fire Department. By obtaining this grant we will received the funds needed to complete this project.

If you need any more information or have any questions please feel free to contact me.

cc: Blaine Cox, Deputy City Manager

Attachments



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1/15/15

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	Bridging the Gaps
----------------	--------------------------

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

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

AGENDA DATE	January 20, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	January 14, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	18	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

CC FY15 AB 93 Finance BTG

SUMMARY STATEMENT

The Finance Committee is sending the full City Council an action item regarding the Bridging the Gaps grant program. Please refer to the Finance Committee meeting minutes excerpted below.

Supplemental Information Attached regarding Dover's Coalition for Youth/ Drug Free Communities:

- Budget – This was the budget for FY14. It outlines their anticipated spending and anticipated match.
- Work Plan – This will give you a sense of the things that Dover implemented under the grant. You can see in the second half how the police department was named as a partner in several of the initiatives.
- Match – This is just the cover sheet that Dover provided outlining their in-kind documentation.

DFC Grantee Handbook can be viewed at -

www.whitehouse.gov/sites/default/files/ondcp/grants-content/2014-dfc-handbook.pdf

This document outlines the goals of the Dover program and grant requirements.

RECOMMENDED ACTION

Refer to Finance Committee meeting notes excerpted below.

Finance Committee Meeting Minutes of January 13, 2015 Excerpt:

Police Chief Allen informed the Committee that he, along with the Bridging the Gaps' Board of Directors, is proposing that the Police Department take on a management role over the grant funded program. He explained that it had been determined that:

- a) the BTG Board did not have the legal authority to employ a program director and,
- b) the most effective approach would be to emulate the City of Dover's program which the Dover Police Department manages their drug prevention program.

Councilor Walker inquired if the program's coordinator would be a City employee.

City Manager Fitzpatrick responded that it had not yet been determined or discussed as to whether the coordinator would be a full-time or part-time employee or possibly an independent contractor.

Councilor Larochelle, who serves on the BTG Board, stated that the previous coordinator had been an employee of the Community Action Program and not a BTG employee.

Councilor Keans voiced her support of the work of the program, however, she suggested that the BTG Board pursue gaining IRS 501c 3 legal status and seek the assistance of an attorney to do so.

Councilor Lauterborn expressed concern that the federal grant funds would be reduced or eliminated in the future leaving the City with the financial burdens of the program.

Councilor Larochelle informed the Committee that the program is starting a second 5-year grant cycle and that the federal program does not allow any more grant cycles after this one. He stated that the federal authorities expect the program to become self-sustaining at the end of this 5-year cycle.

Councilor Varney expressed his desire that the Grant Specialist currently employed by the City and the Community Development Block Program would be able to take on the BTG grant work without the City hiring more staff.

Councilor Gray, who is also on the BTG Board of Directors, indicated that he felt the BTG Board would not object to the hiring of an independent contractor to serve as the program coordinator and would not object to the City stipulating that if the grant goes away the program is terminated.

Mayor Jean suggested that the Police Department and the City's Grant Specialist work together in a creative manner to fashion an approach that would be acceptable based upon the Committee discussion.

City Manager Fitzpatrick stated that his intention since the beginning was to have the Grant Specialist carry out the fiscal agent role with regard to the BTG grant.

Councilor Lauterborn made a MOTION that the Finance Committee send a recommendation to the full City Council that the City seek to hire an independent contractor to serve as the Program Coordinator for the BTG program, utilize the existing Grants Specialist staff person to carry out the fiscal agent functions of the BTG program and the term of this arrangement is no more than the 5-year term of the current grant cycle. Councilor Varney provided a SECOND to the motion which was then ADOPTED by a majority voice vote.

Mayor Jean directed that the detailed information regarding the Dover program be provided to the Council.

Dover Coalition for Youth

Budget September 30, 2013 through September 29, 2014

A. Personnel: an employee of the applicant/recipient organization including in-kind costs whose work is tied to the grant project

FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Coalition Coordinator	Vicki Hebert	\$49,788	100%	\$49,788
(2) Coalition Assistant	Stephanie Retrosi	\$17.64/hr x 850hrs	100%	\$14,994
(3) Youth Coalition Assistant	Jen Cooke	\$15.43/hr x 200hrs	100%	\$3,086
(3) Youth Coalition Assistant	Molly Martuscello	\$15.43/hr x 200hrs	100%	\$3,086
			TOTAL	\$70,954

JUSTIFICATION: Describe the role and responsibilities of each position.

- (1) The Coalition Coordinator will be responsible for community relations, project implementation and evaluation, coordination of coalition services and activities, grant compliance, reporting and be the major point of contact for the coalition.
- (2) The Coalition Assistant will support the coordinator and director. This person will be responsible for helping with the coordination of activities including training and communications with members. The assistant will also be the primary point to contact for data collection and dissemination.
- (3) The Youth Coalition Assistants will coordinate weekly meetings and projects for students in the youth coalition in support of the Coalition's goals and objectives.

NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Prevention Coordinator	Dana Mitchell	\$53,904	100%	\$53,904
(2) Prevention Officer	Matthew Travaglini	\$66,395	50%	\$33,197
(3) Coalition Chair	Steve Pappajohn	\$55,561	5%	\$2,778
(3) Coalition Vice Chair	Thad Mandsager	\$45,760	5%	\$2,288
(4) Other Coalition Executive Board Members	Bjorn Anderson Sally Thorn Christine Boston Kim Lyndes David Terlemezian	\$21.96/hr x 12 meetings x 2hrs/meeting x 5 members	1%	\$2,635
			TOTAL	\$94,802

JUSTIFICATION: Describe the role and responsibilities of each position.

- (1) The City of Dover (applicant) will provide a .85 Full Time Equivalents (FTE) Prevention Coordinator to work on prevention activities in support of the coalition's goals and objectives as well as coordinate the activities a youth coalition of 100 students who work weekly on peer to peer prevention activities in the

schools and community. The Prevention Coordinator will also act in the position of Project Director for the DFC grant and provide fiscal oversight and supervision to the Coalition Coordinator.

- (2) The Dover Police Department will dedicate a .5 FTE officer to conduct prevention programming such as DARE, assist the Youth Coalition and conduct other substance abuse prevention activities in the schools.
- (3) The duties of Coalition Chair and Vice Chair require significant investment of time during the year and their time is donated by their employer.
- (4) The \$21.96 per hour value of volunteer work for the remaining Executive Board members was obtained from the Independent Sector.org Volunteer Value Report for 2007 for New Hampshire of \$20.25 plus an average annual increase over the past 10 years of 57 cents per year. Their figure is determined after the release of the report by the Bureau of Labor Statistics. This is the benchmark figure used by the United Way for determining the value of volunteer time.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A)

\$70,954

NON-FEDERAL MATCH (enter in Section B column 2 line 6a of form SF424A)

\$94,802

B. Fringe Benefits: List all components of fringe benefits rate

FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	6.4%	\$70,954	\$4,541
Retirement	11.09%	\$49,788	\$5,521
Medicare	1.45%	\$70,954	\$1,029
Life Insurance	.3%	\$70,954	\$213
Workers Compensation	1.84%	\$70,954	\$1,306
Dental Insurance	\$377		\$377
Health Insurance	\$11,508		\$11,508
		TOTAL	\$24,495

JUSTIFICATION: Fringe reflects current rate for agency.

NON-FEDERAL MATCH

Component	Rate	Wage	Cost
FICA	6.4%	\$53,904	\$3,342
Retirement	14.62%	\$33,197	\$4,853
Medicare	1.45%	\$87,101	\$1,263
Longevity	\$800 \$400	50% (officer) coordinator	\$800
Dental (2 person)	\$882	50% for officer 100% for coordinator	\$1,323
Life Insurance	.3%	\$87,101	\$261
Workers Compensation	1.84%	\$87,101	\$1,603
Health Insurance (2 person) 50% for officer only	50%	\$15,291	\$7,646
		TOTAL	\$21,091

JUSTIFICATION: Fringe reflects current rate for agency. Dental is based on 50% for the prevention officer and 100% for the coordinator. The prevention coordinator does not receive health insurance through the city.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF424A)

\$24,495

NON-FEDERAL MATCH (enter in Section B column 2 line 6b of form SF424A)

\$21,091

C. Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.**FEDERAL REQUEST**

Purpose of Travel	Location	Item	Rate	Cost
(1) Grantee Conference	Washington, DC	Airfare	\$300/flight x 2 persons	\$600
		Hotel	\$225/night x 2 rooms x 3 nights	\$1,350
		Per Diem (meals and incidentals)	\$64/day x 2 persons x 3 days	\$384
		Transfers	2 trips x 2 @\$29	\$116
(2) CADCA	National Harbor, MD	Airfare	\$300 x 2 persons	\$600
		Hotel	\$225/night x 2 rooms x 4 nights	\$1,800
		Per Diem (meals and incidentals)	\$59/day x 2 persons x 4 days	\$472
		Transfers	2 trips x 2 @\$29	\$116
(3) Local travel		Mileage	1,200 miles@.55/mile	\$660
		TOTAL		\$6,098

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

- (1) Two staff to attend mandatory grantee meeting in Washington, DC.
- (2) Two staff to CADCA Leadership Conference in National Harbor, MD in February of 2014.
- (3) Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on organization's policies/procedures for privately owned vehicle (POV) reimbursement rate.

Flight information was obtained by checking travel websites and may change over time for flights from Manchester NH to training site. Hotel charges are estimated for each site but based on past conferences. Per diem is based on the GSA website for the training site.

NON-FEDERAL MATCH

Purpose of Travel	Location	Item	Rate	Cost
(1) Youth Coalition Training and Presentations	Dover and NH	Mileage	1000 miles @ .50/mi	\$500
(2) Coalition Meetings	Dover	Mileage	12 members x 6 meetings (average) x 5 miles round trip each @ .50/mi	\$180
		TOTAL		\$680

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

- (1) Grantee will donate the use of two 15-passenger vans to transport Youth Coalition members throughout the year to trainings and presentations in support of the Coalition's goals and objectives.
- (2) Coalition members will donate their mileage to attend monthly meetings.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A)

\$6,098

NON-FEDERAL MATCH (enter in Section B column 2 line 6c of form SF424A)

\$680

D. Equipment: an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit – federal definition.

FEDERAL REQUEST – (enter in Section B column 1 line 6d of form SF424A) **\$0**
NON-FEDERAL MATCH – (enter in Section B column 2 line 6d of form SF424A) **\$0**

E. Supplies: materials costing less than \$5,000 per unit and often having one-time use

FEDERAL REQUEST

Item(s)	Rate	Cost
General office supplies	\$100/mo. x 12 mo.	\$1,200
Postage	\$30/mo. x 12 mo.	\$360
	TOTAL	\$1,560

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

- (1) Office supplies are needed for general operation of the project.
- (2) Postage is needed for general operations of the project.

All costs were based on retail values at the time the application was written.

NON-FEDERAL MATCH

Item(s)	Rate	Cost
Film/Supplies for Drug Free ID Program	350 students @ \$1.50 each	\$525
Photo copying of student surveys	5 cents per page x 9 pages x 2,400 surveys	\$1,080
	TOTAL	\$1,605

JUSTIFICATION: Describe need and include explanation of how costs were estimated.

- (1) Each graduate of the 5th grade classroom program is issued a driver license quality identification card that can be used at 15-20 local businesses for discounts on food, clothing and services in support of their commitment to be drug free.
- (2) Photo copying of student behavior survey questionnaire used to collect data on core measures.

All costs were based on retail values at the time the application was written.

FEDERAL REQUEST – (enter in Section B column 1 line 6e of form SF424A) **\$1,560**
NON-FEDERAL MATCH – (enter in Section B column 2 line 6e of form SF424A) **\$1,605**

F. Contract: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.

FEDERAL REQUEST

Name	Service	Rate	Other	Cost
(1) Community Health Institute	Local Evaluation	Evaluation Coordinator @ 5 days at 569.13/day Project Evaluator @ 20 days @ \$334.78/day Other direct costs such as travel and supplies - \$400 plus 5% increase per year	Covers 12 month period to produce process and outcome measures of coalition efforts	\$11,580
(2) Dover School Department	LADAC	\$45/hr x 130 hrs	Serving about 80 students throughout the school year	\$5,850
			TOTAL	\$17,358

JUSTIFICATION: Explain the need for each contractual agreement and how they relate to the overall project.

- (1) Local evaluation specialist contracted to provide the year-end results of process and outcome measures of coalition efforts. This price was secured through a request for proposal in February of 2010 and reflects a 5% increase per year.
- (2) The Dover School Department will provide a LADAC that will administer program related duties including drug/alcohol evaluations and counseling youth in the Dover Schools.

NON-FEDERAL MATCH

Name	Service	Rate	Other	Cost
Mark Williams	Media Specialist	4 sessions x 2 hours x \$100/hr	Radio studio and production time	\$800
Coalition Members	Volunteering	12 members x \$21.96 x 4 hr/month (average) x 12 months	Participating in Coalition meetings and volunteering at special events	\$12,649
			TOTAL	\$13,449

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.

- (1) Media Specialist assists with the development and productions of Coalition Public Service Announcements. The \$100/hr fee is the standard rate known as a Talent Fee that is charged to the general public for production of commercials. This rate includes any studio fees.
- (2) The \$21.96 per hour value of volunteer work was from the United Way of the Greater Seacoast. Each year they compile a report on the value of volunteer time using the independentsector.org website and the Bureau of Labor Statistics.

FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF424A)

\$17,358

NON-FEDERAL MATCH – (enter in Section B column 2 line 6f of form SF424A)

\$13,449

G. Construction: NOT ALLOWED — Leave Section B columns 1&2 line 6g on SF424A blank.**H. Other:** expenses not covered in any of the previous budget categories**FEDERAL REQUEST**

Item	Rate	Cost
(1) Telephone	\$50/mo. x 12 mo.	\$600
(2) CADCA Membership Fee	\$300	\$300
(3) Chamber of Commerce Membership Fee	\$135	\$135
(4) CADCA Conference Registration Fee	\$500 x 2	\$1,000
(5) NH Health and Human Services ATOD Training	\$150 x 2	\$300
(6) Student Surveys	\$1 per student survey x 1,800 surveys	\$1,800
(7) Website Hosting	\$300 per year	\$300
(8) Constant Contact Membership		\$100
	TOTAL	\$4,535

JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot, etc.). Explain the use of each item requested.

- (1) The monthly telephone costs reflect the % of effort for the personnel listed in this application for the DFC project only.
- (2) Annual CADCA membership fee.
- (3) Annual Dover Chamber of Commerce membership fee.
- (4) Estimated conference registration fee for the coordinator and coalition assistant to attend the annual conference in February of 2012. Estimates are based on past conference registration fees.
- (5) Cost to attend trainings conducted by the NH Department of Health and Human Services.
- (6) Costs associated with conducting the Dover Student Risk Behavior Survey to collect data on the DFC core measures.
- (7) Cost of playing Coalition created radio Public Service Announcements at targeted times and audiences.
- (8) Yearly cost for online e-mail marketing tool. The service is used to send over 2 dozen e-mails annually to over 100 coalition members.

NON-FEDERAL MATCH

Item	Rate	Cost
(1) Community Forum and Presentations Space Rental	\$30/hr x 3 hrs x 4 events/yr	\$360
(2) Rent (Office Space)	\$500/mo. x 12 mo. (\$1.25/sq ft per month x 400 ft)	\$6,000
(3) Administrative Support	\$150/month	\$1,800
(4) Radio Air Time	\$5,000 per month x 12 months	\$60,000
	TOTAL	\$68,160

JUSTIFICATION: Breakdown costs into cost/unit: i.e. cost/square foot. Explain the use of each item requested.

- (1) Donated space for the various town hall meetings, community forums and presentations outlined in the work plan.
- (2) The applying agency is donating the office space for the full-time coordinator along with shared meeting space, reception area and storage. The rate is based off of the cost other tenants in the building pay.
- (3) Value of computer technology, payroll, and human resources support provided by the applicant agency in support of coalition staff and activities.
- (4) Radio air-time donation from Citadel Broadcasting for coalition related Public Service Announcements.

All costs are the value placed on the service at the time of this grant application.

FEDERAL REQUEST – (enter in Section B column 1 line 6h of form SF424A)	\$4,535
NON-FEDERAL MATCH – (enter in Section B column 2 line 6h of form SF424A)	\$68,160

Indirect cost rate:

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF424A)	\$0
NON-FEDERAL MATCH (enter in Section B column 2 line 6j of form SF424A)	\$0

BUDGET SUMMARY:

Category	Federal Request	Non-Federal Match	Total
Personnel	\$70,954	\$94,802	\$165,756
Fringe	\$24,495	\$21,091	\$44,586
Travel	\$6,098	\$930	\$7,028
Equipment	\$0	\$0	\$0
Supplies	\$1,560	\$1,605	\$3,165
Contractual	\$17,358	\$13,449	\$30,807
Other	\$4,535	\$68,160	\$72,695
Total Direct Costs*	\$125,000	\$200,037	\$325,037
Indirect Costs*	\$0	\$0	\$0
Total Project Costs	\$125,000	\$200,037	\$325,037

*** TOTAL DIRECT COSTS:**

FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF424A) **\$125,000**
NON-FEDERAL MATCH – (enter in Section B column 2 line 6i of form SF424A) **\$200,037**

*** TOTAL INDIRECT COSTS:**

FEDERAL REQUEST – (enter in Section B column 1 line 6j of form SF424A) **\$0**
NON-FEDERAL MATCH – (enter in Section B column 2 line 6j* of form SF424A) **\$0**

***TOTAL PROJECT COSTS:** Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF424A) **\$125,000**
NON-FEDERAL MATCH (enter in Section B column 2 line 6k of form SF424A) **\$200,037**



Drug Free Communities 2013-2014 Action Plan

DFC Goal 1: Increase Community Collaboration		
Objective 1: Increase active coalition membership by 20%		
Strategy 1: Providing Information		
Activity	Responsible Group/Person	Target Date (By when?)
Identify and establish contact with potential partnering agencies	-Coordinator -Coalition Members -Executive Board	Ongoing
Disseminate recruiting material regarding the benefits of partnership and coalition goals	-Coordinator -Executive Board -Members	Ongoing
Actively participate and share information on activities with the Dover Kids Cabinet, Dover Chamber of Commerce and other community groups	-Coordinator	Ongoing
Attend community events and present information on the coalition (Apple Harvest Day, School Open Houses, etc.)	-Coordinator -Coalition Members -Executive Board	Ongoing
Strategy 2: Enhancing Skills		
Activity	Responsible Group/Person	Target Date (By when?)
Provide trainings and presentations to schools and community-based parent and civic groups (PTO, Kiwanis, Rotary, Chamber of Commerce) on environmental approaches	-Coordinator	Ongoing
Provide Coalition members and Executive Board training opportunities with the goal of becoming certified prevention specialists in the state of NH	-Director -Coordinator -Executive Board -Members	Ongoing
Youth coalition team advisors and selected students attend Youth to Youth International's regional training conference	-Youth Coalition Team Advisors -Youth Coalition Members	July 2014
20 incoming 6 th graders attend week long local youth empowerment training	-Youth Coalition Team Advisors -Youth Coalition Members	July 2014
Objective 2: Expand coalition participation and sponsorship of community wide events		
Strategy 1: Enhancing Skills		
Activity	Responsible Group/Person	Target Date (By when?)
Host community forums on prevention including annual Town Hall Meetings on Substance Abuse	-Coordinator -Town Hall Workgroup -Coalition Members	April 2014
Objective 3: Enhance coalition members satisfaction		
Strategy 1: Enhancing Skills		
Activity	Responsible Group/Person	Target Date (By when?)
Use tools to assess meeting, planning and implementation satisfaction	-Coordinator -Executive Board -Local Evaluator	Ongoing
Objective 4: Enhance coalition's leaders skills and ATOD knowledge		
Strategy 1: Enhancing Skills		

Activity	Responsible Group/Person	Target Date (By when?)
Attend ONDCP Grantee Training	-Coordinator -Executive Board	TBD
Attend CADCA's National Leadership Forum	-Coordinator	February 2014
Attend 4 in-state trainings on ATOD issues	-Coordinator -Executive Board -Coalition Members	Ongoing
Maintain a minimum of 2 staff and executive board members certified as prevention specialists	-Project Director -Coordinator -Executive Board	Ongoing
Objective 5: Increase coalition's cultural competency		
Strategy 1: Enhancing Access/Reducing Barriers		
Activity	Responsible Group/Person	Target Date (By when?)
Conduct focus groups with a variety of groups	-Coordinator -Executive Board -Local Evaluator	February 2013
Seek input for Dover Adult Learning students/identify and attend diverse activity in the community	-Coordinator	Ongoing
Objective 6: Get Youth Coalition Model on Evidence Based List		
Submit evaluation report and application to NREPP	-Director	January 2014
Collect local data on Youth Coalition members to include pre and post-tests, key informant interviews, skills assessments, etc.	-Youth Coalition Team Advisors	Ongoing

Goal 2: Reduce Youth Substance Abuse		
Objective 1: Raise perception of risk of use (moderate or great) by 10% on the next student risk survey		
Strategy 1: Providing Information		
Activity	Responsible Group/Person	Target Date (By when?)
700 Middle and High School Students will attend one prevention presentation	-Coordinator -Schools	May 2014
Utilize youth coalition to educate local merchants about underage buying	-Youth Coalition Team Advisors -Youth Coalition Members	Ongoing
Use national alcohol and marijuana campaigns locally	-Coordinator -Schools -Media	Ongoing
Strategy 2: Enhancing Skills		
Activity	Responsible Group/Person	Target Date (By when?)
Host community prevention forums	-Coordinator -Coalition Members	Quarterly
Strategy 3: Providing Support		
Activity	Responsible Group/Person	Target Date (By when?)
70+ youth will participate in weekly prevention activities by funding two Youth team advisors in the schools	-Project Director -Youth Coalition Team Advisors	October 2013-May 2014
Strategy 3: Enhancing Access/Reducing Barriers		
Activity	Responsible Group/Person	Target Date (By when?)
Maintain the access to Licensed Drug and Alcohol Counselor in schools	-Coordinator -LADC -School Department	October 2013-June 2014
Strategy 4: Modifying/Changing Policies		
Activity	Responsible Group/Person	Target Date (By when?)
Adopt curriculums that could be used in the schools at various grade levels	-Coordinator -Schools	Ongoing

Objective 2: Decrease the ease of access (“easy or very easy”) by 10% in the next student risk survey		
Strategy 1: Modifying/Changing Policies		
Activity	Responsible Group/Person	Target Date (By when?)
Work with partners to maintain current policies regarding the legal drinking age, alcohol advertising restrictions, marijuana regulation, etc.	-Coordinator -Police -Local Business -Parents -Youth	Ongoing
Work with liquor license holders to adopt best practices	-Coordinator -Police -Liquor Commission	Ongoing
Work with college community/residents on local controls on party hosting and related ordinances	-Coordinator -Youth to Youth -Police	Ongoing
Strategy 2: Enhancing Skills		
Activity	Responsible Group/Person	Target Date (By when?)
Conduct “parental monitoring” trainings/presentations/media	-Police -Schools -Media	Ongoing
Strategy 3: Providing Information		
Activity	Responsible Group/Person	Target Date (By when?)
Conduct Alcohol “Sticker Shock” program	-Youth -Businesses	Ongoing
Strategy 4: Providing Support		
Activity	Responsible Group/Person	Target Date (By when?)
Enlist youth coalition participation in liquor enforcement compliance checks	-Police Department -Liquor Commission -Youth Coalition Coordinator	Quarterly
Identify or create a program to help elderly keep pills/alcohol from their younger relatives	-Coordinator -Faith Community -Police	June 2014
Strategy 4: Enhancing Access/Reducing Barriers		
Activity	Responsible Group/Person	Target Date (By when?)
Partner with DEA on annual “prescription drug disposal program”	-Coordinator -Coalition Workgroup -Police -DEA	April 2014
Objective 3: Decrease “past 30 day use” by 5% on the next student risk survey		
Strategy 1: Enhancing Access/Reducing Barriers		
Activity	Responsible Group/Person	Target Date (By when?)
Maintain the access to Licensed Drug and Alcohol Counselor in schools	-Coordinator -LADC -School Department	October 2013-June 2014
Strategy 2: Enhancing Skills		
Activity	Responsible Group/Person	Target Date (By when?)
Increase parental trainings/awareness on modern communications (texting, facebook...)	-Coordinator -Police -Schools	April 2014
Conduct “parental monitoring” trainings/presentations/media	-Police -Media -Schools	Ongoing
Host alcohol server trainings	-Coordinator -Liquor Commission	Quarterly
Strategy 3: Providing Support		

Activity	Responsible Group/Person	Target Date (By when?)
300 youth will participate in structured activities and supervised alternative events (Project Graduation and prom night events)	-Schools -Parents -Businesses -Partner Agencies	May/June 2014
Youth coalition will sponsor 4 substance free events	-Dover Youth to Youth	Spring 2014
Strategy 4: Providing Information		
Activity	Responsible Group/Person	Target Date (By when?)
Develop and implement social norms campaigns	-Coordinator -Coalition Members	Ongoing
Conduct Alcohol "Sticker Shock" program	-Youth -Businesses	Ongoing
Conduct an extensive PSA project	-Media -Youth Coalition -Businesses	November 2013
Host a community forum on prescription drug abuse	-Coordinator -Coalition Workgroup -Local Media	April 2014
Strategy 5: Changing Consequences (Incentives/Disincentives)		
Activity	Responsible Group/Person	Target Date (By when?)
Conduct frequent compliance checks for alcohol sales	-Police -Liquor Commission	Ongoing
Objective 4: Raise the level of parental disapproval of substance use as "wrong" or "very wrong" by 5% on the next survey		
Strategy 1: Providing Information		
Activity	Responsible Group/Person	Target Date (By when?)
Promote state hotline to report underage drinking/drug parties	-Business -Police	Ongoing
Distribute 2,000 flyers to parents on ATOD topics	-Schools -Police	Ongoing
Keep Coalition website current	-Coordinator	Ongoing
Strategy 2: Enhancing Skills		
Activity	Responsible Group/Person	Target Date (By when?)
Coordinate parenting skills programming	-Coordinator -Parents and Community Together (PACT) Program	November 2013-January 2014

DRUG FREE COMMUNITIES

In Kind Expenses (financial Match)

October – December 2013

A. <u>Personnel:</u>	\$12,180.48
Prevention Specialist: \$12,180.48	
B. <u>Fringe Benefits:</u>	\$1,839.05
Prevention Specialist: \$1,839.05	
C. <u>Travel:</u>	-0-
D. <u>Equipment:</u>	-0-
E. <u>Supplies:</u>	-0-
F. <u>Construction:</u>	-0-
G. <u>Consultants/Contracts:</u>	\$0

H. Other Costs **\$69,690**

PSA Value	October	November	December	Total
WOKQ (\$90 per play)	161 plays = \$14,490	166 plays = \$14,940	161 plays = \$14,490	\$43,920
WPKQ (\$30 per play)	269 plays = \$8,070			\$8,070
WSHK (\$40 per play)	129 plays = \$5,160	152 plays = \$6,080	124 plays = \$4,960	\$16,200

Rent:

Office space and meeting room \$500/month x 3 months = \$1,500

Total In Kind Match

\$83,709.53

DRUG FREE COMMUNITIES

In Kind Expenses

January – March 2014

A. <u>Personnel:</u>	\$12,180.48
Prevention Specialist (Dana Mitchell):	\$12,180.48
B. <u>Fringe Benefits:</u>	\$991.28
Prevention Specialist (Dana Mitchell):	\$991.28
C. <u>Travel:</u>	-0-
D. <u>Equipment:</u>	-0-
E. <u>Supplies:</u>	-0-
F. <u>Construction:</u>	-0-
G. <u>Consultants/Contracts:</u>	\$0
H. <u>Other Costs</u>	\$1,500
<u>Rent:</u>	
Office space and meeting room \$500/month x 3 months = \$1,500	
Total In Kind Match	\$14,671.76

DRUG FREE COMMUNITIES
In Kind Expenses
 April – June 2014

A. <u>Personnel:</u>	\$12,180.48
Prevention Specialist (Dana Mitchell):	\$12,180.48
B. <u>Fringe Benefits:</u>	\$931.84
Prevention Specialist (Dana Mitchell):	\$931.84
C. <u>Travel:</u>	-0-
D. <u>Equipment:</u>	-0-
E. <u>Supplies:</u>	-0-
F. <u>Construction:</u>	-0-
G. <u>Consultants/Contracts:</u>	\$0

H. Other Costs **\$30,280**

PSA Value	April	May	June	Total
WOKQ (\$90 per play)	42 plays = \$3,780	93 plays = \$8,370	67 plays = \$6,030	\$18,180
WSHK (\$40 per play)	52 plays = \$2,080	98 plays = \$3,920	115 plays = \$4,600	\$10,600

Rent:

Office space and meeting room \$500/month x 3 months = \$1,500

Total In Kind Match **\$43,392.32**

DRUG FREE COMMUNITIES

In Kind Expenses

July – September 2014

A. Personnel:	\$12,180.48
Prevention Specialist (Dana Mitchell):	\$12,180.48
B. Fringe Benefits:	\$931.84
Prevention Specialist (Dana Mitchell):	\$931.84
C. Travel:	-0-
D. Equipment:	-0-
E. Supplies:	-0-
F. Construction:	-0-
G. Consultants/Contracts:	\$0

H. Other Costs **\$68,033**

PSA Value	July	August	September	Total
WOKQ (\$90 per play)	71 plays = \$6,390	85 plays = \$7,650	81 plays = \$7,290	\$21,330
WSHK (\$40 per play)	126 plays = \$5,040	127 plays = \$5,080	157 plays = \$6,280	\$16,400

Rent:

Office space and meeting room \$500/month x 3 months = \$1,500

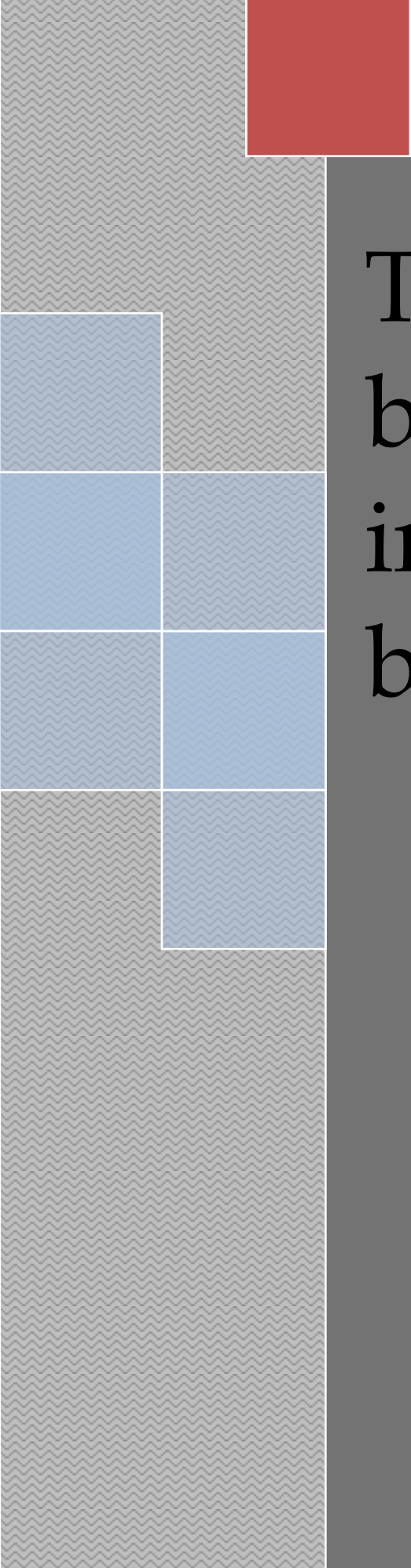
Volunteer Time:

High School Youth Empowerment Team- 484 hours x \$22.86 = \$11,064

Middle School Youth Empowerment Team – 776 hours x \$22.86 = \$17,739

Total In Kind Match

\$81,145.32



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1/15/15

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 Non Meeting for consultation with legal council regarding Great Bay Coalition Efforts	
Council Action Item ___ or Information Only ___ X	Funding Required? Yes_ No: x

Resolution Required? Yes___ No_ X	Funding Resolution Worksheet? Yes___ No_ x
--	---

AGENDA DATE	1/20/15 Workshop
DEPT. HEAD SIGNATURE	Peter C. Nourse Signature on file
DATE SUBMITTED	15 Jan 2015
ATTACHMENTS Yes No x	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on file with City Clerk
CITY MANAGER	Daniel Fitzpatrick Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	N/A
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED Yes No X	

LEGAL AUTHORITY

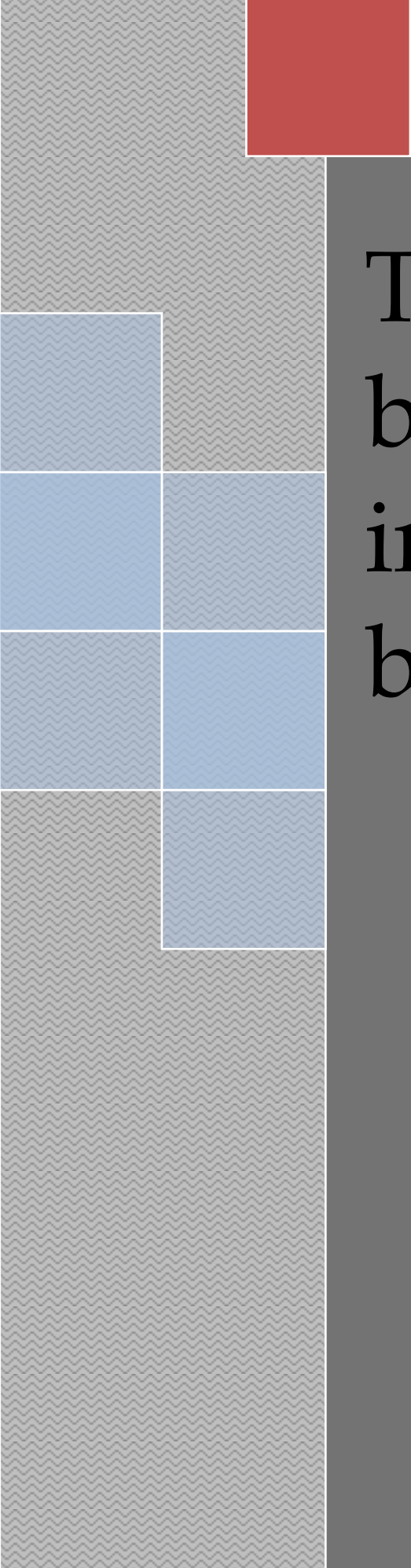
NA

SUMMARY STATEMENT

Non-Meeting for consultation with legal council regarding Great Bay Coalition efforts on Waste Water permitting with EPA.

RECOMMENDED ACTION

Approve.



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