



**Adjourned Regular City Council Meeting
January 9, 2018
Council Chambers
7:00 PM**

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
 - 2.1. Opening Prayer led by Reverend Ed Cilley, Chaplain for the Rochester Police Department**
- 3. Presentation of the Colors**
 - 3.1. Pledge of Allegiance led by the Rochester Police Department's Color Guard**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1. Regular City Council Meeting: December 5, 2017 (Motion to Approve) P. 7**
 - 5.2. Special City Council Meeting: December 19, 2017 (Motion to Approve) P. 29**
- 6. Communications from the City Manager**
 - 6.1. Employee of the Month Award P. 33**
 - 6.2. City Manager's Report P. 35**
- 7. Communications from the Mayor**
 - 7.1. Mayoral Appointments P. 75**
- 8. Presentations of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
 - 9.1. Resignation: Jeremy Hutchinson, Planning Department P. 77**
 - 9.2. Elections: Rochester School Board, Ward 4 Seat A P. 79**

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City Clerk's Office

10. Reports of Committees

10.1. Appointments Review Committee P. 81

- 10.1.1. **Re-Appointment:** Paul Roberts, Recreation and Arena Commission, Term to Expire on 01/02/2020
- 10.1.2. **Re-Appointment:** Kevin Barry, Recreation and Arena Commission, Term to Expire on 01/02/2021
- 10.1.3. **Re-Appointment:** Joan Strogon, Recreation and Arena Commission, Term to Expire on 01/02/2020
- 10.1.4. **Re-Appointment:** Dale Bickford, Recreation and Arena Commission, Term to Expire on 01/02/2021
- 10.1.5. **Re-Appointment:** Dave Anctil, Recreation and Arena Commission, Term to Expire on 01/02/2021
- 10.1.6. **Appointment:** Nicholas Bellows, Library Trustee (Ward 1) Term to Expire on 01/02/2021

10.2. Joint School Board Committee P. 83

10.3. Public Safety Committee P. 85

- 10.3.1. **Committee Recommendation to the Full City Council:** To place “no thru truck” signs on both ends of Quail Drive with the gross vehicle weights recommended by DPW (*Motion to take off the Table for Council Action*) P. 18

10.4. Public Works and Building Committee P. 91

11. Old Business

12. Consent Calendar

- 12.1. **AB 75** Resolution Deauthorizing Fiscal Year 2016-2017 Funding Related to the Highway Safety Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$725.18 *Second Reading Required* P. 97
- 12.2. **AB 76** Resolution Deauthorizing Fiscal Year 2016-2017 Funding Related to the 2016 Highway Safety DWI Grant in the amount of \$591.54 *Second Reading Required* P. 103

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City Clerk's Office

13. New Business

- 13.1. AB 78 Resolution Authorizing the Reprogramming of Community Development Block Grant Funds in the Gross Amount of \$25,374.77 *Second Reading Required* P. 109**
- 13.2. AB 77 Resolution Authorizing Expenditure of Insurance Reimbursement Funds by the Fire Department from the Fiscal Year 2012 Special Revenue Fund in the Amount of \$2,005.45 *Second Reading Required* P. 113**
- 13.3. AB 79 Resolution Authorizing Supplemental Appropriation to the Fire Department Fiscal Year 2018 Operating Budget for the Replacement of the Vehicle Assigned to the Fire Chief in the amount of \$75,000 *Second Reading Required* P. 117**

14. Other

15. Non-Meeting

16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
December 5, 2017
Council Chambers
7:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
City Attorney O'Rourke
Shane Tufts, Buildings and Grounds

COUNCILORS EXCUSED

Councilor Abbott

MINUTES

1. Call to Order

Mayor McCarley called the meeting to order at 7:00 PM.

2. Opening Prayer

2.1. Opening Prayer led by Roland E. Patnode Jr. American Legion Color Guard

A representative from the Roland E. Patnode Jr. American Legion Color Guard led the Opening Prayer.

3. Presentation of the Colors

3.1. Pledge of Allegiance led by the Roland E. Patnode Jr. American Legion Color Guard

A representative from the Roland E. Patnode Jr. American Legion Color Guard led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, took the roll call. All City Councilors were present except for Councilor Abbott who had been excused.

5. Acceptance of Minutes

5.1. Regular City Council Meeting: November 8, 2017 (Motion to Approve)

Councilor Lauterborn **MOVED** to **ACCEPT** the Regular City Council meeting minutes of November 8, 2017. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2. Special City Council Meeting: November 21, 2017 (Motion to Approve)

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes of November 21, 2017. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1. Employee of the Month Award

City Manager Fitzpatrick invited Kaitlin Taatjes, Rochester Fire Department, and Fire Chief Klose to come forward. He announced that Ms. Taatjes has been awarded the Employee of the Month for December, 2017.

6.2. City Manager's Report

City Manager Fitzpatrick gave the following report:

Contracts and documents executed since last month:

- Assessing
 - Municipal Abatement Applications – Farmington Watershed Parcels
- City Manager
 - Letter from DES - Waste Management Application – Public Hearing Notice
 - Letter from Waste Management – Public Hearing Notice
 - Lighting in front of City Hall
- Department of Public Works
 - Cyanotoxin Monitoring Equipment and Training Grant
 - NHDES DWSRF Loan Amendment – Time Extension – Water Treatment Plant Upgrade Project
 - Security Agreement – 161 Salmon Falls Road & 122 Milton Road
 - Security Agreement – 123 Salmon Falls Road/120 Milton Road/25 Denali Drive

- Economic & Community Development
 - CDBG Environmental Review – Community Action Partnership
 - CDBG Environmental Review – Community Action Partnership Weatherization
 - ERZ Zone Expansion – Granite State Business Park
 - Sale of land – Innovation Drive
- Information Technology
 - Honeywell EBI Upgrade
 - Systems Engineering Server, Storage and Backup Solution Project - Change Order #1
- Recreation Department
 - Arena Roof Monitoring Project Proposal – Review of Funds

Standard Reports:

- City Council Request & Inquiry Report - **No Items – No Report included**
- Monthly Overnight Travel Summary – **None reported - No Report included**
- Permission & Permits Issued
- Personnel Action Report Summary

7. Communications from the Mayor

Mayor McCarley said there will be a Ward 1 Meeting on December 13, 2017, at Tara Estates, starting at 7:00 PM.

Mayor McCarley announced the Dewey Street Bridge Grand Opening is scheduled for Friday, December 8, 2017.

Mayor McCarley publicly thanked the Chamber of Commerce, City Staff, and others who worked on all of the festivities following the Christmas tree lighting. All events were well attended and without incident. Councilor Lachapelle said it should also be noted that the Department of Public Works has done an excellent job setting up the Christmas lights on the trees in the downtown area.

Mayor McCarley said that she accepted the letter of resignation from the Zoning Board of Adjustment from Councilor Torr earlier in the day. Councilor Torr stated that he had served on the ZBA for over 19 years.

Mayor McCarley said that the Rochester School Department sent her a letter of resignation from the School Board (Ward 4) Seat A from Travis Allen, who has recently accepted a job with the School Department.

8. Presentations of Petitions and Council Correspondence

- 8.1. Petition for Zoning Ordinance Amendment – MacKoul, Corey (*Motion to Accept or Reject*)**

Mayor McCarley stated that a motion to accept or reject this petition is in order. Councilor Bogan **MOVED** to **ACCEPT** the request for the MacKoul Petition. Councilor Gates seconded the motion. Councilor Varney stated that the motion should be **RESTATED** in order to include sending the petition to the Planning Board and to the Community Development Committee. Councilor Bogan agreed to restate the motion as offered. The **MOTION CARRIED** by a unanimous voice vote.

9. Nominations, Appointments, Resignations, and Elections

9.1. **Resignation:** Travis D. Allen, School Board

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation submitted by Travis D. Allen, Rochester School Board, Ward 4 (Seat A), with regret. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1. Appointments Review Committee

10.1.1. **Appointment:** Terese Dwyer, Planning Board, Regular Member, Term to Expire on 01/02/2021

Councilor Keans reviewed the Committee recommendation for Terese Dwyer. Mayor McCarley nominated Terese Dwyer, to be elevated from an Alternate on the Planning Board to serve as a Regular Member of the Planning Board, with a term to expire on January 2, 2021. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice votes. Mayor McCarley announced that Ms. Dwyer has been appointed by a unanimous ballot vote.

10.1.2. **Appointment:** Kyle Starkweather, Planning Board, Regular Member, Term to Expire on 01/02/2020

Councilor Keans reviewed the Committee recommendation for Kyle Starkweather. Mayor McCarley nominated Kyle Starkweather, to be elevated from an Alternate on the Planning Board to serve as a Regular Member of the Planning Board, with a term to expire on January 2, 2020. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Torr asked what Mr. Starkweather does for a living. Jim Campbell recalled that he worked at Frisbie Hospital as an EMT. Mayor McCarley announced that Mr. Starkweather has been appointed by a unanimous ballot vote.

10.1.3. **Appointment:** Mark Collopy, Planning Board, Alternate Member, Term to Expire on 01/02/2019

Councilor Keans said the Committee recommended Mark Collopy to be appointed as an Alternate Member to the Planning Board; however, at the time of the recommendation there were

no available positions. Now that two alternate members have been elevated to the Regular member position this appointment can be made. Mayor McCarley nominated Mark Collopy, to be appointed as an Alternate member to serve on the Planning Board with a term to expire on January 2, 2019. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice votes. Mayor McCarley announced that Mr. Collopy has been appointed by a unanimous ballot vote.

10.1.4. Re-Appointment: Nancy Carignan, Recreation and Arena Commission, Term to Expire on 01/02/2020

Councilor Keans said the Committee had not seen a need to meet with Nancy Carignan for appointed as a member to the Recreation and Arena Commission, because she had been appointed to finish a vacated term very recently. Mayor McCarley nominated Nancy Carignan to be appointed as a member to serve on the Recreation and Arena Commission. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice votes. Mayor McCarley announced that Ms. Carignan has been appointed by a unanimous ballot vote.

Councilor Willis asked about the current status of the Planning Board, he believed that Nel Sylvain had not yet been re-appointed; however, Mr. Sylvain has stated his interest in continuing to serve on the Planning Board as the Chair. Mayor McCarley replied that she is scheduled to meet with Mr. Sylvain later this week to have such a discussion.

10.2. Codes and Ordinances Committee

10.2.1. AB 66 Amendment to Chapter 19.1 of the General Ordinances of the City of Rochester Regarding Residential Recycling Bins (*Second Reading Required*)

Councilor Lachapelle stated that this is an action item that had been carried over to this meeting. He **MOVED** to read the Amendment by title only for a first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for the first time.

Amendment to Chapter 19 of the General Ordinances of the City of Rochester Regarding Residential Recycling Bins

THE CITY OF ROCHESTER ORDAINS:

That Chapter 19 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

19.1 Definitions

v). Residential Recycling Bin Cart- ~~Any reusable container that is labeled for recycling. Container shall be no larger than eighteen (18) gallons.~~ It shall be a specifically designed wheeled container or cart

distributed by Waste Management to be used for the storage of acceptable recyclables in the automated collection process. No other receptacles will be permitted for collection by the City's waste collection contractor.

The effective date of these amendments shall be upon passage. CC FY 18 12-05 AB 66

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

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

10.2.2. AB 67 Amendment to Chapter 19.8 of the General Ordinances of the City of Rochester Regarding Storage of Containers and Dumpsters (Second Reading Required)

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

Amendment to Chapter 19 of the General Ordinances of the City of Rochester Regarding Storage of Containers and Dumpsters

THE CITY OF ROCHESTER ORDAINS:

That Chapter 19 of the General Ordinances of the City of Rochester, currently before the Rochester City Council, be amended as follows:

19.8 Storage of Containers and Dumpsters. Except on the day scheduled for collection and during the time period provided in 19.6 of this chapter, no person shall place or store any refuse in any street, alley or other public place or upon any private property within the City of Rochester unless such refuse is placed in proper containers/dumpsters. ~~and such containers/dumpsters are stored in such a manner as to be adequately screened from view from any public way.~~

The effective date of these amendments shall be upon passage. CC FY 18 2017, 12-05 AB 67

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney opposed the Amendment as currently written. He **MOVED** to send this Amendment back to the Committee for further review. Councilor Lachapelle agreed that the proposed amendment could be tweaked; however, without this proposed amendment, many residents would find themselves in violation with the current ordinance. Councilor Gates seconded

the motion to send it back to the Committee. The **MOTION CARRIED** to **SEND** this **AMENDMENT BACK** to the Codes and Ordinances Committee. Councilor Torr seconded the motion. The **MOTION CARRIED** to **send the Amendment back to the Codes and Ordinances Committee** by a majority voice vote.

Panhandling Discussion:

Councilor Keans asked what the status is of the City's panhandling ordinances. It seems that the City of Manchester had been successfully sued over such a similar ordinance. City Attorney O'Rourke said the City of Rochester has suspended the enforcement of our version of a similar ordinance and it will be re-written so as not to be in any conflict of the laws or Constitution.

Councilor Keans said it does not make good sense to keep an ordinance on the "books" that is essentially no longer enforceable. Councilor Gates cautioned against selective enforcement. Councilor Lachapelle informed the Council that the Codes and Ordinances is intending to review this ordinance at the next available meeting, which is likely to be held February 1, 2017.

Councilor Lauterborn **MOVED** to **REPEAL** Chapter 63 Pedestrians. Councilor Keans seconded the motion. Councilor Varney argued that it should not be repealed and that suspending the penalties until the ordinance is reviewed by the Legal Department is enough.

The City Council discussed the panhandling ordinance. City Attorney O'Rourke announced that the City has currently suspended the penalties of the ordinance while it is under review. This has been referred back to the Codes and Ordinances Committee or the next City Council Workshop. Councilor Lauterborn **WITHDREW** her motion.

Councilor Keans asked what is the legal status of not enforcing one of the City's ordinances. Attorney O'Rourke and City Manager Fitzpatrick agreed that the City is not in violation of any laws by suspending such penalties for further legal review.

10.3. Community Development Committee

10.3.1. Committee Recommendation to the Full City Council: That the downtown holiday lights be left on the trees until May 2018 (*Motion to Approve*)

Councilor Lauterborn reviewed the Community Development Committee minutes. She mentioned the discussion about the holiday tree lighting and wished to modify the motion after viewing the Public Works Committee discussion of the same subject. Councilor Lauterborn **MOVED** to keep the holiday lights in place in the downtown area until such time as the Department of Public Works deems they have become a problem to maintain. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote.

Councilor Lauterborn said the Community Development Committee had a second meeting scheduled in order to tour the Old East Rochester Fire Station. There has been a great deal of

interest to restore an historic stage curtain. This project has been placed on hold awaiting clear direction of where this curtain would be displayed once it has been restored or until the City decides to renovate the historic building. She added that knowing where the curtain is to be displayed once it has been restored is one of the requirements of the grant application.

Councilor Lauterborn said the December Community Development Committee meeting has been canceled. The next Community Development Committee meeting is to be held on January 8, 2018, at 7:00 PM held in the Rochester City Hall Annex Building. She said it is important to meet to review the CDBG applications.

10.4. Finance Committee

10.4.1. AB 63 Amendment to the City of Rochester's General Ordinances Relative to Chapter 17.34 Entitled "Water Rate and Fee Schedule" (First Reading and Refer to a Public Hearing)

Councilor Lachapelle **MOVED** to read the Amendment by title only for the first time and refer the matter to a public hearing. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for the first time.

Amendment to the City of Rochester's General Ordinances Relative to Chapter 17.34 Entitled "Water Rate and Fee Schedule"

THE CITY OF ROCHESTER ORDAINS:

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

17.34 Water Rate and Fee Schedule

Quarterly Water Rates

Residential Customers without exemption:	\$5.55	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.40	
Commercial and industrial customers:	\$5.55	

Unmetered Residential Customers: Per	
quarter per unit without exemption:	\$148.53
Per quarter per unit with exemption:	\$74.25

Minimum Fee:	
Per quarter per unit without exemption:	\$21.09
Per quarter per unit with exemption:	\$16.91

- II. That this Ordinance amendment shall take effect on February 1, 2018 CC FY 18 12-05 AB 63

10.4.2. AB 64 Amendment to the City of Rochester's General Ordinances Relative to Chapter 16.25 Entitled "Wastewater Rate and Fee Schedule" (First Reading and Refer to a Public Hearing)

Councilor Lachapelle **MOVED** to read the Amendment by title only for the first time and refer the matter to a public hearing. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for the first time.

Amendment to the City of Rochester's General Ordinances Relative to Chapter 16.25 Entitled "Wastewater Rate and Fee Schedule"

THE CITY OF ROCHESTER ORDAINS:

- I. **That** Chapter 16, Section 16.25 of the General Ordinances of the City of Rochester, entitled "Wastewater Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Wastewater Rates" and by replacing such portion of the ordinance with the following:

16.25 Wastewater Rate and Fee Schedule

Quarterly Wastewater Rates

Residential Customers without exemption:	\$6.75	per	100 cu.	ft. of	water use
Residential Customers with exemption:	\$4.49	per	100 cu.	ft. of	water use
Commercial and industrial customers:	\$6.75	per	100 cu.	ft. of	water use
High Volume Customer (I.e. customers using more than 5,000 units **monthly)	\$6.08	per	100 cu.	ft. of	water use

Unmetered Residential Customers:

Per quarter per unit without exemption:	\$215.91
Per quarter per unit with exemption:	\$107.94

Sewer-Metered Customers:	\$6.75	per 100 cu. Ft.
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Minimum Fee:

Per quarter per unit without exemption:	\$32.28
Per quarter per unit with exemption:	\$25.70

Septage Discharge:	\$52.00	per 500 gal. or portion thereof
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RV Septage Discharge:	\$15.00	flat fee
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Graywater Disposal	\$28.00	per 2000 gal. or portion thereof
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10.4.3. AB 70 Resolution Authorizing the Acceptance of an Internet Crimes Against Children (ICAC) Task Force Reimbursement and Supplemental Appropriation Connected Thereto in the amount of \$76,000.00 (Second Reading Required)

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

Resolution Authorizing the Acceptance of an Internet Crimes Against Children (ICAC) Task Force reimbursement and Supplemental Appropriation Connected Thereto in the amount of \$76,000.00

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a reimbursement from the ICAC Task Force in the amount of Seventy Six Thousand Dollars (\$76,000.00).

Further, the Mayor and City Council hereby authorize a supplemental appropriation in the amount of Seventy Six Thousand Dollars (\$76,000.00) to the Police Department fiscal year 2018 operating budget with the entirety of said supplemental appropriation being derived from the aforementioned ICAC Task Force reimbursement.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded. **CC FY18 12-05 AB 70**

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

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

10.4.4. Committee Recommendation to the Full City Council: AB 71 Resolution Authorizing Supplemental Appropriation to provide Funding for Consulting Services to Update the Riverwalk Master Plan in the amount of \$5,500 (Resolution & Second Reading Required)

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

Resolution Authorizing Supplemental Appropriation to provide Funding for Consulting Services to Update the Riverwalk Master Plan in the amount of \$5,500.00

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

That the sum of Five Thousand Five Hundred Dollars (\$5,500.00) be, and hereby is, appropriated as a supplemental appropriation for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the entering into an agreement with Fuss & O'Neill, Inc. to review and update the existing Master Plan for the proposed Riverwalk. Funds for the supplemental appropriation shall be derived from the Economic Development Reserve Fund and any shortfall shall be derived from the General Fund unassigned fund balance.

Further, the Mayor and City Council authorize the City Manager to enter into an agreement with Foss & O'Neil, Inc. and to execute all documents necessary to complete the transaction.

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 FY18 12-05 AB 71**

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

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

10.4.5. Committee Recommendation to the Full City Council: AB 72 Resolution Authorizing the Acceptance of Radiological Emergency Preparedness (REP) Grant and Supplemental Appropriation Connected Thereto in an amount of \$12,697 (Second Reading Required)

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

Resolution Authorizing the Acceptance of Radiological Emergency Preparedness (REP) Grant and Supplemental Appropriation Connected Thereto in the amount of \$12,697.00

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a REP Grant in the amount of Twelve Thousand Six Hundred Ninety Seven Dollars (\$12,697.00).

Further, the Mayor and City Council hereby authorize a supplemental appropriation in the amount of Twelve Thousand Six Hundred Ninety Seven Dollars (\$12,697.00) to the Fire Department fiscal year 2018 operating budget with the entirety of said supplemental appropriation being derived

from the aforementioned REP Grant.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded. **CC FY18 12-05 AB 72**

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

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

10.4.6. Committee Recommendation to the Full City Council: That the City Council indicate support that the City Manager Include an Appropriation in his proposed Fiscal Year 2019 Budget for a City sponsored Fireworks display (Motion to Approve)

Mayor McCarley **MOVED** to support the Committee's recommendation as written above. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 9 to 3 show-of-hands vote as the original voice vote had been unclear.

Mayor McCarley said the following items have been kept in Committee at this time: elderly tax exemption, veterans' tax credit, GIS employee position, and the Senior Planner employee position.

10.5. Government Channel

Councilor Willis gave the Government Channel report. He indicated that much of the meeting was dedicated to reviewing the proposed Comcast Franchise Agreement.

10.6. Public Safety Committee

10.6.1. Committee Recommendation to the Full City Council: To place "no thru trucks" signs on both ends of Quail Drive with the gross vehicle weights recommended by DPW (Motion to Approve)

Councilor Lachapelle said residents of Quail Drive attended the Committee meeting to request that a No Thru Trucks sign be erected at both ends of the Street. Councilor Lachapelle **MOVED** to accept the Committee's recommendation as written. Councilor Bogan seconded the motion. Councilor Torr asked what the gross vehicle weight limit would be printed on the sign. The City Council discussed if 26,000 lbs limit would be appropriate weight for this street, which would allow utility vehicles to get through. Councilor Torr said the laws have changed and the correct number must be added to the sign. Councilor Varney **MOVED** to **TABLE** the motion. Councilor

Keans seconded. The **MOTION CARRIED** to **TABLE** the Committee's recommendation by a unanimous voice vote.

10.6.2. Committee Recommendation to the Full City Council: To extend the sidewalk from Irish Street to Charles Street using existing sidewalk funds (*Motion to Approve*)

Councilor Lachapelle **MOVED** to accept the Committee's recommendation as written above. Councilor Bogan seconded the motion. Councilor Keans asked for clarification on the location. Councilor Torr said there are other important sidewalk projects in the City and questioned how much this project would cost. Councilor Gray said there are school children who must access this street and it becomes a safety issue where the pavement of the sidewalk ends. Peter Norse, Director of City Services, gave a budgetary review of the sidewalk funds. He agreed to gather the figures and report back to the City Council. Councilor Bogan stated that the sidewalks located on Portland Street should take precedence over Irish Street. Councilor Torr concurred. Councilor Gray requested that the Department of Public Works supply options with financial estimates for the City Council to review.

Councilor Torr **MOVED** to **AMEND** the motion to include the requirement of only using asphalt for the sidewalk on Irish Street. Councilor Gray seconded the motion. The City Council discussed the issue and determined it is too premature to vote on this issue. Councilor Lauterborn **MOVED** to **SEND** the Committee's recommendation to the Public Works Committee for further review. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote.

10.6.3. Committee Recommendation to the Full City Council: To Move the pole and streetlight in the middle of Irish Street to a new location outside of the paved roadway at the discretion of DPW(*Motion to Approve*)

Councilor Lachapelle **MOVED** to accept the Committee's recommendation as written. Councilor Gates seconded the motion. Councilor Lauterborn **MOVED** to **SEND** the matter to the Public Works Committee. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.4. Committee Recommendation to the Full City Council: To Move the streetlight on Sullivan Farm Drive closer to the intersection (*but to also contact the two residents that would be affected by the action*) (*Motion to Approve*)

Councilor Lachapelle briefed the City Council about the Committee's recommendation and explained that this request is in line with the City's Street Light Policy. He **MOVED** to accept the Committee's recommendation as written above. Councilor Bogan seconded the motion. Mayor McCarley questioned if the Department of Public Works reached out to the residents as of yet. Councilor Gray clarified that the motion to inform the residents had only been an appropriate act and not to seek permission. The **MOTION CARRIED** by a unanimous voice vote.

10.7. Public Works and Building Committee

10.7.1. Committee Recommendation to the Full City Council: To send the matter of 24 Stonewall Drive – Easement to the Planning Board for review (*Motion to Approve*)

Councilor Torr reviewed the Committee's recommendation. Councilor Torr **MOVED** to accept the Committee recommendation as written. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

11. Old Business

No discussion.

12. Consent Calendar

No discussion.

13. New Business

13.1. AB 61 Resolution Authorizing the City of Rochester to Enter Into a Cable Franchise Agreement with Comcast (*Second Reading Required*)

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

Resolution Authorizing the City of Rochester to Enter Into a Cable Franchise Agreement with Comcast

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the Proposed Franchise Agreement (attached as Exhibit A) between the City of Rochester and Comcast, Inc and further authorize the City Manager to execute all documents necessary to effectuate said Agreement. **CC FY 18 12-05 AB 61**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Mayor McCarley called for a vote on the motion.

The City Council briefly discussed the proposed Cable Franchise Agreement. Councilor Lachapelle requested a roll call vote. Councilor Gray seconded the request. The **MOTION CARRIED** by a roll call vote of 11 to 1. Councilors Bogan, Varney, Willis, Gray, Barnett, Torr, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion. Councilor Lachapelle voted against the motion.

13.2. AB 68 Resolution Authorizing the Acceptance of A Conservation License Plate Grant [Moose Plate Grant] and Making a Supplemental Appropriation in

Connection therewith in order to Fund the Preservation of 18th Century and 19th Century Municipal Documents in the Amount of \$9,025 (*Second Reading Required*)

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

Resolution Authorizing the Acceptance of A Conservation License Plate Grant [Moose Plate Grant] and Making a Supplemental Appropriation in Connection therewith in order to Fund the Preservation of 18th Century and 19th Century Municipal Documents in the Amount of \$9,025.00

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a Conservation License Plate Grant ("Moose Plate Grant") grant in the amount of Nine Thousand Twenty-Five Dollars (\$9,025.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

Further, the Mayor and City Council hereby authorize a supplemental appropriation in the amount of Nine Thousand Twenty-Five Dollars (\$9,025.00) to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out historic restoration work on 18th and 19th century municipal documents identified by the Rochester Historic Document Preservation Committee as historically important and worthy of preservation with the entirety of said supplemental appropriation being derived from the aforementioned Moose Plate Grant Grant:

FURTHER, that the City Manager is authorized to sign all applicant grant agreement documents required to enter into a grant agreement with the New Hampshire State Library to receive and administer the grant funds detailed above; and

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 18 12-05 AB 68**

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

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

13.3. AB 62 Acceptance of the Economic Development Strategic Plan for Adoption to the City Master Plan (*Acceptance and Referral to the Community Development Committee*)

Councilor Lachapelle **MOVED** to accept the Economic Development Strategic Plan and to

refer the matter to the Community Development Committee. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.4. AB 39 Amendment to Chapter 42.4 of the General Ordinances of the City of Rochester Regarding Variances (*Second Reading & Adoption*)

Councilor Lachapelle **MOVED** to read the Amendment for a first time by title only. Councilor Bogan seconded the motion. Mayor McCarley read the Amendment by title only for a first time. See Addendum A.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Willis questioned if this Amendment is being presented due to a requirement of State Law. City Attorney O'Rourke explained that State law requires that all five criteria are met; however, this is not currently happening on the Zoning Board of Adjustment. He added that the current process of accepting the five criteria all at once is causing problems when the City has been called into court. He recommended approving this Amendment to improve on transparency of the votes taken by the Zoning Board of Adjustment [ZBA]. Councilor Torr indicated that is the reason he submitted his resignation from the ZBA. Councilor Willis questioned if the process could be streamlined and/or provide additional training sessions for the Committee members. Attorney O'Rourke replied that training has been provided and the City staff is subject to review all five criteria as well. The **MOTION CARRIED** by a show-of-hands vote of 9 to 3, because the original voice vote had been unclear.

13.5. AB 69: Resolution Authorizing the Rochester Fire Department to Apply for a New Hampshire Department of Homeland Security Grant for the purpose of Swiftwater Rescue Equipment in the amount of \$60,000 (*Second Reading Required*)

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

Resolution Authorizing the Rochester Fire Department to Apply for a New Hampshire Department of Homeland Security Grant for the Purpose of the Purchase of Swiftwater Rescue Equipment in the Amount of \$60,000.00

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Rochester Fire Department to apply for a grant in the amount of Sixty Thousand Dollars (\$60,000.00) from the New Hampshire Department of Homeland Security grant program in order to fund the purchase of Swiftwater Rescue Equipment.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded. **CC FY18 12-05 AB 69**

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

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

13.6. AB 59 Resolution Authorizing the Acceptance of Criminal Forfeitures and Supplemental Appropriation Connected Thereto in the amount of \$3,041.09 (Second Reading Required)

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

Resolution Authorizing the Acceptance of Criminal Forfeitures and Supplemental Appropriation Connected Thereto in the amount of \$3,041.09

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept criminal forfeitures in the amount of Three Thousand Forty One and 09/100 Dollars (\$3,041.09) from three (3) criminal cases.

Further, the Mayor and City Council hereby authorize a supplemental appropriation in the amount of Three Thousand Forty One and 09/100 Dollars (\$3,041.09) to the Police Department fiscal year 2018 operating budget with the entirety of the supplemental appropriation being derived from the aforementioned forfeitures.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded. **CC FY18 12-05 AB 59**

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

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

13.7. AB 60 Resolution Authorizing the Acceptance of Criminal Forfeitures from the United States Government and Supplemental Appropriation Connected Thereto in the amount of \$1,525.27 (Second Reading Required)

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

Resolution Authorizing the Acceptance of Criminal Forfeitures from the United States Government and Supplemental Appropriation Connected Thereto in the amount of \$1,525.27

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept criminal forfeitures in the amount of One Thousand Five Hundred Twenty Five and 27/100 Dollars (\$1,525.27) from the United States Government.

Further, the Mayor and City Council hereby authorize a supplemental appropriation in the amount of One Thousand Five Hundred Twenty Five and 27/100 Dollars (\$1,525.27) to the Police Department fiscal year 2018 operating budget with the entirety of the supplemental appropriation being derived from the aforementioned forfeiture.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded. **CC FY18 12-05 AB 60**

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

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

13.8. AB 65 Amendment to the City of Rochester General Ordinances Relative to Chapter 42.19 Dimensional Standards (First Reading and Refer to the Planning Board & Schedule the City Council Public Hearing for January 16, 2018)

Councilor Lachapelle **MOVED** to read the Amendment for the first time and refer to the Planning Board and to schedule a City Council Public Hearing for January 16, 2018. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Dimensional Standards

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.19 Dimensional Regulations

b. Dimensional Provisions. General dimensional regulations and other regulations (as well as clarifications, notes, and references) specifically referenced to the tables follow.

- 8. Density Rings.** The density rings are shown on the Official City of Rochester's Zoning Map that is adopted as part of this Ordinance and only apply to multi-family dwellings/developments ***not within the DC Zone***. The rings are as follows:

The minimum lot area per dwelling unit within a one (1) mile radius of the center of Rochester shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one (1) mile radius of the center of Rochester. Shall be 7,500 square feet.

The minimum lot area per dwelling unit within a one-half (1/2) mile radius of the center of Gonic and East Rochester, shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one-half (1/2) mile radius of the center of Gonic and East Rochester, shall be 7,500 square feet.

For multi-family dwellings/developments within the DC Zone, the minimum lot per dwelling unit shall be 500 square feet.

Any lot that is partially within the radius of a density ring shall be treated as if it were entirely within the radius of the density ring.

The effective date of these amendments shall be upon passage. ***CC FY 18 12-05 AB 65***

14. Other

Councilor Gates wished to clarify if Councilor Torr's resignation had been accepted as resigning from his position as chair, in which case he would still serve on the Zoning Board of Adjustment as a Regular Member. Councilor Torr indicated that his intention is to resign from the ZBA completely.

Councilor Varney informed the City Council that a copy of the rules set by the Trustees of the Trust Fund for use of Hanson Pines has been distributed and if any City Council members have any questions about the rules they ask the City Manager. Councilor Lachapelle asked about rule number 3 regarding restricting certain apparatus was grammatically correct. Councilor Lauterborn stated that it did read clearly.

Councilor Barnett questioned if the proposed elderly tax exemption would be discussed at the next Finance Committee. Mayor McCarley stated this had been added as an agenda item for the next Committee meeting.

15. Non-Meeting/Non-Public Session

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

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

Councilor Lauterborn **MOVED** to enter into Non-Public Sessions under, Land, RSA 91-A:3 II (d) and Personnel, RSA 91-A:3,II (a) at 8:17 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 11 to 0 (*Councilor Abbott had been excused and Councilor Varney was not present at the time the vote was taken*). Councilors Gray, Hamann, Torr, Keans, Gates, Barnett, Bogan, Lauterborn, Willis, Lachapelle, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 8:50 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes of the Non-Public Session because it had been determined that divulgence of this information likely would render a proposed action ineffective. The **MOTION CARRIED** to seal the minutes by a 12 to 0 roll call vote. Councilors Barnett, Keans, Lauterborn, Hamann, Lachapelle, Willis, Gates, Torr, Gray, Bogan, Varney, and Mayor McCarley voted in favor of the motion.

16. Adjournment

Respectfully submitted,

Kelly Walters, CMC
City Clerk

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

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.4 Zoning Board of Adjustment and Building Code Board of Approval

*
*
*

2. Variances.

I. The board may authorize, upon appeal in specific cases, a variance from the terms of the zoning ordinance if it determines that all of the following conditions are met:

- a.*** The variance will not be contrary to the public interest;
- b.*** The spirit of the ordinance is observed;
- c.*** Substantial justice is done;
- d.*** The values of the surrounding properties are not diminished; and
- e.*** Literal enforcement of the provisions of the ordinance would result in an unnecessary hardship, as follows:

- i. For the purposes of this condition, "unnecessary hardship" means that, owing to special conditions of the property that distinguish it from other properties in the area:

- (a) No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property; and

- (b) The proposed use is a reasonable one.

- ii. If the criteria in subparagraph i, above, are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable reasonable use of it.

II. The board shall determine whether to grant a variance by voting on each of the criteria in subparagraph I separately. The board shall grant a variance only if each of the five (5) criteria receives at least three (3) votes in the affirmative.

III. Each criteria receiving at least three (3) votes in the affirmative or negative, must include findings of fact to support such vote, said findings of fact must each receive at least three (3) votes in the affirmative.

IV. Notwithstanding Subparagraphs I and II, the board may grant a variance from the

terms of a zoning ordinance without a finding of a hardship arising from conditions of a premise^{1/4/18} subject to the ordinance, when reasonable accommodations are necessary to allow a person or persons with a recognized physical disability to reside in or regularly use the premises, provided that:

a. An variance granted under this paragraph shall be in harmony with the general purpose and intent of the zoning ordinance; *and*

b. In granting any variance pursuant to this paragraph, the zoning board of adjustment may provide, in a finding including in the variance, that the variance shall survive only so long as the particular person has a continuing need to use the premises.

The effective date of these amendments shall be upon passage.

**Rochester City Council Special Meeting
December 19, 2017
Council Chambers
7:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

COUNCILORS EXCUSED

Mayor McCarley

1. Call to Order

Deputy Mayor Varney called the meeting to order at 7:00 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present except for Mayor McCarley, who was excused.

2. AB 73 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer Fund for Costs Associated with the Salmon Falls Road Sewer Main Repair Project in the Amount of \$136,160.00 (Second Reading Required)

Deputy Mayor Varney made a **MOTION** to read the resolution for the first time by title only. Councilor Lachapelle seconded the motion. The motion **PASSED** by a unanimous voice vote. Deputy Mayor Varney read the resolution for the first time by title only as follows:

Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer CIP Fund for Costs Associated with the Salmon Falls Road Sewer Main Repair Project in the amount of \$136,160.00

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

That the sum of One Hundred Thirty Six Thousand One Hundred Sixty Dollars (\$136,160.00) be, and hereby is, appropriated as a supplemental appropriation to the DPW Sewer CIP Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the Salmon Falls Road Sewer Main Repair Project. Funds for the supplemental appropriation shall be derived in its entirety from the Sewer Fund Retained Earnings balance.

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Motion **PASSED** by a unanimous voice vote.

3. Appointment: Nel Sylvain, Planning Board, Term to Expire January 2, 2021

Councilor Keans reported that the Appointments Committee met in November and interviewed Nel Sylvain, who has previously been working as chair on the Planning Board. There was some question regarding whether Mr. Sylvain would be around during the winter months, but per Mr. Sylvain this will not be the case. The Appointments Committee recommended re-appointment.

Deputy Mayor Varney moved to nominate Nel Sylvain as a member of the Planning Board. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Deputy Mayor Varney announced that Nel Sylvain has been appointed by a unanimous ballot vote.

4. Adjournment

Deputy Mayor Varney **MOVED** to **ADJOURN** the Special meeting at 7:03 PM. The motion **CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

*Intentionally
left blank...*

City Clerk's Office

EMPLOYEE OF THE MONTH NOMINATION FORM**EMPLOYEE'S NAME** _____ Joe Devine _____**DEPARTMENT** _____ Building, Zoning & Licensing _____

Provide examples of how the employee has performed actions that were above and beyond those normally expected for the employee's position. The more examples you can give adds to the strength of the nomination. If more room is needed, please use reverse side.

Joe is always helping with cases and inspections his team is involved in even when it's not required. Joe is the city representative to the Zoning Board. Joe attends the business round table. Joe as initiated the release of "The Code Of The Month "

SERVICE TO THE COMMUNITY

(Example: Volunteering at a blood drive, actively participating in the Adopt-a-Spot Program, chairing or sponsoring programs such as Toys for Tots or the Summer Fun Festival.)

Joe coaches basketball, soccer, and baseball in the Rochester community. Joe serves on the Board of Directors for RYSA. Joe is currently active in the Chamberlain PTA, Main Street Program and Rotary.

Joe was asked by the Rochester school district to educate the staff on the signs of drug impairment. He did so on 3/24/2017.

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

(Example: A City employee helping the elderly to their car in bad weather, creating special events for staff such as the Christmas party or the Chili-Cook-Off.)

On 4/4/2017 Joe helped an elderly woman with a flat tire.

PROFESSIONALISM AND COMMITMENT BEYOND WHAT IS EXPECTED FOR THE EMPLOYEE'S POSITION

(Example: He/she gives extra hours to the job when necessary to get the job done.)

Joe comes in at all hours to deal with anything a given situation requires.

YOUR NAME: Bob Veno
4/5/2017

DATE:

PLEASE NOTE: You may use either this form or a letter, whichever is more convenient for you. Thank you for your time and interest in the Employee of the Month Program!

ANY OF THE ABOVE ITEMS IS ENOUGH TO NOMINATE AN EMPLOYEE.



City of Rochester, New Hampshire

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

6. Communications from the City Manager January 9, 2018

6.1 The Employee(s) of the Month is: Joe Devine, Building, Zoning & Licensing Services **P. 33**

6.2 City Manager's Report **P. 35**

Contracts and documents executed since last month:

- City Clerk
 - Codification Status Update **P. 37**
- City Manager
 - City Manager Citation – presented by Library to Karyl McCoy **P. 38**
 - Comcast Senior Discount **P. 39**
- Department of Public Works
 - DOT Safety Audit – Route 125 – Gonic Road **P.40**
 - DOT Project # 22712 – Salmon Falls Road Highway Safety Improvement Project – Contract Amendment **P. 41**
 - Ransom Environmental – Landfill Monitoring (DES site #198705045) **P. 42**
 - Pavement Preservation – Downtown Parking & Road Markings **P. 43**
 - RFP Environmental – Community Center **P. 44**
 - Salmon Falls EDA Project – Certificate of Substantial Completion **P. 45**
 - Security Agreements
 - 49 Flat Rock Bridge Rd, 16 & 25 Kodiak Ct, 109 Milton Rd, 43,47, 52, 59 & 268 Salmon Falls Rd **P. 46**
 - 14, 28 & 55 Salmon Falls Rd **P. 47**
 - 23 Kodiak Ct, 116 Milton Rd, 33 Salmon Falls Rd **P. 48**
 - Water System Asset Management – Contract Wright Pierce **P. 49**
- Economic & Community Development
 - Blue Oasis JOB Loan – Life Insurance Requirement **P. 50**
 - Environmental Review – CAP Weatherization Project **P. 51**
 - Fire Department Grant – Rescue Boats – Application **P.54**
 - Fire Department Grant – Rescue Boats – Terms & Conditions
 - Moose Plate Grant – Historic Documents Preservation **P.57**
 - Stewardship Agreement for Land and Community Heritage Investment Program – City Hall Annex **P. 27**
- Finance
 - FY 17 Audit Legal Letters **P. 58**
- Information Technology
 - Microsoft Datacenter Licensing Agreement **P. 59**
 - Multi-State Information Sharing Analysis Center – Member Agreement **P. 60**
 - Systems Engineering – Active Directory/Windows Deployment Proposals \$6,000 **P. 61**
- Legal Department
 - Redemption – 34 Nottingham Lane **P. 62**

- Sale of 19 Pebblestone Lane **P. 63**
 - Security Agreement – 42 Salmon Falls Rd **P. 64**
- Police Department
 - Bicycle/Pedestrian Grant - \$4,557.48 **P. 65**
 - DWI Grant – \$6,214.75 **P. 66**
 - STEP Grant - \$4,557.48 **P. 67**
- Planning Department
 - Services Agreement **P. 68**
 - Strafford Regional Planning Comm. - \$1,100
 - Services Agreement – Strafford Regional Planning Comm. - \$3,400

The following Computer Lease/Tuition Reimbursement Requests have been received:

- Computer Lease – Frechette, B – Police **P. 70**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **No Items – No Report included**
- Monthly Overnight Travel Summary – **P. 71**
- Permission & Permits Issued **P. 72**
- Personnel Action Report Summary **P. 73**



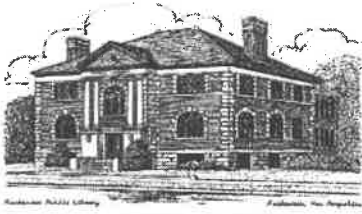
To: Daniel Fitzpatrick
From: Kelly Walters, City Clerk
Date: January 4, 2018
Re: Codification Status Update

I am pleased to announce that the preparation of the Editorial and Legal Analysis of the City Code has been completed by City staff.

The City Clerk and City Attorney shall meet to make any necessary changes prior to sending the draft back to General Code.

This Code will incorporate any additional amendment changes and all decisions made by the City in response to the analysis. The final draft will be submitted to the City within 100 business days of receipt. The City Council shall have thirty days to review the final draft.

Special thanks to all City staff who have met with our City Attorney in a timely manner to finalize this review.



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

1/4/18
Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

Date: 12/1/17
To: Dan Fitzpatrick, City Manager
From: Brian Sylvester, Library Director
Re: City Manager Citation for Karyl McCoy

I would like to recommend Karyl McCoy for a City Manager's Citation in recognition of her performance helping a patron who was experiencing a medical crisis. Karyl went far beyond our expectations for staff performance by staying with the person while waiting for an ambulance, helping him to remain calm and assisting the EMTs when they arrived to render aid. After the incident, she followed up with the hospital and made sure that the patron knew people at the library were concerned for him and hoped he would recover. Karyl's kindness and compassion are a model for us all to follow.

A handwritten signature in black ink, appearing to read "Brian Sylvester".

Brian Sylvester
Director, Rochester Public Library



December 6, 2017

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

CITY OF
Received
DEC 13 2017
City Manager
ROCHESTER

Re: City of Rochester – Sr. Discount

Dear Mr. Fitzpatrick:

The purpose of this letter is to outline the senior citizen discount that will be available to qualified Rochester Comcast cable service subscribers.

Comcast will voluntarily offer a discount equal to \$2.00 per month off Digital Starter. The discount will be for those persons age sixty-five (65) or older, who are head of household and receiving SSI or Medicaid. A qualifying subscriber must be able to show proof of such qualifications. Acceptable documentation would be the following:

- Proof of Age: Driver's License, Birth Certificate, or Passport
- Head of Household: Lease, Deed, Town Tax Bill
- Receiving SSI or Medicaid benefits under Social Security

Comcast reserves the right to modify or eliminate such program at its sole discretion. In the event Comcast adopts and offers a statewide senior citizen discount program, Comcast reserves the right to implement such program, after reasonable written notice to your office.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Christiansen".

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

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CITY OF
Received
NOV 30 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager

FROM: Lisa J. Clark, Administrative Supervisor *LJC*

DATE: November 30, 2017

SUBJECT: NHDOT Safety Audit Application
NH Route 125 – Gonic Road

CC: Michael Bezanson, PE, City Engineer

Attached please find one copy of the NHDOT Road Safety Audit Application.

This application is required as part of NHDOT's process for requesting a safety review of a State of NH maintained road.

This request is for the State to review the area of RT125 / Gonic Road, between the intersections of Flagg Road and Gear Road. This concern was discussed at the Public Safety Committee.

If you have any questions please call Michael Bezanson at 335-7578, if not, please sign These documents should be returned to the DPW for distribution.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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1/4/18

CITY OF
Received

JAN 2 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director
FROM: Lisa J. Clark, Admin & Utility Billing Supervisor *LJC*
DATE: December 29, 2017
SUBJECT: NH DOT Project 22712 Salmon Falls HSIP
Highway Safety Improvement Program Contract Amendment
CC: Peter C. Nourse PE Director of City Services

Enclosed please find 3 copies of the NHDOT Highway Safety Improvement Program Contact Amendment. This contract amends the contract with the State of NH to match the funding that has been approved and spent.

The original project was budgeted at \$500,000 with 90% Grant funding and a 10% City Match. As the project progressed the state approved additional funds and the City matched them for a total project value of \$664,796. The state is now amending the contract to match the fund for the actual cost of the completed work.

The project is complete and finished under budget. Total expenses were \$607,588.56. Actual City cost is 10% of cost, \$60,758.86.

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

Signature _____

Blaine Cox

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received
DEC 14 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

FROM: Lisa J. Clark, Admin Supervisor 


DATE: December 13, 2017

SUBJECT: Ransom Environmental
Rochester Landfill Monitoring (DES site #198705045)

CC: Michael S. Bezanson, PE Director of City Services

Attached is the Ransom Environmental Contract for additional ground water monitoring required at the Closed Old Rochester Landfill site. Ransom is under contract for monitoring and reporting on this site per their current contract that is valid through 2019. The additional testing has been requested by NHDES. There is sufficient funding in the General Fund Highway O&M budget.

If you have any questions please let me know, if not please sign and forward this document to Dan Fitzpatrick, City Manager for signature.



Blaine M. Cox, Deputy City Manager

Please return contract to DPW for distribution and mailing



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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1/4/18


CITY OF
Rochester

NOV 30 2017

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

FROM: Lisa J. Clark, DPW Office Manager 

DATE: November 30, 2017

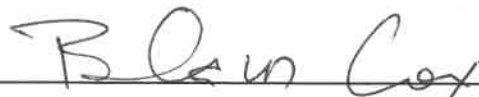
SUBJECT: Tighe & Bond Task Order #12
Pavement Preservation - Downtown Parking & Road Markings

CC: Peter C. Nourse, PE, Director of City Services

Attached please find one copy of Tighe and Bond Engineers Task Order #12 for signature. This task order is in the amount of \$11,000 and is for Engineering Assistance with a pavement marking plan to be implemented with the pavement preservation paving to be implemented in the downtown area. There is sufficient funding in the Pavement Preservation CIP 15013010-771000-18527.

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

Signature



(Blaine M. Cox, Finance Director / Deputy City Manager)



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director
FROM: Lisa J. Clark, Admin and Utility Billing Supervisor *LJC*
DATE: December 18, 2018
SUBJECT: RFP Environmental
Community Center
CC: Peter C. Nourse, PE Director of City Services

CITY OF
Rochester
Received
DEC 19 2017
City Manager
ROCHESTER

Enclosed please find one copy of the RFP Environmental Testing and Consulting Services Contract. This company was originally contracted for indoor air quality testing at Community Center due to tenant complaint / concern.

The preliminary testing found no issues, but more extensive tests are necessary to eliminate all concerns.

There is sufficient funding in the O&M Budget 6070572-543000 to enable us to contract the services in the amount of \$1,950.

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

Signature

Blaine Cox

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Received
DEC 19 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager

FROM: Lisa J. Clark, Admin & UB Office Supervisor 

DATE: December 18, 2017

SUBJECT: Salmon Falls Road EDA Sewer Ext Project.
Substantial Completion Document

CC: Peter C. Nourse PE, Director of City Services

Attached please find (4) Copies of the Certificate of Substantial Completion Document for the Salmon Fall Road and Milton Road Water & Sewer Improvement Project, co-funded by the City of Rochester, US EDA and DeMoulas Market Basket.

This project is substantially completed as attested to and documented by the SUR Construction and Wright-Pierce Engineers.

These documents should be returned to the DPW for distribution.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received
DEC 11 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: December 8th, 2017
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreements: 49 Flat Rock Bridge Rd; 16 and 25 Kodiak Ct; 109 Milton Rd; 43, 47, 52, 59, and 268 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreement for signature on the repayment plan for the one water and nine sewer service connections at 49 Flat Rock Bridge Rd with Mr. Gagne, 16 Kodiak Ct with Mr. Cook, 25 Kodiak Ct with Mrs. Bower, 109 Milton Rd with Mr. Tuttle, 43 Salmon Falls Rd with Mr. Butler, 47 Salmon Falls Rd with Mr. and Mrs. Tingley, 52 Salmon Falls Rd with Mr. and Mrs. Reilly, 59 Salmon Falls Rd with Mr. and Mrs. Sukduang, and 268 Salmon Falls Rd with Mrs. Hasty.

If you have any questions please let me know, if not, please sign and send to the Legal Department.



City of Rochester, New Hampshire

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Fax (603) 335-4352

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CITY OF
Received
DEC 4 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: November 17, 2017
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreements: 14, 28, and 55 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreement for signature on the repayment plan of the sewer service connection at 14 Salmon Falls Road with Mr. Edmonds, 28 Salmon Falls Road with Mrs. Murphy, and 55 Salmon Falls Road with Mrs. Ward.

If you have any questions please let me know, if not, please sign and send to the Legal Department.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received
DEC 18 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: December 18th, 2017
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreements: 23 Kodiak Ct; 116 Milton Rd; 33 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreement for signature on the repayment plan for the three sewer service connections at 23 Kodiak Ct with Mrs. Soucy and Mr. Bersimas, 116 Milton Rd with Mr. Demasky, and 33 Salmon Falls Rd with Mr. and Mrs. Garland.

If you have any questions please let me know, if not, please sign and send to the Legal Department.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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1/4/18

CITY OF
Received

JAN 2 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director
FROM: Lisa J. Clark, Admin & Utility Billing Supervisor
DATE: December 29, 2017
SUBJECT: Water System Asset Management
Contract Wright-Pierce
CC: Peter C. Nourse PE Director of City Services

Attached for signature is the contract for Wright-Pierce Engineers in regards to the Water System Asset Management Project.

The funds for this work were appropriated in the following accounts in FY17 & FY18.

55016010-773800-17582 \$40,000 (\$20,000 City \$20,000 Grant)

55016010-773800-18523 \$30,000

Total Contract Value is \$70,000

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

Signature

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire
Office of Economic Development
31 Wakefield Street
Rochester, NH 03867
(603) 335-7522/www.RochesterEDC.com



1/4/18

CITY OF
Received
JAN 3 2018
City Manager
ROCHESTER

MEMO

TO: Dan Fitzpatrick, City Manager

CC: Karen Pollard, Economic Development Manager; Terence O'Rourke, City Attorney;
Samantha Rodgers, Executive Secretary

FROM: Jenn Marsh, Economic Development Specialist

DATE: 1/2/2018

RE: Blue Oasis Job Loan

Life insurance for the Blue Oasis Job Loan is a requirement as a part of their collateral in the loan agreement documents that were signed in 2010. The owners, Jodie and Douglas Daudlin's life insurance policies recently expired naming the City as a loss payee. Douglas is renewing his policy and needs an authorized signer for the City on page 5 of his new collateral assignment forms.

There were originally two life insurance policies, one for each owner but they have requested to renew only one policy in Doug's name. I checked with the City Attorney on this matter and he said it was fine to go down to one especially since the loan is now below \$15,000.

Let me know if you have any questions.

Jenn

Date: December 11, 2017

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 11 2017
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental review for a proposed project site under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the August 1, 2017 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: December 20, 2017

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2017-2018 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental review for a proposed project site under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the August 1, 2017 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: December 18, 2017

To: Dan Fitzpatrick
City Manager

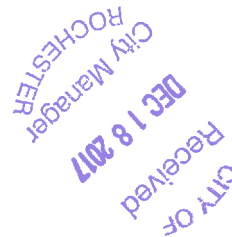
From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2017-2018 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental review for a proposed project site under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the August 1, 2017 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.



Date: December 15, 2017

To: Dan Fitzpatrick
City Manager

Blaine Cox
Director of Finance and Administration

From: Julian Long
Community Development Coordinator/Grants Manager

Re: Fire Department Homeland Security Grant – Rescue Boats

Please see attached the Homeland Security Grant Application cover page for the Fire Department's rescue boats grant application in the amount of \$60,000. This grant application was approved by City Council at the December 5, 2017 City Council meeting. The grant application requires the signature of the City Manager as the authorizing official and the signature of the Finance Director as the financial officer for the City of Rochester.

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

Date: December 18, 2017

To: Dan Fitzpatrick
City Manager

Blaine Cox
Director of Finance and Administration

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 18 2017
City Manager
ROCHESTER

Re: Fire Department Homeland Security Grant – Rescue Boats

Please see attached the Homeland Security Grant Application terms and conditions for the Fire Department's rescue boats grant application in the amount of \$60,000. This grant application was approved by City Council at the December 5, 2017 City Council meeting. ***The terms and conditions require the initials of the City Manager, as the authorized official, on the bottom of every page, as well as the signature of the City Manager on the last page (p. 13).***

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

A handwritten signature in dark ink, appearing to read "Blaine Cox". The signature is written in a cursive, flowing style.

Date: December 13, 2017

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager



Re: Moose Plate Grant Application – Historic Document Preservation Committee

Please see attached the Moose Plate Grant grant agreement between the City of Rochester and the NH State Library to fund the preservation of 18th and 19th century municipal documents. This grant award was approved by City Council at the December 5, 2017 City Council meeting. The grant agreement requires the signature of the City Manager as the certifying official for the City before a notary.

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

Date: December 11, 2017

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 11 2017
City Manager
ROCHESTER

Re: Stewardship Agreement for Land and Community Heritage Investment Program
City Hall Annex Grant

Please see attached the stewardship agreement between the Land and Community Heritage Investment Program (LCHIP) and the City of Rochester, ***which requires the signature of the City Manager before a witness and public notary.*** The stewardship agreement has been reviewed and approved by the City Attorney and the Director of Public Works. The stewardship agreement is a requirement of the LCHIP grant award that City Council voted to accept at the January 3, 2017 city council meeting.

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



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

CITY OF
Received
DEC 20 2017
City Manager
ROCHESTER

Date: December 20, 2017

To: Daniel Fitzpatrick, City Manager

From: Roland Connors, Deputy Finance Director

RE: FY17 Audit Legal Letters

In connection with the city's FY17 audit, we need to send letters out to each attorney that we've worked with during the fiscal year. We have had Terence review the list of attorneys. Please sign.

Roland Connors, Deputy Finance Director

Daniel Fitzpatrick, City Manager



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

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CITY OF
Received

NOV 29 2017

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: Sonja Gonzalez, Chief Information Officer

DATE: November 29, 2017

SUBJECT: Microsoft Datacenter Licensing Agreement

CC:

Attached please find one copy of the Open Value Agreement #V8047534 for Microsoft Volume Licensing. The agreement applies to Microsoft volume licensed software and sets the terms of use. The cost of the licensing will be included in individual projects; this agreement sets the terms of use for those purchases. There is no cost to accept the terms.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature


Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

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1/4/18

CITY OF
Rochester
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DEC 11 2017

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: Sonja Gonzalez, Chief Information Officer

DATE: December 7, 2017

SUBJECT: MS-ISAC Member Agreement

CC:

Attached please find one copy of the Multi-State Information Sharing and Analysis Center Member Agreement. Please sign this document to allow us to participate in this organization.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature



Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

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CITY OF
Received
DEC 22 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: Sonja Gonzalez, Chief Information Officer

DATE: December 20, 2017

SUBJECT: Systems Engineering
Active Directory Assessment/Windows Deployment Proposals -
\$6,000

CC:

Attached please find one copy of the Active Directory Assessment/Windows Deployment Proposals for the Technology Upgrades CIP. The work described in this scope of services is for an assessment of the health of our Active Directory implementation and Windows deployment methodologies. It includes recommendations for improvements and a plan to implement them.

There is sufficient funding in the Technology Upgrades Project Account 15011020-773800-18508.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Thank you for your attention to this.

Signature Blaine Cox
Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire
OFFICE OF THE CITY ATTORNEY
19 Wakefield Street • Rochester, NH 03867
(603) 335-7564
www.RochesterNH.net

1/4/18

CITY OF
Received
JAN 2 2018
City Manager
ROCHESTER

Memorandum

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: January 2, 2018
Re: Redemption of 34 Nottingham Lane

On September 13, 2017, the Tax Collector issued a Tax Deed for 34 Nottingham Lane. On January 2, 2018, the former owner, Gonzalo Tapia, redeemed the property in full. In order to complete the redemption process, the City must issue Mr. Tapia a Quitclaim Deed which must be signed by the City Manager.

A. Property Taxes owed: \$67,999.43
B. Notice Cost: \$10.00
C. Registry fees: \$24.70

TOTAL: \$68,034.13



City of Rochester, New Hampshire
 OFFICE OF THE CITY ATTORNEY
 19 Wakefield Street • Rochester, NH 03867
 (603) 335-7564
www.RochesterNH.net

CITY OF
 Received
 DEC 13 2017
 City Manager
 ROCHESTER

Memorandum

To: Daniel Fitzpatrick, City Manager
 From: Terence O'Rourke, City Attorney *TWO*
 Date: December 13, 2017
 Re: Sale of 19 Pebblestone Lane

On October 6, 2017, the Tax Collector issued a Tax Deed for 19 Pebblestone Lane located within a mobile home park. The City Council has authorized the City Manager to sell tax deed manufactured homes in mobile home parks without using a bid or auction process. The City has negotiated the terms of the sale of 19 Pebblestone Lane to Stephen T. Dunn. In order to complete the sale the City must issue Mr. Dunn a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes Owed as of the Deed Date	\$	22,718.17
Outstanding Water & Sewer Bill	\$	-
Other Costs	\$	26.49
Total Deeded Amount	\$	22,744.66
Additional Costs Subsequent to the Deeding	\$	-
Total Amount	\$	22,744.66
 Sale Price	 \$	 2,750.00
 Gain (Loss) on the Sale of City Property	 \$	 (19,994.66)

Daniel Fitzpatrick
 City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

Fax (603) 335-4352

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CITY OF
Received
JAN 3 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: December 18th, 2017
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreements: 42 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreement for signature on the repayment plan for the sewer service connection at 42 Salmon Falls Rd with Mr. and Mrs. Watts.

If you have any questions please let me know, if not, please sign and send to the Legal Department.



ROCHESTER POLICE DEPARTMENT

1/4/18

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127

FAX (603) 330-7159

www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

BRUCE E. LINDSAY

Commissioner

LUCIEN G. LEVESQUE

Commissioner

DAVID R. STEVENS

Commissioner

PAUL R. TOUSSAINT

Chief of Police

November 30, 2017



TO: Daniel Fitzpatrick
City Manager

FROM: Paul R. Toussaint
Chief of Police

RE: Highway Safety Grant – Bicycle/Pedestrian Safety

CITY OF
Received
NOV 30 2017
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

The attached document is the next step for the Bicycle/Pedestrian Safety grant from Highway Safety that requires your signature.

Bicycle/Pedestrian Grant

\$4,557.48

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

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



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127

FAX (603) 330-7159

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Commissioner

LUCIEN G. LEVESQUE

Commissioner

DAVID R. STEVENS

Commissioner

PAUL R. TOUSSAINT

Chief of Police

November 30, 2017



TO: Daniel Fitzpatrick
City Manager

FROM: Paul R. Toussaint
Chief of Police

A handwritten signature in blue ink, appearing to read "PRT", enclosed in a circular scribble.

RE: Highway Safety Grant – DWI Grant

CITY OF
Received

NOV 30 2017

City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

The attached document is the next step for the DWI Grant from Highway Safety that requires your signature.

DWI Grant

\$6214.75

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

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



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127

FAX (603) 330-7159

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POLICE COMMISSION

BRUCE E. LINDSAY

Commissioner

LUCIEN G. LEVESQUE

Commissioner

DAVID R. STEVENS

Commissioner

PAUL R. TOUSSAINT

Chief of Police

November 30, 2017



TO: Daniel Fitzpatrick
City Manager

FROM: Paul R. Toussaint
Chief of Police

A handwritten signature in blue ink, appearing to read "PT", enclosed in a hand-drawn oval.

RE: Highway Safety Grant – STEP Grant

CITY OF
Received
NOV 30 2017
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

The attached document is the next step for the STEP Grant from Highway Safety that requires your signature.

STEP Grant

\$4557.48

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

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



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

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

CITY OF
Received
DEC 13 2017
City Manager
ROCHESTER

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: James B. Campbell, Director of Planning & Development

DATE: December 12, 2017

SUBJECT: Stratford Regional Planning Commission
Services Agreement - \$1,100.00

Attached please find two copies of the Services Agreement between the City of Rochester and the Strafford Regional Planning Commission. The work described in this scope of services is for support to the City for various administrative planning functions such as administering Request for Proposals, updating applications, editing regulations, and preparing correspondence.

There is sufficient funding in the Other Professional Services Account 11102051-533000.

If you have any questions please do not hesitate to ask. If you do not have any questions please sign and pass on to the City Manager for signature. This document should be returned to the Planning & Development Department for distribution. Thank you.

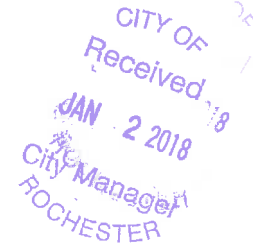
Signature Blaine Cox

Blaine M. Cox, Deputy City Manager



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

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



TO: Dan Fitzpatrick, City Manager
 Blaine M. Cox, Deputy City Manager

FROM: James B. Campbell, Director of Planning & Development 


DATE: December 29, 2017

SUBJECT: Stratford Regional Planning Commission
 Services Agreement - \$3,400.00

Attached please find two copies of the Services Agreement between the City of Rochester and the Strafford Regional Planning Commission. The work describe in this scope of services is for support to the City for various technical support functions such as reviewing project narratives, input and review of Viewpermit applications, as well as some plan review as needed. In addition, we will have them work on some Zoning Ordinance updates, Site Plan Regulation updates, and Subdivision Regulations updates.

There is sufficient funding in the Other Professional Services Account 11102051-533000.

If you have any questions please do not hesitate to ask. If you do not have any questions please sign and pass on to the City Manager for signature. This document should be returned to the Planning & Development Department for distribution. Thank you.

Signature 
 Blaine M. Cox, Deputy City Manager

1/4/18

ROCHESTER POLICE DEPARTMENT



PAUL R. TOUSSAINT
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

"Dedication, Pride, Integrity"

POLICE COMMISSION

BRUCE E. LINDSAY
Vice - Chairman
LUCIEN G. LEVESQUE
Commissioner
DAVID R. STEVENS
Commissioner



December 15, 2017

TO: Daniel Fitzpatrick
City Manager

FROM: Paul R. Toussaint
Chief of Police

RE: Computer Lease Program Request – Robert Frechette

Dear Mr. Fitzpatrick:

I have received a request from an employee to participate in the City's computer lease program. I have reviewed the request and associated documents and find that approval of the request will benefit the employee.

I support the participation. I have attached the request for your further review and offer my thanks in advance for your consideration.

Please let me know if you need anything further from me in this regard.

CITY OF
Received
DEC 19 2017
City Manager
ROCHESTER

RECEIVED

DEC 19 2017

HUMAN RESOURCES

MONTHLY DEPARTMENT TRAVEL SUMMARY

1/4/18

[illegible]

*APCO - Association of Public-Safety Communications Officials

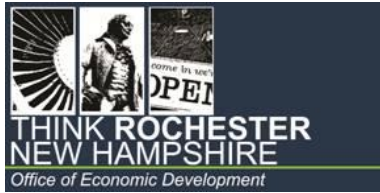
*NHLEAP - NH Law Enforcement Administrative Professionals (formerly known as NH Chiefs of Police Secretaries Assoc.)

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
11/28/2017	12/4/2017	TAG	SHS Ski Team	12/8 & 15/2017
11/27/2017	12/6/2017	RAFFLE	ELKS	2018 Year
12/6/2017	12/18/2017	SOLICIT	Sequoia Expansion	12/18/17 - 01/17/18
10/10/2017	11/27/2017	EVENT	State Line Swap Meet	5/20/2018
12/12/2017	12/18/2017	RAFFLE	Clue Victoire	2018 Year
12/5/2017	12/18/2017	RAFFLE	American Legion	2018 Year
12/20/2017		MESSAGE	First Church Congregational - pancake breakfast	1/13/2018
12/19/2017		MESSAGE	Recreation - Youth Basketball	12/23/2017
12/13/2017		MESSAGE	Recreation - Skate with Santa	12/16/2017
12/1/2017		MESSAGE	Granite State Choral	12/10/2017
11/30/2017		MESSAGE	First Church Congregational - holiday bazaar	12/16/2017
11/28/2017		MESSAGE	Homemakers - craft fair	12/1 - 2/2017
11/28/2017		MESSAGE	Homemakers - fundraiser	12/7/2017
11/28/2017		MESSAGE	Homemakers - holiday craft fair	12/14/2017
12/6/2017		MESSAGE	Recreation - Hoop Shoot	12/16/2017
12/6/2017		MESSAGE	Sole City Dance - The Nutcracker	12/9-15/2017

[illegible]

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City Clerk's Office



City of Rochester, New Hampshire
Office of Economic Development
 31 Wakefield Street
 Rochester, NH 03867
 (603) 335-7522/www.RochesterEDC.com



MEMO

TO: Mayor McCarley

CC: Karen Pollard, Economic Development Manager; Kelly Walters, City Clerk; Samantha Rodgers, Executive Secretary to the City Manager

FROM: Jenn Marsh, Economic Development Specialist

DATE: 12/27/2018

RE: Riverwalk and REDC recommendations for 2018 Chairperson(s)

On behalf of the Rochester Economic Development Commission, we would like to recommend Susan DeRoy of the Monarch School to be the Chair for the 2018 year. Susan has been Chair of the REDC since 2016 and would be honored to continue as Chairperson in 2018.

On behalf of The Riverwalk Committee, we would like to recommend Stacey Marchionni owner of the Revolution Taproom and Grill to be the Chair for 2018 year. Stacey has been Chair since the re-inception of the Committee in 2016 and would be honored to continue as Chairperson in 2018.

Both ladies are very active members in the Rochester Community and are excellent leaders, efficient and dependable.

Thank you for your consideration of Susan as the Chair of the REDC and Stacey as the Chair of the Riverwalk Committee in 2018.

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City Clerk's Office

From:

Sent:

To:

Subject:

Jeremy Hutchinson [jhutchinson83@gmail.com]

Thursday, January 4, 2018 10:36 AM

Kelly Walters

Hutchinson Planning Board Resignation

1/4/18

Good Morning Kelly,

Due to my recent election as City Councilor for the City of Rochester, and in an effort to maintain an appropriate level of Council representation with all committees, I, along with the Mayor believe it is prudent for me to resign my seat as alternate member on the City Planning Board. If you require any additional information from me regarding my planning board resignation, please don't hesitate to reach out to me via email or my cell ([781-439-4511](tel:781-439-4511)).

I hope you're doing well, staying warm and enjoying this snowy NH day!

Best Regards,

Jeremy Hutchinson

--
"These things we do, that others may live."

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City Clerk's Office



1/4/18

City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Rochester School Board

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

NAME: Nathaniel Byrne

STREET ADDRESS: 118 Fillmore Blvd, Rochester

ZIP 03867

TELEPHONE:(H)603.317.1150(W) -SAME- **E-MAIL** _____

REGISTERED VOTER: (CIRCLE ONE) ☒ YES ☐ NO **WARD** 4

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

- Please refer to attached -

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older:

N. Byrne

12/7/17

Dear City Council,

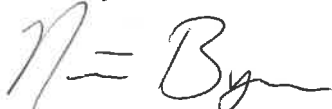
I have lived in Rochester, NH since entering Spaulding, as a freshman in High School. I have continued to reside in Rochester for most of my adult life, only leaving to attend college. I have seen one of my sons graduate from Spaulding and enjoy watching my other son grow educationally as he participates in the Rochester School District.

I have worked in schools and the education field for fourteen years, as both a teacher and administrator. During my time in education I have seen a tremendous growth in the field, from the inventive ways that schools and districts have reached out to their students, to the way schools and districts involve parents. I am currently employed as an assistant special education director. This role allows me the opportunity to work along side all SAU staff and numerous other stakeholders across multiple districts. In addition to my assistant special education director duties, I also serve as the McKinney Vento liaison, out-of-district coordinator and share the responsibilities of our staff mentoring program and court liaison responsibilities for my SAU.

I want to join the Rochester School Board to help continue the growth that is occurring in education and use my offer my knowledge to make positive impacts on lives in my community. As Rochester School Board member, I would bring knowledge of special education, general education, budgeting, policies, as well as my experience as both an assistant principal and assistant special education director. My knowledge of schools and school systems can help to ensure informed and educated decisions. My goals would be to listen to all stakeholders and to work together with the current Rochester School Board members to help make positive growth for the entire educational community. My passion for helping others and my attention to detail would be an asset as a Rochester School Board member. Furthermore, my ability to be a team player and my experience at creating and implementing plans will help to assure that any initiative can be implemented successfully.

There is much that I can bring to your educational community. Thank you in advance for your consideration.

Sincerely,



Nathaniel T. Byrne



City of Rochester, New Hampshire
 CITY COUNCIL – APPOINTMENTS COMMITTEE
 31 Wakefield Street • Rochester, NH 03867
 (603) 332-1167
www.RochesterNH.net

Appointments Committee Minutes
 December 6, 2017

Committee Members Present:

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

Absent:

Tom Abbott

The meeting was called to order at 6:30 p.m. on December 6, 2017.

Paul Roberts – Recreation & Arena Commission

Mr. Roberts is anxious for continuing. He has a strong passion for handicap kids being able to participate.

Councilor Gray **MOVED** to recommend; Councilor Bogan **SECONDED** Mr. Roberts to be reappointed to the Recreation & Arena Commission. The Appointments Committee unanimously recommends Paul Roberts for reappointment to the Recreation & Arena Commission, term to expire 01/02/2020.

The committee met with the remainder of candidates for the Recreation & Arena Commission.

Kevin Barry – Recreation & Arena Commission

Mr. Barry stated that the combined committee has been working out great and that it allows a diverse opinion. Felt that they have strong budget control. Term to expire 01/02/2021

Joan Strogon – Recreation & Arena Commission

Ms. Strogon feels that the combined committee has been working out well. She stated that it is nice to be able to think about other recreation opportunities for the citizens. Felt that there could be more attention spent on the facility's condition. Term to expire 01/02/2020

Dale Bickford – Recreation & Arena Commission

Believes that the commission has done a great job through the years to keep it all together and expand. Term to expire 01/02/2021

Dave Ancil – Recreation & Arena Commission

Mr. Ancil has been a long-time chair. He is happy to see some breathing room with the success since the original formation. Term to expire 01/02/2021

Councilor Gray **MOVED** to reappoint all Recreation & Arena Commission; Councilor Bogan **SECONDED**

that all members be reappointed to the Recreation & Arena Commission. The Appointments Committee unanimously recommends that all members be reappointed to the Recreation & Arena Commission.

Nicholas Bellows – Library Trustee (Ward 1)

Mr. Bellows is a Rochester native who works as a school librarian at Oyster River Middle School. He loves books and is anxious to serve and see how a public library operates vs. a school facility.

Councilor Gray **MOVED** to recommend; Councilor Barnett **SECONDED** Mr. Bellows to be appointed to the Library Trustees representing Ward 1. The Appointments Committee unanimously recommends that Mr. Bellows be appointed to the Library Trustees for Ward 1, term to expire 01/02/2021.

The meeting was adjourned at 7:35pm.

Respectfully submitted,

Sandra B. Keans, Chair

Rochester School Board / Rochester City Council

CTE Joint Building Committee Minutes

December 18, 2017 7:00 pm

Richard Creteau Technology Center, Room T200

DRAFT

Members Present:

School Board

Mr. Paul Lynch

Mrs. Audrey Stevens

Mr. Raymond Turner

Mr. Robert Watson

Members Absent:

Mr. Thomas J. Jean

Mr. Matthew Pappas,
Chair

City Council

Mr. Raymond Varney,

Vice Chair

Ms. Caroline McCarley

Mr. Thomas Abbott

Mr. James Gray

Mr. Donald Hamann

Mr. Thomas Willis

Also Present:

Mr. Michael Hopkins, Superintendent

Mr. Kyle Repucci, Asst. Superintendent

Mrs. Michele Halligan-Foley

Mr. David Totty

Mrs. Robin Despina

Ms. Anne Ketterer

Mr. Lance Whitehead

Mr. Peter Bruckner

Mr. Carl Dubois

Mrs. Linda Bartlett

Press & Guests

The Vice Chair called the meeting to order at 7:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Approval of Minutes

Mr. Varney moved, second by Mr. Watson, the Committee approve the minutes of the October 31, 2017 CTE Joint Building Committee. The motion carried unanimously.

Update from Laval/Brensinger

Roof Trusses - Mr. Whitehead reviewed the laboratory test results provided by Wood Science Consulting (WSC) on the wooden trusses at the CTE. These trusses do have the same chemical that was used in the trusses at the Gonic School. However, the testing found no evidence of visual wood degradation and only minor reduction in strength. Wood Science Consulting reported that there was no immediate damage or deterioration noted during the on-site review of the trusses but also recommended a stringent testing protocol to monitor. The Structural Engineer from Foley Buhl Roberts (FBR), believes the strength reduction, though minimal, would be cause enough for the truss replacement. The differing truss conditions between the Gonic School and the CTE was discussed. The trusses at the CTE have less degradation likely due to the consistent attic conditions. If it is decided not to replace the trusses, it would be important not to change the attic conditions. A test protocol was developed by both FBR & WSC and had requirements for continuous, biennial and six year testing.

The Committee reviewed two major options regarding the wood trusses. Option A – keep the trusses in place and enact strict testing protocol or Option B- replace the roof at a cost of approximately 1.5 million dollars. Enacting the testing protocol is estimated to cost \$14,000 every

six years. Replacing the roof would potentially add 4-6 months to the renovation project. The possibility of obtaining infrastructure funds from the state was discussed but was not considered to be a likely option. A question was asked about the condition of the Rochester Middle School trusses, which exist over the main entrance of the school to the entrance of the library. They are reported to be in the same condition as the CTE trusses. The history of the roof maintenance at the Gonic school was reviewed and likely contributed to the condition of the trusses. In addition, the trusses at Gonic were constructed from southern yellow pine which is slightly inferior to the spruce/pine/fir trusses used at the Rochester Middle School and the CTE.

The budget impact of replacing the trusses was reviewed. It would add approximately 1.5 million to the scope of the project. State funding for increase could be requested but can't be guaranteed.

Information on cutting the scope of the project to absorb the cost of replacing the trusses at the CTE was shared. \$500,000 would be cut from equipment and the rest would need to be cut from the renovation scope. It was estimated that every ten years, the cost of the replacing the trusses would be doubled.

Discussion continued regarding the value of monitoring the trusses with a potential for replacement years after the renovation vs. the cost of replacing non-failing trusses now.

Mr. Gray moved, second by Mr. Willis, to adopt the option of monitoring the trusses with the suggested protocol. The motion carried unanimously.

Mr. Varney suggested that we notify both the School Board and the City Council with the decision and the potential future risk of the trusses.

CTE Renovation Update– Mr. Whitehead stated that he will provide a link to all the Design Development drawings for anyone who is interested. Harvey Construction is working on new estimates based on the drawings. He reviewed the next steps in the project including meetings this week on the final equipment review, with the Technical Review Committee and with the Interior Design Committee. In January of 2018, he will present to Rochester Planning Board. The Civil Engineer has met with the utilities and Unitil wants the gas line re-routed. The abandoned sewer line is not an issue with the project. Mr. Lynch asked if the cost savings have been finalized after cutting the on-site generator from the project. Those estimates have not been finalized.

Next Meeting - The next meeting is for the CTE JBC is confirmed for January 29, 2018. Both the Design Development drawings and the interior design will be available at that time.

Adjournment

Mr. Watson moved, second by Mrs. Stevens, to adjourn at 7:47 pm. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary

Public Safety Committee
Council Chambers
December 20, 2017
7:00 PM

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Peter Lachapelle

OTHER PRESENT

Michael Bezanson, P.E., City Engineer
Deputy Chief Gary Boudreau, PD
Mark Klose, Fire Chief
Tim Wilder, Fire Marshal
Dr. Reverend Ronald Messer, Cocheco River
Estates

Minutes

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

1. Approve Minutes from November 15, 2017.

Councilor Barnett made a motion to approve the November 15, 2017 minutes. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.

2. Rt. 11 Light-Timing Study (kept in committee)

Councilor Gray made a motion to move item 6 up on the agenda, Reverend Ronald Messer was present to discuss the safety issues at the entrance Cocheco River Estates. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion. Mr. Reverend Ronald Messer was present to express the need for a traffic signal on Route 11 at Nashoba Drive (Cocheco River Estates). He moved to Cocheco River Estates in 2006. He stated that there is a COAST bus stop nearby and that there is a lot of development going on and he thinks it would be wise to have a sidewalk and a crosswalk. He said that, due to traffic and safety concerns, he turns right out of Nashoba Drive and goes down Little Falls Bridge Road to Chestnut Hill Road to

get downtown instead of turning left out of Cocheco River Estates. He knows it is a State decision not the City's, but was hoping the City could encourage installing a traffic signal. Councilor Hamann said that a letter was sent to NHDOT after the October 2017 meeting. NHDOT stated that the area does not warrant a signal right now. Councilor Hamann asked if the issue of traffic signal timing was addressed by NHDOT. Councilor Gray said it was not mentioned in their response; Phase 2 of the Ridge development project will include a traffic signal at Crane Drive (Ford & Harley dealerships). He also stated that the more people that shop at the Ridge, the more the developer will be likely to build out Phase 2 in the near future. Councilor Gray stated that a future phase of the development will include a traffic signal at Nashoba Drive, but reiterated that right now the intersection does not meet the warrant criteria for a signal. Reverend Messer asked if there was a person he could write a letter too. Councilor Gray said yes, to the Commissioner of the NH Department of Transportation (NHDOT), Victoria Sheehan.

3. Public Input

There were no other members of the public present for public input.

4. Crow Hill/Spring Street Intersection-Yield or Stop Sign

Councilor Hamann summarized the issue. Mr. Gagnon had stopped into the Public Works Department to discuss the issues on Crow Hill and Spring Street; he has a hard time getting past the vehicles that are almost in the street at the corner. Councilor Hamann said he didn't think a sign would help. Councilor Gray stated that from the aerial photo cars do not appear to be parked in the City's right of way; if cars were parking on the grass, maybe something could be done. He wanted to know how many registered and unregistered vehicles you could legally have on your property. Fire Chief Klose said you need to yield to make a left turn. Deputy Chief Boudreau said there is more traffic now than there was 20 years ago; maybe the configuration of the intersection is not ideal for the traffic volumes that this road now experiences. Mr. Bezanson said he thinks it's a line of sight issue. Councilor Gray recommends keeping this request in committee and asked the Police Department to check if there is a line of sight issue and asked Code Enforcement to go out to see the conditions of vehicles and to check the ordinance on how many vehicles they can have on their property. Councilor Gates suggested that someone explain to the gentleman that he needs to yield to oncoming traffic when making the left turn.

5. Trinity Circle-On-Street Concerns (kept in committee)

Councilor Hamann summarized the issue. Fire Chief Klose said that he had all of the fire apparatus out with all crews on various days, nights and weekends. He said the heaviest traffic was during the day and there was a lot of construction traffic as well. There have been 2 vehicles parked on the road and one of them on the sidewalk. There are multiple vehicles parked at the duplexes. Deputy Chief Boudreau said that a fire truck could not make it by the 2 parked vehicles. He said he spoke to Owen Friend-Gray regarding the construction equipment in the area. He also said that one side of the road parking is not a problem and when both sides have parked vehicles it becomes too narrow. Councilor Gray said it seems to be no different from other neighborhoods. No action was taken.

6. Colby Street-Crosswalk Visibility/Lighting (kept in committee)

Councilor Hamann summarized the issue. Mr. Bezanson said at last month's meeting they talked about getting a brighter light. He said it has been converted to the LED light like the other lights around the City. It has the highest wattage option they have. Mr. Bezanson said that they are experimenting with the angle. Councilor Gates asked Deputy Chief Boudreau if the Police Department had any complaints about the brightness of the light. Deputy Chief Boudreau said no. Councilor Gray said that they should look to see if the crosswalk could be moved nearer to St. Leo's on Main Street in Gonick; he thinks moving it down would be beneficial. This was kept in committee. Mr. Bezanson will report back to the committee on the angle of the light.

7. Downtown Crosswalks-(kept in committee)

Councilor Hamann summarized the issue. Deputy Chief Klose said he has taken a closer look at the crosswalks downtown, a pedestrian was hit during the daytime last week. He said there is a problem and something needs to be done. People are parking in the no parking lanes. Councilor Gray said they had discussed the crosswalks all the way to the 103. Many of the downtown streetlights are on the wrong side of the crosswalk to light up the person crossing the street. Councilor Gray said if there is room for angled parking on one side that would cut the visibility issue down. Councilor Klose asked if the reason the pedestrian got hit last week was for the first vehicle stopping and the second vehicle did not see the first vehicle stopped and hit the vehicle from behind. Deputy Chief Boudreau said that the first vehicle stopped and the second vehicle veered not to hit the first car and hit the pedestrian. Councilor Gray said that,

although he doesn't support it, North Main Street could be returned to 2-way traffic. Mr. Klose said maybe a blinking light would work. Councilor Gray said City Council have not been in favor of the blinking lights because of the way they look. Mr. Bezanson stated that in conjunction with the planned pavement overlay for the downtown area, he has a consultant working on a draft striping plan. Mr. Bezanson said that signage can be installed separately from the paving work. Councilor Gray asked Mr. Bezanson what the dimensions were for the downtown streets white line to white line. Mr. Bezanson measured 30 feet on North Main Street. Mr. Bezanson said Wakefield Street has much wider lanes that will be reduced in width on the draft striping plan. He said that they are planning to use a different style of crosswalk going forward; it is called "Continental", which is a series of thick bars across the roadway. He said it is too late in the season to add any more paint to the crosswalks now. This was kept in committee; Mr. Bezanson will get more information.

8. Strawberry/Cider Hill-Chevron Sign Notification (kept in committee)

Councilor Hamann summarized the issue. Mr. Bezanson said he has not reached out to the residents yet. Councilor Gray asked Mr. Bezanson if DPW has the Chevron Signs. Councilor Gray said it doesn't meet criteria for light, very small amount of cars in the area. Councilor Gates said he agrees with Councilor Gray there is no data showing that it's needed. Councilor Gray stated if the residents of the two houses wanted the chevrons and would pay for them he would consider it. No action taken.

9. Dry Hill Road-Street Sign (kept in committee)

Councilor Hamann summarized the issue. Deputy Chief Boudreau said that the ambulance was going to the wrong place, it's a shared driveway. He reached out to planning. Fire Marshal Wilder said basically two signs are required. Councilor Gray said the private street could be named. Fire Chief Klose said it's more of a driveway than a road and that he would be comfortable with just signage. No action taken by the Public Safety Committee.

10. Other

Councilor Barnett wanted to say that it has been fun and educating to be part of the Public Safety Committee.

Grants for the Fire Department

Fire Chief Klose said he is looking for support from the Public Safety Committee for some grant opportunities. Assistance Fire Fighter Grant-This grant is open now to apply. It is for apparatus and Safety, it closes on February 2, 2018 at 5:00 PM. Councilor Hamann said he has never seen the City Council reject a grant opportunity. Councilor Gray said in the past they have it usually depends whether there is a City obligation for matching funds.

AFG Grant from the Federal Government-This grant is a 10 percent matching grant based on population. The fire department is looking to upgrade rescue boats.

Government Surplus Administration -This grant is for free forestry apparatus. The specifications are that you have 14 days to get it to your community and you have to pay to come get the item or to have it shipped. ***Councilor Gates made a motion to support the Fire Department and the Police Department to apply for grants. The motion was seconded by Councilor Gray. Unanimous voice vote carried the motion.***

Ebony Drive-Speed Trailer Data

Deputy Chief Boudreau said the resident that requested the speed trailer was not happy with the placement of the trailer; she wanted it set up for traffic going uphill not downhill. There were 875 vehicles that passed through. 603 of the vehicles were going 21-30 mph, 13 were going 31-40, 227 were going 11-20, 32 of them were going 1-10 mph. There were no vehicles above 40 mph. Deputy Chief Boudreau said there is no speeding problem.

Councilor Gray asked if the speed trailer was placed on Portland Street. Deputy Chief Boudreau said he would check.

Councilor Gray asked if there were any complaints on Leonard Street. Deputy Chief Boudreau said he would check and get back to the committee. He said there has been only 1 speed trailer, but there will be two next spring.

Councilor Gray said there is a pole on Maplewood Avenue with a streetlight that has not been switched over to LED yet. Mr. Bezanson will look into this.

Fire Chief Klose thanked the 3 councilors on the Public Safety Committee that will not be returning in January.

Mr. Bezanson wished everybody a Merry Christmas.

Councilor Gates made the motion to adjourn the meeting at 8:15 PM. Councilor Barnett seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

Public Works and Buildings Committee

December 21, 2017

Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney

Councilor Sandy Keans

Councilor Donald Hamann

Councilor Thomas Willis

OTHERS PRESENT

Councilor James Gray

Daniel Fitzpatrick, City Manager

Blaine Cox, Deputy City Manager

Peter C. Nourse PE, Director of City Service

Lisa Clark, Admin and Utility Billing Supervisor

Ted Chandler, Director of Operations – Lydall Inc.

Tonia Chase, Manager of Environmental Health and Safety – Lydall Inc.

MINUTES

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

1. Approve minutes from the November 16, 2017 Public Works & Buildings Meeting.

Chairman Torr requested comments or a recommendation on last month's meeting.

Councilor Varney made a motion to accept minutes as presented for the November 16, 2017 Public Works Committee meeting. The motion was seconded by Councilor Willis. The Motion passed unanimously.

2. Public Input -

Mr. Chandler from Lydall Inc. introduced himself and Ms. Tonia Chase. He stated he was here to update the Committee and the public with PFAS contaminate activity on the site of Lydall and to respond to some of the concerns that were raised at last month's Public Works and Buildings Committee meeting. Mr. Chandler stated that Lydall was notified in November of 2016 that there were issues with PFAS's above the allowable maximum contaminate levels (MCL). He stated that Lydall had previously used materials at the facility that had contained PFAS's, and that the supplier had not disclosed that content to them. Mr. Chandler stated that as the materials are no longer in use at Lydall. He stated that Lydall acted quickly to ensure safe drinking water and develop a remedial action plan. Mr. Chandler stated that after the NHDES notification they immediately started testing all private wells within an approximate ½ mile radius. Mr. Chandler stated that of all wells tested, the well at 139 Chestnut Hill was the only one to test positive for PFAS's above the MCL. He stated one property owner at 133 Chestnut

Hill Road had initially refused to have their well tested. Mr. Chandler stated that Lydall has paid for all testing to date and has supplied both 133 & 139 Chestnut Hill with bottled water for drinking since the receipt of the test results at 139 Chestnut Hill Road. The resident at 133 Chestnut Hill Road has recently agreed to test and those results are pending. Mr. Chandler stated that Lydall has contracted with SUR Construction to have the water service at 139 Chestnut Hill Road tied into the City's water service and will do the same with 133 Chestnut Hill Road pending the testing results. Mr. Chandler stated that Lydall has obtained the services of an environmental consultant for the initial site investigations and a remedial action plan. The plan has been submitted to NHDES for comment and they will work with the NHDES on any additional site concerns that need to be addressed. Councilor Varney asked if it was necessary to continue testing regularly if the initial test results at 133 Chestnut Hill Road are not above the MCL. Ms. Chase stated that she believed it would be the one test, but it would depend on NHDES recommendations.

3. **Snow Policy Updates** – Mr. Nourse stated that he would like to remove this item from the agenda as staff is working on some minor updates to the policy that include the number of trucks, sidewalk tractors and like information.
4. **Downtown Lighting Policy** – Mr. Nourse stated that in November the Vibrancy representative was here to discuss lighting and made a request to keep the holiday string lights in the trees year round. Mr. Nourse stated that the Committee suggested discussing this again this month after the new brighter fixtures and globes were replaced. Mr. Nourse stated that he believed the consensus of the Committee was to keep the lights in the trees, as long as they were not taking up significant staff time, until late January or February and to have the Vibrancy Group and staff look at some alternate year round decoration to be mounted on the poles. Mr. Nourse displayed pictures of non-holiday pole mounted decorative lights and explained they would be \$200-\$300 per pole. Mr. Nourse stated that when this was discussed at the recent City Council meeting, he believed the consensus was to leave the string lights in the trees until further notice and he was looking for clarification. Councilor Varney stated that as the new fixtures and globes have brightened the area already, he believed that lights in the trees could come down after the holiday per the usual schedule. Councilor Willis stated he believed it was left to the discretion of Public Works. Councilor Willis stated if there is any burden to maintain them, they should come down. Councilor Varney asked when they are normally taken down. Mr. Nourse stated the first or second week in January. Councilor Keans, Councilor Willis and Councilor Torr thought it would be nice if they lasted until the beginning the end of January. Councilor Gray suggested next year looking at lights that are more durable for longer use.
5. **Irish Street Sidewalk & Utility Pole** – Mr. Nourse stated that this item had come from the Public Safety Committee and the City Council. He stated he had been asked for a cost estimate to install approximately 175 feet of concrete and curbing on Irish Street.

Mr. Nourse had a visual display on the overhead screens showing the section of Irish Street in question. He stated that the cost estimate is \$100,000 and there are existing funds in the CIP account that is typically used to rehabilitate existing sidewalks. Mr. Nourse stated that the City Council's direction had been to replace sidewalks on Portland Street due to the poor existing conditions and trip & fall safety hazards, but if the desire is to install sidewalk on Irish Street that could be done. Mr. Nourse stated that he would estimate \$2000 for the removal of the utility pole in the center of the Irish Street and Charles Street intersection. Chairman Torr asked if the street was used much by kids walking to school. Councilor Gray suggested having the Crossing Guard assist in providing this information. Councilor Keans stated that there are more people walking from Irish Street down to the Sunoco Station. She stated there is a sidewalk that just stops half way and this is a more dangerous situation than the Irish Street concern. The Committee was not in favor of spending \$100,000 on the Irish Street sidewalk extension. Mr. Nourse stated that direction for the CIP Sidewalk funds previously was to rehabilitate sidewalks. He questioned whether the Councilors would now like to use those funds to build new sidewalks or would they prefer to address new sidewalk projects with separate budgeted funds for specific locations. Councilor Willis stated that the Sidewalk funds should continue to be used for sidewalk rehabilitation and new sidewalk locations should be specific projects. Councilor Keans stated that she would like the Columbus Avenue sidewalk looked at as a possible stand alone construction project. Councilor Varney agreed and asked if the Crossing Guard could be contacted to get a count of how often the middle school students are using the Columbus Ave sidewalk. Councilor Gray suggested getting information as to the use of Irish Street as well.

Councilor Willis made a motion to keep this item in Committee until the information is gathered by the Crossing Guard. The motion was seconded by Councilor Varney. The motion passed unanimously.

Mr. Nourse stated that the Strafford Regional Planning has started a sidewalk condition assessment study in the Rochester area.

6. **Chestnut Hill Road – Drinking Water Concerns** – item discussed above under Public Input.
7. **Franklin Street Project Update** – Mr. Nourse displayed a graphic of the project area. He stated the project has shut down for the winter and will resume in the spring. Mr. Nourse stated that Franklin Street, Western Avenue and the Western Avenue Pump Station had been completed and the change order work is nearly complete on Adams Ave and the numbered streets. Mr. Nourse stated that addition work at the corner of Adams Ave and Winter Street will be added in order to get as much of this neighborhood completed as possible with the existing appropriations. He specifically mentioned the culvert in that area and the sewer pipe that runs through it. Councilor Willis asked if the current contractor was performing well. Mr. Nourse stated that he has only been with the project a short while but based on the feedback of others in the department, he would say

the product is good, and although it would have been better to have several crews working to get the project completed quicker, he would say they have performed adequately. Chairman Torr asked if there have been any other complaints from the abutter to the pump station about noise or smell. Mr. Nourse stated there have not.

8. **Cocheco Crossing – TIGER Grant** – Mr. Nourse stated that this project, also known as the 3rd Cocheco River Crossing is a project that has been around for a while. Mr. Nourse explained that this project is to build a roadway and bridges to connect North Main Street to the Chestnut Hill Road / Wakefield Street area. He stated that the City had recently purchased properties in preparation for this possible project. Mr. Nourse explained that this project will be in excess of 20-50 million dollars and staff would like to see if there is support for a comprehensive submission of “Transportation Investment Generating Economic Recovery Grant (TIGER) application. He stated that these grants are highly comprehensive and very competitive. Mr. Nourse stated that the preparation for the grant application would need to be funded as there would be costs incurred for work. He estimated that it could be up to 5 years before we would be eligible for the funding but if the City wishes to proceed toward eventually building this project we might consider putting a feasibility study in for next year’s CIP budget. Mr. Nourse stated that a requirement for consideration would be that the City would have to demonstrate that the roadway/bridge was to be built regardless of the grant. Councilor Willis stated he remembered some preliminary work being done. He stated some organized neighborhood push back and funding concerns led to a City Council decision not to proceed to preliminary design. Councilor Varney stated that in looking out over the next ten years we have committed to other projects that would prohibit the City from building this project. He referenced the new DPW Facility and a new school building that is necessary. Councilor Varney stated that if it is part of the approval process is to commit to building this roadway, with or without the TIGER Grant, he does not see how that would be financially possible. Councilor Willis asked what the match is for the TIGER Grant. Mr. Nourse stated that it varies based on the project and federal funds. Chairman Torr said that he agrees that this project would not be financially feasible in the next 10 years or more. He stated that the Rt. 11 corridor should be our first priority where there are serious safety concerns. Mr. Nourse stated that he too is very concerned about the RT. 11 area. He stated he is still waiting for a reply to the letter he sent regarding timing the lights at the Farmington Road / exit 16 intersection. He state that Councilor Gray had also requested action on the letter and there still has been no response.
9. **Salmon Falls Road EDA Project Update** – Mr. Nourse that this project is completed.
10. **Colonial Pines Project Update** – Mr. Nourse stated that the first phase going under the turnpike is complete. He stated the next phase is to run the sewer line down Railroad Avenue about 900 feet to the sewer main interceptor. He stated that there are wetlands and a culvert in the area to deal with but the intent is to do a contract modification with the current contractor to get this work completed quickly with the best pricing. Mr.

Nourse stated that he has a new engineering firm that will be working at the same time on the final plan to actually cross Old Dover Road and into Colonial with the sewer pipe and services. He stated that this work would be going out to competitive bids. Councilor Varney asked when the Railroad Avenue connection would take place. Mr. Nourse stated that he would like to start early in the spring with the existing contractor.

Councilor Varney stated that the residents in that project area are anxious to see work in the neighborhood. Mr. Nourse stated that the engineers will be working to get a bid out for that work as quickly as possible and the neighborhood will see them out there doing survey work and should expect to see them conducting door to door interviews and information gathering.

11. Other -

Crosswalks – Councilor Willis stated that as this is his last meeting as a City Councilor he would like to express his concerns for crosswalk safety in the downtown area one more time. He stated that he would like to see the City using the signage recommended in the Manual on Uniform Traffic Control Devices (MUTCD). He specifically noted North Main Street near George & Ed's and the mid block crosswalks downtown at the Lilac City Grill and near Moe's Sub shop. Councilor Hamann stated that this issue came up last evening at the Public Safety Committee as well. He stated that Mr. Bezanson had informed the Committee that the consultants have been working on the report for the review of the downtown crosswalk safety and the City will soon be implementing many of the recommendations including the signage Councilor Willis is requesting. Councilor Hamann stated that there will be paving downtown and the pavement markings will then be addressed along with the signage. Councilor Varney asked if there was sufficient funding for the new signs. Mr. Nourse stated not in our DPW O&M. Ms. Clark explained that there are sufficient CIP funds that the City Council had appropriated for Downtown Crosswalk Safety. The City Council funded \$100,000 and there is \$92,000 remaining after the initial study. Councilor Gray also expressed concern for getting the signs in prior to spring. Councilor Keans mentioned cars coming from south main to the crosswalk at Hanson Street. She stated that cars leave the light at Portland Street and accelerate up South Main Street and come around the corner to pedestrians in the crosswalk going from Hanson Street to the Central Square. Councilor Gray stated that was discussed at the Public Safety Committee as cars are coming from North Main Street and are looking down South Main to yield onto Wakefield Street and they do not notice pedestrians in the crosswalk that are right there. He stated that there was discussion of removing or moving that crosswalk. Councilor Keans stated that is the busiest crosswalk downtown. Councilor Varney suggested to get started as soon as possible on as many of the recommendations as possible with the existing funds. Mr. Nourse stated that we would do that, but he did want to make the Council aware of the large amount of highly visible signs we would be putting up in the downtown area.

Illicit Dumping into Sewer System – Mr. Nourse stated that the staff may have found

the source of the illicit dumping into the sewer system. He stated that he couldn't reveal details yet but believe the source has been found.

Pedestrian Bridge on RT125 Guardrail – Councilor Varney asked the status of the sidewalk/ guardrail project. Mr. Nourse stated that it would be completed in the spring. He stated that staff is working with the contractor to get the guardrail fabricated.

NHDES Energy Assessment – Councilor Keans asked if Eversource is doing an energy assessment at the WWTF. Mr. Nourse stated that NHDES and the Department of Energy have been working with City Staff on an energy assessment. They have come back with a list of recommendations. He stated many of those recommendations were already in the works and others will be included in the budgeting process in the future.

Fieldstone Village – Councilor Varney asked if the meters were in yet and if that Mobile Home Park is now being billed on usage and is there more or less usage than previously billed. Ms. Clark stated that the meter is in and that the usage is higher than what they have been billed for the past few years.

Chairman Torr made a motion to adjourn at 8:16. Councilor Willis seconded the motion. The motion passed unanimously.

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

Resolution Deauthorizing Fiscal Year 2016-2017 Funding related to the Highway Safety Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$725.18

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

That Seven Hundred Twenty Five and 18/100 Dollars (\$725.18) of previously appropriated funds is deauthorized from the FY 2017 Police Department budget for the Highway Safety STEP Grant. The amount of Seven Hundred Twenty Five and 18/100 Dollars (\$725.18) shall not be sought as reimbursement from the Highway Safety STEP Grant program.

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

CC FY18 01-09 AB 75

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City Clerk's Office

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

AGENDA SUBJECT

De-authorize funds for the Highway Safety STEP Grant 315-17A-102.

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	Next January 2018 meeting.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	12/15/17		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 61212010 Proj.17559
AMOUNT	\$725.18
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

We are requesting that council de-authorize \$725.18 for the STEP Grant 315-17A-102.

RECOMMENDED ACTION

Council approve de-authorization of funds.

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	61212010	513001	17559	-	\$ 597.71 -	-
2	61212010	522000	17559	-	\$ 9.15 -	-
3	61212010	523000	17559	-	\$ 118.32 -	-
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	6121003	402179	17559	-	\$725.18 -	-
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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City Clerk's Office

**Resolution Deauthorizing Fiscal Year 2016-2017 Funding related to the Highway Safety
DWI Grant in the amount of \$591.54**

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

That Five Hundred Ninety One and 54/100 Dollars (\$591.54) of previously appropriated funds is deauthorized from the FY 2017 Police Department budget for the Highway Safety DWI Grant. The amount of Five Hundred Ninety One and 54/100 Dollars (\$591.54) shall not be sought as reimbursement from the Highway Safety DWI Grant program.

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

CC FY18 01-09 AB 76

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City Clerk's Office

**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.**

AB 76

AGENDA SUBJECT

De-authorize funds for the Highway Safety DWI Grant 308-17A-080.

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	Next January 2018 meeting.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	12/15/17		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 61212010 Proj. 17558
AMOUNT	\$591.54
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

We are requesting that council de-authorize \$591.54 for the DWI Highway Safety Grant.

RECOMMENDED ACTION

Council approve de-authorization of funds.

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	61212010	513001	17558	-	\$509.87 -	-
2	61212010	522000	17558	-	\$6.90 -	-
3	61212010	523000	17558	-	\$74.77 -	-
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	6121003	402179	17558	-	\$591.54 -	-
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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City Clerk's Office

**Resolution Authorizing the Reprogramming of Community Development Block Grant
(CDBG) Funds in the Gross Amount of \$25,374.77**

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

That on April 4, 2017 the City Council adopted the Fiscal Year 2017-2018 CDBG "Action Plan for the City of Rochester." As part of that plan, Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) was appropriated for the Job Opportunity Benefit (JOB) Loan Program revolving loan fund.

As the JOB Loan Program revolving loan fund is now fully funded, the City Council now authorizes the reprogramming of Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) from the JOB Loan Program into other CDBG activities. The funds will be maintained in their original accounts and made available to be reprogrammed into future Community Development Block Grant activities.

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

CC FY18 01-09 AB 78

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City Clerk's Office

**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

CDBG Funds Reversal - JOB Loan Revolving Loan Fund

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 9, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	12/11/2017		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	JOB Loan Committee
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG / HUD
ACCOUNT NUMBER	Multiple - please see attachment
AMOUNT	\$25,374.77
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

24 CFR 91.1.

SUMMARY STATEMENT

There was \$25,374.77 in unexpended Community Development Block Grant (CDBG) funds that were approved at the April 4, 2017 City Council meeting to be reprogrammed to be used to support the already-approved Job Opportunity Benefit (JOB) Loan Program revolving loan fund. At the time, due to several JOB Loan Program loans in progress and pending, it seemed that the revolving loan fund might be significantly depleted in the near future.

Recent loans either have not been as large as originally anticipated and/or were paid back earlier than anticipated, and the current balance of the revolving loan fund without the \$25,374.77 is over \$100,000. The City of Rochester's new HUD representative has strongly recommended that these funds be deauthorized so they can be reprogrammed into other CDBG activities, and the JOB Loan Committee voted to approve returning the \$25,374.77 to the CDBG general unexpended funds balance on December 11, 2017.

RECOMMENDED ACTION

Return the \$25,374.77 in prior year CDBG to the CDBG general unexpended funds balance.

Resolution Authorizing the Expenditure of Insurance Reimbursement Funds by the Fire Department from the Fiscal Year 2012 Special Revenue Fund in the amount of \$2,005.45

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

That Two Thousand Five and 45/100 Dollars (\$2,005.45) of previously appropriated funds is authorized to be expended from the FY12 Special Revenue Fund by the Fire Department for the purpose of hiring an appraisal service for Fire Department antiques and to purchase display cabinets for the same.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to close out the FY12 Special Revenue Fund.

CC FY18 01-09 AB 77

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City Clerk's Office

**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.
AB 77

AGENDA SUBJECT Expenditure of Insurance Funds

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

AGENDA DATE	January 9, 2018		
DEPT. HEAD SIGNATURE	Mark E. Klose, Fire Chief		
DATE SUBMITTED	December 29, 2017		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Signature on file
SOURCE OF FUNDS	
ACCOUNT NUMBER	Fund 6094 (60942020 – 533000 – 12539)
AMOUNT	\$2,005.45
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The funds have been appropriated by the City Council on November 1, 2011 (FY12).
The resolution stipulated that the Fire Department needs to get City Council Approval prior to the expenditure of the insurance reimbursement funds.

Fire Department expending funds for appraisal service for fire antiques and to purchase display cabinets

Close out FY12 Special Revenue Fund

RECOMMENDED ACTION

City Council approval to allow Chief Klose to expenditure up to \$2005.45

**Resolution Authorizing Supplemental Appropriation to the Fire Department Fiscal Year
2018 Operating Budget for the Replacement of the Vehicle Assigned to the Fire Chief in the
amount of \$75,000.00**

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

That Seventy Five Thousand Dollars (\$75,000.00) is hereby appropriated as a supplemental appropriation to the Fire Department FY2018 operating budget for the purpose of paying for costs and expenses associated with the purchase of an Emergency Management Sport Utility Vehicle (SUV). The funding for this supplemental appropriation shall be derived in its entirety from funds received from New Hampshire Public Risk Management Exchange (Primex3) as a result of the covered loss after the December 12, 2017 Fire Department SUV fire.

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

CC FY18 01-09 AB 79

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City Clerk's Office

**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 Purchase of a new Fire/Emergency Management SUV
--

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 9, 2018		
DEPT. HEAD SIGNATURE	Mark E. Klose, Fire Chief		
DATE SUBMITTED	December 20, 2017		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Purchase a 2017/2018 Fire/Emergency Management SUV for the fire department. Utilizing funds from Primex (Insurance) to replace the SUV that caught fire on December 12, 2017.

Purchase of a New SUV for the sum not to exceed = \$75,000.00

Vehicle - \$62,250.00

Assorted Equipment Radio, Lights, Console \$12,7500.00

RECOMMENDED ACTION

City Council approval to allow Chief Klose to purchase a new vehicle

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	15012020	773150	185xx	-	-	75,000.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150005	473150	185xx	-	-	75,000.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office
