

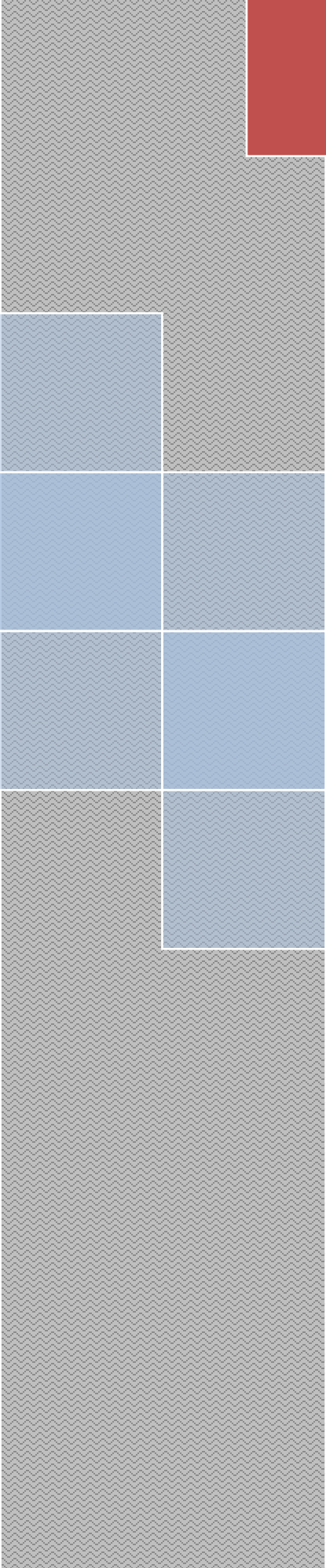


4/30/15

**Regular City Council Meeting
May 5, 2015
COUNCIL CHAMBERS
7:00 PM**

Agenda

1. Call to Order
2. Presentation of the Colors by the Rochester AMVETS
 - 2.1. **Proclamation:** Sons of American Legion – Rochester Memorial Day Parade **P. 7**
3. Opening Prayer
4. Roll Call
5. Acceptance of Minutes
 - 5.1. [April 7, 2015, Regular City Council Meeting](#)
6. Communications from the City Manager
 - 6.1. Employee of the Month Award **P.10**
 - 6.2. City Manager's Report **P.9**
7. Communications from the Mayor
 - 7.1. **Proclamation:** Kids to Park Day **P. 49**
 - 7.2. **Announcement:** Dog Registration and Rabies Clinic **P.51**
 - 7.3. **Announcement:** Letter Carriers "Stamp out Hunger" Food Drive
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 - 9.1. **Resignation:** Lionel Lachapelle, Planning Board, Alternate Member **P. 53**
 - 9.2. **Resignation:** Madelene Moffett, Ward 3, Supervisor of the Checklist **P. 55**



This page has
been
intentionally left
blank.



- 9.3. **Appointment: AB 137** Granite Ridge Development – ^{4/30/15}
TIF Advisory Board **P.57**

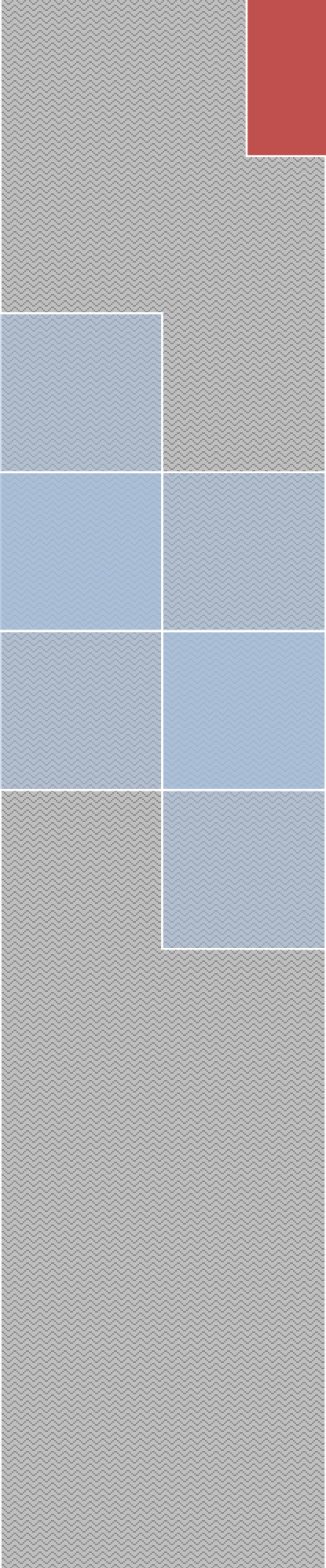
10. Reports of Committees:

- 10.1. Appointments Committee 4/7/2015 **P.65**
- 10.2. Community Development Committee 4/23/2015 **P.67**
- 10.3. Finance Committee 4/14/2015 **P.71**
- 10.4. Joint Building Committee 4/13/2015 **P.89**
 - Joint Building Sub-Committee – 4/06/2014 & 4/27/2015 **P.91**
- 10.5. Public Safety Committee 4/15/2015 **P.101**
- 10.6. Public Works Committee 4/16/2015 **P.105**

11. Old Business

12. New Business

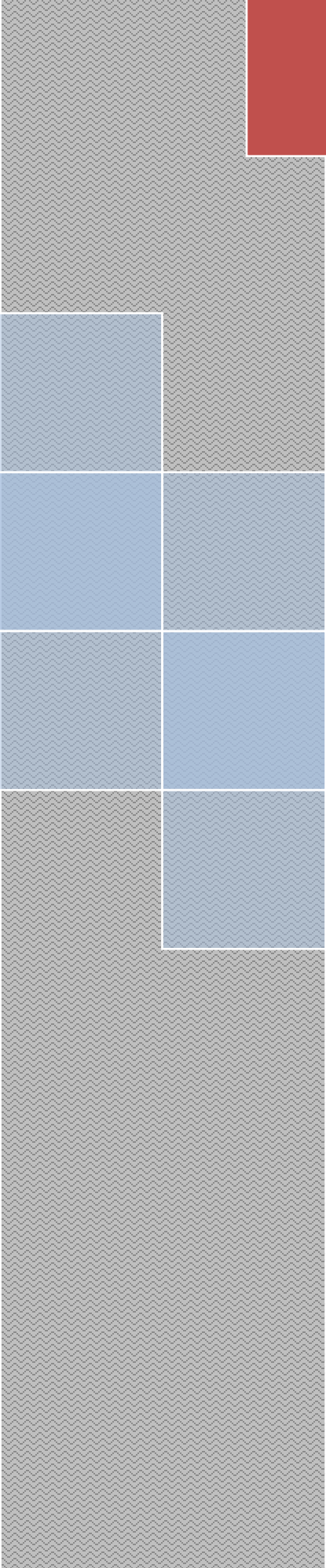
- 12.1. **AB 127** Resolution Adopting a 2015-2016 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2015-2016 Community Development Budget for the City of Rochester – **Second Reading and Adoption P.109**
- 12.2. **AB 128** Resolution Adopting a 2015-2020 Rochester CDBG “Consolidated Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2015-2016 Community Development Budget for the City of Rochester **Second Reading and Adoption P.115**
- 12.3. **AB 143** Resolution Approving 2015-2016 Operating Budget for the City of Rochester – **First Reading and Refer to a Public Hearing P.121**
- 12.4. **AB 144** Resolution Authorizing and Approving 2015-2016 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith – **First Reading and Refer to a Public Hearing P.123**
- 12.5. **AB 139** Resolution Pursuant to Section 44 of the Rochester City Charter and RSA 33:9 Approving the Repurposing of the March 2015 General Obligation Bond (GOB) Premium to the Capital Improvements Project (CIP) Fund – **First Reading, Second Reading**



This page has
been
intentionally left
blank.



- 12.5.1 **AB 139-A** Resolution Pursuant to RSA 33:9 Deauthorizing a Portion of the Bond Authority From the So-Called Sheridan Glen Granite Streets Projects in the Department of Public Works Capital – **First Reading, Second Reading and Adoption P.127**
- 12.5.2 **AB 139-B** Resolution Pursuant to RSA 33:9 Deauthorizing a Portion of the Bond Authority from the So-Called McClelland Roof Project in the Rochester School District Capital Improvement Project (CIP) Fund - **First Reading, Second Reading and Adoption P.129**
- 12.6. **AB 140** Resolution Authorizing Supplemental Appropriation to the Groundwater Resource Development Project – **First Reading, Second Reading, and Adoption P.135**
- 12.7. **AB 141** Resolution Authorizing Application for and Acceptance of, on Behalf of the City of Rochester, Police Department, A United States Department of Justice, Office of Justice Programs, Bullet Proof Vest Partnership (BVP) Grant – **First Reading, Second Reading, and Adoption P.143**
- 12.8. **AB 117** Appeal of Branco's Pawn Broker License Renewal – **Action P.151**
- 12.9. **AB 142** Legislative Activity Regarding the State Budget **P.157**
- 12.10. **AB 146** Resolution Authorizing Supplemental Appropriation to the Department of Public Works for Columbus Avenue Parking Lot Extension – **First Reading, Second Reading, and Adoption P.167**
- 13. Other
- 14. Non-Meeting
- 15.1 Non-Meeting, Consultation with Legal Counsel, RSA 91- A:2 I (b)
- 15. Adjournment



This page has
been
intentionally left
blank.





City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

PROCLAMATION

WHEREAS, **Memorial Day** was originally known as Decoration Day because it was a time set aside to honor the nation's Civil War dead by decorating their graves; and

WHEREAS, since our Nation's founding, America's sons and daughters have given their lives in service to our country, they departed our world as heroes and gave their lives for a cause greater than themselves; and

WHEREAS, on **Memorial Day** we pay tribute to those who have paid the ultimate price to defend the United States and the principles upon which America was founded; and

WHEREAS, today, Americans from all backgrounds and corners of our country serve with valor, courage, and distinction in the United States Armed Forces. Many of today's warriors know what it means to lose a friend too soon, and all our service members and their families understand the true meaning of sacrifice; and

WHEREAS, we express our deepest appreciation to the men and women in uniform who gave their last full measure of devotion so we might live in freedom; and

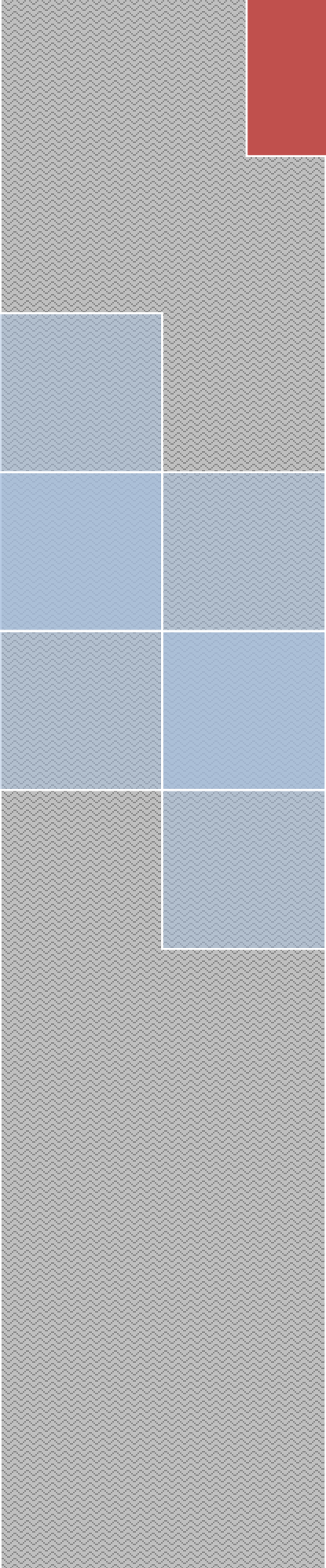
WHEREAS, it is our sacred duty to preserve the legacy of these brave Americans, and it remains our charge to work for peace, freedom, and security; and

WHEREAS, in honor of their dedication and service to America, and calling on the Rochester community to observe each **Memorial Day** as a day of prayer for permanent peace and designating a period on that day when the people of the United States might unite in prayer.

NOW THEREFORE, I, Thomas J. Jean by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim that **Memorial Day**, May 25, 2015, is a day of prayer for permanent peace and ask that community members observe and honor the sacrifices of these brave citizens.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 5th Day of May in the year of our Lord, Two Thousand and Fifteen.

Thomas J. Jean
Mayor



This page has
been
intentionally left
blank.





City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT MAY 5, 2015

The Employee of the Month is: George Murray, Municipal Information Services **P. 10**

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

- March 30, 2014 **P. 11**
- April 13, 2015 **P. 14**
- April 20, 2015 **P. 17**

Contracts and documents executed since last month:

- Annual NPDES PII Small MS4 General Permit **P. 20**
- Bridging the Gaps – eligibility certification application **P. 21**
- Bridging the Gaps – new and continuing application **P. 22**
- Bulletproof Vest Grant application \$7,337.00 – Police Dept. **P. 23**
- Chesley Hill Road Infrastructure Improvement notice to proceed **P. 24**
- Council Chambers rental agreement – Rochester Opera House **P. 25**
- Employee Suggestion award – Gray, A and Snyder, K **P. 26**
- Global Fire Prevention Grant \$8,000.00 – CDBG recommendation **P. 27**
- Harding settlement agreement **P. 29**
- Health Trust medical benefit rate renewal **P. 30**
- Pictometry Contract **P. 32**
- Rochester Landfill – Consultant Services Agreement for CM review **P. 33**

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

- Computer Lease – Harding, J (Police) **P. 34**
- Computer Lease – Johnson, S (Fire Dept.) **P. 35**
- Tuition Reimbursement Pre-approval – Mears, M (Planning) **P. 36**

The following is included for your information:

- Metrocast Cable Franchise Annual Report **P.37**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report **P. 46**
- Permission & Permits Issued **P. 47**
- Personnel Action Report Summary **P. 48**

EOM Committee,

I would like to nominate George Murray from the City IT department for consideration of the Employee of the Month award.

Beginning in FY15, the IT department was able to add a much needed full-time staff member to their department in the form of George Murray. The majority of George's responsibilities have been over at the police department when their part-time IT person was eliminated. In his short period of employment George has taken on many projects which have enhanced the level of service the police department is able to provide. The largest project he was involved in with the Police Department involved the replacement of the mobile data terminals in the cruisers as they had come to the end of their usefulness. The simple and more costly approach would have been to simply replace what we had currently in the cruisers with newer versions. Instead George looked at the entire project, assessed the current trends in technology, considered where we were and where we wanted to be, and through research, trial and error, arrived at a solution which not only does what we need it to do and more, but was less expensive, allows for less expensive expansion in the future, all the while never settling for less quality. This project impacted a couple of other areas the City had been trying to address as well to include remote access for commanders, and getting off the frame relay system which is a cost to the City. (I have attached an overview of the entire project on a separate sheet as an example of the thought process into the project. Many of the cost savings outlined will be realized in future budgets as well).

Although the police department has borne the most fruit from George's labor, we are not alone. The Fire department recently received a grant to upgrade their Emergency Operations Center (EOC). George spent several days crawling around in dusty areas to finish the upgrades to their system giving the City of Rochester a state of the art EOC. While to some this may seem like his normal job responsibilities, George is always looking for innovative, cost effective ways to accomplish the goals in front of him without compromise. When faced with an obstacle, George doesn't rest until he has a solution. He faces every challenge with how he can do something as opposed to why he can't. While he doesn't have a lot of direct external impact to customer service, his tireless efforts internally has enabled two of the most visible departments in the City, the ability to render a higher quality service. It is for these reasons I nominate George Murray for Employee of the Month.

Respectfully,

Scott A. Dumas

Deputy Chief of Police



4/30/15

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

MANAGEMENT TEAM MEETING

March 30, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Brian Sylvester, Library Director
Terence O'Rourke, City Attorney
Mike Bezanson, Interim Director DPW
Samantha Rodgers, Executive Asst.

Seth Creighton, Chief Planner
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Norm Sanborn, Fire Chief

EXCUSED:

Chris Bowlen, Director of Recreation

MINUTES

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

1. Management Team Minutes – March 23, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

Item # 2 will be updated at closed, as the minutes reflect. There was no further discussion.

3. City Calendar for Week

Reviewed upcoming meetings. No further discussion.

4. Right to Know Requests

There were 6 requests received relating to a Milton Road location. Attorney O'Rourke's office has sent a letter advising that staff is researching the requests.

5. Contract review by attorney prior to signing off on documents

City Manager Fitzpatrick informed staff that he would like all contracts to go through the attorney's office to be reviewed as to form before he will sign off on them.

6. City lot – parking request

The City received a request to potentially allow a coach bus park in the City Hall lot on Tuesday, March 31st during the United Methodist Church's choral concert. There were

no concerns with allowing this use if they determine they need to park the bus. 4/30/15
Rodgers will notify the requestor that this will be allowed.

7. Other

City Manager Fitzpatrick

- Received a request from Art Esprit to allow utilization of approximately 8 lampposts in the downtown area to hang their new community art project on. There was some discussion and the committee would like for this request to be sent to the Arts & Culture Commission and Rochester Main Street for their input.
- Wanted to commend the staff that worked on putting the Employee Appreciation Dinner together, as the turnout was great and has increased from previous years. He has heard positive feedback about the event.

Director Sylvester

- Advised that he recently attended the Community Development Committee meeting and discussed putting in a request through Community Development Block Grant (CDBG) funds to replace all the window blinds with cordless ones at the Library.
- Advised that the Library hosted a wedding on Thursday.

Director Grant

- Tax cap will close out on Tuesday and he will be working on getting the numbers out.
- Advised that they are out pulling Easter egg drop signs around the city. They are trying to contact the church to advise them of the policy.

Attorney O'Rourke

- Advised that the process for accepting Right to Know requests would still go through the City Manager's office and forwarded to his office to respond.

Manager Pollard

- Advised that Jennifer Murphy Aubin returns from maternity leave today

Chief Allen

- Advised that they have made an arrest and have a warrant out for another in the theft of Girl Scout money at Walgreen's.
- Advised that Officer Marvin completes field training today.
- Reminded staff of the NH Listens Community Police forum being held at Frisbie Conference Center Thursday night.
- Advised that there is a Police Commission meeting on Wednesday night.
- Advised that there is an open house event at the Family Justice Center and that Arts Connects NH would display their art project.
- Advised that Teen Night will be held on Saturday.
- Gave kudos to George Murray for all of his hard work with the rolling out the new virtual desktop interface (VDI) for their systems. All of this was through grant funding and they are the 1st department in the state to rollout this interface system.

Chief Sanborn

- Advised that they have been working with George and Deputy Chief Dumas and looking into a grant to tie into the same VDI systems as the Police Department. This would be through another Emergency Management Preparedness Grant (EMPG).
- Advised that the equipment in the EOC (Emergency Operations Center) has been updated and is now all wireless.
- Advised that they have had a 5th fire in 3 weeks on Woodman Street. They provided mutual aid to Lebanon over the weekend.
- There was some additional discussion about full-time fire departments and volunteer departments and what the surrounding communities were.

Interim Director Bezanson

- Advised that there has been construction activity at the Route 125 pump station.
- Advised that they would be working on replacing the sidewalks on School Street with concrete, as the porous surface did not last.
- Advised that permanent one-way traffic would begin in the next couple of weeks on May Street.

Chief Planner Creighton

- Advised that they will be working with ViewPoint to get the applications online.
- Advised that they are preparing for next week's Planning Board meeting.

Deputy City Manager Cox

- Advised that the search for the Public Works Director closed out last week with quite a few good applicants. He will contact MRI to discuss the next steps.
- Discussed whether to include a copy of the calendar in the meeting packet or to just have staff come prepared to discuss what meetings were coming up. After some brief discussion, City Manager Fitzpatrick would prefer to keep the calendar copy in the packet.

The Management Team meeting adjourned at 9:40 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



4/30/15

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

MANAGEMENT TEAM MEETING

April 13, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Michael Allen, Police Chief
Brian Sylvester, Library Director
Terence O'Rourke, City Attorney
Jennifer Mutolo, Paralegal
Mike Bezanson, Interim Director DPW
Samantha Rodgers, Executive Asst.

Jim Campbell, Planning Director
Karen Pollard, Economic Development Mgr.
Chris Bowlen, Director of Recreation
Norm Sanborn, Fire Chief

EXCUSED:

Jim Grant, Director BZLS

MINUTES

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

1. Management Team Minutes – March 30, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

Item # 1, it was noted that the Library HVAC system would replace the existing system, so the location is the same as current, item closed. Item #4, it was discussed that the City does not receive payment, as it was agreed that keeping the fields in an open state was beneficial to the City. Item closed. Item #6, Ms. Pollard stated they have a meeting scheduled with Waterstone to discuss and are hoping to get an official proposal from Waterstone.

3. City Calendar for Week

Reviewed upcoming meetings. It was discussed that Peter Cutrer from the Fire Dept would be at the Public Safety Committee on Wednesday to discuss the former Robbins Auto Parts building. There was some additional discussion about the processes for businesses when getting approvals from city officials.

4. Right to Know Requests

There were 2 new requests. One was a request for information on previous studies on the annex and the costs associated with these requests. Staff had put together a PowerPoint for the Historic District Commission that was given to the requestor. The other request was for further information on a Milton Road business. Staff is currently working on this request.

Attorney O'Rourke

- Provided an update on the Blaisdell matter.
- Provided an update on the Great Bay Coalition meeting.

City Manager Fitzpatrick mentioned that the next City Manager's Corner would focus on Building and Fire Code.

Director Sylvester

- Advised that they have started security tagging items and the process would last for the next 5-6 weeks.
- Advised that he would be at the Finance Committee to discuss a process for working with a collection agency to collect on severely overdue items.
- Advised that the annual Author's Fair event is coming up
- Advised that they are currently collecting photos for the annual photography show.
- Advised that the Joint Loss Management Committee would be working with Primex to have the playground inspected.

Deputy City Manager Cox

- Advised that Honeywell met about the firing range at the Police Department and advised that they cannot service the heating/cooling system due to concerns with lead. Chief Allen stated that they do not use lead ammunition. It was advised to get the area tested by a qualified expert and to bring to the attention of the Joint Loss Management Committee.
- Advised that they are finalizing the FY16 budget documents and putting together the information for the City Manager.
- Advised that the East Rochester School BAN is being converted to bond in the fall.
- Stated that this month's Utility Advisory Board would hopefully be making their recommendations on water & sewer rates.
- Advised that MRI (Municipal Resources Inc) started the organization study of Public Works.

Director Campbell

- Advised that the Planning Board made some approvals. They were the following:
 - Flooring for warehouse and showroom at former Hostess building.
 - Charles Street – Collins Sports – transfer of land (by abutter) to use as additional parking area.
 - IHOP lighting
- Advised that the department is working on 10 year plan and that the Council will be sending a letter to Strafford Regional Planning Commission.
- Advised that the department is working on Master Plan updates; such as Land Use, Transportation, etc.

Director Bowlen

- Advised that they have put the 3rd floor in at the Arena.

- Advised that they held their first signups for the summer program on Saturday 4/30/15
- Advised that Pride Day (a joint effort with Rochester Main Street and Waste Management) will be held this Saturday at 8:30am.
- Advised that they have started back out on the disc golf course to clean up.
- Advised that they will be looking into providing better signage on the disc golf course.

Manager Pollard

- Advised that they reached out about the Pumpkin Fest and explained the challenges with an event of that magnitude.
- Advised that the RFP went out about the hotel and conference center.
- Advised that the REDC met with the Rochester Fairgrounds Board and discussed an analysis of the fairgrounds property.

Chief Allen

- Advised that they had 3 officers graduate from the police academy on Friday. One of which was #1 in the class.
- Advised that they have a new officer starting today and that she would be attending the police academy in May.
- Advised that they made an arrest in the Girl Scout Cookie money theft.
- Advised that they made an arrest in several local breakins.
- Advised that the Police Benevolent Association would be hosting local community officials playing against the Harlem Wizards this weekend.

Chief Sanborn

- Advised that there was a FEMA kickoff meeting for the disaster declaration application process.
- Advised that Peter Cutrer attended the National Fire Academy last week for a forensic evidence collection class as it relates to arson.
- Advised that they provided mutual aid to Berwick for a house fire.

Interim Director Bezanson

- Advised that there will be an upgrade to the City Hall fire alarm panel this Thursday. Notice will be sent to staff about potential alarm testing.
- Advised that the Library door upgrade will start on Thursday.
- Advised that the Catherine Street project will be starting soon.
- Advised that one-way traffic for May Street will be delayed, as they need to get the proper Council approval first. They have adjusted to accommodate some traffic concerns with a pole in the center.
- Advised that upgrades continue to the Water Treatment Plant.
- Advised that upgrades to the Route 125 pump station continue.

The Management Team meeting adjourned at 9:57 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



4/30/15

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

MANAGEMENT TEAM MEETING

April 20, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Brian Sylvester, Library Director
Terence O'Rourke, City Attorney
Jennifer Mutolo, Paralegal
Mike Bezanson, Interim Director DPW
Jim Grant, Director BZLS

Blaine Cox, Deputy City Manager
Norm Sanborn, Fire Chief
Chris Bowlen, Director of Recreation
Seth Creighton, Chief Planner

EXCUSED:

Samantha Rodgerson, Executive Asst.

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:08 A.M.

1. Management Team Minutes – April 13, 2015

Deputy City Manager Cox advised that the East Rochester School BAN that will be converted to bond will take place during the fall budget. All other minutes were approved by general consensus.

2. City Council Inquiry Report

All items are closed.

3. City Calendar for Week

Reviewed upcoming meetings. Not on the calendar on Thursday, April 23, 2015 at 6:00 PM is the Community Development Meeting. It was discussed that the budget goes before the City Council next week for approval. There was some additional discussion that Josh Levy will be at the Business Round Table meeting on Tuesday to discuss Waterstone.

4. Right to Know Requests

There was one new request for the welfare guidelines. Staff is currently working on this request.

5. City Initiatives Related to LEED Standards

City Manager Fitzpatrick stated that an audit was previously completed and that report would be located.

6. Other**Attorney O'Rourke**

- Provided an update on the Blaisdell matter.
- Advised the Legal Department is interviewing their first intern candidate today.
- Advised the Legal Department will be going to the Local Officials Workshop on Wednesday

City Manager Fitzpatrick

- Advised that interviews would start next week for the Department of Public Works Director.
- Advised that Rochester has been named 2014 Tree City USA by the Arbor Day Foundation
- Advised a Press Release was sent out Friday congratulating Angie and Kay on earning the first ever employee suggestion award

Director Sylvester

- Advised that the security tagging of items starts today and the DVD room will be the first section tagged.
- Advised that he would be at the Trustees Meeting tomorrow
- Advised that he has a phone conference with Unique Management Systems to discuss a new collections system.
- Advised that they have extended the deadline for collecting photos for the annual photography show.

Deputy City Manager Cox

- Advised that they are finalizing the FY16 budget books for the City Council.
- Advised that debt service analysis has started

Chief Planner Creighton

- Advised that there is a Planning Board Meeting tonight.
- Advised that there is a Conservation and Historic meeting this week.
- Advised that the Planning Board staff has training this week.
- Advised he is continuing to work with Attorney Wensley regarding the conservation easement on Hope Farm
- Advised that the Milton Road Corridor study is being presented to the Planning Board

Director Bowlen

- Advised that Pride Day was held this past Saturday. Between 250 and 300 people showed up to help with the city cleanup.

Manager Pollard

- Advised the Economic Development Department is hosting Cocktails and Conversations at the Sheraton in Portsmouth on Thursday 4/30/15
- Advised Waterstone is the Project of the Month for the New England Real Estate Journal.

Chief Allen

- Advised that they had a traffic stop that turned into a pursuit that continued into New Durham.
- Advised that they have had three overdoses; one resulting in a death.
- Advised they are in the process of conducting follow up surveys regarding customer service for services provided.
- Advised they are working on an upgrade to their website.
- Advised Officer MacKenzie is receiving Officer of the Year award for the State of NH.
- Advised that they have the swearing in of a new officer on Thursday.
- Advised that the Police Benevolent Association hosted the local community officials against the Harlem Wizards this past weekend.
- Advised that the job posting for a Coalition Coordinator has been posted for the Bridging the Gaps program

Chief Sanborn

- Advised that due to the heavy rains expected this week they are monitoring the flood watch.
- Advised that they had their sixth fire in six weeks.

Interim Director Bezanson

- Advised that upgrades to the 125 pump station continue.
- Advised that the Catherine Street project has started.
- Advised that upgrades continue to the Water Treatment Plant.
- Advised that Eversource will be conducting aerial inspections today and tomorrow, weather permitting.

Director Grant

- Provided update on house permits and revenue received so far this month.
- Commended the Fire Department for their great job in containing the fire at Sunset Arms

The Management Team meeting adjourned at 9:57 AM.

Respectfully submitted,

Jenn Mutolo
Executive Assistant Paralegal

4/30/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
APR 28 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
FROM: Jennifer L. Hale, Assistant City Engineer
DATE: April 28, 2015
SUBJECT: NPDES PII Small MS4 General Permit Annual Report

Attached please find a copy of the NPDES PII Small MS4 General Permit Annual report (Report No. 12) for the reporting period of April 1, 2014 – March 31, 2015, that requires your signature.

Once signed, please return to DPW so that it can be submitted by May 1, 2015.

If there are any questions, please do not hesitate to call.

4/30/15

Date: April 10, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
APR 10 2015
City Manager
ROCHESTER

Re: Bridging the Gaps Continuing Grant Application

Please see attached an eligibility certification checklist that SAMHSA has requested the City of Rochester to complete prior to review of the City's submitted continuation grant application. The City Council approved the formation of a fiscal agent relationship with Bridging the Gaps on December 16, 2014, and these grant applications are required for the City to assume fiscal agency as well as for Bridging the Gaps to continue to receive federal funding.

The attached form requires the initials and signature of the City Manger prior to submission.

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

4/30/15

CITY OF
Received
APR 2 2015
City Manager
ROCHESTER

Date: April 2, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: Bridging the Gaps New Grant Application and Continuing Grant Application

Please see attached the new grant application and the continuing grant application for the City of Rochester to submit on behalf of Bridging the Gaps. The City Council approved the formation of a fiscal agent relationship with Bridging the Gaps on December 16, 2014, and these grant applications are required for the City to assume fiscal agency as well as for Bridging the Gaps to continue to receive federal funding.

Both grant applications require the signature of the City Manager in several locations. The forms that require the City Manager's signature have been marked with yellow Post-It notes.

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



4/30/15

City of Rochester Grant ≤ \$10,000 Application

City Manager Approval

GRANT SUBJECT & AMOUNT: Seeking permission from council to apply and accept funds in the amount of \$7,337.00 from 2015 Bulletproof Vest Grant.	
TODAY'S DATE:	4/28/2015
DEPT. HEAD SIGNATURE:	
APPLICATION DEADLINE:	
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>
COMMITTEE SIGN-OFF	
COMMITTEE:	
CHAIR PERSON:	
ADMINISTRATIVE APPROVALS	
CHIEF FINANCIAL OFFICER:	<i>Coland Commers for</i>
CITY MANAGER:	<i>Blair L. Acting CM</i>
MATCHING FUNDS BUDGET INFORMATION	
SOURCE OF MATCHING FUNDS (if required):	Federal 2015 Ballistic Vest Grant
SOURCE ACCOUNT NUMBER:	TBD
MATCH AMOUNT:	\$7,337.00
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.
LEGAL AUTHORITY	
Council action required	
SUMMARY STATEMENT	
Seeking permission from council to apply and accept 2015 Ballistic Vest Grant funds in the amount of \$7,337.00 to replace expired vests and for new hires over the next two years. This will be a multi-year fund.	
RECOMMENDED ACTION	
Recommend application and acceptance of the 2015 Ballistic Vest Grant in the amount of \$7,337.00.	

4/30/15



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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

www.rochesternh.net

CITY OF
Received
APR 28 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Terence O'Rourke, City Attorney

FROM: Jennifer Hale, PE, Assistant City Engineer

DATE: April 17, 2015

SUBJECT: Chesley Hill Road Infrastructure Improvements Project, Contract 15-24:
Notice to Proceed

Enclosed, please find four (4) copies of the agreement between John H. Lyman & Sons, Inc. and the City of Rochester for the construction of the Chesley Hill Road Infrastructure Improvements Project, along with copies of bonds and insurance certificates. This project was publicly bid and awarded to John H. Lyman & Sons on March 31, 2015.

Also enclosed please find two (2) copies of the Notice To Proceed for the above mentioned project.

This memorandum has been sent to the three of you for your review. Please provide your associated signature in the space provided and return to our office the following for processing:

- Copy of this signed memorandum.
- Four (4) copies of the signed Agreement and associated document. The effective date of the agreement is the date of final signature.
- Two (2) copies of the signed Notice to Proceed.

Please call me with any questions. Thank you.

Daniel Fitzpatrick

City Manager

Blaine Cox
Deputy City Manager

Terence O'Rourke
City Attorney

APR 28 2015

Date

4/23/15
Date

4/21/15
Date

4/30/15



City of Rochester, New Hampshire

CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

April 13, 2015

CITY OF
Received

APR 13 2015

City Manager
ROCHESTER

TO: Daniel W. Fitzpatrick, City Manager

FROM: Samantha Rodgerson, Executive Assistant

REGARDING: Rental of Council Chambers

The attached rental agreement with the Rochester Opera House is attached. There is a City policy pertaining to rental agreements.

The Rochester Opera House needs space to work on costume preparations for their upcoming performance; therefore, they requested the use of council chambers. The Rochester Opera House will be using council chambers from 5:00pm until 10pm on April 13, 2015.

4/30/15

EMPLOYEE SUGGESTION FORM

CITY OF
Received

APR 13 2015

City Manager
ROCHESTER

Subject:

- ☐ Physical Improvements of Work Environment
buildings, parking, offices, break/lunch area, etc.
- ☐ Policy Improvements of Work Environment
telecommuting, alternative work weeks job-share, etc.
- ☐ Quality Improvements of Service Delivery
more effective, more efficient, more customer-oriented, etc.
- ☒ **Quality Improvements of Work Processes/Procedures
faster, less paper, less "bureaucracy," etc.**
- ☐ Safety
improved safety measures, etc.
- ☐ Other
employee training, employee morale, miscellaneous

Any work-related subject is open for suggestion. Each suggestion shall be considered on its merit and feasibility. A monthly report shall be created to provide feedback to all employees regarding suggestions received and action taken on each.


Describe Improvement: (Use additional pages if necessary)

In preparation of the FY14 budget Kay took inventory of the check and direct deposit stock used for payroll. While working with purchasing, Kay and Angie determined that the stock used for direct deposit advices was increasing substantially. Kay and Angie worked on making a change to save the City \$1200+ annually by researching other options. Their suggestion was to print direct deposit advices on regular printer paper. After speaking with all interested parties, they determined that this was a viable option and moved forward with approval. The City began printing direct deposit advised on printer/copier paper in FY14.

Estimated annual savings (if known/applicable) \$1,200+ annually (ongoing)

Name: Kay Snyder, HR/PR Specialist and Angie Gray, Account Clerk

Submitted by: Diane Hoyt, HR Manager & Roland Connors, Deputy Finance Director

Signature: 
Deputy City Manager

Date: 4/13/2015

Signature: 
City Manager

Date: APR 13 2015

Amount of Recognition Award: \$150.00 each for Angie & Kay.



4/30/15

City of Rochester Grant ≤ \$10,000 Application

City Manager Approval

GRANT SUBJECT & AMOUNT:

FM Global Fire Prevention Grant

TODAY'S DATE:	April 28, 2015
DEPT. HEAD SIGNATURE:	Karen Pollard, on file
APPLICATION DEADLINE:	Rolling deadline
ATTACHMENTS	Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

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

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	Matching funds are not required.
SOURCE ACCOUNT NUMBER:	N/A
MATCH AMOUNT:	N/A
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

LEGAL AUTHORITY

City Charter, Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Aldermen, and the Selectmen of Towns so far as applicable to cities.

SUMMARY STATEMENT

FM Global offers grants to aid fire prevention and investigation services. The Fire Department would like funding in the amount of \$8,000 to purchase communications equipment that will allow personnel traveling in vehicles to better communicate with personnel at station houses. There is no match requirement for this grant.

RECOMMENDED ACTION

The Community Development Coordinator requests that the City Manager approve the submittal of a grant application in the amount of \$8,000 to purchase communications equipment on behalf of the Fire

Department.

Blaine Cox

From: Darlene Levesque [dlevesque@ranspell.com]
Sent: Thursday, April 02, 2015 12:58 PM
To: Blaine Cox
Subject: Davis v. City of Rochester and John Harding
Attachments: Davis.settlement agreement.docx

Blaine,

As we discussed, attached please find the settlement agreement and release of claims in the above matter. As I explained, Mr. Davis requested that we include the reciprocal release language to release him from any claims that the City or Officer Harding could file against him concerning his lawsuit. Officer Harding has agreed to release Mr. Davis and I will be sending him the agreement to sign. However, we also need the City to release Mr. Davis and sign the agreement.

To that end, I am attaching the settlement agreement for the City Attorney's review and, if acceptable, for Dan Fitzpatrick's signature before a notary or JP. The agreement is a standard agreement that PLT uses for settlement in its cases.

Once Mr. Fitzpatrick has signed the settlement agreement, please forward the original to me so that I may begin processing the settlement with PLT.

If you have any questions in the meantime, please do not hesitate to contact us.

Thank you!

Darlene Levesque
 Legal Assistant to Daniel J. Mullen
 Ransmeier & Spellman, PC
 PO Box 600
 Concord, NH 03302-0600
 603-228-0477
 603-410-4916 (Direct)
 603-224-2780 (Fax)
dlevesque@ranspell.com
 Website www.ranspell.com

NOTICE

This e-mail communication (including any attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510 et seq. This communication is CONFIDENTIAL. The legal advice and work product contained herein are PRIVILEGED and intended only for disclosure to or use by the person(s) listed above. If you are neither the intended recipient(s), nor a person responsible for the delivery of this communication to the intended recipient(s), you are hereby notified that any retention, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by using the "reply" feature or by calling me at (603) 228-0477, at the extension listed above, and then immediately delete this message and all attachments from your computer. Thank you.

TL:
Blain

April 3, 2015

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

RECEIVED
APR 07 2015
FINANCE OFFICE
CITY OF ROCHESTER

CITY OF
Received
APR 6 2015
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

Enclosed are the final rates for the medical benefit renewal for the period July 1, 2015 through June 30, 2016. These rates, developed in consultation with HealthTrust's consulting actuaries and the subject of two public hearings, were approved by the HealthTrust Board of Directors ("HealthTrust Board") on March 27, 2015. Also included, where applicable, are the renewal rates for dental, life, short- and long-term disability coverage, established last fall for the upcoming renewal period.

Medical Rates:

Each rating period, the HealthTrust Board reviews the program rating methodology and approves program rates based on input from their consulting actuaries, Members and staff. This rating process began last October, when the *Guaranteed Maximum Rates* (GMRs) were established. The GMR provides you with rate projection information for budgeting purposes, allowing HealthTrust the opportunity to later "revisit" these rates, utilizing the most current claims and cost data available, to provide you with the most competitive rates possible.

Last October, the overall GMR for the July Pool was a 3.1% increase over current rates. I am pleased to report that the final "revisit" rates adopted by the HealthTrust Board last week result in an overall increase of just 2.4% over current rates. Your specific medical rate change will vary from this overall figure, based in part on your group's claims experience. If you are a group in the "50 and Under Pool" or part of a combined rating unit, your rate change is reflective of the claims experience of that group.

Surplus Return (Medical and Dental):

As previously communicated, HealthTrust will distribute a return of the FY2014 surplus to July groups on August 20, 2015. This surplus return will be in the form of a check unless a *Contribution Holiday* is requested in writing by August 6, 2015. After the distribution date, HealthTrust can provide reports to assist with understanding the enrollment detail utilized to calculate the surplus return.

Per the HealthTrust Bylaws, in order to be eligible for a surplus return for any coverage, a Member Group must be participating in that coverage as of the distribution date.

Medical Rate Exhibit:

The enclosed rate exhibit includes monthly rates for your current medical and prescription plan options. It also includes alternative options you may be interested in considering. Cost-sharing benefit schedules for these options can be provided upon request. This is not meant as an exhaustive list of the options available through HealthTrust, but as a guide to show you what may be available.

Coverage Changes:

Please note that requests for any coverage changes for July 1, 2015 must be communicated to HealthTrust in writing prior to May 29, 2015. Changes in coverage requested after this date, but prior to June 30, 2015, will have an effective date of September 1, 2015. The effective date may depend on the ability to distribute Summary of Benefits and Coverage (SBC) documents within the sixty (60) day advance notice requirement under the Patient Protection and Affordable Care Act (PPACA).

Renewal Deadlines:

Signed renewal transmittal forms must be returned to HealthTrust by June 12, 2015 to renew coverage for July 1, 2015. If you have questions or concerns, please do not hesitate to contact your Benefits Advisor, Debra Clayton, at 800.527.5001.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Bragdon', with a large, stylized initial 'P'.

Peter Bragdon
Executive Director

Enclosures

cc: Mark Dixon, Union President, Rochester Public Works
Scott Loignon, President, NEPBA Local #23, Rochester Police Department
Chris Stevens, Firefighter/IAFF Local 1451 Representative, Rochester Fire Department

Shirley McCrillis

From: Kern Mann [kern.mann@rpl.lib.nh.us]
Sent: Monday, April 13, 2015 11:41 AM
To: Shirley McCrillis; Kern Mann
Cc: Blaine Cox; Dennis Schafer; TJ1
Subject: Re: Pictometry
Attachments: Pictometry Contract for NHROCH15 - Connect.pdf

CITY OF
 Received
 APR 14 2015
 City Manager
 ROCHESTER

The attached contract needs to be signed by someone and returned to:

justin.lukaszonas@pictometry.com

Or access has been extended for one week. Users should once again be able to access POL/Connect.

kern

--
 Kern Mann
 Library Systems Technician
 Rochester Public Library
 Rochester NH 03867

ph: 603.335.7587
 fx: 603.335.7582
kern.mann@rpl.lib.nh.us

On 4/13/2015 10:55 AM, Shirley McCrillis wrote:

> Kern,
 >
 > Attached is the PO that I built for Pictometry for 2015. I received a call from the Mayor this morning who
 advised that Pictometry on-line has expired. Dennis mentioned that you would be the person to get it
 reactivated. Can you let me know when it has been reactivated so we can let the Mayor know.
 >
 > Thanks.
 >
 >
 > Shirley A. McCrillis
 > Executive Secretary
 > Dept. of Finance and Administration
 > 31 Wakefield Street
 > Rochester, NH 03867
 > Tel. 603-335-7609
 > Fax 603-335-7589
 > shirley.mccrillis@rochesternh.net
 >
 >
 >



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
APR 2 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Terence O'Rourke, City Attorney
FROM: Michael S. Bezanson, PE, Interim Director of Public Works *MB*
DATE: April 1, 2015
SUBJECT: Rochester Landfill - Consultant Services Agreement
 Review for City Manager Signature

CC:

Legal Review

Attached please find one (1) copy of the proposed Scope of Work from Ransom Consulting, Inc. for Groundwater Management Permit Services related to the Rochester Landfill. Ransom Consulting has served as the City's consultant for this work for more than five years. I recommend continuing to utilize the services of Ransom Consulting for this work. I have negotiated the attached proposal for services needed for the duration of the recently issued Groundwater Management Permit. *MB*

Terence O'Rourke
 Terence O'Rourke
 City Attorney

4/2/15
 Date

Financial Review

Costs associated with this agreement are budgeted annually in the O&M Budget for Public Works. The cost for 2015 have been encumbered in Purchase Order No. 6452.

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

4/2/2015
 Date

Please have the City Manager sign and return the signed document to Public Works.

Thank you.

4/30/15
COPY

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER

FROM: JOHN HARDING, POLICE DEPT. PATROLMAN
(name, department & title)

**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER
LEASE/PURCHASE PROGRAM**

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

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

The estimated cost of the equipment to be acquired: \$ 900.- (not to exceed \$2,000)

Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

CURRENT COMPUTER GETTING OLD, OUTDATED. WOULD LIKE
TO UPGRADE COMPUTER TO BECOME MORE COMPUTER
LITERACY WHICH WILL HELP WITH JOB.

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

4/3/15
Date


Employee Signature

I have reviewed and recommend this request:

4/5/15
Date


Supervisor or Department Head Signature

Approved:

APR 17 2015
Date


City Manager or Designee Signature

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER**FROM:***Steve Johnson*

(name, department & title)

**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER
LEASE/PURCHASE PROGRAM**

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

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

The estimated cost of the equipment to be acquired: \$ 1424⁹⁹ (not to exceed \$2,000)Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.This computer will be utilized for school + TrainingI have ☒ have not ☐ (check one) previously purchased equipment under this program.4/27/15
Date*[Signature]*
Employee Signature

I have reviewed and recommend this request:

4/27/15
Date*Norm Ambrose Jr*
Supervisor or Department Head and Title

Approved:

APR 28 2015*Dan W. Fitzpatrick*

Date

City Manager or designee



City of Rochester, New Hampshire

Office of Finance and Administration
31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 335-7589

CITY OF
Received
APR 10 2015
City Manager
ROCHESTER

Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Michelle Mears
2. Department: Planning and Development Department
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes ☒ No ☐
4. Number of Courses for this employee already approved for the current fiscal year is: 1 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course Seminar Politics Policy & Government; Cost: \$1492.75; and dates of Course: from May 26 to June 25
 - b. Name of Course Public Management Techniques; Cost: \$1492.75; and dates of Course: from May 26 to July 30
 - c. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____
6. Reimbursement for only the cost of the course will be as follows:
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: [Signature]
9. Date of Department head's approval: 4/7/15
10. Finance Director approval signature: [Signature]
11. Date of Finance Department approval: 4/8/2015
12. City Manager's approval Signature: [Signature]
13. Date of City Manager's Signature: _____

APR 10 2015

CITY OF
Received
APR 1 2015
City Manager
ROCHESTER



CABLE TELEVISION FRANCHISE
ANNUAL REPORT

City of Rochester, New Hampshire
2014

April 2015

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

Dear City Manager;

Pursuant to Section 7.3 (Annual Reporting by Franchisee) of the Franchise Agreement between the City of Rochester and MetroCast Cablevision, MetroCast submits the attached documentation detailing the system performance for calendar year 2014.

Please note that some of the requested information is listed on a consolidated basis for MetroCast based on the functionality of the recording and tracking systems in place. For example, since all subscriber telephone calls are routed to our Belmont and Rochester call centers, customer service statistics are recorded on a consolidated basis. This is indicated on the documentation provided.

Please feel free to contact me with any questions or comments concerning the attached documents and information. I can be reached at your convenience at (603) 527-3634, or by e-mail at djobe@metrocast.com

Sincerely,



Danny L. Jobe
Vice President of System Operations
MetroCast Communications
21 Jarvis Ave
Rochester, NH 03868



EXHIBIT - H

City of Rochester
Services & Rates
January 2015

Video Service:

Basic Tier-	\$35.95/Month
Expanded Basic-	\$44.00/Month
Full Basic Tier -(Includes Basic Tier)	\$79.95/Month

Please see attached Channel Card

Digital Service:* (Converter Required)

Digital Basic Cable:*	\$13.95/ Month
<i>(Includes One Digital Home Terminal, Interactive Program Guide, Access to Video on Demand Channel 99, Access to Pay Per View, Access to Digital Networks, Digital Music Channels, 4 in 1 Remote)</i>	

Digital Plus-	\$7.95/ Month
HD Ultra-	\$9.95/Month

Digital Equipment

Digital Converter	\$8.95/ Month
4 In 1 Remote Control-Purchase	\$10.00
Cable Card -*First 2 no Charge Then	\$1.95/ each
Digital Terminal Adaptor (DTA)-*First 2 no Charge Then	\$1.95/each
HD Digital Terminal Adaptor	\$3.95

High Definition

HD Converter	\$9.95/Month
DVR/HD Converter	\$16.95/ Month
Multi-Room DVR (mDVR) Service-	\$9.95/Month
Multi-Room DVR (mDVR) HD Converter-	\$9.95/Month

Digital Premium Service*

(Digital Basic package required)

Showtime Unlimited	\$16.95/ Month
HBO Multiplex	\$19.95/ Month
Cinemax Multiplex	\$10.95/ Month
Starz/Encore Superpak	\$16.95/ Month



EXHIBIT -H

City of Rochester
Services & Rates Cont.
January 2015

Pay-Per View*

Movies	\$3.99 & up
Adult Movies	Varies
MetroCast Events	Varies

Video On Demand – VOD*

Tune to Channel 99 to launch VOD application and user's interface.

New Releases	\$3.99 & up
Library	\$2.99 & up
Adult, Event & Subscription	Varies
VOD High Definition	\$5.99 & up

(Prices for some early releases or HD releases may vary)

Internet Services (*DOCSIS cable modem required*)

High Speed Ultra- (up to 75 Mbps x 5Mbps)	\$71.95/ Month
High Speed Internet- (up to 20 Mbps x 2Mbps)	\$52.95/ Month
High Speed Basic- (up to 5 Mbps x 512Kbps)	\$41.95/ Month
High Speed Access- (up to 1.5Mbps x 384 Kbps)	\$29.95/ Month
Standard Wired Modem-	\$6.00/ Month
Wireless Modem -	\$7.00/ Month

Business rate and speeds are available. Please call the Customer Service Department for details.



EXHIBIT -H

City of Rochester
Services & Rates Cont.
January 2015

Digital Phone Services** *(eMTA required)*

MetroCast Digital Phone	\$44.95/Month
eMTA <i>(phone modem)</i>	\$7.00/ Month
Wireless e MTA Rental	\$8.00/ Month
Additional Phone Line	\$12.95/ Month
Voicemail <i>(2-4accounts)</i>	\$4.95/Month
Operator Assistance <i>(411)</i>	\$1.00 per use
Directory Assistance	\$1.50 per use
Directory Listing	Free
Non publishing Listing / Non-Listed Rate	\$5.00/Month

Video-Internet-Digital Phone (VIP) Packages***(Equipment not included/ converter & eMTA required)*

VIP Ultra Plus- <i>(Basic, Expanded Basic, Digital Basic, Digital Plus, High Speed Ultra & Digital Phone)</i>	\$180.90/Month
VIP Ultra- <i>(Basic, Expanded Basic, Digital Basic, High Speed Ultra & Digital Phone)</i>	\$172.95/Month
VIP Plus- <i>(Basic, Expanded Basic, Digital Basic, Digital Plus, High Speed Internet & Digital Phone)</i>	\$157.90/Month
VIP- <i>(Basic, Expanded Basic, Digital Basic, High Speed Internet & Digital Phone)</i>	\$149.95/Month
VIP Basic- <i>(Basic, Expanded Basic, High Speed Internet & Digital Phone)</i>	\$139.95/Month

Installation and One –Time Charges:

Standard VIP Installation <i>(3 products-Video, Internet, Phone):</i>	\$99.95
Standard Video Installation <i>(up to 2 outlets):</i>	\$49.95
Two Product Installation:	\$99.95
Additional Video Outlet per outlet <i>(over 2 outlets) – initial install per outlet:</i>	\$20.00
Additional Video Outlet per outlet – separate trip <i>(up to 2 outlets):</i>	\$49.95
Reconnection of Service:	\$40.00
Multi Room DVR Installation:	\$99.95
Standard High Speed Internet Installation:	\$99.95
Standard Digital Phone Installation:	\$99.95
Digital Phone Line Activation:	\$20.00
Add/Move/Change Phone Service or Number:	\$20.00
Relocate Phone Service or Number:	\$30.00
Additional Jack- w/initial install:	\$20.00
Additional Jack- separate trip:	\$40.00



EXHIBIT -H

City of Rochester
Services & Rates Cont.
 January 2015

Returned Check Fee:	\$25.00
Collection at Door Fee:	\$25.00
Service Call, 1 Hour Minimum:	\$50.00
Additional Service Call Charge:	\$12.50
<i>(charged in ¼ Hr increments for calls lasting over 1 Hr)</i>	
Change of Service – automated upgrade:	\$5.00
Change of Service – separate trip upgrade:	\$40.00
Live Agent Convenience Fee <i>(charged per occurrence)</i> :	\$5.00
HD Converter Deposit:	\$200.00
HD/DVR Converter Deposit:	\$200.00
Multi-Room (mDVR) HD Storage Device Deposit:	\$200.00
Multi-Room (mDVR) Storage Device Deposit:	\$100.00
Non Returned or Damaged Digital Converter:	\$150.00
Non Returned or Damaged Cable Modem:	\$48.00
Non Returned or Damaged HD Converter:	\$230.00
Non Returned or Damaged HD/DVR Digital Converter:	\$329.00
Non Returned or Damaged eMTA:	\$67.50
Non Returned or Damaged eMTA with wireless	\$101.00
Non Returned or Damaged Wireless Modem:	\$84.00
Non Returned or Damaged DTA:	\$31.50
Non Returned or Damaged HD DTA:	\$50.00
Non Returned or Damaged HD DTA Wall Mount:	\$75.00
Non Returned or Damaged Multi-Room DVR/HD Converter:	\$329.00
Non Returned or Damaged Multi-Room DVR Storage Device:	\$195.00
Non Returned or Damaged Cable Card:	\$50.00
Service Assurance Plan:	\$3.95 Month
Late Fee/ Past Due Collection:	Price Varies



EXHIBIT -I

City of Rochester
Office Locations & Hours

Office Locations:	MetroCast Cablevision 102 Pleasant Street Springvale, ME 04083	MetroCast Cablevision 21 Jarvis Ave Rochester, NH 03868
Mailing Address:	PO Box 1450 Rochester NH, 03866-1450	
Office Hours:	Monday – Friday 8:00am –6:30pm	Saturday 8:00am-4:30pm Rochester Office 8:00am-2:00pm Springvale Office
Office Technical Support Hours	Monday-Saturday 8:00am-5:00pm Sunday - Closed <i>(Technician on-call after Normal Business Hours)</i>	

Phone Numbers Customer Service:

603-332-5466 Rochester Office
207-324-3700 Springvale Office
800-952-1001 (24/7 Customer Service Sales & Support)

Phone Numbers Internet Technical Support

Residential	800-608-6480
Business	800-608-6490

****Customer Service picks up calls during non business hours 24 hours 7 days a week.**

Headend Location (Tower): 21 Jarvis Ave Rochester, NH 03868



EXHIBIT -I

**City of Rochester
System Plant Information
2014**

- A. Total Number Of Subscribers: 6854
- B. Total Miles of Cable Plant: 254.14
- C. Projects Constructed: Browning Drive, Heritage St. & Truman Circle.
- D. Franchise Fees Paid: \$242,139.63
- E. Customer Service Statistics: *(See Below)*

**** Phone Stats include all NH Calls****

Month - 2014	Total ACD Incoming Calls	Total Calls Answered	% of ACD Calls Answered in SVS Level	Average Speed of Answer	Average Talk Time	# Calls answered in SVS level
January	38,743	29,296	37.67%	0:03:05	0:06:53	11,035
February	32,693	28,439	56.14%	0:01:44	0:06:35	15,966
March	35,077	28,017	46.14%	0:02:46	0:06:45	12,926
April	32,984	28,823	59.04%	0:01:32	0:06:21	17,016
May	40,485	33,269	66.28%	0:01:21	0:06:32	22,051
June	36,151	34,321	75.23%	0:00:40	0:06:28	25,819
July	41,466	36,053	62.89%	0:01:22	0:06:43	22,672
August	41,498	35,280	43.57%	0:03:37	0:06:31	15,370
September	34,119	29,930	52.43%	0:03:00	0:06:23	15,692
November	41,358	37,002	54.28%	0:02:30	0:06:22	20,084
December	30,421	28,444	70.84%	0:01:38	0:06:13	20,150
Total	440,826	382,082	58.53%			223,644
Average	36,736	31,840		0:02:06	0:06:29	

- I. Emergency Contact: MetroCast Network Operations Center, Rochester
(open 24 hours per day, 7 days per week)
(866) 382-3087
noc@metrocast.com

Basic		Expanded Basic ¹		Leased Access		On Demand/PPV ²		Digital Basic ²		Digital Plus ²		Digital Cinemax ²		Digital Showtime ²		HD Ultra		MC Music Choice ²	
2	WGBH-2 (PBS), Boston	27	ESPN Classic	77	Justice Central	1	MetroCast On Demand	719	Oxygen HD	250	Esquire Network	351	Cinemax	371	Showtime	774	Palladia HD	500	Music Choice Play
3	NECN	28	ESPN	78	Fox Sports 1	101	Pay-Per-View Events HD	725	ESPNU HD	251	Boomerang	352	MoreMAX	372	Showtime 2	776	Universal HD	901	Hit List
4	WBZ-4 (CBS), Boston	29	ESPN2	81	NBC Sports Network	102	Pay-Per-View Events (SD)	726	Fox Sports 2 HD	252	FamilyNet	353	ActionMAX	373	Showtime Showcase	782	MGM HD	902	Pop Rhythmic
5	WCVB-5 (ABC), Boston	30	Comcast SportsNet	82	NESN Plus	103	Pay-Per-View Events 2 (SD)	727	CBS Sports Network HD	255	Discovery Life	354	ThrillerMAX	374	Showtime Beyond			903	Dance/EDM
6	WFTX-25 (FOX), Boston	31	Golf Channel	84	WGN America	141-146	ESPN Sports Pay-Per-View	763	Science HD	256	DIY	355	MovieMAX	375	Showtime Extreme			904	Indie
7	WHDH-7 (NBC), Boston	32	NESN	85	FXX	170-174	Adult Pay-Per-View	766	NFL Network HD	257	3-Angels Broadcasting Network	356	Cinemax	376	Showtime Women			905	Hip Hop and R&B
8	WCSH-6 (NBC), Portland	33	Lifetime	729	ESPN HD			779	Outdoor Channel HD	258	INSP	357	StarMAX	377	Showtime Next			906	Rap
9	WMUR-9 (ABC), Manchester	34	TBS	730	Comcast SportsNet HD			781	Nat Geo Wild HD	259	Youtoo	358	OuterMAX	378	Showtime Family Zone			907	Hip-Hop Classics
10	WLVI-56 (CW), Boston	35	ET	731	Golf Channel HD			794	SEC Network HD	260	Turner Classic Movies	359	Cinemax HD	379	The Movie Channel			908	Throwback Jamz
11	WENH-11 (PBS), Durham	36	EWTN	732	NESN HD			797	Fusion HD	261	WE	361	Cinemax HD	380	The Movie Channel Xtra			909	R&B Classics
12	Local Access	37	TBN	733	Lifetime HD					262	Independent Film Channel	381	Flix	381	Flix			910	R&B Soul
13	WGME-13 (CBS), Portland	38	MTV	734	TBS HD					263	BBC America	381	MovieMAX	382	The Movie Channel HD			911	Gospel
14	QVC Plus	39	VH1	735	ET HD					264	Hallmark Channel	381	MovieMAX	382	The Movie Channel HD			912	Reggae
15	Zap2it Channel Guide	40	GAC	736	MTV HD					265	Oxygen	381	MovieMAX	382	The Movie Channel HD			913	Rock
16	HSN	41	CMT	737	VH1 HD					266	Lifetime Real Women	381	MovieMAX	382	The Movie Channel HD			914	Metal
17	WBIN (IND), Derry*	42	Fox News	738	GAC HD					267	Cooking Channel	381	MovieMAX	382	The Movie Channel HD			915	Alternative
18	WSBK-38, Boston	43	MSNBC	739	CMT HD					268	Chiller	381	MovieMAX	382	The Movie Channel HD			916	Adult Alternative
19	C-SPAN 2	44	CNBC	740	Fox News HD					269	Reelz Channel	381	MovieMAX	382	The Movie Channel HD			917	Rock Hits
20	WMFP Cozi TV, Boston	45	CNN	741	MSNBC HD					270	ESPN	381	MovieMAX	382	The Movie Channel HD			918	Classic Rock
21	WPXG-21 (ION), Boston	46	HLN	742	CNN HD					271	ESPNews	381	MovieMAX	382	The Movie Channel HD			919	Soft Rock
22	C-SPAN	47	LMN	743	The Weather Channel HD					272	NFL Network	381	MovieMAX	382	The Movie Channel HD			920	Love Songs
23	QVC	48	The Weather Channel	744	FX HD					273	CBS Sports Network	381	MovieMAX	382	The Movie Channel HD			921	Pop Hits
24	MPBN (PBS), Biddeford	49	FX	745	TNT HD					274	HRTV	381	MovieMAX	382	The Movie Channel HD			922	Party Favorites
25	PEG Educational & Government	50	TNT	746	USA HD					275	Outdoor Channel	381	MovieMAX	382	The Movie Channel HD				
26	PEG Educational & Government	51	USA	747	Comedy Central HD					276	MTV2	381	MovieMAX	382	The Movie Channel HD				
27	WCSH (The Justice Network), Portland	52	Comedy Central	748	Spike HD					277	MTV Hits	381	MovieMAX	382	The Movie Channel HD				
28	WLVI ZUUS Country, Boston	53	Spike	749	Bravo HD					278	VH1 Classic	381	MovieMAX	382	The Movie Channel HD				
29	WFTX MOVIES!, Boston	54	Bravo	750	Bravo HD					279	VH1 Soul	381	MovieMAX	382	The Movie Channel HD				
30	WCVB (MeTV), Boston	55	AMC	751	AMC HD					280	CMT Pure Country	381	MovieMAX	382	The Movie Channel HD				
31	WHDH (This TV), Boston	56	Syfy	752	Syfy HD					281	UP	381	MovieMAX	382	The Movie Channel HD				
32	WHDH (This TV), Boston	57	A&E	753	A&E HD					282	FYI	381	MovieMAX	382	The Movie Channel HD				
33	WMUR (MeTV), New Hampshire	58	History	754	History HD					283	H2	381	MovieMAX	382	The Movie Channel HD				
34	WGBH-2 HD (PBS), Boston	59	HGTV	755	History HD					284	FX Movie Channel	381	MovieMAX	382	The Movie Channel HD				
35	NECN HD	60	Discovery Channel	756	History HD					285	Hallmark Movies & Mysteries	381	MovieMAX	382	The Movie Channel HD				
36	WBZ-4 HD (CBS), Boston	61	TLC	757	History HD					286	MoviePlex	381	MovieMAX	382	The Movie Channel HD				
37	WCVB-5 HD (ABC), Boston	62	Animal Planet	758	History HD					287	Nat Geo Wild	381	MovieMAX	382	The Movie Channel HD				
38	WFTX-25 HD (FOX), Boston	63	TV Land	759	History HD					288	SEC Network	381	MovieMAX	382	The Movie Channel HD				
39	WHDH-7 HD (NBC), Boston	64	Nickelodeon	760	History HD					289	Fox Sports 2	381	MovieMAX	382	The Movie Channel HD				
40	WMUR-9 HD (ABC), Manchester	65	Cartoon Network	761	History HD							381	MovieMAX	382	The Movie Channel HD				
41	WLVI-56 HD (CW), Boston	66	ABC Family	762	History HD							381	MovieMAX	382	The Movie Channel HD				
42	WENH-11 HD (PBS), Durham	67	Disney Channel	763	History HD							381	MovieMAX	382	The Movie Channel HD				
43	WCSH-6 HD (NBC), Portland	68	Disney Junior	764	History HD							381	MovieMAX	382	The Movie Channel HD				
44	WGME-13 HD (CBS), Portland	69	Food Network	765	History HD							381	MovieMAX	382	The Movie Channel HD				
45	QVC Plus HD	70	Travel Channel	766	History HD							381	MovieMAX	382	The Movie Channel HD				
46	HSN HD	71	National Geographic	767	History HD							381	MovieMAX	382	The Movie Channel HD				
47	WBIN HD (IND), Derry*	72	Jewelry TV	768	History HD							381	MovieMAX	382	The Movie Channel HD				
48	WSBK-38 HD, Boston	73	truTV	769	History HD							381	MovieMAX	382	The Movie Channel HD				
49	WMFP HD (Cozi TV), Boston	74	Investigation Discovery	770	History HD							381	MovieMAX	382	The Movie Channel HD				
50	WPXG-21 HD (ION), Boston	75	Music Choice Play	771	History HD							381	MovieMAX	382	The Movie Channel HD				
51	QVC HD	76	JBS	772	History HD							381	MovieMAX	382	The Movie Channel HD				
52	MPBN HD (PBS), Biddeford	77		773	History HD							381	MovieMAX	382	The Movie Channel HD				

¹ All channels require a CableCARD, digital converter, Digital Terminal Adapter (DTA), or a digital ready television with QAM tuner (not provided by MetroCast). ² Channels require a digital converter. Federal law requires subscription to Basic Service to receive any other level of video service. To receive Expanded Basic, Digital Basic, Digital Plus, or Premium services, a subscription to the applicable level of service is required. Certain On Demand programming may require a subscription to other levels of service. Additional equipment charges may apply. All aspects of MetroCast services, channels and rates are subject to change at any time in accordance with applicable law. Additional fees may apply. Credit check may be required. Other restrictions may apply. ³ Channels require a CableCARD or digital converter. To receive HD channels on Basic Service, an HD-capable television* set with either an integrated QAM tuner, an HD digital terminal adapter (HD DTA), or an HD digital converter/HDR converter may be required. To receive HD channels on Expanded Basic Service, a subscription to Expanded Basic, an HD-capable television* and an HD DTA, HD digital converter/HDR converter, or CableCARD is required. In addition, to receive Digital Basic HD, Digital Plus HD, HD Ultra and Premium HD channels, an HD-capable television*, a subscription to the applicable level of service and an HD digital converter/HDR converter, or CableCARD is required. *HD-capable television not provided by MetroCast. ⁴ Channels require a CableCARD, digital converter, or Digital Terminal Adapter (DTA). A subscription to Expanded Basic required to view Music Choice Play. WBIN (IND-Derry) not available in Wolfeboro, Bristol, Hebron, Alexandria and Bridgewater, NH.

Council Inquiry report 20150505

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Keans	2/26/2015 Community Development Committee	Asked where the Library HVAC system is to be installed.	Mr. Bezanson stated that it would replace the existing equipment, so therefore in the same location. Inquiry closed.
2	Varney	4/7/2015 Council Meeting	Granite Ridge easement ruling information, would like clarification.	Attorney O'Rourke supplied clarification. Item closed.
3	Keans	4/7/2015 Council Meeting	Requested more information in regards to "the junkyard case went to court and that the decision was favorable to the City."	Mr. Grant provided the court order. Item closed.
4		4/7/2015 Council Meeting	Hay agreement - does the city get payment for the hay?	No, the City receives no payment. It was a benefit to keep the fields clear. Item closed.
5		4/7/2015 Council Meeting	Granite State Street Rodders request - port-a-potty concern	Ms. Rodgers provided information. Item closed.
6	Walker	4/7/2015 Council Meeting	Granite Ridge/Waterstone green space - who will be paying for this area?	There is a meeting with Waterstone to discuss and Waterstone will make an official proposal. Item closed.

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
4/7/2015	City Manager's Office	BANNER	Rochester Main Street - Zombie Walk
4/7/2015	City Manager's Office	BANNER	Rochester Main Street - UFO/Paranormal Festival
4/15/2015	City Manager's Office	BANNER	Rochester Child Care Center
4/7/2015	City Manager's Office	EVENT	Foley 5K
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Factory Court Concerts
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Pride Day
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Authors Fair
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Free Comic Book Day
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - annual fundraiser
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Teddy Bear Picnic
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Zoo Encounter
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Central Square Concert
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - BBQ Blues Festival
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - UFO/Paranormal Festival
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Oktoberfest
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Trick or Treat
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Zombie Walk
4/7/2015	City Manager's Office	EVENT	Rochester Main Street - Festival of Trees
4/10/2015	City Manager's Office	EVENT	Rochester Firefighters Boot Drive
4/10/2015	City Manager's Office	EVENT	American Cancer Society - Relay for Life toll booth
4/16/2015	City Manager's Office	EVENT	Symmetry Yogo
4/28/2015	City Manager's Office	EVENT	Chamber - Community Expo event and permission to serve alcohol
4/28/2015	City Manager's Office	EVENT	Commons Church - block party
4/28/2015	City Manager's Office	EVENT	Rochester Runners Club 5K
4/28/2015	City Manager's Office	EVENT	Child Abuse Protest - Glen Hayes
4/28/2015	City Manager's Office	PARADE	Memorial Day Parade - Sons of the American Legion
4/7/2015	City Manager's Office	RAFFLE	Rochester Main Street - annual raffle
4/7/2015	City Manager's Office	TAG	SHS Cheerleading Booster Club
4/14/2015	City Manager's Office	TAG	SHS - Girls Youth Softball

[illegible]



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

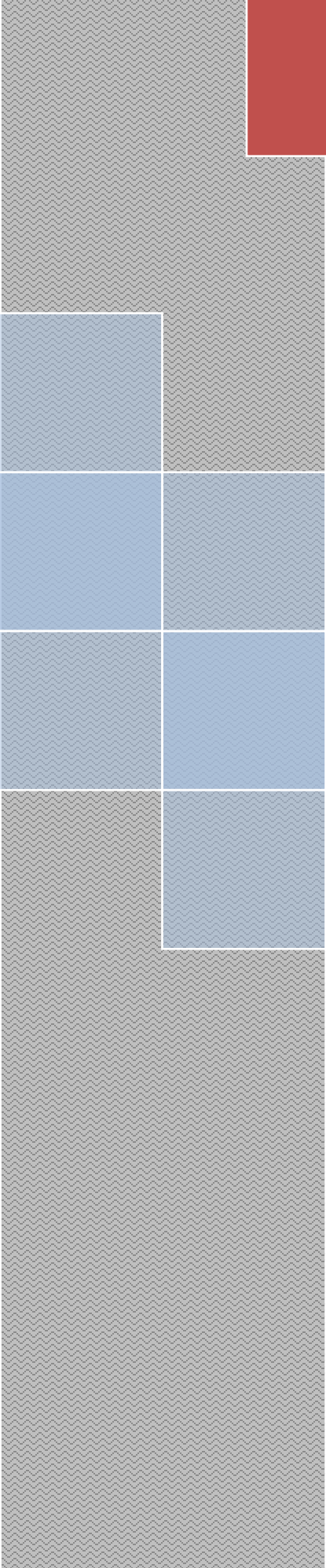
www.RochesterNH.net

PROCLAMATION

- WHEREAS,** May 16th, 2015 is the fifth Kids to Parks Day organized and launched by the National Park Trust; and
- WHEREAS,** Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and
- WHEREAS,** it is important to introduce a new generation to our nation's parks because of the decline in Park attendance over the last decades; and
- WHEREAS,** we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and
- WHEREAS,** Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and
- WHEREAS,** Kids to Parks Day will broaden children's appreciation for nature and the outdoors; and
- NOW THEREFORE,** I, Thomas J. Jean by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim to participate in Kids to Parks Day. I urge residents of Rochester to make time May 16th, 2015 to take the children in their lives to a neighborhood, state or national park.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 5th Day of May in the year of our Lord, Two Thousand and Fifteen.

Thomas J. Jean
Mayor



This page has
been
intentionally left
blank.





**DOG LICENSES FOR THE
2015-2016 LICENSING YEAR
ON SALE NOW**

**Rochester City Clerk's Office
31 Wakefield Street
Rochester, NH 03837
(603) 332-2130 - Fax (603) 509-1915**

License fees are:

\$10 for adult dogs (not neutered or spayed)

\$7.50 for puppies under 7 months old and neutered or spayed dogs

\$3.00 for senior citizens over 65 years of age

Previously registered dogs can be licensed online at:

<http://www.rochesternh.net>



RABIES VACCINATION CLINICS

**The City of Rochester will once again be
hosting a rabies vaccination clinic:**

May 30

12:00 noon – 2:00 p.m.

**The clinic will be at the
Rochester Fairgrounds in the 4H Building
72 Lafayette St., Rochester, NH**

**All shots are \$15.00
(*CASH ONLY*)**

**Dogs must be on a leash and
cats must be in a carrier.**

*One year shots will be given unless owner provides proof of previous vaccination.
The City Clerk's office will be available for dog licensing.*



4/30/15
RECEIVED

MAR 06 2015

CITY CLERK'S OFFICE
ROCHESTER, NH

February, 16, 2015

Crystal Debutts
Planning Secretary
31 Wakefield St.
Rochester, NH 03867

RECEIVED

FEB 19 2015

Planning Dept.

Attn: Rochester City Council

Re: Resignation from Planning Board

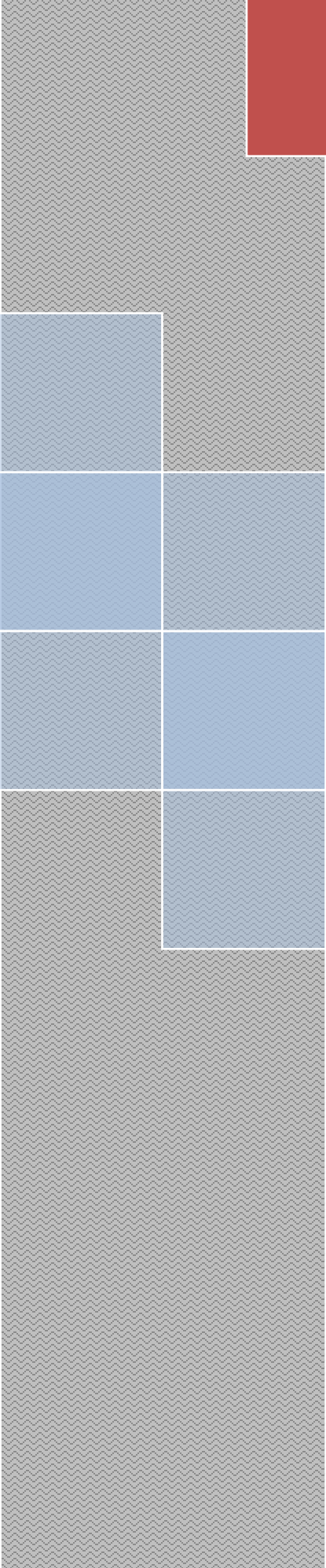
Members of the Rochester City Council:

Please accept my resignation as a member of the Rochester City Planning Board. The reason for submitting my resignation was that I was not comfortable voting on issues without first having the opportunity to hash over the application at the committee level where both the merits of the subdivision plat plan and, more importantly to me, the qualification of the applicant were open for discussion.

I realize subdivisions do not always turn out as we would like to have them turn out. The question I kept asking myself when failed subdivisions were being discussed before the board was how sound was the applicant at the time of application? There is no doubt in my mind that staff members are well qualified in the technical aspects of the subdivision application process - but like a lending officer at a local institution for example, is not the most important player in the process the applicant and how well qualified said applicant is to successfully finance and complete the project?

I thank the Rochester City Council members for having voted for me to be part of the Planning Board. I apologize for not having lived up to your confidences.


Lionel Lachapelle



This page has
been
intentionally left
blank.



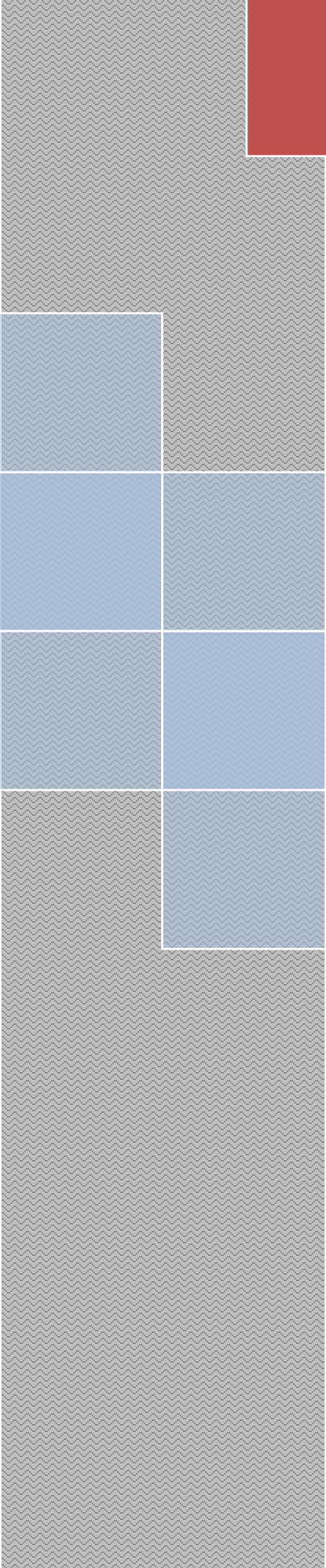
April 30, 2015

Kelly Walters
City Clerk
Rochester NH

Dear Kelly,

Thank you for allowing me to have the opportunity to serve the City of Rochester in the position of Supervisor of the Checklist. It has been a pleasure to serve Rochester in this capacity. Having said this, I regret to say that I am unable to continue in this position.

Sincerely,
Madelene Moffett
Supervisor of the Checklist



This page has
been
intentionally left
blank.





4/30/15

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

AGENDA SUBJECT ADVISORY BOARD APPOINTMENTS Granite Ridge Development District Tax Increment Financing District 162K	
Council Action Item <u> X </u> or Information Only <u> </u> Send to Council Committee? <u> </u>	Funding Required? Yes <u> </u> No <u> X </u> Funding Worksheet Attached? Yes <u> </u> No <u> X </u>
Council Resolution Required? Yes <u> </u> No <u> X </u>	Coming From Committee? Yes <u> X </u> No <u> </u> Recommendation Attached? Yes <u> </u> No <u> </u>

AGENDA DATE	May 5, 2015
DEPT. HEAD SIGNATURE	Karen Pollard, Economic Development Manager Signature on file
DATE SUBMITTED	April 2, 2015
ATTACHMENTS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	4 pages

COMMITTEE SIGN-OFF

COMMITTEE	Rochester Economic Development Committee Community Development Committee
CHAIR PERSON	Chairman Rick Lundborn – 4/20/2015 Signature on file Councilor James Gray – 4/23/2015 Signature on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Signature on file
CITY MANAGER	Dan Fitzpatrick, Signature on file

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	N/A
SOURCE OF FUNDS	
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	
APPROPRIATION REQUIRED Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

RSA 162-K requires the appointment of a District Advisory Board with a majority of members made up of tenants or property owners within the Tax Increment Financing District. See Attachment.

CC FY 15 AB 137

SUMMARY STATEMENT

A proposal for makeup of the Granite Ridge Development District TIF District is attached. It includes a 5 Member Board, with the City Manager or Designee as the District Administrator. Designee of Rochester Economic Development Commission and an Appointment by the Mayor. The other three members will be tenants or owners in the district as appointed by the City Council. The length of term is designated as three years, all to be determined by the City Council, and the schedule of meetings will be determined by the District Administrator. Manager Pollard met with the Community Development Committee on September 27 to review and discuss the proposal, and changes have been incorporated into the duties and appointments.

RECOMMENDED ACTION

Request that the City Council consider appointing an Advisory Board for the Granite Ridge Development District TIF Advisory Board, its members, terms and duties as required by RSA 162-K.

§ 162-K:14 Advisory Board.

I. The legislative body of the municipality shall create an advisory board for each development district. The board shall consist of such number of members appointed or elected as determined by the legislative body. A majority of members shall be owners or occupants of real property within or adjacent to the development district. In a substantially residential development district, however, the board shall consist solely of owners or occupants of real property within or adjacent to the district.

II. The advisory board shall advise the governing body and district administrator on planning, construction and implementation of the development program and on maintenance and operation of the district after the program has been completed.

III. The governing body shall by resolution delineate the respective powers and duties of the advisory board and the planning staff or agency. The resolution shall establish reasonable time limits for consultation by the advisory board on the phases of the development program, and provide a mechanism for appealing to the governing body for a final decision when conflicts arise between the advisory board and the planning staff or agency, regarding the development program in its initial and subsequent stages.

§ 162-K:11 Annual Report.

The municipality's annual report shall contain a financial report for any development district in the municipality. The report shall include at least the following information: the amount and source of revenue of the district; the amount and purpose of expenditures, the amount of principal and interest on any outstanding bonded indebtedness, the original assessed value of the district, the captured assessed value retained by the district, the tax increments received and any additional information necessary to demonstrate compliance with the tax increment financing plan.

Advisory Board of the Granite Ridge Development District Tax Increment Financing District RSA 162-K

The Advisory Board shall consist of five (5) members, one (1) of which shall be a designee of the Mayor with finance, real estate or development experience, and one (1) member shall be the designee of the Rochester Economic Development Commission. RSA 162-K:4 requires that a majority of the Advisory Board members be owners or occupants of real property within the district. Three (3) members who represent owners or occupants of the TIF District shall be appointed for a term of three (3) years with vacancies being filled by the City Council for any unexpired terms. The initial appointments will have staggered term expirations. Should the owner or occupant status of an appointed Advisory Board member change, the member will resign from the position on the Board.

The City Manager or their designee will serve as District Administrator and will be an ex-officio member of the Advisory Board.

The Granite Ridge Development District TIF District Advisory Board shall perform the following functions:

- (1) Meet annually or as scheduled by the District Administrator, not more than quarterly.
- (2) Review compliance with the adopted GRDD TIF District Financing and Development Plan.
- (3) Review the Annual Report with the financial data as required by RSA 162-K:11, and make a report to the Rochester City Council.
- (4) Review and consult with the District Administrator regarding maintenance, operations, construction and development within the TIF District.
- (5) Make recommendations to the City Council in the event of changes to legislation, or should modification to the TIF District Financing and Development Plan be suggested.

**Granite Ridge Development District
Tax Increment Financing District
DRAFT Proposed Advisory Board**

April 15, 2015

5 members, more than 50% owners or tenants
3 Year Terms – initial appointments are staggered
District Administrator – City Manager Daniel Fitzpatrick (or Designee)

Ex-Officio (By Position):

Rochester Economic Development Commission Vice-Chair
Susan DeRoy, Monarch School
178 Pine Point Rd.
New Durham, NH 03855
T (603) 332-1500
2 (603) 859-2478
sderoy@metrocast.net

Landowners & Occupants:

3 Year Appointment - expires Dec. 31, 2018
Josh Levy, Principal
Waterstone Retail Development, Inc.
145 Rosemary Street, Building B
Needham, MA 02494
T (781) 559-3301 x111
F (781) 559-3307
jlevy@waterstoneretail.com

2 Year Appointment – expires Dec. 31, 2017
Anthony DiLorenzo, Owner
Key Auto Group
549 US Highway 1 Bypass
Portsmouth, NH 03801
Office: (603) 319-0446
Cell: (603) 486-5398
adilorenzo@keyauto.com

1 Year Appointment – expires Dec. 31, 2016
Ron Poulin, Owner
Country Tire & Auto
47 Farmington Rd
Rochester, NH 03867
(603) 948-1112
ron@countrytirecenter.com

By Appointment of the Mayor

3 Year Appointment – expires Dec. 31, 2018



REDC

Rochester Economic Development Commission

City Hall
31 Wakefield Street, Rochester, NH 03867-1917
603-335-7522 Fax: 603-335-7585
Karen.pollard@rochesternh.net

REDC had three business items that required an electronic vote due to the need of the business being handled before the May 14th meeting. They are as follows:

1. Granite State Business Park new sign package – Barlo Signs won the RFP for the new sign at GSBP. The REDC is responsible for the design of signs in the city's industrial parks. Attached is the sign package presented for your approval. The both signs will be on the island on Innovation Drive, and meet the height requirements by the FAA and the easement agreement with the PDA.
2. Ten Rod Road Industrial Park signs – The tenants want to replace the entire sign with a new sign. The design is attached for review and was designed by the tenants and First Sign.
3. The Granite Ridge TIF District was created last summer, and we are proposing members to create a TIF District Advisory Board, which is required by state statute. The Vice-Chair of the REDC is the Ex-Officio member, although it could be someone else. Also, Ron Poulin is a property owner in the district and he is listed as well. Because of timing, this is going to the Community Development Committee as is, the meeting is April 23rd. The vote will go to the City Council on May 5th.

Jonathan Shapleigh made three motions, Mark Hourihane seconded all three motions.

1. To approve the Granite State Business Park sign as presented.
2. To approve the sign designed by the tenants as presented.
3. To approve the TIF district advisory board as presented.

John Larochelle, Janet Davis, Susan DeRoy, Kevin Ryan, Kris Ebbeson, Ron Poulin, and Rick Lundborn all voted in favor of the three motions.

As of April 20, 2015

Officers of 2015
Chair – Rick Lundborn
Vice-Chair – Susan DeRoy
Secretary – Janet Davis

Reports of Committees

April 2015

- Appointments Committee – 04/07/2015
- Community Development Committee - 04/23/2015
- Finance Committee – 04/14/2015
- Joint Building Committee – 04/13/2015
 - Joint Building Sub-Committee 04/06/2015 & 04/27/2015
- Public Safety Committee – 04/15/2015
- Public Works and Building Committee – 04/16/2015

This page has
been
intentionally left
blank.





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

4/30/15

Appointments Committee Minutes
April 7, 2015

Committee Members Present:

John Larochelle, Chair
Jake Collins
Sandra Keans

James Gray
Donald Hamann

John Larochelle called the meeting to order at 6:00 p.m. on April 7th

Dan Spencer - Moderator – Ward 5

Dan holds the Ward Clerk position in Ward 5 and is familiar with the election process. He has taken all the online training for positions of Election Officials. The Appointments Committee feels that he will be ready to perform the duties of Moderator for Ward 5 in the upcoming election and unanimously recommends **Dan Spencer** for appointment to the unexpired term of Moderator for Ward 5 to expire January 2, 2016. (Dan was subsequently appointed at the April 7 regular meeting of City Council.)

Christine DeAngelis - Rochester Economic Development Commission (REDC)

Christine is a Certified Public Accountant and holds a Master's of Science degree in Accounting. She is the finance manager for Shaheen and Gordon law firm of Dover. Christine has a long history of participating in community activities and would like play a role in furthering the economic success of Rochester. The appointments committee unanimously agrees that Christine would bring valuable skills to the REDC. As a resident of Gonic, she is fully qualified to be a member.

The Appointments Committee unanimously Christine DeAngelis for appointment to the Rochester Economic Development Commission (REDC) when there is an opening.

Eric Jan Adema – Historic District Commission (HDC)

Eric operates a new business in the historic district of downtown and would like to contribute to the community. Although Eric indicated on his Statement of Interest that he was a registered voter and lived in Ward 2, he is not a resident of Rochester and therefore is not eligible to be on the HDC. He indicated that he would seek other opportunities to serve.

Respectfully submitted,

John Larochelle, Chair



Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson

Elaine Lauterborn, Vice Chairperson

Sandra Keans

Jake Collins

Donna Bogan

Meeting Date:	April 23, 2015	
Members Present:	Councilor Bogan Councilor Collins Councilor Gray Councilor Keans Councilor Lauterborn	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Melissa Adams, Deputy Director of Community Action Partnership of Strafford County	

Councilor Gray called the meeting to order at 6:25 p.m. Motion was made by Councilor Collins and seconded by Councilor Bogan to approve the March 26, 2015 minutes. The minutes were approved unanimously.

FY 2015-2016 General City Funding Grant Applications	<p>Ms. Adams presented on the Community Action Partnership of Strafford County's (CAP) grant application for a facilities project at its Head Start location at the Rochester Community Center. Mr. Long distributed hard copies of a second price quote that CAP has received for the project. Councilor Gray asked if the quote incorporated Davis-Bacon Act wage rates, and Ms. Adams said she would check.</p> <p>Councilor Keans asked why the installation of a security system is necessary, and Ms. Adams replied that it's required by state child care licensing policies. Councilor Keans suggested that someone with the City should approach state officials to change this requirement, and Councilor Gray said he will ask Legislative Services to investigate this possibility.</p> <p>Councilor Bogan requested information on ensuring safety and security. Ms. Adams stated that, in addition to security equipment, there is a receptionist who greets every visitor, there is an authorized pick-up list, and all persons who pick up children are screened against the sex offender registry.</p> <p>Motion was made by Councilor Bogan to approve the Head Start facilities project and to allocate \$3,956.60, pending the Davis-Bacon Act wage rate inquiries. Motion was seconded by Council Lauterborn. The motion passed unanimously.</p> <p>The Committee then reviewed the three grant applications received from The Homemakers, Cornerstone VNA, and Community Action Partnership</p>
---	---

	<p>of Strafford County requesting general City funding. Councilor Lauterborn inquired as to the relatively large amount Cornerstone VNA received, and Councilor Keans replied that it is partly due to how long Cornerstone has been operating in Rochester.</p> <p>Councilor Keans asked how long CAP has received general funding, and Mr. Long replied that CAP has received funding since at least 2002. Mr. Long also explained that funding likely goes farther back, as well, but it is difficult to track funding prior to 2002 due to a change in systems.</p> <p>Motion was made by Councilor Lauterborn to fund The Homemakers, Cornerstone VNA, and Community Action Partnership of Strafford County at the same amounts the three agencies were funded in FY 2014-2015. Motion was seconded by Councilor Keans. The motion passed unanimously.</p>
CDBG Projects Program Report	<p>Mr. Long gave brief updates on the Hanson Pines Pavilion and Rochester Public Library HVAC projects. Both projects have gone out to bid and to be completed by the end of June.</p> <p>Mr. Long also gave a brief update on his visit, along with several other City employees, to the City of Dover's teen center. Councilor Keans suggested reaching out to the School Department's Jacky LeHoullier and Spaulding High School's Human Rights Club coordinator to be involved in studying the feasibility of a Rochester teen drop-in center. Councilor Bogan suggested contacting the School Department's Steve LeClair, as well. Mr. Long said he would do so.</p> <p>Mr. Long presented the Spring 2015 quarterly JOB Loans Program report. Councilor Keans requested that the Carney Medical final payment be noted differently on future reports to ensure clarity regarding its settlement of the unpaid loan balance, and Mr. Long said he would do so. Councilor Lauterborn asked if the City is tracking business changes that would affect loan agreements and repayments, and Mr. Long stated that the City is carefully tracking all businesses with assistance from the City attorney. Councilor Keans requested information for the next Community Development Committee meeting on the approval and decision-making process for JOB Loans Program loan agreements, and Mr. Long said he would provide this at the May meeting.</p>
Other Business	<p>The Committee discussed the TIF (Tax Increment Financing) District Advisory Board agenda bill submitted by the Office of Economic Development for the Committee's feedback and comments. Councilor Bogan inquired as to the qualifications of the proposed Advisory Board members and how business owners in the TIF District are informed of the opportunity to serve on the Advisory Board.</p> <p>Councilor Gray requested that the TIF District Advisory Board agenda bill be added to the May Community Development Committee meeting agenda, and Mr. Long said he would do so. Councilor Lauterborn requested that Mr. Long ask the Economic Development Director as to the timeframe for this agenda bill, and Mr. Long said he would do so.</p> <p>The Committee next discussed a potential lead abatement grant offered</p>

	<p>by the U.S. Department of Housing and Urban Development. Lead abatement specialist Kate Kirkwood has approached the City about this opportunity, and Mr. Long gave a brief overview of the grant and the timeline should the City be interested in applying.</p> <p>Councilor Lauterborn asked about the match requirement. Mr. Long explained that there is a 10% match but that this match could be provided by private property owners in the amount proportionate to individual project costs. Councilor Keans asked about the necessity for a lead abatement grant, and Mr. Long provided N.H. Department of Health and Human Services data on blood lead levels in Rochester children over the last five years. Councilor Gray suggested tabling this item until the May Community Development Committee meeting, and Mr. Long stated he would obtain more information for the Committee's further consideration.</p> <p>Councilor Lauterborn briefed the Committee on amendments to the draft FY 2015-2020 Consolidated Action Plan and draft FY 2015-2016 Annual Action Plan that she plans to introduce at the May 5th City Council meeting. This amendment would clarify and correct information in the draft plans regarding the City's median income. There were no objections from the Committee</p> <p>Councilor Lauterborn requested that Mr. Long invite Rochester Main Street Executive Director Mike Provost to the May Community Development Committee meeting, if Mr. Provost is interested in attending, and Mr. Long stated that he would do so.</p>
Public Input	There was no public input.

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Collins.
The vote to adjourn was unanimous. The meeting was adjourned at 7:45 p.m.

Next Meeting – MAY 28, 2015 at 6:00 p.m. in the Conference Room at City Hall
Topics – Continuing CDBG Projects, Potential CDBG Projects, Potential Lead Abatement Grant, JOB Loans Program, TIF District Advisory Board Agenda Bill

Summary of Job Loan Principal Balances

As of March 31, 2015

Recipient Name	Loan Amount	Original Interest %	Original Term Months	Original Loan Date	Pmts Up To Date ?	FY14 Principal Balance	FY15 Capitalized Interest	FY15 Principal Collected	FY15 Mar-15 Principal Bal	FY15 Payment Amount	Notes
Active Job Loans											
Custom Banner	\$50,000	2.44%	72	May-09	Yes	\$8,761.95	\$0.00	\$7,877.97	\$883.98	\$886.05	Final payment- Apr-15
Distinctive Forest Creations	\$30,000	5.06%	60	Nov-05	Yes	\$17,358.94	\$0.00	\$900.00	\$16,458.94	\$100.00	
Phone Booth, LLC	\$25,000	2.44%	60	Mar-10	Yes	\$3,947.14	\$0.00	\$3,947.14	\$0.00	\$443.02	Loan Satisfied-Mar-15
Blue Oasis	\$50,000	2.44%	120	Apr-10	Yes	\$31,042.70	\$0.00	\$3,691.77	\$27,350.93	\$469.99	
Country Tire & Service Center	\$40,000	2.44%	84	Aug-11	Yes	\$24,158.20	\$0.00	\$4,259.03	\$19,899.17	\$518.50	
Thompson Tool Company	\$70,000	2.44%	84	Oct-12	Yes	\$53,603.30	\$0.00	\$7,244.13	\$46,359.17	\$907.37	
LHR Sporting	\$103,050	2.44%	84	Dec-13	Yes	\$98,464.08	\$0.00	\$12,167.72	\$86,296.36	\$1,540.03	
Publick House	\$10,000	2.44%	60	Mar-14	Yes	\$9,370.56	\$0.00	\$1,435.05	\$7,935.51	\$177.21	
Totals						\$246,706.87	\$0.00	\$41,522.81	\$205,184.06	\$5,042.17	
Closed											
Carney Medical	\$50,000	2.44%	120	Aug-09	NO	\$31,853.96	\$0.00	\$5,000.00	\$0.00	\$0.00	Settlement Check \$5000 Received November 19, 2014
											Balance Written Off
Grand Total						\$278,560.83	\$0.00	\$46,522.81	\$205,184.06		

Mar-15 Cash-Balance

Available to Lend

\$124,841

FINANCE COMMITTEE MEETING
April 14, 2015
Council Chambers
7:00 P.M.

Committee Present

Mayor Jean
Deputy Mayor Varney
Councilor Keans
Councilor Larochelle
Councilor Lauterborn
Councilor Walker
Councilor Torr

Others Present

Councilor Hamann
Councilor Gray
Councilor Bogan
Councilor Collins

Staff Present

City Manager Fitzpatrick
Deputy City Manager Cox
Fire Chief Sanborn
Asst Fire Chief Dupuis
Library Director Sylvester
HR Manager Hoyt

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:00 P.M.

2] Public Input

There was no public input.

3] Old Business

3.1 Mayor's Committee on Stipends

Mayor Jean informed the Committee of the actions taken by his ad hoc committee at its meeting on April 10, 2015. The ad hoc committee recommended that no changes be made to the current stipend amounts stipulated in General Ordinances Section 5.3. http://www.rochesternh.net/sites/rochesternh/files/file/file/chapter_05_salaries.pdf . Mayor Jean did note that the data collected for the ad hoc committee did show that Rochester's per meeting fee of \$10.00 was relatively low as compared to other communities.

Councilor Walker MOVED to recommend to the full City Council that General Ordinance Section 5.3 (a) (3) be amended from \$10.00 per meeting to \$25.00 per meeting. Deputy Mayor Varney provided a second to the motion which was then ADOPTED .

Councilor Torr then MOVED to recommend to the full City Council that General Ordinance Section 5.3 (a) (1) be amended from \$2400.00 per year for the Mayor to \$3,400.00 per year for the Mayor (a \$1,000.00 increase). Councilor Walker provided a second to the motion which was ADOPTED.

Councilor Gray raised the issue of the payments to the Election Officials stipulated in General Ordinances Section 5.3 (6). Mayor Jean asked Councilor Gray to work with him to bring a recommendation back to the Committee at a later date.

3.2 Trustees of the Trust Funds

**Councilor Walker MOVED to send this issue to the Codes and Ordinances Committee for review and recommendation to the full City Council.
Councilor Keans provided a second to the motion which was then ADOPTED.**

3.3 Permitting and Planning Software Update

Deputy City Manager Cox provided an update of the progress by the software selection and implementation group. Mr. Cox indicated the "go live" target date is August 15 - September 15, 2015.

4] 4.1 Library Overdue Collections

Library Director Sylvester appeared before the Committee. He explained his desire to address the issue of un-collected past due library fines with the use of a collection agency. This agency, Unique Management Systems, only serves libraries and currently works with the City of Manchester, New Hampshire on their past due collection efforts.

During the discussion of this item, several questions were raised that Mr. Sylvester will follow up on. These included:

- should the allowable amount of checked out books be reduced?
- should the past due fine be increased?
- what do other libraries who have worked with this collection agency say about their services?
- if a library patron's past due account is assigned to this company, does this get reported to the credit reporting agencies?

Mayor Jean stated that this item would be held in Committee for future discussion.

4.2 Fire Department Staffing

Fire Chief Sanborn and Assistant Fire Chief Dupuis appeared before the Committee. The Chief and Assistant Chief presented a series of Power Point slides (copies attached) regarding staffing at the Fire Department.

5] Finance Director's Report

Deputy City Manager Cox reviewed his written report. He made the following points:

- The City Manager's Proposed FY2016 budget meets the requirements of the Tax Cap.
- The Utility Advisory Board (UAB) has not finalized a proposal regarding water and sewer rates and the UAB voted to request that the Committee consider extending Elderly Water Rates to residents on private water systems such as Briar Ridge.

Finally, Mr. Cox reviewed four items related to non-union salary and benefits, as follows:

First, the Committee supported action to stipulate that employees hired after June 30, 2015 would be entitled to non-cumulative vacation days (use it or lose it).

Second, the Committee did not support action that would stipulate that the pay plan ranges for non-union employees would be adjusted annually by the change in the Consumer Price Index.

Third, the Committee supported action that would phase in for non-union employees the Site-of-Service health plan in a manner similar to that achieved in the recently approved AFSCME collective bargaining agreement.

Fourth, the Committee supported the application of performance evaluation forms, processes and dates similar to those contained in the seven (7) recently approved collective bargaining agreements, to include the 2% extraordinary bonus provision.

6] Monthly Financial Statements

There was no discussion on this item and no actions taken.

7] Other

- 7.1 Deputy City Manager Cox presented a memorandum to the Committee (copy attached) pertaining to contemplated legislation regarding bond financing.

The Committee requested that Mr. Cox seek a review and recommendation on this issue from the legal staff at the New Hampshire Municipal Association. Mayor Jean indicated that this item would be held in Committee for future discussion.

- 7.2 Deputy Mayor Varney stated his desire that the recently issued request for proposals pertaining to a Conference Center Feasibility Study not be limited to the 3 or 4 city parcels identified in a recent email from Economic Development Manager Pollard. He desires that other properties also be considered.

- 7.3 Councilor Keans requested an update on past City initiatives related to LEED (Leadership in Energy & Environmental Design) standards. City Manager Fitzpatrick indicated he would discuss this issue at his weekly staff meeting.
- 7.4 Mayor Jean informed the Committee that Executive Councilor Van Ostern would be sponsoring a meeting with Fairpoint in Council Chambers the next day (April 15, 015). This meeting is a part of a series of such meetings that the Executive Council requested across the state in the wake of the recent labor contract deal between Fairpoint and its labor force.
- 7.5 Councilor Torr stated his belief that when the Fire Department replaces the current Mack Truck brand tanker that it should not simply be traded in. Councilor Torr indicated that these vehicles are highly sought after and the City would receive more money for it by selling it.

8] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Councilor Lauterborn provided a **SECOND** to the motion which was then **ADOPTED**.

The meeting adjourned at 8:50 P.M.

Respectfully Submitted,

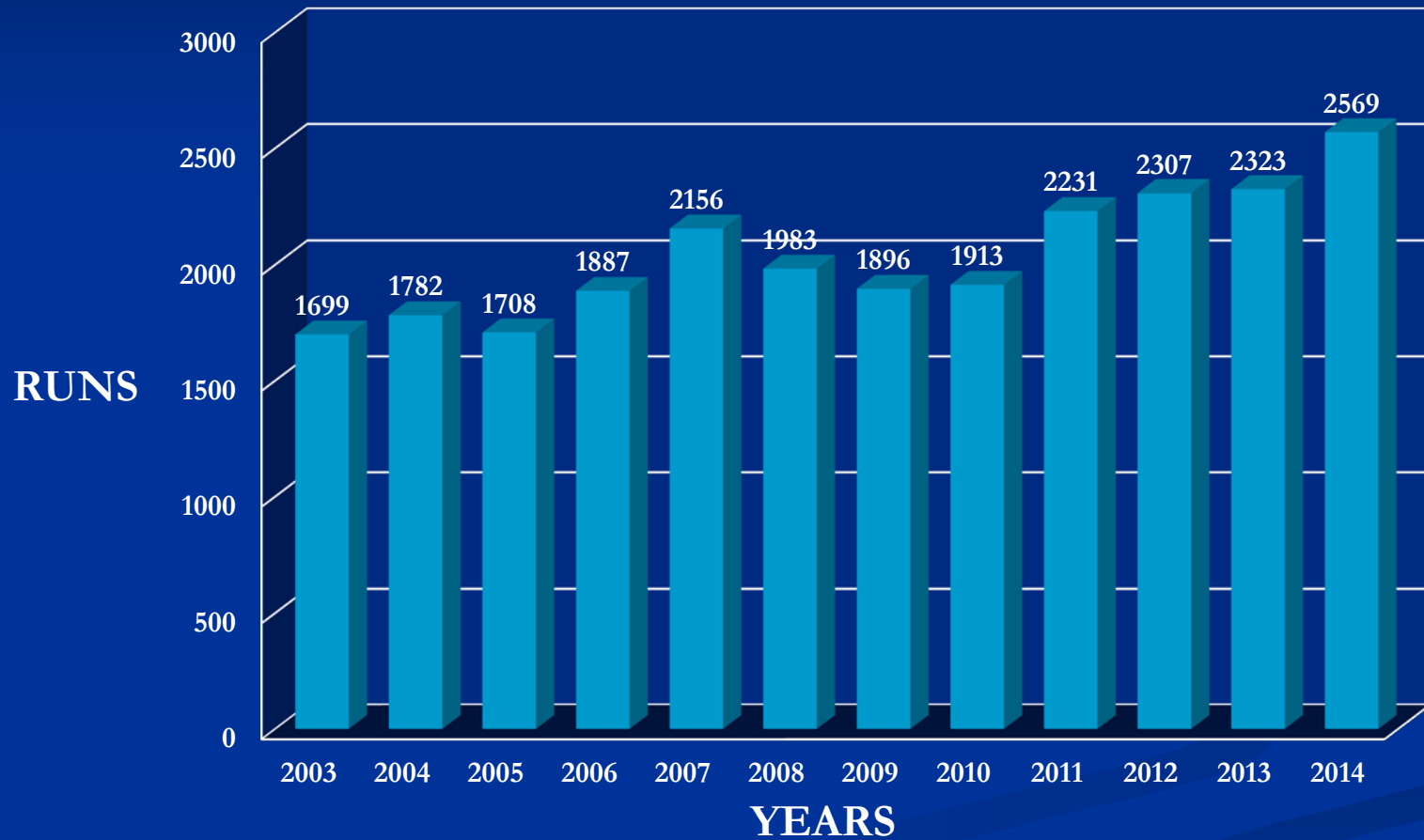
Blaine M. Cox
Deputy City Manager

BMC:sam

Rochester Fire Department Staffing Needs



12 Year Fire Department Call Volume (Calendar)



Actual FY14 Incident Statistics

- During FY14 we had 2,382 Runs (or 2,569 in calendar year 2014)
- 8 man shifts allowed to reduce to 7 without coverage. A full shift only occurred 29% of FY14 (The Department ran short 256 days in FY14)
- Simultaneous incidents (SI) occurred 408 times in FY14
- Of those 408 SI's 46 were multiple SIs, (3 or more incidents at a time)
- There were 10 working fires during FY14
- Of these working fires 2 occurred simultaneously (Portland & Bunker Lane March 30, 2014)
- 6 fires had one or more incidents occurring during the fire
- 1 incident occurred just before a fire was reported, short staffing firefighters on arrival. (Jamey Drive 11/30/14, MVA)

Incidents in March 2015

- There were 5 working fires in March 2015, 4 of which were multiple alarms
 - Shaw Drive 3/3/15 (2 Alarms) *2,700 feet from nearest hydrant*
 - Dustin Homestead 3/12/15 (3 Alarms) *Out of hydrant district*
 - Ancil Court 3/13/15 (1 Alarm)
 - Highland Street 3/22/15 (2 Alarms) *Hydrant failed*
 - Woodman Street 3/24/15 (2 Alarms)
- Short Staffed for Dustin Homestead (Initial arrival with 2 firefighters)
- Extra Staff for Woodman Street fire due to a recall put on earlier

Since New Hire

- New hire started September 12, 2014.
- From September 12, 2014 through March 16, 2015 \$10,771.00 in overtime were saved.
- Potential annual overtime saved should exceed \$21,542.00 (due to summer vacations)*
- 46 Shifts with 9 FF on duty (Not always fully staffed)
- During that time the shift officer still required 8 recalls, 2 box alarms, and 2 code 25's transmitted
- However, 20 of those shifts had simultaneous incidents that did not require overtime to cover

Needs /Have

4/30/15

- 2 driver/pump operators
- 4 firefighters minimum for fire attack
 - 2 firefighters per handline x two handlines = 4 firefighters
- 2 firefighters to support both lines
- 2 firefighters minimum for search & rescue
- 2 firefighters for ventilation
- 1 firefighter to operate the aerial ladder
- 1 officer to assume command
- 2 firefighters/officer for R.I.T

Full Time Fire Departments in NH

Ranking by FF's /1000 residents

4/30/15

Ranking by FFs/Capita	Fire Department	Pop Covered	Fire Fighters	FF / 1,000
1	Newington	804	10	12.4
2	N. Hampton	4,542	14	3.1
3	Hampton	15,420	46	3.0
4	Portsmouth	20,566	61	3.0
5	Seabrook	8,523	22	2.6
6	Concord	42,546	107	2.5
7	Salem	29,393	73	2.5
8*	Manchester	109,279	258	2.4
9	Derry	34,474	80	2.3
10*	Hooksett	14,009	32	2.3
11	Lebanon	12,896	29	2.2
12	Bristol	3,139	7	2.2
13	Laconia	17,132	37	2.2
14*	Berlin	9,363	20	2.1
15	Rye	5,165	11	2.1
16	Keene	22,395	46	2.1
17	Gilford	7,453	15	2.0
18*	Nashua	87,555	176	2.0
19	Hanover	11,042	22	2.0
20	Londonderry	25,150	47	1.9

Ranking by FFs/Capita	Fire Department	Pop Covered	Fire Fighters	FF / 1,000
21	Exeter	15,020	28	1.9
22	Hudson	25,008	46	1.8
23	Franklin	8,739	16	1.8
24*	Durham	14,458	26	1.8
25	Dover	28,803	51	1.8
26	Belmont	7,104	12	1.7
27*	Wolfeboro	6,603	11	1.7
28	Plymouth	6,649	11	1.7
29	Wmdham	13,372	22	1.6
30	Tilton/Northfield	8,703	14	1.6
31	Merrimack	26,693	42	1.6
32	Pelham	12,745	19	1.5
33	Somersworth	12,038	17	1.4
34*	Claremont	12,970	18	1.4
35	Bedford	21,275	29	1.4
36	Barnstead	4,602	6	1.3
37*	Rochester	30,974	38	1.2
38	Goffstown	17,906	16	0.9
39	Bow	8,109	6	0.7

Copyright 2005-2012, Klingreport.com

NH Fire Departments Ranking by Cost per Capita

Fire Department	2011/FY12 Budget	2011 Pop	Cost/ Capita
Newington	\$1,299,057.00	804	\$1,616
North Hampton	\$1,704,268.00	4,542	\$375
Seabrook	\$3,044,750.00	8,523	\$357
Portsmouth	\$6,784,538.00	20,566	\$330
Hanover	\$3,499,247.00	11,042	\$317
Salem	\$8,777,330.00	29,393	\$299
Bristol	\$877,703.00	3,139	\$280
Lebanon	\$3,561,780.00	12,896	\$276
Derry	\$9,474,891.00	34,474	\$275
Concord	\$11,473,923.00	42,546	\$270
Hooksett	\$3,670,616.00	14,009	\$262
Keene	\$5,538,968.00	22,395	\$247
Gilford	\$1,759,414.00	7,453	\$236
Wolfeboro	\$1,543,188.00	6,603	\$234
Exeter	\$3,464,227.00	15,020	\$231
Rye	\$1,177,937.00	5,165	\$228
Hampton	\$3,472,455.00	15,420	\$225
Londonderry	\$5,574,374.00	25,150	\$222
Durham	\$3,168,171.00	14,458	\$219

Fire Department	2011/FY12 Budget	2011 Pop	Cost/ Capita
Franklin	\$1,825,515.00	8,739	\$209
Berlin	\$1,952,996.00	9,363	\$209
Wmdham	\$2,787,200.00	13,372	\$208
Hudson	\$5,199,441.00	25,008	\$208
Dover	\$5,970,907.00	28,803	\$207
Laconia	\$3,432,554.00	17,132	\$200
Belmont	\$1,360,407.00	7,104	\$191
Merrimack	\$4,968,550.00	26,693	\$186
Plymouth	\$1,220,434.00	6,649	\$184
Barnstead	\$815,219.00	4,602	\$177
Manchester	\$18,986,979.00	109,279	\$174
Tilton/Northfield	\$1,441,971.00	8,703	\$166
Goffstown	\$2,961,638.00	17,906	\$165
Nashua	\$13,996,096.00	87,555	\$160
Bedford	\$3,323,081.00	21,275	\$156
Somersworth	\$1,835,591.00	12,038	\$152
Claremont	\$1,885,653.00	12,970	\$145
Pelham	\$1,830,825.00	12,745	\$144
Bow	\$1,070,941.00	8,109	\$132
Rochester	\$4,009,617.00	30,974	\$129

Copyright 2005-2012, Klingreport.com



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

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

To: Mayor Jean, Manager Fitzpatrick & Finance Committee
From: Blaine Cox, Deputy City Manager
Date: April 13, 2015
Subject: 2% Bonding Rule
Copied To: Roland Connor, Deputy Finance Director

Please find attached "2005 NH SB 189." This is a Chapter Law adopted by the New Hampshire Legislature in 2005. It granted special powers to the Cities of Manchester and Nashua. I have also attached a copy of RSA 33 which contains the 2% rule." Dover is currently working to form a group of cities to seek extension by the Legislature of these Chapter Law powers to additional cities. We have been approached by Dover to join this effort. I recommend that we do so.

This Chapter Law has two main advantages for the City of Rochester.

1. RSA 33:2 stipulates that "municipalities shall not issue any bonds or notes ... in annual payments which shall be so arranged that the ... annual payment of principal and interest ... shall not be less than the amount of principal and interest payable in any subsequent year by more than 2 percent of the principal of the entire loan." This provision provides for a fairly evenly distributed amortization schedule throughout the life of a long term borrowing. I believe the intent of this provision is to prevent communities from delaying payments in the early years of a borrowing only to be faced with a sizable balloon payment at the end of the loan term. However, this also does not allow communities the flexibility to structure debt service payments in a manner that matches their retiring debt schedule. In the case of Dover, they seek to build a new \$65 M high

school now. They have a large annual debt service payment that will be retired 4 years from now at which time they would want the new high school debt to begin. You will note in section IV of the attached Chapter Law that the 2% limitation is changed to stipulate instead "in such amounts ... as may be determined by the city finance officer, or the treasurer ... with the approval of the mayor."

2. The other area that would be of benefit for Rochester pertains to the Premium on the Sale of Bonds or Notes, section VI. As of now, we are quite limited as to how we apply bond premiums (the cash upfront "bonus" provided by bond investors so the coupon interest rate is higher than the actual interest rate). The typical approach is to apply the premium towards principal over the 20 or 30 year term of the bond. This Chapter Law would allow us to directly apply the premium proceeds to offset the costs of issuance of the bond (expenses related to the financial advisor, bond legal counsel, paying agents, bond rating agencies, etc.). The Chapter Law also would allow us to apply the premium directly to the project for which the bond is being issued thereby reducing the principal being borrowed. Another option allowed under this Chapter Law is to be able to deposit the bond premium directly in the General Fund to be used for "any lawful purpose" such as simply flowing to fund balance.

2005 NH SB 189

Enacted, June 7, 2005

Reporter

2005 NH ALS 91; 2005 NH Ch. 91; 2005 NH SB 189

NEW HAMPSHIRE ADVANCE LEGISLATIVE SERVICE > NEW HAMPSHIRE FIRST YEAR OF THE 159TH SESSION OF THE GENERAL COURT > CHAPTER 91 > SENATE BILL 189**Synopsis**

AN ACT STATE OF NEW HAMPSHIRE in the Year of Our Lord Two Thousand Five AN ACT authorizing the use of interest rate swap agreements and other similar agreements by the cities of Manchester and Nashua.

Text

Be it Enacted by the Senate and House of Representatives in General Court convened:

91:1 Swap Agreements; Cities of Manchester and Nashua.

I. Notwithstanding any general or special law to the contrary, the cities of Manchester and Nashua shall have the following authority with respect to bonds or notes issued pursuant to **RSA 33, RSA 33-B**, or pursuant to any other enabling authority heretofore or hereinafter enacted.

II. in this act:

(a) "City" means the city of Manchester or the city of Nashua, as the case may be.

(b) "City finance officer" means the city finance officer of the city of Manchester.

(c) "Legislative body" means the board of mayor and aldermen of the city of Manchester and the board of alderman of the city of Nashua.

(d) "Mayor" means the mayor of the city.

(e) "Obligations" means bonds, notes, or other evidences of indebtedness of the city, issued or to be issued under and pursuant to **RSA 33, RSA 33-B**, or pursuant to any other enabling authority, whether heretofore or hereinafter enacted.

(f) "Swap agreement" means an agreement, including terms and conditions incorporated by reference therein, which is a swap rate agreement, basis swap, forward rate agreement, rate cap agreement, rate floor agreement, rate collar agreement, or any other similar agreement, including any option to enter into any of the foregoing; or any combination of such agreements; or a master agreement for any of the agreements in this subparagraph, together with all supplements.

(g) "Treasurer" means the treasurer of the city of Nashua.

III. Upon the authorization by a vote of at least two-thirds of all members of the legislative body of the city, the finance officer or the treasurer, as the case may be, with the approval of the mayor, may, on behalf of the city, enter into and amend any swap agreements that the city finance officer, or the treasurer, as the case may be, with the approval of the mayor, determines to be necessary or desirable for the purpose of managing an interest rate, currency, commodity price, investment, or similar risk that arises in connection with, or is incidental to, the issuance, carrying, or securing of obligations, or the acquisition or carrying of investments. Swap agreements entered into by the city shall contain such provisions, including payment, term, security, default, and remedy

Terence O'Rourke

2005 NH SB 189

provisions, and shall be with such parties as the city finance officer or the treasurer, as the case may be, with the approval of the mayor, shall determine to be necessary or desirable after due consideration to the creditworthiness of those parties.

IV. In connection with entering into any swap agreements or in connection with the issuance of any bonds or notes of the city issued pursuant to RSA 33, RSA 33-B, or pursuant to any other enabling authority, the city finance officer or the treasurer, as the case may be, with the approval of the mayor, may enter into credit enhancement or liquidity agreements on behalf of the city, with such payment, security, default, remedy, and other terms and conditions as the city finance officer or the treasurer, as the case may be, with the approval of the mayor, shall determine. Notwithstanding any general or special law to the contrary, any bonds or notes of the city issued pursuant to RSA 33, RSA 33-B, or pursuant to any other enabling authority, whether heretofore or hereafter enacted, including any bonds or notes of the city issued in conjunction with a swap agreement as authorized hereby, may mature at such times, not exceeding 30 years, or such longer term as may be provided in RSA 33, RSA 33-B, or pursuant to any other provision of law, in such amounts, and may bear interest at such rate or rates, including rates variable from time to time as determined by such index, banker's loan rate, auction rate, or other method as may determined by the city finance officer, or the treasurer, as the case may be, with the approval of the mayor. Bonds or notes of the city may be made redeemable before maturity at the option of the city or any holder thereof at such price or prices and upon such other terms and conditions as may be fixed by the city finance officer, or the treasurer, as the case may be, with the approval of the mayor, prior to the issuance of any such bonds or notes.

V. The city finance officer or treasurer, as the case may be, with the approval of the mayor, when so authorized by vote of the legislative body of the city authorizing a swap agreement, may determine that the obligation of the city to make payments in accordance with the terms of a swap agreement, shall be a general obligation of the city for which its full faith and credit may be pledged. In the event that such a determination shall have been made, the amounts the city is required to pay in accordance with the terms of a swap agreement in each fiscal year shall without annual vote of the city be annually assessed and collected to the same extent as if such payments constituted payments of principal and interest on loans.

VI. Notwithstanding any general or special law to the contrary, no swap agreement authorized by this act shall be included in the computation of any debt limitation imposed upon the city.

91:2 Premium on the Sale of Bonds or Notes of the City. Notwithstanding any general or special law to the contrary, any premium received by the city may, in the discretion of the city finance officer or the treasurer, be:

- (a) Applied to the payment of the costs of preparing, issuing, and marketing any such bonds or notes;
- (b) Applied to the cost of the project or projects for which such bonds or notes were issued, resulting in a like reduction of the amount of bonds or notes issued to finance such project;
- (c) Deposited in the general fund of the city and available to be appropriated for any lawful purpose of the city; or
- (d) Applied in any combination of the foregoing.

91:3 Purpose of Bonds or Notes. Notwithstanding the provisions of any general or special law to the contrary, the city may authorize and issue its general obligation bonds or notes for any purpose for which it may raise money.

91:4 Refunding Bonds. Notwithstanding the provisions of any general or special law to the contrary, the city may authorize the issuance of general obligation refunding bonds in order to pay all or part of any issue of its outstanding general obligation bonds and for the payment of any redemption premium thereon, all or part of the interest coming due on or prior to the date on which the outstanding general obligation bonds are redeemed, and the costs of issuing and marketing any such general obligation refunding bonds. Notwithstanding any general or special law to the contrary, any general obligation refunding bonds issued by the city shall mature at such time or

Terence O'Rourke

2005 NH SB 189

times and in such amounts as the city finance officer, with the approval of the mayor, shall determine; provided, however, that the present value of the principal and interest payments due on any issue of general obligation refunding bonds of the city shall not exceed the present value of the principal and interest payments to be paid on the general obligation bonds to be refunded by such issue of general obligation refunding bonds.

91:5 Authentication of Bonds or Notes. The requirements of RSA 33:11 regarding the authentication of bonds shall not apply to the city.

91:6 Supplemental Authority. The authority granted by this act shall be in addition to, and not in place of the authority granted to the cities of Manchester and Nashua by any other general or special law.

91:7 Effective Date. This act shall take effect 60 days after its passage.

History

Approved by the Governor June 7, 2005

Sponsor

D'Allesandro

NEW HAMPSHIRE ADVANCE LEGISLATIVE SERVICE

Copyright © 2015 LexisNexis. All rights reserved.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 33

MUNICIPAL FINANCE ACT

Section 33:2

33:2 Repayment of Loans. – Municipalities and counties shall not issue any bonds or notes payable on demand. They shall provide for the payment of all loans issued under authority of this chapter except notes issued under authority of RSA 33:7, in annual payments which shall be so arranged that the amount of the annual payment of principal and interest in any year on account of any loan shall not be less than the amount of principal and interest payable in any subsequent year by more than 2 percent of the principal of the entire loan. The total amount of such payments shall be sufficient to extinguish the entire loan on account of which they are made at maturity. The first payment of principal on any loan shall be made not later than 2 years and the last payment not later than 30 years after the date thereof, provided, however, that no loan issued to pay for public work or improvement shall exceed the expected useful life of said public work or improvement as determined by the governing board or the city councils in the case of cities, or the county commissioners in the case of counties. Each authorized issue of notes or bonds shall be a separate loan. The amount of each payment of principal and interest on all loans shall, without vote of the municipality or county, be annually assessed and collected. Sinking funds and debt retirement funds for the payment of debt shall not hereafter be established.

Source. 1917, 129:2, 3. PL 59:3, 4. RL 72:3. 1947, 5:1. 1949, 120:1. 1953, 258:1, par. 2, eff. Jan. 1, 1954.

Rochester School Board / Rochester City Council

Joint Building Committee Minutes

April 13, 2015

East Rochester School

DRAFT**Members Present:**School Board

Mr. Daniel Harkinson
 Mrs. Susan O'Connor
 Mrs. Audrey Stevens
 Mr. Robert Watson

Members Absent:

Mr. Ralph Torr
 Mr. David Walker
 Mr. Paul Lynch
 Dr. Anthony Pastelis

City Council

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

Also Present:

Mr. Michael Hopkins
 Mr. Richard Bickford
 Ms. Linda Casey
 Ms. Marilyn Martell
 Mr. David Ross
 Guest

Committee members were given a tour of the addition prior to the start of the meeting. Mr. Hopkins reviewed the indoor pathway that has been developed for students to enter the new building after being dropped off in front of the school. The meeting was called to order at 7:29 p.m.; members participated in the pledge of allegiance.

Approval of Minutes

Ms. Lauterborn moved, second by Mrs. Stevens, to approve the minutes of the March 9, 2015 Joint Building Committee meetings as written. The motion carried unanimously.

Construction Update – Hutter Construction

Mr. David Ross, Hutter Construction provided an update on the construction schedule; the 2nd floor will be ready for final cleaning by the end of this week. Tables and chairs have been shipped; will start working on getting classrooms cleaned out so furniture can be set up next week. The sprinkler system was filled and tested; the final inspections for plumbing should be completed this week. Final system inspections will be done the end of this week into next week.

There is a lot of work that needs to happen over next 3 weeks on the first floor; all materials are on hand and crews will be busy completing this level. The window treatments will be going up the end of the month. Hutter and the school facilities office have staff ready to begin moving boxes into new classrooms - over 900 boxes at this time. The elevator inspection was rescheduled for tomorrow by State; pending all final inspections we should be all set and on schedule. Mr. Ross indicated that they have been in close contact with inspectors, fire department – he anticipates everything should go smoothly.

Phase II demolition will take place after everything is moved and classes are set up, should begin during the first couple weeks in May.

Budget Update

Mr. Hopkins reported that the budget is in good shape, haven't used much of construction or owner contingency. The next round of bids will be for library and office furniture that will come in over the summer months. We are currently working on where to store library books and supplies. The staff has been great organizing and putting things together.

PPA (Solar Contract) Update

Mr. Hopkins reported that he signed PPA (contract) today that was approved by the JBC last month. The completed PPA needs to be submitted to the State by Friday. The application will be put in a queue so that it will be part of a lottery system. SunRaise feels the queue has been established to allow the State to get handle on the projects applying for rebates. The timing of the decision by the Committee to move forward worked well for submission of the application to meet the deadline to be eligible for this cycle of rebates.

Other

None

Public Comment

Mr. Jake Collins questioned the weight capacity of the new elevator and inquired if there was any initial maintenance or break-in required. Mr. Ross stated that the weight capacity is 3,500 lbs. He also noted that after the State inspection tomorrow the elevator will be approved for regular use; which will involve moving furniture and boxes to the second floor. There will be no heavy construction materials moved in the elevator that will create any stress issues.

Adjournment

Mrs. Stevens moved, second by Mrs. O'Connor, to adjourn. On a unanimous vote, the Committee adjourned at 7:40 p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary

Rochester School Board/City Council
JBC Subcontractor Approval Sub-Committee Minutes
School Department Board Room
April 6, 2015

DRAFT

Members Present:
Mr. Daniel Harkinson
Mr. Raymond Varney

Members Absent:
Mrs. Sandra Keans

Also Present:
Mr. Michael Hopkins
Ms. Linda Casey
Mr. Richard Bickford
Public

The meeting was called to order at 2:05 p.m. with a quorum present.

Bids

Mr. Harkinson moved, second by Mr. Varney, to approve the purchase of 140 iPads (iPad Air 2), iPad cases and Educational Apps from Apple, Inc. for the total amount of \$60,300. The motion carried unanimously.

Mr. Harkinson moved, second by Mr. Varney, to approve the purchase of cleaning equipment as presented (attached) from Hillyard, Inc. for the total amount of \$11,181. The motion carried unanimously.

Other

None

Adjournment

The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Mr. Michael Hopkins
Board Secretary

East Rochester School
iPad Purchase – Grades K - 2

Item	Quantity	Price Each	Costs
iPad	140	\$ 379.	\$ 53,060.
iPad Case	140	16.	2,240.
Apps			5,000.
TOTAL			\$ 60,300.

Cleaning Equipment Quotes 03/31/15

Qty.	Item	Hillyard	Clean-O-Rama	MD Stetson
1	Walk behind Autoscrubber 20"	\$ 5,275.00	\$ 5,315.32	\$ 6,479.20
3	Super Coach Hepa Vacuum	\$ 1,137.00	\$ 1,079.82	\$ 986.97
1	Restroom Cleaning Machine	\$ 1,149.00	\$ 2,267.24	\$ 1,767.12
3	35 Qt Mop Bucket w/wringer	\$ 234.00	\$ 216.00	\$ 236.64
2	Custodial Cart ~	\$ 318.00	\$ 258.00	\$ 344.00
1	Air Mover 3-speed	\$ 189.00	\$ 231.34	\$ 186.25
1	Burnisher 20"	\$ 815.00	\$ 1,005.43	\$ 591.31
1	Wet/Dry Vac w/front mounted squeegee	\$ 565.00	\$ 824.00	\$ 768.80
1	Carpet Extractor	\$ 1,499.00	\$ 2,723.44	\$ 2,333.25
14	Total	\$ 11,181.00	\$ 13,920.59	\$ 13,693.54

Rochester School Board/City Council
JBC Subcontractor Approval Sub-Committee Minutes
 East Rochester School
 April 27, 2015

DRAFT

Members Present:

Mrs. Sandra Keans
 Mr. Raymond Varney
 Mr. Daniel Harkinson

Members Absent:**Also Present:**

Mr. Michael Hopkins
 Mr. Richard Bickford
 Mr. Dick Drapeau
 Mr. David Ross

The meeting was called to order at 1:35 p.m. with a quorum present.

Bids

Mr. David Ross, of Hutter Construction presented the bid results and the selection of companies based upon review of bid submissions and vendor qualifications for demolition and landscaping.

Mr. Harkinson moved, second by Mr. Varney, to approve the bid from NH Demolition of Auburn, NH for the lump sum amount of \$79,524 for total demolition at East Rochester School. The motion carried unanimously.

Mr. Varney moved, second by Mr. Harkinson, to approve the bid from Salmon Falls Nursery & Landscaping of Berwick, ME for the lump sum amount of \$45,964 for landscaping. The motion carried unanimously.

Other

Mr. Hopkins presented the proposal submitted by Premier Park & Play for some new structures; installation of new equipment and re-installation of exiting equipment.

Mr. Harkinson moved, second by Mr. Varney, to approve the proposal from Premier Park & Play of Newton, MA in the amount of \$39,034 for playground equipment and installation. The motion carried unanimously.

Mr. Hopkins indicated that we are awaiting issuance of the final Certificate of Occupancy; it should be received by Thursday. Everyone has been and continues to work hard to move classroom supplies to the new rooms and assembly and move new furniture. The great job being done by Moe Simard, Hutter Construction and the work crew completing projects was commended.

Adjournment

The meeting was adjourned at 1:50 p.m.

Respectfully submitted,

Mr. Michael Hopkins
 Board Secretary



April 7, 2014

Rochester School Department
150 Wakefield Street
Rochester, NH 03867
Michael Hopkins-Superintendent of Schools

Re: East Rochester Elementary School
773 Portland Street
Rochester, NH 03867

Authorization to Proceed- Demolition

Mr. Hopkins,
Enclosed are the final bid results for the Building Demolition. Following our bid review, Hutter Construction Corporation is recommending New Hampshire Demolition to be contracted for the total Building demolition at the East Rochester Elementary School Project. Proposal attached.

The GMP contract amount would be a lump sum amount of **\$79,524**.

Bidders:

NH Demo	\$79,524
RSG Cont	\$94,650
Jay-Mor	\$152,000

Comments:

We received three bids for this portion of the project. NH Demolition has done a number of projects with Hutter. NH Demo has teamed up with Northridge Contracting. NH Demolition mainly handles the building demolition, while Northridge handles most of the interior selective demo. Temporary classroom trailers are included in the GMP to be removed. We have spoken with NH Demo and they have included this in their base bid. Hutter will work directly with them on the temp protection and walls as need. This was also included in the GMP. There is selective interior demolition that they have priced as well. It is above and beyond the scope of the other bidders. It is undetermined at this time if they will be doing this work or if it will be done with Hutter laborers.

Please indicate your approval of award by executing this letter in the space provided and returning to our office.

Thank you.

P.O. Box 257, 810 Turnpike Road, Route 124, New Ipswich, New Hampshire 03071
Office: (603) 878-2300 FAX: (603) 878-3519

Project Name: East Rochester Elem

Trade: Demolition

Budget: \$

Cost Code: 024000

Date: 4/7/15



Hutter Construction Corp

810 Turnpike Rd

New Ipswich NH, 03071

Description	Comparison of bids		
	NH Demo	RSG Cont	Jay-Mor
Building Separation	y	y	y
Demolition of Building	y	y	y
Remove required slabs and foundations	y	y	y
Removal of debris to LEED certified facility	y	y	y
Cut, cap and make safe of MEPs	n	n	n
Asbestos survey and abatement	n	n	n
Salvage of recyclable material	y	y	y
Original price	\$ 79,524.00	\$ 94,650.00	\$ 152,000.00
Revised Totals	\$ 79,524.00	\$ 94,650.00	\$ 152,000.00



April 17, 2015

Rochester School Department
150 Wakefield Street
Rochester, NH 03867
Michael Hopkins-Superintendent of Schools

Re: East Rochester Elementary School
773 Portland Street
Rochester, NH 03867

Authorization to Proceed- Landscaping

Mr. Hopkins,
Enclosed are the final bid results for the Landscaping. Following our Landscaping bid review, Hutter Construction Corporation is recommending Salmon Falls to be contracted to supply and install all of the Landscaping items for the East Rochester Elementary School Project. Proposal attached.

The GMP contract amount would be a lump sum amount of **\$45,964**.

Bidders:

Salmon Falls	\$45,964
Faulkners	\$52,217
Streamline	\$56,926
Saints	\$87,450

Comments:

We received 4 bids on this project. Hutter has spoken with Salmon Falls and they are ready to go with the project. Salmon falls has done a number of projects with Hutter in the past and are a larger commercial landscaping contractor. They are a local contractor.

Please indicate your approval of award by executing this letter in the space provided and returning to our office.

Thank you.

Project Name: East Rochester Elem

Trade: Landscaping

Budget: \$52,217

Cost Code: 329200

Date: 4/17/15

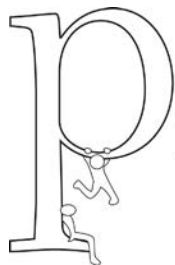


Hutter Construction Corp

810 Turnpike Rd

New Ipswich NH, 03071

Comparison of bids				
Description	Faulkners	Saints	Streamline	Salmon Falls
Monthly site visits during warranty period, w/ write ups	y	y	y	y
Water all plants twice a week for the first 60 days after acceptance	y	y	y	y
1 year warranty on trees and ground cover	y	y	y	y
2 year warranty on annuals	n	n	n	n
Submit written maintenance plan for all plants	y	y	y	y
S&I steel landscape edging	y	y	y	n
S&I organic mulch around planting per specs	y	NA	y	y
S&I "Slow-Release" watering, 1 for each tree	y	NA	y	y
S&I planting for rain gardens	y	y	y	y
S&I seeding by hand (no mechanical hydroseeding)	y	y	y	y
S&I weed free straw at all plantings	y	y	y	y
S&I complete planting list	y	y	y	y
Base Bid	\$ 52,217.00	\$ 87,450.00	\$ 56,926.00	\$ 45,964.00
Revised Totals	\$ 52,217.00	\$ 87,450.00	\$ 56,926.00	\$ 45,964.00



4/30/15

Premier Park & Play

68 Boyd Street Suite 1 (O) 617-244-3317
Newton, MA 02458 (F) 617-244-3319
premierparkplay@verizon.net
www.premierparkplay.com

Re: Playground Installation at East Rochester Elementary School
East Rochester, NH

PROPOSAL

Grades 1-5 – assumes use of existing playstructure, climber and swing

New items -

Obstacle Course

- Monarch Climber
- 5 Lily Pads
- Straight Rung Overhead Ladder
- 2 Lily Pad Spiral Climbers

Pre-k/Kindergarten – assumes use of some of existing equipment

New items -

- Glockenspiel w/ In-ground Kit
- Single Post Bongo w/In-ground Kit
- Sound Wave w/In-ground Kit
- EMS Spring Rider
- Police Spring Rider
- Cottage

Freight:

Installation of new equipment:

Special Discounted Price: \$30,484

Re-installation of existing equipment:

Grades 1-5 - playstructure and swings \$ 3,200

Removal and re-installation of pre-k/kindergarten \$ 4,600
(not all equipment will be re-used)

Disposal / dumpster rental \$ 750

TOTAL \$ 39,034



68 Boyd Street Suite 1 (O) 617-244-3317
Newton, MA 02458 (F) 617-244-3319
premierparkplay@verizon.net
www.premierparkplay.com

Installation assumptions:

- All existing parts are in good condition and on site. Re-mobilization due to missing parts or damaged parts will incur additional charge.
- Installation instructions of existing equipment will be required.
- Site must be prepared properly prior to arrival.
- Dig safe will have to be notified.
- Existing concrete that has already been removed must be disposed of.
- Unforeseen or sub-surface obstructions may incur additional expenses.

Public Safety Committee
 Councilor Chambers
 April 15, 2015
 7:00 PM

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Peter Lachapelle (excused)

OTHERS PRESENT

Councilor James Gray
 Michael Bezanson, PE, City Engineer/Acting PW Director
 Scott Dumas, Deputy Chief P.D.
 Daniel Fitzpatrick, City Manger
 Peter Cutrer, Deputy Chief, Fire Department
 Krzysztof Kozlowski, 9 Academy Street
 Diane Bergeron- Rochester resident

Minutes

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

1. Public Input

Krzysztof Kozlowski of 9 Academy Street was present to discuss the parking issue on Academy Street. He stated that there was no signage so vehicles can park anywhere they want which could cause a problem for emergency vehicles. He suggested that "no parking" signs be installed or the planters be eliminated. Deputy Chief Dumas said the planters were a good idea at the time when there was a neighborhood coalition, but when that fell apart they weren't maintained. **Councilor Hamman made a motion to install "no parking" signs on the left side of Academy Street. The motion was seconded by Councilor. Unanimous voice vote carried the motion.** Councilor Walker stated that getting the planters removed should go through the Public Works Committee. **The motion was amended to "no parking" signs should be installed at each planter on Academy Street. Councilor Gates made a motion to install "no parking" signs at each planter on Academy Street. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.**

Looking to Form a Coalition Against Thieves

Diane Bergeron, a resident of Rochester for 12 years, was present to discuss issues she is having with thieves in Rochester. She stated that the apartment that she lives in, other tenants stole from her and then changed her locks and were smoking in her room as well. She wanted to form a coalition against this sort of problem. Deputy Chief Dumas said that it would not be a coalition but that he would talk to her and get her information and let the ward sergeant know about the situation.

2 Timing of Lights at Airport Drive/Rt. 108-Update

Councilor Walker summarized the issue. Mr. Bezanson stated he had a call into NHDOT to get the status on when this traffic light would be repaired. He said the loop detector for the turn arrow is operational, but if no one is waiting to exit the Granite State Business Park the light is still changing on a timer. He also stated that there is a driveway apron at the intersection that was paved last year. Construction of this driveway apron may have damaged an existing loop detector.

3. Municipal Parking Lot Signage

Councilor Walker summarized the issue. Mr. Bezanson said that at least 2 of the municipal parking lots have the "municipal parking" signs: Portland St./Columbus Ave. and City Hall municipal lots. He said DPW has one sign in stock and can order more. **Councilor Hamann made a motion to install "municipal parking" signs like the ones at Portland St./Columbus Ave. and City Hall. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

4. Sprinkler System-Former NAPA Building-Hanson Street

Councilor Walker summarized the issue. Deputy Chief Peter Cutrer of the Rochester Fire Department was present to discuss the sprinkler system. He also stated that it was the old Robbins Building not Napa. He said beginning in February, Mary Jane Ferchette called the Fire Department to go over the specifications of the building they thought about purchasing. Mr. Cutrer said that they can't do anything if the person is not the owner of the building. He also stated that when decisions are made they are put in writing. There was no word for a while and then a building permit was received for a 6,100 square feet structure. Councilor Walker stated other auto stores do not have sprinkler systems. Councilor Walker thanked Mr. Cutrer for coming to explain this issue regarding sprinkler systems.

5. Police Department Update-Stillwater Circle

Councilor Walker summarized the issue. Deputy Chief Dumas apologized for not being at the last two Public Safety Committee Meetings. He stated that from December 1, 2014 through the end of March 2015 there have been 24 burglaries in Rochester, 7 in Stillwater Circle. He stated sometimes it's hard to find the people responsible. They think it is someone in the area that know the comings and goings and have made 1 arrest tied to two of burglaries. Deputy Chief Dumas said they have 100 man hours into extra patrol into the robberies. It's an ongoing investigation so there is not much more information that can be given at this time.

6. May Street-Permanent One Way Change-Update

Councilor Walker summarized the issue. Mr. Bezanson said that last July a presentation was made to the Public Safety Committee, which included a discussion of May Street becoming a one-way street from Columbus Avenue to Charles Street. At the time The Public Safety Committee was in favor of

May Street becoming a one-way street. Questions were subsequently raised at the Public Works Committee related to traffic counts, direction of one way traffic, and resident notification. Traffic counts were completed last fall and there is very little traffic volume. The direction of the one way was recommended primarily to improve safety of the Columbus/Upham/May intersection. Councilor Walker asked Mr. Bezanson if neighbors have been advised of the one-way, and Mr. Bezanson said yes. The residents were notified of the proposed change to one way last fall and there have been no complaints received to date that Mr. Bezanson was aware of. Mr. Bezanson stated that DPW is recommending making May Street one-way during construction and that this would be a permanent change once construction is complete. **Councilor Hamann made a motion to make May Street a one-way street as proposed by the Public Works Department. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.**

7. Other

There were no other items to discuss.

Councilor Gates made a motion to adjourn the meeting, seconded by Councilor Hamann. The motion passed and the meeting adjourned at 7:44 PM.

Respectfully submitted by
Laura Miller
Secretary II, DPW

This page has
been
intentionally left
blank.



Public Works and Buildings Committee

**April 16th, 2015
Council Chambers
7PM**

MEMBERS PRESENT

Councilor Ralph Torr – Chairman
Councilor Ray Varney- Vice Chairman
Councilor Sandy Keans
Councilor David Walker
Councilor Donald Hamann

MEMBERS ABSENT

Councilor David Walker

OTHERS PRESENT

Councilor James Gray
Councilor Jake Collins
Dan Fitzpatrick, City Manager
Michael Bezanson, PE, Interim DPW Director
Jennifer Hale, PE, Assistant City Engineer

MINUTES

Chairman Torr called the Public Works and Buildings Committee to order at 7:01 PM.

1. Approve minutes from March 19, 2015 meeting -

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

Councilor Varney made a motion to accept minutes as presented for the March 19, 2015 Meeting. The motion was seconded by Councilor Keans. The Motion passed unanimously.

2. Public Input

There were no members of the Public in attendance

3. China Palace / Columbus Ave Parking Lot Extension Project Request

Mrs. Hale stated that the City had sent a letter to the China Palace owner, Stella Goon, Per the direction from the City Manager. She stated that the letter informed Mrs. Goon that in order for the City Council to discuss funding the requested parking lot extension, which includes a 50% contribution from the China Palace, we would like a financial commitment from the owner for ½ of the initial project costs. Mrs. Hale stated that the Department of Public Works had sent the letter that included a proposal from the City's

consultant for the survey and design of the parking lot. The total cost of the proposal was \$14,000. Mrs. Hale further stated that the City has received a check from Mrs. Goon in the amount of \$7,000 and if the City would like to proceed with this project we will now need to appropriate our \$7,000 to get started. Chairman Torr asked how far that would the funds get the project. Mrs. Hale stated that would get us through bidding. Councilor Varney asked if the \$7,000 was appropriated now and the construction funds were appropriated with the FY2016 CIP; how soon we could be constructing. Mrs. Hale stated that if all went well, we could be constructing in October. Chairman Torr asked if the construction staging area for the project going on in that area would need to be moved. Mrs. Hale stated that some of the materials located there may need to be moved. Mr. Fitzpatrick stated that the funds might be available within budget to get this started should the full Council approve.

Councilor Varney made a motion to have the City Council enter into an agreement with business owner for the joint project and to fund the \$7,000 to get started on the survey and design. The motion was seconded by Councilor Haman. The Motion passed unanimously

4. Strafford Square

Mr. Bezanson stated that he had an update on the underground utilities in the Strafford Square project. He stated that Eversource (formerly PSNH) has confirmed that the City could proceed with the underground solely in the Strafford Square project area. The “Gap” project area between the North Main Street Bridge and Strafford Square could be completed separately when the City Council is ready to fund that project. Mr. Bezanson stated that Eversource has verbally mentioned that they would consider a credit for the cost to move above ground utilities that would be avoided by relocating underground. He stated he hopes to confirm utility fees prior to next month’s Committee meeting and prior to discussions for funding the FY16 CIP. Mr. Bezanson stated that the Council should also be aware that there is a possibility that some drainage work required for Strafford Square might be necessary in the “Gap” project area. This is being looked at by our consultant and NHDOT. Chairman Torr asked if the area near Subway Restaurant would be included in the Strafford Square Project. Mr. Bezanson stated that yes, and the Jackson Street intersection is included in the project area.

5. Catherine, Sheridan, Knight Street I/I Project

Mr. Bezanson stated that work has resumed for the season on this project. He stated that currently the project is 20% complete and they are looking to complete through base pavement this fall, with project completion in the 2016 construction season. Mr. Bezanson stated there was some confusion as to the one way direction on May Street. He stated that the department was ready to make it a one way street and then found out that the City Council did not vote on the direction change as presumed. Mr. Bezanson stated that it will be on the May agenda for vote. Councilor Keans stated that she was not in

favor of this when discussed previously and that she still does not like the direction of the change. She asked if the residents, day care and school department had been given the opportunity to comment on the change of traffic pattern. Mr. Bezanson stated that the property owners and building occupants on the street had been notified. There was no opposition or comments from anyone.

6. Other

Washington Street Pavement – Chairman Torr stated that the pavement on Washington Street has a crack that runs nearly the whole length of this recently paved street. Mr. Bezanson stated that they would look at it for crack sealing this year.

Academy Street – Councilor Hamann stated that the Public Safety Committee had heard complaints from property owners, Mr. & Mrs. Kowslowski. He stated that they were not happy with parking and the bump outs that have areas of planting on Academy Street. There was a brief discussion regarding the green spaces and Dan Fitzpatrick suggested that the DPW provide a cost estimate for removing the bump out areas as we did at the Common.

Flat Rock Ridge Road / Milton Road Intersection – Councilor Varney asked if this project could happen this construction season. Mrs. Hale stated that the project could happen in October if the funds were appropriated with the FY16 CIP. Councilor Varney asked the cost of the entire project. Mrs. Hale estimated the project cost at \$120,000. She stated that \$25,000 would be for survey, design and bid documents, \$10,000 to \$25,000 for construction administration, and \$80,000 for the actual construction. Councilor Varny asked if we knew when demolition was to begin on the Martin's Drive-in. Mrs. Hale stated that Cumberland farms is all set to go with approvals and permits, but has yet to begin.

Hanson Street / Robbins Auto Parts building – Councilor Collins asked if when the new police station was built did we consider this location. Councilor Keans stated that they had considered numerous locations and this building was not available then. Councilor Keans asked if the developer had been given the correct information regarding water pressure. Mr. Fitzpatrick stated that there are no water pressure issues at this location and that this information has been passed on to all city departments so that the correct information will be delivered to developers. Councilor Keans asked if the City had any additional information regarding a project at this location. Mr. Fitzpatrick stated there have not been any plans submitted yet.

DPW Facility – Councilor Varney asked if there was a plan to bring a presentation to the Committee for this project. Mr. Bezanson stated that he is going to have the consultant in for a presentation and asked if it should be to council or committee. Those present agreed the Committee level would be appropriate.

Granite Ridge Business District – Councilor Varney asked if the developer was still talking about a public space in this project area; and if so where would it be located and what would the City's cost be? He also asked who would be performing maintenance if

constructed. Mrs. Hale stated that it is still in the discussion stage and these are the those are the things being discussed. She further stated that the developer has not submitted any plans as of yet. Mr. Fitzpatrick stated that he has stated to the developer that he would like this project to proceed as is and if the developer wanted to submit something at a later date he could.

Paving – Mr. Bezanson stated that he had updated the potential paving list to include the parking lot cost estimates that were requested by the Committee. See Attached listing. Councilor Gray asked if the City should really be paving the parking lot at City Hall prior to making a decision on the Annex. The consensus was that the City Hall parking lot would wait pending the annex decision.

Sidewalks – Mr. Bezanson stated that the contractor for sidewalks will be starting on School Street during the school break and then going back to Charles Street. Mr. Bezanson stated that the current funding will not be sufficient to complete the Charles Street sidewalks. Councilor Varney asked if there were proposed sidewalk funds in the FY2016 CIP. Mr. Bezanson stated that there are.

EDA Salmon Falls / Milton Road Sewer Project – Mr. Bezanson stated that the project plans were 90% completed and that they are being reviewed by staff and the EDA. He stated that Market Basket had signed off on an amendment to the agreement. This amendment stipulates that Market Basket will contribute an additional \$50,000. Councilor Varney asked if this project will be starting construction this year. Mr. Bezanson stated that if it continues on schedule that it would begin this construction year.

Colonial Pines Sewer Project – Councilor Keans asked about the status of this project. Mr. Bezanson stated that the designs are at approximately 60% completed. He further stated that this is a large project and if the Council decides to fund it, he would recommend it being funded and completed in several phases.

Councilor Walker made a motion for adjournment at 7:49 PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

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

RESOLUTION ADOPTING A 2015-2016 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE 2015-2016
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2015-2016 “Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

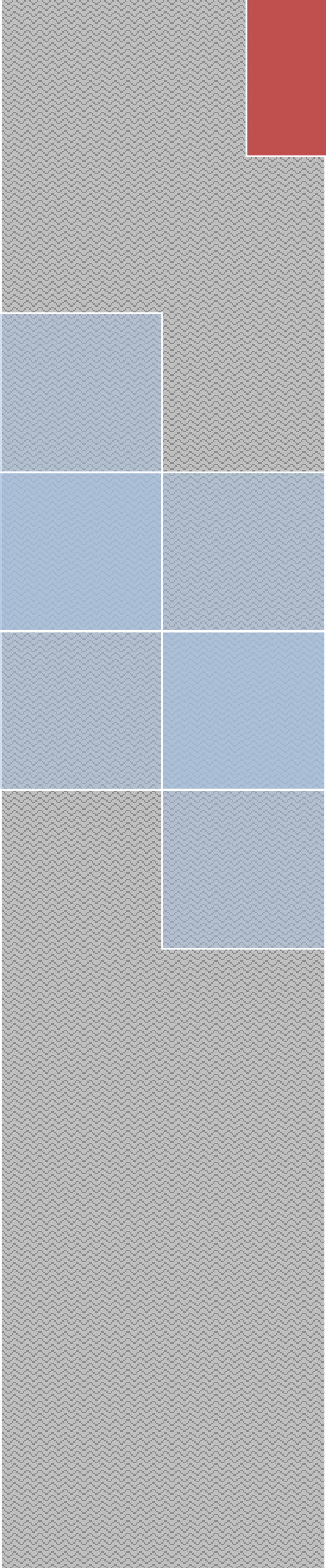
II. Further, that a twelve (12) month Community Development Block Grant budget for the Department of Planning and Development for the City of Rochester in the total amount of Two Hundred Twenty-Seven Thousand and Sixty-Two Dollars (\$227,062.00) be, and hereby is, approved and appropriated for fiscal year 2015-2016. Included in said approval and appropriate are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 45,412.00
Public Service Agencies	\$ 34,059.00
Economic Development	\$ 12,000.00
Housing	\$ 50,000.00
Public Facilities/Infrastructure	\$ 85,591.00
Total	\$227,062.00

This budget and the one-year action plan for 2015-2016 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2015-2016 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriate in the amount of Two Hundred Twenty-Seven Thousand and Sixty-Two Dollars (\$227,062.00) shall be drawn in their entirety from the above-mentioned 2015-2016 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic & Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 15 AB 127**



This page has
been
intentionally left
blank.





4/30/15

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

AGENDA SUBJECT Second Reading of Community Development Block Grant (CDBG) Program Annual Action Plan for FY 2015-2016	
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	May 5, 2015		
DEPT. HEAD SIGNATURE	Karen Pollard, signature on file		
DATE SUBMITTED	April 23, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	49	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Councilor James Gray, signature on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	CDBG, HUD
ACCOUNT NUMBER	TBD
AMOUNT	\$227,062.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

24 CFR § 91.1 requires the submission of an Annual Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

[Link to update Action Plan](#)

CC FY 15 AB 127-A

SUMMARY STATEMENT

The City of Rochester receives federal grant funding through the Community Development Block Grants (CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit an Annual Action Plan to HUD that outlines its proposed uses of the grant funding received. This will be the second reading and adoption of the Annual Action Plan.

No City funds need to be obligated to receive this grant funding.

RECOMMENDED ACTION

Review and adopt the draft FY 2015-2016 Annual Action Plan.

Date: April 24, 2015

To: City Council
City Clerk

From: Julian Long
Community Development Coordinator/Grants Manager

Re: Second Reading of Community Development Block Grant (CDBG) Program Annual
Action Plan for FY 2015-2016

There have been minor changes to the draft of the Annual Action Plan for FY 2015-2016 from the version presented at the first reading on April 7, 2015. Information on the April 21 public hearing has been added to the Citizen Participation Plan section, and the Executive Summary section has been revised for clarity. The funded amounts in the Expected Resources section have been slightly adjusted, as well, to reflect an updated price quote received from the Community Action Partnership of Strafford County regarding its proposed Head Start facilities project.

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

This page has
been
intentionally left
blank.

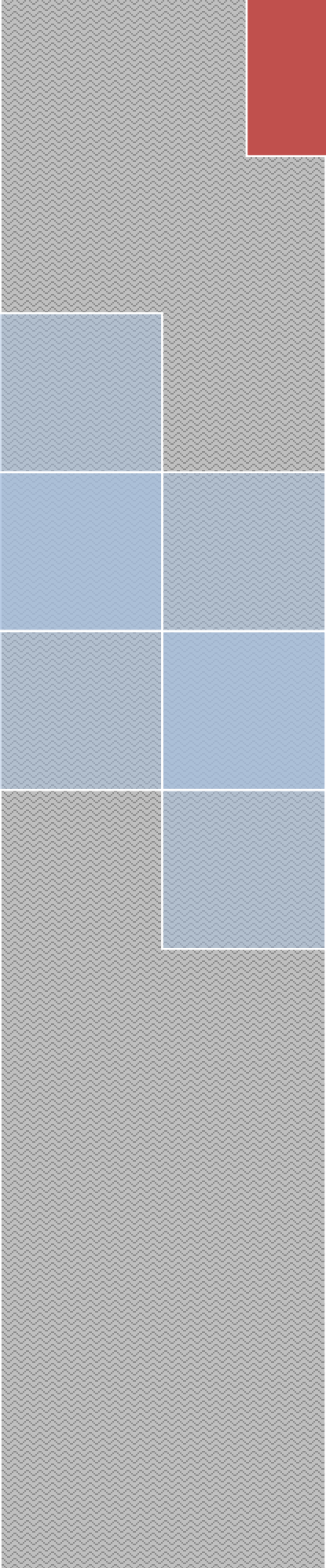
RESOLUTION ADOPTING A 2015-2020 ROCHESTER CDBG
“CONSOLIDATED ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.”

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the five-year 2015-2020 “Consolidated Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic & Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. The budget for Year 1 of the 2015-2020 “Consolidated Action Plan for the Community Development Division for the City of Rochester, N.H.,” which is contained and detailed in the *Resolution Adopting a 2015-2016 Rochester CDBG “Action Plan for the City of Rochester, N.H.” and Approving and Appropriating the 2015-2016 Community Development Budget for the City of Rochester*, may be reconsidered if federal funding is changed or if it is inconsistent with the total 2015-2016 budget adopted for the Office of Economic & Community Development.

Furthermore, in the event that federal funding for any Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic & Community Development, is authorized to proportionately reduce the amounts for the relevant budgetary categories, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 15 AB 128**



This page has
been
intentionally left
blank.





4/30/15

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

AGENDA SUBJECT Second Reading of Community Development Block Grant (CDBG) Program Five-Year Consolidated Action Plan	
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	May 5, 2015		
DEPT. HEAD SIGNATURE	Karen Pollard, signature on file		
DATE SUBMITTED	April 23, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	141	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Councilor James Gray, signature on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

24 CFR § 91.1 requires the submission of a Five-Year Consolidated Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

[Link to the 2015-2020 Action Plan](#)

CC FY 15 AB 128-A

SUMMARY STATEMENT

The City of Rochester receives federal grant funding through the Community Development Block Grants (CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit a Five-Year Consolidated Action Plan to HUD that outlines its proposed uses of the grants received. This will be the second reading and adoption of the Five-Year Consolidated Action Plan.

No City funds need to be obligated to receive this grant funding.

RECOMMENDED ACTION

Review and adopt the draft FY 2015-2020 Consolidated Action Plan.

Date: April 22, 2015

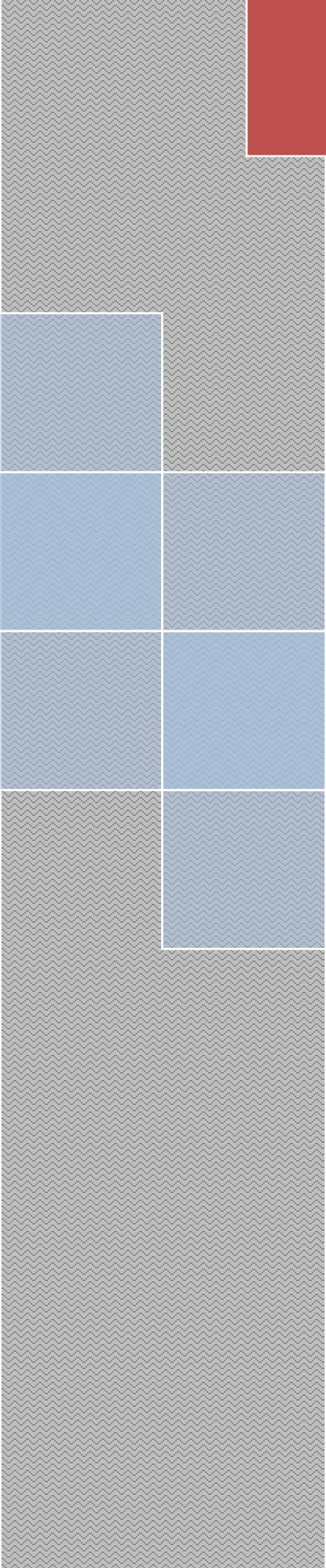
To: City Council
City Clerk

From: Julian Long
Community Development Coordinator/Grants Manager

Re: Second Reading of Community Development Block Grant (CDBG) Program Five-Year Consolidated Action Plan

There have been minor changes to the draft of the Consolidated Action Plan for FY 2015-2020 from the version presented at the first reading on April 7, 2015. Information on the April 21 public hearing has been added to the Citizen Participation Plan section, and the Executive Summary section has been revised for clarity.

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



This page has
been
intentionally left
blank.



**RESOLUTION APPROVING 2015-2016 OPERATING BUDGET
FOR THE CITY OF ROCHESTER**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2015 and ending June 30, 2016 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2016 (July 1, 2015 - June 30, 2016), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2016 (July 1, 2015 - June 30, 2016), as amended, the provisions of which are incorporated herein by reference thereto. **CC FY 15 AB 143**

2015-2016 City of Rochester Operating Budget Resolution-Exhibit A

Operations		FY16 Mgr Proposed
General Fund		
	City Operations	\$22,711,610
	County Taxes	\$6,077,984
	Debt Service	\$4,735,036
	Capital Projects Transfer	\$1,658,400
	Total City General Fund Operations	\$35,183,030
	School	\$58,649,913
	School State Education Tax	\$4,935,450
	City Grants & Special Rev Funds	\$610,562
	School Grants & Special Rev Funds	\$4,860,000
	Community Center	\$779,937
	Total Operating Budgets	\$105,018,892
Enterprise Funds		
	Water Fund	\$5,414,066
	Sewer Fund	\$6,828,247
	Arena Fund	\$592,653
	Total Enterprise Operating Budgets	\$12,834,966
	Total Operations all Funds	\$117,853,858

**RESOLUTION AUTHORIZING AND APPROVING 2015-2016 CAPITAL
BUDGET FOR THE CITY OF ROCHESTER AND AUTHORIZING
BORROWING IN CONNECTION THEREWITH**

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

That the capital budget for the City of Rochester for the July 1, 2015 to June 30, 2016 fiscal year in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on Exhibit A annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2016 (July 1, 2014 – June 30, 2016), as amended.

2015-2016 CAPITAL IMPROVEMENTS REVENUE SUMMARY-RESOLUTION EXHIBIT A

	PROJECT AMOUNT	BOND PROCEEDS	O&M CASH	FUND BAL RET EARN	DED REVENUE	OTHER SOURCES	GRANTS
<u>GENERAL FUND</u>							
CITY*	15,476,830	13,258,430	1,658,400	0	0	0	560,000
SCHOOL	1,093,400	901,000	192,400	0	0	0	0
TOTAL GENERAL FUND	16,570,230	14,159,430	1,850,800	0	0	0	560,000
<u>ENTERPRISE FUNDS</u>							
WATER	3,942,000	3,850,000	92,000	0	0	0	0
SEWER	6,658,000	6,500,000	158,000	0	0	0	0
AREA	860,000	850,000	10,000				
TOTAL ENTERPRISE FUNDS	11,460,000	11,200,000	260,000	0	0	0	0
TOTAL ALL CIP	28,030,230	25,359,430	2,110,800	0	0	0	560,000

* Includes Community Center Cash CIP

RESOLUTION PURSUANT TO
SECTION 44 OF THE ROCHESTER CITY CHARTER AND RSA 33:9
APPROVING THE REPURPOSING OF THE MARCH 2015 GENERAL OBLIGATION
BOND (GOB) PREMIUM TO THE CAPITAL IMPROVEMENT PROJECT (CIP) FUND

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

WHEREAS, the March 2015 General Obligation Bond (GOB) issue, which closed on March 10, 2015, produced a net premium to the general fund of One Hundred Fifty Two Thousand Eight Hundred Two and 61/100 Dollars (\$152,802.61); and

WHEREAS, the City of Rochester's portion of the net premium is One Hundred Twenty Four Thousand Ninety and 98/100 Dollars (\$124,090.98) and the Rochester School District's portion of the net premium is Twenty Eight Thousand Seven Hundred Eleven and 63/100 Dollars (\$28,711.63); and

WHEREAS, the Mayor and City Council of the City of Rochester desire to repurpose the general fund net premium in the CIP Fund;

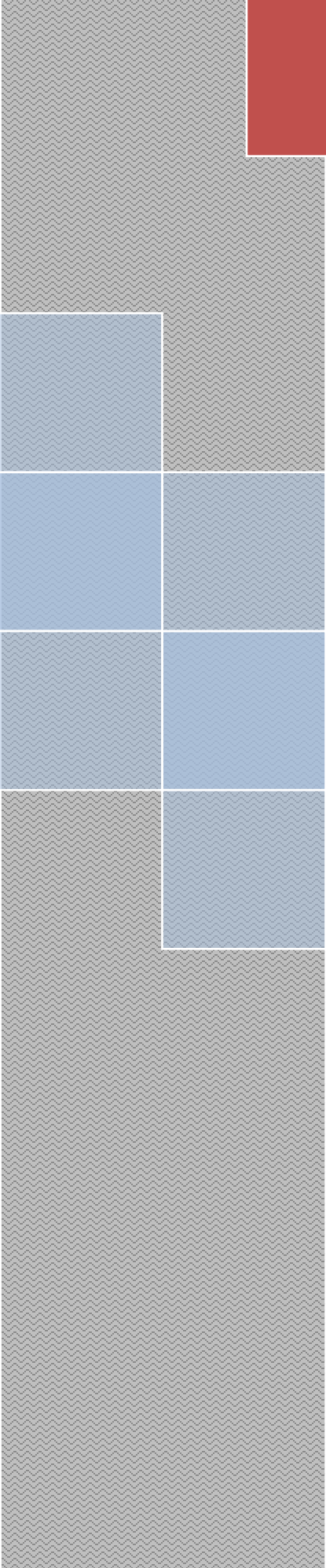
THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, in accordance with the provisions of Section 44 of the Rochester City Charter and RSA 33:9, hereby approve the repurposing of the general fund net premium in the CIP fund to Two (2) previously approved but yet to be bonded projects as follows:

a. One Hundred Twenty Four Thousand Ninety and 98/100 Dollars (\$124,090.98) to the so-called Sheridan Glen Granite Streets project in the Department of Public Works CIP; and

b. Twenty Eight Thousand Seven Hundred Eleven and 63/100 Dollars (\$28,711.63) to the so-called McClelland Roof project in the Rochester School District CIP.

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

CC FY15 05-07 AB 139



This page has
been
intentionally left
blank.



**RESOLUTION PURSUANT TO RSA 33:9 DEAUTHORIZING A PORTION OF THE
BOND AUTHORITY FROM THE SO-CALLED SHERIDAN GLEN GRANITE
STREETS PROJECT IN THE DEPARTMENT OF PUBLIC WORKS CAPITAL
IMPROVEMENT PROJECT (CIP) FUND**

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

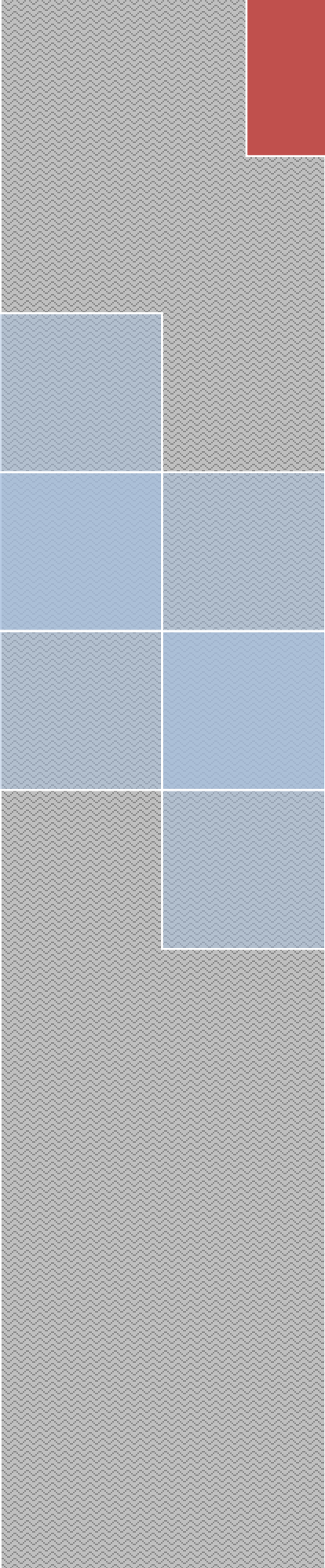
WHEREAS, by virtue of a resolution adopted by the Mayor and the City Council of the City of Rochester on May 5, 2015, the Mayor and City Council appropriated the amount of One Hundred Twenty Four Thousand Ninety and 98/100 Dollars (\$124,090.98) to the so-called Sheridan Glen Granite Streets project in the Department of Public Works CIP from the general fund; and

WHEREAS, the Mayor and City Council of the City of Rochester had previously authorized One Million One Hundred Thousand Dollars (\$1,100,000.00) in bond authority for the so-called Sheridan Glen Granite Streets project;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, in accordance with the provisions RSA 33:9, hereby withdraw and deauthorize One Hundred Twenty Four Thousand Ninety and 98/100 Dollars (\$124,090.98) of the previous bond authority for the so-called Sheridan Glen Granite Streets project, thereby reducing the amount of the aforesaid bond authority to Nine Hundred Seventy Five Thousand Nine Hundred Nine and 02/100 Dollars (\$975,909.02).

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

CC FY15 05-07 AB 139-A



This page has
been
intentionally left
blank.



**RESOLUTION PURSUANT TO RSA 33:9 DEAUTHORIZING A PORTION OF THE
BOND AUTHORITY FROM THE SO-CALLED MCCLELLAND ROOF PROJECT IN
THE ROCHESTER SCHOOL DISTRICT CAPITAL IMPROVEMENT PROJECT (CIP)
FUND**

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

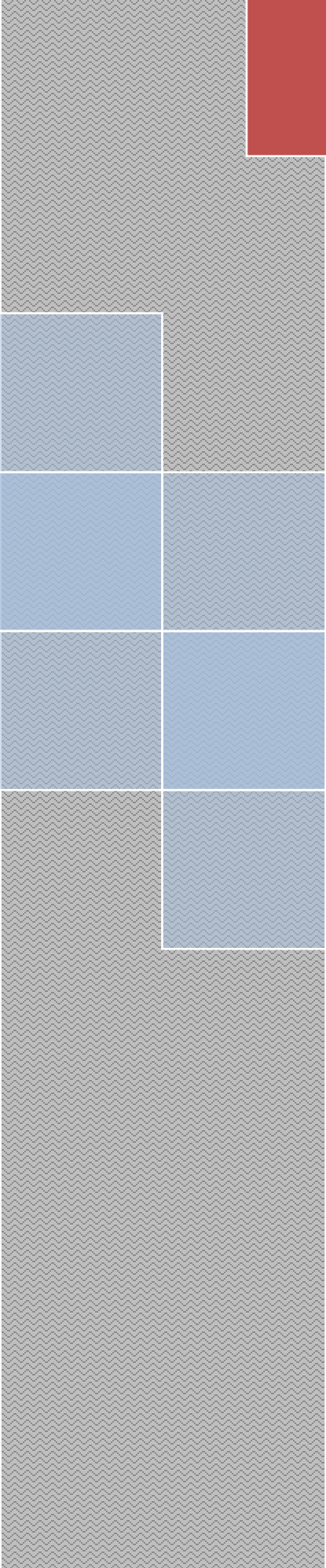
WHEREAS, by virtue of a resolution adopted by the Mayor and the City Council of the City of Rochester on May 5, 2015, the Mayor and City Council appropriated the amount of Twenty Eight Thousand Seven Hundred Eleven and 63/100 Dollars (\$28,711.63) to the so-called McClelland Roof project in the Rochester School District CIP from the general fund; and

WHEREAS, the Mayor and City Council of the City of Rochester had previously authorized One Hundred Ninety Thousand Dollars (\$190,000.00) in bond authority for the so-called McClelland Roof project;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, in accordance with the provisions RSA 33:9, hereby withdraw and deauthorize Twenty Eight Thousand Seven Hundred Eleven and 63/100 Dollars (\$28,711.63) of the previous bond authority for the so-called McClelland Roof project, thereby reducing the amount of the aforesaid bond authority to One Hundred Sixty One Thousand Two Hundred Eighty Eight and 37/100 Dollars (\$161,288.37).

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

CC FY15 05-07 AB 139-B



This page has
been
intentionally left
blank.





4/30/15

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

AGENDA SUBJECT Repurposing the General Fund Portion of the March 2015 GOB Net Premium
--

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

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

AGENDA DATE	May 5, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	April 16, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	N/A

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, signature on file
CITY MANAGER	Dan Fitzpatrick, signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	March 2015 GOB Net Premium
ACCOUNT NUMBER	15013010-771000-14519 (\$124,090.98) 15019000-743000-14105 (\$28,711.63)
AMOUNT	\$152,802.61
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council - 2/3's affirmative vote required

SUMMARY STATEMENT

The March 2015 General Obligation Bond (GOB) issue which closed on March 10, 2015 produced a net premium to the general fund of \$152,802.61. The City's portion of the net premium is \$124,090.98 and the School's portion is \$28,711.63.

This request is for Council to approve repurposing the general fund net premium in the CIP Fund (Fund 1501) to the two below previously approved but yet to be bonded projects.

1) \$124,090.98 to 15013010-771000-14519 Sheridan Glen Granite Streets (DPW CIP)

a) De-authorize \$124,090.98 in bond authority from \$1,100,000 to \$975,909.02

b) Authorize \$124,090.98 use of March 2015 GOB net premium

2) \$28,711.63 to 15019000-743000-14105 McClelland Roof (School CIP)

a) De-authorize \$28,711.63 in bond authority from \$190,000 to \$161,288.37

b) Authorize \$28,711.63 use of March 2015 GOB net premium

RECOMMENDED ACTION

Recommend approval.

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:

Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	14519			124,090.98 (bond)
2	15019000	743000	14105			28,711.63 (bond)
3						
4						
5						
6						
7						
8						

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	14519			124,090.98 (premium)
2	15019000	743000	14105			28,711.63 (premium)
3						
4						
5						
6						
7						
8						

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150001	471000	14519			124,090.98
2	150001	443000	14105			28,711.63
3						
4						
5						
6						
7						
8						

DUNS #

CFDA #

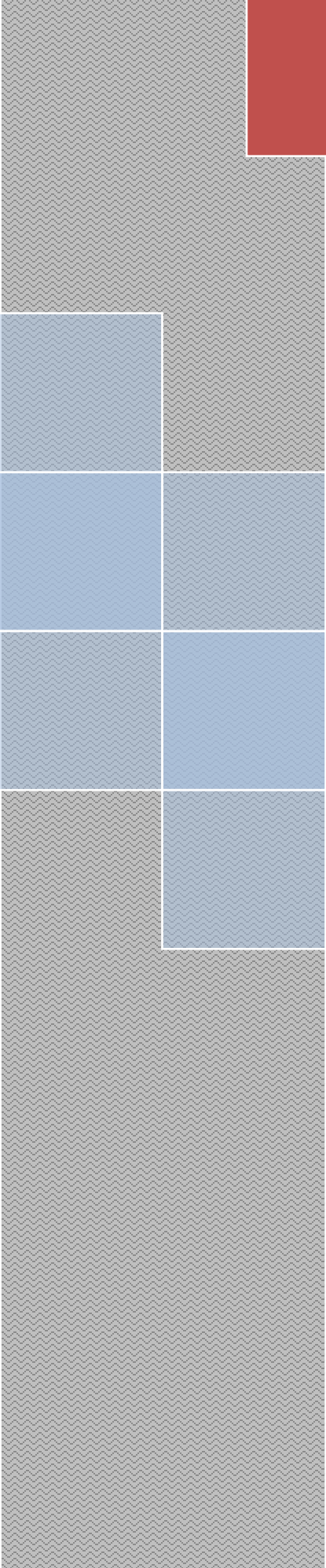
Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned



This page has
been
intentionally left
blank.



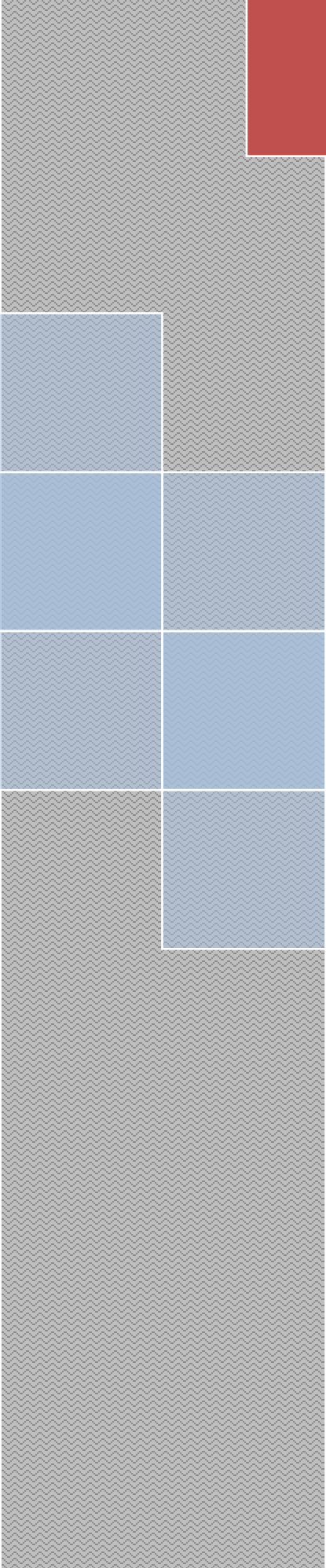
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE GROUNDWATER RESOURCE DEVELOPMENT PROJECT**

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

That the sum of One Thousand and 35/100 Dollars (\$1,000.35) be, and hereby is, appropriated as a supplemental appropriation to the capital improvements budget of the City of Rochester Water Works, for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called Groundwater Resources Development project, and provided further that funds for such supplemental appropriation shall be derived in their entirety from the City of Rochester Water 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.

CC FY15 05-07 AB 140



This page has
been
intentionally left
blank.





4/30/15

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

Supplemental Appropriation to Groundwater Resource Development Project 03503

COUNCIL ACTION ITEM ☒**INFORMATION ONLY** ☐**FUNDING REQUIRED?** YES ☒ NO ☐

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐**FUNDING RESOLUTION FORM?** YES ☒ NO ☐

AGENDA DATE	May 5, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	April 16, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Cash (Retained Earnings)
ACCOUNT NUMBER	55016010-771000-03503
AMOUNT	\$1000.35
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Council Action

CC FY 15 AB 140

SUMMARY STATEMENT

On March 16, 2010 the Council approved several de-authorizations and supplemental appropriations. Resolution paragraph XII (page FY10 340 and Exhibit A) should have requested an appropriation of \$48,187.82 from the Water Fund unexpended fund balance (retained earnings). Instead, the resolution appropriated only \$47,187.47 which left \$1,000.35 of the Groundwater Resource Development Project #03503 unfunded. This request is for a supplemental appropriation to fund the \$1,000.35.

RECOMMENDED ACTION

Approve the supplemental appropriation and the transfer of Water Fund cash (retained earnings) to fully fund project #03503.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF

Water

Sewer

Arena

CIP

Water CIP

Sewer CIP

Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1						
2						
3						
4						
5						
6						
7						
8						

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55010010	771000	03503			1000.35
2	51001057	593000				1000.35
3						
4						
5						
6						
7						
8						

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	5501001	471000	03503			1000.35
2	5100001	406105				1000.35
3						
4						
5						
6						
7						
8						

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

II. That the sum of **Forty-Seven Thousand One Hundred Eighty-Seven Dollars and Forty-Seven Cents (\$47,187.47)**, be, and hereby is, appropriated as a supplemental appropriation to the 2009-2010 capital improvements budget of the Water Works for the projects and in the amounts and for the designated purposes as set forth in the annexed **E HIBIT A**. Further, that the sums necessary to fund such supplemental appropriation shall be drawn in their entirety from cash from the City of Rochester's unexpended fund balance.

III. That the sum of **Seventy-Seven Thousand Four Hundred Eleven Dollars (\$77,411.00)**, be, and hereby is, appropriated as a supplemental appropriation to the 2009-2010 capital improvements budget of the Sewer Works for the projects and in the amounts and for the designated purposes as set forth in the annexed **E HIBIT A**. Further, that the sums necessary to fund such supplemental appropriation shall be drawn in their entirety from cash from the City of Rochester's unexpended fund balance.

I . That the sum of **One Hundred Sixty-Three Thousand Two Hundred Fourteen Dollars and Forty-Severn Cents (\$163,214.47)**, be, and hereby is, appropriated as a supplemental appropriation to the 2009-2010 capital improvements budget of the Water Works for the projects and in the amounts and for the designated purposes as set forth in the annexed **E HIBIT A**. Further, that the sums necessary to fund such supplemental appropriation shall be drawn in their entirety from a Drinking Water State Revolving Fund grant to the City from the State of New Hampshire. Further, by adoption of this resolution the City Manager, on behalf of the City of Rochester, is authorized to accept such grant and to take all steps necessary to receive the same. That the sum of **Three Hundred Ninety Thousand Dollars (\$390,000.00)**, be, and hereby is, appropriated as a supplemental appropriation to the 2009-2010 capital improvements budget of the Sewer Works for the purpose of engineering costs associated with the Spaulding Turnpike Interceptor Upgrade project as set forth in the annexed **E HIBIT A**. Further, that the sums necessary to fund such supplemental appropriation shall be drawn in their entirety from the proceeds of bonds to be issued by the City of Rochester. Further, that the sums necessary to fund such appropriation shall be derived in their entirety from the issuance of bonds and/or notes by the City of Rochester, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful life for the aforesaid project is 20 years.

Councilor Keans asked about two items to be de-authorized entitled Bridge Rehab Program. Deputy City Manager LeBrun explained that this is a "housekeeping" issue. The State allowed the City to be reimbursed for a portion of the North Main Street Bridge rehabilitation. This portion was previously expended out of a general rehab account. This action would change the source of funding. He added that general accounts could sometimes be problematic; a specific account would be set up

All Funds Summary of Recommendations

Agenda Spec

Water Fund

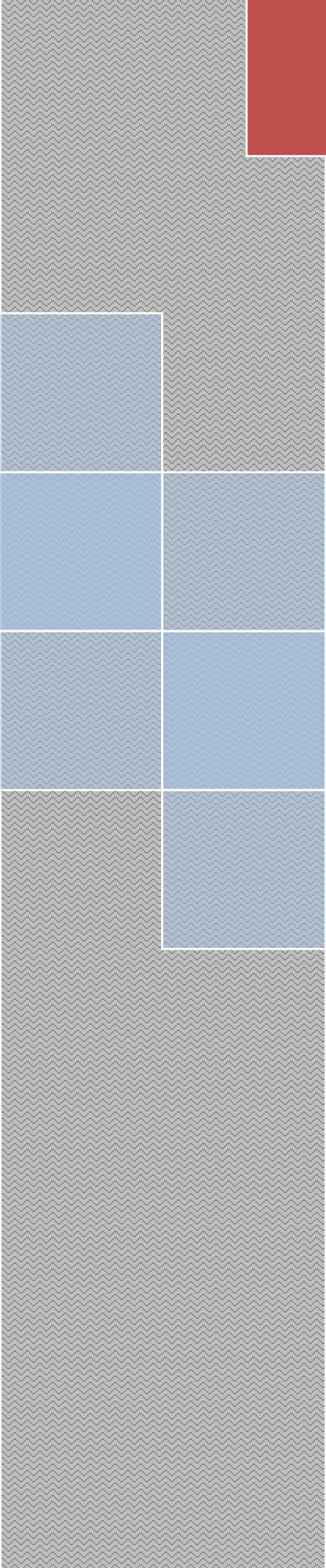
Not Yet Bonded Projects to be de-authorized or change funding source											
Department	Org	Object	Project	Year	Source	Description		Bond Deauthorize Amount			Recommendation
Water Fund	55016010	776000	4503	Jun-03	Bond	Filter Backwash Rule	50,000.00	9,111.52			Project complete - remaining funding not needed
Water Fund	55016010	771002	4511	Jun-03	Bond	Berry River Dam Replacement	250,000.00	250,000.00			Project not needed at this time
Water Fund	55016010	773000	6530	Jun-05	Bond	Lighting Project	35,000.00	6,178.53	821.47		Project complete - remaining funding not needed
Water Fund	55016010	771000	8518	Jun-07	Bond	Sheridan Glen Grant	40,000.00	40,000.00			Project not needed at this time
Water Fund						Groundwater Resource Development	363,978.00				A portion of the Cocheco Well Project was charged to this account for original engineering services and should be SRF funding instead of bond.
	55016010	771000	8526	Jun-07	Bond					163,214.00	
	55016010	771000	8528	Jun-07	Bond	Washington Street High Pressure Zone	150,000.00	150,000.00			Stay on books or deauthorize?
Total								455,290.05	0.00	821.47	0.00 163,214.00

Water Fund

DWSRF Not Yet Bonded Projects to be de-authorized or Change Funding Source											
Department	Org	Object	Project	Year	Source	Description		DWSRF Deauthorize Amount			Recommendation
Water Fund	55016010	771000	3503	Jun-02	DWSRF	Groundwater Resource Development			21,932.00		SRF Loan complete, additional spending needs funding source.
Water Fund	55016010	771000	6519	Jun-05	DWSRF	Sheridan Glen Grant	30,000.00	4,568.00	25,434.00		Funding will not be received from DWSRF - reimbursement changing expended for engineering to cash
Water Fund	55016010	771000	7532	Jun-06	DWSRF	Washington Street High Pressure Zone	3,020,000.00	2,085,000.00			Funding originally projected from developer - currently not clear funding source approved
Water Fund	55016010	772000	9541	Jun-08	DWSRF ARRA	Groundwater Resource Development	4,150,000.00	888,953.00			Cost of project reduced due to bids and associated costs. SRF loan amount reduced by \$605,000. Also, portions of Cocheco well project (engineering) charged to 07525 \$120,739 and to 08526 \$163,214 and should be reduced from the 09541 account for a new authorized amount in 09541 of \$3,261,047
Total								2,978,519.00	0.00	47,366.00	0.00 0.00

Sewer Fund

Not Yet Bonded Projects to be de-authorized or change funding source											
Department	Org	Object	Project	Year	Source	Description		Bond Deauthorize Amount			Recommendation
Sewer Fund	55026020	773000	05543	Jun-04	Bond	Portable Generator Switches	30,000.00	3,490.00			Project complete - remaining funding not needed
Sewer Fund	55026020	771000	06517	Jun-05	Bond	Hanson Street Reconstruction	65,000.00	19,493.00			Project complete - remaining funding not needed
Sewer Fund	55026020	772000	07541	Jun-06	Bond	Relocate Main Street ER Pump Station	430,000.00	51,217.06			Project complete - remaining funding not needed
Sewer Fund	55026020	771000	07514	Jun-06	Bond	Brook Street Reconstruction	100,000.00	100,000.00	750.00		Project complete - change funding source of expended amount to cash fundize
Sewer Fund	55026020	773400	07536	Jun-06	Bond	Pump Station Telemetry	90,000.00	8,337.50			Project complete - remaining funding not needed
Sewer Fund	55026020	771000	08311	Jun-10	Bond	Brook Street Reconstruction	30,000.00	30,000.00			Project not moving forward at this time
Total								212,537.56	0.00	750.00	0.00 0.00



This page has
been
intentionally left
blank.



RESOLUTION AUTHORIZING
APPLICATION FOR AND ACCEPTANCE OF, ON BEHALF OF THE CITY OF
ROCHESTER,
POLICE DEPARTMENT,
A UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE
PROGRAMS, BULLET PROOF VEST PARTNERSHIP (BVP) GRANT

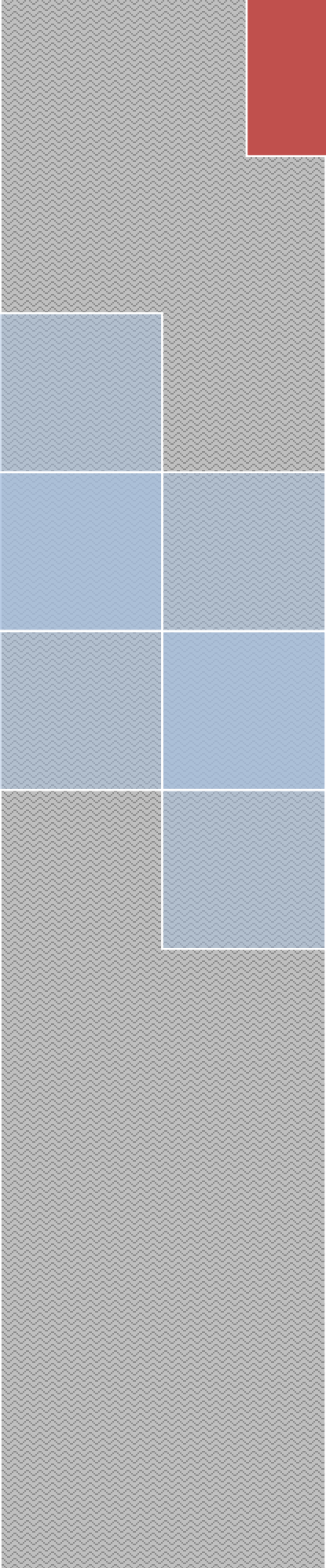
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That the Mayor and City Council, of the City of Rochester, by adoption of this resolution, hereby authorizes the City of Rochester, City Manager and/or his Designee, and the Rochester Police Department to apply for United States Department of Justice, Office of Justice Programs, Bulletproof Vest Partnership (BVP) Grant in an approximate amount of Seven Thousand Three Hundred Thirty Seven Dollars (\$7,337.00), for the purpose of paying the costs associated with replacing expired bulletproof vests and providing new bulletproof vests to newly hired officers over the next Two (2) years. This Grant requires no City funding match and will be a multi-year fund.

Further, upon condition of the grant application being accepted and a grant awarded that the purchase of the new bullet proof vests for the Police Department in the amount of Seven Thousand Three Hundred Thirty Seven Dollars (\$7,337.00) be, and hereby is, approved and appropriated.

Further, that the City Manager, and or his designee, be, and hereby are authorized to sign all documents and perform all actions necessary and/or appropriate to apply for such Grant.

CC FY15 05-07 AB 141



This page has
been
intentionally left
blank.





4/30/15

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

Seeking permission from council to apply and appropriate funds in the amount of \$7,337.00 from the 2015 Bulletproof Vest Grant.

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

AGENDA DATE	Next available May meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	4/7/15		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	Signature on file
CHAIR PERSON	Signature on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal 2015 Ballistic Vest Grant
ACCOUNT NUMBER	TBD
AMOUNT	\$7,337.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required

SUMMARY STATEMENT

Seeking permission from council to apply and appropriate 2015 Ballistic Vest Grant funds in the amount of \$7,337.00 to replace expired vests and for new hires over the next 2 years. This will be a multi-year fund.

RECOMMENDED ACTION

Recommend application and appropriation of the 2015 Ballistic Vest Grant in the amount of \$7,337.00.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Seeking permission from council to apply and appropriate funds in the amount of \$7,337.00 from the 2015 Ballistic Vest Grant

Date: 4/7/15

Fiscal Year: FY16 & FY17

Fund (select):

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

Fund Type: Lapsing ☐ Non-Lapsing ☒

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61072010	561010	TBD	7,337.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6107003	402179	TBD	7,337.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # 968578153

CFDA # 16.607

Grant # TBD

Grant Period: From 7/28/15
To 8/31/17

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

**1. Registration**

- 1.1 [Agency Information](#)
- 1.2 [Agency Contacts](#)

2. Application

- 2.1 [Application Profile](#)
- 2.2 [Manage Application](#)
- 2.3 [Review Application](#)
- 2.4 [Submit Application](#)
- 2.5 [Mandatory Wear Policy](#)

3. Payment

- 3.1 [Bank Information](#)
- 3.2 [Print Bank Form](#)
- 3.3 [Manage Receipts](#)
- 3.4 [Payment Request](#)
- 3.5 [Payment History](#)

4. Status

- 4.1 [Current Status](#)
- 4.2 [LEA Status](#)
- 4.3 [Application History](#)

5. Personal Information

- 5.1 [User Profile](#)
- 5.2 [Change Password](#)



BVP HELP DESK
(Toll-Free 1-877-758-3787)

[NIJ Standards](#) [Glossary](#) [BVP Manuals](#)

Section Application > Submit Application > Pending BJA Approval

OMB #1121-0235
(Expires:
10/31/2016)

You have successfully submitted your application for funding for BVP approval.

The approval process may take several weeks from the application closing date. A confirmation email has been sent to scott.dumas@rochesternh.net. An email approval advisory will also be sent to scott.dumas@rochesternh.net when the program approvals are completed. Additionally, you may check the status of your application by selecting option , 'Application History', in the Jurisdiction's Handbook. Thank you for your continued patience.

For your reference, the summary data for your Application for Funding is listed below.

Successful Submission

Jurisdiction: ROCHESTER CITY
Application Id: 15076400
Status/Submission Date: Sent for BVP Approval : 04/07/15

Application for Funding			
Quantity	Extended Cost	Tax, S&H	Total Cost
23	\$14,674.00	\$0.00	\$14,674.00
Maximum Allowable Funding from BVP:			\$7,337.00

* Important: You can click on the 'Print Screen' button below to keep a copy for your records.

[Print Screen](#)

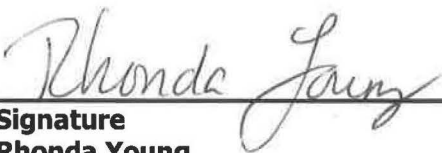
Rochester Police Department

Interoffice Memo

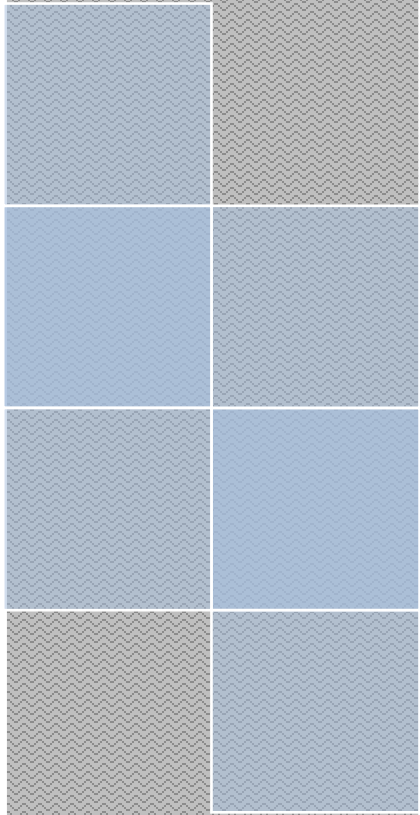
To: Michael J. Allen, Chief of Police
From: Rhonda Young, Account Clerk II
Date: April 9, 2015
Subject: 2015 Vest Grant.

This is a 2 year vest grant and we determined the amount vests needed by the expiration dates. We are projecting the need to replace up to 23 vests that include replacement vests and initial issue for new hires. Manufacturer recommendations for replacement vests are every 5 years.

Respectfully Submitted,



Signature
Rhonda Young
Account Clerk II



This page has
been
intentionally left
blank.





4/30/15

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

Appeal of Carl A. Branco, Second Hand Dealer License Renewal

COUNCIL ACTION ITEM ☒**INFORMATION ONLY** ☐**FUNDING REQUIRED?** YES ☐ NO ☒

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☒**FUNDING RESOLUTION FORM?** YES ☐ NO ☒

AGENDA DATE	APRIL 7, 2015		
DEPT. HEAD SIGNATURE	Terence O'Rourke, City Attorney		
DATE SUBMITTED	March 19, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	7

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Signature on file
CITY MANAGER	Dan Fitzpatrick, Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City of Rochester Ordinance 34.4 CC FY 15 AB 117

SUMMARY STATEMENT

On January 7, 2015, Carl A. Branco applied for renewal of his Second Hand Dealer and his Pawnbroker Licenses. On February 20, 2015, the Licensing Board unanimously voted to not approve his application. On March 13, 2015, the City Manager received a letter from Carl A. Branco requesting an appeal to the City Council. *See attached memo*


RECOMMENDED ACTION

De Novo Hearing.



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

Memo

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney 
Date: April 30, 2015
Re: Rochester Pawn Shop-Carl Branco

Trial was held on April 22, 2015 in the matter of *State v. Ronald Vasseur*. This case was a criminal matter arising out of eleven violations of City Ordinance 34. 7 by Rochester Pawn Shop manager and Carl Branco employee, Ronald Vasseur. The State's case in chief alleged that Mr. Vasseur violated the ordinance by failing to give an accurate description of purchased items, specifically inaccurately transposing serial numbers. The nature of the inaccuracies clearly indicate an intentional pattern of deception rather than innocuous mistakes.

The Court found Mr. Vasseur guilty of eight of the eleven counts. The Court dismissed three counts based on the complaints being multiplicitous on their face. Mr. Vassuer is scheduled to be sentenced on May 18, 2015. *See attached* Notice of Hearing.

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
NH CIRCUIT COURT**

7th Circuit - District Division - Rochester
76 North Main St.
Rochester NH 03867-1905

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

NOTICE OF HEARING

**ROCHESTER POLICE DEPARTMENT
ROCHESTER PROSECUTOR
WAKEFIELD ST
ROCHESTER NH 03867**

Case Name: **State v. Ronald Vasseur**
Case Number: **471-2014-CR-00350**

The above referenced case(s) has/have been scheduled for:

Sentencing Hearing Scheduled

<u>Charge ID</u>	<u>Statute</u>	<u>Description</u>
897095C	TO	Town Ordinance
897096C	TO	Town Ordinance
897097C	TO	Town Ordinance
897101C	TO	Town Ordinance
897102C	TO	Town Ordinance
897103C	TO	Town Ordinance
897104C	TO	Town Ordinance
897105C	TO	Town Ordinance

(897098C 897099C 897100C:Not Guilty)

Date: May 18, 2015

76 North Main St.

Time: 1:00 PM

Rochester NH 03867-1905

If you are unable to appear at this scheduled hearing, you must request a continuance from the Court in writing at least 10 days in advance of the hearing date. You must also send a copy of the request to the opposing party, unless restricted from doing so. Motions to continue filed fewer than 10 days in advance of hearing will only be granted if the Court finds that an emergency or exceptional circumstance exists. You must appear on the scheduled date unless you receive notification from the Court that a request to continue the hearing has been granted. **FAILURE TO APPEAR OR PROPERLY OBTAIN A CONTINUANCE FROM THE COURT MAY RESULT IN AN ORDER FOR YOUR ARREST.**

When a person pleads guilty/nolo or is convicted after trial, the court expects all fines imposed to be paid in full on the date of the hearing. Multiple cases are scheduled at this time. Please notify the court 15 days prior to the hearing date above if the hearing is expected to last longer than 30 minutes.

NOTICE OF APPELLATE RIGHTS

A person convicted of a violation level offense or a class B misdemeanor has the right to appeal the decision of the District Division by filing an appeal with the New Hampshire Supreme Court. This appeal is only on questions of law which means that the Supreme Court will not consider questions of fact already decided by the District Division. With limited exceptions, the person convicted has 30 days from the date of sentencing to file an appeal with the Supreme Court.

A person convicted of a class A misdemeanor has the right to appeal the decision of the District Division to the Superior Court and to have a trial by jury. The person convicted must notify the District Division of the intent to appeal within 72 hours of sentencing.

If you will need an interpreter or other accommodations for this hearing, please contact the court immediately.

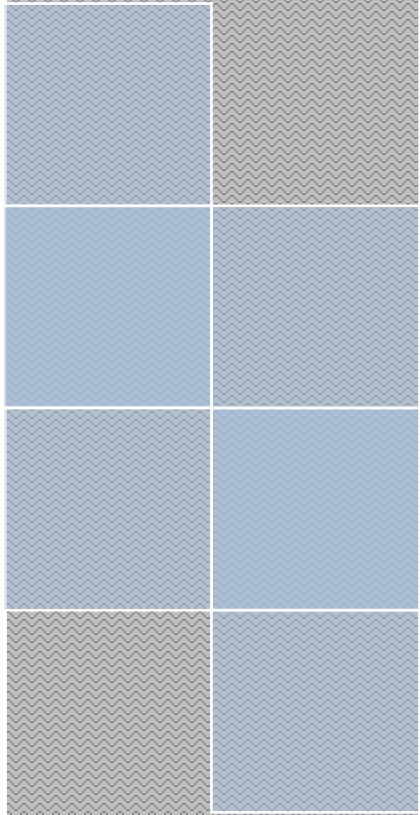
Please be advised (and/or advise clients, witnesses, and others) that it is a Class B felony to carry a firearm or other deadly weapon as defined in RSA 625.11, V in a courtroom or area used by a court.

4/30/15

April 24, 2015

Suzanne R. Doyle
Clerk of Court

C: Ronald Vasseur



This page has
been
intentionally left
blank.





4/30/15

City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT Legislative Activity regarding the State Budget

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	May 5, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
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	Roland Connors, Acting - Signature on file
CITY MANAGER	Blaine Cox, Acting - Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

N/A

CC FY 15 AB 142

SUMMARY STATEMENT

The Legislature is currently engaged in the bi-annual state budget development process. The New Hampshire Municipal Association has documented several of these issues that are of interest to municipalities.

RECOMMENDED ACTION

Review NHMA Bulletin.

LEGISLATIVE

BULLETIN

Bulletin #17

2015 Session

April 24, 2015

INSIDE THIS ISSUE:

Other Budget Priorities	2
Pole, Utility Valuation Bills	3
Cameras at Polling Places	4
Non-Tidal Shoreline Structures	5
School Boards Legislative Bulletin	6
House and Senate Calendars, Floor Action	7
NHMA Webinar, Local Officials Workshops	8

NHMA Government Affairs Contact Information

Judy A. Silva

Executive Director

Cordell A. Johnston

Government Affairs Counsel

Barbara T. Reid

Government Finance Advisor

Timothy W. Fortier

Communications & Member
Services Coordinator



25 Triangle Park Drive
Concord, NH 03301

Tel: 603.224.7447/Fax: 603.415.3090
NH Toll Free: 800.852.3358

Email: governmentaffairs@nhmunicipal.org
Website: www.nhmunicipal.org

Highway Funding Top Municipal Priority

As we have reported, state aid to municipalities in the House-approved biennial budget was reduced by \$49 million from what current law authorizes. The largest portion of that reduction—\$21.6 million—comes from reductions in the amount of highway fund revenue going to municipalities, specifically, \$8 million from highway block grants and \$13.6 million from municipal bridge aid.

How did lawmakers come up with these numbers? You remember **SB 367** from last year, right? **SB 367** was the four-cent increase in the road toll (gas tax) enacted last year, the bill that NHMA members strongly supported because it provided additional money in highway block grants and municipal bridge aid. In fact, the additional funds were specifically earmarked in the bill: \$8 million for highway block grants and \$13.6 million for bridge aid.

Coincidence that those numbers are the exactly the same as the House reductions? Not at all. Those hard-won increases were neutralized by offsetting cuts in the existing or “base” bridge aid and highway block grant appropriations. With the bridge aid, the House simply OK’d the Governor’s recommendation to cut the base appropriation by \$13.6 million—exactly the amount of the promised increase from new road toll revenue. A last-minute budget deal in the House resulted in the offsetting cut of \$8 million from the base highway block grants. The effect was to “level fund” municipal highway and bridge aid. ***The real effect was to cut the additional municipal funding from the road toll increase before municipalities saw even one penny!***

The NHMA Board of Directors recently determined that NHMA’s top budget priority is the restoration of highway and bridge funding to the level intended when **SB 367** was passed last year. That means that as the Senate prepares its version of the two-year state spending plan, **we need your help in urging senators to include in their budget the promised \$8 million in highway block grants and \$13.6 million in bridge aid to municipalities.**

To that end, ***all Senators, not just those on the Finance Committee, need to hear from you*** about funding municipal roads and bridges at

Highway Funding - continued

the levels contemplated when the road toll increase was enacted last year, for the following reasons:

- Municipalities are not asking for more money; we only ask for the funding that was promised less than a year ago when the road toll was increased. These funds were supposed to supplement, not supplant, existing state aid.
- Money from the road toll increase is already coming into the state coffers. In fact, the Senate Finance Committee indicated that total road toll revenues for this year are actually exceeding estimated projections!
- An 8-10-year wait for state bridge aid is unreasonable, which is exactly why part of the road toll increase was allocated to municipal bridge aid in the first place. Many municipalities appropriate their share of the bridge cost well in advance of their allotted project year and hold that money in a reserve fund—they could certainly be “moved up” on the list and be ready to go, if and when state funds are available. Concerns we have heard about municipalities not being able to appropriate their share of the cost or spend the money fast enough appear to be unwarranted.
- NHMA members have long supported a policy to fund highways adequately, whether from a road toll increase, increased motor vehicle registration fees, or any other sources, as long as the revenue is used exclusively for highway purposes and the statutory share (12%) of the gross revenues is distributed to municipalities under the highway block grant provision of RSA 235:23. The House Finance Committee chair and others have publicly stated that the highway fund has a “structural deficit” – revenues are not keeping pace with spending obligations and needs. NHMA members support addressing that deficit appropriately as part of this biennial budget.

Contact your [Senator](#) now and let him or her know how important highway block grant and municipal bridge aid are to your community – especially if you have road projects in the works or are waiting for state bridge aid. [Here is a link](#) to a list by municipality of the increase in highway block grant funding per year that should be provided by last year’s road toll increase.

Other Budget Priorities

As noted in the preceding article, restoration of highway funding is NHMA’s top budget priority. Another priority is the distribution of meals and rooms tax revenue. The House version of the budget suspends (yet again) the statutory catch-up formula for both years of the biennium, freezing the distribution at the 2015 level. The catch-up formula is supposed to work as follows: if meals and rooms tax revenues come in higher than the previous year, then 75% of the increase goes to municipalities, with a cap of \$5 million. As we have explained in the past, the catch-up

Budget Priorities - continued

formula is intended to gradually bring the municipal funding level to 40% of the meals and rooms tax revenues received (the funding level promised, but never met, since the law was enacted in 1967). Currently, municipalities receive approximately 25% of the total revenue.

Adding insult to injury is the fact that meals and rooms tax revenue is coming in very strong this year, higher than estimated in the fiscal year 2015 budget and ***much higher than last year***. If the catch-up formula were left intact, municipalities would see an additional \$5 million in their distribution checks in December and the state would still have received more meals and rooms tax revenue than planned in its budget!

Regarding state aid grants (SAG) for water and wastewater projects . . . the House version of the budget continues the moratorium enacted two years ago. Ideally, we'd like to see the moratorium lifted completely, with the state recognizing the importance of financial participation in funding a portion of the expenses for costly water and wastewater projects that not only benefit the host community, but provide regional and statewide benefits, too. Removing the moratorium would cost the state about \$7.2 million over the biennium. (Have we mentioned that this is almost exactly the amount of additional revenue the state would realize by repealing the pollution control exemption under RSA 72:12-a?)

However, in the absence of lifting the moratorium, there are a number of municipalities with projects that appear to have qualified for SAG funding prior to enactment of the moratorium, but just didn't "get on the list" in time when the 2014-2015 state budget was passed. At a minimum, these projects should be funded in the next budget.

Be sure to talk with your senator about these issues, too!

Mixed Result on Pole, Utility Valuation Bills

The Senate Ways and Means Committee made its recommendations this week on **HB 192**, the **NHMA policy bill** that would prevent the use of DRA utility property valuations in local property tax appeals, and on **HB 547**, the bill that would establish a statutory formula for valuation of telephone poles and conduits. The result was anti-climactic.

The ideal recommendations would have been to pass **HB 192** and kill **HB 547**. Our worst fear was the opposite—a recommendation to kill **HB 192** and pass **HB 547**. The committee chose a middle path.

First, it voted to recommend re-referring **HB 192**. In theory, a bill that is re-referred in the Senate will be studied between legislative sessions and then brought back in the second year and either passed or killed. In practice, however, the study almost never happens, and the bill is inevitably killed. (In contrast, a retained bill in the House usually does get studied and has a realistic chance of passage the following year.)

Pole, Utility Valuation - continued

Meanwhile, the committee recommended amending **HB 547** to drop the statutory valuation formula and instead require the Assessing Standards Board to study both issues—*i.e.*, the valuation of telephone poles and conduits *and* the use of DRA utility valuations in property tax appeals. The ASB would be required to make an interim report to the legislature by December 1 of this year, and a final report by December 1, 2016.

We can live with this. We certainly will be disappointed if **HB 192** does not pass this year, because it would provide immediate relief to dozens of municipalities that are battling the utility companies in superior court and in the BTLA; the longer the issue drags on, the more money will be transferred from property taxpayers to lawyers. However, the issue is not dead, and we are optimistic that the ASB study could recommend legislation as early as next year.

As for **HB 547**, the committee's recommendation may actually be better than simply killing the bill. By sending the issue to the ASB for study, it provides a forum for a careful review of the facts, which will expose the outrageous claims made by FairPoint.

Both bills will go to the full Senate next week. We fully support the recommendation of Ought to Pass with Amendment on **HB 547**. As for **HB 192**, we would love to see the Senate overturn the committee report and instead pass the bill. If any senators want to pursue that effort, we certainly will support it. Realistically, however, that is unlikely, and as long as the issue is being studied, we can live with a re-referral.

Cameras at Polling Places: The Long, Strange Trip Continues

A few weeks ago we reported on the efforts to repeal or modify the law that, as of September 1, will require moderators at elections to take a photograph of anyone who votes by signing a challenged voter affidavit, rather than by showing a photo identification. At that time, the Senate had killed a bill to repeal the odd requirement, and the House had eliminated the funding for the Secretary of State to provide the needed photography requirement. Thus, the law was scheduled to take effect, and municipalities would be required to provide their own cameras and printers, a blatantly unconstitutional mandate.

In the last week, a solution—of sorts—has emerged. The House Election Law Committee this week recommended passage of **SB 39**, relative to recounts on questions, with a non-germane amendment that makes a modest change to the camera requirement: it allows the moderator to take a photograph that “may be in color or in black and white.” (If not changed, the law would require a color photograph.)

Cameras at Polling Places - continued

How, you might wonder, does this solve the problem? By allowing for a black-and-white photograph, the law will enable the Secretary of State's office to buy inexpensive instant cameras that print a photograph without the need for a printer. These apparently can be bought for under \$100 each, so the cost for 300 polling places would be about \$30,000. The budget trailer bill, now in the Senate, would still need to be amended to restore the requirement that the Secretary of State supply the cameras, but we are told that is the plan.

If the plan goes through, then yes, it does eliminate the unfunded mandate. But if ever there was an appropriate application of the phrase "like putting lipstick on a pig," this is it. As we understand it, this is how the process would work: The Secretary of State's office buys 300-plus instant cameras (probably equal to the total number sold in the United States last year), finds a place to store 300-plus instant cameras, trains election officials on their use (presumably not difficult), distributes them to municipalities before each election, and collects them after each election. Given that there will be city primaries in September, city general elections in November, a presidential primary in January or February, town elections in March, April, and May, and state primary and general elections next September and November, with a few special elections sprinkled here and there, that's a lot of distributing and collecting.

And for what? To guard against the approximately one case of identity fraud that occurs in a given decade—and perhaps give a boost to the price of Fujifilm stock? This is silly.

SB 39 will likely go to the House floor on Wednesday, May 6. Because the amendment does begin to address the unfunded mandate problem (although, again, **HB 2** will still need to be amended to close the loop), we encourage representatives to hold their noses and vote for it. However, the real solution remains a repeal of the camera requirement.

Pre-Rulemaking Feedback Request: Non-Tidal Shoreline Structures

The New Hampshire Department of Environmental Services (DES) is in the early stages of a process to update and improve dock permitting on **non-tidal waters**, particularly as it pertains to public facilities, commercial uses, and structures on rivers and streams. DES is seeking feedback from a number of interest groups, and has contacted NHMA for assistance in obtaining municipal input, particularly from the perspective of municipal use of the waterfront.

Currently, the only rules that exist are for residential docks and for marinas. There are no rules governing the use of non-tidal waterfront by municipalities for projects such as a riverwalk, a municipal dock, or for development of a waterfront park with a restaurant.

Shoreline Structures - continued**Request for written input**

DES seeks input on such issues as:

- What should be the role of the municipality and the state on waterfront property?
- Who should control waterfront property: the municipality or the state?
- Definitions related to waterfront use, including what is a commercial use, etc.?
- What might municipalities want to do on a riverfront, small pond, large pond, lake, etc.?
- How would municipalities like to see their waterfronts developed?

Please provide your written feedback to Darlene Forst, Shoreland Section Supervisor, NH DES Land Resource Management Programs by email:

Darlene.Forst@DES.nh.gov. Indicate what types of activities or development your municipality might like to undertake on waterfront property, provide answers to the above questions, and be sure to include your contact information.

GOALS

The goal at this point is to develop a strategy for the permitting of structures in non-tidal public waters that would allow reasonable use and economic development while minimizing the impacts on water quality, wildlife, and public use.

DES would then put together a regulatory framework for the proposed rules that will allow the Department to implement the strategy in a quick and efficient manner that maximizes predictability, transparency, and accountability.

It is anticipated that there may be a working group to help sort through the feedback received and guide the development of the strategy and draft rules. Please let Darlene know if you would like to participate in a working group on this issue.

School Boards Association Legislative Bulletin

Beginning this week, we are including a link to the Legislative Bulletin of the New Hampshire School Boards Association. NHMA does not cover school issues, but obviously they are of interest to municipalities, especially to those cities with dependent school districts. There is some overlap between the issues that NHMA and NHSBA cover—for example, Right-to-Know Law, town and school district meeting procedures, employment, and the state retirement system—but the NHSBA Bulletin is the best place to read about legislation that uniquely affects schools and school districts.

The link will appear each week after the last article and before the legislative calendars.

Click [here](#) for the NH School Boards Association's Legislative Bulletin.

HOUSE CALENDAR

Joint House/Senate Meetings Are Listed Under This Section

TUESDAY, APRIL 28

WAYS AND MEANS, Room 202, LOB

10:00 a.m. Continued public hearing on **SB 213-FN-A-L**, establishing a committee to study the formula for distribution of meals and rooms tax revenues.

SENATE CALENDAR

TUESDAY, APRIL 28

JUDICIARY, Room 100, SH

9:00 a.m. **HB 290**, relative to the acceptance of risk in outdoor recreational activities.

9:20 a.m. **HB 292**, expanding the good Samaritan law to engineers and architects.

WEDNESDAY, APRIL 29

ENERGY AND NATURAL RESOURCES, Room 100, SH

9:00 a.m. **HB 572-FN-L**, relative to taking land by eminent domain for high pressure gas pipelines and requiring payment of the land use change tax when land is taken by eminent domain to build energy infrastructure.

TUESDAY, MAY 5

FINANCE, Representatives' Hall, SH

3:00 p.m. to 5:00 p.m.

HB 1-A making appropriations for the expenses of certain departments of the state for fiscal years ending June 30, 2016 and June 30, 2017.

HB 2-FN-A-L relative to state fees, funds, revenues, and expenditures.

6:00 p.m. to 8:00 p.m.

HB 1-A making appropriations for the expenses of certain departments of the state for fiscal years ending June 30, 2016 and June 30, 2017.

HB 2-FN-A-L relative to state fees, funds, revenues, and expenditures.

Please note:

These hearings will be streamed live via the Internet at the following web address: http://nhgencourt.granicus.com/ViewPublisher.php?view_id=1

HOUSE AND SENATE FLOOR ACTION

There is no House or Senate floor action to report this week.

NHMA Webinar

NHMA Webinar - It's All About the People

Event Date: Wednesday, May 20, 2015

Time: 12:00 PM - 1:00 PM

Contact: NHMA (603) 224-7447 Ext. 3408

The success of local government rests on the shoulders of local officials, employees, and volunteers, from select boards and department heads to planning board members and seasonal employees. This means that each city and town must strive to build a strong and effective team, which is not always easy to do. So take a break with Legal Services Attorneys Stephen Buckley and Margaret Byrnes to talk about the variety of issues that arise when you are trying to recruit, hire and retain that team, including New Hampshire employment law, volunteerism, best practices, and more.

This webinar is open to members of the New Hampshire Municipal Association.

[Click here to register before May 19](#)

2015 Local Officials Workshops

Presented by NHMA's Legal Services attorneys, the 2015 *Local Officials Workshops* provide elected and appointed municipal officials with the tools and information needed to effectively serve their communities.

This workshop is **for NHMA members only**. Although there is no registration fee, online pre-registration is required one week prior to the event date. Attendees will receive a copy of NHMA's 2015 edition of *Knowing the Territory*. Continental breakfast and lunch will also be provided.

Friday, May 15:	Conway Professional Development Center, Conway
Saturday, May 16:	Bethlehem Town Hall, Bethlehem
Saturday, May 30:	NHMA Offices, 25 Triangle Park Drive, Concord



Each workshop runs from 9:00 am – 3:00 pm. For more information, or to register online, please visit www.nhmunicipal.org and click on Calendar of Events. If you have other questions, please contact us at 800.852.3358, ext. 3350, or email nhmaregistrations@nhmunicipal.org.

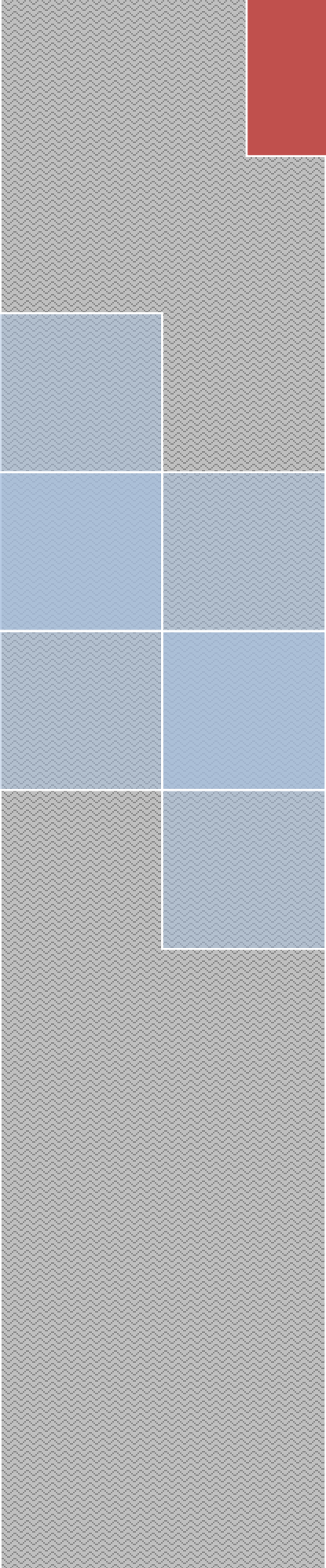
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE DEPARTMENT OF PUBLIC WORKS FOR COLUMBUS AVENUE PARKING
LOT EXTENSION**

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

That the sum of One Hundred Twenty Thousand Dollars (\$120,000.00) be, and hereby is, appropriated as a supplemental appropriation to the operating budget of the City of Rochester Department of Public Works, for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the extension to the parking lot on Columbus Avenue to correct unsafe parking conditions, and provided further that funds for such supplemental appropriation shall be derived Fifty Percent (50%) or Sixty Thousand Dollars (\$60,000.00) from the General Fund Unassigned Fund Balance and Fifty Percent (50%) or Sixty Thousand Dollars (\$60,000.00) from a Private Donation from the China Palace Restaurant, Inc.

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

CC FY15 05-07 AB 146



This page has
been
intentionally left
blank.





4/30/15

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

AGENDA SUBJECT COLUMBUS AVE PARKING LOT EXTENSION SUPPLEMENTAL

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	May 5, 2015		
DEPT. HEAD SIGNATURE	Original with signature on file at City Clerks Office		
DATE SUBMITTED	4/29/15		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Public Works & Building Committee
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	\$120,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY**City Council Action**

CC FY 15 AB 146

SUMMARY STATEMENT

The PWC has had this item in Committee for several months. This parking lot expansion project is estimated to cost \$120,000. To date there have been abutter notifications with no objections. Mrs. Goon, the owner of the China Palace, requested this project as her customers are using unsafe alternative parking options due to lack of parking. She has stated that she would pay for 50% of the cost. The DPW provided an Engineering proposal that will take the project through bidding. Proposed cost is \$14,000. Mrs. Goon has given the City a check for \$7,000. The PWC recommends the City Council vote to move forward with this project and the funding the \$7,000.

RECOMMENDED ACTION

1. Resolution to enter into an agreement with the China Palace owner, and to ~~complete a supplemental appropriation in the amount of \$120,000. The funding~~ source to be \$60,000 (50%) general fund and \$60,000 (50%) private contribution.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Columbus Ave Parking Lot Extension

Date: 4/29/15

Fiscal Year: 2015

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	15XXX	-	-	120,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

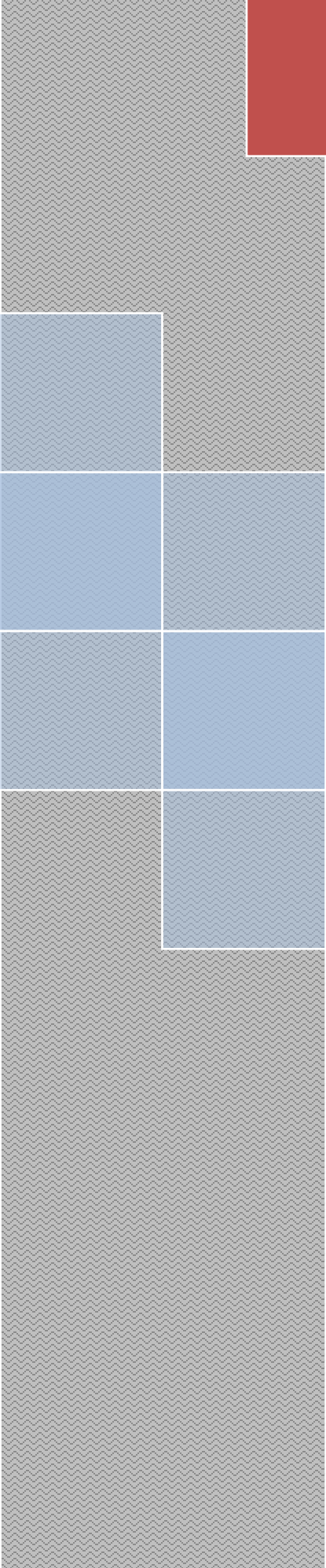
Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010			-	-	-
2	15013010			-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

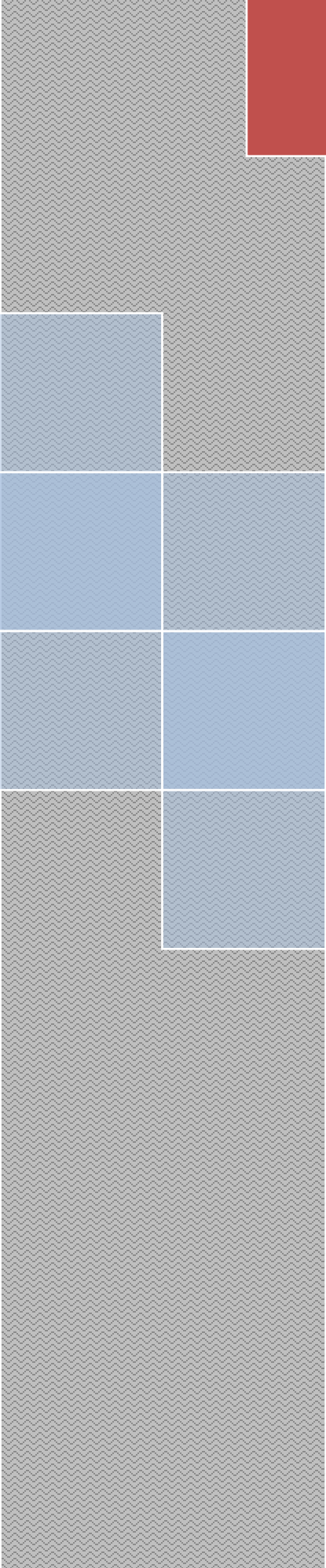
If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced ☐Funds will be returned ☐



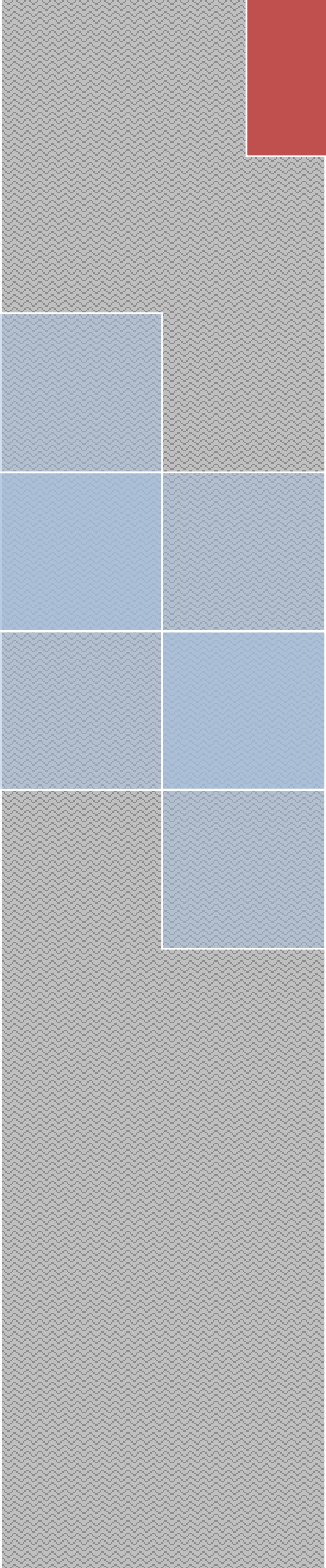
This page has
been
intentionally left
blank.





This page has
been
intentionally left
blank.





This page has
been
intentionally left
blank.

