



**Regular City Council Meeting  
October 1, 2019  
Council Chambers  
7:00 PM**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Supplemental Appropriation to the Rochester Economic Development Commission Fund in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and Borrowing Authority pursuant to RSA 33:9 *first reading* P. 11**
- 6. Recess to Public Hearing**

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**Rochester City Council Public Hearing  
October 1, 2019  
Council Chambers**

- 1. Call to Order**
- 2. Supplemental Appropriation to the Rochester Economic Development Commission Fund in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and Borrowing Authority pursuant to RSA 33:9 P. 11**
- 3. Adjournment**

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- 7. Reconvene Regular City council Meeting**
  - 8. Acceptance of Minutes**

**8.1 Regular City Council Meeting: September 3, 2019**

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City Clerk's Office

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***consideration for approval*** P. 13

**8.2 Special City Council Meeting: September 17, 2019**  
***consideration for approval*** P. 43

**9. Communications from the City Manager**

**9.1 Employee of the Month Award P. 47**

**9.2 City Manager's Report P. 49**

**10. Communications from the Mayor**

**10.1 *Announcement:* Rochester Municipal Election will be held Tuesday, November 5, 2019**

**10.2 *Announcement:* November Regular City Council Meeting to be held Wednesday, November 6, 2019**

**10.3 *Proclamation:* Extra Mile Day P. 81**

**11. Presentation of Petitions and Council Correspondence**

**11.1 Mandela Drive water main extension petition *Motion to accept or reject* P. 83**

**12. Nominations, Appointments, Resignations, and Elections**

**13. Reports of Committees**

**13.1 Appointments Committee P. 85**

**13.1.1 *Appointment:* Matthew Winders – Historic District Commission Alternate, Term to Expire 1/2/2021**

**13.1.2 *Appointment:* Bianca Mireles – Arts & Culture Commission, Term to expire 6/30/2020**

**13.1.3 *Appointment:* Tim Murray – Arts & Culture Commission, Term to expire 7/1/2020**

**13.2 Codes & Ordinances Committee P. 87**

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- 13.2.1 Amendment to Chapter 28 of the General Ordinances of the City of Rochester Regarding Nuisance Animals *first reading, consideration for second reading and adoption* P. 93
- 13.2.2 Amendment to Chapter 167 of the General Ordinances of the City of Rochester Regarding Drop-Off Bins *first reading, consideration for second reading and adoption* P. 95
- 13.2.3 Amendment to Chapter 40 of the General Ordinances of the City of Rochester regarding Building Permit Fees *first reading, consideration for second reading and adoption* P. 99
- 13.3 Community Development Committee P. 101
- 13.4 CTE Joint Building Committee (*Meeting to be held September 30, 2019*)
- 13.5 Finance Committee P. 107
- 13.6 Public Safety P. 111
  - 13.6.1 **Committee Recommendation:** To Install a “dead end” sign at the entrance to Sonata Court *consideration for approval* P. 111
  - 13.6.2 **Committee Recommendation:** To paint cross-hatch markings for no parking within 15 feet of the fire hydrant on Church Street near Demeritt Street *consideration for approval* P. 113
- 13.7 Public Works P. 115
  - 13.7.1 Resolution Accepting NH Department of Environmental Services (NHDES) Grant, in Connection with 2020 Household Hazardous Waste Day and Authorizing City Manager to Enter into a Contract with NHDES not to

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exceed \$14,000 *first reading, consideration for second reading and adoption* P. 119

**14. Old Business**

**14.1** Amendment to Chapter 7 section 40 of the General Ordinances of the City of Rochester regarding Purchasing Procedures *second reading and consideration for adoption* P. 123

**14.2** Amendment to Chapter 7 section 62 of the of the General Ordinances of the City of Rochester regarding the General Fund unassigned Fund Balance *second reading and consideration for adoption* P. 127

**14.3** Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding the Downtown Commercial District *second reading and consideration for adoption* P. 133

**15. Consent Calendar**

**15.1** Resolution Deauthorizing \$146,217.16 related to various projects funded from the Department of Public Works Capital Improvement Plan Project Funds *first reading, consideration for second reading and adoption* P. 135

**15.2** Resolution Deauthorizing \$613.24 in funding related to the 2019 Victims of Crimes Act Grant *first reading, consideration for second reading and adoption* P. 141

**16. New Business**

**16.1** Resolution Authorizing Acceptance of \$10,000.00 as a Voluntary Contribution and Supplemental Appropriation for Old Dover Road Area Sidewalk Installation *first reading, consideration for second reading and adoption* P. 147

**16.2** Resolution Authorizing Transfer of \$50,000.00 from the Project Performance Cash Account to the Sidewalk Rehabilitation Multi-Year Account and Payment to New Hampshire Department of Transportation *first*

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***reading, consideration for second reading and adoption*** P. 151

**16.3 Resolution Authorizing Acceptance of Donation of Three MI-9 Carbine Rifles and Twenty Boxes of 9mm Blank Ammunition from the American Legion *first reading, consideration for second reading and adoption*** P. 155

**16.4 Resolution Authorizing Acceptance of \$1,329.95 from the Drug Enforcement Agency (DEA) *first reading, consideration for second reading and adoption*** P. 161

**16.5 Resolution Establishing Polling Places and Times for the November 5, 2019 Municipal Election *first reading, consideration for second reading and adoption*** P. 167

**17. Non-Public/Non-Meeting**

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

**18. Adjournment**

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**Supplemental Appropriation to the Rochester Economic Development Commission Fund  
in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and  
Borrowing Authority pursuant to RSA 33:9**

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

That the amount of Three Million Dollars (\$3,000,000.00) is hereby appropriated as a supplemental appropriation to the Rochester Economic Development Commission Fund for the purpose of paying costs associated with the 145 Airport Drive development project.

Further, in accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Three Million Dollars (\$3,000,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. The entirety of the borrowing authority shall be exercised in regards to a loan from the New Hampshire Business Finance Authority.

Still further, the City Manager is hereby authorized to execute all documents necessary to complete the above transactions on behalf of the City.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish a new fund named Rochester Economic Development Commission (REDC) Fund and designate such accounts and/or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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**Regular City Council Meeting  
September 3, 2019  
Council Chambers  
7:10 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamann  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Walker  
Deputy Mayor Varney  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Peter Nourse, Director of City Services  
Julian Long, Economic Development

**COUNCILORS EXCUSED/ABSENT**

Councilor Hutchinson

**MINUTES**

**1. Call to Order**

Mayor McCarley called the Regular City Council Meeting to order at 7:10 PM.

**2. Opening Prayer**

Mayor McCarley asked all those present to observe a moment of silence.

**3. Pledge of Allegiance**

Mayor McCarley led the Council in the Pledge of Allegiance.

**4. Roll Call**

Deputy City Clerk Cassie Givara took the roll call. All Councilors were present except for Councilor Hutchinson who was excused.

## 5. Acceptance of Minutes

### 5.1 Regular City Council Meeting: August 6, 2019 *consideration for approval*

Councilor Lachapelle **MOVED** to accept the minutes of the August 6 Regular City Council meeting. Councilor Walker seconded the motion.

Councilor Lauterborn **MOVED** to **AMEND** the minutes as follows: On Page 49 of the packet in the third paragraph, it should state that "the Committee voted and supported the request for My Friend's Place and Community Action." Councilor Bogan seconded the amendment. The **MOTION CARRIED** to **AMEND** the minutes by a unanimous voice vote.

Councilor Walker **MOVED** to **ACCEPT** the minutes as amended. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 5.2 Special City Council Meeting: August 20, 2019 *consideration for approval*

Councilor Lachapelle **MOVED** to accept the minutes of the August 20<sup>th</sup> Special City Council Meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 6. Communications from the City Manager

### 6.1 Employee of the Month Award

City Manager Cox presented the Employee of the Month award for September 2019 to Nicole Rodler of the Police Department.

### 6.2 City Manager's Report

Contracts and documents executed since last month:

- Department of Public Works
  - GIS Asset Management Software Contract
  - GSBP Water Extension – Engineering Contract
  - GZA Environmental – Wetlands Monitoring
  - Water Treatment Plant Upgrade Project – Contract with Surety Company due to Contractor Resignation
- Economic Development Department

- Archeological Survey – Riverwalk Recreation Trails Tap Grant
- CDBG – CAP Weatherization – environmental review – East Rochester condo – replace water heater and plumbing lines
- CDBG – CAP Weatherization – environmental review
  - replace heater and plumbing in manufactured home – eastern region
  - replace furnace and plumbing in manufactured home in eastern region
- CDBG – CAP Weatherization – environmental review – replace heating system in stick-built home north of downtown
- CDBG – CAP Weatherization – environmental review – replace plumbing & heating system in manufactured home in northwest region
- CDBG – CAP Weatherization- environmental review – repair roof, toilet and install insulation in stick-built home in East Rochester
- CDBG – CAP Weatherization – environmental review – full weatherization retrofit in single-family home in Frenchtown
- CDBG Environmental Review – JOB Loan Project
- Finance Department
  - Fire Protection Engineer Review recommendation – 20 Spaulding Avenue
- IT
  - Atlantic Broadband – Windstream POTS line conversion to EMTA
  - Sole Source Vendor – Blue Spruce Technologies – HPE Switches and networking gear and administration
  - Sole Source Vendor – Exactitude – Security camera and access control solutions
  - Sole Source Vendor – Systems Engineering – consulting for Microsoft Windows Enterprise Solutions
  - Sole Source Vendor – Telephone & Network Technologies – low voltage cable installation & servicing
  - Sole Source Vendor – Omada Technologies – procurement & consulting for Palo Alto Technologies devices
  - Systems Engineering – Network Expansion & Upgrades 2019 CIP Project
  - Tyler Technology – Munis PACE 15 Program
- Legal
  - Deed Release – 24 Cherokee Way

- Police Department
  - JAG Grant Application – City Manager Approval
  - Wrecker Agreement – Bob's Towing

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Tuition Reimbursement - Libby, J – BZLS

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

Councilor Hamann inquired about an item on page 86 of the packet in the City Manager's report regarding the Fire Protection Engineer Review and asked for some background on the item.

City Manager Cox stated that this referred to a City tax deeded property at 20 Spaulding Avenue which the City has owned for several years. City Manager Cox said that there are some significant life safety code issues at this property, so they are looking to have a Fire Protection Engineer do a review of the property. It was stated that existing City staff is not able to do an in-depth assessment as would be required for this property.

Councilor Hamann inquired about an item in the packet regarding CDBG funds for the CAP Weatherization program and asked how the individual properties were chosen. Julian Long, Community Development Specialist, answered that when Community Action Partnership takes in applications for their fuel assistance programs, they also ask questions to determine whether the applicants could benefit from weatherization services. Mr. Long stated that eligibility is based on income as laid out by HUD guidelines.

Councilor Keans inquired about the item on page 73 in the City Manager's report regarding a service agreement for Asset Management software, services, and support. Councilor Keans wanted to ensure the price listed was not for a one-year contract. City Manager Cox confirmed that this was for the purchase of an entire software system and not a single year contract.

Councilor Keans referenced the signed wrecker agreement contained in the City Manager's report. Council Keans said she had received feedback from constituents regarding the current wrecker company not accepting credit cards. The vehicle then incurs an additional overnight impound fee because the resident

is unable to pay with anything other than cash. Councilor Keans suggested adding into the wrecker agreement that the company must take credit card as payment.

## **7. Communications from the Mayor**

Mayor McCarley announced that the Rochester Fair would be opening on September 12-16 and then opening again September 19-22.

Mayor McCarley stated that the new iteration of the Tri-City Mayors' Task Force on Homelessness would be meeting on September 12, 2019. She stated that the pared-down Task Force would be focusing on the seven strategies laid out in their Master Plan and figuring out a way to move forward and implement the actions within the plan. The members who will be representing Rochester will be Jeremy Hutchinson and Barbara Holstein.

Mayor McCarley stated she had received correspondence from the Mayors of both Nashua and Manchester in regards to the Doorway Program, which is a program which establishes entryways to assistance for those with substance use disorders seeking recovery. Mayor McCarley asked Council to report back if they'd received any feedback from constituents or others on this program.

## **8. Presentation of Petitions and Council Correspondence**

No Discussion

## **9. Nominations, Appointments, Resignations, and Elections**

No Discussion.

## **10. Reports of Committees**

### **10.1 Appointments Committee**

#### **10.1.1 Appointment: Timothy Roberts – Recreation and Arena, Term to Expire 1/2/2021**

Mayor McCarley nominated Timothy Roberts for appointment to the Recreation & Arena Commission with a term to expire on January 2, 2021. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Roberts. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Roberts has been appointed to serve on the Recreation and Arena Commission.

**10.1.2 Appointment: Paul Giuliano – Zoning Board of Adjustments Alternate Member, Term to expire 1/2/2021**

Mayor McCarley nominated Paul Giuliano for appointment to the Zoning Board of Adjustments with a term to expire on January 2, 2021. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Giuliano. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Giuliano has been appointed to serve on the Zoning Board of Adjustments.

**10.1.3 Reappointment: Leo Brodeur – Zoning Board of Adjustments, Elevate from Alternate to full member, Term to expire 1/2/2022**

Mayor McCarley nominated Leo Brodeur for elevation from an alternate to a full member of the Zoning Board of Adjustments with a term to expire on January 2, 2022. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Brodeur. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Brodeur has been appointed to serve as a Regular member on the Zoning Board of Adjustments.

**10.1.4 Appointment: Taylor Poro – Zoning Board of Adjustments Alternate Member, Term to expire 1/2/2022**

Mayor McCarley nominated Taylor Poro for appointment to the Zoning Board of Adjustments with a term to expire on January 2, 2022. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Poro. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Poro has been appointed to serve on the Zoning Board of Adjustments.

**10.1.5 Appointment: Terry Garland – Zoning Board of Adjustments Alternate Member, Term to Expire 1/2/21**

Mayor McCarley nominated Terry Garland for appointment to the Zoning Board of Adjustments with a term to expire on January 2, 2021. Councilor

Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Garland. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Garland has been appointed to serve on the Zoning Board of Adjustments.

**10.1.6 Appointment: Whitney Belton – Rochester Economic Development Commission, Term to expire 1/2/2020**

Mayor McCarley nominated Whitney Belton for appointment to the Rochester Economic Development Commission with a term to expire on January 2, 2020. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Ms. Belton. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Belton has been appointed to serve on the Rochester Economic Development Commission.

**10.1.7 Reappointment: Matt Wyatt – Arts & Culture Commission, Term to Expire 1/2/2021**

Mayor McCarley nominated Matt Wyatt to be reappointed to the Arts & Culture Commission after a brief absence for a term to expire on January 2, 2021. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Wyatt. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Wyatt has been reappointed to serve on the Trustees of the Trust Fund.

**10.1.8 Appointment: Daniel Nickerson – Conservation Commission, Term to expire 1/2/2020**

Mayor McCarley nominated Daniel Nickerson for appointment to the Conservation Commission with a term to expire on January 2, 2020. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Nickerson. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Nickerson has been appointed to serve on the Conservation Commission.

**10.1.9 Appointment: Sue Delemus – Zoning Board of Adjustments Alternate Member, Term to**

**expire 1/2/2022**

Mayor McCarley nominated Sue Delemus for appointment to the Zoning Board of Adjustments with a term to expire on January 2, 2022. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nominations cease. Councilor Hamann seconded the motion. Councilor Walker requested a ballot vote. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Delemus has been appointed to serve as an alternate on the Zoning Board of Adjustments by a ballot vote with 7 Councilors in favor and 5 Councilors opposed.

## **10.2 Codes & Ordinances Committee**

### **10.2.1 Committee Recommendation: To change the Ward 2 polling location to Chamberlain Street School *consideration for acceptance***

Councilor Lachapelle **MOVED** to take the Ward 2 Polling location change off the table. Councilor Walker seconded the motion. Mayor McCarley explained that the City had reached an agreement with St. Mary's Parish, the current Ward 2 polling location, and there is no longer a need to change the polling location. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle reported that he had spoken to City Clerk staff who had informed him that the Chamberlain Street location offered more space and better lighting for the elections, but nonetheless he does recommend denying this request.

Councilor Lachapelle **MOVED** to deny the change in Ward 2 polling location to Chamberlain Street School. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **10.2.2 Amendment to Chapter 75 of the general Ordinances of the City of Rochester regarding fireworks *first reading, consideration for second reading and adoption***

Councilor Lachapelle explained that these amendments were minor wording changes which would remove reference to the Rochester Fairgrounds as the location of the City fireworks display.

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



(see attached Addendum A).

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

Councilor Lachapelle **MOVED** to **ADOPT** the amendment to chapter 75 regarding fireworks. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle announced that the Codes & Ordinances would be holding their next meeting on Thursday, September 5, 2019 at 6:00 PM in Council Chambers.

### **10.3 Community Development Committee**

Councilor Lauterborn stated that the Committee had performed a site visit to 73-77 North Main Street, an applicant for a 79E tax exemption. The Committee toured the building and spoke to the applicant and will be recommending the full 11-year tax exemption for which the property is eligible. This item will appear on a future Council agenda for a vote.

#### **10.3.1 Committee Recommendation – Previously Tabled: To recommend adoption of the draft Analysis of Impediments to Fair Housing consideration to accept**

Councilor Lauterborn gave a background of this agenda item, stating it had appeared at the August 20 workshop at which time it was tabled to allow adequate time for Council to review. Councilor Walker **MOVED** to remove the item from the table. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to **ACCEPT** the draft Analysis of Impediments to Fair Housing. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote. Councilor Torr asked that it be shown for the record that he voted in opposition.

#### **10.3.2 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2020 second reading and consideration for adoption**

Councilor Lauterborn stated that this amendments allowed for two changes to the original CDBG action plan: an additional \$5000 to My Friend's Place for a generator. The other change would allow CAP to transfer \$5000 of their previously allocated funds for use toward a winter homeless shelter.

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

**Resolution to Amend the Community Development Block Grant  
(CDBG) Funds for Fiscal Year 2020**

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

WHEREAS, the City of Rochester has received additional requests for funding for Community Development Block Grant (CDBG) eligible projects and has unallocated prior year CDBG funds;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Five Thousand Dollars (\$5,000.00) in unexpended prior year CDBG funds for a My Friend's Place generator project and to reallocate Five Thousand Dollars (\$5,000.00) in Community Action Partnership's previously awarded FY 20 weatherization funds towards an emergency winter homeless shelter project.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned FY 2020 and prior fiscal year CDBG grant funds that the City of Rochester has received from the federal government.

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

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

Councilor Lauterborn reported that the Committee would next meet on Monday, September 9, 2019 at 7:00 PM in the City Hall Annex.

#### **10.4 CTE Joint Building Committee**

Councilor Varney referred Council to the meeting minutes from August 26, 2019. Councilor Varney stated that the project is coming along nicely and appears to be slightly ahead of schedule. He reported that the project is within the budget, although they did need to spend some of the contingency on some machinery needed to complete the project. Councilor Varney said there may be contingency requested for work on a wall from the original construction. Mayor McCarley said there is still approximately \$349,000 in contingency.

Councilor Torr questioned the decision to use a particular type of construction material in the auto shop area of the school. He questioned whether it was due to budgetary constraints. There was a discussion held regarding the original plans for the project and the reasoning for selected construction materials.

Councilor Varney reported that the next meeting of the CTE Joint Building Committee would be on September 30<sup>th</sup> with a tour of the facility at 6:30 PM prior to the meeting.

#### **10.5 Finance Committee**

Mayor McCarley noted that the first two action items for the Finance Committee would not proceed as listed on the agenda. These items would not be vote for adoption, but rather for first reading and referral to the Codes & Ordinances Committee.

##### **10.5.1 Amendment to Chapter 7 section 40 of the General Ordinances of the City of Rochester regarding Purchasing Procedures *first reading, consideration for second reading and adoption and referral to Codes & Ordinances Committee***

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

time by title only (see attached Addendum B).

Councilor Lachapelle **MOVED** to refer the amendment to the Codes & Ordinances Committee. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.5.2 Amendment to Chapter 7 section 62 of the of the General Ordinances of the City of Rochester regarding the General Fund unassigned Fund Balance *first reading, consideration for second reading and adoption and referral to Codes & Ordinances Committee***

Councilor Lachapelle **MOVED** to read the Amendment for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the amendment for a first time by title only (see attached Addendum C).

Councilor Lachapelle **MOVED** to refer the amendment to the Codes & Ordinances Committee. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.5.3 Resolution Authorizing Supplemental Appropriation to the 2019 – 2020 Recreation Special Events Fund of the City of Rochester of \$20,000,00 *first reading, consideration for second reading and adoption***

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

**Resolution Authorizing Supplemental Appropriation to the 2019-2020 Recreation Special Events Fund of the City of Rochester of \$20,000.00**

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

That the sum of Twenty Thousand Dollars (\$20,000.00) is hereby appropriated as a supplemental appropriation to the 2019-2020 Recreation Special Events Fund of the City of Rochester, Recreation Department for expenditures

specifically related to the City sponsored Fourth of July fireworks event. Advanced appropriation is needed in order to prepay costs associated with the event. The entirety of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

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

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

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

## **10.6 Public Safety**

### **10.6.1 Committee Recommendation: To deny a "Slow Children Playing" sign and a "Speed Limit" sign on Regency Court *consideration for approval***

Councilor Walker **MOVED** to approve the committee recommendation to deny a "slow children playing" and a speed limit sign on Regency Court. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **10.6.2 Committee Recommendation: To install the standard school zone package near the East Rochester School at the discretion of the Department of Public Works *consideration for approval***

Councilor Walker **MOVED** to approve the installation of the standard school zone signage package at East Rochester School. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **10.6.3 Committee Recommendation: To Install the standard school zone package near the Nancy**

**Loud School in East Rochester minus the  
reduced speed limit school zone signage on  
Cocheco Avenue *consideration for approval***

Councilor Walker **MOVED** to approve the installation of the standard school zone signage package at the Nancy Loud School (minus the reduced speed limit school zone signage on Cocheco Avenue). Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle pointed out that the school zone signage has now been approved for updating for all Rochester Schools.

### **10.7 Public Works**

Councilor Torr discussed the action item for colonial pines sewer project which had been on the agenda this evening for public hearing. Mayor McCarley indicated that the item was being taken out of Committee and the full Council would vote on this item at the Special Meeting on September 17, 2019. Peter Nourse, Director of City Services, addressed Council and requested a vote on this item as soon as possible so the work could get started.

Councilor Walker **MOVED** to suspend the rules and add the Supplemental Appropriation for Colonial Pines to the agenda. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote.

There was a discussion regarding whether or not the resolution had already been read for a first time by title only. It was decided that it would not be detrimental to read it again for a first time.

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

**Supplemental Appropriation to the Department of Public Works  
CIP in an amount of \$1,000,000.00 for the Colonial Pines Subdivision  
Drainage Project**

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

That the amount of One Million Dollars (\$1,000,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works CIP fund for the purpose of paying costs associated with the Colonial

Pines Subdivision Project. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Varney clarified that the source for this supplemental appropriation is undesignated fund balance. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn spoke to Council regarding the large scale construction project which has been going on in the Colonial Pines area. She stated that the residents of Colonial Pines have an active Facebook page and she wanted to pass along the great things that had been said about the S.U.R. Construction crew working on the project. The residents have reported that the workers are hardworking, accommodating, and kind.

## **11. Old Business**

No Discussion.

## **12. Consent Calendar**

No Discussion.

## **13. New Business**

### **13.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 73-77 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *first reading***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title

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

**Resolution Granting Community Revitalization Tax Relief to the Property Located at 73-77 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

**Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:**

**Whereas**, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief Incentive"; and

**Whereas**, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

**Whereas**, the Norman Vetter & Staci Vetter Revocable Trust, owner of the so-called 22 South Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 22 South Main Street; and

**Whereas**, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 22 South Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated June 28, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 22 South Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that



the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 22 South Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 22 South Main Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on July 8, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of eleven (11) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 22 South Main Street property.

Councilor Keans inquired about the process these 79E Applications need to complete before approval and stated that this particular application had not gone before the Historic District Commission. Mayor McCarley answered that

there is a process, but parts of the process can occur simultaneously and there is no particular order in which these steps need to occur. Councilor Keans requested that the City Manager put together a document showing the steps these applications need to complete. She stated that most City processes have such a document outlining the requirements and steps. Councilor Keans spoke about the difference in procedure from past 79E application and not understanding why they had to be rushed through.

Councilor Varney answered that if the construction is started on these projects prior to the 79E being approved, the applicant is not able to receive the benefits. Due to this, it is important to get the approval early in the process as part of the business decision on whether or not to move forward with the project. Councilor Varney stated it would not make sense to go through the Planning Board and other City Commissions only to have the application denied by Council.

Councilor Keans inquired about the covenants which are written on each of these 79E decisions. She asked where they are generated and when does it come back to Council. City Manager Cox stated that it is the City Attorney who writes the covenants. He stated that he would put together a description of the entire process and timeline including the covenants.

**13.2 Resolution Authorizing Supplemental Appropriation to the 2019-2020 Capital Improvements Plan (CIP) of the City of Rochester, department of Public Works CIP Fund, in the Amount of \$25,000 for the Ice Arena Parking Lot Project *first reading, consideration for second reading and adoption***

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

**Resolution Authorizing Supplemental Appropriation to the 2019-2020 Capital Improvements Plan (CIP) of the City of Rochester, Department of Public Works CIP Fund, in the Amount of \$25,000.00 for the Ice Arena Parking Lot Project**

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

That the sum of Twenty Five Thousand Dollars (\$25,000.00) is hereby appropriated as a supplemental appropriation to the 2019-2020 CIP budget of the City of Rochester, Department of Public Works to pay for costs and expenditures related to the Ice Arena Parking Lot Project. The entirety of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

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

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

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

**13.3 Resolution Authorizing Supplemental Appropriation to the City of Rochester Fire Department Capital Improvement Project (CIP) Fund for Apparatus Replacement Program *first reading, consideration for second reading and adoption***

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

**Resolution Authorizing Supplemental Appropriation to the City of Rochester Fire Department Capital Improvement Project (CIP) Fund for Apparatus Replacement**

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

That the sum of Six Hundred Thousand Dollars (\$600,000.00) be, and hereby is, appropriated as a supplemental appropriation to the FY2019 City of Rochester Fire Department (CIP) Fund for the costs associated with the

replacement of an apparatus and provided further that all funds for such supplemental appropriation shall be derived from the General Fund unassigned fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. This shall be a non-lapsing, multi-year appropriation.

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

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

Mayor McCarley stated that this resolution is to change the funding source for a fire truck which has already been ordered, so the City is not bonding this equipment purchase.

**13.3.1 Resolution Deauthorizing City of Rochester Fire Department Capital Improvement Project (CIP) Funding for the Apparatus Replacement Program *first reading, consideration for second reading and adoption***

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

**Resolution Deauthorizing City of Rochester Fire Department Capital Improvement Project (CIP) Funding for the Apparatus Replacement Program**

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

In accordance with the provisions of RSA 33:9, Six Hundred Thousand Dollars (\$600,000.00) of previous bond authority is deauthorized from the FY2019 Fire Department CIP Fund for the Apparatus Replacement Program.

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

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

Councilor Torr inquired if this resolution meant that the City was ordering two fire trucks in one year. Councilor Varney stated that this truck was ordered quite a while ago and was almost ready to be delivered. Chief Klose confirmed that this purchase is the "pumper" which was already on order and is set to be delivered around the end of October or beginning of November. Chief Klose also reported that the dealership where the truck was purchased will be moving from Milton to Rochester.

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

**13.4 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with New England Police Benevolent Association Local 23 (Police Patrol Personnel) *first reading, consideration for second reading and adoption***

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

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH PROPOSED CITY OF ROCHESTER MULTI-YEAR COLLECTIVE BARGAINING AGREEMENT WITH NEW ENGLAND POLICE BENEVOLENT ASSOCIATION LOCAL 23 (Police Patrol Personnel)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the Rochester Police Commission and the New England Police Benevolent Association Local 23 Bargaining Unit, covering the period January 1, 2020 to June 30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: POLICE – 8/7/2019 Tentative Agreement**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2020 operating budget of the City.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Walker requested a roll call vote. The **MOTION CARRIED** by a 12-0 roll call with Councilors Torr, Abbott, Varney, Lachapelle, Gray, Walker, Bogan, Hamann, Gates, Keans, Lauterborn and Mayor McCarley all voting in favor.

**13.5 Resolution Deauthorizing \$735.86 in funding related to the 2019 Victims of Crime Grant Act *first reading, consideration for second reading and adoption***

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

**Resolution Deauthorizing \$1,038.00 in funding related to the 2017-2018 Victims of Crimes Act Grant**

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

That the amount of One Thousand Thirty Eight Dollars (\$1,038.00) appropriated as part of the 2017-2018 Victim of Crimes Act (VOCA) Grant is

hereby deauthorized. Eight Hundred Thirty and 41/100 Dollars (\$830.41) of the deauthorization is grant reimbursement which will not be sought from the New Hampshire Department of Justice. Two Hundred Seven and 59/100 Dollars (\$207.59) of the deauthorization is derived from the City's required local match and shall be returned to the General Fund Unassigned Fund Balance.

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

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

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

### **13.6 Shall the Legislative Body Place the Question of Sports Betting on the Ballot for the November 5, 2019 Municipal Election? *consideration for approval***

Councilor Lachapelle **MOVED** to accept the addition of the question of sports betting on the ballot for the municipal election on November 5, 2019. Councilor Walker seconded the motion.

Mayor McCarley gave an overview of this agenda item. She reminded Council that they had voted in spring of 2018 on the question of whether or not to allow Keno on the ballot for the municipal election. The question could be added to the ballot either by Council vote or by citizen petition with the signatures of a certain percentage of registered voters. It was discussed and decided by Council in June of 2018 to include Keno on the Municipal ballot. Mayor McCarley reported that although there would be a public hearing on both the Keno and Sports Betting questions, Council did not need to take another vote on Keno.

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

## 14. Other

Councilor Varney spoke regarding the evening use of the basketball courts at Hanson Pines. Due to the lack of lighting, kids have been pulling their cars up to the courts and using the headlights to illuminate the area. Councilor Varney suggested the City start looking at what it would take to have those courts properly illuminated by next spring and summer, especially due to the heavy use of the basketball courts.

Councilor Keans stated that she recalled there being some pushback from residents in the area of the basketball courts regarding evening use when it has been brought up in the past. She suggested having posted hours of authorized use.

## 15. Non-Public/Non-Meeting

### 15.1 Non-Public Session, Personnel, RSA 91-A:3,II (a)

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

Councilor Lauterborn **MOVED** to enter into non-public session at 8:08 PM under RSA 91-A:3, II(d) Land and RSA 91-A:2(a) Personnel. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Torr, Abbott, Varney, Lachapelle, Gray, Walker, Bogan, Hamann, Gates, Gates, Keans, Lauterborn and Mayor McCarley all voting in favor.

Councilor Lachapelle **MOVED** to exit the non-public session at 9:59 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn **MOVED** to seal the minutes of the non-public session because disclosure could render the proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by an 11-0 roll call vote with Councilors Gray, Gates, Hamann, Abbott, Keans, Varney, Lauterborn, Lachapelle, Walker, Bogan, and Mayor McCarley all voting in favor. Councilor Torr was not present.

## 16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council Meeting at 10:00 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.



Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

# Chapter 75

## Fires and Fire Safety

### § 75-16 Fireworks.

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- D. Subject to and in accordance with the provisions of Chapter 160-C of the New Hampshire Revised Statutes Annotated it shall be lawful to possess and/or display permissible fireworks upon compliance with the following requirements:
- (1) A person who is 21 years of age or older may display permissible fireworks on private property with the written consent of the owner or in the owner's presence, subject to the provisions of this section and RSA 160-C and any other applicable ordinance, regulation or statute.
  - (2) No display of permissible fireworks shall be permitted within the City except between the hours of 6:00 p.m. and 11:00 p.m. on the following holiday: Fourth of July (including the evening of July 3 beginning at 6:00 p.m., including from such time until 12:00 midnight on any rain date established for the annual City-wide fireworks display held ~~at the Rochester Fairgrounds~~), after obtaining a permit. **[Amended 6-6-2013; 2-14-2017]**
  - (3) The display of permissible fireworks shall be of such a character, and so located and conducted, that it shall not be hazardous to property or endanger any person. In accordance with the provisions of RSA 160-C, permissible fireworks shall not be permitted on public property and must be at least 50 feet from nearby buildings, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases.
  - (4) No permissible fireworks may be used, discharged, exploded, or displayed during periods of very high or extreme fire danger as determined by the Fire Chief or the New Hampshire Division of Forests and Lands.
  - (5) Permissible fireworks may be used, discharged, exploded, or displayed in a manner such that any and all discharge debris shall remain within the property lines of the lot on which the display originates.
  - (6) Anyone using permissible fireworks shall be responsible for removing any debris accumulated due to the discharge of fireworks that fall onto the public way, public property, and any private property within 24 hours. Anyone failing to remove such debris shall be financially responsible for its cleanup. **[Amended 3-5-2019]**
  - (7) Display of permissible fireworks shall be permitted on public property the evening of July 3 beginning at 6:00 p.m., including from such time until 12:00 midnight on any rain date established for the annual City-wide fireworks display ~~held at the Rochester Fairgrounds~~, provided that such display shall be authorized in a duly issued block party application/permit from the City's Licensing Board covering the public property on which the display is to occur. **[Added 6-4-2013]**

**§7-38 Legal basis.**

The provisions of this article governing purchasing procedures to be used by the City of Rochester are incorporated with the Administrative Code in accordance with the requirements of Section 27 of the Rochester City Charter.

**§ 7-39 Purchase orders required.**

Purchase orders authorized by the proper authority shall be used in all instances.

**§ 7-40 Purchasing procedures.**

[Amended 9-4-2007; 10-15-2013]

A. All purchases shall have electronic approval, and said sums for each category below shall not be exceeded for any one item, or combination of items to be purchased from any single vendor. Approval levels are noted for each category.

~~A.B. All~~ All Purchases ~~under one up to five thousand dollars one dollar (\$1,001.) (\$5,000)~~ shall have the electronic approval of the Department Head and Purchasing Department. ~~with the limitation that said sum shall not be exceeded for any one item or combination of items to be purchased from any single vendor.~~

~~B.C.~~ All purchases ~~one five thousand and one dollars (\$1,000.) (\$5,001)~~ up to fifteen ~~than ten thousand one dollars (\$15,000) (\$10,001.)~~ shall have a minimum of three (3) quotations comparable for the same product or service quotes. The three quotations must be written vendor responses, no verbal quotations allowed. The quotation, or notes, must be attached to the requisition request. Approval is required by Department Head, Purchasing Department, Finance Director, or Deputy Finance Director, before conversion to purchase order.

~~If three quotes are not available then an exception may be made with the approval of the City Manager, or his/her designee, clearly documenting the reason for the exception in the electronic requisition document. The maximum of ten thousand dollars (\$10,000.) shall not be exceeded for any one item or combination of items to be purchased from any single vendor.~~

~~C.D.~~ All purchases fifteen thousand and one dollars (\$15,001) or greater require competitive sealed bid process. Utilization of approved vendor lists, or other approved bid lists may be substituted for the sealed bid process with approval of City Manager, or designee. Approval is required by the Department Head, Purchasing Department, Finance Director, or Deputy Finance Director, and City Manager. Bid results/quotation notes must be attached to requisition request.

E. Exceptions to the above may be allowed for the following, provided its determined to be in the best overall interest of the City; Approval required by City Manager, or designee.

1 Professional service contracts

2. Sole Source Vendors.

3 .Computers, complex Information Technology (IT) equipment, and software.

5. Emergency situations which create immediate risk to City.

~~D. All individual item purchases or contracts over ten thousand dollars (\$10,000.) shall require a competitive sealed bid process and approval of the department head, Finance Director and the City Manager. Exceptions for purchases over ten thousand dollars (\$10,000.) may be allowed at the discretion of the City Manager for professional service contracts, computer software/hardware, passenger vehicles/one-ton vehicles or smaller, or other items where comparative pricing instead of a sealed bid process may be in the best overall interest of the City. The City Council shall be formally notified whenever an exception to the sealed bid process occurs.~~

**§ 7-41 Sale of tax-deeded property.**

[Amended 2-1-2005]

- A. In accordance with the provisions of RSA 80:42 and/or 80:80, the City Manager is hereby indefinitely, and until such time as this section is repealed, authorized to transfer tax liens upon real property acquired by the City at a Tax Collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes; provided, however, that a public auction and/or advertised sealed bid sale is held, and the results of said public auction and/or sealed bid sale are confirmed by a majority vote of the City Council. In conducting such public auction and/or sealed bid sale, the City Manager may establish a minimum amount for which the property is to be sold and the terms and conditions of sale.
- B. The City Manager, by ordinance, may be authorized to dispose of tax liens or tax-deeded property in a manner otherwise than provided in this section, as justice may require.
- C. Upon the affirmative two-thirds vote of the Rochester City Council, the City Manager may be authorized to transfer tax liens upon real property acquired by the City at a Tax Collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes without conducting a public auction and/or advertised sealed bid sale, subject to such terms and conditions as the City Council shall establish.
- D. For purposes of this section, the authority to dispose of the property "as justice may require" shall include the power of the City Manager to transfer the tax lien(s) and/or convey the property to a former owner, or to a third party for benefit of a former owner, upon such reasonable terms as may be agreed to in writing, including the authority of the City to retain a mortgage interest in the property, or to reimpose its tax lien, contingent upon an agreed payment schedule, which need not necessarily reflect any prior redemption amount. Any such agreement shall be recorded in the Registry of Deeds. This subsection shall not be construed to obligate the City to make any such conveyance or agreement.

The following Code does not display images or complicated formatting. Codes should be viewed online.  
This tool is only meant for editing.

§ 7-62 ~~Undesignated-General Fund~~ undesignated fund balance.

- A. Purpose. The Rochester City Council recognizes that the establishment and maintenance of fiscal responsibility and the promotion of property tax stabilization are goals which promote the public health, safety and welfare of the City of Rochester and its inhabitants. Therefore, it is the purpose of the Rochester City Council in adopting this section to establish a mechanism whereby the fiscal integrity of the City is strengthened and maintained, and the long-term stability of the City's property tax rate is promoted, through the establishment of a systemic and disciplined process for the prudent and planned utilization of revenues. In adopting this section, the Rochester City Council recognized that it is prudent financial practice for municipalities such as Rochester to establish and maintain ~~an~~ undesignated a minimum General Fund Undesignated fund balance (as hereinafter more particularly defined) of between 58% and 1017% of their respective total general-General fund- Fund appropriations expenditures. General Fund expenditures include City, County, and School collectively.
- B. Minimum ~~undesignated-General Fund~~ undesignated fund balance requirement. The Ggeneral Ffund Undesignated Ffund balance of the City, at the end of any fiscal year, as established and reported to the State of NH on Form MS-535 "Financial Report of the Budget" and confirmed within the notes of the City's annual in accordance with generally accepted accounting principles (GAAP), including any and all balances derived from accounts and/or operations taken into account in the "general-fund" column of the City's annual audit, and excluding any and all reserves, and any dedicated fund-balances of the general fund audited financial statements, shall for the purposes of this section be designated as the "~~undesignated-Undesignated~~ fund balance" of the gGeneral Ffund of the City of Rochester, and shall be referred to throughout this section as the "~~undesignated-Undesignated~~ fund balance." The ~~undesignated-undesignated~~ fund balance for any fiscal year shall be maintained at a minimum level of between not less than 5% and 17% of the actual total gGeneral Ffund appropriations expenditures for the City for that fiscal year.
- C. Use of ~~undesignated-General Fund Undesignated~~ fund balance – Non-Recurring. In any subsequent fiscal year, the City Council may, upon adoption of a written resolution, by a two-thirds majority vote, after notice and public hearing, utilize the excess of the actual Undesignated Ffund balance of the Ggeneral Ffund (as determined by the annual audit of the City) over the prescribed ~~undesignated-undesignated~~ fund balance level established in Subsection **B** of this section from the prior fiscal year for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature.
- D. ~~Emergency appropriations- Use of General Fund~~ undesignated Undesignated Ffund Bb balance – Recurring. At any time in a budget year, the City Council may, upon adoption of a written resolution, by ~~majority~~ a two-thirds majority vote, after notice and public hearing, make ~~emergency~~ appropriations from the Ggeneral Ffund Undesignated Ffund balance of the City of Rochester to meet an essential need for public expenditure. If such ~~emergency~~ appropriation reduces the ~~undesignated-undesignated~~ fund balance to a level below the minimum prescribed by Subsection **B** of this section, the resolution authorizing such appropriation shall include a plan to restore the ~~undesignated- Undesignated Ffund Bb~~ balance to the minimum level established in Subsection **B** of this section within a period not to exceed 2 years.

\*This section supplements and supersedes the provisions promulgated under the City of Rochester Fund Balance Policy

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City Clerk's Office

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**Rochester City Council Special Meeting  
September 17, 2019  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Bogan  
Councilor Hutchinson  
Councilor Gates  
Councilor Gray  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Walker  
Deputy Mayor Varney  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney  
Michael Scala, Director of Economic  
Development  
Jennifer Marsh, Economic Development  
Specialist

**COUNCILORS EXCUSED**

Councilor Hamann

**Minutes**

**1. Call to Order**

Mayor McCarley called the City Council Special Meeting to order at 7:00 PM. Kelly Walters, City Clerk, took a silent roll call. All Councilors were present except for Councilor Hamann who had been excused.

**2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 73-77 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption***

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

See Addendum A

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

### **3. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the City Council Special Meeting at 7:02 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Kelly Walters, CMC  
City Clerk



**Resolution Granting Community Revitalization Tax Relief to the Property Located at 73-77 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

**Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:**

**Whereas**, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled “Community Revitalization Tax Relief Incentive”; and

**Whereas**, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

**Whereas**, Justin Gargiulo, owner of the so-called 73-77 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and he has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 73-77 North Main Street; and

**Whereas**, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 73-77 North Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated July 19, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 73-77 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 73-77 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 73-77 North Main Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on August 12, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of eleven (11) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 73-77 North Main Street property.



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### INTEROFFICE MEMORANDUM

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**TO:** Employee of the Month Committee

**FROM:** Peter C. Nourse, Director of City Services

**DATE:** 28 August, 2019

**SUBJECT:** Nomination for Employee of the Month

---

I respectfully request consideration for Dan Camara, IT Department, but attached to DPW for the Employee of the Month award.

Dan was the leader in a major technical project to implement a long-term, stable and supportable asset management software platform for City-wide use effecting the way the City conducts its operations and business. With City Council support, hundreds of thousands of dollars of General, Water and Sewer funds were procured to establish a robust GIS-based asset management system to support improved management of City infrastructure and its operations and maintenance.

Dan was assigned the lead role to select the best platform for the City's needs. In his role he presided over a technical review panel consisting of the City Engineer, Public Works Chief Administrator, Chief Drinking Water Operator, and Chief Wastewater Operator. Dan would lead this team to establish Rochester's unique criteria for a GIS/asset management platform, and to select and implement.

Dan commenced with a review of established and emerging softwares and vendors to provide this service. He and his panel researched to great extent the GIS/asset management software market with special emphasis on municipal applications.

Dan then led the panel in structuring formal Request for Information (RFI) and Request for Proposals (RFP) packages. The RFI enabled the City to solicit and review technical abilities of multiple vendors to understand the full extent and limitations of available software platforms. This process helped Dan and his panel to best refine the City statement of needs for and formulate the more detailed RFP. The RFP provided multiple vendor literature packages and technical presentations to the panel which included simulations of real-world, municipal asset management issues. These sessions enabled the panel to determine the best vendor and product for Rochester's specific needs.



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Dan and his panel spent combined, *hundreds* of hours reviewing vendor capabilities through review of thousands of pages of technical qualifications and dozens of technical presentations by multiple vendors.

Panel discussions were often and in-depth. Criteria had to be established. Vendors' capabilities had to be reviewed, demonstrated and vetted. Key criteria of the software included: integration with established DPW best practices, cost, stability, expandability, integration with existing City software platforms, approval of IT Department, and long-term excellent customer support. The process was challenging, in that softwares were proprietary and there were in some cases multiple vendors for the same software. In such cases, the key criteria the sponsoring vendor could vary for the same software platform.

Dan's efforts were very high. He understood the financial commitment the City was making and understood that the right vendor and the right product were a key combination for a winning platform selection. His efforts displayed a total dedication to the City.

Well into the review and vetting process after many combined hours, when his panel had well refined their short list vendor/software selection, Dan went to extra lengths to provide a dedicated effort to further review the Tyler Technologies (Munis) proposal. Though this software had not replied to the RFI, because the vendor was an established City vendor for other software platforms, and at their request for additional consideration, Dan provided further in-depth review of their proposed product.

Dan and his panel emerged from their assignment with a software and vendor selection which was thoroughly vetted. He performed this duty without detriment to his many other duties, some of which include supporting other departments with graphics and asset management services.

I am very pleased to have Dan here at DPW and am very pleased to advance this nomination with my utmost support.

Thank you for your consideration.



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## **CITY MANAGER'S REPORT October 1, 2019**

The Employee of the Month is: Dan Camara, Information Technology Department **P. 47**

Contracts and documents executed since last month:

- City Manager
  - Connectivity Point Contract – Chambers Maintenance Phase 3 **P. 51**
  - Connectivity Point Contract – Leightronix (Streaming/On-Demand) Subscription Renewal **P. 52**
- Department of Public Works
  - 10-16 Wallace Street Remediation Plan Update **P. 53**
  - 58 Pickering Road – NHDES Site Remediation **P. 54**
  - Assistant City Engineer Temporary Assistance Contract **P. 55**
  - Bid 20-03 Recommendation to Award **P. 56**
  - Colonial Pines Phase II – Drainage Design Amendment **P. 57**
  - Community Center Lightning Project – Change Order 2 **P. 58**
  - Portland Street – Twin Culvert Project Contract **P. 59**
  - GSBP (Granite State Business Park) Water Main Extension Project - Water Main Easement w/ Albany – Bid 20-03 **P. 60**
  - WWTP Biosolids and Carbon Storage Facilities Project – Notice to Proceed **P. 62**
  - WWTP Biosolids and Carbon Storage Facilities Project – Contractor Agreement **P. 63**
- Economic Development Department
  - CAP Weatherization – Furnace replacement/insulate attic – Briar Ridge home **P. 64**
  - CAP Weatherization – environmental review – heater replacement – Saks Mobile Home Park home **P. 65**
  - CAP Weatherization – 6 projects **P. 66**
    - Weatherization retrofit - 2 homes in Briar Ridge
    - Shingle replacement – home in Gonic
    - Weatherization retrofit & heating system replacement – home in northwest Rochester
    - Weatherization retrofit & heating system replacement – home in East Rochester
    - Weatherization retrofit – home in East Rochester
  - CAP Weatherization – 2 projects **P. 67**
    - retrofit & bath fan replacement – home in northwestern Rochester
    - replacement of water heater & furnace – home in northwestern Rochester
  - Bureau of Homeless and Housing Services – Certification of Consistency **P. 68**
  - Environmental Review – Homeless Shelter of Strafford County **P. 69**
  - HUD Release of Funds – JOB Loan – Back Hill Beer **P. 70**
  - JOB Loan – Back Hill Beer – Collateral Assignment of Life Insurance **P. 71**

- LDI Solutions – Letter of Intent **P. 72**
- Legal
  - Tax Deed Redemption– 7 Martinique Drive **P. 73**
- Police Department
  - Police/Fire Radio Project (Motorola) Contract **P. 74**

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Tuition Reimbursement – Parker-Wright, K – Library **P. 75**
- Tuition Reimbursement – Wilder, T – Fire **P. 76**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary **P. 77**
- Permission & Permits Issued **P. 78**
- Personnel Action Report Summary **P. 79**



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MEMO

TO: Roland Connors, Deputy Finance Director

CC: Blaine M. Cox, City Manager

FROM: Samantha Rodgerson, Senior Executive Assistant

RE: Connectivity Point Contract – Council Chambers Audio Maintenance Phase 3 – reinstall Crown Amp and Shure Mixer after repair and provide a final commissioning service.

Attached is the Scope of work and quote from Connectivity Point to provide the City of Rochester with installation and setup of new audio maintenance assistance and equipment needs in City Hall Council Chambers for the Government Channel.

This includes all material, labor and shipping costs. The amount of this project was included as part of the CIP projects within the City Manager's budget.

CIP Item for Recording Broadcast Equipment Account #: 15011000-773800-18502

Please sign the attached contract authorizations in order to proceed.

Thank you,

Samantha Rodgerson

Authorization to proceed:

Roland Connors  
Deputy Finance Director

09/26/2019



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September 24, 2019

MEMO

TO: Katie Ambrose, Deputy City Manager / Finance Director

CC: Blaine M. Cox, City Manager

FROM: Samantha Rodgerson, Senior Executive Assistant

RE: Connectivity Point Contract – Leightronix Subscription Renewal

Attached is the Quote for our Leightronix Subscription Renewal for the Government Channel. This is a recurring annual subscription, however this year we had them amend the subscription to be for a 9-month basis to bring its renewal in-line with our fiscal year.


The amount of this is included as part of the Government Channel line within the City Manager's budget.

Account #: **15011000-533012**

Please sign below as authorization for the City Manager to sign in order to proceed with subscription renewal.

Thank you,

Samantha Rodgerson  
Senior Executive Assistant

  
Katie Ambrose  
Deputy City Manager / Finance Director

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### INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

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

**DATE:** September 6, 2019

**SUBJECT:** 10-16 Wallace Street Remedial Action Plan Update and Remediation Work Plan Preparation

**CC:** Peter Nourse, PE, Director of City Services  
Terence O'Rourke, City Attorney

---

The City of Rochester has been awarded a \$200,000 Brownfields cleanup grant from NHDES to remove contaminated soil from the 10-16 Wallace Street site, which is currently owned by the City. To prepare for bidding of the actual site cleanup work, NHDES has requested that the Remedial Action Plan for the site be updated and a Remediation Work Plan be prepared. Attached to this memo is a proposal for services from Nobis Engineering, Inc. to complete this work. The City Attorney has reviewed and approved the Terms and Conditions attached to this proposal with one sentence to be stricken, which Nobis has agreed to. The proposal cost is \$4,686.58 and is eligible for reimbursement from the grant. The funds are available in CIP account line 15013010-771000-19568.

Nobis is a specialized engineering firm with experience in brownfields remediation. Nobis has been actively working with the City on this brownfields site for several years and possesses extensive historical knowledge of the contamination present there. I am requesting approval to utilize Nobis' services under the professional services clause of our current Purchasing Policy.

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

Signature *Katie L. Ambrose*

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration



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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

**DATE:** September 6, 2019

**SUBJECT:** City Property 58 Pickering Road (Gonic Brickyard)  
Weston & Sampson – Engineering Services  
NHDES Site Remediation

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (1) one copy of the Engineering Agreement with Weston & Sampson Engineers. The agreement is for engineering services related to the former Kane Gonic Brickyard Remediation Project at 58 Pickering Road.

The agreement costs are \$24,777.70 and they are funded by the State of New Hampshire Oil Discharge Disposal Cleanup Fund. All invoices per this agreement will be directed to the State of NH and there will be no cost to the City of Rochester.

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

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(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *Age*

**DATE:** September 16, 2019

**SUBJECT:** Assistant City Engineer  
Temporary Assistance  
Contract Amount \$25,000

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (1) one copy of the Weston & Sampson Agreement for Temporary Engineering Assistance Amendment #2. This agreement assumes 20 a week @\$150 per hours for a total of 8 weeks, and also includes a small contingency of \$1,000 for any additional time or services

The funds will be split as the full time position would be split 1/3 each Water, Sewer & General Highway Funds and will require a transfer from the full time salaries accounts to the contracted services accounts as follows:

\$8,334.00 from Salaries 13010057-511001 to 13010057-532200 Contracted Services  
\$8,333.00 from Salaries 51601057-511001 to 51601057-532200 Contracted Services  
\$8,333.00 from Salaries 52602057-511001 to 52602057-532200 Contracted Services

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

*Katie L. Ambrose*

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

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### INTEROFFICE MEMORANDUM

---

**TO:** Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

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

**DATE:** September 5, 2019

**SUBJECT:** Recommendation to Award Bid #20-03 Granite State Business Park Water Main Extension Project

**CC:** Peter Nourse, PE, Director of City Services

---

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #20-03 to DeFelice Corporation. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$1,213,211.65. The funds are available in the following GSBP TIF CIP account line: 60963010-771000-19553.

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

Signature

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Notice Of Award for Bid No. 20-03 dated 9/5/19



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## INTEROFFICE MEMORANDUM

---

**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

**DATE:** September 4, 2019

**SUBJECT:** Colonial Pines Phase II  
Underwood Engineers – Drainage Design Amendment  
Contract Amount \$32,500

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (1) one copy of the Underwood Engineers Contract Amendment #3 for design of the Drainage portion of the Phase #2 Colonial Pines Neighborhood Sewer Project.

This drainage work was approved and funded in the amount of \$1,000,000 (one million) by the City Council at the September 3, 2019 Regular City Council Meeting. This contract is in the amount of \$32,500

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

---

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)





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## INTEROFFICE MEMORANDUM

**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *APC*

**DATE:** September 6, 2019

**SUBJECT:** Community Center Lighting Project  
Affinity LED Lighting, LLC – Change Order #2  
Contract Amount \$4,920

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the change order #2 for the Affinity Lighting Contract. This change order is to add (6) additional fixtures along the center court in the gym. This is necessary to provide sufficient lighting.

This Project was funded as part in FY2019 in the following account:

Community Center LED Lighting Project 15011090-772000-19552 Total Appropriation was \$244,000. The remaining amount in the project account is \$281.50. This change order will be funded as follows:

CIP 15011090-772000-19552 =\$281.50

O&M 6070572-534000 \$4,638.50 (account to be set up with project #19552 for project tracking)

*43*  
*KLA*

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

*Katie L. Ambrose*

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *AGC*

**DATE:** September 6, 2019

**SUBJECT:** Portland Street Twin Culvert Project  
Hoyle Tanner Associates – Design Engineering  
Contract Amount \$23,000

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (1) one copy of the HTA Task Order #10 for design engineering of the Twin Culvert Project on Portland Street. This project is to replace two existing 30" diameter culverts that are failing on Portland Street.

This Project was funded as part of the General Fund FY2020 Capital Improvement Budget in the following account:

Portland Street Twin Culvert 15013010-771000-20534 Original Appropriation is \$165,000

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

---

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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### **INTEROFFICE MEMORANDUM**

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**TO:** Blaine Cox, City Manager  
**FROM:** Michael Bezanson, PE, City Engineer *MJB*  
**DATE:** September 5, 2019  
**SUBJECT:** Water Main Easement with Albany Engineered Composites for Bid #20-03 Granite State Business Park Water Main Extension Project  
**CC:** Peter Nourse, PE, Director of City Services  
Terence O'Rourke, City Attorney

---

Attached is a Water Main Easement and Agreement being granted by Albany Engineered Composites, Inc. for the completion of the City's Granite State Business Park Water Main Extension project (Bid #20-03). The City Attorney has reviewed and approved the language of this easement. Please sign the enclosed original Water Main Easement and Agreement document, so that the City can proceed with the above referenced project.

If you have any questions, please let me know. If not, please return the signed original Water Main Easement and Agreement document to DPW for distribution.

**Attachment:** Water Main Easement and Agreement with Albany Engineered Composites, Inc.





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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE COX, CITY MANAGER

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

**DATE:** September 25, 2019

**SUBJECT:** Water Main Easement  
Albany Engineered Composites  
Granite State Business Park Water Main Ext

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services  
Terence O'Rourke, City Attorney

---

Attached is the revised Water main Easement and Agreement being granted by Albany Engineered Composites, Inc. for the completion of the City Granite State Business Park Water Main Extension Project (Bid #20-03). The City Attorney has approved the language of this easement and has made the edits necessary for recording at the Registry of Deeds.

If you have any question, please call, if not please sign. Please return this document to me at the DPW. This document will be forwarded the the City Attorney's office for the required recording.



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## INTEROFFICE MEMORANDUM

---

**TO:** BLAINE COX, CITY MANAGER

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR 

**DATE:** September 3, 2019

**SUBJECT:** WWTP Biosolids & Carbon Storage Facilities  
Methuen Construction Co. - C-550 Notice to Proceed

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (1) one copy of the Notice to Proceed for Methuen Construction Company. This document is a required notice per the previously signed Contract Agreement and Notice of Award documents. This document solidifies the substantial and final completion date deadlines. Attached for reference is the previously signed agreement and notice of award.

If you have any question, please call me, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution



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## INTEROFFICE MEMORANDUM

**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

**DATE:** September 3, 2019

**SUBJECT:** WWTP Biosolids & Carbon Storage Facilities  
Contractor Agreement

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the Construction Contract Agreement with Methuen Construction Company. This agreement is in regards to the WWTP Biosolids Facility and the Carbon Storage Building. This agreement sets agreement dates, liquid damages, as well as payment schedules, and retainage amounts. This company was the lowest bidder for this project. The total award to Methuen Construction is \$13,654,885. All necessary funding has been set up with CWSRF as the funding source in the following accounts.

Project Accounts Available Funding  
55026020-772000-16545 = \$952,241.73  
55026020-771000-17546 = \$5,000,000.00  
55026020-772000-19546 = \$1,300,000.00  
55026020-772000-20571 = \$8,8750,000.00  
Total Available \$16,002,241.73

If you have any question, please call me, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

Date: September 11, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager



Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for a proposed project site under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program), which would replace the furnace and insult the attic in a Briar Ridge Estates' manufactured home. The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

09/26/2019

Date: September 17, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
SEP 17 2019  
City Manager  
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the replacement of a leaking heater in a manufactured home located in Saks Mobile Home Park, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

Date: August 28, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
AUG 28 2019  
City Manager  
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental reviews for six proposed project sites under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program):

- Weatherization retrofit of two manufactured homes located in Briar Ridge Estates
- Shingle replacement at a manufactured home located in Gonic
- Weatherization retrofit and heating system replacement in a manufactured home located in northwest Rochester
- Weatherization retrofit and heating system replacement in a stick-built home located in East Rochester
- Weatherization retrofit in a manufactured home located in East Rochester

The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

09/26/2019

CITY OF  
Received  
SEP 6 2019  
City Manager  
ROCHESTER

Date: September 6, 2019  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental reviews for two proposed project sites under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program):

- Weatherization retrofit and bath fan replacement in a manufactured home located in northwestern Rochester
- Replacement of a water heater and furnace in a manufactured home also located in northwestern Rochester

The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

Date: August 28, 2019  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
AUG 28 2019  
City Manager  
ROCHESTER

Re: Bureau of Homeless and Housing Services Certification of Consistency with the Consolidated Plan

I have been asked to review N.H. Bureau of Homeless and Housing Services' certification of consistency and proposed grant projects to verify that they are consistent with the City of Rochester's FY 2015-2020 Consolidated Plan. The projects provide housing and housing-related services to homeless populations within the City of Rochester and elsewhere, focusing on housing for chronically homeless and mentally ill populations, as well as permanent supportive housing.

All of these services are consistent with the goals and activities outlined in the Consolidated Plan. In particular, services and housing for homeless populations, especially chronically homeless and mentally ill populations, are priority needs identified in the Consolidated Plan.

Please sign the attached certification of consistency with the Consolidated Plan and return to Julian Long. Please contact Julian with any questions or concerns. Thank you very much.



09/26/2019

CITY OF  
Received  
SEP 9 2019  
City Manager  
ROCHESTER

Date: September 9, 2019  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Reviews – Homeless Center for Strafford County

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental reviews for the Homeless Center for Strafford County's land purchase project. The City Council approved funding for this project at the May 7, 2019 City Council meeting.

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

Date: July 19, 2019  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY  
SEP 11 2019  
City Manager  
ROCHESTER

Re: FY 2020 CDBG Environmental Review – HUD Request for Release of Funds

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) Request for Release of Funds for the Job Opportunity Benefit (JOB) Loan Program loan to Back Hill Beer Company. The JOB Loan Committee approved funding for this project at the August 5, 2019 committee meeting.

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

09/26/2019

CITY OF  
Received

AUG 28 2019

City Manager  
ROCHESTER

# MEMO

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**TO:** Blaine Cox, City Manager

**CC:** Mike Scala, Economic Development Director; Terence O'Rourke, City Attorney; Julian Long, Community Development

**FROM:** Jennifer Marsh, Economic Development Specialist

**DATE:** August 28, 2019

**RE:** JOB Loan Application Back Hill Beer Company- Life Insurance

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Attached please find a life insurance collateral assignment for the Back Hill Beer Company. The JOB Loan Committee requires the borrower to obtain an assignment of life insurance for the amount of the loan with the City of Rochester listed as the loss payee.

This document requires the signature of the City Manager and a witness signature. Please return the signed document to Jenn Marsh

Please contact Economic Development with any further questions.

09/26/2019

CITY OF  
Received  
SEP 23 2019  
City Manager  
ROCHESTER

# MEMO

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**TO:** Blaine Cox, City Manager

**CC:** Terence O'Rourke, City Attorney

**FROM:** Michael Scala, Director of Economic Development

**DATE:** September 23, 2019

**RE:** Letter of Intent, LDI Solutions

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Attached please find the Letter of Intent (LOI) between LDI Solutions and the City of Rochester outlining the responsibilities of each party concerning the Rochester Economic Development Commission's project that includes the construction and redevelopment of property located at 145 Airport Drive, Rochester, NH.

In the LOI, LDI agrees that it will lease the building for the term of 5 years, and at the end of the lease, will purchase the property and building.

This document requires each page to be initialed and include the signature of the City Manager. Please return the signed document to Mike Scala.

Please contact Economic Development with any further questions.





*City of Rochester, New Hampshire*

OFFICE OF THE CITY ATTORNEY  
31 Wakefield Street • Rochester, NH 03867  
(603) 335-7599  
[www.RochesterNH.net](http://www.RochesterNH.net)

CITY OF  
Received  
SEP 3 2019  
City Manager  
ROCHESTER

# Memorandum

To: Blaine Cox, Deputy City Manager  
From: Terence O'Rourke, City Attorney *MO*  
Date: September 3, 2019  
Re: Redemption of 7 Martinique Drive

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On April 22, 2019, the Tax Collector issued a Tax Deed for 7 Martinique Drive. On today's date, William Garon will redeem the property in full per the following agreement you authorized.

A. Property Taxes:	\$18,896.85
B. Interest:	\$156.18
C. Cost:	\$26.55
D. 2019 Taxes prorated:	<u>\$2,752.00</u>
TOTAL:	\$21,831.58

1. Pay \$8100.00 *today*
2. Pay the remaining \$13,731.58 within 12 months

In order to complete the sale process, the City must issue William Garon a Quitclaim Deed which must be signed by the City Manager.

09/26/2019



*City of Rochester, New Hampshire*  
23 Wakefield Street . Rochester, NH 03867  
603-330-7128  
[www.rochesterpd.org](http://www.rochesterpd.org)



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## INTEROFFICE MEMORANDUM

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**TO: BLAINE COX**  
**FROM: DEPUTY CHIEF GARY BOUDREAU**   
**DATE: SEPTEMBER 18, 2019**  
**SUBJECT: POLICE/FIRE RADIO PROJECT CONTRACT (MOTOROLA)**  
**CC:**

CITY OF  
Rochester  
SEP 19 2019  
City Manager  
ROCHESTER

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I have attached a contract from Motorola in regards to our emergency services radio upgrade project for your review and signature.

On Friday Sept. 13, I had a meeting with the Motorola account representative and 2-Way Communications in regards to the project status. At this point final system design was completed and a parts list developed with Motorola providing their proposal for the system. In an effort to take advantage of end of the sales quarter, pricing the Motorola representative is able to offer additional discounting if we are able to have a signed agreement with them prior to the end of the quarter on September 27, 2019. On page, 5-1 outlines the pricing for the majority of the project; there will be additional costs, which are not part of this proposal from Motorola. Moving forward with this contract will allow us to start purchasing equipment and start scheduling installation in the late spring.

Prior to sending this to you for your review and signature I had Attorney O'Rourke review the contract and he has stated looks good in his review of it.

If you should have any question please feel free to contact me.



## City of Rochester, New Hampshire

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

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

### Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Katherine Parker-Wright
2. Department: Public Library
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: 0 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course The Media and its Messages; Cost: \$1,331; and dates of Course: from 9/23/19 to 12/13/19
  - b. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
  - 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: Brian G. [Signature]
9. Date of Department head's approval: 9/11/19
10. Finance Director approval signature: Katherine L. Anderson
11. Date of Finance Department approval: 9/10/19
12. City Manager's approval Signature: Brian W. [Signature]
13. Date of City Manager's Signature: 9-10-2019



# City of Rochester, New Hampshire

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

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

## Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Tim Wilder
2. Department: Fire
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:        (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course ENG 508; Cost: \$1,284.33; and dates of Course: from 9/2019 to 12/2019
  - b. Name of Course COMM 602; Cost: \$1,284.33; and dates of Course: from 9/2019 to 12/2019
  - c. Name of Course MGMT; Cost: \$1,284.33; and dates of Course: from 9/2019 to 12/2019
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: Chris Marsh E.H. Hone
9. Date of Department head's approval: 9/23/19
10. Finance Director approval signature: Kathleen L. Anderson
11. Date of Finance Department approval: 9/25/19
12. City Manager's approval Signature: Blaun Cur
13. Date of City Manager's Signature: 9-25-2019



[illegible]

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
9/3/2019	9/4/2019	EVENT	Monarch School - outdoor movie night	9/6/2019
9/12/2019	9/25/2019	TAG	SHS - Unified Volleyball	11/23/2019
9/16/2019	9/25/2019	EVENT	RMS- Trick-orTreat on the Town/Zombie Walk	10/25/2019
9/17/2019	9/25/2019	TAG	SHS - Friends Forever	11/22 & 11/24/2019
9/19/2019	9/25/2019	EVENT	Rochester Rise Up - sidealk sales & music in the square	10/19/2019
9/13/2019	DENIED	TAG	Rochester Rockets	DATES UNAVAILABLE

ELECTRONIC MESSAGE BOARD REQUESTS				
8/28/2019	8/28/2019	MESSAGE	Emmanuel Church - Community Yard Sale	9/14/2019
9/3/2019	9/3/2019	MESSAGE	Granite State Choral Society - singers wanted - open registration	now through 9/29/2019
9/3/2019	9/3/2019	MESSAGE	Granite State Choral Society - crafters wanted	now through 10/1/2019
9/3/2019	9/3/2019	MESSAGE	Rochester Veterans Council - flag retirement ceremony	9/14/2019
9/3/2019	9/3/2019	MESSAGE	Rock Steady Boxing - Open House	9/7/2019
9/6/2019	9/9/2019	MESSAGE	First Church Congregational - pancake breakfast	9/28/2019
9/9/2019	9/9/2019	MESSAGE	Ward 1 RUN Meeting	9/11/2019
9/9/2019	9/9/2019	MESSAGE	Ward 5 RUN Meeting	9/18/2019
9/16/2019	9/16/2019	MESSAGE	Annual Turkey Supper - First United Methodist Church	10/5/2019

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ARENA		Arena Attendant	4			X								X			
ARENA		Support Staff 1	2			X								X			
ARENA	Hunter Camire	Support Staff 1 - tier 1	1			X	X										
ARENA	Emelia Lamie	Support Staff 1 - tier 1	1			X										X	transfer
CITY MANAGERS	Blaine Cox	City Manager	1	X								X					
DPW	Mark Cross	Leo Utilities	1	X			X										
DPW	Michele Grant	Utility Billing Administrator	1	X												X	transfer
FIRE	Devon Pageau	Firefighter	1	X							X						
FIRE	Rye Morrill	Firefighter	1	X							X						
POLICE	Khristine Bideau	Dispatcher	1	X			X										
POLICE	Michelle Tente	Dispatcher	1	X			X										
POLICE	Frank Profidio	Patrol Officer	1	X								X					
POLICE	Candace White	Per Diem Dispatcher	1			X				X							
RECREATION	Kayleigh Guy	Program Lead 1 - tier 3	1			X	X										
RECREATION	Robert Griffin	Support Staff 2- tier 3	1			X	X										
RECREATION		various	28			X				X							
TAX	Lorraine Morin	Clerk Typist 1	1			X				X							
WELFARE	Jessica Clay	Secretary II	1	X						X							
WELFARE	Debra Rodney	Secretary II	1	X											X		

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City Clerk's Office

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*City of Rochester, New Hampshire*  
OFFICE OF THE MAYOR  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)



## **EXTRA MILE DAY PROCLAMATION**

**WHEREAS,** Rochester, NH, is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

**WHEREAS,** Rochester, NH, is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

**WHEREAS,** Rochester, NH, is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

**WHEREAS,** Rochester, NH, acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2019.

**NOW THEREFORE,** I, Caroline McCarley, Mayor of Rochester, NH, do hereby proclaim November 1, 2019, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

**IN WITNESS WHEREOF** I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 1<sup>st</sup> day of October, in the year of our Lord, Two Thousand Nineteen.

Caroline McCarley  
Mayor

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City Clerk's Office

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# We request the City Council allocate funds to extend a water main down Mandela Drive

RECEIVED

SEP 13 2019

CITY CLERK'S OFFICE  
ROCHESTER, NH

- Well water testing on Mandela Drive reveals excessive levels of iron, manganese and more.
- Expensive, private water treatment systems fail to provide residents with high quality water.
- A ¼ mile of water main will give all 13 homes on Mandela Drive the option of accessing City water.
- Access to City water services will improve Mandela Drive resident's health and quality of life.

Name (Please Print)	Address (Please Print)	Signature	Additional contact info (optional)
Nick Bellows	20 Mandela Dr	Nick Bellows	nichbellows@gmail.com 603-860-2690
Elizabeth Bellows	20 Mandela Dr	Elizabeth Bellows	ehg3211@gmail.com
Bill Atkins	17 Mandela Dr	Bill Atkins	—
Dorothy Atkins	17 Mandela Dr	Dorothy Atkins	—
Brian Bentley	16 Mandela Dr	Brian Bentley	bbent53@aol.com 603-834-1110
Ashley Tyler	16 Mandela Dr	Ashley Tyler	—
Steven Ralston	15 Mandela Dr	Steve Ralston	smralston2016@gmail.com
Lisa Ralston	15 Mandela Dr	Lisa Ralston	—
Geoff Hamel	13 Mandela Dr	Geoff Hamel	603-781-2930

Name (Please Print)	Address (Please Print)	Signature	Additional contact info (optional)
Jim Carpenter	7 Mandela Dr	Jim Carpenter	(603) 589-3647
Bessie Carpenter	7 Mandela Dr	Bessie Carpenter	603-589-3647
Lu Petropoulos	11 Mandela Dr	Lu Petropoulos	603-822-2332
Phil Petropoulos	11 Mandela Dr		603-822-2332
Heath Modley	9 Mandela Dr		603-617-8665
Megan Provancher	18 Mandela Drive	Megan	603-833-6150
Jody Provancher	11		603-534-3597





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

**Appointments Committee Minutes**  
September 17, 2019  
City Council Chambers – Conference Room  
6:00 PM

**Committee Members Present:**

Sandra Keans, Chair  
James Gray, Vice-Chair  
Tom Abbott  
Donna Bogan  
Robert Gates

The meeting was called to order at 6:00 p.m. on September 17, 2019.

**Matthew Winders – Historic District Commission**

Matthew Winders is interested in working on the City's downtown master plan. He would like to be more involved with the City and believes more "youth" involvement would be a good idea.

Councilor Bogan **MOVED** to recommend Mr. Winders. Councilor Gates seconded the recommendation. The Appointments Committee unanimously recommends Mr. Winders to be appointed as an Alternate member of the Historic District Commission, with a term to expire 1/2/2021.

**Bianca Mireles – Arts & Culture Commission**

Ms. Mireles has a Bachelor's Degree in the Arts & English and has been involved with the Arts for several years.

Councilor Abbott **MOVED** to recommend Ms. Mireles. Councilor Bogan seconded the recommendation. The Appointments Committee unanimously recommends Ms. Mireles to be appointed as a member of the Arts & Culture Commission with a term to expire 6/30/2020.

**Tim Murray – Arts & Culture Commission**

Tim Murray had been recommended by Matt Wyatt and it was suggested that he participate at the next Commission meeting.

Councilor Bogan **MOVED** to recommend Mr. Murray. Councilor Gray seconded the recommendation. The Appointments Committee unanimously recommends Mr. Murray to be appointed as a member of the Arts & Culture Commission with a term to expire 7/01/20

The meeting was adjourned at 6:20 PM.

Respectfully submitted, Sandra B. Keans, Chair

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City Clerk's Office

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**Codes and Ordinances Committee**

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



**Others Present**

Councilor Sandra Keans  
ACO, Sue Paradis  
Lt. Andrew Swanberry  
City Atty. Terence O'Rourke  
Director BZLS, Jim Grant  
Deputy Finance Director, Mark Sullivan

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council  
**Thursday, September 5, 2019**  
**31 Wakefield Street, Rochester, NH**  
City Council Chambers  
**6:00 PM**

**Minutes**

**1. Call to Order**

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 6:00 PM. Susan Morris, Certified Clerk Typist II, took a silent roll call and all committee members were present.

**2. Public Input**

Councilor Lachapelle opened public input at 6:02 PM.

Jackie Raab of East Rochester spoke about fireworks still being an issue in East Rochester. Ms. Raab stated that every weekend since the 4<sup>th</sup> of July, there have been fireworks set off in her neighborhood. She stated that residents are shooting fireworks off earlier in the evening due to it becoming dark earlier. She stated that this item was brought to the Police Commission and that it was stated that when the Police Department reaches full staffing, the Commission would be in favor of a dedicated police detail to address the fireworks issue during this time of year.

Devin Robbins of Gonic addressed the committee regarding a complaint made by her neighbor in reference to Ms. Robbin's dog's nuisance barking. She came to the Committee to receive clarification on what is considered a nuisance. Councilor Lachapelle stated that the Committee would be addressing this item on the agenda shortly and suggested Ms. Robbins address this further at that time.

Councilor Lachapelle closed public input at 6:10 PM.

**3. Acceptance of the Minutes: August 1, 2019**

Councilor Abbott **MOVED** to ACCEPT the minutes of August 1, 2019. Councilor Bogan

seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### 4. Chapter 28 Animals – Nuisance

Councilor Lachapelle addressed Lt. Andrew Swanberry and Animal Control Officer, Sue Paradis, to confirm that NH state law defines a nuisance as thirty (30) minutes or more of continuous barking. ACO Paradis stated that this criteria relates to daytime hours; during nighttime hours, any amount of time could be considered a nuisance. ACO Paradis stated that nighttime is defined as half-hour after sunset to half-hour before sunrise. If a dog barks and disturbs the neighborhood during these hours, the owners can be fined. If a neighbor calls the police and complains, then the police need to go out and investigate. The police department does take the time to educate the person on the law and has a conversation regarding the potential consequences, although the responding officer is able to use their discretion on whether or not to issue a fine.

Councilor Lachapelle called Devin Robbins back up to the podium and inquired if her dog is outside in her yard continuously. Ms. Robbins answer that her dog was not outside continuously and stated that there are a couple of dogs in the neighborhood which do bark continuously. When an officer responded to her residence in regards to the complaint, Ms. Robbins asked the officer whether the police department needs to substantiate a nuisance claim before a determination is made that a dog is barking too much. She stated that the officer was very clear on the law, although she questioned why she was being singled out when there were clearly other nuisance barkers. Councilor Lachapelle stated that this was complaint driven, so the officers were doing their job investigating the complaint.

Councilor Abbott stated that this ordinance was changed a few years ago, specifically because of this particular neighborhood in question. This ordinance previously mirrored the state statute and it was changed due to a resident alleging that a neighbor's dog barked, but they could not prove it was for longer than half hour. Councilor Abbott suggested that the City Ordinance is very vague, and that this should be changed back to mirror the state statute to then put the burden of proof on someone other than the dog owner. Councilor Bogan stated that she understands letting a dog out and it barks, but listening to a dog bark for a half hour is excessive. She stated that is too long of a period to allow a dog to bark. Councilor Bogan stated that the Committee should leave this ordinance as-is and leave it to the discretion of the police officers. Councilor Abbott stated that he respectfully disagrees because, having worked for the City, any decision made by discretion can be publicized. Councilor Abbott suggested the Committee entertain a different length of time to be considered a nuisance. Ms. Robbins stated that an addition of the word "continuously" or "nonstop" would be a great addition to the ordinance. Councilor Bogan suggested the length of time considered a nuisance be defined as fifteen (15) minutes. Douglas Robbins came forward and addressed the board as well.

Councilor Abbott **MOVED** to send to the Legal Department to amend the **City Ordinance Chapter – 28 Animals – Nuisance** to mirror the language of the State RSA excepting that **15 minutes** be inserted where it says **30 minutes**, and the word **continuous** replaced with **sustained**. The amendment will then be sent to the full City Council for approval. Councilor Bogan seconded the motion. Further discussion was held. Councilor Lachapelle asked the ACO, Sue Paradis and Lt. Swansberry if this would give them more to work with to enforce the ordinance ACO Paradis stated that the way the ordinance is written is based on the person placing the complaint, their comfort level and repose. Further discussion was held. The **MOTION CARRIED** by unanimous voice vote.

Current State RSA:

466:31 *Dogs a Menace, a Nuisance or Vicious.* –

**II. Under this section, a dog is considered to be a nuisance, a menace, or vicious to persons or to**

*property under any or all but not limited to the following conditions:*

*(b) If it barks for sustained periods of more than 1/2 hour, or during the night hours so as to disturb the peace and quiet of a neighborhood or area, not including a dog which is guarding, working, or herding livestock, as defined in RSA 21:34-a, II(a)(4);*

## 5. Proposed definition of “Donation Bin”

City Attorney O’Rourke stated that he did research from all over the country and came up with the documentation presented in the packet. Councilor Lauterborn stated that in section 167-25 “Licenses and Permit Requirements,” it states someone who wants to place a donation bin is required to obtain a license for a fee of \$200. She stated that she felt the fee was excessive to pay annually for a donation bin when they are just trying to perform a good deed. Councilor Gates confirmed with Attorney O’Rourke that the Committee, as a governing body, can set the fees. Discussion was held among Committee members.

Councilor Abbot **MOVED** to **AMEND** the proposed amendment of the General Ordinances of the City of Rochester, chapter Section 167-25 as follows:

### §167-25 LICENSES AND PERMITS REQUIREMENTS

Whether for the owner of the premises or the person who has obtained the written permission of the owner the fee to obtain the initial license to own, install, operate, or use a drop-off bin is ~~\$200~~ **\$25.00** that must be tendered at the time of license application. Such license may be annually renewed on or before the anniversary date of the application for an annual renewal fee of ~~\$200~~ **\$25.00**. Regardless of the number of drop-off bins owned, installed, operated, or used by a license applicant, the applicant shall only pay one annual license fee. The initial permit fee for a drop-off bin is ~~\$50~~ **\$10.00** per bin payable at the time of application for the license. The annual renewal fee for each drop-off bin permit is ~~\$50~~ **\$10.00** payable on or before the anniversary date of the initial application. Each drop-off bin shall display its current permit at all times.

Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Abbott **MOVED** to send the **Amendment to Chapter 167 of the General Ordinances of the City of Rochester Regarding Drop-Off Bins** as **AMENDED** to the full City Council for approval. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

## 6. Rental Inspection Program

Councilor Lachapelle stated that he received correspondence from the Department of Building, Zoning and licensing that there are no updates on the Rental Inspection Program at this time. BZLS Director Jim Grant came forward and stated that they will be meeting with the Strafford County Rental Properties Association on October 3, 2019. An update may be brought forward to the October 3<sup>rd</sup> Codes and Ordinances Meeting, though there most likely will not be any documentation in the packet as these two meeting are on the same day. Councilor Lachapelle stated that this item would be kept in Committee.

## 7. Waiver to Certain Building Permit Fees, Which Do Not Require an Inspection

BZLS Director Jim Grant, stated that this item originally came in from a constituent who came in to talk about permit fees for items which are not inspected by the department. Such as, but not limited to fences, sheds and roofing. These permits are required mainly for zoning purposes. He went on to explain different types of permits and the regulations which need to be followed even though there are no inspections required. BZLS Director Grant proposed that the Committee amend the following section

**40-15 Permits** to read:

**The following permits shall be charged only the minimum permit fee of ten dollars (\$10.), in addition to an application fee of ten dollars (\$10.) for each permit.**

- (a) **Fences**
- (b) **Roofing (Re-Shingling only)**
- (c) **Siding**
- (d) **Sheds under 200 square feet**

Mr. Grant supplied a handout which described the potential deficit in revenue from the change in permit fees. He also stated that potentially the council will look at the possibility of increasing permit fees to make up the lost revenue and to be comparable to surrounding communities. Councilor Lauterborn stated that she has no problems with the potential loss of revenue if it means a savings to the home owners. Councilor Abbott stated that he would be in favor of the flat \$10 permit fee.

Councilor Abbott **MOVED** to add to the **City Ordinances of the City of Rochester Section 40-15 Permits (1)** at the end of that section, the following and to send to full Council for approval:

***The following permits shall be charged a flat permit fee of ten dollars (\$10.00)***

- (a) **Fences**
- (b) **Roofing (reshingling only)**
- (c) **Siding**
- (d) **Sheds under 200 square feet**

Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**8. Fireworks**

Councilor Lachapelle stated that the Police Commission did meet and discuss this item at their last meeting. They stated that when the police department is up to full staff, they hope to have officers for a dedicated detail during the two days in which fireworks are allowed.

Councilor Lachapelle stated he did not have any further updates. He asked Jackie Raab if she had anything else to add to the discussion. Ms. Raab addressed the Committee asking if it was a possibility to have the fire department go out to observe the fireworks situation in her neighborhood, gather names and pass the information to fire dispatch for follow up when time and staffing allows.

Councilor Gates stated that he would prefer to see an armed and trained police officer address these situations as these officers are equipped to handle these situations; having the Fire Department respond would put them in unknown dangerous situations.

Councilor Lachapelle stated that the City could ban fireworks outright, but the Committee does not want to punish residents who are following the rules due to the handful that are not following the rules. Councilor Lachapelle stated that even if the City did ban fireworks outright, some residents are still going to set them off regardless.

**9. Ordinance Enrollment: Chapter 275**

Councilor Lauterborn **MOVED** to Enroll Chapter 275 of the General Code to be put online  
Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**10. Other**

Deputy Finance Director, Mark Sullivan, presented amendments for the following:

- a. General Ordinances – Administrative Code Chapter 7-40 Purchasing
- b. General Ordinances – Administrative Code Chapter 7-62 Undesignated Fund Balance & proposed Fund Balance Policy

Discussion was held among committee members.

Councilor Lauterborn **MOVED** to send proposed amendments to **General Ordinances – Administrative Code Chapter 7-40 Purchasing** and **General Ordinances – Administrative Code Chapter 7-62 Undesignated Fund Balance & proposed Fund Balance Policy** to the full City Council for approval. Councilor Gates seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Keans came forward to speak about the Fire Codes which the City Council adopted; specifically a section in the code which talks about a required 50-square feet of living space per individual living in a property. Councilor Keans inquired how the City plans to enforce this requirement when the complaints start coming in. She stated that there are several areas and homes which surely do not meet this requirement currently.

**11. Adjournment**

Councilor Gates **MOVED** to **ADJOURN**. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully Submitted,

Susan Morris  
Certified Clerk Typist II  
City of Rochester  
City Clerk's Office

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**Amendment to Chapter 28 of the General Ordinances of the City of Rochester Regarding  
Nuisance Animals**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 28 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (Deletions are struck out and additions are italicized):

**§28-4 Nuisance**

\*

B. Under this section, an animal is considered a nuisance if:

(1) Any animal or bird causes ~~frequent, or long continued~~ *noise for sustained periods of time of more than Fifteen (15) minutes, or during the night hours* ~~which~~ *so as to disturb the comfort and repose of any person in a neighboring premises* *peace and quiet of a neighborhood or area,* not including a dog which is guarding, working, or herding livestock, as defined in RSA 21:34-a, II (a) (4).

**The effective date of these amendments shall be upon passage.**

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**Amendment to Chapter 167 of the General Ordinances of the City of Rochester Regarding  
Drop-Off Bins**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 167 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

**ARTICLE V Drop-Off Bins**

**§ 167-24 DEFINITIONS**

**CODE OFFICIAL:** *The Director of Building, Zoning, and Licensing Services, the Code Compliance Officer or any duly authorized representative who is charged with the administration and enforcement of this chapter.*

**DROP-OFF BIN:** *Any receptacle or container located outside of an enclosed building and designed, intended or used for collection and temporary storage of donated items or materials including, but not limited to, clothing, shoes, books, toys, furniture, household materials and other like items. Drop-off bins are also known as donation collection bins/boxes, charity bins/boxes, clothing bins/boxes, clothing donation containers, or any combination thereof.*

**OWNER:** *A person, association, corporation, partnership, or other legal entity having a legal or equitable title in real property.*

**PREMISES:** *A lot, plot or parcel of land including any structures thereon.*

**STRUCTURE:** *That which is built or constructed or a portion thereof.*

**§167-25 LICENSES AND PERMITS REQUIREMENTS**

Whether for the owner of the premises or the person who has obtained the written permission of the owner, the fee to obtain the initial license to own, install, operate, or use a drop-off bin is \$25 that must be tendered at the time of license application. Such license may be annually renewed on or before the anniversary date of the application for an annual renewal fee of \$25. Regardless of the number of drop-off bins owned, installed, operated, or used by a license applicant, the applicant shall only pay one annual license fee. The initial permit fee for a drop-off bin is \$10 per bin payable at the time of application for the license. The annual renewal fee for each drop-off bin permit is \$10 payable on or before the anniversary date of the initial application. Each drop-off bin shall display its current permit at all times.

**§167-26 COMPANY TYPE AND BIN LABELS**

To best inform the public and potential donors, bins shall be labeled according to Company Type as follows:

(a) Shall have a label or appended sign that states "PLEASE REPORT ANY OVERFLOW OF ITEMS, DAMAGE, OR MALFUNCTION TO [PERMIT HOLDER'S NAME] AT [PERMIT HOLDER'S TELEPHONE NUMBER] OR TO THE DIRECTOR OF BUILDING, ZONING, AND LICENSING SERVICES AT [TELEPHONE NUMBER DESIGNATED BY

DIRECTOR]." Such label or appended sign shall be in lettering no less than three inches in height and no less than one-half inch in width, and;

(b) If none of the proceeds from the sale of the items collected in the drop-off bin will be given to a "charitable organization" as that term is defined in RSA 72:23-1, there shall be a label or sign permanently attached to the drop-off bin which identifies the permit holder's name and address and states: "DONATIONS ARE NOT FOR CHARITABLE PURPOSES AND WILL BE SOLD FOR PROFIT. DONATIONS ARE NOT TAX DEDUCTIBLE." Said label or appended sign shall be prominently displayed on the receptacle in the largest lettering on the receptacle or appended sign but said lettering shall be no less than three inches in height and no less than one-half inch in width, or;

(c) If 100% of the items, or the proceeds from the sale of the items, collected in the drop-off bin will be used for the benefit of a "charitable organization" as that term is defined in RSA 72:23-1, there shall be a label or sign permanently attached to the drop-off bin that identifies, at least, the legal name of the charitable organization receiving the benefit of the donated items, as it appears on the certificate of registration issued to the charitable by the New Hampshire Attorney General's Charitable Trust Unit in the largest lettering on the drop-off bin or appended sign but said lettering shall be no less than three inches in height and no less than one-half inch in width, or;

(d) If a professional solicitor owns, installs, operates, or uses a drop-off bin pursuant to a contractual arrangement with a charitable organization whereby the professional solicitor receives either a flat fee or a percentage of the proceeds from the sale of the donated items, have a label or sign permanently attached to the drop-off bin which states: "SOLICITATIONS FOR DONATIONS ARE MADE BY (NAME OF PROFESSIONAL SOLICITOR) ON BEHALF OF (NAME OF CHARITABLE). DONATIONS WILL BE SOLD FOR PROFIT BY (NAME OF PROFESSIONAL SOLICITOR)." Said label or appended sign shall be prominently displayed on the donation drop-off bin in the largest lettering on the thereon but said lettering shall be no less than three inches in height and not less than one-half inch in width, and;

(e) Shall be placed only on premises commercially used by an established business or on church property and drop-off bins shall not be permitted in any Residential Zone or in the Downtown Commercial Zone.

#### **§167-27 APPLICATION REQUIREMENTS – COMPANY LICENSES AND BIN PERMITS**

Any party seeking to obtain the requisite license to operate drop-off bins and permits for each drop-off bin shall submit a written application to the Director of BZLS upon a form provided by the Director. The application shall require the following information:

(a) The name, physical address (no P.O. boxes), telephone number, and electronic mail address of the applicant, and;

(b) A photograph of the drop-off bin and the proposed location for which a permit is sought. If the application is for more than one location, the applicant may submit a single application with a list of preferred locations and only one photograph of the type of drop-off bin to be used unless different types of bins will be used at different locations. In the event the applicant is using different types of bins at different locations, a photograph of each type of bin must be submitted, and;

(c) Whether the applicant would prefer to receive notice and orders by regular mail or electronic mail, and;

- (d) The signature of the applicant, and;
- (e) The required license and permit fees, and;
- (f) If placed on property not owned or leased by the operator of the drop-off bin, a written agreement with the owner of each premises where a bin is to be located which evidences the agreement of the owner(s) to the placement of a drop-off bin on the property. The applicant shall also provide a certificate of liability insurance in an amount not less than \$500,000 showing each owner of the premises where a bin is located as an additional insured, and;
- (g) A maintenance agreement on the form provided from the Director wherein the applicant affirms that each drop-off bin location will be monitored on a daily basis, emptied no less than twice every calendar week, except in the event of a declared weather emergency by the National Weather Service or other natural disaster, and no overflow of items from the bin shall remain on the ground for more than 24 hours after actual or constructive notice of said overflow.
- (h) The information supplied pursuant to this subsection shall be used for all notices, correspondence, or communications from the Director.
- (i) Currently operated drop-off bins do not enjoy grandfathered status and must comply with all the requirements of this Article.

#### **§167-28 BIN PLACEMENT**

- (a) Drop-off bin(s) shall be located on a hard and durable surface such as asphalt, concrete, aggregate, crushed rock and the like and all ingress and egress from each bin shall also be of a similar surface. In no event shall the placement of a drop-off bin or any means of ingress or egress be composed of sod, dirt, sand, or similar porous material. All drop-off bins shall be located on the designated premises so as not to interfere with sight triangles, on-site circulation of vehicular or pedestrian traffic, required setbacks, parking, landscaping, and all other applicable requirements imposed on the property as part of any governmental approval, including any zoning requirement;
- (b) The placement of drop-off bins shall be restricted to an area within 75 feet from any wall of the largest permanent building on the premises or against a well-lit exterior wall of such building;
- (c) A drop-off bin shall not be within a 1,000 foot radius of any other drop-off bin operated by the same licensee;
- (d) Drop-off bins shall not be larger than six feet high by six feet wide by five feet deep;
- (e) Drop-off bins shall be enclosed and operate by use of a securely locked receiving door so that the contents of the bin may not be accessed by anyone other than those persons authorized by the licensee to collect the contents;

#### **§167-29 BIN MAINTENANCE**

- (a) The drop-off bin must be regularly emptied, no less than twice every calendar week, to prevent overflow of clothing or other items that may be strewn about the premises. No overflow of items from a bin shall remain on the ground for more than 24 hours after actual or constructive notice of said overflow;

(b) Any person found illegally dumping at a drop-off bin shall be guilty of a misdemeanor pursuant to RSA 163-B:3 and will be subject to the penalties set forth in RSA 163-B:4.

(c) Any graffiti placed on the drop-off bin must be removed within 72 hours following notice of its existence. However, within the 72 hours, the owner has the option to notify the Director in writing of the owner's intent to replace the drop-off bin within five days and along with said written notice submits a photograph of the new drop-off bin.

(d) If a drop-off bin is damaged to the extent the locking mechanism or receiving door has been compromised or one of its sides has been breached, it shall be repaired, replaced or removed within five days of receipt after notice of such damage from the Director unless the Director determines the damage is such that the drop-off bin constitutes a danger to persons or property in which case it shall be made safe or removed within 24 hours of notice of said condition.

### **§167-30 VIOLATIONS**

Any violation of the provisions of this Article or any order of the Director or the Code Compliance Officer related thereto are subject to citation and the civil penalties set forth in RSA 47:17 and Ordinance §54-3.

**The effective date of these amendments shall be upon passage.**

**Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding  
Building Permit Fees**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 40 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (Additions are italicized):

**§40-15. Permits**

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(1) The following fees shall be charged for said permits, based upon the estimated cost of construction as presented to the Director of Building, Zoning, and Licensing Services upon application forms provided by him: on proposed work, the fee of nine dollars (\$9.) per one thousand dollars (\$1,000.) of estimated cost of work, or any portion thereof, with a minimum fee of ten dollars (\$10.), in addition to an application fee of ten dollars (\$10.) for each permit. *The following permits shall be a charged only the minimum permit fee of ten dollars (\$10.), in addition to an application fee of ten dollars (\$10.) for each permit.*

- (a) Fences*
- (b) Roofing (Re-shingling only)*
- (c) Siding*
- (d) Sheds under 200 square feet*

**The effective date of these amendments shall be upon passage.**

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# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chair**  
**Donna Bogan, Vice Chair**  
**Tom Abbott**  
**Jeremy Hutchinson**  
**James Gray**

<b>Meeting Date:</b>	Monday, September 9, 2019	
<b>Members Present:</b>	Tom Abbott Donna Bogan James Gray Elaine Lauterborn	<b>Members Absent:</b> Jeremy Hutchinson
<b>Guests/Staff:</b>	Julian Long, Community Development Coordinator Anthony Ejarque, Rochester Opera House	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the August 12, 2019 Community Development Committee minutes. The minutes were approved unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>ROCHESTER OPERA HOUSE – Summer Music Series</b>	<p>Councilor Lauterborn stated that there is general support on the City Council for a summer music series and that there are currently summer concerts held at the Rochester Commons. Mr. Ejarque presented a brief proposal on an indoor summer music and theater festival, to be held at the Rochester Opera House and hosted by the City of Rochester. Mr. Ejarque stated that an indoor festival would distinguish itself from neighboring communities' summer events and also be less expensive than an outdoor series.</p> <p>Councilor Lauterborn asked about existing summer shows at the Rochester Opera House. Mr. Ejarque stated that these were produced by an outside producer and not the Opera House itself. Currently the Opera House is not interested in producing summer theater for charged admission. Mr. Ejarque added that he thinks a family-friendly musical theater show would be an especially good choice.</p> <p>Councilor Lauterborn suggested that the city could start with a single show and see how it performs. Mr. Ejarque agreed that starting with a single show and growing the program from there would be a good approach. Councilor Lauterborn asked if the City of Portsmouth's summer series is run by the city or by an independent foundation. Mr. Ejarque stated that Portsmouth partners with an organization for its series and owns the land where the series is held.</p>

	<p>Councilor Bogan expressed support for the proposed summer series, as it will build on downtown renovation projects and the upcoming opening of new restaurants. Councilor Abbott asked whether there would be a way to tie together the existing or additional outdoor arts events with indoor events. Mr. Ejarque suggested that the City Hall Annex courtyard and John Shaw Park would be suitable locations for outdoor events.</p> <p>Councilor Gray asked whether the proposed summer series would be eligible for CDBG funding. Mr. Long replied that he did not think it would be eligible but could conduct further research to provide a more definitive answer. Mr. Long added that he would also be happy to look into other grant funding sources that might be a good match for the event.</p> <p>Councilor Lauterborn asked when the funding would have to be secured in order to produce the series for summer 2020. Mr. Ejarque replied that it would have to be January 2020 in order to secure royalties. Potential funding sources discussed included Rochester Rotary Club and Waste Management.</p>
<b>FY 2019 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT – Review and Approval</b>	<p>Mr. Long provided an overview of the draft Consolidated Annual Performance and Evaluation Report. All activities met or exceeded goals for FY 2019, with the exception of the Rochester Housing Authority’s Charles Street permanent supportive housing project. The RHA project was placed on indefinite hold due to lack of gap financing.</p> <p><b><i>Motion was made by Councilor Gray and seconded by Councilor Bogan to accept the draft FY 2019 Consolidated Annual Performance and Evaluation Report.</i></b> The motion passed unanimously.</p>
<b>AUGUST 2019 HUD SITE MONITORING</b>	<p>Mr. Long provided a brief overview of the HUD site visit from August. Overall HUD found that the City of Rochester was in compliance with HUD rules and regulations in most respects but that HUD had suggestions on improvements for the city’s grant applications, quarterly report forms, and other such documents. Two areas of greater concern identified were the eligibility determinations for the Rochester Community Center tennis court lights project and SOS Recovery Center.</p> <p>Mr. Long explained that he has provided to HUD a more detailed narrative justifying the eligibility analysis for the Community Center tennis court lights project. He added that he is still coordinating with SOS Recovery Center to obtain income documentation for HUD but that it might not be deemed acceptable by HUD. The FY 2019 SOS Recovery Center activity was classified as benefited “presumed low-moderate income clients” based on adults with disabilities, as all SOS Recovery Center clients are adults with substance use disorder. However, during the HUD site visit, HUD informed city staff that further substantiation of disability beyond substance use disorder diagnosis is required for this presumed client benefit classification.</p>
<b>PROGRAMS REPORT – CDBG Projects, Other Grant Projects</b>	<p>Councilor Lauterborn asked about the first round of public hearings for the FY 2020-2025 Consolidated Plan and FY 2021 Annual Action Plan drafts. Mr. Long explained that as the first public hearings take place before the draft plans are posted for public review, there is no first reading before these public hearings.</p>

	<p>Mr. Long stated he would coordinate with the City Clerk's office to schedule these hearings.</p> <p>Regarding the City of Rochester's ongoing participation in the statewide Community of Action for Lead Safety program, Mr. Long stated that the city's lead safety action team has considered partnering with New Hampshire Housing Finance Authority's statewide lead abatement program. This partnership might involve providing CDBG funds as matching funds when a property owner cannot provide the necessary matching funds for an abatement project.</p> <p>Councilor Gray asked whether the Community Action Partnership of Strafford County (CAP) would be interested in running a lead abatement program, as it already conducts home weatherization work for lower-income residents. Mr. Long replied that he has approached the organization about the possibility but that CAP doesn't seem to have the capacity to take on a lead program at this time. Councilor Abbott added that, with changing lead standards at the state and federal levels, the need for lead abatement is going to increase. Preference for revolving loan fund over grant. Councilor Abbott also expressed a preference for any lead abatement program or partnership to provide funds in the form of loans rather than grants.</p>
<b>OTHER BUSINESS</b>	There was no other business.

The meeting was adjourned at 7:59 p.m.

**Next Meeting** – Monday, December 9, 2019 at 7:00 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

**Topics** – FY 2021 Pre-Grant Presentations Discussion, Projects Program Report

**Minutes Attachment:** City of Rochester 2020 Summer Arts Festival at Rochester Opera House Proposal

**City of Rochester NH  
Presents**

**2020  
Summer Art's Festival**

**At**

**The Rochester Opera House**

**(Proposal)**

**7.24.19**

**Overview:**

The City of Rochester presents a summer season of family oriented theatre and concerts at The Rochester Opera House free to the public and geared to draw City residents and area guests to the downtown.

**Potential suggested titles:**

Shrek, Wizard of Oz, Alladin, Annie, Joseph, Bye Bye Birdie, Mamma Mia, Oklahoma

**History:**

The Rochester Opera House has a long history of presenting summer theatre. The Rochester Opera House was the home of Rochester Music Theatre from 1962-1974. After the renovation The Opera House experimented with 7 seasons of summer theatre, 4 years of assorted comedy and concerts, 2 seasons of free "Art's for All" programing and 3 years of kids camp.

**Outcome:**

The desired outcome is to draw thousands of people to the downtown and create a perception that the City is committed to creating a positive image and a family environment.

**Perception vs. Reality:**

Despite the fact that the City is committed to improving the downtown the perception that the City is indifferent prevails. Popular opinion is that the city has invested heavily in the outskirts of the community and left the downtown behind. Perception dictates that the City has invested millions on Rt. 11, Rt. 108, Washington St. and elsewhere while the downtown has dozens of vacant and boarded-up storefronts.

**Methodology:**

The City contracts with a theatre producer to present a family musical for a 5 week run. The show is free to the public with a suggested donation of \$5.00. The producer contracts with area artists and craftspeople and is responsible for all aspects of the production. If desired the City could further engage the producer to present concerts, children's shows etc.

By offering "free" admission the City levels itself with Dover and Portsmouth that also offer free summer programming. The Opera House believes that presenting ticketed (not free) events during the summer is cost prohibitive due to competing free events that discourage individuals from purchasing a ticket.

**Outdoors vs. Indoors:**

While it would be wonderful to have an outdoor venue the cost of building an outdoor venue could be prohibitive.

**Seasonal stage build-out cost example:****Stage on the Commons:**

Stage build	16,000.00
Truss for lighting/sound	8,000.00
Lighting rental	10,000.00
Sound system rental PA	22,000.00
Portable dressing room	6,000.00
Power upgrade	15,000.00
Bathrooms (rental)	3,000.00
Secure control booth	9,000.00
Fencing	2000.00
Tenting	4000.00
Parking	?
Insurance	?

Total estimated build out    \$89,000.00

The other mitigating factor is weather. Rain or the report of potential rain forces cancellation. Excessive heat and humidity also has the potential to deter patrons from attending. As reported by Seacoast Media Group, the Prescott Park Arts Festival lost nearly \$250,000.00 due to foul weather cancellations.

An in-door festival in an air-conditioned space is unique in the area and could set Rochester apart from the other communities. The Opera House has all of the technical requirements (listed above) to present a summer season without build-out expenses.

**Cost estimate:**

Show royalty	\$10,000.00
Artistic staff	\$6,000.00
Set build staff	\$4,000.00
Talent	\$20,000.00
Materials	\$10,000.00
Advertising	\$5,000.00
Operating staff	\$5,000.00
 Total estimated cost	 \$60,000.00

**Income:**

Door donation	10,000.00
Grants	?
Sponsors	?

**Support:**

This project may be eligible for CBDG support. There may be other Federal or State programs that would support this initiative. The City, through the producer may choose to engage staff to solicit private sponsors or advertisers to further support the program.

**Conclusion:**

For a fraction of the price that other communities spend on arts festivals or other civic events the City could present an engaging festival using its own venue. Public perception that the City is engaged in the community would be vastly improved. Local businesses would benefit from additional foot traffic in the community.

Finance Committee

Meeting Minutes

Meeting Information

Date: September 10, 2019

Time: 7:00 P.M.

Location: City Council Chambers

31 Wakefield Street Rochester, New Hampshire

**Committee members present:** Mayor McCarley, Deputy Mayor Varney, Councilor Walker, Councilor Gray (arrived at 7:28 PM), Councilor Lauterborn, and Councilor Keans. Councilor Torr was excused.

**City staff present:** City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan.

**Others present:** Ray Barnett, Shawn Libby (UAB Chair), Ralph Sanders (UAB), Eli Barnes (UAB), Brett Johnson (UAB) and Joe Boudreau (UAB)

Agenda & Minutes

**1. Call to Order**

Mayor McCarley called the Finance Committee Meeting to order at 7:00 PM.

**2. Public Input**

Ray Barnett, Resident, spoke to the committee in regards to the water and sewer rates. Mr. Barnett also addressed the Committee regarding tax assessment revaluations and the elderly exemption.

**3. Unfinished Business-None**

No Discussion.

**4. New Business**

**4.1 UAB Water-Sewer Rate Power point Presentation-Discussion**

Shawn Libby, Chairman on the Utility Advisory Board, introduced the board members who had contributed to the presentation: Ralph Sanders, Eli Barnes, Brett Johnson, and Joe Boudreau who presented the PowerPoint.

Deputy Finance Director Sullivan stated that he had worked with the UAB for several months and provided them with the initial projection on which the Board worked and expanded to develop their recommendations.

Mr. Boudreau presented to the Committee the suggested increase in water and sewer rates over the next three consecutive years.

Mr. Boudreau stated that the focus of the UAB had been on the City's residential users. He stated that the volume of usage has been relatively flat over the past 10 years, and revenue has only increased 20% over this time at an average of approximately 2% per year. Mr. Boudreau discussed the increase in new service connections and reported that this does not correlate to an impact in overall volume due in part to water efficient fixtures and appliances.

Mr. Boudreau presented data showing the increase in expenses over the past decade which has surpassed revenues, while residential volumes remained flat. The UAB developed several potential scenarios for both water and sewer usage in the City and the potential implications each of these scenarios may have on revenue and expenses with the proposed increase in rates. The financial forecast over the next three fiscal years was given for each of these scenarios. Mr. Boudreau also described the issuance of bonds from the water and sewer funds and the implications this has on debt service.

Mr. Boudreau showed the potential rate increases per user based on the average consumption under the suggested scenario and presented considerations and recommendations. It was suggested the increases be enacted on an annual basis, potentially running from February to February. The rate increase for the water was suggested at 7% a year for 3 consecutive years. The rate increase for sewer was suggested at 10% the first year, and then 7% for the remaining two years.

Mayor McCarley asked what the implications of the suggested increases would be for commercial users and high volume users in the City. Mr. Boudreau answered that the UAB considered that the average resident has no way to offset the cost of an increase, but for commercial users there are more options such as passing on costs. Deputy Finance Director Sullivan stated that although the UAB sourced residential user data to develop their analysis because it is the largest percentage of users, the new rates would affect both residential and commercial users.

Councilor Varney inquired if there were any sources of revenue which the City generates which could be used to offset some of the debt service costs. City Manager Cox stated there was no revenue which he was aware of which could be used to offset the costs.

There was a discussion regarding what percentage of the rate was debt service and what is O&M and how bond issues would effect this percentage.

The Committee discussed the implications of increasing the rate by a lesser percentage than suggested by the UAB or not increasing rates at all. It was also discussed how the data presented could be affected if the economy entered into a recession.

**The water and sewer rate increases as suggested by the UAB are being held in committee for future discussion as a regular agenda item. Mayor McCarley indicated it would be presented to full council for discussion at Workshop in November or December.**

Councilor Lauterborn requested more information on the impact these rate increases could have on high volume users which may impact their decision to remain in the City of Rochester.

## **5. Reports from Finance & Administration**

### **5.1 Monthly Financial Report Summaries August 31, 2019**

#### **5.1 (a) August 31, 2019 Revenues**



### **5.1 (b) August 31, 2019 Expenses**

Councilor Varney asked for an update on the City's new phone system. City Manager Cox responded that the new phone system has been installed and is currently in use while a few remaining adjustments are being made by the IT Department. Councilor Varney requested that an update come to the Finance Committee on the Dispatch Center renovation project.

### **6. Other**

No Discussion

### **7. Adjournment**

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee Meeting at 7:45 PM. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

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City Clerk's Office

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Public Safety Committee  
Council Chambers  
September 18, 2019  
7:00 PM

**MEMBERS PRESENT**

Councilor David Walker  
Councilor Robert Gates  
Councilor Geoffrey Hamann  
Councilor Peter Lachapelle  
Councilor Jeremy Hutchinson

**OTHERS PRESENT**

Michael Bezanson, PE, City Engineer  
Dan Camara, GIS Asset Mgmt. Technician  
Gary Boudreau, Deputy Police Chief  
Tim Wilder, Assistant Chief FD

Minutes

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

1. Public Input

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

2. Speeding Concerns from Whitehall Road to Tara Estates on Salmon Falls Rd.

Councilor Walker summarized the issue. Deputy Chief Boudreau said that there are no updates because there was an issue with the speed trailer. He stated that it was going to originally be placed near the crosswalk near Frisbie Hospital, then would be moved closer to Salmon Falls Road. This was kept in committee until next month, and Deputy Chief Boudreau will update the committee.

3. Dead End/No Outlet Signage Request-Sonata Court

Councilor Walker summarized the issue. Councilor Walker said that a 'no outlet' sign is used where there is a network of roads from which there is no other exit. A "dead end" sign would be appropriate for Sonata Court since it terminates in a dead end. ***Councilor Lachapelle made a motion to install a "dead end" sign at the entrance to Sonata Court. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

4. Old Dover/Tebbetts Intersection-Road Safety Audit Update

Councilor Walker summarized the issue. Mr. Bezanson said last week they held a Road Safety Audit meeting for the Old Dover Road/Tebbetts Road intersection. There were about a dozen people who attended including City staff, Councilor Lauterborn, a representative from SRPC, DOT and their consultant. DOT and their consultant ran the meeting. The people present at the meeting went over the history of safety issues and improvements at the intersection, perceived problems, conducted on a site walk and reconvened to review noted issues and potential solutions, including short term improvements, such as re-painting a stop bar and improving signage, and long term improvements, such as discussing relocation of utility poles with utility companies for line of sight, and maybe installing a 4-way stop in the area or a compact roundabout. Mr. Bezanson said that during the meeting a PowerPoint presentation was used for discussion and taking notes; DPW intends to put this presentation on its web page. DOT said that there are highway safety funds available. Deputy Chief Boudreau said he attended this meeting and on his way home there was an accident with minor injury: one vehicle coming from the Somersworth area made a left turn onto Tebbetts Road and was hit by a vehicle heading southbound on Old Dover Road towards Somersworth. Mr. Bezanson said the final report could take 16 weeks to complete.

5. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said the biggest news he has is the street name changes: in East Rochester, Main Street will change to Autumn Street and Portland Street, and in Gonic, Main Street will change to Pickering Road - this will happen on Monday, September 23, 2019. Councilor Lachapelle asked about the little Street off from Pickering Road in Gonic. Assistant Fire Chief Wilder said that street name will change to Electric Avenue on Monday, September 23, 2019, as well.

6. Emergency Management Update

Councilor Walker summarized the issue. Assistant Fire Chief Wilder said the trailer should be delivered next week; and, that they will initially store it at Station 2 in Gonic. Once the new DPW facility is completed, they will discuss with DPW options for storing it at the new facility.

7. Seasonal Cold Weather Shelter

Councilor Walker summarized the issue. Councilor Hutchinson said that he didn't have an update, but on a side note the new Fidelity Committee met for the first time; the 3 mayors are meeting with the county commissioners and are working on their own plan. Councilor Lachapelle said they could ask the Mayor for an update.

8. Other

Corner of Church Street and Demeritt Street-Gonic

Councilor Lachapelle said a couple of residents were concerned regarding the line of sight at the corner of Church Street and Demeritt Street. It is hard to see beyond vehicles parked near the fire hydrant on Church Street when the vehicles are making a left turn from Demeritt onto Church. Deputy Chief Boudreau said that a vehicle cannot park within 15 feet of a fire hydrant in either direction nor within 30 feet upon the approach to a stop sign. ***Councilor Lachapelle made a motion to paint cross-hatch markings for no parking withing 15 feet of the fire hydrant on Church Street near Demeritt Street. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

Autistic Child Sign-Salmon Falls Road

Mr. Bezanson said he did some research on the "Autistic Child" sign that was requested for Salmon Falls Road. "Autistic Child" is not a recognized sign with the Federal Highway Administration (FHWA). Some jurisdictions have put them up, but those jurisdictions have put in place certain requirements that need to be met. He said that requirements have included the need for a statement from the child's doctor as to the extent of the disability; and, parents would need to notify the jurisdiction when the child becomes a certain age or moves away. Councilor Walker asked if they were any other options. Mr. Bezanson stated that "Autistic Child" signs fall into the same category as "children at play" signs; they are not recognized by the FHWA. The MUTCD states that "the purpose of an advance warning sign is to provide advance warning to the road user of unexpected conditions on or adjacent to the roadway that might not readily be apparent". Mr. Bezanson said it wasn't against the law to install these signs, but studies have shown these type of signs to be ineffective. Councilor Walker said that there is not much that can be done.

Request of information from NH Northcoast Railroad

Deputy Chief Boudreau said that the Police Department had a request from NH Northcoast Railroad's attorney to get data regarding the Haven Hill Road trestle bridge. They are applying for federal grant funds to try to raise the height of the tracks to allow for more clearance underneath. Deputy Chief Boudreau said that he is not sure if they reached out to DPW yet as they are trying to get support.

Councilor Lachapelle made a motion to adjourn the meeting at 7:19 PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

**Public Works and Buildings Committee**  
**Meeting Minutes**  
**September 19, 2019 7PM**  
**Council Chambers**

**MEMBERS PRESENT**

Councilor Ralph Torr, Chairman  
Councilor Ray Varney- Vice Chairman  
Councilor David Walker  
Councilor Geoffrey Hamann

**MEMBERS ABSENT**

Councilor Sandy Keans

**OTHERS PRESENT**

Blaine M. Cox, City Manager  
Peter C. Nourse PE, Director of City Service  
Daniel Camara, GIS / Asset Management

**MINUTES**

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

1. **Approve minutes from the August 15, 2019 Public Works & Building Meeting.**

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

*Councilor Walker made a motion to accept minutes as presented for the August 15, 2019 Public Works & Building Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.*

2. **Public Input - None**

3. **Hanson Pines Basketball Court Lighting**

Mr. Nourse stated that Councilor Varney had noted a facebook post with an automobile up on the basketball court at nighttime with its lights on to light up the court. Mr. Nourse stated there was also discussion about putting lights up on the court to allow for it's use after dark. Councilor Torr noted that the courts are in constant use and lighting them would seem like a good idea. Councilor Varney stated that the neighbors have concern about how late they courts would be open due to lighting and noise in the area. He suggested using a timer with a nighttime ending timer. It was suggested that the project be added to the FY2021 CIP. Councilor Varney asked why there is not a fence or barrier that would prohibit cars from driving on the recently refinished courts. Mr. Nourse stated that the project scope only had fencing on the 3 sides that were vulnerable to ATV's and snow mobiles. Councilor Hamann suggested a wood guardrail. Mr. Cox summarized that the Recreation Department and the DPW Department would work together to determine the scope and budget for the FY2021 Project of lighting the basketball court.

4. **Hanson Pines and the Common Playground Equipment Replacement Projects**

Mr. Nourse stated that the projects were moved from 2021 & 2022 CIP Budgets into this year's 2020 budget and staff has determined the scope and started the Request For Proposal (RFP) process. He stated that the RFP is scheduled to open on October 4 and staff is hoping to get the playgrounds completed by winter. He stated that the proposals were laid out giving the total budget available and vendors should propose what the City can get for that budget. He stated that they are like to bid themed and unthemed structures and that the structures would be multiple for ages 2-5 and then 6-12. The swings will accommodate all ages and also include ADA compliant swings. Mr Nourse stated that the ground will be a rubberized mat system that will be washable as needed with hoses. Mr. Nourse stated that the RFP's would be reviewed in house with the Recreation Departments and then brought to the committee for consideration and approval. Councilor Varney asked about the disposition of the old equipment. Mr. Nourse stated that these structures are in concrete and will be pulled and removed from the ground. He stated that they would no longer be salvageable

5. **Granite State Business Park Water Main Extension**

Mr. Nourse stated the easements from the railroad company and Albany Composites have been completed and the project is set to move forward. He stated that construction will begin in October and continue into next season.

6. **Tebbetts Road Intersection Road Safety Audit**

Mr. Nourse stated that this road safety audit meeting was held on September 12 and a fifteen-member panel had convened. He stated there were engineering consultants, NHDOT representative, City Staff and City Councilor Laurterborn was in attendance. Mr. Nourse relayed some traffic safety data that had occurred in the past 13 years and he stated that a report should be issued by years end. The report will make a determination on possible improvements for safety and may review potential options including a four way stop or even a roundabout. Whatever is selected must meet the following criteria: make the intersection safer, not adversely impact traffic flow and be economically practicable.

7. **Governors Advisory Council on Intermodal Transportation**

Mr. Nourse stated that there will be a public input meeting for the State of NH District 2 Ten Year Transportation Improvement Plan. He stated that the meeting is scheduled for October 2, 2019 at 6pm at the Frisbie Conference Center. Mr. Nourse stated that the public is invited to give input and if he is given the opportunity to speak he will discuss the traffic congestion issues on Route 11. He stated that he believes this to be the most problematic area in the City. He informed the Committee that there is a project in this 10 year plan that is for improvements to the Rt. 125 intersections between Old Dover Road and Charles Street. He stated that if this project is approved the engineering would commence in 2026 and construction would be in 2030. Mr. Nourse stated that staff had requested a widening project for the bridge on Rt125 near Brock Street, but it had scored



too low in the process and did not make this cycle of the plan. He said he would try to bring it in at a later date. Councilor Varney asked if the plan discussed included the Lowell Street intersection. Mr. Nourse stated that it is not in this plan for consideration it is in the currently approved Ten Year Plan. He stated that he is aware and he agrees with the Councilors that this is not a priority or a problem intersection. He stated that he is hoping to convince the NHDOT to substitute the Rt 11 corridor for that project.

#### 8. **Paving Projects**

Mr. Nourse revisited the PCI-generated paving program for FY20 at the budgeted \$900K. stated that the department has run the Pavement Conditions Index (PCI) program with the budgeted \$900,000. At this funding level the PCI program recommended work on the following:

Chapman, Johnathan, Huckins, Columbus Ave from Lowell to Knight, Cross Rd from Milton Road to Stacy Drive, Salmon Falls from Stonewall to Eagle (mill and overlay), Dartmouth, Edgewood, Nature, Sunset and Jeremiah Lane. Mr. Nourse noted that at only \$900K, the neighborhood of Dartmouth, Edgewood, Nature and Sunset would be difficult to address. Mr. Nourse stated that revenue to the City is looking to be more than projected due to motor vehicle registration fees and Waste Management host fees. Together with about \$146,000 of project balance deauthorizations, Mr. Nourse was hopeful that the FY20 paving budget could be increased above \$900K to more historical levels of \$1M or more. Mr. Nourse stated that staff ran the PCI again using \$1.5 Million. The list of roads was similar to the \$900K run, but the work on Salmon Falls Road increased to twice the length of work and included full reclaim and pave vs. just mill and overlay. He stated that Salmon Fall Road needs the work and that DPW crews are applying temporary hot mix patches. He stated it is the longest road in the City and staff hears the most amount of complaints from the residents about the condition of the road. The Committee discussed appropriating additional funds to for paving and working on Salmon Falls Road all the way to the Somersworth border. Councilor Varney asked when we would have an audited number for some surplus funds that are expected. Mr. Cox stated not until later in the year. Councilor Walker suggested the Finance Committee look into an additional appropriation for overall FY20 paving using the WM, Frisbie and School Surplus Funds. Mr. Cox stated that he made a note of that for the Finance Committee to discuss.

#### 9. **OTHER**

**Leak Detection Survey** – Mr Nourse stated that the leak detection survey work that was funded by NHDES Grant has been completed. He stated that 29 miles or approximately 20% of our water infrastructure from the 1930s to 1960s was surveyed for leaks and only two leaks were found, one was on a service and the other was on a hydrant. Mr. Nourse stated that some of the oldest sections of pipe were looked at by an independent leak consulting firm and that minimal leaks were detected. Mr. Nourse stated that staff has completed another grant application, and he is hopeful for grant funding next year as

well.

**Ten Pines Surety / Sidewalk** – Mr. Nourse stated that he is expecting Planning to put in the agenda bill for the surety transfer to capital funds. He stated that he believes that there is \$50,000 in surety funds to be set aside for sidewalks in this area. Mr. Nourse stated that NHDOT has submitted an invoice for approximately \$14,000 for the section that they installed from the Turnpike project to Ten Pines and he believes that the Planning Board would like the DPW to use the remaining \$36,000 for an extension of the sidewalk to plug the gap along the frontage of the Globe Plaza on N. Main St. Councilor Walker confirmed that this understanding is correct.

**Strafford Square** - Mr. Nourse stated that the appraisals of the 7 complicated parcels within the project would be starting next week. He reminded the Committee that there are 31 abutting parcels subject to the Right of Way process and abutter approval, but only 7 that required appraisal impacts and compensation. He stated that staff is working to get these completed so that we do not have to adjust plans to avoid the areas.

**Surety Updates to Planning Board** – Mr. Nourse stated that the Department will be presenting the surety updates to the planning board in October. He stated that the spring update was missed but he wanted to assure the board that this will be done next month.

**Osborne Street** – Councilor Walker asked if the areas around the drainage structures on Osborne Street could be shaved or milled down so that they function better. Mr. Nourse stated that he would have that done.

**North Street** – Councilor Walker asked about the cost for lowering the center of the road. Mr. Nourse stated that it is \$88,000. Councilor Varney asked if there was funding for this work. Mr. Nourse stated there was not. Councilor Walker suggested it as a standalone project for FY2021.

**Biosolids / Carbon Storage Project** – Councilor Varney asked for a status update. Mr. Nourse stated that the project had been awarded and they would be having a preconstruction meeting soon. He stated that he would update the Committee next month on this.

***Councilor Walker made a motion to adjourn at 7:44 pm. Councilor Haman seconded the motion. The motion passed unanimously.***

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

**Resolution Accepting**  
**NH Department of Environmental Services (NHDES) Grant,**  
**in Connection with 2020 Household Hazardous Waste Day**  
**and Authoring City Manager to Enter Into a**  
**Contract with NHDES not to exceed \$14,000**

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

That a NHDES Grant, in the amount not to exceed Fourteen Thousand Dollars (\$14,000.00) to the City of Rochester, for the purpose of hosting hazard mitigation, is hereby accepted by the City of Rochester and, when received, such grant funds shall be assigned to account number 13010057-533007 previously approved by the Council in the 2020 operating budget of the City of Rochester.

Additionally, the City Manager of the City of Rochester, be, and hereby is authorized to enter into a contract with the NHDES with respect to such grant and the conduct of the aforementioned 2020 Household Hazardous Waste Day.

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.

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09/26/2019

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

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

# FINANCE COMMITTEE

## Agenda Item

09/26/2019

**Agenda Item Name:** General Ordinances- Administrative Code Chapter 7-40- Purchasing

**Date Submitted:** 8/6/19

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

**E-mail Address:** mark.sullivan@rochesternh.net

**Meeting Date Requested:** Aug 13, 2019

**Issue Summary Statement:** Continued discussion on review of the threshold amounts in the Purchasing Procedures, ordinance 7-40 from July 9-2019 Finance Committee meeting. Attached is the Administrative Code Chapter 7-Purchasing Procedures 7-40, and a draft mark up of suggested edits. Understanding from 7-9-19 meeting is as follows;

\$1,000 threshold can be increased to \$5,000

\$5,001 to \$15,000 require a minimum of three written vendor quotes, no verbal.

\$15,001 or greater requires competitive sealed bid process, substitution of approved vendor lists, State of NH and State of MA bid lists, and any other approved purchasing group may be allowed.

**Additional Follow-Up from 7-9-19:**

**What does School Department use for thresholds ?** School Department utilizes the same purchasing thresholds as City, and competitive sealed bid at \$10,000 or above.

**How do we guard against employee-vendor relationships and collusion ?** The annual audit requires any employee to disclose any vendor relationship in which the employee receives a direct benefit. This is called the Related Third Party Transaction disclosure. Failure to disclose this relationship, as well as any other act of vendor collusion, if discovered to exist, are subject to ethics review and other potential disciplinary actions.

**Recommended Action:** Recommendation to endorse, refer to Codes & Ordinances.

## §7-38 Legal basis.

The provisions of this article governing purchasing procedures to be used by the City of Rochester are incorporated with the Administrative Code in accordance with the requirements of Section 27 of the Rochester City Charter.

## § 7-39 Purchase orders required.

Purchase orders authorized by the proper authority shall be used in all instances.

## § 7-40 Purchasing procedures.

[Amended 9-4-2007; 10-15-2013]

A. All purchases shall have electronic approval, and said sums for each category below shall not be exceeded for any one item, or combination of items to be purchased from any single vendor. Approval levels are noted for each category.

~~A.B. All~~ All Purchases ~~under one up to five thousand dollars one dollar (\$1,001.) (\$5,000)~~ shall have the electronic approval of the Department Head and Purchasing Department. ~~with the limitation that said sum shall not be exceeded for any one item or combination of items to be purchased from any single vendor.~~

~~B.C.~~ All purchases ~~one five thousand and one dollars (\$1,000.) (\$5,001)~~ up to fifteen ~~than ten thousand one dollars (\$15,000) (\$10,001.)~~ shall have a minimum of three (3) quotations comparable for the same product or service quotes. The three quotations -must be written vendor responses, no verbal quotations allowed. The quotation, or notes, must be attached to the requisition request. Approval is required by Department Head, Purchasing Department, Finance Director, or Deputy Finance Director, before conversion to purchase order.

~~If three quotes are not available then an exception may be made with the approval of the City Manager, or his/her designee, clearly documenting the reason for the exception in the electronic requisition document. The maximum of ten thousand dollars (\$10,000.) shall not be exceeded for any one item or combination of items to be purchased from any single vendor.~~

~~C.D.~~ All purchases fifteen thousand and one dollars (\$15,001) or greater require competitive sealed bid process. Utilization of approved vendor lists, or other approved bid lists may be substituted for the sealed bid process with approval of City Manager, or designee. Approval is required by the Department Head, Purchasing Department, Finance Director, or Deputy Finance Director, and City Manager. Bid results/quotation notes must be attached to requisition request.

E. Exceptions to the above may be allowed for the following, provided its determined to be in the best overall interest of the City; Approval required by City Manager, or designee.

1 Professional service contracts

2. Sole Source Vendors.

3 .Computers, complex Information Technology (IT) equipment, and software.



5. Emergency situations which create immediate risk to City.

~~D. All individual item purchases or contracts over ten thousand dollars (\$10,000.) shall require a competitive sealed bid process and approval of the department head, Finance Director and the City Manager. Exceptions for purchases over ten thousand dollars (\$10,000.) may be allowed at the discretion of the City Manager for professional service contracts, computer software/hardware, passenger vehicles/one-ton vehicles or smaller, or other items where comparative pricing instead of a sealed bid process may be in the best overall interest of the City. The City Council shall be formally notified whenever an exception to the sealed bid process occurs.~~

**§ 7-41 Sale of tax-deeded property.**

[Amended 2-1-2005]

- A. In accordance with the provisions of RSA 80:42 and/or 80:80, the City Manager is hereby indefinitely, and until such time as this section is repealed, authorized to transfer tax liens upon real property acquired by the City at a Tax Collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes; provided, however, that a public auction and/or advertised sealed bid sale is held, and the results of said public auction and/or sealed bid sale are confirmed by a majority vote of the City Council. In conducting such public auction and/or sealed bid sale, the City Manager may establish a minimum amount for which the property is to be sold and the terms and conditions of sale.
- B. The City Manager, by ordinance, may be authorized to dispose of tax liens or tax-deeded property in a manner otherwise than provided in this section, as justice may require.
- C. Upon the affirmative two-thirds vote of the Rochester City Council, the City Manager may be authorized to transfer tax liens upon real property acquired by the City at a Tax Collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes without conducting a public auction and/or advertised sealed bid sale, subject to such terms and conditions as the City Council shall establish.
- D. For purposes of this section, the authority to dispose of the property "as justice may require" shall include the power of the City Manager to transfer the tax lien(s) and/or convey the property to a former owner, or to a third party for benefit of a former owner, upon such reasonable terms as may be agreed to in writing, including the authority of the City to retain a mortgage interest in the property, or to reimpose its tax lien, contingent upon an agreed payment schedule, which need not necessarily reflect any prior redemption amount. Any such agreement shall be recorded in the Registry of Deeds. This subsection shall not be construed to obligate the City to make any such conveyance or agreement.

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# FINANCE COMMITTEE

## Agenda Item

09/26/2019

**Agenda Item Name:** Administrative Code 7-62 Undesignated Fund Balance

**Date Submitted:** 8/6/19

**Name of Person Submitting Item:** Roland Connors-Deputy Finance Director

**E-mail Address:** roland.connors@rochesternh.net

**Meeting Date Requested:** August 13, 2019

**Issue Summary Statement:** Review of Administrative Code 7-62 Undesignated Fund Balance at the April 9, 2019 Finance Committee meeting requested some additional updates. The changes were referencing the Ordinance in the Policy, and added language in regarding non-recurring requiring 2/3'rds Council vote.

**Recommended Action:** Review/Discussion/Acceptance referral recommendation to Codes & Ordinances Committee.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 7-62 ~~Undesignated~~ General Fund unassigned fund balance.

- A. Purpose. The Rochester City Council recognizes that the establishment and maintenance of fiscal responsibility and the promotion of property tax stabilization are goals which promote the public health, safety and welfare of the City of Rochester and its inhabitants. Therefore, it is the purpose of the Rochester City Council in adopting this section to establish a mechanism whereby the fiscal integrity of the City is strengthened and maintained, and the long-term stability of the City's property tax rate is promoted, through the establishment of a systemic and disciplined process for the prudent and planned utilization of revenues. In adopting this section, the Rochester City Council recognized that it is prudent financial practice for municipalities such as Rochester to establish and maintain ~~an~~ undesignated a minimum General Fund Unassigned fund balance (as hereinafter more particularly defined) of between 58% and 1017% of their respective total general General fund ~~Fund~~ appropriations expenditures. General Fund expenditures include City, County, and School collectively.
- B. Minimum ~~undesignated~~ General Fund unassigned fund balance requirement. The ~~C~~ general F ~~Fund~~ Unassigned F fund balance of the City, at the end of any fiscal year, as established and reported to the State of NH on Form MS-535 "Financial Report of the Budget" and confirmed within the notes of the City's annual in accordance with generally accepted accounting principles (GAAP), including any and all balances derived from accounts and/or operations taken into account in the "general fund" column of the City's annual audit, and excluding any and all reserves, and any dedicated fund balances of the general fund audited financial statements, shall for the purposes of this section be designated as the "~~undesignated~~ Unassigned fund balance" of the ~~g~~ General F ~~Fund~~ of the City of Rochester, and shall be referred to throughout this section as the "~~undesignated~~ Unassigned fund balance." The ~~undesignated~~ unassigned fund balance for any fiscal year shall be maintained at a minimum level of between not less than 5% and 17% of the actual total gGeneral Ffund ~~appropriations expenditures~~ for the City for that fiscal year.
- C. Use of ~~undesignated~~ General Fund Unassigned fund balance – Non-Recurring. In any subsequent fiscal year, the City Council may, upon adoption of a written resolution, by a two-thirds majority vote, after notice and public hearing, utilize the excess of the actual ~~Unassigned F~~ Unassigned F fund balance of the ~~G~~ general F ~~Fund~~ (as determined by the annual audit of the City) over the prescribed ~~undesignated~~ unassigned fund balance level established in Subsection **B** of this section from the prior fiscal year for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature.
- D. ~~Emergency appropriations-~~ Use of General Fund undesignated Unassigned Ffund Bb balance – Recurring. At any time in a budget year, the City Council may, upon adoption of a written resolution, by ~~majority~~ a two-thirds majority vote, after notice and public hearing, make ~~emergency~~ appropriations from the ~~G~~ general F ~~Fund~~ Unassigned Ffund balance of the City of Rochester to meet an essential need for public expenditure. If such ~~emergency~~ appropriation reduces the ~~undesignated~~ unassigned fund balance to a level below the minimum prescribed by Subsection **B** of this section, the resolution authorizing such appropriation shall include a plan to restore the ~~undesignated~~ Unassigned F ~~Fund~~ Bb balance to the minimum level established in Subsection **B** of this section within a period not to exceed 2 years.

\*This section supplements and supersedes the provisions promulgated under the City of Rochester Fund Balance Policy

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**CITY of ROCHESTER**  
**New Hampshire**  
**Proposed FUND BALANCE POLICY**

ADOPTED BY ROCHESTER  
CITY COUNCIL in SEPTEMBER 2014

## Purpose and Scope

The following policy has been adopted by the City of Rochester, New Hampshire. This policy is intended to ensure that the City maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for the daily financial needs,
- Secure and maintain investment grade bond ratings,
- Offset significant economic downturns or revenue shortfalls, and
- Provide funds for the unforeseen expenditures related to emergencies.

This policy supplements the provisions promulgated under and it is superseded by the City's General Ordinances regarding the City's fund balance and reserve policies. Specifically, Chapter 7-62.

## Definitions

*Fund type definitions:* The following definitions will be used in reporting activity in governmental funds across the City. The City may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

- **General Fund** is used to account for all financial resources not accounted for and reported in another fund.
- **Special Revenue Funds** are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
- **Enterprise Funds** are used to account for the City's business type activities where goods and/or services are provided to the general public and a user fee is charged.
- **Capital Projects Funds** are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.
- **Permanent Funds** are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's purposes.

*Fund balance reporting in governmental funds.* Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

<b>Non-spendable</b>	<i>Not available for appropriation.</i> Not available for spending either now or in the future because they are legally or contractually required to be maintained intact.	
<b>Restricted</b>	<i>Available for spending for a specific purpose.</i> Constraints on spending that are legally enforceable as stipulated in the Charter, by outside parties or enabling legislation.	
<b>Unrestricted</b>	<b>Committed</b>	<i>Not available for appropriation.</i> Constraints on spending that the City has imposed upon itself by the highest level formal action. Majority vote is required to approve a commitment however two thirds vote is required to remove a commitment.
	<b>Assigned</b>	<i>Available for appropriation.</i> Resources intended for spending for a specific purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the Council.
	<b>Unassigned</b>	<i>Available for appropriation.</i> Residual amounts not contained in any other classification. Reported in the general fund only.

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**Operational Guidelines**


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The following guidelines address the classification and use of fund balance in governmental funds:

**Classifying Fund Balance Amounts**

Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

**Encumbrance Reporting**

Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in Governmental Accounting Standards Board (GASB) Statement No. 54.

**Prioritization of Fund Balance Use**

When expenditure is incurred for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the City to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the City that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

**General Fund Unassigned Fund Balance**

**Purpose.** The Rochester City Council recognizes that the establishment and maintenance of fiscal responsibility and the promotion of property tax stabilization are goals which promote the public health, safety and welfare of the City of Rochester and its inhabitants. Therefore, it is the purpose of the Rochester City Council in adopting this section to establish a mechanism whereby the fiscal integrity of the City is strengthened and maintained, and the long-term stability of the City's property tax rate is promoted, through the establishment of a systemic and disciplined process for the prudent and planned utilization of revenues. In adopting this section, the Rochester City Council recognized that it is prudent financial practice for municipalities such as Rochester to establish and maintain a minimum General Fund unassigned fund balance (as hereinafter more particularly defined) of between 8% and 17% of total General Fund expenditures. General Fund expenditures include City, County, and School collectively.

This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

**Minimum General Fund unassigned fund balance requirement.**

The General Fund unassigned fund balance of the City, at the end of any fiscal year, as established and reported to the State of NH on form MS-535 "Financial Report of the Budget" and confirmed within the notes of the City's annual audited financial statements, shall for the purposes of this section be designated as the "unassigned fund balance" of the General Fund of the City of Rochester, and is referred to throughout section 7-62 of the City ordinance as the "unassigned fund balance." The unassigned fund balance for any fiscal year shall be maintained at a minimum level of between 8% and 17% of total General Fund expenditures for the City for that fiscal year.

**Use of General Fund unassigned fund balance – Non-Recurring.**

In any subsequent fiscal year, the City Council may, upon adoption of a written resolution, by a two-thirds majority vote, after notice and public hearing, utilize the excess of the actual unassigned fund balance of the General Fund (as determined by the annual audit of the City) over the prescribed unassigned fund balance level established in Subsection **B** of section 7-62 of the City ordinance from the prior fiscal year for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature.

**Use of General Fund unassigned fund balance - Recurring.**

At any time in a budget year, the City Council may, upon adoption of a written resolution, by a two-thirds majority vote, after notice and public hearing, make appropriations from the General Fund unassigned fund balance of the City of Rochester to meet an essential need for public expenditure. If such appropriation reduces the unassigned fund balance to a level below the minimum prescribed by Subsection **B** of section 7-62 of the City ordinance, the resolution authorizing such appropriation shall include a plan to restore the unassigned fund balance to the minimum level established in Subsection **B** of section 7-62 of the City ordinance within a period not to exceed 2 years.

**Implementation and review**

Upon adoption of this policy the Rochester City Council authorizes the City Manager to establish any standards and procedures which may be necessary for its implementation. The City Manager shall review this policy and provide a report of any recommendations for changes to the Rochester City Council at the following times:

- At least bi-annually
- If there is a change by GASB concerning fund balance reporting
- If there is a reasonable probability that the General Fund unassigned fund balance is expected to exceed 17 percent in the current or next budget cycle

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City Clerk's Office

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**Amendment to Chapter 275 of the General Ordinances of the City of Rochester the  
Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (~~65~~) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

(~~65~~) Downtown Commercial District. Within the Downtown Commercial (DC) District, multifamily is allowed with the following restrictions:

~~(a) Multifamily units are prohibited on the ground floor and only permitted non-residential uses within the Downtown Commercial District shall be located on the ground floor. However, parking shall be allowed on the ground floor except for parcels fronting any of the following streets:~~

- ~~i. Union Street~~
- ~~ii. North Main Street South of North Main Street Bridge~~
- ~~iii. South Main Street~~
- ~~iv. Wakefield Street south of Columbus Avenue~~
- ~~v. Hanson Street~~
- ~~vi. Museum Way~~

~~(ab) Ancillary ground floor multifamily use, such as entryways, lobbies, utility areas, and similar functional spaces shall be minimized to the extent practical. Remaining Gground floor space within the first 50 feet of building depth shall be reserved for non-residential uses, as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code, for parcels fronting any of the following streets (Applicants may apply to the Planning Board for a Conditional Use Permit to locate these uses between 30 feet and 50 feet):~~

- ~~i. Union Street~~
- ~~ii. North Main Street south of North Main Street Bridge~~
- ~~iii. South Main Street~~
- ~~iv. Wakefield Street south of Columbus Avenue~~
- ~~v. Hanson Street~~
- ~~vi. Museum Way~~
- ~~vii. Columbus Avenue North of South Main Street and South of Summer Street.~~

**These amendments shall take effect upon passage**

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City Clerk's Office

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**Resolution Deauthorizing \$146, 217.16 related to various projects funded from the  
Department of Public Works Capital Improvement Plan Project Funds**

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

That One Hundred Forty Six Thousand Two Hundred Seventeen and 16/100 Dollars (\$146,217.16) of previously appropriated funds is deauthorized from various completed, cancelled, or postponed projects in accordance with Exhibit A.

Still further, the amount of One Hundred Forty Six Thousand Two Hundred Seventeen and 16/100 Dollars (\$146,217.16) shall be returned to the General Fund Unassigned fund balance.

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

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City Clerk's Office

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09/26/2019

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

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## CIP FUND 1501 PROJECTS READY FOR DE-AUTHORIZATION

Account Number	Project Name	Revised Budget	Expended	Deauthorize			Total De-authorization	To Be Bonded	Comment
				Cash	Bond	Grant/other			
15011090-772000-18515	Tennis Court	\$ 46,400.00	\$ 6,533.00	\$ 39,867.00			\$ 39,867.00		Project Completed
15011090-771000-19511	Hanson Pines Courts	\$ 75,000.00	\$ 28,892.00	\$ 46,105.00			\$ 46,105.00		Project Completed
15011090772000-16551	Community Center Alarm Panel	\$ 20,000.00	\$ 18,800.00	\$ 1,200.00			\$ 1,200.00		Project Completed
15011090-772000-19507	Library Carpet	\$ 30,000.00	\$ 18,733.02	\$ 11,266.98			\$ 11,266.98		Project Completed
15013010-772000-19512	Police Station Range	\$ 35,000.00	\$ 10,637.82	\$ 24,362.18			\$ 24,362.18		Project Completed
15011090-773150-19505	Vehicle & Equip	\$ 72,000.00	\$ 48,584.00	\$ 23,416.00			\$ 23,416.00		Project Completed
				\$			\$ -		
				\$ 146,217.16	\$ -	\$ -	\$ 146,217.16	\$ -	

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City Clerk's Office

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**Resolution Deauthorizing \$613.24 in funding related to the 2019 Victims of Crimes Act Grant**

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

That the amount of Six Hundred Thirteen and 24/100 Dollars (\$613.24) appropriated as part of the 2019 Victim of Crimes Act (VOCA) Grant is hereby deauthorized. Four Hundred Ninety and 62/100 Dollars (\$490.62) of the deauthorization is grant reimbursement which will not be sought from the New Hampshire Department of Justice. One Hundred Twenty-Two and 62/100 Dollars (\$122.62) of the deauthorization is derived from the City's required local match and shall be returned to the General Fund Unassigned Fund Balance.

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

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City Clerk's Office

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09/26/2019

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

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

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

Fund (select):

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

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

**Appropriation**

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

**Revenue**

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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**Resolution Authorizing Acceptance of \$10,000.00 as a Voluntary Contribution and Supplemental Appropriation for Old Dover Road Area Sidewalk Installation**

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

That the amount of Ten Thousand Dollars (\$10,000.00) is hereby accepted as a voluntary contribution from New Style Homes, Inc. related to the approval of its subdivision at 156 Old Dover Road.

Further, the entire amount of the voluntary contribution is hereby appropriated to the FY20 CIP Old Dover Road Area Sidewalks multi-year account.

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

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City Clerk's Office

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09/26/2019

## 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

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		
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	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**Resolution Authorizing Transfer of \$50,000.00 from the Project Performance Cash Account to the Sidewalk Rehabilitation Multi-Year Account and Payment to New Hampshire Department of Transportation**

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

That the amount of Fifty Thousand Dollars (\$50,000.00) is hereby transferred from the Project Performance Cash Account to the Sidewalk Rehabilitation Multi-Year account and that Thirteen Thousand Nine Hundred Sixty Six and 16/100 Dollars (\$13,966.16) of said amount shall be paid to the New Hampshire Department of Transportation to pay costs associated with sidewalks built on Ten Rod Road as part of the so-called Aloe Pines elderly housing development.

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

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City Clerk's Office

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09/26/2019

## 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

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		
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	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**Resolution Authorizing Acceptance of Donation of Three M1-9 Carbine Rifles and Twenty Boxes of 9mm Blank Ammunition from the American Legion**

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

That three M1-9 Carbine Rifles and Twenty Boxes of 9mm Blank Ammunition are hereby accepted by the City from the American Legion on behalf of the Rochester Police Department.

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City Clerk's Office

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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

#### AGENDA SUBJECT


Seeking permission from Council to accept a donation of 3 m1-9 carbine rifles along with 20 boxes of 9mm blank rounds from the local American Legion. The rifles are valued at \$512.06 each and were donated to the Rochester Police Department for the Honor Guard Unit.

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	Next October meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	9/5/19	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking permission from Council to accept the donation of 3 M1-9 carbine rifles and 20 boxes of 9mm blank rounds from the local America Legion. This donation is for the Rochester Police Departments Honor Guard.

**RECOMMENDED ACTION**

Allow the Police Department to accept this donation of rifles and rounds for the Honor Guard.

To: Captain Thomas  
From: Lieutenant Bossi  
Ref.: Donation  
Date: 25 August 2019

Sir;

I would like to bring to your attention an interest by our local American Legion, in making a donation to the Rochester Police Department Honor Guard in the form equipment. The American Legion is purchasing three (3) M1-9 carbine rifles that they would like to furnish our honor guard with. These rifles are brand new and are of easier maintenance and to find rounds for. With the three rifles, they are also looking to donate twenty (20) boxes of 9mm blank rounds for them. The following are the details provided by Gordon Oliver on the donation of the items.

3 Chiappa M1-9 Carbine Semi Auto 9MM Lugar with 18" barrel at @  
\$512.06 each

s/n 19C02536  
s/n 19C02539  
s/n 19C02535

20 boxes 9mm blanks

Each rifle comes with 2 magazines and are fully functional.

Please let me know if there are any questions

Respectfully submitted,



Lt. Anthony Bossi  
Honor Guard Commander

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City Clerk's Office

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**Resolution Authorizing Acceptance of \$1,329.95 from the Drug Enforcement Agency  
(DEA)**

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

That One Thousand Three Hundred Twenty Nine and 95/100 Dollars (\$1,329.95) is hereby accepted from the DEA as part of the federal forfeiture funds due to the Rochester Police Department.

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

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City Clerk's Office

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## 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
Federal Forfeiture Funds

COUNCIL ACTION ITEM <input checked="" type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
INFORMATION ONLY <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"/>
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AGENDA DATE	Next September 2019 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	8/26/19		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal Funds
ACCOUNT NUMBER	Fund 61032010-561032-205XX
AMOUNT	\$1,329.95
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

Council action required.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

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

## Deauthorization

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

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61032010	531032	205XX	\$1,329.95	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6103003	402148	205XX	\$1,329.95	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned



Case # 15-1422 -AR

<b>ESHARE - SHARING DISTRIBUTION REPORT</b>						
<b>NH0092000 Rochester Police Department</b>						
Transactions from 07/01/2018 to 06/30/2019						
Report Generated on 08/22/2019						
<b>Transaction Type</b>	<b>Asset ID</b>	<b>Asset Description</b>	<b>Forfeiture Type</b>	<b>Decision Type</b>	<b>Transaction Date</b>	<b>Transaction Amount</b>
Cash Distribution	16-ATF-006602	\$1,900.00 U.S. Currency	Criminal	Cash/Proceeds	07/25/2018	\$1,329.95
Cash Distribution	17-DEA-635531	\$2,150.00 U.S. Currency	Administrative	Cash/Proceeds	06/07/2019	\$1,677.00

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City Clerk's Office

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**Resolution Establishing Polling Places and Times for the  
November 5, 2019 Municipal Election**

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

That the following polling places are hereby established for the City of Rochester for the upcoming 2019 Election.

- WARD 1:     East Rochester Elementary School**  
773 Portland Street, East Rochester
- WARD 2:     St. Mary's Parish Center**  
71 Lowell Street, Rochester
- WARD 3:     Gonic Elementary School**  
11 Railroad Avenue, Rochester
- WARD 4:     McClelland Elementary School**  
59 Brock Street, Rochester
- WARD 5:     Rochester Community Center**  
150 Wakefield Street/Community Way, Rochester  
*Located on the Chestnut Hill Road Side of Building*
- WARD 6:     Elks Lodge #1393**  
295 Columbus Avenue, Rochester

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