



**Regular City Council Meeting  
April 3, 2018  
Council Chambers  
7:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
  - 2.1. AMVET Riders**
- 3. Presentation of the Colors**
  - 3.1. Pledge of Allegiance – AMVET Riders**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1. March 6, 2018 – Regular City Council meeting (*motion to accept*) P. 9**
- 6. Communications from the City Manager**
  - 6.1. Employee of the Month Award P. 41**
  - 6.2. City Manager's Report P. 43**
  - 6.3. Public Hearing Announcement (April 17, 2018): P. 59**
    - Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses P. 59
    - Amendment to Chapter 42, Table 18-, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks P. 63
- 7. Communications from the Mayor**
  - 7.1. Proclamation: Arbor Day P. 65**
  - 7.2. Employment Agreement and to Appoint Blaine M. Cox City Manager (*motion to approve*)**
- 8. Presentations of Petitions and Council Correspondence**
  - 8.1. Petition: Request for Amendment to the Zoning Ordinances – Section 42.29 (m) (6) Development and Construction Signs (*motion to accept or deny the petition; if the petition is accepted the matter shall be referred to the Legal Department and to the Planning Board*) P. 67**

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9. Nominations, Appointments, Resignations, and Elections

10. Reports of Committees

10.1. Appointments Committee

10.1.1. **Appointment:** Glenn Watt, Rochester Arts & Culture Commission, Term to Expire 7/01/2020 P. 74

10.1.2. **Re-Appointment:** Merry Lineweber, Conservation Commission, Term to Expire on 01/02/2012 P. 75

10.1.3. **Re-Appointment:** Amy Marie Regan, Arts & Culture Commission, Term to Expire on 07/01/2020 P. 75

10.1.4. **Re-Appointment:** Shawn Libby, Utility Advisory Board, Term to Expire 1/02/2021 P. 75

10.2. Codes and Ordinances Committee P. 77

10.2.1. Amendment to City Council Rules of Order:

**Committee Recommendation:** Section 4.12 Ordinances and Resolutions ... *except those placed on the Agenda by the Mayor which have already been examined and approved in form by the City Manager, City Attorney, City Clerk, and Finance Director (motion to approve)* P. 77

10.3. Community Development Committee P. 81

10.3.1. **AB 102 – Committee Recommendation:** Application to the National Fitness Court Campaign *(motion to approve)* P. 85

10.3.2. **AB 103 Committee Recommendation:** Resolution Regarding an Independence Day Festival in Partnership with Rochester Main Street *(first reading and consideration for adoption)* P. 101

10.4. Finance Committee P. 107

10.4.1. **Committee Recommendation:** That the Recreation Department be Authorized to Proceed with Summer 2018 Hiring in Advance of Receiving Approval of the Fiscal Year 2019 Recreation Department Budget *(motion to approve)* P. 108

10.4.2. Acceptance of the City Manager's Recommendation to the IT Technician Position Classification P. 108

10.4.3. Acceptance of the City Manager's Recommendation to the Systems Administrator Position Classification P. 108

10.5. Joint School Board Committee

10.6. Public Safety Committee P. 110

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- 10.6.1. **Committee Recommendation** – To add a Streetlight on Eastern Avenue on Pole 840/7 (*motion to approve*) P. 110
- 10.6.2. **Committee Recommendation** – To deny the request to place a “speed limit” sign on Airport Drive (*motion to approve*) P. 111
- 10.6.3. **Committee Recommendation** – To approve four recommendations for the downtown crosswalks and striping from Rochester Main Street (*motion to approve*) P. 112
- 10.6.4. **Committee Recommendation** – To deny the request for a “Stop” or “yield” sign on corner of Granite Street (*motion to approve*) P. 113
- 10.6.5. **Committee Recommendation** – To deny the request for 30 mph speed limit signs in the area of Hancock and Common Streets (*motion to approve*) P. 113
- 10.6.6. **Committee Recommendation** – To deny the request for a School Zone Sign with Times Posted on Portland Street near the East Rochester School (*motion to approve*) P. 114
- 10.6.7. **Presentation:** Downtown Striping Plan
- 10.7. **Public Works and Building Committee** P. 115
  - 10.7.1. **Committee Recommendation** - Submission of a Pre-Approval letter to be sent to the State of NH DES subsurface Division requesting pre-approval status on septic systems for the City of Rochester (*motion to accept*) P. 117
- 11. **Old Business**
  - 11.1. **Easement & Warranty Deed for the Norway Plains Phase II Road Acceptance Project** (Norway Plains Road, Rangeway Drive, Lantern Lane, Winch Way, and Millers Farm Road) (*motion to approve*) P. 121
  - 11.2. **Rochester/Wakefield AREA Agreement** (*motion to approve*) P. 131
- 12. **Consent Calendar**
  - 12.1. **AB 105 Resolution Deauthorizing Funding for the Department of Justice Ballistic Vest Grant in the Amount of \$1,731.94** (*first reading, second reading, and adoption*) P. 133
- 13. **New Business**
  - 13.1. **AB 109 Acceptance of the City Manager’s Recommendation to Add the Position of GIS/Construction Technician to the City’s Classification, Compensation, Merit, and Evaluation Plan as Presented** (*motion to accept*) P. 137
  - 13.2. **AB 106 Amendment to Chapter 22 Fire Department Organization** (*refer to the Codes and Ordinances Committee*) P. 141

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- 13.3. Resolution in accordance with Ordinance 4.4 (c) Authorizing the City Manager to Sell 6 Gina Drive, a Tax Deeded Property, without an Auction or Sealed Bid Sale *(first reading, second reading, and consideration for adoption)* P. 145
- 13.4. Resolution Rescinding Authority to Demolish the Building Located at 38 Hanson Street and Rescinding the Build of a Municipal Parking Lot P. 147
- 13.5. **AB 107** Resolution Authorizing the Rochester Police Department to Apply for a United States Department of Justice Ballistic Vest Grant in the Amount of \$12,214.00 *(first reading and consideration for adoption)* P. 149
- 13.6. **\*AB 99** Resolution Authorizing Supplemental Appropriation in the amount of \$6,500 for the Resurfacing Machine and Borrowing Authority Pursuant to RSA 33:9 *(second reading and consideration for adoption)* P. 154
- 13.7. **\*AB 87** Resolution Authorizing Supplemental Appropriation to the Water Capital Improvements Plan Fund for the Water Treatment Plant (WTP) Low Lift Pump Station Upgrade Project and Borrowing Authority Pursuant to RSA 33:9 in the amount of \$111,823.00 *(second reading and consideration for adoption)* P. 156
- 14. Non-Meeting/Non Public Session
  - 14.1. Non-Public Session, Land, RSA 91-A:3 II (d)
- 15. Other
- 16. Adjournment

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**Regular City Council Meeting  
March 6, 2018  
Council Chambers  
7:00 PM**

<b><u>COUNCILORS PRESENT</u></b>	<b><u>OTHERS PRESENT</u></b>
Councilor Abbott	Blaine Cox, Deputy City Manager
Councilor Bogan	City Attorney Terence O'Rourke
Councilor Gates	Sarah Harrington, Ward 1 Seat A
Councilor Gray	Rochester School Board Candidate
Councilor Hamann	
Councilor Hutchinson	
Councilor Keans	
Councilor Lachapelle	
Councilor Lauterborn	
Councilor Torr	
Councilor Varney	
Councilor Walker	
Mayor McCarley	

**Agenda**

**1. Call to Order**

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

**2. Opening Prayer**

**2.1 Spaulding High School AFJROTC Color Guard**

The Spaulding High School AFJROTC Color Guard representative led the Opening Prayer.

**3. Presentation of the Colors**

**3.1 Spaulding High School AFJROTC Color Guard**

The Spaulding High School AFJROTC Color Guard presented the Colors and led the Pledge of Allegiance.

#### 4. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present except for Councilor Keans who arrived at 7:25 PM.

#### 5. Acceptance of Minutes

##### 5.1. February 6, 2018 – Regular City Council meeting (*motion to accept*)

Councilor Walker **MOVED** to **ACCEPT** the Regular City Council meeting minutes of February 6, 2018. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### 6. Communications from the City Manager

##### 6.1. Employee of the Month Award

City Manager Fitzpatrick announced that Don Tibbetts has been selected as the Employee of the month for the month of March, 2018.

##### 6.2. City Manager's Report

City Manager Fitzpatrick read the following report:

#### Contracts and documents executed since last month:

- **Assessing Department**
  - Cartographic Associates – 2019 Tax Map Maintenance Proposal
- **Department of Public Works**
  - CMGC Change Order 9 & 10 – Final – Annex Project
  - Colonial Pines Engineering Contracts – Underwood Engineers
  - Dewey Street Bridge – Final Survey
  - NHDOT Municipal Work Zone Agreement – Rt. 11 Paving
  - Security Agreement - 215 Salmon Falls Road
  - Salmon Falls Road Sewer Project – EDA Final Acceptance
- **Information Technology**
  - American Alarm – Network Upgrade
- **Legal Department**
  - Spaulding Avenue – Property Management Agreement
  - Settlement Agreement – Water Tank Failure

**The following standard reports have been enclosed:**

- City Council Request & Inquiry Report
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

**7. Communications from the Mayor**

Mayor McCarley stated that the City may need to postpone a few upcoming Committee meetings due to the upcoming Nor'easter

**8. Presentations of Petitions and Council Correspondence**

No discussion.

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

**9.1. Resignation: Keith Johnson, Conservation Commission**

Councilor Walker **MOVED** to **ACCEPT** the resignation of Keith Johnson, Conservation Commission. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**9.2. Candidate(s) for the Rochester School Board Ward 1 Seat A:**

**9.2.1. Candidate: Sarah Harrington, Registered Voter of Ward 1**

Mayor McCarley nominated Sarah Harrington to fill the vacant School Board Seat for Ward 1 [Seat A]. Councilor Lachapelle seconded the nomination. The **MOTION CARRIED** by a unanimous roll call vote.

**10. Reports of Committees**

**10.1. Appointments Committee**

**10.1.1. Appointment: Kristen Ebbeson, Rochester Economic Development Commission, Term to Expire 7/2/2020**

Mayor McCarley nominated Kristen Ebbeson to be appointed as a Regular Member to the Rochester Economic Development Commission with a term to expire on 7/2/2020. Councilor Lachapelle seconded the nomination. Councilor

Walker **MOVED** that the Clerk cast one ballot for Ms. Ebbeson. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.2. Re-Appointment: Robert Goldstein, Zoning Board of Adjustment, Regular Member, Term to Expire 1/2/2021**

Mayor McCarley nominated Robert Goldstein to be reappointed as a Regular Member to the Zoning Board of Adjustment with a term to expire on 1/2/2021. Councilor Torr seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Goldstein. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.3. Alternate to Regular Status Appointment: Shon Stevens, Zoning Board of Adjustment, Regular Member, Term to Expire 1/2/2020**

Mayor McCarley nominated Shon Stevens to be appointed as a Regular Member to the Zoning Board of Adjustment with a term to expire on 1/2/2020. Councilor Torr seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Stevens. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.4. Re-Appointment: Larry Spector, Zoning Board of Adjustment, Regular Member, Term to Expire 1/2/2020**

Larry Spector has been reappointed as a Regular Member to the Zoning Board of Adjustment with a term to expire on 1/2/2020. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Spector. Councilor Torr seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.1.5. Re-Appointment: Ralph Sanders, Utility Advisory Board, Regular Member, Term to Expire 1/2/2021**

Ralph Sanders has been reappointed as a Regular Member to Utility Advisory Board with a term to expire on 1/2/2021. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Sanders. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.



**10.1.6. Appointment: Don Hamann, Planning Board, Alternate Member, Term to Expire 1/2/2021**

Donald Hamann has been appointed as an Alternate Member of the Planning Board with a term to expire on 1/2/2021. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Hamann. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Gray asked if the City Council could take up one more pending item, which was an appointment for Mark Collopy (*term to expire on 1/2/2020*). Mayor McCarley nominated Mark Collopy to be elevated from an Alternate on the Planning Board to the Regular Member status. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Collopy. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.2. Codes and Ordinances Committee**

**10.2.1. Committee Recommendation to approve: AB 94 Amendment to Chapter 45 Of The General Ordinances Of the City of Rochester Regarding Overnight Parking, Occupancy And Camping On City Owned Property (*first reading, second reading and consideration for adoption*)**

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 by title only for the first time as follows:

**Amendment To Chapter 45 Of The General Ordinances Of The City Of Rochester Regarding Overnight Parking, Occupancy And Camping On City Owned Property**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 45 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

**CHAPTER 45**

**OVERNIGHT PARKING, OCCUPANCY AND CAMPING ON CITY OWNED PROPERTY  
SECTION ANALYSIS**

- 45.1 Authority
- 45.2 Purpose
- 45.3 Acts Prohibited
- 45.4 Definitions
- 45.5 Exceptions
- 45.6 Responsibility
- 45.7 Removal
- 45.8 Enforcement
- 45.9 Severability
- 45.10 Effective Date

**45.1 Authority.**

In accordance with and under the authority of New Hampshire Revised Statutes Annotated 41:11; 41:11-a; and 47:17, the City Council of the City of Rochester hereby adopts the following ordinance for the regulation of overnight parking or camping on all City-owned property.

**45.2 Purpose.**

This purpose of this Ordinance is to protect the public peace, preserve public law and order, promote safety and welfare and ensure proper and decent conduct for the residents of the City of Rochester and the general public, in the use of City-owned properties.

**45.3 Acts Prohibited.**

From and after the effective date of this ordinance it shall be unlawful for any person to camp, or to park, with occupancy by one or more persons, any vehicle or recreational vehicle, either overnight or for any two-hour period between dusk and dawn, on any City-owned lands within the City of Rochester.

**45. 4 Definitions.**

(a) *Camp*: Includes pitching a tent, placing or erecting any other camping device, or sleeping in or on the City-owned property.

(b) *Recreational vehicle*: Any vehicle fitting the definition in RSA 216-I:1, VIII.

(c) *City-owned property*: All properties owned by the City of Rochester.

**45.5 Exceptions.**

Restrictions in this ordinance shall not apply:

(a) When permission has been granted by the Chief of Police or designee for official or emergency purposes.

(b) When permission has been granted by the City Manager or Chief of Police in conjunction with a performance at the Rochester Opera House or with a written special event permit.

#### **45.6 Responsibility.**

All violations of parking restrictions and charges accompanied therewith shall be deemed the responsibility of the registered owner of said vehicle. Such registrations may be proven as set forth in RSA 261:60. Said registered owner shall be conclusively presumed to be in control of the vehicle at the time of the parking violation, and no evidence of actual control or culpability needs to be proven as an element of the offense in accordance with RSA 231:132-a.

#### **45.7 Removal.**

Any vehicle parked in violation of this Ordinance may be ordered towed by the Rochester Police Department at the expense of the owner or custodian of said vehicle.

#### **45.8 Enforcement.**

(a) Any person who violates this Ordinance shall be guilty of a violation and shall be fined One Hundred Dollars (\$100.00).

(b) Any duly appointed police officer for the City of Rochester may enforce this Ordinance by utilizing any process authorized by state law, including but not limited to a Local Ordinance Citation pursuant to RSA 31:39-d and Chapter 44 of the City of Rochester Ordinance.

(c) All penalties collected for violations of this Ordinance shall be for the use of the City and deposited into the City's general fund.

#### **45.9 Severability.**

The provisions of this Ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this Ordinance.

#### **45.10 Effective Date.**

**The effective date of these amendments shall be upon passage. CC FY 18 03-06 AB 94**

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

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. Councilor Hamann **MOVED** to **AMEND** the amendment by deleting the following section Chapter 45.5 ~~(b) When permission has been granted by the City Manager or Chief of Police in conjunction with a performance at the Rochester Opera House or with a written special event~~

permit. Councilor Bogan seconded the motion. Councilor Varney spoke against the amendment. The **MOTION FAILED** to amend the amendment.

Mayor McCarley voted on the original motion with no further amendments. The City Council discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.2. Committee Recommendation to delete entire section of 63.2: AB 95 Amendment to Chapter 63 of the General Ordinances of the City of Rochester Regarding The Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway (first reading, second reading and consideration for adoption)**

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

**AMENDMENT TO CHAPTER 63 OF THE GENERAL ORDINANCES  
OF THE CITY OF ROCHESTER**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 63 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

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

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

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

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

- ~~(3) — **Item.** Any physical object.~~
- ~~(b) — **Prohibitions on Roadways.** It shall be unlawful to violate any of the prohibitions set forth below in the City.~~
- ~~(1) — No person shall knowingly pass any item to the occupant of any motor vehicle when the vehicle is located in the roadway, nor shall any occupant of any motor vehicle located in the roadway pass any item to a person located outside of the vehicle.~~
- ~~(2) — This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle on privately owned property not open for public use or generally maintained for the benefit of the public, areas in which parking is permitted in the City, and property maintained specifically for drive-thru or drive-up transactions.~~
- ~~(3) — This Section shall not apply to any law enforcement officer acting in the scope of his official duty.~~
- ~~(4) — This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle located in the roadway in order to assist the occupant after a motor vehicle accident, with a disabled motor vehicle or where the occupant is experiencing a medical emergency.~~
- ~~(c) **Penalty.** A person found in violation of this Section shall be fined as follows:~~
- ~~(1) — 1st Offense: Not less than \$500.00.~~
- ~~(2) — 2nd Offense: Not less than \$750.00.~~
- ~~(3) — 3rd and subsequent Offenses: Not less than \$1,000.00.~~
- ~~(d) — **Severability.** If any provision of this section is declared invalid or unconstitutional by any Court of competent jurisdiction, the remaining provisions shall be severable and shall continue in full force and effect.~~
- The effective date of these amendments shall be upon passage.**

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

Councilor Walker **MOVED** to **ADOPT** the Amendment. Councilor Lachapelle seconded the motion. Councilor Hamann spoke against the amendment. The **MOTION CARRIED** by a majority voice vote.

**10.2.3. Committee Recommendation to approve: AB 67 Amendment to Chapter 19 of the General Ordinances of the City of Rochester Regarding Storage of Containers and Dumpsters (*second reading and consideration for adoption*)**

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 by title only for the first time as follows:

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

**THE CITY OF ROCHESTER ORDAINS:**

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

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

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

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

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. Councilor Lachapelle gave reasons why this amendment is back to the City Council with no further recommendation but to delete the last sentence as shown above. The City Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.4. Committee Recommendation to Approve the following Proposed Amendments to the City**

**Council Rules of Order:**

**10.2.4.1. Section 1.4 Order of Business**

Councilor Lachapelle **MOVED** to **APPROVE** the change to the Rules of Order as seen below. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**SECTION 1.4 ORDER OF BUSINESS**

1. The order of business for regular meetings of the City Council shall be as follows:

- 1.1. Call to order
- 1.2. Pledge of Allegiance
- 1.3. Prayer
- 1.4. Roll Call
- 1.5. Approval of the minutes of the previous meeting(s)
- 1.6. Communications from the City Manager
- 1.7. Communications from the Mayor
- 1.8. Presentation of Petitions and Council  
Correspondence [and Disposal thereof by  
Reference or Otherwise]
- 1.9. Nominations, Appointments and Elections
- 1.10. Report of Committees
- 1.11. Old Business [Items Remaining from Prior Meetings]
- ~~1.12. New Business~~
- 12. Consent Calendar**
- 13. New Business**
14. Other
15. Adjournment

**10.2.4.2. Section 4.25 Cancellation or  
Postponement of Meeting(s)**

Councilor Lachapelle **MOVED** to **APPROVE** the change to the Rules of Order as seen below. Councilor Walker seconded the motion. The **MOTION**

**CARRIED** by a unanimous voice vote.

**SECTION 4.25 CANCELLATION OR POSTPONEMENT OF MEETING(S)**

- (a) The Mayor, Deputy Mayor, and City Manager shall confer and determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Council meeting.
- (b) The Mayor, Deputy Mayor, and City Manager shall confer and determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled Council meeting.
- (c) All such decisions regarding postponement or cancellation shall be made no later than 3:00 PM on the date of the scheduled meeting.
- (d) The City Clerk will notify Council members by both email and telephone upon determination of a meeting cancellation or postponement.
- (e) The City Clerk shall ensure that notification of any such cancellation or postponement shall immediately post on the City's website and Face book page.

**10.3. Community Development**

**10.3.1. AB 86 Resolution Adopting a 2018-2019 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2018-2019 Community Development Budget for the City of Rochester *(first reading and refer to a Public Hearing)***

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

**Resolution Adopting a 2018-2019 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2018-2019 Community Development Budget for the City of Rochester**



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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2018-2019 "Action Plan for the Community Development Division for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City's Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant estimated budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) be, and hereby is, approved and appropriated for fiscal year 2018-2019. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 45,214.00
Public Service Agencies	\$ 33,910.50
Housing/Public Facilities/Infrastructure	\$ <u>146,945.50</u>
<b>Total</b>	<b>\$ 226,070.00</b>

III. Further, that Twenty Five Thousand Nine Hundred Dollars and Forty-Two Cents (\$25,900.42) in prior year unexpended CDBG funds be repurposed for use in the FY 2018-2019 Action Plan year.

This budget and the one-year action plan for 2018-2019 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2018-2019 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) shall be drawn in their entirety from the above-mentioned 2018-2019 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

**Furthermore**, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount

provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic and Community Development, is authorized to reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories, in accordance with the guidelines established by the Community Development Committee. **CC FY 18 03-06 AB 86**

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

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

#### **10.4. Finance Committee**

##### **10.4.1. Committee Recommendation 3.1: AB 96 Resolution Authorizing Supplemental Appropriation for the Arena Capital Improvements Plan Fund for the Arena LED Lighting Project in the Amount of \$60,000 (first reading, second reading, and consideration for adoption)**

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

#### **Resolution Authorizing Supplemental Appropriation to the Arena Capital Improvements Plan Fund for the Arena LED Lighting Project in the Amount of \$60,000**

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

That the sum of Sixty Thousand Dollars (\$60,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Arena Capital Improvements Plan Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the Arena LED Lighting Project. The entire supplemental appropriation shall be funded from the General Fund unassigned fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or

account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY18 03-06 AB 96**

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

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

**10.4.2. Committee Recommendation 3.2: AB 97**  
**Resolution Authorizing Increase in the Elderly**  
**Tax Exemption Asset Limitation from \$50,000**  
**to \$100,000, increase in the Income**  
**Limitations, and Increase Exemption Amounts**  
**Taken Off Assessments** *(first reading and*  
*consideration for adoption)*

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

**Resolution Authorizing Increase in the Elderly Tax Exemption Asset**  
**Limitation**  
**from \$50,000 to \$100,000, increase in the Income Limitations, and**  
**increase Exemption Amounts Taken Off Assessments**

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

That the Elderly Tax Exemption Asset Limitation, previously authorized by the City Council pursuant to RSA 72:39-a, be increased from \$50,000.00 to \$100,000.00.

**Further**, that the Income Limitations be established as follows:

Single: \$35,000.00 (previously \$31,400.00)

Married: \$50,000.00 (previously \$41,500.00)

**Still further**, the Exemption Amounts taken off Assessments be established as follows:

Ages 65-74: \$75,000.00 (previously \$48,000.00)

Ages 75-79: \$100,000.00 (previously \$84,000.00)

Ages 80 and up: \$125,000.00 (previously \$108,000.00)

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY18 03-06 AB**

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

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

**10.4.3. Committee Recommendation 3.3: AB 98**  
**Resolution Authorizing Increase in the Veteran**  
**Tax Exemption Credit from \$250 to \$300 (first**  
**reading and consideration for adoption)**

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

**Resolution Authorizing Increase in the Veteran Tax Credit**  
**from \$250 to \$300**

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

That the Veteran Tax Credit, previously authorized by the City Council pursuant to RSA 72:28, be increased from \$250.00 per year to \$300.00 per year.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY18 03-06 AB 98 – Amended verbiage: Tax Exemption to Tax Credit 3/6/2018**

**10.4.4. Committee Recommendation 3.4: Acceptance of the City Manager's Recommendation to Add the Position of GIS/Construction Technician to the City's Classification, Compensation, Merit, and Evaluation Plan as Presented (*motion to accept*)**

Councilor Walker **MOVED** to **ACCEPT** the City Manager's Recommendation to add the Position of GIS/Construction Technician to the City's Classification, Compensation, Merit, and Evaluation Plan as Presented. Councilor Lachapelle seconded the motion. The City Council briefly discussed the matter. The **MOTION FAILED** by a majority voice vote.

**10.4.5. Committee Recommendation 3.5: Acceptance of the City Manager's Recommendation to Add the Position of Senior Planner to the City's Classification, Compensation, Merit, and Evaluation Plan as Presented (*motion to accept*)**

Mayor McCarley **MOVED** to **ACCEPT** the City Manager's Recommendation to add the Position of Senior Planner to the City's Classification, Compensation, Merit, and Evaluation Plan as Presented. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.4.6. Committee Recommendation 4.2: AB 99 Resolution Authorizing Supplemental Appropriation in the amount of \$6,500 for the Resurfacing Machine and Borrowing Authority Pursuant to RSA 33:9 (*first reading and refer to a Public Hearing*)**

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

**Resolution Authorizing Supplemental Appropriation  
in the amount of \$6,500  
for the Ice Resurfacing Machine and  
Borrowing Authority Pursuant to RSA 33:9**

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

That the sum of Six Thousand Five Hundred Dollars (\$6,500.00) be, and hereby

is, appropriated as a supplemental appropriation to the Arena Capital Improvement Plan Project Fund of the City of Rochester for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of an Ice Resurfacing Machine. This supplemental appropriation is in addition to One Hundred Twenty Thousand Dollars (\$120,000.00) previously appropriated for the purchase.

**Further**, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of One Hundred Twenty Six Thousand Five Hundred Dollars (\$126,500.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the purchase outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. This represents an increase of Six Thousand Five Hundred Dollars (\$6,500.00) over the prior borrowing authorization for this purchase.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY18 03-06 AB 99**

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

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

**10.4.7. Committee Recommendation 4.3: AB 90 Resolution Authorizing Supplemental Appropriation to the School Department Fiscal Year 2018 Operating Budget in the amount of \$1,200,000 (first reading, second reading, and consideration for adoption)**

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

first time as follows:

**Resolution Authorizing Supplemental Appropriation to the School  
Department Fiscal Year 2018 Operating Budget in the amount of  
\$1,200,000.00**

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

That One Million Two Hundred Thousand Dollars (\$1,200,000.00) is hereby appropriated as a supplemental appropriation to the School Department Fiscal Year 2018 operating budget for the purpose of paying for costs and expenses associated with an over budgeted expenditure due to unanticipated Special Education spending, such funds to be used solely and exclusively for the purpose of paying costs associated with the same. 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 accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY18 03-06 AB 90**

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

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

**10.4.8. Committee Recommendation 5.1: That the Non-union Salary Ranges for Fiscal Year 2019 be Adjusted According to the Change in the Consumer Price Index (Motion to Approve)**

Councilor Lachapelle **MOVED** to **APPROVE** the recommendation that the Non-union Salary Ranges for Fiscal Year 2019 be adjusted according to the change in the Consumer Price Index. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.5. Joint School Board Committee**

Councilor Varney reviewed the latest Joint School Board Committee meeting for the City Council. No action items were discussed.



## 10.6. Public Safety Committee

### 10.6.1. **Committee Recommendation 3:** To place “~~no~~ Two-Hour Parking” signs at the corner of Daniel Court and Summer Street *(motion to accept)*

Councilor Walker **MOVED** to **APPROVE** the Committee’s recommendation to place “Two-Hour Parking” signs at the corner of Daniel Court and Summer Street. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 10.6.2. **Committee Recommendation 4 (majority vote):** To place a street light on the pole #6/47 near the Colby Street/Main Street crosswalk *(motion to accept)*

Councilor Walker **MOVED** to **APPROVE** the Committee’s recommendation to place a street light on the pole #6/47 near the Colby Street/Main Street crosswalk.

## 10.7. Public Works and Building Committee

### 10.7.1. **Committee Recommendation 10:** That the City Council Approve the “Read to a Child” Banners be hung in the Downtown from September 12, 2018 until the “Scarecrow” Banners are displayed (approximately three (3) weeks) *(motion to approve)*

Councilor Torr **MOVED** to **APPROVE** the Committee’s recommendation that the “Read to a Child” Banners be hung in the Downtown from September 12, 2018 until the “Scarecrow” Banners are displayed (approximately three (3) weeks). Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 11. Old Business

### 11.1. 38 Hanson Street *(sense of council)*

The City Council debated whether or not the City should continue with a previously adopted motion to demolish the building and build a parking lot. Mayor McCarley said this item could be discussed at a future City Council meeting.

## 12. Consent Calendar



**12.1. AB 93 Resolution Deauthorizing Borrowing Authority for the Arena Roof Structural Project funded from the Arena Capital Improvements Fund in the Amount of \$650,387 (first reading, second reading and consideration for adoption)**

Councilor Lauterborn wished to remove AB 96 from the Consent Calendar in order to have a discussion. After a brief discussion Mayor McCarley entertained a motion to read the resolution for a first time.

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

**Resolution Deauthorizing Borrowing Authority for the Arena Roof Structural Project funded from the Arena Capital Improvements Plan Fund in the Amount of \$650,387.00**

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

Pursuant to RSA 33:9, that Six Hundred Fifty Thousand Three Hundred Eighty Seven Dollars (\$650,387.00) of previously appropriated borrowing authority for the so-called Arena Roof Structural Project #16547 is deauthorized as the projected Project costs far exceed the original authorization and are cost prohibitive at this time.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY18 03-06 AB 93**

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

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

**13. New Business**

**13.1. AB 82 Amendment to Chapter 42 of the General Ordinance of the City of Rochester Regarding the**

**Location and Boundaries of Zoning Districts -  
Expanding the Neighborhood mixed use Zone along  
Wakefield Street and Columbus Avenue *(second  
reading and consideration for adoption)***

Councilor Lachapelle **MOVED** to **ACCEPT** the Zoning Amendment. Councilor Bogan seconded the motion. The City Council discussed what type of impact this amendment would have on this neighborhood. The **MOTION FAILED** by a unanimous voice vote.

**13.2. AB 88 Resolution Authorizing the Rochester Legal Department to Apply for a Victims of Crime Act (VOCA) Continuing Grant for Fiscal Year 2018-2019 in the amount of \$25,836.00 *(first reading, second reading and consideration for adoption)***

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

**Resolution Authorizing the Rochester Legal Department to Apply for a Victims of Crime Act (VOCA) Continuing Grant for Fiscal Year 2018-2019 in the amount of \$25,836.00**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to Twenty-Six Thousand Eight Hundred Thirty-Six Dollars (\$25,836) to the New Hampshire Department of Justice's Victims of Crime Act Grant program in order to continue to fund the City of Rochester's Victim-Witness Advocate position.  
**CC FY 18 03-06 AB 88**

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

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

**13.3. AB 87 Resolution Authorizing Supplemental Appropriation to the Water Capital Improvements Plan Fund for the Water Treatment Plant (WTP) Low**

**Lift Pump Station Upgrade Project and Borrowing Authority Pursuant to RSA 33:9 in the amount of \$111,823.00 (first reading and refer to a Public Hearing)**

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

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

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

**13.4. AB 91 Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$173,504 (first reading, second reading, and consideration for approval 3/4 majority vote required)**

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

**Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$173, 504**

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

Pursuant to New Hampshire RSA Chapter 34, that One Hundred Seventy Three Thousand Five Hundred Four Dollars (\$173,504.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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

this Resolution. **CC FY18 03-06 AB 91**

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

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Lauterborn wished to clarify that by transferring this money to the School Building Capital Reserve Fund that the School Department cannot expend the funds until the School Department makes a request to expend such funds and it has been approved by the City Council. Mayor McCarley affirmed that there is a stipulation that would prevent the School Department to expend funds from such account without the City Council's approval. Mayor McCarley clarified that the funds can only be used for School Department Building projects.

Councilor Lauterborn question how this money can be considered surplus if the School Department submits funds at the end of a budget cycle and in turn the City Council has to transfer funds back to the School Department during the year. Blaine Cox, Deputy City Manager, replied that this money is considered to be surplus from FY 2017. The City's surplus account is a combination of excess City funds and excess School funds; these funds are not specifically the result of any School Department surplus. He said in fact, the School Department budget for FY 2017 did not have a surplus. The City Council discussed the matter further. Councilor Torr requested a roll call vote. Councilor Lachapelle seconded the request.

Mayor McCarley asked for a roll call vote to adopt the motion on the floor. The **MOTION CARRIED** by a 12 to 1 roll call vote. Councilors Lachapelle, Hutchinson, Bogan, Varney, Hamann, Torr, Keans, Lauterborn, Gray, Walker, Abbott, and Mayor McCarley voted in favor of the motion. Councilor Gates voted against the motion.

**13.5. AB 92 Resolution Authorizing Supplemental Appropriation to the School Department Capital Improvements Plan Fund for the Replacement of Roof Trusses at the Gonic School in the \$1,419,435.00 (first reading, second reading, and consideration for approval)**

Councilor Lachapelle **MOVED** to read the Resolution by title only for a first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a

unanimous voice vote. Mayor McCarley read the Resolution by title only for the first time as follows:

**Resolution Authorizing Supplemental Appropriation to the School Department Capital Improvements Plan Fund for the Replacement of Roof Trusses at the Gonic School in the amount of \$1,419,435.00**

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

That One Million Four Hundred Nineteen Thousand Four Hundred Thirty Five Dollars (\$1,419,435.00) is hereby appropriated as a supplemental appropriation to the School Department Capital Improvements Plan Fund for the purpose of paying for costs and expenses associated with a replacement of the roof trusses at the Gonic School, such funds to be used solely and exclusively for the purpose of paying costs associated with the same. Eight Hundred Nineteen Thousand Four Hundred Thirty Five Dollars (\$819,435.00) for this supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance and Six Hundred Thousand Dollars (\$600,000.00) shall be derived from the State of New Hampshire School Infrastructure Fund.

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 as multi-year non-lapsing funds. **CC FY18 03-06 AB 92**

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

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

**13.6. AB 84 Resolution Accepting Donation from St. Anselm's College to the Recreation and Arena Department and Supplemental Appropriation in the amount of \$2,800 (first reading, second reading, and consideration for adoption)**

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

**Resolution Accepting Donation from St. Anselm's College to the**

**Recreation and Arena Department and Supplemental Appropriation  
in the Amount of \$2,800.00**

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

That a donation in the amount of Two Thousand Eight Hundred Dollars (\$2,800.00) to the Recreation and Arena Department from the St. Anselm's College Road for Hope charity walk is hereby accepted.

Further, the Mayor and City Council authorize a supplemental appropriation to the Recreation and Arena Department Fiscal Year 2018 operating budget in the amount of Two Thousand Eight Hundred Dollars (\$2,800.00). The entire amount of the supplemental appropriation shall be derived from the donation from St. Anselm's College.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded. **CC FY18 03-06 AB 84**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion.

Councilor Varney if the City would still need to bond a portion of this project. It was determined that another discussion would occur at the next Finance Committee meeting. The **MOTION CARRIED** by a unanimous voice vote.

**13.7. AB 89 Resolution Authorizing the Expenditure of Insurance Reimbursement Funds and Supplemental Appropriation to the 2017-2018 Police Department Capital Improvements Plan Fund for a Radar Speed Display Message Board in the amount of \$12,550 (first reading, second reading, and consideration for adoption)**

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 by title only for the first time as follows:

**Resolution Authorizing the Expenditure of Insurance Reimbursement Funds and Supplemental Appropriation to the 2017-2018 Police Department Capital Improvements Plan Fund for a Radar Speed Display Message Board in the amount of \$12,550.00**

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

That a sum not to exceed Twelve Thousand Five Hundred Fifty Dollars (\$12,550.00) be, and hereby is, appropriated as a supplemental appropriation to the 2017-2018 City of Rochester Police Department Capital Improvements Plan Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the purchase of a new Radar Speed Display Message Board.

**Further**, that funds for such supplemental appropriation shall be derived as follows: Eleven Thousand Five Hundred Fifty Dollars (\$11,550.00) from the Primex insurance claim reimbursement and One Thousand Dollars (\$1,000.00) from the 2017-2018 Rochester Police Department Operating Budget. Still further, that the transfer of One Thousand Dollars (\$1,000.00) from the 2017-2018 Police Department Operating Budget to the 2017-2018 Police Department Capital Improvements Plan Fund stipulated above is hereby authorized.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY18 03-06 AB 89**

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

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

- 13.8. AB 100 Amendment to Chapter 42, Table 18-, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks (first reading, refer to**



***the Planning Board and a Public Hearing)***

Councilor Lachapelle **MOVED** to read the Amendment by title only for a first time and refer the matter to the Planning Board and a Public Hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for the first time as follows:

**Amendments to Chapter 42, Table 18-A, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks**

**THE CITY OF ROCHESTER ORDAINS:**

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

**Insert the following after Section 42.20(b)(9):**

10. Manufactured Housing Park – Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

**Change Section 42.20(b)(10) to read:**

11. Manufactured Housing Unit – **Not part of an existing Mobile Home Park**

A. Manufactured Housing Unit on own Lot

- i. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots
- ii. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of garages, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.

B. Manufactured Housing Unit in Manufactured Housing Park

- i. Shall be in accordance with the standards contained in Chapter 43, the Rochester Mobile Home Ordinance.



**Renumber the rest of 42.20(b) to accommodate this insertion.**

**Further**, the City of Rochester ordains that Table 18-A of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended that "Manufactured Housing Park" be added as permitted uses in the Agricultural Zone and that Table 18-A shall be amended to reflect said change as shown in the Attached Exhibit. (Exhibit A).

Still further, the City of Rochester ordains that Chapter 43 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

**43.1 Purpose and Intent.**

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

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

**13.9. AB 101 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses *(first reading, refer to the Planning Board and a Public Hearing)***

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

**Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses**

**THE CITY OF ROCHESTER ORDAINS:**

**WHEREAS**, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as

shown on a map titled, "City of Rochester Zoning Map."

**WHEREAS**, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 42 of the General Ordinances of Rochester regarding zoning.

**WHEREAS**, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert the Neighborhood Mixed Use Zone between North Main Street Bridge and Holy Rosary Church to Downtown Commercial Zone.

**WHEREAS**, the Mayor and the City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the boundaries of the Special Downtown Overlay district to encompass the entire Downtown Commercial Zone.

**WHEREAS**, the Mayor and the City of Rochester desire to amend the City of Rochester Zoning Ordinance Table 18-B, Sales-Service-Office-Institutional Uses to eliminate "Gas Station" and "Vehicle Service" as permitted uses in the Downtown Commercial Zone.

**THEREFORE**, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester between North Main Street Bridge and Holy Rosary Church shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit A).

**FURTHER**, the Mayor and City Council of Rochester ordain that Special Downtown Overlay District shall be expanded to cover the entirety of the Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit B).

**STILL FURTHER**, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown changes ordained by the Mayor and the City Council.

**FINALLY**, the Mayor and the City Council of Rochester ordain that "Gas Station" and "Vehicle Service" shall be eliminated as permitted uses in the Downtown Commercial Zone and that Table 18-B shall be reflect said change as shown in the Attached Exhibit. (Exhibit C). **The effective date of these amendments shall be upon passage.**

#### **14. Other**

The City Council debated whether or not the Non-Public Session meeting minutes of February 6, 2018 should be unsealed. Councilor Lauterborn **MOVED** to

unseal the Non-Public Session minutes of February 6, 2018 (land). Councilor Lachapelle seconded the motion. The **MOTION FAILED** by a majority voice vote.

## 15. Non-Meeting/Non Public Session

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

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

Mayor McCarley **MOVED** to enter a Non-Public Session under **Non-Public Session, Land, RSA 91-A:3 II and (d) Non-Public Session, Personnel, RSA 91-A:3,II (a)** at 8:23 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call of 13 to 0. Councilor Bogan, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Torr, Hamann, Gates, Keans, Bogan, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle **MOVED** to exit the Non-Public Session and return to Public Session at 8:45 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn **MOVED** to seal the minutes indefinitely. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hutchinson, Keans, Lauterborn, Hamann, Lachapelle, Abbott, Walker, Gates, Torr, Gray, Bogan, Varney, and Mayor McCarley voted in favor of the motion.

## 16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 8:47 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk

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*Intentionally  
left blank...*

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City Clerk's Office

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## EMPLOYEE OF THE MONTH NOMINATION FORM

**EMPLOYEE'S NAME** Owen Friend-Gray

**DEPARTMENT** DPW, Assistant City Engineer

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

### SERVICE TO THE COMMUNITY

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

Owen coaches Little League and works hard to keep to instill that having fun is the best part of the game, not winning.

### QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

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

Owen is in the driver's seat when it comes to getting departments and members of the public to work together. He explains in both group setting and one on one the immediate and long term benefits of collaboration. He's pretty convincing, and usually right. He devotes a lot of his time to talking one on one with folks so that he can better understand their position, and they can ask questions to understand DPW's/the City's position; for example, he has sat with the Building and Fire Departments to understand their plumbing and fire codes, he's then looked at the City's water and sewer regulations and found the most effective and economical ways to make all four codes work together. Another example is illustrated by the amount of time he has spent working with ensuring his employees and the residents required to abandon their private septic systems to tie into new public sewer work mutually and painlessly find the best way to connect existing structures into a new system, which is often like trying to figure a square peg through a round hole.

Owens position forces most of his time be spent working with paper, but he gets out in the field and isn't shy to get his hand and boots muddy and it doesn't take long to see him stepping in to lift a manhole cover (which are grossly heavy) from the hands of a struggling contractor.

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

(Example: He/she gives extra hours to the job when necessary to get the job done.)  
Owen consistently works 10 hour days and he doesn't ever take a break. He understands that there will never be a lull of work to do in the municipal field, but he doesn't like to keep people waiting so he keeps working, and that's obvious by his immediate responses to emails and meeting requests. He's the type of employee that will rearrange his entire schedule to prioritize the person(s) asking for help.

**YOUR NAME:** Seth Creighton

**DATE:** 3-27-18

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

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



## *City of Rochester, New Hampshire*

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

### **6.2. CITY MANAGER'S REPORT** **April 3, 2018**

The Employee(s) of the Month is: Owen Friend-Gray – Department of Public Works – **P. 41**

Contracts and documents executed since last month:

- Department of Public Works **P. 44**
  - Notice of Award – Route 125 Bridge Guardrail and Approaches **P. 44**
  - Cocheco Well wetland monitoring services- GZA GeoEnvironmental, Inc **P. 45**
  - Final Survey – Dewey Street Bridge **P. 46**
  - Landfill monitoring – Ransom Consulting – Additional Testing Services required by NHDES **P. 47**
  - Uniform Rental & Cleaning – 2-year contract renewal G & K Services **P. 48**
- Economic & Community Development **P. 49**
  - Blue Oasis JOB Loan – mortgage release **P. 49**
  - Environmental Review – CAP Weatherization **P. 50**
  - Victims of Crime Act Assistance Grant – continuing grant application **P. 51**
- Information Technology **P. 52**
  - Exchange Service and Office Upgrade **P. 52**
- Legal Department **P. 53**
  - Tax Deeds – 70 Strafford Road, 39 Old Milton Road, 11 Bramber II **P. 53**
- Police Department **P. 54**
  - Highway Safety Grants **P. 54**
- Planning Department **P. 55**
  - RFP #18-20- Design Guidelines and RFP #18-20-Downtown Density Regulation Update – Award Contract – Bendon Adams **P. 55**
  - Release of Easement – 24 Stonewall Avenue **P. 56**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **none**
- Monthly Overnight Travel Summary - **none**
- Permission & Permits Issued **P. 57**
- Personnel Action Report Summary **P. 58**



## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

[www.rochesternh.net](http://www.rochesternh.net)

03/29/2018

CITY OF  
Received  
MAR 21 2018  
City Manager  
ROCHESTER

### INTEROFFICE MEMORANDUM

**TO:** Dan Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager/Finance Director  
**FROM:** Lisa J. Clark, Admin and Utility Billing Supervisor *hjc*  
**DATE:** March 19, 2018  
**SUBJECT:** Notice Award – Northeast Earth Mechanics  
Rt 125 Pedestrian Bridge Guardrail and Approaches  
**CC:** Peter C. Nourse, PE Director of City Services

Enclosed please find two (2) copies of the Notice of Award for the Rt125 Pedestrian Bridge Guardrail and approach. This project is being awarded to the low bidder and with a negotiated contract price.

There is sufficient funding in the following accounts:

15013010-771000-17570

15013010-771000-16530

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

Signature

*Blaine Cox*

Blaine M. Cox, Deputy City Manager



03/29/2018



## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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CITY OF  
Received  
MAR 28 2018

### INTEROFFICE MEMORANDUM

**TO:** Dan Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager/Finance Director  
**FROM:** Lisa J. Clark, Admin and Utility Billing Supervisor *LJC*  
**DATE:** March 23, 2018  
**SUBJECT:** GZA GeoEnvironmental, Inc  
Cocheco Well wetland monitoring services  
**CC:** Peter C. Nourse, PE Director of City Services

Attached is a (1) Scope of Services / Agreement for the groundwater monitoring required as a condition of the Large Groundwater Withdrawal Permit for the Cocheco Well Site. This is an O&M Budgeted expense of \$1,450

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

Signature

Blaine M. Cox, Deputy City Manager

03/29/2018



## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

[www.rochesternh.net](http://www.rochesternh.net)

CITY OF  
Received  
MAR 1 2018  
City Manager  
ROCHESTER

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### INTEROFFICE MEMORANDUM

---

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

**FROM:** Owen Friend-Gray PE, Assistant City Engineer

**DATE:** 27 February 2018

**SUBJECT:** Dewey Street Bridge Final Survey

**CC:** Michael S. Bezanson PE, City Engineer

---

Attached is the Doucet Survey contract for the boundary survey and monumentation requirements per the easement signed with the abutter, Mr. Mauser, to the Dewey Street Bridge Project. Doucet survey already performed the control work for this project, so their existing data and knowledge of the area allows them to expeditiously perform the work and increase the consistency of the information. There is sufficient funding in the Dewey Street Pedestrian Bridge CIP budget account number 15013010-771000-17579.

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

Blaine M. Cox, Deputy City Manager

Dan Fitzpatrick, City Manager

Please return contract to DPW for distribution and mailing



# City of Rochester, New Hampshire

## PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

[www.rochesternh.net](http://www.rochesternh.net)

03/29/2018

CITY OF  
Received  
MAR 6 2018  
City Manager  
ROCHESTER

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### INTEROFFICE MEMORANDUM

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

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

**DATE:** March 6, 2018

**SUBJECT:** Ransom Consulting  
Rochester Landfill Monitoring  
Additional Testing Services Required by NHDES

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

Attached please find one copy of Ransom Consulting Environmental Contract. Ransom Environmental has been the consultant tasked with management of the Old Rochester Landfill Groundwater Permit #198705045 since 2007. Annual monitoring is required for the Old Dover Road site per that NHDES permit and this year's annual cost were \$5050

This requested contract is in the amount of \$4200 and is necessary for additional testing and monitoring required by NHDES.

There is currently sufficient funding to support this amendment in the DPW O&M Budget.

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

Signature

*Blaine Cox*

(Blaine Cox, Finance Director / Deputy City Manager)

03/29/2018



## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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

[www.rochesternh.net](http://www.rochesternh.net)

CITY OF  
Received

MAR 26 2018

City Manager  
ROCHESTER

### INTEROFFICE MEMORANDUM

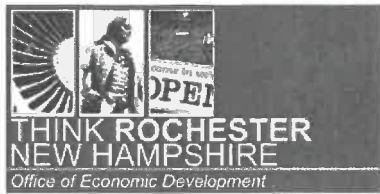
**TO:** Dan Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager/Finance Director  
**FROM:** Lisa J. Clark, Admin and Utility Billing Supervisor  
**DATE:** March 23, 2018  
**SUBJECT:** Uniform Rental & Cleaning Service – G&K Services  
2 Year Contract Extension  
**CC:** Peter C. Nourse, PE Director of City Services

Attached is (1) Copy of the G&K Services uniform Contract for signature. This is a 2 year extension of the current contract. Per AFSCME Union Contract the City provides this service to this bargaining groups 45 employees. The City went out to bid for 3 years service with an option to extend up to 3 more years. The City and the Union are pleased with the services, the quality of the product and the pricing to date. We will be extending for 2 more years. G&K Services has agreed to extend the current pricing structure for this contract extension. This was discussed and approved by the Finance Director in advance. The DPW will go out to bid again in the spring of 2020.

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

Signature

Blaine M. Cox, Deputy City Manager



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

03/29/2018



CITY OF  
Received  
**FEB 27 2018**  
City Manager  
ROCHESTER

# MEMO

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**TO:** Dan Fitzpatrick, City Manager; Terence O'Rourke, City Attorney

**CC:** Karen Pollard, Economic Development Manager; Julian Long, CDBG Coordinator; Ann Arsenault, Finance; Blaine Cox, Deputy City Manager

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

**DATE:** February 27, 2018

**RE:** Release of mortgage for Blue Oasis JOB Loan

---

The JOB Loan Committee approved the removal of the mortgage lien located at 117 Walnut Street as a requirement for the Blue Oasis JOB Loan. The vote to release the mortgage by the committee was unanimous via email vote in December 2017.

There is a scheduled closing for Monday March 5, 2018 with Atlas Title LLC located in Dover, NH as the closing agent. All recording fees are the responsibility of the Blue Oasis owners at closing and Atlas Title.

Please sign, notarize and return the originals to me as they will be required for closing.

  
Approved  
**Terence O'Rourke**  
City Attorney

03/29/2018

CITY OF  
Received

MAR 5 2018

City Manager  
ROCHESTER

Date: March 5, 2018

To: Dan Fitzpatrick  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

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

Please see attached the completed FY 2017-2018 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). The City Council approved funding to the CAP weatherization program at the August 1, 2017 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: March 7, 2018

To: Dan Fitzpatrick  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAR 7 2018  
City Manager  
ROCHESTER

Re: Victims of Crime Act Assistance Continuing Grant Application

Please see attached the Victims of Crime Act Assistance continuing grant application requesting continued funding for the part-time Victim Witness Advocate staff. This application has been reviewed and approved by City Attorney Terence O'Rourke and City Prosecutor Andrea Mitrushi. City Council voted to approve submission of this grant application at the March 6, 2018 City Council meeting. The application requires the signature of the City Manager as the authorized City authority.

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



03/29/2018



## City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

[www.rochesternh.net](http://www.rochesternh.net)

CITY OF  
Rochester

MAR 26 2018

City Manager  
ROCHESTER

### INTEROFFICE MEMORANDUM

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

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** March 23, 2018

**SUBJECT:** Systems Engineering  
Exchange Server and Office Upgrade - \$79,439.79

**CC:**

Attached please find one copy of Exchange Server and Office Upgrade. The work described in this scope of services is for licensing and professional services for upgrading both Exchange and Office to the most recent version. It includes a license for SQL server for our upcoming Munis upgrade.

This project crosses several CIP projects:

CIP Project name	Project Account	Amount
Technology Upgrades Phase 2	15011020-773800-18508	\$23,681.39
Network Upgrades	15011020-773800-18507	\$21,076.00
Software Upgrades	15011020-773800-18506	\$34,682.40

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

Signature

Blaine M. Cox, Deputy City Manager





*City of Rochester, New Hampshire*

OFFICE OF THE CITY ATTORNEY

19 Wakefield Street • Rochester, NH 03867

(603) 335-7564

[www.RochesterNH.net](http://www.RochesterNH.net)

03/29/2018

CITY OF  
Received

MAR 12 2018

City Manager  
ROCHESTER

# Memorandum

To: Daniel Fitzpatrick, City Manager  
From: Terence O'Rourke, City Attorney  
Date: March 12, 2018  
Re: Tax Deeds for 70 Strafford Road, 39 Old Milton Road, and 11 Bramber II

---

On March 12, 2018, the Tax Collector issued Tax Deeds 70 Strafford Road, 39 Old Milton Road and 11 Bramber II. In order to complete the process, the City Manager must sign the Tax Deed accepting the property on behalf of the City.



# ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

03/29/2018

POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice Chairman*  
LISA M. STANLEY  
*Commissioner*

PAUL R. TOUSSAINT  
*Chief of Police*

March 1, 2018

TO: Daniel Fitzpatrick  
City Manager

FROM: Paul R. Toussaint  
Chief of Police

RE: Highway Safety Grants



Dear Mr. Fitzpatrick:

Attached please find two agenda bills that I am requesting your signature on. These are for a Highway Safety STEP (Sustained Traffic Enforcement Patrol) and Highway Safety DWI grant. The amount of the grants being less than \$10,000.00 require only your signature to apply. The deadline to apply for the grants is March 30, 2018. The grant period covered is in FY 18 & FY19.

The grants are as follows:

DWI Grant	\$6,345.06
Sustained Traffic Enforcement	\$8,460.08

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



Planning Board  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

Planning & Development Department  
City Hall Annex  
33 Wakefield Street  
ROCHESTER, NEW HAMPSHIRE 03867-1917  
(603) 335-1338 - Fax (603) 330-0023  
Web Site: <http://www.rochesternh.net>

03/29/2018

CITY OF  
Received  
MAR 12 2018  
City Manager  
ROCHESTER

## MEMO

**Date:** March 12, 2018

**To:** Daniel Fitzpatrick, City Manager

**From:** Michelle Mears  
Staff Planner/Planning and Development Department

**Re:** Award Contract for BendonAdams RFP # 18-20 Design Guidelines & #RFP 18-21 Downtown Density Regulation Update

After reviewing the proposal with NH Division of Historical Resources the Planning and Development Department recommends moving both of these project forward with Bendon Adams. This firm experience is a better fit for the City in the ability, capacity, and skill to perform the project within the specified time limits, past performance, and the ability to work on both projects simultaneously.

The City Attorney Terence O'Rourke reviewed the Bendon Adams professional service agreement the next step is to have City Manager, Daniel Fitzpatrick sign this agreement on page 4. Please let me know if you have any questions.

Thank you  
Michelle Mears, Staff Planner


*Michelle Mears*

03/29/2018



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

CITY OF  
Received  
MAR 15 2018  
City Manager  
ROCHESTER

Date: March 15, 2018  
To: Dan Fitzpatrick, City Manager  
From: Seth Creighton, Chief Planner   
Re: Release of Easement, for signature

On February 6<sup>th</sup> the City Council approved a resident's request to remove a City easement from his property at 24 Stonewall Drive.

Attached is a 'release of easement' that Terence and I drafted and the property owner has agreed to. Will you and a Notary/JP please sign this and return it to my attention?

Page 57 of 153

PERSONNEL ACTIONS.xls, MARCH 2018

**Amendment to Chapter 42 of the General Ordinances of the City of Rochester**  
**Regarding the Location and Boundaries of Zoning Districts and to Table 18-B,**  
**Permitted Uses**

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert the Neighborhood Mixed Use Zone between North Main Street Bridge and Holy Rosary Church to Downtown Commercial Zone.

WHEREAS, the Mayor and the City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the boundaries of the Special Downtown Overlay district to encompass the entire Downtown Commercial Zone.

WHEREAS, the Mayor and the City of Rochester desire to amend the City of Rochester Zoning Ordinance Table 18-B, Sales-Service-Office-Institutional Uses to eliminate "Gas Station" and "Vehicle Service" as permitted uses in the Downtown Commercial Zone.

THEREFORE, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester between North Main Street Bridge and Holy Rosary Church shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the Mayor and City Council of Rochester ordain that Special Downtown Overlay District shall be expanded to cover the entirety of the Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit B).

STILL FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown changes ordained by the Mayor and the City Council.

FINALLY, the Mayor and the City Council of Rochester ordain that "Gas Station" and "Vehicle Service" shall be eliminated as permitted uses in the Downtown Commercial Zone and that Table 18-B shall be reflect said change as shown in the Attached Exhibit. (Exhibit C).

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

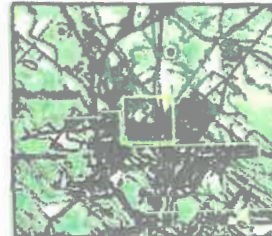
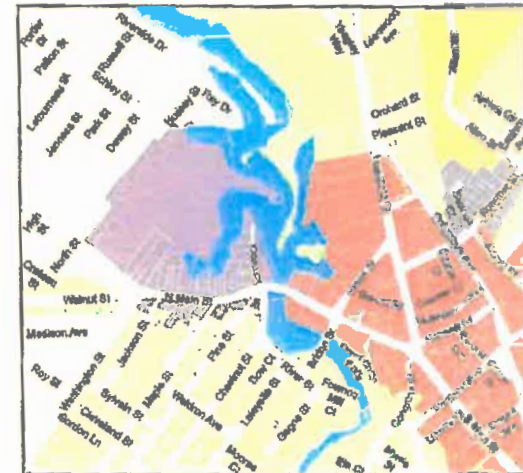


**EXHIBIT A****Proposed Zoning Revision - Downtown Commercial Zone****Legend**

Proposed for  
Zoning Revision  
Parcel Boundary

**Zoning Districts**

Residential - 1  
Residential - 2  
Neighborhood Mixed Use  
Downtown Commercial  
General Industrial

**Current Zoning****Proposed Zoning**

Date: 1/29/2018

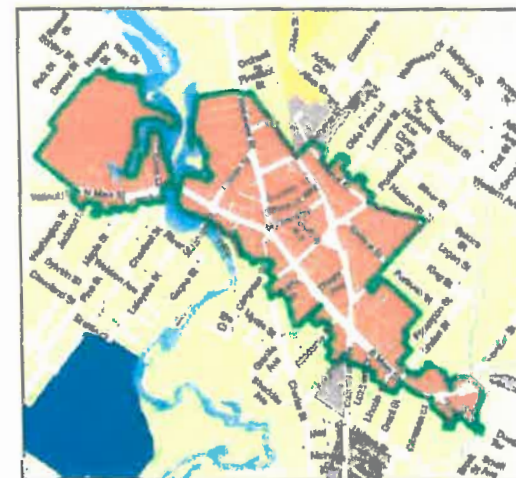


**EXHIBIT B****Proposed Zoning Revision - Special Downtown Overlay****Legend**

- Proposed for Zoning Revision
- Parcel Boundary
- Special Downtown Overlay

**Zoning Districts**

- Residential - 1
- Residential - 2
- Neighborhood Mixed Use
- Downtown Commercial
- Office Commercial
- General Industrial

**Current Zoning****Proposed Zoning**

Data: 1/29/2018

**EXHIBIT C****TABLE 18-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES**

SALES-SERVICE-OFFICE-INSTITUTIONAL USES	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	HC	GI	RI	HS	AS	Section Reference
Adult Day Care Center	-	-	E	E	P	P	P	E	-	P	-	Section 42.22
Adult Day Care Home	-	E	E	E	P	P	P	-	-	P	-	Section 42.22
Adult Oriented Establishment	-	-	-	-	-	-	-	-	C	-	-	Section 42.22
Agricultural Building, Reuse of Existing	C	C	-	C	-	P	-	-	-	-	-	Section 42.22
Antique Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Artist Studio	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Bank	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
Convenience Store	-	C	P	-	P	E	P	-	-	-	-	Section 42.21
Day Care - 1 (Day Care Residence)	P	P	P	P	P	P	P	-	-	P	-	
Day Care - 2 (Day Care - Family)	-	E	P	E	P	P	P	-	-	P	-	Sections 42.20 & 42.21
Day Care - 3 (Day Care Center)	-	-	E	E	P	P	P	E	-	E	-	Section 42.22
Florist	-	-	P	-	P	-	P	-	-	-	-	
Funeral Home	-	-	C	-	P	P	P	-	-	P	-	
Gas Station	-	-	-	-	P	-	P	-	-	-	-	Sections 42.20 & 42.21
Grocery Store	-	-	-	-	P	-	P	-	-	-	-	
Hospital	-	-	-	-	P	P	P	-	-	P	-	
House of Worship	-	C	C	C	P	C	P	-	-	P	-	Section 42.21
Housing Unit Sales	-	-	-	-	-	-	P	P	-	-	-	
Laundry Establishment - 1	-	C	P	-	P	-	P	-	-	-	-	Section 42.21
Laundry Establishment - 2	-	-	P	-	P	-	P	-	-	-	-	
Library	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Marina	-	-	-	-	-	-	P	-	-	-	-	
Museum	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Office	-	-	P	-	P	P	P	P	P	-	-	
Office, Medical	-	-	C	-	P	P	P	C	-	P	P	Section 42.21
Office, Professional	-	-	P	-	P	P	P	P	-	-	-	
Personal Service Establishment	-	-	P	-	P	P	P	-	-	-	-	
Retail Sales (under 5,000 square feet)	-	-	P	-	P	E	P	-	-	-	-	
Retail Sales (5,000 - 30,000 square feet)	-	-	-	-	P	-	P	-	-	-	-	
Retail Sales (over 30,000 square feet)	-	-	-	-	-	-	P	-	-	-	-	
Retail Service	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
School, K-12	C	C	C	C	C	P	C	-	-	-	-	Section 42.21
School, Other	-	C	C	C	P	P	P	C	-	-	-	Section 42.21
Second Hand Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Service Establishment	-	-	C	-	C	-	C	P	-	-	-	Section 42.21
Shelter	-	-	-	-	E	E	P	E	E	E	-	
Small Wind Energy Systems	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Vehicle Sales, New	-	-	C	-	-	-	P	-	-	-	-	Sections 42.20 & 42.21
Vehicles Sales, Used	-	-	C	-	-	-	P	-	-	-	-	Section 42.20
Vehicle Service	-	-	-	-	P	-	P	P	-	-	-	
Yard Sale, Commercial	-	-	-	-	-	-	C	-	-	-	-	Sections 42.20 & 42.22

\*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

APPROVED APRIL 2014

C:\Users\kelly.walters\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\BV5HAHDZ\TABLE XVIII-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES - Approved April 2014

**Amendments to Chapter 42, Table 18-A, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks**

THE CITY OF ROCHESTER ORDAINS:

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

**Insert the following after Section 42.20(b)(9):**

10. Manufactured Housing Park – Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

**Change Section 42.20(b)(10) to read:**

11. Manufactured Housing Unit – **Not part of an existing Mobile Home Park**

A. Manufactured Housing Unit on own Lot

- i. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots
- ii. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of garages, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.

B. Manufactured Housing Unit in Manufactured Housing Park

- i. Shall be in accordance with the standards contained in Chapter 43, the Rochester Mobile Home Ordinance.

**Renumber the rest of 42.20(b) to accommodate this insertion.**

Further, the City of Rochester ordains that Table 18-A of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended that "Manufactured Housing Park" be added as permitted uses in the Agricultural Zone and that Table 18-A shall be amended to reflect said change as shown in the Attached Exhibit. (Exhibit A).

Still further, the City of Rochester ordains that Chapter 43 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

**43.1 Purpose and Intent.**

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

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

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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)



## **ARBOR DAY PROCLAMATION**

**WHEREAS**, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and  
**WHEREAS**, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and  
**WHEREAS**, ARBOR DAY is now observed throughout the nation and the world; and  
**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and  
**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and  
**WHEREAS**, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and  
**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal; and  
**WHEREAS**, Rochester has been recognized for seventeen years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

**NOW THEREFORE**, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim April 27, 2018 as **ARBOR DAY** in the City of Rochester and urge all citizens of our community to support efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand  
and caused to be affixed the Seal of the City of  
Rochester this the 3rd Day of April in the year  
of our Lord, Two Thousand and Eighteen.

Caroline McCarley  
Mayor

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City Clerk's Office

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03/29/2018

**Bedford Design Consultants Inc.**  
 ENGINEERS AND SURVEYORS

 177 East Industrial Park Drive  
 Manchester, NH 03109

 TEL (603) 622-5533  
 FAX (603) 622-4740

## LETTER OF TRANSMITTAL

DATE	3-26-18	JOB NO.	584.05
ATTENTION	CITY COUNCIL		
RE:	PETITION FOR		
	ZONING AMENDMENT		
	SECTION 29(m)(6) SIGNS		

 TO City Council (via City Clerk)  
31 Wakefield St.  
Rochester, NH 03867

WE ARE SENDING YOU

☒ Attached☐ Under separate cover via \_\_\_\_\_ the following items:☐ Shop drawings☐ Prints☐ Plans☐ Samples☐ Specifications☐ Copy of letter☐ Change order☐ \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1	3-26-18	-	Narrative
1	"	-	FEE CHECK
1	"	-	Petition w/ attached description
1	-	-	Example of Sign (if needed)

RECEIVED

MAR 26 2018

Pd. #100 -  
CIC #17308CITY CLERK'S  
ROCHESTER, NH

THESE ARE TRANSMITTED as checked below:

☒ For approval☐ Approved as submitted☐ Resubmit \_\_\_\_\_ copies approval☐ For your use☐ Approved as noted☐ Submit \_\_\_\_\_ copies for distribution☐ As requested☐ Returned for corrections☐ Return \_\_\_\_\_ corrected prints☐ For review and comment☐ \_\_\_\_\_☐ FOR BIDS DUE \_\_\_\_\_ 20 \_\_\_\_\_ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS \_\_\_\_\_

If there are any questions, please give me a call  
 at 622-5533

Thank you, Katie Weiss

COPY TO \_\_\_\_\_

SIGNED

Katie Weiss

03/29/2018

***Bedford Design Consultants*** Inc.  
**ENGINEERS AND SURVEYORS**

177 East Industrial Park Drive Manchester, NH 03109  
Telephone: (603) 622-5533 Fax: (603) 622-4740  
www.bedforddesign.com

**March 26, 2018**

Rochester City Council  
31 Wakefield Street  
Rochester, NH 03867

**RE: Request for Amendment to the Zoning Ordinance**  
Section 42.29(m)(6) Development and Construction Signs

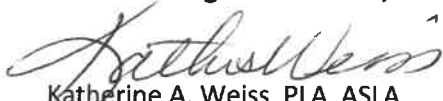
Members of the Council,

Bedford Design, on behalf of our client CBDA Development, LLC, respectfully requests an Amendment to the Sign Regulations in the Zoning Ordinance. Our client owns the Village at Clark Brook which is a Planned Unit Development on Old Dover Road. The project consists of over 200 units including multi-family, duplex, single family, and live/work. The owner would like to put two signs on the property that are larger than allowed in the zoning district. These signs are each twelve square feet (2' x 6') and were included in the Site Plan package which was approved by the Planning Board.

The underlying zoning district does not accommodate the needs of a large development like the Village at Clark Brook. The site is zoned Agricultural and PUD-4 and does not allow signs of this size. After speaking with City Staff and discussing the options we are submitting to the Council for an Amendment to the Sign Regulations. Attached is the requested wording to Section 42.29(m)(6). We are proposing a section (6.2) for Permanent Construction Signs and amending the unnamed table at the end of 42.29 to add Permanent Construction Signs and permit them in all residential districts.

Thank you for considering our application. If you have any further questions, please feel free to call us at 622-5533.

Sincerely,  
**Bedford Design Consultants, Inc.**

  
Katherine A. Weiss, PLA, ASLA  
Project Manager



**Petition for Zoning Ordinance Amendment**Date: 3-26-18

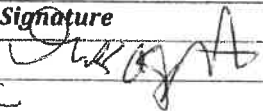
The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section 29(m)(6) of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

please see attached description.

Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	Printed Name	Signature	Street Address	Map & Lot Number
1	Dick Anagnost		Old Dover Rd	Map 256A multiple lots
2	CBDA Development LLC			
3				
4				
5				
6				
7				
8				
9				
10				

Amendment A (*Amendments are in italics and bold*)

42.29(m)(6) Signage

**6.1. Development and Construction Signs.** Signs temporarily erected during construction to inform the public of the developer, contractors, architects, engineers, the nature of the project or anticipated completion dates, shall be permitted in all zoning districts, subject to the following limitations:

- A. Such signs on a single residential lot, residential subdivision, or multiple residential lots, and nonresidential uses shall be limited to one sign, no greater than 10 feet in height and 32 square feet in area.
- B. Such signs for commercial or industrial projects shall be limited to one sign per street front.
- C. Development and construction signs may not be displayed until after the issuance of construction permits by the building official and must be removed no later than 24 hours following issuance of an occupancy permit for an or all portions of the project.

**6.2. Permanent Development Signs.** *These signs shall be used to identify a project and/or inform the public of the name of a development.*

- A. Such signs shall be no greater than 32 square feet.*
- B. Such signs may be used for development greater than 50 units.*
- C. Such signs may not be lit.*
- D. Such signs are allowed in Open Space.*

Amendment B

42.29 Unnamed Table

***Permanent Construction Signs shall be added to the last (unnamed) table of Section 42.29 and permitted in all residential and PUD districts.***

03/29/2018

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City Clerk's Office

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*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)

03/29/2018

**Appointments Committee Minutes**

February 14, 2018

**\*Revised**

**Committee Members Present:**

Sandra Keans, Chair (arrived at 6:30pm)  
Tom Abbott  
Robert Gates

Donna Bogan  
James Gray, Vice-Chair

The meeting was called to order at 6:15 p.m. on February 14, 2018.

**Kristen Ebbeson – Rochester Economic Development Commission**

Ms. Ebbeson has owned Riverstone Custom Framing for six years. She is very interested in seeing a vibrant downtown. She offers a different perspective on the REDC.

**Robert Goldstein – Zoning Board of Adjustment**

He has been a member for several years and continues to enjoy the work.

**Shon Stevens – Zoning Board of Adjustment**

Has been an alternate and enjoys the process and would like to continue.

**Larry Spector – Zoning Board of Adjustment**

Has been on the committee for over 8 years and has served previously as vice-chair. He has recently been elected as chair.

**Ralph Sanders – Utility Advisory Board**

He has been a licensed civil engineer. He has only been a member for about a year and has found it interesting. He is happy to lend his expertise to the city.

Councilor Gray **MOVED** to reappoint Mr. Sanders; Councilor Abbott **SECONDED** Mr. Sanders to be reappointed to the Utility Advisory Board. The Appointments Committee unanimously recommends that Mr. Sanders be reappointed to the Utility Advisory Board, term to expire 01/2/2021.

**Don Hamann – Planning Board Alternate**

He believes he has plenty of time to volunteer. He is already a representative of the Strafford Regional Planning Commission.

Councilor Gray **MOVED** to recommend; Councilor Bogan **SECONDED** Mr. Hamann to be appointed to the Planning Board as an alternate. The Appointments Committee unanimously recommends that Mr. Hamann be appointed to the Planning Board as an alternate, term to expire 1/2/2021.

**\*Glenn Watt – Arts & Culture Commission**

Mr. Watt was interviewed by the committee. The committee recommends Mr. Watt to be appointed to the Arts & Culture Commission. Term to expire 07/01/2020.

The meeting was adjourned at 7:42 pm.

Respectfully submitted,  
Sandra B. Keans, Chair



*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)

03/29/2018

**Appointments Committee Minutes**

March 21, 2018

**Committee Members Present:**

Sandra Keans, Chair  
James Gray, Vice-Chair  
Robert Gates

**Committee Members Absent:**

Tom Abbott  
Donna Bogan

The meeting was called to order at 6:15 p.m. on March 21, 2018.

**Merry Lineweber – Conservation Commission**

Ms. Lineweber stated that the committee is working well. She is discouraged that the Conservation Commission does not have enough publicity for all the good work that they do. She has served for 15 plus years and knows a ton about it and is still enjoying it.

Councilor Gray **MOVED** to recommend; Councilor Gates **SECONDED** Ms. Lineweber to be reappointed to the Conservation Commission. The Appointments Committee unanimously recommends that Ms. Lineweber be reappointed to the Conservation Commission as a regular member, term to expire 1/2/2021.

**Amy Marie Regan – Arts & Culture Commission**

Ms. Regan is one of the original members and said that it has worked well through the first years and is happy with the progress. She believes it is very good for the community. She is looking forward to even more visibility this year.

Councilor Gates **MOVED** to recommend; Councilor Gray **SECONDED** Ms. Regan to be reappointed to the Arts & Culture Commission. The Appointments Committee unanimously recommends that Ms. Regan be reappointed to the Arts & Culture Commission as a regular member, term to expire 1/2/2020.

**Shawn Libby – Utility Advisory Board**

He has been the chair and has been on the board about 5 years. Currently the board is as talented as it has ever been. He is very happy working with Mark Sullivan; he provides all the information about projects, engineering and financial that allows the board to make good decisions. The board is working well.

Councilor Gates had to leave the meeting at 7:00 p.m. The committee will vote on Mr. Libby.

The meeting was adjourned at 7:20 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

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday, March 1, 2018**

**31 Wakefield Street, Rochester, NH**

City Council Chambers

**7:00 PM**

**Agenda****1. Call to Order**

Councilor Lachapelle called the Codes and Ordinances Committee to order at 7:00 pm. Susan Morris, City Clerk Typist, took a silent roll call, All Committee members were present except for Councilor Bogan, who was excused. Also present were Councilor Walker and City Attorney, Terence O'Rourke.

**2. Public Input**

Councilor Lachapelle opened Public Input at 7:02 pm.

Kris Kozlowski of Academy Street and David Clark of Academy Street were both recognized. Councilor Lachapelle said they would be permitted to speak during the Committee discussion of Chapter 19.8.

Councilor Lachapelle closed Public Input at 7:05 pm.

**3. Acceptance of the Minutes: February 1, 2018**

Councilor Abbot **MOVED** to **ACCEPT** the minutes of the February 1, 2018 Codes and Ordinances Committee meeting. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**4. Amendment to Chapter 19.8 Storage of Containers/Dumpsters**

Councilor Lachapelle stated that tonight's discussion was more on the policing of Chapter 19 and the esthetics of the toters on a one-way street. He went on to say that there is no one solution which fits the entire City. It would be difficult to specialize it for different areas of the City. It could be done, however, the City is unlikely to pay extra to have special equipment for individual streets. Councilor Lachapelle said it is more of a policing issue; however, the City

*DRAFT MINUTES*

does not have the resources to enforce the ordinance for each street, it has to be complaint driven.

Kris Kozlowski, resident, spoke of several issues with landlords or tenants vacating property and leaving trash and items behind on the public way. Attorney O'Rourke stated that if it is the public way, that would be considered dumping and it would therefore have to be determined who dumped the items there in order to go after that person. Dumping on public property is a crime. Mr. Kozlowski brought up another issue of homeless people who are allowed by the landlords to walk in and sleep at their properties. He believes this contributes to the garbage as well. He stated he had sent pictures of this to Code Enforcement this past Tuesday and left a complaint with the secretary. Councilor Lachapelle said that we would follow up on this complaint with codes. Mr. Kozlowski also spoke about a drainage issue on Academy Street. Councilor Lachapelle said they would bring this issue up at the next Council Meeting to address Public Works.

David Clark, resident, requested some coaching on who should be contacted in regards to these situations, such as trash in the street, illegal dumping, etc. Councilor Lachapelle, Councilor Abbot, and City Attorney O'Rourke spoke about the different scenarios and who should be contacted for each.

## **5. Amendment to Section 4.12 Ordinances and Resolutions P. 33**

City Attorney O'Rourke presented the amendment to Section 4.12 Ordinances and Resolutions. Discussion was held. Councilor Abbott **MOVED** to send the following amendment to the full council for approval.

### **SECTION 4.12 ORDINANCES AND RESOLUTIONS**

Every ordinance, and all resolutions imposing penalties or authorizing the expenditure of money when introduced, **except those placed on the Agenda by the Mayor which have already been examined and approved in form by the City Manger, City Attorney, City Clerk, and Finance Director,** shall be written and shall pass through the following stages before they shall be considered as having received the final action of the Council, to wit: First reading for information, and if not rejected or otherwise disposed of, the City Attorney and City Clerk, shall carefully examine them to see that they are in technical form and that their provisions are not repugnant to the Laws and Constitution of the State of New Hampshire or to the Charter and Ordinances of the City of Rochester: They shall then be referred by the chair to the appropriate Council committee for review, public hearing (if required) and discussion. All committees shall make a report for final action to the Council. After such report, the question shall be, "Shall they be read a second time?" If not then rejected, the question shall be on the passage of the same to be enrolled. Upon an affirmative vote, the chair shall refer such ordinance or resolution to the Codes and Ordinances Committee for review as set forth in Section 4.13. and make a report of them to the Council, at which time they shall be deemed to be enrolled. No ordinance or resolution as above referred shall be amended except on its second reading. All other resolutions shall have one reading before they shall finally be passed by the Council.

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

**6. Other**

No discussion.

**7. Adjournment**

Councilor Abbott **MOVED** to **ADJOURN** the committee meeting at 7:28 PM. Councilor Gates seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectively Submitted,

Susan Morris  
Clerk Typist II

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City Clerk's Office

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# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chairperson**

**Donna Bogan, Vice Chairperson**

**Tom Abbott**

**Jeremy Hutchinson**

**James Gray**

<b>Meeting Date:</b>	Monday, March 12, 2018	
<b>Members Present:</b>	Tom Abbott Donna Bogan Jeremy Hutchinson Elaine Lauterborn	<b>Members Absent:</b> James Gray
<b>Guests/Staff:</b>	Julian Long, Community Development Coordinator Jennifer Marsh, Economic Development Specialist Angela Mills, Executive Director of Rochester Main Street Pam Martin, Rochester Main Street Board of Directors Ray Amirault, Rochester Main Street Board of Directors Bonnie Amirault, Rochester Main Street Board of Directors Glenn Watt, Rochester Main Street Board of Directors	

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 February 12, 2018 minutes. The minutes were approved unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>POTENTIAL FITNESS COURT PROJECT – Economic Development Office Presentation</b>	<p>Ms. Marsh stated that the Economic Development Department has proposed a fitness court project in the FY 2018-2019 proposed CIP budget. A potential location would be the former skate park at Hanson Pines. Ms. Marsh showed the committee a brief video overview of what a fitness court would look like and potential funding opportunities.</p> <p>Councilor Lauterborn and Councilor Bogan raised concerns about maintenance costs and sanitary issues. Councilor Hutchinson asked about building costs, and Ms. Marsh stated that \$60,000 in matching funds would be required from the city. Councilor Bogan asked if it would be possible to request the matching funds from Frisbie Memorial Hospital, as a public fitness court presents health benefits to the entire community. Ms. Marsh said she would check.</p>

	<p>Councilor Hutchinson suggested that a fitness court be located at the Rochester Commons rather than at Hanson Pines. Councilor Abbott agreed that the Commons would be a better location as it receives more traffic. Ms. Mills added that Rochester Main Street is interested in doing a summer fitness series.</p> <p><b><i>Motion was made by Councilor Hutchinson and seconded by Councilor Bogan to recommend to City Council that the city apply to build a fitness court with the National Fitness Campaign organization.</i></b> Councilor Abbott asked if the city could sell sponsorships to raise funds for the city's required match, and Ms. Marsh said she would find out. The motion passed unanimously.</p>
<p><b>FOURTH OF JULY FIREWORKS – Economic Development Office and Rochester Main Street</b></p>	<p>Ms. Mills stated that Rochester Main Street is interested in cosponsoring with the City of Rochester a Fourth of July festival to be held on July 3<sup>rd</sup>. Ms. Marsh added that Hervey's Tire would provide the fireworks display. Rochester Main Street is requesting \$10,000 from the city to help cover costs for the festival. Ms. Mills pointed out that the city had budgeted \$20,000 for fireworks in FY 2017-2018, so this would be an opportunity for the city to save money while still supporting a fireworks Fourth of July event.</p> <p>Councilor Bogan asked how the city would be credited as a sponsor, and Ms. Mills replied that the city and its logo would be included on press releases, social media posts, event banners, and other promotional outreach.</p> <p>Councilor Lauterborn asked where the festival will be located, and Mr. Amirault stated that the fireworks will be located behind Hervey's Tire. Councilor Abbott asked where the public would be able to view the fireworks, and Ms. Mills stated that there are several potential locations, such as the Ben Franklin lot, the city lot near Lilac City Grille, and Central Square.</p> <p>Councilor Lauterborn asked if Rochester Main Street has spoken to the City Manager regarding the proposed event. Ms. Marsh replied that they have not yet done so but will soon. She added that they will also be speaking to Chris Bowlen, head of the Recreation Department. Councilor Hutchinson suggested that Rochester Main Street also reach out to the public to get their input and ideas for</p>

	<p>the event.</p> <p><b><i>Motion was made by Councilor Abbott and seconded by Councilor Bogan to recommend to City Council that the city partner with Rochester Main Street on an Independence Day festival to be held on July 3, 2018 and provide \$10,000 in city funding and a police detail for the event.</i></b> The motion passed unanimously.</p>
<b>HUD ENVISION CENTERS DEMONSTRATION PROJECT</b>	Mr. Long presented a brief overview of the new demonstration projects, which are aimed at creating co-located service centers providing job training and other employment services for public housing residents. The demonstration projects program would provide technical assistance but no hard funding.
<b>PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, Non-CDBG Grants</b>	Mr. Long provided a brief overview of ongoing CDBG projects and stated that a large amount of time had been spent going through old CDBG files to compile a complete history of the CDBG-funded Job Opportunity Benefit (JOB) Loan Program. This was done at the request of HUD.
<b>WORKFORCE HOUSING CHARRETTE APPLICATION – Updates</b>	Mr. Long stated that the charrette planning committee has decided on a charrette date of September 26-September 28, 2018. The location for the charrette is still being discussed.
<b>OTHER BUSINESS</b>	<p>Mr. Long stated that he would be out on medical leave for two to four weeks. Urgent matters can be addressed to Jennifer Murphy Aubin, Executive Secretary for the Office of Economic &amp; Community Development.</p> <p>Mr. Long presented to the committee a short article on Albuquerque, New Mexico's efforts to reduce homelessness, which have included data showing it is less expensive to provide housing for chronically homeless individuals than to cover jail costs, emergency room costs, etc.</p> <p>Mr. Long also presented to the committee proposed changes to the bus schedules from the Cooperative Alliance for Seacoast Transportation (COAST). Mr. Long explained that he received these proposals as he serves as the Rochester representative to the COAST Board of Directors. The proposed changes are to bring the bus schedules in line with actual bus route running times, and there are limited cost options that would result in the loss of a mid-day Route 6 bus run and higher cost options that would keep all Route 6 bus runs and expand Route 2 bus runs. The consensus of the</p>

	committee was that limited cost options would be preferred.
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The meeting was adjourned at 8:20 p.m.

**Next Meeting** – Monday, May 14, 2018 at 7:00 p.m. in Isinglass Conference Room in the City Hall Annex (33 Wakefield Street)

**Topics** –Projects Program Report, Workforce Housing Charrette Application





03/29/2018

## 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

National Fitness Court Campaign Application

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 3, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	3/13/2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	24

#### COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Private / City funds
ACCOUNT NUMBER	TBD
AMOUNT	\$30,000 (private) / \$60,000 (city)
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Charter.

**SUMMARY STATEMENT**

The Economic Development Department has proposed a fitness court project (a public installation with multiple exercise stations) in the FY 2018-2019 proposed CIP budget. The National Fitness Campaign ([www.nationalfitnesscampaign.com](http://www.nationalfitnesscampaign.com)) offers funding for the building of fitness courts in the amount of \$30,000 (\$10,000 through a sponsorship with Fit Radio and \$20,000 in community funds) and requires matching funds in the amount of \$60,000 from selected communities. Potential locations include the Rochester Commons and the former skate park at Hanson Pines.

At the March Community Development Committee meeting, the committee voted to recommend that the city apply to build a fitness court with the National Fitness Campaign organization.

**RECOMMENDED ACTION**

Approve application to the National Fitness Campaign to build a fitness court.

## 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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	30,000 (private) -	60,000 -
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	30,000 (private) -	60,000 -
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

# FUNDING NOW AVAILABLE



Does your city make fitness and wellness a priority? We are bringing funds to 100 communities this year who share our mission of activating public spaces and providing free fitness to everyone. **Contact us** (/get-a-court) to learn how you can qualify for sponsor funds and join the **2018 Campaign**.

**Watch our 2 Minute Campaign Launch Video Below**

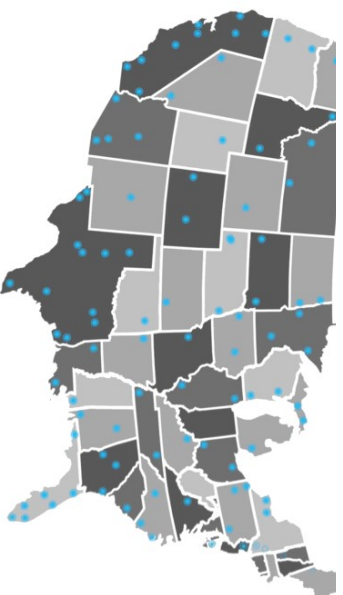
NFC National Campaign Launch



**100 Partnerships. 100 New Fitness Courts.**



Fit Radio, the #1 rated workout app worldwide, has joined National Fitness Campaign as a national sponsor to help 100 communities upgrade their active infrastructure with Fitness Courts in 2018.



[CONTACT TO APPLY FOR FUNDING \(/CONTACT-US\)](#)

# SAN FRANCISCO CASE STUDY

Hear about the Fitness Court from **Phil Ginsburg**, San Francisco's **Director of Recreation and Parks**.

“

**The response from the community to our debut Fitness Court has really been amazing.**



## Campaign Overview

Each Fitness Campaign acts as a road map, using tools and resources to fund, build and activate NFC Fitness Courts®.





# HOW IT WORKS

## planning support



### Step 1: Join the Campaign

The Campaign begins when a founder or partner sees value in developing healthy infrastructure to build a fit community. Set up a meeting with our team to discuss a partnership. If selected, we will commence with the project, confirm our local NFC leader and provide an opportunity to commit to the process.





## Step 2: Site Planning

Our design team helps the city identify the best location for an NFC Fitness Court®. We analyze pedestrian infrastructure, parks and future development plans to identify key fitness pathways and prime locations for the outdoor gym. We help visualize the project with renderings and outreach materials, engaging stakeholders and community members.



## Step 3: Funding Support

Our campaign managers provide tools to help your city build funding through sponsorships, community partnerships, activation incentives and crowdfunding. Your custom funding kit enables success and brings you one step closer to joining the National Fitness Campaign.



## 4. Site Preparation and Approvals

Once permitted, it takes one week to build an NFC Fitness Court® from start to finish. Site prep is simple and straightforward.

## 5. Community Launch

**NFC supports the organization for a launch day and grand opening**



Video of NFC opening in Pierre-Bénite, France

## community fitness building



# Active Programming

Our integrated NFC ecosystem supports trainers, community leaders and city officials with active programming and helps turn your community into a gym.



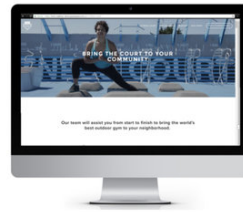
Video of NFC Challenge in San Francisco

# Events and Challenges

Residents and visitors alike can use the court and the 7x7 routine at any skill level to challenge their friends, local fitness leaders and more.

## Digital Tools

Our mobile app, website and social media platforms energize the Fitness Court as a community hub for fitness.



## There are plenty of reasons to get involved!

Every city and school needs healthy infrastructure. Join the National Fitness Campaign and take a first step towards upgrading your community's access to fitness. We have helped more than 4,000 communities since 1979.

Let's work together to put free fitness on the map!

(/CONTACT-US)

415 JACKSON STREET, SAN FRANCISCO, CA,

94111 1 (415) 702-4919 INFO@NFCHQ.COM (MAILTO:INFO@NFCHQ.COM)

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City Clerk's Office

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## FITNESS COURT Q&amp;A

March 15, 2018

- Who will maintain it, they suggested reaching out the company and seeing how other communities deal with maintenance and sanitation

The city will be provided with touch up paint and stencils. Cleaners will need to be purchased to maintain the equipment and the special surface of the fitness court. They recommend a full cleaning once per year which involves powerwashing.

- What is the funding break down

Some cities commit as little as \$20,000 in direct funding, and CDBG funds have been used in some communities to provide the city match. \$15,000 is provided in grant funding. Use of CDBG will trigger Davis-Bacon wage rates for construction costs. The balance of \$55,000 is raised through community fundraising, often very popular with hospitals and health and fitness conscious businesses.

- Who will raise the money?

The City will need to assign individuals for fundraising, and Finance will need to manage the funds collected. The involvement of a combination of community leaders and city officials is a plus to make a fundraising committee.

- They noted Frisbie could be a potential partner. Or look at company's sponsoring different equipment

The City can use any fundraising methods that seem appropriate.

- Noted that the Commons was a better location

Will be included in grant application.

- What are the application deadlines

April 4, 2018.

- Time frame from start to finish

We can take as much time as necessary to raise funds. The grant is good for all of 2018. We can push it into 2019 if it takes that long. If fundraising takes 6 months, installation could be Fall 2018 or Spring 2019.

- What happens if we can't raise the money?

We can turn back the grant funding and cancel the project.

- Can Rochester get any discounts since there are none yet in the NE?

85 of the 100 communities have been chosen. Three in Mass, one in Maine.

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City Clerk's Office

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**Resolution Regarding an Independence Day Festival in Partnership with Rochester Main Street**

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

WHEREAS, that the City of Rochester desires to host an Independence Day celebration including fireworks display;

FURTHER, that Rochester Main Street desires to enter into a partnership with the City of Rochester to host an Independence Day festival;

FURTHER, that Rochester Main Street has requested the City to contribute Ten Thousand Dollars (\$10,000) to cover costs associated with the festival;

THEREFORE, the City Manager is directed to allocate the sum of Ten Thousand Dollars (\$10,000) from the FY 2017-2018 General Fund city budget to be used for the Independence Day festival;

FURTHER, that the City Manager is authorized to enter into any necessary contracts or other agreements for the City of Rochester to partner with Rochester Main Street to host the Independence Day festival; and

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

CC FY 18 04-03 AB 103

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03/29/2018

## 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

Independence Day Festival with Rochester Main Street

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 3, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	March 13, 2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

#### COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	General city funds
ACCOUNT NUMBER	TBD
AMOUNT	\$10,000
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Charter.

**SUMMARY STATEMENT**

Rochester Main Street is interested in cosponsoring with the City of Rochester a Fourth of July festival to be held on July 3, 2018. Hervey's Tire would provide the fireworks display. Rochester Main Street is requesting \$10,000 from the city to help cover costs for the festival. As \$20,000 was budgeted for FY 2017-2018 for a Fourth of July fireworks display (but ultimately not spent), this would allow the city to provide a fireworks display at half the originally budgeted cost.

At the March Community Development Committee meeting, the committee voted to recommend that the city partner with Rochester Main Street on an Independence Day festival to be held on July 3, 2018 and provide \$10,000 in city funding and a police detail for the event.

**RECOMMENDED ACTION**

Approve partnering with Rochester Main Street on an Independence Day festival to be held on July 3, 2018 and provide \$10,000 in city funding and a police detail for the event.

## 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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	-	10000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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## FINANCE COMMITTEE

## Meeting Minutes

Meeting Information

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Date: March 20, 2018  
Time: 6:30 P.M.  
Location: City Council Chambers  
31 Wakefield Street  
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. Other City Councilors present were: Councilor Bogan, Councilor Gates. Councilor Abbott arrived at 6:36PM. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Recreation & Arena Director Bowlen and Chief Information Officer Gonzalez.

Agenda & Minutes

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**1. Call to Order**

Mayor McCarley called the meeting to order at 6:30 P.M.

**2. Public Input**

There was no public input provided to the Finance Committee.

**3. Unfinished Business**

There was no unfinished business taken up by the Finance Committee.

**4. New Business****4.1 All Veteran Tax Credit: Willis Correspondence**

The resident that requested this agenda item was unable to attend. As a result, Mayor McCarley indicated that this item would be placed upon the April 10<sup>th</sup> Finance Committee agenda.

**4.2 Tax Exemptions Clarification**

Deputy Mayor Varney stated his belief that the recent action of the City Council to amend the property tax exemption limitations applied to all exemption types, including disabled, blind and elderly. The other members of the Finance Committee indicated a consensus in agreement with the Deputy Mayor. Deputy City Manager Cox indicated that he would convey this to Chief Assessor Rice.

**4.3 Recreation Summer Hiring**

*Councilor Walker moved to recommend to the full City Council that the Recreation Department be authorized to proceed with summer 2018 hiring in advance of receiving approval of the fiscal year 2019 Recreation Department budget. The motion received a second and was adopted on a voice vote.*

#### **4.4 IT Department Position Classifications**

##### **4.4.1 Systems Administrator – New Classification**

##### **4.4.2 IT Technician – New Classification**

Deputy City Manager Cox stated that Chief Information Officer (CIO) Gonzalez is seeking to reclassify her IT Technician position to a IT Technician with an updated position description, a change in salary range from \$18.79 - \$25.19 up to \$22.87 – \$30.65 and reduce the total number of positions from three to two. In addition, CIO Gonzalez is seeking to reclassify her Systems Supervisor position to a Systems Administrator with an updated position description, a change in salary range from \$63k - \$85 down to \$59k - \$80k and increase the total number of positions from one to two. CIO Gonzalez gave the Finance Committee a description of how the job descriptions and functions would be amended.

*Councilor Walker moved to recommend to the full City Council approval of the position classifications of IT Technician and Systems Administrator at the recommended salary ranges. The motion received a second. However, due to simple oversight, the motion was not voted upon.*

#### **5. Reports from Deputy City Manager/ Director of Finance**

##### **5.1 Monthly Financial Report**

There was no Finance Committee discussion regarding the monthly financial statements.

#### **6. Other**

There were no other items taken up by the Finance Committee.

#### **7. Adjournment**

Councilor Walker moved to adjourn the meeting. A second was received and the motion was adopted by a voice vote at 6:42 P.M.



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Public Safety Committee  
Council Chambers  
March 21, 2018  
7:00 PM

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Michael Bezanson, P.E., City Engineer  
Deputy Chief Gary Boudreau, PD  
Mark Klose, Fire Chief  
Jason O'Brien, 129 Eastern Ave.  
Emily Pelletier, President Rochester Main St.

Minutes

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

1. Public Input

The members of the public present were there for items already on the agenda.

2. 129 Eastern Ave. - Streetlight Request

Councilor Walker summarized the issue. Jason O'Brien of 129 Eastern Avenue was present to discuss the need for a streetlight in the area. Three weeks ago his car was vandalized; a cinder block was thrown through the window of his Nissan Murano. It was dark the next morning when he entered the vehicle and he did not see that the window was shattered. As he sat in his vehicle, the broken glass cut his hands and leg. He stated that across the street at #132 Eastern Avenue at times there have been strange vehicles out front. The American Legion is close by and also the new subdivision. Mr. O'Brien said one morning he was backing out of his driveway and almost hit someone because it was so dark. He also stated that cars go whipping up and down the street. There is light by the Church when they have functions, but it is directed toward the property and away from the road. He installed security cameras and flood lights in his yard on motion-activated sensors; as it would cost too much to keep them on all the time. He is asking for the safety and extra protection of a streetlight in the area, as the area is very dark and he is located right at the corner of the intersection with Regency Court. He said there is a utility pole across from his house that would be a good place to add a streetlight. Councilor

Hamann said that the current streetlight policy would be in affect because it is near the intersection. **Councilor Gates made a motion to add a streetlight on Eastern Avenue on pole 840/7. The motion was seconded by Councilor Lachapelle. Unanimous voice vote carried the motion.** Councilor Gates asked Deputy Chief Boudreau if there were many calls for this area. Deputy Chief Boudreau said he would check and get back to the committee.

3. Airport Drive - Speed Limit Sign Request

Councilor Walker summarized the issue. DPW had received a call from Bill Bailey of Albany Engineered Composites. He requested one or two 30 mph speed limit sign(s) on Airport Drive (maybe one in each direction). There was a sign on Airport Drive before the roadway was reconfigured; that sign is now on Innovation Drive as you enter the business park. Councilor Hamann said this was non-residential and no kids are in the area. Councilor Hamann said they could place the speed limit trailer in the area of Airport Drive. Deputy Chief Boudreau said the back up speed trailer will be up and running within a month as the weather gets better and that the purchase order was done for the new one that replaces the one that was hit last year. **Councilor Gates made a motion to deny the 'speed limit' sign request on Airport Drive. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.**

4. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said that he got paperwork from the last time the committee was active, the new committee has all new members. He said that Chief Assessor Jonathan Rice looked at the standards and he said that 25 residents would need to be renumbered to bring Eastern Avenue up to regulation. Deputy Chief Boudreau said that it is required to give the residents 3 notices then a public hearing can be held. He is hoping to hold the hearing in June. Fire Chief Klose noted that the Fire Department (FD) had taken a look at their records and found that many years back there was a fire on Eastern Avenue and the FD initially went to the wrong location due to address numbering confusion.

5. Downtown Crosswalks and Striping (kept in committee)

Councilor Walker summarized the issue. Emily Pelletier, the president of Rochester Main Street, was present to discuss the downtown crosswalks and

striping. Ms. Pelletier brought written recommendations to the Public Safety Committee.

- Wakefield Street - They prefer Option B, which includes parallel parking and designated bike lanes.
- North Main Street - They prefer Option C, which includes parallel parking and designated bike lane on one side of the roadway and a sharrow on the other. For the crosswalk near the municipal parking lot, they prefer the location nearest to the North Main Street Bridge, which removes the parking spaces ahead of the crosswalk on both sides of the street for better visibility.
- Union Street - They prefer the crosswalk be located in the area of 12 Union Street near businesses such as Curley's Comedy Club. They believe this location will encourage use of the crosswalk rather than jaywalking.
- General notes - They prefer the brick pattern in the crosswalks and opposed green crosswalks. Also, they preferred the parallel parking spaces to be individually lined to encourage more efficient use of the parking space available.

There was some discussion related to Hanson Street; however DPW did not have any draft plans for Hanson Street as this was not in the scope of work for downtown striping. Deputy Chief Boudreau said there is not enough room for two-way traffic and they would lose parking. Ms. Pelletier said the recommendation would be to leave Hanson Street as is. Deputy Chief Boudreau said he did some research on angled parking versus parallel parking. He stated that a community in Kentucky had a policy that angled parking should be avoided. People load items into the rear of their vehicles, which positions people near or in the travel lane. Reverse angled parking in which a driver backs into a space is another option, but backing into an angled parking space can be tricky. Councilor Hamann said he would like to see the massive plan before voting and if the crosswalks are all changing he wants to look at the entire downtown. Mr. Bezanson stated that although their consultant had performed a comprehensive downtown crosswalk study with several recommendations, DPW is only proposing to implement a few of the recommendations with the proposed downtown striping plan primarily due to cost concerns. The proposed plan only includes moving those crosswalks within the area that currently utilize driveway aprons as crosswalk ramps; that includes the mid-block crosswalk on North Main Street at the municipal parking lot, the mid-block crosswalk on Union Street, and the mid-block crosswalk on Wakefield Street at the former Ben Franklin Crafts store. ***Councilor Lachapelle made a motion to recommend the 4 recommendations for the downtown crosswalks and striping from Rochester Main Street to the full City Council for consideration. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

Mr. Bezanson said that the mid-block crosswalk on Wakefield Street at the former Ben Franklin Crafts store was originally part of the Wakefield Street Area Infrastructure Improvements design. Councilor Hamann said if there are many crosswalks like the one on Wakefield Street then he thinks they should create a policy on crosswalks instead of looking at them individually. Councilor Walker asked that the crosswalk on Wakefield Street remain in its current location until the Wakefield Street Infrastructure Improvements project is constructed. Councilor Hutchinson asked why the consulting engineer that conducted the crosswalk study recommended Continental-style bars rather than the previously used brick stamp. Mr. Bezanson said that it was likely due to the visibility of the white paint and the fact that painted red brick isn't a standard recommended in the Manual on Uniform Traffic Control Devices (MUTCD). Councilor Hutchinson said that in some Massachusetts communities they have the brick stamp with white stripes on either side of the crosswalk. Mr. Bezanson agreed that to be MUTCD compliant any crosswalks with the red brick pattern would need white stripes on either side.

6. Other

Granite Street - Stop Sign/Yield Sign Request

Councilor Walker summarized a request that had been received from Russell Allen. He requested a "stop" sign or "yield" sign on Granite Street due to a fence that was installed at the corner that creates poor visibility around the corner. Councilor Walker noted that it is one way traffic on Granite Street and one way traffic around the corner on Sheridan Avenue. ***Councilor Lachapelle made a motion to deny the "stop" sign or "yield" sign request. The motion was seconded by Councilor Haman. Unanimous voice vote carried the motion.***

Common and Hancock Streets - Speed Limit Sign Request

Councilor Walker received a request from Donna Demers regarding loud exhaust and vehicles going too fast. The request was made for 30 mph speed limit signs in the area of Hancock and Common Streets. Councilor Walker stated that typically they do not post 30 mph speed limit signs in neighborhoods. ***Councilor Lachapelle made a motion to deny a "speed limit" sign on Common and Hancock Streets. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

Portland Street - School Zone Sign with Times Posted Request

Councilor Hutchinson said that Skip Marsh was requesting a "School Zone" sign with times posted on Portland Street near the East Rochester School. ***Councilor Lachapelle made a motion to deny "school zone" sign with times posted, as there is an existing sign in place already. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

Councilor Hutchinson also said that a request was received for the installation of a "school zone" signal on Main Street in East Rochester near the crosswalk near Pearl Street. ***Councilor Lachapelle made a motion to deny a "school zone signal" on Main Street in East Rochester, as there already is an existing "School Zone" sign closer to the East Rochester School on Portland Street. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

#### Emergency Management Update

Chief Klose updated the Committee on the Hazard Mitigation Plan update process. He stated that there is a meeting scheduled for tomorrow, March 22, 2018. This will be the first meeting as the prior week's scheduled meeting was cancelled due to the winter storm.

Chief Klose said he wanted to let the committee know that the Tri-City Co-op was opening up a warming facility (the old C & K building), it is not a shelter. It was approved as a warming shelter before the latest nor'easter arrived. The warming shelter will be allowed to stay open until Friday at noon time.

***Councilor Lachapelle made the motion to adjourn the meeting at 8:04 PM. Councilor Gates seconded the motion. The motion passed unanimously.***

Minutes respectfully submitted by Laura Miller, Secretary II.

**Public Works and Buildings Committee**

**March 15, 2018**

**Council Chambers**

**MEMBERS PRESENT**

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor David Walker

Councilor Geoffrey Hamann

**MEMBERS ABSENT**

Councilor Ralph Torr – Chairman

**OTHERS PRESENT**

Daniel Fitzpatrick, City Manager

Peter C. Nourse PE, Director of City Service

Daniel Camara, GIS / Asset Management

Krzysztof Kozlowski, 9 Academy Street

**MINUTES**

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

**1. Approve minutes from the February 15, 2018 Public Works & Building Meeting.**

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

*Councilor Walker made a motion to accept minutes as presented for the February 15, 2018 Public Works Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.*

- 2. Public Input** – Mr. Kozlowski spoke of the poor drainage and pavement conditions on Academy Street. He asked the Committee to look into the status of paving and drainage conditions. Mr. Kozlowski stated that the City charts list it as one of the poorest road conditions. Councilor Walker stated that he believed this street was completed 10-12 years ago. Mr. Kozlowski stated not in his 16 years of living there. Mr. Nourse stated he would look into the status of roadwork in that area and Mr. Kozlowski a call soon. There was a brief discussion on the pavement plan for FY19. Mr. Nourse explained that due to the SB38 Funding of approximately \$550,000 from the Federal Government the City has scheduled paving work through this calendar year and is in the perfect position now to go out to bid mid winter next year for paving to start up in the spring of calendar year 2019. Councilor Walker asked when this Committee would be seeing the paving list for the pending FY2019 appropriation, and he asked if he could have a list of the paving that is scheduled for calendar year 2018. Mr. Nourse stated he would send the Committee the list of paving work scheduled and he expects to bring the recommended paving list to the Committee in April. Councilor Hamann asked for the full listing of

City streets with the assessment status. Mr. Nourse stated that he would get that information to the Councilors.

3. **Colonial Pines** – Mr. Nourse informed the Committee of the public informational meeting to be held on Thursday March 22, 2018 at 7PM. He stated the meeting will be held in the Belknap Room at the Frisbie Memorial Hospital Conference Center. Mr. Nourse stated that a letter was mailed to the properties owners within the project area to notify them of the meeting and the letter was displayed on the monitors. Mr. Nourse stated that the meeting will inform residents about the design in progress and the way that it will phase into each area. He stated there will likely be three phases over a few years in order to complete the project. Mr. Nourse stated that a key component to the project will be the basement surveys and that these must be completed in order for the design engineers to determine where the septic currently exits the buildings and the scope of work at each property. Councilor Varney asked when the sewer pipe from the turnpike to the neighborhood will be completed. Mr. Nourse stated that he has two goals to complete this construction year. The first is to run the pipe from the turnpike crossing down Railroad Avenue to the existing interceptor and the second is to begin running the pipe to the neighborhood from the Old Dover Road. Mr. Nourse stated as the design is being completed they will look to see if there is potential for future extensions into Quarry Drive, Rockledge, and Victoria Street areas.
4. **Whitehouse Road Utilities** – Mr. Nourse stated that Unitil would like to start working on the gas extension project down Whitehouse Road next month and they would like to have the project completed in July. He stated that they have requested the road be closed and to allow local traffic only. Mr. Nourse stated that we will allow this to keep the project moving quickly and stated that staff is currently working with Unitil on the detour plan and signage. Mr. Nourse stated that the City has received the check in the amount of \$45,000 for the cost share to shim the road that was estimated at \$90,000. Councilor Hamann asked how long Unitil is looking to shut down the road. Mr. Nourse stated that they want to complete the work as quickly as possible, that is why they would like to close it. Mr. Nourse stated that that it is not just laying the pipe. He stated that there are areas that Unitil has been asked to put their pipe deeper as the City is requiring it as we intend to lower some of the steep inclines prior to paving. He stated that he would get back to the Committee with the traffic plan once it is confirmed. Councilor Walker asked if the pipe would be run in the pavement area. Mr. Nourse stated that most of the gas main will be off the pavement, but there is one section as it passes over a culvert that will require them to be out in the paved area 200 feet in length on each side of the culvert. Councilor Keans stated advance notice should be put out on the message boards for the traffic that travels that road daily.
5. **Salmon Falls Road Sewer Connects** – Mr. Nourse stated that as discussed last month the Notice to Connect letters went out the properties within the EDA Sewer Extension Project Area. He stated that per the City Ordinance that once notified these owners will



have 90 days to complete the required tie in. Mr. Nourse stated that there were 23 letters sent and that is approximately 28% of those that were within the 100 feet of the sewer main. Mr. Nourse stated that last month the Committee had asked him look into the State of NH policy when approving Septic System Permits. He stated that he did that and found that there is a process in which the City can request a Pre Approval Status with the Sub Surface Division Bureau of NHDES. This status will allow the City to have authority to have the Subsurface Division deny a Septic Permit Request if the City has available sewer within 100 feet of the dwelling. All that is required for us to obtain this status is a City Council vote to have the pre approval letter sent to the State of NH

***Councilor Walker mad a motion to recommend the full City Council approve the submission of an Pre-Approval letter be sent to the State of NHDES Subsurface Division requesting Pre Approval Status on Septic Systems for the City of Rochester. The Motion was seconded by Councilor Hamann.***

Discussion: Councilor Hamann stated his support for the letter, but he does not approve of forcing any residents with working septic systems to tie into the City's system. He stated that he is ok with the 90 day connection letter as well, but he has concerns for residents with working systems. Councilor Varney stated those with working systems would not be forced. Councilor Walker mentioned the sale or fail ordinance. Mr. Nourse explained that the ordinance has been changed and now there is a waiver process for working septic systems. He stated that the sale or fail wording in the ordinance has been removed. Mr. Nourse explained that the updated Ordinance now reads that all dwellings within 100 feet of the system must tie in unless they have a system built in 1985 or newer that is in working order. He stated that an inspection of the system and documentation of the systems age would be required, then a waiver would be issued until such time as the system fails. The pre approval status with the Subsurface Division will allow us to catch them at the time of failure. Councilor Keans asked where property owners would get a record of the designs. Mr. Nourse stated that NHDES approves all septic designs, they could check with them.

***The motion was voted on and passed unanimously.***

6. **NPDES Permits** – Mr. Nourse stated that he had intended to update the Committee on a meeting was to be held this week regarding the NPDES Stormwater Permit, but that the meeting was canceled due to this week's winter storm. Mr. Nourse stated that he will bring this item back after the meeting is rescheduled and held.

7. **Other**

**DPW Facility** – Councilor Varney stated concerns for the budget and stated that the 20 million dollar number was discussed 3 years ago and then reduced due to additional information. Councilor Varney stated that comparable sized facilities have been built for considerably less. He cited the Dover facility for \$5 Million. Mr. Nourse stated that the \$5 Million in Dover was in his understanding just for the shell. Councilor Varney asked if Mr. Nourse could schedule a tour of the Dover Facility and if possible the new

NHDOT building on the connector road. Mr. Nourse stated that he would look into scheduling the tours. He also stated that the consulting engineers have built numerous facilities and the cost estimates are based on those facilities and are estimated conservatively for budgeting at \$250 to \$300 per square foot. Mr. Fitzpatrick stated that previous discussions have been to build the facility with a design and build approach, and that the cost savings is expected using this approach as each component of the facility will be discussed and weighed using individual costs to determine how to proceed with each component. Mr. Fitzpatrick stated we wouldn't be able to determine the savings until later on in the project. Councilor Varney stated it will be worth re-educating the Councilors as we move forward. Councilor Hamann asked if there was a conceptual plan. Mr. Nourse stated that there is a basic floor plan posted on line that includes square footage of the spaces. He stated that recently these areas were reconfigured using the same square footages but realigned to accommodate a certain parcel of property we were looking at. Councilor Varney suggested that anyone interested in the DPW Facility Plans visit the website for the Facility Study and the basic floor plans that have been discussed. He stated that it has its own tab on the Public Works Department page. Mr. Nourse stated that the plans have been on the website for quite some time but he will get the Study posted tomorrow. Councilor Varney stated that the study shows the 6 different properties that were evaluated for the possible sites. He stated that the Fairgrounds site was not in the original study because it hadn't been offered to us yet at that time. Councilor Keans expressed concerns for the current budget split for the projected. She stated the cost have been budgeted with the General Fund paying 50% and the Water and Sewer Funds paying for 25% each. She believes that it should be less to the water and sewer. Mr. Nourse explained that all of the water distribution system and the sewer collection system staff, vehicles and equipment will be housed in this building. Mr. Fitzpatrick stated that can be looked at if needed. Councilor Varney asked if it was possible to determine the cost of the project to build the National Guard facility on Brock Street.

**Library Carpet** – Mr. Nourse stated that the City appropriated \$30,000 for an FY18 Project to carpet the first floor of the Library. He stated that staff has obtained quote a quote of \$25,635 that is within budget for the 7500 square foot project area. Mr. Nourse stated that the Library Trustees would like us to pull up the existing carpet and look into having the hardwood floors restored in the old section of the building instead of carpeting. Mr. Nourse stated the hardwood section discussed is approximately 3500 square feet of the project area. He stated the cost estimate to do that is \$18,550 and the remaining 4000 square foot of carpet would cost would be \$13,455 for a total of just over \$32,000 which would put us over budget. Mr. Nourse noted that the \$18,500 quote for the hardwood restoration allows for up to 200 square feet of wood repairs, but until the carpet comes up completely we cannot really quantify that number, it could be much higher. Mr. Nourse stated that he would like Committee input to see if this is something

the City Council would like to consider. Councilor Keans suggested tearing up sections to explore it further and bring back additional information to make the decision. Mr. Nourse stated that he could do that.

**8. Non Public Per RSA 91-A:3,II(d)s –**

Councilor Walker made a motion for Non-Public Session citing RSA91-A:3,II(d).

The Motion was seconded by Councilor Hamann.

***Roll Call Vote***

***Vice Chairman Varney - Yes                      Councilor Walker      Yes***

***Councilor Keans      Yes                      Councilor Hamann      Yes***

***Entered Non Public at 7:33PM***

Councilor Walker Motioned to leave Non Public Session and return to Public Session at 7:49PM.

The Motion was seconded by Councilor Hamann.

***Roll Call Vote***

***Vice Chairman Varney - Yes                      Councilor Walker      Yes***

***Councilor Keans      Yes                      Councilor Hamann      Yes***

Councilor Walker made a motion to seal the minutes indefinitely.

Councilor Hamann seconded the motion.

***Roll Call Vote***

***Vice Chairman Varney - Yes                      Councilor Walker      Yes***

***Councilor Keans      Yes                      Councilor Hamann      Yes***

Chairman Varney asked if there were any other items for the Committee. Seeing none;

***Councilor Walker made a motion to adjourn at 7:50. Councilor Hamann seconded the motion. The motion passed unanimously.***

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

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*Intentionally  
left blank...*

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City Clerk's Office

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03/29/2018

## 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

Phase II Roadway Acceptance Recommendation

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☒  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☒

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	April 3, 2018	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	March 29, 2018	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on File
CITY MANAGER	Signature on File

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

City Council.

**SUMMARY STATEMENT**

Please find the following documentation from the Department of Public Works:

1. Roadway Acceptance Recommendation submitted by Peter Nourse, Director of City Service.
2. Proposed Easement Deed
3. Proposed Warranty Deed
4. Proposed Map

**RECOMMENDED ACTION**

Recommendation to accept the Phase II Norway Plains Road Subdivision roadways as City streets,, which includes:

Final portion of Rangeway Drive  
Third portion (of four) or Miller's Farm Drive  
Sewer Pump Station located on Miller's Farm Drive



## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

[www.rochesternh.net](http://www.rochesternh.net)

## ROADWAY ACCEPTANCE RECOMMENDATION Phase II – Norway Plains Road Subdivision

### Proposed Roadways/Infrastructure For Acceptance:

- Final portion of Rangeway Drive
- Third portion (of four) of Miller's Farm Drive
- Sewer Pump Station located on Miller's Farm Drive

### Recommendation to Public Works Committee:

Dear Mr. Chairman,

The Department of Public Works is providing a **positive recommendation** for the acceptance of the final portion of Rangeway Drive, the third portion of Miller's Farm Drive, and the sewer pump station located between 78 and 82 Miller's Farm Drive as shown on the attached plan entitled "Road Acceptance Plan, Phase II, Norway Plains Road, Rangeway Drive, Lantern Lane, Winch Way & Miller's Farm Road, Rochester, Strafford County, New Hampshire".

The positive recommendation is being made as the roadway and associated infrastructure was found through independent third-party testing and onsite observation by City staff to have been built in accordance with City Standards and the approved plans on file with the Planning Department. It is recommended that the final deeds be recorded and operations assumed by the City once the pump station has met the satisfaction of the Chief Operator of the Sewage and Waste Treatment Works Division.

Thanks,

Peter Nourse, P.E.  
Director of City Services  
Department of Public Works  
45 Old Dover Road  
Rochester, NH 03867

This conveyance is exempt from the  
NH Real Estate Transfer Tax  
pursuant to RSA 78-B:2 I.  
This transfer is also exempt from the  
LCHIP surcharge pursuant  
to RSA 478:17-g II (a).

RECORDED  
MAR 26 2018  
CITY CLERK'S OFFICE  
ROCHESTER, NH

### EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS that **NP ROCHESTER ASSOCIATES, LLC**, a New Hampshire limited liability company with a principal place of business at 142 Portsmouth Avenue, Stratham, New Hampshire ("Grantor"), for consideration paid, grants to **THE CITY OF ROCHESTER**, a New Hampshire municipal corporation with a place of business at 31 Wakefield Street, Rochester, New Hampshire and its successors and assigns ("Grantee"):

The permanent, non-exclusive access right and easement to pass and repass and to travel with personnel, vehicles and equipment and the right to construct, operate, maintain and replace sewer lines, pumps, pipes and related equipment and utilities, on, over and across a certain parcel of land of the Grantor situated off Miller's Farm Road in Town of Rochester, in the County of Strafford and State of New Hampshire (the "Easement Area") shown as "Proposed Sewer Easement, 4,405 SF, 0.10 ac." on a plan entitled "Road Acceptance Plan Phase II, Norway Plains Road, Rangeway Drive, Lantern Lane, Winch Way & Miller's Farm Road, Rochester, Strafford County, New Hampshire, for NP Rochester Associates, LLC & The City of Rochester", dated November 2017, as revised, by Norway Plains Associates, Inc., recorded herewith at the Strafford County Registry of Deeds. (the "Plan").

For title reference see re-recorded Warranty Deed from Barbara A. Deneault and Michael D. Tancreti, as Trustees of Norway Plains Realty Trust to NP Rochester Associates, LLC recorded in the Strafford County Registry of Deeds at Book 4096, Page 0385.

EXCEPTING and RESERVING to the Grantor, and its affiliates, successors and assigns, the rights at all times to use the land within the granted easement, in common with the Grantee and its successors and assigns, for all uses and purposes which will not otherwise interfere with the use of, the easement by the Grantee, its successors and assigns, for the purposes for which it is granted herein.

*[Signatures appear on next page]*



Executed as a sealed instrument this 21<sup>st</sup> day of March, 2018.

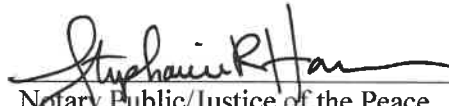
**NP ROCHESTER ASSOCIATES, LLC**

By: 

Robert V. Graham III, Manager

STATE OF NEW HAMPSHIRE  
COUNTY OF Rockingham

On this, the 21<sup>st</sup> day of March, 2018, personally appeared the above named Robert V Graham III, duly authorized Manager of NP Rochester Associates LLC, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed for the purposes contained therein on behalf of the limited liability company. Before me,

  
Notary Public/Justice of the Peace

Print Name: Stephanie R. Harrison  
Commission expires: 8/23/2022

**STEPHANIE R. HARRISON**  
Notary Public - New Hampshire  
My Commission Expires August 23, 2022

This conveyance is exempt from the  
NH Real Estate Transfer Tax  
pursuant to RSA 78-B:2 I.  
This transfer is also exempt from  
the LCHIP surcharge pursuant to  
RSA 478:17-g II (a).



### WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that **NP ROCHESTER ASSOCIATES, LLC**, a New Hampshire limited liability company with a principal place of business at 142 Portsmouth Avenue, Stratham, New Hampshire, for consideration paid, grants to **THE CITY OF ROCHESTER**, a New Hampshire municipal corporation with a place of business at 31 Wakefield Street, Rochester, New Hampshire, with WARRANTY COVENANTS, the following described premises:

Certain roadways located in the City of Rochester, Strafford County, State of New Hampshire, being bounded and described as follows:

Beginning at a point on the southerly side of Rangeway Drive and the northeast corner of lot 215A-12-82;

thence along Rangeway Drive S 87°30'36" W a distance of 28.37' to a point,

thence along a curve turning to the left with a radius of 275.00' and a length of 240.67' to a point;

thence turning and running S 37°22'02" W and a distance of 145.08' to a point;

thence along a curve turning to the left with a radius of 25.00' and a length of 39.27' to a point at the northeasterly side of Miller's Farm Drive,

thence turning and running across Miller's Farm Drive S 37°22'02" W and a distance of 50.00' to a point,

thence turning and running along Miller's Farm Drive N 52°37'58" W and a distance of 241.37' to a point,

thence along a curve turning to the left with a radius of 25.00' and an arc length of 37.51' to a point at the southerly side of Miller's Farm Drive,

thence turning and running across Miller's Farm Drive N 48°35'32" W and a distance of 50.00' to a point,

thence turning and running along Miller's Farm Drive on a curve turning to the left with a radius of 475.00' and an arc length of 33.50' to a point,

thence turning and running N 37°22'02" E and a distance of 476.72' to a point,

thence turning and running along a curve turning to the right with a radius of 225.00' and an arc length of 188.00' to a point,

thence turning and running N 85°14'32" E and distance of 117.22' to a point,

thence turning and running across Miller's Farm Drive S 04°45'28" E and a distance of 50.00' to a point,

thence turning and running along Miller's Farm Drive S 85°14'32" W and a distance of 117.22' to a point,

thence turning and running along a curve turning to the left with a radius of 175.00' and an arc length of 146.23' to a point,

thence turning and running S 37°22'02" W and a distance of 415.48' to a point,

thence turning and running along a curve turning to the left with a radius of 25.00' and an arc length of 39.27' to a point,

thence turning and running S 52°37'58" E and a distance of 140.00' to the westerly side line of Rangeway Drive to a point,

thence turning and running along the westerly side line of Rangeway Drive on a curve turning to the left with a radius of 25.00' and a length of 39.27' to a point,

thence turning and running N 37°22'02" E and a distance of 145.08' to a point,

thence turning and running on a curve turning to the right with a radius of 325.00' and an arc length of 284.43' to a point,

thence turning and running N 87°30'36" E and a distance of 23.49' to a point at the southerly side line of Winch Way,

thence turning and running across Miller's Farm Drive S 08°03'50" E a distance of 50.24' to the point of beginning.

Meaning and intending to convey a portion of Miller's Farm Drive and a portion of Rangeway Drive containing area of approximately 76,515 square feet or 1.76 acres, as shown on a plan entitled "Road Acceptance Plan Phase II, Norway Plains Road, Rangeway Drive, Lantern Lane, Winch Way & Miller's Farm Road, Rochester, Strafford County, New Hampshire, for NP

Rochester Associates, LLC & The City of Rochester", dated November 2017, as revised, by Norway Plains Associates, Inc., recorded herewith at the Strafford County Registry of Deeds.

For title reference see re-recorded Warranty Deed from Barbara A. Deneault and Michael D. Tancreti, as Trustees of Norway Plains Realty Trust to NP Rochester Associates, LLC recorded in the Strafford County Registry of Deeds at Book 4096, Page 0385.

Executed as a sealed instrument this 21<sup>st</sup> day of March, 2018.

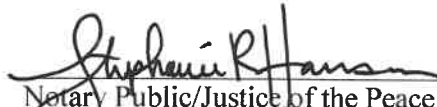
**NP ROCHESTER ASSOCIATES, LLC**

By: 

Robert V. Graham III, Manager

STATE OF NEW HAMPSHIRE  
COUNTY OF Rockingham

On this, the 21<sup>st</sup> day of March, 2018, personally appeared the above named Robert V Graham III, duly authorized Manager of NP Rochester Associates LLC, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed for the purposes contained therein on behalf of the limited liability company. Before me,

  
Notary Public/Justice of the Peace  
Print Name: Stephanie R. Harrison  
Commission expires: 8/23/2022

**STEPHANIE R. HARRISON**  
Notary Public - New Hampshire  
My Commission Expires August 23, 2022

**ACCEPTANCE**

The undersigned City of Rochester hereby accepts this Deed and the roadways herein described as public streets within the City of Rochester.

**CITY OF ROCHESTER**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_,  
 Being duly authorized

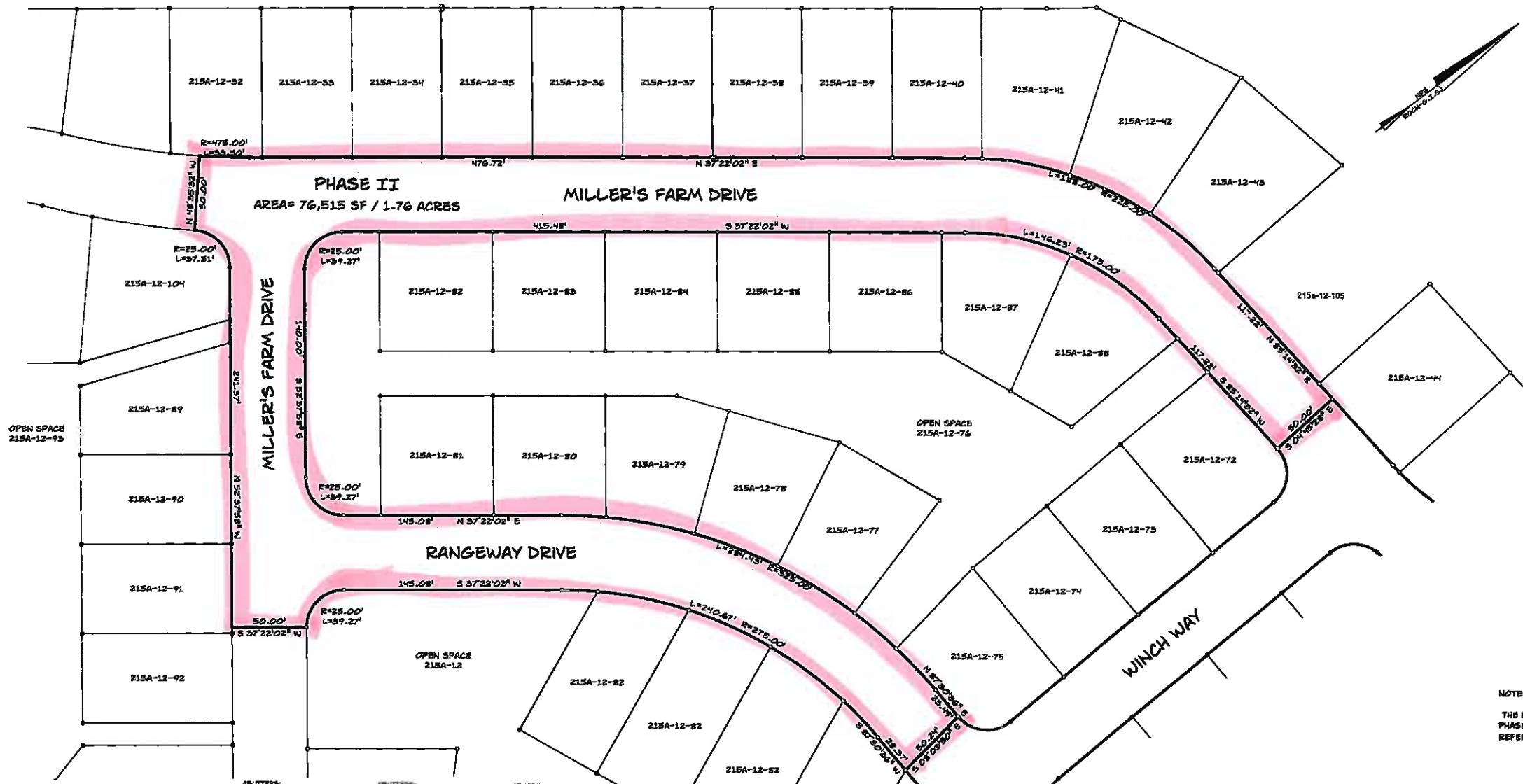
STATE OF NEW HAMPSHIRE  
 COUNTY OF \_\_\_\_\_

On this, the \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, personally appeared the above named \_\_\_\_\_, duly authorized \_\_\_\_\_ of the City of Rochester, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be her/his free act and deed for the purposes contained therein on behalf of the City. Before me,

\_\_\_\_\_  
 Notary Public/Justice of the Peace  
 Print Name: \_\_\_\_\_  
 Commission expires: \_\_\_\_\_

LAND SURVEYORS

CIVIL ENGINEERS



FOR RECORDING  
ROCHESTER PLANNING BOARD

CERTIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_

REFERENCE PLAN:

1. "AMENDED SUBDIVISION PLAN, NORWAY PLAINS ROAD, ROCHESTER, NH, FOR NP REALTY ASSOCIATES, LLC"  
DATED: JULY 2013 BY NORWAY PLAINS ASSOCIATES, INC.  
RECORDED: SCRD 106-45, 106-46, 106-47
2. "ROAD ACCEPTANCE PLAN PHASE II, NORWAY PLAINS RD, RANGEWAY DR, LANTERN LN, & MILLER'S FARM RD, ROCHESTER, STRAFFORD COUNTY, NH FOR NP ROCHESTER ASSOC., LLC & THE CITY OF ROCHESTER, NH"  
DATED: DEC 2014 BY NORWAY PLAINS ASSOCIATES, INC.  
RECORDED: SCRD 109-83

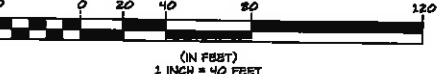
NOTE:

THE PURPOSE OF THIS PLAN IS TO DEPICT THE BOUNDARY OF THAT PORTION OF TM 215A-12-106 THAT IS PHASE II OF THE CITY OF ROCHESTER'S ACCEPTANCE OF THE ROAD SYSTEM SHOWN ON THE EXISTING REFERENCED SUBDIVISION PLANS, AND TO DESIGNATE THE LIMIT AREA OF WINTER SNOW PLOWING.

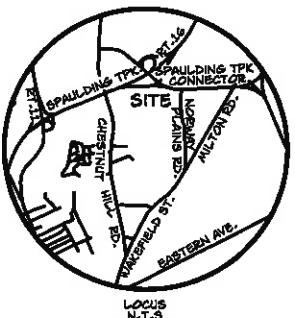
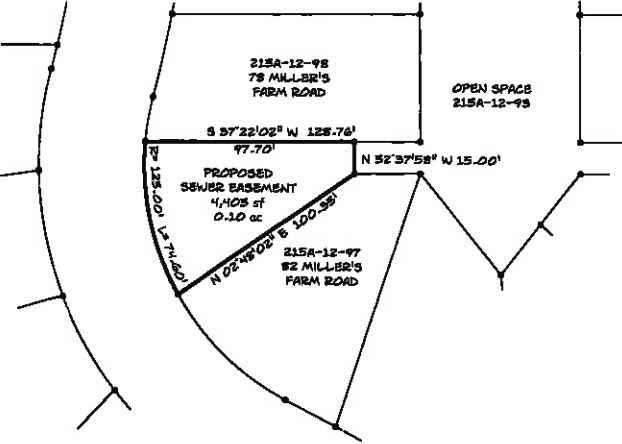
TAX MAP 215A, LOT 12-106  
OWNER OF RECORD:  
NP ROCHESTER ASSOCIATES, LLC  
PO BOX 178, STRATHAM, NH 03885-0178  
SCRD BOOK 4096, PAGE 385

ROAD ACCEPTANCE PLAN  
PHASE II  
NORWAY PLAINS ROAD, RANGEWAY DRIVE,  
LANTERN LANE, WINCH WAY &  
MILLER'S FARM ROAD  
ROCHESTER, STRAFFORD COUNTY, NEW HAMPSHIRE

FOR: NP ROCHESTER ASSOCIATES LLC  
& THE CITY OF ROCHESTER, NEW HAMPSHIRE  
1" = 40' NOVEMBER 2017  
GRAPHIC SCALE



SEWER PUMP STATION EASEMENT



FILE NO. 149  
PLAN NO. C-2295-RA-II  
DWG. NO. 14186/S-6  
F.B. NO.

31 MOONEY STREET, ALTON, NH 603-875-3948

NORWAY PLAINS ASSOCIATES, INC.

2 CONTINENTAL BLVD., ROCHESTER, NH 603-335-3948

## Rochester School Department/Wakefield School District AREA AGREEMENT

### ROCHESTER AREA SCHOOL Rochester, New Hampshire

THIS AGREEMENT is entered into pursuant to Chapter 195-A of the New Hampshire Statutes Annotated, as amended, for the School District of Wakefield.

A. The name of the Authorized Regional Enrollment AREA School shall be the Rochester Area School, located in Rochester.

B. The Wakefield School District shall be the sending district, and the Rochester School District shall be the receiving district; and together they shall form the region which shall be served by the Rochester Area School. The receiving district shall be responsible for Grades 9–12.

C. The rate of tuition shall be determined annually and shall be the estimated cost of current expenses per high school student in average daily membership, as estimated, for the year immediately preceding that for which the charge is made. A rental charge of 2% shall be included in the tuition rate and shall be calculated in accordance with the provisions of RSA 194:27, based on the fair capacity of the Rochester Area School buildings. The tuition rate shall be estimated by the receiving district not later than December 31 of each year preceding the year the charge is made and the sending district shall be notified in writing at that time.

D. The initial date of operating responsibility shall be July 1, 1970. The amended AREA Agreement shall be effective July 1, 2018.

The school board of the sending district may, each year, approve attendance at, and pay tuition to, any school district other than the Rochester Area School for a total of not more than ten percent (10%) of *the sending district's students in Grades 9-12. each grade level covered by this Agreement (i.e. grades 9-12).* Said approvals may continue, at the discretion of the sending district school board, until graduation of approved students. The receiving district shall be notified of any such approval on or before June 1 prior to the school year in which said students would have entered the Rochester Area School. The school board of the sending district also may pay tuition for students requiring special education to attend an approved school providing such education. If the school board of the sending district has approved the maximum number of placements permitted above, additional students may be approved for such placement by mutual agreement of the superintendents of the sending school district and the receiving school district, if said placement is in the best interest of the students, in accordance with RSA 193:3.

E. The receiving district shall bill the sending district on a triannual basis and the sending district shall pay said tuition rate on a triannual basis not later than November 21, March 3, and June 16. The tuition for a student who attends a portion of the full school year shall be the product of the weekly rate and his average daily membership until April 1, after which time the full tuition rate will be charged.

F. There shall be annually at least two joint board meetings, (October and April) of the Wakefield and Rochester Area School Boards for the purpose of consultation and advice about any and all matters of joint interest.

G. The Rochester Area School shall give the sending district progress reports and attendance reports for all students enrolled under the provisions of this Written Plan.

It is understood that the same student regulations will apply to the students from the sending district as to those of the receiving district.

H. Any incentive aid, as provided under RSA 195-A:10, I and II, shall be credited to the sending

district of Wakefield in the amount made for the students from each district in the Area School according to the grade level in which they are enrolled.

I. The written plan may be amended by the several districts comprising the region, consistent with the provisions of RSA 195-A, except that no amendment shall be effective unless the question of adopting such amendment is submitted: (1) at an annual school district meeting to the voters of the Wakefield School District, voting by ballot with the use of the check list after reasonable opportunity for debate in open meeting, and unless a majority of the voters of said district shall vote in favor of adopting such amendment, and (2) at a regular or special meeting of the Rochester City Council at which there shall be a reasonable opportunity for debate in open meeting, and unless a majority of the city council members shall vote in favor of adopting such amendment. Furthermore, no amendment to the written plan shall be considered except: (1) at an annual meeting of the Wakefield School District and unless the text of such amendment is included in an appropriate article in the warrant of such meeting, and (2) at a regular or special meeting of the Rochester City Council and unless the text of such amendment is included in an appropriate Resolution considered at such meeting. It shall be the duty of the school board of each district to hold a public hearing concerning the adoption of any amendment to the written plan at least ten days before such annual meeting or city council meeting and to cause notice of such hearing and the text of the proposed amendment to be published in a newspaper having general circulation in the area before such hearing.

**For the Rochester School Board**

\_\_\_\_\_, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**For the Wakefield School Board**

\_\_\_\_\_, [Name], Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**For the New Hampshire Department of Education**

\_\_\_\_\_, [Name], Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



**Resolution Deauthorizing Funding for the Department of Justice Ballistic Vest Grant in the  
Amount of \$1,731.94**

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

That One Thousand Seven Hundred Thirty One and 94/100 Dollars (\$1,731.94) of previously appropriated funding from the fiscal year 2015-2016 Police Department budget for the so-called Department of Justice Ballistic Vest Grant, account # 61142010-561010-16565, is deauthorized as the grant has expired and the funds are no longer available. The amount of One Thousand Seven Hundred Thirty One and 94/100 Dollars (\$1,734.94) shall not be sought as reimbursement from the Department of Justice Ballistic Vest Grant program.

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

**CC FY18 04-03 AB 105**



## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
De-authorize funds for Vest Grant 2015-BU-BX-1407252.

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

RESOLUTION REQUIRED? YES <input 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 April 2018 meeting.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	3/23/18		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	61142010-561010-16565
AMOUNT	\$1,731.94
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

We are requesting that council de-authorize \$1,731.94 for the above Vest Grant. The grant expired and funds were no longer available.

**RECOMMENDED ACTION**

Council approve de-authorization of funds.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena

CIP  Water CIP  Sewer CIP  Arena CIP

Special Revenue

Fund Type: Lapsing  Non-Lapsing 

## Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61142010	561010	16565	\$1,731.94	-	-
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



03/29/2018

## 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 GIS / Construction Technician Position Acceptance
---

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

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

AGENDA DATE	April 3, 2018		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE Org. w/sign on file at City Clerks ofc		
DATE SUBMITTED	March 29, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Funding Resolution	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Councilor Ray Varney

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Blaine Cox
SOURCE OF FUNDS	Existing O&M Budgets
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

City Council Resolution

**SUMMARY STATEMENT**

The City Council approved the elimination of a Construction Engineer position at the DPW in support of the GIS Construction Technician Position during the approval of the FY18 Budget. The Construction Engineer position was eliminated and the Director worked with H/R to create a new field technician job description that would work to gather the data necessary for the GIS Coordinator to input into the GIS and Asset Management Systems. This position description also includes inspection of Private Development and City Projects as from this point forward all infrastructure and construction data will need to be documented in a format that feeds the GIS / Asset Management Systems. This technician will be qualified to inspect and gather data. The position was sent to the Personnel Advisory Committee. It was approved and classified. The Department now request City Council acceptance of the position. This is budget neutral with no additional funds required.

**RECOMMENDED ACTION**

1. City Council Acceptance of GIS/Construction Technician position and approval to add the position of GIS / Construction Technician to the City's Classification , Compensation, Merit and Evaluation Plan as presented.



## *City of Rochester, New Hampshire*

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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### INTEROFFICE MEMORANDUM

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**TO:** Rochester City Council

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

**DATE:** March 27, 2018

**SUBJECT:** GIS/Construction Technician Position

**CC:** Daniel Fitzpatrick, City Manager  
Blaine C. Cox, Deputy City Manager

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Reconsideration of the GIS/ Construction Technician position is requested as there is a great need for this position at Public Works. Funding for this position was approved by the City Council in the FY18 budget and the position description and salary were approved by the Personnel Advisory Board.

The City Council has supported asset management and approved significant funding towards the use of GIS technology. As part of that initiative the GIS Coordinator position was approved by the City Council in the FY17 budget process. The existing GIS Coordinator manages, maintains and updates the city-wide geographical information system. Although the vast majority of his work load is supporting AM/GIS for DPW, the position is not a DPW position. Further this is not a GIS field position, it is office-based-managerial and is to provide program oversight to GIS field work for engineering consultants and in-house GIS resources.

The GIS/ Construction Technician position is greatly needed as much of the City's public infrastructure has not been captured into GIS. Continuous quantification of these data will be a new mission. GIS is needed to not only establish but also maintain on an ongoing basis a database which will be the foundation for all operational and support tasks. As mentioned above, since FY2017 the City has had a GIS Coordinator. However, this position is not a field position as is the proposed GIS/Construction Technician position. DPW greatly needs a field GIS position.

Public Works does not require a Construction Engineer position. All large construction projects are both designed by contract engineers, and inspection



## *City of Rochester, New Hampshire*

### PUBLIC WORKS DEPARTMENT

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services are conducted by these same contracted engineers. This practice will continue and under the oversight of our existing three in-house professional engineers. The GIS/Construction Technician position would be available to provide smaller construction project inspection services. Inspection of small construction projects would be a duty of the GIS/Construction Technician. There is an increasing marriage of these two skill sets in those who work at modern construction projects.

An in-house GIS/Construction Technician would be much more cost effective for the City in the design and construction phases of infrastructure projects.

### **Summary:**

- GIS quantification is necessary for the effective operations of the City's infrastructure now and long term.
- GIS field work can be done for less in-house.
- Contracted inspection services have and will continue to be required on large projects.
- Construction inspection for small construction can be done by a qualified GIS/Construction Technician.

Elimination of the GIS/Construction Technician position will require the City pay additional fees to consultants to perform the GIS field work now and in the long-term.





03/29/2018

## 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

Review of General Ordinance Chapter 22, Fire Department Organization

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☒

FUNDING REQUIRED? YES ☐ NO ☒  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☒

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	April 3, 2018	
DEPT. HEAD SIGNATURE	Mark Klose, Fire Chief	
DATE SUBMITTED	3/27/2018	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

Request that the Code and Ordinance Committee review Chapter 22 Fire Department Organization

**RECOMMENDED ACTION**

Send to Code and Ordinance Committee for review

## CHAPTER 22

### FIRE DEPARTMENT ORGANIZATION

#### SECTION ANALYSIS

- 22.1 Board of Firewards Established
- 22.2 Appointment and Requirements of the Fire Chief
- 22.3 Organization of Companies
- 22.4 Rules and Regulations of Fire Department
- 22.5 Rank of Assistant Chief
- 22.6 Rank of Deputy Chief or Fire Marshal in Charge
- 22.7 Captain in Charge
- 22.8 Hose and Ladder Company Captains
- 22.9 Equipment and Apparatus
- 22.10 Conflict of Interest
- 22.11 Payrolls
- 22.12 Penalty Clause

#### **22.1 Board of Firewards Established.**

The Chief of the Department, Assistant Fire Chief, Deputy Chief and the Fire Marshal shall constitute the Board of Firewards, and they shall have such powers and duties as are granted to the Firewards by Chapter 154, as amended, of the New Hampshire Revised Statutes Annotated.

#### **22.2 Appointment and Requirements of the Fire Chief.**

Upon appointment, the Fire Chief shall within six (6) months establish residence within the City's boundaries. The Fire Chief shall work under the direct supervision of the City Manager in accordance with the provisions of Section 18 of the Rochester City Charter. The Fire Chief shall manage, consult with and advise the City Manager on all matters pertaining to the equipment and control of the Fire Department.

#### **22.3 Organization of Companies.**

The call firefighters shall be organized into the following companies: Engine 1, Engine 2, Engine 3, Engine 4, Engine 5 and Ladder 1.

#### **22.4 Rules and Regulations of Fire Department.**

Subject to the approval of the City Manager, the Fire Chief shall make rules and regulations for the internal operation of the Fire Department as he/she shall deem necessary and shall keep the same posted in the engine house and other buildings of the department.

#### **22.5 Rank of Assistant Chief.**

The Assistant Chief shall be senior in rank to the Deputy Chief and Fire Marshal and in the absence of the Chief shall perform all the duties and have the powers of the Chief. The rank of Assistant Chief shall be appointed by the Fire Chief.

6/6/06

**22.6 Deputy Chief and Fire Marshal in Charge.**

In the absence of the Fire Chief and Assistant Fire Chief, the Deputy Chief or Fire Marshal shall perform all the duties and have all the powers of the Chief.

**22.7 Captain in Charge.**

In the absence of the Chief, Assistant Chief, Deputy Chief and Fire Marshal, the ranking Captain shall perform all the duties and have all the powers of Chief.

**22.8 Hose and Ladder Company Captains.**

[1]

Each Call hose or ladder company shall have one (1) member assigned as the Company Captain. All Company Captains shall be appointed by the Fire Chief

**22.9 Equipment and Apparatus.**

No hose or ladder equipment or any other fire apparatus shall be taken to a fire, emergency or other business outside of the City without the permission of the Fire Chief or his designee. The Chief shall notify the City Manager whenever apparatus is to be outside the City for extended periods or other circumstances determined by the Chief

**22.10 Conflict of Interest.**

[1]

No member of the Fire Department shall hold the office of Chief of Police, Deputy Chief of Police, Sergeant or regular Police Officer in the City.

**22.11 Payrolls.**

[1]

The secretary of the department shall make up the call force payroll semi-annually in June and December and turn into the Fire Chief for approval and after the action of the Fire Chief payments thereon shall be made immediately after.

**22.12 Penalty.**

[1]

Any person failing to comply with a lawful order of the Fire Chief or his/her designee shall be fined not more than \$100.00 for each offense and each 24 hours of maintenance of prohibited conditions shall constitute a separate offense.

[1] Amended 6/6/2006

6/6/06

**Resolution in accordance with Ordinance 4.4 (c) Authorizing the City Manager to Sell 6 Gina Drive, a Tax Deeded Property, without an Auction or Sealed Bid Sale**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, in accordance with Ordinance 4.4 (c), hereby authorize the City Manager to dispose of 6 Gina Drive, which the City has taken by Tax Deed, without using a sealed bid sale or an auction sale, directly to Arthur Seale for Ten Thousand Six Hundred Seventy Nine and 22/100 Dollars (\$10,679.22) within thirty (30) days of the approval of this resolution.

Further, the City Manager is authorized to execute any and all documents necessary to effect the purpose of this Resolution.

CC FY18 04-03 AB 13.3

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City Clerk's Office

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**Resolution Rescinding Authority to Demolish the Building Located at 38 Hanson Street  
and Rescinding Authority to Build a Municipal Parking Lot**

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

Hereby rescind the authority granted to the City Manager on August 1, 2017 to demolish the building located at 38 Hanson Street and the authority to build a municipal parking lot thereon. The City property located at 38 Hanson Street is deemed "excess property" and should be disposed of by the City Manager forthwith.

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

**CC FY18 04-03 AB 13.4**

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City Clerk's Office

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**Resolution Authorizing the Rochester Police Department to Apply for a United States Department of Justice Ballistic Vest Grant in the Amount of \$12,214.00**

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

Authorizes the Rochester Police Department to apply for a so-called United States Department of Justice Ballistic Vest Grant in the amount of Twelve Thousand Two Hundred Fourteen Dollars (\$12,214.00). The grant monies will be used towards the replacement of Thirty One (31) expired vests and vests purchased for new hires over the next Two (2) years.

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

**CC FY18 04-03 AB 107**



03/29/2018

## 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 to apply for 2018 Vest Grant funds.

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 April 2018 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	3/26/18	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	61142019-561010-185XX
AMOUNT	\$12,214.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking permission from Council to apply for vest grant funds in the amount of \$12,214.00 to replace 31 expired vests and for new hires to be purchased over the next 2 years. This will be a multi-year fund.

**RECOMMENDED ACTION**

Apply for funds in the amount of \$12,214.00

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena CIP  Water CIP  Sewer CIP  Arena CIP Special Revenue 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	61142019	561010	185XX	\$12,214.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6114003	402179	185XX	\$12,214.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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**Resolution Deauthorizing Borrowing Authority for the Arena Roof Structural Project**  
**funded from the**  
**Arena Capital Improvements Plan Fund in the Amount of \$650,387.00**

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

Pursuant to RSA 33:9, that Six Hundred Fifty Thousand Three Hundred Eighty Seven Dollars (\$650,387.00) of previously appropriated borrowing authority for the so-called Arena Roof Structural Project #16547 is deauthorized as the projected Project costs far exceed the original authorization and are cost prohibitive at this time.

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

**CC FY18 03-06 AB**

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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation to the Water Capital Improvement Plan Fund for the Water Treatment Plant (WTP) Low Lift Pump Station Upgrade Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$111,823.00**

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

That the sum of One Hundred Eleven Thousand Eight Hundred Twenty Three Dollars (\$111,823.00) be, and hereby is, appropriated as a supplemental appropriation to the Water Capital Improvement Plan Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the WTP Low Lift Pump Station Project.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of One Hundred Eleven Thousand Eight Hundred Twenty Three Dollars (\$111,823.00)), through the issuance of bonds and/or notes, and/or through other legal form(s), such as borrowing from Drinking Water State Revolving Fund (DWSRF), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph. Such borrowing to be on 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.

Still further, the City Manager or his designee is authorized to execute all documents necessary to carry out this Resolution and to act as the City's representative regarding the DWSRF.

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 as multi-year non-lapsing funds.

**CC FY18 03-06 AB 87**



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City Clerk's Office

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4/2/18

**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

WTP Low Lift Pump Station Upgrade - Supplemental Appropriation

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

AGENDA DATE	March 6, 2108		
DEPT. HEAD SIGNATURE	Peter C. Nourse, signed original on file with City Clerk		
DATE SUBMITTED	February 23, 2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Borrowing
ACCOUNT NUMBER	55016010-772000-18XXX
AMOUNT	\$111,823.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

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

**SUMMARY STATEMENT**

The Low Lift Pump Station (LLPS) pumps raw water from the Rochester Reservoir to the Water Treatment Plant (WTP). The LLPS was constructed in 1986 and many components of the LLPS are original and nearing the end of life. This pump station is critical to the operation of the City's water system, as it provides all of the water flow into the surface water treatment plant at 64 Strafford Road. Two budget appropriations have been approved to date for the WTP Low Lift Pump Station Upgrade project: FY15 - \$100,000 and FY17 - \$440,000. Total remaining appropriations: \$482,177.

The lowest responsible bid for Bid #18-19 Low Lift Pump Station Upgrade was a total cost of \$519,000. Construction Engineering costs are estimated to be \$45,000. A contingency (5% of construction costs) of \$30,000 is recommended. Total funds needed for project completion: \$594,000.

This Supplemental Appropriation request covers the difference between the total remaining appropriated funds and the total funding necessary for project completion; that difference is \$111,823. Funding source requested is Borrowing; DWSRF funds are being sought, however not yet approved.

**RECOMMENDED ACTION**

- 1.) City Council Resolution for a Supplemental Appropriation in the amount of \$111,823 with a funding source of Borrowing.
- 2.) City Council Resolution authorizing the City Manager and the Deputy City Manager to act as the City's representative for all documentation and execution of the amended agreements associated with the City's Low Lift Pump Station Upgrade project, if DWSRF funding is approved.

## 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	55016010	772000	18XXX	-	111,823.00	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	550100	472000	185XX	-	111,823.00	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned