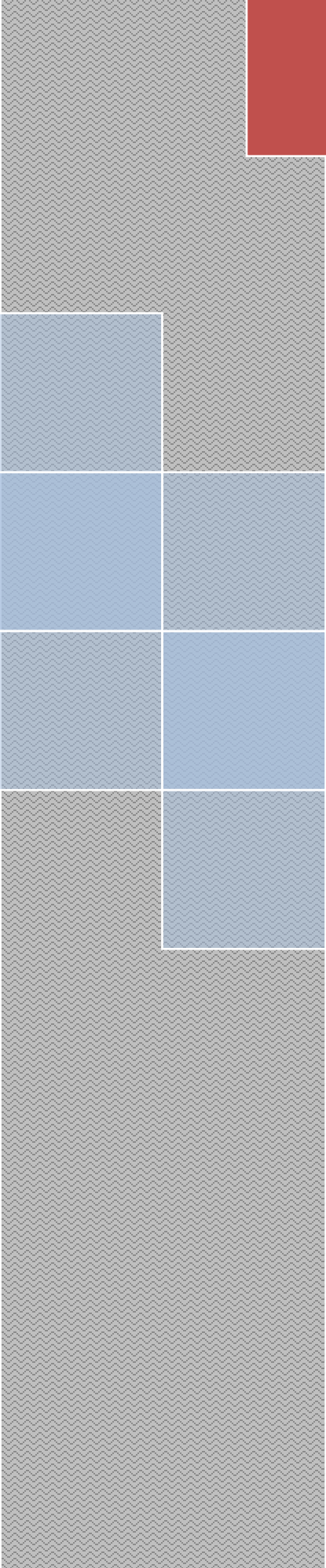




**Regular City Council Meeting  
August 2, 2016  
Council Chambers  
7:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Opening Prayer**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1. July 12, 2016: Regular City Council Meeting P. 7**
  - 5.2. July 19, 2016: Special City Council Meeting P. 17**
- 6. Communications from the City Manager**
  - 6.1. Employee of the Month Award P. 25**
  - 6.2. City Manager's Report P. 23**
  - 6.3. New Staff Positions – Classifications P. 51**
- 7. Communications from the Mayor**
- 8. Presentations of Petitions and Council Correspondence**
  - 8.1. Memorandum from the Planning Department – Planning Board Recommendation to Amend Zoning Ordinances Relative to the Size of Manufactured Homes P. 93**



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

- 9.1. **Resignation:** Jeffrey Turgeon, Recreation Commission P. 65
- 9.2. **Resignation:** David Ouellette, Trustees of the Trust Funds P. 67
- 9.3. **Resignation:** David Ouellette, Moderator/Ward 2 P. 67
- 9.4. **Resignation:** Charles W. Grassie Jr., Planning Board P. 69
- 9.5. **Appointment:** Robert Jaffin, Strafford Regional Planning Commission P. 71
- 9.6. **Appointment:** Rick Healey, Strafford Regional Planning Commission P. 71
- 9.7. **Appointment:** Councilor Elaine Lauterborn, Voting Delegate to the NHMA Legislative Policy Conference

## 10. Reports of Committees

- 10.1. Government Channel Committee - **Forthcoming** P. 73
- 10.2. Public Safety Committee P. 75
- 10.3. Public Works Committee - **Forthcoming** P. 79

## 11. Old Business

## 12. Consent Calendar

## 13. New Business

- 13.1. **AB 01** 2017-2018 Final Legislative Policy Recommendations P. 81
- 13.2. **AB 10** Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year Year 2015-2016 Pursuant to the Provisions of Section 11.21 (c) of the General Ordinances of the City of Rochester **First Reading, Second Reading and Adoption** P. 95



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**13.3. AB 11 Aeration Diffusers Project: P. 101**

**13.3.1. Resolution De-Authorizing City of Rochester Department of Public Works Sewer Fund Capital Improvements Project Funding for the Aeration Diffusers Project First Reading, Second Reading, and Adoption P. 105**

**13.3.2. Resolution Authorizing Supplemental Appropriation to the FY2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency Repairs to the Wastewater Treatment Plant First Reading, Second Reading, and Adoption P. 107**

**13.4. AB 13 Resolution Authorizing Acceptance and Appropriation of New Hampshire Bar Foundation Justice Grant First Reading, Second Reading, and Adoption P. 109**

**13.5. AB 14 Resolution Accepting New Hampshire Department of Environmental Services Grant, in Connection with 2017 Household Hazardous Waste Day and Authorizing City Manger to Enter into a Contract with NHDES with Respect to the 2017 Household Hazardous Waste Day Grant [May 6, 2017] First Reading and Adoption P. 115**

**13.6. AB 15 Resolution Establishing Polling Places and Times for the September 13, 2016, State Primary Election, and the November 8, 2016, Presidential Election First Reading and Adoption P. 100**

**13.7. Non-Meeting/Non-Public Session**

**13.7.1. Non-Meeting: Consultation with Legal Counsel, RSA 91-A:2,I(b)**

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

**14. Other**

**15. Adjournment**



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**Regular City Council Meeting  
July 12, 2016  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

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

**OTHERS PRESENT**

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

**COUNCILORS EXCUSED**

Councilor Gates

**MINUTES**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**2.1. Presentation of the Colors and Pledge of Allegiance:  
Rochester Knights of Columbus**

The Rochester Knights of Columbus presented the colors to the City Council and led the Pledge of Allegiance.

**3. Opening Prayer**

**3.1. Opening Prayer: Representative of the Rochester Knights  
of Columbus**

The Rochester Knights of Columbus led the opening prayer.

#### **4. Roll Call**

Marcia Roddy, Deputy City Clerk, took the roll call. All Councilors were present, with the exception of Councilor Gates.

#### **5. Acceptance of Minutes**

##### **5.1 June 7, 2016: Regular City Council Meeting**

Councilor Lachapelle **MOVED** to **ACCEPT** the June 7, 2016, Regular City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

##### **5.2 June 21, 2016: Special City Council Meeting**

Councilor Lachapelle **MOVED** to **ACCEPT** the June 21, 2016, Special City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **6. Communications from the City Manager**

##### **6.1 Employee of the Month Award**

City Manager Fitzpatrick announced that Steve Wheeler, City Hall Custodian, has been selected as the Employee of the Month for July.

##### **6.2 City Manager's Report**

City Manager Fitzpatrick gave the following report:

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

- May 23, 2016
- June 6, 2016
- June 13, 2016
- June 20, 2016

Contracts and documents executed since last month:



- Department of Public Works
  - Brownfield's Assessment – 828 Portland Street
  - EDA Sewer extension project – MB \$50k contribution
  - EDA Sewer extension project – Wright Pierce engineering contract
  - Franklin/Western pump station – notice of award – NorthEast Earth Mechanics
  - Keay Field agreement – irrigation water-snow dumping
  - City Hall Annex Project - letter of intent CMGC
  - Temporary construction easements
- Economic & Community Development
  - CDBG - CAP Weatherization, Sign & Façade environmental reviews, contracts
  - CDBG - Community Partners, Tri-City Co-op, contracts
  - CDBG – CASA contract
  - CDBG – Community Partners – environmental review
  - CDBG – Dover Adult Learning – contract
  - CDBG – FY16-17 environmental reviews
  - CDBG – Homemakers contract
  - CDBG – LCHIP grant approval to submit
  - CDBG – My Friends Place – contract
  - CDBG – My Turn – contract
  - CDBG – Programmatic Agreement – NH Division of Historical Resources
  - CDBG – VOCA Grant acceptance letter
  - CDBG – Tri-City Co-op environmental review
- Finance Department
  - E-Plus Statement of Work Agreement – MIS assessment
  - IDIS online access approval for Ann Arsenault
  - NHDES State Revolving Loan Fund – supplemental agreement Rt. 125 pump station.
- Legal Department
  - P&S – St. James Terrace
  - Tax Deed – Salmon Falls Road property

- Police Department
  - Renewal of Rochester Housing Authority contract for supplemental police officer
  - Justice Assistance Grant – MOU with County and Rochester & Somersworth

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

- Loignon, S – PD

The following additional information has been included:

- FAA Drone Registration List – State of NH

The following standard reports have been enclosed:

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

Mr. Fitzpatrick informed the City Council that the Monday Management Meeting minutes will be electronically forwarded to the councilors on a weekly basis. He said that once the minutes are approved at the following Monday meeting they will be e-mailed to them. The minutes will no longer be included in the City Manager's Report in the Regular City Council meeting packets.

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

Mayor McCarley announced that the 7th Annual Softball Game between Wards 1, 5, and 6 vs. Wards 2, 3, and 4 will be on August 13 at 10:00 AM, with a rain date of August 14, at the Riverside Park on Old Dover Road (behind the DPW facility). It is co-ed for ages 12 to 99 and everyone plays. Councilor Lachapelle encouraged anyone who wished to play on a team or to cheer on their Ward to attend.

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

No discussion.

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

## **9.1 Kevin Quigley, Ward 6 Moderator**

Mayor McCarley nominated Kevin Quigley to serve as Ward 6 Moderator, with a term to expire January 2, 2018. Councilor Gray seconded the nomination. Councilor Gray said that since this is an elected position that the voting would need to be by roll call vote. Councilors Barnett, Keans, Lauterborn, Willis, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Varney, and Mayor McCarley all voted yes.

Mayor McCarley nominated Joanne Sylvain to serve on the Personnel Advisory Board. It is a reappointment with a term to expire on January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that the nominations cease. Joanne Sylvain was unanimously reappointed to serve on the Personnel Advisory Board by paper ballot.

Mayor McCarley nominated Robert Pallas to serve as a Trustee of the Trust Fund with a term to expire January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that the nominations cease. Robert Pallas was unanimously reappointed to serve as a Trustee of the Trust Fund by paper ballot.

## **10. Reports of Committees**

### **10.1 Appointments Committee**

Councilor Keans said that the appointments had been covered this evening.

### **10.2 Community Development Committee**

Councilor Lauterborn said the minutes are in the packet and there were no action items. She said that the next committee meeting would be August 8, 2016.

### **10.3 Government Channel Committee**

The committee did not have a quorum at the last scheduled meeting.

### **10.4 Public Safety Committee**

Councilor Hamann said there were three items to be voted on:

Councilor Hamann **MOVED** to remove the "No Thru Trucks Over 26,000 G.V.W.R." signs on Flagg Road and Hansonville Road. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Hamann **MOVED** to post "no parking" signs on both sides of Gerrish Court. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Hamann **MOVED** to change the NO PARKING signs near City Hall to 2 hour parking Monday - Friday 9:00 AM-5:00 PM. The motion was seconded by Councilor Lachapelle. The **MOTION CARRIED** by unanimous voice vote.

Councilor Lachapelle asked if corrections to committee meeting minutes are made at the City Council level or at the committee meeting. City Attorney O'Rourke said the corrections are made at the committee meeting.

### **10.5 Public Works Committee**

Councilor Varney said the Committee is recommending a bus shelter to be located at 123 South Main Street, and he so **MOVED**. Councilor Hamann seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

### **11. Old Business**

No discussion.

### **12. New Business**

#### **12.1 AB 02 RESOLUTION AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A STATE OF NH DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES) CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN AND SUPPLEMENTAL APPROPRIATION CONNECTED THEREWITH**

Councilor Lachapelle **MOVED** to read the resolution by title only for the 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 APPLICATION FOR AND ACCEPTANCE OF A STATE OF NH DEPARTMENT OF ENVIRONMENTAL**

**SERVICES (NHDES) CLEAN WATER STATE REVOLVING FUND**  
**(CWSRF) LOAN AND SUPPLEMENTAL APPROPRIATION CONNECTED**  
**THEREWITH**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of Sixty Thousand Dollars (\$60,000.00) to the NHDES CWSRF Loan program in order to fund the GIS and Asset Management Program.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of Sixty Thousand Dollars (\$60,000.00) from the NHDES CWSRF Loan program which is eligible for 100% principal forgiveness.

It is still further resolved that the amount of Thirty Thousand Dollars (\$30,000.00) is approved as a supplemental appropriation to the FY 2017 General Fund CIP and Thirty Thousand Dollars (\$30,000.00) to the FY 2017 Sewer CIP budget with the funds coming in their totality from the aforementioned NHDES CWSRF Loan program.

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

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

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

The Councilors discussed the resolution and its purpose. Commissioner Storer explained the grant application and the need for a

Council vote supporting it when submitted. Councilor Keans questioned the procedure for voting on a grant that may or may not be approved. Deputy City Manager explained the possible need for supplemental appropriation. Councilor Willis offered additional explanation of the process and said this is a relatively new program.

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

**12.2 AB 03 RESOLUTION AUTHORIZING THE ACCEPTANCE OF AN EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR A GENERATOR ON BEHALF OF THE ROCHESTER FIRE DEPARTMENT**

Councilor Lachapelle **MOVED** to read the resolution by title only for the 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 ACCEPTANCE OF AN EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR A GENERATOR ON BEHALF OF THE ROCHESTER FIRE DEPARTMENT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the grant in the amount of Fifty-One Thousand One Hundred Seventy-Eight Dollars (\$51,178.00) from the Emergency Management Performance Grant program in order to fund the purchase of one (1) generator for Fire Station 1.

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

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

McCarley read the resolution by title only for the second time. The **MOTION CARRIED** by a unanimous voice vote.

### **12.3 AB 05 Government Channel Policy Approval**

Councilor Lachapelle **MOVED** to approve the Government Channel Policy. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

### **12.4 AB 06 New Staff Positions - Classifications**

Mayor McCarley explained that this concerns staff changes that would need approval within a 60-day time frame. Councilor Lachapelle **MOVED** to approve the new staff positions. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

## **13. Other**

Councilor Gray said that at the previous evening's Planning Board meeting former councilor Charles Grassie, Jr. resigned his position on the Board. Councilor Gray pointed out that there will now be a vacancy on the Board for anyone who would be interested in serving in that position.

Councilor Keans said she had heard on NPR that Rochester Police Chief Michael Allen has participated in training that only Manchester and Nashua have done that has a cultural component to it and was pleased to have heard that being mentioned.

## **14. Non-Public Session**

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

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

Councilor Lachapelle **MOVED** to enter Non-Public Session under RSA 91-A: 3, II (a) [Personnel] and RSA 91-A: 3, II (d) [Land] at 7:31 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by roll call vote. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Hamann, Keans, Lauterborn, and Mayor McCarley all voted yes.

Councilor Lauterborn **MOVED** to exit Non-Public Session at 8:08 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by

unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes of the Non-Public Session because it was determined that divulgence of the information would render a proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous roll call vote. Councilors Bogan, Gray, Torr, Willis, Abbott, Lachapelle, Hamann, Lauterborn, Keans, Barnett, Varney, and Mayor McCarley all voted yes.

## **15. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the meeting at 8:10 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC  
Deputy City Clerk



**Special City Council Meeting  
July 19, 2016  
Council Chambers  
7:25 PM**

**COUNCILORS PRESENT**

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

**OTHERS PRESENT**

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

**COUNCILORS EXCUSED**

Councilor Hamann

**MINUTES**

**1. Call to Order**

Mayor McCarley called the Special City Council meeting to order at 7:25 PM. Marcia Roddy, Deputy City Clerk, took the roll call. All Council members were present except for Councilor Hamann, who had been excused.

**2. School Department Collective Bargaining Agreements**

**2.1 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Federation of Teachers - Teachers (Teaching Positions)**

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

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH  
PROPOSED  
CITY OF ROCHESTER  
MULTI-YEAR COLLECTIVE BARGAINING AGREEMENT WITH  
ROCHESTER FEDERATION OF TEACHERS - TEACHERS  
(Teaching Personnel)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the ROCHESTER FEDERATION OF TEACHERS – Teachers' Bargaining Unit, covering the period August 29, 2016 to August 26, 2019, as set forth in the proposed contract, and as more particularly detailed on the attached "EXHIBIT A: RFT: Teachers – July 2016," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Superintendent of Schools, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement is contained in the Fiscal Year 2017 operating budget of the City.

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

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

Councilor Gates asked where does the issue of merit pay stand with regard to the teachers union and negotiations for the contracts. Mayor McCarley said it had been discussed during the negotiations. City Manager Fitzpatrick said that the School District was not successful in obtaining it during this round of negotiations, but that the issue will be part of the next round in the future. Councilor Gates added that he would encourage all of the unions in the City to have merit pay provisions in their contracts.

Councilor Keans said that teachers do not have specific job functions

on a daily basis and their contracts are more complicated in negotiations.

Councilor Bogan said her belief is that a teacher is on a "plan" then he or she does not get a merit increase.

The **MOTION** to **ADOPT** the resolution **CARRIED** by a 11-1 roll call vote. Councilors Keans, Lauterborn, Willis, Lachapelle, Gray, Abbott, Torr, Bogan, Gates, Varney, and Mayor McCarley voted yes. Councilor Barnett voted no. Councilor Hamann was absent.

## **2.2 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the Rochester Federation of Teachers - Food Service (Food Service Personnel)**

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

### **RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH PROPOSED CITY OF ROCHESTER MULTI-YEAR COLLECTIVE BARGAINING AGREEMENT WITH ROCHESTER FEDERATION OF TEACHERS - FOOD SERVICE (Food Service Personnel)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the ROCHESTER FEDERATION OF TEACHERS – Food Service Bargaining Unit, covering the period July 1, 2016 to June 30, 2019, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: RFT: Food Service – July 2016**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Superintendent of Schools, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement is contained in the Fiscal Year 2017 operating budget of the City.

Councilor Lachapelle **MOVED** to suspend the rules and read the

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Lachapelle **MOVED** for a roll call vote. Councilor Torr seconded the motion. The **MOTION** for a roll call vote **CARRIED** by unanimous voice vote. The **MOTION** to **ADOPT** the resolution **CARRIED** by a 12-0 roll call vote. Councilors Torr, Gray, Keans, Varney, Gates, Barnett, Bogan, Lauterborn, Abbott, Willis, Lachapelle, and Mayor McCarley voted yes. Councilor Hamann was absent.

### 3. Non-Public Session

3.1 Non-Public Session, RSA 91-A:3, II (a) [Compensation]

3.1 Non-Public Session, RSA 91-A:3, II (c) [Reputation]

3.3 Non-Public Session, RSA 92-A:3, II (d) [Land]

Councilor Lauterborn **MOVED** to enter Non-Public session under RSA 91-A:3, II (a) [Compensation], RSA 91-A:3, II (c) [Reputation], RSA 92-A:3, II (d) [Land] at 7:30 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by roll call vote. Councilors Varney, Hamann, Abbott, Gates, Gray, Willis, Torr, Keans, Lauterborn, Lachapelle, Barnett, Bogan, and Mayor McCarley all voted yes.

Councilor Lauterborn **MOVED** to exit Non-Public session at 8:08 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes of the Non-Public session for Reputation for the reason that divulgence would affect the reputation of a person other than a member of the Council, and seal the minutes of the Non-Public session for Land for the reason that divulgence would render a proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by roll call vote. Councilors Abbott, Barnett, Bogan, Gates, Gray, Lachapelle, Lauterborn, Keans, Torr, Varney, Willis, and Mayor McCarley all voted yes. Councilor Hamann was not present.

### 4. Other

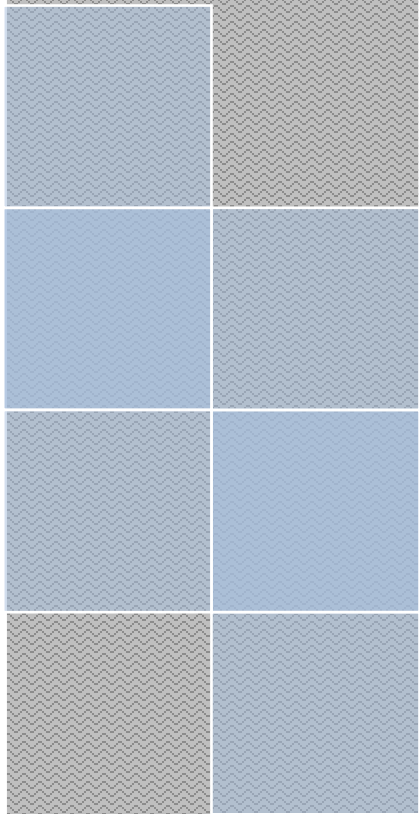
No discussion

## 5. **Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the Special City Council Meeting at 8:09 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC  
Deputy City Clerk



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## *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)

### **CITY MANAGER'S REPORT August 2, 2016**

The Employee of the Month is: Tim Wilder, Fire Department

City Manager Citation: Laura Miller, Public Works Department

#### City Manager Appointments

- Syhaven Airport Advisory Committee - Mark Hourihane  
 term to expire August 1, 2019

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

- Assessing Department
  - Pictometry Flyover Contract
- Department of Public Works
  - Columbus Avenue Parking Lot Expansion – Notice of Award
  - Franklin Street Improvements – Notice of Award
  - Gonic Saw Mill Dams Project – contract amendment #3
  - Milton Road /Flat Rock Bridge Road Intersection Improvements – Notice of Award
  - Paving Contract 16-13, Change Order 1
  - Sidewalk Contract 13-4, Change Order 3
  - Wakefield Street Reconstruction – Authorization for Engineering
- Economic & Community Development
  - CDBG Contracts – contracts – Homeless Center for Strafford County
  - CDBG – contracts – Generator Facilities project
  - CDBG – contracts – Community Action Partnership of Strafford County
  - CDBG – contracts – COAST
  - CDBG – contracts – Cornerstone VNA
  - Economic Development – Extension of P & S Riley Investment Properties
- Finance Department
  - Nyhart – actuarial report contract
- Legal Department
  - MOU – St James Terrace
  - Tax Deed – Lois Street
- Police Department
  - Highway Safety Equipment Grant – J-One automation project

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

- Tuition Reimbursement - Mears, M – Planning
- Computer Lease/Purchase - Babine, E – Police

The following standard reports have been enclosed:

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





## *City of Rochester, New Hampshire*

*Division of Economic Development*  
31 Wakefield Street, Rochester NH 03867  
(603) 335-7522 [www.thinkrochester.biz](http://www.thinkrochester.biz)

June 30, 2016

Dear Employee Recognition Committee,

I would like to nominate Tim Wilder of the Fire Department as the employee of the month. I have worked with Tim for almost a year now and have received numerous compliments in regards to the way he presents himself to local businesses. That says a lot when a business owner is being told they need to spend thousands of dollars they don't have for some life safety upgrades that Tim is requiring them to do and they make a point to tell me that Tim was great to work with.

I hear complaints on how businesses do not like the codes themselves but they appreciate Tim and the way he explains what needs to be done, and more importantly Tim takes the time to explain why things need to be done. He is upfront with the business from the beginning that as long as they can provide a plan of action that he is more than willing to work with them.

It's refreshing to know that a personable and knowledgeable City employee is going to show up to either help someone in a disaster as we have had a few in the last 6 months or to give a business news that can be very disheartening to them. It takes a lot to deal with anyone under stress and this is what he deals with everyday.

Thank you for your time and consideration,

Jenn Marsh  
Economic Development Specialist

**From:** [John Storer](#)  
**To:** [Dan Fitzpatrick](#)  
**Cc:** [Samantha Rodgers](#)  
**Subject:** Employee Recognition  
**Date:** Tuesday, July 19, 2016 3:07:15 PM

---

Dan,

Submitting for your consideration for possible award of a CM Citation, info regarding Laura Miller and her efforts to coordinate our Household Hazardous Waste Day.

Laura is driving force behind the successful event each year. This year the HHW Day was May 7 and the processed a record number of vehicles – 334. Her supervisor, Lisa Clark provided the following:

[She prepares all of the documentation for us to apply for the grant annually.](#)

[She coordinates the creation of the flyers and the distribution of them to all 10 participating communities.](#)

[She handles preparing the invoicing to each community based on a per capita share of the total vendor costs.](#)

[She prepares the documentation used to collect the NHDES 50% Grant back.](#)

[She also participates at the event. She interacts with every car that goes through to get the survey information completed.](#)

One of the things that impressed me was her effort to coordinate everything on a Saturday. Laura came in very early and used a DPW vehicle to set up traffic cones to delineate travel lanes and receiving lines. Then she was on her feet all day, interacting and chatting with every participant that dropped off any HHW. 10 communities participated, and the successful operation reflects well on Rochester in how well the event was organized.

Thank you,

John B. Storer, P.E.  
Director of City Services  
Rochester, New Hampshire  
45 Old Dover Road  
Rochester, NH 03867  
Tel: (603) 332-4096



# City of Rochester, New Hampshire

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

7/28/16

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

## MEMO

July 1, 2016

To: Blaine Cox

From: Rick Vincent

Subject: Pictometry Flyover Contract

Blaine,

As we had discussed, I had Pictometry revise the proposed Long-Term Incentive (LTI) contract to include a non-appropriations clause. The long-term contract would cover the 2017 and 2020 flyovers. The revised contract is attached. I had asked for a single-flyover contract (for 2017) as well, but only received a quote.

The terms of the contract would remain the same for the single-flyover, but the price for the 2017 flyover under the single-flyover contract increases to \$50,172 from the \$46,212 quoted on the long-term incentive contract.

The non-appropriation clause is on page 16 of the LTI contract.

If the City selects the single-flight contract I will have a contract drawn up.

Please let me know if I can provide any additional information.

Rick Vincent

Att: Pictometry LTI Contract, Pictometry Single-Flight Quote

CITY OF  
Received  
JUL 19 2016  
City Manager  
ROCHESTER

Blaine Cox 7/19/2016  
Funding included in approved  
FY2017 Budget.

7/28/16



## 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

JUL 20 2016

City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

---

**TO:** Dan Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager *hpc*  
**FROM:** Lisa J. Clark, DPW Office Manager  
**DATE:** July 20, 2016  
**SUBJECT:** Columbus Avenue Parking Lot Extension Project  
Agreement - Nelson Communications Inc  
**CC:** John B. Storer, PE, Director of City Services

---

Enclosed please find three (3) copies of the Agreement for the Columbus Avenue Parking Lot Extension Project. This is a 50/50 Joint Funded Project with Private Business owner.

This project has been award to Nelson Communications per pricing for the specification and pricing in City of Rochester Bid #16-44. Total Bid Price is \$115,705.00. Funds are appropriated in the following account:

15013010-771000-16582 = \$115,705.00

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

Signature

(Blaine Cox, Finance Director / Deputy City Manager)





## City of Rochester Dept of Public Works

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

CITY OF  
Received

JUL 18 2016

City Manager  
ROCHESTER

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
**Date:** July 15, 2016  
**Re:** Franklin Street Infrastructure Improvements – Contract Documents

Attached for your review and signature are two sets of documents related to the Franklin Street Infrastructure Improvements Project. The project involves the reconstruction of Franklin Street and Western Avenue, with all new water, sewer, and drainage infrastructure. Additionally, the Western Avenue Sewer Pump Station will also be replaced along with a large box culvert to span Willow Brook.

The total contract price is \$5,586,350 and is being awarded to the low bidder, Northeast Earth Mechanics. City funding is in place across the Water, Sewer and General Funds (Highway) to cover the total project budget.

Documents are being executed with 6 original copies such that they can be distributed to the City, Contractor, Engineer, Funding Agency, etc.

The first set of documents is the actual Agreement. The location for the City Manager's signature is flagged. Please note that the agreement also requires the signature of a witness to attest to the contract execution. The location for the attesting signature is immediately below the City Manager's signature.

After executing the Agreements, there are 6 copies of a Notice to Proceed. This is a one page document that requires the City Manager's signature. This document will be issued concurrently with the Agreements and puts the Contractor on notice that the contract has been executed and contract period has formally commenced.

A key milestone of the project is to have base pavement installed on Franklin Street this fall 2016. Utility work and the pump station replacement will be ongoing throughout 2017, and final pavement likely won't be finished until 2018.

7/28/16



## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

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CITY OF  
Received

JUL 7 2016

City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

---

**TO:** Dan Fitzpatrick, City Manager  
**Date:** July 7, 2016  
**From:** Lisa J. Clark, DPW Office Manager *LJC*  
**SUBJECT:** Gonic Saw Mill Dams Project  
Gomez and Sullivan Contract-Amendment #3  
**CC:** John B. Storer, PE Director of City Services

---

Enclosed please the Gomez and Sullivan Engineers Contract Amendment #3 for the next phase of the Gonic Saw Mill Dams Removal Project.

This project is funded through a NHDES Grant and the City Council approved the funding for this work and the grant at the May 3, 2016 City Council Meeting.

If you have any questions please let me know, if not, please sign and return the documents to the DPW for distribution.



## 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  
JUL 20 2016  
City Manager  
ROCHESTER

### INTEROFFICE MEMORANDUM

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

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

**DATE:** July 20, 2016

**SUBJECT:** Milton Road Flat Rock Ridge Road Intersection Project  
Agreement - Nelson Communications Inc

**CC:** John B. Storer, PE, Director of City Services

Enclosed please find three (3) copies of the Agreement for the Milton Road / Flat Rock Ridge Road Project.

This project has been award to Nelson Communications per pricing for the specification and pricing in City of Rochester Bid #16-45. Total Bid Price is 89,750.00. Funds have been appropriated in the following accounts:

15013010-771000-15526 = \$7,520.86  
15013010-771000-17527 = \$10,000.00  
15013010-771000-16524 = \$72,229.14

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

Signature *Blaine Cox*  
(Blaine Cox, Finance Director / Deputy City Manager)



7/28/16



## 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

JUL 13 2016

City Manager  
ROCHESTER

### INTEROFFICE MEMORANDUM

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

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

**DATE:** July 12, 2016

**SUBJECT:** Paving Contract 16-13, Change Order No. 1

**CC:** John B. Storer, PE, Director of City Services

Attached please find one (1) original of Change Order No. 1 between Pike Industries, Inc. and the City of Rochester for the Pavement & Highway Improvement Project Contract 16-13. This change order increases the contract price by \$1,092,005 for FY17 work; contract time is extended to July 1, 2017.

As a condition of the contract, the City and the contractor may agree to extend the contract. Pike has agreed to hold unit prices for this one year extension. There are also some additional items, not contemplated in the original contract, to address some drainage work necessary as part of the FY17 work. This change order will be funded \$1,035,000 from pavement rehabilitation funds and \$57,005 from corrective drainage funds.

If you have any questions, please let me know; if not, please sign and forward to the City Manager for signature.

The original signed document should be returned to me at DPW for distribution.

Thank you.

Blaine M. Cox, Deputy City Manager/Finance Director





## 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  
JUL 14 2016  
City Manager  
ROCHESTER

### INTEROFFICE MEMORANDUM

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

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

**DATE:** July 13, 2016

**SUBJECT:** Sidewalk Contract 13-4, Change Order No. 3

**CC:** John B. Storer, PE, Director of City Services

Attached please find one (1) original of Change Order No. 3 between Northeast Earth, Inc. and the City of Rochester for the Concrete Sidewalk Replacement Contract 13-4. This change order increases the contract price by \$47,670 for FY17 work; contract time is extended to October 1, 2016.

Northeast Earth has agreed to hold or decrease unit prices from the original bid prices for this additional work. This change order will be funded from sidewalk replacement funds.

If you have any questions, please let me know; if not, please sign and forward to the City Manager for signature.

The original signed document should be returned to me at DPW for distribution.

Thank you.

*Blaine M. Cox* 7/13/2016  
Blaine M. Cox, Deputy City Manager/Finance Director



## City of Rochester Dept of Public Works

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

CITY OF  
Rochester  
Received  
JUL 20 2016  
City Manager  
ROCHESTER

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
**Date:** July 20, 2016  
**Re:** Wakefield Street Reconstruction – Authorization for Engineering

Attached for your review and authorization is a Task Order Amendment for engineering services related to the Reconstruction of Wakefield Street. In conversations with the design engineer, Tighe & Bond, we are going to proceed with Phases 1 thru 6. However, we plan to hold off on Phase 7, which is Inspection Service and Construction Administration. The reason for holding off on Phase 7 is in case we delay actual construction due to scheduling or financing concerns.

Project funding was approved in the FY16 budgets for water, sewer and highway (general fund).

The Public Works Committee previously discussed project priorities and funding, and were supportive of proceeding to final design with this project.

The engineers suggest we could have this project ready for bidding within 5 to 6 months, meaning we could solicit bids in January 2017, if desired.

Date: July 6, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUL 7 2016  
City Manager  
ROCHESTER

Re: FY 2016-2017 CDBG Contracts

Please see attached copies of two signed FY 2016-2017 Community Development Block Grant (CDBG) contracts between the City of Rochester and the Homeless Center for Strafford County. One contract is for public service agency funding, and the other contract is for funding of a generator facilities project. The City Council approved funding for both projects at the May 3, 2016 City Council meeting.

The contracts require the signature of the City Manager and the signature of a witness. The contracts have been reviewed and approved by the Community Development Coordinator and the City Attorney.

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

Date: July 19, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager



Re: FY 2016-2017 General Funding Non-Profit Contracts

Please see attached two copies of the signed FY 2016-2017 contract between the City of Rochester and the Community Action Partnership of Strafford County (CAP). The City Council approved funding to CAP at the June 21, 2016 City Council meeting.

Each copy of the contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator and the City Attorney.

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



Date: July 19, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager



Re: FY 2016-2017 General Funding Non-Profit Contracts

Please see attached a copy of the signed FY 2016-2017 contract between the City of Rochester and the Cooperative Alliance for Seacoast Transportation (COAST). The City Council approved funding to COAST at the June 21, 2016 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator and the City Attorney.

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

Date: July 15, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUL 15 2016  
City Manager  
ROCHESTER

Re: FY 2016-2017 General Funding Non-Profit Contracts

Please see attached a copy of the signed FY 2016-2017 contract between the City of Rochester and Cornerstone VNA. The City Council approved funding to Cornerstone VNA at the June 21, 2016 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator and the City Attorney.

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

7/28/16



## *City of Rochester, New Hampshire*

*Division of Community Development*

*31 Wakefield Street, Rochester NH 03867*

*(603) 335-7522 [www.thinkrochester.biz](http://www.thinkrochester.biz)*

Date: July 19, 2017  
Memo To: Dan Fitzpatrick, City Manager  
From: Karen Pollard, Economic Development Manager  
Re: Extension of P&S Agreement with Riley Investment Properties

CITY OF  
Received  
JUL 20 2016  
City Manager  
ROCHESTER

Safran Aerospace Composites has notified Concordia Inc, one of their vendors planning on a new Rochester facility, that the time frame for needing their services in Rochester has been extended to 2017. Because of this shift, Riley Investment Properties requests an extension of the P&S to match Safran's timeframe.

The enclosed documents have been reviewed by City Attorney Terence O'Rourke in their digital form. Please sign all 4 copies, and return 3 of the copies to our office, keeping one for yourself. We will distribute to Terence and back to Riley.

Thank you.



# City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917  
(603) 335-7609 Fax (603) 332-7589

Date: July 11, 2016

To: Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager

From: Roland Connors, Deputy Finance Director

RE: Nyhart Interim Other Post Employment Benefits (OPEB) Report Agreement

CITY OF  
Received  
JUL 11 2016  
City Manager  
ROCHESTER

Please find attached the interim Other Post Employment Benefits (OPEB) report agreement between the City of Rochester and The Howard E. Nyhart Company, Inc. (Nyhart). This agreement was developed by Nyhart at the request of Finance department. The purpose of the agreement is to contract for the actuarial reporting services for The City of Rochester (including the School department). The OPEB report is needed to comply with the FY16 annual audit.

The OPEB report is in accordance with The Governmental Accounting Standards Board GASB45 pronouncement. A full actuarial update is required every two years with interim reports being required in between. The City of Rochester has contracted with Nyhart every year since GASB45 was implemented.

I recommend that the City sign this agreement.

Blaine Cox, Deputy City Manager



7/28/16



Norman Sanborn, Jr.  
Chief of Department

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

Tel (603) 335-7545

Fax (603) 332-9711

July 13, 2016

CITY OF  
Received  
JUL 13 2016  
City Manager  
ROCHESTER

TO: Dan Fitzpatrick, City Manager  
FROM: Norm Sanborn, Jr., Fire Chief *Norm Sanborn Jr*  
SUBJECT: EMPG Grant, Generator Project

The City of Rochester applied for this grant in April after receiving City Council approval to apply. The grant amount is for \$51,178.00 which does require a 50% match. The matching funds were approved as part of the FY17 CIP budget.

I have received this grant agreement from NH Homeland Security and Emergency Management office for you to approve. The grant was approved by the City Council at their July 12, 2016 meeting.

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



*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)

CITY OF  
 Received  
 JUL 18 2016  
 City Manager  
 ROCHESTER

# Memorandum

To: Daniel W. Fitzpatrick, City Manager  
 From: Terence O'Rourke, City Attorney *TO*  
 Cc: Blaine Cox, Deputy City Manager  
 John Storer, Director of City Services  
 Date: July 18, 2016  
 Re: Memorandum of Understanding- 2 St. James Terrace

---

Based upon your directive, I have negotiated a Memorandum of Understanding (MOU) with the Rochester Housing Authority (RHA) to manage the City's newly purchased property located at 2 St. James Terrace. Stacey Price, the Director of RHA, has signed the agreement on behalf of RHA. I recommend that you also sign the MOU and allow RHA to begin managing the property.



*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)

# Memorandum

CITY OF  
Received  
JUL 14 2016  
City Manager  
ROCHESTER

To: Daniel W. Fitzpatrick, City Manager  
From: Terence O'Rourke, City Attorney *TO*  
Date: July 14, 2016  
Re: Tax Deed for 5 Lois Street

---

A tax lien was placed on the property located at 5 Lois Street for failure to pay property taxes. Since the property owner has not made the necessary payments to discharge the lien, the property is eligible to be deeded to the City of Rochester. Attached is a copy of the Tax Deed to be filed at Strafford County Registry of Deeds conveying the property to the City of Rochester. I recommend that you sign the attached tax deed.

7/28/16



## 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"*

POLICE COMMISSION

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

MICHAEL J. ALLEN  
*Chief of Police*



July 11, 2016

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen  
Chief of Police

RE: Highway Safety Equipment Grant

CITY OF  
Received

JUL 12 2016

City Manager  
ROCHESTER

Dear Mr. Fitzpatrick:

The Police Department was recently notified of an opportunity to apply for an equipment grant through the NH Highway Safety Agency. This is part of the J-One automation project for law enforcement that has been in the works for at least the last decade. This system will integrate with our Records Management System through an upgrade slated for the fall of 2016.

The goal of the project is the automation and information sharing within the law enforcement and criminal justice community. A major component of the J-One initiative is the e-crash/e-citation programs. This will improve the speed and processing of arrest reports as well as submitting traffic summonses electronically. This will increase speed, efficiency and accuracy at every level, and reduces the amount of manual entry of data at the law enforcement, court and DMV levels. The NH State Police have been using the system successfully for some time.

This grant will permit us to outfit up to five of our front line vehicles with the hardware to support the e-crash/e-citation system. The value of the equipment is \$4,500.00. There is a 25% in-kind soft match (\$1125.00) which can easily be covered with the installation charges and also by training of the officers on the system. This would come from our operating budget. There is no additional funding being requested from Council.

The application deadline is July 30, 2016. We are seeking your blessing in applying for this equipment grant. Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

A handwritten signature in black ink, appearing to be "Michael J. Allen", followed by a stylized star or asterisk symbol.

For Michael J. Allen  
Chief of Police

cc: Rochester Police Commission





# City of Rochester, New Hampshire

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

## Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Michelle Mears
2. Department: Planning + Development
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No
4. Number of Courses for this employee already approved for the current fiscal year is: 0 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Leadership Theory + Practice; Cost: 1950; and  
dates of Course: from 8/30/16 to 12/13/16
  - b. Name of Course Human Resource Management; Cost: 1950; and  
dates of Course: from 8/24/16 to 10/12/16
  - c. Name of Course                                     ; Cost:                     ; and  
dates of Course: from                      to
6. Reimbursement for only the cost of the course will be as follows:  
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: [Signature]
9. Date of Department head's approval: 7/5/16
10. Finance Director approval signature: [Signature]
11. Date of Finance Department approval: 7/6/2016
12. City Manager's approval Signature: [Signature]
13. Date of City Manager's Signature: JUL 06 2016

7/28/16



MICHAEL J. ALLEN  
Chief of Police

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127

FAX (603) 330-7159

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POLICE COMMISSION

DEREK J. PETERS

*Chairman*

BRUCE E. LINDSAY

*Vice Chairman*

LUCIEN G. LEVESQUE

*Commissioner*



July 21, 2016

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen *MJA*  
Chief of Police

RE: Computer Lease Program Request – Eric Babine

CITY OF  
Received

JUL 22 2016

City Manager  
ROCHESTER

Dear Mr. Fitzpatrick:

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

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

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

[illegible]

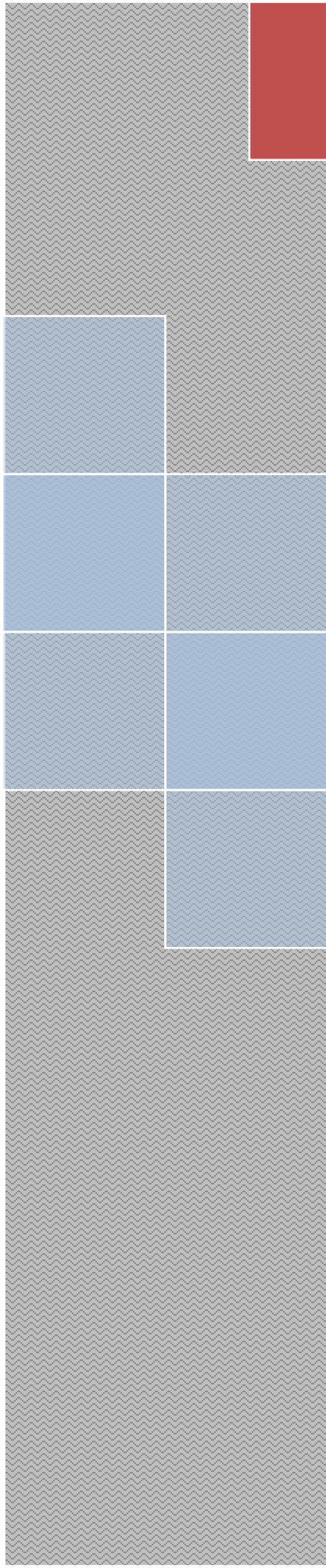
Permits Issued report - July 2016

48



## Council Inquiry report 20160802

<b>NUMBER</b>	<b>COUNCIL MEMBER</b>	<b>FORUM</b>	<b>REQUEST/INQUIRY</b>	<b>ACTION</b>
<b>1</b>	<b>Varney</b>	<b>City Council Workshop 4/19/2016</b>	<b>questioned the Planning Department's report concerning discussions with DES regarding mitigation of Phase II of the Granite Ridge Development project.</b>	<b>The developer and DES are negotiating. This item is in process with the State.</b>
<b>2</b>	<b>Keans</b>	<b>City Council 6/21/2016</b>	<b>will the PD be bringing a supplemental Appropriation request forward regarding this grant award?Are there crossing fiscal year issues?</b>	<b>Director Bowlen advised that this was an oversight and will be addressed at the next Council meeting. Item closed</b>
<b>3</b>	<b>Gates</b>	<b>Public Safety Committee 6/15/2016</b>	<b>requested that a letter be sent to DOT thanking them for their changes to the line of site for the intersection of Estes Road and Route 202.</b>	<b>letter was drafted to be sent. Item closed</b>



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7/28/16

**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 **New Staff Positions - Classifications**COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒  
\* IF YES ATTACH A FUNDING RESOLUTION FORM**Funding included in FY2017 Approved Budget.**RESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	July 19, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	July 14, 2016		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	10	

**COMMITTEE SIGN-OFF**

COMMITTEE	NA
CHAIR PERSON	NA

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

City Charter Sections 60, 61 and 62, Merit Plan and the Non-Union Employment Policy Handbook.

**SUMMARY STATEMENT**

The City Manager proposes an amendment to the City of Rochester Compensation & Classification Plan (“merit plan”) with the creation of two new position classifications. These are the positions of (1) Administrative Services & Utility Billing Supervisor and (2) Senior Executive Assistant.

The respective Department Heads working with the Human Resources Manager, created written a job description for each position (see attached). The Human Resources Manager then graded these positions using the Municipal Position Rating and Classification Manual. The job descriptions and grading results were then reviewed by the Personnel Advisory Board (see attached PAB meeting minutes).

Per the City Charter, the City Manager now submits these positions (merit plan amendments) to the City Council for review & approval. Per the Charter, the City Council shall vote on these within 60 days.

**RECOMMENDED ACTION**

Review & Approval.



*City of Rochester, New Hampshire*

FINANCE OFFICE

31 Wakefield Street • Rochester, NH 03867

(603) 335-7603

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

Human Resources  
Payroll Administration

To: Personnel Advisory Board  
Joanne Sylvain, David Dubois, Dave Stevens

From: Diane Hoyt, Human Resource Manager

RE: Personnel Advisory Board Non-Public Meeting

There will be a Personnel Advisory Board meeting on Thursday, July 7, 2016 at 3:00 PM in the conference room at City Hall.

NON-PUBLIC AGENDA (per RSA 91-A:3, II)

1. Review and recommendation of classifications:

- a. Administrative Services & Utility Billing Supervisor - recommended pay grade 10 (\$50,713.40 to \$68,136.14 annually)
- b. Senior Executive Assistant – recommended pay grade 10 (\$24.38 to \$32.76/hour)

### Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
6	Victim/Witness Advocate (pending approval)
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
9	GIS/Asset Management Technician (pending approval)
10	Senior Executive Assistant
10	Administrative Services & Utility Billing Supervisor
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Human Resource Manager
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	No positions in this grade.
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade

## Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY17		FY17 Annual	
	Min	Max	Min	Max
1	10.14	13.63	21,086.21	28,349.24
2	13.18	17.70	27,412.07	36,826.32
3	14.23	19.13	29,605.89	39,786.91
4	15.37	20.65	31,970.10	42,960.49
5	16.60	22.31	34,526.00	46,410.96
6	17.93	24.12	37,294.90	50,159.62
7	19.36	26.03	40,276.79	54,142.57
8	20.91	28.10	43,492.97	58,445.00
9	22.58	30.33	46,964.74	63,088.23
10	24.38	32.76	50,713.40	68,136.14
11	26.33	35.38	54,760.24	73,588.74
12	28.44	38.22	59,147.88	79,488.61
13	30.71	41.26	63,876.30	85,814.48
14	33.17	44.56	68,988.11	92,694.12
15	35.82	48.14	74,504.60	100,127.54
16	38.69	51.99	80,467.35	108,136.04
17	41.78	56.16	86,900.74	116,804.81
18	45.12	60.62	93,844.28	126,091.26
19	48.69	65.47	101,341.59	136,187.08



## **ADMINISTRATIVE SERVICES & UTILITY BILLING SUPERVISOR**

### **Statement of Duties**

Supervisory work in planning, directing, and managing the Department's administrative staff and Utility Billing Office. Also provides highly skilled administrative and bookkeeping functions in the maintenance and processing of financial records, accounts and transactions to support the activities of the Department; all other related work as required.

Works to anticipate, meet and exceed customer service expectations in a positive and professional manner.

### **Supervision**

Works independently, under the administrative direction of the Department Head.

Performs highly responsible functions requiring the exercise of considerable independent judgment and initiative on matters of departmental significance. Must have a working knowledge of bookkeeping principles, purchasing methods, and departmental operations.

Supervises 5 or more employees. Employees may be based in different locations at the same time.

### **Job Environment**

Work is generally performed under typical office conditions. Required to attend board and committee meetings as a representative of the department.

Operates a computer and standard office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone.

Frequently makes contact with the general public; has frequent contact with other city officials, as well as utilities and private contractors; contacts are in person, by phone, or in writing and involve discussing complex information and resolving difficult customer service requests.

Has access to department related confidential information such as personnel records, bid proposals, reports and personal information regarding citizens receiving service. Has access to litigation documents, and to confidential communication between the department, citizens, employees, and other outside agencies.

Errors could result in lower standards of service, time and monetary loss, poor public relations, reduced services to citizens, injury to others, have legal repercussions and monetary loss.



## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Plans, assigns, schedules, supervises and reviews the work of the employees of the department.
- Supervises the preparation of and verifies accounts payables; accounts receivables; property management; utility billing process; purchasing; payroll; and all clerical functions of support personnel for all divisions of Public Works.
- Works collaboratively with the Department Head on the formulation and submission of the department's annual budgets (Highway, Water, Sewer, Community Center, Buildings & Grounds and Streetlights).
- Works to determine project eligibility for NHDOT & Federal Highway Grants and NHDES SRF loans, as well as FEMA disaster storm eligibility; prepare and submit applications, track all expenditures, monitor for compliance with contract stipulations and submit for reimbursements.
- Monitors solid waste contract.
- Supervises the procurement of materials, supplies and department inventory to ensure compliance with City policies and procedures.
- Supervises office operations to ensure compliance with policies, provisions, and standards of the Department and the City.
- Responsible for the development, implementation and enforcement of Standard Operating Procedures, as needed.
- Serves as liaison for community events, interacting with community leaders and City officials to coordinate DPW efforts.
- Ensures that all DPW customer requests and expectations are dealt with in an effective and timely manner. Manages customer service request database.
- Maintains the department's Web page and social media accounts. Post Department committee meeting agenda & minutes.
- Attends staff meetings and meetings with other agencies as required.
- Performs similar or related work, as required, or as situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Associates degree in Business Administration or related field; five (5) years experience, including two (2) years of supervisory experience in office or business administration; or an equivalent of education and experience.

### **Knowledge, Ability and Skill**

**Knowledge:** Working knowledge of municipal bookkeeping and budgetary functions. Thorough knowledge of office practice and procedures. Thorough knowledge of office terminology, procedures and equipment. Working knowledge of City government. Working knowledge of applicable office and financial software applications.

**Ability:** Ability to interact in a positive and effective manner with employees and the general public. Ability to communicate effectively, orally and in writing. Ability to use a personal computer and related office software. Ability to operate a telephone and standard office equipment. Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner.

**Skill:** Excellent planning and organizational skills. Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment and integrity. Proficient mathematical and bookkeeping skills.

## **Physical and Mental Requirements**

Minimal physical effort generally required in performing administrative duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle or feel office equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus.

## **SENIOR EXECUTIVE ASSISTANT**

### **Statement of Duties**

Performs a full range of complex and confidential, executive secretarial and administrative support duties for a Senior Executive. Professional level work related to the establishment and implementation of public and internal information services and programs to promote public awareness and enhance the image of the City.

### **Supervision**

Works under the general direction of a Senior Executive(s), establishing own work plan and priorities in accordance with standard practices with substantial responsibility for determining the sequence and timing of action; only unusual cases are referred to the supervisor.

Incumbent has substantial independence in planning and organizing the work activities and is expected to solve through experienced judgment most problems of detail by adapting methods or interpreting instructions to resolve the particular problem.

Supervises, both directly and through subordinates, up to five employees. Evaluates complete work for effectiveness and conformity to established procedures, practices, work plan or other instruction.

### **Job Environment**

Work is performed under typical office conditions, with regular interruptions from the general public and other city employees. Routinely works after normal working hours.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contacts requiring perceptiveness with other city departments, boards and committees, state and county officials; makes regular contacts with the general public at all times during the day, requiring a high degree of patience, tact and discretion. Contacts are by phone, correspondence, through social media and in person, and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to a large amount of city-wide confidential information, including personnel records, collective bargaining negotiations, bid documents, law suits and investigations.

Errors could result in delay and confusion and could have direct legal, monetary, and serious public relations repercussions for the city.

City of Rochester, N.H.  
Senior Executive Assistant/Grade **10**  
Adopted **(date)**

## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Greets visitors to the office and directs them to appropriate individual.

Screen calls, visitors and mail; respond to complex requests for information.

Supports the Senior Executive in dealing with the public, the City Council and staff, including verbal and written communications. Maintains confidentiality as required.

Coordinates and manages the City's public relations outreach program including, but not limited to, print, video, digital and internet materials.

Interpret and explain City and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.

Coordinates the daily administrative functions of a Senior Executive department.

Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for executive staff and other personnel as well as providing routine analytical support.

Handles routine items for the Senior Executive department. Prepares and maintains confidential correspondence and communications as well as interoffice forms, requisitions, and related documents. Provides follow-up as necessary. Composes correspondence on own initiative or under general direction to expedite the processing and completion of work. Maintain and monitor records and files; follow-up on due dates; perform other monitoring functions to ensure timely completion of work.

Coordinates meetings and events; maintains electronic appointment calendar for the department and public meetings.

Maintains the department's Web page, events calendars items, social media accounts and newsletter.

Contributes to the formulation of and monitors department's annual budget.

City of Rochester, N.H.  
Senior Executive Assistant/Grade 10  
Adopted (date)

Orders and verifies invoices for all goods and services required by the department; assigns account numbers and prepares documentation for payment; processes department payroll.

Processes all incoming correspondence for the department; routes mail to appropriate personnel.

Attends regular department head meetings; records, prepares, and distributes minutes.

Sets up, maintains, and purges files in an orderly fashion so that materials can be easily located.

Performs other duties as assigned.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Associates degree in office management, business administration, or other highly specialized training in secretarial skills and five years progressively responsible experience in administrative or secretarial work required; experience working in municipal government or for a senior level executive strongly preferred; or an equivalent combination of education and experience.

### **Knowledge, Ability and Skill**

#### **Knowledge of:**

Administrative policies and procedures pertaining to city government.

Shorthand or dictation techniques.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment.

Record keeping, report preparation, filing methods, and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

#### **Ability to:**

Communicate effectively with others, orally and in writing.

Use tact, discretion, initiative, and independent judgment within established guidelines.

Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.

Apply logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

City of Rochester, N.H.

Senior Executive Assistant/Grade **10**

Adopted **(date)**

Accurately proofread copy with accompanying knowledge of grammar, punctuation, and spelling.  
 Prepare clear and concise reports, correspondence, and other written materials.  
 Organize, process, and maintain information and documents in an orderly fashion.

**Skill in:**

Customer service  
 Computer applications related to the work

**Physical Requirements**

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



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

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

To: Rochester City Council  
From: James Campbell, Director of Planning & Development  
Re: Manufactured Housing Size Zoning Amendment  
Date: July 25, 2016



---

At the June 20, 2016 Planning Board meeting the Planning Board voted recommended that the amendments to the Zoning Ordinance regarding the size of manufactured homes be passed by the City Council. The recommendation was based on a 6-2 vote of the Board.

If you have any questions or need any further information, please do not hesitate to ask.

Cc: Dan Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager/Director of Finance & Administration  
Kelly Walters, City Clerk



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7/28/16

**From:** [Jeff Turgeon](#)  
**To:** [Kelly Walters](#)  
**Subject:** Resignation  
**Date:** Thursday, July 14, 2016 8:11:41 AM

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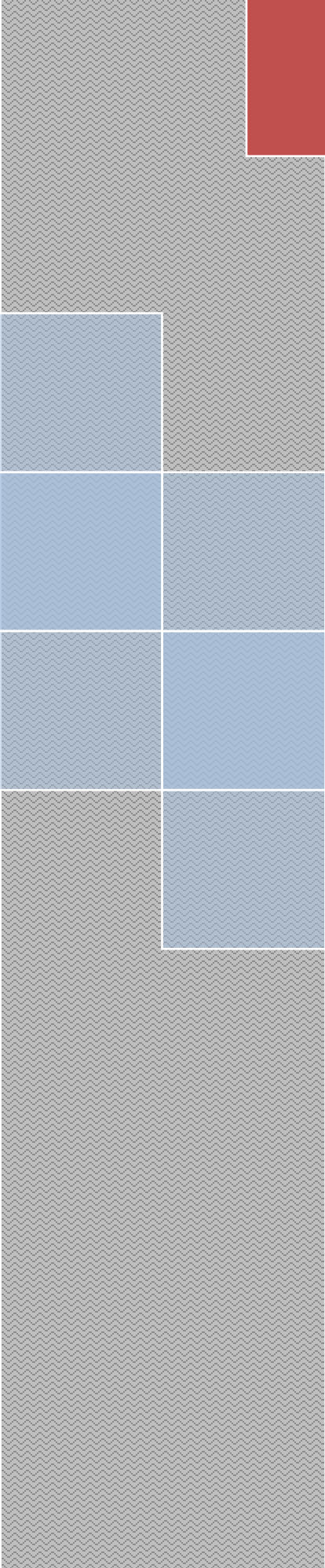
Hi Kelly,

Please except this email as my letter of resignation from the Rochester Recreation and Arena Commission due to the fact that I am now a part-time employee of that department.

Thanks.

Jeff

Sent from my iPhone



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July 14, 2015

To: City of Rochester NH

From: David Ouellette

Re: Resignation

Dear Ms., Walters

I would like to inform you that I am resigning from my position as Trustee of the Trust Funds and Ward 2 Moderator for the City of Rochester, effective July 30, 2016.

Thank you for the opportunities for professional and personal development that these positions provided me during the last 12 years. I have enjoyed working for the City and appreciate the support provided me during my tenure.

If I can be of any help during this transition, please let me know.

Sincerely,

*David Ouellette*

David Ouellette

11 Vinewood Lane

Rochester NH 03867



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7/28/16

Mayor and City Council  
City of Rochester  
City Hall  
Rochester, NH

July 12, 2016

It is with deepest regrets that I submit my resignation from the Rochester Planning Board. It has been an honor to have served on the Board, but I can no longer dedicate the time necessary to serve.

Thank you for the opportunity.

Sincerely,

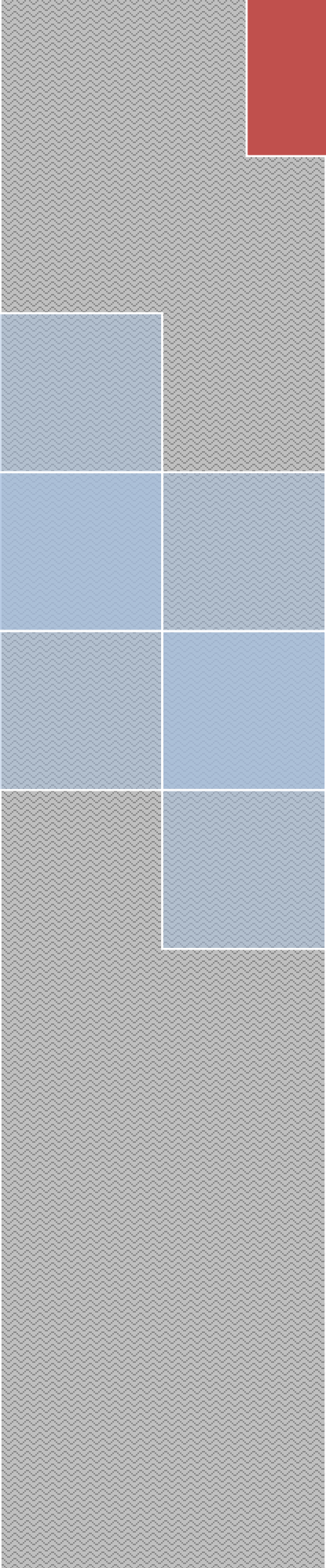
A handwritten signature in black ink, appearing to read "Charles W. Grassie Jr.", with a stylized flourish at the end.

Charles W. Grassie Jr.

**RECEIVED**

**JUL 12 2016**

**CITY CLERK'S OFFICE  
ROCHESTER, NH**



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## City of Rochester Formal Council Meeting

### AGENDA BILL

RECEIVED  
7/28/16

JUL - 6 2016

CITY CLERK'S OFFICE  
ROCHESTER, NH

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

#### AGENDA SUBJECT

Representatives to the Strafford Regional Planning Commission

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

August 2, 2016

DEPT. HEAD SIGNATURE

DATE SUBMITTED

July 6, 2016

ATTACHMENTS YES ☒ NO ☐

\* IF YES, ENTER THE TOTAL NUMBER OF  
PAGES ATTACHED

1

#### COMMITTEE SIGN-OFF

COMMITTEE

CHAIR PERSON

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER

CITY MANAGER

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL

SOURCE OF FUNDS

ACCOUNT NUMBER

AMOUNT

APPROPRIATION REQUIRED YES ☐ NO ☒

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

On June 6, 2016 Planning Board Meeting recommended that Rick Healey and Bob Jaffin be reappointed as Rochester's representatives to the Strafford Regional Planning Commission. Thank you for your consideration.

**RECOMMENDED ACTION**

Reappoint Rick Healey and Bob Jaffin as Rochester's representatives to the Strafford Regional Planning Commission.

# *Forthcoming:*

## Government Channel Committee Meeting Minutes



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Public Safety Committee  
Council Chambers  
July 20, 2016  
7:00 PM

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Councilor Peter Lachapelle (excused)

**OTHERS PRESENT**

Owen Friend-Gray, PE, Assistant City Engineer  
Jenny Brown, Olde Farm Lane  
Brian Brown, Olde Farm Lane  
Betty Stevens, Olde Farm Lane

Minutes

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

1. Approve minutes from June 15, 2016

The first order of business was to approve the June 15, 2016 minutes. Councilor Gray **MOVED TO AMEND** the minutes of June 15, 2016 as follows: *Councilor Gray MOVED to exit non-public session at 7:40 PM. Councilor Lachapelle seconded the motion. The MOTION CARRIED by unanimous voice vote.* Councilor Gray **MOVED** to accept the minutes **AS AMENDED**. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

2. Public Input

The public that were present were there for an item already on the agenda.

3. 72 Olde Farm Lane-"Deaf Person" new signage request

Councilor Hamann summarized the issue. Jenny Brown, Betty Stevens and Brian Brown were present to discuss installing a "deaf person" sign near 72 Olde Farm Lane. Ms. Stevens said the woman that lives at 72 Olde Farm Lane is deaf and mute, she likes to walk and it can be dangerous because some of the vehicles do not stop completely at the two stop signs. *Councilor Gates recommended to have 2 "deaf" person signs installed at the discretion of DPW. Councilor Barnett seconded the motion. Unanimous voice vote carried the motion.* Mr. Friend-Gray said they have two

different "deaf person" signs in stock at DPW, so once motion is approved there would be no problem putting them up quickly.

4. 372 Portland Street-"Deaf Child" signage removal/relocation-possibly move to Daniel Ct.

Councilor Hamann summarized the issue. Councilor Gates asked Mr. Friend-Gray how the city knows when a person who has had a sign installed for them moves, he wanted to know if the new GIS system once installed would help with sign location. Mr. Friend-Gray said yes it can be set up to help with sign location. ***Councilor Gray made a motion to remove "deaf child" sign near 372 Portland Street. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

5. Chamberlain Street/Franklin Street-Crossing Dangers

Councilor Hamann summarized the issue. Deputy Chief Toussaint said this intersection was no more of a danger than any other intersection. He will have an officer chat with the person who made the request to let her know that she can take a license plate number down and call it in to the police station. The issue will be dealt with on a case by case basis. This will be kept in committee until September's Public Safety Committee meeting after school starts.

6. St. Leo Church- Handicap Parking Request

Councilor Hamann summarized the issue. Councilor Hamann said there was no curb cut. There is no guarantee that the handicap spot will be used by the person that it is requested for; any handicap vehicle can park in the handicap spots. Councilor Hamann said there is nothing that can be done without curb cuts. This was kept in committee so committee members can look at the area.

7. Lupine/Heritage- No Parking Sign Request

Councilor Hamann summarized the issue. School is not session at this time so there is no problem at this time. This was kept in committee until after school starts in September.

8. Ten Rod Road/Tebbetts Road- Horse Crossing Signs (kept in committee)

Councilor Hamann summarized the issue. He stated he had no new information on this request. Kept in Committee to see if the committee could get more information regarding the signs. Councilor Gray asked if DPW could find out where the current Horse Crossing signs are on Ten Rod Road.



9. Tebbetts Road- Speeding (update)

Councilor Hamann summarized the issue. Deputy Chief Toussaint said the speed trailer was placed in the Tebbetts Road area for five consecutive days. There was no problem in the area. The speed limit is 35 mph and the average speed was 36.5 mph. No action taken.

10. Other

Graffiti Ordinance

Mr. Friend-Gray said that the City Attorney Terrence O'Rourke was creating an ordinance for compliance-graffiti. Currently the city has no authority to go on someone's private property to clean up graffiti, if the homeowner cannot be reached. There was an incident that occurred recently where there were profanities painted at the entrance of a development in Rochester. The developer took care of the issue quickly but if he hadn't the city has no authority to go on private property to take care of it. Having an ordinance in place will help if another issue occurs.

Ordinance for Overnight Parking and Camping in City Parks

Mr. Friend-Gray said the City Attorney Terrence O'Rourke was working on changing the ordinance for overnight parking and camping in city parks. He stated there have been some issues lately with people parking, camping and defecating in the city parks and the City has no authority to do anything at this time. Councilor Gray said the parks can be posted with no parking and camping at this time. Councilor Hamann said Maple Street school is posted that it is closed after dusk. Mr. Friend-Gray wanted the committee to be aware of this, it's going to the codes and ordinance committee.

202/Estes Road Thank You Letter

Mr. Friend-Gray said that Mr. Bezanson sent out the Thank you letter to the NHDOT commissioner for the work done on 202/Estes Road for site distance.

Mobile Home Park-Little Falls /Chestnut Hill Road

Mr. Friend-Gray said there is dirt and trees by the entrance to the park which is creating a site line issue. This is the park and the power lines responsibility. He said that Ken Henderson the Highway/Fleet Maintenance supervisor went out to look at the area to see

if DPW can help, the job is bigger than they thought. Mr. Friend-Gray was looking for guidance regarding helping with private property. Eversource said they are willing to help the park but wanted to wait until one of their other projects began. Councilor Gates said a warning sign placed on the city's right of way may help. Councilor Gray said the city can take care of what's on the city's right of way. Councilor Gray requested having a letter sent to Eversource asking them to have the dirt and trees removed by the end of Fall, and to have the representative from the mobile home park send a letter to Eversource as well.

#### Gerrish Street-No Parking Signs

Mr. Friend-Gray said the "no parking" signs have been placed on Gerrish Street.

#### Parking Signs- "Parking" Signs in front of City Hall

The parking signs in front of City Hall are scheduled to be put up this week.

#### Hansonville Road No Through Truck Signs

Mr. Friend-Gray said the "no through trucks" signs have been taken down.

Councilor Gates made a motion to adjourn the meeting at 7:34 PM. Councilor Barnett seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

# *Forthcoming:*

## Public Works Committee Meeting Minutes



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7/28/16

**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

2017-2018 Final Legislative Policy Recommendations

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	7/19/2016		
DEPT. HEAD SIGNATURE	on file		
DATE SUBMITTED	6/21/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	13

**COMMITTEE SIGN-OFF**

COMMITTEE	City Council - Councilor Lauterborn
CHAIR PERSON	

**DEPARTMENT APPROVALS**

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

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

The New Hampshire Municipal Association 2017-2018 Legislative Policy Process Final Policy Recommendations list is attached for informational purposes only.

**RECOMMENDED ACTION**

For information only, no action is required.

# New Hampshire Municipal Association 2017-2018 Legislative Policy Process

## Final Policy Recommendations

### General Administration and Governance

#### Action Policy Recommendations

##### **1. Funding for the Police Standards and Training Council**

**To see if NHMA will SUPPORT** the continued operation of the NH Police Academy and the high quality uniform training it provides for all law enforcement officers in the state, including municipal police officers, which aids in the delivery of quality policing services and interagency cooperation to the benefit of all citizens.

- a) **To see if NHMA will SUPPORT** the continued existence of the Police Standards and Training Council (PSTC), the compliance functions it performs, and its oversight of the operations of the NH Police Academy.
- b) **To see if NHMA will SUPPORT** continued funding at the state level for the Police Academy and the PSTC. Local law enforcement agencies produce considerable funds through fines and penalty assessment monies which accrue to the State and are used for State purposes. **To see if NHMA will OPPOSE** any increase in municipal costs for police officers to participate in the training, recognizing that municipalities now pay salary, benefits, and all employment-related costs for trainees while at the Academy, as well as provide staff and instructors at no cost to the Academy.
- c) **To see if NHMA will SUPPORT** the continued use of penalty assessment funds to support the PSTC and **OPPOSE** transferring the penalty assessment funds from PSTC to the general fund.
- d) **To see if NHMA will SUPPORT** separating PSTC operational expenses from capital expenses, and the funding of capital expenses through the State Capital Budget process.
- e) **To see if NHMA will SUPPORT** the development of a sustainable, predictable, and stable plan for funding the PSTC and the Academy at the State level which is sufficient to meet the funding needs and efficient in administration. **To see if NHMA will SUPPORT** funding to supplement the penalty assessment revenues from sources such as an insurance surcharge, an additional fee for accident reports, an increase in the state motor vehicle registration fee, provided such revenues are dedicated to the PSTC.
- f) **To see if NHMA will SUPPORT** working with the PSTC and the legislature to explore other funding sources to supplement revenues to ensure the future viability of the PSTC.

##### **2. Consultation with Counsel Expansion Under RSA 91-A**

**To see if NHMA will SUPPORT** legislation to amend RSA 91-A so that exempt consultation with legal counsel would also include discussions about written legal correspondence provided by legal counsel, without requiring the presence of counsel at the meeting.

### 3. Building Plans Under RSA Chapter 91-A

**To see if NHMA will SUPPORT** an amendment to RSA 91-A:5, IV to specifically add building plans/construction drawings contained within a building permit file and/or building plans/construction drawings submitted as part of a building permit application as an exempt record under the statute.

## Priority Policy Recommendations

### 4. EMS Licensing Rules

**To see if NHMA will SUPPORT** changes to statute or administrative rules as they apply to licensing of providers of emergency medical services, requiring directors of licensed units to report to the Commissioner of Safety the status of licensed providers within their unit who are suspended or terminated for any reason, including any and all incidents which would be cause for revocation of a provider license as detailed in the administrative rules.

### 5. Electronic Poll Books

**To see if NHMA will SUPPORT** legislation that would enable the use of electronic poll-books for municipalities with funding coming from the HAVA funds made available to the NH Secretary of State by the United States Election Assistance Commission specifically for the purpose of improvement to the administration of federal elections in the State, as well as support legislative changes to statutes to make the use permissible under State laws.

### 6. Municipal Welfare Fraud Penalties

**To see if NHMA will SUPPORT** amending the local welfare statutes so that the so-called “welfare fraud” statutes (RSA 167:17-a through 17-c, currently applicable only to offenses against state assistance programs) will also apply to the same types of fraud offenses when committed against a municipal assistance program operated under RSA chapter 165.

### 7. Right to Know Costs and Specificity Required

**To see if NHMA will SUPPORT** amendments to RSA chapter 91-A allowing municipalities to recover the taxpayer costs of retrieving, reviewing and reproducing documents, including electronic documents, and clarifying the level of specificity required when requesting public records.

### 8. Official Ballot Budget Postings

**To see if NHMA will SUPPORT** the amending of RSA 40:13 to provide for the posting of a warrant and proposed budget for the first session of the annual town meeting (deliberative session) and a final warrant and proposed budget for the second session of the annual meeting (voting day); the final warrant and proposed budget to reflect any amendments or changes approved by the first session and to be posted as required within 14 days of the close of the first session of the annual meeting

### 9. Public Notice Requirements

**To see if NHMA will SUPPORT** legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification.



## **10. Municipal Departments and MV Information**

**To see if NHMA will SUPPORT** legislation to make it clear that municipalities may obtain information about motor vehicles registered to an individual for all governmental purposes such as verifying asset levels when the individual is applying for general assistance or asset-based tax relief and in order to determine the ownership of vehicles for official purposes.

## **Standing Policy Recommendations**

## **11. Manner of Selecting Clerk in Charter Towns**

**To see if NHMA will support** legislation allowing towns that have adopted a charter under RSA chapter 49-D to determine how the town will choose its town clerk.

## **12. Sewer and Storm Ordinance Violations**

**To see if NHMA will SUPPORT** legislation which would allow municipalities to recover costs for sewer and storm water ordinance violation enforcement, to include legal expenses, investigative costs, and mitigation expenses.

## **13. Preservation of Municipal Immunity**

**To see if NHMA will OPPOSE** legislation that weakens, reduces, or diminishes the immunity of municipal, school, or county governments for damages and claims resulting from recreation facilities and activities, operation of equipment and motor vehicles, maintenance of highways and sidewalks, acts committed by employees with firearms, or any other activities related to government operations where limited liability already exists.

## **14. Welfare Lien Priority**

**To see if NHMA will SUPPORT** legislation to give liens for local welfare payments arising under RSA 165:28 a higher priority position, so that those liens fall immediately after the lien for the first mortgage.

## **15. Petition Signature Requirements**

**To see if NHMA will SUPPORT** legislation amending RSA 39:3 to require that in towns with an official ballot referendum town meeting (SB2/RSA 40:13), petitioned warrant articles must be signed by not less than 2% of registered voters, but in no case fewer than 10 voters or more than 150 voters.

## **16. Long-Term Storage of Records**

**To see if NHMA will SUPPORT** legislation modifying the requirement that municipal records retained for longer than ten years be transferred to paper, microfilm, or both.

## **17. Human Resources Record Retention**

**To see if NHMA will SUPPORT** legislation that amends the record retention requirements for successful job applications and personnel records from 50 years after termination or retirement to 20 years after termination or retirement.

## 18. Consolidated Policy on Collective Bargaining Items

**Evergreen Clause:** To see if NHMA will **OPPOSE** legislation to enact a mandatory so-called "evergreen clause" for public employee collective bargaining agreements.

**Binding Arbitration:** To see if NHMA will **OPPOSE** mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining.

**Right to Strike:** To see if NHMA will **OPPOSE** a right to strike for public employees.

**Mandated Employee Benefits:** To see if NHMA will **OPPOSE** any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits which may increase employer costs in future years, for current or future employees.

## 19. Contracted Services and Bargaining

To see if NHMA will **SUPPORT** legislation to give public employers greater flexibility to privatize or use contracted services.

## 20. Maintenance and Policing of State-Owned Property

To see if NHMA will **SUPPORT** legislation to enable municipalities to recover the expenses of policing state-owned land against all illegal activity (including public consumption of alcohol and littering), including the ability to receive reimbursement/compensation from individuals engaged in the illegal activity.

## 21. Supervisor of the Checklist Sessions

To see if NHMA will **SUPPORT** legislation to reduce to one the number of required sessions that the supervisors of the checklist must hold prior to town elections.

## 22. Municipal Recreation Programs

To see if NHMA will **SUPPORT** the continued exemption from state child care licensing for municipal recreation department programs and also supports the exemption from state camp licensing for municipal recreation department summer programs.

## 23. Appointment of Town Clerks and Town Clerks/Tax Collectors

To see if NHMA will **SUPPORT** legislation to allow the legislative body to authorize the governing body to appoint or elect town clerks and town clerk/tax collectors.

## 24. Warrant Article Language; Adoption by Reference

To see if NHMA will **SUPPORT** legislation to amend RSA chapter 48-A, Housing Standards, to allow a town to adopt a proposed housing standards ordinance on the ballot by reference, as opposed to printing the entire ordinance on the warrant.

## 25. Perambulation

To see if NHMA will **SUPPORT** legislation to eliminate the RSA 51:2 requirement to perambulate town boundaries every 7 years.

**26. Limitation on RSA 41:14-a Review**

**To see if NHMA will SUPPORT** amending RSA 41:14-a to exclude the requirement for planning board and conservation commission review and recommendations for the acquisition or sale of liens, tax deeds, cemetery deeds, releases or specific conveyances that are authorized by a town meeting vote.

**27. Independent Redistricting Commission**

**To see if NHMA will SUPPORT** the establishment of an independent redistricting commission for the appointment of representative, senatorial, executive council, and congressional districts.

## **Finance and Revenue**

### **Action Policy Recommendations**

**1. Collection of Delinquent Taxes on Manufactured Housing**

**To see if NHMA will SUPPORT** legislation to create a study commission to address municipal concerns regarding delinquent property taxes and/or municipal utility fees on manufactured housing on land of another. Such commission to include appropriate interested stakeholders.

**2. Use of RSA 83-F Utility Values**

**To see if NHMA will SUPPORT** changing RSA 83-F to prevent any determination of utility value by the Department of Revenue Administration from being used in any way by the utility taxpayer in any application for abatement of tax under RSA 76:16 or any appeal thereof under RSA 76:16-a or RSA 76:17.

**3. Current Use Assessment**

**To see if NHMA will SUPPORT** legislation authorizing the Current Use Board to establish assessment ranges that are 20% higher than other categories for those properties that do not comply with the documentation and filing requirements requested by municipalities in accordance with ASB assessment review guidelines.

### **Priority Policy Recommendations**

**4. Tax Exemptions for Charitable Organizations**

**To see if NHMA will SUPPORT** creating a commission to study reimbursement through PILOTs for municipal services provided to exempt charitable properties, including charitable non-profit housing project under RSA 72:23-k.

**5. Meals and Rooms Tax Distribution**

**To see if NHMA will SUPPORT** annual funding of the meals and rooms tax distribution to municipalities in accordance with catch-up provision provided under RSA 78-A:26.

## 6. Pollution Control Exemption

**To see if NHMA will SUPPORT** repeal of the so-called "pollution control exemption" (RSA 72:12-a) or amendment of the statute to impose a term limitation on any exemption granted.

## 7. Income Approach on Appeal

**To see if NHMA will SUPPORT** legislation that prohibits the use of the income approach when used by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information.

## 8. Clarification of Elderly Exemption

**To see if NHMA will SUPPORT** changes in RSA 72:39-a, 72:29, and 72:39-b to define "household income" for elderly exemption qualification consistent with the definition of "household income" used by the state in qualifying residents for the Low & Moderate Income Homeowners Property Tax Relief Program under RSA 198:56-57 and Rev 1200.

## 9. 10% Limitations

**To see if NHMA will SUPPORT** amending RSA 32:18 to limit town meeting and/or SB 2 deliberative sessions from increasing or decreasing the total amount appropriated by no more than 10 percent of the budget committee's recommended budget.

## 10. Prorating Disabled, Deaf and Blind Exemptions

**To see if NHMA will SUPPORT** legislation prorating the disabled, deaf and blind exemptions under RSA 72:37, 37-b, and 38-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

## 11. Flood Control Payments

**To see if NHMA will SUPPORT** legislation to fully fund flood control payments in lieu of taxes to municipalities pursuant to the Merrimack River and Connecticut River interstate flood control compacts regardless of payments from other states.

## 12. Charitable Definition and Mandated Property Tax Exemptions

**To see if NHMA will OPPOSE** legislation that expands the definition of "charitable" in RSA 72:23-l, unless the state reimburses municipalities for the loss of revenue, and will **SUPPORT** creating a method of reimbursement to municipalities for state-owned property.

# Standing Policy Recommendations

## 13. Sale of Tax Deeded Property

**To see if NHMA will SUPPORT** amending RSA 80:89 to require proof that the municipality sent the required notice of impending tax deed rather than proof that the taxpayer actually received the notice.

#### 14. Local Option Revenue Sources

**To see if NHMA will SUPPORT** creation of enabling legislation that allows cities and towns to create local revenue sources to meet the unique needs of each community in order to help offset the overreliance on the property tax in order to help defray the cost of municipal services, infrastructure improvements and capital needs.

#### 15. Tax Rate Setting

**To see if NHMA will SUPPORT** legislation to improve the overall efficiency and timeliness of the tax rate setting process, and will **OPPOSE** statutory changes to school districts, village districts, trustees of trust funds, utility values or information from other state agencies that may impede or delay the tax rate setting process and/or cause unnecessary borrowing due to late tax rate setting.

#### 16. All Public Real Estate Taxable if Used by Private Occupants

**To see if NHMA will SUPPORT** legislation to clarify that taxation of a private occupant on public land is required by statute, even if an agreement or lease does not include a tax provision or the specific wording of RSA 72:23, I(b).

#### 17. Recording Fees for Elderly and Disabled Deferrals

**To see if NHMA will SUPPORT** legislation to recoup recording fees as part of the payment process in RSA 72:38-a, IV for the elderly and disabled deferrals.

#### 18. Downshifting of State Costs and State Revenue

**To see if NHMA will OPPOSE** legislation which will downshift state costs or state program responsibilities, either directly or indirectly, to municipalities and/or counties, resulting in increased municipal and/or county expenditures, whether in violation of Article 28-a or not, and will **OPPOSE** any reductions, deferrals and/or suspensions of state revenue to political subdivisions, such as revenue sharing, meals and rooms tax distribution, highway block grants, environmental state aid grant programs, adequate education grants, catastrophic aid, or any other state revenues.

#### 19. State Revenue Structure and State Education Funding

**To see if NHMA will SUPPORT** asking the state to use the following principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education:

- a) That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- b) That revenue sources are predictable, stable and sustainable and will meet the long term needs and financial realities of the state;
- c) That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- d) That the revenue structure is efficient in its administration;
- e) That changes in the revenue structure are fair to people with lower to moderate incomes.

**To see if NHMA will SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given.

## 20. New Hampshire Retirement System (NHRS)

To see if **NHMA will SUPPORT** the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy and sustainable, that both employees and employers can rely on to provide retirement benefits for the foreseeable future. Further, **to see if NHMA will SUPPORT** continuing to work with legislators, employees, and the NHRS to accomplish these goals.

To that end, **NHMA:**

- a) **SUPPORTS** legislation that will strengthen the health and solvency of the NHRS, ensure the long term financial sustainability of the retirement system for public employers, and consider options and alternatives that provide reasonable changes in contribution rates;
- b) **OPPOSES** any legislation that: 1) expands benefits that would result in increases to municipal employer costs; 2) assesses additional charges beyond NHRS board approved rate changes on employers; or 3) expands the eligibility of NHRS membership to positions not currently covered;
- c) **SUPPORTS** the restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan; and
- d) **SUPPORTS** the inclusion of municipal participation on any legislative study committee or commission formed to research alternative retirement system designs and the performance of a complete financial analysis of any alternative plan proposal in order to determine the full impact on employers and employees.

## 21. Utility Appraisal Method

To see if **NHMA will OPPOSE** mandating the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action, and will **SUPPORT** the continuing right of municipalities to use any method of appraisal upheld by the courts.

## 22. Management of Trust Funds

To see if **NHMA will SUPPORT** amendments to RSA 292-B:2 to include funds held by a town or other municipality under RSA 31:19, RSA 202-A:23, or a fund created by a town or other municipality under RSA 31:19-a to be included in those institutional funds subject to the Uniform Prudent Management of Institutional Funds Act.

## 23. Minimum Vote Required for Bond Issues

To see if **NHMA will OPPOSE** legislation to increase the 60% bond vote requirement for official ballot communities.

## **Infrastructure, Development, and Land Use**

### **Action Policy Recommendations**

#### **1. Site Evaluation Committee and Local Input**

**To see if NHMA will SUPPORT** legislation requiring applicants to the Site Evaluation Committee under RSA 162-H to notify and appear before the governing body of each New Hampshire municipality in which a proposed facility will be located or will have a visual or other impact, and to accept comments from the governing body and the public, and further requiring notification to each municipality of any public hearing on the application and giving each municipality and its residents the right to comment at any public hearing.

#### **2. Municipal Cooperation**

**To see if NHMA will SUPPORT** legislation clarifying that municipalities and other political subdivisions may cooperate to perform together any functions that they may perform individually, including but not limited to providing services, raising revenue, constructing and maintaining infrastructure, and engaging in economic development efforts.

#### **3. Waiver of Bond for Projects Under \$150,000**

**To see if NHMA will SUPPORT** amending RSA 447:16 to allow the governing body, in its discretion, to waive the bonding requirement for a public works contract if the contract involves an expenditure of less than \$150,000.

### **Priority Policy Recommendations**

#### **4. Restoration of Full General Revenue Funding for Municipal State Aid Grant (SAG) Programs**

**To see if NHMA will SUPPORT** legislation to restore full general revenue funding of municipal wastewater, public drinking water and landfill closure grants administered by the NH Department of Environmental Services.

#### **5. Transportation Funding**

**To see if NHMA will SUPPORT** a state transportation policy that ensures adequate funding for state and municipal highways and other modes of transportation. The policy should include:

- a) Maintenance of the proportionate share of the state highway fund that is distributed to cities and towns under current law.
- b) Increased funding, which may include the state road toll, local option fees, and other revenue sources as necessary.
- c) No further diversion of state highway funds for non-highway purposes.

#### **6. Solid Waste Revolving Funds**

**To see if NHMA will SUPPORT** legislation to allow municipalities to establish, by vote of the legislative body, revolving funds for their solid waste programs, including but not limited to solid waste collection and disposal, and the operation of any municipally operated transfer station, in addition to recycling.

## 7. Clarify Establishing Highways

To see if NHMA will **SUPPORT** legislation clarifying that the dedication and acceptance method of highway creation requires express acceptance by vote of the legislative body, or the board of selectmen if so delegated.

## 8. Water Fund

To see if NHMA will **SUPPORT** (1) the establishment of a water trust fund to ensure adequate annual investment in water infrastructure, and (2) sustainable revenue sources for the water trust fund.

## 9. Utility Infrastructure

To see if NHMA will **SUPPORT** legislation clarifying that municipalities may incur debt for the purpose of creating or improving broadband and other utility infrastructure.

## 10. Complete Streets

To see if NHMA will **SUPPORT** development of a statewide complete streets policy that considers the interests of the state's municipalities.

## 11. Increase or Elimination of Net Metering Cap

To see if NHMA will **SUPPORT** increasing or eliminating the statutory cap on net energy metering and group net energy metering, and **SUPPORT** legislation to increase the maximum allowable capacity for net-metered renewable energy projects to at least 5 megawatts.

## 12. Severe Weather Events

To see if NHMA will **SUPPORT** legislation that enables the state and municipalities to mitigate the effects of extreme weather events, including the promotion of resilient infrastructure and practices, and **SUPPORT** regional and federal policies that work to limit or reverse the increasing frequency and intensity of such events.

# Standing Policy Recommendations

## 13. Oppose Statewide Zoning Mandates

To see if NHMA will **SUPPORT** a policy recognizing the legislature's authority to establish statewide priorities in zoning and land use regulation, but opposing legislation that does not allow reasonable local control in implementing those priorities, or that mandates specific criteria that municipalities must follow.

## 14. Municipal Use of Structures in the Right-of-Way

To see if NHMA will **SUPPORT** legislation to authorize municipalities to use, for any municipal purpose, the space designated for municipal good upon all poles, conduit and other structures within their rights-of-way without paying unreasonable make-ready costs. This includes the right to use that space for data and voice transmission to, from, and by the municipal government, schools, library, and other governmental institutions. It also includes a requirement that the owners of utility poles and conduit do the necessary work for that space to be available.



### 15. Regional Water Quality

To see if NHMA will **SUPPORT** legislation to encourage the State of New Hampshire and its political subdivisions to work cooperatively on a watershed or regional basis in addition to dealing with all water quality issues as individual communities.

### 16. Conservation Investment

To see if NHMA will **SUPPORT** permanent funding for the Land and Community Heritage Investment Program and **OPPOSE** any diversion of such funds to other uses.

### 17. Environmental Regulation and Preemption

To see if NHMA will **SUPPORT** legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits the establishment of comprehensive statutory schemes that supersede local regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required.

### 18. Energy, Renewable Energy and Energy Conservation

To see if NHMA will **SUPPORT** legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the use of renewable energy sources, and promote energy conservation, and opposes any legislation that overrides local regulation.

### 19. Open Space Retention and Sprawl Prevention

To see if NHMA will **SUPPORT** legislation encouraging statewide programs that provide incentives and assistance to municipalities to adopt land use planning and regulatory techniques that will manage growth and development and retain existing tracts of undeveloped open space.

### 20. Sludge/Biosolids

To see if NHMA will **SUPPORT** reliable enforcement of scientifically based health and environmental standards for the management of sludge, septage, and biosolids; and **OPPOSE** any state legislation that would curtail the ability of municipalities to dispose of municipally-generated biosolids through land spreading, when done in accord with such scientifically based health and environmental standards.

### 21. Current Use

To see if NHMA will **OPPOSE** any legislative attempt to undermine the basic goals of the current use program and **OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board.



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**RESOLUTION FOR SUPPLEMENTAL APPROPRIATION TO THE  
CONSERVATION FUND FOR FISCAL YEAR 2015-2016  
PURSUANT TO THE PROVISIONS OF SECTION 11.21(c) OF THE  
GENERAL ORDINANCES OF THE CITY OF ROCHESTER**

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

As a supplemental appropriation to the 2015-2016 fiscal year operating budget of the City of Rochester, the sum of Forty Seven Thousand Four Hundred Dollars (\$47,400.00); from annual excess Land Use Change Tax funds for fiscal year 2015-2016 to the City of Rochester Conservation Fund, the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2015-2016.

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. The effective date of this Resolution shall be June 30, 2016.

**CC FY 17 AB 10**



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7/28/16

**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 FY16 Excess LUCT Transfer Request Retroactive to 06/30/2016

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	08/02/2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	07/11/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

**COMMITTEE SIGN-OFF**

COMMITTEE	NA
CHAIR PERSON	NA

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE DEPARTMENT APPROVAL	signature on file
SOURCE OF FUNDS	EXCESS LAND USE CHANGE TAX (LUCT)
ACCOUNT NUMBER	11080050-593004
AMOUNT	47,400.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**LEGAL AUTHORITY**

CITY COUNCIL

**SUMMARY STATEMENT**

THIS REQUEST IS FOR COUNCIL TO CONSIDER A TRANSFER OF \$47,400.00 IN EXCESS LAND USE CHANGE TAX TO THE CONSERVATION COMMISSION FUND FROM THE GENERAL FUND.

**RECOMMENDED ACTION**

RECOMMEND APPROVAL OF THE TRANSFER.

**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 ☒ **Conservation Commission Fund**Fund Type: Annual Lapsing ☒ Multi-year Non-Lapsing ☐**Deauthorization**

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

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11080050	593004		-	-	47,400.00
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	7024001	406103		-	-	47,400.00
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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7/28/16

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

Supplemental Appropriation for emergency repairs - Aeration Diffusers at Wastewater Treatment Plant.

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	August 2, 2016	
DEPT. HEAD SIGNATURE	John B. Storer (signed original on file in City Clerk's Office)	
DATE SUBMITTED	July 22, 2016	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

**COMMITTEE SIGN-OFF**

COMMITTEE	Public Works & Buildings
CHAIR PERSON	Ralph Torr

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Sewer Fund - unreserved retained earnings
ACCOUNT NUMBER	55026020-772000-17545
AMOUNT	\$220,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council Resolution

**SUMMARY STATEMENT**

A supplemental appropriation of \$220,000 is required to conduct emergency repairs on the aeration diffusers in the main aeration basin at the wastewater treatment plant.

The request accelerates a pending CIP project 1 year. In the current FY17 CIP we had \$20,000 allocated in bond funding for engineering design assistance. A follow-up FY18 CIP was listed at \$200,000 for actual replacement of the aeration diffusers. We need to de-authorize the initial \$20,000 from bonding, and seek a supplemental appropriation via the Sewer Fund unreserved retained earnings. The supplemental appropriation will cover both the \$20,000 for engineering and \$200,000 for actual construction.

There are 5,000 aeration nozzles at the bottom of the current waste-activated sludge lagoon. 200 horsepower blowers supply air throughout the treatment lagoon. The objective is to impart fine-bubble air flow through the waste stream. The resulting oxygen is critical for the nitrifying process to reduce ammonia (nitrogen).

The aeration heads have a rubber membrane that is expected to have a typical life of 7 to 8 years. Ours have been in operation for 16 years. We hoped to run one more year, but the current diffusers appear to be failing. Last year our 200 horsepower blowers only had to run at 45-50% capacity. To keep up with the required oxygen transfer, the blowers are nearing full capacity. We were at 92% this week. The loss of efficiency results in a major impact on the electricity costs.

**RECOMMENDED ACTION**

1. Deauthorize \$20,000 Bond funding from FY17 CIP Project 55026020-772000-17545.

2. Appropriate \$220,000 in a supplemental appropriation from the Sewer Fund unreserved retained earnings to the Sewer Fund CIP Account (55026020-772000-17545).

## 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	55026020	772000	17545	-	-	20,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	772000	17545	-	-	220,000.00 -
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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**RESOLUTION DEAUTHORIZING CITY OF ROCHESTER DEPARTMENT OF PUBLIC  
WORKS SEWER FUND CAPITAL IMPROVEMENT PROJECT FUNDING FOR THE  
AERATION DIFFUSERS PROJECT**

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

In accordance with the provisions RSA 33:9, Twenty Thousand Dollars (\$20,000.00) of previous bond authority is deauthorized from the FY 2017 Department of Public Works Sewer Fund Capital Improvement Project Fund for the engineering design costs associated with the Aeration Diffusers Project.

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 FY17 08-02 AB 11 (a)**



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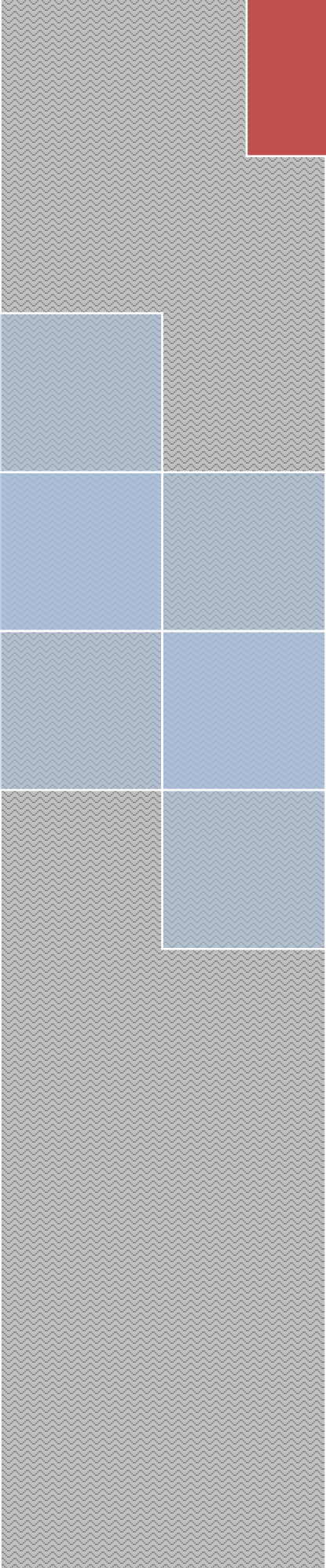
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE FY2017 DEPARTMENT OF PUBLIC WORKS SEWER FUND CAPITAL  
IMPROVEMENTS FUND FOR EMERGENCY REPAIRS TO THE WASTEWATER  
TREATMENT PLANT**

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

That a sum not to exceed Two Hundred Twenty Thousand Dollars (\$220,000.00) be, and hereby is, appropriated as a supplemental appropriation to the FY2017 City of Rochester Department of Public Works Sewer Fund Capital Improvements Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with repairing the aeration system at the Wastewater Treatment Plant, and provided further that funds for such supplemental appropriation shall be derived in their entirety from the Sewer Fund unreserved retained earnings.

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 FY17 08-02 AB 11 (b)



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**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF NEW  
HAMPSHIRE BAR FOUNDATION JUSTICE GRANT**

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

WHEREAS, that a New Hampshire Bar Foundation Justice Grant in the amount of Two Thousand Four Dollars (\$2,004.00) was awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Two Thousand Four Dollars (\$2,004.00) be, and hereby is, appropriated to a Recreation Department non-lapsing Special Revenue Fund for the purpose of carrying out activities associated with Rochester Teen Night; 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 17 AB 13



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7/28/16

**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

NH Bar Foundation Justice Grant

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

AGENDA DATE	8/2/2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	7/21/2016		
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	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

RPBA=Rochester Police Benevolent Association

Assistant Director Colanto applied for the NH Bar Foundation Justice Grant that is supported by the Judge Richard F. Cooper Fund. This fund is made up of private donations and was established specifically to help disadvantaged youth in the Rochester Area. This grant was awarded to us to help support enrichment activities at Rochester Teen Night. A City match is not required for this grant. These funds will be used to purchase additional materials for activities at Teen Night like advanced craft projects, new games and baked goods/prizes for the participants.

We asked the NH Bar Foundation to make the check out to the Rochester Police Benevolent Association, not realizing that this was the incorrect process due to the grant being submitted by the Recreation Department. When we were made aware of this error, we quickly took action to begin the Agenda Bill process so that the Recreation Department could accept this money back from the Rochester Police Benevolent Association

**RECOMMENDED ACTION**

Council approval.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena CIP  Water CIP  Sewer CIP  Arena CIP Special Revenue Fund Type: 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	6114020	TBD	TBD	-	-	\$2,004 -
2				-	-	-
3				-	-	-
4				-	-	-

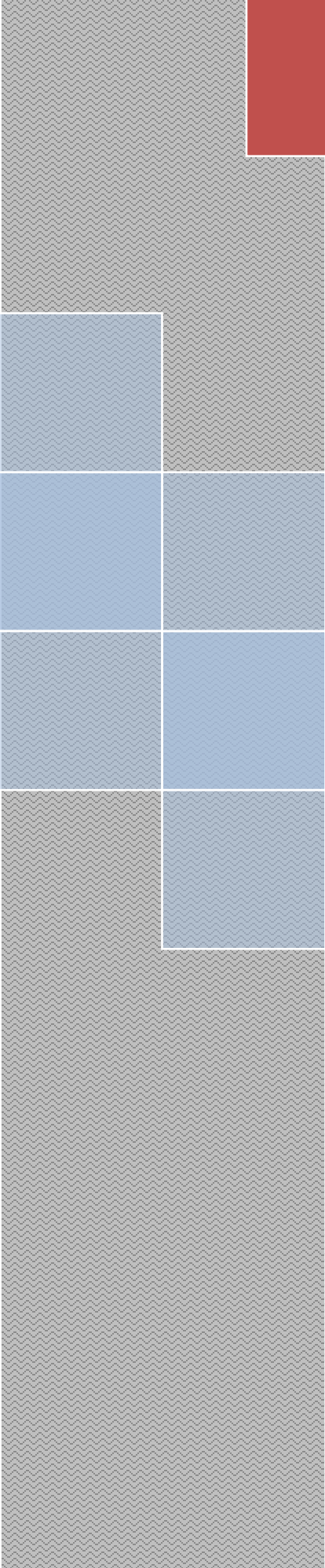
## Revenue

	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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**RESOLUTION ACCEPTING**  
**NH DEPARTMENT OF ENVIRONMENTAL SERVICES GRANT,**  
**IN CONNECTION WITH 2017 HOUSEHOLD HAZARDOUS WASTE DAY**  
**AND AUTHORIZING CITY MANAGER TO ENTER INTO A**  
**CONTRACT WITH NHDES WITH RESPECT TO**  
**THE 2017 HOUSEHOLD HAZARDOUS WASTE DAY GRANT**

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

That a New Hampshire Department of Environmental Services Grant, in the amount not to exceed Fourteen Thousand Three Hundred Sixty Four Dollars (\$14,364.00) to the City of Rochester, for the purpose of hosting hazard mitigation, is hereby accepted by the City of Rochester and, when received, such grant funds shall be assigned to account number 13011-400412 previously approved by the Council in the fiscal year 2017 operating budget of the City of Rochester.

Additionally, the City Manager of the City of Rochester, be, and hereby is authorized to enter into a contract with the New Hampshire Department of Environmental Services with respect to such grant and the conduct of the aforementioned 2017 Household Hazardous Waste Day.

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

**CC FY17 08-02 Resolution AB 14**



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7/28/16

**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 HOUSEHOLD HAZARDOUS WASTE GRANT - CONTRACT AUTHORIZATION
--

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

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

AGENDA DATE	AUGUST 2, 2016		
DEPT. HEAD SIGNATURE	ORIGINAL WITH SIGNATURE IS ON FILE WITH CITY CLERK		
DATE SUBMITTED	7/22/16		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	O&M Highway General Fund
ACCOUNT NUMBER	13010057-533007
AMOUNT	Grant is for 1/2 Annual Expenses
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

**LEGAL AUTHORITY****City Council Resolution**

**SUMMARY STATEMENT**

The Department of Public Works has an annual grant for the Household Hazardous Waste Day event. The estimated annual event cost for FY2017 is estimated at \$27,880. The grant will pay half of the eligible cost up to \$14,364. The other 1/2 of all expenses is split per capita between the 10 participating Communities. The participating Communities include Barrington, New Durham, Strafford, Farmington, Wakefield, Somersworth, Milton, Middleton, Northwood and Rochester

**RECOMMENDED ACTION**

Resolution authorizing the City Manager to accept grant funds and to enter into the agreement for grant funding from NHDES.

**RESOLUTION ESTABLISHING POLLING PLACES AND TIMES**  
**FOR THE SEPTEMBER 13, 2016, STATE PRIMARY ELECTION AND THE**  
**NOVEMBER 8, 2016, PRESIDENTIAL GENERAL ELECTION**

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

That the following polling places are hereby established for the City of Rochester for the upcoming 2016 Elections.

- |              |   |
|--------------|---|
| <b>[NEW]</b> | <p><b>WARD 1:    East Rochester Elementary School</b><br/>773 Portland Street, East Rochester</p>   |
|              | <p><b>WARD 2:    St. Mary's Parish Center</b><br/>71 Lowell Street, Rochester</p>   |
| <b>[NEW]</b> | <p><b>WARD 3:    Gonic Elementary School</b><br/>11 Railroad Avenue, Rochester</p>  |
|              | <p><b>WARD 4:    Rochester Home Depot</b><br/>280 North Main Street, Rochester</p>  |
|              | <p><b>WARD 5:    Rochester Community Center</b><br/>150 Wakefield Street/Community Way, Rochester<br/><i>Located on the Chestnut Hill Road Side of Building</i></p> |
|              | <p><b>WARD 6:    Elks Lodge #1393</b><br/>295 Columbus Avenue, Rochester</p>  |

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

**Kelly Walters**  
City Clerk



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7/28/16

**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**

Polling locations and times for the September 13, 2016, State Primary Election and the November 8, 2016, Presidential/State Election

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	August 2, 2016	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk	
DATE SUBMITTED	7/25/2016	
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**

Section 49 of the Rochester City Charter.

CC FY 17 AB 15

**SUMMARY STATEMENT**

The City will utilize the new East Rochester School [ward 1] and Gonic School ward [3] for the upcoming election - all other polling places have stayed the same.

**RECOMMENDED ACTION**

Approve resolution.