



**Regular City Council Meeting
September 5, 2023
Council Chambers
31 Wakefield Street
6:00 PM**

Agenda

1. Call to Order

Recess to non-public Session for Land, RSA 91-A:3, II (d)

Reconvene Regular City Council Meeting

2. Opening Prayer

3. Pledge of Allegiance

4. Roll Call

5. Acceptance of Minutes

**5.1 Regular City Council Meeting: August 1, 2023
consideration for approval P. 7**

6. Communications from the City Manager

6.1 City Manager's Report P. 17

7. Communications from the Mayor

**7.1. Filing Period for November 7, 2023 Municipal Election:
Friday, September 8th at 9:00 AM through Monday,
September 25th at 5:00 PM**

**7.2. Supervisors of the Checklist will meet Thursday,
September 7th at 6:00 PM**

8. Presentation of Petitions and Council Correspondence

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City Clerk's Office

9. Nominations, Appointments, Resignations, and Elections

10. Reports of Committees

10.1 Appointments Review Committee – *No August meeting*

10.2 Codes & Ordinances Committee – *No August Meeting*

10.3 Community Development Committee – *No August meeting*

10.4 Finance Committee P. 45

10.4.1 Resolution for Supplemental Appropriation to FY24 General Fund CIP of \$546,000 for Community Center Solar Array Project and Acceptance of Anticipated \$164,000 Investment Tax Credit-Direct Payment *first reading and refer to public hearing September 19, 2023* P. 49

10.4.2 Resolution to appropriate \$750,000 in ARPA Grant Funding to Affordable Housing Initiatives *first reading and consideration for adoption* P. 53

10.4.3 *Committee Recommendation:* To approve the seven new positions and/or reclassifications recommended by the Personnel Advisory Board *consideration for approval* P. 57

10.5 Planning Board P. 83

10.6 Public Safety P. 95

10.7 Public Works P. 99

11. Unfinished Business

12. Consent Calendar

13. New Business

13.1. Resolution Accepting NH Department of Environmental

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City Clerk's Office

Services (NHDES) Grant, in Connection with 2023 Household Hazardous Waste Day and Authorizing City Manager to Enter into a Contract with NHDES not to exceed \$12,759.00 *first reading and consideration for adoption* P. 127

- 13.2. RSA 79-E Extension for property located at 22 South Main Street *motion to approve* P. 131**
- 13.3. RSA 79-E Extension for property located at 73-77 North Main Street *motion to approve* P. 131**
- 13.4. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Charitable Gaming and Commercial Bingo Halls *first reading and refer to public hearing September 19, 2023* P. 135**
- 13.5. Resolution Authorizing Acceptance of a State of New Hampshire Highway Safety Traffic Enforcement Grant in the amount of \$8,200.00 *first reading and consideration for adoption***
- 13.6. Non-Public Minutes of November 15, 2022 *motion to unseal* P. 141**
- 14. Non-Meeting/Non-Public Session**
 - 14.1 Non-Public Session, RSA 91-A:3,II(d) Land**
- 15. Adjournment**

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City Clerk's Office

**Regular City Council Meeting
August 1, 2023
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Beaudoin
Councilor Berlin
Councilor de Geofroy
Councilor Fontneau
Councilor Gilman
Councilor Gray
Councilor Hainey
Councilor Hamann
Councilor Malone
Councilor Larochelle
Deputy Mayor Lachapelle
Mayor Callaghan

OTHERS PRESENT

Katie Ambrose, City Manager
Peter Nourse, Director of City Services

COUNCILORS ABSENT

Councilor Desrochers

Minutes

1. Call to Order

Mayor Callaghan called the meeting to order at 7:00 PM. Mayor Callaghan announced that Councilor de Geofroy has requested to attend the meeting remotely. Mayor Callaghan asked Councilor de Geofroy if it was reasonably impractical for him to attend the meeting in person. Councilor de Geofroy replied yes and explained that he had been ill. Councilor de Geofroy stated that other people were in the home and that they may at times pass through the room where he is remotely connected.

2. Opening Prayer

Mayor Callaghan asked everyone to stand for a moment of silence.

3. Pledge of Allegiance

Councilor Beaudoin led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All City Councilors were present except for Councilor Desrochers, who has been excused. *Councilor Malone arrived at 7:03 PM.*

4.1. Recess the Regular Meeting to enter into a Non-Meeting, RSA 91-A:2 I (b)

Mayor Callaghan called for a roll call vote to recess the Regular Meeting in order to enter into a Non-Meeting, under RSA 91-A:2 I (b) at 7:02 PM. Councilors de Geofroy, Beaudoin, Hamann, Lachapelle, Berlin, Hainey, Larochelle, Gray, Gilman, Fontneau, and Mayor Callaghan voted in favor of the motion. *Councilor Malone was not in the room when the vote had been taken.*

Mayor Callaghan called for a roll call vote to reconvene the Regular City Council meeting at 7:34 PM. Councilors Hainey, Gray, Malone, Gilman, Fontneau, Larochelle, de Geofroy, Berlin, Beaudoin, Hamann, Lachapelle, and Mayor Callaghan voted in favor of reconvening the meeting.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: July 11, 2023 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the July 11, 2023, Regular City Council meeting minutes, as revised. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Berlin, Gray, Fontneau, Hamann, Hainey, Lachapelle, Larochelle, Beaudoin, Malone, Gilman, de Geofroy, and Mayor Callaghan voted in favor of the motion.

6. Communications from the City Manager

6.1 City Manager's Report

City Manager Ambrose presented the following report:

Contracts and documents executed since last month:

- **Department of Public Works**

- Lease renewal – Crosspoint Church
- Bid award – City Sidewalk Bid – S.U.R.
- Task Order, Lease service line inventory – Underwood Engineers
- Estimate, stormwater catch basin replacement – S.U.R.
- Estimate, Stormwater 36" Culvert replacement – S.U.R.
- Estimate, Water Main Relocation – S.U.R.
- Estimate, 36" Stormwater Drainage Culvert Replacement – S.U.R.
- Purchasing Plan, Large Water Meter Project
- Estimate, 20" Water Main Washington St – S.U.R.
- Scope of Service, NPDES Stormwater Permitting Year 6 assistance - Geosyntec
- Lease Renewal – Strafford Regional Planning Commission
- Proposal, Old Dover Water Main Extension design – Wright Pierce
- **Economic Development**
 - FY24 Municipal Funding Contracts
 - FY23-24 CAP Weatherization – Salmon Falls Road
 - FY23-24 CAP Weatherization – Eagle Drive
 - FY24 CDBG Contracts
- **Fire Department**
 - Agreement for Engineering Services, Central Station Renovation – Weston & Sampson
- **Police**
 - Contract for Supplemental Police Officer – Housing Authority
 - Agreement to Hire Crime Analyst
- **Recreation & Arena**
 - MOU Squamanagonic Disc Golf Club

The following Standard Report has been enclosed:

- Personnel Action Report Summary

City Manager Ambrose announced that the City would be conducting a community forum regarding childcare needs for parents and/or guardians with children aged 5 or younger, and/or those planning to adopt a child within the next two years. The event will be held on Tuesday, August 15, 2023 at 10:00 AM and 6:00 PM. The location of the forums shall be 33 Wakefield Street (City Hall Annex Building). She said registration is required: carole.glenn@rochesternh.gov. She said there will be an opportunity for remote participation as well.

7. Communications from the Mayor

Mayor Callaghan announced that the American Legion is hosting an event titled *Constitution Day Celebration*. The event will be held on September 15, 2023, from 6 – 8 PM at the American Legion in Rochester, NH.

Mayor Callaghan announced that the *National Night Out event* has been a great success and will conclude this evening with a family movie at 8:30 PM at the Rochester Common.

Mayor Callaghan said the Rochester Public Library has been active in planning fun family events. He said anyone with young children are encouraged to visit the Rochester Public Library for more details. He thanked the library staff for connecting with young families and offering such events.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

No discussion.

10. Reports of Committee

10.1. Appointments Review Committee

10.1.1 **New Appointment: Brittany Davis – Arts & Culture Commission, Regular Member, Seat F term to expire ~~1/2/2026~~ 7/2/26 consideration for approval**

Councilor Gray said there are two recommended appointments for this evening. Mayor Callaghan nominated Brittany Davis to serve on the Arts and Culture Commission, with a term to expire on ~~1/2/2026~~ 7/2/2026. Councilor Lachapelle seconded the nomination. Mayor Callaghan asked if there were any other nominations. Councilor Lachapelle **MOVED** to cease nominations. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Gilman, de Geofroy, Gray, Hailey, Larochelle, Berlin, Lachapelle, Fontneau, Hamann, Beaudoin, Malone, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan called for a vote to approve the nomination for Brittany Davis as stated above. Councilors Hamann, Gilman, Malone, Fontneau, Larochele, Gray, de Geofroy, Berlin, Hailey, Lachapelle, Beaudoin, and Mayor Callaghan voted in favor of the motion.

10.1.2 New Appointment: Jerry Rainville – Trustees of the Trust Fund, Regular Member, Seat E term to expire 1/2/26 consideration for approval

Mayor Callaghan nominated Jerry Rainville, to serve on the Trustees of the Trust Fund, with a term to expire on 1/2/2026. Councilor Lachapelle seconded the nomination. Mayor Callaghan asked if there were any other nominations. Councilor Lachapelle **MOVED** to cease nominations. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Gray, Hamann, de Geofroy, Beaudoin, Hailey, Lachapelle, Gilman, Malone, Fontneau, Larochele, Berlin, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan called for a vote to approve the nomination for Jerry Rainville as stated above. Councilors Larochele, Gilman, Berlin, Beaudoin, de Geofroy, Fontneau, Hamann, Lachapelle, Malone, Gray, Hailey, and Mayor Callaghan voted in favor of the motion.

10.2 Codes & Ordinances Committee

Councilor Lachapelle said the next Codes and Ordinances Committee meeting is scheduled for this coming Thursday, August 3, 2023.

10.3 Community Development Committee

No discussion.

10.4 Finance Committee

10.4.1 Committee Recommendation: To approve \$262,000 in ARPA funds for the Community Outreach Facilitator position consideration for approval

Councilor Lachapelle **MOVED** to **APPROVE** the Committee Recommendation to approve \$262,000 in ARPA funds for the Community

Outreach Facilitator Position. Councilor Malone seconded the motion. The **MOTION CARRIED** by a 11 to 1 roll call vote. Councilors Lachapelle, Larochele, Hailey, Gilman, de Geofroy, Gray, Malone, Fontneau, Beaudoin, Hamann, and Mayor Callaghan voted in favor of the motion. Councilor Berlin voted against the motion.

10.4.2 Committee Recommendation: To approve \$200,000 in ARPA funds for the Riverwalk Outlook project consideration for approval

Mayor Callaghan read the resolution by title only as follows:

Resolution to Appropriate \$200,000 of American Rescue Plan Act Funds for the Construction of an Overlook on the Cocheco River/Riverwalk Section of Downtown

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

That the Mayor and City Council of the City of Rochester hereby appropriate Two Hundred Thousand Dollars (\$200,00.00) to the American Rescue Plan Act, fund 6139, for the purpose of paying costs associated with the engineering design, permitting and construction of an Overlook on the Cocheco River/Riverwalk section of the downtown. The entirety of this appropriation shall be derived from the American Rescue Plan Act (ARPA)-Coronavirus State & Local Fiscal Recovery Fund (SLFRF) funding, which City has previously received and accepted. To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

Councilor Lachapelle **MOVED** to **APPROVE** the Resolution. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Malone, Gray, Hamann, de Geofroy, Beaudoin, Lachapelle, Gilman, Hailey, Fontneau, Larochele, Berlin and Mayor Callaghan voted in favor of the motion.

10.4.3 Committee Recommendation: To approve the full purchase price of \$546,000 for the Community Center Solar Project consideration for approval

Mayor Callaghan read the resolution by title only as follows:

**Resolution for Supplemental Appropriation to FY24 General Fund
CIP of \$546,000 for Community Center Solar Array Project &
Acceptance of Anticipated \$164,000 Investment Tax Credit-
Direct Payment**

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

That the Mayor and City Council of the City of Rochester hereby appropriate Five Hundred Forty Six Thousand Dollars (\$546,000.00) to the FY2024 General Fund CIP-Public Buildings for the purpose of paying costs associated with construction of a Solar Array for the Community Center. The entirety of this supplemental appropriation shall be derived from General Fund Unassigned Fund Balance.

Further, the IRS has made changes to laws related to solar Investment Tax Credits (ITC) that offers a direct payment to municipalities of Thirty Percent (30%) of the construction costs in lieu of a tax credit. This direct payment opportunity is anticipated to be One Hundred Sixty Four Thousand Dollars (\$164,000.00).

Further, that the Mayor & City Council agree to accept the anticipated One Hundred Sixty Four Thousand Dollars (\$164,000.00) as a General Fund Miscellaneous Revenue when received.

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

~~*Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Gray, Laroche, Hainey, Gilman, Lachapelle, de Geofroy, Berlin, Fontneau, Beaudoin, Malone, Hamann, and Mayor Callaghan voted in favor of the motion. **Please note: This resolution shall be sent to the September 5, 2023, Regular City Council meeting for a first reading and referral to a public hearing.*~~

10.5 Planning Board

No discussion.

10.6 Public Safety

No discussion.

10.7 Public Works

No discussion.

11. Unfinished Business

No discussion.

12. Consent Calendar

No discussion.

13. New Business

13.1 Shall the Legislative Body Place the Question of Sports Betting on the Ballot for the November 7, 2023 Municipal Election? (Question: shall we allow the operation of sports book retail locations within the City of Rochester) *First reading, consideration for adoption, and refer to public hearing October 17, 2023*

Councilor Lachapelle **MOVED** to **ADOPT** the recommendation to place the question relative to sports betting on the ballot for the November 7, 2023 Municipal Election and to refer the matter to a public hearing to be held on October 17, 2023. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Beaudoin, Hamann, Hainey, Gray, Lachapelle, de Geofroy, Berlin, Fontneau, Gilman, Malone, Larochelle, and Mayor Callaghan voted in favor of the motion.

13.2 Resolution Designating the City Manager with the Authority to Execute Documents Related to Previously Approved Grants and Loans Related to DPW Projects *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

Resolution Designating the City Manager with the Authority to Execute Documents Related to Previously Approved Grants And Loans Related to DPW Projects

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

The Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize Kathryn Ambrose, City Manager to act as the City's representative(s) for the execution of all documents necessary to complete agreements for the all previously approved Grants and Loans related to DPW Projects, specifically ARPA and CWSRF Grants and Loans and to process all associate documentation. City Manager Ambrose will replace former City Manager Blaine Cox on all relevant documentation.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Fontneau, Larochele, Hainey, Gray, Malone, de Geofroy, Berlin, Gilman, Beaudoin, Lachapelle, Hamann, and Mayor Callaghan voted in favor of the motion.

13.3 Resolution Designating the City Manager and Finance Director with the Authority to Execute Documents Related to the Ledgeview Drive Pump Station Upgrade Project *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

Resolution Designating the City Manager and Finance Director with the Authority to Execute Documents Related to the Ledgeview Drive Pump Station Upgrade Project

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

The Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the agreement for the project and to process all associate documentation, specifically they are authorized to execute the date extension amendment to the current ARPA grant.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors de Geofroy, Beaudoin, Hamann, Lachapelle, Malone, Berlin, Hainey, Larochele, Gray, Gilman, Fontneau, and Mayor Callaghan voted in favor of the motion.

14. Non-Meeting/Non-Public Session

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

No discussion.

15. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council Meeting at 7:50 PM. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Hainey, Gray, Malone, Gilman, Fontneau, Larochele, de Geofroy, Berlin, Beaudoin, Hamann, Lachapelle, and Mayor Callaghan voted in favor of the motion.

Respectfully Submitted,

Kelly Walters, CMC
City Clerk



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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CITY MANAGER'S REPORT

August 2023

Contracts and documents executed since last month:

- **Department of Public Works**
 - Scope of Service, City Hall Roof Drain Remediation – Weston & Sampson **P. 19**
 - ARPA Grant application – Water Treatment cyber security **P. 20**
 - Environmental Wetlands Monitoring Agreement – GZA Geo Environmental Services **P. 21**
 - Scope of Service, SSMP Building Inspection – Weston & Sampson. **P. 22**
 - Change Order, Woodman St Area Reconstruction – S.U.R. **P. 23**
 - Change Order, Biosolids/Dewater facility – Apex Construction **P. 24**
 - Notice to Proceed, Concrete & Bituminous sidewalks – S.U.R. **P. 25**
 - Task Order, WWTP NPDES Permit Technical assistance – Brown & Caldwell **P. 26**
 - Task Order, WWTP technical assistance & Steam Gage project – Wright Pierce **P. 27**
 - Task Order, Pavement Conditions Index Update – Hoyle Tanner **P. 28**
- **Economic Development**
 - FY23-24 CAP Weatherization – Mavis Ave **P. 29**
 - FY23-24 CAP Weatherization – Brownstone Ln. **P. 30**
 - FY24 CDBG Funding Approval/Agreements **P. 31**
 - CDBG - Exempt and categorically excluded activities **P. 32**
 - FY23-24 CAP Weatherization – Cherokee Way **P. 33**
 - Scope of Work, Water St Improvements – Fuss & O'neill **P. 34**
 - FY23-24 CAP Weatherization – Melrose Dr. **P. 35**
 - FY23-24 CAP Weatherization – Colby St. **P. 36**
 - Audit Certification for EMPG Grant **P. 37**
 - FY23-24 CAP Weatherization – Strafford Rd. **P. 38**
 - Gafney Home Project form updates **P. 39**
 - CDBG Public Facilities – Environmental Reviews **P. 40**
 - Gafney Home Project Amendment **P. 41**
- **HR**
 - Document Scanning - ViaTron **P. 42**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 43**

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City Clerk's Office



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
MARK SULLIVAN, DEPUTY DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

DATE: July 31, 2023

SUBJECT: Weston & Sampson Engineers
City Hall Roof Drainage Project – Design Services & Construction Admin
Amount: \$52,500

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

Attached please find (1) one copy of Weston & Sampson scope of services for the City Hall Roof Drain Remediation Project. This scope of service includes existing conditions survey, code review, preliminary design, cost estimate, final design, bidding, and construction administration.

Weston & Sampson Engineers were selected for City of Rochester Capital Improvement Projects per RFQ 21-19.

Funding for the project is available in the following General Fund CIP Account:

Account # 15011090-772000-24512 Available Balance \$300,000 this request \$52,500

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

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



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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR, OPERATIONS & ADMINISTRATION

DATE: AUGUST 7, 2023

SUBJECT: ARPA Grant Application Cover letter
Water Treatment Plant
Amount \$50,000.00

CC: Peter C. Nourse, PE, Director of City Services
Dana Webber, Assistant City Engineer

Attached please find (1) one copy of the Water Treatment Cyber Security American Rescue Plan Act Grant Application Cover letter for City Manager Signature. The City Council authorized the submission of this ARPA Grant Application. Also attached are the City Council Minutes of the 7/11/2023 Regular City Council Meeting. Reference Item 13.0

If you have any question, please call, if not please sign and return document to me at the DPW for Distribution



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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LAURA J. MCDORMAND, ADMIN. SERVICES & UTILITY BILLING SUPERVISOR
DATE: August 7, 2023
SUBJECT: GZA Geo Environmental Services
Large Groundwater Withdrawal Permit – Annual Required Monitoring Services
\$6,800
CC: Lisa J Clark, Deputy Director
Peter C. Nourse, PE, Director of City Services

Attached please find one copy of the GZA Environmental Wetlands Monitoring Agreement. This professional service agreement is for the 2024 annual reporting monitoring at the Cocheco Well Site. GZA assisted the City to obtain this permit in 2006 and has been providing the monitoring and reporting service since that time. Their history and knowledge of this permit provides for consistent accurate reporting and assessments of potential impacts.

This work is as budgeted in the WTP O&M Account as follows:

51601073-533002 = \$6,800.0

If you have any questions, please call, if not please sign and return to me at DPW.

(Katie Ambrose, City Manager)



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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

DATE: August 9, 2023

SUBJECT: Weston & Sampson Engineers
Sewer System Master Plan – Yr 3 I/I Investigations – Building Inspections
\$390,000

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

Attached please find (1) one copy of the Engineering scope of service for the Building Inspections associated with the Sewer System Master Plan. This work includes initiating the internal inspection, photo graphic documentation and reporting for approximately 4500 buildings.

Weston & Sampson Engineers were selected through the qualifications-based solicitation for on-call engineering services per RFQ 21-19.

Funds are available for this contract in the following Sewer Fund CIP account:

Sewer System Master Plan 55026020-776001-23548 Remaining Balance = \$35,157.99

Sewer System Master Plan 55026020-771000-24561 Available balance \$810,000 this PO = \$354,842.01

If you have any questions, please call, if not please sign and return document to me at the DPW for Distribution



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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

DATE: August 11, 2023

SUBJECT: Woodman Area Reconstruction Project.
SUR Construction – Bid 22-34 Contract Change Order #2
\$0.00 Change.

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

Attached please find SUR Construction Contract Change Order #2 for the Woodman Street Area Reconstruction project. This is a zero-dollar change to multiple contract items for this project. This change documents a 130-day time extension for substantial completion of the project.

SUR Construction Company was awarded this project based on low bid for City of Rochester Bid 22-34.

If you have any question, please call, if not execute and documents to me at the DPW for Distribution



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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION
DATE: August 15, 2023
SUBJECT: Apex Construction – Biosolids / Dewater Facility
Construction Contract Change Order #1
Amount: \$62,101.58
CC: Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the Apex Construction Contract Change Order #1 for Signature. The original contract for Apex to complete the Biosolids / Dewatering Facility was executed by City Manager on 7/27/2022 in the amount of \$4,425,019.78. These Changes include many tasks that are described in documents and are outside the original contracts scope.

The funds are available in the Sewer Fund CIP Budget as follows:

55026020-772000-23557 Available Balance = \$771,278.94 This Request = \$62,101.58.

If you have any question, please call, If none please sign and return document to me at the DPW for Distribution



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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR, OPERATIONS & ADMINISTRATION

DATE: AUGUST 7, 2023

SUBJECT: SUR Construction
Bid 24-03 Concrete & Bituminous Concrete Sidewalks
Agreement & Notice to Proceed Documents

CC: Peter C. Nourse, PE, Director of City Services
Dana Webber, Assistant City Engineer

Attached please find (1) one copy of the SUR Construction Contract Documents. SUR Construction was awarded this project based on pricing submitted for Bid 24-03. The Notice of Award was executed on 7/26/2023.

If you have any question, please call, if not please sign and return document to me at the DPW for Distribution



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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR, OPERATIONS & ADMINISTRATION

DATE: AUGUST 18, 2023

SUBJECT: Brown & Caldwell Engineers
Task Order 35A
Wastewater Treatment Technical Assistance
NPDES Permit Renewal & Administrative Order of Consent (AOC)
Amount \$50,000

CC: Peter C. Nourse, PE, Director of City Services
David Green, Wastewater System Superintendent

Attached please find (1) one copy of Brown & Caldwell's Task Order 35A. This Task Order is for technical assistance in regards to the Wastewater Treatment Plant NPDES Permit Renewals and AOC Compliance. . Brown & Caldwell was selected for Wastewater Treatment Technical and Engineering services per RFQ 21-19, good through June 30, 2025.

The funds are available in the following Accounts:

23

55026020-771000-23547 = Available Balance = \$272,880 this request \$50,000

If you have any question, please call, if not please sign and return document to me at the DPW for Distribution



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net

08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER

FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR, OPERATIONS & ADMINISTRATION

DATE: AUGUST 18, 2023

SUBJECT: Wright-Pierce Engineers
Task Order 2024-01
Water Treatment Plant Stream Gage
Annual General Maintenance & Support & Gage Rebuild & Relocate
Amount \$32,900

CC: Peter C. Nourse, PE, Director of City Services
Ian Rohrbacher, Water System Superintendent

Attached please find (1) one copy of Wright Pierce's Task Order 2024-1. This Task Order is for the annual technical assistance in the amount of \$9000 as budgeted and also includes the cost to rebuild, relocate and recalibrate the stream gage for the amount of 30,000.

Wright Pierce was selected for Water Treatment Technical and Engineering services per RFQ 21-19, good through June 30, 2025.

The funds are available in the following Accounts:
51601073-533002 Engineering Services \$9,000
51601073-543002 Equipment Maintenance \$30,200

If you have any question, please call, if not please sign and return document to me at the DPW for Distribution



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
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08/31/2023



INTEROFFICE MEMORANDUM

TO: KATIE AMBROSE, CITY MANAGER
FROM: LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION
DATE: August 24, 2023
SUBJECT: Hoyle Tanner & Associates (HTA)
Task Order #8 Pavement Conditions Index (PCI) Update
Amount: \$20,000.00

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

Attached please find (1) one copy of the HTA Task Order #8 for City Manager signature. This scope of service includes technical assistance to review existing PCI data, coordination with City Staff to update program for existing conditions and for streets paved, and to provide the City with the program selected recommended streets for FY2024 paving.

The funds are available in the General Fund CIP account as follows:

15013010-771000-22533 Pavement Conditions Assessment Account
Available Balance = \$20,146 This Request = \$20,000.

If you have any question, please call, If none please sign and return document to me at the DPW for Distribution



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

INTEROFFICE MEMORANDUM

TO: Kathryn Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: July 27, 2023

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Mavis Ave

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



City of Rochester, New Hampshire
Economic Development Department
33 Wakefield Street, Rochester, NH 03867
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INTEROFFICE MEMORANDUM

TO: Kathryn Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants
Manager

DATE: August 2, 2023

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Brownstone

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Strafford Community Action Partnership Weatherization Program. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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

Date: August 8, 2023

To: Kathryn Ambrose
City Manager

From: Kiersten Wright
Community Development Coordinator/Grants Manager

CC: Cassie Givara
Deputy City Clerk

Re: FY 2024 CDBG Funding Approval/Agreement

Please see attached the Funding Approval/Agreement form for FY24 CDBG (HUD Program Year 2023). The funds being approved is \$229,576.00. This requires the handwritten signature of the City Manager as the City of Rochester authority. You will see the signature section is under Grantee Name under the Grant Agreement section. Please note your title, sign, and date.

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



08/31/2023

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

INTEROFFICE MEMORANDUM

TO: Kathryn Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants
Manager

DATE: August 3, 2023

**SUBJECT: Signature Request for Exempt and Categorically Excluded Activities
for FY24 CDBG**

Attached is documentation for the FY24 CDBG Grant. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for its CDBG subrecipients.

This document is for the City's records indicating that the activities listed are exempt and categorically excluded activities for Environmental Reviews under 24 CFR 58. This documentation will remain within the City's records for a total of 4 years after the last project within the list is completed and reported to HUD.

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



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

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: August 8, 2023

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Cherokee

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Strafford Community Action Partnership Weatherization Program. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



MEMO

TO: Katie Ambrose, City Manger

CC: Peter Nourse, Director of Public Services, Lisa Clark, Deputy Director of Operations and Administration, Shanna Saunders, Director of Planning

FROM: Michael Scala, Director of Economic Development

DATE: August 7, 2023

RE: Fuss and O'Neill Water Street Improvements Design Work \$176,801

Katie:

Please find attached the Fuss & O'Neill scope of work for design work associated with improvements to the "Water Street" area.

This is the initial step in developing a final design as well as acquisition of the 4 rights-of-way associated with the project.

This document has been reviewed and accepted by Director Nourse.

If you are satisfied with the document, please review, sign, and scan back to me.

Thank you,

A handwritten signature in black ink, appearing to read "Michael Scala", with a long horizontal flourish extending to the right.

Michael Scala
Director of Economic Development



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

INTEROFFICE MEMORANDUM

TO: Kathryn Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: August 22, 2023

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Melrose Dr

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



INTEROFFICE MEMORANDUM

TO: Kathryn Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: August 23, 2023

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Colby St

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Community Action Partnership Strafford County's Weatherization Project. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



08/31/2023

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

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: August 24, 2023

SUBJECT: Audit Certification Form for EMPG Grant

CC: Kelly Gagne, Executive Secretary

The EMPG (Emergency Management Performance Grant) for the Fire Department requires a final report due at the end of September. Since the city receives more than \$750,000 in Federal Funds throughout the year, we are required to fill out the audit certificate prior to the final forms being submitted for reporting. The signing authority is required to certify the Audit Certification Form, which for the City of Rochester is the City Manager.

The form can be found here: [Audit Certification – Homeland Security Emergency Management \(nh.gov\)](#)

Please fill this out and sign off by September 8, 2023 so that Kelly Gagne and I can finalize the report for New Hampshire Department of Safety.

If you have any questions, please contact Kiersten Wright or Kelly Gagne.



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

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: August 25, 2023

SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Strafford Rd

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Strafford Community Action Partnership Weatherization Program. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



08/31/2023

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

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants
Manager

DATE: August 28, 2023

SUBJECT: Gafney Home Project- Grant Contact Info Update Forms

CC: Kelly Gagne, Executive Secretary

Attached you will find the Grant Management System (GMS) Access Form. This document needs to be signed in order to switch the contact information for the Gafney Home Grant from the previous City Manager, Blaine Cox, to the current City Manager, Kathryn Ambrose.

Please verify the contact information is correct and sign under "Applicant Organization Signature".

Attached you will also find a Password Reset for this system if you require this information to be updated.

If you have any questions or concerns, please direct them to Kiersten Wright.



08/31/2023

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

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants
Manager

DATE: August 29, 2023

SUBJECT: Environmental Reviews- CDBG Public Facilities

CC: Cassie Givara, Deputy City Clerk

Attached you will find three Environmental Review Checklists for the following projects:

East Rochester Public Library (\$2,500)- Water Heater and Lighting Replacement
Triangle Club (Dover) (\$31,720)- Fire Escape and Weatherization Updates
Rochester Child Care Center (14,000)- Window Blind Replacement.

All three projects are under the Public Facilities subcategory for the FY24 CDBG Funds and have been approved by city council. As the signing authority, the City Manager must sign and date these documents to keep on file for auditing purposes.

HUD requires these documents be signed and saved for a period of 4 years after the end of the project. They will remain with the city's Community Development Coordinator.

Please reach out to Kiersten Wright if you have any questions.



08/31/2023

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

INTEROFFICE MEMORANDUM

TO: Katie Ambrose, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants
Manager

DATE: August 30, 2023

SUBJECT: Gafney Home Project Amendment

CC: Cassie Givara, Deputy City Clerk

Attached you will find the Subrecipient Agreement between the City of Rochester and Community Action Partnership of Strafford County for the Gafney Home Project. There had been some delays in this project which delayed the execution of this amendment.

As the signing authority for the city, this amendment requires the City Manager's signature before being signed by Community Action Partnership of Strafford County's signing authority.

The City of Rochester will receive a copy of the executed contract once signed by both parties and this copy will be held by the Community Development Coordinator.

If you have any questions or concerns, please reach out to Kiersten Wright.



City of Rochester, New Hampshire

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

MEMO

TO: Katie Ambrose

FROM: Kimberly Conley, Director of Human Resources

DATE: August 4, 2023

RE: ViaTron- Document Scanning \$11,484

Attached please find a contract of work with ViaTron System Inc. for Scanning services involving document analysis, preparation, and data delivery for employee records. Funding for the \$11,484 is available in account 15011020-773800-22510.

Feel free to let me know if you have any questions. If you concur, please sign and return to me for distribution.

Kimberly Conley
Director of Human Resources

Enclosures: ViaTron statement of work for scanning services

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ARENA		ARENA ATTENDANT	5			X	X											
ARENA		SUPPORT STAFF I	3			X	X											
ARENA		SUPPORT STAFF II	4			X	X											
ARENA		PROGRAM LEAD I	1			X	X											
ASSESSING	ASHLYNN MARSHALL	ASSESSOR I	1	X						X								
BLS	DONALD GRAVES	ASSISTANT DIRECTOR OF BLS	1	X					X									
COMMUNICATIONS	ZACHARY SEELEY	COMMUNICATIONS SPECIALIST	1	X						X								
COMMUNICATIONS	KYLE LIBBY	COMMUNICATIONS SPECIALIST	1	X			X											
COMMUNICATIONS	KERI DEVINE	COMM CENTR MANAGER	1	X						X								
DPW	CHAD OSBORNE	MEDIUM EQUIPMENT OPERATOR	1	X						X								
DPW	JAMES MELANSON	MEDIUM EQUIPMENT OPERATOR	1	X			X											
DPW	DARCY LANDRY	UTILITY BILLING ADMIN	1	X						X								
DPW	RICHARD BELANGER	MEO	1	X												X		LEO TO MEO
FIRE	JOSEPH RILEY	FIREFIGHTER	1	X						X								
FIRE	MATTHEW WOODBURY	FIREFIGHTER	1	X						X								
FIRE	BROOKLYNN THOMPSON	FIREFIGHTER	1	X			X											
FIRE	MICAH RUEL	FIRE CAPTAIN	1	X												X		FIRE LIEUTENANT TO CAPTAIN
FIRE	JOSEPH RILEY	FIRE LIEUTENANT	1	X												X		FIREFIGHTER TO FIRE LIEUTENANT
HR	DIANE HOYT	TEMPORARY ASSIGNMENT	1			X			X									
IT	ELIZABETH GREEN	DEPUTY CIO	1	X												X		BUSINESS SYSTEMS ADMIN TO DEPUTY CIO
LIBRARY	LISA MELONE	LEAD LIBRARIAN	1	X						X								
PLANNING	RYAN O'CONNOR	SENIOR PLANNER	1	X						X								
POLICE	ZACHARY VATCHER	PATROL OFFICER	1	X						X	X							
POLICE	TOMAS VELASQUEZ	PATROL OFFICER	1	X						X								
POLICE	SUE PARADIS	ANIMAL CONTROL OFFICER	1	X							X							
POLICE	JEREMY AUCOIN	PATROL CAPTAIN	1	X												X		POLICE LIEUTENANT TO CAPTAIN
POLICE	ANDREW SWANBERRY	DEPUTY POLICE CHIEF	1	X												X		POLICE CAPTAIN TO DEPUTY POLICE CHIEF
POLICE	ROBERT BURRELL	PATROL OFFICER	1	X						X								
POLICE	ADAM GRANATOWSKI	PATROL OFFICER	1	X						X								
POLICE	SARAH LAZZAR	PATROL OFFICER	1	X						X								
POLICE	TIMOTHY RUMMO	PATROL OFFICER	1	X						X								
POLICE	JEFFERY SLANKARD	PATROL OFFICER	1	X						X								
POLICE	JASON THOMAS	DEPUTY POLICE CHIEF	1	X					X									
POLICE	THOMAS SEAGER	PATROL OFFICER	1	X						X								
POLICE	KYLE DANIE	PATROL OFFICER	1	X						X								
POLICE	ANDREW JACKSON	PT PATROL OFFICER	1		X										X			
POLICE	REBECCA WARBURTON	EXEC SECRETARY	1	X							X							
PUBLIC BUILDINGS	JOSEPH ROBIDOUX	LABORER	1	X						X								
RECREATION	NORMAN SANBORN	PROGRAM LEAD	1			X				X								
RECREATION	KRISTEN GROGAN	CAMP COUNSELOR	1			X				X								
RECREATION		SUMMER CAMP	15			X				X								
RECREATION		SUMMER POOLS	8			X				X								
RECREATION	GRACE VACHON	INTERN	1			X				X								

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City Clerk's Office

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Finance Committee

Meeting Minutes

Meeting Information

Date: August 8, 2023

Time: 6:00 P.M.

Location: 31 Wakefield Street

Committee members present: Mayor Callaghan, Councilor Beaudoin, Councilor Gray, Councilor Hainey, Councilor Hamann, and Councilor Larochele

City staff present: Deputy Finance Director Mark Sullivan. Director of Economic Development, Mike Scala.

Agenda & Minutes

1. Call to Order

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM.

Councilor Beaudoin led the Pledge of Allegiance.

Deputy City Clerk Cassie Givara took a silent roll call attendance. All Councilors were present except for Deputy Mayor Lachapelle, who was excused.

2. Acceptance of Minutes: July 2023

Councilor Hamann **MOVED** to **ACCEPT** the minutes of the July 11, 2023 Finance Committee meeting. Councilor Hainey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

No discussion.

4. Unfinished Business:

4.1.1 ARPA Funds, project review, discussion, and recommendations-Housing

Mike Scala, Director of Economic Development, gave a recap of the ARPA funding request for \$750,000 for the purpose of identifying and preparing challenging properties for affordable housing development. At the prior Finance Committee meeting, there had been additional information

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requested on the current state of affordable housing in Rochester as well as information on how the funding would be used.

Director Scala explained that this funding would be used for the preliminary site work, demolition, minor infrastructure work, and similar factors that a developer may need to complete to make an affordable housing project feasible. The funding could also be used for land to develop these projects, in which case the sites would be bound by the developer agreement negotiated through the City to include the affordable housing component.

Director Scala summarized the current affordable housing stock in the City; with 455 total Housing Choice Voucher units. There are an additional 453 which are income-based, age restricted, and or/disabled housing units. There are approximately 284 units currently in development or slated to open within the next 12-months. He clarified that there are 14,000 housing units within the City of Rochester; of these, the referenced 737 units fall under affordable housing. He stated that there are also privately owned units which fall below market rate, however there is no way to track these numbers.

Councilor Hainey recalled that at the previous Finance Committee meeting, the item being discussed had been tabled and she questioned whether or not the committee needed to vote to remove it from the table. Councilor Beaudoin stated that his recollection was that the motion had been to retain the item in committee until the following meeting. Deputy Director Sullivan read an excerpt from the July 11 minutes, which stated that the vote had been to retain the item in committee. The Committee discussed the difference between tabling and keeping in committee.

Councilor Beaudoin spoke about recipients of housing choice vouchers paying the reduced amount covered by the vouchers and programs such as LIHAP in which the recipient pays 30% of their income. In both circumstances, the landlord is then reimbursed for the full market rate with federal funds. He speculated that this proposal would take some of the preliminary costs away from developers along with the rental revenue being reimbursed and would constitute "corporate welfare." Director Scala likened it to the incentives the government offers for solar power and clarified that development and construction for low-income properties is no less than for traditional properties, but often time these programs need assistance to get up and running. Director Scala spoke about programs targeted towards making affordable housing developments more feasible. There was further discussion on Section 8 and the reimbursement structure for these programs, as well as the differences between the types of programs. Director Scala reported that there is a 4-9 year waiting list for many of these programs and spoke of the need.

Councilor Beaudoin asked, if Council ultimately approves the \$750,000 allocation for the affordable housing initiative, would the Director come to Council for approval on the individual proposals as they come forward. Director Scala confirmed that any proposals using these ARPA funds would come back to Council for presentation and approval.

Councilor Beaudoin asked if the numbers of affordable or rent adjusted units detailed earlier included private landlords who accept these programs and vouchers. Director Scala said he would

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review and come back with this information. Councilor Beaudoin gave details on the number of apartments in the city and the percentage that could be considered affordable. He asked if there was a recommended percentage goal for affordable units in each community and if there was a risk of the City becoming oversaturated with subsidized housing. Director Scala said he was not aware of any such recommendation to maintain a particular percentage of affordable units.

Mayor Callaghan **MOVED** to recommend to full Council the allocation of \$750,000 in ARPA funding for the affordable housing initiative. Councilor Hailey seconded the motion. Councilor Beaudoin reiterated that he felt that ARPA funds should be used for tangible goods and not one-time purchases. He also stated that there is already a large amount of federal funding available for these types of affordable housing projects and the City should not be getting involved because there are already programs in place. He said he would not support this motion. Director Scala clarified that this funding would not necessarily be used only for low-income units, but also potentially for “workforce” and sustainable housing, of which there is a great need in the City.

Deputy Director Sullivan clarified that this motion would be to allocate these funds for the purpose discussed; however, that does not mean that applicable projects will be automatically approved. The project(s) will still come before City Council for review and approval. He reiterated that the City had until 2024 to allocate these remaining funds for proposals, and until 2026 to expend the funds. If the allocated funds do not end up being approved for specific projects, they could be returned and reallocated for other uses.

Mayor Callaghan relayed a meeting with local business owners hosted by the Chamber of Commerce. He said that the number one concern business owners spoke about was workforce housing and the need for potential employees to be able to source housing in the City. It had been reported that there was no assistance geared specifically toward workforce housing.

Councilor Gray spoke about the need for better accessibility to affordable housing for those who have difficulty obtaining it due to various barriers such as substance misuse or struggles with mental health. He spoke about the importance of providing services to these populations to help them qualify for existing housing in spite of these barriers. He explained that, although this proposal is not perfect, it would be a step in the right direction. The **MOTION CARRIED** by a majority voice vote.

5. New Business:

5.1.1 Job Classifications & Descriptions (7)-Human Resources-PAB

Mayor Callaghan **MOVED** to recommend to full Council the approval of the seven new positions and/or reclassifications recommended by the Personnel Advisory Board. Councilor Hailey seconded the motion.

Councilor Gray explained that it is common when a new City Manager takes office to see these types of job reclassifications and promotions, and the City Council typically does not have a great deal of input on these decisions. He clarified that based on the descriptions included with the seven job

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recommendations; he did not see anything objectionable.

Councilor Beaudoin stated that there was no financial information included with the descriptions and questioned what the impact would be financially if these positions are all approved and asked if they were included in the FY24 budget. Deputy Director Sullivan confirmed that five of these positions were included and funded in the FY24 adopted budget as new positions or as part of reorganization of departments. The remaining two positions are existing positions being reclassified, although they were also included in the budget. Deputy Director Sullivan explained how the Director of HR researched and reviewed the market in order to determine the pay grades for these positions. Councilor Beaudoin requested that, in the future, when recommendations for positions come before the Finance Committee that this financial backup be included in the meeting materials.

Councilor Gray pointed out that there is no additional appropriation being requested because these positions were already funded through the FY24 budget. The **MOTION CARRIED** by a unanimous voice vote.

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summary-July 31, 2023

Deputy Director Sullivan summarized the July report with the caveat that, with it being the first month of the fiscal year, it was too early to determine trends. The Waste Management host fee installment was received at \$1.1 million. He summarized the revenues received thus far this fiscal year.

Councilor Beaudoin stated that there were a few revenue items, such as building permit fees, delinquent taxes, and sewer, which were lower than they should be. He asked if there was any reason to suspect that these accounts would not be increasing going forward or if the City was optimistic that these accounts would catch up within the upcoming months. Deputy Director Sullivan reiterated that it is difficult to make any determinations or judgements on trends based on the first month of the fiscal year. He explained why some of these accounts might be slightly low; however, he said he was optimistic and did not see any reason for concern.

4 Other

No discussion.

5 Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:31 PM.

Respectfully Submitted,

Cassie Givara, Deputy City Clerk

Resolution for Supplemental Appropriation to FY24 General Fund CIP of \$546,000 for Community Center Solar Array Project & Acceptance of Anticipated \$164,000 Investment Tax Credit-Direct Payment.

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

That the Mayor and City Council of the City of Rochester hereby appropriate Five Hundred Forty Six Thousand Dollars (\$546,000.00) to the FY2024 General Fund CIP-Public Buildings for the purpose of paying costs associated with construction of a Solar Array for the Community Center. The entirety of this supplemental appropriation shall be derived from General Fund Unassigned Fund Balance.

Further, the IRS has made changes to laws related to solar Investment Tax Credits (ITC) that offers a direct payment to municipalities of Thirty Percent (30%) of the construction costs in lieu of a tax credit. This direct payment opportunity is anticipated to be One Hundred Sixty Four Thousand Dollars (\$164,000.00).

Further, that the Mayor & City Council agree to accept the anticipated One Hundred Sixty Four Thousand Dollars (\$164,000.00) as a General Fund Miscellaneous Revenue when received.

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

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City Clerk's Office



NOTE: THIS REQUEST WAS SUPPOSED TO BE REFERRED TO A PUBLIC HEARING ON 8-1-23. THAT PROCESS WAS ACCIDENTALLY OMITTED.

08/31/2023

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	Community Center-Solar Array
----------------	------------------------------

COUNCIL ACTION ITEM	<input checked="" type="checkbox"/>
INFORMATION ONLY	<input type="checkbox"/>

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

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

FUNDING RESOLUTION FORM?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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AGENDA DATE	8/1/2023		
DEPT. HEAD SIGNATURE	Submitted by: Mark Sullivan Deputy Finance Director		
DATE SUBMITTED	7/21/2023		
ATTACHMENTS	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED
			2

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee 7-11-23
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	TDB
AMOUNT	\$546,000
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

A proposal to purchase a solar array for the Community Center was presented to Finance Committee on 7-11-23. The proposal included detailed financial analysis and Net Present Values justifying the purchase option versus lease or power purchase agreement. IRS has changed laws related to the solar investment tax credit, and municipalities are eligible for a 30% direct payment on construction costs in lieu of a tax credit. The total cost of the array is \$546,000. The 30% direct payment from IRS is anticipated to be \$164,000. This direct payment return results in a quicker capital recovery period. Finance Committee voted favorable to recommend to full Council the purchase option

RECOMMENDED ACTION

Council Approval Recommended

NOTE: THIS REQUEST WAS SUPPOSED TO BE REFERRED TO A PUBLIC HEARING ON 8-1-23. THAT PROCESS WAS ACCIDENTALLY OMITTED.

**Resolution to Appropriate \$750,000 in ARPA Grant Funding to
Affordable Housing Initiatives.**

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

That the Mayor and City Council of the City of Rochester hereby appropriate Seven Hundred Fifty Thousand Dollars (\$750,000.00) of previously accepted, but uncommitted, ARPA funding to Affordable Housing Initiatives. Affordable Housing is an eligible use of ARPA funding per US Treasury Coronavirus State & Local Fiscal Recovery Funds Final Rule under Public Health & Negative Economic Impacts category. Further, the Mayor & City Council agree that any Affordable Housing Initiative project shall be presented to City Council for final approval and authority to expend.

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

*Intentionally
left blank...*

City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT	ARPA Grant-Affordable Housing Initiatives
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

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

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

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

AGENDA DATE	8-31-23		
DEPT. HEAD SIGNATURE	Mark J Sullivan Deputy Finance Director		
DATE SUBMITTED	8-31-23		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	7	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee	August 8, 2023
CHAIR PERSON		

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

On August 8, 2023 the Finance Committee, by majority vote, approved to recommend to full Council an appropriation of \$750,000 from uncommitted APRA Grant funds to Affordable Housing Initiatives. Attached is the Finance Committee Agenda Bill and minutes. APRA Funds are recorded in fund 6139. Project account is 61391060-532200

RECOMMENDED ACTION

Council Approval Recommended



City of Rochester, New Hampshire

31 Wakefield Street • Rochester, NH 03867

(603) 335-7603

www.RochesterNH.gov

Human Resources
Payroll Administration

To: Personnel Advisory Board
David Dubois, Thomas Jean, and Kristy Croft

From: Kimberly Conley, Director of Human Resources

RE: Personnel Advisory Board Meeting

There will be a Personnel Advisory Board meeting on Monday, August 7, 2023, at 6:00pm Council Chambers Conference Room.

PUBLIC AGENDA -per RSA 91-A:3,II

1. Review 7 new job description and recommendation of new classification
 - a. Human Resources Generalist, recommended pay grade 10
 - b. Paralegal Executive Assistant, recommended pay grade 11
 - c. Senior Services Coordinator, recommended pay grade 6
 - d. Business Coordinator, recommended pay grade 9
 - e. Fire Inspector, recommended pay grade 12
 - f. Public Educator Administrative Assistant, recommended pay grade 8
 - g. Desk Top Support Specialist, recommended pay grade 8

Cc: Kathryn Ambrose, City Manager

Human Resources Generalist

Statement of Duties

Position primarily performs highly responsible professional, department functions by planning, implementing, and developing training, safety, onboarding, and employee orientation programs, the administration of employee benefits, payroll administration, annual salary and benefits preparation, maintaining employee handbook and HR procedures manual, and answer employee questions regarding pay, benefits, policies and procedures.

Supervision

Incumbent works under the administrative direction of the Director of Human Resources

Job Environment

Work is generally performed under typical office conditions. May be required to work outside of normal business hours.

Operates a computer and general office equipment.

Position requires frequent contact with the public, responding to inquiries in writing, orally and in person. On a daily basis, this position involves constant contact with departments of the municipal government as well as outside organizations.

Has access to extensive confidential information, such as personnel records, criminal investigation records, lawsuits, and collective bargaining negotiations.

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.

- Assists in developing and executing personnel procedures and policies and provide guidance and interpretation for business operations.
- Participates in development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements.

- Assists in administering benefits, compensation, employee wellness, and employee recognition programs.
- Suggests new procedures and policies for improving employee experience as well as the efficiency of HR department and company.
- Ensures compliance with local and national regulations and applicable employment laws, and update policies and procedures when necessary.
- Manages the Human Resources page on the city's website and in SharePoint.
- Supports the city's recruiting process through the creation of job postings for a variety of job search engines and job description maintenance.
- Handles all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance.
- Provides a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters.
- Works with accounts payable to ensure timely payments to HR vendors, maintains positive vendor relationships and performs invoice auditing.
- Primary backup for bi-weekly and miscellaneous payroll processing including accrual updates, payroll vendor and tax payments, updates to employee files, bonus/incentive pay, vacation/sick pay, hourly-employee validations and benefits changes.
- Assists in the communication, interpretation, and upkeep of employee handbook, organizational chart, collective bargaining agreements, and contribute to policy development.

- Assists with city's Joint Loss Management Committee, annual reporting, and administration of the city's safety program.
- Assists in the preparation of annual salary and budgets, total compensation, auditor reports and other data analysis for the HR department.
- Works with Finance Team when needed.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Bachelor's degree in human resources or related field preferred
- 5-7 years of experience in similar HR Generalist position

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Local, state, and federal laws which govern municipal operations
- State and federal safety policies and regulations
- Safety program administration
- Managing an organization's risk

or have these skills:

- Excellent communication and interpersonal skills, ethics, and cultural awareness
- Aptitude for problem-solving and thorough knowledge of HR procedures and policies
- Ability to learn new technical systems
- Must be adaptable to changes in the work environment, comfortable with multiple competing demands and is able to deal with frequent change, delays, or unexpected events in a calm and logical manner
- Resourceful mindset and strong attention to detail
- Must be able to embrace and foster an environment that supports integrity, respect, excellence, teamwork, and accountability

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment.
- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.

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.

Paralegal Executive Assistant

Statement of Duties

Performs a full range of complex and confidential, legal, and administrative support duties. Serves as the paralegal to the City Attorney and associated investigative staff by performing legal research, drafts and analyzes legal documents, and case-related administrative services.

Supervision

Works under the general direction of the City Attorney 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, Legal Assistants. 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. Periodic travel is required, depending on work assignments and training.

Operates a computer and general office equipment.

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, 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, lawsuits, and investigations.

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

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.

- Manages intake and the organization of documents and electronic information obtained in connection with complex criminal, civil and administrative matters.
- Prepares a variety of substantive legal documents.
- Attends/participates in case review meetings.
- Processes legal documents and follows the procedures involved in storing and retrieving case information. Enters various case materials into a computer database.
- Provides litigation case management and support: organizes case materials for court presentation including the organizing and creation of exhibits; performs detailed legal research, including legislative history; takes notes at trial.
- Formats, edits and proofreads documents.
- Monitors the progress of pending cases and initiates action to ensure that legal pleadings, forms, reports, correspondence, and other documents are prepared.
- Performs administrative duties in support of attorneys and investigators.
- Assists with locating and contacting witnesses; Schedules interviews and evaluations of witnesses; Drafts witness declarations in proceedings and pretrial statements; Assists with the preparation of witness testimony.
- Coordinates meetings and events. Schedules all department needed trainings.
- Assists with all aspects of tax deeding.
- Contributes to the formulation of and monitors department's annual budget.
- Orders and verifies invoices for all goods and services required by the department; Assigns account numbers and prepares documentation for payment.
- Processes and responds to all Right to Know requests.

- Primary contact for all city Property & Liability claims.
- May need to attend monthly committee meetings as requested; records, prepares and distributes minutes.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree or higher in Paralegal Studies
- Education in a related field such as Criminal Justice Law
- 2-3 years of experience in a paralegal role or an equivalent combination of education and experience which provides the required knowledge, skills or ability required

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Basic principles, concepts and methodology of legal proceedings and legal research
- Administrative policies and procedures pertaining to city government
- LexisNexis legal research system
- Record keeping, report preparation, filing methods, and records management techniques

or be able to:

- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction
- Prepare clear and concise reports, correspondence, and other written materials
- Communicate effectively with others, orally and in writing
- Use tact, discretion, initiative, and independent judgment within established guidelines
- Apply logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Accurately proofread copy with accompanying knowledge of grammar, punctuation, and spelling
- Organize, process, and maintain information and documents in an orderly fashion

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment.
- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.
- Ability to adjust focus at close and distant vision.

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.

Senior Services Coordinator

Statement of Duties

Position is responsible for planning and organizing recreational programs for community members 50+. The position is also responsible for coordinating the day-to-day operations of a 50+ activity center. These duties will be performed in coordination with recreation department, community partners and City departments.

Supervision

Works under the general supervision of the Recreation Supervisor or designee. Generally, establishes own work plan and priorities to complete routine work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied, responsible program and administrative duties, which require the frequent exercise of independent judgment and initiative. Must have a working knowledge of bookkeeping principles, purchasing methods, data processing techniques, and departmental operations with some guidance from supervisor.

Job Environment

Most work is performed under typical office conditions. Some work is performed outside, under varying weather conditions. May be required to attend board and committee meetings to take minutes and officially record actions taken. Occasional work outside of normal business hours, including evenings and weekends. Scheduled hours shift based on program season.

Operates a computer and general office equipment. Operates motorized equipment and vehicles.

Makes frequent contact with the general public, city employees, local officials, municipal building tenants, as well as officials of outside agencies. Contact is by telephone, in person, and correspondence and personal meetings.

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

Errors in the application of established departmental clerical procedures could result in monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

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.

- Coordinates, implements, and sometimes leads various recreational, health and wellness activities and programs for the 50+ population.
- Maintains a welcoming, inclusive space and culture at the Senior Activity Center.
- Reviews current programs for effectiveness.
- Utilizes existing resources such as City Master Plans, age-friendly surveys, and industry standards to determine interests of senior adults and identify synergy with other community initiatives.
- Purchases and inventories program and facility related supplies.
- Identifies community resources and partnerships to maximize and compliment programming.
- Recruits, coordinates, and trains volunteers to provide new and existing programs and support services to the Senior Activity Center.
- Forge and maintain strong partnerships with other organizations to benefit the senior participants, senior program, and center.
- Monitors the operation of 50+ programs and activities within the confines of approved budgets.
- Oversees the scheduling, registrations, reservations, collection of participant fees, and maintains department records.
- Organizes and communicates program updates, information, and center news with other department staff for promotional materials and marketing.
- Drives recreation van for field trips.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- High school diploma or equivalent
- 3 to 5 years of public service and/or recreational program experience or an equivalent combination of education and experience which provides the required knowledge, skills or ability required

Special Requirements

- Possession of a valid motor vehicle operator's license

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- How to design and implement recreation programs
- Budget administration

or be able to:

- Communicate effectively with others, orally and in writing, especially adults 50+
- Create and maintain a welcoming space
- Speak to large groups
- Establish and maintain effective working relationships with customers, other personnel, superiors, subordinates, and other offices and agencies
- Manage multiple tasks in an organized manner

Physical Requirements

- Prolonged periods in a stationary position.
- Physical strength to move and push object up to 50lbs.
- Must be able to move safely over uneven terrain.
- Must be able to work in cold and hot environments.
- Ability to communicate information and ideas so others will understand.
- Ability to ability to adjust focus at close and distant vision.

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.

Business Coordinator

Statement of Duties

Highly skilled, administrative, bookkeeping, and clerical work 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 under the general supervision of the department head or designee. Generally establishes own work plan and priorities to complete routine work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied, responsible clerical and administrative duties, which require the frequent exercise of independent judgment and initiative. Must have a working knowledge of bookkeeping principles, purchasing methods, data processing techniques, and departmental operations with some guidance from supervisor.

Job Environment

Most work is performed under typical office conditions. May be required to attend board and committee meetings to take minutes and officially record actions taken.

Operates a computer and general office equipment.

Makes frequent contact with the general public, lawyers, city employees, local officials, municipal building tenants, as well as officials of outside agencies. Contact is by telephone, in person, and correspondence and personal meetings.

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

Errors in the application of established departmental clerical procedures could result in monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

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.

- Answers and screens calls, visitors, and mail; respond to complex request for information.
- Responsible for scheduling all department facilities, coordinating related rental process and managing key/access distribution with internal and external users.
- Coordinates department facility contracts, leases, use group agreements, vendor contracts and related memos.
- Prepares correspondence, reports, minutes of committee meetings, grant applications as well as official correspondence from the Department Head and other professional staff.
- Various Boards and Committee functions: Organizes and schedules meetings, prepares agendas, attends meetings to take minutes.
- Prepares monthly and annual reports and provides routine analytical support of department finances and facility usage to department head and supervisors.
- Interprets and explains City department policies, rules and regulations in response to inquiries; refers inquiries as appropriate.
- Performs daily reconciliations of online and in-house transactions and processes all revenues through department software and city finance system.
- Responsible for monthly overdue account process which includes: sending out notices, working with customers to set up payment plans; communicating status of accounts to supervisors for further action.
- Coordinates integration of recreation software into City policies and procedures.
- Maintains customer recreation accounts, collects, and files confidential paperwork for supervisors regarding special customer needs, including requests for financial aid.

- Monitors utility service account balances: trouble shoots and takes corrective actions as required to resolve problems.
- Manages the procurement of materials, supplies and department inventory in accordance with City procedures; performs other similar or related work as required or as the situation dictates.
- Coordinates seasonal staff onboarding and offboarding of department related accounts and facility access.
- Serves as department liaison with Human Resource Department for coordination of staff and volunteer onboarding process and paperwork, including training records, certifications/licenses/memberships.
- Maintains department's physical and digital filing system including project and plan files; maintains reference file of correspondence, memoranda, personnel orders, and a variety of other materials.
- Assists with management of department website.
- Coordinates facility access control components with regular user groups and staff.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- High school diploma or equivalent
- 3 to 5 years of responsible clerical/bookkeeping experience required or an equivalent combination of education and experience which provides the required knowledge, skills or ability required

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Municipal bookkeeping and budgetary functions
- Office practice and procedures
- Office terminology, procedures, and equipment
- Applicable office and financial software applications
- City government

or be able to:

- Communicate effectively with others, orally and in writing
- Manage multiple tasks in an organized manner
- Interact in a positive and effective manner with employees and the general public
- Use a personal computer and related office software
- Maintain detailed and accurate records
- Execute oral and written instructions in a precise manner

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment.
- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.

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.

Fire Inspector

Statement of Duties

Performs a variety of routine and complex technical work associated with the inspection and enforcement of all required and adopted laws, codes, guidelines, ordinances and standards. Assists in securing mitigation of fire and life safety related hazards by contacting and coordinating with other local, state, and/or federal agencies and/or resources. Serves as technical resource providing information related to local fire and life safety issues. Assists the Fire Marshal in the administration of the Prevention Division's prevention, education and community risk reduction programs. Performs all other related work as required.

Supervision

Work under the direct supervision of the Fire Marshal.

Job Environment

Some work is generally performed under typical office conditions. Some work is performed at inspection/construction sites, under varying weather conditions, and under conditions which may involve considerable personal danger, with exposure to fumes or toxic substances, noise, vibration, mechanical or electrical hazards, atmospheric conditions that affect the respiratory system, oils, and use of respirator. May be required to work outside normal business hours.

Operates a computer, tablet, and general office equipment. Also operates department vehicles, radios, and all related equipment. Operates hand and power tools as needed.

Makes regular contact with municipal employees in all departments, the public, builders, contractors, and homeowners. Contact is by telephone, in person and by correspondence and meetings.

Has access to confidential information, such as criminal investigations and records and lawsuits.

Errors in application of assigned duties could seriously endanger life and property, monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

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.

- Assists with reviews of plans for construction to determine compliance with all required and adopted State, Local and National fire and life safety codes, and all State and Federal laws.

- Assists with review of all fire alarm and sprinkler system plans for compliance with adopted standards.
- Assists in the creation and management of pre-fire plan program; NFIRS program and shift inspection program.
- Assists with the planning and management of all fire prevention activities.
- Assist the Fire Marshal with policy review and development on matters pertaining to fire prevention, fire and life safety education, community risk reduction and code enforcement.
- Assists in developing and implementing city ordinances governing fire prevention.
- Testifies at legal proceedings regarding inspections, plan review, complaints, and fire investigations.
- Meets with various representatives and agencies of the community in an effort to educate them concerning matters of fire prevention, code enforcement, public education and community risk reduction practices.
- Assists Fire Marshal with periodic public service announcements.
- May serve on local and statewide committees.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree or technical education/certifications in a related field
- Three years of experience in a related field or an equivalent combination of education and experience
- Experience in fire inspections and public education preferred

Special Requirements

- Possession of a valid motor vehicle operator's license
- Certified NH Inspector I or the ability to be certified within 1 year from date of hire

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Fire and life safety codes including but not limited to: NFPA 101 Life Safety Code, NFPA 1 Fire Prevention Code, NFPA 72 Fire Alarm Code and NFPA 13 Automatic Sprinkler Code
- New Hampshire General Laws pertaining to the operation of fire departments
- The geography of the city
- State fire laws, city bylaws, building codes, hazardous materials and city water systems

or be able to:

- Maintain harmonious relationships with department members and other city employees
- Communicate effectively, orally and in writing with employees and the public
- Manage multiple tasks in an organized manner

Physical Requirements

- Prolonged periods in a stationary position.
- Physical strength to move and push object up to 50lbs.
- Exposure to fire, smoke, and dangerous chemicals and poisonous gases.
- Must be able to move safely over uneven terrain or in confined spaces.
- Occasionally ascends/descends a ladder.
- Must be able to work in cold and hot environments.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.
- Ability to adjust focus at close and distant vision.
- Use of hand and power tools.

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.

Public Educator Administrative Assistant

Statement of Duties

Responsible for developing and implementing a strategy for fire and life safety education and community risk reduction. Work includes preparing and presenting fire prevention and fire safety education programs, initiating and maintaining partnerships and communications between the Fire Department and various schools, community groups, businesses, and associations. Develops presentations, brochures, other educational materials for public distribution. Develops and distributes educational awareness through social media platforms. Performs highly skilled, administrative, and clerical work to support the activities of the Fire Prevention Division. Assists members of the Prevention Division with reports, permits and inspection related tasks. Performs all other related work as required.

Supervision

Works under the direct supervision of the Fire Marshal. Employee is evaluated by the Fire Marshal and the Senior Executive Assistant.

Job Environment

Some work is generally performed under typical office conditions. Some work is performed at places of business and educational facilities. Some work is performed outside, under varying weather conditions. May be required to work outside normal business hours.

Operates a computer, tablet, and general office equipment. Also operates department vehicles, radios, and all related equipment.

Makes regular contact with municipal employees in all departments, the public, builders, contractors, and homeowners. Contact is by telephone, in person and by correspondence and meetings.

Has access to confidential information, such as criminal investigations and records and lawsuits.

Errors in application of assigned duties could seriously endanger life and property, monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

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.

- Assists in the development and implementation strategies, education programs, and materials for community risk reduction, and fire and life safety programs.
- Presents education programs to the public, schools, community business partners, city and department personnel.
- Performs community outreach in conjunction with applicable city and state officials.
- Assists members of the Fire Prevention Division with reports, permits and **inspection related tasks**.
- Provides administrative support to the Senior Executive Assistant as requested.
- Receives complaints and responds appropriately, including taking initiative to see that problems in certain situations are resolved; makes appropriate referrals as necessary.
- Receives calls, takes messages, and schedules meetings and commitments for the Fire Prevention Division.
- Composes confidential reports, correspondence, memoranda, and notices.
- Maintains the Fire Prevention Division files and materials.
- Assists in the preparation of the divisions budget including the purchase of supplies and equipment.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree in a related field or experience in training and education

Special Requirements

- Possession of a valid motor vehicle operator's license
- Certified Fire & Life Safety Educator within one (1) year from date of hire
- Certified Child Passenger Safety Technician within one (1) year from date of hire
- Certified CPR Instructor within two (2) years from date of hire
- Use of hand tools

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Fire, life safety and community risk reduction concepts
- Training and education techniques

or be able to:

- Maintain harmonious relationships with department members and other city employees
- Communicate effectively, orally and in writing with employees and the public
- Use a computer/tablet and operate social media platforms
- Present materials to groups of various ages
- Manage multiple tasks in an organized manner

Physical Requirements

- Prolonged periods in a stationary position.
- Physical strength to move and push object up to 50lbs.
- **Exposure to fire, smoke, and dangerous chemicals and poisonous gases.**
- Must be able to move safely over uneven terrain.
- Must be able to work in cold and hot environments.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.
- Ability to adjust focus at close and distant vision.

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.

Desktop Support Specialist

Statement of Duties

Provides primary customer service and frontline troubleshooting for all City departments' technology issues. Works under the supervision of the Deputy CIO, managing helpdesk tickets, resolving technical issues, escalating more complex issues to the next level of IT support when necessary, and providing a positive, professional interaction with City employees. Additionally, responsible for maintaining documentation related to helpdesk support and contributes to the development of knowledge base articles.

Supervision

Work is performed under the administrative and policy direction of the Deputy CIO. The incumbent is expected to solve problems independently when possible, knowing when to escalate issues appropriately. The Helpdesk Support Specialist has a key responsibility for ensuring an effective, user-friendly IT experience for all City staff.

Job Environment

Work is performed under typical office conditions. The position may require availability outside of normal business hours for critical system updates and issue resolution.

The incumbent's ability to perform work effectively significantly impacts the work performance of all City employees.

Access to sensitive data such as personnel records may be required to resolve specific issues.

Errors could result in delay or loss of service and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as an illustration 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.

- Handles incoming helpdesk tickets, email requests, and phone calls. Prioritizes and responds to requests in a timely manner.
- Provides first level contact and convey resolutions to user issues.
- Documents internal procedures, create and distributes helpful responses for common issues.

- Escalates unresolved issues to the next level of support personnel.
- Applies system updates, patches, and configuration changes as directed.
- Trains staff in the use of software and hardware systems.
- Works cooperatively with other IT staff to maintain overall system functionality.
- Participates in an on-call rotation for IT support.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree in computer science or a closely related field
- 2 years of experience with computer networks, information systems, and desktop support services
- 2+ years of experience providing level 1 or above help desk support in IT operations or an equivalent combination of education and experience

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Desktop operating systems, standard word processing, active directory, hardware and software deployment, and server products
- Helpdesk support systems
- Assisting customers via phone and live chat, email, social media and web form submissions

or be able to:

- Communicate effectively with others, orally and in writing
- Prioritize and execute tasks in a high-pressure environment
- Analyze and problem solve issues as they arise
- Interact in a professional and positive manner during difficult customer-service situations.

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment

- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.

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 requirement of the job change.

Exhibit A: Classification Schedule (Non-Police positions)	
Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Foley Center Attendant
4	Custodian (part-time)
4	Grounds Person (part-time)
5	No positions in this grade.
6	Legal Assistant I
6	Senior Services Coordinator
7	No positions in this grade.
8	Desktop Support Specialist
8	Legal Assistant II
8	Public Educator Administrative Assistant
8	Victim/Witness Advocate
9E	Community Outreach Facilitator
9	Business Coordinator
9	Executive Secretary
9	Payroll/Human Resource Specialist
10	Accountant I
10	Human Resources Generalist
10	Senior Executive Assistant
11	Business Systems Analyst
11	Paralegal Executive Assistant
12	Accountant II
12	Fire Inspector
12	Patron Services Supervisor
12	Public Information & Community Engagement Manager
13	Solutions Architect
13	Systems Administrator
14	Deputy Chief Information Officer (CIO)
15	Deputy Finance Director/Deputy Treasurer
15	Director of Human Resources
16	Deputy City Attorney
17	Chief Information Officer (CIO)
17	Director of Finance (inactive position)
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
18	Fire Chief

City of Rochester Planning Board
Monday, August 7, 2023
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on August 21, 2023)

Members Present

Robert May, *Vice Chair*
Alan Dews
Matthew Richardson
Dave Walker
Peter Bruckner
Don Hamann
James Hayden
Keith Fitts

Members Absent

Mark Collopy, *Chair, excused*
Michael McQuade, *excused*

Alternate Members Present

Alexander de Geofroy
Rick Healey

Staff: Shanna B. Saunders, *Director of Planning & Development*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City Clerk's office for reference purposes. They may be copied for a fee.)

I. Call to Order

Vice Chair, Robert May, called the meeting to order at 6:30 p.m.

II. Roll Call

Planning Department Director, Shanna B. Saunders, conducted roll call.

III. Seating of Alternates

Mr. May asked Rick Healey to vote in place of Mark Collopy.

IV. Communications from the Chair

Mr. May stated that there were no communications from the Chair.

V. Approval of Minutes for

A. July 10, 2023

A motion was made by Mr. Walker to approve July 10, 2023, meeting minutes and seconded by Mr. Hamann. The motion carried unanimously.

VI. Opening Discussion/Comments

A. Public Comment

There were no comments from the public to discuss.

B. Discussion of general planning issues

There were no general planning issues to discuss.

VII. New Applications

A. [RBV Realty, LLC, 324 Blackwater Road](#) (by Berry Surveying & Engineering/Chris Berry & Kenneth Berry) PRELIMINARY Design Review 9-Lot Subdivision Case# 264 – 11 – A – 23 **Public Hearing**

Mr. May stated that the project was a preliminary design review and would not require a vote from the Planning Board.

Chris Berry, Berry Surveying and Engineering, presented the proposed project to the Planning Board and explained that the project would include a subdivision of 11 lots for single family homes. Mr. Berry stated that the project is a conservation subdivision and will have a large amount of open space. Mr. Berry explained the plan for stormwater and drainage, as well as utilities for the property. Mr. Berry briefly explained the types of buildings that would go on each lot, stating that they would be smaller and affordable. Mr. Berry stated that the applicant, Rebecca Mathews, held a meeting with the abutters and explained the project to them and that the abutter to the north of the property asked if a fence could be placed along the property line rather than a vegetation buffer and Ms. Mathews agreed on placing a fence. Mr. Berry said that this plan change would be in the submitted plans with the formal application.

Mr. May opened the Public Hearing. There were no comments from the public and Mr. May closed the public hearing and asked the Board for their feedback on the proposed project.

Mr. Dews asked if the homes would be on slabs or foundations. Mr. Berry answered that the homes would be on foundations.

Mr. Dews asked if the road could be moved further from the abutting household's driveway. Mr. Berry stated that would be difficult because the well requires a 50-foot setback and that the plan was presented to the abutter and that a fence would be placed in between the subdivision and the abutter's property.

Mr. May asked for further clarification on the sewage plans for the project. Mr. Berry stated that each home would have its own septic tank and that some homes would require a pump and that a leach field would be shared between homes.

Mr. Dews asked for clarification on the swale proposed along one of the boundaries. Mr. Berry stated that the boundary would be managed as a swale and that the swale will be completely on the subdivision's property.

B. Fieldstone Land Consultants, PLLC, 303 & 305 North Main Street (Michael Ploof) 3-Unit Condominium Conversion Case# 114 – 8 – HC – 23 *Public Hearing ACCEPTANCE/FINAL DECISION**

Michael Ploof, Fieldstone Land Consultants, presented the project to the Planning Board. Mr. Ploof explained the current buildings are leased businesses within the single parcel and stated that the plan is to separate the parcel into a 3-unit condominium. Two units would be the existing units and the third unit would be vacant land. Mr. Ploof stated that this project is not proposing any improvements at this time and that the application is strictly for the condominium conversion. Mr. Ploof read the requirements of the lot per the Zoning Ordinance.

Ms. Saunders stated that this project is a condominium conversion, also considered subdivision, and that the Board was limited on making changes to the plan. Ms. Saunders stated that staff request the applicant delineate the common areas on the plan, show the water quality monitoring wells and existing sewer and water services in the plans, and include parcel numbers in the final plans. Ms. Saunders stated that draft condominium documents are required before final approval. Ms. Saunders stated that all other conditions are standard conditions for a Condominium Subdivision and that the Planning Department Staff recommend the application to be accepted as complete.

A motion was made by Mr. Walker and seconded by Mr. Hamann to accept the application as complete. The motion carried unanimously.

Ms. Saunders stated that the Planning Department Staff recommend the application for approval by the Planning Board with the conditions cited earlier and outlined in the staff report.

Mr. May opened the Public Hearing. There were no comments from the public and Mr. May closed the public hearing and asked the Board for their feedback on the proposed project.

Mr. Hayden asked if there were any easement requirements for the parking areas. Ms. Saunders explained that the application for a Condominium Subdivision was meant to keep the ownership as one lot and that a condominium does not require lot lines. Ms. Saunders stated that the condominium documents would lay out who had the rights to pass over who's exclusive use area, what area is common lands, and how the spaces are shared and maintained.

Mr. Healey asked for clarification regarding the condominium conversion. Mr. Ploof stated that the units would be staying the same, that the units would be a conversion in title only.

Mr. Ploof stated that the current businesses would own their buildings, but that the land remains under the declaration of condominium as one ownership.

Mr. May asked for clarification regarding the third unit to the rear of the property. Mr. Ploof stated that there is no building there currently and that the "unit" is considered a land unit.

Mr. Dews asked for clarification for the proposed limited common areas regarding parking. Mr. Ploof showed the space on the plan that was considered common area and gives customers access to both businesses. Mr. Ploof also stated that specific information will be explained in the condominium documentation as requested by the Planning Department.

A motion was made by Mr. Bruckner and seconded by Mr. Healey to approve the project with the conditions as stated. The motion carried unanimously.

C. [New England Gaming and Consulting LLC, 7 Milton Road](#) (by Altus Engineering/Norway Plains/DMAC Architecture) Site Plan to construct Charitable Gaming Facility Case# 222 – 94 – HC – 23 **Applicant requested continuation to September 11, 2023 Planning Board Meeting**

Mr. May stated that the applicant has asked for a continuation to the Planning Board meeting on September 11, 2023.

A motion was made by Mr. Walker and seconded by Mr. Richardson to continue the application to the September 11, 2023 Planning Board Meeting. The motion carried unanimously.

D. [GNM Solar 17, LLC, 60 Shaw Drive](#) (by Norway Plains Associates/Scott Lawler) Amendment to Approved Site Plan to shift Solar Trackers' locations to comply NHDES Alteration of Terrain requirements for ground slopes. Case# 240 – 49 – A – 22 **Public Hearing ACCEPTANCE/FINAL DECISION***

Packy Campbell, GNM Solar 17, LLC presented the proposed amendment to a previously approved project. Mr. Campbell stated that he has applied for an Alteration of Terrain Permit for this lot and one of the requirements was to shift trackers for slope changes. Mr. Campbell stated that he also applied for a NHDES Wetlands Permit and NHDES asked if there were further changes that could be made to further limit impacts to wetlands and the changes are shown in the plan presentation of this project by running power through 60 Shaw Drive to relocated trackers rather than having to improve Shaw drive all the way down to the RR tracks.

Mr. May verified that the current proposed project was for 60 Shaw Drive. Mr. Campbell verified that the project he was explaining was for 60 Shaw Drive.

Ms. Saunders reviewed the project and staff recommendation and stated that the application was an amendment and included moving the placement of some solar trackers. Ms. Saunders stated that access to the solar trackers is limited by the wetlands and wetland buffers. Ms. Saunders stated that the plan is to minimize crossing impacts to the wetlands and that this was a violation site and the Planning Department is actively working with the applicant to restore the wetlands and that the restoration project is being monitored by the

State as well. Ms. Saunders stated that the recommendation is to accept the application as complete.

A motion was made by Mr. Walker and seconded by Mr. Hamann to accept the application as complete.

Mr. Healey asked how often maintenance is performed on solar trackers. Mr. Campbell stated that maintenance can be once or twice per year, but the trackers do not require much maintenance.

The motion carried unanimously.

Mr. May opened the Public Hearing. There were no comments from the public and Mr. May closed the public hearing and asked the Board for their feedback on the proposed project.

Ms. Saunders reviewed the staff recommended conditions of approval for the project. Ms. Saunders stated that the changes must be reflected on new final plans, acknowledging that the applicant already submitted "final plans". Ms. Saunders stated that the Fire Department requested that the road be made accessible for emergency vehicles and that turnaround plan include dimensions and cross sections. Ms. Saunders stated that there must be a snow fence at the wetland buffer to assure no further impacts to the violation restoration area and that construction details be provided for the concrete washout shown on the current plans. Ms. Saunders stated that the Assessing Department requested that a current use map be provided as part of the conditions of approval. Ms. Saunders read the standard conditions for the project. Ms. Saunders stated that Staff recommends approval for the project with the conditions as stated.

Mr. Walker asked how much of Shaw Drive is currently paved. Saunders stated that she was not sure if the road was paved to the property line. Mr. Campbell explained the placement of the currently paved road and stated that the pavement ends on the abutting lot and that there is a gravel road on his property that ends at the first wetlands crossing.

Mr. Walker asked if the homes on Shaw Drive were on the paved road. Mr. Campbell answered that the homes were on the paved road.

Mr. Walker asked if there would be any demolition to the Shaw Drive road. Mr. Campbell answered no.

Ms. Saunders asked for clarification on the statement that Eversource clear cut the lot and impacted the wetlands, as she was aware the cutting was done by the applicant. Mr. Campbell stated that an Intent to Cut was filed, a Timber Harvest Permit was obtained, and a NHDES Wetlands Permit for temporary crossings in the wetland and that these permits were obtained in February in an effort to prevent ruts through the wetlands. Mr. Campbell stated that he will be restoring the wetlands as required by NHDES.

A gentleman was unaware that the Public Hearing was opened and Mr. May noticed the gentleman's attempt to be able to speak and reopened the Public Hearing.

Merrick Lane, 12 Little Falls Bridge Road, asked for further information on what impacts he may have as an abutter to this proposed project. It was noted that Mr. Lane's question

pertained to the 17 Sterling Drive Project and would be brought into consideration when the Public Hearing for 17 Sterling Drive was opened.

A motion was made by Mr. Walker and seconded by Mr. Hamann to close the Public Hearing and approve the project with all conditions as stated. The motion carried unanimously.

E. Packy's Investment Properties, LLC, 17 Sterling Dr (by Norway Plains Associates/Scott Lawler) Amendment to Approved Site Plan to relocate 6 solar trackers from wetlands to wetland's buffer. Case# 208 – 18 – GRD – 21 **Public Hearing ACCEPTANCE/FINAL DECISION***

Packy Campbell, Packy's Investment Properties, LLC presented the proposed amendment to a previously approved project at 17 Sterling Drive. Mr. Campbell stated that a wetlands permit was obtained to place 6 solar trackers in the wetlands and NHDES requested a review of the impacts to the wetlands to minimize impacts as much as possible. Mr. Campbell stated that he also obtained a Conditional Use Permit to cut the 50-foot buffer, have conduit and access points into the Wetlands. Mr. Campbell stated that in an effort to minimize wetland impacts, a site plan revision was proposed to move solar trackers from the wetlands to the wetland's buffer. Mr. Campbell stated that in the initial approval, no buildings or structures could be built within the wetland's buffer, however as per the recent Solar Ordinance, the requirements in the wetland's buffer have changed. Mr. Campbell stated that a Variance was received to build trackers 30 feet into the wetland's buffer. Mr. Campbell explained that there would be concrete foundations in the wetland's buffer. Mr. Campbell stated that moving the solar trackers to the current plan, the need for a wetland permit is voided.

Ms. Saunders stated that the project is an amendment to a previously approved site plan and that there is no Conditional Use Permit because the applicant applied and was awarded a Variance by the Zoning Board for that section of the ordinance. Ms. Saunders stated that the Variance requested was for the entire section of the Conservation Overlay District and that the Zoning Board of Adjustment made it clear that their approval was only for a specific section of the ordinance that requires the Conditional Use Permit process and that the Variance set out 4 criteria, the conditional use criteria, that the applicant would have to meet to have as little impact to the wetlands as possible.

Ms. Saunders explained that the original Conditional Use Permit that was approved was only for the buffer because the Conservation Commission only has jurisdiction over the buffer and they do not have jurisdiction over the wetland.

Ms. Saunders stated that the applicant submitted revised plans showing a new access road which was not part of the ZBA approval and he will be required to construct the access road as it was shown on the original plan.

Ms. Saunders stated that the Conservation Commission submitted a letter in opposition to the project and expressed concern that the Variance was granted by the Zoning Board.

A motion was made by Mr. Walker and seconded by Mr. Dews to accept the application as complete. The motion carried unanimously.

Mr. May opened the Public Hearing.

Mr. May reiterated the concern from Mr. Lane, who spoke at the Public Hearing for 60 Shaw Drive by mistake. Mr. Campbell explained the location of 17 Sterling Drive and stated that there is no view of the trackers from Little Falls Bridge Road and that there are current trackers on this property that have been present for 2 years; that this application is for the addition of more solar trackers. Mr. Campbell stated that there should be no impact to abutters from this project.

Mr. Campbell explained the placement of the access road and asked if the location of the required access road could be to the left of the retention pond to lessen impacts on the drainage and temporary structures. Mr. Campbell stated that he would support having the temporary access road as an additional Condition of Approval. Ms. Saunders explained that the access road that is shown on the Planning Board submittal was not shown on the Variance request that was submitted to the Zoning Board. Ms. Saunders stated that the Variance request did not include the temporary buffer impacts associated with the access road that was submitted to the Planning Board. Ms. Saunders explained that a small access road across the drainage structure and 4 solar trackers were submitted and approved by the Zoning Board. Ms. Saunders stated that Scott Lawler stated at the Technical Review Group meeting that the plans would be changed to reflect what the Zoning Board approved to prevent a resubmission to the Zoning Board. Mr. Campbell stated that he did not want to leave an access road if it was not necessary and wanted to remove the access road when the work was finished to restore the area.

Mr. Campbell stated that he did not feel that access roads were necessary to stay on the property and he would prefer to restore the area once construction is completed.

Ms. Saunders stated her concerns with the error of communicating these changes before presenting them to Planning Board. Ms. Saunders explained that the purpose of the Technical Review Group was to review the plans that would be submitted to the Planning Board in order to make changes to plans before being presented to the Planning Board. Ms. Saunders stated that at the TRG meeting a week prior, the applicant's engineer agreed to move the access road and that the plan that was presented and discussed in TRG is the plan that will be voted on in this meeting.

Mr. Campbell asked if the access road must be left in its planned location or if it can be removed upon completion of the construction. Mr. Campbell gave an extended explanation on why he would prefer to remove the access road at the completion of the construction.

Mark Jennings, Conservation Commission member, introduced himself as being on the Conservation Commission for 12 years. Mr. Jennings explained his understanding of the project and what jurisdiction the Conservation Commission has regarding wetlands and wetland's buffers. Mr. Jennings explained the wetlands on his personal property and explained the purposes of wetland's buffers. Mr. Jennings stated that having solar trackers is not an allowable use of the wetlands buffer. Mr. Jennings stated the requirement of placing signs in wetlands area, signifying wetlands buffers.

Mr. May asked the Board for their feedback on the proposed project.

Mr. Hayden asked for further explanation on the layout of the solar trackers and why the amended layout was not 25 feet from the wetlands, it was 20. Mr. Campbell explained that the distance between the solar trackers was as close as they could be without shading each other.

Mr. Hayden stated his concern with the placement of a temporary access road through an existing stormwater system and he felt that it could cause long-term issues. Mr. Hayden recommends stating in the plans that the disturbed areas will be re-vegetated and restored after construction.

Mr. Dews asked for clarification on the digging for power lines in relation to the cemetery buffer. Mr. Dews asked if the cemetery buffer was restored from cutting. Ms. Saunders stated that landscaping escrow was held for the restoration of cutting around the cemetery. Ms. Saunders stated that the landscape restoration in that area has been completed and escrow has been requested to be released. Mr. Campbell explained the landscape escrow that was held and stated that the restoration was complete.

Mr. Dews asked if, from the new construction, the cemetery buffer would be disturbed again. Mr. Campbell answered no, and that the conduit goes towards the building and away from the buffer. Mr. Campbell stated that there would be no further disturbances to the cemetery buffer. Ms. Saunders confirmed that the landscape was completed along the cemetery buffer.

Mr. Walker asked for verification of the Variance to lessen the wetlands buffer from 50 to 20 feet. Mr. Campbell stated that was correct.

Mr. Walker asked for the specific locations of the foundations for the solar trackers, where they would be in the wetland's buffer. Mr. Campbell stated that the foundations would be in the 20-30 feet of the buffer that is allowed by the Variance. Mr. Campbell explained the location of the stone wall on the property with regards to the wetlands.

Mr. Walker asked if the Zoning Board approval was worded to prevent the project from being reviewed by the Conservation Commission. Mr. Campbell answered that submitting to the Conservation Commission is not required because there is no Conditional Use Permit due to the Variance being granted.

Ms. Saunders explained that the Variance was granted to eliminate the process of going to the Conservation Commission. Ms. Saunders stated that, as a condition of the Variance, the 20 feet buffer to the wetlands was agreed upon.

Ms. Saunders explained that some facts were misstated previously and in fact any ground mount solar system in the wetlands buffer is still required to be reviewed by the Conservation Commission per the Solar Ordinance.

Mr. May asked if the solar ordinance applied to the current proposed project. Ms. Saunders answered that the solar ordinance did apply.

Mr. Campbell explained his understanding of the solar ordinance and asked if with a Conditional Use Permit, solar trackers could be built in the wetland's buffer. Ms. Saunders stated that was correct, a conditional use permit is required.

Mr. Campbell explained that the plan amendment called for the solar trackers to be outside of the wetlands.

Mr. Hamann asked for verification of the size of the concrete platform for the solar trackers. Mr. Campbell stated that the concrete structure is 8 feet by 8 feet.

Mr. Hamann asked how the land is covered over. Mr. Campbell stated that the land is back filled.

Mr. Hamann asked how deep the cover is over the platform. Mr. Campbell answered that the cover is 2 feet. Mr. Campbell briefly explained the drainage of the surfaces.

Mr. Campbell stated that the project will hit the threshold of an Alteration of Terrain Permit and that he will apply for the state permits necessary, including the Alteration of Terrain Permit.

Mr. Dews asked if there was a reason that the 4 solar trackers were not pulled to the front of the property and completely away from the wetlands. Mr. Campbell stated that the grade of the project varies and that the trees in the front area block the solar trackers from the sun. Mr. Campbell explained that the solar trackers that are to be installed at the front of the property will produce less power because of the shade.

Mr. Hayden asked if the UGE (underground electric line) could be run a different direction so that it was not being run under the detention pond. Mr. Campbell asked what trackers were being asked about. Mr. Hayden explained that the plan has underground electrical going through the detention pond in the plans. Mr. Campbell stated that the conduit can be moved and stated that moving the conduit could be added as a condition of approval, but that he plans to fully restore the pond once the conduit is run.

Mr. Fitts asked for clarification on the impact changes between the current plan and the previously approved plan. Ms. Saunders explained that the wetland's buffer impact in the previous plan was the temporary access road. Ms. Saunders stated that the trackers were in the wetlands in the previous plan and so not under the jurisdiction of the City. Again a misstatement of fact but it was her understanding that NHDES was not going to approve them to be placed in the wetlands. Ms. Saunders stated that each of the trackers in the wetland buffer of the current plan will have an 8 feet by 8 feet platform with a trench, making the impact space 10 feet by 10 feet total for each tracker. Ms. Saunders also explained that the access road in the current plan comes in through the sewer pump station and is significantly longer than the original access road through the buffer. Ms. Saunders stated that the impact is significantly greater to the wetland buffer in the amended plan.

Mr. May stated his understanding of the locations of solar trackers and what approvals may be required by NHDES and the City of Rochester for either plan. Mr. Campbell further explained the changes that were made between the previously approved plan and the presented amended plan.

Mr. Campbell stated that he felt that, with regards to long-term impact, there would be less of an impact with the amended plan.

Mr. Dews asked for clarification of the trackers' location on the plan. Mr. Dews stated that the plan shows possible disturbance to the wetlands with the location of the solar tracker platforms and the fencing against the wetlands. Mr. Dews stated that he would recommend a line of silt fence along the back side of the trackers to prevent any disturbance to the wetlands. Mr. Campbell stated that he could place a natural fence to prevent any disturbance and welcomes the fence to be added as a condition of approval.

Ms. Saunders explained that the Variance for the CUP process does not mean that the Planning Board Members cannot deny the site plan application if they think the impact is too great. Ms. Saunders reviewed the recommended conditions of approval listed in the staff recommendation and what conditions were added from the conversation of the Board members. Ms. Saunders also reviewed the subsequent conditions as required before building permits will be issued. Ms. Saunders explained the staff recommendations to the Planning Board for approval or denial of the amended project.

Mr. Walker asked for clarification on the condition pertaining to the access road. Ms. Saunders stated that the access road was to be temporary.

Mr. Walker asked if the applicant was precluded from restoring the land used as an access road once construction is completed. Ms. Saunders stated that the applicant was not.

Mr. de Geofroy stated his concerns for the process that took place for Variance granting and that he was also concerned about the precedent that is set by allowing construction in the wetland buffer. Mr. de Geofroy stated that the City of Rochester has no jurisdiction over the wetlands but do have jurisdiction over the wetland's buffer and that the Planning Board has an obligation to consider impacts to the wetland's buffer.

A motion was made by Mr. Walker and seconded by Mr. Bruckner to approve the project with the conditions as stated, as well as those discussed and close the public hearing for the project. The motion carried unanimously by a roll call vote.

VIII. Continued Applications

- A. [42 Front Street, LLC, 42 Front Street](#) (by Norway Plains Assoc./Ashley Rowe) 2-Lot subdivision. Case# 102 – 41 – R2 – 23 ***Continuance to September 11, 2023 Planning Board Meeting.***

Mr. May stated that the Planning Board must vote to continue the application to the date specified, September 11, 2023.

A motion was made by Mr. Walker and seconded by Mr. Hamann to continue the application to the September 11, 2023 Planning Board Meeting. The motion carried unanimously.

Mr. Walker asked how many continuances have been made for this project. Ms. Saunders answered that this was the third continuance request. Mr. Walker stated that this would be the last approved continuance request.

IX. Extension Application

A. Wesson Realty, LLC, Pickleball Facility, 389 Gonic Road Extension request to meet Precedent Conditions Case# 262 – 73&74 – HC – 22 **EXTENSION TO 1/11/2024**

Ms. Saunders stated that this request was the second extension request to meet precedent conditions.

A motion was made by Mr. Walker and seconded by Mr. Hamann to extend the requirement to meet precedent conditions to the January 11, 2024. The motion carried unanimously.

X. Zoning Amendments

A. Proposed amendments to Granite Ridge Zoning District Setbacks

Ms. Saunders stated the original intent of the Granite Ridge Zoning District Setbacks was to try and keep development behind Marketplace Blvd to avoid large retaining walls facing Rte 11 and that the intent of the amendment to the setbacks is to decrease them to 50 feet but list requirements for the space between the setback and Marketplace Blvd. Ms. Saunders listed the requirements as the maximum buildable area be 40 percent so that there is a view shed beyond buildings along the roadway, to require access from Marketplace Blvd to prevent traffic issues at business entrances, and that the buildings be 1-story or less than 25 feet tall.

Ms. Saunders stated that the dimensional standards do not currently list a setback for Marketplace Blvd and that the Planning Department requests a 10-foot setback implemented with a grass strip.

Ms. Saunders stated that the ordinance also does not list maximum building height for mixed use buildings, which are strongly encouraged in the ordinance, and the Planning Department recommends the maximum building height be the same for residential buildings.

Ms. Saunders stated that, at the Workshop meeting, the Planning Board can review and discuss changes and make recommendations to City Council for amendments.

Mr. Dews stated his concerns for snow removal and listing the setback at 15-20 feet, rather than 10 feet.

Mr. Hamann proposed that mixed use buildings have a max height of 125 feet if they install a garage underneath the residential portion. Mr. Fitts stated his support for this change.

XI. Other Business

A. Planning Update

Ms. Saunders displayed and explained the Poet Laureate Book that was creating by the Arts & Culture Commission by their Poet Laureate, Ed Pacht.

Ms. Saunders stated that Mr. Pacht writes a poem each day and that they are very Rochester oriented.

The books are free and several PB Members requested copies.

B. Other

There was no other business to be discussed.

XII. Adjournment

A motion was made by Mr. Walker and seconded by Mr. May to adjourn the meeting at 8:41pm. The motion carried unanimously.

Respectfully submitted,

Jaclyn Millard,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development

**Public Safety Committee
Draft Meeting Minutes
August 16, 2023
6:00 PM
Council Chambers**

Members Present

Councilor Peter Lachapelle, Chair
Councilor Skip Gilman
Councilor Dana Berlin

Members Absent

Councilor Alexander de Geofroy (excused)
Councilor Amy Malone

Others Present

Jarrold Norris, P.E. Assistant City Engineer
Gina Golden-Silvestro, GIS/AM Technician
Captain Andrew Swanberry, PD
Chief Dennis Dube, FD
Sandra Bickford, 34 Bernard Road
Craig Marino, 8 Bradley Court

Councilor Lachapelle brought the meeting to order at 6:00 PM.

1. Approve Minutes from July 19, 2023 Public Safety Meeting

Councilor Gilman MOVED to approve the minutes from July 19, 2023. Councilor Berlin seconded the motion. MOTION CARRIED by unanimous voice vote.

2. Public Input

Sandra Bickford of 34 Bernard Road was present to discuss having a speed limit sign installed on Bernard Road. The road has about five homes on it, but it is a very busy road with the disk golf course. This is a popular course; they have tournaments every other weekend. She is concerned about the vehicles speeding with children and wildlife in the area.

Craig Marino of 8 Bradley Court was present to request the placement of a guard rail or barrier along his fence line to protect his back yard. There was a vehicle leaving Bradley Court that was hit and went through his fence into his backyard. He has two children and two dogs, and they all spend most of their time in the backyard. Councilor Lachapelle stated that guard rails are used to deflect vehicles from them but not for head on. Mr. Marino stated he would pay so he can get to have the peace of mind. Councilor Berlin asks a follow up question to Mr. Marino to clarify request. Mr. Marino is seeking the city's approval for the guardrail or barrier. Councilor Berlin stated the committee cannot provide what he is requesting and in the placement of. Councilor Lachapelle stated he will make a few calls and will follow up with Mr. Marino.

3. Salmon Falls Road Speed Limit Issue and Electronic Sign Placement

Councilor Lachapelle summarized the issue. Councilor Berlin stated he does not

believe the sign needs to be moved; it is closer to the road than the electricity pole.
Councilor Berlin MOVED to remove item from the agenda Councilor Gilman seconded the motion. MOTION CARRIED by unanimous voice vote.

4. Flashing Lights and Raised Table Policy Discussion

Councilor Lachapelle summarized this is part of the speed table concern being discussed. Councilor Berlin asked does anything need to be added or removed from the guidelines list. Currently there is no policy as to where raised tables can and cannot go. Councilor LaChapelle stated the concern of having the policy and if a spot meets the requirements, one might think it can go in. Councilor Berlin stated in the policy if an area meets the criteria, it is still up to the council to determine per request. Chief Dube stated he believes a policy with guidelines would be beneficial. He would look at their codes and concerns on each event. Chief Dube will review the policy and bring feedback to next month's meeting. **(kept in committee)**

5. Chestnut Street Speed Control

Councilor Lachapelle stated this is a speed table concern that is being discussed. **(kept in committee)**

6. Highland Street / Eastern Avenue

Mr. Norris reached out to the NHDOT and has not received an update. Mr. Norris will follow up and provide an update at the next meeting. **(kept in committee)**

7. Rangeway Drive

Councilor Lachapelle stated this is a speed table concern that is being discussed. **(kept in committee)**

8. Spring Street

Councilor Lachapelle stated he spoke with the City Manager she is involved with this issue. Councilor Berlin stated he believes the organization is working on improvements and should not be with the council. Councilor Lachapelle asked this to be remove from the agenda as it is being worked on by the City Manager and Councilor Gilman agreed.

9. Speeding Concern Procedural Guidelines

Councilor LaChapelle stated that Councilor de Geofroy worked on writing some guidelines and was unsuccessful, requested its removal from the agenda.

10. Sylvain Street

Mr. Norris stated there were several issues brought to the committee's attention. Councilor Lachapelle stated that sidewalk requests would go to the Public Works & Building Committee. Mr. Norris said he was unsure of where a sidewalk was being requested and follow up is needed. The overgrown vegetation a service requested will be made.

11. Benard Road

Councilor Lachapelle summarized the issue and asked Captain Swanberry what the speed limit is when not posted. Captain Swanberry stated it would be a 30 mph or 35 mph he would need to go to the area to confirm. Councilor Berlin asked if there are any speed limit signs in stock. Mr. Norris will find out if DPW has a 30 mph sign in stock. **(kept in committee)**

12. Bradley Court

Was discussed during public input. Councilor Larochelle will follow up with Mr. Marino.

13. Pickering Road/ Railroad Ave

Councilor Lachapelle summarized the issue requesting a push button flasher. Mr. Norris stated this location has been reviewed in the past. There is not much space there between the guard rail and the curb to put a push button flasher in that location. Mr. Norris believes that there maybe funding in the future to improve the sidewalk. Councilor LaChapelle asked if we will have crossing guards. Captain Swanberry stated there is an issue obtaining crossing guards. **(kept in committee)**

14. Pickering Road/ Brickyard

Councilor Lachapelle summarized the issue the resident is requesting a crosswalk at Brickyard. It appears there is a sidewalk on one side of the road. Mr. Norris will have to look into if a crosswalk should be where there are not sidewalks on both sides. **(kept in committee)**

15. Franklin St/ Wentworth St

Councilor Lachapelle summarized the issue requesting the speed trailer to be placed to gather some data on the location. Captain Swanberry stated they could place the trailer in that location and will report back to the committee. **(kept in committee)**

16. Wentworth St/ Portland St

Councilor Lachapelle summarized the issue requesting overgrowth to be cut back. He stated that a work order was entered, and the work has been completed.

17. England Road

Councilor Lachapelle summarized the issue with traffic speeding. Councilor Lachapelle stated if the speed limit is not posted it is 30 mph or 35 mph. No action taken.

18. Traffic Calming

Mr. Norris stated that on July 27, 2023, Director of City Services Peter Nourse provided an update to the Highway and Streets ordinance regarding traffic calming. The presentation is available online for viewing.

19. Thank You

Councilor Lachapelle thanked Deputy Chief Jason Thomas for his years of Service to the City as well as his service to the Public Safety Committee.

Councilor Lachapelle ADJOURNED the meeting at 6:31 PM.

The minutes were respectfully submitted by Ronda Boisvert, Administrative Assistant II

Public Works and Buildings Committee
City Hall Council Chambers
Meeting Minutes
July 27, 2023 7PM

MEMBERS PRESENT

Councilor Donald Hamann, Chairman
Councilor Jim Gray, Vice Chairman
Councilor John Laroche
Councilor Alexander de Geofroy
Councilor Steve Beaudoin

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service
Lisa Clark, DPW Deputy Director
Dan Camara, Coordinator GIS & Asset Mgmt.
Larry Spector, 111 Champlin Ridge Road
Aaron Lachance, Hoyle Tanner Associates

MINUTES

Councilor Hamann called the Public Works and Building Committee to order at 7PM

1. Approval of June 15, 2023 Meeting Minutes

Councilor de Geofroy made a motion to accept the minutes of the June 15, 2023 meeting as presented. Councilor Beaudoin seconded the motion. The motion passed unanimously.

2. Public Input

Larry Spector of Champlin Ridge Road was present to discuss the condition of the road On Champlin Ridge Road. Mr. Spector discussed drainage issues, cracked and faulty pavement. His request was to have City Staff visit the site and assess the conditions and need for repair and paving.

3. Municipal Bridge Inspection Report

Mr. Nourse stated that the City of Rochester has 20 Bridges including 2 pedestrian bridges. The bridges are inspected by the State of NH biannually. He noted that the results of the inspections consist of condition assessments of major elements which are combined into an overall rating. Mr. Nourse stated of the twenty municipal bridges there is one that is red listed. He stated that red listed means that either the deck, substructure or superstructure has a rating at #4 or below. He stated that there are a number of bridges that are approaching red list status. Mr. Nourse stated that in 2021 the City performed a major rehab of the Four Rod Road bridge and in this fiscal years budget the City is rehabbing the Portland Street bridge. Mr. Nourse discussed Senate Bill 401 (SB 401). He stated that Rochester was awarded approximately \$740,000 for bridge rehabilitation. This funding came to the City last December and was added to the FY24 budget as a grant to address issues at several of the bridges. Mr. Nourse introduced Aaron Lachance of Hoyle Tanner

(HTA) as the City's consultant for bridge engineering. He stated that HTA has recently completed an infield bridge assessment of the Rochester bridges and Mr. Lachance is here at the meeting to give a brief presentation of his findings. Mr. Lachance explained that the Senate Bill 401 funding can only be used on bridge related work for maintenance and repair. He stated that the benefits of preventative maintenance is to maintain structural integrity, attain lower life-cycle costs and reach intended design service life. Mr. Lachance stated that the State of NH definition of a bridge is a structure that spans 10 feet or greater and the Federal definition is a structure that spans 20 feet or greater. Mr. Lachance briefly went over the HTA recommendations for bridge maintenance. **See the attached Rochester City-Wide Bridge Funding Prioritization power point.** Councilor Beaudoin asked if all the bridges that are recommended for expansion joint replacement have been inspected to make sure the superstructure is in good condition. Mr. Lachance stated that yes, that was taken into consideration based on NHDOT inspection reports. Councilor Beaudoin asked if Maine was doing anything on border bridges. Mr. Lachance said some coordination needs to happen with Maine on joint owned bridges. Mr. Nourse noted that the cost estimated for the expansion joint work seems high. He asked if that is because of the specialty nature of this work, and he asked if HTA believe there to be a challenge in getting companies to do the work? Mr. Lachance stated that the estimates a little high because they do not necessarily want to go with a low bid in these situations. He stated that the estimated cost does include all the design, permitting and structure base engineering. He noted that the key getting optimal pricing on these projects, is to bid them well in advance of anticipated work period and to bundle several bridges into one bid. Councilor Gray noted concern for Salmon Falls Rd , Flat Rock and Spaulding bridges. Councilor Gray requested Maine be held responsible for their cost on jointly owned bridges. Mr. Lachance stated that this is good point, and it isn't always standard when you have border bridges. Councilor Gray asked which bridge was on the red list. Mr. Lachance said it was the Lowell Street culvert and they are recommending that the City not do anything with it right now. He noted that there is no short-term concern for safety at this time, and the red listed determination keeps it in the running for additional funding. Councilor Gray noted that the report lists the Bridge Street Bridge for work, he stated concern that work should not be done while the roundabout is still under construction. Mr. Nourse stated that the roundabout would be completed this year, on schedule, and bridge work is scheduled for construction next summer. Councilor Gray asked about road closures while working on the bridges. Mr. Lachance stated that one lane of traffic will be maintained through most of the work.

4. Drinking Water Level 1 Audit and Balance Results

Mr. Nourse noted that the City's water systems consists of two treatment plants, 140 miles of water pipe, 6 pump booster stations, and he noted that there are fifteen full-time employees, with a total annual budget of about seven million dollars. Mr. Nourse stated that a 2022 desktop water audit was completed. He stated that this audit was funded by American Rescue Plan Act (ARPA) Funds and was conducted using an engineering consultant in association with the American Water Works Association (AWWA). The consultant used AWWA's new software. Mr. Nourse stated that this software is now available to the City to use as often as we wish vs. the ten year schedule that we have been doing audits. Mr. Nourse stated that NHDES likes to see audits completed every 10 years. He stated that Rochester typically hires a consultant to perform the audit. The previous most recent audit was completed in 2020. Mr. Nourse stated that a water audit is an

accounting of all water input and output in a water system. He stated that the more accurate the data, the higher the validity and precision of the audit. Mr. Nourse stated that the City's water system scored a rating of 66 which puts us in as a tier 3 out of 5 tiers. This means the data is fairly accurate with some minor gaps. **This water audit software dashboard is attached to the minutes for your reference.** Mr. Nourse stated that the Department is in the middle of a meter upgrade program. He noted that the systems 2" to 4" meters are being replaced by in house staff and he stated there was about 300 of them completed in the past year. Mr. Nourse stated that the City has a new meter test bench and staff will be testing meters whenever possible and this can now be completed in house. Mr. Nourse stated that the systems smaller residential meters have a 20-year warranty for accuracy. The testing of meters as they are removed will assist us to determine their accuracy ratings while planning for the meter replacement project to come in 2026. Councilor Beaudoin asked if invoicing was changed to monthly would they need to triple the staff. Ms. Clark explained that monthly invoicing does currently occur for larger volume customers. She explained that with the upgrade of the meters a radio read technology would also be installed allowing the City to read meters from the office. Ms. Clark stated that until that upgrade, the City would not be able to complete invoicing on a monthly schedule. Ms. Clark said that beginning around 2012 the City began installing and requiring all new installs to include the radio read technology and currently the equipment used by the Meter Technician to read can detect and get a reading of these meters by driving near the property. She noted that there are less than 1000 of those in the system. Councilor de Geofroy asked if the City had sufficient staff to complete an annual audit using the AWWA software. Mr. Nourse stated yes, we do. Councilor de Geofroy asked if the software could give recommendations for system improvements if needed. Mr. Nourse said it would. Councilor Larochelle asked questions on meter accuracy rates and if there would be any saving vs expense if we replace the meters. Ms. Clark stated that the manufacturer's warrantee for accuracy expires after 20 years. She stated that a cost benefit analysis would be conducted using the meter bench testing results and industry standard information prior to the 2026 request for the new meter replacement budget.

5. Sewer System Master Plan Update

Mr. Nourse noted that there is 100 miles of sewer main, 29 pump stations and an estimated amount of five million gallons of treatment daily. He stated that a Sewer System Master Plan is a requirement of the City per the Administrative Order of Consent (AOC) reached with EPA during the Great Bay General permit negotiations regarding nitrogen. This plan consists of flow metering, Infiltration and Inflow analysis (I/I), prioritization, hydraulic sewer modeling, evaluation of sewer expansion, pump station upgrades, smoke testing manholes, internal building inspections, and CCTV of sewer pipes. Mr. Nourse stated during this past year the city has CCTV'd about 50,000 linear feet of sewer pipe and smoke tested approximately 200,000 linear feet of sewer pipe. At the October Public Works and Building Committee there will be a detailed presentation from the consultants. Mr. Nourse stated there has been significant information gathering progress since last September

6. Drinking Water Lead Service Line Inventory Update

Mr. Nourse stated that he gave an extensive background on the pending lead service line requirements last September. He stated that the current inventory indicates that there are zero lead service lines, eighty galvanized services, forty-two unknowns and one thousand thirty brass services. He explained that galvanized services are required for replacement,

and he noted that the EPA may amend the rules to require brass services be replaced as well. Mr. Nourse explained the reasons for replacing galvanized and noted that that the content of lead exceeds the threshold set by Reduction of Lead in Drinking Water Act. Councilor Larochelle asked if Mr. Nourse could provide the raw data of the water testing for lead.

7. Tebbetts Road/Old Dover Road Intersection Improvements Project Update

Mr. Nourse stated that this intersection project is moving forward. The project has been approved by NHDOT as a Highway Safety Improvement Project (HSIP) with a 90% State and 10% local funding split. He stated the City's consultant Greenman and Peterson Inc (GPI) has been contracted for the project. Mr. Nourse stated that notification of a Public Informational Meeting will be going out to abutters in early September. He stated that currently the meeting is scheduled for the end of September.

8. Updates to Chapter 223 of City Ordinances: Streets and Sidewalks

Mr. Nourse noted that in 2020 City Staff was tasked with reviewing and updating City Ordinances as needed. He mentioned that in 2021 the DPW updated the Storm Water Ordinance, and in early 2023 the Water Ordinance was updated. He stated the DPW plans to update the Sewer Ordinance in conjunction with the NPDES Sewer Permit. Mr. Nourse stated that he has been working on the Highway and Sidewalk Ordinance for approximately a year and it is about 90% complete. Mr. Nourse explained that an issue regarding speed tables came up recently and the discussions were to include a process for speed tables in this ordinance. He noted that this speed table process has been held up in Committee and he expressed concern for its inclusion in the Ordinance vs. a Committee or City Policy. He stated that there is guidance from the Institute of Traffic Engineers that is referenced on all traffic signs, traffic signals and speed calming devices. The Committee briefly discussed the issue and all present agreed that inclusion in the ordinance is not necessary.

9. Sidewalk Tractors

Mr. Nourse noted that funds have been approved for replacement of the sidewalk tractor as part of the FY24 CIP Budget. He noted that prior to the last two purchases of Multihog Tractors, the City had been using Trackless Vehicles for more than twenty years. He stated that the Trackless vehicle is manufactured in Ontario Canada and manufacturer parts and service has always been excellent. Mr. Nourse stated that recent purchases of the Multihog Tractors were well received, and staff really liked these machines. Mr. Nourse stated that the promised support for parts and service has not happened. He stated that parts are taking weeks or longer to come in and the vehicles are offline until the parts are delivered. He stated that during the winter storms, with the limited equipment for sidewalk maintenance, this does not work us. Mr. Nourse stated that the Trackless is a less expensive vehicle, and he can make the change without a City Council approval, but he noted that the Public Works Committee had given the DPW great support when the MultiHogs were purchased, he wanted to let the Committee know the DPW is returning to the Trackless vehicles.

10. Other

Update on Strafford Square Roundabout

Councilor de Geofroy asked for a status update on the Strafford Square Roundabout. Mr. Nourse stated that they are on schedule and should be completed in December and the project will be completed within budget.

Coheco River Clean Up FY24 Funding

Councilor de Geofroy asked if there was any progress this planned clean up along the

Cocheco River. Mr. Nourse stated that the Planning Department had planned on looking into grant funding to match up with the appropriation. Mr. Nourse stated that the \$25,000 in funding would not be enough to do the one spot in the river that had been discussed.

Champlin Ridge Road Paving

Councilor Beaudoin asked Mr. Nourse to have staff go out to Champlin Ridge Road to make an assessment of the paving and to report back to the Committee. Mr. Nourse said he would look into this and noted that they are going to run Pavement Conditions Index (PCI) in September and this road may come up. They use this method each year to prioritize a pavement plan. Mr. Nourse stated there may be something that can be done with in house staff and equipment if warranted.

Sign on Sampson Road/Four Road

Councilor Hamann said that the street sign on Sampson Road is missing, the post is there but the sign is not.

New Water Tank Drone Video

Mr. Nourse showed a video of the drone footage taken at the new water tank site. He stated that the full height will be 160 feet once completed.

Update on The Wastewater Treatment Facility NPDES Permit with EPA

Mr. Nourse stated that he went to the EPA Headquarters in Boston last week, with the City Manager and City Attorney. They participated in an alternative resolution dispute process. The immediate result was an agreement between the City and EPA. Mr. Nourse stated that Rath Young and Pignatelli will brief the City Council on this at the August 1, 2023.

Staffing Update

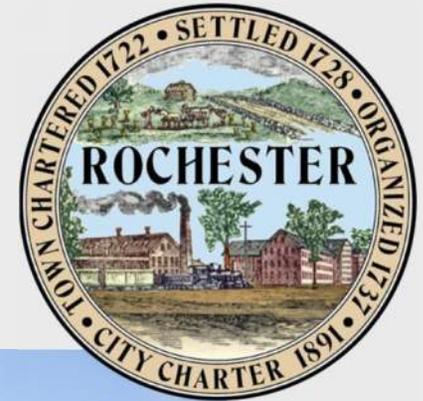
Mr. Nourse stated that the Public Works is still down three technical positions. Technical Service Director, City Engineer and Assistant Engineer. Mr. Nourse stated that he is taking on more duties and wanted the committee to beware that he feels he can't be as effective as he typically is, and he wanted the committee to know this so they would understand if they noted the change.

Councilor Hamman made a motion for adjournment at 8:54 PM

Minutes respectfully submitted by Laura McDormand, Admin. Services & Utility Billing Supervisor

Rochester City-Wide Bridge Funding Prioritization

Public Works Committee Presentation
July 27, 2023



Presentation Outline



- Why are We Here?
- Senate Bill 401
- Condition of City-owned Bridges
- Priorities
- NHDOT Municipal Bridge Program
- Questions/Comments



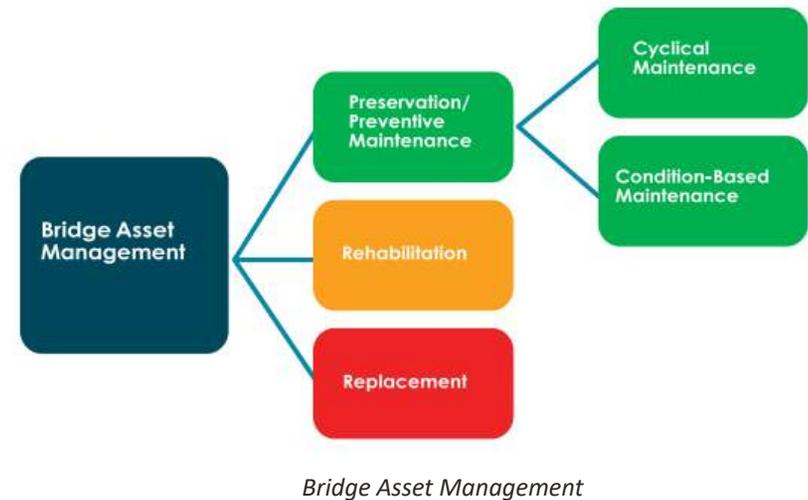
Pickering Road over Cocheco River





Funding

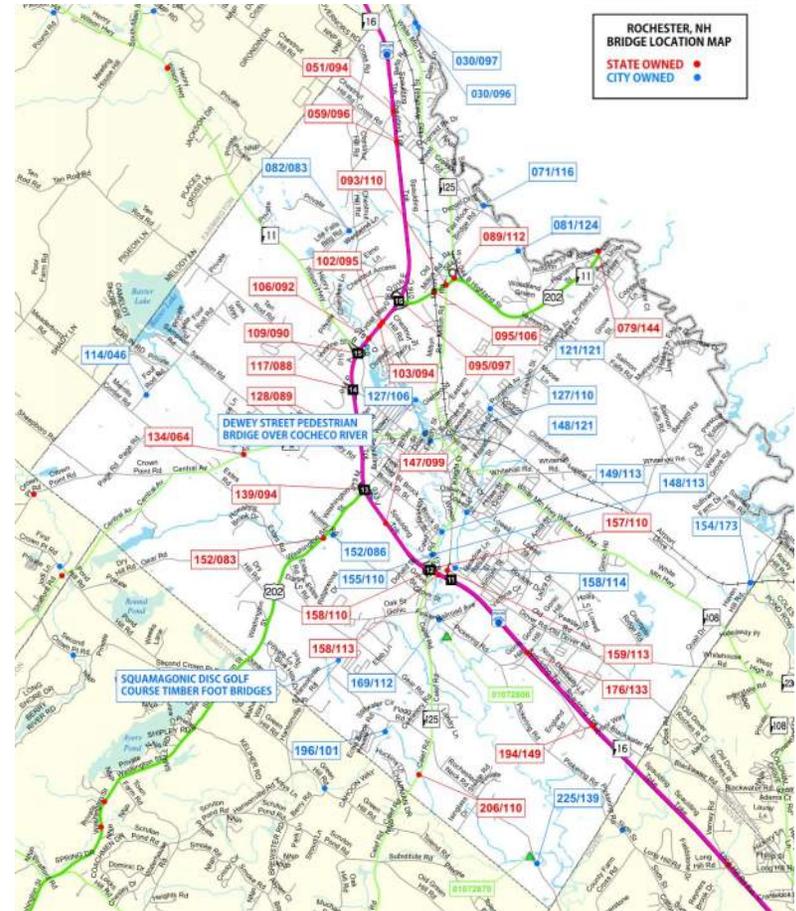
- Senate Bill 401 (SB 401)
 - Can only be used on bridge projects
 - Approx. \$740,000 to City of Rochester
- Bundling similar maintenance/repair work
 - Increases the economy of scale of the work
 - Appeals to a wider range of potential contractors
 - Cost effective
- Benefits of preventative maintenance
 - Maintain structural integrity
 - Attain lower life-cycle costs
 - Reach intended design service life



City-Owned Bridges

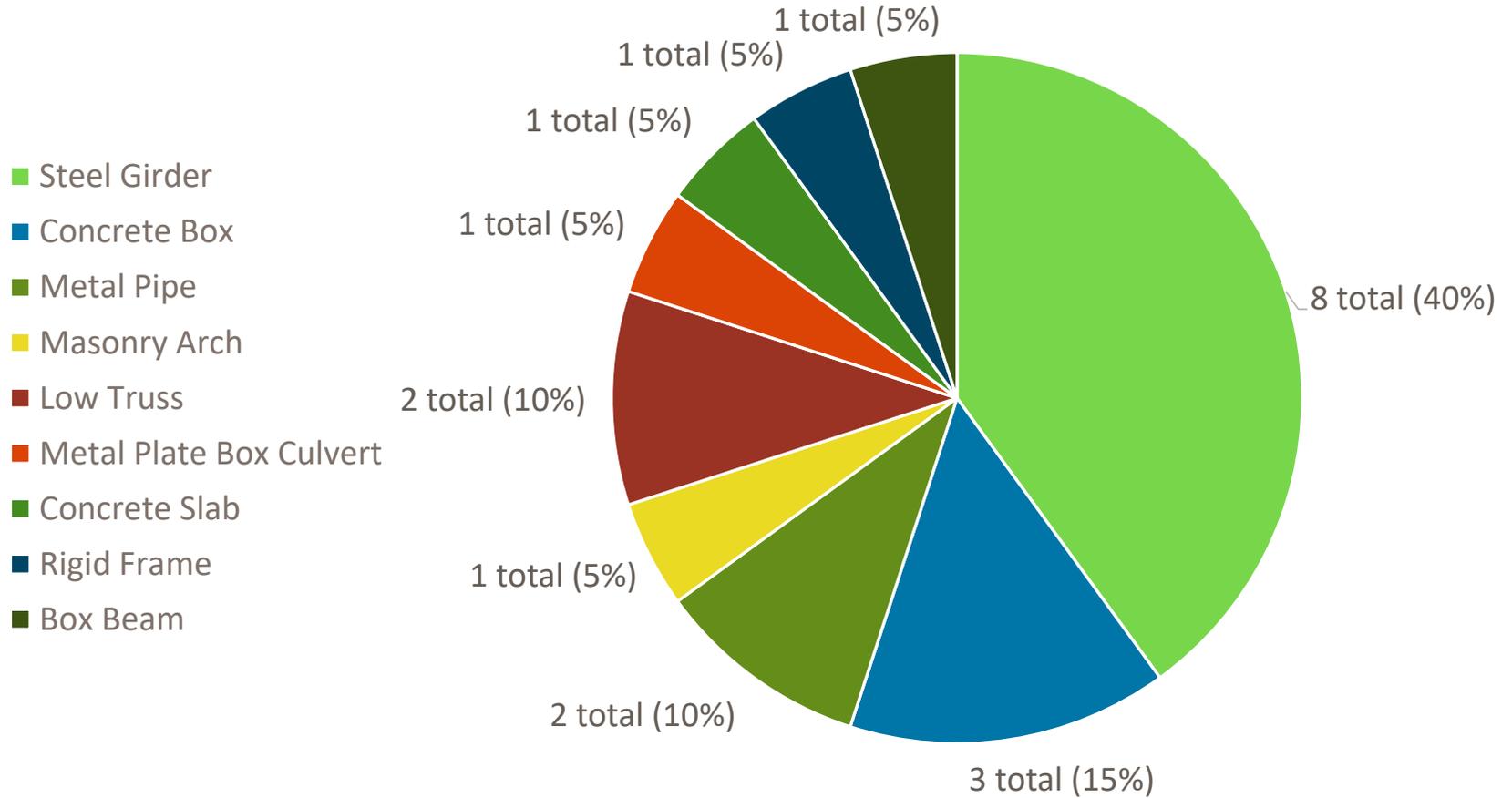


- 20+ City-Owned bridges
 - Bridge definitions
 - State – a span of 10’ or more
 - Federal – a span of 20’ or more
 - State-owned vs. City-owned
 - 19 City-owned bridges are inspected by NHDOT
 - 18 vehicular bridges and 1 pedestrian bridge
 - Two locations are not inspected by NHDOT
 - Dewey Street Pedestrian Bridge over Cocheco River
 - Squamagonic Disc Golf Course Timber Foot Bridges
 - 2 Maine border bridges with shared responsibility

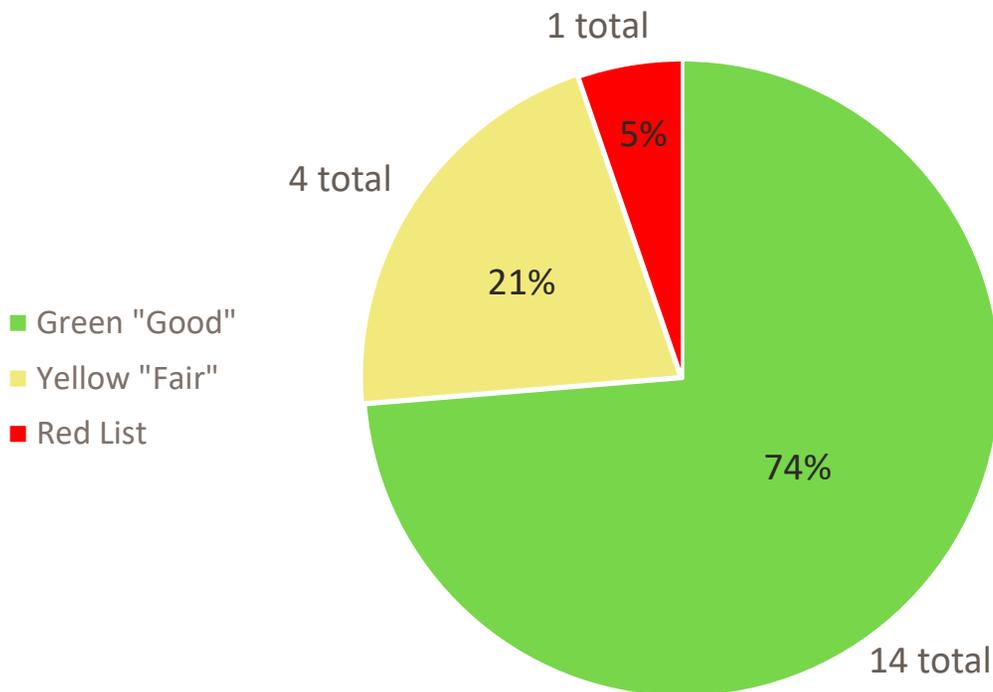




Types of Bridges



Condition of Rochester's Bridges



CONDITION OF MUNICIPALLY-OWNED BRIDGES THROUGHOUT NEW HAMPSHIRE

Green "Good"	45.8%
Yellow "Fair"	38.4%
Red List	12.4%
Closed or NA	3.4%

Green = All major elements in "7", "8" or "9"
 Yellow = One of more major elements in "5" or "6"
 Red List = One of more major elements in "4" or worse



2000 Summary Report

- Comprehensive evaluation of Rochester's bridge inventory
- Maintenance, repair recommendations
- Completed over 20 years ago
- Current effort includes partial reevaluation of inventory for funding prioritization



ROCHESTER, NEW HAMPSHIRE
SUMMARY REPORT
BRIDGE INSPECTIONS AND REPAIR RECOMMENDATIONS



Prepared for:
City of Rochester
Department of Public Works



DECEMBER 2000

Prepared by:
HTA
Consulting Engineers

150 Dow Street • Manchester, New Hampshire 03101



Trusted Experts | Innovative Results 7

2023 Bridge Inventory Review



- Desktop review
 - NHDOT inspection reports
 - 2000 Summary Report
 - Available construction plans and documents
- Field review
 - Site visit to each structure
 - Complete visual evaluations, plus areas of targeted review
- Identify Recommended Activities
 - Maintenance, repair, rehabilitation, and/or complete replacement
 - Develop concept level opinions of cost
 - Prioritize recommendations based on condition and available funding



Lowell Street over Willow Brook





Draft Priority List

- Requires City feedback
- Goal of Recommendations: Utilize all of SB 401 funds
- Bundling of similar projects
 - All 6 of these bridges have recommended expansion joint repairs

PRIORITY	NHDOT BRIDGE NO.	LOCATION	TOTAL CONCEPT LEVEL PROJECT COST
1	127/110	Bridge Street over Cocheco River	\$225,000
2	082/083	Little Falls Bridge Road over Cocheco River	\$210,000
3	030/097	Spaulding Avenue over Salmon Falls River	\$100,000
4	071/116	Flat Rock Bridge Road over Salmon Falls River	\$130,000
5	169/112	Pickering Road over Cocheco River	\$130,000
6	149/113	NH Route 125 over Cocheco River	\$60,000
			TOTAL = \$855,000



Priority No. 1 - Bridge Street Over Cocheco River



- Primary Recommendations - \$225,000
 - Remove and replace south side expansion joint
 - Install asphaltic plug joint on north side for crack control
 - Adjust catch basin frames and grates
 - Repave and regrade pavement on both approaches
 - Partial sidewalk reconstruction



Pavement Cracking at South Approach



Sidewalk Rotation



Existing South Side Expansion Joint



Priority No. 2 - Little Falls Bridge Road Over Cocheco River



- Primary Recommendations - \$210,000
 - Install asphaltic plug joints at both ends
 - Complete “scratch and patch” repair
 - Isolated concrete deck repairs; new membrane and pavement
 - Regularly scheduled sediment removal



Paved over Expansion Joint at East End



Shifting of Koralath



Granite Curbing at Northwest Quadrant



Priority No. 3 – Spaulding Avenue Over Salmon Falls River

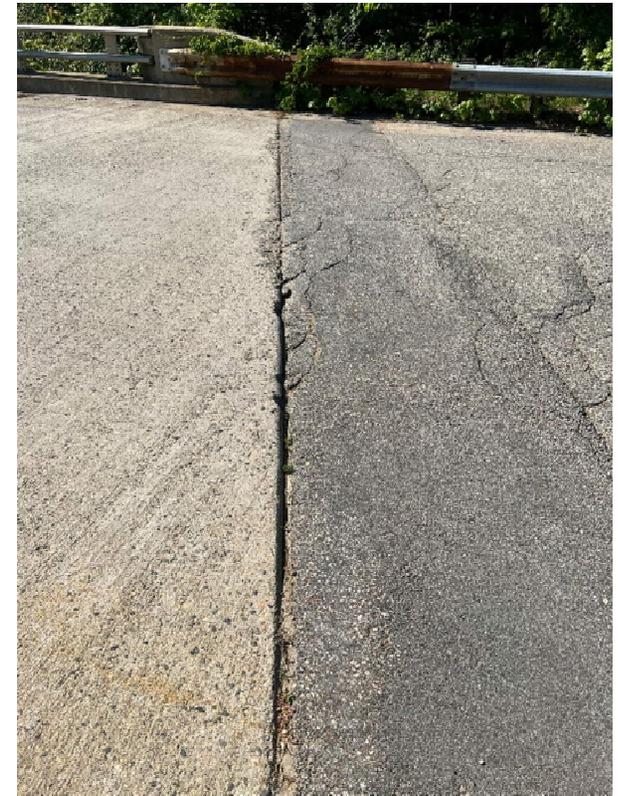


- Primary Recommendations - \$100,000

- Repair deck spalls with elastomeric concrete
- Apply concrete healer/sealer to the exposed deck
- Repave the west (Rochester) approach
- Install precompressed expansion joint on west end (Rochester)
- Remove and replace rail system in all four quadrants



Deck Spalls and Abrasion



West Side Deck End



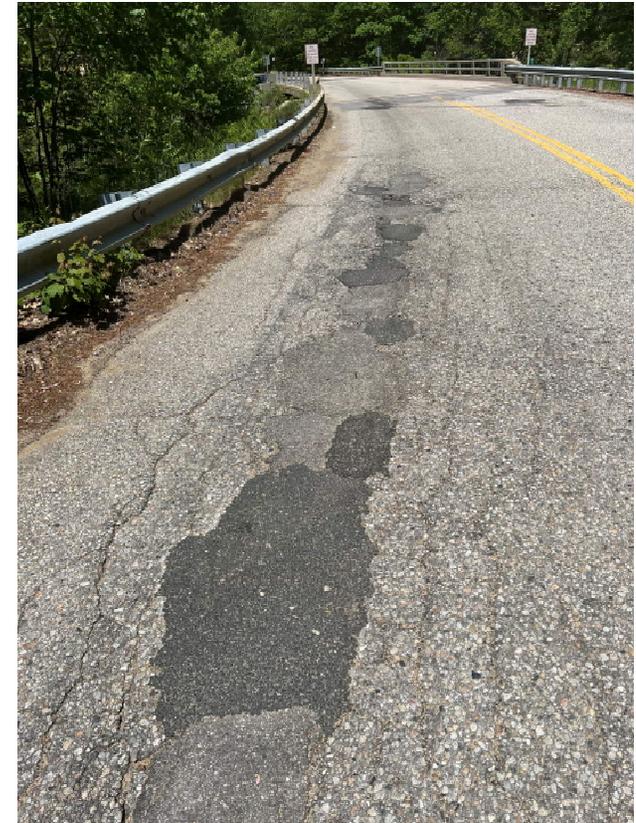
Priority No. 4 – Flat Rock Bridge Road Over Salmon Falls River



- Primary Recommendations - \$130,000
 - Apply concrete healer/sealer to the exposed deck
 - Repave south approach (Rochester)
 - Expansion joint gland replacement on south end (Rochester)



South Side Pavement to Bridge Deck Transition



South Side Approach Pavement



Priority No. 5 – Pickering Road Over Cocheco River



- Primary Recommendations - \$130,000
 - Expansion joint gland replacement
 - Correct tripping hazards throughout the sidewalk



Sidewalk Tripping Hazard



Expansion Joint Filled with Debris



Priority No. 6 – NH Route 125 over Cocheco River

- Primary Recommendations - \$60,000
 - Install asphaltic plug joints at both ends
 - Consider replacement of south side rail system



Substandard Rail Termination



Pavement Over Current Expansion Joint



NHDOT Municipal Bridge Program



- Funding Program

- State 80% share
- City 20% share
- Recent changes in program parameters
 - No longer “first come first serve”
 - Bridges ranked based on various criteria, but primarily condition
 - Red List bridges
 - No longer continuously programming
 - Ranking bridges
 - NHDOT now soliciting directly to communities
 - \$90M in funding already planned for 2027 through 2032



Red List – Lowell Street over Willow Brook



- NHDOT Red List: one or more major structural elements with a condition rating of a “4 = poor”
- Lowell Street culvert is currently a 4
- Recommendations
 - Use of SB 401 funding is not recommended
 - Repair likely over \$500,000 with permitting challenges
 - Reestablish structural capacity with a geopolymer liner
 - Fill voids at inlet and outlet



Leaking Pinhole (left) Voids at Inlet (right)



Four Rod Road over Rickers Brook



- Rochester was proactive in evaluating repair options to avoid a road closure
- 2.5" thick Geopolymer lining project completed in 2020
- Culvert rating went from a 4 (poor) to a 7 (good)



Before



During



After



Rochester Neck Road Over Isinglass River

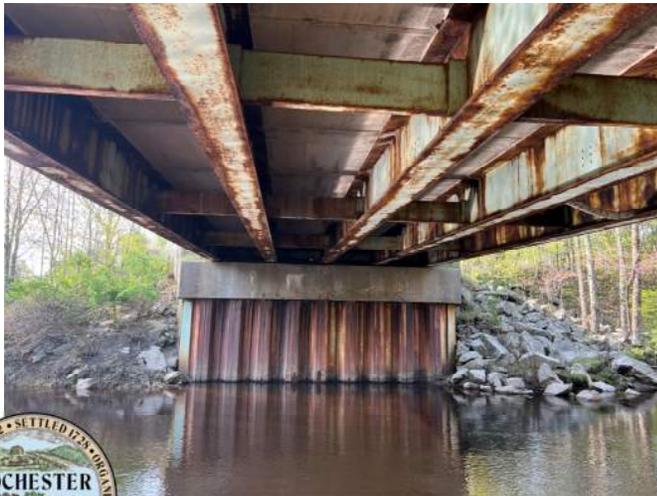


- Condition

- The rating of the substructure and deck are a 6 or 'satisfactory' and the superstructure is a 5 or 'fair'

- Recommendations

- Use of SB 401 funding is not recommended
- Short-term: rail system repairs / retrofit
- Long-term: major rehabilitation (likely \$1,000,000+) or complete replacement (likely \$2,000,000+)
 - \$2,260,000 programmed in the City's current CIP for fiscal years 2025/2026



Deficiencies at Rochester Neck Road over Isinglass River

Portland Street over Willow (Wardley) Brook



- The rating of the culvert is a 5 or 'fair'
- Design for a rehabilitation project is underway
 - Minor concrete repairs
 - Installation/replacement of barrier membrane
 - Removal of the existing headwall
 - Removal and replacement of guardrail
 - Storm drainage improvements
 - Channel protection
- Scheduled for 2024 construction



Inlet



Questions & Comments

Thank you for your time!



Contact Me

Aaron Lachance, PE 

+1 603-413-0815 

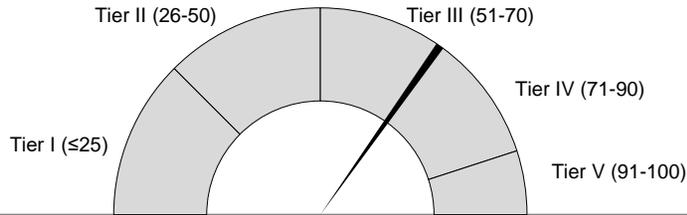
alachance@hoyletanner.com 

www.hoyletanner.com 

Data Validity

Data Validity Score: 69 **Data Validity Tier: Tier III (51-70)**

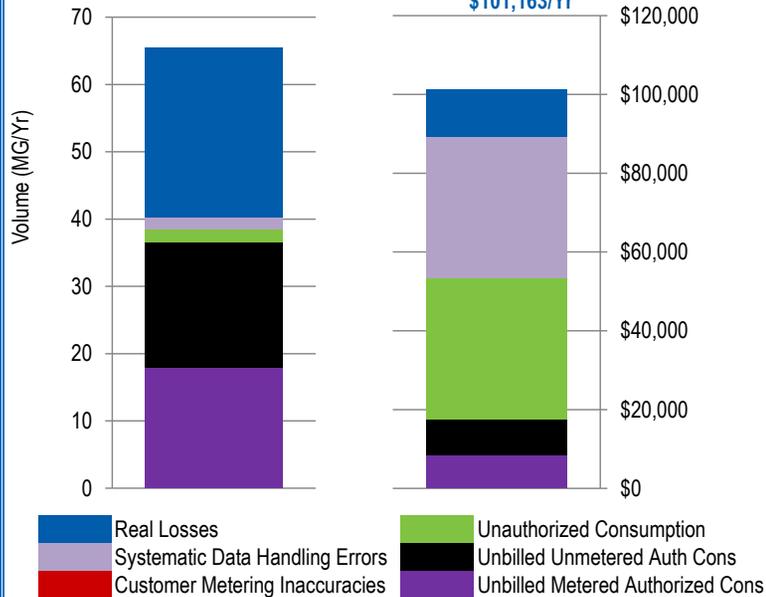
See [Loss Control Planning](#) for Tier Details



NRW Components Summary

Total Volume of NRW = 65 MG/Yr

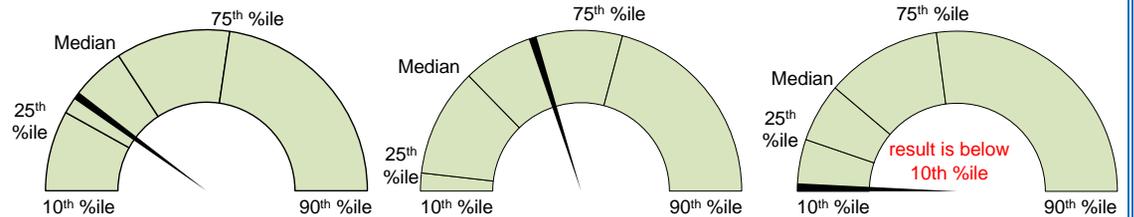
Total Cost of NRW = \$101,163/Yr



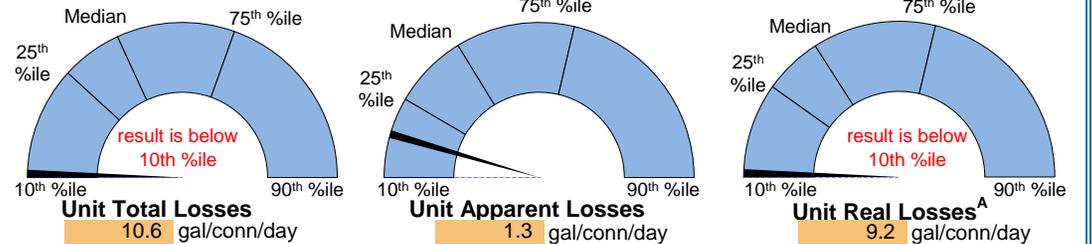
	Volume MG/Yr	Value \$/Yr	Basis of Valuation
Apparent Losses	3.7	\$71,679	CRUC
Real Losses	25.2	\$12,032	VPC
Unbilled Authorized Cons	36.6	\$17,451	VPC
Non-Revenue Water	65.5	\$101,163	Blended

Key Performance Indicators Actual KPI result Target (see Worksheet)

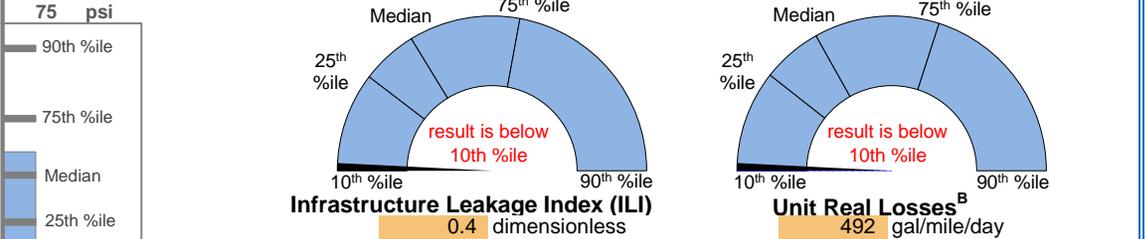
gauge %iles per validated industry ranges²



Unit Total Losses 10.6 gal/conn/day
Unit Apparent Losses 1.3 gal/conn/day
Unit Real Losses^A 9.2 gal/conn/day



Average Operating Pressure



See UARL definition for additional guidance on the ILI

(UARL) Unavoidable Annual Real Losses 66.2 MG/Yr 24.2 gal/conn/day

Guidance Information for Key Performance

- The eight indicators shown are the recommended suite per the AWWA Water Loss Control Committee 2020 Position on KPIs¹.
- A suite of KPIs is necessary, as no single KPI can holistically communicate water loss performance for a given water system.
- See Table 1 below for Uses and Limitations for each KPI, excerpted from the AWWA Water Loss Control Committee Report (2020)¹, with naming conventions updated.
- Percentiles (%iles) shown on KPI gauges come from Level 1 validated data in the AWWA WLCC Reference Water Audit Dataset (2020)².
- KPI %iles shown above are not segregated by cohorts. Limited KPI data by cohorts may be found in WRF 4695 Guidance Manual, Appendix B (2019)³.
- Actual KPI results that fall below 10th %ile or above 90th %ile do not necessarily imply error, but should be viewed with scrutiny.
- Percentiles not intended to imply targets. Targets may be input by user for operational KPIs, if desired, on Worksheet.
- See UARL and ILI in Definitions tab for discussion of size and pressure limitations.
- Systems that fall on the extreme ends of size or connection density should use caution when interpreting Unit Losses KPIs.

Table 1

Source: AWWA Water Loss Control Committee Report (2020)¹, with naming conventions updated

2020 AWWA Water Audit Method – Water Audit Outputs and Key Performance Indicators: Uses and Limitations

Type	Indicator	Description	Suitable Purposes					Uses and Limitations	Principal Users
			Assessment	Bench-Marking	Target-Setting	Planning	Tracking		
Attribute	Apparent Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Apparent Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess cost loss level	Utility, Regulators
	Real Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Real Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess loss cost level	Utility, Regulators
	Unavoidable Annual Real Loss (UARL)	Calculated by Free Water Audit Software	✓				✓	Reveal theoretical technical low level of leakage	Utility, Regulators
Volume	Unit Apparent Losses (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators
	Unit Real Losses ^A (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators, Policy Makers
	Unit Real Losses ^B (vol/pipeline length/day)	Strong and understandable indicator for use by utilities with low connection density.	✓	✓	✓	✓	✓	Data collection and assessment of systems with “low” connection density	Utility, Regulators, Policy Makers
	Unit Total Losses (vol/conn/day) New KPI	Strong and understandable indicator, suitable for high-level performance measurement.	✓				✓	High level indicator for trending analysis. Not appropriate for target-setting or benchmarking	Utilities, Customers
	Infrastructure Leakage Index (ILI)	Robust, specialized ratio KPI; can be influenced by pressure and connection density.	✓	✓			✓	Benchmarking after pressure management is implemented	Utilities
Value	Apparent Loss Cost Rate (value/conn/year) New KPI	Indicators with sufficient technical rigor. Provide the unit financial value of each type of loss, which is useful for planning and assessment of cost efficiency of water loss reduction and control interventions and programs.	✓			✓	✓	Data collection and assessment on AWWA indicators or contextual parameters to use in conjunction with Loss Cost Rates	Utilities, Regulators, Customers
	Real Loss Cost Rate (value/conn/year) New KPI		✓			✓	✓		Utilities, Regulators, Customers
Validity	Data Validity Tier (DVT)	Strong indicator of water loss audit data quality, if data has been validated. Tier provides guidance on priority areas of activity.	✓	✓		✓	✓	Assess caliber of data inputs of the water audit	Regulators, Utilities

Resolution Accepting
NH Department of Environmental Services (NHDES) Grant,
in Connection with 2023 Household Hazardous Waste Day
and Authorizing City Manager to Enter Into a
Contract with NHDES not to exceed \$12,759.00

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

That a NHDES Grant, in the amount not to exceed Twelve Thousand Seven Hundred Fifty Nine Dollars (\$12,759.00) to the City of Rochester, for the purpose of hosting hazard mitigation, is hereby accepted by the City of Rochester. The associated revenue and expenses accounts have previously been approved by the Council in the Department of Public Works 2024 operating budget of the City of Rochester.

Additionally, the City Manager of the City of Rochester, be, and hereby is authorized to enter into a contract with the NHDES with respect to such grant and the conduct of the aforementioned 2023 Household Hazardous Waste Day.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester, New Hampshire

ASSESSING DEPARTMENT
 19 Wakefield Street, Rochester, NH 03867
 (603) 332-5109 Assessing@rochesternh.gov
www.rochesternh.gov

MEMORANDUM

TO: City Council

FROM: Darcy Freer, Chief Assessor

DATE: August 23, 2023

SUBJECT: Agenda Bill, RE: RSA 79E EXTENSIONS. 22 SOUTH MAIN AND 73-77 NORTH MAIN

This memo is written to update the City Council as to the current status of the construction projects for 22 South Main St. and 73-77 North Main St. An inspection of both properties was performed by the Deputy Assessor, Theresa Hervey and myself on August 22, 2023. It is our opinion, that both projects have met or surpassed the 50% completion benchmark that was set at the March 7, 2023 City Council meeting. Below are details on our findings.

22 South Main St. (0120-0363-0000)

The prior conditions of the building required substantial and excessive demolition encompassing all three floors. This demolition, which was a major component of the project, has been completed. The first and second floor framing has been done. The first floor still needs ceiling and flooring but is essentially ready for a tenant fit out. Temporary electrical work has been run through the basement panel. The plumbing and mechanical design for the building has been completed and is now facing delays due to supply chain issues, which is outside of the builder's control. All of these components amount to 50% completion of the project as stated on the initial application.

73-77 North Main St. (0121-0369-0000)

The prior conditions of the building necessitated demolition of a lesser magnitude, but the builder was required to retain components of the building necessary to receive historic tax credits. This demolition has been completed, while retaining those elements required. The first-floor space needs minimal finish/clean up work. The second and third floor framing is complete. Additionally, these floors have both rough plumbing, electrical and mechanical done. The building is connected to exterior water and sewer and the sprinkler system is approximately 50% complete. During the inspection, it was stated that insulation will begin on August 28th. These elements of construction exceed 50% completion of the project as stated on the initial application.

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City Clerk's Office

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Charitable Gaming and Commercial Bingo Halls

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~ additions in **RED**):

Chapter 275, Table 18, Use Table

ADD: Commercial Bingo Hall – Permitted in Highway Commercial and Granite Ridge Zones

275-2.1 - Definitions

ADD: Collocation: Facilities, equipment, or uses located within the same structure or parcel, often sharing the same driveway and parking facilities.

Commercial Bingo Hall: Any hall owned or leased by an individual, corporation, realty trust, partnership, association, or any other person who rents or leases the hall to a charitable organization for the operation of bingo games or Lucky 7, excluding halls owned by any charitable organization or governmental subdivision as defined by RSA 287-E:1.

275-20.2 Conditions for Particular Use

ADD: Commercial Bingo Hall. Commercial Bingo Halls are permitted only when collocated with Charitable Gaming Facilities or by Special Exception.

1. Facilities and buildings are subject to Parking, Landscaping, and Architectural standards set by Charitable Gaming Facilities as per Zoning Ordinance Regulations 275-20.2
2. The facility is required to submit a safety and security plan subject to approval by the Rochester Fire and Police Departments. The plan shall outline all aspects of life safety to include emergency egress, access, site security, and occupancy limitations.

Amendments take effect upon passage.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

Excerpt from June 19, 2023 Planning Board minutes**X. Zoning and Plan Amendments****A. Charitable Gaming Ordinance–Bingo Inclusion; recommendation to the City Council**

Mrs. Saunders stated that the Planning Board previously passed the Charitable Gaming Ordinance and since new information has become public, there have been many questions on definitions within the Ordinance. Mrs. Saunders stated that Bingo has been found to be an additional piece of Charitable Gaming and holds its own State Statute. Mrs. Saunders stated that Bingo should be included in the Charitable Gaming Ordinance and that the inclusion would not include any other changes to the Ordinance and that this inclusion would make the application process more efficient.

Mr. O'Connor stated that Bingo Halls can still stand as a single unit with an approved Special Exception from the Zoning Board of Adjustment. Mr. O'Connor described the different Bingo operations and how they relate to State Statutes.

Mr. May asked if there would be any impacts to Bingo played in places like churches. Mr. O'Connor responded that no, bingo at churches and other specific facilities would fall under a different category.

Mrs. Saunders stated that this new ordinance would not affect current facilities that are running Bingo operations.

Mr. Walker recommended a word change to Section 275-20.2 of the Charitable Gaming Ordinance.

Mr. Richardson asked for verification of the inclusion of Bingo in the Charitable Gaming Ordinance would apply to commercial operations only. Mrs. Saunders responded yes, that is correct.

A motion was made by Mr. Hamann and seconded by Mr. Dews to approve the draft ordinance. The motion carried with 8 votes, Mr. Walker opposed.

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City Clerk's Office

Resolution Authorizing Acceptance of a State of New Hampshire Highway Safety Traffic Enforcement Grant in the amount of \$8,200.00

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

That the City of Rochester hereby accepts a State of New Hampshire Highway Safety Traffic Enforcement Grant in the amount of Eight Thousand Two Hundred Dollars (\$8,200.00) to pay for costs overtime enforcement patrols. The City is required to make a Twenty Five Percent (25%) in kind match of Two Thousand Fifty Dollars (\$2,050.00) which will be derived, in whole, from the existing Police Department Operating Budget.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT
Seeking permission from Council to accept Highway Safety Traffic Enforcement Grant funds in the amount of \$8,200.00 with a minimum 25% in kind match of \$2,050.00.

COUNCIL ACTION ITEM
INFORMATION ONLY

FUNDING REQUIRED? YES NO
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES NO

FUNDING RESOLUTION FORM? YES NO

AGENDA DATE	Next September 2023 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	8/23/23		
ATTACHMENTS	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through the State
ACCOUNT NUMBER	TBD
AMOUNT	\$8,200.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept a Highway Safety Grant Agreement for funding in the amount of \$8,200.00 for overtime enforcement patrols within the City. A minimum 25% in kind match in the amount of \$2,050.00 is required. The overtime will be broken down into 4 project areas listed below.

	Federal	In Kind Match
Speed	\$1,600.00	\$400.00
DUI	\$1,600.00	\$400.00
Distracted Driving	\$1,600.00	\$400.00
Mobilizations Only	\$3,400.00	\$850.00
Totals	\$8,200.00	\$2,050.00

Speed Enforcement Patrols - Will enforce speed limits within the City.

DUI - This patrol will focus on the apprehension of the impaired driver.

Distracted Driving - Will focus on enforcing the NH Hands Free Electronic Device Law as well as other activities that occur behind the wheel that cause the driver to be distracted.

Mobilizations only - Mandatory patrol dates for traffic stops.

RECOMMENDED ACTION

Accept funds in the amount of \$8,200.00 and an in kind 25% match in the amount of \$2,050.00. The in kind 25% match is through our existing budget with officers doing enforcement activities as part of their normal job functions along with any administrative hours dedicated to the grant.

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	TBD	Multiple	Multiple	-	\$8,200.00	\$2,050.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	\$8,200.00	-
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