



**Regular City Council Public Hearing  
February 4, 2014  
COUNCIL CHAMBERS  
7:00 PM**

**AGENDA**

- 1. Call to Order – Public Hearing Notice P. 9**
  - 2. AB 8 Resolution Authorizing Supplemental Appropriation to the 2013-2014 Capital Budget for the City of Rochester, Public Works Department for the So-Called Salmon Falls Road Hazards Safety Improvement Project P.11**
  - 3. AB 13 Amendment to Water Ordinance Relative to Required Water System Connections P. 21**
  - 4. AB 10 Amendment to Water Ordinance Relative to Water Rate P. 25**
  - 5. Adjournment**
- 

**Regular City Council Meeting  
February 4, 2014  
COUNCIL CHAMBERS  
7:00 PM**

**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Opening Prayer**
- 4. Roll Call**
- 5. Acceptance of Minutes**

**5.1. Correction: December 3, 2013, Regular City Council Minutes P. 39**

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## **5.2. January 14, 2014, Adjourned Regular City Council Meeting**

### **6. Proclamation: Jacob James Record P. 73**

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

#### **7.1. Employee of the Month Award P. 42**

#### **7.2. City Manager's Report P. 41**

#### **7.3. Presentation of the Team Charter Use of Technology Self Directed Work Team P. 75**

### **8. Communications from the Mayor**

#### **8.1. Mayoral Appointments**

##### **8.1.1. Appointments to Ad Hoc Committees**

##### **8.1.2. Chair Appointments of Boards and Commissions**

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

#### **9.1 Petition Relative to Senior Citizen Parking at the Rochester Community Center P. 77**

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

#### **10.1 Mark Rowell, Historical Document Preservation Committee P. 79**

#### **10.2 Tracey Walbridge, Trustees of the Trust Fund P. 81**

### **11. Reports of Committee**

#### **11.1. Appointments Committee P. 83**

#### **11.2. Community Development P. 85**

#### **11.3. Government Channel [December 10, 2013] P. 89**

#### **11.4. Joint Building Committee P. 91**

#### **11.5. Public Safety Committee P. 93**

#### **11.6. Public Works Committee - *Forthcoming***

### **12. Old Business**

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12.1. **Repeal** Panhandling Ordinance and **Refer to Codes and Ordinances Committee for Review** P. 95

13. Consent Calendar

13.1. AB 20 Resolution De-Authorizing Funds in the Amount of \$1,429.97 Relative to Highway Safety Speed Enforcement Grant Project 13547 **First Reading, Second Reading, and Adoption** P. 99

13.2. AB 21 Resolution De-Authorizing Funds in the Amount of \$1,417.07 Relative to the Highway Safety Red Light Enforcement Grant Project 13546 **First Reading, Second Reading, and Adoption** P. 105

13.3. AB 22 Resolution De-Authorizing Funds in the Amount of \$2,254.87 Relative to the Highway Safety DWI Enforcement Grant Project 13545 **First Reading, Second Reading, and Adoption** P. 111

13.4. AB 23 Resolution De-Authorizing Funds in the Amount of \$8,984.49 and Transfer Cash Portion of \$2,454.22 back to General Fund Relative to the Heath Brook Bridge/Salmon Falls Road Project 08514 **First Reading, Second Reading, and Adoption** P. 117

13.5. AB 29 Resolution De-Authorizing Portion of FY 2012-2013 Police Department Operating Budget Regarding New Hampshire US Marshalls Forfeiture Distribution **First Reading, Second Reading, and Adoption** P. 121

14. New Business

14.1. AB 13 Amendment to Water Ordinance Relative to Required Water System Connections **Second Reading and Possible Adoption** P. 21

14.2. AB 10 Amendment to Water Ordinance Relative to Water Rate **Second Reading and Possible Adoption** P. 25

14.3. AB 8 Resolution Authorizing Supplemental Appropriation to the 2013-2014 Capital Budget for the City of Rochester, Public Works Department for the So-Called Salmon Falls Road Hazards Safety Improvement Project – **REPEAT: First Reading, Possible Second Reading and Adoption** P. 11

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14.4.AB 26 Resolution Approving the New Hampshire Revitalization Zone Application Relative to Rochester Downtown Economic Revitalization Zone Tax Credits [ERZ] *First Reading, Possible Second Reading and Adoption* P. 127

14.5.AB 27 Resolution Approving the New Hampshire Revitalization Zone Application Relative to the Gonic ERZ *First Reading, Possible Second Reading and Adoption* P. 141

14.6. Pease Development Authority, 238 & 239 Rochester Hill Road P. 149

15. Items Removed from Consent Calendar:

16. Other

17. Non-Meeting/Non-Public Session

17.1 Non-Public Session – Land, RSA 91-A:3 (d)

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

17.3 Non-Meeting Consultation with Legal Counsel, RSA 91-A: 2 (d)

18. Adjournment

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**CITY OF ROCHESTER**  
**NOTICE OF PUBLIC HEARINGS**

Notice is hereby given that the Rochester City Council will conduct a **PUBLIC HEARING** on Tuesday, February 4, 2014, at 7:00 p.m. relative to the following matters:

**I. PROPOSAL TO AUTHORIZE BONDING IN AN AMOUNT OF UP TO \$16,479.60 IN CONNECTION WITH, AND FOR THE PURPOSE OF, PROVIDING FUNDS FOR, AND/OR RELATED TO, THE SO-CALLED SALMON FALLS ROAD HAZARDS SAFETY IMPROVEMENT PROJECT**

Copies of the "Resolution Authorizing Supplemental Appropriation to the 2013-2014 Capital Budget of the City of Rochester, Public Works Department for the so-called Salmon Falls Road Hazards Safety Improvement Project" are available in the Rochester City Clerk's Office, 31 Wakefield Street, Rochester, New Hampshire.

The Rochester City Council will conduct the **PUBLIC HEARING** to take citizen input on the question of whether to authorize bonding of up to \$16,479.60, for the purpose of providing funds for the so-called Salmon Falls Road Hazards Safety Improvement Project, at the City Hall, City Council Chambers, 31 Wakefield Street, Rochester, New Hampshire, at the above-referenced date and time.

**II. AMENDMENT TO WATER ORDINANCE RELATIVE TO REQUIRED WATER SYSTEM CONNECTIONS**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 17 of the General Ordinances of the City of Rochester, entitled "Water" as presently amended, be further amended by therefrom deleting the existing Section 17.4 thereof, entitled "Water Service Connection Required", in its entirety, and by inserting in its stead the following subsection:

"Existing structures within two hundred (200) feet of the public water system of the City, and currently served by private wells, shall connect to the public water system at such time as the well fails or the property is transferred, whichever occurs first. For the purposes of this section, existing structures shall mean houses, buildings, or property used for human occupancy, employment, recreation, or other purposes, that are constructed as of January 1, 2012. For the purposes of this section, the term "well fails" shall mean any well failure requiring additional earth disturbance such as digging and/or drilling, other than such activity associated solely with well pump replacement and/or access."

Copies of the above Amendment to Chapter 17 are available in the Rochester City Clerk's Office, 31 Wakefield Street, Rochester, New Hampshire.

The Rochester City Council will conduct the **PUBLIC HEARING** to take citizen input on the Amendment to the City Ordinances relative to Chapter 17, at the City Council Chambers, 31 Wakefield Street, Rochester, New Hampshire, at the above-referenced date and time.

**III. ORDINANCE AMENDMENT RELATIVE TO WATER USER RATE**

## THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 17, Section 17.34 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

### **17.34 Water Rate and Fee Schedule**

#### Quarterly Water Rates

Residential Customers without exemption:	\$4.67 per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.02
Commercial and industrial customers:	\$4.67

Unmetered Residential Customers: Per	
quarter per unit without exemption:	\$124.87
Per quarter per unit with exemption:	\$62.42

Minimum Fee:	
Per quarter per unit without exemption:	\$17.74
Per quarter per unit with exemption:	\$14.21

## **II. That this ordinance amendment shall take effect on March 1, 2014**

Copies of the Amendment to Chapter 17.34 are available in the Rochester City Clerk's Office, 31 Wakefield Street, Rochester, New Hampshire.

The Rochester City Council will conduct the **PUBLIC HEARING** to take citizen input on the "Water Rate and Fee Schedule", at the City Hall, City Council Chambers, 31 Wakefield Street, Rochester, New Hampshire, at the above-referenced date and time.

Citizens are invited to attend the **PUBLIC HEARINGS** and to ask questions or otherwise speak on the foregoing proposal/Amendments.

Persons with disabilities requesting accommodations should contact the City Clerk's Office, (tel. 332-2130) on or before February 3, 2014, at 5 PM in order to make arrangements.

Kelly Walters,  
City Clerk

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO**  
**THE 2013-2014 CAPITAL BUDGET OF THE**  
**CITY OF ROCHESTER, PUBLIC WORKS DEPARTMENT**  
**FOR THE SO-CALLED SALMON FALLS ROAD**  
**HAZARDS SAFETY IMPROVEMENT PROJECT**

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

That the sum of One Hundred Sixty-Four Thousand Seven Hundred Ninety-Six Dollars (\$164,796.00) be, and hereby is, appropriated as part of the City of Rochester 2013-2014 capital budget of the City of Rochester, Public Works Department, for the purpose of providing sums necessary for the so-called Salmon Falls Road Hazards Safety Improvement Project (the "Project"), and further, and contingent upon the award to, and receipt by, the City of Rochester, of the hereinafter referenced One Hundred Forty-Eight Thousand Three Hundred Sixteen Dollars and Forty Cents (\$148,316.40) from the NH Department of Transportation for the Project, that the sums necessary to fund such supplemental appropriation shall be derived, to the extent of One Hundred Forty-Eight Thousand Three Hundred Sixteen Dollars and Forty Cents (\$148,316.40) from federal and/or state funds provided through the NH Department of Transportation, and to the extent of Sixteen Thousand Four Hundred Seventy-Nine Dollars and Sixty Cents (\$16,479.60) from the proceeds of bonds and/or notes to be issued by the City of Rochester.

Furthermore, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of up to Sixteen Thousand Four Hundred Seventy-Nine Dollars and Sixty Cents (\$16,479.60) through the issuance of bonds and/or notes, for the purpose of providing funds necessary for the so-called Project, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful life for the aforesaid Project is 30 years.

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.



## City of Rochester Formal Council Meeting

RECEIVED

JAN 09 2014

CITY CLERK'S OFFICE  
ROCHESTER, NH

### AGENDA BILL

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

AGENDA SUBJECT Supplemental Appropriation for Salmon Falls Road Hazards Safety Improvement Project (HSIP)	
Council Action Item <input checked="" type="checkbox"/> or Information Only <input type="checkbox"/>	Funding Required? Yes <input checked="" type="checkbox"/> No: <input type="checkbox"/>

Resolution Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Funding Resolution Worksheet? Yes <input type="checkbox"/> No <input type="checkbox"/>
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AGENDA DATE	Soonest Available Council Meeting date.
DEPT. HEAD SIGNATURE	<u>Peter C. Nourse</u>
DATE SUBMITTED	07 Jan 2014
ATTACHMENTS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Public Works Committee Meeting Minutes 12/19/13

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox <u>Blaine Cox</u>
CITY MANAGER	Daniel Fitzpatrick <u>Daniel Fitzpatrick</u>

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

#### SUMMARY STATEMENT

This project is a 90%-10% cost split with NHDOT. At 12/19/13 PWC meeting, DPW advised that the previous estimated cost to complete the project, \$500,000 had been determined to be less than that required to complete the work. DPW advised that the current estimated project cost would be \$664,796, an additional amount of \$164,796. This amount would have to be carried up front for the project to proceed per plan. PWC carried a motion to recommend to Council for a supplemental appropriation of the \$164,796 for the project with the stipulation that the 90-10 split be applied by NHDOT. NHDOT stated in correspondence that it will seek to apply the 90-10 split to this additional amount. They have further

CC 2014-01-14 AB 8 (Salmon Falls Road  
Hazards Safety Improvement Project HSIP)



stated that should they be unable to apply the 90-10 split that the City would have to determine if it would fund the \$164,796 entirely. However it looks likely that the 90-10 split will be applied by NHDOT.

**RECOMMENDED ACTION**

To save time, this AB would be in place during the next Council meeting where the full Council receive the PWC report and vote on this issue.

**Public Works and Buildings Committee**

**December 19, 2013**

**Council Chambers**

**7:00 PM**

**MEMBERS PRESENT**

Councilor Torr, Chairman

Councilor Ray Varney-Vice Chairman

Councilor David Walker

Councilor John Larochelle

Councilor Brian LaBranche

**OTHERS PRESENT**

Councilor Donald Hamann

Councilor Elect Jake Collins

Councilor Elect Derek (Mack) Kittredge

Councilor Peter Nourse, Director DPW

Gretchen Young, Construction Engineer

Donald Dodier, 79 Chamberlain Street

**Minutes**

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

**1. Approve minutes from November 21, 2013 meeting**

Chairman Torr asked for a recommendation for the last month's minutes.

***Councilor Walker made a motion to accept the minutes of the November 21, 2013 meeting as presented. Councilor Labranche seconded the motion. The motion passed unanimously.***

**2. Public Input.**

Mr. Dodier of 79 Chamberlain Street came to the podium. He stated that he was present to check the status of deliberations regarding extending the water and sewer mains on Chamberlain Street. Mr. Nourse stated that it was the council's decision to present this project as part of the Capital Improvement Project (CIP) budget presentation in order for it to be considered and weighed for importance with the other CIP projects that are proposed. Mr. Dodier stated that there are failing sewers and that he would like serious consideration given to the sewer extension.

**3. Salmon Falls Highway Safety Improvement Project (HSIP).**

Mr. Nourse stated that this projects original budget was five hundred thousand dollars. The funding is split 90% federal grant and 10% City. Mr. Nourse stated in order to complete the project an additional appropriation of one hundred and sixty-four thousand, seven hundred and ninety-six dollars will be necessary (\$164,796). He went on to explain that the survey of right-of-way determined that it is very irregular in widths and in order to soften the curves the project area will need to be elongated to 1800'. Mr. Nourse stated that the state is willing to participate at the same 90%

federal and 10% funding, so it will ultimately cost the City just about sixteen thousand, five hundred dollars more (\$16,500). Councilor Walker stated that the City should be able to fund that additional amount. Councilor Varney stated the City would need to appropriate the total amount of the increase and be reimbursed as the project progresses. ***Councilor Varney made a motion to recommend that the City Council do a supplemental appropriation of the one hundred and sixty four thousand, seven hundred and ninety-six dollars (164,796) for the Salmon Falls HSIP. The appropriation would have a 90% NHDOT federal Grant and 10% City Highway split. Councilor Walker seconded the motion. The motion passed unanimously.***

Councilor Varney asked Mr. Nourse if there would be an additional public information meeting for the residents in the area. Mr. Nourse stated that he was planning on a meeting in February or March. Councilor Walker asked if there would be any land takings necessary. Mr. Nourse stated there would not be. He stated that elongating the project will allow for us to stay within the City's right-of-way.

**4. Wakefield Street (Union to Chestnut Hill)**

Mr. Nourse stated in previous Public Works Committee meetings there was discussion about reclamation and paving in this area. He stated that it is known to have concrete underneath the current asphalt and he has determined that there are water and sewer improvements necessary as well. Councilor Walker stated that would make it a much bigger project than just paving. Mr. Nourse stated that he would like to put the project into the General fund Highway CIP for a future year. Councilor Keans stated if the trees were to be taken down, she would like to ensure others are planted in their place. Mr. Nourse stated that they would be looking at replacing sidewalks as well as reshaping the intersection with Glenwood Avenue. Councilor Keans stated that prior to this project it would make sense to get Glenwood Avenue opened up through to Allen Street. She stated that there are "Tiger Grants" available for the railroad crossing that we should be looking into. Councilor Walker stated that opening Glenwood Avenue through to Allen Street makes sense. He stated that it will be important now because of the proposed elderly housing that is approved to be located on Glenwood. He stated these seniors would have an easier time exiting and entering through Allen Street. Councilor Walker stated that we should be aggressively pursuing the "Tiger Grant" if available. Councilor Keans suggested that the City's grant writer should work on this. Councilor Varney stated that there are several highway projects in the works, and while the Wakefield Street is important, he states that the funds are going to be tight for the FY2015 CIP.

**5. Capital Improvement Projects (CIP) 2015**

**Highway CIP** – Mr. Nourse stated that the Strafford Square project is going to be a large part of the FY2015 Highway division CIP. He stated

that currently there is over a million available in the current general fund highway CIP budget, but he expects this to be a 2 to possibly 2.5 million dollar project. He stated that this project was originally planned over 10 years ago and that the utility pole relocation to underground was never part of that plan. Councilor Keans stated that the state never factors in the cost escalations for projects that go on for years such as this one. She states that what was awarded then will be all that is awarded now. Mr. Nourse stated that he will also have the highway portion of the Franklin Street I/I Project and the design for the North Main Street Gap project. **Water CIP** - Mr. Nourse stated that the Franklin Street water component will be in the CIP as well as Water Tank and Reservoir dam rehabilitation projects. Mr. Nourse stated that at the Councils request he has put the Chamberlain Street water and sewer extensions into the CIP. He went on to say that he does not support this effort due to the low number of residents that will be served, and there is no proof of failed septic systems. **Sewer CIP** - Mr. Nourse stated that the Franklin Street I/I project will be in the CIP as well as the Wastewater Interceptor, the River Street Pump Station, Chamberlain Street Sewer Extension and a project for Colonial Pines evaluation for a sewer extension. Mr. Nourse stated that extending the sewer in the Colonial Pines area will be a large project and would pick up a significant number of users. **Buildings and Ground CIP**- Mr. Nourse stated that he would like to put in a survey project for the downtown lights. He stated that the lighting and wiring in and on these poles is decades old and need evaluating. He stated that when the lights were out recently on North Main Street he had an opportunity to see what was inside these electrical boxes and he saw the need.

**6. Strafford Square Project:**

Mr. Nourse stated that he is having issues with communications from the NHDOT on this project. He stated that the current project manager is not responsive. It took a year to get answers on 3 significant questions and he is not optimistic of this getting any better in the future. He stated that recently he went to Mr. Watson who would be the next step above the project manager, and he did receive an unofficial email from the project manager stating the following. 1.) CLD Engineers have been approved as being selected based on NHDOT's Quality Based Selection (QBS) criteria. 2.) The City requested reimbursement of part B engineering and right-of-way (ROW) acquisition expenses. The engineering has been reimbursed in full, but the request for ROW acquisition expenses are and have been pending for over a year. The emailed response says they are approved but they are awaiting the transfer of funds in order to reimburse. 3.) The City requested reconsideration for reimbursement of the Part A preliminary design expenses. The City felt that there was verbal authorization to proceed between the then project manager and the then DPW Director. The email stated that these would be denied again as there was no documented approval for the expenses. The email stated that a formal



letter stipulating these 3 determinations would be forth coming. Councilor Keans asked Mr. Nourse if the State of NH has programmed the funds for 2015 for construction. Mr. Nourse stated that he assumed they have. He stated he will look into confirming that information.

**7. Milton Road / Crossroads Project**

Gretchen Young stated that it appears that there are several projects happening in the area between the highway ramps and the Cross Roads Industrial Park. She stated that previously the Public Works Committee had discussed adding a center turn lane in this area. She stated that it was also discussed to have the developers in the area participate in the cost to add this lane. Ms. Young stated that she recommends that a plan be designed for this lane. Then in the future it will be possible to determine exaction fees for developers based on the plan and the estimated cost for implementation. Ms. Young stated that the economic developers are promoting this area as a revitalization project so now would be the time to get this design ready. Councilor Varney asked if the right-of-way is wide enough to implement the additional lane. Ms. Young stated that it is believed to be a sixty foot or more right-of-way and that it would accommodate an additional lane. Councilor Walker suggested that the area and lane should be extended all the way from the turnpike ramps to the Industrial Park. Councilor Varney suggested that this project be included in the budget discussion for the CIP.

Councilor Labranche requested that they consider the intersection of Salmon Falls Road when doing improvements to the area. He stated that the cars going north on the Milton Road that are intending to turn right onto Salmon Falls road, are trying to go up the side of stopped traffic. He stated that it should be looked at.

**8. DPW Facility Study**

Mr. Nourse stated that he has understood that the Council would like the DPW to look at City owned land for use regarding the new facility. He stated that he would like to have the study incorporate the evaluation of several properties. He stated that he has five locations for suggestion.

- 1.)45 Old Dover Road. He stated this is the current location. He stated the physical location is good in relations to access to the City. He stated that it is somewhat small and the approximation to the river poses some site issues, as does construction while working. It is in his opinion viable.
- 2.)58 Pickering Road. This is the old Gonic Brickyard property and while there is some staff resistance to this site due to the remote location from town, Mr. Nourse stated this is viable as well. He stated that the City's main sewer line runs through the property and therefore we would not want it developed by anyone else, and this is a large parcel that would allow for a building giving storage to the whole fleet.
- 3.)Havenhill Road. Mr. Nourse stated that this property is located on the Somersworth line at the Salmon Falls Road end of the Haven Hill Road. He stated that although also remote Salmon Falls provides access to East Rochester, and Rt 108 provides access to the downtown area.
- 4.)62 Easter Avenue

provides access to a large parcel that runs parallel behind the buildings on Wakefield Street. This may be to wet for use but is close to downtown and should be looked at with the study. 5.)22 Phillips Road, Mr. Nourse stated that this is roadway located at the intersection of Flat Rock Ridge Road and the Milton Road. He stated if feasible it would be accessible to downtown via the Milton Road and access to East Rochester and Gonic could be via the Spaulding turnpike as it would be close to the on ramps. Councilor Varney suggested that Mr. Nourse look at some of the State of NH owned properties. There was discussion as to the current location and the proximity to the Cocheco River. Councilor Keans suggested retrofitting the current building and property. Councilor Labranche asked what the ideal location size would be. Mr. Nourse stated that currently we are located on 5 acres he suggested that 10 acres would be desirable. Chairman Torr asked Councilor Elect Collins for his opinion. Mr. Collins stated that he would like to see a study group or committee be formed to determine if the facility should be on existing land or if a property purchase should be considered. He stated that he was impressed with the presentation and tours that Mr. Nourse had set up for the incoming and existing Councilors this week. He stated that it seems to him that the DPW is doing as much, and possibly more for this City than other departments, and they are doing it with less. He further stated that he does not intend to slight the other departments, but he believes it is time to get this department what it needs for a building. Councilor Varney asked if it was possible to get the conceptual design done prior to deciding the location. Mr. Nourse stated that is part of the plan. Mr. Nourse stated that the trends for recently built DPW's in our area, is to put them out of town. He stated that Dover, Somersworth and Portsmouth had done the same. Councilor Keans stated that the armory on Rochester Hill Road be looked at. She stated that the State of NH is looking to give some of these properties up. Chairman Torr suggested the City Concrete site on Chestnut Hill Road.

**9. Other**

**Spaulding Turnpike Invoices** – Mr. Nourse stated that the invoices are finally in for the City's cost of water and sewer on the turnpike project. He stated that the DPW is likely to dispute one of the invoices as we believe it is being over billed. He said the good news is once these invoice are settled we will be able to de-authorize significant amounts in the water and sewer CIP accounts.

**Tiger Grants** – Councilor Walker reiterated his desire to have City Staff looking into this regarding the Glenwood Avenue / Allen Street railroad crossing.

**Pictometry / Council Chambers Computer** – Councilor Larochelle stated that he would like to see the Council Chambers fitted with a computer system that is able to bring up the Pictometry software in a usable way. He stated that he was able to demonstrate tonight how much value it could lend to discussions if a system was put into place to make in

usable. Councilor Larochelle and others would like to utilize this tool during Committee and City Council meetings. The current configuration is not working. It is too slow and keeps locking up.

Historical Society Boiler – Councilor Varney asked the status. Mr. Nourse stated that the funds were set up this week and that he believed Unitil started the work necessary on their side.

Arena Building – Councilor Varney asked Mr. Nourse if he had any part of the improvements being made at the Arena. Mr. Nourse stated that he does not. Councilor Varney stated concerns with the Arena project and stated he would be discussing them with the City Manager.

***Councilor Walker made a motion to adjourn at 8:14 PM. Councilor Labranche seconded the motion. The motion passed unanimously.***

Minutes respectfully submitted by Lisa Clark, Secretary III Rochester DPW

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**AMENDMENT TO WATER ORDINANCE RELATIVE TO**  
**REQUIRED WATER SYSTEM CONNECTIONS**

**THE CITY OF ROCHESTER ORDAINS:**

That chapter 1 of the General Ordinances of the City of Rochester, entitled Water as presently amended, be further amended by therefrom deleting the existing Section 1 .4 thereof, entitled Water Service Connection Required , in its entirety, and by inserting in its stead the following subsection:

Existing structures within two hundred (200) feet of the public water system of the City, and currently served by private wells shall connect to the public water system at such time as the well fails or the property is transferred, whichever occurs first. For the purposes of this section, existing structures shall mean houses, buildings, or property used for human occupancy, employment, recreation, or other purposes, that are constructed as of January 1, 2012. For the purposes of this section, the term well fails shall mean any well failure requiring additional earth disturbance such as digging and/or drilling, other than such activity associated solely with well pump replacement and/or access.



## 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.

RECEIVED  
JAN 09 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NY

AGENDA SUBJECT	Water Ordinance 17.4 Amendments
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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 checked="" type="checkbox"/>
--	--

AGENDA DATE	January 14, 2014		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	January 8, 2014		
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	<i>Blaw G</i>
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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## SUMMARY STATEMENT

Codes and Ordinances Committee

December 5, 2013

(excerpted minutes)

Amendment to Water Ordinance -

Councilor Lachapelle reviewed the water ordinance 17.4, which came from the prior UAB meeting with the Codes and Ordinances Committee, where they had made the change as it pertained to “well fails.”

This item passed the UAB with a three-to-two vote. He thought that it should go to Attorney Wensley to make the changes and then brought to the full City Council.

The Codes and Ordinances Committee members discussed the changes that are being presented as it pertains to adding a section (B) to the current ordinance. Councilor Varney explained the change as it pertains to the word “fails.”

Councilor Keans debated that it should be connected with the sewer ordinance and that they should be parallel. Councilor Lauterborn was under the impression that this was a minor definition change for “well fails.” Councilor Keans did not feel that there was enough information for them to make a decision.

Councilor Gray tried to explain the definition further in regards to the sewer, as well as water, where it could require a permit. Councilor Varney asked if it required a permit. Mr. Nourse said not through Public Works. The Codes and Ordinances Committee discussed parallel terminology further.

Councilor Lachapelle wanted to have the change sent to the full City Council. The committee further discussed keeping the issue in committee until the February 6, 2014 meeting. Councilor Gray discussed looking at this from a permit level [water or sewer] in regards to failure or the property being sold.

Councilor Keans did not feel that it read well by adding section (B) because of the definitions. Councilor Varney stated that the sewer ordinance is defined.

Councilor Lauterborn MOVED to add a section (B) to ordinance 17.4. Councilor Varney seconded the motion. The MOTION CARRIED by a four to one majority voice vote.

## RECOMMENDED ACTION

Adopt Amendments to ordinance.

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**ORDINANCE AMENDMENT  
RELATIVE TO WATER USER RATE**

**THE CITY OF ROCHESTER ORDAINS:**

I. That Chapter 17, Section 17.34 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

**1 . 4 Water Rate and Fee Schedule**

Quarterly Water Rates

Residential Customers without exemption:	\$4.67	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.02	
Commercial and industrial customers:	\$4.67	

Unmetered Residential Customers:	
Per quarter per unit without	\$124.87
Per quarter per unit with exemption:	\$62.42

Minimum Fee:	
Per quarter per unit without exemption:	\$17.74
Per quarter per unit with exemption:	\$14.21

**II. That this ordinance amendment shall take effect on March 1, 2014**



## 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	Water Rates Ordinance Change
----------------	------------------------------

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 checked="" type="checkbox"/>
--	--

AGENDA DATE	January 14, 2014	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	January 8, 2014	
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	<i>Blain</i>
CITY MANAGER	<i>D. W. H. H. H.</i>

#### FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY
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### **SUMMARY STATEMENT**

Finance Committee Meeting

December 10, 2013

(excerpt of minutes)

Water and Sewer Rates -

Deputy City Manager Cox informed the Committee that the Finance Office has created a new rates model for the Committee and had received an updated Working Capital Analysis from the auditor for both the Water and Sewer funds. Senior Accountant Sullivan presented a series of Power Point slides displaying the new rates model. Mayor Jean requested that the Finance Office work with the auditor to amend the Working Capital Analysis Liquidity Ratio to factor out the "due to other funds."

Councilor Varney MOVED to recommend to the full Council a rate increase of 1.5% to the current Water Rate and to recommend no adjustment to the Sewer Rate. Councilor Walker offered a second to the motion which was ADOPTED by a unanimous voice vote.

### **RECOMMENDED ACTION**

Adopt 1.5% increase to Water Rates.

**FY14–FY17  
Water Rate  
Core Assumptions**

**Consumption Growth  
1.2 to 2.0 Each Year**

**Operating Expense Increases  
2.0 Each Year**

**Additional Debt Service Increase  
.5 Million Each Year FY15-FY1  
20 Year Level Principal .5 Interest**

# Water FY14-FY17 Rate Projections

	WATER FUND	FY1	FY14	FY15	FY1	FY1
	New Connections	32	32	35	39	43
	Consumption Growth %	0.60%	1.20%	1.51%	2.01%	2.01%
A	<b>TOTAL REVENUE UNITS</b>	<b>51,</b>	<b>0, 42</b>	<b>2,</b>	<b>, 24</b>	<b>0 , 1</b>
	(1) Unit = 748 gallons					
	<b>OPERATING REVENUES</b>					
	User Fees	\$3,444,992	\$3,553,598	\$3,668,893	\$3,892,343	\$4,203,670
	Other Service Charges	\$157,914	\$164,688	\$171,767	\$179,165	\$186,898
B	<b>TOTAL OPERATING REVENUES</b>	<b>, 02, 0</b>	<b>, 1 ,2</b>	<b>, 40, 0</b>	<b>4,0 1,50</b>	<b>4, 0,5</b>
C	<b>OPERATING E PENSES (Less Depreciation)</b>	<b>1, ,</b>	<b>1, 5,51</b>	<b>1, 1 ,02</b>	<b>1, 51,2</b>	<b>1, 0, 0</b>
	Percentage Increase over Prior Year		2.00%	2.00%	2.00%	2.00%
D	<b>WATER CURRENT 20 YEAR DEBT SERVICE</b>	<b>1,5 1,4 0</b>	<b>1,4 ,40</b>	<b>1,44 ,020</b>	<b>1, 4 ,542</b>	<b>1, 20,524</b>
E	<b>ADDITIONAL DEBT SERVICE</b>					
	Authori ed Unissued Debt	0	0	,500,000	,500,000	,500,000
	Added Principal & Interest Payments	\$0	\$0	\$297,500	\$297,500	\$297,500
	Prior Year Authorized & Unissued P&I Payments	\$0	\$0	\$0	\$297,500	\$595,000
	<b>Additional Principal Interest Payments</b>	<b>0</b>	<b>0</b>	<b>2 ,500</b>	<b>5 5,000</b>	<b>2,500</b>
F	<b>ALL OPERATIONAL E PENSES</b>	<b>, 0,1</b>	<b>, 4 , 22</b>	<b>, 5 ,54</b>	<b>, , 25</b>	<b>4,20 ,</b>
G	<b>MINIMUM RATE TO COVER ALL E PENSES</b>	<b>4.4</b>	<b>4.40</b>	<b>4. 4</b>	<b>4. 4</b>	<b>5.2</b>
H	<b>PROJECTED USER RATES</b>	<b>4. 0</b>	<b>4.</b>	<b>4. 5</b>	<b>4. 4</b>	<b>5.2</b>
	<b>RATE INCREASE PERCENTAGE</b>		<b>1.5</b>	<b>1.</b>	<b>4.0</b>	<b>5.</b>
I	<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>2 2, 0</b>	<b>, 4</b>	<b>1 ,11</b>	<b>1 ,</b>	<b>1 ,2 5</b>

# WATER FUND ALLOCATION OF MODEL COSTS

ALLOCATION OF COSTS			FY1	FY14	FY15	FY1	FY1
A	Operational OH Costs per Revenue Unit	\$2.0053	\$1.9718	\$1.9071	\$1.8574	\$1.8077	
	Water Treatment Variable Costs Per Revenue Unit	\$0.4402	\$0.4929	\$0.5696	\$0.6191	\$0.6686	
	Sub Total All Operational Costs Per Revenue Unit	2.4455	2.4 4	2.4	2.4 5	2.4 2	
	Current Debt Service Cost per Revenue Unit	\$2.0368	\$1.9363	\$1.8734	\$1.7102	\$1.6429	
B	Authorized & Unissued-Projections per Revenue Unit	\$0.0000	\$0.0000	\$0.3852	\$0.7627	\$1.1104	
	Sub Total Costs per Revenue Unit	4.4 2	4.4010	4. 5	4. 4 5	5.22	
C	Estimated Water Treatment Total Production Units	1,070,000	1,080,700	1,091,507	1,102,422	1,113,446	
	1 Unit = 748 gallons						
D	Water Treatment Variable Costs Per All Units	\$0.3343	\$0.3410	\$0.3478	\$0.3548	\$0.3619	
E	Water Treatment Variable Costs Per Gallon	\$0.00041	\$0.00046	\$0.00054	\$0.00059	\$0.00065	

# MODEL RATE INCREASE VS LEVEL RATE INCREASE

A	WATER FUND	FY1	FY14	FY15	FY1	FY1
	PROJECTED USER RATES	4. 0	4.	4. 5	4. 4	5.2
	PERCENTAGE INCREASE		1.5	1.	4.0	5.
	PROJECTED SURPLUS (DEFICIT)	2 2, 0	, 4	1 ,11	1 ,	1 ,2 5
B						
	LEVEL RATE INCREASE 1.5	4. 0	4.	4. 4	4. 1	4.
	LEVEL RATE INCREASE 1.5 -VARIANCE	0	( 0.00)	( 0.01)	( 0.1 )	( 0. 5)
	LEVEL RATE SURPLUS (DEFICIT)	2 2, 0	, 4	1 4, 4	5, 4	( 2,255)

# Water Fund-Audited Working Capital Analysis

## CITY OF ROCHESTER, NEW HAMPSHIRE

### Working Capital Analysis - Water Fund

	Fiscal Year Ending						
	2013	2012	2011	2010	2009	2008	2007
<b>Current Assets:</b>							
Accounts receivable	\$ 1,049,075	\$ 1,071,649	\$ 968,845	\$ 1,064,724	\$ 998,144	\$ 937,330	\$ 904,314
Due from other governments	2,196	15,076	101,097	1,074,529	80	620,372	4,237
Due from other funds			549,991	622,112	4,493	677	7,000
Deferred debt financing expense	4,689	3,200	3,067	4,110	5,392	5,392	
Prepaid expenses	314	351	384	359	11,597	16,497	14,062
Inventory	321,831	276,733	247,190	265,134	248,539	231,381	242,083
<b>Total Current Assets</b>	<u>\$ 1,378,105</u>	<u>\$ 1,367,009</u>	<u>\$ 1,870,574</u>	<u>\$ 3,030,968</u>	<u>\$ 1,268,245</u>	<u>\$ 1,811,649</u>	<u>\$ 1,171,696</u>
<b>Current Liabilities:</b>							
Accounts payable	\$ 175,210	\$ 81,654	\$ 413,918	\$ 692,309	\$ 109,049	\$ 204,060	\$ 211,191
Accrued expenses	291,861	258,416	229,395	240,632	234,495	247,671	169,509
Retainage payable	61,920	79,878	105,641	141,730	82,495	125,280	159,081
Deposits payable							25,000
Due to other governments				14,235			
<b>Due to other funds</b>	<b>855,648</b>	<b>301,372</b>	<b>38,533</b>	<b>19,227</b>	<b>1,995,109</b>	<b>191,445</b>	<b>4,067,581</b>
Current portion of bonds payable	976,861	910,450	824,694	836,614	620,325	618,363	422,827
<b>Total Current Liabilities</b>	<u>\$ 2,361,500</u>	<u>\$ 1,631,770</u>	<u>\$ 1,612,181</u>	<u>\$ 1,944,747</u>	<u>\$ 3,041,473</u>	<u>\$ 1,386,819</u>	<u>\$ 5,055,189</u>
<b>Working Capital Analysis:</b>							
Working Capital Balance (Deficit)	<u>\$ (983,395)</u>	<u>\$ (264,761)</u>	<u>\$ 258,393</u>	<u>\$ 1,086,221</u>	<u>\$ (1,773,228)</u>	<u>\$ 424,830</u>	<u>\$ (3,883,493)</u>
<b>Liquidity Ratio</b>	0.58	0.84	1.16	1.56	0.42	1.31	0.23
<b>Cash and Equivalents Analysis:</b>							
Due from other funds	\$ -	\$ -	\$ 549,991	\$ 622,112	\$ 4,493	\$ 677	\$ 7,000
Due to other funds	855,648	301,372	38,533	19,227	1,995,109	191,445	4,067,581
<b>Net Cash and Equivalents Position (Deficit)</b>	<u>\$ (855,648)</u>	<u>\$ (301,372)</u>	<u>\$ 511,458</u>	<u>\$ 602,885</u>	<u>\$ (1,990,616)</u>	<u>\$ (190,768)</u>	<u>\$ (4,060,581)</u>



# MODIFIED WATER FUND WORKING CAPITAL ANALYSIS- DUE TO OTHER FUNDS BALANCE REMOVED FROM CURRENT LIABILITIES LINE

## CITY OF ROCHESTER, NEW HAMPSHIRE

### Working Capital Analysis - Water Fund

	Fiscal Year Ending						
	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
<b>Current Assets:</b>							
Accounts receivable	\$ 1,049,075	\$ 1,071,649	\$ 968,845	\$ 1,064,724	\$ 998,144	\$ 937,330	\$ 904,314
Due from other governments	2,196	15,076	101,097	1,074,529	80	620,372	4,237
Due from other funds			549,991	622,112	4,493	677	7,000
Deferred debt financing expense	4,689	3,200	3,067	4,110	5,392	5,392	
Prepaid expenses	314	351	384	359	11,597	16,497	14,062
Inventory	321,831	276,733	247,190	265,134	248,539	231,381	242,083
<b>Total Current Assets</b>	<u>\$ 1,378,105</u>	<u>\$ 1,367,009</u>	<u>\$ 1,870,574</u>	<u>\$ 3,030,968</u>	<u>\$ 1,268,245</u>	<u>\$ 1,811,649</u>	<u>\$ 1,171,696</u>
<b>Current Liabilities:</b>							
Accounts payable	\$ 175,210	\$ 81,654	\$ 413,918	\$ 692,309	\$ 109,049	\$ 204,060	\$ 211,191
Accrued expenses	291,861	258,416	229,395	240,632	234,495	247,671	169,509
Retainage payable	61,920	79,878	105,641	141,730	82,495	125,280	159,081
Deposits payable							25,000
Due to other governments				14,235			
Current portion of bonds payable	976,861	910,450	824,694	836,614	620,325	618,363	422,827
<b>Total Current Liabilities</b>	<u>\$ 1,505,852</u>	<u>\$ 1,330,398</u>	<u>\$ 1,573,648</u>	<u>\$ 1,925,520</u>	<u>\$ 1,046,364</u>	<u>\$ 1,195,374</u>	<u>\$ 987,608</u>
<b>Working Capital Balance (Deficit) from Operations</b>	<b>(127,747)</b>	<b>36,611</b>	<b>296,926</b>	<b>1,105,448</b>	<b>221,881</b>	<b>616,275</b>	<b>184,088</b>
<b>Liquidity Ratio</b>	<b>0.92</b>	<b>1.03</b>	<b>1.19</b>	<b>1.57</b>	<b>1.21</b>	<b>1.52</b>	<b>1.19</b>
Due to other funds	855,648	301,372	38,533	19,227	1,995,109	191,445	4,067,581
<b>Net Working Capital Balance (Deficit)</b>	<u><b>\$ (983,395)</b></u>	<u><b>\$ 36,611</b></u>	<u><b>\$ 296,926</b></u>	<u><b>\$ 1,105,448</b></u>	<u><b>\$ 221,881</b></u>	<u><b>\$ 616,275</b></u>	<u><b>\$ 184,088</b></u>
<b>Net Liquidity Ratio</b>	<b>0.58</b>	<b>0.84</b>	<b># 1.16</b>	<b># 1.56</b>	<b># 0.42</b>	<b># 1.31</b>	<b># 0.23</b>
<b>Cash and Equivalents Analysis:</b>							
Due from other funds	\$ -	\$ -	\$ 549,991	\$ 622,112	\$ 4,493	\$ 677	\$ 7,000
Due to other funds	855,648	301,372	38,533	19,227	1,995,109	191,445	4,067,581
<b>Net Cash and Equivalents Position (Deficit)</b>	<u><b>\$ (855,648)</b></u>	<u><b>\$ (301,372)</b></u>	<u><b>\$ 511,458</b></u>	<u><b>\$ 602,885</b></u>	<u><b>\$ (1,990,616)</b></u>	<u><b>\$ (190,768)</b></u>	<u><b>\$ (4,060,581)</b></u>

Better measurement of  
operational strength

**FY14–FY17  
Sewer Rate  
Core Assumptions**

**Discharge Growth  
1.0 to 1.5 Each Year**

**Operating Expense Increases  
2.0 Each Year**

**Additional Debt Service Increase  
4 Million Each Year FY15-FY1  
20 Year Level Principal .5 Interest**

# Sewer FY14-FY17 Rate Projections

	SEWER FUND	FY1	FY14	FY15	FY1	FY1
	Regular Units	548,664	555,488	563,850	575,185	586,745
	High Volume	188,717	188,000	188,000	188,000	188,000
A	<b>Total Units</b>	<b>, 1</b>	<b>4 ,4</b>	<b>51, 50</b>	<b>,1 5</b>	<b>4, 45</b>
	<b>OPERATING REVENUES</b>		0.83%	1.12%	1.51%	1.51%
	User Fees	\$4,484,253	\$4,522,805	\$4,574,984	\$4,813,615	\$5,136,211
	Other Service Charges	\$220,330	\$224,737	\$229,231	\$233,816	\$238,492
	Miscellaneous	\$88,624	\$90,396	\$92,204	\$94,048	\$95,929
B	<b>Total Operating Revenues</b>	<b>4, ,20</b>	<b>4, ,</b>	<b>4, ,420</b>	<b>5,141,4 0</b>	<b>5,4 0,</b>
C	<b>OPERATING E PENSES</b>	<b>2,0 2, 2</b>	<b>2,124,5 1</b>	<b>2,1 ,0 2</b>	<b>2,210,424</b>	<b>2,254,</b>
			2.00%	2.00%	2.00%	2.00%
D	<b>SEWER CURRENT 20 YEAR DEBT SERVICE</b>	<b>2, 1 , 2</b>	<b>2,142,</b>	<b>2,12 , 2</b>	<b>2,0 ,0 0</b>	<b>1, ,021</b>
E	<b>ADDITIONAL DEBT SERVICE</b>					
	Authori ed Unissued Debt	0	0	4,000,000	4,000,000	4,000,000
	Added Principal & Interest Payments	\$0	\$0	\$340,000	\$340,000	\$340,000
	Prior Year Authorized & Unissued P&I Payments	\$0	\$0	\$0	\$340,000	\$680,000
	<b>Additional Principal Interest Payments</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0,000</b>	<b>1,020,000</b>
F	<b>ALL OPERATIONAL E PENSES</b>	<b>4,401, 14</b>	<b>4,2 , 5</b>	<b>4, 0,4 5</b>	<b>4, 2 ,4 5</b>	<b>5,250, 54</b>
G	<b>MINIMUM RATE TO COVER ALL E PENSES</b>	<b>5.</b>	<b>5. 4</b>	<b>.1</b>	<b>.4</b>	<b>.</b>
H	Regular Rate	.24	.24	.24	.4	.
	High Volume Rate	5. 2	5. 2	5. 2	5. 4	.1
	<b>PERCENTAGE INCREASE</b>		<b>0.00</b>	<b>0.00</b>	<b>.5</b>	<b>4. 5</b>
I	<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>1,</b>	<b>5 0, 0</b>	<b>2 5, 45</b>	<b>21 , 5</b>	<b>21 ,</b>

## SEWER FUND ALLOCATION OF MODEL COSTS

	ALLOCATION OF COSTS	FY1	FY14
	Operational OH Costs per Revenue Unit	\$2.2033	\$2.2289
	Water Treatment Variable Costs Per Revenue Unit	\$0.6214	\$0.6287
A	<b>Sub Total All Operational Costs Per Revenue Unit</b>	<b>2. 24</b>	<b>2. 5</b>
	Current Debt Service Cost per Revenue Unit	\$3.1448	\$2.8815
	Authorized & Unissued-Projections per Revenue Unit	\$0.0000	\$0.0000
B	<b>Sub Total Costs per Revenue Unit</b>	<b>5. 5</b>	<b>5. 1</b>

FY15	FY1	FY1
\$2.2194	\$2.2012	\$2.2117
\$0.6629	\$0.6951	\$0.6984
<b>2. 2</b>	<b>2.</b>	<b>2. 102</b>
\$2.8242	\$2.6692	\$2.5505
\$0.4522	\$0.8910	\$1.3166
<b>.15</b>	<b>.45 5</b>	<b>.</b>

# MODEL RATE INCREASE VS LEVEL RATE INCREASE

A	SEWER FUND	FY1	FY14
	PROJECTED USER RATES	.24	.24
	PROJECTED HIGH VOLUME RATE	5. 2	5. 2
	PERCENTAGE INCREASE		0.0
	PROJECTED SURPLUS (DEFICIT)	1,	5 0, 0

FY15	FY1	FY1
.24	.4	.
5. 2	5. 1	.02
0.0	.5	5.0
2 5, 45	21 , 5	21 ,

B	LEVEL RATE INCREASE 1.5 USER	.24	.24
	LEVEL RATE INCREASE 1.5 HIGH VOL	5. 2	5. 2
	USER RATE INCREASE 1.5 -VARIANCE	0.00	0.00
	HIGH VOLUME INCREASE 1.5 -VARIANCE	0.00	0.00
	LEVEL RATE SURPLUS (DEFICIT)	1,	5 0, 0

.	.4	.5
5. 0	5.	5.
0.0	( 0.0 )	( 0.25)
0.0	0.0	( 0.14)
4,5 0	1 ,501	1 ,120



# Sewer Fund-Audited Working Capital Analysis

## CITY OF ROCHESTER, NEW HAMPSHIRE

### Working Capital Analysis - Sewer Fund

	Fiscal Year Ending						
	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
<b>Current Assets:</b>							
Accounts receivable	\$ 1,634,302	\$ 1,682,551	\$ 1,642,851	\$ 1,766,532	\$ 1,645,527	\$ 1,592,872	\$ 1,073,562
Due from other governments	294,278	326,257	951,300	1,303,873	1,522,668	4,383,402	4,366,674
<b>Due from other funds</b>	<b>2,663,685</b>	<b>3,178,744</b>	<b>2,439,382</b>	<b>1,066,957</b>		<b>4,278,937</b>	<b>7,114</b>
Deferred debt financing expense	10,458	3,256	3,667	4,915	6,448	6,448	
Inventory	31,621						
<b>Total Current Assets</b>	<b>\$ 4,634,344</b>	<b>\$ 5,190,808</b>	<b>\$ 5,037,200</b>	<b>\$ 4,142,277</b>	<b>\$ 3,174,643</b>	<b>\$ 10,261,659</b>	<b>\$ 5,447,350</b>
<b>Current Liabilities:</b>							
Accounts payable	\$ 201,751	\$ 134,018	\$ 368,086	\$ 161,335	\$ 109,203	\$ 255,539	\$ 222,946
Accrued expenses	304,322	564,025	605,538	664,706	677,277	630,858	660,862
Retainage payable	66,866	19,595	17,646	54,091	50,338	133,988	181,755
Deferred revenue	355,482	379,182	402,880	426,579	436,752	466,033	
Due to other governments			5,231				
<b>Due to other funds</b>					<b>250,870</b>	<b>3,681,239</b>	<b>751,948</b>
Current portion of bonds payable	1,773,780	1,554,765	1,554,332	1,574,510	1,538,380	1,730,924	1,620,408
<b>Total Current Liabilities</b>	<b>\$ 2,702,201</b>	<b>\$ 2,651,585</b>	<b>\$ 2,948,482</b>	<b>\$ 2,886,452</b>	<b>\$ 3,062,820</b>	<b>\$ 6,898,581</b>	<b>\$ 3,437,919</b>
<b>Working Capital Analysis:</b>							
Working Capital Balance (Deficit)	\$ 1,932,143	\$ 2,539,223	\$ 2,088,718	\$ 1,255,825	\$ 111,823	\$ 3,363,078	\$ 2,009,431
<b>Liquidity Ratio</b>	<b>1.72</b>	<b>1.96</b>	<b>1.71</b>	<b>1.44</b>	<b>1.04</b>	<b>1.49</b>	<b>1.58</b>
<b>Cash and Equivalents Analysis:</b>							
Due from other funds	\$ 2,663,685	\$ 3,178,744	\$ 2,439,382	\$ 1,066,957	\$ -	\$ 4,278,937	\$ 7,114
Due to other funds	-	-	-	-	250,870	3,681,239	751,948
<b>Net Cash and Equivalents Position (Deficit)</b>	<b>\$ 2,663,685</b>	<b>\$ 3,178,744</b>	<b>\$ 2,439,382</b>	<b>\$ 1,066,957</b>	<b>\$ (250,870)</b>	<b>\$ 597,698</b>	<b>\$ (744,834)</b>

### 11.1. Appointments Committee

Councilor ~~Lachapelle~~ Larochelle said that Pamela Hubbard has been a Library Trustee for several years. She has been a lifetime user and supporter of the Library and the Appointments Committee unanimously recommends Pamela Hubbard for reappointment as a Library Trustee, with a term to expire in January 2017. Mayor Jean nominated Pamela Hubbard as a Library Trustee, with a term to expire in January 2017. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nomination cease. Councilor LaBranche seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Jean announced that Ms. Hubbard has been appointed as a Library Trustee with a term to expire in January 2017, by a unanimous ballot vote.

Councilor Larochelle stated that Councilor Torr is seeking re-appointment to the Zoning Board of Adjustment. He has served on the Board for 14 years and has served as Chair for 6 of those years. He said the Appointments Committee unanimously recommends that Councilor Torr be re-appointed to the Zoning Board of Adjustment, with a term to expire in January 2017. Mayor Jean nominated Councilor Torr. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor LaBranche seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Jean announced that Councilor Torr has been reappointed to the Zoning Board of Adjustment with a term to expire in January 2017, by a unanimous ballot vote.

### 11.2. Finance Committee

Mayor Jean stated that a letter has been sent to residents of Stillwater Circle asking if the residents of Stillwater Circle are interested in forming a homeowners' association. In this way, money could be transferred to the association without continuous involvement from the City Council.

Councilor Lachapelle recalled that Attorney Wensley had new information about the original agreement between the City of Rochester and the original owner of the land [Stillwater Circle Development.] Attorney Wensley reported that the money left to the City by the developer was not an "exaction", subject to be used for a specific purpose, but was given rather in the nature of a "donation", which would give flexibility to the City Council in the expenditure of the money. It was determined that Councilor Lachapelle would touch base with the residents of Stillwater Circle and Chris Bowlen, Recreation and Arena Director, and report back to the City Council.

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*City of Rochester, New Hampshire*  
OFFICE OF THE CITY MANAGER  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167

**CITY MANAGER'S REPORT**  
**February 4, 2014**

The Employees of the Month are Lt. Anthony Bossi and Sgt. Jeremy Aucoin.

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

- January 6, 2014
- January 13, 2014
- January 21, 2014

For your information, please see the enclosed Department Head Meeting minutes:

- January 9, 2014

Contracts and documents executed since last month:

- Household Hazardous Waste Commitment letter
- Redesign and Conversion Service Agreement with [Virtual Towns and Schools](#)
- Environmental Review Process and Request for Release of Funds from HUD – Community Center Gym Heater project
- Certifications of Consistency – [HUD](#) (Housing and Urban Development) renewal funding for [The Housing Partnership](#)
- [Buxton Company](#) Contract for Marketing Services

For your further information:

- [HealthTrust](#) letter
- [Waste Management](#) – Quarterly Complaint Summary – Q3 2013 and Q4 2013
- [Waste Management – TLR-III Refuse and Disposal](#) Facility / 2013 Closure and Landfill Gas Management System Construction Project
- Utility Pole Licensing Procedures

The following standard reports have been enclosed:

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



MICHAEL J. ALLEN  
Chief of Police

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

*"Dedication, Pride, Integrity"*

Feb 2014 winner

CITY OF  
Received

JAN 9 2014

POLICE COMMISSION  
City Manager  
ROCHESTER

BRUCE K. LINDSAY  
Commissioner  
LUCIEN G. LEVESQUE  
Commissioner  
DEREK J. PETERS  
Commissioner



January 7, 2014

To: Employee of the Month Committee

From: Capt. Gary Boudreau

I would like to nominate two employees from the police department for this month's employee of the month, they are Lt. Anthony Bossi and Sgt. Jeremy Aucoin. Both of these supervisors are assigned to the midnight shift in the patrol division. As part of our department philosophy we are heavily involved in community policing and often the midnight shift does not have much of an opportunity to interact with members of the community due to their hours, these supervisor have changed that.

Shortly after Lt. Bossi was promoted to his current rank this past year he began thinking of ways to get his midnight shift officers involved in more community policing. He thought of an idea to get midnight shift officers involved with the children of St. Charles Children's Home, at which time he enlisted Sgt. Aucoin and they worked with the staff at the home to have midnight shift officer come into the home on Friday mornings and have breakfast with the children. Many of these children have had a very negative view of police officers as many have seen police officers take their parents away or have been in negative environments with negative views of law enforcement. This program has evolved from merely coming into the home to have breakfast into the officers donning silly aprons and serving breakfast to the kids. Patrol officers on the shift, led by these two supervisors have become a welcomed weekly Friday morning "rockstars" to these children and have made a positive difference in their lives. While shift personnel have changed over the past year and many different officers have participated, these two supervisors have remained a constant presence at the home.

I would like both Lt. Bossi and Sgt. Aucoin to be considered for employee of the month for their outstanding leadership, commitment and service to the children of St. Charles Children's Home and community. Through their efforts many positive views, interactions and feelings towards law enforcement have been developed for the young children that will last their lifetime.

Respectfully,

Captain Gary Boudreau  
Rochester Police Department



## **MANAGEMENT TEAM MEETING**

**January 6, 2014**

**9:00 A.M.**

### **PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Deputy City Manager  
Michael Allen, Police Chief  
Norman Sanborn, Fire Chief  
Samantha Rodgers, Executive Asst.

Danford Wensley, City Attorney  
Peter Nourse, DPW Director

### **ABSENT:**

Chris Bowlen, RAYS Director

## **MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:05 A.M.

### **1. Management Team Minutes - December 30, 2013**

Deputy City Manager Cox added two additional items that were discussed at the last meeting.

Bezanson

- There was a water main break on Pickering Road. This took resources away from plowing while attending to the break.
- DPW worked on snow removal and had done a good job keeping up with the demands.

After a brief discussion, minutes were approved by consensus.

### **2. City Council Inquiry Report**

There were no changes, no discussion.

### **3. City Calendar for Week**

The Inauguration will take place Tuesday, January 7th. City Manager Fitzpatrick will be out of the office on Wednesday, January 8th for Leadership Seacoast. There will be a Police Commission meeting on Wednesday, January 8th.

### **4. Right to Know Requests**

There were no new requests, no discussion.

### **5. New Council Orientation**

City Manager Fitzpatrick asked his Executive Assistant to setup a meeting with Director Nourse, Councilor-Elect Gates and himself to discuss a building maintenance program as discussed during the New Council Orientation held at DPW.

## **6. Other**

### **Police Chief Allen**

- Discussed the gas leak downtown on Friday night.
  - Advised that there were 59 people evacuated. All were back except for 1 by the morning.
  - City Manager Fitzpatrick commended the Sgt on duty as he stopped by the Police Dept and received a briefing from him in the early morning.
- Interviewed 5 applicants for the two dispatch positions.
  - They had a good pool of candidates.
  - Will be moving forward with the top candidate.
- Advised were called in for mutual aid for a home burglary in Eliot that was interrupted by the homeowner.
  - The K9 unit was called in to provide tracking after another unit was unsuccessful.
  - Was able to track the suspects.
  - It is a testament of the high caliber of the City's K9 team.

### **Deputy City Manager Pollard**

- Advised that there is a REDC meeting on Thursday. The BIA will be presenting the statewide Economic Development Strategic Plan. Meeting will not be recorded but is open to the public.
- Advised that the REDC is also working on putting together a Spaulding Turnpike Coalition similar to the one in place for the I-93 corridor.
- Advised that she received a call from the Town of Milton asking for her help and to work with their consultant with Exit 17 & 18 development. She will work with them and find out what this is about.
- Informed the team how busy the Building, Zoning & Licensing Services Department has been and that they have been doing a tremendous job.

### **Director Nourse**

- The department accumulated 12 hours of overtime over the weekend picking up snow.
- Asked if the City Manager would be attending the luncheon for Dave Green.

Management Team Meeting

January 6, 2014

- The City Manager's Executive Assistant indicated that she had completed the registration paperwork for him to attend.

#### Deputy City Manager Cox

- Continuing disclosure was submitted last week, which is the first step for bonding in February.
- Advised that the City will be receiving the draft audit in the next couple of weeks, should have the final audit prior to January 31st.
- Advised that they are continuing with the FY2015 budget development. Level 1 has been closed out and should be opening up for Level 2 shortly.

#### Fire Chief Sanborn

- Advised of a mutual aid house fire in Berwick that they assisted with on Tuesday.
- Advised of a mutual aid call out to Dover yesterday, they assisted with the tower truck
- Advised that there have been water main breaks and several frozen pipes calls. One at Wyandotte Falls and another in East Rochester this morning.
- Discussed the gas leak and that the Community Center was opened up as a shelter to the displaced residents.
  - 7 people used it, with all but one person being able to get back in by early morning. The remaining person was put up at Governor's Inn.
  - They had to shut-off power to downtown for approximately 20-30 minutes to shut off the main electrical panel, which was located in the basement of Fat Tony's where gas levels were dangerously high.
  - They had to force entry into several businesses that they couldn't get a hold of and followed up with them on Saturday morning.
  - The EOC was not activated for this incident, however they were the first community to use the new Command Vehicle which was purchased by the Seacoast Chiefs with a grant.
  - He will write-up a summary of the incident and forward to the City Manager.

#### City Manager Fitzpatrick

- Asked how the City's salt supply was. Director Nourse responded that it was fine and that they use nearly 4,000 tons per year.

The Management Team meeting adjourned at 9:33 A.M.

Respectfully submitted  
Samantha Rodgerson  
Executive Assistant

Management Team Meeting

January 6, 2014

## **MANAGEMENT TEAM MEETING**

**January 13, 2014**

**9:00 A.M.**

### **PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Deputy City Manager  
Michael Allen, Police Chief  
Samantha Rodgers, Executive Asst.

Danford Wensley, City Attorney  
Peter Nourse, DPW Director  
Chris Bowlen, RAYS Director  
Norman Sanborn, Fire Chief

### **MINUTES**

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

#### **1. Management Team Minutes – January 6, 2014**

After a brief discussion and some minor changes to revise the minutes, they were approved by general consensus.

#### **2. City Council Inquiry Report**

There were no changes, no discussion.

#### **3. City Calendar for Week**

Briefly went over upcoming meetings for the week. A Police Commission (non-public) meeting scheduled for 9:00am on Wednesday will be added to the calendar. City Manager Fitzpatrick informed the team that he will be out early on Friday.

#### **4. Right to Know Requests**

Request received from The Lebanon Voice to release transcripts. This request has been forwarded to the County Attorney for determination.

#### **5. Work Order Responses**

Discussed the lack of response and follow-through for a request to move boxes downstairs.

#### **6. PPM – Use of Wireless Devices**

Deputy City Manager Cox informed the team that Matt Upton had made the suggested changes and added the highlighted procedure to section B.

Deputy City Manager Cox indicated that he has asked Ms. Hoyt to work with Samantha on a Retirement Gift Policy taking into account length of service.

## **7. Other**

Chief Allen

- Advised that they are reviewing resumes for the Crime Analyst position and will be setting up interviews this week.
- Advised that the Police Department Orientation for the new Councilors has been scheduled for January 29th.
- Informed team that the Police Department has been recognized by the [Retail Merchants Association of NH](#) for the work they have done about shoplifting and will receive an award on February 5, 2014.

Deputy City Manager Cox

- Asked Attorney Wensley about the email PPM that he was to be working on.
  - Attorney Wensley advised that he has some items for the policy and briefly discussed the use of a personal computer to send emails for work may open the computer up if there is a Right to Know request.

Attorney Wensley

- Mentioned that he would go over legal information with the new City Councilors prior to the City Council Workshop on January 21st.
- Advised that the ACLU ([American Civil Liberties Union](#)) response is due tomorrow.
  - The Police Department is working on and will get the information to Samantha.
  - Deputy City Manager Pollard advised that the BZLS Dept. (Building, Zoning & Licensing Services Department) did not have any information pertaining to this request and that the Codes and Ordinances minutes are online.

Director Nourse

- Mentioned that the security inspections have not been performed as was discussed with Sgt. Deluca during the Active Shooter Training.
  - Samantha will be following up with Sgt. Deluca on the inspections as well as scheduling an additional Active Shooter Training for staff.

Deputy City Manager Pollard

- Advised that her staff is very busy and doing a great job keeping up with all the projects.

Director Bowlen

- Informed the team that the winter programs are going very well and their programs numbers look good.

Chief Sanborn

- Advised that they have had a lot of weather related calls, such as: accidents, medical and water pipe issues over the weekend.

The Management Team meeting adjourned at 9:30 A.M.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant



**MANAGEMENT TEAM MEETING**  
**January 21, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Karen Pollard, Deputy City Manager  
Michael Allen, Police Chief  
Samantha Rodgers, Executive Asst.

Danford Wensley, City Attorney  
Peter Nourse, DPW Director  
Chris Bowlen, RAYS Director  
Norman Sanborn, Fire Chief

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:02 A.M.

**1. Management Team Minutes – January 13, 2014**

There was no discussion. The minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no changes, no discussion.

**3. City Calendar for Week**

Briefly went over upcoming meetings for the week. A Police Commission (non-public) meeting scheduled for 9:00am on Wednesday will be added to the calendar. City Manager Fitzpatrick informed the team that he will be out early on Friday.

**4. Right to Know Requests**

Two Right to Know requests received for any documented violations from Schroeder (landlord) and Meeks (tenant) for 27 Knight Street. This was handled and closed out by the Building, Zoning & Licensing Services Department (BZLS).

**5. FY2015 Financial Assistance for Cities & Towns – State of NH Highway Safety Agency letter**

It is to let us know what assistance is available in various areas. However it seems to list quite a few police items.

## **6. Electronic documents**

City Manager Fitzpatrick discussed the need to reduce file sizes and that items should always be sent in electronic format when available. Scanning in to pdf creates a larger file than if the document were inserted from electronic form. Another items discussed was limiting the use of acronyms and to use hyperlinks when possible. It creates a much more user friendly document.

## **7. Other**

### **City Manager Fitzpatrick**

#### TIGER grants

They are a competitive transportation grant usually regional in scope. According to Deputy City Manager Pollard the project of interest in Rochester does not meet the requirements of the grant. There was further discussion about an additional railroad crossing in the downtown area and that NH Northcoast would likely require a fully gated and signalized crossing if they would even entertain an additional crossing. Director Nourse indicated that they would like to address the intersection onto Wakefield Street as part of their CIP in FY2015, but didn't know whether the project would be approved.

#### State DOT – new garage/share wash bays/potential fire house

City Manager Fitzpatrick received a preliminary draft from Chief Sanborn. Director Nourse has a call in to the State for more information.

#### Common Restrooms

This item was voted down and is not in the CIP, however it was brought up at the Public Works Committee. There was some discussion about cost and pre-fab over stick-built. Might be worth discussing in person with builders.

#### EDA Grant - update

Deputy City Manager Pollard informed the team that she had received a message from Bruce Levine (Stonewall Kitchen) and needed to follow-up with him. She is currently working on revisions for the Market Basket commitment.

Hoyle, Tanner & Associates has requested a meeting in regards to the City's need to put out an RFQ (Request for Qualifications) because of the lower than average amount allowed by the EDA for engineering services costs.

Deputy City Manager also informed the team that they are looking into working with Donna Lane about applying for a CDBG grant that might be able to fill in the

gap for the allowed EDA engineering services cost of 8% and the actual amount. They would be able to request the maximum of \$500,000. If the application is unsuccessful, they would need to go back to City Council to request additional funding.

#### Fire Department – uniform policy

City Manager Fitzpatrick inquired about a uniform policy at the Fire Department in regards to a recent photo in Foster's. Chief Sanborn advised that the uniform in question was an old uniform and that the matter has been addressed with the individual photographed. Advised that the policy discusses on-duty attire and he will have to look into the policy in regards to off-duty attire. Advised that they may need to make changes to the policy depending on what it says.

#### Credit Cards and collecting money

A brief discussion about collecting money and the recent implementation of accepting credit cards. With advances in technology we might need to look into additional ways of collecting, such as [PayPal](#) or [Bit Coin](#).

#### **Chief Allen**

- 1st [Junior Citizens Academy](#) graduates tonight at the Police Department.
- Advised of a significant burglary over the weekend at Lambert's Auto. They were able to use a tip that led to suspects in Massachusetts.
- Advised will be conducting interviews on Friday for the Crime Analyst position.
- Ward 6 meeting is scheduled for tomorrow night at 7pm at the Community Center.
- Provided interesting Facebook statistics:
  - Posted 45 surveillance photos over 2013 on their department Facebook page, led to 23 id's – 51% success rate
  - Posted 14 lost/found animals – 6 were reunited with their families – 43% success rate
  - Post adoption pictures for animals available through Cocheco Valley Humane Society – led to 39 adoptions – 85% success rate.
  - They currently have over 7,000 followers.

#### **Director Nourse**

- Advised that he and Dave Green would be traveling to Rath, Pignatelli to go over the modeling results for [Great Bay Estuary](#). He was hoping the results would help build leverage with [DES](#) (Department of Environmental Services)
- Advised will discuss [Strafford Square roundabout](#) with [NH DOT](#) (NH Department of Transportation) on Friday.

Management Team Meeting

January 21, 2014

### **Deputy City Manager Cox**

- Mentioned some items on the City Council Action report.
  - Catherine/Sheridan – Advised by Director Nourse that this will be discussed at March 17th Planning Board meeting. This project is part of the [I/I \(Inflow/Infiltration\)](#) project.
  - Old Milton Road Land Conveyance – Advised by Attorney Wensley that preparing the Quitclaim Deeds is the next step that he needs to work on for this.
- Advised the team of the passing of Tom Mullin's mother on Friday.

### **Executive Assistant Rodgerson**

- Advised that she had a request from a Yoga instructor to potentially use Rochester Common to hold a class and needed to know if there were concerns to allow this use.
  - Discussed the potential for an insurance rider and the issue as to whether these classes will be free or attendants would be charged a fee. There is no formal policy for this type of request.
  - If more than 25 attendees a permit would be required.

### **Deputy City Manager Pollard**

- Advised that Gerry Gilbert and representative(s) from the Glen Group would make a presentation to the City Council at the February 18th Council Workshop on the Branding efforts.
  - Information will be provided ahead of time by the ad-hoc committee.
- Inquired about Buxton contract and the decision to move forward.
  - City Manager Fitzpatrick had one change and will sign
  - Discussed the desire to put out to bid next Fall and seek proposals from other companies.
- Advised that they are looking at making major updates to the ThinkRochester.biz website and discussed the need to go out to bid based on City policies.
  - There was some discussion about further specification and the possible need to expand on the current purchasing ordinance to elaborate on professional services to include highly technical services policy.
- Advised that the Community Development Division held their new Council orientation on Friday.
- Advised that they worked with [SRPC](#) (Strafford Regional Planning Commission) on an Economic Strategic Impact study and went over some statistics. The REDC (Rochester Economic Development Commission)

will do a presentation at one of their meetings and invite those interested to attend. Some of the facts of particular note are:

- 2013 GDP (Gross Domestic Product) – 150.3 million above baseline
- 2020 GDP estimated – 725.6 million above baseline
- GSBP (Granite State Business Park) – contributed 3.6%
- 2020 estimated – 13.7% of County GDP
- \$55.8 million – real personal income
- 2020 estimated – \$348.1 million real personal income
- Strafford County - \$375 million
- 2020 estimated – per capita income over \$1,000 per month increase per capita

#### **Director Bowlen**

Advised that they worked with the Police Department And Public Works Department to problem solve some parking concerns.

#### **Attorney Wensley**

- Advised that he was all set for tonight's municipal law orientation for the new Councilors at 6pm.
- Provided a very brief update on the Rennelda Trust case.

#### **Chief Sanborn**

- Advised that the department had a busy weekend of calls.
  - Provided 2 mutual aid calls. 1 to Farmington and 1 to Lebanon for a structure fire.
  - Advised that they had a call Saturday at 7:00am for a structure fire. This was reported by an autistic boy and there was a very nice [article in Foster's](#) of his heroism and saving the family's home.
- Advised that they will have their new City Councilor orientation tomorrow at 10am.

The Management Team meeting adjourned at 9:57 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant

1/9/14  
City Department Head Meeting

## **MINUTES**

**Attending:** : Chief Michael Allen, RPD; Chris Bowlen, Recreation Director; Lauren Colantro, Assistant Recreation Director; Blaine Cox, Deputy City Manager and Finance Director; Assistant Chief Scott Dumas, RPD; Assistant Chief Mark Dupuis, RFD; Daniel Fitzpatrick, City Manager; Jim Grant, Director of Building, Zoning, and Licensing Services; Diane Hoyt, Director of Human Resources; Doreen Jones, Tax Collector; Todd Marsh, Welfare Director; Tom Mullin, City Assessor; Karen Pollard, Deputy City Manager and Director of Economic Development; Chief Norman Sanborn Jr., RFD; Dennis Schaefer, Director of MIS; Brian Sylvester, Library Director; Kelly Walters, City Clerk

### **Called to order 9:00 A.M.**

City Manager Fitzpatrick welcomed everyone to the first meeting of 2014 and announced that plans are underway to renovate the old police station for office space. There is also now a self-directed work team, headed by City Assessor Mullin, charged with developing plans and proposals to upgrade the city's technology infrastructure. Councilor Larochelle is a member of this committee.

The committee is looking at surveying all city staff and is already working with outside companies to get assessments of the city's current technology use and needs. Other communities will be used as benchmarks.

Finance Director Cox asked whether the outside assessments will also look at the number of man-hours that should be offered by the MIS department staff to adequately meet the city's technology needs. This will be looked at.

Human Resources Director Hoyt and Finance Director Cox discussed MUNIS and whether or not the committee will look at recommendations for changing the way the city uses this software. The city is looking at the way MUNIS is used, but this is separate from Assessor Mullin's committee.

The next meeting of the technology committee will be on Thursday the 23<sup>rd</sup> of January, at 2:30 PM, in the basement level of the revenue building. All city employees are welcome to attend.

Building, Zoning and Licensing Services Director Grant is inviting vendors to show software that can be used in his department as well as Planning, Assessing, and potentially by the Fire Department. Discussion followed about inter-operability with currently used software.



Deputy Chief Dupuis announced that the city's ISO Public Protection Classification rating has been upgraded from a 4 to a 3, making Rochester one of only six communities in New Hampshire with this rating. This is primarily due to upgrades to the water infrastructure in the city. A press release is being prepared. Discussion followed about ISO standards.

City Clerk Walters reminded all employees that a very bad strain of the flu is going around, and that department heads should encourage their employees to stay home if they are sick. An email will be sent to all employees to this effect.

Welfare Director Marsh discussed how the department is benefitting from some of the renovation work being done in City Hall with respect to the heat.

Chief Allen announced that several positions have been filled at RPD, but there are currently still two dispatcher positions open, as well as a crime analyst position. There have been two recent graduates from Academy who are now in training.

Chief Allen has prepared his year-end crime statistics for the city, and will be having a meeting with the press about those figures.

Finance Director Cox reminded everyone that the statistics from the police department are now available in the city council packets.

City Manager Fitzpatrick announced that this year's annual report will be in a new format, created using a program called Flipbook Creator Professional. The report is designed to be viewed online. Other documents may change over to this format as well if the program can successfully be used for that purpose.

MIS Director Schaefer announced that a project is underway to upgrade the city website. The upgrade will use Drupal instead of Firstclass and will make posting content much easier, and will give employees greater control over how the content is displayed. The upgrade will take roughly nine weeks from the start date.

Finance Director Cox updated the group on a situation at the library, where a new natural gas meter is reading 2-3 times higher than the old meter.

**Meeting Adjourned**



**City of Rochester  
Dept of Public Works**

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

CITY OF  
Received  
JAN 9 2014  
City Manager  
ROCHESTER

**Memo**

**To:** Daniel W. Fitzpatrick  
**From:** Lisa Clark *LJC*  
Office Manager  
**Date:** January 9, 2014  
**Subject:** **Household Hazardous Waste Commitment letter**

---

Attached please find the Commitment letter in regards to our Household Hazardous Waste Day event to be held in May 2015. This is part of the submission of our annual grant application that must be mailed to NHDES prior to February 1 this year

Please sign where indicated and return to the DPW for inclusion in the application.




**CITY OF ROCHESTER, NH  
INFORMATION SYSTEMS**

**31 Wakefield Street  
ROCHESTER, NEW HAMPSHIRE 03867-1916  
(603) 335-7517**

COMPUTER NETWORKING  
ELECTRONIC MAPPING

CITY OF  
Received  
JAN 13 2014  
City Manager  
ROCHESTER

To: Dan Fitzpatrick  
From: Dennis Schafer   
Date: January 13, 2014

RE: Redesign & Conversion Service Agreement with Virtual Towns & Schools

Virtual Towns & Schools (formerly Virtual Town Hall) wants a signed service agreement to go with the purchase order (#4984) which I have sent to them. This is the redesign and conversion to the Drupal based Content Management System (CMS) that we have been discussing for a few months. This more flexible CMS will be a major improvement in both appearance and ease of use with the City's website.

If I can be of any more assistance, please let me know.

Date: 1.13.14

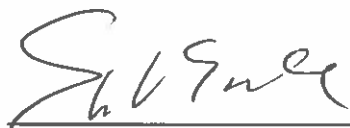
To: Daniel Fitzpatrick  
City Manager

From: Elena V. Engle  
Community Development Specialist

Re: Environmental Review Process and Request for Release of Funds  
from HUD- Community Center Gym Heater Project

The Environmental Review process was completed for the Community Center Gym Heater Project. A Categorical Exclusion (CE) Environmental Review has been performed satisfying the compliance requirements per the "Laws and Authorities" of 58.5 inclusive of all conditions and recommendations as may have been imposed. A *"Notice of Intent to Request Release of funds"* was published in the newspaper on 12.12.13 and after 15 days for public comment, this certification can now be signed and sent to HUD for approval- satisfying the requirements under 58.15 of HUD's 24 CFR Part 58 Regulations for the Environmental Review Process. According to HUD, the certification must be signed by an authorized person, such as the City Manager or Mayor.

Attached is the Statutory Checklist and the Request for Release of Funds and Certification. Please let me know if you have any questions about this process.



---

(Preparer)  
Elena V. Engle  
Community Development Specialist

January 13, 2014  
Date

**Samantha Rodgerson**

CITY OF  
Received

JAN 21 2014

City Manager  
ROCHESTER

**From:** MYoung@dhhs.state.nh.us  
**Sent:** Thursday, January 16, 2014 1:25 PM  
**To:** Samantha Rodgerson  
**Subject:** Fw: Certification of Consistency with the Consolidated Plan  
**Attachments:** Final Daniel Fitzpatrick-Rochester2014.doc; Academy-Rochester.pdf; Rochester Family-Rochester.pdf; State of NH-Rochester.pdf

Hi Samantha. Per our conversation, attached are Certifications of Consistency with the Consolidated Plan forms requiring signatures by the City of Rochester's certifying official. The State of New Hampshire, Bureau of Homeless and Housing Services, is applying to HUD for renewal funding for The Housing Partnership, Behavioral Health & Developmental Services of Strafford County (d/b/a Community Partners), and multiple projects for the State of New Hampshire under the Continuum of Care program. I have described those projects in the attached e-mail to Daniel Fitzpatrick.

Please provide Daniel Fitzpatrick with a copy of this e-mail, the memorandum attached addressed to him, and the forms for his signature. If either of you have questions or need additional information, please do not hesitate to e-mail or call me (271-9196).

If possible, I would appreciate your scanning and e-mailing the signed originals to me, or faxing them to me at 271-5139 by close of business 1/23/14. Please mail the originals to me at the address below.

Thank you, Samantha, for your assistance.

Martha Young, Program Administrator  
Bureau of Homeless and Housing Services  
129 Pleasant Street  
Concord, NH 03301  
603-271-9196

(See attached file: Final Daniel Fitzpatrick-Rochester2014.doc)

(See attached file: Academy-Rochester.pdf)(See attached file: Rochester Family-Rochester.pdf)(See attached file: State of NH-Rochester.pdf)



# *City of Rochester, New Hampshire*

*Division of Community Development*

*31 Wakefield Street, Rochester NH 03867*

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

Date: January 16, 2014

To: City Manager Dan Fitzpatrick

From: Deputy City Manager/Director of Community Development Karen Pollard

Re: Buxton Company Contract for Marketing Services FY 2014

CC: Deputy City Manager/Director of Finance Blaine Cox

CITY OF  
Received  
JAN 16 2014  
City Manager  
ROCHESTER

On Tuesday, January 14 the City Council voted 12 to 1 to allow the City Manager to enter into a contract with the Buxton Company of Fort Worth, Texas if the document could be altered to limit the city's participation with the company to one year, pending review of the return on investment for that expense.

Attached please find the modified contract to include two changes.

1. A provision for the City of Rochester to decline Year 2 without penalty or liability for any reason it chooses, not limited to any factors.
2. A provision for Buxton to provide three iPad airs for the Retail Team to use in the field and maximize the use of the data, and intended to have a positive impact the return on investment.

Please review and upon determination that it meets the criteria set forth by the City Council, please sign and return to me for creation of the financial documentation, and communications with the company.

Thank you for your consideration,

Karen Pollard





CITY OF  
Received  
JAN 15 2014  
City Manager  
ROCHESTER

January 14, 2014

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

Dear Mr. Fitzpatrick:

As you may have heard, the New Hampshire Supreme Court affirmed the \$17.1 million ordered repayment from Property-Liability Trust, Inc. ("PLT") to HealthTrust, Inc. ("HealthTrust"). While PLT had ample funds to meet all of its anticipated coverage obligations, its net assets above what is needed to operate its coverage lines was insufficient to pay all of the \$17.1 million owed to HealthTrust. Therefore, HealthTrust and PLT entered a Settlement Agreement in order to maximize the amount of funds HealthTrust would be able to recoup while at the same time ensuring that all of PLT's outstanding obligations and commitments to its members would be met. The Settlement Agreement transferred all of PLT's assets and obligations to HealthTrust in full satisfaction of the \$17.1 million repayment upheld by the Court (which PLT could not otherwise pay).

As part of that Settlement Agreement, effective Friday, January 10, 2014, Property-Liability Trust, Inc. assigned all of the rights and obligations it had in your current Application and Participation Agreement together with the rights and obligations in all other agreements relating to the coverages and services provided to you as a participant in Property-Liability Trust, Inc. to HealthTrust, Inc., a New Hampshire non-profit (voluntary) corporation. In connection with this assignment, HealthTrust, Inc. will assume responsibility for the rights and obligations under those agreements.

The assignment described above includes but is not limited to the rights and obligations in the following agreements, if applicable, that you had with Property-Liability Trust, Inc.:

Application and Participation Agreement,

- PLT2014 Multi-Year Rate Guarantee Program (Addendum 4),
- WCT2013 Multi-Year Rate Guarantee Program (Addendum 5),
- WCT2014 Multi-Year Rate Guarantee Program (Addendum 5),
- Renewal Confirmation January 1, 2014 – June 30, 2014,
- Renewal Confirmation FY2015 and FY2016,
- Municipal Total Risk Management (TRiM) Agreement (Addendum 6),
- School Total Risk Management (TRiM) Agreement (Addendum 6),
- Package Pricing Program Agreement (Addendum 7),

Property-Liability Trust Member Agreement,

- Special Operations Unit (SOU) Endorsement,

Property-Liability Trust Educators' Member Agreement,

- Educators' Member Agreement Additional School Member Agreement,  
Member Agreement for Integrated Benefits Management Program (also known as  
Workers' Compensation Member Agreement),

Section 111 MSP Mandatory Reporting Services Agreement, and

All amendments, certificates of coverage, endorsements and other documents related  
thereto.

We want to make you aware that:

- HealthTrust is committed to honoring all outstanding contracts and offers that  
PLT made to its members (for coverage through June of 2016),
- Any coverage lines formerly provided by PLT which will now be provided by  
HealthTrust pursuant to the Settlement Agreement are separate coverage lines  
to be provided as part of HealthTrust's existing pooled risk management  
program,
- The HealthTrust pooled risk management program, including any coverage lines  
formerly offered by PLT, is governed by the HealthTrust Board of Directors,
- Each of these coverages formerly provided by PLT is and will remain priced at  
break-even,
- Every line of coverage formerly provided by PLT will be tracked separately in  
order to ensure transparency, and
- Participants in the coverage lines formerly operated by PLT will not receive any  
surplus, as there is no surplus in those coverage lines. Rather, pursuant to the  
Settlement Agreement, all net assets in those coverage lines will be used to  
repay HealthTrust for the repayment requirement upheld by the Court.

Finally, the field staff you have come to know for your coverages will be available should you  
have any questions concerning the contents of this letter. You may also feel free to contact us.

Thank you for your continued participation,



Peter Bragdon  
Executive Director



Wendy Lee Parker  
Chief Operating Officer



CITY OF  
Received  
JAN 14 2014  
City Manager  
ROCHESTER

TURNKEY RECYCLING & ENVIRONMENTAL ENTERPRISE

30 Rochester Neck Road  
P.O. Box 7065  
Rochester, NH 03839  
(603) 330-2197  
(603) 330-2130 Fax

January 6, 2014

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

Re: Waste Management of New Hampshire, Inc. (WMNH)  
TLR-III Phase 9-14 Operations  
Rochester Planning Board Case No.: 267-2-14-05  
Quarterly Complaint Summary Nos. 1 and 2 – Q3 2013 and Q4 2013

Dear Mr. Fitzpatrick:

The purpose of this letter is to provide information required by General and Subsequent Condition No. 1 of the Notice of Decision that was issued in connection with the site plan review for Phase 9-14 Operations at the TLR-III Refuse Disposal Facility (TLR-III). General and Subsequent Condition No. 1 requires WMNH report to the City Manager a summary of all complaints received during each calendar quarter. Phase 9 of TLR-III became operational in July 29, 2013. Therefore, the reporting required by this condition became effective as of the third quarter of 2013 (July 1, 2013 to September 30, 2013).

This letter and attachment serve as the Quarterly Complaint Summary for both the third and fourth quarters of 2013.

The attached spreadsheet titled "Complaint Report Log" provides information on each complaint received during the reporting period. Six complaints were received during the third quarter with five related to odor and one related to noise. Each complaint was investigated by WMNH staff and operational conditions reviewed to determine applicable modifications to prevent the recurrence of conditions contributing to these complaints. No complaints were received during the fourth quarter.

If you have any questions about this information, Please contact me at (603) 330-2164.

Sincerely,

Waste Management of New Hampshire, Inc.



Robert S. Magnusson  
Sr. District Manager

cc: Steve Poggi - WMNH  
Bill Howard - WMNH  
Steve Cates - WMNH

File: 09-02-B

*From everyday collection to environmental protection, Think Green® Think Waste Management.*

# COMPLAINT REPORT LOG

## TURNKEY LANDFILL

### ROCHESTER, NH

Period: Q3 2013

Date Observed	Time Observed	Location Observed		Description	Intensity (0-10)	Weather Conditions			
		Street	Town			Temp (F)	Wind Speed (MPH)	Wind Direction	Barometric Pressure
7/3/2013	10:44 AM	470 Pickering Road	Rochester	Wet Garbage	N/R	62	5-9	N	30.02
7/11/2013	7:40 AM	470 Pickering Road	Rochester	Garbage/LFG mixture	N/R	75.3	1-6	S-SW	29.661
8/7/2013	8:30 AM	600 Pickering Road	Rochester	Trash smell	8	62	1 - 3	S	30.023
8/14/2013	6:00 AM	2 Cornerstone Drive	Dover	Noise complaint	N/R	63.1	2 -5	W-SW	29.504
8/22/2013	8:00 AM	600 Pickering Road	Rochester	Odor complaint	N/R	66	0	no direction	29.801
9/11/2013	2:06 PM	470 Pickering Road	Rochester	Odor complaint	N/R	91	6-13	SW	29.797

**Notes:**

N/R = Not Reported

# COMPLAINT REPORT LOG

## TURNKEY LANDFILL

### ROCHESTER, NH

Period: Q4 2013

[illegible]

city mgt Report



January 9, 2014

Mr. Michael Guilfooy, P.E.  
Waste Management Division  
Department of Environmental Services  
29 Hazen Drive  
PO Box 95  
Concord, New Hampshire 03302-0095

CITY OF  
Received

JAN 14 2014

City Manager  
ROCHESTER

**TURNKEY RECYCLING &  
ENVIRONMENTAL ENTERPRISE**  
A WASTE MANAGEMENT COMPANY

30 Rochester Neck Road  
P.O. Box 7065  
Rochester, NH 03839  
(603) 330-2197  
(603) 330-2178 Fax  
(603) 330-2188 Visitor Center Fax

RE: Waste Management of New Hampshire, Inc.  
TLR-III Refuse Disposal Facility  
2013 Closure & Landfill Gas Management System Construction Project

Dear Mr. Guilfooy:

This correspondence transmits one copy of the construction certification report for the TLR-III Refuse Disposal Facility 2013 Closure & Landfill Gas Management System Construction project in accordance with Env-Wm 2804.07(f) and Section V(6) of the facility's permit. This report has been prepared by Civil & Environmental Consultants, Inc. (CEC) of Raynham, Massachusetts. CEC provided full time construction quality assurance services for the duration of the project.

If you have any questions regarding this information, please contact me at 330-2140.

Sincerely Yours,

WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.

A handwritten signature in black ink, appearing to read 'Anne Reichert'.

Anne Reichert, P.E.  
Project Manager

Attachment

cc: Bob Magnusson - WMNH (w/o attachment)  
City of Rochester (w/ attachment)





## City of Rochester Dept of Public Works

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

# Memo

**To:** Daniel Fitzpatrick, City Manager  
**From:** Gretchen Young, PE, Construction Engineer  
**CC:** Blaine Cox, Deputy City Manager  
Kelly Walters, City Clerk  
**Date:** January 27, 2014  
**Re:** Utility Pole Licensing Procedures

CITY OF  
Received  
JAN 27 2014  
City Manager  
ROCHESTER

The following is a summary of the current utility pole licensing procedures in the City of Rochester. This memo is not intended as a legal review. Pole licensing and utility taxing procedures in the State of New Hampshire have been under litigation for approximately 20 years, and final decisions have not been reached. Any additional questions regarding proper procedures or legality should be directed to the City Solicitor.

### Background:

RSA 231:159 – 182 govern the installation of poles in the public right of way in the State of New Hampshire. These laws require that all poles placed in the right of way receive a license from the municipality. A license is a one-time process that is good for one year. If the pole has not been constructed within one year, the license may be extended for one additional year if approved by the municipality. The purpose of the licensing process is to give the municipality the ability to ensure the poles do not interfere with other public uses and to hold the utility companies liable for injuries resulting from the poles. In general, it is difficult for a municipality to refuse to allow utility companies to construct necessary utility poles; per RSA 231:161, licenses shall be granted "if the public good requires."

### City of Rochester Procedures:

To begin the process, a utility company wanting to construct a new utility pole in the right of way petitions the Mayor and Council for a pole license. The petition for a license is received into the City Clerk's Office where it is stamped with the received date and with a special pole license stamp. The pole license stamp provides a place for the Public Works Department to approve or deny the pole location.

The City Clerk forwards the petition for license to the Public Works Department for review. Typically, the Construction Engineer inspects the proposed pole location and either approves, denies, or requests additional information from the utility company. Additional information might be required to confirm no



impact to an existing sidewalk or request that the pole be shifted out of a future driveway location. The information submitted and reviewed by the Public Works Department is schematic; it is the utility companies' responsibility to ensure that all poles are constructed in safe locations. As outlined in RSA 231:176, neither the municipality nor its employees are liable for any injury that may result from the location, construction, or maintenance of a licensed pole. If there are questions, the Public Works Department contacts the utility company directly. Occasionally, the utility company will provide a petition for a license that is not in the city right of way. In these instances, the engineer will deny the permit and provide a note of explanation.

Once approved or denied, the petition is returned to the City Clerk. Denied petitions are returned to the utility company with no further action. Approved petitions are provided to the City Manager for review and signature on behalf of the Governing Body. This has been the standard practice for several years; however, the Mayor and Council may wish to formally approve the City Manager to sign the petitions.

Licenses are good for one year and may be extended one additional year. Utility companies do not need to renew licenses each year. Utility companies work with Assessing to determine yearly taxes on the structures in the right of way.

All utility poles on private properties are negotiated between the utility company and the property owner; poles and structures are considered part of the overall property worth and are not taxed separately.

Any major utility improvements, regardless of whether they are in the right of way, require Planning Board and Zoning Board approvals. Per the City of Rochester Zoning Ordinance, public utility lines and stations are allowed by special exception in any zone where such uses are deemed essential to the public convenience or welfare.

# JANUARY 2014

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PROMOTION	OTHER	MISC. INFO
CITY MANAGER	DEREK KITTREDGE	COUNCILOR	1				X										
CITY MANAGER	DONALD HAMANN	COUNCILOR	1				X										
CITY MANAGER	ROBERT GATES	COUNCILOR	1				X										
CITY MANAGER	JAKE COLLINS	COUNCILOR	1				X										
CITY MANAGER	DAN FITZPATRICK	CITY MANAGER	1	X									X				
CITY MANAGER	SAMANTHA RODGERSON	EXECUTIVE ASSISTANT	1	X										X			
FIRE	DONALD PENNEY	FIRE LT	1													X	
LIBRARY	TEAGAN ADAMAS	SUB	1							X							
LIBRARY	LAUREN MCVEY	SUB	1							X							
LIBRARY	REGAN VITTI	SUB	1							X							
LIBRARY	DEBRA STALLINGS	SUB	1							X							
LIBRARY	SAMANTHA LUCIUS	SUB	1							X							
POLICE	ALAN BEMIS	POLICE COMMISSIONER	1							X							
POLICE	DAVID WINSHIP	POLICE COMMISSIONER	1							X							
POLICE	JAMES MCMANUS	POLICE COMMISSIONER	1							X							
POLICE	BRUCE LINDSAY	POLICE COMMISSIONER	1				X										
POLICE	LUCIEN LEVESQUE	POLICE COMMISSIONER	1				X										
POLICE	DEREK PETERS	POLICE COMMISSIONER	1				X										
POLICE	MICHAEL BRINKMAN	POLICE SERGEANT	1										X				
POLICE	DOMINIQUE MURPHY	PATROL OFFICER	1										X				
POLICE	JEREMIAH MURPHY	PATROL OFFICER	1										X				
POLICE	STEVEN GAHAN	PATROL OFFICER	1										X				
POLICE	ERIC BALL	PATROL OFFICER	1										X				
POLICE	KENNETH TAPSCOTT	PATROL OFFICER	1										X				
POLICE	ROBERT FRECHETTE	PATROL OFFICER	1										X				
POLICE	JOHN HARDING	PATROL OFFICER	1										X				
POLICE	ERIC KRANS	PATROL OFFICER	1	X						X							
POLICE	JAMEY BALINT	PATROL OFFICER	1							X							
PUBLIC WORKS	NATHAN ST.CYR	WINGMAN	1			X	X										
PUBLIC WORKS	DAVID DESJARDIN	LEO	1													X	CDL-A
RECREATION	VARIOUS	REFEREE/SCOREKEEPER	8			X	X										
RECREATION	VARIOUS	REFEREE/SCOREKEEPER	1			X		X									
TAX COLLECTOR	KAREN PAQUETTE	DEPUTY TAX COLLECTOR	1	X					X								

PERMITS ISSUED

January 2014

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
1/7/2014	City Manager's Office	BANNERS	Opera House - April show
1/7/2014	City Manager's Office	BANNERS	Opera House - Jan/Feb show
1/13/2014	City Manager's Office	BANNERS	Rochester Main Street - Blues Festival
1/13/2014	City Manager's Office	BANNERS	Rochester Main Street - Festival of Trees
1/13/2014	City Manager's Office	BANNERS	Rochester Main Street - Free Comic Book Day
1/13/2014	City Manager's Office	BANNERS	Rochester Main Street - October Fest
1/13/2014	City Manager's Office	BANNERS	Rochester Main Street - Trick or Treat
1/23/2014	City Manager's Office	BANNERS	Chamber of Commerce - Holiday Parade
1/7/2014	City Manager's Office	EVENT	Rochester Rotary Charities - 5K
1/9/2014	City Manager's Office	EVENT	SHS - Bonfire (date change)
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - Munch Madness
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - Pride Day
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - Free Comic Book Day
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - Factory Court Concerts
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - Blues Festival
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - October Fest
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - Trick or Treat
1/13/2014	City Manager's Office	EVENT	Rochester Main Street - Festival of Trees
1/13/2014	City Manager's Office	EVENT	Bilodeau/Glidden - pictures on Common
1/14/2014	City Manager's Office	EVENT	SHS - Bonfire (date change 1/17/2014)
1/15/2014	City Manager's Office	EVENT	Rochester Main Street - Authors Fair
1/16/2014	City Manager's Office	EVENT	Angels of Hope/ACS toll booth
1/23/2014	City Manager's Office	EVENT	Chamber of Commerce - Tree Lighting
1/23/2014	City Manager's Office	EVENT	Chamber of Commerce - Holiday Parade
1/27/2014	City Manager's Office	EVENT	Dance - Avon Walk for Breast Cancer/Boston
1/27/2014	City Manager's Office	EVENT	Rochester Main Street - Zombie Walk
1/7/2014	City Manager's Office	RAFFLES	Club Victoire
1/7/2014	City Manager's Office	RAFFLES	Rochester Lodge of Elks #1393
1/7/2014	City Manager's Office	RAFFLES	American Legion Post #7

PERMITS ISSUED

January 2014

1/13/2014	City Manager's Office	RAFFLES	Rochester Main Street - Win the Window
1/15/2014	City Manager's Office	RAFFLES	Working Dog Foundation
1/23/2014	City Manager's Office	SOLICITATION	The Dish Guys
1/7/2014	City Manager's Office	TAG	Farmington 500
1/7/2014	City Manager's Office	TAG	SHS - Boys LAX
1/7/2014	City Manager's Office	TAG	SHS - Drama
1/7/2014	City Manager's Office	TAG	SHS - Music/Drama
1/7/2014	City Manager's Office	TAG	SHS - Girls Soccer
1/7/2014	City Manager's Office	TAG	FCCLA
1/10/2014	City Manager's Office	TAG	SHS - Swim Team
1/14/2014	City Manager's Office	TAG	SHS - Music/Band
1/14/2014	City Manager's Office	TAG	SHS - Music/Chorus
1/23/2014	City Manager's Office	TAG	Chamber of Commerce - Holiday Parade

Council Inquiry report January 21 2014.xls

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	12/10/2013 Finance Committee	Councilor Varney stated that this information (Fire Dept overtime information received) does not answer his request to see how vacation time converts to "man-years".	<b>Fire Chief will work with Finance Dept. to determine information and will go to March Finance Committee.</b>

# PROCLAMATION

- WHEREAS,** On Saturday, January 18<sup>th</sup>, 2014, Jacob James Record was faced with a surprising, and possibly life-threatening situation, and
- WHEREAS,** Jacob was able to remain calm and knew just what to do, and
- WHEREAS,** Jacob alerted his parents to a fire in the downstairs bathroom ceiling, and
- WHEREAS,** Due to his calm thinking and heroic actions, Jacob saved the home, and possibly the lives of his parents

**NOW THEREFORE BE IT RESOLVED,**  
that I, Thomas J. Jean, Mayor of the City of Rochester, do hereby proclaim Tuesday, February 4, 2014 as

## Jacob James Record Day

in the City of Rochester. Please join me and the Rochester City Council in celebrating the bravery and heroic actions of Jacob James Record.

**IN WITNESS, WHEREOF,** I hereunto set my hand and have caused the seal of the City of Rochester to be affixed this fourth day of February, in the year of our Lord Two Thousand Fourteen.

Thomas J. Jean  
Mayor

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## **City of Rochester, New Hampshire**

31 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-1167

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

### **TEAM CHARTER**

#### **USE OF TECHNOLOGY SELF DIRECTED WORK TEAM**

##### **1. Purpose**

Utilization of technology, including but not limited to, computer software and hardware across all departments and levels of the city operations to maximize the city's efficiency and effectiveness.

##### **2. Background**

Part of the City of Rochester's Self Directed Work Team Program

##### **3. Scope**

The mission of this Use of Technology Self Directed Work Team is to enhance the use of technology within the city government.

##### **4. Team Composition**

The SDWT is composed of employees from various departments and levels of the organization. The employees are selected by the City Manager. The chair may be selected from among its members or selected by the City Manager and there are no set term limits. A City Councilor may be selected by the City Manager to act as a liaison or champion.

##### **5. Membership Roles**

All members are expected to attend meetings as required.

The chair creates and distributes the agenda for each meeting, presides over meetings and maintains the team's records. The chair is responsible for sending out communications from the team to the city employees and city department heads. The chair may appoint a non-team member to take minutes, distribute the minutes to team members and aid the group.

## **6. Team Operations**

The SDWT meets during the first two weeks of January each year. The meeting locations and dates for the year are set at the January meeting. Officers are elected as needed. Team membership is voluntary, and members may leave the group at any time. The committee works best when all city departments are represented.

## **7. Team Performance Assessment**

During the first meeting of the team, the members shall address the role of the team and its members, the process the team shall follow to fulfill the mission statement, the advisory nature of the team's recommendations, and generally ensure the role and purpose is made clear. Benchmarks and timetables should be established to gauge the teams progress in achieving its mission.

## **8. Performance milestones and schedules**

Benchmarks, set during the year, are reviewed annually at the January meeting. Self-assessments are performed annually in March.

## **9. Communication Plan**

Meeting minutes shall be forwarded to the City Manager for inclusion in the City Manager's Report.

Recommendations shall be included as an Issues and Options Request in the Annual City Budget.

\_\_\_\_\_  
Daniel W. Fitzpatrick

Date: \_\_\_\_\_

\_\_\_\_\_  
Team Leader (Chair)

Date: \_\_\_\_\_

RECEIVED  
JAN 29 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

Following members of the RASC petition  
City Hall for more marked parking spaces  
designated for Seniors at the Center.

Lorette Jean  
Brenda Hall  
Shul Dimon  
Paul Perkins  
May Goodale  
Huguette Rainaud  
Pat Galtthucite  
Sardi Wilson  
Kathleen Michaud  
Mary McDougal  
Walter Landry  
Pat Harmeris  
Harriette E. Pratt  
Betty Paquette  
Beryl McManan  
Sylvia Paquette  
Charles Greg  
Bea Corriveau  
Doris Lavoie  
Lillian Hawthorne  
Loretta Langlois  
Bertha O'Neil  
Gloria Martel

Madeline Spiers  
June McLaughlin  
Golond Bernier  
James Paquette  
Richard Williams  
Harley Pike  
Elizabeth Dufresne  
Bam French  
Helene Dunham  
Perry Ellis  
Dorri Kubiza  
Dorthe Roy  
Laurie Rapley  
Carolyn Grant  
Lynda Riack  
Thelma Millett  
Shirley McNeill  
Rachel Grenier  
Emily MacEwan  
Loraine Martel  
Patricia Mayes  
Gonette Lavoie  
Eleanor Chamberlain



Antoinette Pollard  
Jean Drapeau  
Janet Pelly  
Winifred Hersey  
Reg. Goldthwait  
Baron LaRose

Nancy Benner  
Deirdre M. Labrecque  
Gerard M. Labrecque  
Ben P. Ten

Lorraine Darnes  
Gloria F. Peters  
Ana Maria Moore  
Marie Lys LaVallee



City of Rochester, New Hampshire  
OFFICE OF THE CITY CLERK  
31 Wakefield Street • Rochester, NH 03867  
FAX (603) 509-1915 PHONE (603) 332-2130

RECEIVED

JAN 15 2014

CITY CLERK'S OFFICE  
ROCHESTER, NH

STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: Historical Document Preservation Committee

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☒ ALTERNATE ☐

NAME: Mark K Rowell

STREET ADDRESS: 74 Blackwater Road

ZIP 03867

TELEPHONE: (H) 355-5555 (W) 285-3013 E-MAIL markrowell@netlocast.net

REGISTERED VOTER: (CIRCLE ONE) YES NO ☐ WARD 3

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Retired Military Retired State (PDA) employee.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older:

Mark K Rowell

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City of Rochester, New Hampshire  
OFFICE OF THE CITY CLERK  
31 Wakefield Street • Rochester, NH 03867  
FAX (603) 509-1915 PHONE (603) 332-2130

RECEIVED  
MAY 13 2013  
CITY CLERK'S OFFICE  
ROCHESTER, NH

STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: TRUSTEE OF THE TRUST FUND.

NEW X RE-APPOINTMENT \_\_\_\_\_ REGULAR \_\_\_\_\_ ALTERNATE \_\_\_\_\_

NAME: TRACY WAUBRIDGE

STREET ADDRESS: 24 RIVER/ANN AVE. ROCHESTER

ZIP 03860

TELEPHONE: (H) \_\_\_\_\_ (W) 312-1283 E-MAIL staz@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES X NO \_\_\_\_\_ WARD 1

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older:

Tracy Waubridge



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## **Appointments Committee Minutes**

January 27, 2014

### **Committee Members Present:**

John Larochelle, Chair  
James Gray  
Donald Hamann  
Sandra Keans

### **Committee Members Absent:**

Jake Collins

John Larochelle called the meeting to order at 7:00 p.m. on January 27<sup>th</sup>.

### **Thomas H. Willis, Jr. - Utility Advisory Board (UAB), Planning Board – Alternate**

Tom is a 26 year resident of Rochester and is a former City Engineer and member of the Planning Board. He would like to contribute to the City as a member of the UAB and the Planning Board. The Appointments Committee believes that his background makes him very qualified for both positions.

The Appointments Committee unanimously recommends Thomas H. Willis, Jr. for appointment to the Utility Advisory, and as a Planning Board Alternate, terms to expire January 2017.

### **Fred Leonard – Planning Board Alternate**

Fred would like to apply his talents by serving the City as a member of the Planning Board. He understands the need to become informed of appropriate regulations and the detail of the issues that go into making responsible decisions. He looks forward to attending appropriate training programs. Fred is aware of the complexity of serving on the Board and dedication needed and would like the opportunity to commit himself to this intellectual challenge.

The Appointments Committee unanimously recommends Fred Leonard for appointment as a Planning Board Alternate, term to expire January 2017.

### **Fidae Azouri – Zoning Board of Adjustment (ZBA) Alternate, Reappointment**

Fidae has been an alternate member of the ZBA for 5 years enjoys working with the other members as a team. He feels that the ZBA is currently doing well. Although he has not attended any training sessions last year, he has regularly attended training sessions in previous years. He enjoys attending the training sessions with other Board members and is looking forward to attending more this year.

The Appointments Committee unanimously recommends Fidae Azouri for reappointment to Zoning Board of Adjustment as an alternate member, term to expire January 2017.

### **Matthew Kozinski - Planning Board Regular, Reappointment**

Matt has been on the Planning Board for two years and was appointed as a regular member to fill a vacant seat in 2013. He has enjoyed working with the Board on the revision of Chapter 42 of the City Ordinance and would like to continue to serve on the Board. Attendance at training sessions was limited last year. His schedule allows him to attend training sessions and he is looking forward to them this year.

The Appointments Committee unanimously recommends Matthew Kozinski for reappointment to Planning Board, term to expire January 2017.

### **Rick Healey – Planning Board Regular, Reappointment**

Rick has been on the Board for 14 years and wishes to continue to contribute to the growth and improvements of the City in this position. Because of his membership on the Strafford Regional Planning Commission and other activities, he generally exceeds the training requirements required for the Board members.

The Appointments Committee unanimously recommends Rick Healey for reappointment to Planning Board, term to expire January 2017.

### **Derek Peters - Planning Board Regular, Reappointment**

Derek's Statement of Interest was in the meeting packet but he was not able to interview because of a conflict. The committee is aware of his contributions to the Planning Board and the City in general and unanimously agreed to recommend him without waiting for the next opportunity for an interview.

The Appointments Committee unanimously recommends Derek Peters for reappointment to Planning Board, term to expire January 2017.

### **Natalie Wensley – Library Trustee, Ward 3, Reappointment**

Natalie has served as a Library Trustee for two decades and wishes to continue to serve the City in this capacity. She enjoys working with her fellow Trustees and the Director of the Library. She believes that the Library is operating very well in a time of greater need caused by the economy.

The Appointments Committee unanimously recommends Natalie Wensley for reappointment to Planning Board, term to expire January 2017.

Respectfully submitted,

John Larochelle, Chair  
Appointments Committee



# Rochester City Council

## Community Development Committee

### MEETING MINUTES-DRAFT

**James Gray, Chairperson**  
**Elaine Lauterborn, Vice Chairperson**  
**Sandra Keans**  
**Derek "Mac" Kittredge**  
**Jake Collins**

<b>Meeting Date:</b>	January 23, 2014	
<b>Members Present:</b>	Councilor Gray Councilor Lauterborn Councilor Keans Councilor Kittredge Councilor Collins	<b>Members Absent:</b>
<b>Guests/Staff:</b>	Elena Engle, Community Development Specialist Crystal DeButts, Planning Secretary Michael Provost, Director of Rochester Main Street Dennis Ottino, Rochester Main Street Volunteer	

Councilor Gray called the meeting to order at 7:00PM. Motion was made by Councilor Lauterborn and seconded by Councilor Gray to approve the September 26, 2013 minutes. The minutes were approved unanimously.

<b>INTRODUCTION – Community Development Accomplishments in the last year</b>	<p>Ms. Engle began by introducing herself to the new Councilors and discussing accomplishments of her first year.</p> <p>Ms. Engle discussed several completed reports to HUD, grants she has reviewed or received, including a \$12,000 Community Funds Grant for bus shelter pads on Wakefield St., \$16,000 grant for Green Infrastructure and she is awaiting outcome of the Aquifer Protection Grant applied for through the SRPC with collaboration by the City.</p> <p>She informed the committee there was one JOB loan completed in the last year and one set to close early this year; and stated that she and Mary Ellen Humphrey of Economic Development have revised the JOB loan underwriting process.</p> <p>Councilor Keans questioned the number of JOB loan grants there currently are. Ms. Engle stated she thought there were about 5 or 6-maybe more. She went on to explain that HUD requires the businesses receiving funds hire a certain number of low-moderate income employees based on the amount of funds they receive. Councilor Keans asked if City staff completes an audit and verifies the employees are working for the business. Ms. Engle stated that upon hire, employees must fill out an income verification form to show what their income level was pre-employment and that once the required number of jobs is met per HUD</p>
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	<p>standards, she can close them out in the HUD reporting system. She went on to explain that if the business has met this requirement but is still paying on the loan, she and Ms. Humphrey do go to the business to check in.</p>
<p><b>DISCUSSION – Community Development Block Grant and City Funds FY 14-15</b></p>	<p>Ms. Engle provided the committee members with an overview of the CDBG Program including specific requirements of the grant that includes an annual action plan, annual performance report, citizens participation and a 5- year Consolidated Plan, which will be due in May, 2015. Councilor Gray recommended preparation for this 5-year plan begin sooner rather than later and requested discussions begin at the next committee meeting.</p> <p>Ms. Engle provided the timeline for FY 14-15 grant planning process and she stated CDBG and City Funding applications are due by February 7<sup>th</sup>. She discussed the process used last year to evaluate the public services that included an organized presentation of the information and ratings from each committee member as to their level of support of an agency. Ms. Engle added that this year she will be including with the full applications, a summary sheet that encompasses certain key elements+ from the application across all applicants so that the committee can zoom in to this information easily. Ms. Engle explained the importance of considering each of the priority+categories identified in the Consolidated Plan (basic needs, safety net, investment) when evaluating agencies for funding. The committee also discussed and agreed to invite the public service applicants for CDBG and City funding to the next committee meeting to discuss their applications (not a requirement) as well as to have Welfare Director, Todd Marsh present after presentations to discuss his input with the committee.</p> <p>The Committee was given a spreadsheet outlining the last 3 years of CDBG funding. Ms. Engle explained the categories (20% Administration, 15% Public Service and grant balance to projects under housing, economic development and facility/infrastructure). Information was also provided on what agencies were funded through the City last year and at what levels.</p> <p>In order to prepare for the evaluation process, Ms. Engle provided a list of the 20+ agencies expected to apply for public service funding for FY 14-15. In addition she provided an estimated breakdown of the grant amount based on a 10% decrease from the prior year. HUD has given indication that they will not have funding amounts available by the May 15<sup>th</sup> deadline and that communities should estimate as they did last year. Ms. Engle explained to the committee members that there are also prior year unused grant funds that can be reallocated to projects.</p> <p>Ms. Engle requested the committee's input into priorities for funding projects with CDBG funds. Councilor Gray mentioned the need for wifi availability in the community such as at the Common, etc. so that this is available to low-mod residents who may not have internet access. Other</p>

	<p>items brought to Ms. Engle include replacing the library rooftop heating/cooling units, replacing the Hanson Pines Skateboard Park Structures, Replastering the Gonic Swimming Pool. Ms. Engle would need to review any of these suggestions against HUD standards before presenting. Ms. Engle mentioned if there were any projects related to ADA that those would be good candidates for CDBG funds and that any project should be in line with the goals of the 2010-2015 Consolidated Plan.</p> <p>Councilor Lauterborn questioned whether the City would lose the money if it was not used. Councilor Keans stated she believed there is a time limit of 5 or 6 years.</p>
<b>Rochester Main Street</b>	<p><b><i>A motion was made by Councilor Lauterborn and seconded by Councilor Keans to amend the agenda to include an update from Michael Provost, Director of Rochester Main Street.</i></b></p> <p>Michael Provost, Director of Rochester Main Street provided the committee with a calendar of events for the year as well as a pamphlet for the new Historical Highlights of Downtown Rochester Walking Tour (see attached).</p>
<b>Agenda topics for next meeting</b>	<p>Presentations from public services applying for CDBG or City Funding, Initial evaluation of public service applicants, Councilor Gray asked Ms. Engle to invite Todd Marsh, Director of City Welfare to join the meeting, discussion of planning for the 5-year Consolidated Plan to HUD.</p>

Motion to adjourn made by Councilor Lauterborn and seconded by Councilor Collins.  
The meeting was adjourned at 7:45pm.

Next Meeting . FEBRUARY 27, 2014 at 6:00pm in the Conference Room at City Hall  
Topics . CDBG



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**Rochester Government Channel**  
**Minutes – Meeting on December 10, 2013 6:00PM**

*City Council Conference Room, City Hall*

Voting Members: Councilor Pete Lachapelle, Chair, Rick Healy, James Graham (all present)  
 Brad Jett- Metrocast, Celeste Plaia - RGC Coordinator, Dennis Shafer - MIS Supervisor also present

1. Call to Order
2. Public Input – There was no public input.
3. Review options, and discussion on equipment rack rewire and upgrades.

Government Channel Coordinator explained the need for making the equipment rack rewire a priority, due to the great amount of time spent on troubleshooting various signal issues. Rebuilding the rack with some new components, replacing some cable, and refurbishing cables ends will help clean up the signal. The project would also include bringing equipment back up from the MIS server room, as well as the Metrocast fiber box from the boiler room. A new “L shape” console is also proposed to accommodate future upgrades and to clean up the corner area in Chambers. The main question put forward to the committee was whether to replace the camera switcher with an HD ready switcher, as this would dictate the layout of the console area. Coordinator estimates (based on vender consults and research) that the rack rewire and upgrade to an HD ready switcher, would be about \$15,000. The entire migration to HD equipment in Chambers (to broadcast HD) would be about \$45,000 - \$50,000.

The committee debated the merits of starting to migrate equipment to HD. Coordinator suggests not to assume that Metrocast will be broadcasting our signal in HD. The Metrocast Rep spoke with a head technician prior to the meeting, and wanted the committee to know that Metrocast will not require the PEG stations to broadcast in HD, at least not in the next 10 years. Currently there is maybe one PEG station in all of NH and Massachusetts that he knows of that is broadcasting in HD. Peter Lachapelle and others thought this should be an issue to bring to the table with renewal Franchise Agreement. Jim Graham brought up the concern of how long will analog and components be around ? We should prepare to go with what the market will have in 5 years. Rick Healy also was also concerned that City has been behind in technology in general, and it would be good to be ahead. All agree that the industry and consumer demand is at HD technology. All agree that technology is moving too fast, and asked how much longevity would a new switcher have? Coordinator and Metrocast representative were hesitant to comment on longevity of new equipment. Pete Lachapelle agrees that addressing signal issues is priority as we have had many complaints from constituents. All agree that a rack rewire at the minimum is key. Jim G. again stated that there is a need now to start the migration to HD, and it makes sense to purchase a new switcher with this project. No need to do entire project, that we can upgrade the rest of the infrastructure in the upcoming years. Peter Lachapelle asked if all voting members were in agreement to move forward with the proposal for the rewire, including an HD switcher in anticipation for a migration to HD, and all voting members agreed.

4. Overview on RGC budget.(Incorporated in to discussion above as well)

Coordinator noted that there was only \$17,500 left in Metrocast grant, which would leave sources short for other projects – including replacement of a bulletin board system which is no longer supported, as well as the edit and camera system which is 5 years old. Pete Lachapelle suggested to Dennis that they would be in support of requesting capital money to continue the HD project in upcoming years, and capital request to replace other needed equipment in this next fiscal year.

5. Other

As part of the “signal problem” discussion – Coordinator noted that troubleshooting extended into the power coming into the building, it was noted by an Electrician that there was much noise coming back on the grounds in the building which needs to be addressed. Coordinator stressed that the rack re-wire, although would insure best practices for minimizing signal problems, may not take care of our signal issues until the power problem is addressed. Pete Lachapelle encouraged Dennis Shafer to continue to work on this project to clean up any issues.

6. Adjournment vote and all in favor at approx. 6:45PM.

## **Rochester School Board / Rochester City Council**

Joint Building Committee Minutes

November 18, 2013

City Council Chambers

**Draft**

### **Members Present:**

#### School Board

Ms. Caroline McCarley, Chair

Mrs. Anne Grassie

Mrs. Susan O'Connor

Dr. Anthony Pastelis

Mr. Robert Watson

#### City Council

Mrs. Sandra Keans, Vice-Chair

Mayor T.J. Jean

Mrs. Elaine Lauterborn

Mr. Ralph Torr

Mr. Raymond Varney

Mr. David Walker

### **Also Present:**

Mr. Michael Hopkins, Superintendent

Mrs. Mary Moriarty, Asst. Superintendent

Ms. Linda Casey, Business Administrator

Mr. Richard Bickford

Mrs. Coby Troidl

Mr. Lance Whitehead

Ms. Casey Gerken

Mr. John Ramsay

### **Members Absent:**

Mrs. Audrey Stevens

Guests & Press

Ms. McCarley called the meeting to order with a quorum present. Members participated in the pledge of allegiance.

### **Approval of Minutes**

Mr. Walker moved, second by Mrs. O'Connor, to approve the minutes of the October 21, 2013 and October 30, 2013 meetings. The motion carried unanimously.

### **Photovoltaic Options –Planet Green**

Mr. John Ramsay, Planet Green LLC addressed the Committee regarding the use of solar photovoltaic and renewable energy systems; the implementation and potential benefits of utilizing the system. An in-depth review of the System Analysis (see attached) was also presented to the Committee outlining historical energy consumption at East Rochester School, potential production of Solar Renewable Energy Certificates (SREC /REC) for redistribution and overall financial arrangements to install a system with no upfront costs to the City.

Mr. Hopkins asked for clarification regarding Renewable Energy Certificates. Mr. Ramsay explained that all solar systems earn Solar Renewable Energy Certificates; you own the solar system and will generate green power. For every megawatt of power that is put on the grid by your system earns SREC, you can earn up to 352 in one year; these credits can be sold on the market from the lowest price of \$250 up to \$640 per megawatt.

The availability and process for apply for grants to help support the implementation of renewable energy systems was discussed.

Dr. Pastelis and other Committee members questioned what the actual upfront costs would be to the School/City. Mr. Ramsay stated that the upfront costs are dependent on the process the Committee decides to take. With Planet Green as the funding partner, upfront costs can be nothing or whatever is going to work for your funding level with a payback. He explained the process Planet Green has established over several years to obtain funding for this type of renewable energy project.

Mr. Ramsay clarified that the relationship with PSNH and the School Department doesn't change; a bill will still be produced monthly from an installed meter on the building. The difference is that the bill will now reflect a credit.

Lengthy discussion ensued regarding the options available to sell or trade Renewable Energy Certificates independently or through a Licensed Aggregator. There are specific limitations set by the State of NH for independent trading; a Licensed Aggregator has the ability to trade cross state lines creating more options and higher return on certificates.

Ms. McCarley asked for feedback from JBC members. The consensus was the Committee's due diligence would be to move forward with looking at solar photovoltaic options for the ERS Project.

Mr. Whitehead stated that the Committee would need to decide to allocate \$15,000 of the construction budget toward preparing for panels if the decision is made to use the photovoltaic system. Ms. Gerken explained the allocation of those funds would cover work with electrical engineer to ensure plugs are in place to transfer power to PSNH from the panels; cables would provide source to back-feed power to the grid. The conduit would be put in place along with lines typically established for anything required for the roof; lines would be in place if the committee moves forward with photovoltaic system.

Mayor Jean moved, second by Dr. Pastelis, the Committee approve moving forward with photovoltaic system study, factoring in the associated costs of \$15,000 of the construction budget. The motion carried unanimously.

### **Schematic Design Alternatives**

#### ***Exterior Façade***

Mr. Whitehead presented a detailed review of the updated designs to the exterior façade of the East Rochester School as requested by the JBC. The change in design includes banding of a different color masonry product on the two-story wing; the addition of shadow lines around windows and slight modifications to windows with color film to enhance the interior of specific rooms. Working closely with the structural engineer they have ensured the suggested modifications did not add significantly to costs.

By consensus the Committee supported the updated exterior design façade as proposed, with minimal use of color film on windows.

Mr. Whitehead will work with Hutter Construction to reduce costs wherever possible with redesign. Updated costs estimates and the costs variance report from Hutter Construction will be provided at the next Committee meeting. They will move forward with construction as noted by the Committee.

#### ***Public Comment***

Robert Gates asked if research had been done with other schools and communities regarding the use of renewable energy. Mr. Hopkins responded that several schools in Massachusetts are using photovoltaic systems; most are operated by private firms that install and own the panels and sell energy back to the school at a lower rate. There are several more tax incentives in Massachusetts than currently in NH. Meetings are being scheduled to look at options available.

#### ***Adjournment***

Dr. Pastelis moved, second by Mr. Walker, to adjourn. On a unanimous vote, the Committee adjourned at 8:15 p.m.

Respectfully submitted,

Michael Hopkins  
Board Secretary

Public Safety Committee  
Council Chambers  
January 15, 2014  
7:00 PM

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Councilor Peter Lachapelle

**OTHERS PRESENT**

Gretchen Young, PE Construction Engineer  
Scott Dumas, Deputy Chief P.D.  
Councilor James Gray  
Councilor Mac Kittredge

Minutes

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

1. Public Input

There were no members of the public present.

2. Intersection May/Upham Street and Columbus Ave-poorly lit-move light down from pole

Councilor Walker summarized that a resident wanted the street light at the intersection of May and Upham Street moved. Deputy Chief Dumas said the resident wants the one at Lincoln Street moved to the pole closest to Columbus Avenue to better illuminate the intersection. Deputy Chief Dumas said in his opinion the area is lit adequately.

**Councilor Collins made a motion to deny moving the street light on Upham Street. The motion as seconded by Councilor Hamann. Unanimous voice vote carried the motion.**

3. Patton Street-obstructed view

Councilor Walker summarized that the owners of 30 Patton St. have recently built a fence that blocks the sightline of the neighbor's driveway. Ms. Young said she had visited the site and confirmed that the fence is not in the city right-of-way. Councilor Gray asked if the fence had to be a certain height. He also stated it should be turned over to code enforcement.

Councilor Walker stated that it was brought to their attention. Ms. Young said that she did not know how tall the fence was but would ask the Code Enforcement Officer to visit the site to confirm if it meets fence requirements. Councilor Walker said a letter should be sent from the city to ask the resident to remove a panel or ½ a panel. Councilor Gates said they have not

asked for a variance if it is over 6 feet. This item was kept in committee to get further information. Ms. Young will talk to code to the Code Enforcement Officer.

4. Other  
Intersection of Signal and Portland Street.

Councilor Kitteredge said that the corner of Portland and Signal is pretty tough to see traffic coming. Councilor Walker stated that this has been brought to the committee in the past and that they have had the residents cut the hedges back. Deputy Chief Dumas said there have not been many accidents in this area.

Railroad Crossing by Summer Street

Councilor Kittridge said the Railroad crossing by Summer Street is awful to let vehicles go. Deputy Chief Dumas said there should be a turn signal there.

Councilor Gates made a motion to adjourn the meeting, seconded by Councilor Collins. The motion passed and the meeting adjourned at 7:13 PM.

Respectfully submitted by  
Laura Miller  
Secretary II, DPW

**AMENDMENT TO ORDINANCES**  
**REPEALING CHAPTER 31**  
**OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

- I. That Chapter 31 of the General Ordinances of the City of Rochester, entitled “Panhandling”, as presently amended, is hereby repealed in its entirety.
- II. That this amendment shall take effect upon its passage.



## 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.

RECEIVED

JAN 30 2014

AGENDA SUBJECT Amendment to Ordinances: Repealing Chapter 31 of the General Ordinances of the City of Rochester.

CITY CLERK'S OFFICE  
ROCHESTER, NH

Council Action Item ☒ or Information Only ☐

Funding Required? Yes ☐ No ☒

Resolution Required? Yes ☒ No ☐

Funding Resolution Worksheet? Yes ☐ No ☒

AGENDA DATE	2014-02-14
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk
DATE SUBMITTED	2014-01-30
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	<i>B. Dean</i>
CITY MANAGER	<i>D. W. Fildes</i>

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

Request reviewed by City Solicitor Wensley.



#### **SUMMARY STATEMENT**

**The City of Rochester adopted a panhandling ordinance last year. It has come to the City's attention that the current ordinance should be reviewed further by the Codes and Ordinances Committee.**

#### **RECOMMENDED ACTION**

**Repeal Chapter 31 of the General Ordinances of the City of Rochester and send the matter to the Codes and Ordinances Committee for review.**

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**RESOLUTION DEAUTHORIZING PORTION OF**  
**A FY 2012-2013 POLICE DEPARTMENT OPERATING BUDGET FOR**  
**NH HIGHWAY SAFETY AGENCY GRANT FOR SPEED ENFORCEMENT**

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

**WHEREAS**, by resolution previously adopted by the Mayor and City Council in December 2012, the sum of Five Thousand Eight Hundred Fifty Dollars (\$5,850.00) to be derived from a State of New Hampshire, N.H. Highway Safety Agency grant to the City of Rochester, Police Department was appropriated in a FY 2012- 2013 Police Department operating budget special non-lapsing revenue account, for the purpose of conducting a so-called Speed Enforcement program (Grant 315-13A-094) (the "Project"); and

**WHEREAS**, One Thousand Four Hundred Twenty-Nine Dollars and Ninety-Seven Cents (\$1,429.97) of the funds appropriated for such Project are no longer necessary for such purpose, as the Project has been completed;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize One Thousand Four Hundred Twenty-Nine Dollars and Ninety-Seven Cents (\$1,429.97) previously appropriated for the said the Project, thereby leaving a total appropriation for such Project in the amount of Four Thousand Four Hundred Twenty Dollars and Three Cents (\$4,420.03).

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

CC FY 14 02-04 AB 20



## City of Rochester Formal Council Meeting

### AGENDA BILL

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


AGENDA SUBJECT: De-authorize funds in the amount of \$1,429.97 for the Highway Safety Speed Enforcement Grant 315-13A-094. Unable to spend the total overtime amount because grant expired and couldn't be extended. Not all available shifts were filled.

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 meeting in January 2014.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	1/13/14		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 60982010 Project 13547
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

De-authorize funds in the amount of \$1,429.97.

**RECOMMENDED ACTION**

Recommend council de-authorize funds in the amount of \$1,429.97

# **AGENDA BILL - FUNDING RESOLUTION**

## **EXHIBIT**

Project Name: De-authorize \$1,429.97 from the Highway Safety Speed Enforcement Grant 315-13A-094.

Date: 01/13/2014

Fiscal Year: FY14

Fund (select one):

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

Request Type: Supplemental ☐ Deauthorization ☒

Fund Type: Lapsing Annual Non-Lapsing Multi Year ☒

### **Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	60982010	513001	13547	\$ 1,303.04		
2	60982010	522000	13547	\$ 19.42		
3	60982010	523000	13547	\$ 107.51		
4						

### **Appropriation**

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

### **Revenue**

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

DUNS # 968578153

CFDA # 20.600

Grant # 315-13A-094

Grant Period: From 11/01/2012  
To 09/15/2013

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

Reimbursement Request will be reduced ☒

Funds will be returned ☐



## CITY OF ROCHESTER



## SPEED ENFORCEMENT GRANT 094

FOR 2014 07

JOURNAL DETAIL 2013 1 TO 2014 7

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
60982010 522000 13547 SOCIAL SECURI							
2013/09/000263 03/13/2013 PRJ	2.04	REF 031313			WARRANT=031313	RUN=1 CITY REG	
2013/09/000548 03/22/2013 GEN	-2.04	REF CORR			MOVE EXPENSE TO	PROPER ACCT	
2013/09/000602 03/27/2013 PRJ	3.89	REF 032713			WARRANT=032713	RUN=1 CITY REG	
2013/10/000202 04/10/2013 PRJ	5.85	REF 041013			WARRANT=041013	RUN=1 CITY REG	
2014/01/000034 07/03/2013 PRJ	5.78	REF 070313			WARRANT=070313	RUN=1 CITY REG	
2014/01/000268 07/17/2013 PRJ	5.27	REF 071713			WARRANT=071713	RUN=1 CITY REG	
2014/03/000128 09/11/2013 PRJ	20.50	REF 091113			WARRANT=091113	RUN=1 CITY REG	
2014/03/000489 09/25/2013 PRJ	9.29	REF 092513			WARRANT=092513	RUN=1 CITY REG	
TOTAL SOCIAL SECURITY	70	70	50.58	.00	.00	19.42	72.3%
523000 RETIREMENT							
60982010 523000 13547 RETIREMENT	961	961	853.49	.00	.00	107.51	88.8%*
2013/06/000539 12/21/2012 BUC	961.00	REF SUPPL			COUNCIL SUPPL 12/04/2012		
2013/09/000263 03/13/2013 PRJ	28.23	REF 031313			WARRANT=031313	RUN=1 CITY REG	
2013/09/000548 03/22/2013 GEN	-28.23	REF CORR			MOVE EXPENSE TO	PROPER ACCT	
2013/09/000602 03/27/2013 PRJ	53.72	REF 032713			WARRANT=032713	RUN=1 CITY REG	
2013/10/000202 04/10/2013 PRJ	80.79	REF 041013			WARRANT=041013	RUN=1 CITY REG	
2014/01/000034 07/03/2013 PRJ	101.37	REF 070313			WARRANT=070313	RUN=1 CITY REG	
2014/01/000268 07/17/2013 PRJ	92.69	REF 071713			WARRANT=071713	RUN=1 CITY REG	
2014/03/000128 09/11/2013 PRJ	360.05	REF 091113			WARRANT=091113	RUN=1 CITY REG	
2014/03/000489 09/25/2013 PRJ	164.87	REF 092513			WARRANT=092513	RUN=1 CITY REG	
TOTAL RETIREMENT	961	961	853.49	.00	.00	107.51	88.8%
TOTAL FY13 POLCE GRANTS EXPENSES	5,850	5,850	4,420.03	.00	.00	1,429.97	75.6%
TOTAL EXPENSES	5,850	5,850	4,420.03	.00	.00	1,429.97	
GRAND TOTAL	0	0	.00	.00	.00	.00	.0%

\*\* END OF REPORT - Generated by Rhonda Young \*\*

## CITY OF ROCHESTER



## SPEED ENFORCEMENT GRANT 094

FOR 2014 07

JOURNAL DETAIL 2013 1 TO 2014 7

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>6098003 FY13 POLICE GRANTS REVENUE</b>							
<b>402179 FEDERAL GRANTS</b>							
6098003 402179 13547 ENFORCE PATROL	-5,850	-5,850	-4,420.03		.00	.00	-1,429.97 75.6%
2013/06/000539 12/21/2012 BUC	-5,850.00	REF SUPPL					COUNCIL SUPPL 12/04/2012
2013/12/000832 06/10/2013 CRP	-818.49	REF 888859	STATE OF NH				ENFORCEMENT PATROLS
2014/03/000644 09/18/2013 CRP	-972.11	REF 908427	STATE OF NH				ENFORCEMENT PATROLS
2014/06/000650 12/11/2013 CRP	-2,629.43	REF 933271	STATE OF NH				315-13A-094
TOTAL FEDERAL GRANTS	-5,850	-5,850	-4,420.03		.00	.00	-1,429.97 75.6%
TOTAL FY13 POLICE GRANTS REVENUE	-5,850	-5,850	-4,420.03		.00	.00	-1,429.97 75.6%
TOTAL REVENUES	-5,850	-5,850	-4,420.03		.00	.00	-1,429.97
<b>60982010 FY13 POLICE GRANTS EXPENSES</b>							
<b>513001 OVERTIME - REGULAR</b>							
60982010 513001 13547 OVERTIME - RE	4,819	4,819	3,515.96		.00	.00	1,303.04 73.0%*
2013/06/000539 12/21/2012 BUC	4,819.00	REF SUPPL					COUNCIL SUPPL 12/04/2012
2013/09/000263 03/13/2013 PRJ	141.49	REF 031313					WARRANT=031313 RUN=1 CITY REG
2013/09/000548 03/22/2013 GEN	-141.49	REF CORR					MOVE EXPENSE TO PROPER ACCT
2013/09/000602 03/27/2013 PRJ	269.26	REF 032713					WARRANT=032713 RUN=1 CITY REG
2013/10/000202 04/10/2013 PRJ	404.98	REF 041013					WARRANT=041013 RUN=1 CITY REG
2014/01/000034 07/03/2013 PRJ	400.65	REF 070313					WARRANT=070313 RUN=1 CITY REG
2014/01/000268 07/17/2013 PRJ	366.35	REF 071713					WARRANT=071713 RUN=1 CITY REG
2014/03/000128 09/11/2013 PRJ	1,423.07	REF 091113					WARRANT=091113 RUN=1 CITY REG
2014/03/000489 09/25/2013 PRJ	651.65	REF 092513					WARRANT=092513 RUN=1 CITY REG
TOTAL OVERTIME - REGULAR	4,819	4,819	3,515.96		.00	.00	1,303.04 73.0%
<b>522000 SOCIAL SECURITY</b>							
60982010 522000 13547 SOCIAL SECURI	70	70	50.58		.00	.00	19.42 72.3%*
2013/06/000539 12/21/2012 BUC	70.00	REF SUPPL					COUNCIL SUPPL 12/04/2012



**RESOLUTION DEAUTHORIZING PORTION OFA FY 2012-2013**  
**POLICE DEPARTMENT OPERATING BUDGET APPROPRIATION**  
**REGARDING**  
**NH HIGHWAY SAFETY AGENCY GRANT FOR RED LIGHT ENFORCEMENT**

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

**WHEREAS**, by resolution previously adopted by the Mayor and City Council in November 2012, the sum of Five Thousand Eight Hundred Fifty Dollars (\$5,850.00) to be derived from a NH Highway Safety grant to the City of Rochester, Police Department was appropriated as a supplemental appropriation in the 2012-2013 operating budget of Rochester Police Department to a special non-lapsing revenue account, for the exclusive purpose of being used for so-called red light enforcement purposes (project no. 13546) (the "Project"); and

**WHEREAS**, One Thousand Four Hundred Seventeen Dollars and Seven Cents (\$1,417.07) of the of the aforesaid supplemental appropriation for such Project are no longer necessary for the Project, as the Project has been completed;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize One Thousand Four Hundred Seventeen Dollars and Seven Cents (\$1,417.07) previously appropriated for the said Project, thereby leaving a total appropriation for such Project in the amount of Four Thousand Four Hundred Thirty-Two Dollars and Ninety-Three Cents (\$4,432.93).

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.



## 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.

RECEIVED  
JAN 16 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

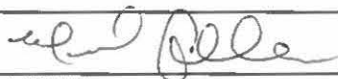
AGENDA SUBJECT: De-authorize funds in the amount of \$1,417.07 for the Highway Safety Red Light Enforcement Grant 315-13A-095. Unable to spend the total overtime amount because grant expired and couldn't be extended. Not all available shifts were filled.

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 meeting in January 2014.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	1/13/14		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 60982010 Project 13546
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

De-authorize funds in the amount of \$1,417.07

**RECOMMENDED ACTION**

Recommend council de-authorize funds in the amount of \$1,417.07

# **AGENDA BILL - FUNDING RESOLUTION**

## **EXHIBIT**

Project Name:

**De-authorize \$1,417.07 from the Highway Safety Red Light Enforcement  
Grant 315-13A-095.**

Date:

**01/13/2014**

Fiscal Year:

**FY14**

Fund (select one):

GF

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☒

Request Type:

Supplemental ☐

Deauthorization ☒

Fund Type:

Lapsing  
Annual

Non-Lapsing ☒  
Multi Year

### **Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	60982010	513001	13546	\$ 1,271.43		
2	60982010	522000	13546	\$ 18.86		
3	60982010	523000	13546	\$ 126.78		
4						

### **Appropriation**

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

### **Revenue**

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

DUNS # **968578153**

CFDA # **20.600**

Grant # **315-13A-095**

Grant Period: From **11/01/2012**  
To **09/15/2013**

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

Reimbursement Request will be reduced ☒

Funds will be returned ☐

## CITY OF ROCHESTER



## RED LIGHT ENFORCEMENT GRANT 095

FOR 2014 07

JOURNAL DETAIL 2013 1 TO 2014 7

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>6098003 FY13 POLICE GRANTS REVENUE</b>							
<b>402179 FEDERAL GRANTS</b>							
6098003 402179 13546 RED LIGHT 315-	-5,850	-5,850	-4,432.93	.00	.00	-1,417.07	75.8%
2013/06/000537 12/21/2012 BUC	-5,850.00	REF SUPPL				COUNCIL SUPPL 11/13/2012	
2013/10/000243 04/09/2013 CRP	-1,437.01	REF 868518	STATE OF NH			RED LIGHT 315-13A-095	
2014/06/000650 12/11/2013 CRP	-2,995.92	REF 933272	STATE OF NH			315-13A-095	
TOTAL FEDERAL GRANTS	-5,850	-5,850	-4,432.93	.00	.00	-1,417.07	75.8%
TOTAL FY13 POLICE GRANTS REVENUE	-5,850	-5,850	-4,432.93	.00	.00	-1,417.07	75.8%
TOTAL REVENUES	-5,850	-5,850	-4,432.93	.00	.00	-1,417.07	
<b>60982010 FY13 POLCE GRANTS EXPENSES</b>							
<b>513001 OVERTIME - REGULAR</b>							
60982010 513001 13546 OVERTIME - RE	4,819	4,819	3,547.57	131.60	.00	1,271.43	73.6%*
2013/06/000537 12/21/2012 BUC	4,819.00	REF SUPPL				COUNCIL SUPPL 11/13/2012	
2013/07/000627 01/30/2013 PRJ	130.10	REF 013013				WARRANT=013013 RUN=1 CITY REG	
2013/08/000260 02/13/2013 PRJ	529.46	REF 021313				WARRANT=021313 RUN=1 CITY REG	
2013/08/000605 02/27/2013 PRJ	524.20	REF 022713				WARRANT=022713 RUN=1 CITY REG	
2014/02/000547 08/28/2013 PRJ	635.71	REF 082813				WARRANT=082813 RUN=1 CITY REG	
2014/03/000128 09/11/2013 PRJ	1,180.02	REF 091113				WARRANT=091113 RUN=1 CITY REG	
2014/03/000489 09/25/2013 PRJ	416.48	REF 092513				WARRANT=092513 RUN=1 CITY REG	
2014/07/000146 01/08/2014 GEN	131.60	REF CORR				MOVE EXPENSE TO PROPER ACCT	
TOTAL OVERTIME - REGULAR	4,819	4,819	3,547.57	131.60	.00	1,271.43	73.6%
<b>522000 SOCIAL SECURITY</b>							
60982010 522000 13546 SOCIAL SECURI	70	70	51.14	1.91	.00	18.86	73.1%*
2013/06/000537 12/21/2012 BUC	70.00	REF SUPPL				COUNCIL SUPPL 11/13/2012	
2013/07/000627 01/30/2013 PRJ	1.88	REF 013013				WARRANT=013013 RUN=1 CITY REG	
2013/08/000260 02/13/2013 PRJ	7.64	REF 021313				WARRANT=021313 RUN=1 CITY REG	



## CITY OF ROCHESTER

## RED LIGHT ENFORCEMENT GRANT 095

FOR 2014 07

JOURNAL DETAIL 2013 1 TO 2014 7

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
60982010 522000 13546 SOCIAL SECURI							
2013/08/000605 02/27/2013 PRJ	7.57	REF 022713			WARRANT=022713	RUN=1 CITY REG	
2014/02/000547 08/28/2013 PRJ	9.10	REF 082813			WARRANT=082813	RUN=1 CITY REG	
2014/03/000128 09/11/2013 PRJ	17.02	REF 091113			WARRANT=091113	RUN=1 CITY REG	
2014/03/000489 09/25/2013 PRJ	6.02	REF 092513			WARRANT=092513	RUN=1 CITY REG	
2014/07/000146 01/08/2014 GEN	1.91	REF CORR			MOVE EXPENSE TO PROPER ACCT		
TOTAL SOCIAL SECURITY	70	70	51.14	1.91	.00	18.86	73.1%
<b>523000 RETIREMENT</b>							
60982010 523000 13546 RETIREMENT	961	961	834.22	33.29	.00	126.78	86.8%*
2013/06/000537 12/21/2012 BUC	961.00	REF SUPPL			COUNCIL SUPPL 11/13/2012		
2013/07/000627 01/30/2013 PRJ	25.96	REF 013013			WARRANT=013013	RUN=1 CITY REG	
2013/08/000260 02/13/2013 PRJ	105.63	REF 021313			WARRANT=021313	RUN=1 CITY REG	
2013/08/000605 02/27/2013 PRJ	104.57	REF 022713			WARRANT=022713	RUN=1 CITY REG	
2014/02/000547 08/28/2013 PRJ	160.84	REF 082813			WARRANT=082813	RUN=1 CITY REG	
2014/03/000128 09/11/2013 PRJ	298.55	REF 091113			WARRANT=091113	RUN=1 CITY REG	
2014/03/000489 09/25/2013 PRJ	105.38	REF 092513			WARRANT=092513	RUN=1 CITY REG	
2014/07/000146 01/08/2014 GEN	33.29	REF CORR			MOVE EXPENSE TO PROPER ACCT		
TOTAL RETIREMENT	961	961	834.22	33.29	.00	126.78	86.8%
TOTAL FY13 POLCE GRANTS EXPENSES	5,850	5,850	4,432.93	166.80	.00	1,417.07	75.8%
TOTAL EXPENSES	5,850	5,850	4,432.93	166.80	.00	1,417.07	
GRAND TOTAL	0	0	.00	166.80	.00	.00	.0%

\*\* END OF REPORT - Generated by Rhonda Young \*\*

**RESOLUTION DEAUTHORIZING PORTION OF A FY 2012-2013 POLICE  
DEPARTMENT OPERATING BUDGET APPROPRIATION FOR  
NH HIGHWAY SAFETY AGENCY GRANT FOR DWI ENFORCEMENT**

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

**WHEREAS**, by resolution previously adopted by the Mayor and City Council in November 2012, the sum of Five Thousand Eight Hundred Fifty Dollars (\$5,850.00), to be derived from a State of New Hampshire, N.H. Highway Safety Agency grant to the City of Rochester, Police Department, was appropriated in a FY 2012-2013 Police Department operating budget special non-lapsing revenue account, for the purpose of conducting a so-called DWI Enforcement program (Grant 308-13A-028) (the "Project"); and

**WHEREAS**, Two Thousand Two Hundred Fifty-Four Dollars and Eighty-Seven Cents (\$2,254.87) of the funds appropriated for such Project are no longer necessary for such purpose, as the Project has been completed;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Two Thousand Two Hundred Fifty-Four Dollars and Eighty-Seven Cents (\$2,254.87) previously appropriated for the said the Project, thereby leaving a total appropriation for such Project in the amount of Three Thousand Five Hundred Ninety-Five Dollars and Thirteen Cents (\$3,595.13).

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

CC FY 14 02-04 AB 22





## City of Rochester Formal Council Meeting

### AGENDA BILL

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

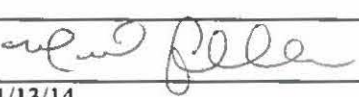
AGENDA SUBJECT: De-authorize funds in the amount of \$2254.87 for the Highway Safety DWI Grant 308-13A-028. Unable to spend the total overtime amount because grant expired and couldn't be extended. Not all available shifts were filled.

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 meeting in January 2014.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	1/13/14		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 60982010 Project 13545
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

#### LEGAL AUTHORITY

Council action required.

RECEIVED

JAN 16 2014

CITY CLERK'S OFFICE  
ROCHESTER, NH

**SUMMARY STATEMENT**

De-authorize funds in the amount of \$2,254.87

**RECOMMENDED ACTION**

Recommend council de-authorize funds in the amount of \$2,254.87

# AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name:

De-authorize \$2,254.87 from the Highway Safety DWI Grant 308-13A-028.

Date:

01/13/2014

Fiscal Year:

FY14

Fund (select one):

GF

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☒

Request Type:

Supplemental ☐

Deauthorization ☒

Fund Type:

Lapsing  
Annual

Non-Lapsing ☒  
Multi Year

### Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	60982010	513001	13545	\$ 1,947.78		
2	60982010	522000	13545	\$ 28.55		
3	60982010	523000	13545	\$ 278.54		
4						

### Appropriation

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

### Revenue

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

DUNS # 968578153

CFDA # 20.601

Grant # 308-13A-028

Grant Period: From 11/01/2012  
To 09/15/2013

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

Reimbursement Request will be reduced ☒

Funds will be returned ☐

## CITY OF ROCHESTER



## DWI GRANT 028

FOR 2014 07

JOURNAL DETAIL 2013 1 TO 2014 7

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>6098003 FY13 POLICE GRANTS REVENUE</b>							
<b>402179 FEDERAL GRANTS</b>							
6098003 402179 13545 DWI/DUI PATROL	-5,850	-5,850	-3,595.13	.00	.00	-2,254.87	61.5%
2013/06/000535 12/21/2012 BUC	-5,850.00	REF SUPPL				COUNCIL SUPPL 11/13/2012	
2013/10/000247 04/08/2013 CRP	-343.51	REF 868502	STATE OF NH			DWI/DUI PATROLS 308-13A-028	
2013/12/001229 06/30/2013 GEN	-653.76	REF POLICE				FYE13 A/R 308-13A-028	
2014/03/000646 09/23/2013 CRP	-434.84	REF 908546	STATE OF NH			PROJECT 13545	
2014/06/000650 12/11/2013 CRP	-2,163.02	REF 933269	STATE OF NH			308-13A-028	
TOTAL FEDERAL GRANTS	-5,850	-5,850	-3,595.13	.00	.00	-2,254.87	61.5%
TOTAL FY13 POLICE GRANTS REVENUE	-5,850	-5,850	-3,595.13	.00	.00	-2,254.87	61.5%
TOTAL REVENUES	-5,850	-5,850	-3,595.13	.00	.00	-2,254.87	
<b>60982010 FY13 POLICE GRANTS EXPENSES</b>							
<b>513001 OVERTIME - REGULAR</b>							
60982010 513001 13545 OVERTIME - RE	4,819	4,819	2,871.22	-131.60	.00	1,947.78	59.6%*
2013/06/000535 12/21/2012 BUC	4,819.00	REF SUPPL				COUNCIL SUPPL 11/13/2012	
2013/08/000260 02/13/2013 PRJ	282.98	REF 021313				WARRANT=021313 RUN=1 CITY REG	
2013/09/000602 03/27/2013 PRJ	538.53	REF 032713				WARRANT=032713 RUN=1 CITY REG	
2014/01/000268 07/17/2013 PRJ	614.10	REF 071713				WARRANT=071713 RUN=1 CITY REG	
2014/02/000262 08/14/2013 PRJ	141.49	REF 081413				WARRANT=081413 RUN=1 CITY REG	
2014/02/000547 08/28/2013 PRJ	695.29	REF 082813				WARRANT=082813 RUN=1 CITY REG	
2014/03/000128 09/11/2013 PRJ	1,001.48	REF 091113				WARRANT=091113 RUN=1 CITY REG	
2014/03/000649 09/28/2013 GEN	-271.05	REF CORR				MOVE EXPENSE TO PROPER ACCT	
2014/07/000146 01/08/2014 GEN	-131.60	REF CORR				MOVE EXPENSE TO PROPER ACCT	
TOTAL OVERTIME - REGULAR	4,819	4,819	2,871.22	-131.60	.00	1,947.78	59.6%
<b>522000 SOCIAL SECURITY</b>							
60982010 522000 13545 SOCIAL SECURI	961	70	41.45	-1.91	.00	28.55	59.2%*



## CITY OF ROCHESTER



## DWI GRANT 028

FOR 2014 07

JOURNAL DETAIL 2013 1 TO 2014 7

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
60982010 522000 13545 SOCIAL SECURI							
2013/06/000535 12/21/2012 BUC	961.00	REF SUPPL			COUNCIL SUPPL 11/13/2012		
2013/06/000538 12/21/2012 BUA	-891.00	REF SUPPL			CORRN TO BUA 2013-06-535		
2013/08/000260 02/13/2013 PRJ	4.08	REF 021313			WARRANT=021313 RUN=1 CITY REG		
2013/09/000602 03/27/2013 PRJ	7.80	REF 032713			WARRANT=032713 RUN=1 CITY REG		
2014/01/000268 07/17/2013 PRJ	8.91	REF 071713			WARRANT=071713 RUN=1 CITY REG		
2014/02/000262 08/14/2013 PRJ	2.04	REF 081413			WARRANT=081413 RUN=1 CITY REG		
2014/02/000547 08/28/2013 PRJ	9.94	REF 082813			WARRANT=082813 RUN=1 CITY REG		
2014/03/000128 09/11/2013 PRJ	14.52	REF 091113			WARRANT=091113 RUN=1 CITY REG		
2014/03/000649 09/28/2013 GEN	-3.93	REF CORRN			MOVE EXPENSE TO PROPER ACCT		
2014/07/000146 01/08/2014 GEN	-1.91	REF CORRN			MOVE EXPENSE TO PROPER ACCT		
TOTAL SOCIAL SECURITY	961	70	41.45	-1.91	.00	28.55	59.2%
523000 RETIREMENT							
60982010 523000 13545 RETIREMENT	70	961	682.46	-33.29	.00	278.54	71.0%*
2013/06/000535 12/21/2012 BUC	70.00	REF SUPPL			COUNCIL SUPPL 11/13/2012		
2013/06/000538 12/21/2012 BUA	891.00	REF SUPPL			CORRN TO BUA 2013-06-535		
2013/08/000260 02/13/2013 PRJ	56.45	REF 021313			WARRANT=021313 RUN=1 CITY REG		
2013/09/000602 03/27/2013 PRJ	107.43	REF 032713			WARRANT=032713 RUN=1 CITY REG		
2014/01/000268 07/17/2013 PRJ	155.36	REF 071713			WARRANT=071713 RUN=1 CITY REG		
2014/02/000262 08/14/2013 PRJ	35.80	REF 081413			WARRANT=081413 RUN=1 CITY REG		
2014/02/000547 08/28/2013 PRJ	175.90	REF 082813			WARRANT=082813 RUN=1 CITY REG		
2014/03/000128 09/11/2013 PRJ	253.36	REF 091113			WARRANT=091113 RUN=1 CITY REG		
2014/03/000649 09/28/2013 GEN	-68.55	REF CORRN			MOVE EXPENSE TO PROPER ACCT		
2014/07/000146 01/08/2014 GEN	-33.29	REF CORRN			MOVE EXPENSE TO PROPER ACCT		
TOTAL RETIREMENT	70	961	682.46	-33.29	.00	278.54	71.0%
TOTAL FY13 POLCE GRANTS EXPENSES	5,850	5,850	3,595.13	-166.80	.00	2,254.87	61.5%
TOTAL EXPENSES	5,850	5,850	3,595.13	-166.80	.00	2,254.87	
GRAND TOTAL	0	0	.00	-166.80	.00	.00	.0%

\*\* END OF REPORT - Generated by Rhonda Young \*\*

**RESOLUTION DEAUTHORIZING PORTION OF FY 2007-2008**  
**CAPITAL BUDGET APPROPRIATION FOR**  
**THE HEATH BROOK BRIDGE AND SALMON FALLS ROAD PROJECT**

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

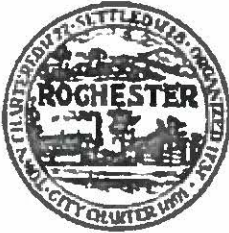
**WHEREAS**, by virtue of a June 2007 Resolution adopted by the Mayor and City Council, a Capital Improvements Budget appropriation in the amount of Two Hundred Sixteen Thousand Three Hundred Dollars (\$216,300.00) was appropriated in the FY 2007-2008 City of Rochester, Department of Public Works capital improvements budget for the so-called Heath Brook Bridge and Salmon Falls Road flood repairs project (project no. 08514) (the "Project"), with such appropriation to be funded to the extent of Twenty Seven Thousand and Thirty-Seven Dollars (\$27,037.00) from Public Works Department cash, and, to the extent of One Hundred Eighty-Nine Thousand Two Hundred Sixty-Two Dollars (\$189,262.00) from the proceeds of the aforesaid state and/or FEMA grants; and

**WHEREAS**, such Project has been completed at a final cost of Two Hundred Seven Thousand Three Hundred Fifteen Dollars and Fifty-One Cents (\$207,315.51), thereby leaving the sum of Eight Thousand Nine Hundred Eighty-Four Dollars and Forty-Nine Cents (\$8,984.49) of the aforementioned funds appropriated for such Project, no longer necessary for such Project's purposes;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Eight Thousand Nine Hundred Eighty-Four Dollars and Forty-Nine Cents (\$8,984.49) of the previously appropriated funds for the so-called Project (consisting of Six Thousand Five Hundred Thirty Dollars and Twenty-Seven Cents (\$6,530.27) in unexpended proceeds from state and/or federal so-called FEMA grants, and Two Thousand Four Hundred Fifty-Three Dollars and Twenty-Two Cents (\$2,453.22) in unexpended Public Works Department cash, thereby leaving the sum of Two Hundred Seven Thousand Three Hundred Fifteen Dollars and Fifty-One Cents (\$207,315.51) appropriated for said Project, with such sum to be drawn, to the extent of One Hundred Eighty-Two Thousand Seven Hundred Thirty-One Dollars and Seventy-Three Cents (\$182,731.73) from the proceeds of state and/or federal so-called FEMA grants , and to the extent of Twenty-Four Thousand Five Hundred Eighty-Three Dollars and Seventy-Eight Cents (\$24,583.78).

Further, that the sum of Two Thousand Four Hundred Fifty-Three Dollars and Twenty-Two Cents (\$2,453.22) in deauthorized unexpended Public Works Department cash be transferred to the so-called City of Rochester General Fund fund balance.

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



## 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 **JAN 8 2014**

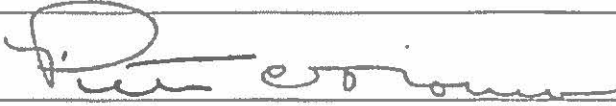
AGENDA SUBJECT  
GENERAL FUND CIP ACCOUNT 15013010-771000-08514

Council Action Item xx or Information  
Only

Funding Required? Yes No XX

Resolution Required? Yes XX No

Funding Resolution Worksheet? Yes No xx

AGENDA DATE	Next Available
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	January 23, 2014
ATTACHMENTS Yes No	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	CASH/GRANT
ACCOUNT NUMBER	15013010-771000-08514 Heath Brook Bridge/Salmon Falls Rd Remaining Balance \$8,984.49
AMOUNT	
APPROPRIATION REQUIRED Yes <u>XX</u> No	De-authorize remaining amount \$8,984.49 and return cash portion back to general fund.

#### LEGAL AUTHORITY

##### SUMMARY STATEMENT

According to FY2008 adopted budget book page 95(attached), the original appropriation for this account stated the funding source as cash and FEMA & State Grant. This action is to de-authorize the remaining balance and transfer un-needed cash back to general fund as the project is completed.

##### RECOMMENDED ACTION

1. Resolution to de-authorize remaining amount of \$8,984.49.
2. Transfer \$2,453.22 cash portion back to general fund



# **AGENDA BILL - FUNDING RESOLUTION**

## **EXHIBIT**

Project Name: De-Authorize Heath Brook Bridge Project 08514 and Transfer Cash Back to General Fund

Date: 02/04/2014

Fiscal Year: FY14

Fund (select):

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

Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒

### **Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	08514	6,530.27	-	2,454.22
2				-	-	-
3				-	-	-
4				-	-	-

### **Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	776101	149xx	-	-	2,453.22
2				-	-	-
3				-	-	-
4				-	-	-

### **Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11081	406102		-	-	2,453.22
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐

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**RESOLUTION DEAUTHORIZING PORTION OF**  
**FY 2012-2013 POLICE DEPARTMENT OPERATING BUDGET REGARDING NH**  
**U.S. MARSHALL'S (N.H. DISTRICT) FORFEITURE DISTRIBUTION**

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

**WHEREAS**, by resolution previously adopted by the Mayor and City Council on May 7, 2013, the sum of Four Thousand Five Hundred Seventy Dollars and Thirty-One Cents (\$4,570.31) to be derived from an asset forfeiture distribution from the U.S. Marshall's Service (NH District) to the City of Rochester, Police Department was appropriated as a supplemental appropriation in the 2012-2013 operating budget of Rochester Police Department, and was placed in a special non-lapsing revenue account, for the exclusive purpose of being used for drug law enforcement purposes (the "Project"); and

**WHEREAS**, Four Hundred Fifty-Seven Dollars and Four Cents (\$457.04) of the aforesaid supplemental appropriation for such Project is no longer available for distribution to the Rochester Police Department because of a onetime sequester of 10% of such distribution by the federal government, thereby making such funds unavailable for their Project purposes;

**NOW, THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Four Hundred Fifty-Seven Dollars and Four Cents (\$457.04) previously appropriated for the said Project, thereby leaving a total appropriation for such Project in the amount of Four Thousand One Hundred Thirteen Dollars and Twenty-Seven Cents (\$4,113.27).

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

CC FY 14 02-04 AB 29



## City of Rochester Formal Council Meeting

### AGENDA BILL

RECEIVED

JAN 28 2014

CITY CLERK'S OFFICE  
ROCHESTER, NH

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


AGENDA SUBJECT: De-authorize funds in the amount of \$457.04 for forfeiture funds not received due to a onetime 10% sequester taken off the original amount of \$4,570.31 by the federal government.

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 meeting in February 2014.		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	1/23/14		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	Fund 60982010 Project 13560
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

Council action required.

# AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name:

De-authorize \$457.04 from forfeiture account 60982010-561032-13560.

Date:

01/23/2014

Fiscal Year:

FY14

Fund (select one):

GF

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☒

Request Type:

Supplemental ☐

Deauthorization

☒

Fund Type:

Lapsing  
Annual

Non-Lapsing ☒  
Multi Year

### Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	60982010	561032	13560	\$ 457.04		
2						
3						
4						

### Appropriation

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

### Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From  
To

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

Reimbursement Request will be reduced ☒

Funds will be returned ☐



Original Amount Approved



01/23/2014 15:11  
rhonda

CITY OF ROCHESTER  
G/L ACCOUNT DETAIL

PG 1  
glactinq

Org: 6098003 Object: 402179 Project: 13560  
US MARSHALLS DRUG FORFEITURE 6098-2-0000-201-000-53-00-3-402179-13560

YEAR	PER	JOURNAL	EFF	DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK	NO	WARRANT	VDR	NAME/ITEM	DESC	COMMENTS
2013	12	001402	06/30/2013	BUC	5		APPROVED	05/07/2013	-4,570.31	Y							COUNCIL SUPPL 05/07/2013
Total Amount:									-4,570.31								

\*\* END OF REPORT - Generated by Rhonda Young \*\*

Actual amt rec'd



01/23/2014 15:12  
rhonda

CITY OF ROCHESTER  
G/L ACCOUNT DETAIL

PG 1  
glactinq

Org: 6098003 Object: 402179 Project: 13560  
US MARSHALLS DRUG FORFEITURE 6098-2-0000-201-000-53-00-3-402179-13560

YEAR	PER	JOURNAL	EFF DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2013	12	001493	06/30/2013	GEN	1	ASSET	FYE13 A/R	-653.90 Y				FYE13	A/R	DEA-578108
2013	12	001493	06/30/2013	GEN	1	ASSET	FYE13 A/R	-781.87 Y				FYE13	A/R	DEA-578107
2013	12	001493	06/30/2013	GEN	1	ASSET	FYE13 A/R	-1,215.00 Y				FYE13	A/R	DEA-578109
2013	12	001493	06/30/2013	GEN	1	ASSET	FYE13 A/R	-1,462.50 Y				FYE13	A/R	DEA-578106
Total Amount: -4,113.27														

\*\* END OF REPORT - Generated by Rhonda Young \*\*



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**RESOLUTION FOR CITY MANAGER TO SUBMIT APPLICATION  
TO COMMISSIONER OF DRED TO HAVE THE SO-CALLED  
ROCHESTER DOWNTOWN ECONOMIC REVITALIZATION ZONE  
DESIGNATED AS AN  
ECONOMIC REVITALIZATION ZONE PURSUANT TO THE  
PROVISIONS OF RSA 162-N**

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

**WHEREAS**, in an effort to stimulate local economic development the New Hampshire Legislature has enacted Chapter 162-N of the New Hampshire Revised Statutes Annotated, entitled “Economic Revitalization Zone Tax Credits”; and

**WHEREAS**, the City of Rochester seeks to avail itself of the opportunities and benefits available through said Chapter 162-N by the designation of the so-called Rochester Downtown Economic Revitalization Zone as a so-called “Economic Revitalization Zone” as provided for in Chapter 162-N; and

**WHEREAS**, in order to attain status as a so-called “Economic Revitalization Zone”, the Commissioner of DRED must designate such area as an “Economic Revitalization Zone”, in accordance with requirements established in Chapter 162-N; and

**WHEREAS**, the City of Rochester desires to allow the provisions of RSA Chapter 162-N to be available to qualifying businesses and property owners located in the so-called Rochester Downtown Economic Revitalization Zone; and

**WHEREAS**, the City of Rochester has prepared an Application to have the so-called Rochester Downtown Economic Revitalization Zone designated as an “Economic Revitalization Zone” as provided for in Chapter 162-N, so as to take advantage of the benefits associated with such Chapter of the New Hampshire Revised Statutes Annotated;

**NOW THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby authorize the City Manager, and/or his designee(s), to take any and all steps necessary to file the above referenced Application with the Commissioner of DRED, and to take such other actions as are necessary and/or appropriate to obtain the above-referenced designation for the so-called e Rochester Downtown Economic Revitalization Zone.



## 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.

RECEIVED  
JAN 27 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

AGENDA SUBJECT ECONOMIC REVITALIZATION ZONE APPLICATION

AGENDA DATE	February 4, 2014
DEPT. HEAD SIGNATURE	Karen Pollard, Deputy City Manager/Director of Community Development
DATE SUBMITTED	J
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/> NH Economic Revitalization Zone Application & Maps

#### COMMITTEE SIGN-OFF

COMMITTEE	Rochester Economic Development Commission
CHAIR PERSON	Rick Lundborn

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Karen Pollard <i>Karen Pollard</i>
CITY MANAGER	

#### BUDGET INFORMATION

SOURCE OF FUNDS	
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	
APPROPRIATION REQUIRED	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### LEGAL AUTHORITY

The New Hampshire legislature has enacted Chapter 162-N entitled "Economic Revitalization Zone Tax Credits". In order to attain status as an "Economic Revitalization Zone", the city must prepare and submit an application to the Department of Resources and Economic Development for consideration.

#### SUMMARY STATEMENT

Business and developers interested in the Downtown Revitalization Zone have requested that we make application to this state program. Acceptance and approval by the Dept. of Resources and Economic Development would make businesses in the zone eligible to apply for tax credits to their BET or BPT.

#### RECOMMENDED ACTION

Request the City Council approve our application to the NH Economic Revitalization Zone Program for the Downtown Revitalization Zone as depicted in the application and map.



# New Hampshire Division of Economic Development

## Economic Revitalization Zone Tax Credits

### (Res 2500)

#### Town/Municipality Designation ~ FORM ERZ-1

**Mail to:**

Div. of Economic Development  
Program Administrator  
P.O. Box 1856  
Concord, NH 03302-1856

~ Office Use Only ~

Designation Code:

*General Instructions:* In accordance with Res 2503.02, a local governing body shall request Economic Revitalization Zone Tax Credit Designation for an eligible area or site prior to any taxpayer applying for tax credit project certification under this program. Follow the specific instructions given in each section and **TYPE** all information. Provide an original completed form with all required documentation.

### SECTION A – INFORMATION

**Instructions: Provide the following information.**

Town/Municipality Name: Rochester Tel. #:603 335-7522

Address: 31 Wakefield Street

(Street/ PO Box)

(City/ Town/ State and Zip Code) Rochester, NH 03867

Contact Person: Karen Pollard Title: Deputy City Manager, Director of Community Development

Area/Site Name: Rochester Downtown ERZ

Signature of Contact Person \_\_\_\_\_ Date: \_\_\_\_\_

~Office Use Only~

Jeffrey J. Rose, Commissioner  
Dept. of Resources of Economic Development

Date \_\_\_\_\_

# **Town/Municipality Designation ~ FORM ERZ-1**

## **SECTION B – DOCUMENTATION**

### **Instructions: Include:**

- 1) A separate application is required for each non-contiguous zone designation within the town/municipality.
- 2) A clearly defined map of the area with street names and street numbers within the zone designation.
- 3) Documentation that meet eligibility requirements such as population statistics, income statistics, listing of vacant properties.
- 4) Verification of designation of the Zone(s) by town officials i.e. minutes from appropriate meeting(s).

### **Criteria for designation:**

In accordance with Res 2503.03, evidence of the following information must be provided with your request for an Economic Revitalization Zone Tax Credit designation.

- 1) The area has been certified as being a Brownfields site.

**OR**

- 2) The area has at least one of the following characteristics:

- a. The population of the municipality or municipalities in which the zone is located shows a decrease, according to the most recent federal census;
- b. At least 51% of the households in the census tract or tracts in which the zone is located have incomes of less than 80% of the median income of households in the state, as reported by the U.S. Department of Housing and Urban Development and the NH Department of Employment Security, Bureau of Economic and Labor Market Information;
- c. At least 20% of households in the census tract or tracts in which the zone is located have a median income below the federal poverty level, as reported by the U.S. Department of Housing and Urban Development and the NH Department of Employment Security, Bureau of Economic and Labor Market Information; or
- d. The zone contains either:
  1. Unused or underutilized industrial parks; or
  2. Vacant land, or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, obsolescence, deterioration, relocation of the former occupants operations, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.

**AND**

- 3) Designation of the zone as an ERZ Tax Credit Zone would likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone.



**Rochester Downtown Revitalization Zone  
Rochester, New Hampshire**

**REVITALIZATION ZONE APPLICATION**

**City of Rochester, Economic Development**

**December 15, 2013**

**DOCUMENTATION PACKAGE**

The Rochester Downtown Revitalization Zone meets condition D of Item #2 for qualification as a Revitalization Zone location as an underutilized, with vacant land, or structures previously used for industrial, commercial, or retail purposes but currently not so used. The City of Rochester Economic Development Department has developed a detailed development plan to attract new commercial or retail businesses and to capitalize on expansion opportunities with existing businesses.

AND

Designation of the zone as an ERZ Tax Credit Zone will likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone. The following are specific properties that could benefit enough from this designation to tip the scales toward development:

1. This section of Rochester languishes despite multiple efforts and programs to initiate investment in under utilized and under maintained mixed use building. The downtown has easy access to the Spaulding Turnpike, but unfortunately many of the properties in this area are vacant, underutilized, and lacking upgrades and maintenance. There are several vacant commercially zoned lots and multiple vacant buildings. Some of the buildings are obsolete and in need of complete renovation, or to be removed and reconstructed to a higher and better commercial use. We have implemented RSA 79E, a Facade Grant program, and a Main Street Program. Additional incentives are needed to attract investment in what has been an underutilized and underserved section of the city for many years.
2. The city is investing in infrastructure, street improvements and public spaces, as well as revisiting the Ten Year Downtown Master Plan. The additional incentive of an ERZ will be a helpful and valuable tool in spurring investment in this section of the city. Local efforts are working to attract investment and collecting all available tools and incentives to overcome the break-even financial hurdles now discouraging investors.

PARCELNUMB	ST	LOCATION	LAND	BLDG	VALUE	BLD_DESC	AC
0112-0003-0000	0	COLUMBUS AVE EXT	80500	0	80500		6.00
0117-0036-0000	14	ADRIEN CIR	426000	6307200	6733200	APARTMENTS	7.10
0117-0002-0008	53	ALLEN ST	145600	0	145600		2.56
0117-0002-0005	45	ALLEN ST	114800	388400	503200	IND FLEX	1.60
0117-0002-0010	44	ALLEN ST	61900	170300	232200	INDUST-SM	0.76
0117-0002-0059							
0117-0002-0058							
0117-0002-0057							
0117-0002-0056							
0117-0002-0055							
0117-0040-0000	13	EASTERN AVE	53700	124200	177900	NEW ENGLAND	0.30
0117-0002-0054							
0117-0002-0053							
0117-0002-0009	36	ALLEN ST	69400	0	69400		0.88
0117-0039-0000	11	EASTERN AVE	52700	93600	146300	OLD STYLE	0.19
0117-0002-0052							
0117-0002-0051							
0117-0038-0000	9	EASTERN AVE	49600	242100	291700	MULTIFAMILY	0.34
0117-0037-0000	8	EASTERN AVE	51100	149800	200900	MULTIFAMILY	0.53
0117-0029-0000	20	ALLEN ST	284200	2850500	3134700		3.42
0117-0035-0000	7	EASTERN AVE	45600	88400	134000	CAPE	0.32
0117-0030-0000	19	ALLEN ST	43300	101300	144600	NEW ENGLAND	0.15
0117-0031-0000	17	ALLEN ST	43300	70600	113900	NEW ENGLAND	0.15
0120-0424-0000	0	COLUMBUS AVE EXT	87900	0	87900		0.61
0121-0330-0000	189	NO MAIN ST	361600	3440700	3802300	CHURCH/SYN	31.00
0116-0162-0000	94	WAKEFIELD ST	52900	217700	270600	TRIPLEX	0.75
0117-0018-0000	20	COLUMBUS AVE	144600	3207800	3352400	APARTMENTS	2.41
0116-0161-0000	90	WAKEFIELD ST	95000	1296500	1391500	NURSING HM	1.50
0116-0160-0000	86	WAKEFIELD ST	87900	92300	180200	OLD STYLE	0.61
0116-0201-0000	81	WAKEFIELD ST	72000	100500	172500	OLD STYLE	0.16
0120-0010-0000	23	SIGNAL ST	68800	1700	70500		1.96
0117-0020-0000	54	STILLINGS CT	49100	98800	147900	NEW ENGLAND	0.57
0116-0159-0000	84	WAKEFIELD ST	86500	90400	176900	GAMBREL	0.36
0116-0158-0000	82	WAKEFIELD ST	99000	366800	465800	RETAIL	1.10
0116-0202-0000	77	WAKEFIELD ST	48900	308600	357500	MULTIFAMILY	0.26
0117-0026-0000	46	SUMMER ST	63100	218200	281300	INDUST-SM	0.52
0117-0021-0000	55	STILLINGS CT	46300	87600	133900	NEW ENGLAND	0.37
0116-0157-0000	78	WAKEFIELD ST	144000	621500	765500	B&B INNS	1.60
0117-0019-0000	52	STILLINGS CT	108000	10400	118400	NEW ENGLAND	0.16
0116-0203-0000	73	WAKEFIELD ST	86500	163900	250400	OFFICE	0.36
0117-0025-0000	42	SUMMER ST	44600	69900	114500	NEW ENGLAND	0.24
0117-0024-0000	40	SUMMER ST	44400	105700	150100	COLONIAL	0.23
0116-0204-0000	69	WAKEFIELD ST	87100	69300	156400	COLONIAL	0.46
0116-0156-0000	74	WAKEFIELD ST	107000	470700	577700	B&B INNS	2.70
0117-0023-0000	38	SUMMER ST	48600	141000	189600	MULTIFAMILY	0.22
0117-0022-0000	49	STILLINGS CT	128500	131900	260400	TRIPLEX	0.20
0120-0425-0000	20	SUMMER ST	132700	65800	198500	SVC GARAGE	0.71
0120-0427-0000	36	SUMMER ST	114800	10000	124800	NEW ENGLAND	0.17
0120-0420-0000	57	WAKEFIELD ST	135000	454300	589300	OFFICE	1.50
0120-0426-0000	34	SUMMER ST	48900	126300	175200	TRIPLEX	0.26
0121-0385-0000	64	WAKEFIELD ST	90000	91400	181400	OLD STYLE	1.00
0120-0002-0000	39	SUMMER ST	48200	306500	354700	MULTIFAMILY	0.17
0120-0003-0000	35	SUMMER ST	39600	58900	98500	NEW ENGLAND	0.08
0120-0011-0000	10	OLDE FARM LN	131800	662300	794100	CHURCH/SYN	0.61



0120-0423-0000	18	SUMMER ST	65800	0	65800		0.57
0121-0386-0000	60	WAKEFIELD ST	135000	0	135000		1.50
0120-0004-0000	33	SUMMER ST	42500	75600	118100	NEW ENGLAND	0.09
0120-0005-0000	31	SUMMER ST	48200	157400	205600	TRIPLEX	0.18
0120-0421-0000	45	WAKEFIELD ST	108000	703000	811000	BANK	1.20
0120-0006-0000	29	SIGNAL ST	47700	197400	245100	MULTIFAMILY	0.12
0120-0009-0000	25	SIGNAL ST	47300	29200	76500	NEW ENGLAND	0.07
0120-0007-0000	27	SIGNAL ST	47700	77800	125500	DUPLEX	0.11
0121-0387-0000	0	WAKEFIELD ST	86900	12400	99300		0.43
0120-0317-0000	28	SIGNAL ST	134300	310100	444400	RETAIL	0.91
0121-0360-0000	111	NO MAIN ST	90000	268700	358700	FRATERNAL	1.00
0120-0008-0000	25	SIGNAL ST	54000	37900	91900	NEW ENGLAND	0.08
0120-0022-0000	2	LEONARD ST	50100	157000	207100	MULTIFAMILY	0.40
0120-0019-0000	17	SIGNAL ST	131400	191800	323200	W DISC STORE	0.56
0121-0389-0000	24	UNION ST	87100	71600	158700	COLONIAL	0.47
0120-0318-0000	0	COLUMBUS AVE	64200	0	64200		0.79
0121-0390-0000	22	UNION ST	90000	367600	457600	SVC GARAGE	1.00
0120-0422-0000	10	SUMMER ST	20300	0	20300		0.06
0120-0409-0000	23	COLUMBUS AVE	72000	94200	166200	DUPLEX	0.16
0120-0410-0000	15	SUMMER ST	27000	75400	102400	DUPLEX	0.06
0121-0384-0000	50	WAKEFIELD ST	86800	92600	179400	SVC GARAGE	0.40
0121-0340-0000	153	NO MAIN ST	89800	141400	231200	SVC GARAGE	0.96
0120-0415-0000	13	SUMMER ST	27000	74100	101100	NEW ENGLAND	0.06
0120-0416-0000	11	SUMMER ST	48100	81400	129500	DUPLEX	0.16
0121-0391-0000	16	UNION ST	86400	45100	131500	CAPE	0.33
0120-0417-0000	7	SUMMER ST	48900	114600	163500	DUPLEX	0.26
0120-0411-0000	4	DANIEL CT	13500	61900	75400	NEW ENGLAND	0.03
0121-0353-0000	10	COVE CT	48400	142300	190700	MULTIFAMILY	0.20
0121-0335-0000	171	NO MAIN ST	49400	174700	224100	MULTIFAMILY	0.32
0121-0353-0001	8	COVE CT	48600	115400	164000	TRIPLEX	0.23
0121-0336-0000	167	NO MAIN ST	49800	171700	221500	DUPLEX	0.37
0120-0414-0000	3	DANIEL CT	13500	63700	77200	CAPE	0.03
0120-0418-0000	3	SUMMER ST	47700	74100	121800	DUPLEX	0.11
0120-0040-0000	3	LEONARD ST	47500	121800	169300	TRIPLEX	0.09
0120-0412-0000	6	DANIEL CT	27000	9400	36400		0.06
0120-0021-0000	0	SIGNAL ST	87800	113300	201100	LAUNDROMAT	0.13
0120-0316-0000	0	SIGNAL ST	23600	0	23600		0.14
0120-0413-0000	5	DANIEL CT	40500	50200	90700	NEW ENGLAND	0.09
0121-0395-0000	23	UNION ST	58500	0	58500		0.13
0120-0408-0000	31	WAKEFIELD ST	297000	10025300	10322300	GOV BLDG	3.30
0121-0338-0000	163	NO MAIN ST	48600	107700	156300	TRIPLEX	0.22
0121-0339-0000	161	NO MAIN ST	48800	81100	129900	DUPLEX	0.25
0120-0315-0000	24	SIGNAL ST	240600	634500	875100	RETAIL	1.80
0120-0041-0000	1	LEONARD ST	43000	81300	124300	CAPE	0.13
0121-0352-0000	6	COVE CT	24800	70900	95700	NEW ENGLAND	0.05
0120-0047-0000	346	PORTLAND ST	49000	115100	164100	DUPLEX	0.27
0121-0362-0000	107	NO MAIN ST	67500	83000	150500	DUPLEX	0.15
0121-0361-0000	109	NO MAIN ST	58500	87900	146400	NEW ENGLAND	0.13
0121-0364-0000	103	NO MAIN ST	85800	248500	334300	RESTAURANT	0.23
0120-0043-0000	5	SIGNAL ST	131900	143100	275000	MIX BLDG	0.62
0121-0383-0000	40	WAKEFIELD ST	76500	323900	400400	OFFICE	0.17
0121-0342-0000	145	NO MAIN ST	48500	254900	303400	MULTIFAMILY	0.21
0121-0350-0000	121	NO MAIN ST	47700	156300	204000	MULTIFAMILY	0.12
0121-0363-0000	105	NO MAIN ST	48300	112700	161000	MULTIFAMILY	0.19
0121-0343-0000	141	NO MAIN ST	48400	143300	191700	MULTIFAMILY	0.20



0121-0396-0000	21	UNION ST	49500	140600	190100	INDUST-SM	0.11
0121-0392-0000	14	UNION ST	48100	77700	125800	DUPLEX	0.16
0121-0341-0000	147	NO MAIN ST	86100	177200	263300	OFFICE	0.27
0121-0351-0000	119	NO MAIN ST	47800	179900	227700	MULTIFAMILY	0.13
0121-0349-0000	123	NO MAIN ST	48600	101900	150500	DUPLEX	0.23
0121-0344-0000	137	NO MAIN ST	85500	106400	191900	RETAIL	0.19
0121-0397-0000	19	UNION ST	86200	286800	373000	RETAIL	0.30
0121-0345-0000	0	NO MAIN ST	12400	0	12400		0.11
0121-0346-0000	135	NO MAIN ST	49500	93200	142700	MIX BLDG	0.11
0121-0366-0000	101	NO MAIN ST	85500	215800	301300	RESTAURANT	0.19
0121-0393-0000	12	UNION ST	86500	131900	218400	MIX BLDG	0.36
0120-0046-0000	336	PORTLAND ST	62000	130100	192100	DUPLEX	0.24
0121-0382-0000	36	WAKEFIELD ST	67500	166700	234200	OFFICE	0.15
0121-0367-0000	95	NO MAIN ST	87100	200900	288000	CAPE	0.47
0120-0401-0000	24	MUSEUM WAY	72000	1800	73800		0.16
0121-0348-0000	125	NO MAIN ST	48000	135900	183900	MULTIFAMILY	0.15
0121-0347-0000	129	NO MAIN ST	54000	141100	195100	MIX BLDG	0.12
0121-0381-0000	0	WAKEFIELD ST	13500	2200	15700		0.03
0121-0399-0000	6	BARKER CT	108000	0	108000		1.20
0121-0380-0000	32	WAKEFIELD ST	87200	473100	560300	OFFICE	0.49
0120-0045-0000	328	PORTLAND ST	47700	127800	175500	MULTIFAMILY	0.12
0120-0400-0000	0	HANSON ST	81000	0	81000		0.18
0121-0398-0000	11	BARKER CT	53000	112600	165600	MULTIFAMILY	0.05
0120-0044-0000	312	PORTLAND ST	101300	86600	187900	DUPLEX	0.15
0121-0368-0000	6	UNION ST	76500	233100	309600	RETAIL	0.17
0121-0018-0000	106	NO MAIN ST	88300	0	88300		0.68
0120-0398-0000	58	HANSON ST	67500	859700	927200	LIBRARY	0.15
0121-0368-0001	91	NO MAIN ST	19800	102000	121800	RETAIL	0.04
0121-0379-0000	24	WAKEFIELD ST	49500	178900	228400	OFFICE	0.11
0121-0163-0000	124	NO MAIN ST	47600	286200	333800	MULTIFAMILY	0.10
0120-0399-0000	60	HANSON ST	31500	178900	210400	OFFICE	0.07
0121-0114-0000	3	RIVER ST	40500	92100	132600	TRIPLEX	0.09
0121-0226-0000	168	NO MAIN ST	86000	188200	274200	OFFICE	0.26
0121-0205-0000	158	NO MAIN ST	86000	168200	254200	RESTAURANT	0.25
0120-0314-0000	240	PORTLAND ST	132000	201700	333700	RESTAURANT	0.63
0121-0164-0000	128	NO MAIN ST	47700	118900	166600	TRIPLEX	0.12
0121-0204-0000	156	NO MAIN ST	50100	148600	198700	MULTIFAMILY	0.40
0120-0397-0000	52	HANSON ST	31500	93000	124500	NEW ENGLAND	0.07
0121-0203-0000	152	NO MAIN ST	49300	140400	189700	DUPLEX	0.31
0121-0165-0000	134	NO MAIN ST	47600	149800	197400	MULTIFAMILY	0.10
0120-0396-0000	50	HANSON ST	63000	65400	128400	NEW ENGLAND	0.14
0121-0202-0000	148	NO MAIN ST	47900	123900	171800	TRIPLEX	0.14
0121-0017-0000	90	NO MAIN ST	88100	134900	223000	OFFICE	0.65
0121-0201-0000	144	NO MAIN ST	47900	162200	210100	MULTIFAMILY	0.14
0121-0378-0000	18	WAKEFIELD ST	31500	160800	192300	MIX BLDG	0.07
0121-0166-0000	136	NO MAIN ST	81000	50400	131400	NEW ENGLAND	0.18
0120-0406-0000	17	WAKEFIELD ST	86000	377000	463000	BANK	0.26
0121-0113-0000	7	RIVER ST	47600	110300	157900	DUPLEX	0.10
0121-0369-0000	73	NO MAIN ST	40500	208500	249000	MIX BLDG	0.09
0120-0379-0000	61	HANSON ST	45000	310200	355200	MIX BLDG	0.10
0121-0225-0000	9	JACKSON ST	43300	61400	104700	NEW ENGLAND	0.15
0121-0162-0000	7	PINE ST	48500	110300	158800	TRIPLEX	0.21
0121-0207-0000	6	JACKSON ST	47800	105300	153100	MULTIFAMILY	0.13
0121-0370-0000	65	NO MAIN ST	49500	370800	420300	MIX BLDG	0.11
0120-0395-0000	38	HANSON ST	86000	207000	293000	RETAIL	0.26



0121-0371-0000	59	NO MAIN ST	72000	350800	422800	MIX BLDG	0.16
0121-0377-0000	16	WAKEFIELD ST	72000	170900	242900	MIX BLDG	0.16
0121-0206-0000	2	JACKSON ST	47900	161800	209700	MULTIFAMILY	0.14
0120-0312-0000	11	OLSEN WAY	65800	0	65800		1.20
0121-0400-0000	8	BARKER CT	9000	1200	10200		0.02
0121-0372-0000	55	NO MAIN ST	58500	187200	245700	RETAIL	0.13
0121-0116-0000	8	PINE ST	47700	80800	128500	DUPLEX	0.12
0120-0378-0000	35	COLUMBUS AVE	87200	252200	339400	RETAIL	0.48
0121-0224-0000	11	JACKSON ST	48100	120100	168200	MULTIFAMILY	0.16
0121-0200-0000	7	MAPLE ST	47700	69200	116900	DUPLEX	0.12
0121-0112-0000	9	RIVER ST	47900	141600	189500	MULTIFAMILY	0.14
0120-0380-0000	55	HANSON ST	36000	0	36000		0.08
0120-0394-0000	1	WAKEFIELD ST	88200	874800	963000	OFFICE	0.67
0121-0374-0000	31	NO MAIN ST	86400	255100	341500	RETAIL	0.33
0121-0208-0000	10	JACKSON ST	43600	45900	89500	NEW ENGLAND	0.17
0121-0167-0000	4	MAPLE ST	48000	137500	185500	TRIPLEX	0.15
0121-0376-0000	1	NO MAIN ST	86900	1022400	1109300	BANK	0.43
0120-0393-0000	2	WAKEFIELD ST	85700	0	85700		0.20
0121-0161-0000	13	PINE ST	34700	69800	104500	NEW ENGLAND	0.07
0121-0373-0000	45	NO MAIN ST	27000	184400	211400	RESTAURANT	0.06
0120-0381-0000	51	HANSON ST	18000	104900	122900	MIX BLDG	0.04
0121-0197-0000	15	MAPLE ST	39600	65500	105100	NEW ENGLAND	0.08
0120-0313-0000	275	PORTLAND ST	131800	251800	383600	RETAIL	0.60
0121-0160-0000	15	PINE ST	42600	114600	157200	NEW ENGLAND	0.10
0120-0382-0000	47	HANSON ST	9000	26600	35600	MIX BLDG	0.02
0121-0117-0000	12	PINE ST	47500	84300	131800	DUPLEX	0.09
0121-0199-0000	11	MAPLE ST	46200	92700	138900	TRIPLEX	0.07
0120-0383-0000	45	HANSON ST	85700	114400	200100	MIX BLDG	0.20
0121-0168-0000	10	MAPLE ST	42500	90400	132900	NEW ENGLAND	0.09
0121-0016-0000	70	NO MAIN ST	86600	1232300	1318900	GOV BLDG	0.37
0121-0159-0000	17	PINE ST	42600	63800	106400	NEW ENGLAND	0.10
0120-0384-0000	41	HANSON ST	49500	128300	177800	MIX BLDG	0.11
0121-0375-0000	27	NO MAIN ST	18000	148700	166700	OFFICE	0.04
0120-0385-0000	29	HANSON ST	63000	334400	397400	FRATERNAL	0.14
0120-0373-0000	9	CENTRAL AVE	58500	67100	125600	COLONIAL	0.13
0120-0309-0000	40	WINTER ST	199300	1400800	1600100	OFFICE	3.43
0121-0028-0000	48	NO MAIN ST	86100	165600	251700	FRATERNAL	0.27
0121-0015-0000	48	NO MAIN ST	0	0	0		0.00
0120-0386-0000	19	HANSON ST	54000	176600	230600	MIX BLDG	0.12
0120-0374-0000	7	CENTRAL AVE	40500	97400	137900	NEW ENGLAND	0.09
0120-0387-0000	13	HANSON ST	85900	0	85900		0.24
0121-0029-0000	6	BRIDGE ST	243000	3181200	3424200	APARTMENTS	2.70
0120-0304-0000	3	WALLACE ST	129900	86600	216500	SVC GARAGE	0.37
0120-0375-0000	5	CENTRAL AVE	47400	99600	147000	TRIPLEX	0.08
0121-0014-0000	42	NO MAIN ST	85800	191700	277500	MIX BLDG	0.22
0120-0305-0000	8	WALLACE ST	33800	89900	123700	MIX BLDG	0.05
0120-0320-0000	0	COLUMBUS AVE	162000	104400	266400		1.20
0120-0389-0000	0	HANSON ST	0	0	0		0.12
0120-0372-0000	6	CENTRAL AVE	67500	0	67500		0.15
0120-0390-0000	7	HANSON ST	40500	118500	159000	OFFICE	0.09
0120-0377-0000	180	PORTLAND ST	76500	119600	196100	NEW ENGLAND	0.17
0121-0013-0000	32	NO MAIN ST	81000	138400	219400	RETAIL	0.18
0120-0319-0000	40	COLUMBUS AVE	130400	267000	397400	FRATERNAL	0.43
0120-0306-0000	10	WALLACE ST	132700	0	132700		0.71
0121-0012-0000	28	NO MAIN ST	85900	171600	257500	MIX BLDG	0.24



0120-0392-0000	10	SO MAIN ST	49500	142500	192000	MIX BLDG	0.11
0120-0376-0000	162	PORTLAND ST	47900	120600	168500	TRIPLEX	0.14
0121-0011-0000	16	NO MAIN ST	86900	208200	295100	MIX BLDG	0.43
0120-0371-0000	4	CENTRAL AVE	48100	79200	127300	DUPLEX	0.16
0121-0010-0000	12	NO MAIN ST	76500	64900	141400	INDUST-SM	0.17
0120-0364-0000	34	SO MAIN ST	87200	1341700	1428900	CHURCH/SYN	0.49
0121-0030-0000	16	BRIDGE ST	180000	4242700	4422700	SCHOOL	2.00
0120-0361-0000	10	NO MAIN ST	85700	191800	277500	MIX BLDG	0.20
0120-0363-0000	22	SO MAIN ST	72000	599900	671900	OFFICE	0.16
0120-0362-0000	18	SO MAIN ST	18000	235600	253600	OFFICE	0.04
0120-0308-0000	16	WALLACE ST	128800	0	128800		0.24
0120-0370-0000	146	PORTLAND ST	47900	145900	193800	MULTIFAMILY	0.14
0120-0360-0000	2	NO MAIN ST	49500	336700	386200	MIX BLDG	0.11
0120-0303-0000	7	WALLACE ST	132700	68600	201300	OFFICE	0.71
0120-0365-0000	36	SO MAIN ST	87100	518800	605900	FRATERNAL	0.46
0120-0369-0000	140	PORTLAND ST	63000	114700	177700	NEW ENGLAND	0.14
0120-0355-0000	1	SO MAIN ST	86000	0	86000		0.26
0119-0001-0000	16	FRANKLIN ST	112900	81000	193900		18.00
0120-0359-0000	9	CONGRESS ST	86300	0	86300		0.31
0120-0368-0000	128	PORTLAND ST	1400	0	1400		0.14
0120-0326-0000	41	COLUMBUS AVE	201200	437600	638800	FRATERNAL	1.49
0121-0009-0000	0	CONGRESS ST	87000	0	87000		0.44
0120-0354-0000	17	SO MAIN ST	85800	254300	340100	OFFICE	0.22
0120-0367-0000	112	PORTLAND ST	67500	180300	247800	RETAIL	0.15
0120-0330-0000	135	PORTLAND ST	47700	99700	147400	DUPLEX	0.12
0120-0358-0000	0	CONGRESS ST	81000	0	81000		0.18
0120-0302-0000	10	HOYT CT	56400	187900	244300	DUPLEX	1.40
0120-0366-0000	42	SO MAIN ST	76500	641500	718000	MIX BLDG	0.17
0120-0352-0000	39	SO MAIN ST	87400	394900	482300	OFFICE	0.51
0120-0331-0000	123	PORTLAND ST	47700	68200	115900	DUPLEX	0.12
0119-0124-0000	17	FRANKLIN ST	1730700	161100	1891800	FUNERAL HOME	46.00
0120-0332-0000	113	PORTLAND ST	33000	77000	110000	DUPLEX	0.05
0120-0333-0000	109	PORTLAND ST	18000	72400	90400	MIX BLDG	0.04
0120-0301-0000	30	WINTER ST	43500	102800	146300	GAMBREL	0.16
0120-0335-0000	58	SO MAIN ST	49200	238200	287400	DUPLEX	0.30
0120-0334-0000	54	SO MAIN ST	49500	201900	251400	RESTAURANT	0.11
0120-0356-0000	24	CONGRESS ST	86300	227600	313900	DUPLEX	0.31
0120-0351-0000	48	PORTLAND ST	87500	178500	266000	BANK	0.53
0120-0300-0000	24	WINTER ST	44400	83800	128200	NEW ENGLAND	0.23
0120-0337-0000	66	SO MAIN ST	131700	664000	795700	BANK	0.59
0120-0336-0000	62	SO MAIN ST	0	0	0		0.00
0120-0325-0000	12	DREYER WAY	47900	136300	184200	TRIPLEX	0.14
0120-0336-0000	62	SO MAIN ST	0	0	0		0.00
0120-0336-0001	62	SO MAIN ST 1	0	21000	21000	OFFICE CONDO	0.00
0120-0336-0002	62	SO MAIN ST 2	0	66500	66500	CONDO	0.00
0120-0336-0003	62	SO MAIN ST 3	0	59200	59200	CONDO	0.00
0120-0347-0000	57	SO MAIN ST	86600	208000	294600	MIX BLDG	0.37
0120-0299-0000	20	WINTER ST	47800	132400	180200	TRIPLEX	0.13
0120-0336-0004	62	SO MAIN ST 4	0	59700	59700	CONDO	0.00
0120-0336-0005	62	SO MAIN ST 5	0	66500	66500	CONDO	0.00
0120-0357-0000	0	CONGRESS ST	85800	0	85800		0.23
0120-0324-0000	68	SO MAIN ST	129300	968100	1097400	MIX BLDG	0.30
0121-0008-0000	39	CONGRESS ST	47700	80500	128200	DUPLEX	0.12
0120-0298-0000	18	WINTER ST	48200	141400	189600	MULTIFAMILY	0.17
0120-0321-0000	11	DREYER WAY	130300	697100	827400	INDUST-HY	0.42



0120-0291-0000	23	WINTER ST	29700	85800	115500	NEW ENGLAND	0.06
0120-0346-0000	9	LIBERTY ST	85800	23800	109600		0.23
0120-0292-0000	21	WINTER ST	42800	110200	153000	NEW ENGLAND	0.11
0121-0007-0000	43	CONGRESS ST	48500	195700	244200	MULTIFAMILY	0.21
0120-0295-0000	1	WINTER ST	0	0	0		0.00
0120-0343-0000	63	SO MAIN ST	132900	1695900	1828800	CHURCH/SYN	0.74
0120-0348-0000	12	CHARLES ST	81000	171000	252000	OFFICE	0.18
0120-0322-0000	7	DREYER WAY	40500	41500	82000	NEW ENGLAND	0.06
0120-0345-0000	11	LIBERTY ST	47600	99200	146800	DUPLEX	0.10
0120-0293-0000	17	WINTER ST	47700	126500	174200	MULTIFAMILY	0.12
0120-0339-0000	86	SO MAIN ST	133400	1160200	1293600	FUNERAL HOME	0.80
0120-0296-0000	12	WINTER ST	81000	40200	121200	NEW ENGLAND	0.12
0120-0338-0000	74	SO MAIN ST	129400	389900	519300	OFFICE	0.31
0120-0342-0000	65	SO MAIN ST	151200	4830900	4982100	LIBRARY	1.12
0120-0323-0000	5	DREYER WAY	19800	70800	90600	DUPLEX	0.03
0120-0294-0000	9	WINTER ST	129200	287200	416400	RETAIL	0.28
0125-0004-0003	110	SO MAIN ST	246300	826000	1072300	SELF STOR	2.75
0120-0342-0001	69	SO MAIN ST	87800	258800	346600	OFFICE	0.13
0120-0295-0001	1	WINTER ST UNIT 1 A	0	136900	136900	LT IND CONDO	0.00
0120-0282-0000	16	FURBUSH ST	44600	103300	147900	CAPE	0.24
0120-0295-0002	1	WINTER ST UNIT 2 B	0	130300	130300	LT IND CONDO	0.00
0120-0344-0000	14	LIBERTY ST	45600	33400	79000	CAPE	0.32
0120-0349-0000	19	CHARLES ST	62100	98400	160500	INDUST-SM	0.26
0125-0001-0000	90	SO MAIN ST	131700	1016400	1148100	OFFICE	0.59
0125-0204-0000	77	SO MAIN ST	166800	622900	789700	RESTAURANT	0.81
0120-0281-0000	18	FURBUSH ST	47000	115700	162700	RANCH	0.42
0125-0205-0000	20	LIBERTY ST	48200	81300	129500	DUPLEX	0.18
0120-0295-0003	1	WINTER ST UNIT 3 C	0	333900	333900	RETAIL CONDO	0.00
0125-0003-0000	0	COLUMBUS AVE	45900	0	45900		0.17
0120-0295-0004	1	WINTER ST UNIT 4 D	0	58700	58700	RETAIL CONDO	0.00
0125-0004-0001	104	SO MAIN ST	222800	902200	1125000	DRUG STORE	1.65
0125-0281-0000	21	CHARLES ST	43700	148600	192300	FRATERNAL	0.18
0120-0295-0005	1	WINTER ST UNIT 5 E	0	107800	107800	LT IND CONDO	0.00
0125-0198-0000	9	ACADEMY ST	51400	167000	218400	OLD STYLE	0.74
0125-0203-0000	83	SO MAIN ST	131300	225200	356500	RESTAURANT	0.54
0120-0295-0006	1	WINTER ST UNIT 6 F	0	36800	36800	LT IND CONDO	0.00
0125-0004-0000	110	SO MAIN ST	0	0	0		0.00
0125-0202-0000	87	SO MAIN ST	108000	0	108000		0.16
0125-0201-0000	3	ACADEMY ST	47400	115600	163000	TRIPLEX	0.08
0125-0182-0000	95	SO MAIN ST	130500	691100	821600	OFFICE	0.44
0125-0199-0000	7	ACADEMY ST	43200	103300	146500	OLD STYLE	0.14
0125-0004-0002	110	SO MAIN ST	137700	569700	707400	BANK	1.02
0125-0181-0000	99	SO MAIN ST	67500	132100	199600	RETAIL	0.10
0125-0183-0000	6	ACADEMY ST	47700	108200	155900	DUPLEX	0.11
0125-0180-0000	1	KNIGHT ST	130100	321300	451400	MARKET	0.40
0125-0015-0000	25	FARRINGTON ST	45100	100700	145800	GARRISON	0.28
0125-0013-0000	20	LINDEN ST	44100	120200	164300	BUNGALOW	0.21
0125-0007-0000	122	SO MAIN ST	135000	481200	616200	RETAIL	1.00
0125-0150-0000	105	SO MAIN ST	114800	333600	448400	RESTAURANT	0.17
0125-0151-0000	0	COLUMBUS AVE	135000	0	135000		1.00
0125-0006-0000	116	SO MAIN ST	48700	136100	184800	TRIPLEX	0.24
0125-0012-0000	18	LINDEN ST	42900	83400	126300	BUNGALOW	0.12
0125-0149-0000	111	SO MAIN ST	131700	434400	566100	FAST FOOD	0.59
0125-0005-0000	114	SO MAIN ST	33800	0	33800		0.05
0125-0011-0000	16	LINDEN ST	43000	111200	154200	CAPE	0.13



0125-0010-0000	12	LINDEN ST	42900	109500	152400	CAPE	0.12
0125-0008-0000	124	SO MAIN ST	130900	240700	371600	RETAIL	0.49
0125-0136-0000	113	SO MAIN ST	131500	247300	378800	CONVENIENCE	0.57
0125-0009-0000	10	LINDEN ST	48200	90000	138200	DUPLEX	0.18
0125-0051-0000	150	SO MAIN ST	197100	230000	427100	RETAIL	1.46
0125-0045-0000	15	LINDEN ST	43500	76200	119700	BUNGALOW	0.16
0125-0147-0000	9	LAMBERT CT	43300	78100	121400	CAPE	0.15
0125-0135-0000	1	LINCOLN ST	128700	166000	294700	MULTIFAMILY	0.22
0125-0046-0000	11	LINDEN ST	39600	62300	101900	COTTAGE	0.08
0125-0137-0000	10	LAMBERT CT	43300	84300	127600	CAPE	0.15
0125-0047-0000	130	SO MAIN ST	108000	159400	267400	RETAIL	0.16
0125-0048-0000	132	SO MAIN ST	128800	245500	374300	RETAIL	0.23
0125-0054-0000	172	SO MAIN ST	131400	199300	330700	SELF WASH	0.55
0125-0126-0000	129	SO MAIN ST	130800	158300	289100	SVC GARAGE	0.48
0125-0049-0000	140	SO MAIN ST	48900	136000	184900	TRIPLEX	0.26
0125-0134-0000	7	LINCOLN ST	43700	94000	137700	NEW ENGLAND	0.18
0125-0052-0000	170	SO MAIN ST	129200	210000	339200	OFFICE	0.28
0125-0050-0000	144	SO MAIN ST	129700	145600	275300	OFFICE	0.34
0125-0085-0000	161	SO MAIN ST	243000	668200	911200	RETAIL	1.80
0125-0125-0000	19	GRANT ST	121000	2208500	2329500	B&B INNS	2.20
0125-0091-0000	151	SO MAIN ST	128500	128100	256600	MIX BLDG	0.20
0125-0090-0000	7	SAWYER AVE	51800	191400	243200	MULTIFAMILY	0.61
0125-0086-0000	17	SAWYER AVE	129200	89500	218700	OFFICE	0.28
0125-0092-0000	4	COMMON ST	43600	77900	121500	BUNGALOW	0.17
0125-0093-0000	2	COMMON ST	45000	83100	128100	CAPE	0.27
0125-0087-0000	15	SAWYER AVE	131800	14600	146400	CAPE	0.61
0125-0094-0000	10	COMMON ST	54700	89100	143800	BUNGALOW	0.98
0125-0089-0000	11	SAWYER AVE	62300	88500	150800	RETAIL	0.31
0125-0088-0000	13	SAWYER AVE	58600	0	58600		3.00
Totals					130780600		244.62

## **History**

The City of Rochester has long recognized the need for good planning in order to foster sound economic development that creates jobs and expands the tax base. Over the past few years, several efforts have been undertaken, focusing on different geographic locations in the city or on topical areas involving economic development. To gain a better understanding of how it can plan for continued change, the City set out to develop an Economic Development Strategic Plan. The plan's stated purpose was to *"prepare recommendations for actions needed to strengthen the competitive position and opportunities for economic enhancement."* This plan was completed by RKG Associates, Inc in 2006.

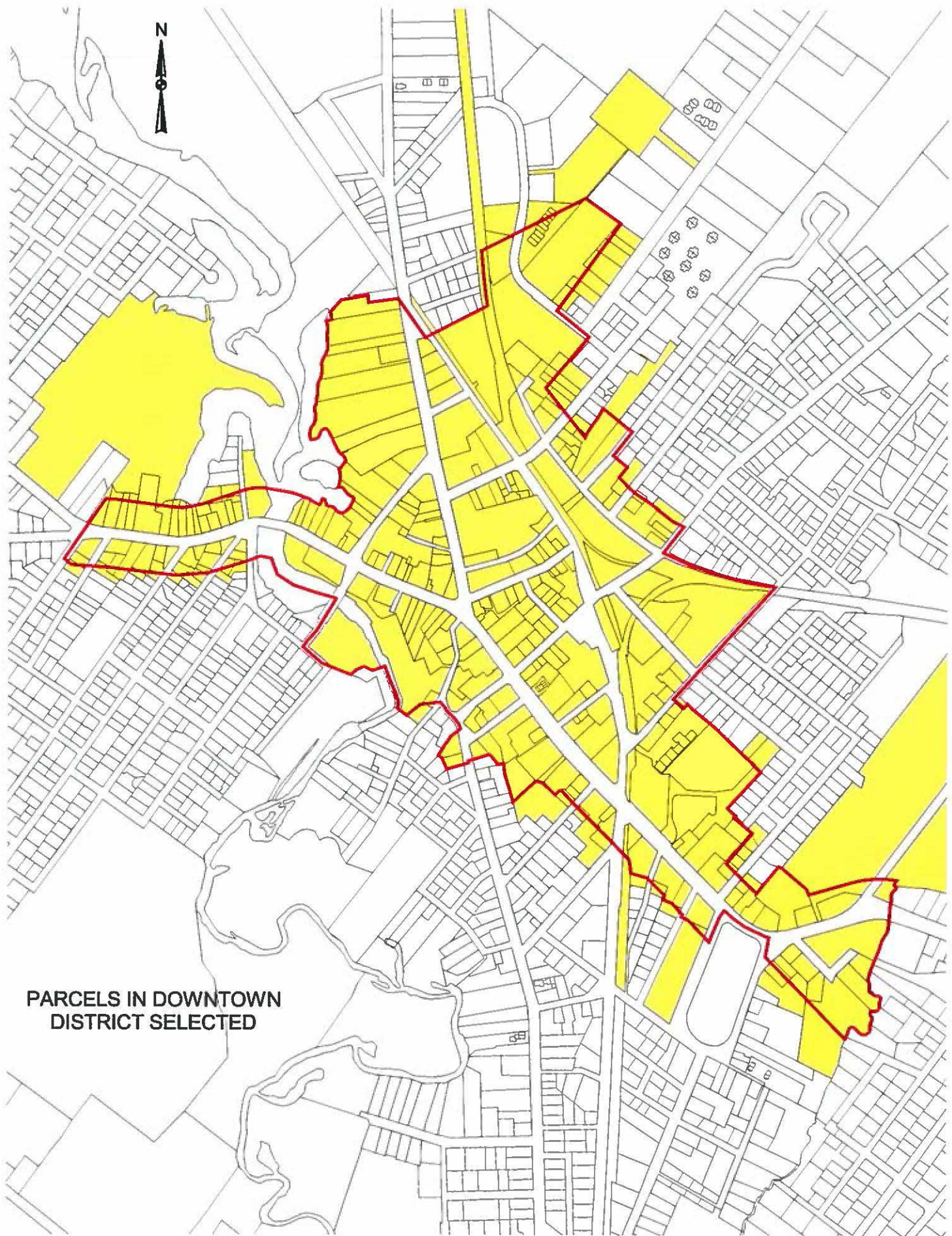
The Rochester Downtown Revitalization Zone falls within a highly traveled, main artery through Rochester from the north to the south sections of the city. As in other manufacturing communities, the downtown has seen erosion and disinvestment for many years. Many existing properties are vacant and are in such disrepair that costs to adapt or reuse such properties are prohibitive to new ventures. Any tool that could give businesses a further incentive to locate within this area is part of the focus of the Economic Development Commission and was mentioned specifically as a goal of the Strategic Plan.

**Item #3 – Designation as a Revitalization Zone would likely result in the reduction of the rate of vacancy.**



While ERZ designation doesn't address all of the challenges, it provides a financial incentive to attract investors and make a redevelopment plan become a viable and competitive option. To date, many proposed projects have stalled due to economic constraints and challenges with "making the numbers work". Several developers have considered retail, commercial and hospitality businesses, but the investment to redevelop the sites put them at a financial disadvantage.

The Rochester Economic Development Commission also believes that eligibility for the Revitalization Zone Tax Credit and being promoted as a Revitalization Zone will improve the interest and financial viability of redevelopment projects in this area. The ERZ program adds a desirable component to our marketing efforts, as this program is designed to do. We will add this designation to all of our marketing efforts including listings on the DRED website, NHCIBOR and our own search engine, [www.ThinkRochester.biz](http://www.ThinkRochester.biz).



**PARCELS IN DOWNTOWN  
DISTRICT SELECTED**



**RESOLUTION FOR CITY MANAGER TO SUBMIT APPLICATION  
TO COMMISSIONER OF DRED TO HAVE THE SO-CALLED GONIC ECONOMIC  
REVITALIZATION ZONE DESIGNATED AS AN  
ECONOMIC REVITALIZATION ZONE PURSUANT TO THE  
PROVISIONS OF RSA 162-N**

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

**WHEREAS**, in an effort to stimulate local economic development the New Hampshire Legislature has enacted Chapter 162-N of the New Hampshire Revised Statutes Annotated, entitled “Economic Revitalization Zone Tax Credits”; and

**WHEREAS**, the City of Rochester seeks to avail itself of the opportunities and benefits available through said Chapter 162-N by the designation of the so-called Gonic Economic Revitalization Zone as a so-called “Economic Revitalization Zone” as provided for in Chapter 162-N; and

**WHEREAS**, in order to attain status as a so-called “Economic Revitalization Zone”, the Commissioner of DRED must designate such area as an “Economic Revitalization Zone”, in accordance with requirements established in Chapter 162-N; and

**WHEREAS**, the City of Rochester desires to allow the provisions of RSA Chapter 162-N to be available to qualifying businesses and property owners located in the so-called Gonic Economic Revitalization Zone; and

**WHEREAS**, the City of Rochester has prepared an Application to have the so-called Gonic Economic Revitalization Zone designated as an “Economic Revitalization Zone” as provided for in Chapter 162-N, so as to take advantage of the benefits associated with such Chapter of the New Hampshire Revised Statutes Annotated;

**NOW THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby authorize the City Manager, and/or his designee(s), to take any and all steps necessary to file the above referenced Application with the Commissioner of DRED, and to take such other actions as are necessary and/or appropriate to obtain the above-referenced designation for the so-called Gonic Economic Revitalization Zone.



## 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.

RECEIVED  
JAN 27 2014  
CITY CLERK'S OFFICE  
ROCHESTER, NH

#### AGENDA SUBJECT ECONOMIC REVITALIZATION ZONE APPLICATION

AGENDA DATE	February 4, 2014
DEPT. HEAD SIGNATURE	Karen Pollard, Deputy City Manager/Director of Community Development
DATE SUBMITTED	J
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/> NH Economic Revitalization Zone Application & Maps

#### COMMITTEE SIGN-OFF

COMMITTEE	Rochester Economic Development Commission
CHAIR PERSON	Rick Lundborn

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Karen Pollard <i>Karen Pollard</i>
CITY MANAGER	

#### BUDGET INFORMATION

SOURCE OF FUNDS	
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	
APPROPRIATION REQUIRED	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### LEGAL AUTHORITY

The New Hampshire legislature has enacted Chapter 162-N entitled "Economic Revitalization Zone Tax Credits". In order to attain status as an "Economic Revitalization Zone", the city must prepare and submit an application to the Department of Resources and Economic Development for consideration.

#### SUMMARY STATEMENT

Business and developers interested in the Gonic Revitalization Zone have requested that we make application to this state program. Acceptance and approval by the Dept. of Resources and Economic Development would make businesses in the zone eligible to apply for tax credits to their BET or BPT.

#### RECOMMENDED ACTION

Request the City Council approve our application to the NH Economic Revitalization Zone Program for the Gonic Revitalization Zone as depicted in the application and map.

1-24

# New Hampshire Division of Economic Development

## Economic Revitalization Zone Tax Credits

### (Res 2500)

#### Town/Municipality Designation ~ FORM ERZ-1

**Mail to:**

Div. of Economic Development  
Program Administrator  
P.O. Box 1856  
Concord, NH 03302-1856

~ Office Use Only ~

Designation Code:

*General Instructions:* In accordance with Res 2503.02, a local governing body shall request Economic Revitalization Zone Tax Credit Designation for an eligible area or site prior to any taxpayer applying for tax credit project certification under this program. Follow the specific instructions given in each section and **TYPE** all information. Provide an original completed form with all required documentation.

### SECTION A – INFORMATION

**Instructions:** Provide the following information.

Town/Municipality Name: Rochester \_\_\_\_\_ Tel. #:603 335-7522

Address: 31 Wakefield Street

(Street/ PO Box) \_\_\_\_\_

(City/ Town/ State and Zip Code) Rochester, NH 03867

Contact Person: Karen Pollard Title: Deputy City Manager, Director of Community Development

Area/Site Name: Gonic ERZ

Signature of Contact Person \_\_\_\_\_ Date: \_\_\_\_\_

~Office Use Only~

Jeffrey J. Rose, Commissioner  
Dept. of Resources of Economic Development

Date \_\_\_\_\_



# **Town/Municipality Designation ~ FORM ERZ-1**

## **SECTION B – DOCUMENTATION**

### **Instructions: Include:**

- 1) A separate application is required for each non-contiguous zone designation within the town/municipality.
- 2) A clearly defined map of the area with street names and street numbers within the zone designation.
- 3) Documentation that meet eligibility requirements such as population statistics, income statistics, listing of vacant properties.
- 4) Verification of designation of the Zone(s) by town officials i.e. minutes from appropriate meeting(s).

### **Criteria for designation:**

In accordance with Res 2503.03, evidence of the following information must be provided with your request for an Economic Revitalization Zone Tax Credit designation.

- 1) The area has been certified as being a Brownfields site.

**OR**

- 2) The area has at least one of the following characteristics:

- a. The population of the municipality or municipalities in which the zone is located shows a decrease, according to the most recent federal census;
- b. At least 51% of the households in the census tract or tracts in which the zone is located have incomes of less than 80% of the median income of households in the state, as reported by the U.S. Department of Housing and Urban Development and the NH Department of Employment Security, Bureau of Economic and Labor Market Information;
- c. At least 20% of households in the census tract or tracts in which the zone is located have a median income below the federal poverty level, as reported by the U.S. Department of Housing and Urban Development and the NH Department of Employment Security, Bureau of Economic and Labor Market Information; or
- d. The zone contains either:
  1. Unused or underutilized industrial parks; or
  2. Vacant land, or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, obsolescence, deterioration, relocation of the former occupants operations, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.

**AND**

- 3) Designation of the zone as an ERZ Tax Credit Zone would likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone.

**Gonic Mill Revitalization Zone  
Rochester, New Hampshire**

**REVITALIZATION ZONE APPLICATION**

**City of Rochester, Economic Development**

**December 15, 2013**

**DOCUMENTATION PACKAGE**

The Gonic Revitalization Zone meets condition D of Item #2 for qualification as a Revitalization Zone location as an underutilized, with vacant land, or structures previously used for industrial, commercial, or retail purposes but currently not so used. The City of Rochester Economic Development Department has developed a detailed development plan to attract new commercial or retail businesses and to capitalize on expansion opportunities with existing businesses.

AND

Designation of the zone as an ERZ Tax Credit Zone will likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone. The following are specific properties that could benefit enough from this designation to tip the scales toward development:

1. A primary property within this proposed ERZ is the historic Gonic Mill located in the heart of the Gonic downtown section of Rochester. The mill is four stories with approximately 180,000 SF. It was built circa 1900 and renovated in the 1990's. It is a historic mill building constructed of brick and heavy timber, and is zoned Industry 2. The Gonic Mill area has easy access to the Spaulding Turnpike via Exit 12, but unfortunately many of the properties in this area are vacant, underutilized, and lacking upgrades and maintenance. There are also several vacant commercially zoned lots and multiple buildings are obsolete and in need of complete renovation, or to be removed and reconstructed to a higher and better commercial use. In the comprehensive rezoning, the city has looked at enhancing the allowed uses in this area and especially the Gonic Mill to spur investment and development as well. Additional incentives are needed to attract investment in what has been an underutilized and underserved section of the city for many years.

2. There is also an industrial park in this proposed zone on Nadeau Road. Currently there are vacant lots as well as industrial sites that we feel will benefit with this designation. The additional incentive of an ERZ will be a helpful and valuable tool in spurring investment in this section of the city. Local efforts are working to attract investment and collecting all available tools and incentives to overcome the break-even financial hurdles now discouraging investors.



PARCELNUMB	ST_	STREET	OWNER	LAND_	BLDG_	VALUE_	BLD_DESC	AC
0141-0032-0000	55	NADEAU DR	SPAULDING ACQUISITION CO %	430100	1569200	1999300	INDUST-LT	24.04
0253-0084-0000	0	TEBBETTS RD	HAYES WINTHROP H & SANDRA REV	11100	0	11100		2.77
0141-0033-0000	27	NADEAU DR	GAME TRAILS PARTNERS LLC	227600	0	227600		17.00
0253-0085-0000	0	TEBBETTS RD	NEW HAMPSHIRE STATE OF	28000	0	28000		7.00
0257-0066-0000	0	TEBBETTS RD	MBC TRL LLC	129300	0	129300		28.60
0141-0034-0000	7	NADEAU DR	LIBERTY RESEARCH CO INC	167500	720000	887500	INDUST-LT	7.94
0257-0061-0000	0	TEBBETTS RD	CITY OF ROCHESTER	7700	0	7700		2.20
0257-0059-0000	164	PICKERING RD	MACIVER DONALD % TRI-COUNTY	81300	122000	203300	RANCH	7.20
0258-0001-0000	144	PICKERING RD	TREMBLAY GERARD J & THOMAS G &	59500	141400	200900	CAPE	0.86
0258-0003-0000	115	PICKERING RD	STROGEN ROBERT L JR & MICHAEL	265409	589400	854809	WHSE-MINI	54.00
0141-0035-0000	87	PICKERING RD	CITY OF ROCHESTER	39000	0	39000		0.13
0258-0004-0000	129	PICKERING RD	CITY OF ROCHESTER	57200	0	57200		0.23
0141-0036-0000	75	PICKERING RD	STROGEN ROBERT L JR & MICHAEL	98356	0	98356		19.56
0139-0055-0000	75	RAILROAD AVE	MOSES CLARENCE H III	74400	76600	151000	COTTAGE	4.60
0139-0058-0000	0	RAILROAD AVE	KIROUAC MICHAEL F	1297	0	1297		16.20
0141-0027-0000	58	PICKERING RD	CITY OF ROCHESTER	133800	0	133800		19.00
0141-0028-0000	74	PICKERING RD	KIROUAC MICHAEL F	60794	150300	211094	OLD STYLE	10.92
0141-0042-0000	17	QUAKER LN	MILL RIVER TRUST % J G	94900	0	94900		8.33
0141-0037-0000	63	PICKERING RD	CITY OF ROCHESTER	120800	3598400	3719200		2.20
0141-0038-0000	53	PICKERING RD	CITY OF ROCHESTER	59800	0	59800		0.94
0142-0011-0000	0	OFF MAPLE ST	GOSPORT PROPERTIES LLC	181900	0	181900		19.64
0142-0003-0000	10	MAIN ST	GOSPORT PROPERTIES LLC	316200	1182400	1498600	INDUST-LT	5.27
0139-0054-0000	46	RAILROAD AVE	L P GAS EQUIPMENT	291800	567400	859200	INDUST-LT	47.50
0139-0054-0001	50	RAILROAD AVE	SERTIG LLC	188000	317600	505600	INDUST-LT	5.00
0139-0034-0000	8	RAILROAD AVE	CITY OF ROCHESTER	322300	5260500	5582800		20.50
0138-0011-0000	10	SHELBY LN	MULCAHY SARAH D	57800	157600	215400	MULTI FAMIL	1.80
0138-0008-0000	0	MAIN ST	GONIC CEMETERY	88000	0	88000		1.60
0138-0001-0000	93	MAIN ST	TAYLOR TROY J & KAREN I	58000	104800	162800	RANCH	5.30
0138-0001-0000	93	MAIN ST	TAYLOR TROY J & KAREN I	58000	104800	162800	RANCH	5.30
0138-0034-0000	0	TUTTLE CT	CITY OF ROCHESTER	10900	0	10900		0.16
0138-0033-0000	0	TUTTLE CT	WATSON DONNA M	8700	6100	14800		0.05
0138-0032-0000	0	TUTTLE CT	CITY OF ROCHESTER	2100	0	2100		0.21
0139-0033-0000	0	RAILROAD AVE	CITY OF ROCHESTER	44300	0	44300		0.22
0141-0031-0000	32	NADEAU DR	DURELL KENNETH C	146600	195900	342500	STORAGE	5.33
0141-0030-0000	22	NADEAU DR	BOROVICK RETIREMENT TRUST %	145200	588500	733700	INDUST-LT	5.15
0141-0029-0000	104	PICKERING RD	TEXTILE TAPES CORPORATION	133700	485200	618900	STORAGE	5.43
Totals				4201356	15938100	20139456		362.18

## **History**

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The Rochester Gonic Revitalization Zone falls within a highly traveled, main artery through Rochester serving the southern sections of the city. As in other manufacturing communities, the Gonic Mill area has seen erosion and disinvestment for many years. Many existing properties are vacant and are in such disrepair that costs to adapt or reuse such properties are prohibitive to new ventures. Any tool that could give businesses a further incentive to locate within this area is part of the focus of the Economic Development Commission and was mentioned specifically as a goal of the Strategic Plan.

### **Item #3 – Designation as a Revitalization Zone would likely result in the reduction of the rate of vacancy.**

While ERZ designation doesn't address all of the challenges, it provides a financial incentive to attract investors and make a redevelopment plan become a viable and competitive option. To date, many proposed projects have stalled due to economic constraints and challenges with "making the numbers work". Several developers have considered retail, commercial and hospitality businesses, but the investment to redevelop the sites put them at a financial disadvantage.

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# Proposed Gonic ERZ







# 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 Discussion on Pease Development Authority's request for reconstructing the existing runway, extend runway 15, and install new runway approach lights.

Council Action Item \_\_\_\_ or Information Only X

Funding Required? Yes \_\_\_\_ No X

Resolution Required? Yes \_\_\_\_ No X

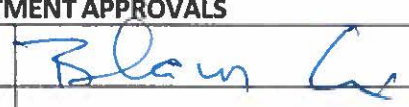
Funding Resolution Worksheet? Yes \_\_\_\_ No X

AGENDA DATE	February 4, 2014
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	January 30, 2014
ATTACHMENTS	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

### COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	N/A

### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

### FINANCE & BUDGET INFORMATION

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

### LEGAL AUTHORITY

N/A

#### **SUMMARY STATEMENT**

**There has been concerns raised by the addition of five (5) strobe lights for the runway approach and for the removal of trees that is part of the project.**

#### **RECOMMENDED ACTION**

**There is no action needed to be taken.**

**From:** [Samantha Rodgerson](#)  
**To:** [Samantha Rodgerson](#)  
**Subject:** RE: Easement Exhibit  
**Date:** Thursday, January 30, 2014 4:15:35 PM

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**From:** Maria Stowell [<mailto:M.Stowell@peasedev.org>]  
**Sent:** Monday, January 27, 2014 2:17 PM  
**To:** Seth Creighton; Karen Pollard; Jim Campbell  
**Cc:** Gorham, John; Bill Hopper  
**Subject:** FW: Easement Exhibit

Seth,

Here is a sketch with a better depiction of the easement area. You will note that the area includes the location where you will be placing the sign. But because the sign is specifically permitted by the easement (it meets all FAA regulations provided that it's in that 50 ft laid out on the first plan), the location is assured.

Maria.

---

**From:** Gorham, John [<mailto:John.Gorham@jacobs.com>]  
**Sent:** Monday, January 27, 2014 12:53 PM  
**To:** Maria Stowell  
**Cc:** Bill Hopper; Berardo, Steve  
**Subject:** RE: Easement Exhibit

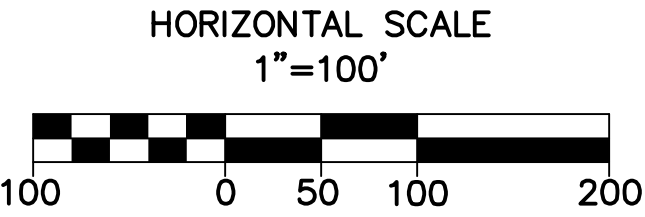
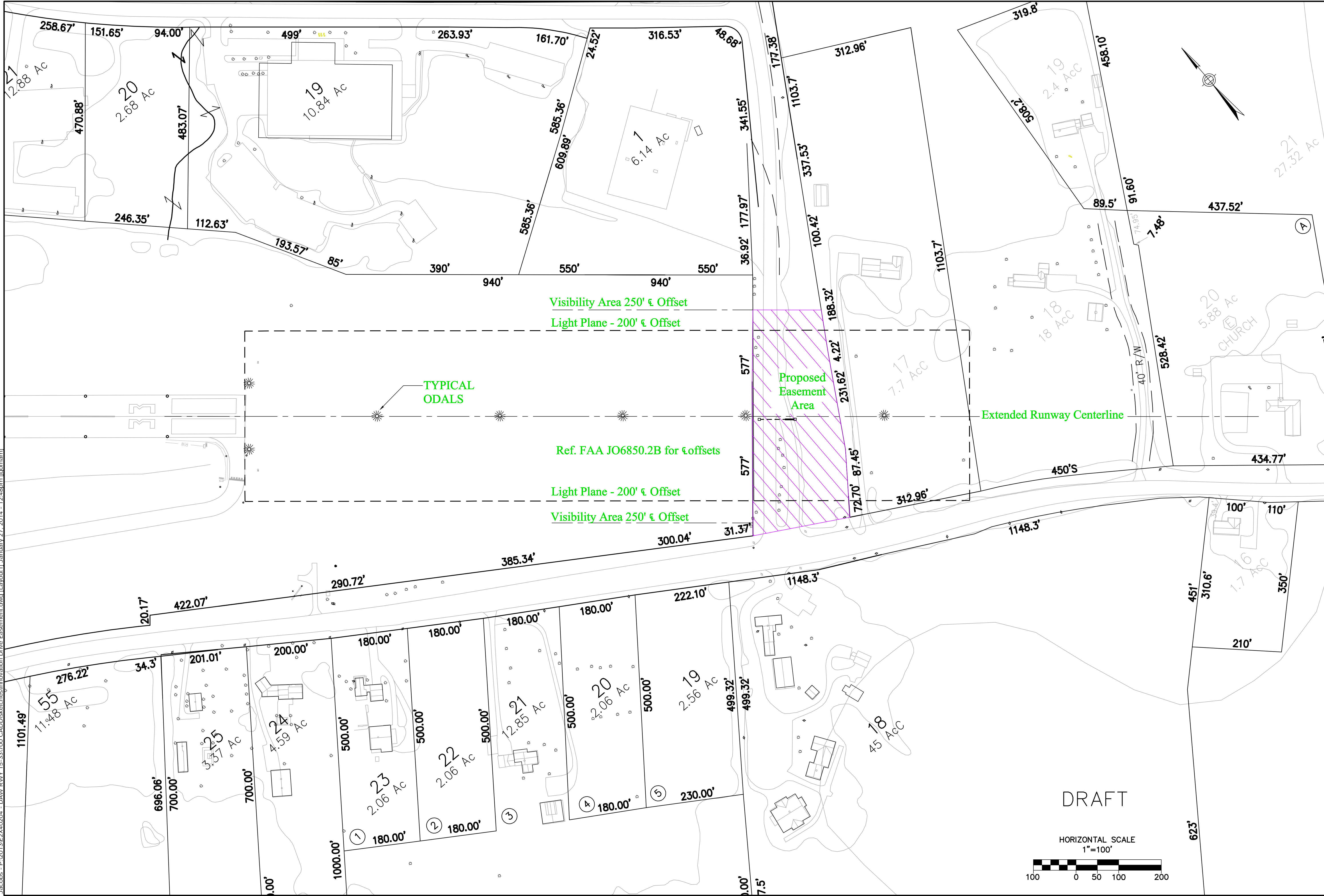
Hi Maria – Following up on the easement area request below. We laid out the light plane/visibility requirement with the City of Rochester Tax map boundaries. Check this plan out. We can zoom in closer if needed. Let us know.

---

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Jacobs - P:\2013\12\24\10204 - DAW Rwy 15-33\700 CAD\Sketches\Innovation Drive Easement.dwg [Layout] January 27, 2014 - 12:48pm [ipoham]



JACOBS

TWO EXECUTIVE PARK DRIVE  
BEDFORD, NH 03110  
(603) 666-7181  
FAX (603) 666-7185

SCALE: AS SHOWN

DATE: JAN 2014

DESIGNED BY: JWG

DRAWN BY: JWG

SKYHAVEN AIRPORT  
ROCHESTER, NEW HAMPSHIRE

RECONSTRUCT RUNWAY 15-33, EXTEND RUNWAY 15 AND TAXIWAY A, INSTALL RUNWAY 33 ODALS

REVISIONS

REV. NO.	DATE	DESCRIPTION	BY

PROJ. NO.: E2X40204

FILE NAME:

AIP NO.: SBG 15-04-2012

DRAWING NO.

SK

OF XX

REV

PROPOSED EASEMENT AREA



**From:** [Samantha Rodgers](#)  
**To:** [Samantha Rodgers](#)  
**Subject:** FW: Follow up to Easement Questions  
**Date:** Thursday, January 30, 2014 4:26:15 PM  
**Attachments:** [image002.png](#)

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**From:** Gorham, John [<mailto:John.Gorham@jacobs.com>]  
**Sent:** Friday, January 24, 2014 5:30 PM  
**To:** Maria Stowell  
**Cc:** Bill Hopper  
**Subject:** DAW - Dimension for Sign

Hi Maria – As requested this AM, the below shows the space available to put a sign in the island on Innovation Drive. We went 10' outboard of the ODALS light plane to establish buffer limit. The thought is to provide the additional 10' to avoid encroachment into the ODALS light plane.



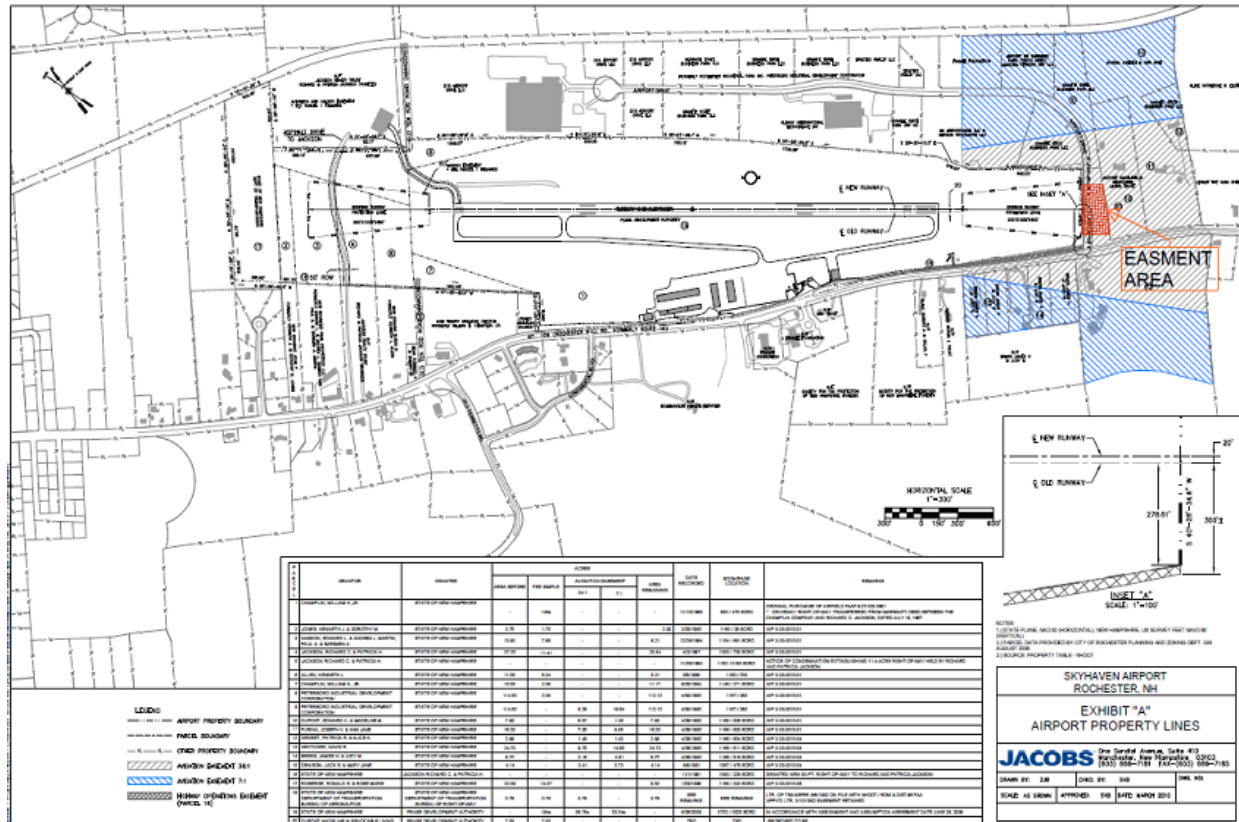
John Gorham, PE  
Project Manager/Senior Civil Engineer  
Jacobs Engineering Group Inc.  
2 Executive Park Drive, Bedford, NH 03110  
603.518.1773  
[John.Gorham@Jacobs.com](mailto:John.Gorham@Jacobs.com)

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From: Samantha.Rodgerson  
To: Samantha.Rodgerson  
Subject: FW: airport stuff again  
Date: Thursday, January 30, 2014 4:21:07 PM  
Attachments: Image001.png



Seth Creighton  
Staff Planner  
City of Rochester Planning & Development  
31 Wakefield Street  
Rochester, NH 03867  
603-335-1338 (Phone)

# NONRESIDENTIAL SITE PLAN APPLICATION

# PEASE DEVELOPMENT AUTHORITY

## RECONSTRUCT 4001' RUNWAY 15-33

## EXTEND RUNWAY 15 AND TAXIWAY A 200'

## INSTALL RUNWAY 33 ODALS

## SKYHAVEN AIRPORT

## ROCHESTER, NEW HAMPSHIRE

60% DESIGN LEVEL

JANUARY 2014

**DESIGN STANDARDS:** (DRAFT AC 150/5300-13A CHG X)

AAC-ADG: B-II SMALL AIRCRAFT ( $\leq 12,500$  LBS.)

ALP DESIGN AIRCRAFT: BEECH KING AIR 200

RUNWAY 15 VISIBILITY MINIMUM: VISUAL

RUNWAY 33 VISIBILITY MINIMUM: NOT LOWER THAN 3/4 MILE

RUNWAY OBJECT FREE ZONE (ROFZ) WIDTH: 250'

RUNWAY WIDTH: 75'

RUNWAY SAFETY AREA (RSA) WIDTH: 150'

RSA LENGTH BEYOND RUNWAY END: 300'

RUNWAY OBJECT FREE AREA (ROFA) WIDTH: 500'

ROFA LENGTH BEYOND RUNWAY END: 300'

RUNWAY  $\varnothing$  TO HOLDING POSITION: 125' (USED EXISTING 150')

RUNWAY  $\varnothing$  TO PARALLEL TAXIWAY  $\varnothing$ : 240'

TAXIWAY DESIGN GROUP (TDG): 2

TAXIWAY SAFETY AREA (TSA) WIDTH: 79'

TAXIWAY OBJECT FREE AREA (TOFA) WIDTH: 131'

TAXIWAY  $\varnothing$  TO PARALLEL TAXIWAY  $\varnothing$ : 105'

\* ABOVE APPLIES TO COMPLETED PROJECT. SEE PHASING PLANS FOR DESIGN STANDARDS DURING CONSTRUCTION.

INDEX TO DRAWINGS	
DRAWING NUMBER	TITLE
0.0	TITLE SHEET
1.0	GENERAL PLAN
2.0	SAFETY AND PHASING PLAN
3.0	TYPICAL SECTIONS
4.0-4.6	SITE PLANS
5.0-5.1	OBSTRUCTION REMOVAL PLANS
6.0-6.1	ODALS PROFILES
7.0	TYPICAL CROSS SECTIONS

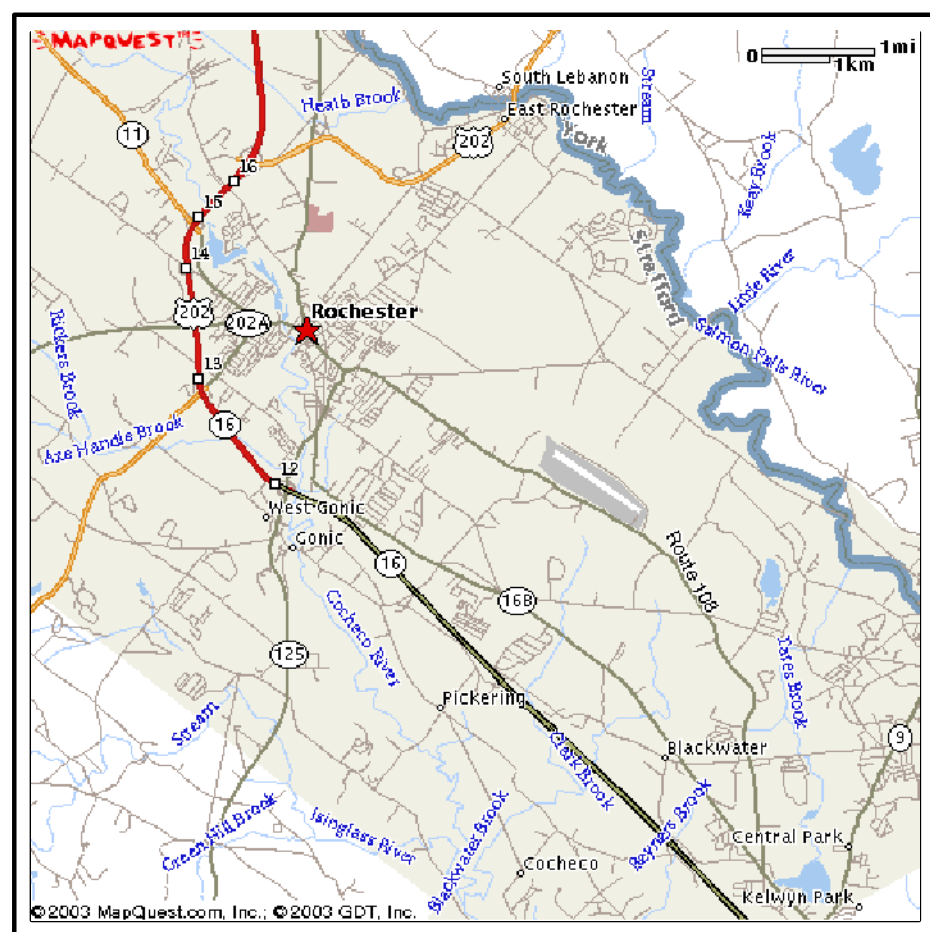
FOR MORE INFORMATION ABOUT SITE PLAN CONTACT  
JOHN GORHAM, PE JACOBS ENGINEERING GROUP, INC.  
603.518.1773

WETLANDS DELINEATED PERFORMED IN 2013 BY  
JENNIFER RIORDAN - THE SMART ASSOCIATES  
ENVIRONMENTAL CONSULTANTS, INC. ON MAP/LOT  
243/18. WETLANDS ON MAP/LOT 255/17 FROM PLAN  
BY NORWAY PLAINS ASSOCIATES, INC. WITH UNKNOWN  
DATE.

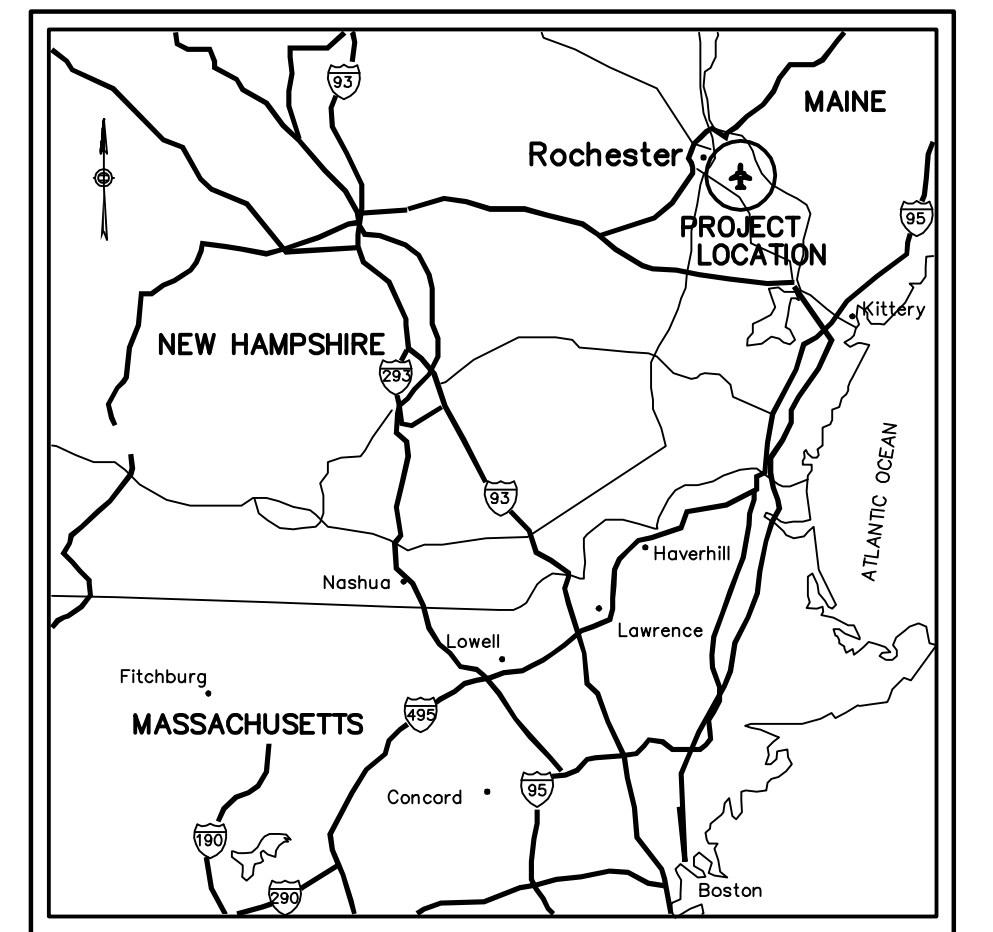
TOPOGRAPHIC SURVEY BY JOSEPH M. WICHERT LLS, INC.  
IN 2013.

CITY OF ROCHESTER APPROVAL:

NAME/SIGNATURE/DATE



LOCATION MAP



VICINITY MAP

**JACOBS** Two Executive Park Drive  
Bedford, NH 03110  
Phone: (603) 666-7181  
Fax: (603) 666-7185

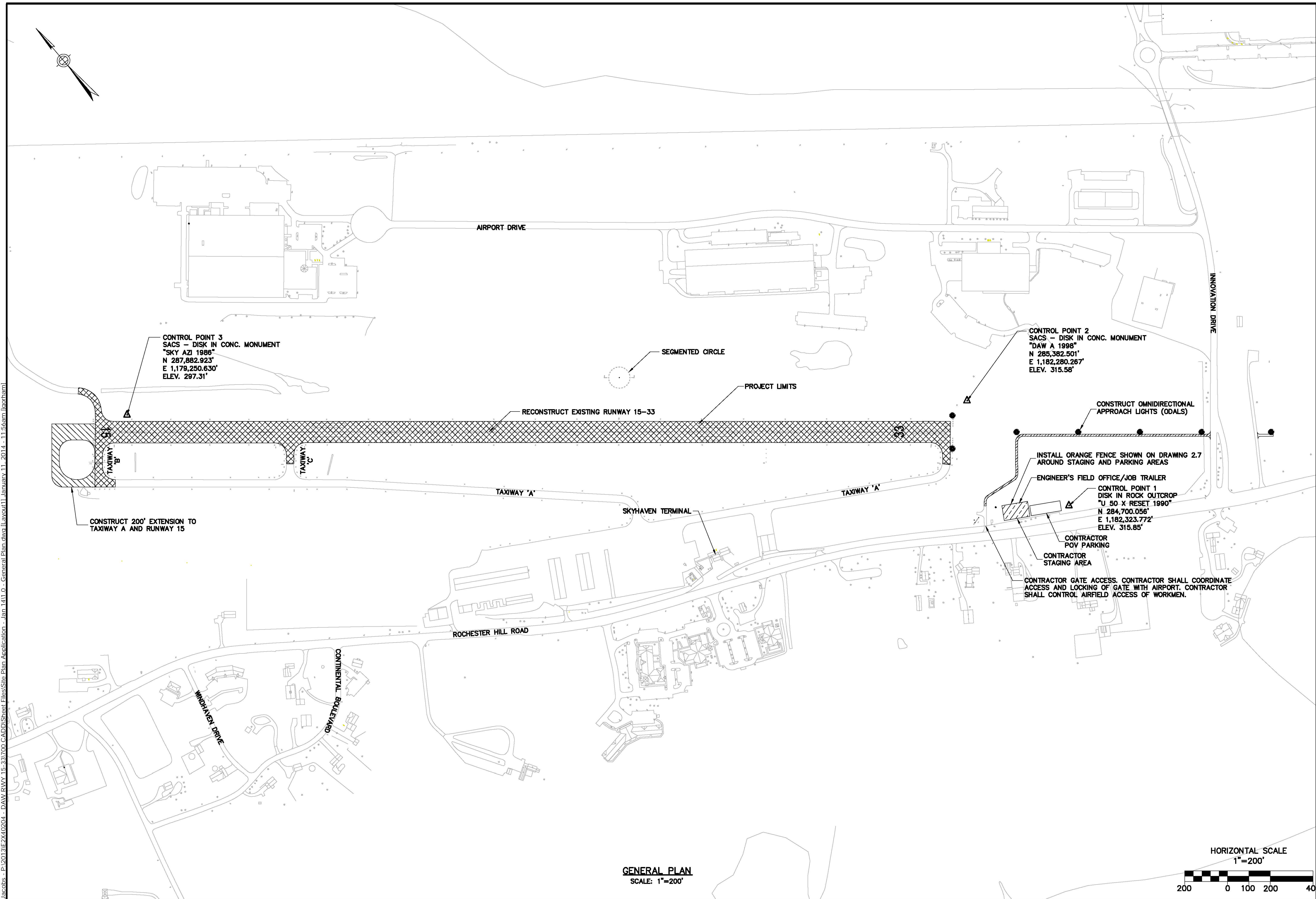
JACOBS ENGINEERING GROUP, INC. HEREBY CERTIFIES THAT THESE CONSTRUCTION DRAWINGS AND ACCOMPANYING SPECIFICATIONS HAVE BEEN PREPARED IN ACCORDANCE WITH CURRENT FAA ADVISORY CIRCULARS. THESE ADVISORY CIRCULARS ARE INDICATED ON A LISTING HAVING AN EFFECTIVE DATE OF APRIL 2013.

APPROVED BY: \_\_\_\_\_ AIRPORTS DIVISION

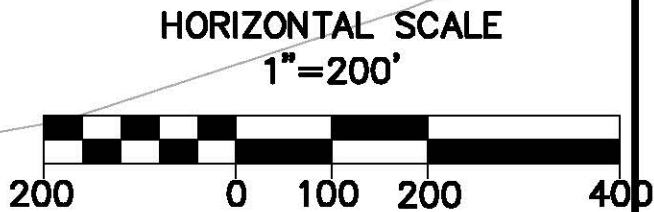
DATE: \_\_\_\_\_



Jacobs - P:2013E2x40204 - DAW RWY 15-33/700 CADD/Sheet Files/Site Plan Application - Jan 14/11.0 - General Plan.dwg [Layout] 11, 2014 - 11:56am [jacobham]



GENERAL PLAN  
SCALE: 1"=200'



JACOBS

TWO EXECUTIVE PARK DRIVE  
BEDFORD, NH 03110  
(603) 866-7185  
FAX (603) 866-7185

SCALE: 1"=200'

DATE: JAN 2014

DESIGNED BY: JWG

DRAWN BY: JMH

SKYHAVEN AIRPORT  
ROCHESTER, NEW HAMPSHIRE

RECONSTRUCT RUNWAY 15-33, EXTEND RUNWAY 15 AND TAXIWAY A, INSTALL RUNWAY 33 ODALS

GENERAL PLAN

REV. NO.	DATE	DESCRIPTION	BY

PROJ. NO.: E2X40204

FILE NAME:

AIP NO.: SBG 15-04-2012

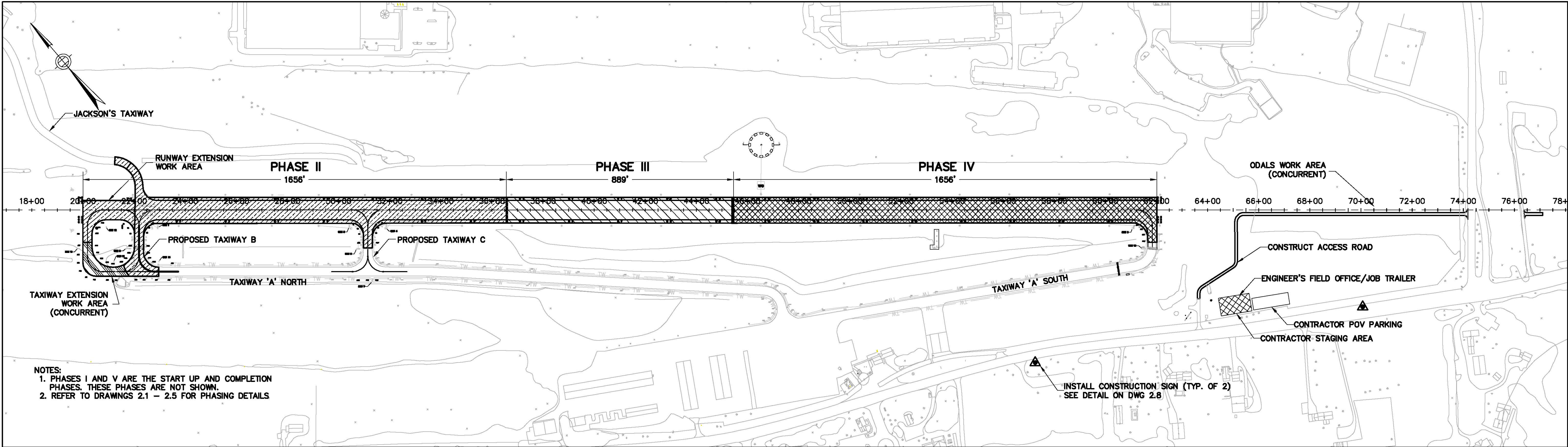
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OVERALL PHASING NOTES:

- PHASE I: 1 CALENDAR DAY RUNWAY CLOSURE TO PREPARE PHASE II. SCHEDULE WORK TO OCCUR ON A TUESDAY, WEDNESDAY OR THURSDAY. WORK TO BE COMPLETED DURING THIS PHASE SHALL BE GENERALLY AS FOLLOWS:
  - INSTALL OWNER SUPPLIED LIGHTED 'X' AT EACH END OF RUNWAY
  - DISABLE RADIO CONTROLLED LIGHTING SYSTEM
  - DISABLE AIRFIELD LIGHTING
  - INSTALL BARRICADES
  - INSTALL TEMPORARY RUNWAY 15 THRESHOLD (INCL. MARKINGS AND LIGHTING)
  - REVISE RUNWAY EDGE LIGHT COLORS IN OPEN PORTION OF THE RUNWAY
  - REACTIVATE RADIO CONTROLLED LIGHTING SYSTEM
  - REACTIVATE AIRFIELD LIGHTING IN PORTION OF THE RUNWAY TO BE OPENED
- PHASE II: 70 CALENDAR DAY PARTIAL CLOSURE OF THE NORTHERN PORTION OF THE RUNWAY. PHASE II IMMEDIATELY FOLLOWS PHASE I. PHASE II MAY BE CONDUCTED CONCURRENTLY TO PHASE III. RUNWAY 15 SHALL BE TEMPORARILY RELOCATED. RUNWAY 33 SHALL REMAIN IN CURRENT LOCATION. WORK TO BE COMPLETED DURING THIS PHASE SHALL BE GENERALLY AS FOLLOWS:
  - RECONSTRUCT, MARK AND LIGHT NORTHERN END OF RUNWAY 15-33
  - CONSTRUCT, MARK AND LIGHT EXTENSION TO RUNWAY 15 AND TAXIWAY A
  - WORK WITHIN THE RSA LIMITS SHALL BE COMPLETED TO ALLOW FOR AIRCRAFT USE
  - TAXIWAY B SHALL BE COMPLETED TO THE TOFA TO ALLOW FOR AIRCRAFT USE
  - TAXIWAY A EXTENSION SHALL BE COMPLETED TO THE TAXIWAY B TOFA AND THE RUNWAY 15-33 RSA LIMITS. REMAINING PORTIONS OF TAXIWAY MAYBE CONDUCTED CONCURRENT TO OTHER PHASES.
- PHASE III: 10 CALENDAR DAY RUNWAY CLOSURE TO OCCUR MONDAY TO WEDNESDAY (FOLLOWING WEEK) THE CENTER PORTION OF THE RUNWAY. PHASE III IMMEDIATELY FOLLOWS PHASE II. WORK TO BE COMPLETED DURING THIS PHASE SHALL BE GENERALLY AS FOLLOWS:
  - INSTALL OWNER SUPPLIED LIGHTED 'X' AT EACH OF RUNWAY
  - DISABLE RADIO CONTROLLED LIGHTING SYSTEM
  - DISABLE AIRFIELD LIGHTING
  - INSTALL BARRICADES
  - REMOVE TEMPORARY RUNWAY 15 THRESHOLD (INCL. MARKINGS AND LIGHTING)
  - INSTALL TEMPORARY RUNWAY 33 THRESHOLD (INCL. MARKINGS AND LIGHTING)
  - RECONSTRUCT, MARK AND LIGHT CENTER PORTION OF RUNWAY 15-33
  - REVISE RUNWAY EDGE LIGHT COLORS IN THE PHASE IV OPEN PORTION OF THE RUNWAY
  - REACTIVATE RADIO CONTROLLED LIGHTING SYSTEM
  - REACTIVATE AIRFIELD LIGHTING IN PORTION OF THE RUNWAY TO BE OPENED
- PHASE IV: 60 CALENDAR DAY PARTIAL CLOSURE OF THE SOUTHERN PORTION OF THE RUNWAY. PHASE IV WORK MAY BE CONDUCTED CONCURRENT TO PHASE III. PHASE IV IMMEDIATELY FOLLOWS PHASE III. RUNWAY 33 HAS BEEN TEMPORARILY RELOCATED AND RUNWAY 15 HAS BEEN ESTABLISHED IN THE PREVIOUS PHASES. WORK TO BE COMPLETED DURING THIS PHASE SHALL BE GENERALLY AS FOLLOWS:
  - INSTALL BARRICADES
  - RECONSTRUCT, MARK AND LIGHT SOUTHERN END OF RUNWAY 15-33
- PHASE V: 3 CALENDAR DAY RUNWAY CLOSURE TO COMPLETE FINAL LIFT OF PAVING AND MARKINGS. SCHEDULE WORK TO OCCUR ON A TUESDAY, WEDNESDAY OR THURSDAY. WORK TO BE COMPLETED DURING THIS PHASE SHALL BE GENERALLY AS FOLLOWS:
  - INSTALL OWNER SUPPLIED LIGHTED 'X' AT EACH OF RUNWAY
  - DISABLE RADIO CONTROLLED LIGHTING SYSTEM
  - DISABLE AIRFIELD LIGHTING
  - INSTALL BARRICADES
  - REMOVE TEMPORARY RUNWAY 33 THRESHOLD (INCL. MARKINGS AND LIGHTING)
  - CONSTRUCT FINAL LIFT OF PAVEMENTS
  - INSTALL PERMANENT RUNWAY MARKINGS
  - REACTIVATE RADIO CONTROLLED LIGHTING SYSTEM
  - REACTIVATE AIRFIELD LIGHTING IN PORTION OF THE RUNWAY TO BE OPENED
  - REMOVE BARRICADES
  - OPEN RUNWAY AND TAXIWAYS
- WORK THAT MAY OCCUR CONCURRENTLY TO ALL PHASES INCLUDES THE TAXIWAY A EXTENSION, AIRFIELD ELECTRICAL AND THE RUNWAY 33 ODALS WORK. ALL THESE AREAS SHALL BE OUTSIDE THE RUNWAY 15-33 RSA, TAXIWAY A TOFA, AND APPROACH SURFACES.

OVERALL PLAN OF PHASES

SCALE: 1"=200'

DIMENSIONAL NOTES:

- RUNWAY SAFETY AREA (RSA) AND RUNWAY OBJECT FREE AREA (ROFA) ARE DIMENSIONED FROM THE RUNWAY 15-33 CENTERLINE.
- TAXIWAY SAFETY AREA (TSA) AND TAXIWAY OBJECT FREE AREA (TOFA) ARE DIMENSIONED FROM THE TAXIWAY CENTERLINES.

PHASE	DURATION - CALENDAR DAYS			RUNWAY STATUS
I	1			CLOSED
II	70	CONCURRENT		PARTIAL CLOSURE
III		10		CLOSED
IV		CONCURRENT	60	PARTIAL CLOSURE
V			3	CLOSED
TWY A EXT	CONCURRENT			SEE NOTES
ODALS	CONCURRENT			SEE NOTES

DESIGN STANDARDS DURING CONSTRUCTION:  
(DRAFT AC 150/5300-13A CHG X)

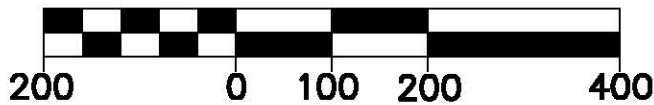
AAC-ADG: A/B-I SMALL AIRCRAFT  
[APPROACH SPEED < 91 TO < 121 KNOTS]  
[WING SPAN < 49']

RUNWAY 15 VISIBILITY MINIMUM: VISUAL  
RUNWAY 33 VISIBILITY MINIMUM: VISUAL  
RUNWAY OBJECT FREE ZONE (ROFZ) WIDTH: 250'  
RUNWAY WIDTH: 75'  
RUNWAY SAFETY AREA (RSA) WIDTH: 120'  
RSA LENGTH BEYOND RUNWAY END: 240'\*  
RUNWAY OBJECT FREE AREA (ROFA) WIDTH: 250'  
ROFA LENGTH BEYOND RUNWAY END: 240'  
RUNWAY @ TO HOLDING POSITION: 125' (USED EXISTING 150')  
RUNWAY @ TO PARALLEL TAXIWAY @: 150'  
TAXIWAY DESIGN GROUP (TDG): 2  
TAXIWAY SAFETY AREA (TSA) WIDTH: 79'  
TAXIWAY OBJECT FREE AREA (TOFA) WIDTH: 131'  
TAXIWAY @ TO PARALLEL TAXIWAY @: 105'

\* ADJACENT TO CONSTRUCTION, RSA LENGTH IS 245' TO ACCOMMODATE CONSTRUCTION BARRICADES.

HORIZONTAL SCALE

1"=200'



SCALE: 1"=200'  
DATE: JAN 2014  
DESIGNED BY: JWG  
DRAWN BY: JMH

SKYHAVEN AIRPORT  
ROCHESTER, NEW HAMPSHIRE  
RECONSTRUCT RUNWAY 15-33, EXTEND RUNWAY 15 AND TAXIWAY A, INSTALL RUNWAY 33 ODALS

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REV. NO.				

PROJ. NO.: E2X40204  
FILE NAME:  
AIP NO.: SBG 15-04-2012

DRAWING NO.

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X OF XX

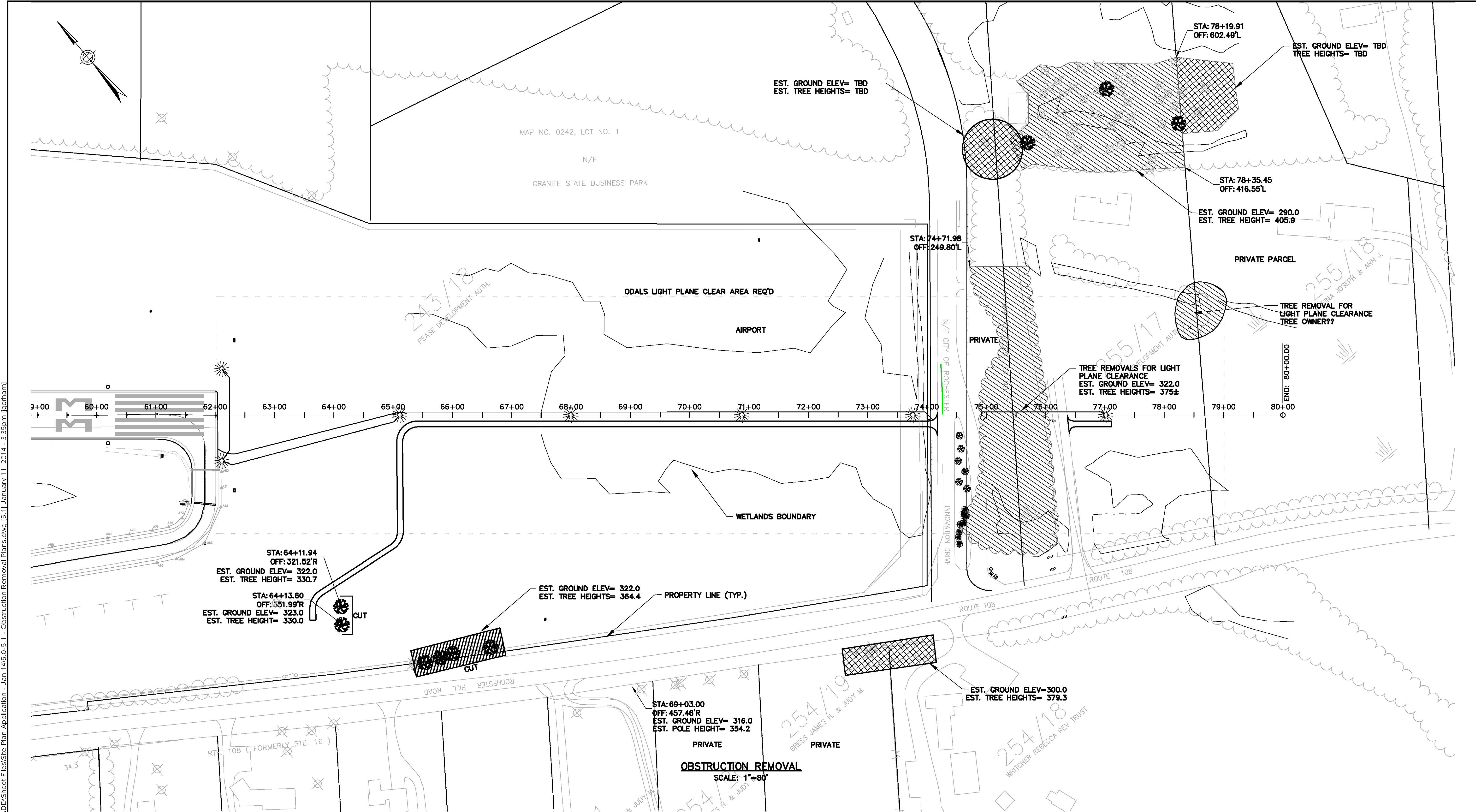




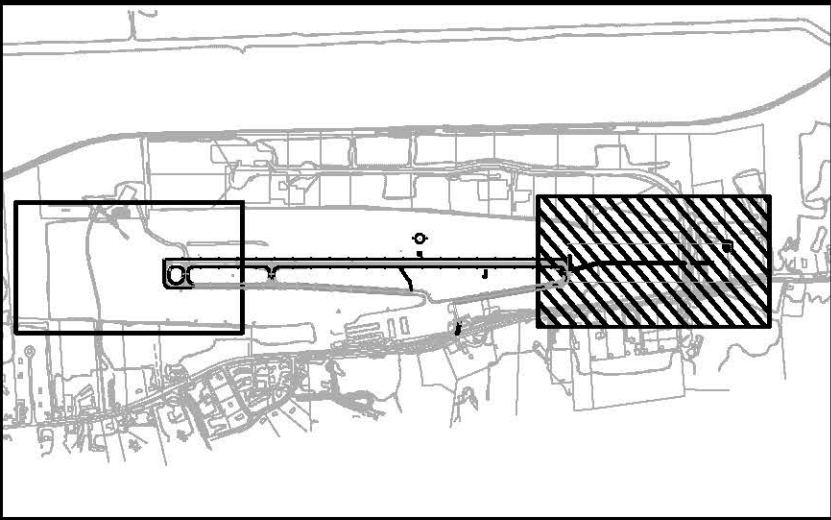




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KEY PLAN

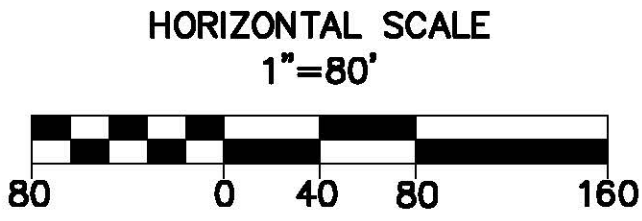


LEGEND:

- TREE TO BE REMOVED
- AREA OF TREES CUT - WETLANDS
- AREA OF TREE CLEARING AND GRUBBING - NOT WETLANDS
- AREA OF TREE TRIMMING

NOTES:

- CONTRACTOR SHALL FIELD VERIFY REMOVAL OF OBSTRUCTIONS TO BE TRIMMED BY SURVEY METHODS. REFER TO SPECIFICATIONS.
- REFER TO SPECIFICATION REQUIREMENTS FOR CUTTING/TRIMMING TREES IN WETLANDS.
- WHERE NOTED, THE OWNER SHALL DELINEATE THE WETLANDS BY FLAGGING PRIOR TO TREE REMOVAL. CONTRACTOR SHALL SCHEDULE THIS 30 CALENDAR DAYS IN ADVANCE.
- LIMIT OF CLEARING/TRIMMING IS ESTIMATED 20' NORTH OF TAX MAP PROPERTY LINE.



**JACOBS**  
TWO EXECUTIVE PARK DRIVE  
BEDFORD, NH 03110  
(603) 866-7185  
FAX (603) 866-7185

SCALE: JAN 2014  
DATE: JAN 2014  
DESIGNED BY:  
DRAWN BY:

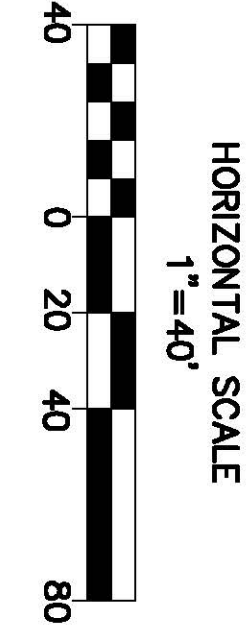
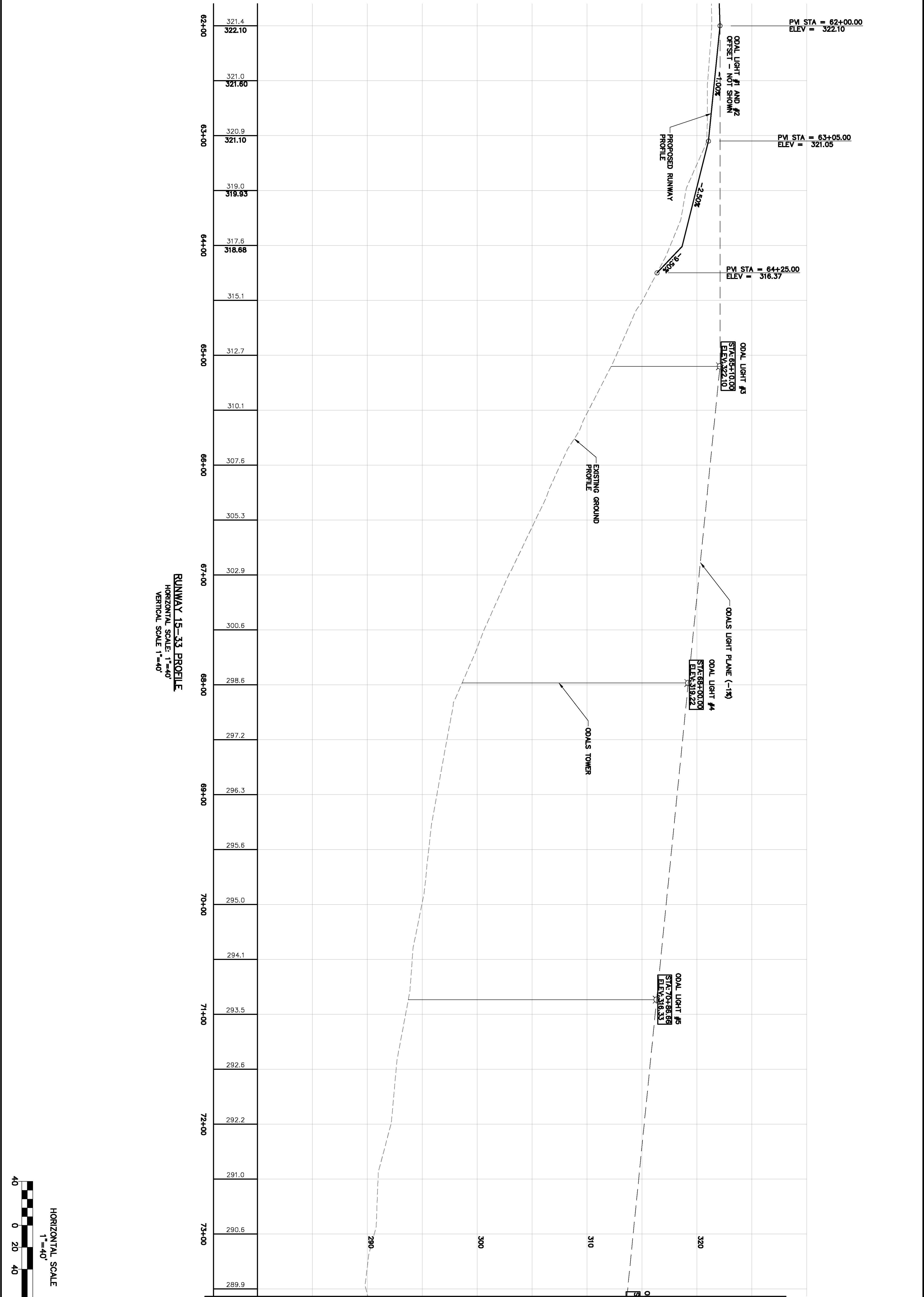
SKYHAVEN AIRPORT  
ROCHESTER, NEW HAMPSHIRE  
RECONSTRUCT RUNWAY 15-33, EXTEND RUNWAY 15 AND TAXWAY A, INSTALL RUNWAY 33 ODALS

OBSTRUCTION REMOVAL  
(2 OF 2)

REV. NO.	DATE	DESCRIPTION	BY

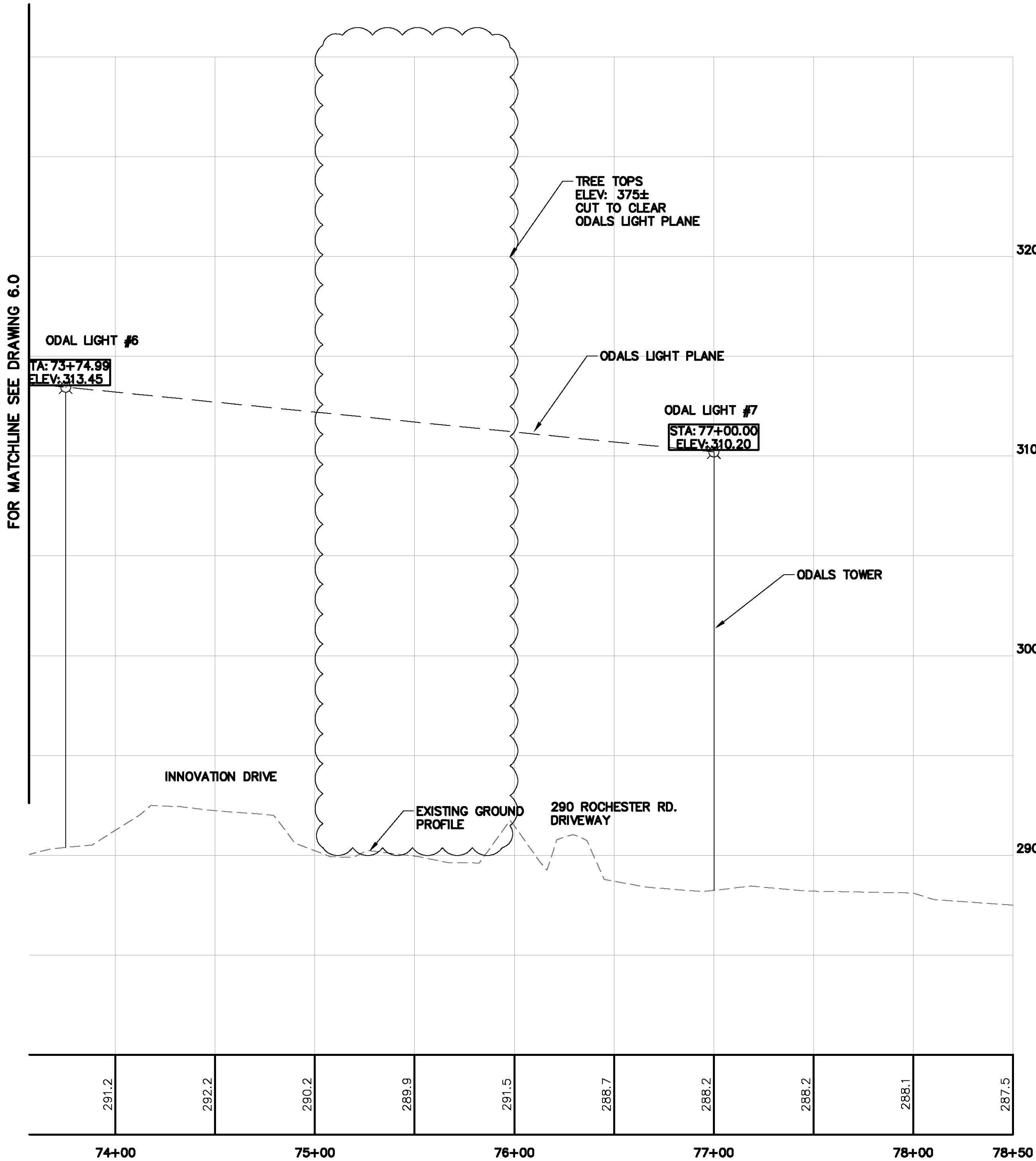
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AIP NO.: SBG 15-04-2012  
DRAWING NO.  
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- OF XX



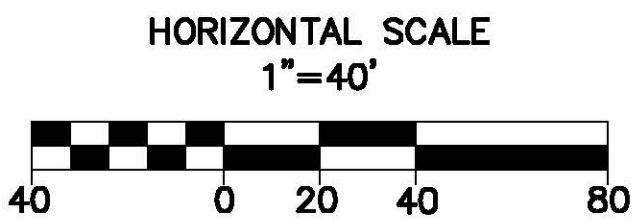


SKYHAVEN AIRPORT ROCHESTER, NEW HAMPSHIRE				SCALE: AS SHOWN	
RECONSTRUCT RUNWAY 15-33, EXTEND RUNWAY 15 AND TAXIWAY A, INSTALL RUNWAY 33 ODALS				DATE: JAN 2014	
ODALS PROFILE (1 OF 2)				DESIGNED BY: SST	
				DRAWN BY: HLC	
REVISIONS				JACOBS™	
BY	DESCRIPTION	DATE	REV. NO.	TWO EXECUTIVE PARK DRIVE BEDFORD, NH 03110 (603) 666-7181 FAX (603) 666-7185	
FILE NAME: AP NO: SBG 15-04-2012					
DRAWING NO.					
PROJ. NO.: EZX40204					
6.0					
X OF XX					
REV					

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RUNWAY 15-33 PROFILE  
HORIZONTAL SCALE: 1"=40'  
VERTICAL SCALE 1"=40'



<b>JACOBS</b> TWO EXECUTIVE PARK DRIVE BEDFORD, NH 03110 (603) 866-7165 FAX (603) 866-7165	
SCALE: AS SHOWN	DATE: JAN 2014
DESIGNED BY: SST	
DRAWN BY: HLC	
SKYHAVEN AIRPORT ROCHESTER, NEW HAMPSHIRE	
RECONSTRUCT RUNWAY 15-33, EXTEND RUNWAY 15 AND TAXIWAY A, INSTALL RUNWAY 33 ODALS	
ODALS PROFILE (2 OF 2)	
PROJ. NO.: E2X40204	REV. NO.
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X OF XX	REV