Regular City Council Meeting
October 6, 2015
COUNCIL CHAMBERS
7:00 PM

Agenda

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Opening Prayer**

4. **Roll Call**

5. **AB 43 A Resolution Authorizing the Issuance of Refunding Bonds dated October 6, 2015 - First Reading and Refer to a Public Hearing P. 7**

6. **Recess to Public Hearing**

City Council Public Hearing
October 6, 2015
COUNCIL CHAMBERS
7: 00 PM

Agenda

1. **Call to Order**

2. **AB 43 A Resolution Authorizing the Issuance of Refunding Bonds dated October 6, 2015 P. 7**

3. **Adjournment**

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7. **Reconvene Regular City Council meeting**

8. **Acceptance of Minutes**

   8.1. **September 1, 2015, Regular City Council Meeting**

   8.2. **September 15, 2015, Special City Council Meeting**

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9. **Communications from the City Manager**

   9.1. **Employee of the Month Award P. 12**

   9.2. **City Manager's Report P. 11**

10. **Communications from the Mayor**

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

    11.1. **Council Correspondence: Roads Scholar Program P. 45**

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

13. **Reports of Committees:**

    13.1. **Community Development – *9/24/2015* P. 51**

    13.2. **Finance Committee Meeting – *9/8/2015* P. 65**

    13.3. **Joint Building Committee – *9/14/2015* P. 75**

    13.4. **Public Safety Committee – *9/16/2015* P. 77**

    13.5. **Public Works Committee - *9/17/2015* P. 81**

14. **Old Business**

    14.1. **AB 161 Amendment to Chapter 42.29 of the General Ordinances of the City of Rochester Regarding Signage – Motion to Affirm Adoption P.** 87

15. **Consent Calendar**

16. **New Business**

    16.1. **AB 48 Resolution Accepting Ten Rod Road Business Park Sign – First Reading and Adoption P. 93**

    16.2. **AB 42 Resolution Accepting United States Department of Justice Ballistic Vest Grant to the Rochester Police Department - First Reading, Second Reading, and Adoption P. 113**

    16.3. **AB 44 Resolution Authorizing the Rochester Police Department to Apply for a Highway Safety Equipment Grant - First Reading and Adoption P. 119**

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16.4. AB 47 Resolution Authorizing Supplemental Appropriation to the City of Rochester Police Department Capital Improvement Project (CIP) Fund for Front Line Police Vehicle - First Reading, Second Reading, and Adoption P. 125

16.5. AB 46 A Resolution De-Authorizing City of Rochester Fire Department Capital Improvement Project (CIP) Funding for the Apparatus Replacement Program – First Reading, Second Reading, and Adoption P. 131

16.6. AB 46 B Resolution Authorizing Supplemental Appropriation to the City of Rochester Fire Department Capital Improvement Project (CIP) Fund for Apparatus Replacement – First Reading, Second Reading, and Adoption P. 133

16.7. AB 45 Amendment to Section 3.6 (a) of the General Ordinances of the City of Rochester - First Reading and Adoption P. 139

16.8. AB 43 Resolution Authorizing the Issuance of Refunding Bonds dated October 6, 2015 – Second Reading and Adoption P. 7

17. Non-Meeting / Non-Public Sessions:

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

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

18. Other

19. Adjournment

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CITY OF ROCHESTER, NEW HAMPSHIRE
A Resolution
Authorizing the Issuance of Refunding Bonds dated as of October 6, 2015

WHEREAS, the City of Rochester, New Hampshire (the "City") has issued certain $16,025,000 General Obligation Bonds dated December 14, 2005 (the "2005 Bonds"), which 2005 Bonds that mature on January 15 of the years 2017 through 2026, inclusive, in the aggregate principal amount of $2,035,000 are eligible to be refunded at par on any interest payment date on or after January 15, 2016 (the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the City may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund or advance refund the Refunded Bonds and to pay certain other costs relating thereto;

NOW THEREFORE, BE IT RESOLVED that the City, acting by and through its City Council, hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund or advance refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the outstanding principal amount of the Refunded Bonds; and

IT IS FURTHER RESOLVED that the City Treasurer, with the approval of the City Manager, is hereby authorized to issue the aforesaid Refunding Bonds by entering into a Bond Purchase Contract with such bond purchaser or underwriter as they may deem appropriate in connection with the issuance of the Refunding Bonds to evidence the City's approval of the terms and conditions of the Refunding Bonds; and

IT IS FURTHER RESOLVED that an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the City by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and engage such other professionals (including a Financial Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and

IT IS FURTHER RESOLVED that all actions heretofore taken by the City consistent with the foregoing are hereby confirmed, ratified and approved.

CC FY16 Resolution 26 AB 43 2015-10-6

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT REFUNDING CITIZENS 2005 GENERAL OBLIGATION BONDS - OUTSTANDING PRINCIPAL $2,035,000	
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	10/06/2015	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	09/18/2015	
ATTACHMENTS YES ☐ NO ☐	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	REFUNDING BONDS
ACCOUNT NUMBER	NA
AMOUNT	$2,035,000
APPROPRIATION REQUIRED YES ☐ NO ☒	

LEGAL AUTHORITY

CITY COUNCIL (RSA 33:3-d)

SUMMARY STATEMENT

THIS REQUEST IS FOR COUNCIL TO AUTHORIZE THE CITY OF ROCHESTER TO PROCEED WITH THE ISSUANCE OF REFUNDING BONDS WITH RESPECT TO THE CITIZENS 2005 GENERAL OBLIGATION BONDS THAT WERE ISSUED ON DECEMBER 14, 2005, WHICH BONDS HAVE AN OUTSTANDING PRINCIPAL BALANCE OF $2,035,000.

THIS REFUNDING IS ONLY AUTHORIZED TO THE EXTENT THAT THE SAME WILL ACHIEVE A NET PRESENT VALUE DEBT SERVICE SAVINGS IN AN AMOUNT EQUAL TO AT LEAST THREE PERCENT (3%) OF THE OUTSTANDING PRINCIPAL. WHILE THE ACTUAL SAVINGS CANNOT BE DETERMINED UNTIL THE BIDS ARE RECEIVED ON THE DAY OF THE BOND SALE, THE CURRENT ESTIMATED SAVINGS (NET OF ALL EXPENSES) IS APPROX 5% OR $100,000.

RECOMMENDED ACTION

RECOMMEND COUNCIL APPROVAL TO ISSUE REFUNDING BONDS.

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

CITY MANAGER'S REPORT
October 6, 2015

The Employee of the Month is: Joe Rousseau, Police Department **P.** 12

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

- August 24, 2015 **P. 13**
- August 31, 2015 **P. 21**
- September 14, 2015 **P. 100**

Contracts and documents executed since last month:

- Economic & Community Development Department **P. 24**
  - H & M Machine Alteration of Terrain application
  - HUD Performance Evaluation Registry System Registration
  - CDBG Environmental Review for RHA Accessibility Ramps & Bathroom Fixtures project
- Department of Public Works **P. 27**
  - Catherine/Sheridan/Knight St Reconstruction – Change Order 2
  - Chesley Hill Road Project – Amendment 3
  - Chesley Hill Road Project – Change Order 1
  - Four Pump Station (Weeping Willow/Sawyer Ave/Kristen & Autumn St) – Change Order 3
  - Rochester Reservoir – Recommendation to award bid #16-04
  - Route 125 Pump Station – Change Orders 3 & 4
  - Strafford Square Intersection Project – Amendment 1
  - Water Treatment Plant Upgrade project – Loan Amendment 2
- Fire Department **P. 35**
  - 3,000 gallon Pumper/Tanker bid #16-12 Contract
- Planning Department **P. 36**
  - Letter of Understanding – Southeast Land Trust of NH and City for services related to closing on Ten Rod Road Farm Conservation Easement
- Police Department **P. 37**
  - Highway Safety Grants
  - Homeland Security/NH Dept. of Safety Grant application

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

- Computer Purchase – Hoyt, Ken – Fire **P. 39**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report **P. 40**
- Permission & Permits Issued **P. 42**
- Personnel Action Report Summary **P. 43**

ROCHESTER POLICE DEPARTMENT

MICHAEL J. ALLEN
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

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

Employee of the Month Committee
C/O City Clerk's Office
City Hall
Rochester, NH
Sept 07, 2015

Employee of the Month Recommendation.

The Dispatch Center would like to nominate Detective Joe Rousseau for Employee of the Month.

He has created a database search program that has enabled the dispatchers to become much more efficient in accessing and disemminating information in the database. This has enabled dispatchers to respond to officers requests for that information much more quickly, which in turn has made their jobs easier.

Joe created this search tool in his own time and, with supervisor and MIS agreement, willingly made this program available to everyone in dispatch.

In our view this has shown a higher than normal degree of commitment and professionalism to the City, and makes Joe well deserving of this recognition.

Many thanks for your consideration.

Kayla Mellay

The Rochester Police, Fire and EMS Dispatchers.

City of Rochester
OFFICE OF THE CITY MANAGER
MANAGEMENT TEAM
31 Wakefield Street ● Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

MANAGEMENT TEAM MEETING
August 24, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Michael Allen, Police Chief
Brian Sylvester, Library Director
John Storer, Director of City Services
Norm Sanborn, Fire Chief
Chris Bowlen, Director of Rec.
Jim Grant, Director BZLS
Terence O'Rourke, City Attorney
Jim Campbell, Planning Director
Karen Pollard, Economic Develop. Mgr
Samantha Rodgerson, Executive Assistant

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:04 A.M.

1. **Management Team Minutes – August 17, 2015**

   Minutes were approved by general consensus.

2. **City Council Inquiry Report**

   Item number 1 was discussed at the Public Works Committee on Thursday and is now closed. There were no new items and no further discussion.

3. **City Calendar for Week**

   Reviewed upcoming meetings and topics for the week.

4. **Right to Know Requests**

   There was one new request that will be answered this week.

5. **Street Banner policy**

   There was some discussion about across the street banners based on an email sent by an organizer of a large event taking place in Rochester seeking approval to hang one. After some discussion, it was determined that the best approach would be to have a formal request submitted and start at the Community Development Committee to determine if there is support and to determine locations and how to attach.

6. **Community image**

   A reminder was given to staff that we need to make sure we are positively supporting each other and the community by seeking ways to help in improving any perceived challenges.

7. **Other**

City Manager Fitzpatrick

- Asked for clarification on the determination to waive fees for signage at one of the business parks. As the City recently installed a new sign, that the park owners are now changing; it was determined that it would be the City's contribution towards the project, as the sign will be located on City owned property and will be donated to the City once completed.

Director Sylvester

- Advised that they will have a Children's Room book sale this week.
- Advised that the Joint Loss Management Committee did a walkthrough at the Police Department last Wednesday and found no significant red flags.

Director Storer

- Discussed the Dewey Street pedestrian bridge and that they have a team inspecting it this week, however that the recent report from the inspection team did not deem that it needed to be closed.
- Advised that there were 3 reported washouts due to the rain.
    - East Rochester School – the erosion concerns will be addressed with the construction
    - Highfield Commons – Planning will address with the developer
    - Chesley Hill Road
- Advised that he will be looking at finalizing the Tree Removal Policy and will be sending it through the process.
- Advised that the annex project will be moving forward and that the project design will be kept with OakPoint Associates.
- Advised that there will be a Touch-a-Truck event held at The Ridge and he was hoping to send one of DPW's trucks. Will reach out to the event organizer.
- Advised that they had 13 interviews for the Facility Manager position and that he has made an offer.
- Advised that they are still working on finding the right candidate for the City Engineer position.

Deputy City Manager Cox

- Advised that the Public Works Committee meeting was broadcast for the first time, last Thursday.
- Advised that 2 applications were received for the Chief Assessor position and that he has met with both candidates and will be proceeding forward with a formal interview tomorrow for one candidate.

Manager Pollard

- Advised that HUD has accepted the corrections that were made following the audit.
- Advised that they received the final hospitality study and that the REDC reviewed it at their meeting last week.
- Advised that the department is busy preparing for the business plan competition that will be taking place the 1st part of November

Chief Sanborn

- Advised that they are wrapping up the work on a couple of grant projects.
    - The COOP (Continuity of Operations Plan) project should be wrapped up by the end of September.
    - The EOC (Emergency Operations Center) grant will have a training session in September as the final phase of the grant.
- Advised that they provided mutual aid to Strafford for a brush fire.
- Advised that they assisted over the weekend with a few overdoses.

Director Bowlen

- Advised the summer programs are wrapping up and the ice arena will be open in 3 weeks.
- Advised that they had the opportunity to introduce a new teen program and that it was very successful and that it has received federal funding for a future program. He mentioned that is has had a great impact on the kids lives.
- Advised that they are completing work on upgrades to the management software.

Chief Allen

- Advised that Rochester Night Out will be held on Wednesday. This event is to make up for the National Night Out event that was canceled due to weather.
- Advised that they had a couple of overdoses over the weekend, the victims of each were brought back with Narcan.
- Advised that an officer suffered a dog bite, but that it was not serious.
- Advised that their newest officer graduated from the Police Academy last Friday.
- Provided an update on Officer Funk's recovery.

Attorney O'Rourke

- Provided and update on the Amazon Campground situation.
- Provided an update on the Blaisdell case.
- Provided an update on the Milton Road property situation.

Director Grant

- Advised that he assisted the assessors last Friday at a home on Summer Street. It appears that the home will need to be taken down.
- Advised that he is still working on the figures for the tax cap report.
- Advised that they had 4 good candidates and will be conducting interviews.
- Advised that Bob Dingee is retiring on September 4th and that there will be a small get together in Council Chambers.

Director Campbell

- Advised that they will need to discuss the drainage concerns with the Highfields Common developer.
- Advised that Waterstone is coming in for Phase II approvals and has also amended Phase I to add a 35,000 SF stand alone building.

- Advised that a determination has been made that the approvals are no longer vested on the site that The Homemakers had approved for development. They will be marketing the property.
- Advised that the Edward Jones office on Museum Way is relocating the Groen Building on Washington Street.

The Management Team meeting adjourned at 10:11 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant

City of Rochester
OFFICE OF THE CITY MANAGER
MANAGEMENT TEAM
31 Wakefield Street ● Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

MANAGEMENT TEAM MEETING
August 31, 2015
9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Michael Allen, Police Chief
Brian Sylvester, Library Director
John Storer, Director of City Services
Norm Sanborn, Fire Chief
Lauren Colanto, Asst. Director of Rec.
Jim Grant, Director BZLS
Terence O'Rourke, City Attorney
Seth Creighton, Chief Planner
Karen Pollard, Economic Develop. Mgr
Samantha Rodgerson, Executive Assistant

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:04 A.M.

1. **Management Team Minutes – August 24, 2015**

   Minutes were approved by general consensus.

2. **City Council Inquiry Report**

   Director Storer discussed the remaining item and thought that the info would be put together shortly.

3. **City Calendar for Week**

   Reviewed upcoming meetings and topics for the week. City Manager advised that he would be out of the office beginning Wednesday, attending the National Association of Parliamentarians meeting. Due to the holiday next week, there would be no Management Team meeting.

4. **Right to Know Requests**

   All requests are up to date and there were no new requests.

5. **Route 125 pedestrian bridge – crossing guards**

   Staff discussed the bridge closure and reviewed the safety measures put up. Discussed adding fencing along the street and felt that it should be safe enough without a need for a dedicated crossing guard.

6. **Event permitting clarification**

City Manager Fitzpatrick asked for the City Attorney to provide an opinion; as it pertains to the separation of church and state, on approving permit requests that would allow church services or church music on City land.

7. Other

City Manager Fitzpatrick

- Requested that the password PPM be completed by the end of September.

Director Sylvester

- Advised that they have done away with "fast reads" which allowed some books to be checked out for 1 week, all books are now 3 week check-outs.
- Advised that they shortened the check out period for circulation magazines from 3 weeks to 1 week.

Director Storer

- Advised that the bids for the Library HVAC will go out this week.
- Advised that his department would be making changes to the approach at the railroad tracks on Whitehall Road as the railroad declined to alter their change.
- Advised that the Chesley Hill Road project has been completed however they will be addressing some erosion concerns.
- Advised that it appears as though the easement has been accepted for Milton Road and that the property will not need to be taken by eminent domain.
- Advised that the architect looked into the brick veneer on the facade of the annex and that it is not pinned to the original facade.
- Advised that the Community Development Committee discussed across the street banners and were in favor of them and suggested that staff to look into anchoring to buildings or installing dedicated posts. Rochester Main Street will work with downtown business owners and look into possibility of anchoring to any downtown buildings.
- Advised that they will be looking at getting support from the Conservation Commission for the culvert replacement as part of the Franklin Street reconstruction project.

Assistant Director Colanto

- Advised that they will be hosting a ribbon cutting at the new Hanson Pines pavilion at 1pm on Tuesday.

Chief Planner Creighton

- Advised that they had a TRG meeting last week and had a few new applications. They will be working with the developers.

- Advised that the department would be attending a ViewPoint meeting this afternoon.
- Advised that the Highfields Common developer was looking for a certificate of occupancy, however staff is still working with them on erosion and drainage concerns and not able to issue them.

Manager Pollard

- Advised that her department will be seeking proposals to update their ThinkRochester.biz website and consolidate the data which is now maintained and hosted by two separate companies into one. They will be striving to get the RFP out before the end of September.
- Advised that work continues at The Ridge on Route 11 and that 3 foundation permits have been issued for Phase I. The developer has begun working on submitting plans and getting approvals for Phase II.

Chief Sanborn

- Advised that they provided mutual aid to Dover early this morning for a church garage fire.
- Advised that the COOP (Continuity of Operations Plan) Committee went on several facility walk-throughs last week.
- Advised that they received final approval for the tablet grant and that the equipment would now be ordered.
- Advised that there may be grant money available to use towards an electronic message board, if the amount set aside is not enough.

Chief Allen

- Advised that Rochester Night Out was very successful and had a great turnout.
- Advised that the Touch-A-Truck event went well last week.
- Advised that Senator Shaheen would be at Governor's Inn on Wednesday for a town hall meeting.
- Advised that Donald Trump is scheduled to be at the Community Center on September 18th.
- Advised that they are still in the process of hiring two dispatchers.
- Advised that they had to let an officer go during their probationary period.
- Advised that they made an arrest in an Old Dover Road burglary last week.

Deputy City Manager Cox

- Advised that they had interviewed for the Assessor position last week and that the candidate was now going through the background phase.
- Advised that the Accountant position would be going to the City Council for approval.

Attorney O'Rourke

- Advised that the Traffic and Pedestrian Safety Ordinance would go to the full council tomorrow night.
- Provided an update on the Blaisdell case.

- Advised that he attended the COOP (Continuity of Operations Plan) meeting last week.
- Advised that he attended the TRG meeting last week.
- Advised that he would be attending a Viewpoint meeting today.
- Passed along compliments received for Seth and Michelle in the Planning Department for the help they provided to Mr. Fazekas.
- Reminded staff that there would be a small good-bye party for Bob Dingee on Thursday in Council Chambers from 2-4pm.

The Management Team meeting adjourned at 10:25 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant

City of Rochester
OFFICE OF THE CITY MANAGER
MANAGEMENT TEAM
31 Wakefield Street ● Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

MANAGEMENT TEAM MEETING
September 14, 2015
9:00 A.M.

PRESENT:
Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Michael Allen, Police Chief
Brian Sylvester, Library Director
John Storer, Director of City Services
Norm Sanborn, Fire Chief
Samantha Rodgerson, Executive Assistant
Chris Bowlen, Director of Recreation
Jim Grant, Director BZLS
Terence O'Rourke, City Attorney
Seth Creighton, Chief Planner

EXCUSED:
Karen Pollard, Economic Develop. Mgr

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:04 A.M.

1. **Management Team Minutes – August 31, 2015**

   Minutes were approved by general consensus.

2. **City Council Inquiry Report**

   Director Storer advised that item #5 has been addressed and would be discussed at Thursday's Public Works Committee. The item is closed.

3. **City Calendar for Week**

   Reviewed upcoming meetings and topics for the week.

4. **Right to Know Requests**

   All requests are up to date and there were no new requests.

5. **Courage Wall proposal**

   Ms. Rodgerson advised that this request was received via Facebook and was seeking permission to build a "courage wall" at Rochester Commons. Staff consensus was to notify the requestor to bring her request to the Community Development Committee.

6. **Other**

   Director Sylvester

   - Advised that the Library has gone back to their Fall hours and are once again open on Saturdays.
   - The summer reading Program finished up the season with record numbers of participants.

- Advised the Friends of the Library would be meeting tonight and the Library Trustees would be meeting tomorrow night.
- Advised that the Library would be participating in the Paranormal Festival next weekend by showing sci-fi movies.

Director Storer

- Advised that the highway crew was touching up the pavement on Salmon Falls Road.
- Advised that the bids are out for the following projects:
    - Structural wall repair
    - Replacement bridge on Route 125
    - Library HVAC
- Advised that the new Facility Manager would be starting next Monday.
- Advised that he will be getting pricing and options for new Council mailboxes to the City Manager in time for the next agenda setting meeting.
- Advised that he would need to meet with BZLS to discuss the space for the new staff accountant.
- Advised that the Strafford Square consultant would be at the Public Works Committee on Thursday to discuss.
- Advised that there is a conference call set up to discuss wastewater plant discharge and strategy for any potential legal ramifications for the discharge permit.
- Advised that Michelle Mears was working on potential grants (Moose Plate and LChIP Grants) for the annex renovation.

Deputy City Manager Cox

- Advised that the School Dept would be discussing their proposed capital reserve fund usage and E. Rochester School financing at the Council meeting.
- Advised that they are working on the final aspects of the East Rochester School bonding.
- Advised they are working on the Granite Ridge District bond amount.
- Advised that the new Assessor, Rick Vincent would be starting on the 28th.
- Advised that they have narrowed it down to one candidate for the accountant position.

Chief Allen

- Advised that he had a request to meet with the Fair Association. The discussed the overtime schedule.
- Advised that they are moving forward with the new utility vehicle purchase.
- Advised that they are still hiring for the final 2 dispatch positions.
- Advised that they will now be hiring for 2 police officers, as Tracy Hayes gave her notice. Her final day will be October 1st.
- Advised that Donald Trump would be at the Community Center on Thursday.
- Advised that they received the state notification of officer certification to carry Narcan.

Chief Sanborn

- Advised that they provided mutual aid to Milton and Strafford.

- Advised that they had a large brush fire on Hussey Hill Road.
- Advised that the new Fire Marshal coordinated a 911 ceremony on Friday.
- Advised that he had an email request seeking permission to park at the Gonic Station for the UNH Wildcat Transit stop. Staff suggested sending to the Public Safety Committee.

Director Bowlen

- Advised that the ice was installed last week and that they would be opening the Arena tonight.
- Advised that they met with the Finance Committee regarding their move from the Community Center.

Chief Planner Creighton

- Advised that there was a Planning Board meeting tonight.
- The department would be participating in Viewpoint training this week.
- Advised that there is a Arts & Culture Commission meeting this week.

Attorney O'Rourke

- Provided an update on Amazon Park.
- Provided updates and various compliance cases.

Director Grant

- Advised that Bob Veno, the new Health/Plumbing Inspector, would be starting today.
- Advised that the department would be attending various meetings this week.
- Advised that staff would be at the fairgrounds on Wednesday doing many inspections.

City Manager Fitzpatrick

- Advised that he would be out of town on Friday.

The Management Team meeting adjourned at 9:58 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant

CITY OF
Received
SEP 10 2015
City Manager
MANCHESTER

To: Dan Fitzpatrick, City Manager

CC: Karen Pollard, Economic Development Manager; Blain Cox, Deputy City Manager; Rolland Connors, Deputy Finance Director; Terence O'Rourke, City Attorney

From: Jennifer Marsh

Date: 9/10/15

Re: Alteration of Terrain Application, Lots 34 & 35 Airport Drive, Granite State Business Park and Hussey Manufacturing Tech

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Attached please find copies of the Alteration of Terrain Application which requires a physical signature by the City for HM Machine. Please review the Application which has been prepared by Norway Plains and Associates and sign on page 4 as "Owner or Owner's Agent".

Also attached are an Overall Site Plan and Grading and Drainage Plan for review. Norway Plains is looking to get this application to Concord as soon as possible, and they will also be attending the TRG meeting Tuesday 9/15/15.

Please contact me with any further questions.

Date: September 14, 2015

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
SEP 21 2015
City Manager
ROCHESTER

Re: HUD Section 3 Performance Evaluation and Registry System

The Community Development Coordinator has registered with the Section 3 Performance Evaluation and Registry System (SPEARS) administered by U.S. Department of Housing and Urban Development (HUD). Registration with the SPEARS system is necessary to submit Section 3 implementation and compliance reports to HUD, which is required of the City of Rochester as a recipient of Community Development Block Grant funds.

The registration ID and/or activation code will be mailed to the City of Rochester at 31 Wakefield Street, Rochester, NH 03867, ATTN: CEO. When this information is received, please forward to Julian in the Office of Economic and Community Development. Thank you.

CITY OF
Received
SEP 18 2015
City Manager
ROCHESTER

Date: September 18, 2015

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2015-2016 Environmental Review

Please see attached the FY 2015-2016 Community Development Block Grant (CDBG) environmental review analysis for the Rochester Housing Authority Accessibility Ramps and Bathroom Fixtures project. The City Council approved funding for accessibility microgrants at the May 5, 2015 City Council meeting, and the Community Development Committee approved the Rochester Housing Authority's accessibility ramps and bathroom fixtures project application at its July 23, 2015 meeting. The environmental review analysis requires the signature of the City Manager.

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

City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
SEP 22 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager LJC

DATE: September 21, 2015

SUBJECT: Catherine, Sheridan, Knight Street Reconstruction
SUR Construction – Change Order #2

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

Enclosed please find five (5) copies of Change Order #2 for this ongoing construction project.

This change does not incur any additional cost to the project. The net change is zero and is a result of reductions and increases to line items based on actual construction expenses as they occur.

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

Signature Blaine Cox 9/21/15
Blaine M. Cox, Deputy City Manager

City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
SEP 8 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager LJC

DATE: September 4, 2015

SUBJECT: Chesley Hill Road Project
Tighe & Bond Amned #3

CC: Michael Bezanson, PE, City Engineer

Enclosed please find Amendment #3 for engineering on the Chesley Hill Road project.

The additional engineering is a result of addition design and monitoring to reduce the ledge removal in the project area. There is sufficient funding in the project account 15013010-771000-15520.

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

Signature Blaine Cox 9-4-2015
Blaine M. Cox, Deputy City Manager

City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
SEP 22 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager

DATE: September 21, 2015

SUBJECT: Chesley Hill Road Project
John Lyman & Sons – Change Order #1 - Final

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

Enclosed please find Change Order #1 for the construction project on Chesley Hill Road. This is the final and balancing change order.

This change results in a reduction of construction expenses and requires no funding. The project is complete and has entered the one year warranty phase.

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

Signature Blaine Cox 9/21/15
Blaine M. Cox, Deputy City Manager

City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
SEP 22 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, DPW Office Manager LJC

DATE: September 17, 2015

SUBJECT: (4) Pump Station Project
Weeping Willow, Sawyer Ave, Kristen & Autumn St Pump Stations
Final Balancing Change Order #3 – PRB Construction

CC: John B. Storer, PE Director of City Services
Michael Bezanson, PE City Engineer

Enclosed please find two (2) copies of Change order #3 for the Four Pump Station Project. This document will reduce the contracted amount of the project by $1700.

This project is now completed and the final pay requisition for held retainage has been received.

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

Signature Blaine Cox 9/21/15
Blaine M. Cox, Deputy City Manager

City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
SEP 8 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager/Finance Director

FROM: John Storer, PE, Director of City Services

DATE: September 3, 2015

SUBJECT: Recommendation to Award Bid #16-04 Rochester Reservoir West End Dam Spillway Modifications

CC: Michael Bezanson, PE, City Engineer

Based on review of the bid received for the above referenced project, and with the recommendation of our engineering consultant, Wright-Pierce (see attached recommendation letter dated August 25, 2015), we are recommending Award of Bid #16-04 to William P. Davis Excavation, LLC. Enclosed please find one (1) original Notice to Award for signature.

The total award is for $68,725.00. The funds are available in the Water CIP account line 55016010-771000-15537.

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

Signature Blaine Cox 9-4-2015

City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
AUG 31 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager

DATE: August 27, 2015

SUBJECT: New Rt 125 Pump Station Project – Scherbon Consolidated Change Orders #3 & 4

CC: Michael Bezanson, PE, City Engineer

Enclosed please find six (6) copies of the Change Orders 3 & 4 and the Final Completion Certification documents for the New Route 125 Pump Station Upgrade Project. Construction Administration and Resident Engineering Services at the New Rt 125 Pump Station Upgrade Project.

These balancing changes result in a net decrease and they have been discussed and verbal authorization has been given by NHDES staff who are managing this SRF and Fed STAG funded project. Once these documents are signed at the City they will go to the State of NH DES for signature and return.

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

Signature _____
Blaine M. Cox, Deputy City Manager

City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
SEP 8 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager

DATE: September 1, 2015

SUBJECT: Strafford Square Intersection Project – Fay, Spofford, & Thorndike (FST) Design Engineer Amendment #1 $22,590

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

Enclosed please find the Strafford Square Project Design Amendment #1.

This amendment is for FST to work with RTE to look alternate solutions for the Walnut Street approach into the roundabout. This additional cost is not eligible for NHDOT funding. There are existing funds available in the previously budgeted Highway CIP account number 15013010-771000-15528

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

Signature Blaine Cox
Blaine M. Cox, Deputy City Manager

City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352
www.rochesternh.net

CITY OF
Received
AUG 25 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, DPW Office Manager

DATE: August 24, 2015

SUBJECT: Water Treatment Plant Upgrade Project
Loan Amendment – NHDES SRF Project #2001010-09

CC: John B. Storer, PE Director of City Services
Michael Bezanson, PE City Engineer

Enclosed please find one (1) copy of Loan Amendment #2 for the Water Treatment Plant Upgrade Project. This document will amend our current Drinking Water State Revolving Fund Loan amount from $2,070,000.00 to $2,270,000.00. An increase of $200,000 for additional work.

The funding for this amendment has been previously appropriated on July 7, 2015 by the Rochester City Council at the regular City Council Meeting.

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

Signature Blaine Cox 8/25/2015

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

Norman Sanborn, Jr.
Chief of Department

Tel (603) 335-7545
Fax (603) 332-9711

September 10, 2015

CITY OF
Received
SEP 14 2015
City Manager
ROCHESTER

TO: Dan Fitzpatrick, City Manager

FROM: Norm Sanborn, Jr., Fire Chief Norm Sanborn Jr.

SUBJECT: 2016 Toyne 3,000 gallon Pumper/Tanker (Bid #16-12) Contract

The Rochester Fire Department went out to bid for a 3,000 gallon Pumper/Tanker (Bid #16-12). We received three bids and Eastern Fire Apparatus, LLC was the low bidder and has met all of the specifications. Eastern Fire Apparatus is a dealer for Toyne fire apparatus.

Attached are two copies of the contract that needs to be signed to approve the truck purchase. The total contact price is $374,560.00 which includes a Chassis pre-payment discount of $2,062.91. This pre-payment cost is in the amount of $134,460.00 and will be due when the chassis arrives at Toyne Fire Apparatus.

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

Blaine Cox

Blaine Cox, Deputy City Manager

Terence O'Rourke

Terence O'Rourke, City Attorney

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

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

CITY OF
Received
SEP 1 2015
City Manager
ROCHESTER

Date: September 01, 2015

To: Daniel Fitzpatrick, City Manager

From: Seth Creighton, Chief Planner

Re: Letter of Understanding Between Southeast Land Trust of NH and the City for services related to Closing on Ten Rod Farm's (formerly known as Laverdiere Farm) Conservation Easement

It has been the City's past practice to solely utilize the professional services of "Strafford Rivers Conservancy" to close on large conservation easements. However, Strafford Rivers Conservancy is no longer an entity because it has merged with/been absorbed by "South East Land Trust" (SELT).

SELT was the entity that helped the City secure an agreement with Matt and Gretchen Scruton so that they could purchase and conserve Ten Rod Farm (195 Ten Rod Rd, Map-Lot: 217-48). As you know, the City Council supported this.

There is still much work to be done to formalize the conservation easement. Attached is a copy of the Letter of Understanding between Southeast Land Trust and the City for SELT's services related to closing on Ten Rod Farm's conservation easement.

Attorney O'Rourke and Deputy City Manager Cox have reviewed this letter and find it acceptable.

Your signature on the letter is requested.

ROCHESTER POLICE DEPARTMENT

MICHAEL J. ALLEN
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

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

September 3, 2015

CITY OF
Received
SEP 8 2015
City Manager
ROCHESTER

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: Highway Safety Grants

Dear Mr. Fitspatrick:

Attached please find four agenda bills that I am requesting your signature on. These are all for highway safety grant funds. The amount of the grants are less than $10,000.00 and only require your signature to apply.

The grants are as follows:

Motorcycle Lease	$1,250.00
Traffic Enforcement Patrols	$4,371.38
Bicycle and Pedestrian Grant	$4,371.38
DWI Grant	$5,960.98

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

Date: August 31, 2015

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
AUG 31 2015
City Manager
ROCHESTER

Re: Homeland Security/N.H. Department of Safety Grant Application

Please find attached a grant application requesting funds from the New Hampshire Department of Safety for communications equipment upgrades for the Police Department. The signature of the City Manager is required as the Authorized Official for the City of Rochester.

The grant is due by September 3, 2015, and City Council will be voting on the application at the September 1, 2015 City Council meeting. The application will be submitted only if City Council votes to approve the resolution authorizing submittal of the grant application.

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

FORM A

(To be completed by the employee and returned to the City Manager)

TO: DAN FITZPATRICK , CITY MANAGER

FROM: Ken Hoyt - FF - Fire
(name, department & title)

SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER LEASE/PURCHASE PROGRAM

I have read and understand the terms and conditions of the Employee Computer Lease/Purchase Agreement and I wish to be considered for participation in the plan. I request the City reimburse me after I have made the purchase and submitted an itemized vendor's receipt. I understand that this request must be approved by the City and that I must complete a lease purchase agreement before I purchase the equipment. I understand that my request will be evaluated based upon my application to purchase equipment meeting or exceeding minimum recommended specifications system requirements which are subject to change based on the latest hardware technologies. I understand that only brand name, new equipment which must include an industry standard manufacturer's warranty will be considered for this program.

Attached is a quote which describes the equipment intended to be acquired through this program.

The estimated cost of the equipment to be acquired: $ 379.99 (not to exceed $2,000)

Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

It will enhance my literacy skills because I will be able to access my personal work at the Station

I have _____ have not X (check one) previously purchased equipment under this program.

18 AUG 15
Date

Employee Signature [signature]

I have reviewed and recommend this request:

8/27/15
Date

[signature] for Fire Chief
Supervisor or Department Head and Title

Approved:

AUG 28 2015
Date

[signature]
City Manager or designee

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	7/16/2015 Public Works Committee	Rt. 125 Pump Station Project summary of funding and expenses.	Summary to be put together upon project completion. Item pending.
2	Varney	8/4/2015 Codes & Ordinances	Councilor Varney suggested sending the proposed changes out to some of the local engineering firms for comment.	**ordinance was sent to all the engineering firms that have worked with us over the last several years, and informed them of the City Council dates at which this will be discussed. Item closed.**
3	Varney	8/4/2015 Codes & Ordinances	Councilor Varney said there are existing subdivisions, with 1-acre lots [undevloped] located in the Agricultural Zone. He asked if someone wished to construct a single-family home on such a lot, would the regulations of Chapter 50 apply in those cases.	**Mr. Creighton reached out to consultant Rob Roseen, and he checked his notes, and offered the following, of which he concurs with: "I reviewed the multifamily reference and we discussed limiting redevelopment requirements to not include single-family residential. Apartment buildings were included as well as the other land uses. This was discussed with the stormwater subcommittee, with Seth and Gretchen. Then intent was to not make the redevelopment requirement to onerous." Item closed.**
4	Lachapelle	8/4/2015 Codes & Ordinances	Requested a detailed report for the next meeting regarding fireworks complaints from the Fire Department and Police Department, from June 1st throught the end of August.	To be discussed at the October meeting

5	Gray	8/27/2015 Community Development Committee	Councilor Gray requested that Mr. Long get in touch with the Department of Public Works to obtain an estimated installation date and estimated costs for banner poles.	**Posts for banners are currently available on Hanson Street. Director Storer has obtained costs and will discuss at upcoming meeting. Item closed.**
6	Jean	9/8/2015 Finance Committee	discussion about expenses incurred with polictical candidate visits	Attorney O'Rourke to obtain policy from Portsmouth and disribute to entire Council.

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
8/27/2015	8/31/2015	Event	Homemakers Health Fair & Raffle	10/23/2015
8/27/2015	8/31/2015	Event	Sidewalk obstruction - 95 South Main	9/3/2015
9/14/2015	9/17/2015	Event	Eastern Ave house party	9/19/2015
9/14/2015		Event	Angels of Hope toll booth	DENIED
9/15/2015	9/22/2015	Event	Life Chain - HRSL Works of Mercy Ministry	10/4/2015
9/10/2015	9/17/2015	Raffle	Rochester Youth Reach	11/14/2015
9/14/2015	9/22/2015	Raffle	Rochester Youth Straight Street Outreach	9/26/2015
8/31/2015	8/31/2015	Tagging	SHS - Football	10/30/15 & 10/31/15
9/18/2015	9/22/2015	Tagging	SHS - Cheerleading	10/4/2015
9/14/2015	9/14/2015	Trapping	Old Dover Road – Tax Assessor's Map No. 256, Lot 68 Pickering Road – Tax Assessor's Map No. 257, Lot 58	permit is valid for 1 year

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
Arena	Robert Perkins	Arena Attendant	1			X								X			
Arena	Steve Butler	Arena Attendant	1			X								X			
Arena	Beau Betz	Arena Attendant	1		X	X										X	
Assessing	Richard Vincent	Chief Assessor	1	X			X										
Code Enforcement	Robert Dingee	Health/Plumbing Inspector	1	X					X								
Code Enforcement	Robert Veno	Health/Plumbing Inspector	1	X			X										
Communications	Nicole Knox	Dispatcher	1	X			X										
Fire	Devon Pageau	Firefighter	1	X							X					X	
Library	Andrew Clark	Page	1		X					X							
Police	Danielle Schacht	Patrol Officer	1	X						X							
Police	Jeremy Aucoin	Patrol Sergeant	1	X									X				
Police	Thomas Powers	Patrol Officer	1	X									X				
Police	Elizabeth Sprague	Crossing Guard	1			X				X							
Police	Velzora Wiggin	Crossing Guard	1			X				X							
Police	Michael Brinkman	Patrol SGT	1	X												X	
Police	Anthony Bossi	Police LT	1	X												X	
Public Works	Samual Currier	WTP Operator	1	X												X	Grade 3 Water Collection License
Public Works	James Quinn	Meter Maintenance	1	X												X	Grade 1 Water Treament Operator
Public Works	Michael Riley	Supervisor Facilities	1	X			X										
Public Works	Kenneth St.Pierre	WWTP Laborer	1	X			X										
Recreation	Abby Henderson	Building Supervisor	1		X	X										X	
Recreation	Seasonal	Lifeguard /counselors	36			X				X							

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University of New Hampshire

CITY OF
Received
SEP 30 2015
City Manager
ROCHESTER

Technology Transfer Center
Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824
V: 603.862.2826 / 800-423-0060 (NH only)
F: 603.862.0620
TTY: 7.7.7 (Relay NH)
www.t2.unh.edu

September 23, 2015

City Council
City of Rochester
31 Wakefield Street
Rochester, NH 03839

New Hampshire Roads Scholar

Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that William Prentice has achieved the status of **Roads Scholar Two**. The T^2 Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar Two is the **second achievement level** of the four levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 50 contact hours, which must include: 20 hours in technical areas, 5 hours in supervision, 5 hours in environmental, and 10 hours in safety. The additional 10 hours required for this level are at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **ten one-day workshops** to reach the level William has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that William has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche

Amy Begnoche
LTAP Director

/acb
cc: William Prentice

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.

University of New Hampshire

CITY OF
Received
SEP 30 2015
City Manager
ROCHESTER

Technology Transfer Center
Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824
V: 603.862.2826 / 800-423-0060 (NH only)
F: 603.862.0620
TTY: 7.7.7 (Relay NH)
www.t2.unh.edu

September 22, 2015

City Council
City of Rochester
31 Wakefield Street
Rochester, NH 03839

New Hampshire Roads Scholar

Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that David Desjardin has achieved the status of **Roads Scholar One**. The T^2 Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar One is the **first achievement level** of the four levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 25 contact hours, at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **five one-day workshops** to reach the level David has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that David has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche

Amy Begnoche
LTAP Director

/acb
cc: David Desjardin

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.

University of New Hampshire

CITY OF
Received
SEP 30 2015
City Manager
ROCHESTER

Technology Transfer Center
Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824
V: 603.862.2826 / 800-423-0060 (NH only)
F: 603.862.0620
TTY: 7.7.7 (Relay NH)
www.t2.unh.edu

September 22, 2015

City Council
City of Rochester
31 Wakefield Street
Rochester, NH 03839

New Hampshire Roads Scholar

Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that Paul Michaud has achieved the status of **Roads Scholar One**. The T^2 Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar One is the **first achievement level** of the four levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 25 contact hours, at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **five one-day workshops** to reach the level Paul has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Paul has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche

Amy Begnoche
LTAP Director

/acb
cc: Paul Michaud

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.

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Reports of Committees

September 2015

- Community Development Committee - 09/24/2015
- Finance Committee – 09/08/2015
- Joint Building Committee – 09/14/2015
- Public Safety Committee – 09/16/2015
- Public Works and Building Committee – 09/17/2015

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Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson
Elaine Lauterborn, Vice Chairperson
Sandra Keans
Jake Collins
Donna Bogan

Meeting Date:	September 24, 2015	
Members Present:	Councilor Bogan Councilor Collins Councilor Gray Councilor Lauterborn	**Members Absent:** Councilor Keans
Guests/Staff:	Julian Long, Community Development Coordinator Joanna Gagnon, Courage Wall Supporter Nevaeh Breton, Courage Wall Supporter Jessica Meserve, Courage Wall Organizer	

Councilor Gray called the meeting to order at 6:04 p.m. Motion was made by Councilor Collins and seconded by Councilor Lauterborn to approve the August 27, 2015 minutes. The minutes were approved unanimously.

Public Input	There was no public input.
Courage Wall Presentation	Ms. Meserve requested the Committee's support for bringing the Courage Wall, a community art project of the organization We Live Big, to the City of Rochester. She expressed concerns over the heroin deaths that have been reported in Rochester recently, and she advocated for the Courage Wall as a way to help prevent substance abuse in the community. She also mentioned that she had been in touch with Bridging the Gaps: The Rochester Community Coalition for Alcohol and Drug Prevention to potentially coordinate efforts and was interested in a high-activity area for the Courage Wall location, such as the Rochester Commons or Community Center. Ms. Breton stated that she was concerned about the substance abuse issues in the community, as well as school bullying. She added that she believed the Courage Wall would help her learn to express and stand up for herself. Councilor Bogan expressed concerns about potential vandalism. Ms. Meserve volunteered to do daily checks on the Courage Wall installation. Councilor Lauterborn mentioned that the Community Center is a high-activity area and suitable for the project. She also stated that the Courage Wall project proposal had been referred to the Arts and Culture Commission, as well. Councilor Collins expressed support for the project and asked for some

	additional background information from Ms. Meserve. Ms. Meserve stated that she was a 2006 graduate of Spaulding High School and had loved ones who were affected negatively by the heroin addiction increase in the community. Ms. Meserve and Ms. Breton stated that they would handle fundraising to cover the associated costs of the project. Councilor Gray asked Mr. Long to serve as liaison with Ms. Meserve, to look into the requirements for obtaining space in the Community Center for the project, and to develop written policies for the proposed project. Councilor Gray also requested that the Courage Wall proposal be added to the October Community Development Committee meeting agenda. Mr. Long stated that he would do so.
Consolidated Annual Performance and Evaluation Report	Mr. Long gave a brief overview of the draft Consolidated Annual Performance and Evaluation Report, due by September 30th. Overall, the City of Rochester met or exceeded its set goals for CDBG program performance. The Committee did not request any revisions to the draft report.
CDBG Projects Program Report	Mr. Long gave a brief update on the Rochester Public Library HVAC project. A bid invitation was reissued, and one bid was received. Mr. Long also mentioned that Project PRIDE is now known as MY TURN. Councilor Lauterborn asked if the newly-constructed Hanson Pines Pavilion is being used. Mr. Long stated that the pavilion is used daily, often by students at the neighboring Spaulding High School. Councilor Gray provided updates on Bridging the Gaps developments. There are a number of reports due to be submitted to the Substance and Mental Health Services Administration (SAMHSA) over the next several months. Mr. Long stated that a corrective action update was provided to SAMHSA this month. Councilor Gray also mentioned that Bridging the Gaps has arranged to use the Rochester Police Benevolent Association's 501(c)(3) status for fundraising. Councilor Gray requested that information on the Rochester Public Library's status as a public cooling and heating center be mentioned to HUD when the Rochester Library HVAC project is reported. Mr. Long stated that he had a note in his files to do so in the FY 2015-2016 CAPER. Mr. Long stated that news reports indicate a potential federal government shutdown starting October 1st. He added that he had consulted with relevant City staff and did not believe a shutdown would have major immediate impacts on the CDBG or Bridging the Gaps programs.
Other Business	Mr. Long distributed a news article on new HUD funding guidelines that reward grant applicants that have sought to reduce the "criminalization of homelessness" and that penalize grant applicants that create panhandling ordinances, loitering ordinances, etc., that HUD believes target homeless persons. Councilor Gray mentioned the homeless presence behind the

	Home Depot.

Motion to adjourn was made by Councilor Lauterborn and seconded by Councilor Bogan. The vote to adjourn was unanimous. The meeting was adjourned at 6:49 p.m.

Next Meeting – OCTOBER 22, 2015 at 6:00 p.m. in the Conference Room at City Hall
Topics – Courage Wall Presentation, Continuing CDBG Projects, Future CDBG Projects

Re: Proposal and Permission Request

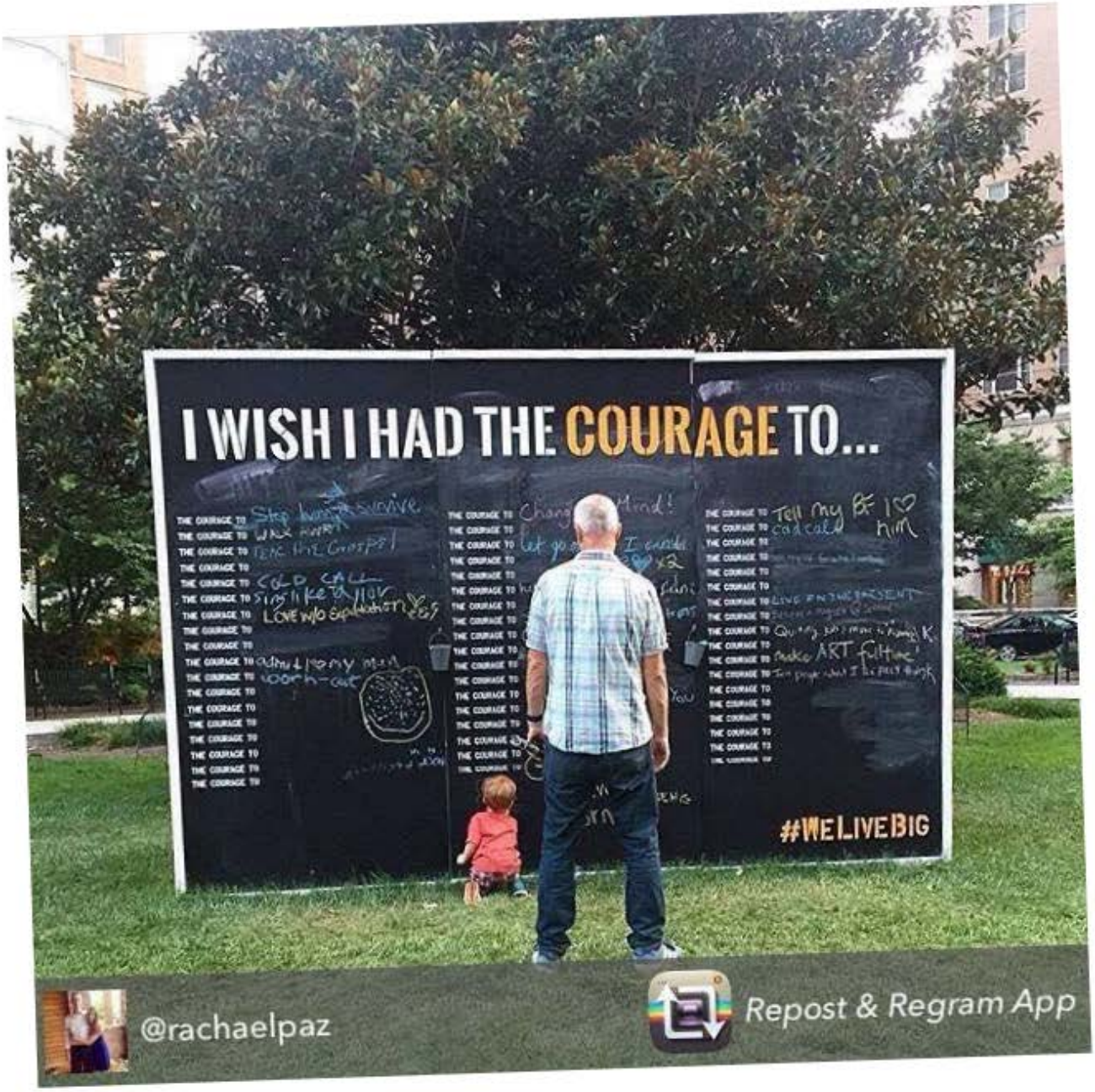
To Whom It May Concern:

My name is Jessica Meserve. As a concerned member of this community, I have struggled to understand a lot of issues that have been plaguing our society lately. For example, the multiple heroin deaths reported weekly. What follows is a request for permission to add to this community's unity and encourage a positive, powerful change in the hearts and minds that live here and save lives of citizens who have felt hopeless and lost for far too long.

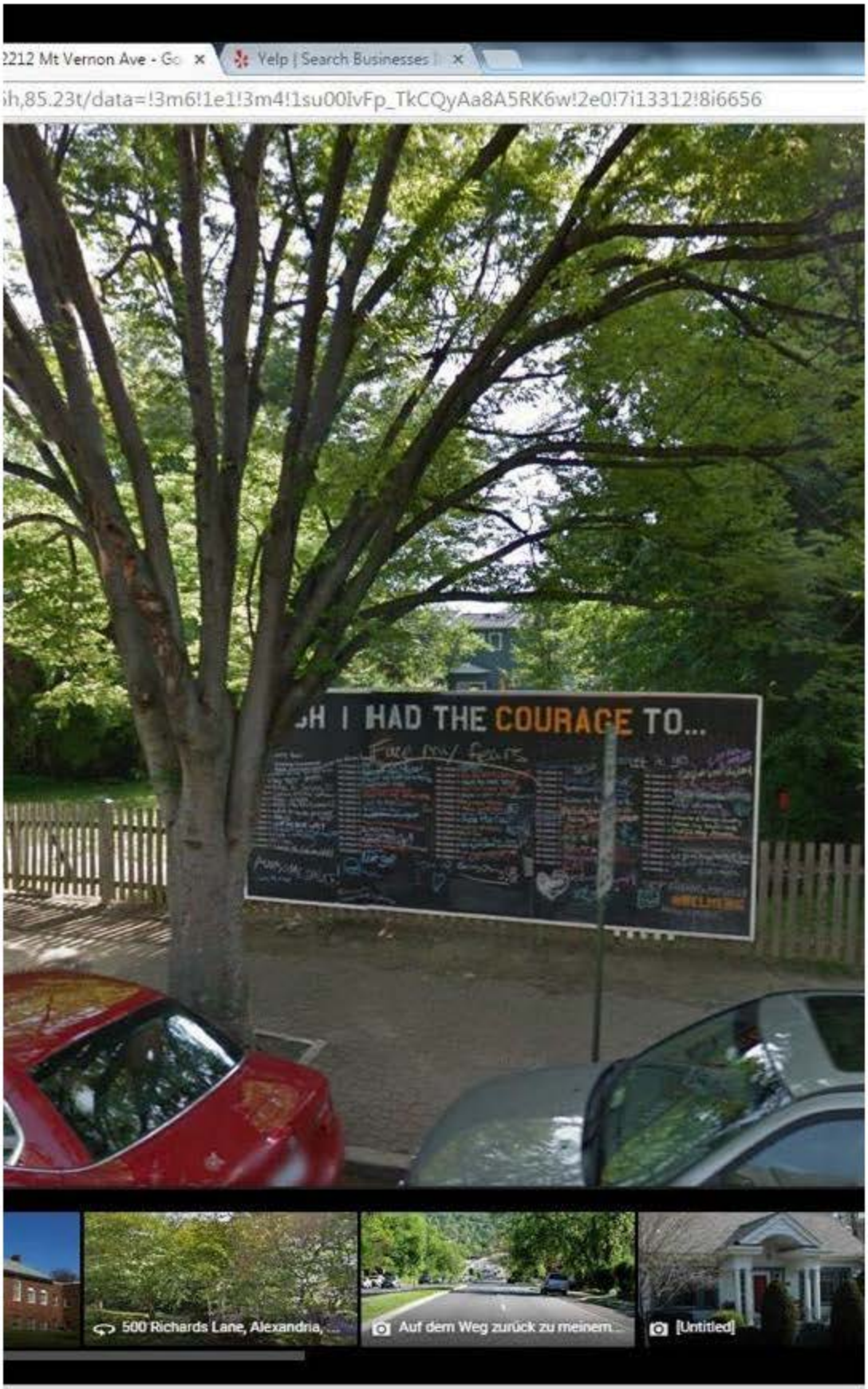
In searching for a way to make a positive impact, I came across an organization called "We Live Big". We Live Big is a movement to raise awareness about living life on purpose. It's about courage and vibrancy. It's about finding your passion and creating a meaningful life. They encourage people to uncover their authentic selves, continue to grow and make contributions to the world. This organization has created a Community Art Project called the Courage Wall and encourages others to keep this movement of positive change moving. Please see the attached photo sheet for exactly what this looks like. This wall gets passersby a chance to ask themselves the question "What would you do if you had courage" and a spot to write out what they would do if they could find that courage, overcome that fear. With this first step of simply writing it, naming it, it will give them that push to actually put into motion that courage that we all have within us to change the very course of their lives. Once a fear is named, it's power starts to fade.

What I am writing for today is permission for a location to make this wall a reality in our community. My first thought is a high activity area, such as the Commons. Imagine the communication this wall would open up within families and groups of friends who pass by. This project has put such a passion in my heart, to make a difference, to affect change in a positive way. This project is having such a positive, healthy impact across our country. It would be incredible to start this here.

I look forward to hearing from you and discussing this project, its location and the future of this community further. Thank you for your time and consideration in this matter.


I WISH I HAD THE COURAGE TO...
#WELIVEBIG
@rachaelpaz
Repost & Regram App

I WISH I HAD THE COURAGE TO...
#WELIVEBIG


2212 Mt Vernon Ave - Go
Yelp | Search Businesses
h,85.23t/data=!3m6!1e1!3m4!1su00IvFp_TkCQyAa8A5RK6w!2e0!7i13312!8i6656
GH I HAD THE COURAGE TO...
500 Richards Lane, Alexandria, ...
Auf dem Weg zurück zu meinem...
[Untitled]

●●○○○ TFW 3:47 PM

We Live Big

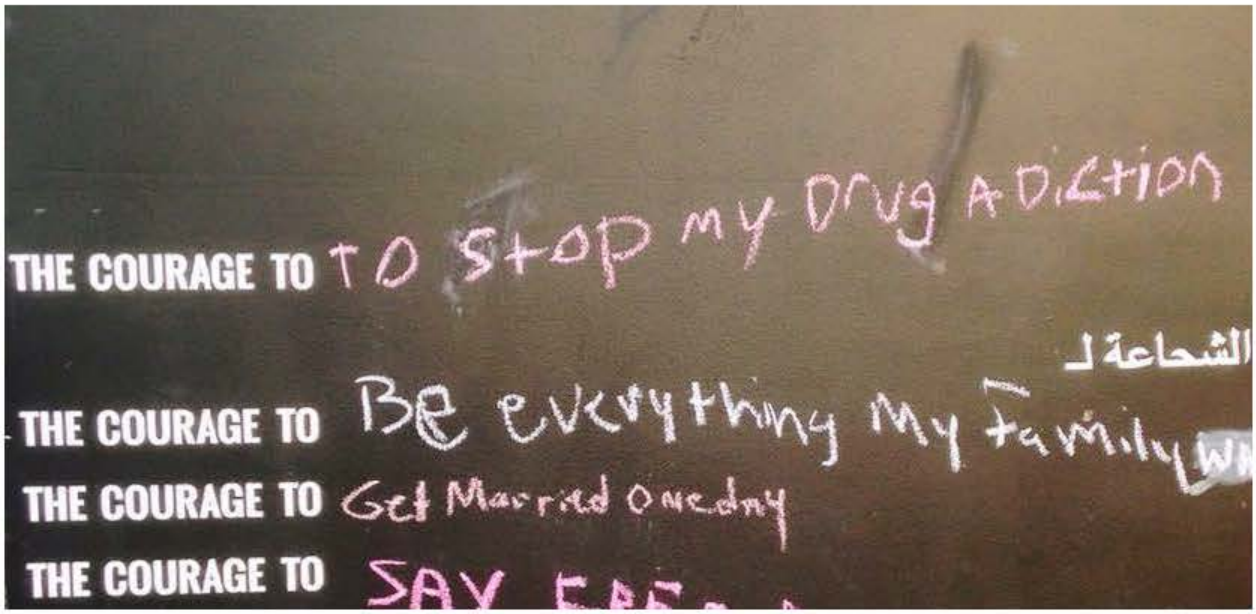
We Live Big

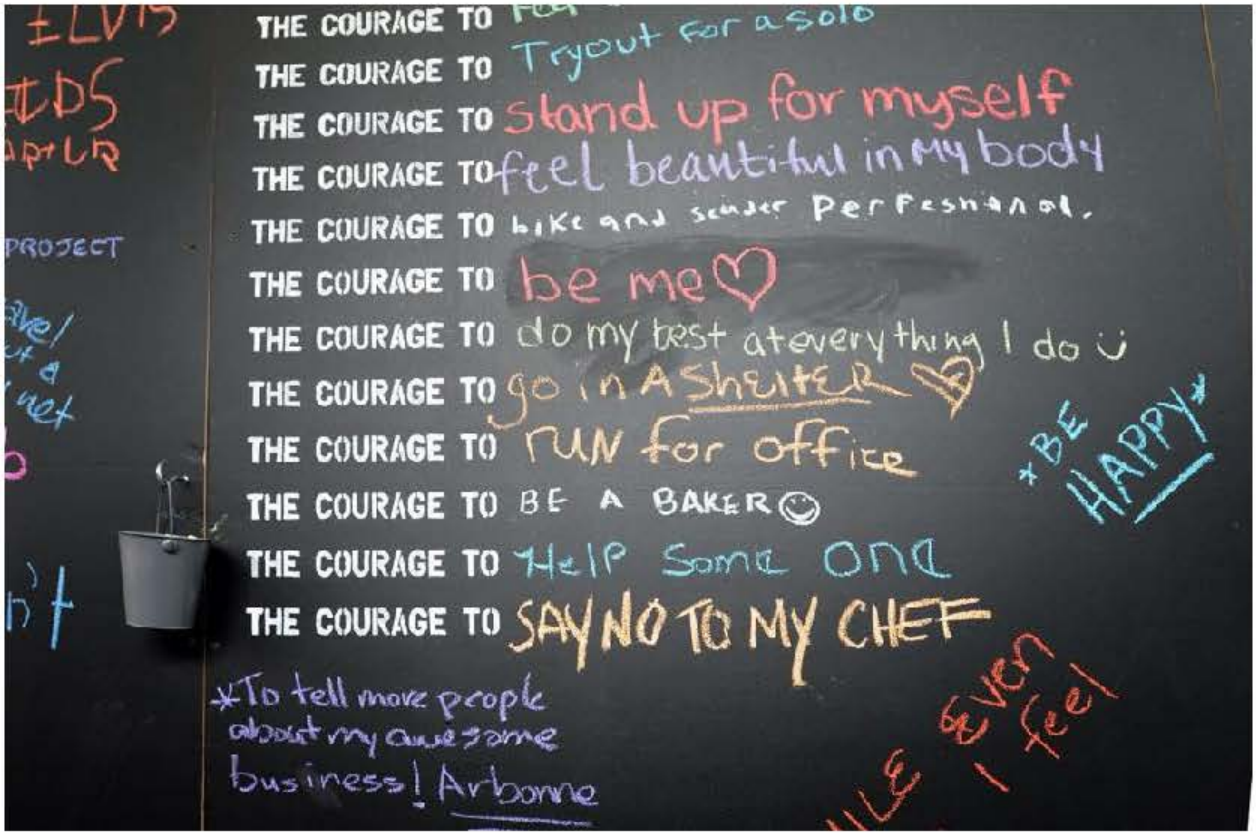
Yesterday at 8:30 AM · Edited ·

Thanks to @joyguestmessick for the shot of Reston's new Courage Wall. What would you write on it? **#welivebig**

8 Likes

News Feed Requests Messenger Notifications More


THE COURAGE TO TO stop my Drug ADiction
الشجاعة لـ
THE COURAGE TO Be everything my family
THE COURAGE TO Get Married Onedny
THE COURAGE TO SAY


THE COURAGE TO Tryout for a solo
THE COURAGE TO stand up for myself
THE COURAGE TO feel beautiful in my body
THE COURAGE TO be me
THE COURAGE TO do my best at everything I do
THE COURAGE TO go in A Shelter
THE COURAGE TO run for office
THE COURAGE TO BE A BAKER
THE COURAGE TO Help Some One
THE COURAGE TO SAY NO TO MY CHEF
*To tell more people about my cause same business! Arbonne
BE HAPPY
PROJECT

Hi I thinh the carage
wall should be put up
because people are dieing
from drugs every day
every second. And this is
my opinoun. I thinh the
coureg wah will help peple
express their feelings
like me I wish that I
had the coureg to
stand up to people stand
up for my self I get
bullied and I dont like
that. And I'm standing
up here sharing my
feelings with you guyes
and I thinh that right
now I am buliding up
my coureg to say stop
you are hurting my feelings
and I dont like that.
If you want this
curige wall up here
in this park
say hip hip
hray.

Messages
Search Twitter
The First Lady @FLOTUS · 30m
The #CourageWall is inspiring people of all ages to #ReachHigher and pursue their dreams: abcn.ws/1HccNV8
#WELIVEBIG
View photo
IMG_7233.JPG
IMG_7621.JPG
Show

●○○○○ TFW 4:16 PM 70%

Search

Boost Post

Shannon Foster likes this.

Shannon Foster
Very excited for The courage wal...
Yesterday at 7:15 AM · Unlike · 1 · Reply

Kristina Fernald
I think that the courage wall is a very good idea. It gives people a chance to express their feelings without being judged. Sometimes all it takes is writing your feelings down on a piece of paper (or wall) just so u dont have to hold those feelings in. Holding feelings in causes stress and worry and in return stress and worry can cause bad decision making (like suicide and drug use). I think what u want to do will be life saving to some (hopefully a lot) people. I SUPPORT THE COURAGE WALL!!!!!!!!
15 minutes ago · Unlike · 1 · Reply

Comment as The Courag... Post

News Feed Requests Messenger Notifications More

HUD PUTS TEETH INTO EFFORT TO STOP CRIMINALIZING HOMELESS PEOPLE

Written by admin on September 18, 2015. Posted in Uncategorized

The Department of Housing and Urban Development (HUD) has released a Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Program for $1.89 billion for Fiscal Year 2015. The CoC Program distributes funding to homeless projects in communities throughout the nation. The deadline for applying for the FY 2015 CoC Program Competition is November 20.

For the first time, HUD will examine whether applicant communities are preventing the criminalization of those experiencing homelessness. In a 2014 report, the National Coalition for the Homeless (NCH) found over 70 cities that had or were considering restricting the sharing of food with people who were homeless. Other laws that disproportionately affect people without a permanent home include bans on camping in public spaces, bans on loitering or begging, even limits to the time someone can spend sitting or lying down on a city sidewalk or park bench.

"The National Coalition for the Homeless is pleased to see HUD continuing the federal proactive approach against the continued criminalization of people experiencing homelessness," state Megan Hustings, Interim Director, NCH. "NCH is the leading homeless civil rights organization in the nation and have been advocating for this position for at least two decades and our advocacy has finally paid off. If communities continue to enforce anti-homeless ordinances, now they risk losing valuable points in their CoC application, which means a potential loss of funding," continued Hustings.

Specifically, the NOFA states that up to 2 points will be awarded to applicants that demonstrate their communities have implemented specific strategies that prevent criminalization of homelessness, affirm further fair housing, and ensure that outreach is conducted to homeless individuals and families who are least likely to request housing or services in the absence of special outreach.

This is especially critical given the recent Department of Justice [DOJ] statement of interest in the Bell v Boise, et.al. case where DOJ argued that for communities that lack housing alternatives of for homeless people, anti-camping ordinances violate the US Constitutions 8th Amendment as "cruel and unusual punishment" and as "misguided public policy."

"It is a new day for protecting the civil rights of homeless people. Lets hope that this is a wake up call for communities to now focus on creating affordable housing that will end and prevent homelessness," states John Parvensky, Board Chair, NCH and CEO of the Colorado Coalition for the Homeless.

NCH is an advocacy organization focused on organizing and giving a voice to those who have experienced homelessness. NCH's mission is to prevent and end homelessness while ensuring the immediate needs of those experiencing homelessness are met and their civil rights protected.

DONATE TODAY

GET INVOLVED

Sign Up today!

* required

Email Address *

First Name

Last Name

City

Select Your State

Join Now

Email Marketing:VerticalResponse

ARCHIVES

September 2015
July 2015
June 2015
May 2015
March 2015
February 2015
January 2015
December 2014
November 2014
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April 2014
February 2014
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September 2013
July 2013
June 2013
May 2013
March 2013

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City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

Finance Committee Meeting
September 8, 2015
Minutes

A. Hancock Street site visit at 6:30 P.M. -

City Councilors Present: Mayor Jean, Councilor Walker, Councilor Lachapelle, Councilor Lauterborn, Councilor Collins, Councilor Keans, Councilor Larochelle and Councilor Gray.

Others Present: CM Fitzpatrick, Deputy CM Cox, DPW Director Storer, Chief Planner Creighton, as well as property owner Fenton Groen.

Agenda Item:

3] Unfinished Business

3.1 Sale of City Owned Land Request for 27 Hancock Street

Mr. Groen pointed out the markings his surveyor laid out depicting the various lot line options being considered. In addition, he stated that new deed information had just been provided from the records of the railroad. As a result, he requested that the Finance Committee take no action until he is able to research this new information further.

B. Regular Meeting -

Committee Present: Mayor Jean, Deputy Mayor Varney, Councilor Walker, Councilor Larochelle, Councilor Lauterborn, Councilor Torr (Left at 7:56 P.M.), Councilor Keans (arrived at 8:12 P.M.)

Other Councilors Present: Councilor Hamann, Councilor Gray, Councilor Bogan, Councilor Collins

Staff Present: CM Fitzpatrick, Deputy CM Cox, Police Chief Allen, DPW Director Storer, Library Director Sylvester, Recreation Director Bowlen

1] Call to Order

Mayor Jean called the meeting to order at 7:00 P.M.

2] Public Input

There was no public input.

3] Unfinished Business

3.1 Sale of City Owned Land Request for 27 Hancock Street

(See above minutes)

3.2 Stipends for Election/Polling Officials

Mayor Jean reviewed the City Clerk's research data and her recommendations regarding the stipends for election/polling location officials.

Councilor Lauterborn MOVED to recommend to the full Council that the City Clerk's recommended stipends be approved (Moderator $150, Ward Clerk $125, Supervisor of Checklist $150, Selectman $120, Ballot Clerk $100). Councilor Walker provided a second to the motion.

Councilor Torr **MOVED TO AMEND** the motion to stipulate that all positions receive the equal stipend of $150. Councilor Walker provided a second to the motion to amend, however, the motion to amend **FAILED.**

Mayor Jean then called for a vote on the main motion which was ADOPTED.

3.3 Library Past Due Collections

Library Director Sylvester distributed a letter (copy attached) which he reviewed with the Committee. After a brief discussion with the Committee he concluded by indicating that revenues and expenses of using a collection agency would be included in his Fiscal Year 2017 budget proposal.

4] New Business

4.1 Recreation Department Space at the Community Center

Recreation Director Bowlen and Public Works Director Storer detailed a proposal to create a small satellite office at the Community Center for the Recreation Department. A sketch of the space (copy attached) was created by Recreation Commission member Kevin Berry.

The Committee was generally favorable to the proposal and Mr. Bowlen and Mr. Storer will develop the plan further.

4.2 Industrial Park Signage

A copy of a recent "memorandum of understanding" pertaining to the Ten Rod Road Industrial Park sign was distributed to the Committee (copy attached).

Deputy Mayor Varney stated that he did not have any issues with the intent and purposes of the MOU. However, he went on to state his contention that a City employee should not be signing such agreements without City Council being made aware of it in advance. In addition, Deputy Mayor Varney stated that the expenses related to these signs must be quantified and included in budgets, to include Tax Increment Finance districts.

4.3 Police Vehicle Replacement

Chief Allen addressed the Committee and reviewed the reasons why the Police Department is seeking to move away from the Dodge Charger and instead begin purchasing the Ford Interceptor utility vehicle.

The Town of Milton's Police Chief was present to display for the Committee his town's Ford Interceptor utility vehicle. The Committee recessed from 7:46 P.M. until 7:56 P.M. to view the Milton vehicle.

Councilor Walker MOVED and Deputy Mayor Varney seconded a motion to recommend to the full City Council approval for the purchase of a Ford Interceptor utility vehicle by the Police Department.

After a brief discussion, Mayor Jean determined that adoption of a motion was not required. The fiscal year 2016 police budget contains an appropriation for a vehicle. A sense of the Committee's approval was sufficient for the Police Department to proceed with the vehicle purchase.

Police Chief Allen requested the Committee to consider a supplemental appropriation to restore funding for a second police vehicle that was removed during the fiscal year 2016 budget development process. The Committee took no action upon this request.

4.4 Trust Funds Performance Review

Deputy Mayor Varney informed the Committee that Charter Trust had recently provided the Trustees of the Trust Funds with a quarterly update of the status of the City's trust funds. **He also encouraged the Committee to act upon the previous recommendation to appoint two additional members to the committee of Trustees of the Trust Funds.**

4.5 Non-Union Employment Policy Handbook & Merit Plan

Mayor Jean MOVED to accept the changes recommended by the City Manager to the non-union employee handbook and merit plan as outlined in the Committee meeting packet. Deputy Mayor Varney provided a SECOND to the motion which was then ADOPTED by the Committee.

5] Finance Director's Report

Finance Director/Deputy City Manager Cox highlighted the following items from his written report:

a. The Planning & Permitting Software implementation has a revised completion target date of January.
b. A new Chief Assessor has been hired. His name is Rick Vincent and he will start working for Rochester on September 28th.
c. Interviews of candidates for the new staff accountant are taking place.

6] Monthly Financial Statements

There was no discussion on this item and no actions taken.

7] Non-Public Session

Councilor Walker **MOVED** to enter Non-Public session per RSA 91-A:3, II (d) for Sale of Land. Councilor Lauterborn provided a **SECOND** to the motion which was **ADOPTED** by a unanimous roll call vote.

The Finance Committee entered Non-Public session at 8:10 P.M.

Councilor Walker **MOVED** to exit Non-Public session and to seal the minutes indefinitely. Councilor Lauterborn provided a SECOND and the motion was **ADOPTED**. The Committee exited Non-Public session at 8:20 P.M.

8] Other

Mayor Jean led a discussion regarding the development of a policy to apply when political candidates visit the City and that the City incurs expenses related to said visit. Mayor Jean requested that a related policy from Portsmouth secured by City Attorney O'Rourke be forwarded to all Council members.

City Manager Fitzpatrick stated that Police Chief Allen should be included in any discussion of this topic.

Mayor Jean indicated that this item would be **HELD** in Committee.

9] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Deputy Mayor Varney provided a **SECOND** and the motion was **ADOPTED.**

The meeting adjourned at 8:36 P.M.

Respectfully Submitted,

Blaine M. Cox
Deputy City Manager

BMC:sam

Rochester Public Library
65 South Main St.
Rochester, NH 03867

Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

Date: 9/02/15
To: Finance Committee, Mayor T.J. Jean, Chair
From: Brian Sylvester, Library Director
Subject: Debt Collection Agency for Delinquent Library Accounts

Earlier this year I presented information about a proposal to send delinquent library accounts owing significant amounts of money to a collections agency. On 4/21/15 I spoke by phone with a representative of Unique Management Solutions (UMS), a company that works specifically with libraries for debt collection. UMS uses a 120-day program of mailed letters and phone calls to encourage people who owe materials or money to return overdue items and settle fees and fines. They charge a flat rate of $8.95 for each account sent. The Library has the option of applying a flat rate fee to the patron's account when it is sent to collections to cover that charge. The Library can set thresholds for how much must be owed, and for how long, before the collections agency is contacted. They recommend only pursuing accounts that are less than 3 years old. A revised search of our database for delinquent accounts shows that within the last three years, 178 people owe a minimum of $100, 455 owe a minimum of $50, and 788 owe a minimum of $25.

Several other questions were raised at the meeting:

- Should the allowable amount of checked out books be reduced?

Current policy allows a patron to take out a total of 60 items. Individual types of material are also restricted: for adults, there is a limit of 5 each for DVDs, audio books, magazines, and music CDs; for children, there is a limit of 3 each for DVDs and audio books, and a limit of 5 each for magazines and music CDs. The total number of items allowed on a single account was raised to 60 to accommodate families that home-school their children but use a single card for the household. At their 5/19/2015 meeting, the Trustees reviewed this limit and voted to keep it in place.

- Should the past due fine be increased?

At their 5/19/2015 meeting, the Trustees voted to increase the daily past due fine from 10 cents to 20 cents, and to increase the maximum fine per item (if it is returned) from $3 to $5. If the item is not returned, fines will accrue up to the cost of replacing the item. The new fines went into effect July 20, 2015.

- What do other libraries who have worked with this collection agency say about their services?

Denise VanZanten, director of the Manchester Library, sent the following in an email regarding their use of the collection agency:

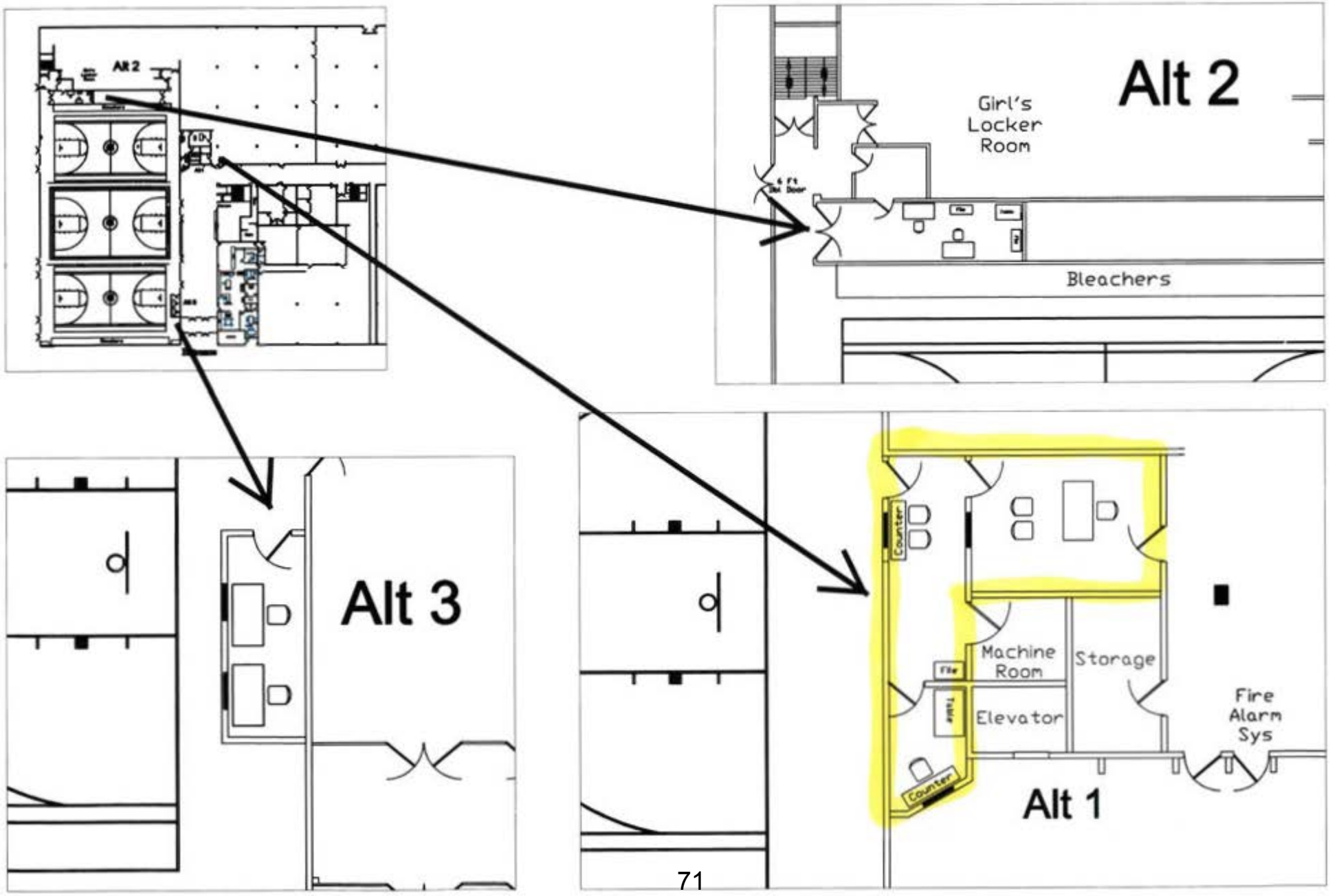
> "Overall since it was put into place in the late 1990s I would estimate over $350,000 worth of lost materials/revenues has been recouped. This is not small change! We work with Unique Management and find them very responsive to assisting us with reports etc. … The fact that we know if you owe us over $25.00 we will be able to attempt to recover our money or items makes things a bit less stressful for front line staff and its efficient. We also found that implementing the credit card payments is helping to clear up long overdue accounts."

- If a library patron's past due account is assigned to this company, does this get reported to the credit reporting agencies?

Accounts that go a full 120 days from the date they are sent to UMS with no action taken by the patron may be reported to credit bureaus. The Library has the option of deciding on a minimum dollar amount the account must owe before being reported.

If any member of the committee has further questions about this project, please do not hesitate to contact me at 335-4199.

Brian Sylvester
Director, Rochester Public Library


Alt 2
Girl's Locker Room
Bleachers
Alt 3
Counter
Machine Room
Storage
Elevator
Fire Alarm Sys
Alt 1

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made effective on 20, 2015 by and between the Rochester Economic Development Commission (hereafter "REDC") of 31 Wakefield Street, Rochester, New Hampshire 03867 and business owners of Ten Rod Road Business Park, specifically Granite State College, Eastern Propane, Continental ContiTech, Ashland Electric, YMCA of Strafford County, LAARS, Verweij & Associates Physical Therapy, and Riley Enterprises, known collectively and hereafter as the "Owners". The Owners and REDC are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS, the Declaration of Covenants, Conditions and Restrictions of Ten Rod Road Industrial Park (the "Declaration") signed October 13, 1988 grants the REDC the authority over the Ten Rod Road Business Park sign; and

WHEREAS, the Owners are desirous of constructing a new park sign in addition to the basic signage provided to them;

NOW THEREFORE, in consideration of mutual covenants and conditions contained herein, the Owners and the REDC hereby agree as follows:

TERMS

1. **Initial Costs.** The Owners will be bear all of the costs associated with design and construction of the new sign. The City of Rochester Department of Building, Zoning and Licensing Services will waive all fees associated with the required application.

2. **Ownership**. Upon completion of the sign and acceptance by the Rochester City Council, the Owners will donate the sign to the REDC.

3. **Maintenance**. Upon acceptance of the donated sign, the REDC will be responsible for maintaining the sign and providing electricity for the sign for a period of Fifteen (15) years from the date of donation. After the initial Fifteen (15) year period, the REDC commits to meeting with the Owners or their successors to determine future sign needs for the Ten Rod Road Business Park. There is no financial commitment by the REDC to construct a new sign or to replace a sign at the conclusion of the initial Fifteen (15) year period.

4. **Naming Rights**. The REDC is responsible for the name placement on the sign and has approved a format in a Memorandum date June 17, 2015. (Exhibit A). All sign plaques will have a white background with the color logo or lettering of the company.

10. **Attorneys' Fees and Costs.** If any legal action or other proceeding is brought in connection with this Agreement, the successful or prevailing Party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which the Party is entitled.

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties related to the matters specified herein, and supersedes all prior oral or written statements or agreements between the Parties related to such matter.

12. **Enforceability, Severability, and Reformation.** If any provision of this Agreement shall be held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. The intent of the Parties is to provide as broad an indemnification as possible under the laws of the State of New Hampshire. In the event that any aspect of this Agreement is deemed unenforceable, the Court is empowered to modify this Agreement to give the broadest possible interpretation permitted by the laws of the State of New Hampshire.

13. **Applicable law.** This Agreement shall be governed exclusively by the laws of the State of New Hampshire, without regard to conflict of law considerations.

14. **Exclusive Venue and Jurisdiction.** Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the state courts of Strafford County, New Hampshire. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.

15. **Signatures.** This Agreement shall be signed on behalf of the REDC by Karen Pollard, Economic Development Manager and on behalf of the Owners by _____ and effective as of the date written above.

GRANITE STATE COLLEGE

Acknowledged by: _____ Date:_____, 2015

Acknowledged by: _____ Date:_____, 2015

RILEY ENTERPRISES

Acknowledged by: _____ Date:_____, 2015

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

Acknowledged by: Karen Pollard Date: Aug 20, 2015
Karen Pollard
Economic Development Manager

Rochester School Board / Rochester City Council

Joint Building Committee Minutes
September 14, 2015
East Rochester School

DRAFT

Members Present:

School Board
Mr. Daniel Harkinson
Mr. Paul Lynch
Mrs. Susan O'Connor
Mrs. Audrey Stevens

City Council
Mrs. Sandra Keans, Chair
Mrs. Elaine Lauterborn
Mr. Ralph Torr
Mr. Raymond Varney

Members Absent:
Dr. Anthony Pastelis
Mr. Robert Watson
Mayor T.J. Jean
Mr. David Walker

Also Present:

Mr. Michael Hopkins
Mr. Matthew Pappas
Mr. Richard Bickford
Mr. Richard Drapeau
Ms. Christine Hebert
Mrs. Cherie Mann
Mr. David Ross
Mr. Lance Whitehouse
Ms. Casey Gerken
Guests

The meeting was called to order at 7:00 p.m. Members and guests participated in the pledge of allegiance.

Approval of Minutes
Mr. Lynch moved, second by Mrs. Keans, to approve the minutes of the August 17, 2015 Joint Building Committee meeting as written. The motion carried unanimously.

Construction Update – Hutter Construction
Mr. David Ross, Hutter Construction, reported that work is being done on the library and administration additions; windows are being installed in the administration area and sheet rock is being put up in the media/library area. They are targeting 3-4 weeks for final inspections. They will work on the punch list by the end of the month. Final paving will be done by the Columbus Day holiday. Landscaping begins next week with the concrete. Crews are coming in on off hours and Saturdays to get things finished.

Construction Budget
Mr. Lance Whitehead, Lavallee|Brensinger Architects provided a budget update (attached). The overall project budget items in blue are fluctuating; at this time we are close to $500,000 to $1 million under budget. Mr. Whitehead reported that the Eversource rebate is exhausted for 2015; he will look into it to see if he can submit for 2016.

Bond Update
Ms. Hopkins reported that the School Board voted to approve a request to the City Manager and City Council to utilize the 20-Year Level Debt Service for the $13.1 million East Rochester School Bond Debt Service.

Other
None

Public Comment
None

Adjournment
Mr. Torr moved, second by Mrs. Stevens, to adjourn. On a unanimous vote, the Committee adjourned at 7:19 p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary

East Rochester School

Conceptual Opinion of Probable Cost

Upfront Costs, Utility Charges, and Permit Fees		Notes
First Year Bond Payment	$60,000	
Insurance Fees	$0	Jobsite Insurance in CM General Conditions
Bond Council	$20,000	Allowance to be Verified w/ School District
Legal Council (construction related contracts)	$10,000	Allowance to be Verified w/ School District
Planning Board Fee	$0	No Local Fees Charged
Site Permitting and Preparation Fees (SWPPP, NOT, NOI)	$3,500	Under Civil Contract
Construction Permit	$0	No Local Fees Charged
Power company back charges	$3,000	To be verified w/ Local Utilities
Fire Alarm and Security System Tie In	$3,000	To be verified w/ Local Utilities
Elevator Tie In	$2,000	To be verified w/ Local Utilities
Site Data		
Survey, wetlands mapping		Completed under separate contract
Geotechnical investigations		Completed under separate contract
Phase I Environmental Site Assessment		Completed under separate contract
Wetlands Study		Completed under separate contract
Architectural/Engineering Design Fees		
Civil Engineering, Structural Engineering, MEP/FP Engineering, Acoustic, Food Service, Interior Design, and Architectural Fees		
A/E Reimbursable expenses		
Security System Selection and Design		
Furniture design/selection services	$0	Not required
Existing Equipment Inventory services	$0	Not required
Record Documents		Included in CM Contract
Subtotal - Utility, Permitting, Upfront, Site Data, Design, and Engineering Costs	**$1,030,000**	
Independent Consultants		
Third Party Code Reviewer	$0	Not required
Commissioning Agent	$0	Not required
Construction Inspection & Testing	$39,279	Based on John Turn Contract Value
Asbestos Removal	$10,613	
Owner's Clerk of the Works	$92,124	Assumes 17 Months
Subtotal - Independent Consultants	**$142,016**	
Furnishings & Equipment		**Allowances**
Moving Expense	$1,761	Based on Numbers provided by the School Deparment
Card Access, Security, and Camera Systems	**$0**	ı Access and Rochester Security Contracts Moved to Construction Budget (Via CO #1)
Technology and Furniture Spent to Date	$587,132	Based on Accepted Furniture and Technology Package To Date
Technology and Furniture Still to Purchase	$182,868	To be determined upon final selections
Signage (if not included in construction budget)	$10,000	To be determined upon final selections
Custodial Equipment	$18,276	Based on Numbers provided by the School Deparmtne
Supplemental Playground Equipment	$38,284	To be determined upon final selections
Subtotal - F&E	**$838,321**	**Updated Owner's Budget for Furnishings**
Construction Costs		
Site Construction		
Building Construction Cost		
CM Fees, Insurance, and Bonds		Remaining
Construction Contingency	$474,065	$203,872
Base Contract Value - Construction Costs	**$10,154,505**	**Includes Construction Costs Listed Above**
Alternate #1 (Basketball Hoops)	**$8,955**	
Alternate #2 (Stage Lift)	**$30,000**	
Alternate #3 (Mech Extension)	**$7,601**	
Subtotal - Soft costs and Construction Costs	**$12,211,398**	**Includes Accepted Alternates**
Owners Construction Contingency Spent to Date	$255,830	Includes Approved Expenditures to Date (not pending)
Change Order #1	$158,996	
Change Order #2	$15,604	
Change Order #3	$81,230	Pending
Owners Contingency Remaining	$244,170	Original Value: $500,000
Rebates through Electric Company	-$50,000	Subject to availability
Total Project Estimate	**$12,661,398**	**13,100,000 Target**
	UNDER BUDGET	**-$438,602**
		Assuming All Contingencies Are Spent and Rebates Achieved
		-$886,644
		Assuming All Contingencies Are Preserved moving forward (unlikely)

Public Safety Committee
Councilor Chambers
September 16, 2015
7:00 PM

MEMBERS PRESENT
Councilor David Walker, Chair
Councilor Jake Collins
Councilor Robert Gates
Councilor Donald Hamann
Councilor Peter Lachapelle

OTHERS PRESENT
Councilor James Gray
Michael Bezanson, PE, City Engineer
Scott Dumas, Deputy Chief P.D.
John and Kathy Bozak, 20 Woodman St.
Donald Tetu, 45 Pine Street
Kevin Hart, 2 Ledgeview Drive

Minutes

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

1. Public Input

The people present at the meeting were there for items already on the agenda.

2. Traffic Flow around William Allen School

Residents were present for this item, the committee agreed to change the order of the agenda. Councilor Walker summarized the issue. John and Kathy Bozak of 20 Woodman Street were present to discuss the traffic flow around William Allen School. Mr. Bozak said there was little improvement. Councilor Gray asked if the route of the Waste Management trash trucks had been changed. Mr. Bozak stated they are coming after the morning drop off. Councilor Collins said he went by William Allen School on Monday and it was passable, whereas a year ago it was not. He also wanted to thank the Rochester Police Department for the good police presence they have had around this area.
This was kept in committee until next month, so Michael Hopkins, Superintendent of Schools could attend.

3. Traffic Flow around Maple Street School

Councilor Walker summarized the issue. Donald Tetu from 45 Pine Street was present to discuss the issue. He stated people are parking in front of his driveway and he can't get out. School drop off is not the issue. The parking all night long by residents of Maple and Pine is

the problem. The only time there is not a problem is when he puts his trash toters out in front, and then they can't. Councilor Walker said directed patrols may help because vehicles cannot block driveways or park on hatched areas.

4. No Smoking request at Ledgeview Drive

Councilor Walker summarized the issue. Councilor Lachapelle said there are a lot of children that play there. Council Walker wanted to know if this was City property. Deputy Chief Dumas stated that the city does maintain it. Kevin Hart of 2 Ledgeview Drive was there to discuss the problem. He stated he has lived there for 22 years. The apartments in the area are now smoke free, so smokers will go near the parking lot area. There are now all kinds of cigarette butts on the ground and his children play at the park.
This is kept in committee. Councilor Lachapelle will observe the area and get back to the committee. Depending on the observations, it may be recommended to write a City ordinance regarding no smoking in City maintained parks.

5. Attraction Signage Update Memo-

Councilor Walker summarized the issue. Karen Pollard is on vacation so she sent a memo. Annual cost per sign is $500. Councilor Walker said if she wants to pursue this she would have to go to finance committee to get funding.

6. Crosswalk at Gafney Home

Councilor Walker summarized the issue. He stated the issue will be taken care of with the Wakefield Street reconstruction. If it will be a year or more, then they will have to think about moving the crosswalk.

7. Other

Liberty Street

Councilor Lachapelle wanted to know if anyone was ticketed on Liberty Street. Deputy Chief Dumas said no.

Twombly Street-Squatters

Councilor Hamann said he had a call from someone regarding squatters behind Home Depot. Two of them have motorcycles. Deputy Chief Dumas said it is Home Depot property and that they need to be the ones to complain. One of the squatters has been there for 5 years. There are many others there now. Councilor Gray said if the property is posted then the police can enforce. Deputy Chief Dumas will follow-up with Home Depot.

North Main Street/Ten Rod Road-Timing of Lights

Mr. Bezanson discussed the timing of lights on North Main and Ten Rod Road. He stated they had Electric Light evaluate the signalization. They quoted a price of almost $4,000.00 to add left turn arrow lights, hardware, wiring, reprogramming, etc. It was suggested that the timing of the lights could just be adjusted.
Councilor Lachapelle made a motion to reprogram the lights, if they are cable of being retimed. The motion was seconded by Councilor Collins. Unanimous voice vote carried the motion.

Intersection Issue

Mr. Bezanson said that Ron Sheppe had contacted the City regarding some intersections that he felt had safety issues. Councilor Gray said that the yield sign has been installed at the Wakefield intersection.

Strafford Square-the crosswalk is too close. Mr. Bezanson said this was part of the Strafford Square project. Councilor Walker asked Mr. Bezanson to check the appropriate place for the crosswalk near subway on North Main Street.

South Main Street and Columbus Intersection-Councilor Walker said a lot of money was spent on this intersection and nothing else is going to be done by the City. This is state jurisdiction.

Street Lights on Portland at Pinecrest and Ashwood Streets

Councilor Gray said that both of the streets have been moved.

Street Light-Brock Street

Councilor Walker told Mr. Bezanson that there was a street light out on Brock Street near Janet Street, 1 pole down.

Councilor Lachapelle made a motion to adjourn the meeting, seconded by Councilor Hamann. The motion passed and the meeting adjourned at 7:45 PM.

Respectfully submitted by
Laura Miller, DPW Secretary

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Public Works and Buildings Committee
September 17, 2015
Council Chambers
7PM

MEMBERS PRESENT
Councilor Ralph Torr - Chairman
Councilor Ray Varney- Vice Chairman
Councilor Sandy Keans
Councilor David Walker
Councilor Donald Hamann

OTHERS PRESENT
Councilor James Gray
John Storer,PE, Director of City Services
Peter Bruckner, Historic District Commission
David McNamara, Fay, Spofford & Thorndike Engineers
Steven Babalis, Fay, Spofford & Thorndike Engineers
Ray Barnett, 14 Crimson Lane

MINUTES

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

1. **Approve minutes from August 20, 2015 meeting -**
   Chairman requested a recommendation on last month's minutes.

   Councilor Walker made a motion to accept minutes as presented for the August 20, 2015 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. **Public Input**
   Mr. Barnett stated that he wanted to thank the Director of City Services, John Storer, for getting up to speed and for taking a second look at the expense related to building a new DPW facility. He also stated that he would like the director to keep an eye on the budget for the City Hall Annex project. Mr. Barnett stated that the appropriation for the Annex is 3.7 million dollars and that City Staff should realize that is the cap. He heard that there could be up to one hundred thousand dollars in additional expenses to have the old brick cleaned. Mr. Barnett then stated that he had looked at the recently closed pedestrian bridge and noticed that the structure had never been sealed or painted. He stated that the bridge appeared to have been completed as cheaply as possible and therefore only lasted about 20 years. He stated that he hopes the City replaces this bridge with better quality and looks to install a bridge that will last longer.

Strafford Square

Mr. Storer stated that the consultants for the Strafford Square project are at this meeting to give a brief presentation. He stated that he had asked them to look at some alternatives for the Walnut Street entrance into the roundabout, and the impacts that the alternatives would have on the right of way. He introduced David McNamara and Steven Babalis from Fay, Spofford and Thorndike Engineers (FST). Mr. McNamara stated that he had a couple of alternatives to the current design that address the concerns with the approach from Walnut Street. He stated that they had been working with Scott Ritchie from Roundabout Traffic Engineers (RTE) in Arizona. Mr. McNamara had three drawings of the roundabout. **(See attached).** He stated that the first drawing shows the roundabout plan as it currently exists. The second shows the most desirable alternative, and the third plan makes some positive changes but does have concessions to reduce the impacts to the right of way. Mr. McNamara stated that the second plan has a slip lane large enough for sixty-two foot trailers to make the turn from North Main to Walnut. There was also a change to the original slip lane from Walnut to Washington Street. This was tightened up, as larger trucks could enter the roundabout to make that right turn, and it would allow some additional green space on the City owned property at that corner. He stated that the third option generally follows the original layout, but has a direct entry for traffic coming in from Walnut Street. A speed table will be installed to slow the traffic. Typically traffic will enter at an angle that will slow it down to appropriate speeds, but this plan will not allow that angle. Therefore the traffic calming measures were installed in advance of the roundabout. Using the roundabout geometry to manage flow and control speeds is preferable; he compared the entrance traffic calming to utilizing a traffic signal without proper timing. There was considerable discussion regarding changes that could be made to the second plan to reduce the footprint and lessen the impacts to private property. Councilor Walker expressed that he does not want to impact any additional properties. Councilor Varney also stated that he does not want to have additional land takings or purchases. Councilor Keans stated that it would be very rare to see a tractor trailer come down North Main Street and to make a turn onto Walnut. She stated that the current intersection would not accommodate that, and it is not necessary to accommodate it now. Mr. Storer stated that this is an example of an old intersection that was set up when people used horse and buggies. He stated that the right of way will not accommodate the type of traffic used in today's society. He further stated that he would like to build the new roundabout with the accommodations necessary for today's traffic. Councilor Varney suggested that the crosswalk at the upper North Main section of the map be eliminated. Councilors Keans and Walker agreed that pedestrians could cross up near the Church or at the other side of the roundabout nearer to town. Mr. McNamara stated that NHDOT also had concerns with the crossings of the slip lane at North Main Street and the North Main Street entrance ramps of this roundabout. He suggested some of the changes discussed might make the approvals easier with NHDOT. The overall discussion suggested that FST look at;

removing the northern most North Main Street crosswalk, removing or reducing the slip lane from North Main onto Walnut to minimally allow passage of the City's largest emergency vehicle, and they would like to see the Walnut to Washington Street slip lane stay as originally laid out. Mr. McNamara stated that he would look at making the changes to be presented at the Committee meeting next month

3. **City Hall Annex**

   Mr. Storer distributed a mockup drawing of the front façade ofCity Hall. See attached. He stated that Oak Point had done some preliminary investigating on the items numbered 1 through 8 and the findings are stipulated in the keynotes also on the drawing. Mr. Storer stated that he would like the City Council's authorization to proceed with a Historical Assessment of the Annex building. He stated that it would likely cost four to five thousand dollars and that it would be necessary to apply for any state or federal grants. He stated that currently LCHIP and Moose Plate Grant possibilities are being explored and while those may be as small as ten to one hundred thousand dollars any additional funding should not be ruled out. The Committee agreed that the assessment should be completed. Mr. Bruckner from the Historic District Commission stated that he would like to explore options of additional private contributions.

4. **Cross Connection / Backflow Protection.**

   Mr. Storer stated that the City staff has been working with business owners in town to get this state mandated program instituted. He stated his predecessor had worked with the Ordinance Committee to get the necessary ordinance in place. He stated that the staff has been sending out letters and urging businesses to come into compliance. He stated that currently there are approximately 550 Commercial / Industrial accounts that require backflow prevention and that 125 of those accounts have been designated as high hazard. He stated that the work plan developed with the State of NH DES directs us to work on the high hazards first and then keep working to get all into compliance. Mr. Storer stated that of the 125 high hazard accounts we have approximately 70 not in compliance, 35 of which do not have a device at all and 35 that have not been tested. He said that the ordinance states that the water services of those not in compliance will be turned off. Mr. Storer stated that as we are behind in our plan with NHDES, it is time to start turning off the water services to force the businesses to comply, or for them to state a plan to come into compliance. Councilor Walker stated that the Council is aware of the program and of the language in the ordinance that states that water will be turned off to those not in compliance. Councilor Varney stated if they have been sent the letters and still are not in compliance then shut them off. Councilor Keans asked who is doing the testing. Mr. Storer explained that the test needs to be completed by State of NH licensed backflow testers. He stated that the business owner just needs to submit the test result to the City and a permit is issued at no cost. Once they have a permit they will annually, if low hazard or semi- annually if high hazard, submit the test result to the City. Councilor Varney suggested that an item be added to the next City Council Meeting to have the

Mayor make an announcement that this program is a must for all commercial properties and that the water services may be subject to termination if they are not in compliance. Councilor Hamann stated that this permit should be included on the properties records as they are set up in the new View Point permit software system.

5. **Storm Water & Wastewater Permitting**
   Mr. Storer stated that he wanted to let the Committee know that he is aware of and is actively working with City Staff to defend against regulations that would have major impacts to the general fund and sewer fund budgets. He stated he has been brought up to speed on the coalition for the Great Bay Estuary and the Wastewater Treatment Plant's currently expired permit and of the pending storm water permit MS4 permit which will need to be funded by the general fund.
6. **EDA Salmon Falls & Milton Road Sewer Extension**
   Mr. Storer stated that the easement issues have been resolved without having to go through Eminent Domain proceedings. He stated that that the formal easement documents will be executed soon and then the final designs and bid documents can be sent to EDA for approval. Once approved by EDA then we will put the project out to bid with construction to start in the spring.
7. **Rt 125 Pedestian Bridge**
   Mr. Storer stated that Mr. Barnett was correct in his description of the bridge as poor quality. He stated that 2 years ago when the bridge was inspected there were no real issues. This year when inspected the corrosion is such that it isn't safe. Mr. Storer stated that he is working on getting a new better quality bridge into place. Support members will be both galvanized coated and painted to hlp prevent corrosion. He stated that he has been working closely with the engineering consultants from Hoyle, Tanner and Associates. The goal is to get the new bridge in before Christmas or soon thereafter, he is currently negotiating with E.W. Swett for pricing.
8. **Dewey Street Pedestrian Bridge**
   Mr. Storer stated that the bridge condition is not as bad as they had thought. He described the bridge in detail, stating that it had been built in 1956 &1957, but that some of the steel used had date stamps from the 1800's and were probably old railroad I-beams. It is very difficult to conduct a safe loading assessment for bridge. Mr. Storer stated that preliminary evaluations showed that the bridge is in need of replacement and the type of bridge to be used will not require the use of the current underwater abutments and supports so they decided not to have the divers evaluate the underwater structures. There were four intermediate pilings made up of a hodge-podge of old utility poles. He stated that Hoyle Tanner and Associates are the engineers on this pedestrian bridge and that they have decided a new single span bridge will work and is within budget at approximately six hundred and fifty thousand dollars and he will keep the Committee posted as to the project progresses.

9. Franklin Street Reconstruction / Western Avenue PS & I/I Project

Mr. Storer stated that the permitting issues are being resolved and that plans should be into NHDES by end of October. He stated that as this project will not see any construction this year the pavement condition will need to be addressed on Franklin Street. He suggested a shim pavement either in house or by the contracted paving company. He also questioned funding for this temporary work. Councilor Varney stated that the funds should come from the project account line. Councilor Gray asked if the Western Avenue Pump Station project was going to start this fall as it was originally the first phase of this project. Mr. Storer stated that the project is now all one project for the pump station, Western Ave and Franklin Street.

10. Banner Poles

Mr. Storer stated that he had had a request for the use of banner poles recently. He stated that the only poles currently in place for banners are on Hanson Street. Mr. Storer stated that he went through the Hanson Street Project files and found the type of pole used and he has obtained current pricing. He stated that the poles are approximately five thousand dollars each and that the Council may want to consider these poles as part of the Wakefield Street Project and other projects.

11. Other

Misc Information – Councilor Gray stated that he had been to a NHDOT 10 Year Transportation Master Plan review meeting and that the State of NH is considering full speed travel lanes and possible increases at the tolls in Rochester and Dover. They also have left the option of an Exit 10 in the plan.

Watering Trough – Councilor Collins stated that when Mr. Storer was speaking earlier about Strafford Square and the history of that being designed back in the horse and buggy days he remembered that there used to be a watering trough at that location. Councilor Keans stated that the City still has that trough and that it is temporarily at the Historical Society until the roundabout is built. She stated that the plan is put it in the center of the roundabout.

Councilor Walker made a motion for adjournment at 8:05 PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Office Manager.

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AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING SIGNAGE

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.29 and 42.8 (j) (4) of Chapter 42 of the General Ordinances of the City of Rochester regarding Signage and currently before the Rochester City Council, be amended as follows:

That subsection 42.29, presently before the Rochester City Council, be amended by deleting subsection 42.29 in its entirety, and by substituting in its stead, the following provisions, to be known as subsection 42.29 of the General Ordinances of the City of Rochester, and that subsection 42.8 (j) (4) be amended by striking all exceptions to subsection 42.29 contained therein, to wit:

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City of Rochester Formal Council Meeting

AGENDA BILL

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

Agenda Subject
Affirm the motion made on June 16, 2015 regarding the adoption of Chapter 42.8 and 42.29

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	10-06-2015	
DEPT. HEAD SIGNATURE	Signature on file	
DATE SUBMITTED	09-29-2015	
ATTACHMENTS YES ☒ NO ☐	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES ☒ NO ☐	

LEGAL AUTHORITY

City Council action required.

SUMMARY STATEMENT

The June 16, 2015, Special City Council packet indicates that the correct Amendment to Chapter 42.8 and 42.29 was provided to the City Council correctly. The June 16, 2015, Special City Council meeting minutes omit important language that is part of the adoption of this Amendment. Please refer to the next two pages entitled "June 16, 2015, City Council Packet" and "June 16, 2015, Special City Council meeting minutes."

RECOMMENDED ACTION

Move to Affirm the Amendment as presented to the City Council in the packet material.

AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING SIGNAGE

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.29 and 42.8 (j) (4) of Chapter 42 of the General Ordinances of the City of Rochester regarding Signage and currently before the Rochester City Council, be amended as follows:

That subsection 42.29, presently before the Rochester City Council, be amended by deleting subsection 42.29 in its entirety, and by substituting in its stead, the following provisions, to be known as subsection 42.29 of the General Ordinances of the City of Rochester, and that subsection 42.8 (j) (4) be amended by striking all exceptions to subsection 42.29 contained therein, to wit:

42.29 **Signage**

a. **General**. All signs shall comply with the regulations for the erection and construction of signs contained in the Building Code of the City of Rochester and other applicable city regulations, except as shall be under the jurisdiction of New Hampshire RSA 236:69-89. Signs shall be permitted in accordance with the following regulations.

b. **Purpose and Intent.** The purpose of this ordinance is to create a legal framework to regulate the type, number, location, size, and illumination of signs on private property in order to maintain and enhance the character of the city's commercial district and residential neighborhood and to protect the public from hazardous and distracting displays.

c. **Nonconforming signs.** A sign which was lawfully established prior to the adoption of this article but which does not meet the requirements of this article is considered a nonconforming sign. Non conforming signs and sign structures may remain or must be removed as follows:

1. Applicable provisions of the nonconforming section of this Zoning Ordinance shall apply unless superseded herein.
2. No changes in the sign or sign structure are permitted except for basic maintenance and repairs necessary to keep the sign in good working order or other changes which bring the sign into compliance. No nonconforming sign shall be reconstructed, modified, or relocated except for changes to the sign face itself within the same size and shape to accommodate a change copy. *A nonconforming sign which is damaged beyond repair due to a cause beyond the control of the owner may be replaced within one year of when damage occurs.*
3. Nonconforming sign may not be altered in any way.
4. Existing temporary signs which are not in compliance with this article are not considered to be "grandfathered" under this ordinance. If any notification of noncompliance is given from Director Building Zoning Licensing Services or designee, these signs or conditions must be brought into compliance within 60 days from that notification.

d. **Permits Required.** All signs, regardless of size, shall require the issuance of a zoning permit before

[6] http://www.agriculture.nh.gov/publications-forms/documents/bmp-manual.pdf
[7] http://des.nh.gov/organization/commissioner/legal/rules/documents/env-wq401.pdf
[8] http://des.nh.gov/organization/commissioner/pip/publications/wd/documents/wd-10-12.pdf
[9] According to the Pipeline and Hazardous Materials Safety Administration's Emergency Response Guidebook, large spills are defined as containers that are greater than 55 US gallons (208 liters) for liquids and greater than 660 pounds (300 kilograms) for solids with regard to initial isolation and protection action distances. This is a standard that is used by the bulk of the voluntary first responder organizations.

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

4. AB 161 Amendment to Chapter 42.29 of the General Ordinances of the City of Rochester Regarding Signage - Second Reading and Adoption

Councilor Lachapelle **MOVED** to read the amendment by title only for the second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor Jean read the amendment for the second time as follows – *This is the amended version – changes are marked with red ink*:

42.29 Signage

a. General. All signs shall comply with the regulations for the erection and construction of signs contained in the Building Code of the City of Rochester and other applicable city regulations, except as shall be under the jurisdiction of New Hampshire RSA 236:69-89. Signs shall be permitted in accordance with the following regulations.

b. Purpose and Intent. The purpose of this ordinance is to create a legal framework to regulate the type, number, location, size, and illumination of signs on private property in order to maintain and enhance the character of the city's commercial district and residential neighborhood and to protect the public from hazardous and distracting displays.

c. Nonconforming signs. A sign which was lawfully established prior to the adoption of this article but which does not meet the requirements of this article is considered a nonconforming sign. Non conforming signs and sign structures may remain or must be removed as follows:

RESOLUTION ACCEPTING TEN ROD ROAD BUSINESS PARK SIGN

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

That the donation of the monument-style Ten Rod Road Business Park sign by the business owners of Ten Rod Road Business Park, specifically Granite State College, Eastern Propane, Continental ContiTech, Ashland Electric, YMCA of Strafford County, LAARS, Verweij & Associates Physical Therapy, and Riley Enterprises is hereby accepted by the City of Rochester.

CC FY 16 10-06 AB 48

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT **Acceptance of Ten Rod Road Business Park Sign Replacement**

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	Tuesday, October 6, 2015	
DEPT. HEAD SIGNATURE	Karen Pollard, Economic Development Manager Signature on File K Pollard	
DATE SUBMITTED	Monday, September 28, 2015	
ATTACHMENTS YES ☒ NO ☐	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	22

COMMITTEE SIGN-OFF

COMMITTEE	REDC
CHAIR PERSON	Rick Lundborn, Chair Signature on File

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 ☐ NO ☒	

LEGAL AUTHORITY

SUMMARY STATEMENT

The City Council approved the Ten Rod Road Business Park sign locations on September 7, 2012, along with a second sign for tenant names in February 2015. In planning meetings for the second sign with business park tenants we have heard their requests to replace the current business park signs rather than allow two entrance signs. The new sign will be a monument style sign and utilize the existing landscaped base. The sign will be paid for in its entirety by the tenants and owners in the industrial park and donated to the City of Rochester. Since this will be a city-owned sign, the tenant group asks that the sign fee be waived in this case. Attached please find the draft sign design and location of names as endorsed by the Rochester Economic Development Commission. The land area around the sign is city property and maintained by the Buildings and Grounds staff as part of their regularly scheduled duties. The landscaped area immediately next to the sign is an Adopt-A-Spot maintained by the businesses in the park. This sign will be illuminated, and the sign company can estimate the energy usage for budgeting purposes.

RECOMMENDED ACTION

Please consider and accept the donation of a new Ten Rod Road Business Park Sign by the tenants and owners in the business park.

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made effective on August 20, 2015 by and between the Rochester Economic Development Commission (hereafter "REDC") of 31 Wakefield Street, Rochester, New Hampshire 03867 and business owners and tenants of Ten Rod Road Business Park, specifically Granite State College, Eastern Propane, Continental ContiTech, YMCA of Strafford County, LAARS, Verweij & Associates Physical Therapy, and Riley Enterprises, known collectively and hereafter as the "Owners". The Owners and REDC are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS, the Declaration of Covenants, Conditions and Restrictions of Ten Rod Road Industrial Park (the "Declaration") signed October 13, 1988 grants the REDC the authority over the Ten Rod Road Business Park sign; and

WHEREAS, the Owners and Tenants are desirous of constructing a new park sign in addition to the basic signage provided to them;

NOW THEREFORE, in consideration of mutual covenants and conditions contained herein, the Owners and the REDC hereby agree as follows:

TERMS

1. **Initial Costs.** The Owners and Tenants will bear all of the costs associated with design and construction of the new sign. The City of Rochester Department of Building, Zoning and Licensing Services will waive all fees associated with the required application.

2. **Ownership**. Upon completion of the sign and acceptance by the Rochester City Council, the Owners will donate the sign to the REDC.

3. **Maintenance**. Upon acceptance of the donated sign, the REDC will be responsible for maintaining the sign and providing electricity for the sign for a period of Fifteen (15) years from the date of donation. After the initial Fifteen (15) year period, the REDC commits to meeting with the Owners and Tenants or their successors to determine future sign needs for the Ten Rod Road Business Park. There is no financial commitment by the REDC to construct a new sign or to replace a sign at the conclusion of the initial Fifteen (15) year period.

4. **Naming Rights**. The REDC is responsible for the name placement on the sign and has approved a format in a Memorandum date June 17, 2015. (Exhibit A). All sign plaques will have a white background with the color logo or lettering of the company.

Not all businesses within the park will have a designated space on the sign. New businesses acquiring park land or space will have the option to meet with REDC representatives to determine what type of signage is available to them under the covenants & restrictions, city zoning ordinances and this Memorandum the REDC is under no obligation to provide space on the sign at the park entrance, as other alternatives are available.

Further, if a building or unit is sold, the sign placement goes with the physical space. If the space becomes vacant for more than Six (6) months, the control reverts to the REDC. When a space is vacant a plain white panel will be inserted and the past tenant panel will be removed. The REDC will prioritize offering the sign space to existing owners within the park and thereafter to new owners. The cost of sign replacement will be the responsibility of the new owner.

5. **Control of Premises**. The area surrounding the sign will remain a "City Adopt a Spot", a beautification program administered by the Public Works Department. These spots are privately maintained and appreciation signage is placed in the Adopt a Spot. No other permanent or temporary signage is allowed in the Adopt a Spot. Funding for the Adopt a Spot is the responsibility of the volunteer group, not the REDC or the city.

6. **Indemnification.** The Owners and Tenants shall fully defend, indemnify, and hold harmless the REDC from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or other misconduct related to the Owners and Tenants construction of the new park sign. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to REDC for all legal fees, expenses, and costs incurred by it.

7. **Authority to Enter Agreement.** Each Party warrants that the individuals who have signed this Agreement have the actual legal authority and right to make this Agreement and bind each respective Party.

8. **Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by the Parties.

9. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppels, or otherwise.

10. **Attorneys' Fees and Costs.** If any legal action or other proceeding is brought in connection with this Agreement, the successful or prevailing Party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which the Party is entitled.

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties related to the matters specified herein, and supersedes all prior oral or written statements or agreements between the Parties related to such matter.

12. **Enforceability, Severability, and Reformation.** If any provision of this Agreement shall be held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. The intent of the Parties is to provide as broad an indemnification as possible under the laws of the State of New Hampshire. In the event that any aspect of this Agreement is deemed unenforceable, the Court is empowered to modify this Agreement to give the broadest possible interpretation permitted by the laws of the State of New Hampshire.

13. **Applicable law.** This Agreement shall be governed exclusively by the laws of the State of New Hampshire, without regard to conflict of law considerations.

14. **Exclusive Venue and Jurisdiction.** Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the state courts of Strafford County, New Hampshire. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.

15. **Signatures.** This Agreement shall be signed on behalf of the REDC by Karen Pollard, Economic Development Manager and on behalf of the Owners by _____ and effective as of the date written above.

GRANITE STATE COLLEGE

Acknowledged by: _____ Date: 8/26/15, 2015

EASTERN PROPANE

Acknowledged by: _____ Date: 21 Sep, 2015

CONTINENTAL CONTITECH

Acknowledged by: _____ Date: 31 Aug, 2015

YMCA OF STRAFFORD COUNTY

Acknowledged by: _____ Date: 8/26, 2015

LAARS

Acknowledged by: _____ Date: 8/26/, 2015

VERWEIJ & ASSOCIATES PHYSICAL THERAPY

Acknowledged by: _____ Date: 9/3, 2015

RILEY ENTERPRISES

Acknowledged by: _____ Date: 8-27-15, 2015

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

Acknowledged by: Karen Pollard Date: Aug 20, 2015
Karen Pollard
Economic Development Manager

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 **Ten Rod Road Tenant Sign Location Change**	
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	Tuesday, February 3, 2015	
DEPT. HEAD SIGNATURE	Karen Pollard, Economic Development Manager Signature on File K. Pollard	
DATE SUBMITTED	Friday, January 23, 2015	
ATTACHMENTS YES ☐ NO ☐	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	REDC
CHAIR PERSON	Rick Lundborn, Chair Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES ☐ NO ☐	

LEGAL AUTHORITY

SUMMARY STATEMENT

The City Council approved the Ten Rod Road Business Park sign locations on September 7, 2012. In current meetings with business park tenants we have heard their requests for signs to be places closer to Ten Rod Road without impeding lines of sight. Attached please find the original location approved and the proposed new location. The city purchased and installed the main sign, the tenant sign will be paid for by the tenants directly. No city expenditure required.

RECOMMENDED ACTION

Please consider and approve the new proposed location for the tenant sign at Ten Rod Road Business Park.

Ten Rod Road Business Park
Industrial Way
Ten Rod Road
Business Park
ASHLAND ELECTRIC
LAPRO TECHNOLOGIES
CASTON PROPANE & OIL

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
Ten Rod Road Business Park Sign Location Approval

AGENDA DATE	September 7, 2012
DEPT. HEAD SIGNATURE	Karen Pollard Karen Pollard, Deputy City Mgr/ Dir. of Community Development
DATE SUBMITTED	August 7, 2012
ATTACHMENTS Yes X☐ No ☐	Sign design, dimensions and locations marked on map. REDC Letter of Recommendation Ten Rod Road Covenants & Restrictions

COMMITTEE SIGN-OFF

COMMITTEE	Rochester Economic Development Commission August 9, 2012 meeting
CHAIR PERSON	Rick Lundborn RL - Letter Attached

DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

BUDGET INFORMATION

SOURCE OF FUNDS	NH DOT Grant - $13,900 FY 2013CIP - $6,100
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	$20,000
APPROPRIATION REQUIRED Yes ☐ No X ☐	

LEGAL AUTHORITY

City Council must grant permission for business park signage to be located on city-owned land at the entrance of Ten Rod Road and a business listing along Industrial Way. There are covenants and restrictions for this city developed park that direct responsibility for signage to the Rochester Economic Development Commission. The REDC reviewed and approved the locations and design at the August 9, 2012 meeting. The NH DOT is moving the Ten Rod Road entrance and are subsidizing the cost by $13,900.

SUMMARY STATEMENT

Industrial and business parks provide a professional setting for businesses to locate and invest in the community. The existing sign was donated by Cabletron and the age and outdated design detract from a vibrant and multi-tenanted professional business park. Working with local businesses and sign firms, we present a plan to accommodate multiple tenants as well as create a professional and modern environment. This involves a stately entrance sign and a business listing once past the first curve of the

new Ten Rod Road. We still have space available in three of the former Cabletron buildings, and resolving the shortcomings of the signage system will support additional investment and attraction of new employers. There are also 2 undeveloped lots in the park, one owned by Eastern Propane and the other owned by Laars Heating Systems, both for future expansion.

RECOMMENDED ACTION

Please grant permission for the sign location as shown on the attachment. We also request the City Manager waive the Sign Permit Fee.

City of Rochester, New Hampshire

CAPITAL PROJECT REQUEST FORM

Capital Improvements for Fiscal Years 2013 - 2018

Request Type:
- [x] New
- [ ] Modification
- [ ] Continuation

1) Department: Economic Development	**2) FY:** 2013 **2a) Project #:** 1	**3) Project Title:** Industrial Park Signs
4) Type of Project: Buildings Improvements		**5) Expected Useful Life:** 10 Years ☐ Recurring ☑ Non-Recurring
6) Location: Other - Industrial Parks		**7) Total Project Cost:** $63,900 **7a) Current FY Cost** $63,900
8) Project Priority or Need: Mandatory		**9) Anticipated Funding Source(s):** ~~Bond~~, Grant

10) General Description:

Replace all existing industrial park signs

Gonic – $10,400
Ten Rod Rd – $20,000
GSBP – $33,500

11) Justification

GSBP is required under development agreement. Ten Rod Road is required as a result of the Spaulding Turnpike Expansion. NHDOT is contributing $13,900 towards the Ten Rod Road sign.

12) Relationship to Other Projects

GSBP expansion

13) Net Effect on Operating Costs:		**14) Net Effect on Operating Revenues:**	
Personnel Services:	$0.00	**Licenses & Permits:**	$0.00
Supplies & Materials:	$0.00	**Fines & Forfeits:**	$0.00
Charges & Services:	$0.00	**Use of Property & Money:**	$0.00
Other:	$0.00	**Intergovernmental:**	$0.00
Other:	$0.00	**Current Service Charges:**	$0.00
Other:	$0.00	**Other:**	$0.00
Total Expenses:	**$0.00**	**Total Revenues:**	**$0.00**

REDC

Rochester Economic Development Commission

City Hall
31 Wakefield Street
Rochester, NH 03867-1917
603-335-7522 FAX: 603-335-7585
www.thinkrochester.biz

Date: August 17, 2012

To: Mayor T.J. Jean and Members of the City Council

From: Rick Lundborn, Chairman and Members of the Rochester Economic Development Commission

Re: New Signage for the Ten Rod Road Business Park

Mayor and Council Members:

On August 9, 2012 at the regular Rochester Economic Development Commission the members voted UNANIMOUSLY to approve and endorse installing a professional business park sign at the entrance to the Ten Rod Road Business Park. Thank you for funding and investing in the professional appearance of our business parks, as this helps retain and attract new businesses to the city of Rochester.

Rick Lundborn (by Karen Pallard)

Rick Lundborn, Chairman

City of Rochester
Dept of Public Works

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

Memo

To: Richard Lundborn, Rochester Economic Development Committee

From: Peter Nourse, City Engineer

CC: Karen Pollard, Deputy City Manager for Economic Development

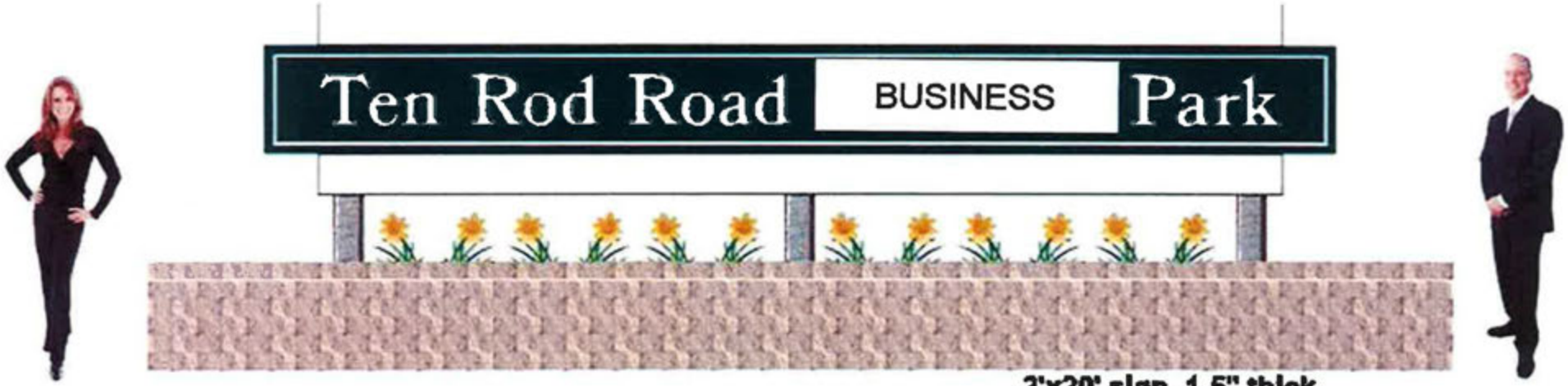
Date: 13 August 2012

Re: **Proposed Sign for Industrial Way Business Park**

---

1. Per the request of the Economic Development Department, please allow this memo to serve as my approval to the proposed signs.
2. My approval is derived from the review of the materials sent to me from Economic Development on this date. Per discussion with Ms. Pollard I understand that the sign fronting Ten Rod Road will not be in the State Right of Way but will be on private property.

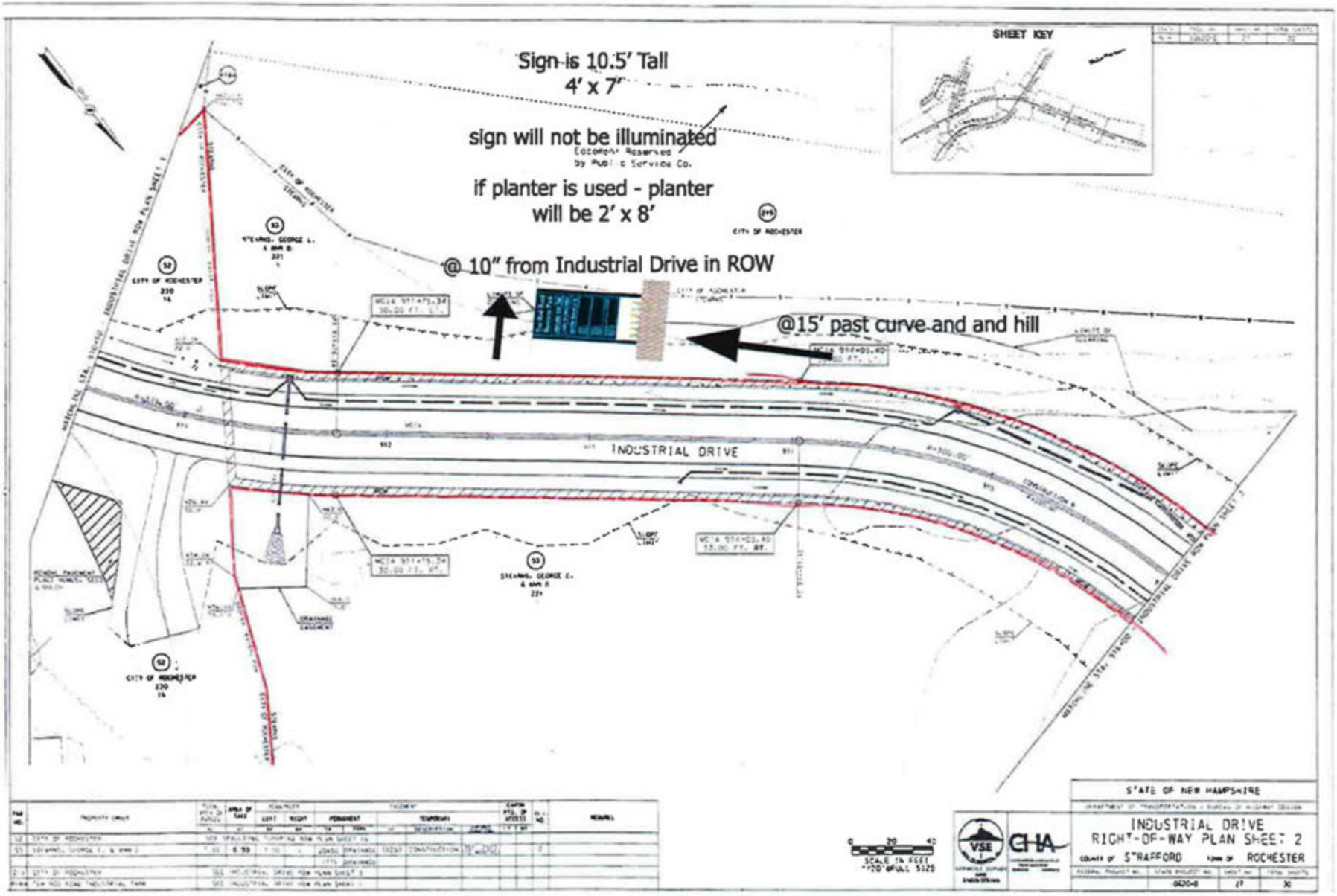
Copy: Mary Ellen Humphrey
Samantha Rodgerson



3.5'x20' sign; 2'x25' planter; 7" granite posts; overall 7' tall

2'x20' sign, 1.5" thick mounted on top of a 3.5'x20x2" thick sign panel

Ten Rod Road
BUSINESS
Park


Sign is 10.5' Tall
4' x 7'
sign will not be illuminated
Easement Reserved
by Public Service Co.
if planter is used - planter
will be 2' x 8'
@ 10" from Industrial Drive in ROW
@15' past curve and and hill
SHEET KEY
INDUSTRIAL DRIVE
CITY OF ROCHESTER
STEARNS, GEORGE L.
SCALE IN FEET
STATE OF NEW HAMPSHIRE
INDUSTRIAL DRIVE
RIGHT-OF-WAY PLAN SHEET 2
COUNTY OF STRAFFORD
TOWN OF ROCHESTER
VSE
CHA

RESOLUTION ACCEPTING UNITED STATES DEPARTMENT OF JUSTICE BALLISTIC VEST GRANT TO THE ROCHESTER POLICE DEPARTMENT

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

That an United States Department of Justice Ballistic Vest Grant of Seven Thousand One Hundred Sixty Three and 94/100 Dollars ($7,163.94) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

Further, that the sum of Seven Thousand One Hundred Sixty Three and 94/100 Dollars ($7,163.94) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 operating budget for the City of Rochester Police Department. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid United States Department of Justice Ballistic Vest Grant to the City of Rochester.

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

CC FY 16 10-06 AB 42

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT
Seeking permission from Council to accept Ballistic Vest Grant funds in the amount of $7,163.94 from the US Department of Justice.

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

AGENDA DATE	Next September 2015 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	9/4/15	
ATTACHMENTS YES ☒ NO ☐	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	Fund 6114 Proj. 165XX
AMOUNT	$7,163.94
APPROPRIATION REQUIRED YES ☒ NO ☐	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept funds in the amount of $7,163.94.

RECOMMENDED ACTION

Accept funds in the amount of $7,163.94.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Seeking permission from council to accept the Bulletproof Vest Grant funds in the amount of $7,163.94.

Date: 9/14/15

Fiscal Year: FY16

Fund (select):

GF		Water		Sewer		Arena	
CIP		Water CIP		Sewer CIP		Arena CIP	
		Special Revenue	X				

Fund Type: Lapsing [ ] Non-Lapsing [X]

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount $	State Amount $	Local Amount $
1	61142010	561010	165XX	$7,163.94 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount $	State Amount $	Local Amount $
1	6114003	402179	165XX	$7,163.94 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # 968578153 CFDA # 16.607

Grant # 2015-BU-BX-14072527 Grant Period: From 8/11/15 To 8/11/17

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

Reimbursement Request will be reduced [ ] Funds will be returned [ ]

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RESOLUTION AUTHORIZING THE ROCHESTER POLICE DEPARTMENT TO APPLY FOR A HIGHWAY SAFETY EQUIPMENT GRANT

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to Eleven Thousand Two Hundred Dollars ($11,200.00) to the New Hampshire Department of Safety, Highway Safety Equipment Grant Fund in order to fund necessary equipment upgrades in the police vehicles, particularly two (2) in car video systems.

CC FY 16 10-06 AB 44

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT
Seeking permission from Council to apply for Highway Safety Equipment Grant funds in the amount of $11,200.00 to purchase in-car video systems.

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

AGENDA DATE	Next September 2015 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	9/1/15	
ATTACHMENTS YES ☒ NO ☐	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	TBD
AMOUNT	$11,200.00
APPROPRIATION REQUIRED YES ☐ NO ☒	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to apply for funding in the amount of $11,200.00.

RECOMMENDED ACTION

Apply for $11,200.00 in funding.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Seeking permission from Council to apply for Highway Safety Grant funds in the amount of $11,200.00 for 2 in-car video systems.

Date: 9/1/15

Fiscal Year: FY16

Fund (select):

GF		Water		Sewer		Arena	
CIP		Water CIP		Sewer CIP		Arena CIP	
		Special Revenue	X				

Fund Type: Lapsing [ ] Non-Lapsing [X]

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount $	State Amount $	Local Amount $
1	TBD	TBD	TBD	-	$11,200.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount $	State Amount $	Local Amount $
1	TBD	TBD	TBD	-	$11,200.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # TBD

CFDA # TBD

Grant # TBD

Grant Period: From October 2015
To September 2016

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

Reimbursement Request will be reduced [ ] Funds will be returned [ ]

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RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE CITY OF ROCHESTER POLICE DEPARTMENT CAPITAL IMPROVEMENT PROJECT (CIP) FUND FOR FRONT LINE POLICE VEHICLE

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

That the sum of Thirty Three Thousand Dollars ($33,000.00) be, and hereby is, appropriated as a supplemental appropriation to the FY2016 City of Rochester Police Department (CIP) Fund for the costs associated with purchase of a front line police vehicle, including costs associated with the outfit of the vehicle and provided further that all of the funds for such supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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

CC FY16 10-06 AB 47

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

Seeking permission from Council to appropriate funds in the amount of $33,000.00 to our existing CIP account for the purchase of a new front line police vehicle and the purchase of equipment and installation to outfit the vehicle.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next October 2015 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	9/29/15	
ATTACHMENTS YES ☐ NO ☒	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	City Funding
ACCOUNT NUMBER	CIP 15012010-773150-16508
AMOUNT	$33,000.00
APPROPRIATION REQUIRED YES ☒ NO ☐	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to appropriate funds in the amount of $33,000.00 to our existing CIP account 15012010-773150-16508 to purchase a new front line police vehicle and the purchase of equipment and installation to outfit the vehicle.

RECOMMENDED ACTION

Appropriate funds in the amount of $33,000.00 to our existing CIP account 15012010-773150-16508.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Cruiser purchase along with associated equipment and installation.

Date: 9/29/15

Fiscal Year: FY16

Fund (select):

GF		Water		Sewer		Arena	
CIP		Water CIP		Sewer CIP		Arena CIP	
		Special Revenue	X				

Fund Type: Lapsing [ ] Non-Lapsing [X]

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount $	State Amount $	Local Amount $
1	15012010	773150	16508	-	-	$33,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount $	State Amount $	Local Amount $
1	15012010	773150	16508	-	-	33,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # N/A CFDA # N/A

Grant # N/A Grant Period: From N/A To N/A

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

Reimbursement Request will be reduced [ ] Funds will be returned [ ]

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RESOLUTION DEAUTHORIZING CITY OF ROCHESTER FIRE DEPARTMENT CAPITAL IMPROVEMENT PROJECT (CIP) FUNDING FOR THE APPARATUS REPLACEMENT PROGRAM

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

In accordance with the provisions RSA 33:9, Three Hundred Seventy Five Thousand Dollars ($375,000.00) of previous bond authority is deauthorized from the FY 2016 Fire Department CIP Fund for the Apparatus Replacement Program.

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

CC FY16 10-06 AB 46 A

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RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE CITY OF ROCHESTER FIRE DEPARTMENT CAPITAL IMPROVEMENT PROJECT (CIP) FUND FOR APPARATUS REPLACEMENT

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

That the sum of Three Hundred Seventy Five Thousand Dollars ($375,000.00) be, and hereby is, appropriated as a supplemental appropriation to the FY2016 City of Rochester Fire Department (CIP) Fund for the costs associated with the replacement of an apparatus and provided further that all of the funds for such supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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

CC FY16 10-06 AB 46 B

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT
Funding for Apparatus Replacement Program-Change of Funding Source.

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	October 6, 2015	
DEPT. HEAD SIGNATURE	Signature on file	
DATE SUBMITTED	September 29, 2015	
ATTACHMENTS YES ☐ NO ☒	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	$375,000.00
APPROPRIATION REQUIRED YES ☒ NO ☐	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

With this agenda bill we are requesting the funding source to be changed from CIP to General Fund Unassigned Fund Balance.

RECOMMENDED ACTION

City Council resolution to change funding source from CIP to General Fund unassigned fund balance.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Fire Apparatus Replacement Program-De-authorization

Date: 09/29/2015

Fiscal Year: FY16

Fund (select):

GF		Water		Sewer		Arena	
CIP	X	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	15012020	773150	16511	-	-	$375,000.00
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 [ ]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Fire Apparatus Replacement Program-Supplemental Appropriation

Date: 09/29/2015

Fiscal Year: FY16

Fund (select):

GF [X] 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				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount $	State Amount $	Local Amount $
1	15012020	773150	16511	-	-	$375,000.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

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

DUNS # [ ] CFDA # [ ]

Grant # [ ] Grant Period: From [ ] To [ ]

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

Reimbursement Request will be reduced [ ] Funds will be returned [ ]

AMENDMENT TO SECTION 3.6 (a) OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER

THE CITY OF ROCHESTER ORDAINS:

That subsection 3.6 (a) of Chapter 3 of the General Ordinances of the City of Rochester regarding Boards and Commissions and currently before the Rochester City Council, be amended to change the total membership of the Board of the Trustees of the Trust Funds to five members, as follows:

> "The Board of Trustees of Trust Funds shall consist of five members representing an increase from the traditional three members. The two additional members shall be appointed by the Mayor in accordance with the provisions of Section 74 of the Rochester City Charter with one Trustee appointed for a one year term and one Trustee appointed for a two year term. Thereafter, one Trustee shall be appointed annually in January by the Mayor in accordance with the provisions of Section 74 of the Rochester City Charter for a term of three years to replace those whose terms expire, and vacancies occurring in such office shall be filled in like manner for the unexpired term. The Trustees shall organize annually by electing one of their number treasurer, who shall keep the records and books of the Trustees."

The effective date of these amendments shall be upon passage.

CC FY 16 10-06 AB 45

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT
Amendment to Section 3.6 (a) of the General Ordinances of the City of Rochester.

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

AGENDA DATE	10-06-2015	
DEPT. HEAD SIGNATURE	Signature on file	
DATE SUBMITTED	9-29-2015	
ATTACHMENTS YES ☒ NO ☐	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES ☐ NO ☒	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

This is an action item from the June 4, 2015, Codes and Ordinances Committee Meeting. Please refer to the attached set of minutes.

RECOMMENDED ACTION

Adopt the Amendment.

Mr. Fontneau stated that they have two goals. The first goal was to require any multi-family unit containing three or more residential units to be on City water and sewer. The second goal addressed multi-family developments which would be on the same parcel of land. He gave the Codes and Ordinance Committee some scenarios that would apply.

Mr. Fontneau explained that there was a loophole in the definitions where the three and four multi-family units were left out.

Councilor Varney asked what are they looking to fix. Mr. Fontneau explained that with the three and four units being left out of the definitions a developer could put up these multi-family units.

Jim Campbell, Planning Director, explained that a multi-family unit will now reflect three or more residential units within a building with this change. Councilor Varney asked if they still needed the definitions of the three and four units. Mr. Campbell said that they do not; they are still in the table of uses and in the dimensional table.

Councilor Varney wanted to confirm that the multi-family units, which contain three or more units, are not allowed in the agricultural zone. Mr. Campbell said that was correct.

Councilor Varney briefly discussed Quail Drive with Mr. Campbell.

Mr. Fontneau discussed the different standards with the Codes and Ordinances Committee.

3. Approval of the Codes and Ordinances Committee Minutes

- **May 7, 2015**

Councilor Gates **MOVED** to **ACCEPT** the Committee minutes of May 7, 2015. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Trustees of the Trust Fund

Terence O'Rourke, City Attorney, explained that he had brought a resolution forward to change the Trustees of the Trust Fund from three members to five member, which the RSA allows. He said that this request came from the Finance Committee.

Mr. O'Rourke said with the change they will also stagger the appointments. Councilor Lauterborn said that there appears to be an error in the wording as to the appointments. She said that because there will be five members; some years there will only be one appointed and the next year two will be appointed.

The Codes and Ordinances Committee discussed this further with Mr. O'Rourke. He stated that he will make the necessary changes to the resolution. Councilor Lauterborn agreed with the amendments

Councilor Gates **MOVED** to recommend the amended resolution to the Trustees of the Trust Fund to the full City Council. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5. Chapter 42 Multi-Family Dwellings

Councilor Lachapelle asked if any committee member had any further questions regarding Chapter 42, Multi-Family Dwelling, since they had covered this during public input.

The Committee discussed that this should go before the City Council on June 9, 2015, for a first reading. This change to the ordinance will also require a public hearing, which will be determined at that time.

Councilor Varney **MOVED** to recommend Chapter 42, Multi-Family Dwellings to the full City Council for the June 2, 2015, meeting. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Other

Councilor Lachapelle explained that the committee was asked to look at Chapter 40, pertaining to permit fees. This came from the City Council's June 2, 2015, meeting. Jim Grant, Director of Building, Zoning, and Licensing Services, had asked for this change under the Issues and Options part of his budget.

Mr. Grant was not present, however Mr. O'Rourke explained the change that had been requested. Mr. O'Rourke explained that the BZLS is looking to raise the building application fee from $10 dollars to $25 dollars.

Councilor Varney thought that other fees were also going to be changed. Councilor Hamann said that it was only going to be the application fee.