



**City Council Public Hearing
July 7, 2015
COUNCIL CHAMBERS
7:00 PM**

Agenda

1. Call to Order
 2. **AB 03** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Multifamily Dwellings P. 9
 3. Adjournment
-

**Regular City Council Meeting
July 7, 2015
COUNCIL CHAMBERS
7:00 PM**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Opening Prayer
4. Roll Call
5. Acceptance of Minutes
 - 5.1. [June 2, 2015, Regular City Council Meeting](#)
 - 5.2. [June 9, 2015, Special City Council Meeting](#)
 - 5.3. [June 16, 2015, Revised Special City Council Meeting](#)
6. Communications from the City Manager
 - 6.1. Employee of the Month Award P. 15
 - 6.2. City Manager's Report P. 13



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7. Communications from the Mayor
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
10. Reports of Committees:
 - 10.1. Appointments Committee – *No Meeting Minutes*
 - **Motion to approve correction:** Lori-Jean Chick, Library Trustee, ~~Ward 3~~, Ward 4
 - 10.2. Codes and Ordinances Committee – *June 4, 2015 P. 63*
 - 10.3. Joint Building Committee – *July 8, 2015 P.69*
 - 10.4. Public Safety Committee – *June 17, 2015 P. 71*
 - 10.5. Public Works Committee - *June 18, 2015 P. 75*
11. Old Business
12. Consent Calendar
13. New Business
 - 13.1. **AB 01** Resolution Authorizing Supplemental Appropriation to the Economic Development Fund Fund Balance – **First Reading, Second Reading, and Adoption** P. 83
 - 13.2. **AB 08** Resolution Authorizing Supplemental Appropriation to the Economic Development Fund Marketing Account – **First Reading, Second Reading, and Adoption** P. 89
 - 13.3. **AB 02** Resolution Accepting NH Department of Environmental Services Grant, in Connection with 2016 Household Hazardous Waste Day and Authorizing the City Manager to enter into a Contact with NHDES with Respect to the 2016 Household Hazardous Waste Day Grant – **First Reading and Adoption** P. 95



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New Business Continued:

- 13.4. **AB 03** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Multifamily Dwellings – **Second Reading and Adoption** P.99
- 13.5. **AB 04** Resolution Accepting Unanticipated Grant Revenues to the Rochester School Department and Making a Supplemental Appropriation in Connection Therewith – **First Reading, Second Reading, and Adoption** P. 103
- 13.6. **AB 06** Amendments to Chapter 40 of the General Ordinances of the City of Rochester Regarding Permit Application Fee – **First Reading, Second Reading, and Adoption** P. 111
- 13.7. **AB 05** Resolution De-Authorizing Certain Rochester School Department Capital Improvement Project (CIP) Funding – **First Reading, Second Reading, and Adoption** P. 117
- 13.8. **AB 07** Resolution Authorizing Supplemental Appropriation to Provide Electricity to the Granite State Business Park (GSBP) Sign – **First Reading, Second Reading, and Adoption** P. 123
- 13.9. **AB 09** Resolution Authorizing Supplemental Appropriation for the Water Treatment Plant Upgrade Project – **First Reading, Second Reading and Adoption** P. 145
- 13.10. **AB 10** Resolution Accepting Grant to the Rochester Fire Department from the Emergency Management Performance Grant Program, and Making a Supplemental Appropriation in Connection Therewith – **First Reading, Second Reading and Adoption** P. 151



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New Business Continued:**13.11. AB 12 Resolutions Relative to the
Reconstruction and Rehabilitation of the City
Hall Annex P. 161****14.11.1 Resolution De-Authorizing Public
Building Capital Improvement
Project (CIP) Funding for the So-
Called Annex Project - First
Reading, Second Reading, and
Adoption P. 157****14.11.2 Resolution Authorizing Supple-
mental Appropriation to the FY
2016 Public Buildings Capital
Improvement Project (CIP) Fund
for the So-Called Annex Project and
Borrowing Authority Pursuant to
RSA 33:9 First Reading and Refer to
a Public Hearing P. 159****14. Non-Meeting/Non-Public Sessions:****14.1. Non-Meeting, Consultation with Legal Counsel RSA,
91-A:2, I (b)****14.2. Non-Public Session, Land, RSA 91-A:3 II (d)****15. Other****16. Adjournment**



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**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING MULTIFAMILY DWELLINGS**

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.2, 42.20, and 42.27 of Chapter 42 of the General Ordinances of the City of Rochester regarding Multifamily Dwellings and currently before the Rochester City Council, be amended as follows:

42.2 Definitions and Terminology

A. General Provisions

1. When used in this chapter, the words, terms, and phrases listed in Section B, and the acronyms and abbreviations listed in Section C of this article shall have the meanings ascribed to them therein, unless a contrary meaning is clearly indicated or implied.

....

b. Definitions

....

82. Development, Multifamily: A development containing 2 or more buildings containing ~~five (5)~~ **three (3)** or more residential units **in total** on the same lot, ~~i.e. most any dwelling other than a single family and/or duplex dwelling.~~ Multifamily development can take many forms.

....

89. Dwelling, Multifamily: A building **or portion thereof** containing ~~five (5)~~ **three (3)** or more residential units, ~~i.e. most any dwelling other than a single family and/or two family dwelling. Multifamily dwellings can take many forms.~~ **with separate cooking and toilet facilities for each dwelling on one individual lot.**

....

91. Dwelling, Two-family: A building which:

1. Contains exactly 2 residential units;
2. Is not attached to any other dwelling or dwelling unit; and
3. Occupies its own individual lot on which there is no other dwelling or principal use

~~(“Duplex” refers to two family dwellings as well as 2 unit buildings situated on the same lot with other 2 unit buildings, other dwellings, and/or other principal uses).~~

42.20 Standards for Specific Permitted Uses

- a. **General Provisions.** For certain permitted uses that could impact surrounding neighborhoods, conflict with adjacent uses, or have other significant impacts, specific standards are provided below. These standards apply only to those uses which are permitted by right shown as “P” in tables XVIII-A through XVIII-E except where specifically noted otherwise. Other particular standards applicable to Conditional Uses, Special Exceptions, and Accessory Uses are articulated in separate articles.

....

11. **Multifamily Dwellings/Development.** The following requirements shall apply to multifamily dwellings/developments of ~~5~~ **3** or more dwelling units:
- a. **Buffers from Roads.** A 50 foot buffer shall be established from all neighboring roads, including roads from which access is taken. The Planning Board shall determine treatment of the buffer area, whether it is to be left undisturbed, to have supplemental plantings installed, to be designated part of the overall open space plan for the development, and/or to be part of an individual lot but protected from construction. No roofed structures may be erected in the buffer area.
 - b. **Buffers from Single Family.** A 100 foot buffer shall be established adjacent to any existing single family house or any vacant lots less than 3 acres that are zoned residential.
 - c. **Access.** Any new multifamily development must take access from an existing collector or arterial road rather than an existing local road. The Planning Board may waive this requirement by conditional use upon a finding that it is preferable to take access from a local rather than a collector road and that taking access from the local road will have no significant adverse impact upon residents or property owners located on the local road.

42.27 Miscellaneous Provisions

- a. **Buffers for Residential Property.** All nonresidential development – including any parking and storage areas - shall be screened/buffered from any adjacent residential property situated to the side or rear as stipulated by the Planning Board under site review. The board may stipulate plantings and/or fencing, as reasonably appropriate. *See Figure XXVII-A – Screening between Commercial and Residential Uses as an example.*

All multifamily development, consisting of ~~5~~ **3** units of more – including parking areas – shall be screened/buffered from any adjacent single family dwellings situated to the side or rear as required by the Planning Board under site review. The board may stipulate plantings and/or fencing, as reasonably appropriate. This requirement does not apply in situations where multifamily development is specifically designed to integrate with single family dwellings in mixed use developments.

The effective date of these amendments shall be upon passage.
CC FY 16 AMENDMENT 1 07/07 AB 03



7/2/15

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**

Amendments to Zoning Ordinance Sections 42.2 (Definitions), 42.20 (Standards for Specific Permitted Uses), and 42.27 (Miscellaneous Provisions) regarding Multi-Family Dwellings/Developments.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐
Amendment to the City OrdinancesFUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	June 24, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Planning Board and Codes and Ordinances
CHAIR PERSON	Nel Sylvain and Councilor Lachapelle

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	n/a
ACCOUNT NUMBER	n/a
AMOUNT	n/a
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	n/a

LEGAL AUTHORITY

Rochester Zoning Ordinance Section 42.3 (e), RSA 674:16, and RSA 674:18.

SUMMARY STATEMENT

The amendments are being proposed to close a loophole the Planning Board found within the Zoning Ordinance. The loophole is allowing some developers to come before the Planning Board with three and four-family developments that are not covered by the regulations for multi-family dwellings/developments and it was not the intent of the board to allow this to occur. All multi-family dwellings/developments are required to hook-up to City sewer and water. Currently, three and four-family dwellings do not have this same requirement because they are not included in the definition of multi-family dwellings/developments. The proposed amendments would require any multi-family unit containing three or more residential units to be on City water and sewer as well as other requirements for multi-family dwellings/developments. The Planning Board and Codes & Ordinance Committee have both unanimously recommended the proposed amendments.

RECOMMENDED ACTION

Approve the proposed amendments to Zoning Ordinance Sections 42.2 (Definitions), 42.20 (Standards for Specific Permitted Uses), and 42.27 (Miscellaneous Provisions) regarding Multi-Family Dwellings/Developments.



City of Rochester, New Hampshire
 OFFICE OF THE CITY MANAGER
 31 Wakefield Street • Rochester, NH 03867
 (603) 332-1167
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**CITY MANAGER'S REPORT
 JULY 7, 2015**

The Employee of the Month is: Karl Morse, MIS Department **P. 15**

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

- May 18, 2015 **P. 16**
- June 1, 2015 **P. 19**
- June 8, 2015 **P. 22**
- June 15, 2015 **P. 25**
- June 22, 2015 **P. 28**

For your information, please see the enclosed Personnel Advisory Board minutes:

- May 27, 2015 **P. 31**

Contracts and documents executed since last month:

- Cartographic Association Renewal – Tax Map Maintenance FY2016 **P. 32**
- CDBG – FY 2015-2020 Consolidated Plan and FY 2015-2016 Action Plan **P. 33**
- CDBG – Community Action Partnership – weatherization program extension **P. 34**
- Community Center Lease Renewals **P. 35**
 - Community Action Partnership of Strafford County – Workplace Success **P. 35**
 - Crosspoint Church **P. 36**
 - Share Fund - Gerry's Food Pantry **P. 37 and P. 38**
 - Share Fund – Emergency Financial Assistance Program **P. 39**
 - Williams Driving School **P. 40**
- DMR (Discharge Monthly Report) Signature Letter – authorize new director **P. 41**
- DPW Staff – uniform contract **P. 42**
- Fest Events – fireworks permit **P. 43**
- Fest Events – lawn signs approval **P. 44**
- Fire Department – April/May incidents **P. 45**
- Job Loan Committee and process information **P. 47**
- Nyhart Agreement – annual actuarial update **P. 50**
- Rochester Housing Authority – Environmental Review Statement **P. 51**
- Rochester Housing Authority – Supplemental Police Officer **P. 52**
- Rochester Main Street – approve hospitality garden in North Main Street parking lot during festival **P. 53**
- Route 125 pump station – Scherbon Consolidated Change Order #2 **P. 54**
- Water Tank Rehabilitation – Revised Notice to Proceed **P. 55**

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

- Computer Lease/Purchase – Aucoin, J – Police Dept. **P. 56**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report **P. 57**
- Permission & Permits Issued **P. 58**
- Personnel Action Report Summary **P. 59**

July 2015 4/15/15
7/2/15 5/13/15
6/17/15

To: Employee of the Month Committee

From: Celeste Plaia

Date: 4/1/2015

Re: Candidate for Employee of the Month Program - Karl Morse, Camera System Operator

I would like for you to consider Karl Morse, Camera System Operator, for the Employee of the month program.

Karl started as a camera system operator when it was an unpaid position. The position is responsible for the recording and live broadcast of our public meetings. Karl had some technical background in radio but not in television production, and was very eager to learn and commit to the position as a volunteer.

The position turned into a very part time position and was shared by another camera operator. There has been turnover with other camera operators, including recently, yet Karl has remained committed and is always willing to step in to cover extra hours when needed. He is gracious about taking constructive criticism and always wants to improve his skills. He has gone above his duties many times by picking up extra tasks (like looking for new batteries or changing titles,) when I have forgotten to do so or have been absent. About a year ago we had a major equipment change in Chambers. The new system used a different work flow, and Karl's "muscle memory" was really put to task. He never complains about making his job more difficult, just a willingness to learn new equipment and procedure.

The camera operator's job requires intense focus for success, but they are often put in a position where they have to accommodate a guest or staff right before a meeting starts. Karl often answers questions of the public that do not have to do with his duties, and often helps with technical issues that arise right before going live with a public meeting. Karl recognizes that customer service is equally important and strives to create that balance of service and remaining on task for his technical requirements to get the job done.


For his customer service skills, going beyond his duties, and commitment to the public service of broadcasting municipal meetings, I would like you to consider Karl for the Employee of the month program.

Sincerely

Celeste Plaia



Dennis Shafer





7/2/15

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

May 18, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jenn Marsh, Economic Development Spec.
Michael Allen, Police Chief
Brian Sylvester, Library Director
Samantha Rodgerson, Executive Assistant
Mike Bezanson, Interim Director DPW

Seth Creighton, Chief Planner
Chris Bowlen, Director of Recreation
Norm Sanborn, Fire Chief
Jim Grant, Director BZLS

EXCUSED:

Terence O'Rourke, City Attorney

MINUTES

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

1. Management Team Minutes – May 11, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

All items are closed.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

There were no new requests.

5. Vending Machines

- A concern had been brought to the City Manager's attention regarding the vending machines usage during Opera House shows. Staff will look into vending contracts that the City may have and forward to Attorney O'Rourke to review.

6. Tax Map 125 Lot 152 purchase request

- There is a meeting this week with Attorney O'Rourke to discuss next steps.

7. Right to Know discussion

- Deputy City Manager Cox summarized the concern with how Right to Know requests are handled. Advised staff to continue with providing the material they would normally provide as part of their departments' service, however that if the request is for over and beyond what is normally given out, then it needs to be treated as a Right to Know request and to process that through Jenn Mutolo in the Attorney's office.

8. PPM review – Employee Computer Lease/Purchase Program

- Deputy City Manager Cox had raised the question of what equipment qualifies under the program and to see if there needed to be better clarification. After some discussion, it was determined that it would remain as is and that the City Manager has the final signoff on the requests.

9. Other

City Manager Fitzpatrick

- Advised staff that the search for Director of City Services had concluded and that the selected candidate is now going through the background screening phase.
- Stated that the newest report from Oak Point Associates was very encouraging.

Director Sylvester

- Advised that the new security gate should be installed June 15th.
- Advised that the security tagging has been completed.
- Advised that the Trustees have a meeting this week.
- Advised that discussions on a collection policy for overdue items are continuing.

Deputy City Manager Cox

- Advised that budget presentations would continue tomorrow night.
- Advised that the Facilities Manager position has been filled and that Kirk Beswick would be starting on June 15th.
- Advised that the non-union personnel and new hires have been moved to the site-to-service health insurance plan and that all leave is now use or lose vacation accrual for new hires.
- Advised that they are looking at bonding refunding, which would rollover existing debt, saving money by utilizing the lower rates.

Economic Development Specialist Marsh

- Advised that tomorrow's Business Roundtable would feature Jude Davis from Fest Events.

Chief Sanborn

- Advised that the department had a very busy week with the following:
 - 1 alarm structure fire, contained to the outside
 - 1 alarm brush fire deep into the woods
 - Structure fire on Thursday – sprinkler put it out
 - Mutual aid to: Milton, Dover, Lebanon, Berwick and Sanford

Chief Allen

- Advised that training was taking place today for patrol officers and sergeants for CPR and administering NARCAN.
- Advised that he and the Fire Chief would be conducting interviews on Friday for the remaining dispatch position.
- Advised that the Bridging the Gaps Board would be meeting today – the City was approved as the fiscal agent and if all goes well, the new administrator will start next week.
- Advised that they participated in 2 events over the weekend: Armed Forces Day at the Lilac Mall and Charles Street block party with a band.

Director Bowlen

- Advised that he would be presenting his budget tomorrow night.
- Informed the team that they are again struggling to fill lifeguard positions for the summer. The costs of the certifications seem to be part of the factor.

Interim Director Bezanson

- Advised that they would be presenting the budget tomorrow night.
- Advised that the Public Safety Committee and Public Works Committee meet this week. There will be a presentation on Thursday on the new Public Works facility.
- Advised that there will be crews out doing line painting.
- Advised that the Chesley Hill project is continuing forward.

Chief Planner Creighton

- Advised that staff will be meeting with Attorney O'Rourke to discuss several developer changes requests.
- Advised that the Historic District Commission approved façade changes for Skele-Tone.

Director Grant

- Advised that he is setting up a meeting to discuss the code issues brought up in the memo distributed at a previous Management Team.
- Thanked staff for their work on getting the approvals done for IHOP. They are hoping to open Memorial Day.
- Advised that he would be attending an International Association of Electrical Inspectors conference on Thursday.
- Advised that Code Compliance Officer Perkins was in Rockingham County for the Blaisdell court case this morning.

The Management Team meeting adjourned at 9:42 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



7/2/15

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

June 1, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Terence O'Rourke, City Attorney
Samantha Rodgeron, Executive Assistant
Mike Bezanson, Interim Director DPW

Seth Creighton, Chief Planner
Chris Bowlen, Director of Recreation
Norm Sanborn, Fire Chief

EXCUSED:

Jim Grant, Director BZLS
Brian Sylvester, Library Director

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes – May 18, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

Interim Director Bezanson had sent an email in response, this item is now closed.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

There was no discussion.

5. CommuteSMART

- Manager Pollard discussed this. After brief discussion, it was decided that the City would support this initiative. Economic Development will look into setting up the account and encouraging City staff to participate.

6. Art Esprit – art project permission request

- Ms. Rodgeron summarized their request. They have received approvals from Rochester Main Street, Historic District Commission and the Arts & Culture Commission. They are now seeking permission from the City to paint the electrical boxes. Once a list of the requested boxes and paint materials list are received, it will be put on the agenda for the City Council.

7. Student Housing

- City Manager Fitzpatrick summarized his conversation with Bruce Baker at Great Bay Community College and the desire for student housing. They would like to

start a dialogue with City staff. A future meeting will be setup with Mr. Bane and staff. 7/2/15

8. Classified ads – public notice postings

City staff has discovered that our notices for public meetings/hearings, etc. are now randomly located in Fosters (ie: obituary section or editorial section). Attorney O'Rourke cited the statute and opined that staff is following proper procedure and that Foster's can choose to place it where they see fit.

9. Other

City Manager Fitzpatrick

- Advised staff that they should plan on attending the June 2nd Council meeting if they have Issues & Options items in their budget that may be discussed.
- Advised that he had an email from a resident about the culvert in front of their house. Interim Director Bezanson will make sure to check into it.
- Inquired as to Winter Street project and if DPW will be prepared with paving costs. Interim Director Bezanson stated that they are prepared.

Attorney O'Rourke

- Advised that cleanup at Magic Avenue has begun. All items removed are to be inventoried. There will be a hearing on Thursday in Dover.
- Advised that the closing on 125 Charles Street was last week.
- Advised that interviews for a new prosecutor have gone well. The candidates will interview with Chief Allen today.
- Advised that he will be on vacation the 18-19 and 22nd of June.

Chief Planner Creighton

- Advised that there was a Planning Board meeting tonight. The Ridge and another home use change were on the agenda.
- Advised that Planner Mears would be attending the Salmon Falls Watershed meeting on Tuesday.
- Advised that he will be at Tuesday's Council meeting to discuss the Sign Ordinance and the Aquifer Protection Ordinance.
- Advised that all planners would be attending a training session on Friday.

Director Bowlen

- Advised that they are preparing for Summer programming.
- Advised that they are still finding challenges with hiring for lifeguards.

Chief Sanborn

- Advised that the department had provided mutual aid for several structure fires in the last two weeks to:
 - Somersworth, Berwick, 2 fires in Northwood and Strafford
- Advised that Deputy Chief Cutrer's last day was last week. They are now searching for his replacement.
- Reminded staff that the follow-up COOP (Continuity of Operations Plan) meeting would be tomorrow morning.

Manager Pollard

- Advised that next week the consultants working on the hotel and conference center would be here conducting interviews for the study.
- Advised that Julian Long will receive recognition at Tuesday's meeting and Employee of the Month.

Chief Allen

- Advised that the Bridging the Gaps coordinator started last week.
- Advised that Foster's has called looking for information about Bridging the Gaps and the funding. It was advised to prepare a press release and submit it to the City Manager's office to disburse to the media.
- Advised that there was an attempted robbery at Walgreen's in the early morning.
- Advised that the middle school held the DARE graduation. Over 300 kids graduated from the program.
- Advised that Councilor Hamann brought up some concerns with the lines and parking area at Maple Street School. He has a meeting scheduled with Superintendent Hopkins. Ms. Rodgerson advised that she has received several calls and the item would be on the June agenda for the Public Safety Committee.
- Advised that they would be participating on the torch run on Friday which begins at the Farmington town line and continues to the Somersworth line.

Interim Director Bezanson

- Advised that they would be looking at refreshing paint by the Maple Street school and will discuss with Council.
- Advised that some DPW staff is at Magic Avenue today and that the Police Department has been very supportive.
- Advised that they have a pre-construction meeting regarding the Water Tank rehabilitation.

The Management Team meeting adjourned at 10:03 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



7/2/15

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OFFICE OF THE CITY MANAGER
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MANAGEMENT TEAM MEETING

June 8, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Terence O'Rourke, City Attorney
Samantha Rodgerson, Executive Assistant
Mike Bezanson, Interim Director DPW

Seth Creighton, Chief Planner
Brian Sylvester, Library Director
Norm Sanborn, Fire Chief
Jim Grant, Director BZLS

EXCUSED:

Chris Bowlen, Director of Recreation

MINUTES

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

1. Management Team Minutes – June 1, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

All items are closed, there were no new items for discussion.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

City Manager Fitzpatrick discussed a recent meeting he had with human and Attorney O'Rourke as it related to the Right to Know policy of the City. human had concerns that requests weren't being completed to his satisfaction. The policy is on the website under the City Manager page, however after discussing with staff, the information will be made more prominent on the home page. Additional discussion focused on making sure departments were handling these requests in a consistent manner and that all official requests should go through the Legal Department. There was further discussion about a need for a social media retention policy.

5. Other

City Manager Fitzpatrick

7/2/15

- Mentioned that the new Director of City Services, John Storer, and Facilities Manager, Kirk Beswick, would be starting in a week. The new Bridging the Gaps Coordinator, Molly Martuscello, started last week.

Director Sylvester

- Advised that the new security system goes live on Monday.
- Advised that the last Saturday hours of the season will be this week.
- Advised that the Summer Reading Program starts on June 22nd.

Attorney O'Rourke

- Advised that the new prosecutor, Andrea Mitushi, would be starting the beginning of July.

Deputy City Manager Cox

- Advised that they are converting the East Rochester School BAN to bond.
- Advised that the auditors will be beginning audit preparations on June 25th.
- Advised that the sewer rate proposal will go to the next Finance meeting.

Manager Pollard

- Advised that CommuteSMART starts today and that all departments will receive an information packet.
- Advised that the hotel feasibility study would start this week with the consultant.

Chief Sanborn

- Advised that they will be conducting interviews for the Deputy Chief position and are hoping to have a recommendation by June 19th.
- Advised that the EOC (Emergency Operations Center) Grant was almost complete, however they need to wait until September to wrap it up as there will be a 2 hour training that some staff will need to participate in.
- Advised that the COOP (Continuity of Operations Plan) Grant was still on track and that the consultant would be meeting with staff again next month.
- Discussed the VDI (Virtual Desktop Interface) that the Fire Department would be installing which is the same system that was recently implemented in the Police Department .

Chief Allen

- Advised that Wings & Wheels is this Saturday (June 13th) from 10am until 2pm.
- Advised of an accident that occurred on Highland Street that took out a pole.
- Advised that a dispatcher just resigned and that they will now have 2 opening to fill.
- Advised that the department did not receive the Forensic Science grant.

Planner Creighton

- Advised that there was an Historic District Commission meeting scheduled ~~7/2/15~~ ^{7/2/15} this week.
- Advised that Director Campbell was out of town attending training.

Interim Director Bezanson

- Advised that construction projects were continuing and that paving at Knight and Upham had taken place.
- Discussed an issue with easements and the need to have a formal policy in place to handle these requests. Will draft a PPM modeled after the DOT formula and have the City Attorney review.

Director Grant

- Advised that they spent all week at Magic Avenue cleaning up. They removed 470 cubic yards of material and have 99gb of video footage taken during the process.
- Advised that he would be assisting with interviews for the Deputy Chief position at the request of the Fire Department.
- Advised that there is a Zoning Board meeting on Wednesday.
- Advised that he would be attending and International Association of Arson Investigators training on Friday.
- Advised that the Viewpoint software has a working demo as of last week and that the anticipation to go live is for the Fall.

The Management Team meeting adjourned at 9:54 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



7/2/15

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

June 15, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Karen Pollard, Economic Development Mgr.
Michael Allen, Police Chief
Terence O'Rourke, City Attorney
Samantha Rodgerson, Executive Assistant
Mike Bezanson, City Engineer

Jim Campbell, Planning Director
Brian Sylvester, Library Director
Norm Sanborn, Fire Chief
Jim Grant, Director BZLS
Chris Bowlen, Director of Recreation
John Storer, Director of City Services
Kirk Beswick, Facilities Manager

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M. City Manager Fitzpatrick introduced the new Director of City Services, John Storer and Facilities Manager, Kirk Beswick to the group. Each then said a few words to introduce themselves to staff.

1. Management Team Minutes – June 8, 2015

One clarification was made; minutes were then approved by general consensus.

2. City Council Inquiry Report

All items are closed; there were no new items for discussion.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week. Advised that the City Council would discuss the annex and the new DPW facility on Tuesday.

4. Right to Know Requests

There were no new requests. There was some discussion on policies and procedures. It was noted that all are online and available to employees and the public.

5. Flexible Work Schedule – PPM review

Deputy City Manager Cox explained how this came about and summarized the policy. This will be sent to the next Department Head meeting for their review and feedback.

6. Other

- Brought up an article that mentioned a sale of Metrocast.
- Summarized an email received from Google for Work about search apps. Deputy City Manager Cox will look into.
- Summarized an email received from Councilor Keans in regards to legislative bills and if there is a need to be concerned about the effect they could have on the City. Manager Pollard will look into.

Manager Pollard

- Discussed the hospitality study visit last week. They will be working on contacting several businesses within a certain mileage to get feedback.

Director Bowlen

- Advised that they are working on the final prep for summer programs.
- Pools will open on June 27th and the Summer Camp Program will start on June 29th.

Director Sylvester

- Advised that the new circulation ID pads went live today.
- Advised that the new security gates will be in use tomorrow.
- Advised that the Joint Loss Management and Workplace Safety Committee would be reviewing the DPW facility on Wednesday.

Engineer Bezanson

- Advised that there is are using a new treatment media in the filter at the Water Treatment Plant.
- Advised that night work would be occurring on Route 11 for water & sewer connections for Granite Ridge Development District.

Director Campbell

- Advised that there is a Planning Board meeting tonight.

Chief Sanborn

- Advised that there will be another follow-up meeting on July 23rd with the consultant working on the COOP (Continuity of Operations Plan) plan.
- Advised that the 911 mapping has been completed and that new maps should be issued shortly. They will have a meeting tomorrow to discuss.
- Advised that they have narrowed it down to 2 candidates for the Fire Deputy position, hoping to wrap it up on Friday.
- Passed on the gratitude received from the Spaulding High School baseball team, after winning the state championship, for the Police and Fire escort they received.

Chief Allen

- Stated that there were record crowds at the annual Wings & Wheels event ~~7/1~~2/15 Saturday.
- Advised that K9 Officer MacKenzie and Daisy were requested in northern Maine to track a suspect.
- Advised that there were 2 overdoses last week, one resulting in a death.
- Advised that Hilary Clinton would be at the YMCA in Rochester this morning.
- Advised that an additional dispatcher left last week and that they now have 3 openings.
- Advised that the background for the Prosecutor was completed.

Director Grant

- Advised that he attended the International Association of Arson Investigators last Friday and gained a lot of beneficial information.
- Advised that they will be in court this week for two cases.
- Advised that they are working again on addressing concerns at a Tebbetts Road property.
- Advised that he will be partaking in the Joint Loss Management & Workplace Safety Committee later this week.
- Advised that he will be assisting the Fire Department this week as they wrap up with the two candidates.

Deputy City Manager Cox

- Advised that tax bills were printed and sent out.
- Advised that they have tax deeded the property at 422 Old Dover Road and will work on the City policy of selling land.

Attorney O'Rourke

- Provided updates about the Gantert case and the Supreme Court's brief.
- Advised that he has reviewed the City's Right to Know and Email Retention policies.
- Informed that he has met with staff in regards to Revolution's request for exclusive use of Factory Court. He has obtained a policy used by Portsmouth for sidewalk dining and has forwarded to staff.

The Management Team meeting adjourned at 9:41 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



7/2/15

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

June 22, 2015

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Karen Pollard, Economic Development Mgr.
Scott Dumas, Deputy Chief - Police
Jennifer Mutolo, Paralegal
Samantha Rodgers, Executive Assistant

Seth Creighton, Chief Planner
Brian Sylvester, Library Director
Norm Sanborn, Fire Chief
Jim Grant, Director BZLS
Chris Bowlen, Director of Recreation
John Storer, Director of City Services

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes – June 15, 2015

Minutes were approved by general consensus.

2. City Council Inquiry Report

All items are closed; there were no new items for discussion.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

There was one new request. The requestor was seeking a letter sent based from a complaint they had submitted against a neighbor.

5. Other

City Manager Fitzpatrick

Fest Events signage

- A request to allow lawn signage placed along the route to lead people to the Tri-City Arena for the upcoming events was received. As per the new sign ordinance, the approval for lawn signs is to be approved by the City Manager. There was some brief discussion and the consensus was that this would be acceptable and that they (Fest Events) will need to make sure that the signs are removed once the event is over.

City Incident Protocol

- The Recreation department suggested that the City have a policy in place for 7/2/15 dealing with situations that may arise. They will look into best practices and research policies elsewhere and draft a policy for the City.

The City Manager had additional items that he asked to be addressed:

- Would like an explanation for the occurrence increase from April to May for Fires/Explosions. – Fire Department will respond.
- Would like to work on a formal PR campaign for the new sign ordinance. A meeting with staff and Kathryn Buxton would be scheduled.
- Information on the JOB Loan committee members and how they are appointed. – Economic Development to respond with a memo to the Council.
- A copy of the HUD Compliance Audit to be provided to the Council. Economic Development to address.

Director Sylvester

- Advised that the Summer Reading Program starts today.

Paralegal Mutolo

- Advised that the new prosecutor would be starting on July 6th.

Chief Planner Creighton

- Provided an update on applications received and projects that staff is working on.

Deputy Chief Dumas

- Advised that there were 4 heroin overdoses over the weekend, all were revived with Narcan. Discussed the certification process for the officers to carry Narcan and that approximately 50 officers would be certified by the end of the Summer.
- Provided an update on the dispatcher candidates and that they were still looking to fill 2 positions, as only one of the three candidates worked out.
- Advised that after the Public Works presentation and the discussion on obtaining an ATV to use at the Water Treatment Facility, the Police Department determined that they would be able to help out as they had one that was not being used. They are working on transferring the ownership over to Public Works.
- Discussed the upcoming Fest Events events at the Tri-City Arena and that it should be positive for the community.

Director Storer

- Advised that all went well for his first week. There was a safety walk through and there are some areas that need to be addressed.
- Advised that Jennifer Hale gave her notice. She has accepted a Deputy Director position with the Town of Hampton.
- Advised that he met with Ken Henderson and discussed the new roadside mower that they are using.
- Advised that the Route 125 pump station was now up and running.

Manager Pollard

- Advised that the site work for the Granite State Business Park sign has begun 7/2/15. The electrical portion would need to be bid out as it was not included with the original bid.
- Advised that they have had a lot of new leads. Discussed that there is no remaining built industrial space and that they are encouraging firms to build.

Chief Sanborn

- Advised that they had a meeting with the State regarding the 911 mapping. They will next meet with the PD to go over the mapping.
- Advised that they Deputy Chief search was completed and that they were hoping to make an offer soon.
- Advised that they are still waiting for the FEMA declaration amount for the January storms.

Director Bowlen

- Advised that this week would be a full week of staff training for Summer Camp. Camp starts next Monday.

Director Grant

- Advised that they were currently working on relicensing all the food vendors, which includes vending machines, etc.

Deputy City Manager Cox

- Advised that they are wrapping up FY 15 and putting FY 16 into the system.
- Advised that they will be looking at the bonded CIP projects as they cost a little over \$10 million and the City can afford only about \$4 million of them.
- Advised that Tom Mullin was retiring July 31st.

The Management Team meeting adjourned at 9:54 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant

**Personnel Advisory Board
May 27, 2015, 3:00
Legal Department**

Members present:

Joanne Sylvain
David Dubois

Others Present:

Diane Hoyt, Human Resource Manager
Jennifer Mutolo, Paralegal

New Business:

1. David Dubois **moved** to appoint David Stevens to the vacant PAB seat; Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.



City of Rochester, New Hampshire

Finance Office

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

CITY OF
Received

JUN 4 2015

City Manager
ROCHESTER

Date: June 4, 2015

To: Daniel Fitzpatrick, City Manager

From: Blaine Cox, Deputy City Manager

RE: Cartographic Associates Contract

Please find attached the 2016 Tax Map Maintenance Proposal for the City of Rochester from Cartographic Associates. This is transmitted for your review and signature.

It can be noted that Cartographic Associates has not increased the proposed contract cost of \$8,700 per year since 2008.

I recommend that the City accept this contract.

7/2/15
CITY OF
Receiver:
JUN 17 2015
City Manager
ROCHESTER

Date: June 17, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2015-2020 Consolidated Plan and FY 2015-2016 Annual Action Plan

Please see attached revised SF-424 forms for the CDBG Consolidated Plan and FY 15-16 Annual Action Plan, as well as the CDBG certifications for both plans. Both plans were approved by the City Council at the May 5, 2015 City Council meeting, and these forms are required by the U.S. Department of Housing and Urban Development to be submitted with the plans. The SF-424 applications and the certifications require the signature of the City Manager as the City or Rochester authority.

There were two minor errors included in the original forms submitted to you for signing. On the SF-424, the Employer Identification Number was incorrect, and on the certifications, the program year information was not included under the "Overall Benefit" section. I apologize for these errors.

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

Date: June 18, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUN 18 2015
City Manager
ROCHESTER

Re: Contract addendum with Community Action Partnership of Strafford County

Please see attached the contract addendum to the Community Development Block Grant (CDBG) contract the City entered into with Community Action Partnership of Strafford County (CAP) to provide weatherization services during FY 2014-2015. Not all of the allocated funds have been expended, and CAP has requested to extend the time period of performance to use these funds for weatherization work into FY 2015-2016. The Community Development Coordinator has ensured with the City's representative at the U.S. Department of Housing and Urban Development that this is allowable under CDBG regulations, and it is allowable as long as the City's contract with CAP is extended.

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

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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received

JUN 4 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

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

DATE: June 1, 2015

SUBJECT: Community Center Building - Lease Renewals

Enclosed please find lease agreement requiring your signature. The lease renewal is described as follows:

- Community Action Partnership of Strafford County-Workplace Success
2,940 sq ft of 2nd floor space. This is a 5 yr lease renewal and rate remains unchanged.

Please sign the lease and one copy where indicated. They will require witnesses and notary stamp. Forward both copies back to the DPW office for execution with tenants and distribution.

Thank you for your assistance. Should you have any questions or need additional information, please give me a call.

7/2/15



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CITY OF
Received

JUN 4 2015

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

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

DATE: June 1, 2015

SUBJECT: Community Center Building - Lease Renewals

Enclosed please find lease agreement requiring your signature. The lease renewal is described as follows:

- Crosspoint Church 3,957 sq ft of 2nd floor space. This is a 2 yr lease and the rate will remain the same

Please sign the lease and one copy where indicated. They will require witnesses and notary stamp. Forward both copies back to the DPW office for execution with tenants and distribution.

Thank you for your assistance. Should you have any questions or need additional information, please give me a call.

**City of Rochester, New Hampshire****PUBLIC WORKS DEPARTMENT**

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Rochester
Received
JUN 23 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

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

DATE: June 22, 2015

SUBJECT: Community Center Building - Lease Renewals

Enclosed please find lease agreement requiring your signature. The lease renewal is described as follows:

- SHARE FUND Gerry's Emergency Food Pantry 2,700 sq ft and The Community Clothing Shop 2,025 sq ft of 1st floor space. This lease is unchanged and is for a period of 5 yrs.

Please sign the lease and one copy where indicated. They will require witnesses and notary stamp. Forward both copies back to the DPW office for execution with tenants and distribution.

Thank you for your assistance. Should you have any questions or need additional information, please give me a call.

Community Center Leased Property - Projected 2016

Community Center Tenants	Expiration of Lease	Annual Revenue	Payment Amt	GL Code	Payment Due
Crosspoint Church	June 30, 2017	\$18,000.00	\$1,500.00	705025	Monthly on 1st
HUB Family Resource Center/Family Justice (Wed 9-3) RPD	No Lease	\$0.00	\$0.00		Monthly on 1st
Rochester Area Senior Citizens, Inc.	Indefinitely	\$1.00	\$1.00	705001	Annually on 10/1
Rochester School Dept. - Administration	June 30, 2015	\$66,000.00	\$33,000.00	705008	July 1 and Jan 1
Rochester School Dept. - Original Bud Carlson Alternative School (space #1)	June 30, 2015	\$19,250.00	\$9,625.00	705004	July 1 and Jan 1
Rochester School Dept. - Bud Carlson Alternative School (space #2)	June 30, 2015	\$19,768.00	\$9,884.00		July 1 and Jan 1
Rochester School Dept. - Bud Carlson Alternative School (space #3)	June 30, 2015	\$33,873.00	\$16,936.50		July 1 and Jan 1
Rochester School Dept. - Hope School	June 30, 2015	\$21,007.00	\$10,503.50	705013	July 1 and Jan 1
Rochester School Dept. - Conference Room	June 30, 2015	\$8,736.00	\$4,368.00		July 1 and Jan 1
Rochester School Dept. - School Maintenance	June 30, 2015	\$60,950.00	\$30,475.00	705003	July 1 and Jan 1
Rochester School Dept. - Title 1 - Homeless Liason/Family Transition	June 30, 2015	\$4,872.00	\$2,436.00	705008	July 1 and Jan 1
A Safe Place (Seacoast Task Force on Family Violence dba A Safe Place)	No Lease	\$0.00	\$0.00		Monthly on 1st
Sexual Assault Support Services (SASS)	No Lease	\$0.00	\$0.00		Monthly on 1st
SHARE Fund - Gerry's Food Pantry & the Community Clothing Shop	June 30, 2015	\$900.00	\$225.00	705001	Quarterly on 1st (3, 6, 9 & 12)
SHARE Fund - Emergency Financial Asst.	June 30, 2015	\$1.00	\$1.00	705001	Annually on 7/1/14
State of NH Health & Human Services (NHHHS)	June 30, 2015	\$270,000.00	\$22,500.00	705002	Monthly on 1st
State of NH Health & Human Services (NHHHS) (supply/storage space)	June 30, 2015	\$5,250.00	\$437.50	705002	Monthly on 1st
Strafford County Community Action Committee, Inc. (Workplace Success)	June 30, 2015	\$24,990.00	\$2,082.50	705017	Monthly on 1st
Strafford County Community Action (Head Start)	June 30, 2016	\$63,000.00	\$5,250.00	705006	Monthly on 1st
Strafford Regional Planning Commission (SRPC)	July 31, 2015	\$30,000.00	\$2,500.00	705018	Monthly on 1st
Williams Driving School	June 30, 2017	\$5,083.00	\$423.58	705019	Monthly on 1st
		\$651,681.00			

No signed lease on file and no rents being received at this point

**City of Rochester, New Hampshire****PUBLIC WORKS DEPARTMENT**

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Received
JUN 23 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

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

DATE: June 22, 2015

SUBJECT: Community Center Building - Lease Renewals

Enclosed please find lease agreement requiring your signature. The lease renewal is described as follows:

- SHARE FUND Emergency Financial Assistance 875 sq ft of 1st floor space. This is a 5 yr lease and the rate will remain unchanged.

Please sign the lease and one copy where indicated. They will require witnesses and notary stamp. Forward both copies back to the DPW office for execution with tenants and distribution.

Thank you for your assistance. Should you have any questions or need additional information, please give me a call.

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		\$651,681.00			

No signed lease on file and no rents being received at this point



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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7/2/15

Memorandum

JUN 11 2015

City Manager
ROCHESTER

To: Dan Fitzpatrick, City Manager

From: David Green, Chief Operator WWTF

Date: June 15, 2015

Re: Annual DMR Signature Authorization Letter

Please sign the attached signature authorization letter pertaining to our NPDES Permit NH0100668.

A new letter is required due to new Director of City Services.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867
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7/2/15
CITY OF
RECEIVED

MAY 29 2015

City Manager
ROCHESTER

RECEIVED

MAY 29 2015

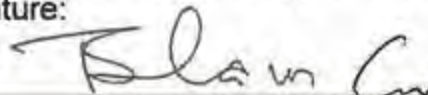
FINANCE OFFICE
CITY OF ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager
FROM: Lisa J. Clark, DPW Office Manager
DATE: May 28, 2015
SUBJECT: DPW staff and DPW AFSCME Employee Uniform Contract
CC: Michael Bezanson, PE, Interim DPW Director

Attached please find the contract for G&K's Uniform Service. This agreement has two changes as previously discussed, and requiring initials. The pricing is per City of Rochester Bid #15-33.

I ask that you sign your approval below and forward to the City Manager for signature:

 5-29-2015

Blaine Cox, Deputy City Manager

Please forward the signed contract back to the DPW for Distribution.

7/2/15



Norman Sanborn, Jr.
Chief of Department

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

Tel (603) 333-7545
Fax (603) 332-9711

June 11, 2015

CITY OF
ROCHESTER
JUN 11 2015
City Manager
ROCHESTER

TO: Dan Fitzpatrick, City Manager

FROM: Norm Sanborn, Fire Chief

SUBJECT: Fireworks Permit

This is a permit application for the display of fireworks at the Fest-Events-Rochester BBQ Fest to be held on June 27, 2015 at the fairgrounds.

Atlas PyroVision Entertainment Group Inc. will be the company providing the fireworks display. This has been approved by the Fire Department and now needs your approval.

If you need any more information please let me know.



City of Rochester, New Hampshire

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

June 24, 2015

Jude Davis
Fest Events
PO Box 460
Seabrook, NH 03874

Dear Jude,

Thank you for your recent request seeking permission to place lawn signs along Washington Street directing visitors to the event(s) being held at the Tri-City Arena, Rochester Fairgrounds.

This request has been discussed with the Management Team and has been unanimously approved on the condition that the signage is removed immediately following the event.

This gives Fest Events permission to place the signage up *during the following event(s):

June 26-28	Phantom Gourmet's BBQ & Music Festival
July 25 & 26	Parrot Head Festival of New England
August 1 & 2	The Ultimate Tribute Band Music Fest
August 8 & 9	Home Grown Music Fest
October 10 & 11	Rocktober Fest

**signs must be removed after each event*

If you should have any questions, please do not hesitate to contact my office.

Sincerely,

Daniel W. Fitzpatrick
City Manager

Cc: Mayor & City Council

7/2/15




Norman Sanborn Jr.
Chief of Department

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

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

June 23, 2015

CITY OF
Receiv
JUN 23 2015
City Manager
ROCHESTER

TO: City Manager Dan Fitzpatrick
FROM: Assistant Chief Mark Dupuis 
SUBJECT: April-May Incidents

The difference in the number of "Fires/Explosions" from April 2015 through May 2015 is a result of several factors, the most prominent of which can be contributed to the extremely dry weather we had through the month of May as the majority of fires in May were brush fires.

In April there was one building fire, 1 fire in a camper or recreational vehicle, 3 brush fires, 1 grass fire, and 1 fire in natural vegetation for a total of 7 fires in April. For comparison the month of May resulted in 2 building fires, 1 fire in a structure other than a building, 3 involving natural vegetation, 3 grass fires and 22 brush fires.

As you can see from the numbers we had an unusually dry month of May which contributed greatly to the amount of brush fires we encountered. With much of the vegetation not green yet, very little rain, and dried out vegetation in the form of dried leaves throughout the underbrush, this is always a concern for us if the spring is dry. This typically leads to a high number of fires in the spring and fall when there is no rain.

Please let me know if you will need further information.



Cc: Fire Chief Norman Sanborn Jr.

7/2/15

6/11/15

FIRE DEPARTMENT CALLS

	April-15		May-15	
	Occurences	Percentage	Occurences	Percentage
Fire/Explosion	7	3.8%	31	11.9%
Overpressure Rupture	0	0.0%	0	0.0%
Rescue Call	85	46.2%	94	36.2%
Hazardous Condition	13	7.1%	19	7.3%
Service Call	30	16.3%	57	21.9%
Good Intent Call	29	15.8%	31	11.9%
False Call	15	8.2%	23	8.8%
Undetermined	5	2.7%	5	1.9%
TOTAL	184	100.0%	260	100.0%


 why




City of Rochester, New Hampshire

Division of Community Development
31 Wakefield Street, Rochester NH 03867
(603) 335-7522 www.thinkrochester.biz

Date: June 23, 2015

To: Community Development Committee

From: Karen Pollard, Economic Development Manager *K. Pollard*

Re: JOB Loan Program Review and Approval Process

1. Economic development staff meet with client to discuss eligibility and review the JOB Loan Application Form. A complete business plan along with financial documentation is required.
2. The completed application, supporting documents and the Application Fee are collected by the Economic Development Department. Economic development and community development staff will jointly review the application, determine the availability of JOB Loan Funds and the checklist (attached) is used to verify completeness and insure eligibility conditions are met. The application fee is deposited and the JOB Loan Review Committee is notified of the application receipt. A meeting is scheduled to with enough notice to allow approximately 5 business days for review of the business plan by the committee.
3. Economic development staff will draft an Executive Summary and propose terms and conditions for the JOB Loan if recommending approval. Copies of the application and ALL SUPPORTING DOCUMENTS are delivered to the JOB Loan Committee members. The committee will generally make a decision at the first meeting, but may require additional documentation as deemed necessary.
4. If approved, a letter is issued to the applicant with the terms and conditions of approval. The package is also sent to legal for scheduling the closing and the legal work to be completed. Finance receives information relative to the terms and conditions. Community Development staff work with Finance.
5. Questions regarding eligibility to be on the JOB Loan Advisory Board.
 - a. One member is a real estate professional, one member is a banker and one member is a small business owner with an extensive knowledge of business financials. The City Manager and the Economic Development Manager are also members, for a total of 5. Community Development and Economic Development staff, Finance staff and others may be confidentially consulted. The members do not have terms of service, and are replaced as necessary.
 - b. Current Members are: Dan Fitzpatrick, Karen Pollard, Jon Shapleigh and Susan DeRoy. Small business owner slot is vacant at the moment. Members are recruited by current members or staff. The City Manager makes the final decision.
 - c. The committee meets as needed, sometimes only once per year.
6. Eligibility and Criteria
 - a. Businesses must be for-profit and meeting all of the SBA conditions to be defined as a "small business"
 - b. They must be located in the City of Rochester.
 - c. They must plan to retain or hire new employees. The rule of thumb is \$15,000 borrowed for every new FTE (full time equivalent) job created.
 - d. More than half (+50%) of the jobs retained or created must employ people who meet HUD's definition of "low to moderate income". There is a survey that is administered confidentially to guarantee we meet that condition.
 - e. Economic and community development staff meet with JOB Loan recipients annually to check on employment and other general business conditions.
 - f. Terms are flexible and may be adjusted by the City Manager or the advisory board.

JOB Loan Document Checklist for Applicants]

INSTRUCTIONS: JOB Loan Applicants must complete this checklist and turn in with all required documents listed. Once completed application and required documents are received by the City, the JOB Loan Committee will meet to review the application. Note: In some situations, certain documents below may not apply; however, exclusion of a document must be approved by the committee.

Loan and Borrower Information

Borrower's Name(s)

Borrower's Address

Business Address:

General Application Documents

- ☐ JOB Loan Agreement and Understanding
- ☐ Loan Application Fee (\$125)
- ☐ Loan Application
- ☐ History and description of the business
- ☐ Current and complete Business Plan
- ☐ Statement of anticipated benefits from the proposed financing and identified community benefit
- ☐ Jobs to be Created and timeframe (specific by title)
- ☐ Lease/Purchase Agreements

Financing/Costs

Loan Amount: _____

Total Project Cost: _____

- ☐ Other Financing Commitments and Terms
- ☐ Commitment Letter(s) from other financing sources
- ☐ Preliminary plans and specs- estimate of costs
- ☐ Schedule of outstanding obligations
- ☐ Listing of collateral

Property Evaluations

- ☐ Real Estate Appraisals
- ☐ Feasibility Studies

Company Financial Information

- ☐ Balance Sheet (previous 3 years)
- ☐ Profit and Loss Statement (previous 3 years)
- ☐ Current balance sheet and operating statement (not older than 90 days)
- ☐ Statement of Cash Flows
- ☐ Tax Returns (last 2 years)

Company Projected Financial Statements

- ☐ Pro-forma Balance Sheet and Operating Statement (2 years)
- ☐ Profit and Loss Statement- Project 2 Years
- ☐ Statement of Cash Flows

Personal Financial Information (for each Business Owner for each with 20% or more ownership interest in the firm)

- ☐ Individual Tax Returns (last 2 years)
- ☐ Current Personal Financial Statements
- ☐ Credit Bureau Reports

Corporate Documents

- ☐ Names and affiliates and/or subsidiary firms
- ☐ If business is a franchise, copy of the franchise agreement
- ☐ Resumes of the principals and top management
- ☐ True attested copy of the Bi-Laws of the firm
- ☐ Resolution of the Board of Directors of the applicant firm
- ☐ Certificate of good standing with the State
- ☐ Other (please describe): _____

Signature _____

Date _____

JOB Loan Approval Checklist

Approval Documentation

	Prepare/send Commitment Letter
	copy of Commitment Letter to Business Office
	copy of Commitment Letter to Community Development
	signed Commitment Letter received

Attorney Prepared Closing Documents

	Loan Agreement
	Promissory Note
	UCC Filing
	Settlement Statement

Documentation to Attorney

- Documentation to Assembly
- loan write-up
- commitment letter
- insurance docs
- Corporate documents
- amortization/payment schedule
- Collateral listing

Schedule Loan Closing

date of loan closing
requested account set-up from Mark
Processed PO - loan amount to Attorney Escrow Account
Deliver check to Attorney (if all hours prior to closing)

In-house Prepared Items for Closing

	ACH Form
	Job Creation Agreement (as applicable)
	Job Retention Agreement (as applicable)
	Retention Compliance Letter?
	Rochester JOB Loan Employee Income Verification Form

Low-Mod Jobs to be Created	Low-Mod Jobs to be Retained	Loan Amount	Cost per FT Job Retained & Created

Jobs to be Created (specific by title):

Jobs to be Created (specific by title):

Additional Comments:

[illegible]

TO DO: Once loan has closed and documents have been recorded:

Forward copies to:

Business Office	CDBG Office	
		Amortization schedule
		Promissory Note
		ACH form
		Settlement Statement
		Job Retention Agreement
		Job Creation Agreement
		Other:
		Other:
		Other:

☐ complete Economic Development loan file

Signature _____

Date _____

Signature _____

Date _____



City of Rochester, New Hampshire

FINANCE OFFICE

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

CITY OF
Received
JUN 24 2015
City Manager
ROCHESTER

TO: DAN FITZPATRICK, CITY MANAGER
FROM: ROLAND CONNORS, DEPUTY FINANCE DIRECTOR
SUBJECT: MULTI-YEAR CONTRACT TO NYHART FOR GASB45 (OPEB) ACTUARIAL REPORTING
DATE: JUNE 24, 2015
CC: BLAINE COX, DEPUTY CITY MANAGER/FINANCE DIRECTOR

REQUIRED REPORTING FOR OTHER POST EMPLOYMENT BENEFITS (GASB45)

I seek authorization to continue utilizing the services of Nyhart for the GASB45 reporting element which is required for the annual audit and financial community.

Nyhart's proposal is for a full actuarial update for the fiscal year ended 2015 (FY15) at a cost of \$4,750 and an interim update for the fiscal year ended 2016 (FY16) at a cost of \$2,500. Although this is an increase over the FY13 (full) and FY14 (interim) costs, the FY15 report does require additional changes from the previous report requirements, as Nyhart notes in the attached contract.

Rochester selected Nyhart in FY09 and has contracted with its team to provide these GASB45 reports since that time.

A multi-year commitment allows Rochester to lock a price for the FY16 interim report at the current rate.

I recommend that we continue for an additional two fiscal years with Nyhart and solicit quotes to ensure Rochester is receiving comparative pricing for these services on or about January 1, 2017 for the FY17 audit.


Roland Connors

7/2/15

Date: June 9, 2015
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUN 9 2015
City Manager
ROCHESTER

Re: Rochester Housing Authority Environmental Review Statement

Please see attached the Environmental Review Statement for the Rochester Housing Authority's planned activities for FY 2015-2016. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

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

7/2/15



MICHAEL J. ALLEN
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

"Dedication, Pride, Integrity"

POLICE COMMISSION

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



June 18, 2014

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: Housing Authority Contract for Supplemental Police Officer

CITY OF
Received
JUN 23 2015
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

Enclosed please find two copies for renewal of the Housing Authority Contract for Supplemental Police Officer, which require your signature. This will be the sixteenth year we have entered into this very beneficial partnership with the Housing Authority.

There is one change to the contract this year under Section Two; Subsection A-3. The Housing Authority will provide and insure a vehicle to be used by the officer(s) working in this capacity. The City's responsibility for the vehicle shall be to provide a radio, maintenance and fuel.

Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

A handwritten signature in dark ink, appearing to read "Michael J. Allen".

Michael J. Allen
Chief of Police

cc: Rochester Police Commission



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

June 18, 2015

This letter is to give permission to Rochester Main Street to use the North Main Street Parking Lot in Rochester, NH for the purpose of hosting a hospitality garden at the Rochester Blues/BBQ Festival on Saturday, July 18, 2015 from 10:00 AM until 5:00 PM, provided all local and state permits are in place and a certificate of additional insured naming the City of Rochester is in place (already provided).

Signed,

Dan Fitzpatrick, City Manager
City of Rochester



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
Rochester
JUN 10 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, Deputy City Manager
FROM: Lisa J. Clark, DPW Office Manager
DATE: June 8, 2015
SUBJECT: New Rt 125 PS – Scherbon Consolidated Change Order 2
CC: Michael Bezanson, PE, Interim DPW Director

Enclosed please find two (6) copies of Change Order #2 for Scherbon Consolidated. Scherbon is the contractor for the New Rt 125 Pump Station Upgrade Project. This firm was selected for this project based on the City's RFQ 14-27. This change is for modifications to the wetwell that are outside the specifications provide in the bid. Total increase for this change is \$1,301.72. Funding for the projected is from STAG & SRF. This change has been discussed with NHDES and is eligible for funding. The City account for this project is 55026020-772000-11519 and there is sufficient funding.

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
Rochester
JUN 11 2015
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Michael S. Bezanson, PE, Interim Director of Public Works *MJB*
DATE: June 11, 2015
SUBJECT: Water Storage Tank Rehabilitation - Revised Notice To Proceed

CC:

Enclosed, please find one (1) original of the Notice To Proceed to Utility Service Co., Inc. for the construction of the Water Storage Tank Rehabilitation project. This Notice To Proceed was originally issued to Utility Service Co., Inc. on February 25, 2015. Construction of this project needs to be coordinated with the operation of the City's Surface Water Treatment Plant (WTP), which is currently undergoing upgrades. Due to the timing of the WTP Upgrades project, we have agreed to modify the dates in the Notice To Proceed for the Water Storage Tank Rehabilitation project, including commencement, substantial completion, and final completion.

Utility Service Co., Inc. has initialed the date changes on the attached document. Please initial all four (4) date changes on the attached revised Notice To Proceed, and return the document to me for processing.

Please call me with any questions. Thank you.

7/2/15



MICHAEL J. ALLEN
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
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POLICE COMMISSION

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



CITY OF
Received
JUN 16 2015
City Manager
ROCHESTER

To: Captain Paul Toussaint

From: Sergeant Jeremy F. Aucoin

Date: June 14, 2014

Re: Request to Participate in Employee Computer lease/purchase Program

Capt. Toussaint,

Attached is a request to Participate in the Employee Computer lease/purchase Program.

If you have any questions feel free to see me.

Respectfully submitted,

Sergeant Jeremy F. Aucoin

Council Inquiry report 20150701

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Walker	5/21/2015 Public Works Committee	Stated that he had been informed of TIGER Grant fund availability and that the window for application is only open through May or June. He would like to see someone check into these funds for the Gap Project or the Railroad Crossing project.	email was sent by Interim Director Bezanson. Item closed.
2	Committee	6/18/2015 Public Works Committee	Colonial Pines pump station vs. gravity estimates and timeframe.	Mr. Bezanson to come back with information at July's meeting.
3	Committee	6/18/2015 Public Works Committee	Requested the status of the project for the siphon that has caused problems at the intersection of the Spaulding exit 11 ramp and the Old Dover Road.	Mr. Bezanson to come back with information at July's meeting.
4	Keans	6/18/2015 Public Works Committee	Would like status of 190 South Main Street retaining wall concern.	City issued a stop work order. Attorney O'Rourke is researching laws.
5	Keans	6/18/2015 Public Works Committee	Would like to know how many hydrants were replaced and how the damage occurred.	Mr. Bezanson stated he would have to get back to her with that information.
6	Walker	6/17/2015 Public Safety Committee	Asked for a price to remove the bumpout on Maple Street.	Mr. Bezanson to look into.

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
6/10/2015	City Manager's Office	Banner	Rochester Main Street - BBQ Blues Festival
6/22/2015	City Manager's Office	Banner	Monarch School chairty bike ride
6/22/2015	City Manager's Office	Banner	RYFL - Little Red Cheerleading
5/27/2015	City Manager's Office	Event	Rosary Rally
5/27/2015	City Manager's Office	Event	Monarch School chairty bike ride
6/1/2015	City Manager's Office	Event/Raffle	Quilter's Guild show and raffle
6/5/2015	City Manager's Office	Event	graduation party
6/10/2015	City Manager's Office	Event	Rochester Main Street - concert and cash mob
6/16/2015	City Manager's Office	Event	Arts & Culture Commission - sidewalk chalk art contest
6/22/2015	City Manager's Office	Event	wedding reception at Commons
6/24/2015	City Manager's Office	Event	Crosspoint Church - backpack giveaway
6/24/2015	City Manager's Office	Event	block party - Lyons Street
6/24/2015	City Manager's Office	Event	Interfaith Council - Hunger Walk
5/26/2015	City Manager's Office	Tagging	Rochester Girls Softball
6/4/2015	City Manager's Office	Tagging	Spaulding Football
6/24/2015	City Manager's Office	Tagging	Rochester Girls Softball

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Reports of Committees

June 2015

- Appointments Committee – Did not Meet - See Agenda
- Codes and Ordinances Committee – June 4, 2015
- Joint Building Committee – June 8, 2015
- Public Safety Committee – June 17, 2015
- Public Works and Building Committee – June 18, 2015



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CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday June 4, 2015

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

Committee Members Present

Councilor Peter Lachapelle, Chair
Councilor Elaine Lauterborn, Vice Chair
Councilor Donna Bogan
Councilor Robert Gates
Councilor Ray Varney

Others Present

Councilor Hamann
Jim Campbell, Planning Director
Tim Fontneau, Planning Board
Member
Terence O'Rourke, City Attorney

MINUTES

1. Call to Order

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 7:00 PM. All committee members were present.

2. Public Input

Tim Fontneau, Planning Board member and resident, was present to discuss Chapter 42 definitions and terminology for Multi-Family Dwellings. He also explained that he was on the Re-Zoning Committee that had worked on Chapter 42.

Mr. Fontneau wanted to encourage the Codes and Ordinances Committee to take these changes into consideration. He said that the Re-Zoning Committee took into consideration two sides: one being the property owners' rights, as well as the public's interest. The committee tried to satisfy both.

Mr. Fontneau said that the recommendations were to fix a flaw that the Planning Board found within the ordinance. This flaw is allowing some developers to come before the Planning Board and it was not the intent for the board to allow this.

Councilor Lachapelle asked how the Planning Board voted on this recommendation. Mr. Fontneau said that the vote was unanimous.

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.

Councilor Bogan asked if there were two separate fees, one for commercial and one for residential. It was agreed that there is only the one fee.

Councilor Lauterborn did not agree with the change for the application fee. She stated that you will have to pay this fee anytime you want to do work on your house.

Councilor Gates felt that with raising the fee, fewer residents will apply and they will do the work without getting a permit.

The Codes and Ordinances Committee discussed this issue further. Councilor Hamann stated that Rochester's fee is one of the lowest in the area. Councilor Bogan asked if they could possibly meet somewhere in the middle and suggested an increase to \$15 dollars versus \$25 dollars. Councilor Lauterborn stated that they were never given anything in writing pertaining to other communities' fees. Councilor Gates suggested leaving the fee as is. The committee discussed not changing the fee.

Councilor Varney **MOVED** to not recommend the proposed fee change under Chapter 40 to the City Council on June 9, 2015. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Hamann informed the committee that the fee change was accepted at the June 2, 2015, meeting. It was discussed giving the City Council the committee's recommendation; however, the full City Council could still approve the change.

Councilor Lauterborn wanted clarification on the increased revenue that was mentioned at the June 2, 2015, meeting. She questioned how the increase of \$15 dollars could generate \$34,000 dollars. The committee discussed how Mr. Grant came to that number.

Mr. O'Rourke wanted to make the committee aware of how some of the public notices are being published in the Foster's Daily Democrat. He explained that they had been appearing in the obituary section. He said that originally it was questioned that there was a law that prohibited this. Mr. O'Rourke stated that there was not a law to prohibit this. Councilor Varney said that the obituaries are the most read section of the newspaper.

Councilor Lachapelle informed the Codes and Ordinances Committee that they will not be meeting in July. He said their next meeting will be August 6, 2015.

7. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Committee meeting at 7:30 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan
Assistant City Clerk



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Rochester School Board / Rochester City Council

Joint Building Committee Minutes

June 8, 2015

East Rochester School

DRAFT**Members Present:**School Board

Dr. Anthony Pastelis, Vice-Chair
 Mr. Daniel Harkinson
 Mrs. Susan O'Connor
 Mr. Robert Watson

Members Absent:

Mr. Paul Lynch
 Mrs. Audrey Stevens
 Mayor TJ Jean
 Mr. Ralph Torr

City Council

Mrs. Sandra Keans, Chair
 Ms. Elaine Lauterborn
 Mr. Raymond Varney
 Mr. David Walker

Also Present:

Mr. Michael Hopkins
 Mr. Richard Bickford
 Mr. Richard Drapeau
 Ms. Marilyn Martell
 Mr. Lance Whitehead
 Mr. David Ross
 Guest

The meeting was called to order at 7:00 p.m.; members participated in the pledge of allegiance.

Approval of Minutes

Mr. Walker moved, second by Dr. Pastelis, to approve the minutes of the April 13, 2015 Joint Building Committee meetings as written. The motion carried unanimously.

Construction Update – Hutter Construction

Mr. Hopkins reported that the move into the new building went great; everyone pitched in and made the task positive. There will be some delays with Phase 2 demolition that Mr. Ross will review with the Committee.

Mr. David Ross, Hutter Construction, reported that test results for hazardous materials prior to demolition found asbestos in the mastic; the abatement has pushed the construction timeline back at least four weeks. A plan has been established to modify the construction time line to ensure all components of Phase 2 will be completed for the start of the school year, with the exception of the administration wing. The unfinished area will be completed by the first week of October; new furniture will be moved in and everyone will be in their permanent location.

Mr. Ross met with ReVision Energy along with Mo, and Dick Drapeau to review their move-in and installation timeline. He feels very positive about the company and feels that they will have no problems coordinating with them this summer along with all the other work being done onsite.

Budget Update

Mr. Hopkins reported that the abatement cost was approximately \$60,000; which will be coming out of construction contingency funds. Mr. Ross stated that the construction contingency line has a balance of \$200,000+; and the owner's contingency line has a balance of \$325,400 as of today.

Mr. Whitehead indicated that most of the unknowns will be taken care of once the demolition is done; most of the risk is behind us now that would impact the budget.

PPA (Solar Contract) Update

Mr. Hopkins restated that ReVision Energy is ready for installation of solar panels starting the first week of July. ReVision and SunRaise Investments have taken care of processing all required paperwork related to the project. Mr. Whitehead indicated that Lavallee|Brensinger engineers have also reviewed work plans; they feel the installation should go well.

Other

Mr. Drapeau, Clerk of the Works, stated that everyone is stepping up to do the best they can to make the move successful.

Mrs. Keans expressed that the JBC made the right decision at the right time due to the market shift.

Mr. Hopkins restated that staff and students are very happy with their new space and excited about the completion of the next phase of the project.

Mr. Ross noted that they will take care of any punch list items over the summer months and address railing issue brought forward by the Building Inspector.

Public Comment

None

Adjournment

Dr. Pastelis moved, second by Mr. Walker, to adjourn. On a unanimous vote, the Committee adjourned at 7:09 p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary

Public Safety Committee
 Council Chambers
 June 17, 2015
 7:00 PM

MEMBERS PRESENT

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

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
 Councilor James Gray
 Scott Dumas, Deputy Chief P.D.
 Robin Brown, Principal of Maple Street School
 Elaine Hopskins-Parent of Maple Street student

Minutes

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

1. Public Input

The public present were for item #2 of the agenda.

2. Maple Street School Parking Concerns

Councilor Walker summarized the issue. Michael Hopkins, Superintendent of the Rochester School Department, was present to discuss the parking issue near the school. He said the feedback he is getting about student drop off and pickup is that it is going pretty well. Robin Brown, principal of Maple Street Magnet School said that the morning drop off is not a problem because parents are not all dropping off at the same time. After school pickup is the problem. Parents are using the crosshatch-marked area for parking. The whole procedure takes 6 to 7 minutes. Councilor Hamann said the main complaint were from people who go to the school during the day not so much for drop offs. Larger vehicles cannot make it down Maple Street. Elaine Hopskins, a Maple Street Magnet School parent, states they are parking in non-parking spots. Deputy Chief Dumas said they really need no parking in this area. He said the crosshatch lines need to be repainted. Councilor Hamann said he had some complaints from the Chestnut Street area. He also said not to block the 3 parking spots. ***Councilor Gates made a motion to paint crosshatch markings near the crosswalks in the area of Chestnut, Pine, and Waldron and to put "no parking" signs on fence at Maple Street. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion. Councilor Walker said the school can manage this. Councilor Walker asked Mr. Bezanson to get a price to remove the bumpout on Maple Street.***

3. 306 North Main Street-Traffic Cut-Through Concerns

This was kept in committee until the owner of Domino's can be present.

4. Portland Street-Street Lights

Councilor Walker summarized the issue. Mr. Bezanson said that both the Ashwood and Pinecrest intersections had existing street lights 80 feet from the intersection. ***Councilor Hamann made a motion to move the current street lights closer to the intersection. Councilor Lachapelle seconded the motion. Unanimous voice vote carried the motion.***

5. Right of Way Beautification

Councilor Walker summarized the issue. Mr. Bezanson said that when residents plant anything in the City's right of way they risk damage due to winter road maintenance operations. Councilor Walker said that this was not a safety issue. Mr. Bezanson said that they are looking at General Ordinance Chapter 35 for potential wording changes.

6. Other

Franklin and Chamberlain Streets

Councilor Collins just wanted to say that Chamberlain is a nice smooth ride now, but that Franklin needs work.

Rochester Neck Road

Councilor Lachapelle said there are some existing signs that need to be replaced along Rochester Neck Road and there are some tree limbs blocking some of the signs. The Public Works department will take care of this.

38 Chestnut Street

Councilor Hamann said that the tenant at 38 Chestnut Street maintains the grass in the area and now the new tenant is parking on it. Councilor Walker said the crosshatch markings will take care of this issue.

Intersection of Estes and Washington Street

Councilor Gates wanted to know if Mr. Bezanson had an update for the intersection of Estes and Washington Streets. He said that someone ran into stonewall a couple of weeks ago. Mr. Bezanson said that the State of NH is in the final design of this area and will be out to bid maybe in early fall. The historic preservation documentation has been completed on the house proposed for demolition.

Old Cleary Cleaners Property

Deputy Chief Dumas said that vehicles are using the Old Cleary Cleaners (now McManus) property at the corner of Brock Street and Columbus Avenue as a cut-through between Columbus Ave. (Route 125) and Old Gonic Road. Mr. Bezanson will contact the owner of this property to see if he will discontinue use of the driveway on Old Gonic Road. He will also check with the Assistant City Engineer, Jen Hale, to see if this can be put in the Notice of Decision.

Academy Street

Mr. Bezanson updated the committee on the "no parking" signs. He stated they were all up.

Magic Avenue-Crosswalk

Mr. Bezanson said that the crosswalk is complete on Magic Avenue.

Penny Lane

Mr. Bezanson stated that the "dead end" sign had been installed at Penny Lane.

Anderson Lane/Collins Circle/Givens Circle

Mr. Bezanson stated that the "no outlet" sign had been installed at Anderson Lane.

Stillwater Circle

Mr. Bezanson said that two handicap signs were placed on Stillwater Circle, but one had been taken already. The missing sign will be replaced as soon as possible.

Flat Rock Bridge Road

Mr. Bezanson said there is a stop sign in a concrete foundation by the used car dealership at the intersection with Salmon Falls Road. He stated that they are going to move the sign and repaint the stop bar to correct some sight distance issues.

Fairground Events/Chestnut Street Parking Issues

Deputy Chief said there have been some parking complaints in the Chestnut area during fairground events. He said most of the parking should be inside the fairgrounds. There could be permanent "no parking" signs in the area for events. This is kept in committee so they can check out the area.

Sign Budget

Mr. Bezanson stated 100 percent of the sign budget has been used. \$6,800.00.

***Councilor Lachapelle made a motion to adjourn the meeting, seconded by Councilor Hamann.
The motion passed and the meeting adjourned at 7:57 PM.***

Respectfully Submitted by
Laura Miller, DPW Secretary

Public Works and Buildings Committee

June 18, 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

Councilor Jake Collins

Dan Fitzpatrick, City Manager

John Storer, PE, Director of City Services (6/15/15)

Michael Bezanson, PE, Interim Director of City Services

Jennifer Hale, PE, Assistant City Engineer

Mark Hourihane, Representing Colonial Pines

Paul Moore, 27 High Street

Renda Cate, Art Esprit

MINUTES

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

1. Approve minutes from May 21, 2015 meeting -

Councilor Varney requested a recommendation on last month's minutes.

Councilor Walker made a motion to accept minutes as presented for the May 21, 2015 Meeting. The motion was seconded by Councilor Haman. The Motion passed unanimously.

2. Public Input

Paul Moore of 27 High Street spoke of his request to tie his residence into the gas line on High Street. Mr. Moore stated that last fall he had purchased a new natural gas heating unit to replace his very old oil fired one. He stated that he had found out after the purchase that Unitil had been denied the permit to tie his home in due to the 3 year moratorium on cutting the pavement. When he spoke to Gretchen Young at the DPW she had told him to wait till next year to apply again as his road was paved in 2012. Mr. Moore stated that he had waited till spring and fortunately his old furnace made it

through another heating season. He further stated that he has recently been informed by Unitil that the permit to tie his home in had again been denied; this time by Mrs. Hale. Mr. Moore stated that he called the DPW and spoke to Mrs. Hale. Mrs. Hale explained that by policy she had to deny it again as the road will not be 3 years old until October of 2015. Mr. Moore stated he is at the meeting tonight to ask that the Public Works Committee recommend that the City Council waive the remaining 4 months and allow Unitil to cut the pavement to install the line. Mrs. Hale stated that Mr. Moore has accurately described the process and she stated that she has followed the proper process in denying him. She also stated that if the Council chooses to allow this to be done early; the City will probably get a better repair to the road surface in midsummer than we would if this is done in the colder temperatures in late fall, while everyone is rushing to complete work at the end of the season.

Councilor Walker motioned to recommend that the full City Council vote to waive the 3 year moratorium in order for Mr. Moore and Unitil complete the service tie in at 27 High Street. Councilor Varney seconded the motion. The motion passed unanimously.

Renda Cate stated that she was here at the meeting to represent the Art Esprit Organization. She stated that she was here to explain this year's project to the Committee to see if there were any questions and to obtain feedback. She was unsure if she needed Council approval or if it was ok to proceed. Mr. Fitzpatrick stated he believed that he could allow her to proceed but he wants to address any of the Committee's concerns or questions prior to allowing the organization to proceed. Ms. Cate stated that this organization had done many successful projects in the City. She mentioned the "The Shoes of Rochester", the "If these Rocks could Talk", and "The Mythology of Rochester" projects. Ms. Cate stated that this year's project involved pairing artists and poets together to paint art and haiku poems on the traffic signal boxes in the downtown area. Councilor Keans stated that she has been hearing about the project and that she is very much in support of it. She stated that the art would be a welcome change to the ugly boxes located everywhere. Councilor Varney asked how many boxes and at what locations. Ms. Cate stated that they would be painting as many as they can get completed in this season; starting in the downtown and working their way out. Ms. Cate went on to say that they would be putting out a request for artists and that all artist would be required to submit their rendering describing what they intended to paint prior to being approved. There was a brief discussion as to appropriate and inappropriate art. Councilor Keans suggested that the organization has done well in the past and that while art is subjective to both the artist and the viewer, there has not been any history of complaints. Councilor Walker inquired about maintenance and cost for the project. Ms. Cate stated that the cost is similar to the other projects that they have done within the City. She also stated that as part of the agreement with the City the artist and the organization will be made aware that, if necessary, the City may paint over any of the works of art due to graffiti or

maintenance. Mrs. Hale asked if there would be any type of materials affixed to the cabinets as she saw that it might be problematic to paint over affixed or glued on materials or there may be issues with things falling off. Ms. Cate stated that they would be sure that these are paint on only. Ms. Cate stated that this type of project is working successfully across the nation and cited Manchester and Boston as local examples. Mr. Fitzpatrick stated that Ms. Cate could work with DPW staff to get the listing and location of boxes. He stated prior to signing off on the implementation he would require a specific inventory of the boxes and locations to be painted.

Mark Hourihane of 2 Vinewood Lane addressed the Committee. Mr. Hourihane stated that he wanted to thank the Council for their support of the sewer project in the Colonial Pines neighborhood. Councilor Torr stated that this project was previously the 4th item on the Committee's agenda and if there are no objections he would have that as the next item so that Mr. Hourihane could hear the discussion without delay.

3. **Colonial Pines Sewer Extension Project.**

Mr. Bezanson stated that he and staff had met with the Consultant on the project. He stated that the designs are at approximately 60% and that the first phase will be determining the process in which to get over the turnpike. Mr. Bezanson stated they were looking at going gravity by boring a new crossing under the turnpike. He stated that for long term cost and maintenance it is always better to go gravity sewer instead of adding another pump station to the system. Mr. Bezanson stated that with current funding he believed that it is possible to make the turnpike crossing in the Birch Street area and to start laying the initial pipes into the Colonial Pines neighborhood. Councilor Keans asked if this is the way this goes, how long until you are actually installing services. Mr. Bezanson stated that it is likely to be fiscal year 2017 & 2018. Councilor Walker asked if it would be less costly and quicker to go with a pump station using the current crossing of the turnpike. Mr. Bezanson stated that installing a pump station might save some upfront cost but it is more costly in respect to future maintenance. Mr. Bezanson stated that with the lead time on pumps, the time frame would probably not be any quicker even though we would be dealing with the state for permits to cross the turnpike if we went gravity. There was discussion of time frames and cost. Councilor Keans suggested looking at the area as a whole and making the decisions accordingly. Councilor Collins asked if the department had any idea how many homes would be likely to tie-in right away. Mr. Bezanson stated that he did not. Mr. Hourihane stated that the septic systems in the neighborhood are approximately 30 or more years old and that the cost for tie-ins to the City will be less costly than new leach fields. He stated that each year there are a couple of homes that need to fix failing septic systems and that they would obviously not tie in if they had completed the repairs. Councilor Keans stated that is why this should be done as soon as possible. Councilor Varney stated that it should not be rushed as the limited numbers of connections are not going to be what pays for this project as it is going to be the other users. Councilor Collins asked if all of the leach fields were in the back of the

houses as that will be more work to tie in. Mr. Hourihane stated that yes, many of them are in the back of the homes, but that some were build in the front with the expectation that the City would someday put sewer into the neighborhood. He used Juniper Street homes as examples. Councilor Gray stated that the City recently did a project on the drainage system to alleviate some of the groundwater issues in Colonial Pines. He stated that reducing the number of leach fields in this neighborhood will also alleviate some of the problems caused by high ground water tables. The Committee asked Mr. Bezanson to come back next month with estimates for pump station vs. gravity and time frame for each. They also asked for information as the status of the project for the siphon that has caused problems at the intersection of the Spaulding exit 11 ramp and the Old Dover Road.

4. **Franklin Street /Western Avenue Project**

Mr. Bezanson stated that he had met with the consultants to discuss the revised scope of this project due to the amount of funding available. He state that the scope of the project will not include the work proposed on the numbered streets and Adam's Avenue. The project will include the reconstruction of Franklin Street all the way to Chamberlain. It will include the Western Ave Pump Station, and Western Avenue reconstruction from Franklin Street to Friendship Street, including the culvert/bridge near the intersection of Friendship Street. Mr. Bezanson stated that he would get back to the Committee with a revised estimate next month and he wanted to prepare them for a possible need of a supplemental appropriation depending on the bid results. Councilor Torr asked if the pump station was necessary at this time. Mr. Bezanson stated that this pump station had been funded separately as it is the oldest Gorman-Rupp pump station in the state. Councilor Varney asked if the engineers were aware of the underground water problem near the cemetery. He stated that there has been an area that has been coming up for years. Mr. Bezanson stated that he would be sure they were aware of it.

5. **Drainage Various Issues**

Mrs. Hale stated that she had received several calls from areas around the City. She mentioned Ryans Circle, Flagg Road / Trinity Circle, Snow Street and Brenda Lane. Mrs. Hale stated that the areas discussed were typically on private property and that a process for educating people of the responsibility to maintain their private driveway and private road culverts would be helpful. Mr. Storer stated that he saw the need and would be working to develop hand outs or mailings for such issues. Councilor Varney asked if it was the same home owner on Ryan's Circle from previous meetings. Mrs. Hale stated that it was. Councilor Varney stated that the Committee informed him we would restore the drainage ditch in the City's right of way and that was all we were going to do. Mrs. Hale stated that she had read the minutes from previous meetings and that it was clear that the homeowner was informed that even after that work was completed it was likely he would still have water problems on his property. Mrs. Hale stated she was going to confirm that the work was completed with the positive pitch that was designed and move

on. Councilor Walker inquired about the Flagg Road / Trinity Circle complaint. Mrs. Hale stated that the message received from the resident of Flagg Road was that the work on Trinity caused a problem in their area of Flagg Road. Councilor Walker asked if there were still funds available from the surety taking. Mrs. Hales stated that there are some funds available. She also stated that she would need to look into this claim as well and that she may need to have elevation shots taken in a few locations.

6. Other

EDA Sewer Ext Project / Intersection of Salmon Falls & Milton Road – Councilor Varney asked if the Sewer EDA project was bringing the sewer to the business park on Amarosa Drive. Mr. Bezanson stated that it would bring the sewer on Milton Road to Amarosa Drive. Councilor Varney stated that the re-alignment of the Salmon Falls Road was funded with the FY2016 CIP and he asked if the two projects would conflict. Mr. Bezanson stated that it would not be an issue.

Salmon Falls Road Project area grass/lawn failures – Councilor Varney asked if staff had looked into the problem. Mr. Storer stated that they staff had looked into it and that as the project was completed nearly two years ago and that there was not a problem at that time the contractor would not have any responsibility for any necessary repairs to lawns. He stated that the final walk through was completed and that the loam and seeding had been completed as required. He stated that there were no complaints in 2014. Mr. Storer then informed the committee that it wasn't just this one home that had issue and that the other homeowners were likely to want assistance if we did repairs at this one home. He suggested cost in the area of \$300 to \$500 for each home that might require additional loam and hydro seeding. Mr. Storer also suggested that the City will be tightening up the specifications on future projects to be sure the best possible loam was being used. Councilor Varney asked if there were other homes in the area where the grass was successful. Mr. Storer stated that they were. Councilor Varney suggested some of the damage could be due to the heavy snow season and the salt damage. All Councilors and Mr. Fitzpatrick were in agreement that homeowners needed to take responsibility for their own lawns once the contractor had loamed and hydro seeded and after the snow / salt season.

Granite State Business Park Sign installation and electrical power supply – Mrs. Hale stated that the Economic Development Department had gone out to bid on the installation of the new signs at the Granite State Business Park and later determined that they needed an electrical service. Mrs. Hale stated she had been tasked with putting a bid together to supply that service and that it is now out to bid. Councilor Varney inquired about funding of the sign and electrical service. Mrs. Hale stated she is not aware of how the funding source was being determined as that was to be handled by the Economic Development Department with an agenda bill. Mr. Fitzpatrick stated that he had not reviewed the draft agenda bill yet, but would do so and the funding is to be discussed at the next City Council meeting.

Bicycle Route / Painted lines in the downtown – Councilor Gray stated that a year ago he was asked by the Community Development Committee to have the Public Work Committee discuss and recommend the painting of bicycle lanes and lines in the downtown area. He said that he did bring it up and after a brief discussion it did not go anywhere. Councilor Gray stated that the discussion had come up at the Business Round Table recently and he would like it added to the Public Works and Building Agenda for next month.

Chesley Hill Road Reconstruction – Councilor Varney asked about this projects status. Mrs. Hale stated that the project is on schedule to be completed by July 30, 2015.

190 South Main Street – Councilor Keans asked about the status of this issue. She stated that the property owner was constructing a block retaining wall with in the City's right of way. She stated that the work has ceased but the project has been left half finished. Mrs. Hale stated that the Code Enforcement Officer had shut the project down but she is unaware of what else might be going on. Councilor Keans asked that the City Manager look into the status.

Fluoride Level – Councilor Keans asked if the City was compliant with the new guidelines for the fluoride levels. Mr. Bezanson stated that the City is aware of the new guidelines issued and that when he checked with the staff at the treatment plant he was informed that that we have been operating at that approximate level and that we will continue to do so in order to meet the recommendation.

Intake Iron & Disolved Oxgen levels – Councilor Keans asked the cause of the recent flucuations and if this is an area to be concerned about. Mr. Storer explained that it is an issue that is monitored and that the change in seasons is likely to be the cause. He stated that it will continue to be monitored and address if necessary.

Thrust Blocks – Councilor Keans asked what the need for thrust blocks is, and are they in place where necessary. Mr. Bezanson stated that thrust blocks are installed behind piping that may have powerful backward thrusts when there are charges to the system. He stated there was an issue at the Rochester Hill tank that was discovered when that tank went down and that all other tanks were checked and the thrust blocks are in place where needed.

Hydrant replacements – Councilor Keans stated that the DPW monthly report had listed the replacement of several hydrants due to winter damage. Councilor Keans asked how many were replaced and how the damage occurred. Mr. Bezanson stated he would have to get back to her with that information.

Eversource power line clearing – Councilor Collins asked if Eversource let the City know what areas they are trimming in. Mr. Bezanson stated that he has received notice when they going to be trimming near a City owned property but not if they were trimming in areas in general. He stated that they did let us know when they were going to be trimming the areas on Route 202A that abutt the Water Treatment Facility.

Water Treatment Facility Upgrade Project – Mr. Bezanson stated that he would like to

make the Committee aware of the need for a supplemental appropriation to complete the project. He stated that this project was progressing but that they had run into things along the way have needed to be addressed prior to proceeding. For an example he stated the bulk tanks were removed and the concrete floors that were under them were in significant need of repair, so prior to installing the new tanks they needed to complete a \$10,000 floor repair. He stated that the facility is approximately 30 years old and that as things are replaced or repaired there has been a need for additional work. He stated that originally the project was underfunded and that when the bids for the project came in the previous director came to the Council for a supplemental appropriation that did not leave much for contingency. Mr. Bezanson went on to say that the project is a NHDES SRF project that has some principal forgiveness in it and that the NHDES is willing to increase the project amount to include the supplemental amount.

Crosswalk at Wakefield Street / Intersection with Columbus Ave – Councilor Torr stated that he had an incident where he nearly hit a pedestrian in the crosswalk. He stated that he believed the crosswalk to be on the wrong side of the intersection. Councilor Walker stated that this problem has been discussed at this Committee and the Public Safety Committee previously. Mrs. Hale stated that the problem is to be addressed in the Wakefield Street Reconstruction Project. Councilor Torr suggested repainting the crosswalk in the other location. Councilor Walker stated it is bigger than just moving the crosswalk. He stated that the push button signals and the concrete pedestrian tip downs would need to be moved.

New Director – Councilor Varney welcomed Mr. Storer and stated that he would like to thank Mr. Bezanson and Mrs. Hale for carrying the department while the search for a new director took place. He stated they did an excellent job.

Councilor Walker made a motion for adjournment at 8:45PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

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



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**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE
ECONOMIC DEVELOPMENT FUND FUND BALANCE**

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

That the sum of Forty Nine Thousand Six Hundred Four and 55/100 Dollars (\$49,604.55) be, and hereby is, appropriated as a supplemental appropriation to the fund balance of the City of Rochester Economic Development Fund and provided further that the entirety of the funds for such supplemental appropriation shall be derived from the so-called Excess Fiscal Year 2015 Host Community Fees.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. The effective date of this Resolution shall be June 30, 2015.

CC FY16 RESOLUTION 01 07-07 AB 01



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7/2/15

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 FY15 Excess Host Fees Transfer Request Retroactive to 06/30/2015

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

AGENDA DATE	07/07/2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	06/18/2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	EXCESS HOST COMMUNITY FEES (WASTE MANAGEMENT)
ACCOUNT NUMBER	11080050-593009
AMOUNT	49,604.55
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL

SUMMARY STATEMENT

THIS REQUEST IS FOR THE COUNCIL TO CONSIDER A TRANSFER OF \$49,604.55 IN EXCESS HOST COMMUNITY FEES RECEIVED AND RECORDED IN THE GENERAL FUND IN FY15 TO THE ECONOMIC DEVELOPMENT FUND.

RECOMMENDED ACTION

RECOMMEND APPROVAL OF THE TRANSFER.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF ☒ Water ☐ Sewer ☐ Arena ☐CIP ☐ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐Special Revenue ☒ Economic Development FundFund Type: Annual Lapsing ☒ Multi-year Non-Lapsing ☐**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11080050	593009		-	-	49,604.55
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

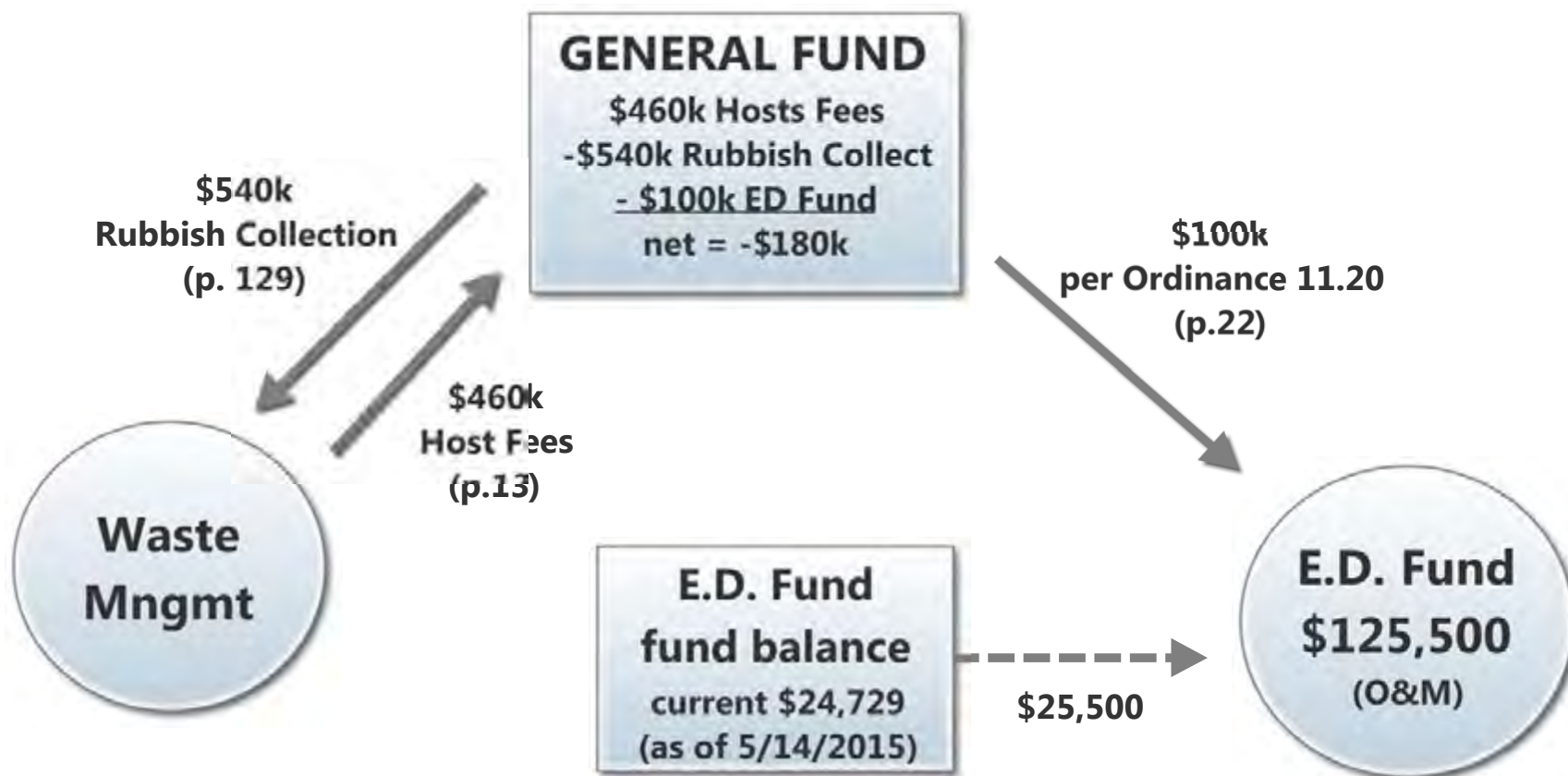
	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11081	400000		-	-	49,604.55
2	7023001	406103		-	-	49,604.55
3	7023001	406101		-	-	(49,604.55)
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

HOST FEES & E.D. FUND FY2016 Approved



DESCRIPTION	FY16 AMOUNT	FY15 AMOUNT	FY14 ² AMOUNT	FY13 AMOUNT	FY12 AMOUNT	FY11 AMOUNT	FY10 ¹ AMOUNT	FY09 AMOUNT	FY08 AMOUNT
Uses									
Projects	-	-	-	120,000.00	70,000.00	135,553.00	73,053.00	313,849.00	476,533.00
Gen Fund	360,000.00	370,000.00	400,000.00	290,000.00	335,000.00	257,000.00	357,000.00	206,000.00	206,000.00
Econ Dev Fund	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	-	-	-
	460,000.00	470,000.00	500,000.00	510,000.00	505,000.00	492,553.00	430,053.00	519,649.00	682,533.00
Host Fees Recv'd	-	559,641.86	459,962.69	510,457.33	582,974.09	516,281.39	525,725.42	570,525.60	544,846.43
Over(Short)	(460,000.00)	89,641.86	(40,037.31)	457.33	77,974.09	23,728.39	95,672.42	50,876.60	(137,686.57)

88 Deficit year FY2014

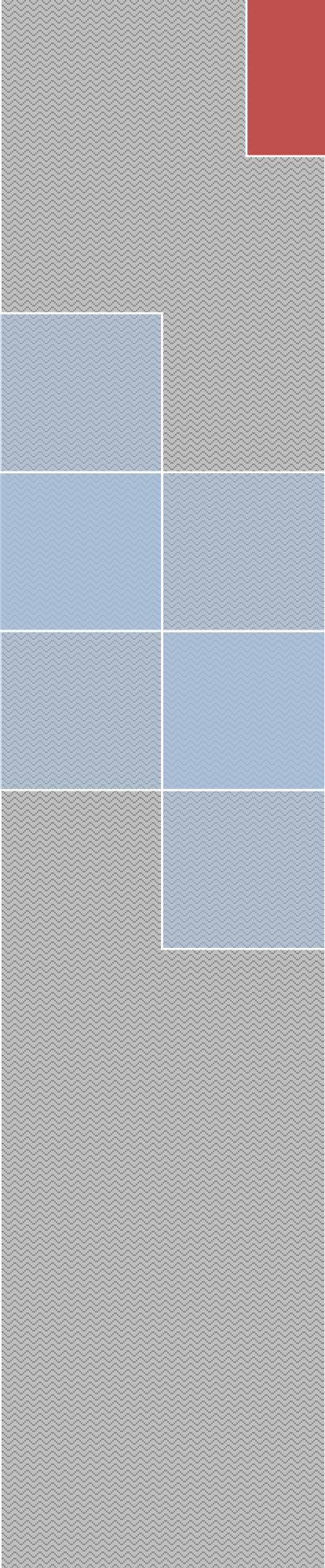
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE ECONOMIC DEVELOPMENT FUND MARKETING ACCOUNT**

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

That the sum of Forty Nine Thousand Six Hundred Four and 55/100 Dollars (\$49,604.55) be, and hereby is, appropriated as a supplemental appropriation to the Economic Development Fund so-called marketing account, 70231010-534007, and provided further that all of the funds for such supplemental appropriation shall be derived from the Economic Development Fund unassigned fund balance account, 7023001-406101.

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

CC FY16 RESOLUTION 3 07-07 AB 08



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7/2/15

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

AGENDA SUBJECT Supplemental Appropriation for Economic Development Projects
--

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

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

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE	Signature on File Karen Pollard, Economic Development Manager		
DATE SUBMITTED	June 24, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature of file
SOURCE OF FUNDS	Economic Development Fund
ACCOUNT NUMBER	7023001-406101
AMOUNT	\$49,604.55
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

--

CC FY 16 AB 08

SUMMARY STATEMENT

Host Community Fees will be deposited into the Economic Development Fund and will adjust the fund balance for FY2016. Appropriating \$49,604.55 to Marketing will allow the department to come closer to the requested budget for FY2016, including continuing our contract with Buxton.

RECOMMENDED ACTION

Appropriate \$49,604.55 from the Economic Development Fund to Marketing.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Supplemental Appropriation for Economic Development Projects

Date: JULY 7, 2015

Fiscal Year: FY2016

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐CIP ☐ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐Special Revenue ☒Fund Type: Lapsing ☒ Non-Lapsing ☐

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	#534007		MARKETING	-	-	49,604.55 -
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 ☐

BUDGET ADJUSTMENT FORMS

O&M Budget Adjustment:

*"I move to amend the City Manager's O&M proposed budget for the **ECONOMIC DEVELOPMENT FUND O&M Budget** as shown on page **175** of the O&M budget book, subcategory name of **TECH/PROF SERVICES** account # **534007** account name **MARKETING**.*

*The original FY16 CM Proposed amount of \$ **98,500** to be **reduced** by \$**53,000** resulting in a new amount of \$**45,500**."*

Notes:

The Revenue shown on page 22 of the O&M Budget Book will automatically be adjusted down by the same amount of \$53k (406101 Transfer From Fund Balance).

This change reflects the fact that the ED Fund Balance is estimated to contain only approximately \$25k at the end of FY2015 and will therefore not be able to fund the proposed transfer of \$78,500 (\$78,500 proposed minus \$53k reduction = \$25,500 anticipated amount actually available to transfer).

RESOLUTION ACCEPTING
NH DEPARTMENT OF ENVIRONMENTAL SERVICES GRANT,
IN CONNECTION WITH 2016 HOUSEHOLD HAZARDOUS WASTE DAY
AND AUTHORIZING CITY MANAGER TO ENTER INTO A
CONTRACT WITH NHDES WITH RESPECT TO
THE 2016 HOUSEHOLD HAZARDOUS WASTE DAY GRANT

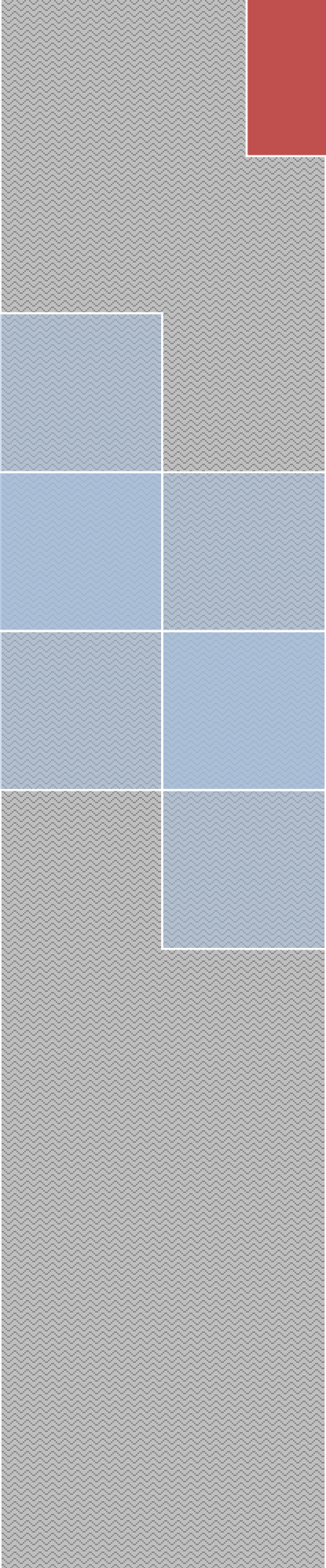
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That a NH Department Environmental Services Grant, in the amount not to exceed Fourteen Thousand Three Hundred Ten Dollars (\$14,310.00) to the City of Rochester, for the purpose of hosting hazard mitigation, is hereby accepted by the City of Rochester and, when received, such grant funds shall be assigned to account number(s) to be established by the Finance Director in the 2016 operating budget of the City of Rochester.

Additionally, the City Manager of the City of Rochester, be, and hereby is authorized to enter into a contract with the New Hampshire Department of Environmental Services with respect to such grant and the conduct of the aforementioned 2016 Household Hazardous Waste Day.

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

CC FY16 RESOLUTION 02 07-07 AB 02



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7/2/15

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**

2016 Household Hazardous Waste Day – Resolution for acceptance and for C. M. Authorization to enter into Contract Agreement.

Council Action Item **X** or Information Only Funding Required? Yes No **X**Resolution Required? Yes **X** No Funding Resolution Worksheet? Yes No **x**

AGENDA DATE	July 7, 2015
DEPT. HEAD SIGNATURE	Original with signature is on file at city clerk's office Michael S. Bezanson, PE
DATE SUBMITTED	May 26, 2015
ATTACHMENTS Yes No: XX	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	O & M Budget Highway Division General Fund Budgeted annually
ACCOUNT NUMBER	13010057-533007
AMOUNT	Grant is ½ of Annual Expenses
APPROPRIATION REQUIRED Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

LEGAL AUTHORITY**CC FY 16 AB 02**

SUMMARY STATEMENT

NHDES has issued a Household Hazardous Waste Grant award to the City of Rochester with a not to exceed limitation of \$14,310.

The City of Rochester hosts this event in May each year for our residents and those of 9 surrounding communities. The total annual cost for FY2015 is estimated at \$25,000 we expect FY2016 to be between \$25,000. and \$27,000. This Grant will reimburse ½ of eligible expenses up to the \$14,310. The other ½ of the expenses is split per capita with the 10 participants (including Rochester).

Participating communities include Barrington, New Durham, Strafford, Farmington, Wakefield, Somersworth, Milton, Middleton and Northwood and Rochester.

RECOMMENDED ACTION

Resolution Authorizing the City Manager accept the grant funds and to enter into a grant contract with the State of NHDES for the Household Hazardous Waste Collections event to be held May 7, 2016.

**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING MULTIFAMILY DWELLINGS**

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.2, 42.20, and 42.27 of Chapter 42 of the General Ordinances of the City of Rochester regarding Multifamily Dwellings and currently before the Rochester City Council, be amended as follows:

42.2 Definitions and Terminology

A. General Provisions

1. When used in this chapter, the words, terms, and phrases listed in Section B, and the acronyms and abbreviations listed in Section C of this article shall have the meanings ascribed to them therein, unless a contrary meaning is clearly indicated or implied.

....

b. Definitions

....

82. Development, Multifamily: A development containing 2 or more buildings containing ~~five (5)~~ **three (3)** or more residential units **in total** on the same lot, ~~i.e. most any dwelling other than a single family and/or duplex dwelling.~~ Multifamily development can take many forms.

....

89. Dwelling, Multifamily: A building **or portion thereof** containing ~~five (5)~~ **three (3)** or more residential units, ~~i.e. most any dwelling other than a single family and/or two family dwelling. Multifamily dwellings can take many forms.~~ **with separate cooking and toilet facilities for each dwelling on one individual lot.**

....

91. Dwelling, Two-family: A building which:

1. Contains exactly 2 residential units;
2. Is not attached to any other dwelling or dwelling unit; and
3. Occupies its own individual lot on which there is no other dwelling or principal use

~~(“Duplex” refers to two family dwellings as well as 2 unit buildings situated on the same lot with other 2 unit buildings, other dwellings, and/or other principal uses).~~

42.20 Standards for Specific Permitted Uses

- a. **General Provisions.** For certain permitted uses that could impact surrounding neighborhoods, conflict with adjacent uses, or have other significant impacts, specific standards are provided below. These standards apply only to those uses which are permitted by right shown as “P” in tables XVIII-A through XVIII-E except where specifically noted otherwise. Other particular standards applicable to Conditional Uses, Special Exceptions, and Accessory Uses are articulated in separate articles.

....

11. **Multifamily Dwellings/Development.** The following requirements shall apply to multifamily dwellings/developments of ~~5~~ **3** or more dwelling units:
- a. **Buffers from Roads.** A 50 foot buffer shall be established from all neighboring roads, including roads from which access is taken. The Planning Board shall determine treatment of the buffer area, whether it is to be left undisturbed, to have supplemental plantings installed, to be designated part of the overall open space plan for the development, and/or to be part of an individual lot but protected from construction. No roofed structures may be erected in the buffer area.
 - b. **Buffers from Single Family.** A 100 foot buffer shall be established adjacent to any existing single family house or any vacant lots less than 3 acres that are zoned residential.
 - c. **Access.** Any new multifamily development must take access from an existing collector or arterial road rather than an existing local road. The Planning Board may waive this requirement by conditional use upon a finding that it is preferable to take access from a local rather than a collector road and that taking access from the local road will have no significant adverse impact upon residents or property owners located on the local road.

42.27 Miscellaneous Provisions

- a. **Buffers for Residential Property.** All nonresidential development – including any parking and storage areas - shall be screened/buffered from any adjacent residential property situated to the side or rear as stipulated by the Planning Board under site review. The board may stipulate plantings and/or fencing, as reasonably appropriate. *See Figure XXVII-A – Screening between Commercial and Residential Uses as an example.*

All multifamily development, consisting of ~~5~~ **3** units of more – including parking areas – shall be screened/buffered from any adjacent single family dwellings situated to the side or rear as required by the Planning Board under site review. The board may stipulate plantings and/or fencing, as reasonably appropriate. This requirement does not apply in situations where multifamily development is specifically designed to integrate with single family dwellings in mixed use developments.

**The effective date of these amendments shall be upon passage.
CC FY 16 AMENDMENT 1 07/07 AB 03**



7/2/15

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**

Amendments to Zoning Ordinance Sections 42.2 (Definitions), 42.20 (Standards for Specific Permitted Uses), and 42.27 (Miscellaneous Provisions) regarding Multi-Family Dwellings/Developments.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐
Amendment to the City OrdinancesFUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	June 24, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4

COMMITTEE SIGN-OFF

COMMITTEE	Planning Board and Codes and Ordinances
CHAIR PERSON	Nel Sylvain and Councilor Lachapelle

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

Rochester Zoning Ordinance Section 42.3 (e), RSA 674:16, and RSA 674:18.

SUMMARY STATEMENT

The amendments are being proposed to close a loophole the Planning Board found within the Zoning Ordinance. The loophole is allowing some developers to come before the Planning Board with three and four-family developments that are not covered by the regulations for multi-family dwellings/developments and it was not the intent of the board to allow this to occur. All multi-family dwellings/developments are required to hook-up to City sewer and water. Currently, three and four-family dwellings do not have this same requirement because they are not included in the definition of multi-family dwellings/developments. The proposed amendments would require any multi-family unit containing three or more residential units to be on City water and sewer as well as other requirements for multi-family dwellings/developments. The Planning Board and Codes & Ordinance Committee have both unanimously recommended the proposed amendments.

RECOMMENDED ACTION

Approve the proposed amendments to Zoning Ordinance Sections 42.2 (Definitions), 42.20 (Standards for Specific Permitted Uses), and 42.27 (Miscellaneous Provisions) regarding Multi-Family Dwellings/Developments.

RESOLUTION ACCEPTING UNANTICIPATED GRANT REVENUES
TO THE ROCHESTER SCHOOL DEPARTMENT
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH

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

WHEREAS, the total grant funds received by and/or anticipated to be received by the Rochester School Department for Fiscal Year 2015 are, as of the current date, anticipated to total Four Million Seventy Thousand Two Hundred Twenty Four and 20/100 Dollars (\$4,070,224.20), thereby bringing the total additional grants anticipated to be received for Fiscal Year 2015 to the Rochester School Department to an amount of One Million Three Hundred Eleven Thousand Two Hundred Twenty Four and 20/100 Dollars (\$1,311,224.20) higher than anticipated; and

THEREFORE, the sum of One Million Three Hundred Eleven Thousand Two Hundred Twenty Four and 20/100 Dollars (\$1,311,224.20) in additional grants is hereby accepted, the particulars of such grants being more particularly set forth in the attached **Exhibit A** (June 19, 2015 letter from Michael L. Hopkins, Superintendent of Schools, to Daniel Fitzpatrick, City Manager and Members of the Rochester City Council, with accompanying "Rochester School Department FY 2015 Grants" statement);

FURTHER, the sum of One Million Three Hundred Eleven Thousand Two Hundred Twenty Four and 20/100 Dollars (\$1,311,224.20), hereby is, appropriated as a supplemental appropriation to the Fiscal Year 2015 operating budget of the Rochester School Department. To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. The effective date of this Resolution shall be June 30, 2015.

CC FY16 RESOLUTION 6 07-07 AB 04

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7/2/15

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

Supplemental In/Out for Grants

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

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 18, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	School Grants
ACCOUNT NUMBER	Various
AMOUNT	\$1,311,224.20
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

SUMMARY STATEMENT

Subsequent to the approval of our Grants for FY2015, the School Department received additional grants along with adjustments to the original Grant Appropriation. We are requesting a supplemental appropriation, in and out, in the amount of \$1,311,224.20.

RECOMMENDED ACTION

Recommend acceptance and approval.

Mr. Cox ✓
7/2/15

City of Rochester School Department

Mr. Michael Hopkins
Superintendent of Schools
e-mail: hopkins.m@rochesterschools.com

Mrs. Mary A. Moriarty
Assistant Superintendent of Schools
e-mail: moriarty.m@rochesterschools.com

Ms. Linda Casey
Business Administrator
e-mail: casey.l@rochesterschools.com

Mrs. Christiane Allison
Director of Student Services
e-mail: allison.c@rochesterschools.com

Office of the Superintendent
150 Wakefield Street
Suite #8
Rochester, NH 03867-1348
(603) 332-3678
FAX: (603) 335-7367



June 19, 2015

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

Dear Mr. Fitzpatrick:

At its regular meeting of June 11, 2015, the Rochester School Board authorized me to submit a request for In/Out Supplemental Appropriations, in the amount of \$1,311,224.20 which finalizes the revenue and expenditure authorization for FY 15 Grants.

I hereby request that this proposal be placed on the agenda for your next City Council meeting and to advise us of the date when the request will be considered. We will be happy to attend the meeting to answer any questions you may have.

Yours truly,

Michael L. Hopkins
Superintendent of Schools

MLH/mgm

Enclosure

**ROCHESTER SCHOOL DEPARTMENT
FY 2015 GRANTS**

7/2/15

TITLE	BUDGET FY15	ACTUAL FY15	DIFF.
Title 1	\$1,200,000.00	\$1,452,479.96	\$252,479.96
IDEA	\$1,100,000.00	\$1,124,906.30	\$24,906.30
Preschool	\$50,000.00	\$62,143.09	\$12,143.09
Title II-A	\$250,000.00	\$227,184.51	(\$22,815.49)
Adult Education	\$29,000.00	\$36,952.00	\$7,952.00
Safe Schools (SS/HS)	\$0.00	\$371,981.68	\$371,981.68
Statewide Performance Assessment	\$0.00	\$230,000.00	\$230,000.00
PACE	\$0.00	\$188,375.00	\$188,375.00
Title Ia - Focus	\$0.00	\$135,195.66	\$135,195.66
Perkins	\$130,000.00	\$142,362.00	\$12,362.00
Fresh Fruit and Vegetable Program	\$0.00	\$98,644.00	\$98,644.00

TOTALS	\$2,759,000.00	\$4,070,224.20	\$1,311,224.20
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Supplemental In and Out Appropriation Request	\$1,311,224.20
---	----------------

AGENDA BILL - FUNDING RESOLUTION
EXHIBIT

Project Name: Supplemental Request (in/out) FY 2015 Grants Appropriation

Date: June 18, 2015

Fiscal Year: FY 2015

Fund (select):

GF ☐

Water ☐

Sewer ☐

Arena ☐

CIP ☐

Water CIP ☐

Sewer CIP ☐

Arena CIP ☐

Special Revenue ☐

Fund Type: Lapsing ☐ Non-Lapsing ☒

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1						
2						
3						
4						
5						
6						
7						
8						

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	See attached					
2						
3						
4						
5						
6						
7						
8						

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1						
2						
3						
4						
5						
6						
7						
8						

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐

**ROCHESTER SCHOOL DEPARTMENT
FY 2015 GRANTS**

TITLE	BUDGET FY15	ACTUAL FY15	DIFF.
Title 1	\$1,200,000.00	\$1,452,479.96	\$252,479.96
IDEA	\$1,100,000.00	\$1,124,906.30	\$24,906.30
Preschool	\$50,000.00	\$62,143.09	\$12,143.09
Title II-A	\$250,000.00	\$227,184.51	(\$22,815.49)
Adult Education	\$29,000.00	\$36,952.00	\$7,952.00
Safe Schools (SS/HS)	\$0.00	\$371,981.68	\$371,981.68
Statewide Performance Assessment	\$0.00	\$230,000.00	\$230,000.00
PACE	\$0.00	\$188,375.00	\$188,375.00
Title Ia - Focus	\$0.00	\$135,195.66	\$135,195.66
Perkins	\$130,000.00	\$142,362.00	\$12,362.00
Fresh Fruit and Vegetable Program	\$0.00	\$98,644.00	\$98,644.00

TOTALS

\$2,759,000.00	\$4,070,224.20	\$1,311,224.20
----------------	----------------	----------------

Supplemental In and Out Appropriation Request

\$1,311,224.20

**AMENDMENTS TO CHAPTER 40 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING PERMIT APPLICATION FEE**

THE CITY OF ROCHESTER ORDAINS:

That subsections 40.16 (1) of Chapter 40 of the General Ordinances of the City of Rochester regarding Permits and currently before the Rochester City Council, be amended to change the application fee from Ten Dollars (\$10.00) to Twenty Five Dollars (\$25.00), as follows:

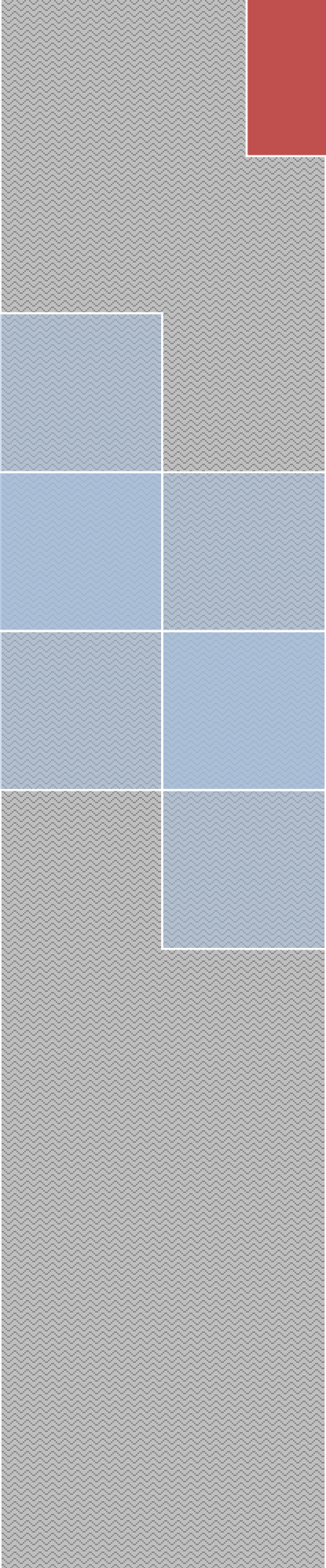
40.16 Permits

....

(1) On proposed work, the fee of Nine Dollars (\$9.00) per thousand dollars of estimated cost of work, or any portion thereof, with a minimum fee of Ten Dollars (\$10.00), in addition to an application fee of Twenty-Five Dollars (\$25.00) for each permit.

The effective date of these amendments shall be upon passage.

CC FY 16 AMENDMENT 2 07/07 (AB 06)



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7/2/15

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 Chapter 40 of the General Ordinances of the City of Rochester Regarding Permit Application Fee

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐
Amendment to the City OrdinancesFUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 23, 2015		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

Attorney review.

SUMMARY STATEMENT

On June 2, 2015, the City Council voted to increase the proposed City Manager's budget as shown on page 14 of the O & M budget account number 400404 [building permits] in anticipation of increasing the permit application fees for the Building, Zoning, and Licensing Services Department.

Subsequently, the matter had been sent to the June 4, 2015, Codes and Ordinances Committee meeting. The recommendation of the Codes and Ordinances Committee is not to amend the permit application fees at this time.

RECOMMENDED ACTION

Council action.

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.

Councilor Bogan asked if there were two separate fees, one for commercial and one for residential. It was agreed that there is only the one fee.

Councilor Lauterborn did not agree with the change for the application fee. She stated that you will have to pay this fee anytime you want to do work on your house.

Councilor Gates felt that with raising the fee, fewer residents will apply and they will do the work without getting a permit.

The Codes and Ordinances Committee discussed this issue further. Councilor Hamann stated that Rochester's fee is one of the lowest in the area. Councilor Bogan asked if they could possibly meet somewhere in the middle and suggested an increase to \$15 dollars versus \$25 dollars. Councilor Lauterborn stated that they were never given anything in writing pertaining to other communities' fees. Councilor Gates suggested leaving the fee as is. The committee discussed not changing the fee.

Councilor Varney **MOVED** to not recommend the proposed fee change under Chapter 40 to the City Council on June 9, 2015. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Hamann informed the committee that the fee change was accepted at the June 2, 2015, meeting. It was discussed giving the City Council the committee's recommendation; however, the full City Council could still approve the change.

Councilor Lauterborn wanted clarification on the increased revenue that was mentioned at the June 2, 2015, meeting. She questioned how the increase of \$15 dollars could generate \$34,000 dollars. The committee discussed how Mr. Grant came to that number.

Mr. O'Rourke wanted to make the committee aware of how some of the public notices are being published in the Foster's Daily Democrat. He explained that they had been appearing in the obituary section. He said that originally it was questioned that there was a law that prohibited this. Mr. O'Rourke stated that there was not a law to prohibit this. Councilor Varney said that the obituaries are the most read section of the newspaper.

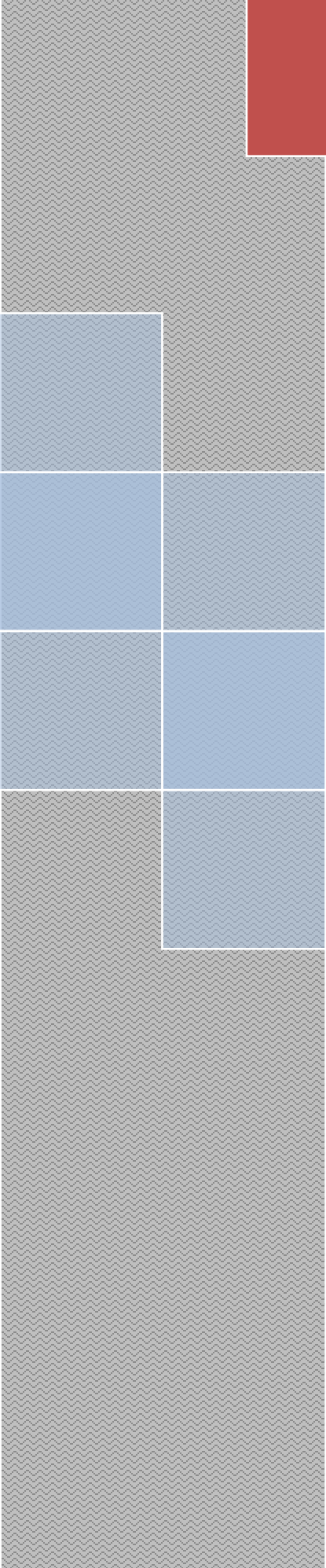
Councilor Lachapelle informed the Codes and Ordinances Committee that they will not be meeting in July. He said their next meeting will be August 6, 2015.

**RESOLUTION DEAUTHORIZING CERTAIN ROCHESTER SCHOOL DEPARTMENT
CAPITAL IMPROVEMENT PROJECT (CIP) FUNDING**

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

1. By letter dated May 22, 2015, Michael Hopkins, Superintendent of the City of Rochester School Department informed the City Manager and members of the City Council that the School Board requests that One Hundred Eighty Nine Thousand Nine Hundred Thirty Three and 58/100 Dollars (\$189,933.58) be deauthorized from certain CIP projects previously authorized to be bonded. **(Exhibit A)**.
2. In accordance with the provisions RSA 33:9, One Hundred Eighty Nine Thousand Nine Hundred Thirty Three and 58/100 Dollars (\$189,933.58) of previous bond authority is deauthorized from the City of Rochester School Department CIP fund as requested in Exhibit A.
3. 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 RESOLUTION 5 07-07 AB 5



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7/2/15

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

AGENDA SUBJECT

De-Authorization of Various School Capital Projects

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

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	May 27, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	n/a
ACCOUNT NUMBER	various
AMOUNT	\$189,933.58
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

SUMMARY STATEMENT

These are projects that currently have balances from the original appropriation and are complete and have been bonded. There is one project that was appropriated back in 2008 for \$100,000 that is no longer needed so we are requesting full de-authorization of that project.

RECOMMENDED ACTION

Recommend acceptance and approval.

7/2/15

City of Rochester School Department

Mr. Michael Hopkins
Superintendent of Schools
e-mail: hopkins.m@rochesterschools.com

Mrs. Mary A. Moriarty
Assistant Superintendent of Schools
e-mail: moriarty.m@rochesterschools.com

Ms. Linda Casey
Business Administrator
e-mail: casey.l@rochesterschools.com

Mrs. Christiane Allison
Director of Student Services
e-mail: allison.c@rochesterschools.com

Office of the Superintendent
150 Wakefield Street
Suite #8
Rochester, NH 03867-1348
(603) 332-3678
FAX: (603) 335-7367



May 22, 2015

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

Dear Mr. Fitzpatrick:

At the May 14, 2015 Regular Board meeting the Board authorized me to request on their behalf, City Council's approval for the deauthorization of \$189,933.58 for specific CIP projects. Please see the enclosed document for a breakdown of these projects.

I look forward to hearing from you with regard to the meeting date Council will be considering the above request. If you require additional information please contact my office.

Yours truly,

Michael L. Hopkins
Superintendent of Schools

MLH/mgm

Enclosure (1)

cc Rochester School Board
Ms. Linda Casey, Business Administrator SAU #54

AGENDA BILL - FUNDING RESOLUTION
EXHIBIT

Project Name: Deauthorization of Various Capital School Projects

Date: May 15, 2015

Fiscal Year: Multiple

Fund (select):

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

Fund Type: Lapsing ☐ Non-Lapsing ☒

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15019000	743000	12103			1,400.00
2	15019000	743000	13104			86,960.00
3	15019000	743000	14103			.96
4	15019000	745000	08111			239.67
5	15019000	745000	11104			502.45
6	15019000	745000	13102			830.50
7	15019000	775000	08401			100,000.00
8						

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1						
2						
3						
4						
5						
6						
7						
8						

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1						
2						
3						
4						
5						
6						
7						
8						

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐

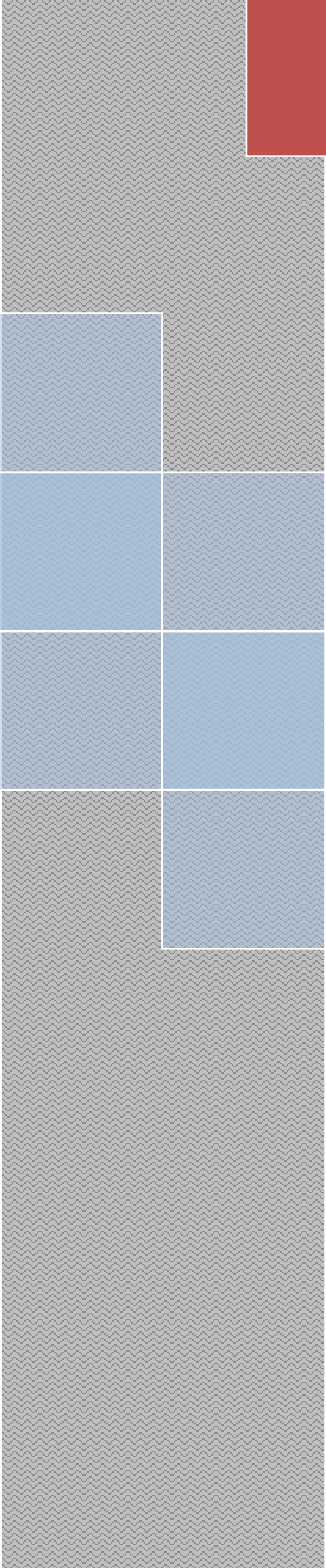
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO PROVIDE ELECTRICITY TO THE GRANITE STATE BUSINESS PARK (GSBP)
SIGN**

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

That the sum of Twenty Thousand Dollars (\$20,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Economic Development Department Capital Improvement Project (CIP) Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the provision of electricity to the GSBP island sign for the so-called Industrial Park Sign Project and provided further that all of the funds for such supplemental appropriation shall be derived from the GSBP TIF Increment Revenues Reserve Fund.

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

CC FY16 RESOLUTION 4 07-07 AB 07



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7/2/15

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

AGENDA SUBJECT Supplemental Appropriation for CIP INDUSTRIAL PARK SIGNS
--

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

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

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE	Signature on File, Karen Pollard		
DATE SUBMITTED	June 24, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	18	

COMMITTEE SIGN-OFF

COMMITTEE	Public Works Committee 6/18/2015
CHAIR PERSON	Councilor Torr

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	General Fund
ACCOUNT NUMBER	CIP 15011010-771000-13501
AMOUNT	\$20,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

CC FY 16 AB 07

SUMMARY STATEMENT

Electricity to the island in the Granite State Business Park is being bid as a separate item from the sign. Please see attached BID Documents as prepared by Jen Hale, City Engineer.

As per the Finance Dept.: The electrical piece will also be a CIP project and should be associated with the original project. This needs to be booked as a fixed asset (GASB34) and the rule is that the cost of the asset includes all costs associated with placing the asset in service.

RECOMMENDED ACTION

Appropriate \$20,000 to CIP Project INDUSTRIAL PARK SIGNS for the GSBP Sign Electricity.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Supplemental Appropriation for GSBP Sign Electricity

Date: JULY 7, 2015

Fiscal Year: FY2016

Fund (select):

GF Water Sewer Arena CIP ☒ Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing ☒

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15011010	771000	13501	-	-	20,000 -
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

Karen Pollard

From: Karen Pollard
Sent: Wednesday, May 27, 2015 10:40 AM
To: 'Ashley Gayhart'
Cc: Denis Maltais; Jennifer Murphy Aubin; Jennifer Hale; Shane Tufts; Jennifer Marsh
Subject: RE: Granite State Business Park

Importance: High

Ashley and Denis,

The Director of Finance for the city has determined that he cannot authorize a change order that is such a large percentage of the original bid and that the amount also qualifies for this component to be bid as a separate project. In a meeting with the City Manager, Finance Director and Public Works it was determined that we would proceed with the installation of the sign with the ability to connect electric at the end of the summer when the bid process is complete. The City Council will also need to approve the expenditure as a new budget item on July 7.

Shane Tufts is the Interim Supervisor of Buildings and Grounds, who will be prepping the island – as I recall just smoothing the two sign locations where it is “humped up”. He is also going to be removing the brush and scrub on city property to the south side of the driveway and seeding that area once cleaned out. Any rocks or boulders will be used in landscaping the sign bases on the island. 603-335-7593 shane.tufts@rochesternh.net No date as of yet.

Jennifer Hale is the city engineer and is aware of this project. She will be drafting the specs for the electrical bid and needs to understand how the current electrical requirements were derived. 603-335-7575
jennifer.hale@rochesternh.net We desire having this out to bid by June 15, with bid opening July 9 and award immediately after.

Jenn Marsh has collected the names of all of the businesses in the park that will appear on the sign, so we may proceed with the design and construction components. 603-335-7522 jennifer.marsh@rochesternh.net

If I am missing anything I’m sure I will be reminded shortly.

Karen

Karen Pollard, CECD, EDP
 Economic Development Manager

City of Rochester
 Mailing address: 31 Wakefield Street
 Office Location: 150 Wakefield Street
 Rochester, NH 03867
 603-335-7522
 603-833-9194 - cell
 603-335-7597 - fax
www.thinkrochester.biz
Karen.Pollard@rochesternh.net

IMPORTANT PRIVACY NOTICE

This email contains information that may be confidential and privileged. If you are not the intended recipient, please refrain from disclosing, copying, distributing, or

INVITATION TO BID

The City of Rochester, New Hampshire is accepting sealed bids for electrical service connections of two new signs at the Granite State Business Park. Bids must be submitted to the City at the address below in a sealed envelope plainly marked as follows:

"Electrical Services – GSBP Signage**Bid # 15-xx"**

City of Rochester
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than **"July 9, 2015" at 2:15 PM** Actual bid opening will be at Rochester City Hall, 31 Wakefield Street in Rochester NH, at **2:30 PM**. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. Bidders are to monitor website for addendums, and postings of all bid questions and answers. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed when submitted.

**Request for Price Quotes
Electrical Services – GSBP Signage
Bid Form**

Description of Work:

Below are the specifications for the electrical work needed to power two new signs located within an existing landscaped island at the entrance to the Granite State Business Park (Innovation Drive). The signs work is not part of this bid. For information the Sign Drawings and Location Plan prepared by Barlo Signs, titled Granite State Business150214170, last revised May 13, 2015, have been incorporated into this bid for reference.

Specifications

Contractor shall provide the following services in accordance with Eversource requirements and in conformance to ANSI/NFPA 70 National Electrical Code (latest revision) and other applicable federal, state and local codes as necessary:

- Provide 20' above grade utility pole with guy wire. Coordination of new pole and guy wire will be directly with Eversource.
- Install weather head, wire and conduits to meter box to be located on utility pole.
- Install conduit drop and wire from meter box drop to underground service and trench from utility pole through vegetated area (+/- 15') then across roadway (+/-24') onto the existing landscape island to Sign A location (See attached Location Plan).
- Trench and install conduit and wire from Sign A location to Sign B location. The existing vegetation within the island will be removed prior to electrical installation.
- Provide 3" conduit and all required and necessary primary components. This includes 3- 20 amp/120 volt circuits to power the flood lights (provided by others), Sign A and Sign B (provided by others).

All trenching to be completed in accordance with the City of Rochester Excavation Procedures and Specifications which can be found at <http://www.rochesternh.net/public-works/files/excavation-procedures-and-specifications>. An excavation permit will be required.

The contractor shall review Eversource's "Requirements for Electric Service Connections" prior to bid. They can be found at <https://www.eversource.com/Content/nh/about/doing-business-with-us/builders-contractors>

**Request for Price Quotes
Electrical Services – GSBP Signage
Bid Form**

Bidder Information

Business Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Fax: _____

Signature: _____

Lump Sum Bid Amount: _____

Three references required. Minimally one should be from another municipality.

Reference #1

Name & Contact # _____

Reference #2

Name & Contact # _____

Reference #3

Name & Contact # _____

Bids results will be posted after 48 hours on the City of Rochester's web site:
www.rochesternh.net or will be available by request via e-mail at the following
address: purchasing@rochesternh.net.

INSTRUCTION TO BIDDERS

PREPARATION OF BID PROPOSAL

1. The Bidder shall submit her/his proposal upon the form(s) furnished by the City (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
4. All questions shall be submitted in writing to and received by the Purchasing Agent at the above address, a minimum of 7 days prior to the scheduled bid opening. The Purchasing Agent, will then forward both the question and the city's response to the question to all known prospective bidders.

IRREGULAR PROPOSALS

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items.

DELIVERY OF BID PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the City of Rochester, Purchasing Agent, 31 Wakefield Street, Rochester, NH 03867. All

proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Emailed or faxed bid proposals are not acceptable.

WITHDRAWAL OF BID PROPOSALS

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

PUBLIC OPENING OF BID PROPOSALS

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

DISQUALIFICATION OF BIDDERS

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of her/his bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

CONSIDERATION OF PROPOSALS

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.
3. Bid results will be available on the website at www.rochesternh.net within 48 hours of the bid opening.

AWARD OF CONTRACT

The City holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of

(60) sixty days subsequent to the opening of bids without the consent of the City of Rochester. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

CANCELLATION OF AWARD

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability or other claim against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

1. The bidder's ability, capacity, and skill to perform within the specified time limits.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

CONDITIONS AT SITE

Bidders shall be responsible for having ascertained pertinent local conditions, such as: location, accessibility and general character of the site. The character and extent of existing work within or adjacent to the site and any other work being performed thereon at the time of the submission of her/his bid.

LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify the City of Rochester in writing.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

1. The Contractor shall deliver with bid documents; certificates of all insurance required hereunder. The certificate shall state that the companies issuing insurance will endeavor to mail to the City of Rochester ten (10) days notice of cancellation, alteration or material change of any listed policies. The Contractor shall keep in force the insurance required herein for the period of the Contract. At the request of the City of Rochester, the Contractor shall promptly make available a copy of any and all listed insurance policies. The requested insurance must be written by a Company licensed to do business in New Hampshire at the time the policy is issued.
2. The City of Rochester, NH shall be listed as additional insured on all the Certificates of Insurance.
3. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.
4. No operations under this Contract shall commence until certificates of insurance attesting to the below listed requirements have been filed with and approved by the Department of Public Works, and the Contract approved by the City Manager.
 - a. Workmen's Compensation Insurance
Limit of Liability - \$100,000.00 per accident
 - b. Commercial General Liability
Limits of Liability
Bodily Injury: \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate
Property Damage: \$500,000.00 per occurrence, \$200,000.00 aggregate
Combined Single Limit, Bodily Injury and Property Damage:
\$2,000,000.00 aggregate
 - c. Automobile Liability
Limits of Liability - \$500,000.00 per accident.
 - d. The Contractor shall indemnify, defend, and save harmless the City of Rochester and its agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury. Including death at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by said City of Rochester, its agents, employees or others.

ACCIDENT PROTECTIONS

It is a condition of this Contract, and shall be made a condition of each subcontract entered into pursuant to the Contract. That a Contractor and any

Subcontractors shall not require any laborer or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health or safety, as determined by construction safety and health standards of the Occupational Safety and Health Administration, United States Department of Labor, which standards include, by reference, the established Federal Safety and Health regulations for Construction. These standards and regulations comprise Part 1910 and Part 1926 respectively of Title 29 of the Code of Federal Regulations and are set forth in the Federal Register. In the event any revisions in the Code of Federal Regulations are published, such revisions will be deemed to supersede the appropriate Part 1910 and Part 1926, and be effective as of the date set forth in the revised regulation.

SUBCONTRACTS

1. Nothing contained in the Specifications or Drawings shall be construed as creating any contractual relationship between any Subcontractor and the City of Rochester. The Division or Sections of the Specifications are not intended to control the Contractor in dividing the work among Subcontractors or to limit the work performed by any trade.
2. The Contractor shall be as fully responsible to the City of Rochester for the acts and omissions of Subcontractors and of persons employed by her/him, as she/he is responsible for the acts and omissions of persons directly employed by her/him.

PROTECTION OF WORK AND PROPERTY

The Contractor shall, at all times, safely guard the City's property from injury or loss in connection with this Contract. She/he shall, at all times, safely guard and protect her/his own work and that of adjacent property from damage. All passageways, guard fences, lights and other facilities required for protection by State or Municipal laws, regulations and local conditions must be provided and maintained.

USE OF PREMISES AND REMOVAL OF DEBRIS

The Contractor expressly undertakes at his own expense:

1. To take every precaution against injuries to persons or damage to property;
2. To comply with the regulations governing the operations of premises which are occupied and to perform his Contract in such a manner as not to interrupt or interfere with the operation of the Institution;
3. To perform any work necessary to be performed after working hours or on Sunday or legal holidays without additional expense to the City, but only when requested to do so by the City;
4. To store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other Contractors;

5. Daily to clean up and legally dispose of (away from the site), all refuse, rubbish, scrap materials and debris caused by his operation. Including milk cartons, paper cups and food wrappings left by his employees, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
6. All work shall be executed in a workmanlike manner by experienced mechanics in accordance with the most modern mechanical practice and shall represent a neat appearance when completed.

MATERIALS AND WORKMANSHIP

1. Unless otherwise specified, all materials and equipment incorporated into the work under the Contract shall be new. All workmanship shall be first class and by persons qualified in their respective trades.
2. Where the use of optional materials or construction method is approved, the requirements for workmanship, fabrication and installation indicated for the prime material or construction method shall apply wherever applicable. Required and necessary modifications and adjustments resulting from the substitution or use of an optional material or construction method shall be made at no additional cost to the City.

STANDARDS

1. Materials specified by reference to the number, symbol or title of a specific standard, such as a Commercial Standard, a Federal Specification, Department's Standard Specifications, a trade association standard or other similar standard shall comply with requirements in the latest revision thereof and any amendment or supplement thereto in effect on the date of advertisement, except as limited to type, class or grade or modified in such reference.
2. Reference in the Specifications to any article, device, product, material, fixture, form or type of construction by name, make or catalog number shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. In such cases the Contractor may, at his option, use any articles, device, product, material fixture, form or type of construction that, in the judgment of the City expressed in writing to all Bidders before opening of bids as an addendum, is an acceptable substitute to the specified.
3. Substitution During Bid Time: Whenever any particular brand or make of material or apparatus is called for in the Specifications, a Bidder's Proposal must be based upon such material or apparatus, or upon a brand or make which has been specifically approved as a substitution in an Addendum issued to all Bidders during the bidding time.
4. The intent is that the brand or make of material or apparatus that is called for herein establishes a standard of excellence that, in the opinion of the Consultant and Engineer, is necessary for this particular Project.

5. Substitution After Bid Opening: No substitutions will be considered after bids have been opened unless necessary due to strikes, lockouts, bankruptcy or discontinuance of manufacture, etceteras. In such cases, the Contractor shall apply to the City, in writing within ten (10) days of his realizing his inability to furnish the article specified, describing completely the substitution he desires to make.

EXTRAS

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Director of Public Works has ordered the same, in writing.

GUARANTEE OF WORK

1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the Date of Final Acceptance.
2. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.
3. In any case, wherein fulfilling the requirements of the Contract or of any guarantee, should the Contractor disturb any work guaranteed under another contract, the Contractor shall restore such disturbed work to a condition satisfactory to the Director of Public Works. And guarantee such restored work to the same extent as it was guaranteed under such other contracts.
4. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the City of Rochester may have the defects corrected and the Contractor shall be liable for all expense incurred.
5. All special guarantees applicable to definite parts of the work that may be stipulated in the Specifications or other papers forming a part of the Contract shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.

DEFAULT AND TERMINATION OF CONTRACT

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or
4. Discontinues the prosecution of the work; or
5. Fails to resume work, which has been discontinued, within the time frames

included in specifications; or

6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
7. Makes an assignment for the benefit of creditors; or
8. For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing, to the Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, then the City of Rochester will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.

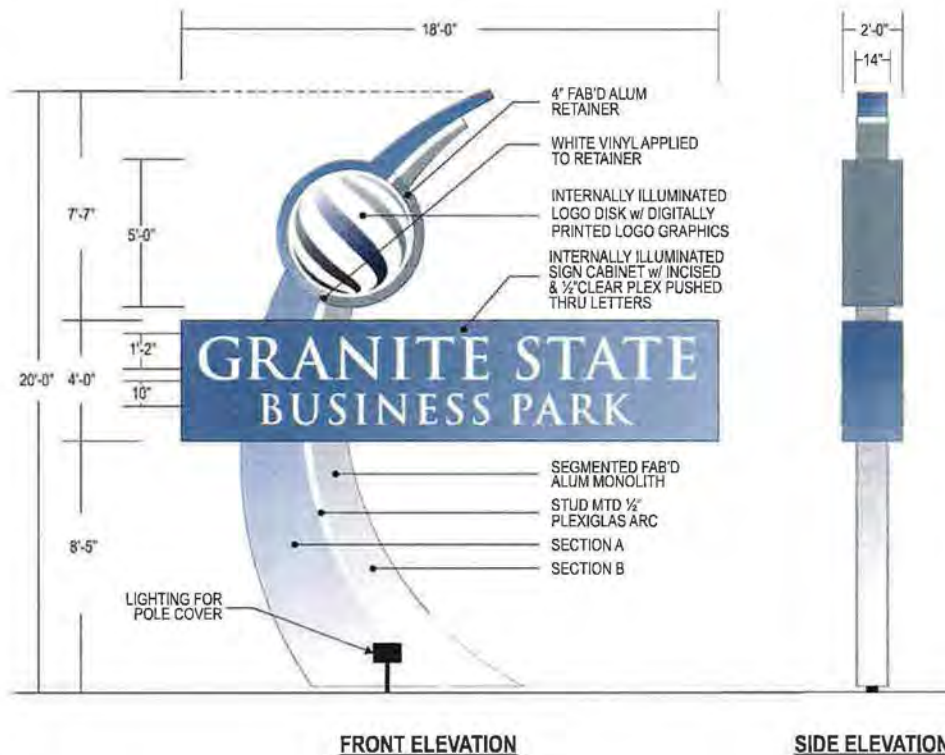
All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Rochester the amount of such excess.

OBTAINING BID RESULTS

Bid results will be available on the website at www.rochesternh.net within 48 hours of the bid opening.

JOB#: 93111

MANUFACTURING	
Barlo	BarloMex Sub Other:
INSTALLATION	
Barlo	BarloMex Sub Other:
SCOPE OF WORK	
ITEM A	
MFG. & INST. ONE (1) D/F INTERNALLY ILLUMINATED PYLON SIGN	
Sign Area:	97 SQ. FT.
GENERAL NOTES	
COLORS	
SIGN	
CABINET: MP22032 ACIER BLUE METALLIC RETAINER-BLEED	
FACE BG: MP22007 TETRA BLUE METALLIC	
COPY: WHITE	
MONOLITH	
SECTION A: MP22032 ACIER BLUE METALLIC	
SECTION B: MP18202 QUARTZ GREY METALLIC	
RAISED CHANNEL: WHITE	
ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.	
SIGN DISPOSITION	
<input type="checkbox"/> Store for Barlo	<input type="checkbox"/> Leave @ Site <input type="checkbox"/> Dispose
<input type="checkbox"/> Store for Customer	<input type="checkbox"/> Chargeable <input type="checkbox"/> N/A



ITEM A- (1) D/F ILLUMINATED PYLON SIGN
SCALE: 1/4"=1'-0"

ALL SIZES & SPECIFICATIONS PENDING FIELD SURVEY VERIFICATION	
REVISIONS	
Date	Comment
3-2	REMOVED 1 GROUND LIGHT
DESIGN CHECKLIST	
Completed By	DR Date 2/18
BARLO SIGNS	
158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674	
File Name:	Granite State Business 150214170 (U)
B-15-02-14170 SHEET: 1.0	

PROJECT APPROVAL - PRESALE		Job Name: Granite State Business Park	
Design:	Date:	Location:	91 Innovative Dr, Rochester, NH
Sales:	Date:	Design Specifications Accepted By:	
PROJECT APPROVAL - PROD.		Client:	Drawn By: DJR
Design:	Date:	Sales Rep:	MALT
Estimating:	Date:	Landlord:	Date: 4/01/15
Engineering:	GN Date: 5-4	© COPYRIGHT 2015 THE BARLO GROUP	
Sales:	Date:	THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND COMPLETION RIGHTS ARE RESERVED BY THE BARLO GROUP.	
Production:	Date:	THIS FORM IS PROVIDED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR COMPANY OR ANY AFFILIATE.	
Installation:	Date:		

ALL STEEL WORK AND EXT. LIGHTING BY BARLO HUDSON

BM 5/13/15 RELEASED TO PRODUCTION

JOB#: 93111

MANUFACTURINGBarlo ☒ BarloMex ☐ Sub ☐ Other: _____**INSTALLATION**Barlo ☒ BarloMex ☐ Sub ☐ Other: _____**SCOPE OF WORK****ITEM A**MFG. & INST. ONE (1) D/F INTERNALLY
ILLUMINATED PYLON SIGN
CONSTRUCTION DETAILS

Sign Area: 97 SQ. FT.

GENERAL NOTES

SEE SHEET 1.0 FOR COLORS

SIGN DISPOSITION
☐ Store for Barlo ☐ Leave @ Site ☐ Dispose
☐ Store for Customer ☐ Chargeable ☐ N/A
MANUFACTURING INFORMATIONS/F ☒ D/F ☐ ILL. ☐ Non-ILLInterior ☒ Exterior ☐ Custom ☐ Extrusion

Cabinet Depth: 24" Rel. BLEED

Framing: Steel ☒ Alum. ☐

Face Mat: ALUMINUM TH: 1/8" LOGO: 3/8" LEXAN

Copy: PLEX, INCISED PUSH THRU 1/8"

UL Stocker Loc: Std Top

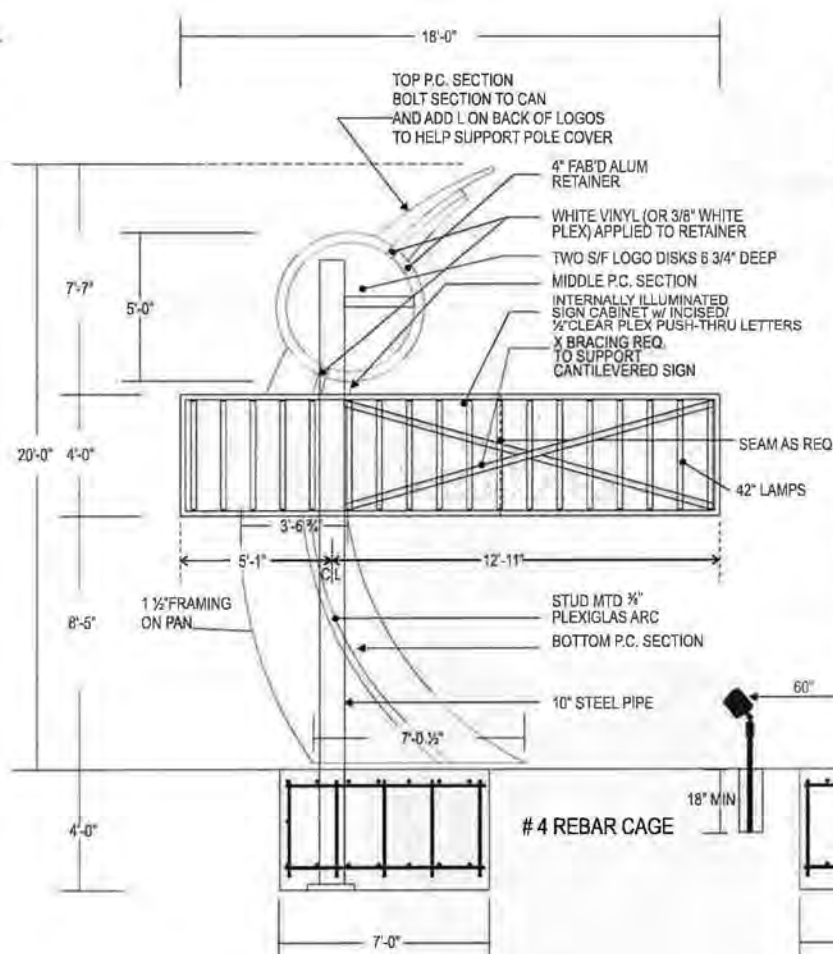
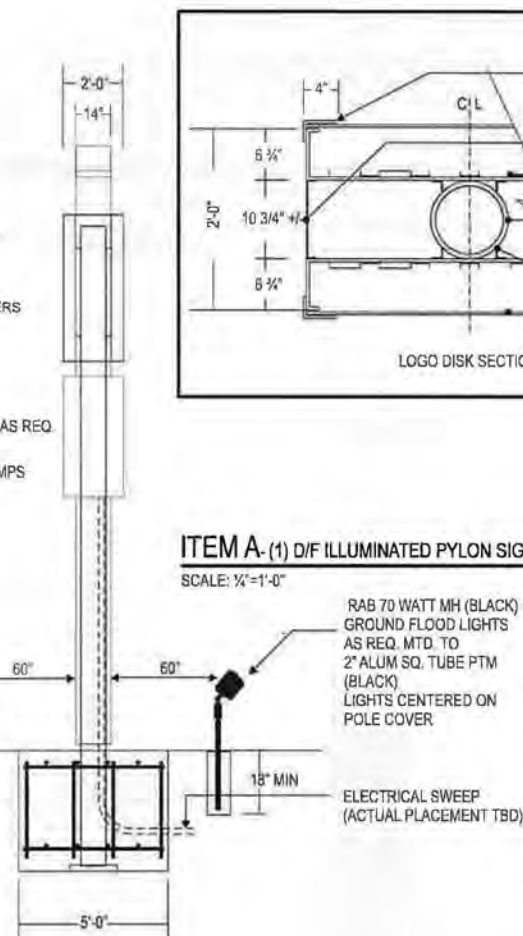
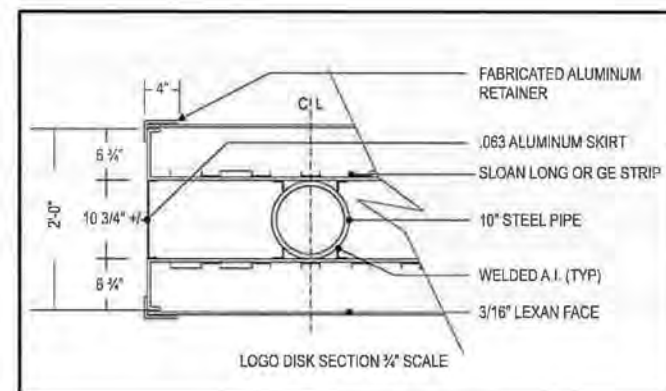
Illumination: ☒ Fluorescent ☒ LED LOGOBallast: Standard ☒ Electronic ☐**POLE COVER**Non-illum ☐ Alum ☐ Standard ☐ Custom ☐

Hgt: SEE PRINT Depth: 14"

Material: ALUMINUM

ELECTRIC	Existing	Required
Circuits		1
Amp		20
Voltage		120
U.L.		YES
Suitable Location:	<input checked="" type="checkbox"/> Wet <input type="checkbox"/> Damp <input type="checkbox"/> Dry	
Notes:		
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electric Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.		

BM 5/13/15 RELEASED TO PRODUCTION

**FRONT ELEVATION****SIDE ELEVATION****ITEM A - (1) D/F ILLUMINATED PYLON SIGN-CONSTRUCTION DETAILS**

SCALE: 3/4"=1'-0"

RAB 70 WATT MH (BLACK)
GROUND FLOOD LIGHTS
AS REQ. MTD. TO
2" ALUM SQ. TUBE PTM
(BLACK)
LIGHTS CENTERED ON
POLE COVERELECTRICAL SWEEP
(ACTUAL PLACEMENT TBD)ALL SIZES & SPECIFICATIONS PENDING
FIELD SURVEY VERIFICATION**REVISIONS**

Date	Comment
3-2	REMOVED 1 GROUND LIGHT

DESIGN CHECKLIST

Completed By: DR Date: 2/18

Job Name: Granite State Business Park	
Location: 91 Innovative Dr. Rochester, NH	
Design Specifications Accepted By:	Drawn By: DJR
Client:	Sales Rep: MALT
Landlord:	Date: 4/01/15
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Underwriters Laboratories Inc.	

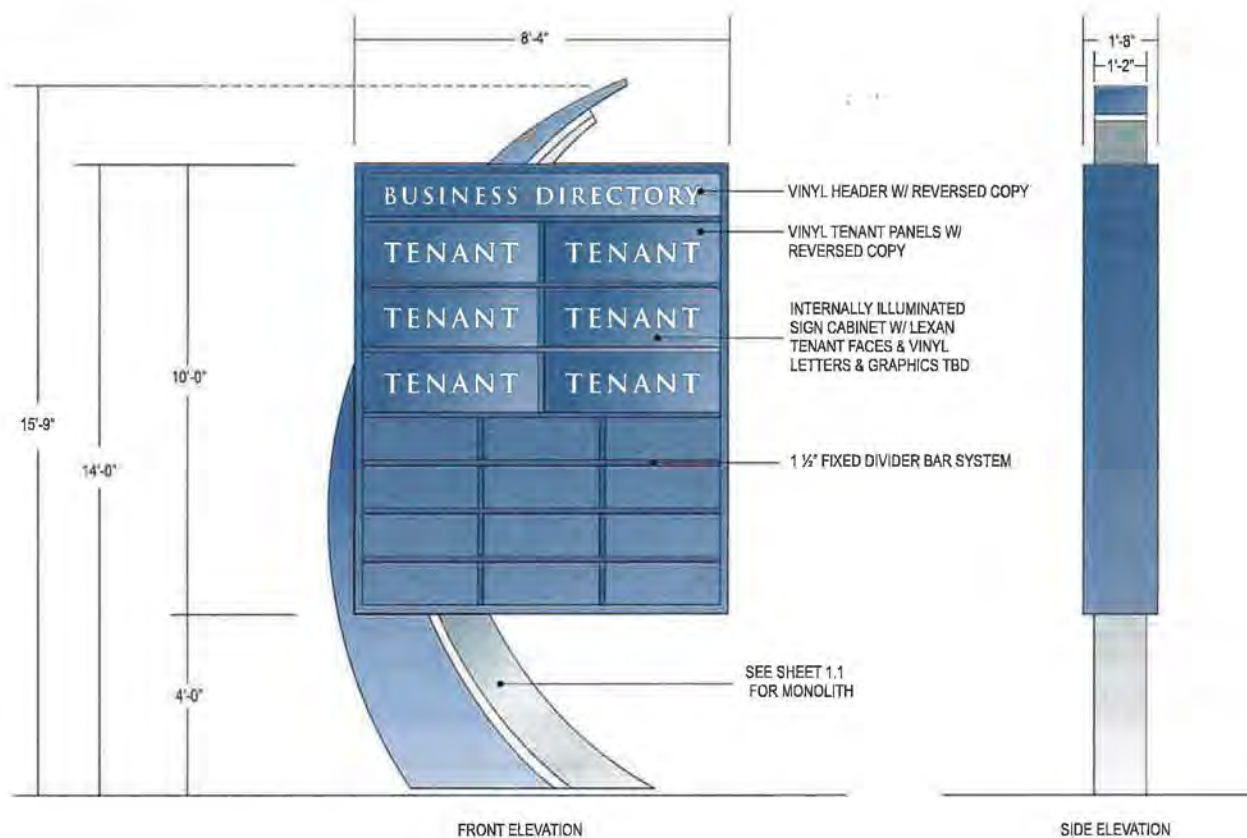
BARLO SIGNS
156 Greeley St., Hudson, NH 03051
(603) 882-2638 Fax (603) 882-7680
For Service: 603-227-5874

File Name: Granite State Business 150214170 (U)

B-15-02-14170

SHEET: 1.1

JOB#:	93111
MANUFACTURING	
Barlo	BarloMex Sub Other:
INSTALLATION	
Barlo	BarloMex Sub Other:
SCOPE OF WORK	
ITEM B	
MFG. & INST. ONE (1) D/F INTERNALLY ILLUMINATED PYLON SIGN	
Sign Area:	83.75 SQ. FT.
GENERAL NOTES	
SEE SHEET 2.1 FOR FABRICATION DETAILS	
COLORS	
SIGN	
CABINET: MP22032 ACIER BLUE METALLIC	
RETAINERS: MP22032 ACIER BLUE METALLIC	
FACE BG: HEADER: 180C-237 SILVER BLUE METALLIC	
COPY: WHITE	
WHITE TENANT FACES (LETTERS & GRAPHICS TBD)	
MONOLYTH	
SECTION A: MP22032 ACIER BLUE METALLIC	
SECTION B: MP18202 QUARTZ GREY METALLIC	
RAISED CHANNEL: WHITE	
ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.	
SIGN DISPOSITION	
<input type="checkbox"/> Store for Barlo	<input type="checkbox"/> Leave @ Site <input type="checkbox"/> Dispose
<input type="checkbox"/> Store for Customer	<input type="checkbox"/> Changeable <input type="checkbox"/> N/A



ITEM B - (1) D/F ILLUMINATED DIRECTORY SIGN

SCALE: 3/8"=1'-0"

ALL STEEL WORK BY BARLO HUDSON

BM 5/13/15 RELEASED TO PRODUCTION

PROJECT APPROVAL - PRESALE		Job Name: Granite State Business Park	
Design:	Date:	Location: 91 Innovative Dr. Rochester, NH	
Sales:	Date:	Design Specifications Accepted By:	
PROJECT APPROVAL - PROD		Client:	Drawn By: DJR
Design:	Date:	Landlord:	Sales Rep: MALT
Estimating:	Date:	Date: 4/01/15	
Engineering:	GN Date: 5-4	© COPYRIGHT 2015 THE BARLO GROUP	
Sales:	Date:	THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND REPRODUCTION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS ISSUED FOR YOUR INFORMATION AND IS NOT TO BE USED TO OBTAIN YOUR OWN RIGHTS OR RIGHTS IN ANY MANNER.	
Production:	Date:	Underwriters Laboratories Inc.	
Installation:	Date:		
		File Name: Granite State Business 150214170 (U) B-15-02-14170 SHEET: 2.0	

ALL SIZES & SPECIFICATIONS PENDING FIELD SURVEY VERIFICATION	
REVISIONS	
Date	Comment
3-2	REVISED TENANT PANEL LAYOUT PER SALES

DESIGN CHECKLIST

Completed By: _____ Date: _____

JOB#: 93111

MANUFACTURING

Barlo BarloMex Sub Other:

INSTALLATION

Barlo BarloMex Sub Other:

SCOPE OF WORK**ITEM B**MFG. & INST. ONE (1) D/F INTERNALLY
ILLUMINATED PYLON SIGN

Sign Area: 83.75 SQ. FT.

GENERAL NOTES**COLORS**

SEE SHEET 2.0 FOR COLORS

SIGN DISPOSITION
☐ Store for Barlo ☐ Leave @ Site ☐ Dispose
☐ Store for Customer ☐ Chargeable ☐ N/A
MANUFACTURING INFORMATION

S/F D/F ILL Non-ILL

Interior Exterior Custom Extrusion

Cabinet Depth: 20" Rel. 2 1/2" Div. 1 1/2"

Framing: Steel Alum

HEADER Face Mat: ALUMINUM 1/2" TENANT PANELS: LEXAN 3/16"

Copy: HEADER: INCISED

UL Sticker Loc: Std Top

Illumination: Fluorescent 117" VERT LAMPS

Ballast: Standard Electronic

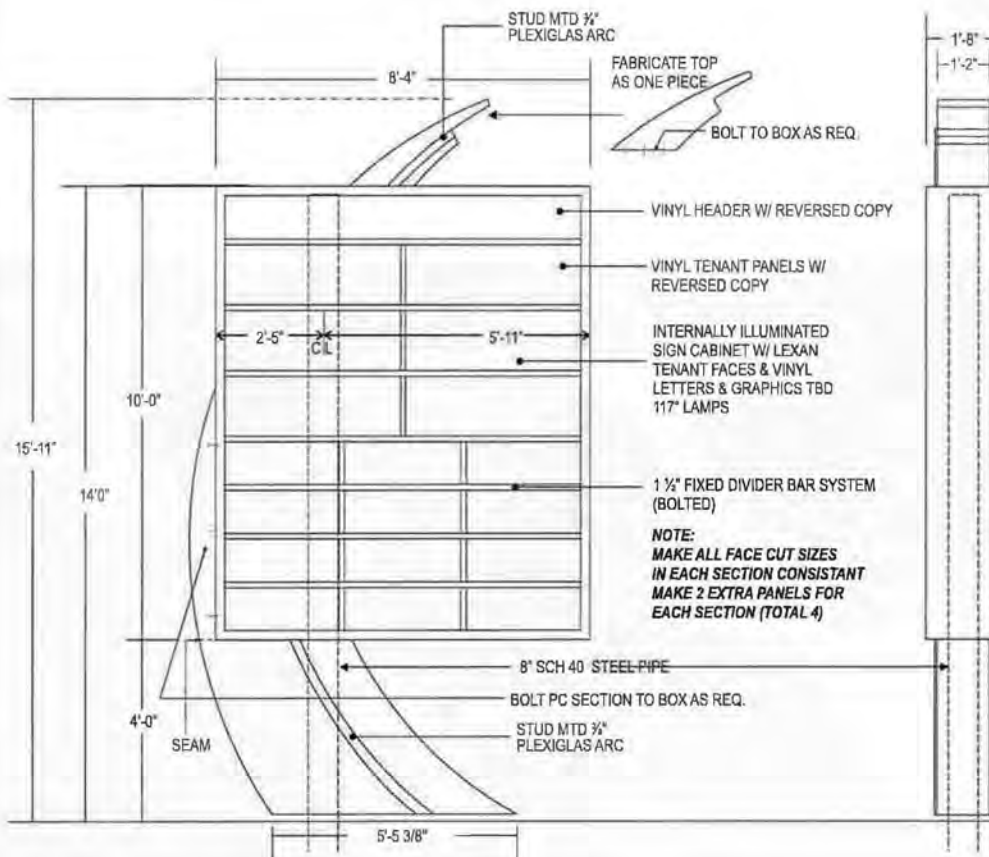
POLE COVER

Non-Illum Alum Standard Custom

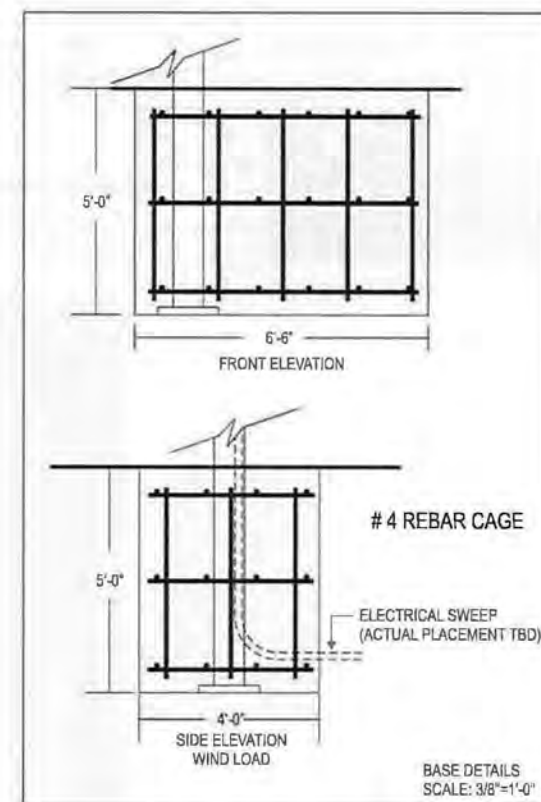
Hgt. SEE PRINT Depth: 14"

Material: ALUMINUM

ELECTRIC	Existing	Required
Circuits		1
Amp		20
Voltage		120
U.L.		YES
Suitable Location:	<input checked="" type="checkbox"/> Wet <input type="checkbox"/> Damp <input type="checkbox"/> Dry	
Notes:	This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electric Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.	

**ITEM B - (1) D/F ILLUMINATED DIRECTORY SIGN CONSTRUCTION DETAILS**

SCALE: 3/8"=1'-0"



Job Name: Granite State Business Park		BARLO SIGNS 150 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674
Location: 91 Innovative Dr. Rochester, NH		
Design Specifications Accepted By:	Drawn By: DJR	
Client:	Sales Rep: MALT	
Landlord:	Date: 4/01/15	
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		B-15-02-14170 SHEET: 2.1

BM 5/13/15 RELEASED TO PRODUCTION

JOB#: 93111








ITEM B
DIRECTORY SIGN

EXACT LOCATIONS TBD

ITEM A
PRIMARY SIGN

AERIAL VIEW

BM 5/13/15 RELEASED TO PRODUCTION

Job Name: Granite State Business Park		 <p>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7689 For Service: 800-227-5674</p>
Location: 91 Innovative Dr, Rochester, NH		
Client: Design Specifications Accepted By:	Drawn By: DJR	
Landlord:	Sales Rep: MALT	
	Date: 4/01/15	File Name:
<small>© COPYRIGHT 2015 THE BARLO GROUP THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND REPRODUCTION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR COMMITTEE IN ANY MANNER.</small>		Granite State Business 150214170 (U)
     		B-15-02-14170 SHEET: 3.0

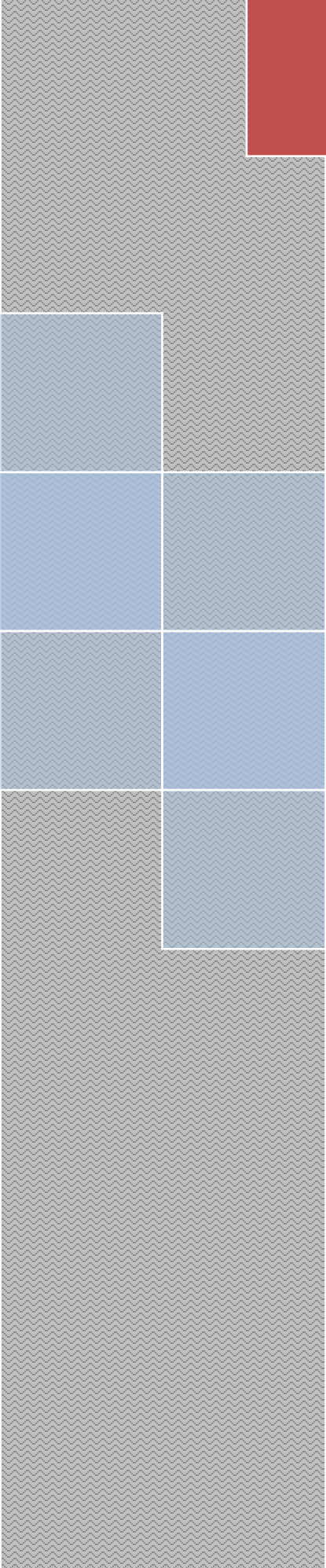
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
FOR THE WATER TREATMENT PLANT UPGRADE PROJECT**

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

That the sum of Two Hundred Thousand Dollars (\$200,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Capital Improvement Project (CIP) fund of the City of Rochester Department of Public Works, Water Works for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called Water Treatment Plant (WTP) Upgrade Project, and provided further that funds for such supplemental appropriation shall be derived in their entirety from the City of Rochester Water Fund retained earnings balance.

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

CC FY16 RESOLUTION 9 07-07 AB 09



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7/2/15

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

AGENDA SUBJECT SUPPLEMENTAL APPROPRIATION WTP UPGRADE PROJECT

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

AGENDA DATE	July 7, 2015	
DEPT. HEAD SIGNATURE	John Storer, PE - Director of City Services. Original signature on file with the City Clerk.	
DATE SUBMITTED	June 29, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blanie Cox, signature on file
CITY MANAGER	Dan Fitzpatrick, signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	Water Fund Retained Earnings
ACCOUNT NUMBER	55013010-772000-14527
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$200,000

LEGAL AUTHORITY

City Council resolution.

SUMMARY STATEMENT

The WTP UPGRADE PROJECT was funded during the FY14 CIP process and the funding source is the DWSRF program. Original appropriation was \$1,820,000 and a Supplemental Appropriation of \$250,000 was authorized on August 5, 2014. The project is midway through construction. During the rehabilitation of the WTP additional work has become necessary to complete the upgrades. This request is for additional funding of \$200,000 to complete known repairs and provide some contingency for completion of construction, which will occur later this calendar year. Known repairs include concrete floor repair (deterioration revealed when bulk chemical storage tanks removed), additional controls software programming that will be necessary for proper operation of the plant, additional electrical work to meet code requirements, necessary insulation installation (lack of insulation above ceiling being replaced), etc. NHDES has confirmed that additional funding is available for this request in the DWSRF program; there is also a possibility that these funds could be eligible for the same 15% principal forgiveness as the original funds.

RECOMMENDED ACTION

Resolution for a supplemental appropriation in the amount of \$200,000.00

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	772000	14527	-	-	\$1,820,000.00 -
2	55016010	772000	14527	-	-	\$250,000.00 -
3	55016010	772000	16XXX	-	-	\$200,000.00 -
4				-	-	-

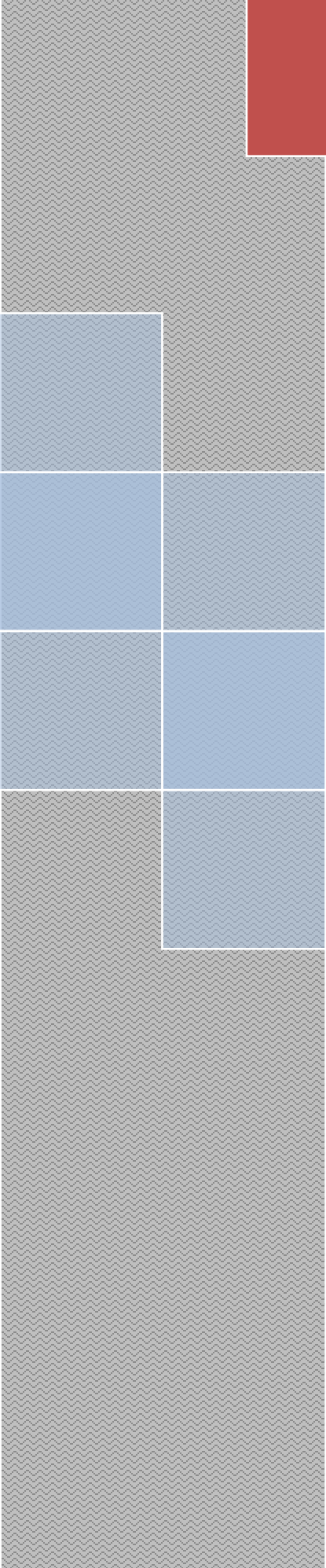
Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



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RESOLUTION ACCEPTING GRANT
TO THE ROCHESTER FIRE DEPARTMENT
FROM THE EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM,
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH

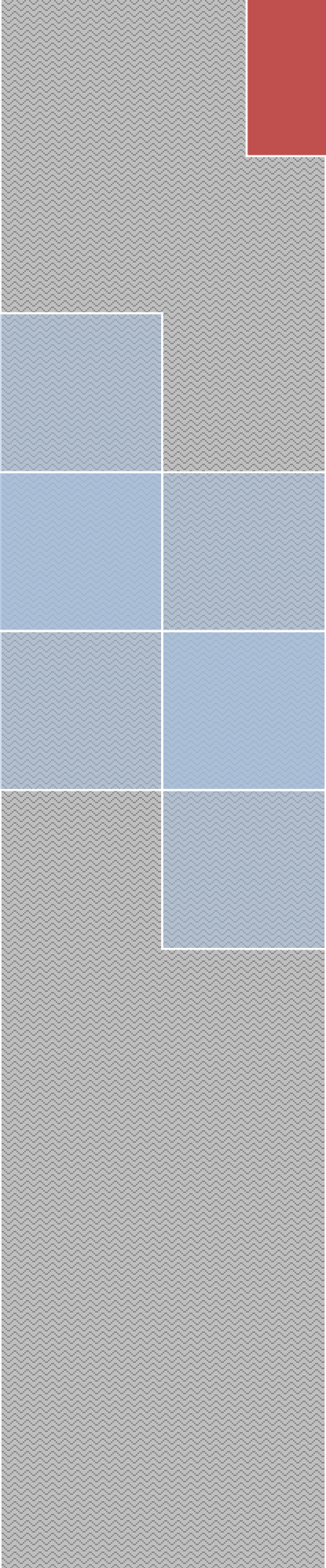
BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That a Emergency Management Performance Grant (EMPG) in the amount of Nine Thousand Three Hundred Thirty Five Dollars (\$9,335.00) to the City of Rochester Fire Department, for the purpose of providing funds to Virtual Desktop Infrastructure Tablet Project, is hereby accepted by the City of Rochester.

Further, that the sum of Nine Thousand Three Hundred Thirty Five Dollars (\$9,335.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 operating budget for the City of Rochester Fire Department. The source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid EMPG 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 07-07 AB 10



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7/2/15

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 Emergency Management Tablet Project

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

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

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 26, 2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, signature on file
CITY MANAGER	Dan Fitzpatrik, signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	EMPG Grant
ACCOUNT NUMBER	61132020-573900-165xx
AMOUNT	\$9,335.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY**Council Action Required**CC FY16 AB 10

SUMMARY STATEMENT

The fire dept. is eligible for a grant which requires a fifty percent match from the City. Federal share of the grant is \$9,335.00 and will be reimbursed to the City. The required \$9,335.00 match will be covered by equipment already purchased and in-kind services from the City. The grant will cover non-city cost (\$9,335.00). The equipment is for the Tablet Project. This project will let us match up the VDI (virtual desktop infrastructure) that the police are currently operating in their police vehicles. VDI will support the tablets operating in the fire vehicles. The tablet acts as a wireless monitor over Verizon 4G and the keyboard allows you to interact with the computer, which is located in the police server room.

RECOMMENDED ACTION

Recommend Council approve supplemental appropriation to the fire department budget.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61132020	573900	165xx	9,335 - 00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

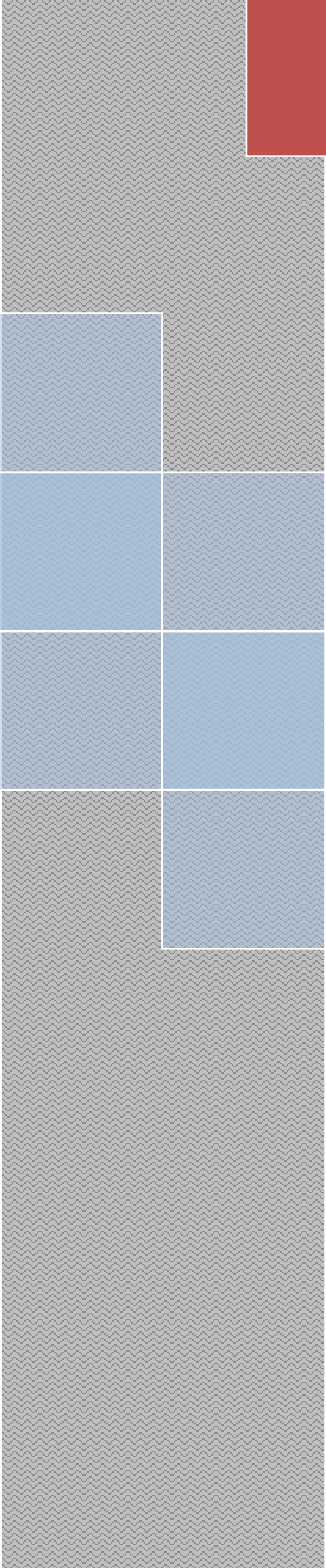
Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6113003	402179	165xx	9,335 - 00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



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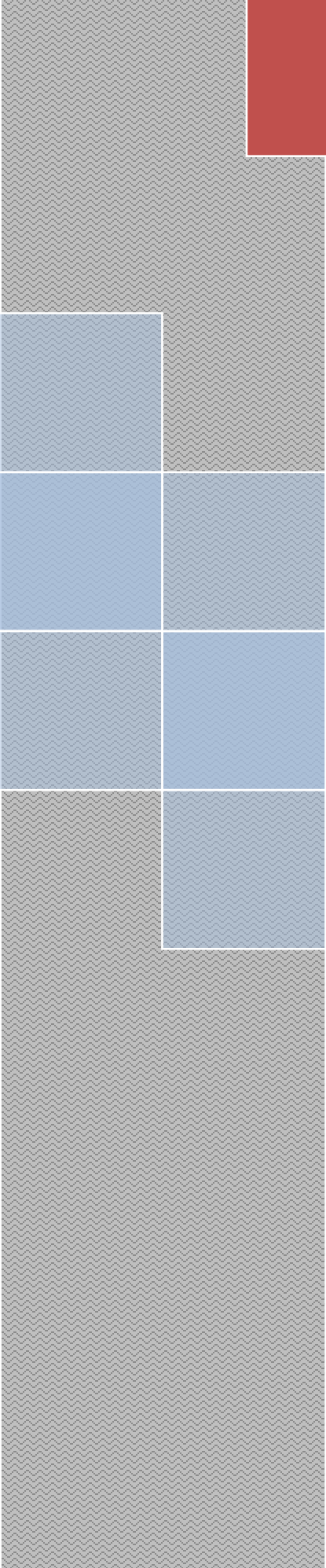
**RESOLUTION DEAUTHORIZING PUBLIC BUILDINGS CAPITAL IMPROVEMENT
PROJECT (CIP) FUNDING FOR THE SO-CALLED ANNEX PROJECT**

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

In accordance with the provisions RSA 33:9, Three Million Dollars (\$3,000,000.00) of previous bond authority is deauthorized from the FY 2105 Public Buildings CIP Fund for the so-called Annex Project.

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

CC FY16 RESOLUTION 7 07-07 AB 12



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**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE FY
2016 PUBLIC BUILDINGS CAPITAL IMPROVEMENT PROJECT (CIP) FUND
FOR THE SO-CALLED ANNEX PROJECT AND BORROWING AUTHORITY
PURSUANT TO RSA 33:9**

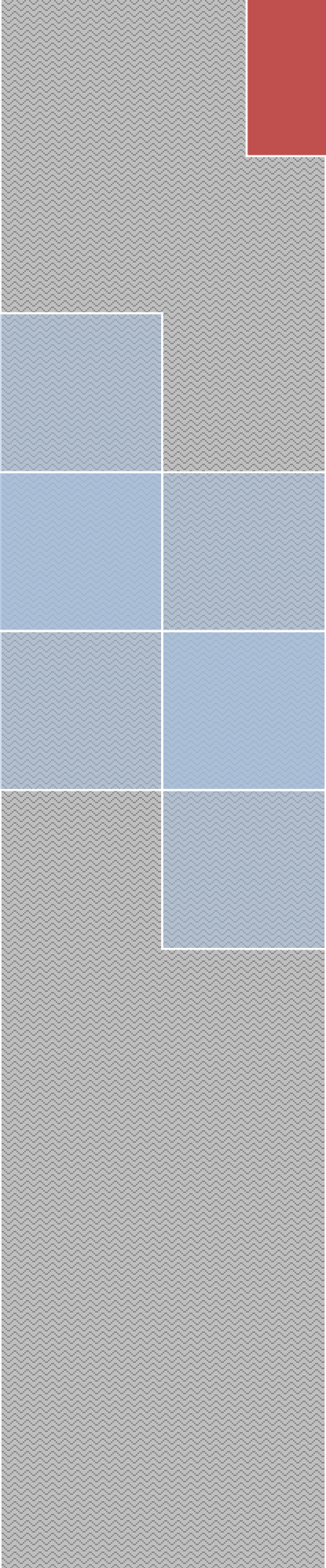
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the sum of Three Million Seven Hundred Thirty Four Thousand Dollars (\$3,734,000.00) be, and hereby is, appropriated as a supplemental appropriation to the FY 2016 Public Buildings Capital Improvement Project (CIP) fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to reconstruction and rehabilitation of the City Hall Annex, the so-called Annex Project.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Three Million Seven Hundred Thirty Four Thousand Dollars (\$3,734,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

CC FY16 RESOLUTION 8 07-07 AB 12



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7/2/15

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 **City Hall Annex Reconstruction & Rehabilitation**COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	July 7, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 30, 2015		
ATTACHMENTS	YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Council Committee of the Whole
CHAIR PERSON	Mayor Jean

DEPARTMENT APPROVALS

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

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Roland Connors, signature on file
SOURCE OF FUNDS	Bonded Project
ACCOUNT NUMBER	
AMOUNT	\$734,000
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

SUMMARY STATEMENT

The City Council appropriated \$3M in FY2015 for the Annex Project. The Council Committee of the Whole during the FY2016 Budget Development process received a Final Report from Oakpoint Architects on June 16, 2015 on the City Hall Annex Project. This report indicated, after making some Council requested changes to the conceptual design, estimated a total project cost of \$3,734,000.

RECOMMENDED ACTION

Consider the option to increase the current bond appropriation of \$3,000,000 by an additional \$734,000.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐CIP ☒ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐Special Revenue ☐ Economic Development FundFund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15011090	772000	15515	-	-	(3,000,000.00)
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15011090	772000	165xx	-	-	3,734,000.00
2				-	-	-
3				-	-	-
4				-	-	-

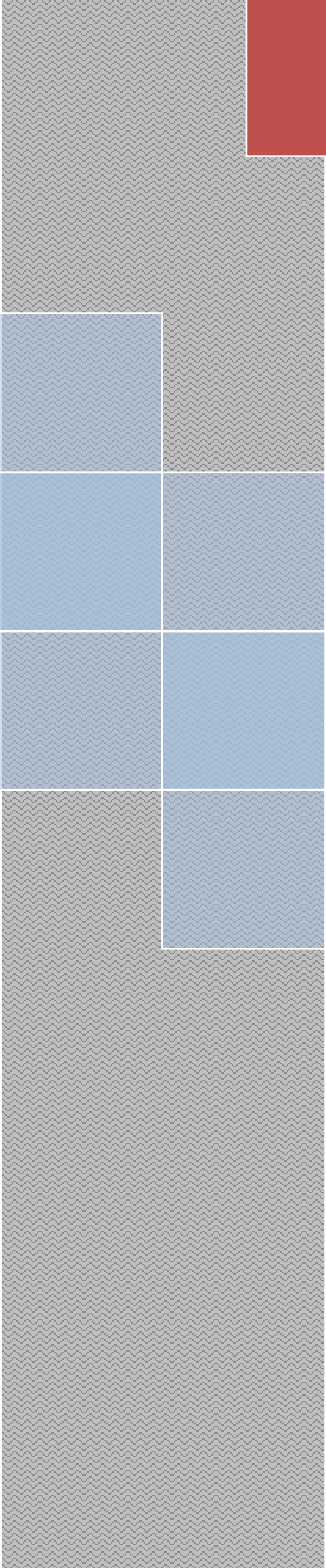
Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150000	472000	165xx	-	-	3,734,000.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐



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