



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

Agenda

1. Call to Order
2. Pledge of Allegiance
 - 2.1. **Presentation of the Colors and Pledge of Allegiance:**
Rochester Lodge of Elks # 1393
3. Opening Prayer
 - 3.1. **Opening Prayer:** Representative of the Rochester Lodge of Elks # 1393
4. Roll Call
5. Acceptance of Minutes
 - 5.1. May 3, 2016: Regular City Council Meeting P. 7
 - 5.2. May 17, 2016: Special City Council Meeting P. 31
6. Communications from the City Manager
 - 6.1. Employee of the Month Award P. 44
 - 6.2. City Manager's Report P. 43
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 P. 75
 - 10.2. Codes and Ordinances Committee P. 77



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- 10.3. Community Development Committee P. 85
- 10.4. Government Channel Committee P. 87
- 10.5. Public Safety Committee P. 91
- 10.6. Public Works Committee P. 95
- 11. Old Business
- 12. Consent Calendar
 - 12.1. **AB 168** Resolution De-Authorizing Funding From the Department of Public Buildings CIP **First Reading, Second Reading, and Adoption** P. 101
 - 12.2. **AB 171** Resolution De-Authorizing Funding for the Four Pump Stations Project **First Reading, Second Reading and Adoption** P. 107
- 13. New Business
 - 13.1. **AB 167** Motor Vehicle Junk Yards and Junk Dealers **Motion to Approve** P. 113
 - 13.2. **AB 175** Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Municipal Employees Association SEIU Local 1984 (Support Personnel All City Departments) **First Reading, Second Reading, and Adoption** P. 121
 - 13.3. **AB 159** Resolution Authorizing the Rochester Police Department to Apply for a US Department of Justice "COPS" Grant **First Reading, Second Reading, and Adoption** P. 127
 - 13.4. School Budget Revisits (Honeywell, Debt Service) **Discussion**
 - 13.5. **AB 164** Resolution Authorizing Acceptance and Appropriation of Certified Local Government Grant Award **First Reading, Second Reading, and Adoption** P. 133



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- 13.6. **AB 165** Resolution Authorizing Supplemental Appropriation for the Purchase of 2 St. James Terrace **First Reading, Second Reading, and Adoption** P. 141
- 13.7. **AB 166** Resolution Approving A Historic Restoration Grant Application to the Land and Community Heritage Investment Program **First Reading and Adoption** P. 145
- 13.8. **AB 170** Resolution Authorizing Supplemental Appropriation to the 2015-2016 Rochester City Clerk Special Revenue Fund for Codification Services of the General Code **First Reading, Second Reading, and Adoption** P. 151
- 13.9. **AB 169** Amendment to the General Ordinances of the City of Rochester [Chapter 5.3 Elected Officials]**First Reading and refer to Codes and the Codes and Ordinances Committee** P. 157
- 13.10. **AB 172** Amendment to the General Ordinances Relative to Chapter 63.2 The Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway **First Reading and Adoption** P. 163
- 13.11. **AB 173** Amendment to the General Ordinance Relative to Chapter 42.2 **First Reading and Refer to a Public Hearing** P. 167
- 13.12. **AB 177** Draft Economic Development Reserve Fund **Discussion** P. 171
- 13.13. **AB 174** Presentation of the 2016 Dog Warrant **Motion to Send to the Rochester Police Department for Action** P. 175
- 14. Other
- 15. Adjournment



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**Regular City Council Meeting
May 3, 2016
Council Chambers
7:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
City Attorney Terence O'Rourke
Commissioner John Storer
Karen Pollard, Economic Development
Manager
Julian Long, Community Development
Coordinator/Grant Manager
Kaitlyn Goodwin, Library
Brian Sylvester, Library Director

MINUTES

1. Call to Order

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

2. Pledge of Allegiance add

2.1. Presentation of the Colors and Pledge of Allegiance: The Sons of the American Legion Post 7 Color Guard

The Sons of the American Legion Roland E. Patnode Jr. Post 7 Color Guard presented the colors to the City Council and led the Pledge of Allegiance.

3. Opening Prayer

3.1. Opening Prayer: Gordon Oliver

Gordon Oliver, Sons of the American Legion, led the opening prayer.

3.2. Announcements: Bob Hoitt, Commander

Bob Hoitt, Commander, stated that Bob Johnson, Alan Plante, Dennis Belemore, and Glen Hickman presented the Colors this evening, and Gordon

Oliver led the opening prayer. Mr. Hoitt gave some details on the following announcements:

- May 21, 2016, Armed Forces Day – Lilac Mall
- May 30, 2016, Memorial Day Parade
- June 11, 2016, Flag Retirement Ceremony– American Legion

3.3. **Proclamation: Memorial Day**

Mayor McCarley read the Memorial Day Proclamation and presented it to Commander Hoitt, Sons of the American Legion.

4. **Roll Call**

Kelly Walters, City Clerk, took the roll call. All Councilor Members were present.

5. **Acceptance of Minutes**

5.1. **April 5, 2016: Regular City Council Meeting**

Councilor Lachapelle **MOVED** to **ACCEPT** the April 5, 2016, Regular City Council meeting minutes. Councilor Bogan seconded the motion. Kelly Walters, City Clerk, indicated that Councilor Hamann is listed as being present and the record should be correct to show he had been excused. Mayor McCarley called for a vote on the minutes as amended. The **MOTION CARRIED** by a unanimous voice vote.

5.2. **April 19, 2016: Special City Council Meeting**

Councilor Lachapelle **MOVED** to **ACCEPT** the April 19, 2016, Special City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. **Communications from the City Manager**

6.1. **Employee of the Month Award**

City Manager Fitzpatrick invited Kaitlyn Goodwin, Library, and Brian Sylvester, Library Director, to come forward. City Manager Fitzpatrick stated that Ms. Goodwin is responsible for creating and maintaining the Children's Library website's new "Interactive Book Finder," <http://rplchildrensrm.wix.com/bookfinder>. City Manager Fitzpatrick announced that Ms. Goodwin has been selected as the Employee of the Month for May.

6.2. City Manager's Report

City Manager Fitzpatrick gave the following report:

Management Team Meeting minutes:

- March 28, 2016
- April 4, 2016
- April 11, 2016
- April 18, 2016

Contracts and documents executed since last month:

- Factory Court Lease Agreement – Revolution Taproom & Grill

Department of Public Works:

- EDA Sewer Project – award docs
- EDA Sewer Project – notice to proceed
- Granite Ridge Phase II – design services – task order 10
- MS4 Annual Report
- Salmon Falls HSIP Project Easement

Economic & Community Development:

- Library Door installation - Berry's Electrical contract
- Division of Historical Resources – CLG (Certified Local Government) Grant Application
- RHA Environmental Review Statement – Supplemental
- Moose Plate Grant Application approval – under \$10,000

Finance Department:

- Refunding of 2008 Bonds Agreement

Police Department:

- Highway Safety Grant – Bicycle and Pedestrian Safety Patrols
- Highway Safety Grant – DWI Grant
- Highway Safety Grant – Sustained Traffic Enforcement
- Forfeiture Fund Expenses – FY 09-FY16 YTD

Standard Reports:

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

Councilor Keans asked what the status is regarding Club Victoire and their request to be treated as a charitable organization. Attorney O'Rourke replied that he met with the New Hampshire Board of Tax and Land Appeals; however, he has not heard back from the board as of yet. Councilor Keans stated that she did not see the difference between how the Elks Lodge operates and how Club Victoire operates.

Councilor Keans asked about the new recreation management software program being implemented at the Recreation Department. Deputy City Manager Cox explained that this is a program which would maintain scheduling, online registrations, and to accept online payments.

7. Communications from the Mayor

7.1. Proclamation: "National Economic Development Week" [May 8th – May 14th] and "Year of the Economic Developer" [2016]

Mayor McCarley read the proclamation and presented it to Karen Pollard, Economic Development Manager.

7.2. Proclamation: "Drinking Water Week" [May 1st – May 7th]

Mayor McCarley read the proclamation and presented it to Public Works Commissioner John Storer.

7.3. Proclamation: "National Department of Public Works Week" [May 15th – May 21st]

Mayor McCarley read the proclamation and presented it to Public Works Commissioner John Storer.

Mayor McCarley announced that Hazardous Waste Collection Day is to be held on Saturday, May 7, 2016, from 8:30 AM until 12:30 PM, located at the Turnkey Landfill on Rochester Neck Road.

Mayor McCarley announced that in honor of National Drinking Water Week, the City of Rochester is hosting an open house event at the new Water Plant on Friday, May 6, 2016, at noon.

Mayor McCarley announced that May 31st is the deadline for party affiliation changes in preparation for the State General Primary to be held on September 13, 2016 and the filing period will be open from June 1, 2016, until June 10, 2016. For more information contact the City Clerk's office at 332-2130.

Kelly Walters, City Clerk, announced that Nancy Carignan, City Clerk's office, has submitted her resignation to be effective on May 20, 2016. Ms. Walters stated that Ms. Carignan has been a valuable asset for the City Clerk's office since the fall of 2011.

8. Presentations of Petitions and Council Correspondence

8.1. Correspondence: Meeting Minutes of the Tri-City Coalition – March 17, 2016

Councilor Lauterborn stated that both she and Councilor Hamann attended this meeting. She said the panhandling ordinance was a topic for discussion at this particular meeting.

Councilor Lauterborn stated that a discussion occurred about pursuing cooperative efforts for cost savings within the Tri-City Fire Departments. She added that the local City Managers and local Fire Chiefs would be invited to meet to discuss this idea further.

9. Nominations, Appointments, Resignations, and Elections

No discussion.

10. Reports of Committees:

10.1. Community Development Committee

Councilor Lauterborn said there are two action items under New Business that could be taken up at this time.

Councilor Lauterborn said the First Impressions Program is a proposal which the University of New Hampshire is managing. She said basically two cities are paired. The two cities visit and evaluate one another's downtown areas. The City of Rochester, if it chooses to participate, would be paired with Littleton, New Hampshire. The Committee unanimously recommends that the City of Rochester participate in this program. There is no cost involved other than travel expenses for the traveling team. Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

RESOLUTION AUTHORIZING THE CITY OF ROCHESTER TO PARTICIPATE IN THE UNH FIRST IMPRESSIONS PROGRAM

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

CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the participation of the Economic Development Department in the UNH First Impressions Program. **CC FY16 05-03 AB 147**

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

Councilor Lauterborn explained that the City Council did not apply for the lead abatement grant last year because of the time constraint which was involved. The Committee is attempting to seek the Council's approval this year in order to apply for the same grant in approximately ten months from now. This is \$1,300,000 to be utilized over a three-year period. She said waiting for the next grant opportunity would give ample time to structure how the City would utilize such a grant. There is a ten percent match; however, it does not have to be a cash match from the City. It can be earned by accepting contribution from the individual property owners who would receive support from the grant or other contributions.

Councilor Lauterborn said if someone from the Building, Zoning, and Licensing Services Department is interested they could obtain a certification for lead abatement inspections.

Councilor Lauterborn stated that there is a good chance that the City would receive the grant because there are children in the City of Rochester who have already been identified as having lead paint issues. The City of Rochester would be the third City to ever receive such a grant in New Hampshire. She added that the Committee unanimously supports applying for this grant.

Councilor Bogan supported this grant application. She stated that a portion of this grant funding would be used for lead paint testing in the schools too.

Councilor Abbott supported this grant application. He said that dealing with lead abatement at any level is extremely expensive and if the problem is not resolved properly the results can be devastating. This is an opportunity for the landlords to be proactive in correcting lead abatement issues and to have some of the costs defrayed.

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

**RESOLUTION AUTHORIZING THE CITY ROCHESTER TO APPLY FOR A
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
GRANT FOR LEAD ABATEMENT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) to HUD to fund participation in the lead abatement program. **CC FY16 05-03 AB 146**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney questioned if a consultant would need to be hired in order to fill out the extensive grant application. Councilor Lauterborn replied that Kate Kirkwood, Lead Abatement Consultant, has offered to assist with the grant application if possible. She said that it seems clear that a consultant would have to be hired in order to manage the grant funding if the City is awarded the grant. She added that the Community Development Committee recommended that a consultant be hired instead of hiring a City employee for three years to manage the grant. The **MOTION CARRIED** by a unanimous voice vote.

10.2. Entertainment Zone Committee - *Forthcoming*

Councilor Varney said the Committee meeting minutes are available in the City Council packets. He said this is an effort to revitalize the operations at the fair grounds and hopefully generate some commercial activity there. He said Jim Campbell, Planning Director, is working on formatting the Entertainment Zone and modifying the tables and charts to be presented to the Planning Board, *tentatively on May 16, 2016*.

10.3. Finance Committee

Mayor McCarley said there is only one action item coming from the Finance Committee meeting. She stated that more information had been provided to the Finance Committee about the Wing Civil Air Patrol and a unanimous recommendation was made to accept this agreement. She **MOVED** to **ACCEPT** the lease agreement with the Wing Civil Air Patrol. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.4. Government Channel Committee

Councilor Willis gave a brief overview of the Government Channel Committee meeting. He said Norm Sanborn, Sr. attended the meeting in order to express the Veterans Council's desire for the Government Channel to produce and carry their program that was once produced at Metrocast.

Councilor Willis said the Committee recommended the following people be appointed to the Franchise Renewal Committee: Dennis Schafer, MIS Supervisor; Celeste Plaia, Government Channel Coordinator; David A. Yasenchock, Chief Technology Officer of the Rochester Schools; Michael Hopkins, Superintendent of Schools; John LaRochelle, Rochester resident *and suggested chair*; Don Hamann, City Councilor, Megan Rohrbacher, Rochester Resident and Assistant Director at Wolfeboro Community Television; and Attorney Terrence O'Rourke, City Attorney. Mayor McCarley appointed all members as stated above.

Councilor Willis gave a brief overview of the cost associated with live streaming the City of Rochester's meetings over the internet using the current vendor used for the City of Rochester's Video on Demand, accessible through the current City of Rochester's website.

10.5. Public Safety Committee

Councilor Hamann gave an overview of the Public Safety Committee items that have been left in Committee. He said Deputy Police Chief Toussaint gave the Committee information about some Highway Safety Grants.

Councilor Hamann stated that Michael Bezanson, PE, City Engineer, gave an update about the work being done on the corner of Washington Street/Estes Road intersection. Councilor Gates stated the State of New Hampshire Department of Transportation has demolished the house, which sat on the corner of this intersection. The State is intending to improve the site vision for this dangerous intersection.

Councilor Hamann stated that Mr. Bezanson will send a letter to the State District 6 requesting that the traffic lights at the corner of Oak Street/Colby Street and Route 125 be checked out. He would also have DPW staff look at the timing of the lights at the Home Depot/Hannaford and Cumberland Farms/McDonald's.

Councilor Hamann stated that Mr. Bezanson had reported back to the Committee regarding what could be posted on a utility pole. Mr. Bezanson stated that the utility companies own the utility poles located in the right-of-way and technically there shouldn't be anything attached to the pole without a licensing agreement; without an agreement it is illegal to attach anything to a utility pole.

Councilor Hamann stated that the Committee received a brief update on the Salmon Falls Road Highway Safety Improvement Program Project.

Councilor Hamann confirmed that the “no parking” signs have been installed in front of Cumberland Farms on Milton Road.

Councilor Hamann stated that the “stop bar” has been painted on Farmington Road.

Councilor Hamann said Mr. Bezanson has made a formal request to the State for a traffic signal to be erected at the intersection of Farmington Road (Route 11) and Nashoba Drive.

Councilor Lachapelle asked for the status update about the bus stop for UNH. Deputy City Manager Cox agreed to follow up with the representative from Wildcat Transit.

10.6. Public Works Committee

Councilor Torr expressed concern about the Columbus Avenue Parking Lot expansion and giving the City Manager authorization to enter into an agreement for the private contributions to made in advance of this project. Mayor McCarley stated that this would be voted upon during New Business.

Councilor Torr gave a brief overview of the discussion regarding an agreement with the Keay Field Association for water irrigation. He **MOVED** to authorize the City Manager to enter into an agreement with the Keay Field Association for water irrigation, future snow storage use, and City use of the athletic fields. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Willis said there are two legislative issues in which the City Council should send a letter of support. The first HB1428 is for the State of NH to fund its obligations relating to the State Aid Grant (SAG) and the other legislation is SB368 relative to investing State of NH Capital Funds in a shared monitoring effort to track critical water quality and biological parameters in the Great Bay.

Councilor Willis stated for the last six years the State stopped funding the SAG, leaving some communities, including Rochester. Councilor Lauterborn supported HB1428 and asked what the status of this bill is currently. Councilor Gray stated that the Executive Session is scheduled to meet on May 4, 2016, at 10:00 AM. Councilor Lachapelle **MOVED** to support the legislative issues as stated above. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Keans suggested that the two letters of

support be sent directly to the local State Representatives and the Chair of their Finance Committee.

Councilor Torr stated that the Committee discussed a recommendation made by the Utility Advisory Board for utility monthly invoicing vs. quarterly invoicing. This topic has stayed in Committee.

Councilor Torr said a discussion occurred about the flat rate sewer fee for non-metered customers. Councilor Gray informed the City Council that he requested that the Public Works Department add this as an Agenda item after reviewing his own utility bill and a constituent complaint. It seems that his own sewer bill is half of what the standard rate would be for an unmetered customer. He gave details of how the meters would be paid by the customer. He said there are only 18 properties in the City of Rochester who currently pay the standard rate because they do not have city sewer; however, they do have city water. Councilor Gray **MOVED** to **APPROVE** allowing the Department of Public Works staff to work toward metering all private well customers that are being charged the flat rate sewer fee. Councilor Lachapelle seconded the motion. Mayor McCarley asked for clarification if this motion would allow the process to begin without seeking any more City Council approval. Councilor Gray replied yes, however, a customer would not be forced to install a meter. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Torr listed three CIP items listed for the Public Works Department. The City Council will discuss these items further during the budget season.

Councilor Varney stated that a prioritized paving list should have been included with the packet. There should be a list available in order to begin paving on July 1, 2016. This should at least be discussed at the next Public Works Committee in May. Councilor Torr gave reasons why he agreed paving has to be done based upon the temperature.

11. Old Business

No discussion.

12. New Business

12.1. **AB 149 Resolution Authorizing Supplemental Appropriation to the 2016-2017 Operating Budget of the City of Rochester Recreation Department for Service Related to the Teen Travel Camp First Reading, Second Reading, and Adoption**

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED**

by a unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE 2015-2016 OPERATING BUDGET
OF THE CITY OF ROCHESTER RECREATION DEPARTMENT FOR
SERVICES RELATED TO THE TEEN TRAVEL CAMP**

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

That the sum of Five Thousand Dollars (\$5,000.00) be, and hereby is appropriated as a supplemental appropriation to the 2015-2016 operating budget of the City of Rochester Recreation Department for the purpose of providing funds for use in connection with the Teen Travel Camp. The sums necessary to fund such supplemental appropriation shall be drawn in their entirety from the City of Rochester School Department's Safe Schools Healthy Students (SSHS) Grant fund. Further, that this supplemental appropriation will be assigned to a non-lapsing multi-year fund. 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 and to establish a special revenue, non-lapsing, multi-year fund to which said sums shall be transferred. **CC FY 16 05-03 AB 149**

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

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

12.2. AB 148 Renewal of the Economic Revitalization Zone for the Granite State Business Park Motion to Approve

Councilor Lachapelle **MOVED** to **APPROVE** the Renewal of the Economic Revitalization Zone for the Granite State Business Park. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

12.3. AB 135 – B Resolution Adopting A 2016-2017 Rochester CDBG “Action Plan for the City of Rochester, New Hampshire” and Approving and Appropriating the 2016-

**2017 Community Development Budget for the City of
Rochester Second Reading and Adoption**

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

**RESOLUTION ADOPTING A 2016-2017 ROCHESTER CDBG
"ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." AND
APPROVING AND APPROPRIATING THE 2016-2017
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2016-2017 "Action Plan for the Community Development Division for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City's Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) be, and hereby is, approved and appropriated for fiscal year 2016-2017. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 48,210.40
Public Service Agencies	\$ 36,157.80
Housing/Public Facilities/Infrastructure	<u>\$ 156,683.80</u>
Total	\$241,052.00

This budget and the one-year action plan for 2016-2017 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2016-2017 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two

Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) shall be drawn in their entirety from the above-mentioned 2016-2017 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic and Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 16 AB 135 – B**

Councilor Lauterborn **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney stated that it has been brought to his attention that page 156 of the packet material is in need of a correction, which is the date of the first public hearing, which was held on December 15, 2015, and not on December 15, 2016. This does not affect the resolution to be adopted. The **MOTION CARRIED** by a unanimous voice vote.

12.4. AB 145 Resolution Accepting Reimbursement from the Police Standards & Training Council and Approve a Supplemental Appropriation Thereof First Reading, Second Reading, and Adoption

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

RESOLUTION ACCEPTING REIMBURSEMENT FROM POLICE STANDARDS & TRAINING COUNCIL AND SUPPLEMENTAL APPROPRIATION THEREOF

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

WHEREAS, that a reimbursement for Field Officer Training from the Police Standards & Training Council in the amount of Two Thousand Three Hundred Dollars (\$2,300.00) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

FURTHER, that the sum of Two Thousand Three Hundred Dollars

(\$2,300.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Police Department Operating Budget. Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid reimbursement.

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY16 05-03 AB 145**

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

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

12.5. AB 146 Resolution Authorizing the City of Rochester to Apply for a United States Department of Housing and Urban Development (HUD) Grant for Lead Abatement First Reading and Adoption

This resolution was adopted under the Community Development Committee Report.

12.6. AB 147 Resolution Authorizing the City of Rochester to Participate in the University of New Hampshire's First Impressions Program First Reading and Adoption

This resolution was adopted under the Community Development Committee Report.

12.7. AB 151 Resolution Authorizing Accepting of Victims of Crime Act (VOCA) Grant Award and Appropriation of Grant Funds to the FY 2016-2017 Legal Department Budget First Reading, Second Reading, and Adoption

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

RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF VICTIMS OF CRIME ACT (VOCA) GRANT AWARD AND TRANSFER OF

FUNDS FROM THE FY 2016 LEGAL DEPARTMENT BUDGET

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

WHEREAS, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

WHEREAS, the aforesaid grant requires a 25% cash match by the City of Rochester of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

FURTHER, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

FURTHER, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2016 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 AB 151**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote.

12.8. AB 154 Resolution Authorizing Supplemental Appropriation to the Department of Public Buildings Capital Improvement Plan (CIP) Fund for the Columbus

Avenue Parking Lot Project First Reading, Second Reading, and Adoption

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE 2015-2016 DEPARTMENT OF PUBLIC WORKS CAPITAL
IMPROVEMENT PLAN (CIP) FUND FOR THE COLUMBUS AVENUE
PARKING LOT PROJECT**

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

That a sum not to exceed One Hundred Thirty Thousand Dollars (\$130,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 City of Rochester Department of Public Works CIP Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the Columbus Avenue Parking Lot Project and provided further that funds for such supplemental appropriation shall be derived as follows : Fifty Percent (50%) or Sixty Five Thousand Dollars (\$65,000.00) from the General Fund unassigned fund balance and Fifty Percent (50%) or Sixty Five Thousand Dollars (\$65,000.00) from a private contribution.

It is further resolved that the City Manager may execute an agreement with the private contributor that construction on the Project will not commence until the City is in receipt of the entire Sixty Five Thousand Dollars (\$65,000.00).

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 05-03 AB 154**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Willis stated opposition to the motion. This is a large amount of money to be expended to benefit on business. The **MOTION CARRIED** by a majority voice vote.

12.9. AB 155 Resolution Accepting Department of Commerce Grant for Gonic Dams Removal Project and Supplemental Appropriation Thereof First Reading, Second Reading, and Adoption

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

RESOLUTION ACCEPTING DEPARTMENT OF COMMERCE GRANT FOR GONIC DAMS REMOVAL PROJECT AND SUPPLEMENTAL APPROPRIATION TO THE 2015-2016 DEPARTMENT OF PUBLIC WORKS CAPITAL IMPROVEMENT PLAN (CIP) FUND

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

WHEREAS, that a United States Department of Commerce Grant in the amount of Thirty Four Thousand Two Hundred Seventy Three Dollars (\$34,273.00) to the City of Rochester is hereby accepted by the City of Rochester.

WHEREAS, the aforesaid grant will be managed by the New Hampshire Department of Environmental Services (DES);

FURTHER, that the sum of Thirty Four Thousand Two Hundred Seventy Three Dollars (\$34,273.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 Department of Public Works CIP Fund, such funds to be used exclusively for grant purposes. Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid grant;

FURTHER, the City Manager is hereby authorized to enter into a contract with DES for the management of the grant funds to be used for the Gonic Sawmills Dams Removal Project; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY16 05-03 AB 155**

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

McCarley read the resolution by title only for the second time.

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

**12.10. AB 156 House Bill 1534 and Amendment 1514s
Electronic Poll Book Motion to Send a Letter of Support
to the Representatives to the General Court**

Councilor Lachapelle **MOVED** to send a letter of support to the Representatives to the General Court. Councilor Bogan seconded the motion. Councilor Keans asked the City Clerk how these Electronic Poll Books would speed up the process on Election Day. Ms. Walters explained that most of the timesavings would occur after the polls close and the checklist and tally of the votes is being counted. The electronic poll book would keep track of the day's event in a more efficient way. This would also speed up the lines during the day as the lines would not have to be separated by letters of the alphabet. The system would allow voters to swipe their driver's license into the system or allow the poll worker to manually enter the information into the system. Councilor Gray said the biggest savings for the City would occur after Election Day. Each of the checklists would be delivered to the City Clerk on the evening of the Election Day and eliminate the need to hire additional employees for entering in the election history and voter registration information. This would also save time in the evening of the Election Day for the poll workers and give accurate information. Councilor Gray stated that these would be iPads and most likely the company supplying the devices would pay for the devices during the trial period for the few towns/cities chosen to test the devices and then the cost would likely shift to the towns/cities as the voting machines do today. He gave more information about the amendments to the original bill. Councilor Lauterborn said it seems that the City and Town Clerk's Association along with the NH Municipal Association has supported this bill. Councilor Gray said the Secretary of State's arguments against this bill has convinced the Speaker of the House to work on delaying the testing period, noting that a test should not occur at the Presidential Election in November this year. The **MOTION CARRIED** by a unanimous voice vote.

**12.11. AB 157 Resolution Authorizing a Supplemental
Appropriation in Support of the Partnership Between
Frisbie Memorial Hospital, SOS Recovery Community
Center and Other Local Organizations in Connection
with a Proposed Addictive Disorders Recovery Facility
Project First Reading, Second Reading, and Adoption**

Councilor Lachapelle **MOVED** to read the resolution for the first time

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

**RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION IN
SUPPORT OF THE PARTNERSHIP BETWEEN FRISBIE MEMORIAL
HOSPITAL, SOS RECOVERY COMMUNITY CENTER AND OTHER LOCAL
ORGANIZATIONS IN CONNECTION WITH A PROPOSED ADDICTIVE
DISORDERS RECOVERY FACILITY PROJECT**

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

WHEREAS, Frisbie Memorial Hospital, SOS Recovery Community Center, the Rochester Housing Authority, the Rochester Police Department, Rochester Bridging the Gaps, as well as other community oriented groups, are seeking to collaborate upon the creation of an addictive disorders recovery facility; and

WHEREAS, the City seeks to support the efforts of this partnership by supporting the creation of a facility, staffing and operational support to run this program, specifically the employment of a full time coordinator, peer-to-peer counselors, and office equipment and furnishings.

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby resolve that the sum of Seventy-Five Thousand Dollars (\$75,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 operating budget of the City of Rochester. The purpose of this supplemental appropriation is to provide the sums necessary to provide support with respect to the addictive disorders recovery center described above and provided further that such appropriation shall be drawn in its entirety from the General Fund undesignated fund balance of the City of Rochester.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 AB 157**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Lauterborn recommended that if the

City is sending a check to the hospital for this reason it should be accompanied with a letter requesting that a public meeting take place in order to fully inform the citizens and to gather public input. Councilor Varney stated that this is already required to be sent to the Planning Board because it would be a change of use. The City is only approving the funding at this time. Councilor Bogan voiced concern of this facility being located in the downtown area and the business should be given an opportunity to speak about the location. Councilor Gates agreed and said there are a lot of logistics to consider. Councilor Torr agreed that it should be kept away from the downtown area and suggested the Community Center as one option. Mayor McCarley understands the concerns which have been voiced; however, the location of such a service must be accessible to the individuals seeking this type of assistance. She expressed confidence in Frisbie Memorial Hospital to step up and run this program effectively. She disclosed that there are businesses in the downtown area who are concerned about the location; however, she felt this is an important to support this "need" for this community at this time. She felt that if the Community is overwhelming against the project that Frisbie Memorial Hospital would not move forward and return the funding back to the City. Several Councilors felt most issues would be resolved through the Planning Board process. Councilor Torr requested a roll call vote. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion.

12.12. AB 152: Resolution Approving the 2016-2017 Operating Budget for the City of Rochester First Reading and Refer to a Public Hearing to be held on May 31, 2016

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only and refer the matter to the May 31, 2016, Public Hearing. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

**RESOLUTION APPROVING 2016-2017 OPERATING BUDGET
FOR THE CITY OF ROCHESTER**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2016 and ending June 30, 2017 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal

Year 2017 (July 1, 2016 - June 30, 2017), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2017 (July 1, 2016 - June 30, 2017), as amended, the provisions of which are incorporated herein by reference thereto. **CC FY 16 AB 152**

Operation s	Exhibit A	FY17 Mgr Proposed
General Fund		
	City Operations	\$23,395,809
	County Taxes	\$6,075,141
	Debt Service	\$3,431,440
	Capital Projects Transfer	<u>\$2,088,400</u>
	Total City General Fund Operations	Total City
	School	\$58,878,599
	School State Education Tax	\$4,825,327
	City Grants & Special Rev Funds	\$436,052
	School Grants & Special Rev Funds	\$5,371,000
	Community Center	\$810,954
	Total Operating Budgets	\$105,312,722
Enterprise Funds		
	Water Fund	\$5,785,363
	Sewer Fund	\$6,885,179
	Arena Fund	\$581,453
	Tax Incremental Financing Districts	\$875,722
	Total Enterprise Operating Budgets	\$14,127,717
	Total Operations all Funds	\$119,440,439

12.13. AB 153 Resolution Authorizing and Approving 2016-2017 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith First Reading and Refer to a Public Hearing to be held on May 31, 2016

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only and refer the matter to the May 31, 2016, Public Hearing. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

**RESOLUTION AUTHORIZING AND APPROVING 2016-2017 CAPITAL
BUDGET FOR THE CITY OF ROCHESTER AND AUTHORIZING
BORROWING IN CONNECTION THEREWITH**

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

That the capital budget for the City of Rochester for the July 1, 2016 to June 30, 2017 fiscal year in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on Exhibit A annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2017 (July 1, 2016 –June 30, 2017), as amended. **CC FY 16 AB 153**

Exhibit A is attached to this set of minutes.

13. Other

Councilor Gates gave a reflection about the Battle of Normandy. Councilor Torr stated that it is important to remember the local veterans.

14. Non-Public Session

14.1. Non-Public Session, Labor Negotiations, per RSA 91 – A:3, II (a)

14.2. Non-Public, Land, RSA 91-A: 3, II (d)

Councilor Varney **MOVED** to enter into the Non-Public Session as listed above at 8:40 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the Non-Public meeting minutes at 9:05 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn **MOVED** to exit the Non-Public Session at 9:05 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

15. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 9:06 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

2016-2017 CAPITAL IMPROVEMENTS REVENUE SUMMARY-RESOLUTION EXHIBIT A

	PROJECT AMOUNT	BORROWING PROCEEDS	O&M CASH	FUND BAL RET EARN	TIF REVENUE	TIF BORROWING	GRANTS
<u>GENERAL FUND</u>							
CITY*	5,453,400	3,310,000	2,088,400	0	0	0	55,000
SCHOOL	27,763,773	10,128,273	135,500	0	0	0	17,500,000
TOTAL GENERAL FUND	33,217,173	13,438,273	2,223,900	0	0	0	17,555,000
<u>ENTERPRISE FUNDS</u>							
WATER	4,544,000	4,355,000	189,000	0	0	0	0
SEWER	9,470,000	9,285,000	185,000	0	0	0	0
AREA	575,000	575,000	0	0	0	0	0
TOTAL ENTERPRISE FUNDS	14,589,000	14,215,000	374,000	0	0	0	0
<u>TIFS</u>							
GRANITE STATE BUSINESS PARK	1,500,000	0	0	0	100,000	1,400,000	0
GRANITE RIDGE DEVELOPMENT	100,000	0	0	0	0	100,000	0
	1,600,000	0	0	0	100,000	1,500,000	0
TOTAL ALL CIP	49,406,173	27,653,273	2,597,900	0	100,000	1,500,000	17,555,000

* Includes Community Center CIP's

**Special City Council Meeting
May 17, 2016
Council Chambers
7:54 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

City Manager Daniel Fitzpatrick
City Attorney Terence O'Rourke
Chief Michael Allen
Jim Grant, Building, Zoning, and
Licensing Services Director
Tim Wilder, Deputy Fire Chief
Julian Long, Community Development
Coordinator/Grants Manager

MEMBERS EXCUSED

Councilor Hamann

MINUTES

1. Call to Order

Mayor McCarley called the Special City Council meeting to order at 7:54 PM. Kelly Walters, City Clerk, took a silent roll call. All Council members were present except for Councilor Hamann who had been excused.

Mayor McCarley stated that the Non-Public Session scheduled for this evening could be taken off the agenda.

**2. AB 160 Resolution Establishing Policy Regarding City Charter
Section 43-a First Reading and Adoption**

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

RESOLUTION ESTABLISHING POLICY REGARDING CITY CHARTER
SECTION 43-a

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

That in the event that the City Council overrides the budgetary restrictions set forth in City Charter Section 43-a by a two-thirds (2/3) affirmative vote in any given fiscal year then the subsequent fiscal year's budgetary restriction shall be calculated using the previous year's budget submitted to the Department of Revenue Administration to include the amount in excess of the budgetary restriction approved by the override. **CC FY16 5-017 AB 160**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Gates requested a roll call. Councilor Torr seconded the request.

Councilor Gray gave reasons why he opposed this resolution. He added that there is enough time to have this question placed on a ballot for the voters to have a say on the matter. Mayor McCarley called for vote on the motion. The **MOTION FAILED** by a roll call vote of 2 to 10. Councilors Keans and Councilor Varney voted in favor of the motion. Councilors Gray, Torr, Gates, Barnett, Bogan, Lauterborn, Abbott, Willis, Lachapelle, and Mayor McCarley voted against the motion.

3. AB 158 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with New England Police Benevolent Association Local 23 (Police Patrol Personnel) First Reading, Second Reading, and Adoption

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

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH
NEW ENGLAND POLICE BENEVOLENT ASSOCIATION
LOCAL 23**

(Police Patrol Personnel)

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the New England Police Benevolent Association Local 23 Bargaining Unit, covering the period July 1, 2016 to June 30, 2020, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: NEPBA LOCAL 23 – May 2016**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2017 operating budget of the City. **CC FY 16 AB 158**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Torr requested a roll call vote. Councilor Lachapelle seconded the request. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion.

4. **AB 157 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with New England Police Benevolent Association Local 123 (Communications Personnel) First Reading, Second Reading, and Adoption**

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

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH
NEW ENGLAND POLICE BENEVOLENT ASSOCIATION
LOCAL 123
(Communications Personnel)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the New England Police Benevolent Association Local 123 Bargaining Unit, covering the period July 1, 2016 to June 30, 2020, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: NEPBA LOCAL 123 – May 2016**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2017 operating budget of the City. **CC FY 16 AB 157**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Torr, Keans, Varney, Gates, Barnett, Gray, Bogan, Lauterborn, Abbott, Lachapelle, Willis, and Mayor McCarley voted in favor of the motion.

5. AB 161 Resolution Authorizing Supplemental Appropriation to the 2015-2016 Rochester Police Department CIP Fund for Cruiser Camera Systems Replacement First Reading, Second Reading, and Adoption

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED**

by a unanimous voice vote. Mayor McCarley read the resolution by title only for the first time as follows:

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE 2015-2016 ROCHESTER POLICE DEPARTMENT CIP FUND FOR
CRUISER CAMERA SYSTEMS REPLACEMENT**

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

That a sum not to exceed Fifty Eight Thousand Dollars (\$58,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 City of Rochester Police Department CIP Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the replacement of the Cruiser Camera Systems and provided further that funds for such supplemental appropriation shall be derived as follows: Twenty Thousand Dollars (\$20,000.00) from the FY2016 General Overhead Contingency Account and Thirty Eight Thousand Dollars (\$38,000.00) from the Rochester Police Department FY 2016 Operating Budget.

Further, that the transfer of Fifty Eight Thousand Dollars (\$58,000.00) from the FY 2016 General Fund Operating Budgets stipulated above to the FY 2016 Police Department CIP Fund stipulated above is hereby authorized;

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 05-17 AB 161**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Keans asked about the General Overhead Contingency Account. City Manager Fitzpatrick said it is a specific line item. Mr. Connors said that it is a Contingency Account in General Overhead. The **MOTION CARRIED** by a unanimous voice vote.

6. **AB 159** Resolution Authorizing US Department of Justice "COPS" Grant Application on Behalf of the Rochester Police Department **First Reading and Adoption**

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

**RESOLUTION AUTHORIZING U.S.
DEPARTMENT OF JUSTICE "COPS" GRANT
APPLICATION ON BEHALF OF THE
ROCHESTER POLICE DEPARTMENT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application by the Rochester Police Department to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) Grant Program. **CC FY 16 AB 159**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Keans opposed the resolution and said this was not included in the Police Department's budget presentation. She added that there is a stipulation to receiving this grant funding that would require the City of Rochester to pay for the police officers in the fourth year of the grant. Councilor Willis agreed.

Chief Allen said this opportunity came about after the Police Department's budget presentation. This is a time sensitive matter and there was not enough time to send this request to the Finance Committee to review first. He said during the budget presentation it was clear that there has been a significant increase in arrests since 2012. This would be an opportunity to hire two officers at a reduced cost to the taxpayers over the next couple of years. The last time a police officer position was added to the department was back in 2009. He distributed a spreadsheet, which should have been included with the City Council packet material.

Councilor Keans said the Police Department has experienced multiple vacancies since 2009 and seldom carried a full complement of officers on staff. Chief Allen said that is correct. Councilor Keans wished to confirm that the COPS Grant opportunity becomes available fairly regularly. Chief Allen replied that the grant opportunity usually becomes available each year; however, the grant guidelines can vary from year to year. The purpose for the Police Department seeking this grant is to expand the proactive

initiatives in the City. He gave details of the service demands placed on the department with the amount of increased arrests and service calls. He gave details of how he would utilize one of the additional officers at the elementary school in order to educate the students on drug and violence prevention.

Councilor Gates questioned if additional police vehicles would be needed if the City were to obtain two additional police officers. Chief Allen replied no. Councilor Gates asked if there would be any other significant cost associated with obtaining two additional police officers with this grant. Chief Allen stated that the spreadsheet gives details of the cost per year. He reviewed the figures for the City Council.

Councilor Willis asked what is the date of the grant deadline. Chief Allen stated that the grant must be submitted by June 20, 2016, and he would be notified if the grant has been awarded to the City by late summer/early fall. Councilor Willis asked if the estimated cost of year-one had been included with the budget calculations. Chief Allen replied no, the department recently became aware of this grant opportunity after the budget presentation.

Councilor Bogan asked what would happen if one or both of the police officers did not work out for employment with the City. Chief Allen replied that the funding would be for the employment position not the person; a replacement could be hired if one or both employees did not work out for the City of Rochester. The City Council briefly discussed other cost relative to uniforms and equipment.

Councilor Abbott pointed out that it is likely that the City would only be paying half of the first year requirement since the grant and hiring process would take up much of the first six months of the fiscal year.

Councilor Keans **MOVED** to **TABLE** the motion. Councilor Torr seconded the motion. Councilor Gates **MOVED** to **POSTPONE** this matter until the first Regular City Council meeting in June. Councilor Willis seconded the motion. A discussion ensued about the differences between the two motions. City Manager Fitzpatrick confirmed that the motion to table is the higher priority motion; however, in this case, it is an improper motion because the "table" motion should only be used to set something aside for the current meeting. The City Council discussed the matter further. Mayor McCarley called for a vote on the motion to postpone. The **MOTION CARRIED** by a unanimous voice vote.

7. **AB 162** Memorandum of Understanding with the Rochester

Housing Authority Motion to Approve the City of Rochester Entering into a Memorandum of Understanding with the Rochester Housing Authority to jointly Prepare and Submit an Assessment of Fair Housing to the US Department of Housing and Urban Development

Councilor Lachapelle **MOVED** to **APPROVE** the Memorandum as stated above. Councilor Bogan seconded the motion. Councilor Gates asked what is meant by fair housing and what does the Housing and Urban Development plan to do with the data which is collected.

Councilor Lauterborn stated that fair housing usually means that the landlord cannot discriminate against a potential renter. The Community Development Committee recommended this action to the full City Council because this is one of the requirements of accepting the CDBG Block Grant funding.

Councilor Torr spoke against the motion. Councilor Willis asked who would conduct the study. Councilor Lauterborn referred to page 127 of the City Council packet material and stated that each agency would be submitted this information individually. This "agreement" would streamline the process by allowing these two particular agencies to submit the information only one time. Councilor Willis asked which agency would be expending staff time on such data. Mr. Long, Community Development Coordinator/Grants Manager, said the workload would be shared between the Housing Authority and the City of Rochester. Mr. Long said that he would be the individual assigned to this task on the City side, as the administrator of the CDBG Block Grant. He added that all HUD funded agencies must complete an assessment of fair housing. The first assessment is not due until 2019. Councilor Varney asked if the City could charge some of the staffing time involved back to the CDBG fund. Mr. Long replied yes, all the staffing time involved would be funded by the grant.

Councilor Gates asked what is affirmatively furthering fair housing. Mr. Long explained that it is basically being proactive against discrimination.

Councilor Gates said there had been a recently issued fair housing act, which apparently defines segregation as a high concentration of persons of a particular race or religion. He feared that HUD may use such data to dictate, regardless of zoning ordinances within the City, where low housing homes can be situated in the City.

Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a majority voice vote.

8. AB 163 Programmatic Agreement with the New Hampshire Division of Historical Resources Motion to Approve

Councilor Lachapelle **MOVED** to **APPROVE** the Programmatic Agreement with the New Hampshire Division of Historical Resources. Councilor Bogan seconded the motion. Councilor Lauterborn stated that this program would streamline the process involved with filing the Entitlement Program (Community Development Block Grant Program) paperwork for the Community Development Coordinator/Grants Manager.

Councilor Willis asked if the Historic District Commission weighed in on this topic. Councilor Lauterborn stated that Community Development had just learned about this process and the Committee had not discussed notifying the Historic District Commission as of yet. Councilor Keans gave more information about how this would speed up the process in order to have federal projects start within a more reasonable timeframe. The City Council briefly discussed the matter.

Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a majority voice vote.

9. Resolution Ordering the Elimination of a Hazardous Building at 13 Magic Avenue in Rochester, New Hampshire First Reading and Adoption

Councilor Abbott requested to be recused from the discussion and voting on the matter. Mayor McCarley confirmed that Councilor Abbott would be recused from this matter. Councilor Lachapelle **MOVED** to read the resolution by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

RESOLUTION ORDERING THE ELIMINATION OF A HAZARDOUS BUILDING AT 13 MAGIC AVENUE IN ROCHESTER, NEW HAMPSHIRE

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

WHEREAS, the building located at 13 Magic Avenue, Map 103, Lot 17 is owned by The Sebastina Trust by Order of the Strafford County Superior Court (Houran, J.), May 10, 2016; and

WHEREAS, the building at 13 Magic Avenue, due to neglect, inadequate maintenance, and dilapidation is no longer structurally sound as the structural integrity has been compromised; and

WHEREAS, the building at 13 Magic Avenue is physically damaged and remains in unsanitary condition with no water or sewer service and no fire protection measures; and

WHEREAS, the building at 13 Magic Avenue in the City of Rochester exists in a hazardous condition and is a hazardous building in violation of New Hampshire RSA Chapter 155-B, Hazardous and Dilapidated Buildings; and

WHEREAS, in the interest of public safety and pursuant to RSA 155-B, the City Council may order the owner of the hazardous building to raze and remove the structure;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rochester that:

A. The Sebastina Trust, George Blaisdell, Trustee, owner of the property located at 13 Magic Avenue in Rochester, is hereby ordered to:

1) Demolish the building at 13 Magic Avenue in the City of Rochester, remove and properly dispose of all materials and existing debris on, in or around the building, with the exception of slabs to eliminate the collection of surface water. Substantial demolition must begin within twenty (20) calendar days of receipt of this order and be completed within forty-five (45) calendar days of said receipt.

B. The City Council hereby Orders the building at 13 Magic Avenue, be razed and removed pursuant to the authority granted under RSA 155-B.

C. The Order shall be served upon the owner pursuant to RSA 155-B:4.

D. The City Council states a Motion for Summary Enforcement of this Order will be made to the 7th Circuit Court-District Division-Rochester unless corrective action is taken or an answer is filed within twenty (20) days of service of this Order upon the owner. Any costs, attorney's fees, or expenses incurred by the municipality may be enforced as a lien against the subject property and any other property owned by the same owner in the State pursuant to RSA 155-B:9, II. If the building contains personal property or fixtures, these items may be removed prior to demolition of this building.

E. The City Manager is hereby directed to take all other actions provided for under RSA 155-B.

F. This Resolution takes effect upon its passage. **CC FY16 5-017 AB 164**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Attorney O'Rourke addressed the City Council concerning 13 Magic Avenue. He introduced Jim Grant, Director of Building, Zoning, and Licensing Services and Tim Wilder, Deputy Fire Chief – Fire Protection. Mr. Grant gave a PowerPoint presentation of the history and hazardous situation of 13 Magic Avenue. He strongly recommended that the City Council adopt this resolution. The **MOTION CARRIED** by a unanimous voice vote, *with Councilor Abbott recused from the vote.*

10. Appointments:

10.1. **Appointment:** Troy Dillow, Rochester Economic Development Commission

Mayor McCarley nominated Troy Dillow to serve as a Regular Member of the Rochester Economic Development Commission [term to expire on 01/02/2018]. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Keans gave the City Council information regarding this recommendation. Mr. Dillow is now appointed as a Regular Member of the REDC by a unanimous ballot vote of 12 to 0.

10.2. **Appointment:** Christine DeAngelis, Rochester Economic Development Commission

Mayor McCarley nominated Christine DeAngelis to serve as a Regular Member of the Rochester Economic Development Commission [term to expire on 01/02/2019]. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. Mayor McCarley gave the City Council information about work Ms. DeAngelis has done for the REDC over the last six months, in anticipation of serving as Regular Member. The **MOTION CARRIED** by a unanimous voice vote. Ms. DeAngelis is now appointed as a Regular Member of the REDC by a unanimous ballot vote of 12 to 0.

11. Non-Public Session

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

Mayor McCarley cancelled the Non-Public Session earlier in the meeting.

Councilor Gray suggested that the matter concerning establishing a policy regarding City Charter Section 43-a be sent to the next Codes and Ordinances Committee for discussion about placing the question on a ballot.

12. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Special City Council Meeting at 8:45 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT June 7, 2016

The Employee of the Month is: Mark Sullivan, Business & Finance Office **P. 44**

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

- April 25, 2016 **P. 45**
- May 2, 2016 **P. 48**
- May 9, 2016 **P. 51**
- May 16, 2016 **P.54**

Contracts and documents executed since last month:

- City Manager's Office
 - Rochester Farmer's Market – additional sign request **P. 57**
- Department of Public Works **P. 100**
 - EDA Milton Road/Salmon Falls Road Sewer Extension project contract **P. 58**
 - Gonic Dam Removal grant contract **P. 59**
 - Granite Ridge Phase I – Change Orders 4 & 5 **P. 60**
 - Head Start Lease renewal **P. 61**
 - Head Start Lease renewal – modification **P. 62**
 - Multiple Meter Agreement – Little Falls Bridge Co-Op Mobile Home Park **P. 63**
 - Sewer CIP - follow-up memo **P. 64**
- Economic & Community Development **P. 66**
 - First Impressions - MOU **P. 66**
 - CDBG - Collaboration Agreement with Rochester Housing Authority **P. 67**
 - CDBG Funding – Crossroads House **P. 68**
 - CDBG Funding – Share Fund **P. 69**
 - CDBG SF-424 Form for Action Plan **P. 70**
 - CDBG - Victims of Crime Act Assistance Grant **P. 71**

The following standard reports have been enclosed: **P. 72**

- City Council Request & Inquiry Report **P. 72**
- Permission & Permits Issued **P. 73**
- Personnel Action Report Summary **P. 74**

From: [Angie Gray](#)
To: [Lisa Clark](#)
Subject: EOM
Date: Tuesday, May 17, 2016 10:00:43 AM

I would like to suggest that we nominate Mark Sullivan for EOM for the month of June. Mark works tireless hours on the budget process doing data entry, attending dept meeting and printing and binding of all the books for the GF and CIP. He does this for the proposed and adopted books. While Mark works on this he also has to keep up with his daily duties and this time of year preparing the City's tax bills. Mark also attends budget meeting and is on the Planning Board. He has 3 children at home that also keep him very busy while his wife works night shift as a nurse at Frisbie.

Please consider Mark as EOM for June.

Angie Gray
City of Rochester
Accts Payable/Purchasing
31 Wakefield St
Rochester NH 03867
603-335-7602
purchasing@rochesternh.net
www.rochesternh.net



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MANAGEMENT TEAM
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

6/2/16

MANAGEMENT TEAM MEETING

**April 25, 2016
9:00 A.M.**

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Jim Grant, Director BZLS
Mike Allen, Police Chief
Norm Sanborn, Fire Chief
Terence O'Rourke, Attorney

Brian Sylvester, Library Director
Samantha Kelley, Accountant (Sub Exec Assist)
Karen Pollard, Economic Develop Manager
Seth Creighton, Chief Planner

ABSENT:

Chris Bowlen, Recreation Director

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:01 A.M.

1. Management Team Minutes – April 18, 2016

Minutes were approved by general consensus.

2. City Council Inquiry Report

There is one outstanding item that staff will address.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date.

5. Impact Fees

Ray Varney wants to resurrect impact fees. It was discussed that the income from these fees could go to building playgrounds, maintenance of recreational parks, etc. It was mentioned that they could be referred to as Reserve Sewer Capacity Fees rather than Impact Fees. It was discussed that moving forward with this idea would begin with the Planning Department.

6. Waterstone Power Lines

Ralph Torr recently mentioned the Waterstone power lines. There is a possible snag between Phase 1 and Phase 2 involving a construction easement concerning a road having to be at least so many feet from a stream per the Army Corp. It was discussed that this is a state issue and will go to the NH Department of Environmental Services. Seth was going to look into this further.

7. Other

Director Sylvester

- Citywide playground inspections will be conducted by Primex this Wednesday. They will be going to Ledgeview, Hanson Pines, the Commons and Blair Park.
- The Rochester Author's Fair is Saturday, April 30th from 10-3 at the Rochester Library
- Advised he is developing a memorial donation policy.
- The buildings and grounds crew is moving shelving in the YA room and the Western room tomorrow morning.

- They have tentatively worked out 4-5 union agreements.
- The bond refinance is complete. We were able to save the city about \$746k.
- We conducted a \$2.4m transfer from the Investment account last week which covered payroll and related expenses.
- There was some confusion with the FY17 proposed budget. There were questions regarding the proposed budget being down 2.4% from last year's revised budget and yet the tax rate is increasing. The revised budget includes any supplemental appropriations approved since last June.

Attorney O'Rourke

- Provided a litigation update.
- Victim of Crime Act grant was approved. Julian Long was a huge help with this. It was mentioned that Julian also helped with the Coverdell grant for the police department.

Manager Pollard

- Petco up at Waterstone made a late request to open this past Sunday, which was earlier than the originally scheduled date of Thursday, 4/28. She wanted to express great thanks to everyone and all departments that helped make this happen for them.

Chief Sanborn

- Brox Industries suffered a fire in their pavement plant which they responded to and had mostly under control by the time Dover FD showed up.
- They provided mutual aid assistance to a Dover house fire
- Advised they responded to a shed fire up near Cross Road/Amarosa Drive.
- They also responded to a shed and woods fire on Sampson Road
- There is a firefighter test today at the Rochester Middle School
- Advised that there are six firefighters taking a Lieutenant test in Concord.

Chief Allen

- There was an overdose last week. The individual was revived with Narcam.
- There were two untimely deaths over the weekend. One was an older gentleman and appears to be of natural causes. The other is a possible overdose.
- New officer, Jeffrey Gagnon was sworn in on Friday.
- They held promotional interviews last week and promoted two officers. Andrew Swanberry was promoted to Lieutenant and Randy Smith was promoted to Sergeant.
- Advised of Active Shooter Training tomorrow morning for city staff.
- Advised that he will be presenting the police and communications budget tomorrow night at the budget meeting.

Chief Planner Creighton

- Lots of time spent up at Waterstone in order for the new store to open over the weekend. They had to separate the active construction site from the public that would be visiting the open stores. They barreled off the work site and posted 'No Trespassing' signs which at least shifts the liability for anyone that enters that area.
- TRG meetings on Tuesday and Thursday
- New proposal over at the Marcia's Take-out location. The new owners are looking to put up a shed type structure and offer quick food items and ice cream. It was discussed that the city had tried to purchase this piece of real estate but their offer was well below what the asking price was.
- There are discussions regarding the hand rails and windows at Hope on Haven Hill being replaced. The Historic Commission doesn't want these items changed.
- Skyhaven Conservation Commission is working on runway improvements.

Director Storer

- Land Issue – will be going to a closed session

- A new generator went in last week at the Chesley Hill water tank site. This generator will help out water operations and also provide backup power for the police radios which are transmitted from this site. During construction work last summer some electrical circuits were accidentally tripped which left the police radios inoperable. In the event the power goes out, the uninterruptable power supplies (UPS) should keep everything running while the generator is getting started, warmed up and ready to take on the power load demand.
- A dry fire suppression system is being installed in the computer server room of the Police Station. This new dry system should extinguish a fire without soaking all of the sensitive equipment. The old system was a water system under pressure which Mike Riley is working to make sure is completely abandoned.
- Advised that there is a need within his department for a part time GIS position.
- Mike Riley will be moving the Rochester Main Street stage from Factory Court to Parson Main this week to get ready for the summer concert series.
- They will be removing the underground tank next week outside of City Hall.
- Expansion of the parking lot by China Palace was discussed. There was discussion regarding the first part which was completed within the last ten years. Funding is up for approval at Tuesday's meeting.
- Advised they will be working on the pavement bid.
- Advised there is a Salmon Falls EDA project preconstruction meeting tomorrow. They hope to get something out to the neighborhood residents as soon as possible making them aware of a community meeting for this project which they hope to have in roughly two weeks at the East Rochester School. There is a ribbon cutting ceremony being planned for this project.
- Public Works is discussing removing the playground at Ledgeview. There was a brief discussion about ways to monitor the use of this playground to see if there is really a need for it.
- Gave credit to the Recreation Department for all of their hard work involving Saturday's Rochester Pride Day. They had the best turnout yet.

Director Grant

- Mentioned that he would be attending TRG on Tuesday and confirmed with Seth that there is also a meeting on Thursday.
- Coyote Creek indoor range idea has come up again.
- Mentioned that there is interest with an ammo supply company moving into the area.
- Advised that he has several dozen permits to issue.

The Management Team meeting adjourned at 9:56 AM.

Respectfully submitted,

Samantha Kelley
Accountant I (Sub Exec Assist)



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MANAGEMENT TEAM
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

6/2/16

MANAGEMENT TEAM MEETING

**May 2, 2016
9:00 A.M.**

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Jim Grant, Director BZLS
Mike Allen, Police Chief
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney
Samantha Rodgers, Executive Assistant
Karen Pollard, Economic Development Manager
Jim Campbell, Planning Director
Brian Sylvester, Library Director
Lauren Colanto, Assist Director Recreation

MINUTES

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

1. Management Team Minutes – April 25, 2016

Minutes were approved by general consensus with a few minor changes mentioned.

2. City Council Inquiry Report

Items will be addressed by staff at upcoming meetings.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date. Attorney O'Rourke mentioned that we will now supply electronic documents to requestors, if the documents are already in that format.

5. Other

Attorney O' Rourke

- Provided a litigation update.
- Advised that he and Andi would be participating in Law Day on Friday. They have been assigned to the Farmington School district.

Director Storer

- Discussed the Salmon Falls/EDA project and that there may be a potential tenant for the Stonewall Kitchen building. Manager Pollard will reach out to the Realtor.
- Advised that he will be giving Councilor Barnett a tour of the pump stations, to help him understand how they relate in the budget.
- Advised that he will be attending a meeting with the Strafford Regional Technical Advisory Board to discuss the Complete Streets, Route 108 project.
- Advised that this week is Drinking Water Week and that they will be holding an open house at the Water Treatment Plant on Friday.
- Advised that he might like to get information together to put out a press release about Rochester's great water and that there are no PFOA's in it. He will work on some further data.
- Advised that the Franklin St/Western Ave project will be put out to bid shortly.

- Advised that the bid for the annex should be put out later this week and opened in June 6/2/16

Deputy City Manager Cox

- Advised that Finance should be able to sort out the school facility budget items from the regular budget.
- Advised that Electronic Time & Attendance bids were opened last week.
- Advised that only one bid was received for Rochester Commons.

Assistant Director Colanto

- Advised that they will be holding their second Community Coffee meeting. They had 13 attendees last month.
- Advised that they would be participating in the “Serve with Liberty” community participation project and would be working on additional projects at Squamanagonic.
- Advised that the last teen night of the school year will be held on Saturday.

Director Sylvester

- Advised that the 3rd Annual Authors Fair was held on Saturday. They had over 50 participants with 13 authors.
- Advised that the Library will be holding a Mediation 101 program at the Library on Wednesday.

Manager Pollard

- Advised that there was a nice editorial done regarding Rochester’s image and that she sent a Thank You to the editor.
- Advised that there would be an ice cream social kick-off event on May 13th from 12pm – 1pm in Council Chambers for the Commute Smart signups. She advised that the program now has a carpool matching feature.

Chief Sanborn

- Advised that they provided mutual aid to Sanford.
- Advised that there was a fire at Arthurs Market. Explained that there was smoke damage to the building and that the loss of food was substantial.
- Advised that they held a swearing in ceremony for 2 new firefighters last week.
- Advised that the electronic sign and generator applications were submitted to the Executive Committee last Friday.

Chief Allen

- Advised that they held Drug Take-Back Day and took in 8-9 boxes of turned in items.
- Advised that they are investigating the death of a 22 year-old male that occurred over the weekend.
- Thanked Mike Riley and John Storer for the work that they did replacing the flooring in the dispatch room and the changing the fire suppression system from a wet to dry system.
- Advised that they held Active Shooter training for City staff last week and will be holding more training sessions with the Chamber and some church groups.
- Advised that they have three new officer starting the Police Academy.
- Advised that they will be swearing in four promoted officers at the next Police Commission meeting.

Director Campbell

- Advised that there are a couple of continuances going to the Planning Board tonight.
- Advised that they would be having a special downtown review at the former Marcia’s Take-out location on Tuesday.
- Advised that staff would be attending the Granite Ridge Development District project review meeting on Thursday.

- Advised that Chief Planner Creighton would be attending a Planner's Commission Conference on Friday. 6/2/16
- Advised that the Mayor Zoning Committee would be putting together their recommendations for changes to go to the Codes and Ordinances Committee.

Director Grant

- Advised that staff would be at the special review meeting mentioned by Director Campbell.
- Advised that staff will be attending a meeting with Farmers Market members to discuss future requirements.
- Advised that he has received an acceptance letter to be on the NH Building Code Review Committee.

The Management Team meeting adjourned at 9:50 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



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6/2/16

MANAGEMENT TEAM MEETING

**May 9, 2016
9:00 A.M.**

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Jim Grant, Director BZLS
Mike Allen, Police Chief
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney
Samantha Rodgers, Executive Assistant
Karen Pollard, Economic Development Manager
Jim Campbell, Planning Director
Brian Sylvester, Library Director
Chris Bowlen, Recreation Director

MINUTES

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

1. Management Team Minutes – May 2, 2016

Minutes were approved by general consensus with a few minor changes mentioned.

2. City Council Inquiry Report

Items will be addressed by staff at upcoming meetings.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date.

5. Other

City Manager Fitzpatrick

- Discussed the Columbus Street parking lot expansion and steps to proceed. Attorney O'Rourke will draft a one-page letter of agreement for the business owner to sign at the time that their payment is to be collected.
- Discussed the SOS Center and the location and approval. After some discussion, it was mentioned that there was the potential for this to be discussed at a Planning Board meeting. Chief Allen has had a meeting with the hospital and housing authority and they are planning to have a meeting with the business owners in the area as well.
- Advised that there was discussion at the Public Works Committee meeting regarding the Old Wakefield Street property and that it was suggested that the homeowner could deed the property over to the Conservation Commission. Director Storer will follow-up.
- Asked for a status on the review of haying agreements and compensation. Director Storer advised that it should be left as is with no expectation for compensation.

- Advised that the Trustees have rescheduled their meeting to May 23rd at 6pm. 6/2/16
- Advised that they had 1,721 attendees for Free Comic Book Day.
- Advised that the Library will have a booth at the Chamber Expo on Thursday.
- Advised that the Friends of the Library Book Club meets on Wednesday.

Deputy City Manager Cox

- Advised that the MRI assessment of IT was continuing and that they will be working on a 12/24 month technology plan. They will be reviewing the phone system, network, file storage, a schematic map of the digital network, current technology plan for the annex as well as a technology inventory, project portfolio and cross training plans.
- Advised that there were seven bids, ranging from \$17,000 to \$74,000, received for the electronic time keeping; the subcommittee is reviewing.
- Advised that he received an update from Dennis Schafer that the replacement phone ups was replaced.
- Advised that the department is looking into past vendors who were late submitting invoices for the fiscal year in hopes to mitigate that some this year.

Attorney O' Rourke

- Discussed an item that was brought up by a resident at the Codes & Ordinances Committee regarding fireworks. A letter has been sent to the Police Department and Police Commission regarding this item.
- Provided a litigation update.

Director Campbell

- Advised that the Planning Board continued most of the projects that went to the board.
- Advised that they will be reviewing the CIP at the workshop.
- Advised that there will be an HDC meeting on Wednesday.

Manager Pollard

- Advised that they worked with the State last week on Phase II and the DES approval. There should be a preliminary letter from DES this week. The Department of Resources and Economic Development will be prepared to facilitate discussion if it is deemed necessary.

Chief Sanborn

- Advised that they finished the hiring process and have hired a firefighter from Virginia, Joe Polozzi, and he will start in June.
- Advised that Lieutenants testing was completed last week. They now have the top 3 for any openings that will cover the next 2 years.
- Advised that the new cab and chassis are at Toyne and that they are hoping to get the rest into the factory. It is scheduled to be delivered in July.

Chief Allen

- Advised that there were multiple overdoses last week.
- Advised that they had three call outs for canines last week; one in Rochester, one each in Farmington and Milton.
- Advised that they had a tenant meeting with Wyandotte residents and that it went well.
- Advised that they took in 10 boxes of unwanted prescriptions, totaling 263 pounds.
- Advised that there will be a non-public Commission meeting on Friday at 3:00pm.

Director Bowlen

- Advised that they had 50 full time labor participants from Liberty's – Serve with Liberty day at Squamanagonic.
- Advised that they had about 200 teens at the last Teen Night on Saturday.
- Advised that there is a commission meeting tonight and the Chamber Expo on Thursday.
- Advised that Lauren will be attending the Governor's summit on substance abuse.

Director Storer

- Advised that Household Hazardous Waste day was on Saturday and that there were over 339 residents. Lisa and Laura coordinated it. He will get a summary of the day together.
- Advised that Mike Riley and staff planted 6 trees within the downtown to replace some that were in poor condition.
- Advised that they are wrapping up paving on Ledgeview and completed paving on Gear Road.
- Advised that they are looking into a forestry management plan.
- Advised that Revolution coordinated the fencing for the dining area with Mike Riley.

Director Grant

- Advised that there would be a Zoning Board meeting on Wednesday.
- Advised that Bob Veno would be attending a health conference in Derry on Thursday.
- City Manager Fitzpatrick advised that Codes and Economic Development meet with Rochester Main Street to discuss vendor permitting regulations for upcoming events.

The Management Team meeting adjourned at 9:52 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant



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6/2/16

MANAGEMENT TEAM MEETING

**May 16, 2016
9:00 A.M.**

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
John Storer, Director of City Services
Jim Grant, Director BZLS
Mike Allen, Police Chief
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney
Samantha Rodgerson, Executive Assistant
Karen Pollard, Economic Develop Manager
Seth Creighton, Chief Planner
Brian Sylvester, Library Director
Chris Bowlen, Recreation Director

MINUTES

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

1. Management Team Minutes – May 9, 2016

Minutes were approved by general consensus.

2. City Council Inquiry Report

Items 4, 5 & 6 will be addressed by staff at the Public Works Committee.

3. City Calendar for Week

Reviewed the upcoming meetings and topics for the week.

4. Right to Know Requests

All requests are up to date.

5. Annex construction – handicap accessibility

- Director Storer mentioned that they had been looking into options and will make sure that they come up with some solution once construction begins.

6. Parking sign in front of City Hall

- Ms. Rodgerson mentioned that the Opera House inquired about the Friday evening 2-hour parking time limit on the sign in front of City Hall. Staff will look into.

7. PPM review

- Email Retention policy - Deputy City Manager Cox mentioned that this policy came back for review after the Records Retention Committee made recommended changes.
- Right To Know Request policy - Attorney O'Rourke mentioned that this policy was updated with information for electronic records requests and how that would be handled going forward.

8. SOS Recovery Center

It was mentioned that the hospital will be holding a public forum. Staff discussed that they have not received any formal project narrative as of yet and that it would be premature to discuss the

role of the Planning Board or any other staff requirements until the narrative is submitted 6/2/16 reviewed. Chief Allen will reach out to Frisbie.

9. Other

City Manager Fitzpatrick

- Asked for the status on the cost estimates for the park to be located in Granite Ridge. Director Storer advised that he will speak with Owen and get some figures together.

Director Sylvester

- Advised that the Trustees have their meeting on May 23rd at 6pm.
- Advised that there will be a container gardening class on Wednesday.

Deputy City Manager Cox

- Advised that they are working on the audit management response and auditing manual.
- Advised that most departments have gone to the Council with their budgets.
- Advised that they are gearing up for tax billing.

Attorney O' Rourke

- Discussed the Blaisdell decision on the court order.
- Provided a litigation update.

Planner Creighton

- Advised that the Planning Board meets tonight.
- Advised that Skyhaven is doing some improvements and renovations.
- Advised that staff will be doing a preconstruction meeting on-site for the Jarvis solar project.

Manager Pollard

- Advised that they had more participants sign up for CommuteSmart this year and that there is still time to sign up.
- Suggested that it might be worth looking into setting up a bike rack close to the side entrance at City Hall.
- Advised that she and Jenn Marsh will be leaving for a tradeshow at the end of the week.

Chief Sanborn

- Advised that they were busy with mutual aid over the week. There was a brush fire in Lebanon, barn & house fire in Nottingham, and a barn fire in Milton.
- Advised that Assistant Chief Dupuis would be attending the National Fire Academy over the next 2 weeks.
- Advised that the grant for a second messaging board was not passed by the committee.

Chief Allen

- Advised that they are currently conducting an investigation of a 13-month old.
- Advised that there was a motorcycle swap event held over the weekend at the Fairgrounds and that they had some difficulty getting information from the person running it. It was discussed that they had not come to the city for any permits to hold the event.
- Advised that the Citizens Academy will graduate tonight.
- Advised that it is National Police Memorial Week.

Director Bowlen

- Advised that the Expo went well.

- Advised that have had positive increases to their Friday program and that there were 110 skaters.
- Advised that he will be attending the Public Works Committee meeting on Thursday to give an update on the arena project.

Director Storer

- Advised that the Salmon Falls Highway Safety Grant funding won't be until the fall timeframe.
- Advised that crews will be out to patch some pavement on Salmon Falls Road today.
- Discussed the Honeywell Contract and the potential to proceed without needing to go through the bid process. He will discuss further with Blaine.
- Advised that they will be assisting Somersworth with the use of a bucket truck. It was suggested to inform the Public Works Committee of this.
- Advised that GIS mapping is underway and that they are cleaning out catch basins.
- Discussed Stormwater Management and the MS4 Form and that they will need to work together with Attorney O'Rourke on this in the future.
- Advised that Strafford Square is proceeding and that they are working on the overhead utility relocation.
- Advised that they will be starting the bid process for the electronic messaging board.

Director Grant

- Advised that they will be seeking for the Council to approve condemning the Blaisdell property.
- Advised that there will be 2 projects at the TRG meeting.
- Advised that he will be attending the JLMC meeting on Wednesday.
- Advised that he will be attending the preconstruction meeting at Jarvis on Thursday.

The Management Team meeting adjourned at 9:52 AM.

Respectfully submitted,

Samantha Rodgers
Executive Assistant

6/2/16

Michael A. Provost, C M S M
Executive Director
Rochester Main Street
18 South Main Street
Suite 2 B
Rochester, NH 03867

Re: Rochester Farmer's Market

Dear Mr. Provost,

Your request to install four white 9' 6" teardrop banners, with the Farmer's Market Logo in RED and the word "Today" along the front of the banner during the hours of the market is approved.

~~This approval is for the period of one year~~ The Approval will require yearly review and Approval.

S.

OWF

XC: Jama Grant
City Council, via City Mgr Report



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received

MAY 9 2016

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager

Date: May 6, 2016

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

SUBJECT: EDA Salmon Falls & Milton Rd Sewer Extension Project
Wright-Pierce Construction Admin and Inspection Contract

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

Enclosed please find the engineering contract for Wright Pierce Engineers. This engineering firm was selected for engineering and design services using RFQ 14-29. The contract total is \$339,000 which includes construction administration, materials testing, and full time inspection services.

The funds for this project have been appropriated and are available in Munis accounts as follows:

15013010-771000-13551

55016010-771000-13551

55026020-771000-13551

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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
FROM: May 5, 2016
SUBJECT: Gonic Dams Removal Project
 NH DES – Grant Contract
CC: John B. Storer, PE Director of City Services

CITY OF
 Received
 MAY 5 2016
 City Manager
 ROCHESTER

Enclosed please find the contract associated with the NHDES Gonic Dam Removal project grant. The City Council approved the grant acceptance and gave the City Manager the authority to enter into this contract at the May 3, 2016 City Council Meeting. The Grant amount is \$34,273 and funds were appropriated at the same meeting.

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

6/2/16



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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CITY OF
Received

MAY 6 2016

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: May 6, 2016
From: Lisa J. Clark, DPW Office Manager
SUBJECT: Granite Ridge TIF Project – Phase 1
Severino Construction Change Orders 4 & 5
CC: John B. Storer, PE Director of City Services

Enclosed please find Change Order 4 & 5 for the Granite Ridge Phase 1 construction contractor, Severino. There is sufficient funding for these changes in the original appropriation set up in the Munis account 61083010-771000-15553.

Change #4 in the amount of \$18,083.55 is for work associated with changes made in the Rt 11 signalization that were outside the scope of the contract.

Change #5 in the amount of \$800 is for work associated with changes made requiring additional circuitry for reporting to the SCADA system. The additional circuitry is outside the scope of original contract. The actual SCADA integration is included in the base bid.

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

6/2/16



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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Fax (603) 335-4352

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CITY OF
Received
MAY 11 2016
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
FROM: Lisa J. Clark, DPW Office Manager *LJC*
DATE: May 11, 2016
SUBJECT: Community Center Lease Agreement
Renewal – Strafford County Headstart
Annual Revenue - \$63,000
CC: John B. Storer, PE, Director of City Services

Enclosed please find two (2) copies of the lease for the Strafford County Headstart space at the Community Center. The current lease expires on June 30, 2016. The term of this lease is 5 years and will expire in June of 2021.

If you have any questions please let me know, if not, please sign and have notarized.

This document should be returned to the DPW to be distributed to the lessee for signature.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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Fax (603) 335-4352

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CITY OF
Received
MAY 25 2016
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

FROM: Lisa J. Clark, DPW Office Manager 

DATE: May 24, 2016

SUBJECT: Strafford County Head Start - Lease Renewal

Enclosed please find (2) copies the renewal lease for Strafford County Head Start for your signature. Please sign where indicated and return them to my office at your earliest convenience.

Note: This lease was sent to your office a couple of weeks ago for signature and after a review with the lessee a shorter term lease was requested. It was modified from a 5 year term to a 2 year term. They have stated no plans to move, but funding is always an issue and per their new internal processes at Strafford County they can not commit to longer than 2 years.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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

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CITY OF
 Received

MAY 16 2016

CITY MANAGER
 ROC

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager
FROM: Lisa J. Clark, DPW Office Manager
DATE: May 13, 2016
SUBJECT: Multiple Meter Agreement
 Little Falls Bridge Co-Op Mobile Home Park
CC: John B. Storer, PE, Director of City Services

Enclosed please find five (2) copies of Multiple Meter Agreement for Little Falls Bridge Co-op Mobile Home Park. This mobile home park has done all of the required infrastructure updates necessary to become part of our Utility Billing Program.

This contract was approved by the City attorney and discussed previously. We will begin quarterly billing the master meter and all sub meters on June 1, 2016.

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

Signature _____

(Blaine Cox, Finance Director / Deputy City Manager)



City of Rochester Dept of Public Works

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

Memo

To: Dan Fitzpatrick, City Manager
From: John B. Storer, P.E. Director of City Services
CC: Blaine Cox, Deputy City Manager
Date: May 23, 2016
Re: City Council Inquiry – Status of Sewer CIP

At the City Council Meeting of May 17, 2016 there was an inquiry as to why the Sewer CIP was only spent to about 60% of the allocated amount.

On the attached sheet, which was included as page 48 of the Agenda Packets, the Capital Projects Sewer Fund notes a percentage used as 64.5%. It notes \$11.7 million remains available.

The \$11.7 million amount includes several large projects that are either pending, out to bid, or will be forthcoming relatively soon. Four large projects make up nearly \$9.5 million of the authorized, but unspent amount.

- Salmon Falls EDA – \$2.58 million Sewer budget remaining, construction underway
- Colonial Pines Extension – \$1.20 million remaining, waiting on wetlands permit, plan to be released for bidding, construction late-summer/fall of 2016.
- Franklin/Western Reconstruction – \$3.49 million remaining, currently out for bids, bid are due June 9, 2016. Construction on Franklin will be wrapped up this Fall, completion of work on Western will extend in 2017. Total amount includes new sanitary sewer and replacement of Western Avenue sewerage pump station.
- Sludge Dewatering at WWTP - \$2.20 million remaining, entire project projects to nearly \$7.7 million total. An amount of \$5.0 million is requested in the proposed FY17 CIP to allow construction to move forward. Have estimated 21 million gallons of accumulated sludge – project would sludge dewatering equipment with new septage receiving and solids-handling facility. Very critical project.

Additional budget items include projects such as the design and construction of Wakefield Street from the Chestnut Hill Road Connector to Union Street, and the Second Phase of the Sheridan and Glen project. Design contracts have been signed, work has just started, so invoices will be forthcoming.

CITY OF ROCHESTER

YEAR-TO-DATE BUDGET REPORT

FOR 2016 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
5502 CAPITAL PROJECTS SEWER FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
55026020 CIP SEWER EXPENSE	36,630,463	-3,493,370	33,137,093	20,801,851.22	559,094.28	11,776,147.33		64.5%
TOTAL CAPITAL PROJECTS SEWER FUND	36,630,463	-3,493,370	33,137,093	20,801,851.22	559,094.28	11,776,147.33		64.5%

6/2/16



City of Rochester, New Hampshire
Office of Economic Development
31 Wakefield Street
Rochester, NH 03867
(603) 335-7522



CITY OF
Received

MAY 10 2016

City Manager
ROCHESTER

MEMO

TO: Daniel Fitzpatrick, City Manager; Susan DeRoy, REDC Chairperson

CC: Mayor McCarley; Karen Pollard, Economic Development Manager

FROM: Jennifer Marsh, Economic Development Specialist

DATE: May 10, 2016

RE: First Impressions MOU

City Council approved the Economic Development Department and the Rochester Economic Development Commission to move forward with the First Impressions program through the University of NH Cooperative Extension at the May 3rd Council meeting.

The University of NH Cooperative Extension requires the following signatures in order for the program to get started:

Municipal Leader: Dan Fitzpatrick
Staff or Organizational Representative: Jenn Marsh
Community Coordinator: Susan DeRoy

Please contact me with me with any questions.

Office location
150 Wakefield Street, First Floor, Suite 203
www.THINKROCHESTER.biz

6/2/16

Date: May 24, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAY 25 2016
City Manager
ROCHESTER

Re: Collaboration Agreement with Rochester Housing Authority

Please see attached the Collaboration Agreement between the Rochester Housing Authority and the City of Rochester to prepare and submit a joint Assessment of Fair Housing to the U.S. Department of Housing and Urban Development. City Council voted to approve entering into such an agreement with the Rochester Housing Authority at the May 17, 2016 City Council meeting.

The Collaboration Agreement requires the signature of the City Manager as the authorized City official. The signature of a witness is also required. The Collaboration Agreement does not need to be notarized.

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

6/2/16

Date: May 24, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
received
MAY 25 2016
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Contracts

Please see attached the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester and Cross Roads House. The City Council approved funding to the SHARE Fund at the May 3, 2016 City Council meeting.

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

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

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

CITY OF
Received
MAY 20 2016
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Contracts

Please see attached the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester and the SHARE Fund. The City Council approved funding to the SHARE Fund at the May 3, 2016 City Council meeting.

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

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

6/2/16

Date: May 4, 2016
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAY 4 2016
City Manager
ROCHESTER

Re: FY 2016-2017 CDBG Annual Action Plan

Please see attached the SF-424 form for the FY 16-17 CDBG Annual Action Plan, as well as the CDBG certifications for the plan. The plan was approved by the City Council at the May 3, 2016 City Council meeting, and these forms are required by the U.S. Department of Housing and Urban Development to be submitted with the plan. The SF-424 application form and the certifications require the signature of the City Manager as the City of Rochester authority.

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

Date: May 4, 2016

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAY 4 2016
City Manager
ROCHESTER

Re: Award Acceptance Documents for Victims of Crime Act (VOCA) Assistance Grant

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Department of Justice for the awarded VOCA Grant. City Council voted to approve submission of this grant application at the March 15, 2016 City Council meeting and voted to approve acceptance of the awarded grant at the May 3, 2016 City Council meeting.

The grant award acceptance requires the signature of the City Manager *before a notary* before submittal. Please sign the attached acceptance *before a notary* as the authorized official and return the signed documents to Julian. The attachments to the grant award acceptance also require the signature of the City Manager as the authorized official but do not require notarization.

The final attachment, the Certificate of Authority, must be signed by the City Clerk before a notary. Please leave this document blank; Julian will arrange for the City Clerk to sign the Certificate of Authority before a notary.

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

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	City Council Workshop 4/19/2016	questioned the Planning Department's report concerning discussions with DES regarding mitigation of Phase II of the Granite Ridge Development project.	Mr. Fitzpatrick thought it had been settled but that they have 120 days to comment. He said he would get back to the Council.
2	Lauterborn	City Council Workshop 4/19/2016	Asked if the proposal (to have all buildings - including schools - fall under the Public Buildings Depart) is compatible with the State RSA's	Attorney O'Rourke has determined that it would require a Charter change. Discussed at 5/3/2016 Council meeting. Item closed
3	Lauterborn	City Council Workshop 4/19/2016	Asked for Finance to look into the financial implications of this request.	Discussed at the 5/3/2016 Council meeting. Item closed.
4	Varney	4/21/2016 Public Works Committee	Asked why the Route 11 pump station was listed in the CIP budget and not part of current project.	Discussed at the 5/19/2016 PWC meeting. Item closed.
5	Varney	4/21/2016 Public Works Committee	Water Line Loop - is it a necessary project?	Discussed at the 5/19/2016 PWC meeting. Item closed.
6	Varney	4/21/2016 Public Works Committee	Asked what the status of the Arena roof project is?	Discussed at the 5/19/2016 PWC meeting. Item closed.

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
4/27/2016	5/2/2016	EVENT	Memorial Day Parade - American Legion Post 7	5/30/2016
4/29/2016	5/2/2016	BANNER	Wicked Cool Music	6/25/2016
4/28/2016	5/2/2016	EVENT	5K Run/Walk - Rochester Child Care Center	5/28/2016
4/28/2016	5/9/2016	EVENT	Community Outreach - Straight Street Outreach- Crosspoint Church	Friday - Saturday through summer
5/4/2016	5/9/2016	EVENT	Senior Center - Penny Sale	6/4/2016
5/4/2016	5/9/2016	EVENT	Grace Community Church - picnic and church service	5/29/2016
5/3/2016	5/9/2016	EVENT	Crosspoint Church - yard sale	6/18/2016
5/11/2016	5/16/2016	EVENT & RAFFLE	The Homemakers - Dog Walk Fundraiser & raffle	6/18/2016
5/13/2016	5/16/2016	BANNER	Rochester Museum of Arts	6/1/16 - 1/1/17
5/12/2016	5/16/2016	SOLICIT	Direct Energy	5/12/16 - 6/12/16
5/13/2016	5/16/2016	EVENT	Rochester Runners Club - 5K	11/24/2016

[illegible]



City of Rochester, New Hampshire
 CITY COUNCIL – APPOINTMENTS COMMITTEE
 31 Wakefield Street • Rochester, NH 03867
 (603) 332-1167
www.RochesterNH.net

Appointments Committee Minutes
 May 4, 2016

Committee Members Present:

Sandra Keans, Chair
 James Gray, Vice-Chair
 Ray Barnett
 Tom Abbott

Absent:

Donna Bogan

Chairman Keans called the meeting to order at 7:00 p.m. on May 4, 2016.

Nancy McGinnis – Welfare Appeal Board

Nancy McGinnis had applied for an alternate position on the Welfare Appeals Board. Ms. Keans explained that there had not been an appeal in two years because the department has a very dignified and respectful process. The committee agreed that Ms. McGinnis had an excellent background and she should look at vacant positions on other boards which would provide an actual opportunity to serve. However, Councilor Gray moved her name as qualified, 2nd by Councilor Abbott for alternate term ending January 1, 2019.

The Appointments Committee unanimously recommends Nancy McGinnis for appointment as an alternate to the Welfare Appeals Board, term to expire January 1, 2019.

Discussion – previous REDC nominees

The committee discussed the two REDC nominees of DeAngelis and Dillow that had previously been forwarded as qualified.

The meeting was adjourned at 7:40pm.

Respectfully submitted,

Sandra Keans, Chair



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CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

May 5, 2016

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

Committee Members Present

Councilor Peter Lachapelle, Chair
Councilor Elaine Lauterborn, Vice Chair
Councilor Thomas Abbott
Councilor Robert Gates

Others Present

Kelly Walters, City Clerk
City Manager Fitzpatrick
Terence O'Rourke, City Attorney
Councilor James Gray

Members Excused

Councilor Donna Bogan

MINUTES

1. Call to Order

Councilor Lachapelle called the Committee meeting to order at 7:00 PM. All members were present, except for Councilor Bogan who had been excused.

2. Public Input

Councilor Lachapelle invited the public to come forward to speak about topics/issues which were not listed on the agenda. No member of the public came forward. Councilor Lachapelle closed public input at 7:01 PM.

3. Approval of the Codes and Ordinances Committee Minutes

• March 3, 2016

Councilor Lauterborn **MOVED** to **ACCEPT** the minutes of March 3, 2016. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Chapter 63.2 Amendment

Councilor Lachapelle referred to the Amendment to Chapter 63.2 b (1) as follows:

Proposed Amendment

63.2 The Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway.

(a) Definitions. For the purpose of this Section, the following definitions apply:

(1) **Pass/Passing.** Distributing any item to, receiving any item from, or exchanging any item with the occupant of a motor vehicle that is located in the roadway.

(2) **Roadway.** All ways within the City as that term is defined in RSA 259:125, II. This definition excludes privately owned property not open for public use or generally maintained for the benefit of the public, areas in which parking is permitted in the City, and property maintained specifically for drive-thru or drive-up transactions.

(3) **Item.** Any physical object.

(b) Prohibitions on Roadways. It shall be unlawful to violate any of the prohibitions set forth below in the City.

(1) No person shall knowingly pass any item with the occupant of any motor vehicle when the vehicle is located in the roadway, nor shall any occupant of any motor vehicle located in the roadway pass any item with a person located outside of the vehicle.

(2) This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle on privately owned property not open for public use or generally maintained for the benefit of the public, areas in which parking is permitted in the City, and property maintained specifically for drive-thru or drive-up transactions.

(3) This Section shall not apply to any law enforcement officer acting in the scope of his official duty.

(4) This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle located in the roadway in order to assist the occupant after a motor vehicle accident, with a disabled motor vehicle or where the occupant is experiencing a medical emergency.

(c) Penalty. A person found in violation of this Section shall be fined as follows:

(1) 1st Offense: Not less than \$25.00.

(2) 2nd Offense: Not less than \$250.00.

(3) 3rd and subsequent Offenses: Not less than \$500.00; nor more than \$1,000.00.

(d) Severability. If any provision of this section is declared invalid or unconstitutional by any Court of competent jurisdiction, the remaining provisions shall be severable and shall continue in full force and effect.

Attorney O'Rourke gave a brief overview of the proposed Amendment and explained that "any" occupant of a vehicle in the roadway would be prevented from passing items out of a vehicle located in a roadway. The Committee briefly discussed the amendment. Councilor Abbott **MOVED** to recommend this Amendment to the full City Council for approval. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5. Fireworks

Councilor Lachapelle said that Chapter 23.13 outlines regulations for the use of fireworks in the City. He invited anyone from the audience to come forward to address the Committee on this matter.

Dennis Hancock, resident, addressed the Committee concerning the permitted fireworks activity in the City and its effects on children, elderly, pets, and war veterans. He stated that this is a quality of life issue and he requested that fireworks be banned from the City all together.

Margie Hancock, resident, addressed the Committee with the same concerns and stated that her granddaughter seeks shelter in the garage when the fireworks are being lit off. She also requested that the fireworks be banned from the City all together.

Bob Hersom, resident, indicated that he did not wish to speak publicly on the matter; however, he attended the meeting to support the last two speakers and their comments.

Councilor Lauterborn said that Mr. Hancock indicated that he has attended the Neighborhood Ward Four meeting. She asked if any police officers were present at the meeting and heard his complaint. Mr. Hancock replied yes. It was also noted that Mr. Hancock should report any violation of

this ordinance directly to the Police Department, Fire Department, and Building Zoning, and Licensing Services.

Councilor Abbott asked how often fireworks were being lit off in Mr. Hancock's neighborhood. Mr. Hancock replied the July 4th Holiday and New Years Eve.

The Committee briefly discussed the matter. Councilor Gray stated it seemed this is more of an enforcement issue and requested that a letter be sent to the Police Commission and Police Chief. The Committee discussed the enforcement issue. Councilor Gates **MOVED** to have such a letter sent. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle requested that the City Clerk draft the letter.

6. Section 29: General Powers of the School Board – Discussion

Councilor Lachapelle referred to the proposed change to Chapter 29 of the City Charter as follows:

Section 29: GENERAL POWERS OF THE SCHOOL BOARD

The policy-making body for the School Department of the City of Rochester shall be a School Board of the City of Rochester, consisting of thirteen (13) members. Except for the City Council's exclusive right to determine and appropriate the total amount of money to be spent by the School Department, the administration of all fiscal and prudential affairs of the City of Rochester School District, the general management and control of its schools ~~and properties,~~ and all powers prescribed by law shall be vested in the School Board. *All school properties shall be maintained by the City of Rochester.* The Superintendent of schools shall serve as Clerk of the School Board.

Text highlight part is to be struck out.

The red italicized is to be added to the City Charter.

Councilor Gates said there is no need for two building and maintenance department in the City. He recommended that the School Department's building and maintenance be shifted under the City's building and maintenance Department. He added this would allow the School Department to focus their attention solely on education.

Councilor Lauterborn questioned the legalities of this issue. She asked if any other "city" in New Hampshire operates under one building and maintenance department.

Attorney O'Rourke confirmed that this action is permissible under the State RSA's. He added that the City of Manchester is currently operating in this manner. Councilor Lauterborn recommended that Attorney O'Rourke confer with the City Attorney of Manchester and report back to the Committee with a recommendation of how this would work under the City of Rochester's Tax Cap obligations.

The Committee discussed the matter further. It was noted that this was not an urgent matter since the Charter question could not be on a ballot until the Municipal Election to be held on November 7, 2017. It was determined that the City Clerk would reach out to Superintendent Hopkins to request that Mr. Bickford, Buildings and Maintenance Supervisor for the School Department, be available to attend the August 4, 2016, Codes and Ordinances Committee. It was further noted that this would give ample time for the City Attorney to gather input from Commissioner Storer and Mike Riley of the Buildings and Grounds Department, who would also be invited to the August 4, 2016, Codes and Ordinances Committee. This matter will stay in Committee until August 4, 2016.

7. HB1205 Libraries with Children's Programming- Drug-free School Zone

Councilor Lachapelle referred to the House Bill as follows:

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Sixteen

AN ACT including libraries that provide children's programming in the definition of drug-free school zone.

Be it enacted by the Senate and House of Representatives in General Court convened:

1 Drug-Free School Zone. Amend RSA 193-B:I, II to read as follows:
II. "Drug-free school zone" means an area inclusive of any property used for school purposes by any school, *or a library facilitating programming for children*, whether or not owned by such school, within 1,000 feet of any such property, and within or immediately adjacent to school buses.

2 Effective Date. This act shall take effect 60 days after its passage.

Councilor Gray gave reasons why he has proposed this legislation at the State level. It was determined that this item would stay in Committee until more information could be provided. This will be on the August 4, 2016, Codes and Ordinances Committee Agenda.

8. Chapter 42 - Manufactured Housing

Attorney O'Rourke stated that the following Amendment is being proposed in order to keep the City of Rochester in compliance with the State and Federal guidelines. This has been reviewed by the Planning Board. Councilor Abbott **MOVED** to recommend that the full City Council accept the proposed changes to the definition of Manufactured Housing and to be consistent with State Statute by deleting size restrictions located outside of the definitions of Chapter 42 as outlined below:

Chapter 42.2 Definitions

161. **Manufactured Housing:** Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as HUD Code, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, ~~is a minimal of 13 feet in overall width~~ and have at least ~~700~~ **320** square feet of habitable space, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein . Manufactured Housing as defined here does not include pre-site built housing as defined in RSA 674:31-a.

42.20 Standards for Specific Permitted Uses

b. Conditions for Particular Uses

9. Manufactured Housing Subdivision

A. Overall Development.

~~iii. Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

10. Manufactured Housing Unit

~~C. Minimum Size. Every manufactured home shall be at least 23 feet in overall width and have at least 700 square feet of habitable living space.~~

Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9. Other

No discussion.

10. Adjournment

Councilor Abbott **MOVED** to **ADJOURN** the meeting at 7:51 PM. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



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Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson
Donna Bogan, Vice Chairperson
Tom Abbott
Ray Barnett
A. Raymond Varney, Jr.

Meeting Date:	Monday, May 9, 2016	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Deputy Mayor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the April 11, 2016 minutes. The minutes were approved unanimously.

Public Input	There was no public input.
N.H. Division of Historical Resources – Programmatic Agreement	<p>Mr. Long provided an overview of what a Programmatic Agreement with the New Hampshire Division of Historical Resources would look like and explained that it would streamline the environmental review process for Community Development Block Grant (CDBG)-funded projects, saving time and money. Councilor Lauterborn asked if the Agreement would cover non-CDBG projects, and Mr. Long said that it would cover any project that is a City project.</p> <p>Councilor Abbott asked about the general environmental review process for CDBG projects. Mr. Long stated that there are worksheets provided by the U.S. Department of Housing and Urban Development (HUD) that are used to conduct the review. Mr. Long is the actual City staff person who conducts the reviews for CDBG-funded projects.</p> <p>Motion was made by Councilor Bogan and seconded by Councilor Abbott to recommend to the full City Council for the City of Rochester to enter into a Programmatic Agreement with the N.H. Division of Historical Resources. The motion passed unanimously.</p>
Assessment of Fair Housing – Memorandum of Understanding	<p>Mr. Long provided an overview of the Assessment of Fair Housing and proposed that the City of Rochester enter into an agreement with the Rochester Housing Authority to submit a joint Assessment of Fair Housing. He explained that this would reduce the time required to work on the Assessment, as the responsibilities would be shared, and that HUD looks favorably upon joint submissions. A sample, draft Memorandum of Understanding was provided in the Committee agenda packet.</p> <p>Councilor Lauterborn asked if this is a new HUD requirement. Mr. Long</p>

	<p>explained that, while in the past an Analysis of Impediments to Fair Housing was required, the Assessment of Fair Housing is new and significantly more extensive in scope. Councilor Varney asked what kinds of activities are included in the Assessment, and Mr. Long replied that the City must analyze both HUD-provided and local data to determine any fair housing issues as to housing segregation, unequal transportation access, unequal educational access, etc. Councilor Bogan asked if the Assessment of Fair Housing is required, and Mr. Long stated that submission of the Assessment of Fair Housing is required in order to continue to receive CDBG funding.</p> <p>Motion was made by Councilor Bogan and seconded by Councilor Barnett to recommend to the full City Council that the City of Rochester enter into a Memorandum of Understanding with the Rochester Housing Authority to prepare and submit a joint Assessment of Fair Housing. The motion passed unanimously.</p>
CDBG Projects Program Report	<p>Mr. Long gave brief updates on the CDBG program, including the status of the Rochester Housing Authority accessible bathrooms project, and the rescheduled landlord/tenant law conference hosted by the New Hampshire Legal Assistance's Housing Justice Project, and the Strafford Community Action Partnership (CAP) weatherization assistance program.</p> <p>Councilor Barnett asked about CAP's recent past difficulties in obtaining contractors to perform the weatherization work, and Mr. Long stated that relatively lower payment might be a factor. Councilor Abbott stated that it can be difficult to interest contractors in government-funded projects due to the extra regulatory requirements. Councilor Abbot asked as to how potential clients can find out about the weatherization assistance program, and Mr. Long stated that CAP does extensive outreach, including targeted flyers and doorknob hangers in low to moderate income neighborhoods. Councilor Bogan stated that CAP program information is also available through the schools.</p>
Other Business	<p>Councilor Lauterborn provided an overview of the topics and activities that are the purview of the Community Development Committee. This includes but is not limited to economic development, Rochester Main Street and Greater Rochester Chamber of Commerce, Cooperative Alliance for Seacoast Transportation, CDBG, and human services agencies.</p>

Motion to adjourn was made by Councilor Barnett and seconded by Councilor Bogan. The vote to adjourn was unanimous. The meeting was adjourned at 7:50 p.m.

Next Meeting – Monday, June 13, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

Topics – CDBG Projects Program Report, Current Projects, Future Projects

Rochester Government Channel Committee
Wednesday, May 25, 2016 at 7:00 pm
MINUTES

Committee Members Present: City Councilor Thomas Willis, Rick Healey, Jim Graham
Others: Celeste Plaia, Government Channel Coordinator

I. Call to Order

The meeting was called to order at 7:04 p.m.

II. Approval of Minutes - April 20, 2016

A **MOTION** was made by Tom Willis to accept the minutes of the April 20, 2016 meeting. The motion was seconded by Rick Healey. The **MOTION CARRIED** unanimous voice vote.

III. Public Input

There was no public input.

IV. Programming Policy

The Rochester Government Channel Coordinator updated programming to edit section " **D. Programming Restrictions** " as voted on by last RGC meeting on April 2016. Also added were two points regarding copyrighted material and other programming not allowed by state and federal statutes. The Committee agreed on changes. The Committee also discussed and made minor changes with some other wording for clarification.

V. DVD and File Retention

The Coordinator reviewed the Retention Policy Committee's comments on retention of DVDs to address changes in section **F. Recorded Meeting Access** of proposed policy. The Retention Committee suggested not retaining DVDs at all, based on the fact that they are not the official record of the meeting, and there has been little demand for DVD copies through the City Clerk's office. They also note that the VOD (Video on Demand) via the City Website has meetings that are available for over three years and that is a free service to the residents. The Government Channel Committee discussed the pros and cons of keeping DVDs and digital files. The Coordinator proposed wording on the policy document that stated DVDs of meetings will be kept for one year, for convenience of copying requests as VOD is available, and also that the library provides free internet access. The Committee agreed on changes. Tom Willis made a **MOTION** that the final changes of the Government Channel Policy goes to the City Attorney for review and input and then goes to City Council for approval. The motion was seconded by Rick Healey. The **MOTION CARRIED** unanimous voice vote.

VI. Live Streaming

The Coordinator demonstrated a few examples of live streaming from other cities in New Hampshire and also reviewed some rough costs of three common vendors of live streaming. The Coordinator also reviewed Rochester's Video on Demand system and showed how to track "number of hits" on any meeting. Live streaming is not proposed in fiscal year 2017 budget. Councilor Willis requested that estimated costs be submitted with minutes of the meeting for Council. Please see addendum attached.

VII. Other

Related to the numbers for Video on Demand and the request for live streaming, the committee briefly discussed the viewership for the channel. The Coordinator reported that according to January 2016 Metrocast report, there are 6,777 cable TV subscribers in Rochester.

The Coordinator also noted that Council Chambers is due for AV upgrades in Chambers, but has not gone out for quotes yet.

Councilor Willis asked for progress with the Franchise Committee. The Coordinator noted they have not met yet but will ask about the next action.

VIII. Adjournment

Rick Healey **MOVED** to **ADJOURN**, Jim Graham Second. The **MOTION CARRIED** by unanimous voice vote. The meeting adjourned at 8:20 PM.

Respectfully submitted,

Celeste Plaia
Government Channel Coordinator

Video Streaming Venders

Note: comparison is not 'apples to apple', vendors specs are different, need for pros and cons analysis

Live Streaming Vendor	Notes	upfront cost	monthly cost	YEARLY COSTS	other
Viebit		\$3,995.00 encoder plus install and testing (\$700?)		\$3,588.00 (-\$600 if bundled w VOD)	
notes	<i>Our current vendor for "Video on Demand" and Video server for cable channel - good track record, excellent support,</i>	<i>powerful encoder SD ONLY</i>			<i>(CON) not mobile friendly ? Expense</i>
	embed into website	live during meetings only			
LiveStream	<i>support by AccessAV?</i>	\$600 Encoder box (HD) to transcode plus box to upcode plus install and testing	\$42 / month minimum package*, \$199 / month	@\$2,388 upper or (\$504/yr no embed)*	
notes	can embed to website, higher package,		<i>*Min. Package viewers need to leave website and sign up for service - provide email</i>	<i>all viewers might need to "subscribe" researching...</i>	
	specs - web browsers, iOS, Andriod, Roku				*instability?
EZStream		unknown, through PC? software encoder only ? (need 2nd PC?)	\$22 per event pay ahead or monthly charge for 24/7 streaming	\$160/month for 24/7, \$1,920 /yr	24/7 means cable channel content would be streamed embedded in our website
notes	can embed into website, viewer needs to install Silverlight?	if through PC may cause issues, waiting to hear from vendor		local vender/small shop, support??	*instability ?
	dedicated upload connection required/ suggested for all ???				*need to see about Metrocast music steaming license



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Public Safety Committee
 Council Chambers
 May 18, 2016
 7:00 PM

MEMBERS PRESENT

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

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
 Deputy Chief Toussaint, Police Dept.
 Kristine Connor, 11 Gagne Street
 Jim Reynolds, Hansonville Road
 Beverly Cray, Wildcat Transportation

Minutes

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

1. Approve Minutes from April 20, 2016

The first order of business was to approve the April 20, 2016 minutes. ***Councilor Gates made a motion to approve the April 20, 2016 minutes. The motion was seconded by Councilor Barnett. Unanimous voice vote carried the motion.***

2. Public Input

Jim Reynolds of Hansonville Road was present to discuss the 6-wheel dump truck traffic that travels to and from the gravel pit in Barrington. They use Hansonville Road to get to the gravel pit even though it is a posted road. Deputy Chief Toussaint said one of his day shift officers is working on this. Mr. Reynolds stated he is not trying to get anybody in trouble; he just doesn't want them traveling on a posted road and prematurely deteriorating the road. They seem to start around 7 or 8 in the morning. Deputy Chief Toussaint is working on it and will get back to the committee next month.

3. Pine Street-On Street Parking Striping (resident request)

Councilor Hamann stated he has no information on this request. This was kept in committee until there is more information.

4. Dynasty-Street Light Request (business request)

Councilor Hamann summarized the issue. Mr. Bezanson said that although the request appeared to be for a new street light, there is an existing light at the intersection of Signal and Leonard Streets. The street light is out, however; so a work order has been called in to Eversource for a repair/replacement. Councilor Gray asked Mr. Bezanson to let him and Councilor Bogan know when it was repaired so they can get back to the person who requested it.

5. Wildcat Transit-Gonic Bus Stop (Wildcat request)

Councilor Hamann summarized the issue. Councilor Lachapelle stated there is a lot of traffic and congestion in this area. Ms. Cray of the UNH Wildcat Transit stated when she spoke with Councilor Lachapelle it was intended that the funding for this route would run out by the end of summer. Other runs were cut due to low amounts of riders so this run in Gonic would be on the schedule for 2 more years. Councilor Lachapelle asked if the riders that use the Gonic bus stop could go a little further to Lowes. Ms. Cray said they use the Gonic stop because they spend less time on the bus. She also stated more people get off at that stop than on in the morning. For the month of April, 26 boarded on Colby Street and 35 got off; she said about 1 person a day. Councilor Lachapelle asked if the stop could be moved; Ms. Cray said moving it would cause more time on the bus. They already moved it away from Colby Street due to complaints that riders were on residents' lawns. She said that they would be willing to take the Gonic bus run off the schedule if they could wait till the fall. Councilor Gray said the Gonic Mill is there maybe the vehicles can park there. Ms. Cray said it would take more time for the route and the roads are narrow. Councilor Lachapelle said he will let people know that the Gonic bus run would be eliminated when the new fall schedule is released.

6. Meaderboro Road/Route 202A Intersection-Mirror Request (non-resident request)

Councilor Hamann summarized the issue. It was agreed that a mirror was not a typical safety feature at a public roadway intersection. Mr. Bezanson had checked with the NHDOT and they stated that there are no safety improvement projects planned for this intersection in the near future. Mr. Bezanson also stated that an email from NHDOT received by Public Works a few years ago acknowledged that geometric anomalies at the intersection create a problem that should be addressed by an intersection improvement project. Councilor Gray said a letter could be sent to NHDOT start such a project. Mr. Bezanson will send a letter to that effect. Councilor Hamann asked if the town of Farmington could be copied on the e-mail since the request originated in Farmington; then, if they choose to contact the resident who originally sent the request it would be their decision.

7. River Street-No Parking Striping (kept in committee)

Councilor Hamann summarized the issue. Mr. Bezanson stated that the pavement is 26 feet wide curb-to-curb and only 18 feet wide with a parked car. It would be difficult to stripe “no parking” there, since it would only be 4 feet wide. Deputy Chief Toussaint said waiting is not an issue; there is not a huge volume of traffic. Mr. Bezanson also said it’s a low volume road and waiting does not seem to be a problem, since there is not a queuing issue. Ms. Connors of 11 Gagne Street said during Fair time there is a lot of traffic and she has a hard time seeing past the parked cars. Councilor Hamann said he thinks there are 2 areas that need to be looked at and only the area by the school was looked at. This was kept in committee until Deputy Chief Toussaint can check out the area.

8. Home Depot/North Main Street Intersection-Traffic Signal Timing (update)

Councilor Hamann summarized the issue. Mr. Bezanson said they took a close look at the signal timing on a few different days and times. The timing is functioning well and there is no queuing. The Cumberland Farms/McDonald’s light allows 3 to 4 cars to go before changing. Giving more time to that light will affect other legs of the intersection. ***Councilor Lachapelle made a motion to keep the Home Depot/ North Main street traffic lights as is. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

9. Other

Intersection of Salmon Falls/202-Traffic Lights

Councilor Lachapelle said the light at the intersection of Salmon Falls and 202 changes quickly. Kept in committee-Mr. Bezanson will take a look and get back to the committee next month.

Intersection of Estes/Washington Street

Councilor Gates said he thinks the State DOT did a great job with the intersection, and wanted to know if Mr. Bezanson could send a letter to the State letting them know what a great job was done. Mr. Bezanson said he certainly can send a letter to the State.

Salmon Falls Project Meeting

Councilor Gray stated a resident said she was promised the speed trailer on Salmon Falls Road and she has not seen it yet. Deputy Chief Toussaint said Salmon Falls Road is patrolled regularly, but he will have the speed trailer placed on Salmon Falls Road.

Wakefield/Columbus-Red Light

Deputy Chief Toussaint and Mr. Bezanson both reported on the Wakefield/Columbus Street Light. Mr. Bezanson said the “red hand” portion of the pedestrian signal was not flashing, causing the appearance of a very short pedestrian signal. The pedestrian signal has been fixed and the “red hand” now flashes. One “red hand” light appears to be out, but will be fixed soon.

City Hall "no parking" signs

Mr. Bezanson said the Opera House is concerned about parking for Friday nights. The sign currently says 2 hour parking, Mon.-Thurs. 9am -5 pm, Friday 9am-9pm. The Opera House would like the same as Mon-Thurs. Councilor Hamann will find out some history on these signs that were placed. Councilor Lachapelle said he is reluctant to change the signs until he finds out why they were posted that way. Kept in committee until they can find out some history.

Salmon Falls Road HSIP Project Update

Mr. Bezanson said that this safety improvement project that will address two curves on Salmon Falls Road cannot be bid until funds are available from the State after October 1, 2016. The bidding will take place in the winter time and construction is now planned for next year.

Councilor Lachapelle made a motion to adjourn the meeting at 7:49 PM. Councilor Gray seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

Public Works and Buildings Committee

May 19, 2016

Council Chambers

7PM

MEMBERS PRESENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor Donald Hamann

Councilor Thomas Willis

OTHERS PRESENT

Councilor James Gray

Councilor Ray Barnett

Dan Fitzpatrick, City Manager

John B. Storer, Director of City Services

Peter Bruckner, Historic Commission

MINUTES

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

1. Approve minutes from April 21, 2016 meeting -

The Chairman requested a recommendation on last month's minutes.

Councilor Willis made a motion to accept minutes as presented for the April 21, 2016 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input

None

3. Ice Arena Update

Chris Bowlen stated that he was here to update the committee regarding work to be performed to the arena. He distributed the attached handout showing issues and the cost to address those issues based on recommendations received. He stated that the cost to address all issues is approximately 2.7 million. Mr. Bowlen stated that they will proceed this fall with the bidding of the cold floor and the roof and structural reinforcements. Once the bid results are in they will know if the funding is sufficient. Due to the labor intensive work Mr. Bowlen stated he expected there might be a short fall. Mr. Bowlen stated that the bid will require the work to happen in March through September during calendar year 2017. Councilor Varney stated that he had concerns with the short schedule. Mr. Bowlen stated that he would look closely at the bids and the time estimates. He stated if necessary they would look at breaking it out into separate construction seasons as he would not want the arena customers to suffer from the inability to use the facility. Mr. Bowlen stated that there is an FY2017 CIP item to

address the failed heating system in the front of the facility. He stated that he had rented large heaters last year and is hopeful that this item is approved so the work can be completed prior to another heating season. Councilor Willis asked if there were other building issues that he can see coming up in the next 10 years that were not addressed in the handout. Mr. Bowlen stated that he expects that all issues are covered for the next 10-15 years. Councilor Willis asked if there would be other sources of revenue to solicit if the building were new versus renovated. Mr. Bowlen stated that there are additional uses that they are considering but that those could be done both in a renovated building or a new structure; it would not make a significant difference.

4. Utility Leak Abatement

Mr. Storer stated that he had discussed the proposed abatement policy with this Committee last month. He stated that at the time he was unsure whether it should be a new policy or an ordinance change. Mr. Storer stated he had discussed this with the legal department and was informed that it could be done as a policy adopted by the UAB. He stated if done as an ordinance change we would need to amend both chapter 16 Sewer Ordinance and the chapter 17 Water Ordinance. The UAB supported the idea of a policy and was pleased that it would give them ability to offer some financial relief in catastrophic situations. Councilor Keans stated that unless it was added to the ordinances there is a chance that it may not be managed appropriately over the long term. She stated if the policy is used now and then not again for several years then it could be forgotten about or misplaced. She stated that between staffing and board member changes these types of things can happen. Mr. Storer stated that it could be added in as an appendix to the ordinances. Councilor Willis stated that the UAB supported the policy and if it is preferable to add it to the City Ordinances than that would work too. Councilor Varney stated that it should go to the Codes and Ordinance Committee.

Councilor Hamann made a motion to have the Leak Abatement Policy that was supported by the UAB an PWC be sent to the Codes and Ordinance Committee to be added as an appendix to chapters 16 & 17. The motion was seconded by Councilor Willis. The motion passed unanimously

5. Brownfields Candidate Sites 828 Portland Street

Mr. Storer stated that the Strafford Regional Planning Commission is working on an overall Brownfields Remediation Project and that they are trying to approach it as a regional project and they would like to list at least one site per community. He further stated that preliminary testing of the 828 Portland Street site did show some synthetic organic compounds in the manmade pond on the property. Mr. Storer stated that he would like to have a backup site in case this site falls through. There was a short discussion and the Milton Road site that includes the old Holiday House Furniture / Off Price Furniture outlet would be a good back up. Map 215 lots 53 & 54.

6. Watershed Management

Mr. Storer stated that there was a Forest Management Plan completed for the Water

Treatment Plant property in 2011. He stated that he had met with the Forester this week and that there is a project proposed in the FY2017 CIP Water Fund. Mr. Storer stated the importance of having this management plan in place. Chairman Torr asked if we were considering a plan that would allow the lumber cutter to take a certain percentage of the profits. Mr. Storer stated that he would prefer a flat rate or hourly rate as to not encourage any unnecessary cutting. Councilor Willis stated that there may be source protection grants available in the next budget for these types of projects. Mr. Storer stated that we would look into grants.

7. FY 17 Pavement

Mr. Storer stated that the Committee had suggested that the FY17 Paving include Whitehouse Road and as much of Lowell Street as possible. Mr. Storer stated that he had provided cost estimates breaking Lowell Street into sections. The Current estimate for Whitehouse Road is \$500,000 and to pave Lowell in its entirety would be \$535,000. The total is \$1,035,000. Mr. Storer stated that the left over funds from the FY16 appropriation is \$174,000 would leave a need for \$861,000 to complete the work. He stated that the current budget as presented by the City Manager has a project amount of \$800,000. That leaves a need for \$61,000 for funding. Councilor Keans stated that the worst and most traveled section of the road is from Edgerly Way to Columbus. She would like to see the entire road completed. Councilor Keans also stated that Hillside Drive should be looked at. She stated that it is one of the worst streets in the City. Mr. Storer stated he would look at Hillside Drive.

8. FY 17 Sidewalks

Mr. Storer stated that there had been no sidewalk repairs in the past year. He stated that he still had \$150,000 available from the FY16 CIP appropriation and that he has requested \$50,000 in the FY17 Budget. Mr. Storer stated that if there were no objections he would like to finish off the Charles Street sidewalks and the Rt125 Columbus Ave sidewalks going to the pedestrian bridge as previously discussed. Mr. Storer stated that with any remaining funds repairs would be made on Portland Street where we have had some complaints. Councilor Keans stated that there is an area on Union Street that should be looked at for repairs. Chairman Torr asked if the pedestrian bridge saw much traffic. Mr. Storer stated that it is a route to School for the Charles Street neighborhoods and that he was surprised by how much it is used.

9. FY 17 CIP

RT11 Pump Station – Mr. Storer stated that this was on the agenda due to a question last month as to why upgrades for this pump station are in the FY17 Granite Ridge TIF budget. He stated that while the current pump station is sufficient for all of the development proposed to date, this pump station may need to be upgraded in the near future due to development that may come later. Mr. Storer stated that there is a budgeting rotation for the City's 28 pump stations and in error he had moved this station ahead one year in the rotation and included it in the TIF Budget. Councilor Varney stated

that it does belong in that budget as it is in the TIF District, but his concern was that the upgrade was needed due to the current development and that if that was the case then we should have included it in the developer agreement negotiations. Mr. Storer stated that the pump station has enough capacity to handle the current development and that the River Street Pump Station had been up next in the rotation and is requested in the FY17 Sewer CIP.

Granite State Business Park Water Loop

Mr. Storer stated that the Water Line Loop continues to be requested as the redundancy would be optimal. He further stated that as long as there are no issues with the tank, the water mains, and the booster stations then the loop is unnecessary, but if anyone of those components were to be inoperable we would have a difficult time meeting fire flows.

Mr. Storer stated that this can be pulled from the budget if that is what the Council would like and the issue could be discussed again when expansion that warrants additional flow occurs at the business park

10. Project Updates

Underground Heating Fuel Tank at City Hall – Mr. Storer stated that the contractor on site had difficulty removing the tank due to the close proximity of the existing HVAC Compressors and concrete pads on site. He stated that there was another tank buried on site and due to these issues he had to make a call and have the contractor collapse and bury it on site. He stated that he knew that the Committee was in favor of removal if possible but he had to make a judgment call at the time. Mr. Storer stated that the engineer on site had called in and received NHDES approval for leaving the tank in the ground. Councilor Willis expressed his agreement that sometimes these things have to happen.

Annex – Mr. Storer stated that the project is out to bid with an opening date of 6/16/16. He stated that a NH Division of Historic Resources had approved a \$25,000 grant for restoration of the old façade to the City Hall Annex Building.

Haying Agreement – Mr. Storer stated that David Green had looked into the surrounding communities to see if they had any agreements for haying on City property. He stated that we had found that Strafford County has an agreement for the service, but it really isn't comparable as they have a significant amount of land. They relayed to us that our small parcels would not realize any profit if we had to pay someone to hay them. The department will execute agreements with the two current people that are working to cultivate decent hay on the parcels.

HSIP – Mr. Storer stated that the State of NH has informed us that the funding for this project will not be available until October 1, 2016. The department is going to bid in the fall and construct early in the 2017 construction season.

Franklin Western Ave – Mr. Storer stated that the project is out to bid with a June 9, 2016 opening date. Councilor Willis asked if there would be a public information meeting. Mr. Storer stated that there would be and he would keep them posted.

Columbus Ave Granite Posts – Mr. Storer stated that David Miller from the Historical Society had come to the DPW to see about having two granite posts, assumed to be railroad markers, moved to the Historical Society location on Hanson Street. He stated the would like to locate them out front of the building near the watering trough. Chairman Torr stated that there are markers like this throughout the city and that he did not like the idea of moving them. Councilor Keans stated she thought that the topic was still being discussed at the Historical Society and thinks it is premature to be making a decision on the topic.

Sewer Only Customers – Mr. Storer stated that the City has a few customers that are sewer only and that we have one customer that refuses to pay and one that is getting severely in arrears. He stated that the one refusing to pay has more than six years of billing unpaid for and has a \$7400 balance on the account. Councilor Keans was not in favor of disconnect if there were extra ordinary circumstances. She stated she would like to see progressive measures taken. She suggested starting with a letter and payment arrangements prior to removing service. Councilor Gray stated that the Code Enforcement Office would need to be involved. Mr. Storer stated that he would start with a letter and work with Code Enforcement if necessary.

GIS Position at DPW for FY17 – Mr. Storer stated that he had looked at surrounding communities and communities that were similar in size. He stated Rochester is behind the curve when it comes to having a GIS person on staff. Mr. Storer discussed options for funding and he discussed the many ways this position and the asset management software program could assist all departments within the City. Councilor Hamann voiced his support for the position. Councilor Varney asked Mr. Storer to put together a memo stating the total cost and annual budgetary impacts of the GIS and Asset Management costs. Councilor Willis stated with these programs it is important to have a dedicated employee to be sure that the data is up to date and the person is skilled at retrieving and entering into the system.

Vehicles – Councilor Varney asked Mr. Storer how come we were replacing three one ton vehicles this year. Mr. Storer stated he would have that information for the budget presentation next Tuesday.

Councilor Hamann made a motion for adjournment at 8:38 pm. The motion was seconded by Councilor Keans. The motion passed unanimously.

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

**Facility Assessment
Building Condition Summary
Building Name: Rochester Arena**

6/2/16

Building Systems	Overall Rating	Description	Summary Description	Summary of Major Recommendations	Estimated Cost	Notes
1.0 Structure	1	Roof, structural steel.	Roof capacity 21 - 26lb psf per structural report. Roof material holds snow loads and has leaks. No drip edge for water runoff.	Reinforce current structure to increase the capacity of the primary and secondary systems. This work will be done as a prescriptive measure using IBEC 2009	\$ 750,000	\$750K appropriated in FY16. Bid in fall of 2016 along with floor replacment for March-Sept const 2017. Addl \$\$ will be needed.
2.0 Building Envelope						
3.0 Building Interior	2	Front of the building two story structure	Front area formally occupied by YMCA is in need of complete renovation.	Rehabilitate the two story structure to open space to replace with offices, new progammig areas and mulitpurpose room	\$ 500,000	\$100K apropriated in FY16. Remaining will be requested in FY18
4.0 Equipment	2	Ice Resurfacer	Current ice resurfacers are electric models and are at end of service.	Replace with a new machine and keep one for backup. Current 24 yrs old	\$ 110,000	FY18 request
5.0 Building Mechanical	2	Cold floor	Cold floor was installed in 1972. The expected useful life for this type of floor has expired.	Demolish, remove and replace 15,000sf slab with new.	\$ 500,000	FY17 request to be done with the structural ehancement project
5.0 Building Mechanical	1	Front mechanicals	Most of the entire front of the facility mechanicals are past useful life	Remove and replace heating system, hot water and associated hyrdonic systems	\$ 75,000	FY17 request
5.0 Building Mechanical	2	Sprinkler systems	Install sprinkler system in areas required for public assembly	Sprinkler system will allow more alternative uses of the facility as a full recreational building.	\$ 225,000	FY18 request
6.0 Building Electrical	2	Electric upgrades	Update any areas that were not done during the 2001 renovations	Update electric systems	Included in front renovation	Some being done with FY16 funding
7.0 Site	3	Parking lot relcamation and redesign with land acquisition	Parking lot is deteriorating and failing in all areas. Lack of proper drainage and subsoils need to be addressed.	Install drainage in parking lot, re-grade and pave. Install landscaping around entrance and building. Requires land acquisition from YMCA	\$ 600,000	FY18 and FY19

1 - Critical
2 - Poor
3 - Marginal
4 - Acceptable
5 - Good
6 - Excellent
P - Pending

< 1 year
1 to 3 years
3 to 5 years
5 to 10 years
10 to 15 years
> 15 years
Not applicable

Total Cost of Recommended Actions	\$ 2,760,000
Cost for Recommended Actions	\$ 2,760,000
New Facility Estimate	\$5M to \$6M

**RESOLUTION DEAUTHORIZING FUNDING FROM THE DEPARTMENT OF
PUBLIC BUILDINGS CIP**

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

WHEREAS, by virtue of certain resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated Fifty Five Thousand Dollars (\$55,000.00) to the Rochester Department of Public Buildings CIP account for the purpose of funding the purchase of a 3/4 Ton Utility Body Truck; and

WHEREAS, the 3/4 Ton Utility Body Truck has been purchased and Eleven Thousand Five Hundred Seventeen and 22/100 Dollars (\$11,517.22) of the appropriation remains;

NOW THEREFORE, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Eleven Thousand Five Hundred Seventeen and 22/100 Dollars (\$11,517.22) of the previous appropriation of funds from the Department of Public Buildings CIP account and return said funds to the General Fund unassigned fund balance.

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

CC FY 16 06-07 AB 168

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6/2/16

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

AGENDA SUBJECT De-authorize FY15 Remaining Vehicle Funding

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

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

AGENDA DATE	June 7, 2016		
DEPT. HEAD SIGNATURE	John B. Storer (Original with signature on file at City Clerks Office)		
DATE SUBMITTED	5/25/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	N/A

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Cash
ACCOUNT NUMBER	15013010-773150-15511
AMOUNT	\$11,517.22
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY**City Council Resolution**

SUMMARY STATEMENT

The Buildings and Grounds division was given an appropriation of \$55,000 for the purchase of a 3/4 Utility Body Truck. The purchase was completed and the remaining funding needs to be de-authorized.

RECOMMENDED ACTION

De-Authorize \$11,517.22 for cash funded project and return to general fund balance cash account.

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	15011090	773150	15511	-	-	11,517.22 -
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐



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**RESOLUTION DEAUTHORIZING FUNDING FOR THE FOUR PUMP STATION
PROJECT**

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

WHEREAS, by virtue of a certain resolution adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated funds from the Sewer Fund Balance cash account to the Sewer CIP fund for the purpose of completing the Four Pump Station Project (the "Project"), and

WHEREAS, Forty Four Thousand One Hundred Forty Dollars (\$44,140.00) of the original appropriation remains unexpended and the Project is now completed;

NOW THEREFORE, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Forty Four Thousand One Hundred Forty Dollars (\$44,140.00) of previous appropriation of funds from the Sewer CIP and return the funds to the Sewer Fund unreserved retained earnings.

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

CC FY 16 06-07 AB 171



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6/2/16

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

AGENDA SUBJECT De-authorize Four Pump Station Project - 14533
--

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

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

AGENDA DATE	June 7, 2016		
DEPT. HEAD SIGNATURE	John B. Storer, PE-Director City Services Original with signature is on file City Clerks Office		
DATE SUBMITTED	5/18/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	N/A

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Sewer Fund - Cash
ACCOUNT NUMBER	55026020-772000-14533
AMOUNT	\$44,140.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution.	CC FY 16 AB 171
--------------------------	-----------------

SUMMARY STATEMENT

The Four Pump Station Project is completed. This request is for the City Council to approve the de-authorization of \$42,440.00 Sewer Fund Account 55026020-772000-14533. This was a Sewer Cash Funded Project and funds should be returned to the sewer fund balance cash account.

RECOMMENDED ACTION

De-Authorize \$42,440.00 for cash funded project and return to sewer fund balance cash account.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	772000	14533	-	-	\$44,140.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



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6/2/16

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Motor Vehicle Junk Yard & Junk Dealer

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

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

AGENDA DATE	May 30, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	May 25, 2016		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	5	

COMMITTEE SIGN-OFF

COMMITTEE	Licensing Board
CHAIR PERSON	PD, FD, City Manager

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

Motor Vehicle Junk Yards and Junk Dealers have been inspected by the Compliance Officer and the Fire Department.
All three are in compliance. Request the City Council to approve the annual renewals for licensing for these three businesses.

RECOMMENDED ACTION

Approval for the Annual Renewals for the Motor Vehicle Junk Yards and Junk Dealers listed below:

American Used Auto Parts, 40 Little Falls Bridge Rd. Rochester, NH 03867
Motor Vehicle Junk Yard & Junk Dealer

Colony Used Auto Parts, 181A Milton Rd. Rochester, NH 03868
Motor Vehicle Junk Yard

Lambert's Auto Truck Recyclers Inc., 2 Salmon Falls Rd., Rochester, NH 03868
Motor Vehicle Junk Yard & Junk Dealer

6/2/16



City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

JUNK DEALER
LICENSE APPLICATION

Name of Applicant Scott Douglas Telephone 603-817-7488

Legal Address 17 Sleepy hollow rd wolfboro NH 03894

Date of Birth 12-25-58 Place of Birth Sydney Mass US Citizen ☒ N

Have you ever been convicted of a misdemeanor? No change

If so, for what : _____

Name of Business Americas used Auto-parts Telephone 603-330-0370

Location : 40 Little falls Bridge Rd Rochester NH 03867

Mailing Address Same

Description or Nature of Business Junk

EMAIL- american.nh@metrocast.net

I agree to comply with all rules and regulations pertaining to the City Ordinance adopted by the City of Rochester and all state statutes, where applicable, pertaining to the license applied for.

5-19-16
DATE

[Signature]
SIGNATURE

Official Use Only

APPROVED

City Council _____

Zoning Board _____

LICENSING BOARD

[Signature]
City Manager

[Signature]
Police Chief

[Signature]
Fire Chief

Date of Issue _____

Date of Expiration _____

License Number _____

Amount Paid 50.00 CR14351

RECEIVED

MAY 19 2016

Building, Zoning & Licensing Officer

COPY

6/2/16



City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

MOTOR VEHICLE JUNK YARD
LICENSE APPLICATION

Name of Applicant Scott Douglas Telephone 603-817-7488

Legal Address 17 Sleepy hollow Rd wolfboro NH 03874

Date of Birth 12-25-58 Place of Birth Lynn Mass US Citizen ☒ N

Have you ever been convicted of a misdemeanor? No Change

If so, for what : _____

Name of Business AMERICAN Used Auto parts Telephone 603-330-0370

Location : 40 Little falls Blvd Rd Rochester N.H 03867

Mailing Address Same -

Description or Nature of Business Used Auto parts Salvage yard

EMAIL- Americannh@metrocast.net

I agree to comply with all rules and regulations pertaining to the City Ordinance adopted by the City of Rochester and all state statutes, where applicable, pertaining to the license applied for.

5-19-16
DATE

[Signature]
SIGNATURE

Official Use Only

APPROVED

City Council _____

Zoning Board _____

LICENSING BOARD

[Signature]
City Manager

[Signature]
Police Chief

[Signature]
Fire Chief

Date of Issue _____

Date of Expiration _____

License Number _____

Amount Paid 25.00 CR 14351

RECEIVED

JUN 13 2016

Building, Zoning & Licensing Officer

COPY



6/2/16

City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

MOTOR VEHICLE JUNK YARD
LICENSE APPLICATION

Name of Applicant Scott Snedeker Telephone 603-608-8423
Legal Address 290 Lords Mill Rd Epsom NH 03234
Date of Birth 7/5/69 Place of Birth Concord NH US Citizen Y N

Have you ever been convicted of a misdemeanor? NO

If so, for what: _____

Name of Business Lambert Auto Truck Key Telephone 603-332-6600

Location: 2 Salmon Falls Rd Rochester NH 03868

Mailing Address same

Description or Nature of Business buying + selling of metals + parts

EMAIL- Realdz1969@aol.com

I agree to comply with all rules and regulations pertaining to the City Ordinance adopted by the City of Rochester and all state statutes, where applicable, pertaining to the license applied for.

4/22/16
DATE

[Signature]
SIGNATURE

Official Use Only

APPROVED

City Council _____

Zoning Board _____

LICENSING BOARD

[Signature]
City Manager

[Signature]
Police Chief

[Signature]
Fire Chief

Date of Issue _____

Date of Expiration _____

License Number _____

Amount Paid \$5.00 CK41679 KJR 22 2016

RECEIVED

Building, Zoning & Licensing Officer

COPY





6/2/16 ✓

City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

JUNK DEALER
LICENSE APPLICATION

Name of Applicant Scott Snedeker Telephone 603-608-8423
Legal Address 290 Woods Mill Rd Epsom NH 03234
Date of Birth 7/5/69 Place of Birth Concord NH US Citizen (Y) N
Have you ever been convicted of a misdemeanor? NO

If so, for what : _____

Name of Business Lambert Auto Truck Buyers Inc Telephone 603-332-6600

Location : 2 Salmon Falls Rd Rochester NH 03868

Mailing Address _____

Description or Nature of Business _____

EMAIL- Realdz19109@aol.com

I agree to comply with all rules and regulations pertaining to the City Ordinance adopted by the City of Rochester and all state statutes, where applicable, pertaining to the license applied for.

4/22/16
DATE

Scott Snedeker
SIGNATURE

Official Use Only

APPROVED

City Council _____

Zoning Board _____

LICENSING BOARD

D. W. Fritzel
City Manager

W. J. Bell
Police Chief

Thom Amburn Jr.
Fire Chief

Date of Issue _____

Date of Expiration _____

License Number _____

Amount Paid 50.00

RECEIVED

APR 23 2016

Building, Zoning & Licensing Officer

6/2/16



City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

MOTOR VEHICLE JUNK YARD
LICENSE APPLICATION

John Branscombe

Name of Applicant Colony Used Auto Parts Telephone 603-335-3600

Legal Address 181A Milton Rd Rochester NH 03868

Date of Birth 1/3/54 Place of Birth Portland Me US Citizen (Y) N

Have you ever been convicted of a misdemeanor? NO

If so, for what: _____

Name of Business Colony Used Auto Parts Telephone 603-335-3600

Location: 181A Milton Rd Rochester NH 03868

Mailing Address SAME

Description or Nature of Business Selling Auto Parts

EMAIL- Colonyusedap@metrocast.net

I agree to comply with all rules and regulations pertaining to the City Ordinance adopted by the City of Rochester and all state statutes, where applicable, pertaining to the license applied for.

4/21/16

DATE

John Branscombe
SIGNATURE

Official Use Only

APPROVED

City Council _____

Zoning Board _____

LICENSING BOARD

Paul Fitts
City Manager

Paul Fitts
Police Chief

Norm Amburn Jr.
Fire Chief

Date of Issue _____

Date of Expiration _____

License Number _____

Amount Paid 25.00 CK 5/16/3

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APR 21 2016

Building, Zoning & Licensing Officer

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**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH
ROCHESTER MUNICIPAL EMPLOYEES ASSOCIATION
SEIU LOCAL 1984
(Support Personnel All City Departments)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the ROCHESTER MUNICIPAL EMPLOYEES ASSOCIATION (RMEA) Local 1984 Bargaining Unit, covering the period July 1, 2016 to June 30, 2020, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: RMEA LOCAL 1984 – JUNE 2016**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2017 operating budget of the City.



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6/2/16

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

AGENDA SUBJECT Collective Bargaining Agreement - RMEA

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	June 7, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
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	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Signature on file
SOURCE OF FUNDS	FY2017 O&M Budget
ACCOUNT NUMBER	Various
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Contained in FY2017 Budget	

LEGAL AUTHORITY

RSA 273-A

SUMMARY STATEMENT

The City has reached a Tentative Collective Bargaining Agreement with the Rochester Municipal Employees employee group. The City's negotiating team presented the cost item details of this agreement to the Council in non-public session on May 31st with the goal of having the Council vote on these in public session during the June 7th Council Meeting.

RECOMMENDED ACTION

Review & consideration of the ratified collective bargaining agreement with RMEA.

EXHIBIT A: RMEA LOCAL 1984 – JUNE 2016
--

RMEA - Tentative Agreement

City Health Contribution	80/20	100/0	97/3	90/10	80/20
Health Plan	HMO \$20 copay RX 10/20/45 DED \$250/750	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Projected Health Increase		RATES	3.74%	3.74%	3.74%
MERIT		0-4%	0-4%	0-4%	0-4%
	Current FY16	FY17	FY18	FY19	FY20
Wages					
Base Wage	1,555,289	1,601,947	1,650,006	1,699,506	1,750,491
Longevity	9,160	10,930	12,440	13,555	14,520
Total Wages	1,564,449	1,612,877	1,662,446	1,713,061	1,765,011
Dollar Change		48,429	49,568	50,615	51,950
% Change		3.10%	3.07%	3.04%	3.03%
Benefits					
FICA	96,996	99,998	103,072	106,210	109,431
Medicare	22,685	23,387	24,105	24,839	25,593
Health Insurance	369,777	381,405	386,813	372,322	343,330
Opt Out	9,600	9,600	9,600	9,600	9,600
Dental	6,500	6,500	6,500	6,500	6,500
Total Rollups	505,557	520,890	530,091	519,471	494,454
Dollar Change		15,333	9,201	(10,619)	(25,017)
% Change		3.03%	1.77%	-2.00%	-4.82%
Totals					
Total Wages Benefits and Rollups	2,070,006	2,133,767	2,192,536	2,232,532	2,259,465
Dollar Change		63,762	58,769	39,996	26,933
% Change		3.08%	2.75%	1.82%	1.21%

41 Total Employees - 71% FT

Medical savings (over current plan)	(5,991)	5,748	34,922	79,144
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**RESOLUTION AUTHORIZING THE ROCHESTER POLICE DEPARTMENT TO
APPLY FOR A U.S. DEPARTMENT OF JUSTICE "COPS" GRANT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution approve the submission of a grant application in a total amount up to Six Hundred Ninety Nine Thousand Seven Hundred Eleven and 72/100 Dollars (\$699,711.72) to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by the the Rochester Police Department for the purpose of hiring two (2) additional police officers over a four-year period.

Further, that such grant would provide a total reimbursement over a three-year period of up to Two Hundred Fifty Thousand Dollars (\$250,000) from the U.S. Department of Justice.

Further, that the total estimated cost to the City of Rochester over the four-year period is Four Hundred Forty Nine Thousand Seven Hundred Eleven and 72/100 Dollars (\$449,711.72).

Further, that such grant is subject to the understanding that it requires that the level of sworn officers in the Rochester Police Department, including the two (2) officers hired as a result of the grant, may not be reduced during the three-year life of the grant or for one year after the conclusion of the term of the grant.

CC FY 16 AB 159



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6/2/16

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COPS Hiring Grant.

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

AGENDA DATE	Next May 2016 meeting		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	5/10/16		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	TBD
AMOUNT	\$699,711.72
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

The Police Department is seeking approval to apply for the FY 2016 COPS Hiring Program (CHP) grant. The CHP is a competitive grant opportunity which provides funding directly to law enforcement agencies to hire law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. The grant will reimburse up to \$125,000.00 per Officer over a 3 year period.

Award recipients must retain any CHP funded officer positions for at least 12 months after the 36 months of federal funding has ended for each position. We are seeking approval to apply for two officers under the CHP. The following is an estimated breakdown per officer for this program:

Year 1

\$84,533.36 (Salary + Benefits) \$41,666.67 (Grant Portion) \$42,866.69 (City Portion)

Year 2

\$86,507.33 (Salary + Benefits) \$41,666.67 (Grant Portion) \$44,840.66 (City portion)

Year 3

\$88,447.26 (Salary + Benefits) \$41,666.66 (Grant Portion) \$46,780.60 (City Portion)

Year 4

\$90,367.91 Total City Cost

Total Cost for 2 Officers

Grant Reimbursement \$250,000.00

City Cost \$449,711.72

Total \$699,711.72

RECOMMENDED ACTION

Apply for funds in the amount of \$699,711.72

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	\$250,000.00 -	-	\$449,711.72 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	\$250,000.00 -	-	\$449,711.72 -
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

Actual Cost (Per Officer)					
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
Salary	\$ 45,640.00	\$ 47,237.40	\$ 48,890.71	\$ 50,601.88	\$ 192,369.99
11 Holidays	\$ 1,930.92	\$ 1,998.51	\$ 2,068.45	\$ 2,140.85	\$ 8,138.73
Early Report	\$ 2,852.50	\$ 2,952.34	\$ 3,055.67	\$ 3,162.62	\$ 12,023.12
Medicare 1.45%	\$ 731.14	\$ 756.73	\$ 783.22	\$ 810.63	\$ 3,081.71
Retirement 26.38% **	\$ 13,301.70	\$ 13,767.26	\$ 14,249.11	\$ 14,747.83	\$ 56,065.90
Health	\$ 19,818.00	\$ 19,536.00	\$ 19,141.00	\$ 18,645.00	\$ 77,140.00
Dental	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,000.00
Life Insurance	\$ 9.10	\$ 9.10	\$ 9.10	\$ 9.10	\$ 36.40
Total	<u>\$ 84,533.36</u>	<u>\$ 86,507.33</u>	<u>\$ 88,447.26</u>	<u>\$ 90,367.91</u>	<u>\$ 349,855.86</u>
Federal Reimbursed	\$ 41,666.67	\$ 41,666.67	\$ 41,666.66	\$ -	\$ 125,000.00
City Cost	<u>\$ 42,866.69</u>	<u>\$ 44,840.66</u>	<u>\$ 46,780.60</u>	<u>\$ 90,367.91</u>	<u>\$ 224,855.86</u>
Total Grant Amount Per Officer	<u>\$ 84,533.36</u>	<u>\$ 86,507.33</u>	<u>\$ 88,447.26</u>	<u>\$ 90,367.91</u>	<u>\$ 349,855.86</u>
Actual Cost (2 Officers)					
Federal Reimbursed	\$ 250,000.00				
City Cost	<u>\$ 449,711.72</u>				
Total	<u>\$ 699,711.72</u>				
Assumptions:					
Annual Salary Incr	3.5%	3.5%	3.5%	3.5%	
Annual Health Incr	3.5%	3.5%	3.5%	3.5%	
Health Contribution	95.0%	90.0%	85.0%	80.0%	
** Retirement percentage will change in years 2 -4. It is unknown what it will be at this time.					

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF
CERTIFIED LOCAL GOVERNMENT GRANT AWARD**

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

WHEREAS, that a Certified Local Government (CLG) grant in the amount of Twenty-Five Thousand Four Hundred Dollars (\$25,400.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Twenty-Five Thousand Four Hundred Dollars (\$25,400.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out historic restoration work to the City Hall Annex building;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Division of Historical Resources to receive and administer the grant funds detailed above; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. CC FY 16 AB 164



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City of Rochester Formal Council Meeting


AGENDA BILL

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

AGENDA SUBJECT Acceptance of and Appropriation of Funds for CLG Grant
--

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	June 7, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard		
DATE SUBMITTED	May 18, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	5	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	US Dept. of Interior/NH DHR
ACCOUNT NUMBER	TBD
AMOUNT	\$25,400
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter.

SUMMARY STATEMENT

The City of Rochester has been awarded a Certified Local Government (CLG) grant from the NH Division of Historical Resources, in order to fund historical restoration work on the City Hall Annex building, in the amount of \$25,400.00. Although administered at the state level, the source of funds is the U.S. Department of the Interior.

RECOMMENDED ACTION

Accept the grant, appropriate the necessary funds, and authorize the City Manager to enter into a grant agreement with the NH Division of Historical Resources.

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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	25,400.00 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	25,400.00 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources
 19 Pillsbury Street, Concord, NH 03301-3570
 TDD Access Relay NH 1-800-735-2964
www.nh.gov/nhdhr

603-271-3483
 603-271-3558
 FAX 603-271-3433
preservation@dcr.nh.gov

May 17, 2016

Julian Long
 Grants Manager, City of Rochester
 31 Wakefield Street
 Rochester, NH 03867

Dear Julian,

The Division of Historical Resources is pleased to inform you that the city's application to the Certified Local Government grant program to rehabilitate the façade of the City Hall Annex has been selected for funding from the 2016 pool of applicants. The grant amount, pending the DHR's final approval of its Federal Fiscal Year 2016 funding from the National Park Service, will be \$25,400. The grant is also subject to Governor and Executive Council approval.

All Certified Local Government grants used for development ("bricks and mortar") grants must follow Federal guidelines, including the *Secretary of the Interior's Standards for Rehabilitation*. The entire project must meet these Standards, not just the grant funded portion. Based on our understanding of the proposed work, the DHR encourages the City and its contractors to pay close attention to the following aspects of the project, as appropriate, and as we move forward under the grant:

Repointing

Repointing mortar must match the color, texture, strength, joint width and joint profile of the existing historic masonry. Specifications and repointing samples should be reviewed and approved by the DHR before proceeding with this work. Good quality overall and close-up color photographs of the masonry both **before** and after repointing must be submitted for review.

Cleaning masonry

Cleaning of exterior masonry must be accomplished using the gentlest means possible without damaging the surface of the masonry. This work must be accomplished in accordance with the guidance provided in Preservation Brief 1, *Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*. Specifications and test cleaning samples should be reviewed and approved by the DHR before proceeding with this work. Good quality overall and close-up color photographs of the masonry both **before** and after cleaning must be submitted for review.



Coatings – water repellent coatings for masonry

Evidence justifying the need for a water repellent coating must be submitted. The water repellent coating must not alter the surface appearance or vapor permeability of the masonry. Data on the performance characteristics of the selected coating, and sample applications should be reviewed and approved by the DHR before beginning work. Good quality overall and close-up color photographs of the masonry both **before** and after coating must be submitted for review.

Windows

Replacement windows must match the appearance, size, design, proportions, and profiles of the existing windows and must have clear glazing. In order to ensure the proposed windows meet the Standards, detailed dimensioned drawings of both the existing and any proposed replacement windows, showing them in relationship to the wall assembly must be submitted for review.

OR WHERE HISTORIC WINDOWS ARE MISSING: A window compatible with the character of the building must be selected. In order to ensure the proposed windows meet the Standards, detailed dimensioned drawings of any proposed replacement windows, showing them in relation to the wall assembly, must be submitted for review.

Exterior Doors

Replacement doors compatible with the character of the building must be selected. In order to ensure the proposed doors (fixed and functioning) meet the Standards, detailed dimension drawings of any proposed replacement doors, showing them in relation to the wall assembly, must be submitted for review.

Contract documents and more information will be forthcoming. Once the contracts are executed a mandatory start-up meeting between the city, its consultants, and the DHR must be scheduled. Continuous, close consultation between the city and the DHR will be required to ensure a successful project.

In the meantime, if you have any questions please do not hesitate to contact us. We look forward to working with you!

Sincerely,

Nadine Miller and Amy Dixon



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RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
FOR THE PURCHASE OF 2 ST. JAMES TERRACE

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

That the sum of Two Hundred Thirty Thousand Dollars (\$230,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 General Overhead Department capital improvement (CIP) budget of the City of Rochester to provide sums necessary to pay costs and/or expenditures with respect to the purchase of the property located at 2 St. James Terrace, Rochester, New Hampshire and provided further that such appropriation shall be drawn in its entirety from the General Fund unassigned fund balance.

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

CC FY16 06-07 AB 165



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6/2/16

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

Supplemental Appropriation for land purchase - 2 St. James Terrace

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	June 7, 2016		
DEPT. HEAD SIGNATURE	John B. Storer, PE (signature on file in City Clerk's Office)		
DATE SUBMITTED	May 26, 2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	G/F Unassigned Fund Balance
ACCOUNT NUMBER	15011081-771000-165XX
AMOUNT	\$230,000
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Section 4 of the City Charter.

CC FY 16 AB 165

SUMMARY STATEMENT

The City negotiated the purchase of a single family residence located at 2 St. James Terrace in Rochester. The parcel includes 0.62 acres of land abutting the Cocheco River. The parcel is identified as Tax Map 133, Lot 010.

The negotiated price is \$230,000. The City Assessor provided an estimate that the market value range as of April 27, 2016 would be \$224,000 to \$235,000. City property records indicate the property last sold in May 2004 for \$280,000.

The City Manager has executed a Purchase & Sale Agreement for \$230,000. A supplemental appropriation would complete the property acquisition.

RECOMMENDED ACTION

Approve Resolution for a supplemental appropriation in the amount of \$230,000

RESOLUTION
APPROVING A HISTORIC RESTORATION GRANT APPLICATION TO THE LAND
AND COMMUNITY HERITAGE INVESTMENT PROGRAM

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission by the Office of Economic and Community Development of a grant application in an amount up to Fifty Seven Thousand Dollars (\$57,000.00) to the Land and Community Heritage Investment Program in order to fund necessary historic restoration of the façade of the City Hall Annex building. CC FY 16 AB 166



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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Land & Community Heritage Investment Program (LCHIP) Grant Application - City Hall Annex

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	May 17, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard <i>Karen Pollard</i>		
DATE SUBMITTED	May 11, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	NH LCHIP
ACCOUNT NUMBER	TBD
AMOUNT	\$57,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter, Section 4.

SUMMARY STATEMENT

The Land & Community Heritage Investment Program has called for grant application submissions for historic renovation and preservation projects. The Planning Department would like to request funding in an amount up to \$57,000.00 to perform historic restoration work on the facade of the City Hall Annex building. There is a 50/50 matching funds requirement for the grant; the City's matching funds will be provided through the funds already allocated for the overall City Hall Annex restoration.

RECOMMENDED ACTION

Approve submission of a Land & Community Heritage Investment Program grant application to fund restoration work on the City Hall Annex building's facade.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Land & Community Heritage Investment Program (LCHIP) Grant Application - City Hall Annex

Date: 05/17/2016

Fiscal Year: FY 2016-2017

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		-	\$57,000.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		-	\$57,000.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # 073960874

CFDA #

Grant #

Grant Period: From 07/01/2016
To 06/30/2018

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

Reimbursement Request will be reduced ☐Funds will be returned ☐



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**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE 2015-2016 ROCHESTER CITY CLERK SPECIAL REVENUE FUND FOR
CODIFICATION SERVICES OF THE GENERAL CODE**

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

That a sum not to exceed Eleven Thousand Three Hundred Nineteen Dollars (\$11,319.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 City of Rochester City Clerk's, Non-Lapsing Special Revenue Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the ongoing Codification Services of the General Code.

Further, that the funds for such supplemental appropriation shall be derived from the FY2016 City Clerk's Operating Budget.

Further, that a transfer of Eleven Thousand Three Hundred Nineteen Dollars (\$11,319.00) from the FY 2016 General Fund City Clerk's Operating Budget to the FY 2016 City Clerk's Non-Lapsing Special Revenue Fund stipulated above is hereby authorized;

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 05-17 AB 170



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6/2/16

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

AGENDA SUBJECT

Set up a Special Revenue Account for Codification Services.

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	June 7, 2016	
DEPT. HEAD SIGNATURE	Kelly Walters	
DATE SUBMITTED	5/27/2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file.
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	\$11,319
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council.

CC FY 16 AB 170

SUMMARY STATEMENT

The City Clerk's office is in need of a Special Revenue Account to pay the final payment of \$11,319 to General Code once the project is complete. This project is anticipated to be completed by spring, 2017.

RECOMMENDED ACTION

Approve the resolution.

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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61181030	532200165XX		-	-	\$ 11,319 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6118001	406103	165XX	-	-	\$ 11,319 -
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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**AMENDMENTS TO CHAPTER 5 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 5.3 of Chapter 5 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

Chapter 5 Salaries

5.3 Elected Officials

*
*
*
*
*

(6) Election Officials

- A. Ward Moderator - \$150.00 per day
- B. Ward Clerk - \$125.00 per day
- C. Selectman - \$120.00 per day
- D. Checklist Supervisor - \$150.00 per election or session day
- E. Checklist Supervisor Chairman – ~~none~~ **\$300**
- F. Ballot Clerk - \$100.00 per day
- G. In the event that an election official shall perform duties and/or attend any election related activity approved by the City Clerk and lasting ~~four (4) or less hours~~, **at least (3) hours** the election official(s) in question shall receive a per diem payment for the performance of such duties or attending such activity at a rate one-half that is provided for in subparagraphs 6 (A), (B), (C), **(D)**, and (F) above. **Furthermore, In the event that the Checklist Supervisor Chairman shall perform duties and/or attend any election related activity approved by the City Clerk and lasting at least (3) hours the election official in question shall receive a per diem payment for the performance of such duties or attending such activity at a rate one-fourth that is provided for in subparagraphs 6 (E).**

The effective date of these amendments shall be upon passage.



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6/2/16

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

AGENDA SUBJECT

Chairman of the Supervisors of the Checklist

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	June 7, 2016		
DEPT. HEAD SIGNATURE	Kelly Walters		
DATE SUBMITTED	5/27/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

CC FY 16 AB 169

SUMMARY STATEMENT

As many State and Federal Election laws are changing, it has become challenging to ensure unified election day practice across all the voting locations.

Please see the attached job description for a Chairman of the Supervisors of the Checklist.

If the City Council reinstated this position at the rate of \$300 per election there would be no impact on the election budget for this year. There is already \$600 set aside for the building rentals, which will not be used this year due to the polling location changes to the schools.

The City Clerk's office could utilize this person for the purpose of visiting the nursing homes in the City for registrations and absentee ballots.

RECOMMENDED ACTION

Send the recommended changes to the next Codes and Ordinances Committee in August.

Job Description – Chairman, Supervisors of the Checklist

The Chairman of the Supervisors of the Checklist is responsible for attending election law training offered by the Secretary of the State prior to any State Election. Sessions are held prior to candidate filing periods. The Chairman of the Supervisor is required to meet with the Chief Election Official at least one week prior to any State election in order to review any changes in election law or the election procedure for the upcoming election.

On election days, the Chairman shall drive around to each of the polls to inspect and answer questions from the Supervisors and Ballot Clerks in each ward regarding voter registration. The Chairman must be thoroughly versed in New Hampshire election laws regarding voter registration requirements.

The Chairman of the Supervisors of the Checklist is an appointed position. Eligible candidates must be registered voters domiciled in the City of Rochester and registered on the voter master checklist for the City of Rochester. The City Council of the City of Rochester shall make the appointment. The Chairman shall serve for a term of two years, terms expiring January 2nd of the year immediately following each municipal election.

The Chairman may be required to visit nursing homes and private homes to assist individuals who wish to apply for voter registration in the City and/or who wish to apply for an absentee ballot for an election. No additional monetary compensation will be awarded for these duties.



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**AMENDMENTS TO CHAPTER 63 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 63.2. (b) of Chapter 63 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

63.2 The **Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway.**

(a) **Definitions.** For the purpose of this Section, the following definitions apply:

(1) **Pass/Passing.** Distributing any item to, receiving any item from, or exchanging any item with the occupant of a motor vehicle that is located in the roadway.

(2) **Roadway.** All ways within the City as that term is defined in RSA 259:125, II. This definition excludes privately owned property not open for public use or generally maintained for the benefit of the public, areas in which parking is permitted in the City, and property maintained specifically for drive-thru or drive-up transactions.

(3) **Item.** Any physical object.

(b) **Prohibitions on Roadways.** It shall be unlawful to violate any of the prohibitions set forth below in the City.

(1) *No person shall knowingly pass any item to the occupant of any motor vehicle when the vehicle is located in the roadway, nor shall any occupant of any motor vehicle located in the roadway pass any item to a person located outside of the vehicle.*

(2) This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle on privately owned property not open for public use or generally maintained for the benefit of the public, areas in which parking is permitted in the City, and property maintained specifically for drive-thru or drive-up transactions.

(3) This Section shall not apply to any law enforcement officer acting in the scope of his official duty.

(4) This Section shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle located in the roadway in order to assist the occupant after a motor vehicle accident, with a disabled motor vehicle or where the occupant is experiencing a medical emergency.

(c) **Penalty.** A person found in violation of this Section shall be fined as follows:

(1) 1st Offense: Not less than \$500.00.

(2) 2nd Offense: Not less than \$750.00.

(3) 3rd and subsequent Offenses: Not less than \$1,000.00.

(d) Severability. If any provision of this section is declared invalid or unconstitutional by any Court of competent jurisdiction, the remaining provisions shall be severable and shall continue in full force and effect.

The effective date of these amendments shall be upon passage.



6/2/16

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

Proposed Amendment to Chapter 63.2 of the General Ordinances of the City of Rochester.

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	June 7, 2016	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk	
DATE SUBMITTED	5/31/2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

CC FY 16 AB 172

SUMMARY STATEMENT

The Codes and Ordinances Committee met on May 5, 2016, and unanimously recommended that Chapter 63.2 The Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway be amended with the following language:

(1) No person shall knowingly pass any item with the occupant of any motor vehicle when the vehicle is located in the roadway, nor shall any occupant of any motor vehicle located in the roadway pass any item with a person located outside of the vehicle.

RECOMMENDED ACTION

Accept the proposed amendment to Chapter 63.2 of the General Ordinances of the City of Rochester.

**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That subsections 42.2.161 and 42.20 (b) of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 Definitions.

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161. Manufactured Housing: Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as the HUD Code, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, ~~is a minimum of 13 feet in overall width and have at least 700~~ **320** square feet of habitable space, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured Housing as defined here does not include pre-site housing as defined in RSA 674:31-a.

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-
-

42.20 Standards for Specific Permitted Uses.

-

b. Conditions for Particular Uses

-

9. Manufactured Housing Subdivision

A. Overall Development

iii. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

10. Manufactured Housing Unit

C. ~~Minimum Size. Every manufactured home shall be at least 23 feet in width and have at least 700 square feet of habitable living space.~~

The effective date of these amendments shall be upon passage.



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6/2/16

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

Proposed Amendment to Chapter 42.2 of the General Ordinances of the City of Rochester.

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	June 7, 2016	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk	
DATE SUBMITTED	5/31/2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council.

CC FY 16 AB 173

The Codes and Ordinances Committee met on May 5, 2016, and unanimously recommended that Chapter 42.2 161 and 42.20 (b) of the General Ordinances of the City of Rochester be accepted as outlined in the Amendment before the City Council.

RECOMMENDED ACTION

Read the Amendment for the first time by title only and refer the matter to a public hearing.



6/2/16

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Economic Development Reserve Fund

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	June 7, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 3, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Charter

SUMMARY STATEMENT

Creation of a reserve fund for the purpose of supporting economic development.

RECOMMENDED ACTION

None.

DRAFT**ECONOMIC DEVELOPMENT RESERVE FUND****BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF****ROCHESTER, AS FOLLOWS:**

By adoption of this Resolution, the City Council establishes an Economic Development Reserve Fund for the purpose of supporting and furthering the efforts specifically related to economic development. The name of such fund shall be the Rochester Economic Development Reserve Fund. Said fund will be established per the following stipulations:

1. The City Council, at its sole discretion, may appropriate monies to said Economic Development Reserve Fund through the annual budgeting process and/or use of Unassigned General Fund fund balance.
2. The City Council may also accept and appropriate gifts, legacies and trusts to the Economic Development Reserve Fund by a majority vote.
3. All other appropriations to the Economic Development Reserve Fund require a majority vote of the City Council.
4. The Economic Development Reserve fund shall be “non-lapsing” in that appropriated funds remain in the fund until deauthorized by the City Council.
5. Expenditure of funds from the Economic Development Reserve Fund is at the sole discretion of the City Council.
6. Expenditures from the Rochester Economic Development Reserve Fund shall be for capital expenditures or expenditures for capital projects, transfers to capital projects, transfers to capital reserve, or for any other appropriation of a non-recurring nature in support of economic development as determined by the City Council. Requests for expenditures from said fund shall contain a statement and/or finding by the City Council indicating the manner in which it is anticipated that such expenditure is related to the economic development of the City of Rochester.
7. The City Council may dissolve the Economic Development Reserve Fund at its sole discretion.
8. Upon dissolution of any portion of said fund appropriated from the General Fund, said funds will lapse to surplus (Unassigned General Fund fund balance) and cannot be repurposed directly to a different fund or project.
9. Any funds contained in the Economic Development Reserve Fund accepted and appropriated from gifts, legacies or trusts may be redirected at the discretion of the City Council.

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



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6/2/16

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

AGENDA SUBJECT

Presentation of the Dog Warrant to the City Council.

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	June 7, 2016		
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk		
DATE SUBMITTED	5/27/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	Dog Warrant

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox
CITY MANAGER	Dan Fitzpatrick

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

RSA 466:14 Warrants; Proceedings

SUMMARY STATEMENT**466:14 Warrants Proceedings**

The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$5 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

RECOMMENDED ACTION

Motion to send the Dog Warrant to the Rochester Police Department for action.