



**Rochester City Council Meeting  
July 2, 2019  
Council Chambers  
7:00 PM**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 Regular City Council Meeting: June 4, 2019 *consideration for approval* P. 9**
- 6. Communications from the City Manager**
  - 6.1 Employee of the Month Award P. 27**
  - 6.2 City Manager's Report P. 29**
- 7. Communications from the Mayor**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
  - 9.1 *Nomination:* Jon Batson, NHDES Local River Management Advisory Committee P. 67**
- 10. Reports of Committees**
  - 10.1. Codes & Ordinances Committee P. 69**
    - 10.1.1 Amendment to Chapter 210 of the General Ordinances of the City of Rochester Regarding Solid Waste *first***

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***reading, consideration for a second reading and adoption P. 77***

**10.1.2 Amendment to Chapter 75 of the General Ordinances of the City of Rochester Regarding Means of Escape [Fires and Fire Safety] *first reading, consideration for a second reading and adoption P. 79***

**10.1.3 Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding Overcrowded Housing *first reading, consideration for a second reading and adoption P. 81***

**10.1.4 Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Building, Plumbing, Electrical, and Life Safety Codes *first reading, consideration for a second reading and adoption P. 83***

**10.2. Community Development Committee P. 85**

**10.3 Public Safety P. 87**

**10.3.1 *Committee Recommendation:* To Install "Do Not Enter" signs at the corner of Maple Streets and Waldron Avenue at the discretion of DPW *consideration for approval P. 88***

**10.3.2 *Committee Recommendation:* To deny moving the crosswalk on Washington Street *consideration for approval P. 89***

**10.3.3 *Committee Recommendation:* To replace all the old signs near the Chestnut Hill Road corner crosswalks with the modern school zone crossing sign package *consideration for approval P. 90***

**10.3.4 Resolution Authorizing Supplemental Appropriation in the amount of \$19,932.00 to the 2019-2020 Rochester Fire Department Operating Budget and Acceptance of an Emergency Management Performance Grant (EPMG) in the amount of \$9,966.00 *first reading, consideration for second***

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***reading and adoption P. 93***

**10.3.5 Resolution Authorizing the Acceptance of a Donation from the State of New Hampshire Department of Natural and Cultural Resources Division of Forest and Lands of a Yamaha 4 x 4 Big Bear ATV *first reading, consideration for second reading and adoption P. 99***

**10.3.6 *Committee Recommendation:* To install a “No right on Red” sign on the mast arm facing Lowell Street at the discretion of DPW *consideration for approval P. 92***

**10.4 Public Works P. 103**

**10.4.1 *Committee Recommendation:* To waive the paving moratorium on Gear Road for the installation of the two water lines with the pavement patch recommended by the DPW *Consideration for approval P. 105***

**10.4.2 *Committee Recommendation:* To approve the large 335kw Solar Array using a PPA for the roof of the new DPW Facility *Consideration for approval P. 108***

**11. Old Business**

**12. Consent Calendar**

**12.1 Resolution Deauthorizing \$473 of Previously Accepted Federal Forfeiture Funds *first reading, consideration for second reading and adoption P. 115***

**13. New Business**

**13.1 Resolution Authorizing Acceptance of New Hampshire Department of Justice (NHDOJ) Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$2,391.75 *first reading, consideration for second reading and adoption P. 121***

**13.2 Resolution Approving Cost Items Associated with Proposed Rochester School Department Multi-Year Collective Bargaining Agreement with the Rochester**

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**Federation of Food Service Bargaining Unit *first reading consideration for second reading and adoption* P. 127**

**13.3 Resolution Granting Discretionary Preservation Easement to the Property Located at 290 Chestnut Hill Road Under the Provisions of RSA 79-D in Connection with its Proposed Preservation Project *first reading, consideration for second reading and adoption* P. 131**

**14. Other**

**15. Non-Public/Non-Meeting**

**15.1. Non-Public Session per RSA 91-A:3, II(d) Land**

**16. Adjournment**

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City Clerk's Office

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**Regular City Council Meeting  
June 4, 2019  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamann  
Councilor Hutchinson  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Walker  
Deputy Mayor Varney  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Mark Sullivan, Deputy Finance Director  
Roland Connors, Deputy Finance Director  
Peter Nourse, Director of City Services

**Minutes**

**1. Call to Order**

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

**2. Opening Prayer**

Mayor McCarley asked all gathered to bow their heads for a moment of silent prayer.

**3. Pledge of Allegiance**

Mayor McCarley led the Council in the Pledge of Allegiance.

**4. Roll Call**

Deputy City Clerk Cassie Givara took the roll call. All Councilors were present.

**5. Acceptance of Minutes**

**5.1 Regular City Council Meeting: May 7, 2019 *consideration  
for approval***

Councilor Lachapelle **MOVED** to accept the minutes of the Regular City Council Meeting of May 7, 2019. Councilor Walker 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 Cox announced that Joe Rousseau of the Rochester Police Department is the Employee of the Month for June 2019.

### **6.2 City Manager's Report**

City Manager Cox introduced Mike Scala, the new Director of Economic Development and thanked Jenn Marsh for her work as the interim director.

## **7. Communications from the Mayor**

### **7.1. Proclamation: Elks Lodge Volunteer of the Year**

Mayor McCarley read the proclamation for Elks Lodge Volunteer of the Year and presented the proclamation to Norman Sanborn, Sr.

## **8. Presentation of Petitions and Council Correspondence**

### **8.1 Discussion: Ordinance regarding open burning/burning permits**

Mayor McCarley stated that Council had received correspondence regarding burning permits and potential consideration to change the ordinance regarding open burning. Mayor McCarley suggested Council discuss the matter to decide what action needs to be taken.

Councilor Abbott said he was under the impression that open burning was a State issue with all fire permits being issued through the State. It was confirmed that if the permits are applied for and purchased online, they come directly from the State with no interaction from the City.

Councilor Gray stated that the issue presented through the correspondence was regarding how burning affects the neighbors of those burning. He stated that the City has ordinances regulating light pollution and what is allowed, but there are not currently regulations for burning in resident's yards. It's a matter of the rights of the burner versus the rights of the neighbors when the burning infringes upon their quality of life.

Mayor McCarley requested that this item be placed on the next agenda for the Codes and Ordinances Committee for discussion.

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

No Discussion

## **10. Reports of Committees**

### **10.1. Appointments Committee**

#### **10.1.1. Appointment: Marsha Miller - Rochester Economic Development Commission, Term to Expire 1/2/2022**

Councilor Keans reviewed the Committee's recommendation to appoint Marsha Miller to the Rochester Economic Development Commission. Mayor McCarley nominated Marsha Miller to serve on the Rochester Economic Development Committee with a term to expire on January 2, 2022. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Ms. Miller. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **10.2. Codes & Ordinances Committee**

Councilor Lachapelle reported that the Committee had met in May, but the action items resulting from the meeting were still in legal review and not ready for Council action. The Committee will meet again on Thursday, June 6, 2019.

Councilor Keans asked about the minutes for the prior meeting; she stated that it seemed that there were items which the Codes & Ordinances committee discussed and referred to City Council for action which had not directly appeared on the agenda. Councilor Keans said there was no way the public could have known the action the committee was taking and felt the agenda needed to be more specific.

Councilor Lachapelle answered that there is an ongoing agenda item for the Codes Committee to discuss proposed changes to the City Ordinances; any one of the Committee members or City Councilors are permitted to present issues or changes for discussion by the Committee, but there is no way to know ahead of time what will be discussed. He stated that the

Committee is not making any ordinance changes, simply discussing them and referring back to Council for further discussion and action. Council Abbott clarified that many of the items discussed would require a public hearing before any further changes.

### **10.3. Community Development Committee**

Councilor Lauterborn reported that the Community Development Committee had no action items, but they had met with some representatives from COAST who explained their new operations plan and system redesign. There will be a meeting at the Rochester Public Library on Tuesday, June 11 at 6:00 PM for COAST to present this plan and solicit public input.

Councilor Lauterborn stated that the next meeting of the Community Development Committee will take place on Monday, July 8 at 7:00 PM in the City Hall Annex.

Councilor Varney inquired if the Committee had found out why Community Partners had not spent their second and third quarter funds. Councilor Lauterborn answered that Julian Long of Economic Development was looking into this matter and would report back to the Committee.

### **10.3 Public Safety**

#### **10.3.1 Committee Recommendation: To install a "blind driveway" sign heading out of Rochester (41 Whitehouse Road) at the discretion of DPW *consideration for approval***

Councilor Walker **MOVED** to approve the installation of a "Blind Driveway" sign heading out of Rochester at 41 Whitehouse Road. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote

#### **10.3.2 Committee Recommendation: To allow the owner of 41 Whitehouse Road to put up a driveway mirror in the City's right-of-way, as long as they consult with DPW on where to place it *consideration for approval***

Councilor Walker **MOVED** to allow the owner of 41 Whitehouse Road to put up a driveway mirror in the City's right-of-way. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **10.3.3 Committee Recommendation: To paint a "Do Not**



**Block” box and install a “Do not Block Driveway” sign in front of the entrance to the new bank on North Main Street *consideration for approval***

Councilor Walker **MOVED** to approve the painting of a “Do Not Block” Box and to install a “Do Not Block Driveway” sign in front of the entrance to the new bank on North Main Street. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans asked if the Public Safety Committee had any concerns regarding the safety of a left hand turn in this location, which would have one lane of traffic stopping to cross two lanes of opposing traffic directly following a set of traffic lights. Councilor Walker stated there had been some concerns. There is a drive-thru window toward the rear of the facility which could cause backup issues.

There was a discussion on the potential traffic issues with this change and how the public will need to be educated about the new signage and markings on the road.

**10.3.4 Committee Recommendation: To approve the school zone package which includes removing the (2) “slow children” signs on Railroad Avenue, remove the 20 mph speed limit sign, remove the old school zone sign and install the new 5-sided advanced warning sign and “End School Speed Limit” signs *consideration for approval***

Councilor Walker **MOVED** to approve the installation of a school zone signage package on Railroad Avenue as stated above. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.3.5 Committee Recommendation: To remove the “Slow Children” sign on Pickering Road and update the crosswalk at the end of the bridge with the modernized school crossing signage *consideration for approval***

Councilor Walker **MOVED** to remove the “Slow Children” sign on Pickering Road and update the crosswalk at the end of the bridge with modernized school crossing signage. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.3.6 Committee Recommendation: To paint a stop bar on**

**Tuttle Court at the discretion of DPW *consideration for approval***

Councilor Walker **MOVED** to paint a stop bar on Tuttle Court at the discretion of DPW. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.3.7 Committee Recommendation: To add modernized signage to the crosswalk by the retirement home on Church Street and add advanced warning signs at the required distance per MUTCD *consideration for approval***

Councilor Walker **MOVED** to add modernized signage to the crosswalk by the retirement home on Church Street and to add advanced warning signs at the required distance per MUTCD. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans asked where these signs would be placed. It was indicated that one sign would be placed the appropriate distance up Church Street and one the appropriate distance towards the Gonic post office.

## **10.4 Public Works**

Councilor Torr stated that the Committee had no action items but asked Peter Nourse to speak about an upcoming event to honor fallen DPW workers. Director Nourse stated that on Wednesday, June 5 at 9:00AM on Hazen Drive in Concord there is a dedication of a State Public Works memorial to remember those Public Works employees who have died in the line of duty.

Councilor Torr reported that there would be a public meeting on June 12, 2019 at 7:00 PM at the Rochester Community Center to discuss the Route 202A Water Main Extension.

## **11. Old Business**

### **11.1 Resolution approving the 2019-2020 Operating Budget for the City of Rochester *second reading and consideration for adoption***

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

**Resolution Approving Fiscal Year 2019-2020 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, 2019 and ending June 30, 2020 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2020 (July 1, 2019 - June 30, 2020), 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 2020 (July 1, 2019 - June 30, 2020), as amended, the provisions of which are incorporated herein by reference thereto.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion.

Deputy Finance Director Roland Connors distributed a spreadsheet to Council detailing the budget after the adjustments which had been made over the past several meetings.

Councilor Walker **MOVED** for a roll call vote. Councilor Lachapelle seconded the motion.

Councilor Varney **MOVED** to **AMEND** the resolution with the budget revisions from \$134,075,112.00 to \$134,246,049.00 (All previously recommended budget revisions from the Committee of the Whole Budget Workshops). Councilor Lachapelle seconded the motion. The **MOTION** to **AMEND CARRIED** by a unanimous voice vote.

The amended **MOTION** to **ADOPT CARRIED** by a 11 to 2 roll call vote with Councilors Gates, Keans, Lauterborn, Walker, Lachapelle, Gray, Abbott, Bogan, Hutchinson, Varney and Mayor McCarley voting in favor and Councilors Torr and Hamann opposed.

**11.2 Resolution Approving the 2019-2020 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith *second reading and consideration for adoption***

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

**Resolution Authorizing and Approving Fiscal Year 2019-2020 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 fiscal year 2019-2020 (July 1, 2019 to June 30, 2020) 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 2020 (July 1, 2019 – June 30, 2020), as amended.

Councilor Walker **MOVED** for a roll call vote. Councilor Lachapelle seconded the motion.

Councilor Varney **MOVED** to **AMEND** the resolution with the budget revisions from \$23,614,340 to \$23,954,340.00 resulting in an increase of \$340,000.00 (All previously recommended budget revisions from the Committee of the Whole Budget Workshops). Councilor Lachapelle seconded the motion. The **MOTION to AMEND CARRIED** by a unanimous voice vote.

The amended **MOTION to ADOPT CARRIED** by a 13 to 0 roll call vote with Councilors Torr, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Bogan, Hamann, Gates, Keans, Lauterborn and Mayor McCarley all voting in

favor.

## **12. Consent Calendar**

### **12.1 Resolution Deauthorizing Fiscal Year 2018 – 2019 Funding Related to the Conservation License Plate Grant [Moose Plate Grant] in the amount of \$25 *first reading, consideration for second reading and adoption***

Councilor Lachapelle **MOVED** to **ACCEPT** the Consent Calendar. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **Resolution Deauthorizing Fiscal Year 2018 – 2019 Funding Related to the Conservation License Plate Grant [Moose Plate Grant] in the amount of \$25.00**

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

That Twenty Five and 0/100 Dollars (\$25.00) of funds previously appropriated to the Rochester City Clerk's Office as part of a Conservation License Plate Grant [Moose Plate Grant] is hereby deauthorized. Further, the City will reduce its reimbursement request to The State of New Hampshire under said grant by the amount deauthorized herein.

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.

## **13. New Business**

### **13.1 Resolution Approving Cost Items Associated with Proposed City of Rochester School Department's Bargaining Agreement (Teachers) *first reading, consideration for 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 for the first time

by title only as follows:

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH  
PROPOSED ROCHESTER SCHOOL DEPARTMENT MULTI-YEAR  
COLLECTIVE BARGAINING AGREEMENT WITH THE ROCHESTER  
FEDERATION OF TEACHERS BARGAINING UNIT**

**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 three (3) year collective bargaining agreement between the Rochester School Board, Rochester School Department and the Rochester Federation of Teachers Bargaining Unit, covering the period beginning July 1, 2019 and ending June 30, 2022, as set forth in the proposed contract, copies of which has been provided to members of the Rochester City Council, and as more particularly detailed in a letter dated May 17, 2019, and financial summary analysis provided by the Superintendent of Schools, Rochester School Department, to the City Manager, a copy of which is annexed hereto as **Exhibit A**, is hereby approved.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13-0 roll call vote with Councilors Lachapelle, Hutchinson, Bogan, Gates, Varney, Hamann, Torr, Keans, Lauterborn, Gray, Walker, Abbott and Mayor McCarley all voting in favor.

**13.2 Resolution Ordering the Elimination of a Hazardous  
Building at 14 Liberty Street in Rochester, New  
Hampshire *first reading, consideration for second  
reading and adoption***

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

by title only as follows:

**Resolution Ordering the Elimination of a Hazardous Building at 14  
Liberty Street 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 14 Liberty Street, Map 120, Lot 344 is owned by Susan C. Shea by way of Warranty Deed dated January 3, 2002 and registered with the Strafford County Registry of Deeds at Book 2438 Page 0218 on January 3, 2002; and

**WHEREAS,** the building at 14 Liberty Street, due to neglect, inadequate maintenance, and dilapidation, is no longer structurally sound as the structural integrity has been compromised; and

**WHEREAS,** the building at 14 Liberty Street is physically damaged and remains in an unsanitary condition and maintains no fire protection measures; and

**WHEREAS,** the building at 14 Liberty Street 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. Susan C. Shea, owner of the property located at 14 Liberty Street in Rochester, c/o Mary Jane Carroll, 211 Province Road, Strafford, NH 03884, is hereby ordered to:

- 1) Demolish the building at 14 Liberty Street 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 14 Liberty Street, 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.

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

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

### **13.3 City of Rochester Dog Warrant (April 30, 2018 to April 30, 2019) *motion to send Warrant to the Police Department for Action***

Councilor Lachapelle **MOVED** to **SEND** the warrant to the Police Department for Action. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## **14. Other**



No Discussion.

**15. Non-Public/Non-Meeting**

There was no non-public session held this evening.

**16. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 7:31 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

**PROPOSED 2019-2020 OPERATING BUDGET-EXHIBIT A****OPERATING BUDGET SUMMARY****Proposed Appropriations:**

City	\$ 33,375,237
City Grants and Donations	\$ 131,855
Community Center	\$ 861,466
County Tax	\$ 6,610,000
Overlay *	\$ 460,000
Estimated Veteran's Credits *	\$ 668,375
State Property Tax	\$ 4,933,384
School	\$ 64,981,084
School Federal Grants	\$ 3,430,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,607,310
Sewer Works	\$ 8,429,629
Arena	\$ 402,865
Tax Incremental Financing Districts	\$ 1,283,907
<b>Sub Total</b>	<b>\$ 134,075,112</b>

**Proposed Revenues:**

City	\$ 11,250,290
Use of Fund Balance	\$ 1,325,000
City Grants and Donations	\$ 131,855
Community Center	\$ 861,466
School	\$ 32,527,570
School Federal Grants	\$ 3,430,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,607,310
Sewer Works	\$ 8,429,629
Arena	\$ 402,865
Tax Incremental Financing Districts	\$ 1,283,907
Amount to be Raised by Taxes *	\$ 65,925,220
<b>Sub Total</b>	<b>\$ 134,075,112</b>

\* Estimated veteran's exemptions (credits) \$668,375 and additional overlay \$460,000

**OPERATING BUDGET SUMMARY**

<b>Appropriations:</b>	<b><u>Proposed</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>
City	\$ 33,375,237	\$ 33,466,174	\$ 90,937
City Grants and Donations	\$ 131,855	\$ 211,855	\$ 80,000
Community Center	\$ 861,466	\$ 861,466	\$ -
County Tax	\$ 6,610,000	\$ 6,610,000	\$ -
Overlay	\$ 460,000	\$ 460,000	\$ -
Estimated Veteran's Credits	\$ 668,375	\$ 668,375	\$ -
State Property Tax	\$ 4,933,384	\$ 4,933,384	\$ -
School	\$ 64,981,084	\$ 64,981,084	\$ -
School Federal Grants	\$ 3,430,000	\$ 3,430,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
Water Works	\$ 6,607,310	\$ 6,607,310	\$ -
Sewer Works	\$ 8,429,629	\$ 8,429,629	\$ -
Arena	\$ 402,865	\$ 402,865	\$ -
Tax Incremental Financing Districts	\$ 1,283,907	\$ 1,283,907	\$ -
<b>Sub Total</b>	<b>\$ 134,075,112</b>	<b>\$ 134,246,049</b>	<b>\$ 170,937</b>
<b>Revenues:</b>			
City	\$ 11,250,290	\$ 11,330,290	\$ 80,000
Use of Fund Balance	\$ 1,325,000	\$ 1,325,000	\$ -
City Grants and Donations	\$ 131,855	\$ 211,855	\$ 80,000
Community Center	\$ 861,466	\$ 861,466	\$ -
School	\$ 32,527,570	\$ 32,527,570	\$ -
School Federal Grants	\$ 3,430,000	\$ 3,430,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
Water Works	\$ 6,607,310	\$ 6,607,310	\$ -
Sewer Works	\$ 8,429,629	\$ 8,429,629	\$ -
Arena	\$ 402,865	\$ 402,865	\$ -
Tax Incremental Financing Districts	\$ 1,283,907	\$ 1,283,907	\$ -
Amount to be Raised by Taxes	\$ 65,925,220	\$ 65,936,157	\$ 10,937
<b>Sub Total</b>	<b>\$ 134,075,112</b>	<b>\$ 134,246,049</b>	<b>\$ 170,937</b>

**PROPOSED 2019-2020 CAPITAL BUDGETS-EXHIBIT A****CAPITAL BUDGET SUMMARY****Proposed Capital Appropriations:**

City	\$ 7,632,340
School	\$ 1,498,000
Water Works	\$ 3,695,000
Sewer Works	\$ 10,136,500
Arena	\$ 550,000
Community Center	\$ 35,000
Tax Incremental Financing Districts	\$ 67,500
<b>Total Appropriations</b>	<b>\$ 23,614,340</b>

**Source of Revenues****General Fund**

Bonding and/or other Borrowing	\$ 6,035,000
Operating Budget	\$ 3,578,340
Other Sources	\$ 102,000
<b>Subtotal General Fund Revenues</b>	<b>\$ 9,715,340</b>

**Enterprise Funds & Tax Incremental Financing Districts**

Bonding and/or other Borrowing	\$ 13,305,000
Operating Budget	\$ 594,000
<b>Subtotal Enterprise Funds &amp; Tax Incremental Financing Revenues</b>	<b>\$ 13,899,000</b>

**Total Revenues**

<b>Total Revenues</b>	<b>\$ 23,614,340</b>
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**CAPITAL BUDGET SUMMARY**

**Capital Appropriations:**

	<b><u>Proposed</u></b>	<b><u>Adopted</u></b>	<b><u>Change</u></b>
City	\$ 7,632,340	\$ 7,772,340	\$ 140,000
School	\$ 1,498,000	\$ 1,498,000	\$ -
Water Works	\$ 3,695,000	\$ 3,895,000	\$ 200,000
Sewer Works	\$ 10,136,500	\$ 10,136,500	\$ -
Arena	\$ 550,000	\$ 550,000	\$ -
Community Center	\$ 35,000	\$ 35,000	\$ -
Tax Incremental Financing Districts	\$ 67,500	\$ 67,500	\$ -
<b>Total Appropriations</b>	<b>\$ 23,614,340</b>	<b>\$ 23,954,340</b>	<b>\$ 340,000</b>

**Source of Revenues**

**General Fund**

Bonding and/or other Borrowing	\$ 6,035,000	\$6,165,000	\$130,000
Operating Budget	\$ 3,578,340	\$ 3,513,340	(\$65,000)
Other Sources	\$ 102,000	\$ 177,000	\$75,000
<b>Subtotal General Fund Revenues</b>	<b>\$ 9,715,340</b>	<b>\$ 9,855,340</b>	<b>\$140,000</b>

**Enterprise Funds & Tax Incremental Financing**

Bonding and/or other Borrowing	\$ 13,305,000	\$ 13,505,000	\$200,000
Operating Budget	\$ 594,000	\$ 594,000	\$0
<b>Subtotal Enterprise Funds &amp; Tax Incremental Financing</b>	<b>\$ 13,899,000</b>	<b>\$ 14,099,000</b>	<b>\$200,000</b>

**Total Revenues**

<b>Total Revenues</b>	<b>\$ 23,614,340</b>	<b>\$ 23,954,340</b>	<b>\$ 340,000</b>
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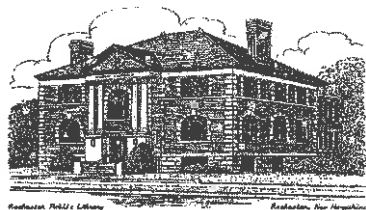
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City Clerk's Office

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

REVISED 7-2-19  
Main Desk: (603) 332-1428  
Reference: 335-7550  
Children's: 335-7549  
Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)

Date: 6/6/19  
To: The Employee of the Month Nominating Committee  
From: Brian Sylvester, Library Director  
Re: Andrew Watkins

On May 22<sup>nd</sup>, 2019 a water pipe fitting for a drinking fountain on the main floor broke, leaking gallons of water into the wall and floor. On the floor directly beneath the fountain is a network closet with two network switches which control the library's public computers, staff computers, wireless internet, and phone system. All these systems went offline in a matter of seconds, forcing the library to close to the public. Thanks in large part to the immediate response of Andrew Watkins from the IT department, the library re-opened the following day at 1 PM and 90% of our services were back online by the close of that day.

Andy came straight to the library shortly after the department was notified of the leak and worked with Dennis Schafer to assess the damage. He returned the following day with a vendor the city had a pre-existing relationship with to put temporary switches in place to bring the library back up to partial operating capacity. They spent the better part of a full day testing equipment and configuring hardware, while coordinating with my staff, the insurance provider, and buildings and grounds. In the absence of the CIO due to a vacation, Andy took on a leadership role and did what needed to be done to get the library back up and running as soon as possible. I'm told that he was also simultaneously handling at least two other major network failures in other parts of the city.

In recognition of his extra effort to get us back online, I am very pleased to nominate Andy Watkins for the City of Rochester employee of the month award.

Sincerely,

  
Brian Sylvester  
Library Director

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JUN 10 2019

FINANCE OFFICE  
CITY OF ROCHESTER

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City Clerk's Office

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## *City of Rochester, New Hampshire*

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

### **CITY MANAGER'S REPORT P. 29** **July 2, 2019**

The Employee of the Month is: Andrew Watkins, Information Technology Services

Contracts and documents executed since last month:

- City Manager's Department
  - Connectivity Point Contracts for Audio Maintenance Phase I, Phase II and equipment purchase **P. 31**
- Department of Public Works
  - Brown & Caldwell NPDES Negotiation & Compliance Assistance **P. 32**
  - Community Center Lease – Strafford Regional Planning Commission **P. 33**
  - CWSRF Loan Project – disbursement #5 **P. 34**
  - GZA Environmental Wetland Monitoring Agreement – Cocheco Well Site **P. 35**
  - Keymont Construction Low Lift Pump Upgrades Project **P. 36**
  - SUR - Calef Highway Waterline Extension Contract **P. 37**
  - Low Lift Pump Upgrades Project – Change Orders 3 & 4 **P. 38**
  - Strafford Square Project Amendments 4 & 5 **P. 39**
- Economic Development
  - Digital Advertising Campaign – Multiview **P. 40**
  - CDBG Environmental Review – East Rochester Library building renovations– Rochester Child Care Center – sprinkler installation **P. 41**
  - CDBG – East Rochester Library Services Contract **P. 42**
  - Non CDBG – Strafford CAP Services Contract **P. 43**
  - CDBG – Rochester Child Care Center sprinkler installation contract **P. 44**
  - Non-CDBG – COAST Contract **P. 45**
  - CDBG – East Rochester Services Contract **P. 46**
  - CDBG Gonic Pool Environmental Review **P. 47**
  - CDBG Homeless Center of Strafford County Services Contract **P. 48**
  - CDBG Riverwalk Kayak/Canoe Launch – environmental review **P. 49**
  - CDBG SOS Services Contract **P. 50**
  - CDBG Cornerstone VNA Contract **P. 51**
  - CDBG MY TURN Services Contract **P. 52**
  - CDBG My Friend's Place and Community Partners Services Contract **P. 53**
  - CDBG Easter Seals Services Contract **P. 54**
- Finance Department
  - Nyhart Actuarial Services Agreement **P. 55**
  - Cooperative Purchasing Group Contract Houston Galveston Area Council **P. 56**
- Fire Department
  - Forest Warden Appointment **P. 57**
- IT Department
  - Phone System Replacement CN#1 – quote adjustment **P. 58**
  - Phone System Replacement CN#2 – additional equipment **P. 59**
- Legal

- Redemption of 25 Royal Crest Mobile Home Park **P. 60**
- Planning Department
  - Sidewalk Agreement – 306 North Main Street **P. 61**

The following Computer Lease/Purchase or Tuition Reimbursement Requests are/have been enclosed:

- Tuition Reimbursement
  - Wilder, T – Fire **P. 62**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary **P. 63**
- Permission & Permits Issued **P. 64**
- Personnel Action Report Summary **P. 65**



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MEMO

TO: Roland Connors, Deputy Finance Director

CC: Blaine M. Cox, City Manager

FROM: Samantha Rodgerson, Senior Executive Assistant

RE: Connectivity Point Contract – Council Chambers Audio Maintenance Phase I, II and Hardware Contracts

Attached is the Scope of work and quote from Connectivity Point to provide the City of Rochester with installation and setup of new audio maintenance assistance and equipment needs in City Hall Council Chambers for the Government Channel.

This includes all material, labor and shipping costs. The amount of this project was included as part of the CIP projects within the City Manager's budget.

CIP Item for Recording Broadcast Equipment Account #: **15011000-773800-18502**

Please sign the attached contract authorizations in order to proceed and to get scheduled before the end of the fiscal year.

Thank you,

Samantha Rodgerson

Authorization to proceed:

Roland Connors  
Deputy Finance Director



*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
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REVISED 7-2-19




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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE M. COX, CITY MANAGER  
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR 

**DATE:** June 3, 2019

**SUBJECT:** Brown & Caldwell Engineers  
NPDES Permit Negotiation & Compliance Assistance

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

---

Attached please (1) one copy of Brown & Caldwell Contract for Technical Engineering assistance in regards to the City's NPDES Permit Negotiations and Compliance Assistance. The total cost in the proposed scope of services is \$49,890:

Funding for this scope of services is available in the budgeted FY2019 CIP as follows:

55026020-771000-19550 = \$49,890

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.



---

Roland Connors, Interim Finance Director



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CITY OF  
Received

JUN 21 2019

City Manager  
ROCHESTER

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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE M. COX, CITY MANAGER

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR *LJC*

**DATE:** June 14, 2019

**SUBJECT:** Community Center Lease Agreement  
Strafford Regional Planning Commission (SRPC)

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

---

Attached please find (2) two copies of the SRPC Lease Agreement for the space that they lease at the Community Center.

The Administrative Supervisor, Lisa Clark and the Building Supervisor, Michael Riley met with SRPC Executive Director, Jen Czysz to review the lease and discuss any building issues or concerns. With no significant issues both the City Staff and Ms. Czysz have agreed to renew the lease with the same terms and conditions.

This lease is for a two-year term, August 1, 2019 through July 31, 2021. The annual revenue for these 2500 feet of office space is \$30,000.

**Please sign both copies and return to the DPW for Distribution.**



# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

Fax (603) 335-4352

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Received

MAY 10 2019

City Manager  
ROCHESTER

## INTEROFFICE MEMORANDUM

**TO:** Blaine Cox, Deputy City Manager  
Roland E. Connors, Interim Finance Director

**FROM:** Lisa J. Clark, Admin & UB Office Supervisor

**DATE:** May 31, 2019

**SUBJECT:** CWSRF- Loan / Grant #CS-330122-13  
Disb #5 **Sewer and Drainage** Asset Management Project  
Disbursement Amount \$16,000  
**Proj#17581 Gen & Sewer Fund 50/50**

**CC:** Peter C. Nourse PE, Director of City Services  
Michael S. Bezanson PE, City Engineer

Attached please find one cover letter and form for the sixth disbursement request on the Sewer and Drainage Asset Management Clean Water State Revolving Fund (CWSRF) Grant / Loan.

Contrary to the typical loan docs that list both the Finance Director and the City Manager as signatory authority, this Grant list the only the City Manager as the responsible party for signatures.

**Roland, Please review, sign below and pass on to the City Manager for signatures, If you have any questions please let me know. I will scan you a copy of full packet once signed by Blaine. .**

**Blaine, please sign where indicated and return these documents to the DPW for distribution.**

Reviewed by Finance

  
Roland E. Connors





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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE M. COX, CITY MANAGER  
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR 

**DATE:** May 29, 2019

**SUBJECT:** GZA Environmental – Wetland Monitoring Agreement \$1450  
Cocheco Well Site – NH DES Required

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find one copy of the GZA Environmental Wetlands Monitoring Agreement. This professional service agreement is for the 2019 spring monitoring event and reporting.

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

51601073-543000 = \$1,450.00

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.



Roland E. Connors, Interim Finance Director



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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE M. COX, CITY MANAGER

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR

**DATE:** June 24, 2019

**SUBJECT:** Keymont Construction Inc  
 Rochester NH WTP Low Lift Pump Station Upgrades Project  
 Bond NO. 0633375

**CC:** Terence O'Rourke, City Attorney  
 Roland E. Connors, Interim Finance Director  
 Peter C. Nourse, PE, Director of City Services  
 Michael S. Bezanson, PE City Engineer  
 Lisa J. Clark, Administrative Supervisor

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 ROCHESTER

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Attached please find (1) one copy of the letter to IFIC Surety in regards to Keymont Construction Inc, (KCI) Bond 633375 in regards to the WTP Low Lift Pump station Upgrades Project.

Per 6/8/19 letter from KCI notifying the City of the companies closure (copy attached), it is necessary to request that the bond company fulfill its obligations under the payment and performance bond NO 0633375.

**Please print on City Manager letter head, attach the copy of the KCI closure letter and mail as addressed to the bonding company.**

**If you have any question, please call Michael Bezanson.**





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## INTEROFFICE MEMORANDUM

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City Manager  
ROCHESTER

**TO:** BLAINE M. COX, CITY MANAGER  
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR *LJC*

**DATE:** June 6, 2019

**SUBJECT:** SUR Construction Agreement  
Calef Highway (Rt125 S) – Waterline Ext \$114,017.15

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (1) one copy of the SUR Construction Company proposal for the extension of the City Water line that will create a loop for our system. SUR has been contracted to extend the main on Rt125 for a private entity. To the benefit of the City, this is an opportune time to loop our system for water quality concerns currently requiring additional maintenance in that area. This proposal's cost are per bid pricing from the Contracted Services Bid #17-30.

The funding for this project is as follows:

Water Fund Distribution Upgrade 55016010-771000-17537 = \$66,624.32  
Water Fund Distribution Upgrade 55016010-771000-18530 = \$47,389.93

If you have any question, please call me, if not please forward to the City Manager for signature and return this document to the DPW distribution.

Roland E. Connors, Interim Finance Director



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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE M. COX, CITY MANAGER  
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR *LJC*

**DATE:** May 29, 2019

**SUBJECT:** WTP Low Lift PS Upgrade Project  
Keymont Construction Change order #3 \$10,969.39  
Keymont Construction Change order #4 Time ext June 15, 2019

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

---

Attached please find (4) four copies of each Change Order #3 and Change Order #4. Change Order #3 is for additional electrical and other materials and installation time outside the original contract scope. Change Order #4 is to allow for additional time until substantial completion. Date is changed from November 30, 2018 to June 15, 2019.

The additional funding for Change Order 3 is available in the project account as follows:

WTP Low Lift Pump 55016010-772000-18568 = \$10,969.39

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

Roland E. Connors, Interim Finance Director



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## INTEROFFICE MEMORANDUM

**TO:** BLAINE M. COX, CITY MANAGER  
 ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

**FROM:** LISA J. CLARK, ADMIN SUPERVISOR *LJC*

**DATE:** June 14, 2019

**SUBJECT:** Strafford Square Project  
 Stantec Engineers Amendment #4 Additional ROW \$40,020.22  
 Stantec Engineers Amendment #5 Additional ROW \$26,477.47

**CC:** Michael S. Bezanson, PE City Engineer  
 Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy each of Amendments #4 & 5 for Stantec Engineers.

**Amendment #4** is for additional engineering costs associated with right of way appraisals. The right of way costs are both participating and non-participating for the NHDOT ROW classification of the project. See attached NHDOT Approval letter. The cost for this amendment will be from the following Strafford Square Project Account:

15013010-771000-16531 = \$40,020.22 ✓

**Amendment #5** is for additional engineering costs associate with the sewer upgrades and repairs. We have budgeted for the actual construction cost in the FY2020 budget as the work should be occurring late this calendar year. The engineering cost will be charged to the Collection System Upgrade account as follows:

55026020-711000-18533 = \$12,100.22 ✓

55026020-771000-19539 = \$14,377.25 ✓

If you have any question, please call me, if not please forward to the City Manager for signature and return these documents to the DPW distribution.

*Roland E. Connors*

Roland E. Connors, Interim Finance Director



REVISED 7-2-19

City of Rochester, New Hampshire  
Office of Economic & Community Development  
33 Wakefield Street, Rochester, NH 03867  
(603) 335-7522, [www.RochesterEDC.com](http://www.RochesterEDC.com)

CITY OF  
Received  
JUN 21 2019  
City Manager  
ROCHESTER

## MEMO

**TO:** Blaine Cox, City Manager  
**FROM:** Michael Scala, Economic Development Manager  
**DATE:** June 21, 2019  
**RE:** Digital Advertising Campaign – Multiview

The Office of Economic Development is working with the digital marketing firm, Multiview on an FY20 annual campaign, using the latest technology to reach site selectors and businesses.

It includes custom creative design and development, custom audience targeting optimization and reporting, along with a dedicated service team.

The contact will begin July 2019. Authorized signature required June 21, 2019.

OK   
Budget Office Review

6-21-19

Date

-Project has funding FY20

Date: June 4, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAY 4 2019  
City Manager  
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – Rochester Child Care Center Fire  
Sprinklers Installation and East Rochester Library Building Renovations

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental reviews for the Rochester Child Care Center's fire sprinklers installation project and the East Rochester Library's building renovations project. The City Council approved funding for these projects at the May 7, 2019 City Council meeting.

The environmental reviews require the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

CITY OF  
Received  
MAY 3 2019  
City Manager  
ROCHESTER

Date: June 3, 2019  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Contract – East Rochester Library

Please see attached the signed copy of the FY 2020 Community Development Block Grant (CDBG) contract between the City of Rochester and the East Rochester Library for building renovations. City Council approved funding for this activity at the May 7, 2019 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.

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

CITY OF  
Received  
JUN 24 2019  
City Manager  
ROCHESTER

Date: June 24, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 Non-CDBG Social Services Contract – Strafford CAP

Please see attached two signed copies of the FY 2020 social services contract between the City of Rochester and the Community Action Partnership of Strafford County, in the amount of \$9,000. City Council approved funding for this activity at the June 4, 2019 City Council meeting.

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

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



Date: May 28, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Contract – Rochester Child Care Center

Please see attached the signed copy of the FY 2020 Community Development Block Grant (CDBG) contract between the City of Rochester and the Rochester Child Care Center for fire sprinkler installation. City Council approved funding for this activity at the May 7, 2019 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.

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



Date: June 21, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 21 2019  
City Manager  
ROCHESTER

Re: FY 2020 Non-CDBG Social Services Contract – COAST

Please see attached the signed copy of the FY 2020 social services contract between the City of Rochester and the Cooperative Alliance for Seacoast Transportation (COAST) in the amount of \$140,043. City Council approved funding for this activity at the June 4, 2019 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.

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

Date: June 13, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 13 2019  
City Manager  
ROCHESTER

Re: FY 2020 Non-CDBG Social Services Contract – East Rochester Library

Please see attached the signed copy of the FY 2020 social services contract between the City of Rochester and East Rochester Library in the amount of \$5,000. City Council approved funding for this activity at the June 4, 2019 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.

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

CITY OF  
Received  
JUN 21 2019  
City Manager  
ROCHESTER

Date: June 21, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Review – Gonic Pool Recreation Area  
Improvements

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the Gonic Pool Recreation Area improvements project. The City Council approved funding for this project at the May 7, 2019 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: June 18, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 19 2019  
City Manager  
ROCHESTER

Re: FY 2020 CDBG Contract – Homeless Center for Strafford County

Please see attached the signed copy of the FY 2020 Community Development Block Grant (CDBG) contract between the City of Rochester and the Homeless Center for Strafford County for its land purchase for the construction of a new homeless shelter. City Council approved funding for this activity at the May 7, 2019 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.

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

Date: June 18, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received

JUN 18 2019

City Manager  
ROCHESTER

Re: FY 2020 CDBG Environmental Review – Riverwalk Committee Canoe and Kayak  
Launch

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the Rochester Riverwalk Committee's canoe and kayak launch project. The City Council approved funding for this project at the May 7, 2019 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: June 18, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 18 2019  
City Manager  
ROCHESTER

Re: FY 2020 Non-CDBG Social Services Contract – SOS Recovery Center

Please see attached the signed copy of the FY 2020 social services contract between the City of Rochester and SOS Recovery Center (for which Goodwin Community Health serves as fiscal agent) in the amount of \$25,000. City Council approved funding for this activity at the June 4, 2019 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.

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

JUN 14 2019

City Manager  
ROCHESTER

Date: June 14, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 Non-CDBG Social Services Contract – Cornerstone VNA

Please see attached the signed copy of the FY 2020 social services contract between the City of Rochester and Cornerstone VNA in the amount of \$28,826. City Council approved funding for this activity at the June 4, 2019 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.

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

Date: June 10, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager



Re: FY 2020 CDBG Contract – MY TURN

Please see attached the signed copy of the FY 2020 Community Development Block Grant (CDBG) contract between the City of Rochester and MY TURN. City Council approved funding for this activity at the May 7, 2019 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.

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



Date: June 3, 2019  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAY 3 2019  
City Manager  
ROCHESTER

Re: FY 2020 CDBG Contracts – My Friend’s Place and Community Partners

Please see attached the signed copies of the FY 2020 Community Development Block Grant (CDBG) contract between the City of Rochester and My Friend’s Place and Community Partners. City Council approved funding for these activities at the May 7, 2019 City Council meeting.

The contracts require the signature of the City Manager and the signature of a witness. The contracts have been reviewed and approved by the Community Development Coordinator.

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

Date: June 13, 2019

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 14 2019  
City Manager  
ROCHESTER

Re: FY 2020 Non-CDBG Social Services Contract – Easter Seals

Please see attached the signed copy of the FY 2020 social services contract between the City of Rochester and Easter Seals (which has merged with The Homemakers) in the amount of \$10,000. City Council approved funding for this activity at the June 4, 2019 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.

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



## *City of Rochester, New Hampshire*

Finance Office

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

CITY OF  
Received  
JUN 26 2019  
City Manager  
ROCHESTER

Date: June 25, 2019

To: Blaine Cox, City Manager

From Roland Connors, Interim Finance Director

RE: Nyhart Full GASB 75 Actuarial Services Agreement

Please find the attached GASB 75 actuarial services agreement between the City of Rochester and The Howard E. Nyhart Company, Inc. (Nyhart). These services are required for the annual audit. This agreement covers reports for two fiscal years as follows:

06/30/2019 Full Actuarial Report – Cost \$6,700  
06/30/2020 Interim Actuarial Report – Cost \$3,700

The reports are in accordance with the Governmental Accounting Standards Board GASB 75 pronouncement. A full actuarial update is required every two years with interim reports being required in between.

The City of Rochester has contracted with Nyhart every year since GASB45 & GASB75 were implemented. The overall cost for the two reports is up \$115.00 or 1.1% from the previous two reports.

I recommend that the City sign this agreement.

Roland Connors, Interim Finance Director



# *City of Rochester, New Hampshire*

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

June 10, 2019

To: Blaine Cox, City Manager

Fm: Mark Sullivan

Re: Purchasing Group-HGAC

CITY OF  
Received  
JUN  
MAY 10 2019  
City Manager  
ROCHESTER

Attached is a cooperative purchasing group contract with Houston Galveston Area Council (HGAC) based in Houston TX. Chief Klose presented this group as an option when looking to fill various fire equipment orders. However, HGAC is not solely a fire equipment purchasing group many other products can be found in their network. This would be a City wide opportunity. According to HGAC's website there are (25) twenty-five New Hampshire communities that are members. In addition, I received a positive recommendation on HGAC from the Chair of the NHGFOA Cooperative Purchasing Group. Legal department has reviewed the contract and is comfortable with the language

HGAC contracts with a variety of vendors through competitive bids, and request for proposals, and establishes a purchasing network. There are no fees, or commission charged to the municipality when utilizing the group. HGAC charges the vendors a processing fee on each transaction originated from the HGAC purchasing program.

However, joining the group will not immediately provide any department with express consent of waiver from the quotation and bid requirements. HGAC will be used as a quotation comparison source. After a period of evaluation, minimum six months, if HGAC returns consistent favorable results it would be reasonable to consider HGAC equal to the State of NH Bid list, which often serves as a bid process alternative.

Please return signed copy back to me at your convenience. Thank you.



# ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE  
CHIEF OF DEPARTMENT

REVISED 7-2-19



To: Blaine Cox, City Manager

From: Fire Department

Date: June 5, 2019

Subject: Forest Warden Appointment

CITY OF  
Received  
MAY 5 2019  
City Manager  
ROCHESTER

Blaine,

The attached must be signed by the City Manager to confirm you agree with the changes being made to the Warden Appointments.

If you have any questions, please let us know.

Once complete, please send back to Fire.



## City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

[www.rochesternh.net](http://www.rochesternh.net)

CITY OF  
Received  
MAY 10 2019  
City Manager  
ROCHESTER

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### INTEROFFICE MEMORANDUM

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**TO:** Blaine M. Cox, City Manager  
Roland Connor, Deputy Finance Director

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** June 7, 2018

**SUBJECT:** Twinstate  
Phone System Replacement - Additional \$14,029.65

**CC:**

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Attached please find one copy of CN#1: Reconfiguration of the Phone System replacement. This document adjusts the project quote to better reflect the needs of the City. It will bring the project total to \$152,977.16, of which \$69,268.00 has already been paid to Twinstate.

The document will be signed electronically. The information will be emailed to Blaine Cox.

There is sufficient funding in the Technology Upgrades Phase 2 Project Account 1501-1020-19504.

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

Signature

Roland Connor, Deputy Finance Director



**City of Rochester, New Hampshire**  
INFORMATION TECHNOLOGY SERVICES  
31 Wakefield St • Rochester, NH 03867  
[www.rochesternh.net](http://www.rochesternh.net)

REVISED 7-12-19

Received

JUN 13 2018

City Manager  
ROCHESTER

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## INTEROFFICE MEMORANDUM

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**TO:** Blaine M. Cox, City Manager  
Roland Connor, Deputy Finance Director

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** June 7, 2018

**SUBJECT:** Twinstate  
Phone System Replacement - Additional \$1,653.00

**CC:**

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Attached please find one copy of CN#2: Reconfiguration of the Phone System replacement. This document adds two pieces of equipment that add redundancy to the system that were missed in the origin CN#1 signed last week. It will bring the project total to \$154,630.16, of which \$69,268.00 has already been paid to Twinstate.

There is sufficient funding in the Technology Upgrades Phase 2 Project Account 1501-1020-19504.

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

Signature 

Roland Connor, Deputy Finance Director



## City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY  
31 Wakefield Street • Rochester, NH 03867  
(603) 335-7599  
[www.RochesterNH.net](http://www.RochesterNH.net)

CITY OF  
Received  
JUN 18 2019  
City Manager  
ROCHESTER

# Memorandum

To: Blaine Cox, Deputy City Manager  
From: Terence O'Rourke, City Attorney *TO*  
Date: June 18, 2019  
Re: Redemption of 25 Royal Crest MHP

On April 22, 2019, the Tax Collector issued a Tax Deed for 25 Royal Crest MHP. On June 19, 2019, Christopher Loomis will buy the property per the following agreement you reached with him. This is not a redemption, but a sale of a mobile home.

1. Pay \$4000.00 in cash
2. Pay the remaining \$6,462.88 within 52 months at no less than \$125 a month

<b>SALE PRICE:</b>	<b>\$10,462.88</b>
Down Payment	\$(4000.00)
Remainder Due:	\$6,462.88

In order to complete the sale process, the City must issue Christopher Loomis a Quitclaim Deed which must be signed by the City Manager.

*Blaine Cox*  
6/18/19





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

CITY OF  
Received  
JUN 12 2019  
City Manager  
ROCHESTER

Date: June 12, 2019  
To: Blaine Cox, City Manager  
From: Seth Creighton, Chief Planner SC  
Re: Sidewalk Agreement with 306 North Main St

Attached is a memorandum of understanding (MOU) that we ask you to sign. It has been reviewed and found to be acceptable by Planning and Legal.

This MOU memorializes an agreement between the Planning Board and owner of 306 North Main St (this lot houses Planet Fitness, etc.). As part of a recent site plan amendment for 306 North Main St the Planning Board approved the amendment with a condition that the developer install sidewalk along their frontage at the same time that the property to the north installs sidewalk.

Please sign and return to my attention.

Thank you.



# City of Rochester, New Hampshire

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

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

## Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Tim Wilder
2. Department: Five Department
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes ☒ No ☐
4. Number of Courses for this employee already approved for the current fiscal year is: 1 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course English 601; Cost: 1,298.50; and  
dates of Course: from 7/8/19 to 9/13/19
  - b. Name of Course Critical Inquiry 502; Cost: 1,298.50; and  
dates of Course: from 7/8/19 to 9/13/19
  - c. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and  
dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
6. Reimbursement for only the cost of the course will be as follows:  
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: Chief Mark Eklore
9. Date of Department head's approval: 6/10/19
10. Finance Director approval signature: Richard Connor
11. Date of Finance Department approval: 6/24/19
12. City Manager's approval Signature: B. L. W. Cy
13. Date of City Manager's Signature: 6-24-2019

[illegible]

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
5/24/2019	5/29/2019	EVENT	Farmers Market	June - September
5/23/2019	5/29/2019	EVENT	Upala Yoga	June - September
5/28/2019	5/29/2019	EVENT	yard sale	6/22/2019
5/29/2019	5/29/2019	TAG	Studio 109	6/28-30/2019
5/29/2019	5/29/2019	TAG	Rochester Youth Spirit	9/28-29 & 10/5-6/2019
5/24/2019	5/29/2019	EVENT	First United Methodist Church - church services	7/14/2019 & 8/18/2019
5/29/2019	6/10/2019	TAG	Maine Stars Cheer Gym	July - Oct
6/10/2019	6/10/2019	TAG	Maine Stars Cheer Gym	June 14-16
6/11/2019	6/12/2019	EVENT	Chamber - holiday parade	12/8/2019
6/11/2019	6/12/2019	EVENT	Chamber - tree lighting	12/6/2019
6/11/2019	6/12/2019	EVENT	Chamber - Community Expo	10/23/2019
6/11/2019	6/12/2019	RAFFLE	Chamber - annual raffle	8/16/2019
6/12/2019	6/12/2019	LIQUOR SALES	Crescent City Kitchen - Chris Kozlowski	9/29/2019
6/14/2019	6/26/2019	EVENT	Rochester Main Street - Gay Pride	8/24/2019
6/14/2019	6/26/2019	EVENT	Rochester Runners 5K	11/28/2019
6/13/2019	6/26/2019	EVENT	Crosspoint Church - community outreach	8/17/2019
6/12/2019	6/26/2019	EVENT	James Foley 5K	10/19/2019
6/6/2019	6/26/2019	EVENT	Rochester Fair/Perry - Demo Derby	7/13/2019
5/31/2019	6/26/2019	EVENT	Stateline Swapmeet	5/20/2020

ELECTRONIC MESSAGE BOARD REQUESTS				
6/5/2019	6/5/2019	MESSAGE	Mobile Vet Van - Veterans Council	6/28/2019
6/10/2019	6/10/2019	MESSAGE	Monarch School - charity bike ride	7/13/2019
6/20/2019	6/20/2019	MESSAGE	Senior Center Luncheon	6/26/2019

[illegible]

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left blank...*

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City Clerk's Office

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## LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM



### New Hampshire Rivers Management and Protection Program

RSA 483:8-a

*Please complete both sides of this form and email to [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov). Please type "NOMINEE FORM" and nominee's name in the subject line. Forms can also be sent by mail to: Rivers Coordinator, NHDES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. For questions please contact the Rivers Coordinator at 271-2959.*

#### Nominee Information

Nominee Name: Jon Batson		Date: 6 -13-19
Street Address: 33 Prospect St.		
Town: Rochester		Zip Code: 03867
Phone (home): 603-335-5372	Phone (cell):	Phone (work):
Email: jontree13@aol.com		

#### Nomination Information

Type of Appointment -			<input type="checkbox"/> New Appointment X	<input type="checkbox"/> Reappointment
River Name: Cocheco River				
Type of Representation -		Municipality:	Other:	
Please state your interest(s) in serving on the Local River Management Advisory Committee:				
<input type="checkbox"/> Local Government	<input type="checkbox"/> Conservation x	<input type="checkbox"/> Agriculture		
<input type="checkbox"/> Business	<input type="checkbox"/> Recreation x	<input type="checkbox"/> Riparian Landowners		
<input type="checkbox"/> Other, please specify: <u>Public awareness, education</u>				

#### Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)

Name:	Title:
Name:	Title:
Name:	Title:
<i>Note: By statute, the Commissioner of NHDES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a)</i>	

(603) 271-2959 [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)

PO Box 95, Concord, NH 03302-0095

[www.des.nh.gov](http://www.des.nh.gov)

**Additional Information**

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

I was involved and a original member of the Cocheco River Watershed Coalition and served as Chairman for a couple of years.

I am now involved with the Rochester Riverwalk committee project.

Also, I am a Natural Resource Steward with UNHCE and Education Coordinator for the NH Landscape Association

I had on the board and Treasurer of Moose Mountain Regional Greenway Land Trust

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- ☐ Grant Writing
 ☐ Public Education
 ☒ Committee Administration  
☒ Event Organization
 ☐ Public Relations
 ☐ Management Plan Preparation/Implementation  
☐ Other, please specify: \_\_\_\_\_

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings:

- ☒ I can attend monthly meetings on most weeknights  
☐ I can attend monthly meetings only if scheduled on a specific weeknight  
☐ I can only attend a limited number of monthly meetings  
☐ I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Committee

**For NHDES Office Use Only**

LAC Chair and Nominee have been contacted regarding nomination on (date):

LAC Member List and Contacts Database updated (date):

RMPP Staff recommends appointment to Commissioner -

☐ Approve
 RMPP staff: \_\_\_\_\_ Date: \_\_\_\_\_

Appointment letter and information packet sent on (date):

Appointment confirmation sent to municipality and LAC Chair on (date):

(603) 271-2959 [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)

PO Box 95, Concord, NH 03302-0095

[www.des.nh.gov](http://www.des.nh.gov)



**CODES AND ORDINANCES COMMITTEE**  
Of the Rochester City Council  
**Thursday, June 6, 2019**  
**31 Wakefield Street, Rochester, NH**  
~~City Council Chambers~~  
**City Hall Annex**  
**6:00 PM**

**Codes and Ordinances Committee**

Councilor Peter Lachapelle, Chair  
Councilor Elaine Lauterborn, Vice Chair  
Councilor Tom Abbott  
Councilor Donna Bogan  
Councilor Robert Gates

**Other Council Members Present:**

Councilor Varney

**Others Present**

Terence O'Rourke, City Attorney  
Tim Wilder, Assistant Fire Chief  
Jim Grant, Director of Building, Zoning, and Licensing Department  
Joe Devine, Compliance Officer  
Nel Sylvain, Resident

**Minutes**

**1. Call to Order**

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 7:00 PM. Kelly Walters, City Clerk, took a silent roll call. All Committee members were present.

**2. Public Input**

Councilor Lachapelle invited the public to come forward to address the Committee.

Nel Sylvain, resident, addressed the Committee. He spoke about the requirement to obtain a building permit in order to replace existing shingles on a roof. He said there is fee charged for such a building permit; however, there is no follow through of an inspection of the work completed. Jim Grant, Director of the Building, Zoning, and Licensing Services Department stated that this particular building permit requirement has been in place since about 2001. Councilor Abbott added that it had not been heavily enforced when this requirement first started; however it being enforced now. Mr. Abbott stated that the City could opt to offer the residents of Rochester some exceptions to obtaining a building permit for items such as a roof replacement (shingles), window replacement, and replacement of siding on a property owner's house; however, this would require an amendment to the City's ordinances in order to allow for those specific exemptions listed in the International Residential Code.

Councilor Gates questioned if the Assessing Department is notified of all building permits. Mr. Grant replied yes.

Mr. Grant said Mr. Sylvain could submit a proposed change to the City's ordinances for the Committee to consider.

Councilor Lachapelle said since the location of the meeting had been changed that he would keep public input open for members of the public who may show up late to the meeting.

### **3. Acceptance of the Minutes: March 7, 2019**

Councilor Lauterborn **MOVED** to **ACCEPT** the minutes of May 2, 2019. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **4. Placement of "Donation Bins"**

Terence O'Rourke, City Attorney, referred to the donation bin locations which have recently been problematic. He said that the owner of the former Ben Franklin Crafts building had not been aware that donations bins had been placed on his property. The owner of the building was informed of the issue and that there were two options to be taken: to clean up the area himself or the City would clean up the area and send the owner the bill. The owner requested that the City clean up the area and he would pay for the bill. The owner contacted Planet Aid to have the donation bin removed from his property.

Mr. O'Rourke stated that the Committee could propose a permitting system or amendment to the ordinances.

The Committee discussed the recent issues involved with dumping near the donation bins and various areas of the City where such bins are being placed. Councilor Abbott said it seems once the owner is informed of the issue that the issue is resolved.

City Attorney O'Rourke said the quickest way to resolve the issue is by amending the ordinance to define what is meant by a "donation bin" and to restrict where they can be placed throughout the City. Councilor Lauterborn said this should be kept simple. She added that there should be no fee and simply keep the owner of the property accountable. There should be something in place that allows the City to take action if necessary. It was determined that City staff would work on a proposed amendment to the ordinances for the next Codes and Ordinances Committee meeting.

### **5. Presentation: Rental Inspection Program**

Joseph Devine, Compliance Officer, gave a presentation of the Rental Inspection Program. He said basically the presentation is being given to find out if the Council is interested in proceeding with this program.

Councilor Lachapelle asked what policy is in place currently. Could a City staff member enter a rental property to do an inspection? Mr. Devine replied that City staff may request to enter a rental property to conduct an inspection; however, City staff is unlikely to be invited into said rental unit.

Councilor Lachapelle asked if there is an RSA in place which would allow City staff to enter into

the building. Mr. Grant replied no, other than seeking an Administrative Search Warrant which would require a judge to sign-off in court.

Councilor Lachapelle inquired how the Building, Zoning, and Licensing Services is notified that there is a potential issue at a rental unit. Mr. Grant replied that the City has a “complaint driven” policy which pits neighbor against neighbor. He suggested a pro-active approach because most resident do not want to start trouble with their problematic neighbors.

Councilor Lachapelle asked if renters could request an inspection. Councilor Abbott replied yes and that it is beneficial for a landlord to request an inspection because that documentation could be used in court as evidence of what the condition of the property was at a certain time.

Councilor Gates questioned how many complaints are received on a monthly basis. Mr. Devine replied between 10 and 15 complaints a month.

Councilor Bogan questioned how this program would impact the need for more rental units in the downtown area. Mr. Devine said it gives the renter a clear picture of what condition the property is prior to entering into a lease agreement. Mr. Devine said there is a scoring system that would take place for such inspections. A landlord that receives a high score would not have to re-inspect for five years. The lower scores would trigger a re-inspection much sooner.

Attorney O’Rourke said there is currently a similar program in Durham, NH. It helps the landlord because it gives evidence of all the work that has been completed on such rental properties. This is an inspection with a date stamp by the City and it holds up very well in court if the landlord should have issues with a tenant.

Councilor Bogan asked who would complete these inspections. Mr. Devine replied that he would be responsible for conducting such inspections. He suggested that in order to start this process it could be achieved by making a ward-based schedule to space out the inspections. Councilor Bogan suggested that if the inspections were to be approved, they could be staggered out for a three-year period. She added that this would give the City Council an idea if the program is effective or not.

Mr. Grant said that the Fire Department conducts Life Safety Inspections. Tim Wilder, Assistant Fire Chief/Fire Marshal, gave details about the Life Safety Inspections.

Councilor Varney stated that the complaints received by the BZLS Department must always remain a priority.

The Committee discussed some problematic rental property areas of the City.

Councilor Abbott expressed concern for the landlords. He said once a property is leased the landlord has little control over the interior of that building. The Committee discussed the fact that once a lease has expired there is no requirement of the person renting to renew that lease.

Councilor Abbott stated if such a program is to be adopted by the City Council that it be a free service offered to tenants. Councilor Bogan suggested that holding a public forum would be one way of getting the message out. The Committee discussed other ways to inform the public if such a program were to be adopted by the City Council. Councilor Gates suggested that the City would also want to keep this as a service to landlords as well. Councilor Abbott said once a program like this is in place the program would be quickly spread by word of mouth.

The Committee discussed that there should be a way to build a program that would focus on the most needy cases first. It was suggested that the Re-development Zone of the City would be a good place to start. This item has been kept in Committee. The City Attorney will work with BZLS to work on a proposed amendment to the Re-development Zone that could potentially tie into a Rental Inspection Program for the Committee to review.

## 6. **Discussion: Amendment to Ordinances (proposed changes)**

Councilor Abbott gave a brief overview of the General Ordinance which deals with Overcrowded Housing. He **MOVED** to propose the following Amendment to the full City Council in July:

§ 94-1. Overcrowded housing.

No owner, lessee, or keeper of any tenement house, lodging house, or boardinghouse shall cause or allow any such house to be overcrowded or allow so great a number of persons to dwell or sleep in such house or houses or any portion thereof so as to cause danger to health, and no such place or room shall be so overcrowded that there shall be less than 500 cubic feet of air or a floor space of less than 50 square feet to each occupant of such place, building or room. ~~No room as a living or sleeping room shall hereafter be built without direct opening to the outdoor air.~~

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

Councilor Abbott had reconsidered a proposed amendment to the ordinance which he himself brought to the May 2, 2019 Codes and Ordinances Committee meeting regarding Manufacturing Housing. Councilor Abbott **MOVED** to **RECONSIDER** the action taken at the last meeting in order to stop the amendment from being sent to the City Council for adoption. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 7. **Other**

Councilor Lauterborn questioned why the amendments of the May 2, 2019, had not been presented to the full City Council as the Committee voted to at that meeting. City Attorney O'Rourke explained that the codification project is being finalized and it will be a smoother process to allow those changes to be enrolled first. The following amendments will be presented to the full City Council in July:

§ 210 Solid Waste

§ 40 Building Construction & Property Maintenance (*References to RSA 155-A*)

§ 75 Fires and Fire Safety (*Means of Escape*)

§ 94-1. Overcrowded housing.

## 8. **Ordinance Enrollment**

Kelly Walters, City Clerk, referred to the codification “proof” provided by General Code which has been included in the City Council packet material. Ms. Walters said that the Deputy City Clerk and herself have reviewed all the items which should have been included form Schedule A. There have been about 10 corrections that were missed and shall be fixed prior to posting online. She requested a vote to enroll all of the amendments for the codification project. Councilor Lauterborn **MOVED** to enroll the amendment associated with the codification project. Councilor Bogan seconded the motion.

The **MOTION CARRIED** by a unanimous voice vote.

The Committee discussed building permits and which permits could possibly be exempt. Councilor Varney stated that he is not in favor of ridding the ordinances of building permits for certain items; however, if there is no follow up with an inspection, there should be no fee attached.

Councilor Abbott gave another example regarding permit fees. The cost of a building permit for a fence is based upon the quality of the fence structure. He did not believe that someone that is spending more money on a quality and good looking fence should be penalized and be required to pay more for such building permit fees.

Mr. Grant agreed with reviewing the higher permit fees and removing the fees for such items that do not require an inspection. Councilor Lachapelle requested that the Director of Building, Zoning, and Licensing Services, bring back a proposal for the Committee to review.

Councilor Abbott said a list of the possible exemptions listed in the International Residential Code should be attached to this set of minutes for review.

## **9. Adjournment**

Councilor Gates **MOVED** to **ADJOURN** the Committee meeting at 7:07 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Kelly Walters, CMC  
City Clerk

# What can I do without getting a Building Permit?

Application or notice to the code official is not required for ordinary repairs to structures. Ordinary repairs are defined as work which is associated with the normal maintenance of a property and which effects only the surface or finish characteristic of a structure. Always check with the Department of Building, Zoning, and Licensing Services to make sure, but examples of the types of work where you don't need a permit are:

## **Building:**

1. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
2. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
3. Walkways
4. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
5. Prefabricated swimming pools that are less than 24 inches deep.
6. Swings and other playground equipment.
7. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

## **Electrical:**

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefore.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

## **Gas:**

1. Portable: heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

## **Mechanical:**

1. Portable heating appliances.
2. Portable ventilation appliances.

3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
8. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**Plumbing:**

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

In general, for a work element to be considered a repair or replacement, the item which is being repaired must already exist. The above items are intended to represent individual replacement or repair work. When one or more of the above items are included in general renovations to structures, then all such items will be included in the construction cost.

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**Amendment to Chapter 210 of the General Ordinances of the City of Rochester Regarding  
Solid Waste**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 210 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

**RECYCLABLE MATERIAL** — Any material, including various glass, paper, cardboard, metal cans, plastics or other materials, that can be processed or treated at a the Waste Management Material Recovery Facility in order to produce reusable materials.

**§ 210-3. Residential solid waste collection.**

The City of Rochester shall only collect residential solid waste on public streets or highways. For those properties served by streets other than public streets or highways, including but not limited to mobile home parks, condominiums, or streets not yet accepted by the City, residential solid waste shall not be placed within the public street curbside for collection unless agreed to by the Commissioner of Public Works or his/her designee and the City's waste collection contractor.

\*

**§ 210-6. Receptacles for residential solid waste.**

All residential solid waste shall be placed in suitable receptacles; provided by the City's waste collection contractor, as defined under § 210-1. Residential solid waste that does not fit in the approved receptacle shall not be collected unless such waste is recyclable materials as defined in § 210-1 and placed at roadside curbside as described in § 210-17.

\*

**§ 210-17. Residential roadside curbside recycling.**

Recyclable material will be collected from residences (as defined by § 210-1) on the same day as residential solid waste collection. Recyclable material must be placed in the approved residential recycling receptacles (as defined by § 210-1). The approved residential recycling receptacles must be placed at the roadside curbside on the evening before or by 7:00 a.m. on the scheduled pickup day. Unacceptable material found in the approved residential recycling receptacles will not be collected.

**The effective date of these amendments shall be upon passage.**

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**Amendment to Chapter 75 of the General Ordinances of the City of Rochester Means of  
Escape**

**THE CITY OF ROCHESTER ORDAINS:**

**That Chapter 75 of the General Ordinances of the City of Rochester and currently before the  
Rochester City Council, be amended as follows (changes in red):**

**§ 75-11 Means of escape.**

~~All factories, hotels, tenement houses, public halls, schoolhouses and other buildings used as  
places of public resort in the City shall be provided with ample means of escape in case of a fire  
and adequate facilities for entrance and exits on all occasions, and be so erected as not to  
endanger the health and safety of persons who occupy them.~~

**The effective date of these amendments shall be upon passage.**

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**Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding  
Overcrowded Housing**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 94 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 94-1. Overcrowded housing.

No owner, lessee, or keeper of any tenement house, lodging house, or boardinghouse shall cause or allow any such house to be overcrowded or allow so great a number of persons to dwell or sleep in such house or houses or any portion thereof so as to cause danger to health, and no such place or room shall be so overcrowded that there shall be less than 500 cubic feet of air or a floor space of less than 50 square feet to each occupant of such place, building or room. ~~No room as a living or sleeping room shall hereafter be built without direct opening to the outdoor air.~~

**The effective date of these amendments shall be upon passage.**

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**Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding  
Building, Plumbing, Electrical, and Life Safety Codes**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 210 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

**§ 40-1 Statutory authority.**

The provisions of New Hampshire Revised Statutes Annotated Chapter 673, as amended, pertaining to an inspector of buildings, building plans, regulations, and appeal are hereby adopted.

**§ 40-2 Building Code Board of Appeals.**

The power of a Building Code Board of Appeals in Chapter 673 of the New Hampshire Revised Statutes Annotated shall be vested in the Rochester Zoning Board of Adjustment.

**§ 40-3 Recognition and adoption of State Building Code and State Fire Code.**

The City of Rochester hereby recognizes that the State Building Code under RSA 155-A and the State Fire Code under RSA 153 are applicable within the City of Rochester and for enforcement purposes adopts the provisions of the same.

**§ 40-4 Department of Building, Zoning, and Licensing Services.**

For enforcement purposes by the City of Rochester, all references in the State Building Code under RSA 155-A, or in any applicable successor code, to the "department of building safety" shall be deemed to refer to the Department of Building, Zoning, and Licensing Services for the City of Rochester, and all duties as defined therein, including those imposed upon the "Building Official," shall be assumed by said Director of the Building, Zoning, and Licensing Services Department, along with the right to enforce the same.

**§ 40-5 Adoption of other codes.**

A. Pursuant to the provisions of RSA 47:22, 674:51 and 674:51-a, there are hereby adopted by the City of Rochester for the purpose of establishing rules and regulations, including the issuance of permits for the construction, alteration, removal, demolition, equipment, location, maintenance, use and occupancy of buildings and structures, installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electric wiring, and fire protection incident thereto and for the prevention of fires, the following codes:

- (1) International Property Maintenance Code (2006 edition), published by the International Code Council, Inc., Copyright 2006.
- (2) International Existing Building Code ~~(2009 edition), published by the International Code Council, Inc., Copyright 2009,~~ as codified at RSA 153.

B. Three copies of each of the aforesaid codes have been and are now on file in the office of the City Clerk of the City of Rochester and three copies of such codes are filed with the Department of Building, Zoning, and Licensing Services for the City of Rochester. Such codes are hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this section shall take effect, the provisions thereof shall be controlling on the construction of all buildings and other structures within the corporate limits of the City of Rochester. There are annexed to such of the aforesaid codes, as filed in the office of the City Clerk and the Department of Building, Zoning, and Licensing Services, as set forth below, the following exhibits setting forth the insertions in, deletions from, exceptions to and/or changes in such codes, which insertions, deletions, exceptions and/or changes are adopted as part of the aforementioned codes:

- (1) Exhibit A, Statement dated September 4, 2007, of insertions in, deletions from, exceptions to and changes in the International Property Maintenance Code (2006 edition) by the City of Rochester, New Hampshire.
- (2) Exhibit A, Statement dated January 4, 2011, of insertions in, deletions from, exceptions to and changes in the International Existing Building Code (2009 edition) by the City of Rochester, New Hampshire.

#### **§ 40-6 Life Safety Code.**

The duties defined in and the enforcement of the Life Safety Code, ~~NFPA 101 (2003 edition)~~, as codified at RSA 153 or any applicable successor code, shall be assumed by the Fire Chief of the City of Rochester or his/her authorized representative.

#### **§ 40-7 Electrical Code and Property Maintenance Code.**

The duties defined in and the enforcement of the NEC 2005, National Electrical Code ~~(2005 edition)~~, as codified by RSA 155-A and the International Property Maintenance Code (2006 edition), or any applicable successor codes, shall be assumed by the Director of Building, Zoning, and Licensing Services or his/her authorized representative.

#### **§ 40-8 Plumbing Code.**

The duties defined in and the enforcement of the International Plumbing Code ~~(2006 edition)~~, as codified at RSA 153 or any applicable successor code, shall be assumed by the Director of Building, Zoning, and Licensing Services, or his/her authorized representative, except as otherwise provided in Chapter 200, Sewers, of the Code of the City of Rochester where the same are defined as the duties of the Commissioner of Public Works, with inspections to be done by the Director of Building, Zoning, and Licensing Services or an authorized member of the Division of Water Supply Works or Division of Sewage and Waste Treatment Works.

**The effective date of these amendments shall be upon passage.**





# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chairperson**

**Donna Bogan, Vice Chairperson**

**Tom Abbott**

**Jeremy Hutchinson**

**James Gray**

<b>Meeting Date:</b>	Monday, June 10, 2019	
<b>Members Present:</b>	None	<b>Members Absent:</b> N/A
<b>Guests/Staff:</b>	None	

The meeting for June 10, 2019 was cancelled. No meeting was held for the Community Development Committee in June.

**Next Meeting** – Monday, July 8, 2019 at 7:00 p.m. in Isinglass Conference Room in the City Hall Annex (33 Wakefield Street)

**Topics** – Analysis of Impediments to Fair Housing, Programs Report

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Public Safety Committee  
Council Chambers  
June 19, 2019  
7:00 PM

**MEMBERS PRESENT**

Councilor David Walker  
Councilor Robert Gates  
Councilor Geoffrey Hamann  
Councilor Peter Lachapelle

**MEMBERS ABSENT**

Councilor Jeremy Hutchinson

**OTHERS PRESENT**

Michael Bezanson, PE, City Engineer  
Gary Boudreau, Deputy Police Chief  
Dan Camera, GIS Asset Mgmt. Technician  
Darryl Jeffers, Deputy Chief of Training, FD  
Donna Desmarais, 2 Hancock Street

Minutes

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

1. Public Input

The members of the public that were present were there for items already on the agenda.

2. Traffic & Noise Complaint-Grant/Common Street

Councilor Walker summarized the issue. Donna Desmarais of 2 Hancock Street was present to voice her concerns regarding the speed and the noise in this area. She said that they have added sound proof glass to their house and added acoustic panels inside to help absorb the sound. She said unfortunately her efforts are not adequate. She said the real problem is the number of offending vehicles. She said now that school is out children will be on their bicycles, the Farmer's Market has started, there will be playground improvements and there is a new gym in the area so there will be a lot of runners. Councilor Walker asked Deputy Chief Boudreau what the speed limit is around the Common and Hancock Street. Deputy Chief Boudreau said the speed limit is 30 mph, he said that the speed trailer has been out in the area for 5 days, near Local Pride because it is

such a tight area and not a lot of room for it. During the 5 days that it was deployed, there were 17,699 cars with an average speed of 26 mph. The 85<sup>th</sup> percentile was 23 mph. There were a couple of spikes of 61 mph; otherwise, the maximum speed was 40 mph. Ms. Desmarais said the busiest time is 4:00 PM. Councilor Walker asked if they could do a directed patrol. Deputy Chief Boudreau said he hesitated about doing a directed patrol because of the lack of staffing. Councilor Walker asked him if they had a time frame on the 61 mph speed and Deputy Chief Boudreau said noontime. Councilor Walker said there is not much they can do about the noise. Deputy Chief Boudreau also said that not much could be done about the noise; it is no longer against the law to modify the exhaust of a vehicle. Councilor Lachapelle asked if they could put the speed trailer in the opposite direction. Deputy Chief Boudreau said yes that they will find a place to put it. Ms. Desmarais asked if they could get a “children at play” sign. Councilor Walker said that the “children at play” signs are no longer recognized signs. Kept in committee for more data.

### 3. Milton Road Speeding Complaint

Councilor Walker summarized the issue. Terry Tuttle of 109 Milton Road is requesting a speed limit sign near 109 Milton Road. This request was kept in committee for more data.

### 4. Waldron Street-No Right Turn Sign Request

Councilor Walker summarized the issue. Councilor Walker said DPW received a call from Michelle McEwen of Maple Street; she almost got hit by a vehicle going the wrong way down Maple Street. Councilor Walker asked if Waldron Avenue was a one way street. Councilor Hamann said it was not. Portions of Pine and Maple Streets in that area are one way. Mr. Bezanson suggested “Do Not Enter” signs like on Pine at Waldron and Maple Street at Sylvain, which is a block down from Waldron. Councilor Hamann noted that there is a “One Way” sign under the Stop sign at the intersection of Waldron and Maple. ***Councilor Gates made a motion to install “Do Not Enter” signs at the corner of Maple Street and Waldron Avenue at the discretion of DPW. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

### 5. Washington Street Crosswalk-Update

Councilor Walker summarized the issue. Mr. Bezanson stated that current bid item costs from the City’s sidewalk contract were utilized to develop a cost

estimate to move the Washington Street crosswalk at Chasse Street to the north side of the Fairway Avenue intersection. It would need to be skewed a little bit due to the location of a catch basin on the west side of Washington Street; he believes they could install a curb ramp between that catch basin and the driveway. That one new concrete curb ramp would need to be installed, but on the opposite side of the road the existing curb ramp could be used. As far as the existing crosswalk location, one of the curb ramps would need to be removed, curb reset, and sidewalk repaved. The existing crosswalk would need to be blacked out and the new crosswalk painted. The cost estimate for the work is very close to \$10,000.00. ***Councilor Hamann made a motion to deny moving the crosswalk on Washington Street. The motion was seconded by Councilor Lachapelle. Motion passed with Councilor Gates opposed.***

## 6. School Zone Signage

Councilor Walker summarized the issue. Mr. Bezanson said this month they evaluated Spaulding High School. He said that because the walking distance for the high school is 2 miles, a lot of streets were included in the walking route. Mr. Bezanson noted that according to the information provided by the School Department there are no walkers beyond the railroad tracks north of Wakefield Street, along Milton Road or beyond. On the walking route map he noted on North Main Street there is a gap in the sidewalk between Fortier Drive and Claire Street. There is an approved FY20 CIP project to address this gap. Mr. Bezanson also noted that there is a critical crosswalk on North Main Street at Dewey Street. Because the Dewey Street Pedestrian Bridge is such a highly travelled way to the high school through Hanson Pines, it becomes a critical crossing point. This area should have the school crossing sign package. Students also walk through Strafford Square area; these crosswalks will be addressed with the roundabout project. Mr. Bezanson also pointed out that the crosswalks at the N. Main/Union/Bridge Streets signalized intersection carry a tremendous amount of student pedestrian traffic. He said that the volume of students that walk from the fairgrounds area can create issues with signal timing; but because of the signalized intersection, there does not need to be any additional signage. He also noted that the sidewalk on Columbus behind City Hall has a gap with no real sidewalk. In discussion with the Planning and Development Department, it was agreed that DPW would look into the possibility of including some sidewalk in the upcoming CIP project for Columbus/Summer Intersection. Along the Wakefield Street corridor near the high school, there is a fair amount of signage and a number of crosswalks; one crosswalk was added as a result of a Public Safety Committee motion and City Council approval within the

last 6 months or so. There is a CIP project that will address the Wakefield Street corridor coming up in the near future. The project is a complete street project that will include new sidewalks and appropriately designed crosswalks, curb ramps, and signage. Mr. Bezanson said there is decent signage on Wakefield Street now, and did not recommend altering the signage before the future construction project. Chestnut Hill Road has two crosswalks on the 90-degree corner by the back entrance to the high school. Currently, there are pedestrian signs, but not school zone crossing signs. There is one 5-sided sign that indicates that a school is in the area located closer to Wakefield Street. It is the older version orange sign, not the latest fluorescent green/yellow sign. Mr. Bezanson said this sign should be placed in a better location and that the signage for the crosswalks should be updated with the latest school crossing signs. Councilor Hamman recommended to move the 5-sided sign closer to the crosswalks. ***Councilor Lachapelle made a motion to replace all the old signs near the Chestnut Hill Road corner crosswalks with the modern school zone crossing sign package. Councilor Hamann seconded the motion. Unanimous voice vote carried the motion.***

7. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said the committee does not have any new recommendations. They are still working out the details for the name changes for the Main Streets in Gonic and East Rochester. They are planning to send notices out in August for a September change.

8. Emergency Management Update

Councilor Walker summarized the issue. Darryl Jeffers, the Deputy Chief of Training for the Fire Department was present to discuss the New Hampshire Homeland Security Emergency Management that consists of Emergency Management Performance Grant and Seabrook REP Emergency Trailer. Deputy Jeffers said they have two pieces of equipment. The first item is for a new 22 foot Seabrook trailer. The current one is 18 years old. They are looking to replace this through a grant, they would match the funding, and they have \$13,000 to use for it. The trailer is retro-fit, so the items would fit in the new trailer. ***Councilor Lachapelle made a motion to approve the grant for the new trailer to full Council. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

The second piece of equipment is a four wheeler. The Town of Newington had a four wheeler that they have no need for anymore, they were going to give it back to the State of NH. The City of Rochester does have a need for it. In the last 18 months there have been 6 times where outside agencies had to help get the patient from the trails at Pickering Pond. The only cost would be registration and fuel. ***Councilor Lachapelle made a motion to approve the grant for the four wheeler to full Council. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

9. Seasonal Cold Weather Shelter

Councilor Walker summarized the issue. Councilor Walker said the Mayor sent this to the Public Safety Committee, but has not heard anything yet about funding. The Mayor was waiting to see what the county was going to do. This will be kept in committee.

10. Other

Speed Trailer Update

Deputy Chief Boudreau had some updates regarding the data from the speed trailer. The speed trailer was placed on Eastern Avenue on the Highland Street end outbound for 11 days. There were 23,000 vehicles with the average speed 34.6 mph and the 85th percentile going 40 mph. The speed limit in the area is 35 mph.

The speed trailer was placed on Old Dover Road by Lowell Street Extension and Whitehouse Road for 11 days. There were 49,000 vehicles with the average speed going 30 mph and the 85 percentile going 39 mph. The speed limit in the area is 35 mph.

The speed trailer was placed on Chestnut Hill Road near Betts Road for 5 days, there were 13, 000 vehicles with the average speed going 32 mph and the 85<sup>th</sup> percentile going 39 mph. The speed limit in the area is 30 mph.

Lowell Street, Columbus and Hancock Street Intersection-Right on Red Sign

Deputy Chief Boudreau said a patrol captain was behind a vehicle at the intersection of Lowell, Columbus and Hancock; the vehicle took a right on red from Lowell to Columbus Avenue; the patrol captain pulled him over and the

gentleman said there was no sign posted. ***Councilor Lachapelle made a motion to install “no right on red” sign on the mast arm facing Lowell Street at the discretion of DPW. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

### 3D Crosswalks-Update

Mr. Bezanson had an update regarding painted 3D crosswalks. He did some research and the Federal Highway Administration has published a statement regarding field experimentation with 3D crosswalks. Mr. Bezanson read the statement, which stated that the concept of 3D crosswalks does not comply with the MUTCD. The 3D crosswalks are perceived by drivers as raised objects that should be avoided, which causes unsafe evasive behavior.

Councilor Walker asked Deputy Chief Boudreau where the speed trailer was going next. He said it is already on Hancock Street so he will have it spun around in the opposite direction. After that, it will be placed near 109 Milton Road, and then it will be placed near 41 Whitehouse Road near the blind driveway.

Councilor Lachapelle made a motion to adjourn the meeting at 7:50 PM Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II



**Resolution Authorizing Supplemental Appropriation in the amount of \$19,932.00 to the 2019-2020 Rochester Fire Department Operating Budget and Acceptance of an Emergency Management Performance Grant (EPMG) in the amount of \$9,966.00**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a grant in the amount of Nine Thousand Nine Hundred Sixty Six Dollars (\$9,966.00) from the State of New Hampshire EPMG Grant program in order to the purchase of emergency response trailer for Seabrook Nuclear Plant emergencies. The EPMG requires a Fifty Percent (50%) match by the City.

Still further, that the sum of Nineteen Thousand Nine Hundred Thirty Two Dollars (\$19,932.00) be, and hereby is, appropriated as a supplemental appropriation to the 2019-2020 operating budget for the City of Rochester Fire Department. The source of the sums necessary to fund such appropriation shall be drawn Nine Thousand Nine Hundred Sixty Six Dollars (\$9,966.00) from the EPMG Grant and Nine Thousand Nine Hundred Sixty Six Dollars (\$9,966.00) from the General Fund Unassigned Fund Balance.

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 special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**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				-	-	-
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 Authorizing the Acceptance of a Donation from the State of New Hampshire**  
**Department of Natural and Cultural Resources Division of Forest and Lands of a Yamaha**  
**4 x 4 Big Bear ATV**

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

The City hereby accepts a donation of a Yamaha 4 x 4 Big Bear ATV from State of New Hampshire Department of Natural and Cultural Resources Division of Forest and Lands to be used by the Rochester Fire Department.

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.

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# City Council Agenda Item

REVISED 7-2-19

**Agenda Item Name:** Rochester Fire Department Federal Access Property

**Date Submitted:** June 26, 2019

**Name of Person Submitting Item:** Mark Klose, Fire Chief

**E-mail Address:** mark.klose@rochesternh.net

**Meeting Date Requested:** July 2, 2019

**Issue Summary Statement:** Fire department is seeking City Council approval to enter into an agreement with the State of NH Department of Natural and Cultural Resources Division of Forest and Lands Federal excess property program for a Yamaha 4x4 Big Bear ATV.

**Recommended Action:** City Council approval to accept the Yamaha 4x4 Big Bear ATV under the Federal Excess Property Program.

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**Public Works and Buildings Committee**

**Meeting Minutes**

**June 20, 2019**

**Council Chambers**

**MEMBERS PRESENT**

Councilor Ralph Torr, Chairman  
Councilor Ray Varney- Vice Chairman  
Councilor Sandy Keans  
Councilor David Walker  
Councilor Geoffrey Hamann

**OTHERS PRESENT**

Blaine M. Cox, City Manager  
Peter C. Nourse PE, Director of City Services  
Daniel Camara, GIS / Asset Management Coordinator  
Mark Sullivan, Deputy Finance Director  
Nel Sylvain, North St  
Valerie Green, Oak Street  
Bill Arcieri, VHB  
Steven Brennan, Lobster Way  
William Brennan, Lobster Way  
Mark Sullivan, Deputy Finance Director  
John Dunster, Revision Energy

**MINUTES**

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

**1. Approve minutes from the May 16, 2019 Public Works & Building Meeting.**

Chairman Torr requested comments or a recommendation on last month's meeting minutes.

*Councilor Walker made a motion to accept minutes as presented for the May 16, 2019 Public Works & Building Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.*

**2. Public Input.**

**Paving** - Mr. Sylvain a resident of North Street, stated he and Councilor Walker had looked at 3 streets that were paved and in their opinion not done well or properly. Mr. Sylvain requested that Mr. Nourse provide him with the City's specifications for roadside gravel. He stated that he did not believe that the quality that was used by the paving contractor was sufficient. Councilor Walker displayed pictures of Scott Street and stated that there were areas of standing water and he expressed that there are areas where the

water is not making it to the drainage basins as it should. Councilor Walker stated that the water shut off at #8 was paved over. Councilor Walker passed out a sample of the gravel used on Scott Street for the Committee to see. Councilor Walker then displayed picture of North Street. He stated that the road drains into the driveways due to the large crown at the center. Mr. Sylvain said the last house on the right has a significant amount of water draining into his driveway. Councilor Walker stated that he believed that the City is working with the paving contractor to make the corrections on Sampson Road. Mr. Sylvain stated that they are using poor materials on the gravel shoulders and not compacting it. He stated that he did not think the City staff was monitoring the contractors and he questioned the reason why. Mr. Nourse stated that Sampson is being looked into for corrections at the contractor's expense. He stated it was paved in the rain without notification to the City so that we could inspect. Mr. Nourse stated that there are also drainage issues the City should address prior to re-paving. Mr. Nourse stated that Osborne was paved and the conditions of pavement and drainage, while not ideal, are much better than the pre-paving conditions. He stated that he had been there in the rain as well and there is one house with a secondary driveway that is blocking the drainage that has standing water. He stated that there is no culvert under driveway and the home owner is not complaining about the water issue. Mr. Nourse stated that he had observed the drainage structures working as planned. Mr. Nourse stated that North Street was paved in 2012 by Brox Industries and then in 2013 due to Mr. Sylvain's street drainage concerns for the area the City contracted with SUR Construction to install drainage on the street. He stated that the current conditions are good with minor cracking on the 7 year old pavement, small amounts of puddling overall and he stated that there is one house at the end where the water does pool, but there have been no complaints from the property owner. Mr. Sylvain stated that the road was in good shape. He stated that when it was paved the City's contractor hired subs and that the City was not overseeing the work as it was being done. Mr. Nourse stated that he could get estimates to go in and remove inches of pavement and materials and to repave the road. Councilor Walker stated his observation of the Osborn drainage was that it was not working and he asked if there were inspections at the time. Mr. Nourse stated that yes there was inspections at the time. He stated that the contractor's supervisory staff changed mid project and that the directions given for drainage had not been passed on to the new supervisor. He stated that the City did make the contractor go back in and fix the drainage. Councilor Varney stated that if there are issues with inspection Mr. Nourse can correct that. He also stated that the concerns being discussed tonight are occurring in numerous spots around the City then we can have Mr. Nourse get estimates to have the areas corrected and the Council can decide if that is necessary in an individual area based on the cost. Councilor Walker agreed but questioned whether City staff is performing inspections of the work. Mr. Nourse stated that inspections are being done while work is in progress. Mr. Nourse stated that we have a full time Assistant City Engineer and we are currently contracting

out 2 days of work with a consulting firm until we can hire a second Assistant City Engineer. He stated that position has been advertised but there has been limited interest in the position. Councilor Walker suggested estimates on North Street, Sampson and Osborn. He stated the Council could then vote on whether to make the suggested improvements on a case by case basis. Mr. Sylvain again requested the specification for roadside gravel.

**Recycling** – Ms. Greene from Oak Street in Rochester discussed progressive thinking for Rochester regarding recycling and initiatives that could be taken. She discussed mandatory recycling for businesses and bans on some products, such as straws and styrofoam, in City parks. The Committee listened and thanked Ms. Green.

3. **MS4 Permit Public Outreach -**

Mr. Nourse stated that our MS4 Permit went into effect last June (2018) and that permit requires a public outreach. He stated that as part of that public outreach there is a requirement for the City to publicly announce that our Stormwater Management Plan is available for public review and comment. He stated that it will be posted by the end of June on the City's website under the DPW section. He stated that the plan outlines the permit requirements and the City's plan for implementation of those requirements. Mr. Nourse introduced Bill Arcieri from VHB as the City's Consultant for MS4. Mr. Arcieri spoke in detail for the permit and what it entails. He described the 5 year term and the required milestones to meet. He discussed educational messages, public involvement, elicit discharge detection and elimination, review of erosion control measures for private development, post construction stormwater treatment regulations, and operations maintenance plans for City infrastructures. Councilor Varney asked if the funding was in place for the MS4 requirements. Mr. Nourse stated that it is currently funded and the City Council should expect to see annual amounts in the CIP Budgets to fund these requirements. Councilor Keans asked for a brief summary of the permit requirements for the City Council.(attached to these minutes).

4. **Pavement Moratorium – Gear Road**

Mr Nourse explained that Gear Road was paved in 2016. He stated that there is a request to put in water services for two homes on the private road Lobster Way. Mr. Nourse stated that the department recommends approving the cuts for water as one is for new construction and one is needed due to insufficient well water supply. He stated that staff has placed the standard pavement patch and will monitor the contractor to see that it is completed properly. Mr. Brennan stated that this is the best solution for his family as the soils are sandy and he believes that drilling a well would run very deep.

*Councilor Walker made a motion to recommend the full City Council waive the moratorium on Gear Road for the installation of the two water lines with the pavement patch recommended by the DPW. Councilor Hamann seconded the motion. The motion passed unanimously*

## 5. Project Updates

**Woodman & Myrtle Street Area Project** – Mr. Nourse stated that this project is the next phase of the Catherine, Sheridan and Granite St Project that was completed in 2016. He stated that this project is expected to go out to bid this winter. Mr. Nourse introduced Rick Davee and Stephanie Hubbard from Wright Pierce Engineers. Ms. Hubbard stated that this project includes Charles, Congress, Myrtle, Woodman, Liberty, and Academy Streets along with Davy Anne Locke Lane, Ela and Beaudoin Courts. Councilor Walker asked if current funding supported this entire area. Mr. Nourse stated that the funding does include all of these named streets. There was discussion of sections of Myrtle and Congress being made one way and there was discussion regarding some streets having sidewalks on one side due to the narrow areas. Ms. Hubbard stated that the current design includes a redesign of the municipal parking lot at the end of Congress Street and the corner of Charles Street. She mentioned the removal of the bump outs on Academy Street and she discussed an area that will tie into the area that is listed as part of the Riverwalk & Intervale. She stated that the outfall for stormwater, while it is in this area, the design will be cautious not to flood the area any more that it currently is. She stated it is considered a flood plain. Ms. Hubbard stated that the green space known as Woodman Park will be designed taking into account the historical significance of the park. An option of a historical fountain similar to the Torr Park Fountain was discussed. Councilor Hamann asked if the sidewalks would be bituminous or concrete and what type of curbing is included. Ms. Hubbard stated that the project has vertical granite curbing and she stated that there is a mix of concrete and bituminous sidewalks. Ms. Hubbard described concrete would be in areas that are currently concrete and along Charles Street, but bituminous is being considered on the back sections and less traveled areas of the project. Councilor Keans stated she would like to see a list of the concrete sidewalk and bituminous sidewalk areas. She stated that this project area is close to the downtown and has heavy foot traffic. Mr. Nourse asked if the Committee was in agreement with the plans as discussed for one way, and one side of the road sidewalks. He stated that the consultant will move forward with the design if so. Councilor Walker asked to see the data on volumes of water that would be sent to the interval area.

**Granite State Business Park Water Line Extension** – Mr. Nourse stated that the design has completed and that the project is out to bid and scheduled to open on 7/18/19. He stated that there are some final property and right of way negotiation in progress with North Coast Railroad and with Albany. He stated he expect construction to start this season. .

**Paving** – Mr. Nourse stated that we are on the optimal paving schedule with pavement starting in June instead of August. He stated that Brox Construction is well underway with FY19 approved paving list. Mr. Nourse then stated that he would run the PCI pavement model based on the FY2020 \$900,000 appropriation. He explained that the department had run the model with the 1.5 million that had been requested. He stated

with the different amount it would likely change the recommended streets based on the new number. Councilor Varney stated that we have approximately \$200,000 in cash de-authorization coming up that could be re-appropriated to paving. He suggested running the model with the 900,000 and with 1,100, 000. Councilor Varney asked if Mr. Nourse had the estimates for Betts Road and Estes Road to be consider as separate projects.

Councilor Varney asked if there is a sufficient amount of work that would warrant construction and bonding of these as separate projects. Mr. Nourse stated that Estes Road has significant amount of ledge and both Estes and Betts have considerable amounts of drainage work that would classify them as standalone projects for bonding. Councilor Varney asked that estimates be obtained for Estes and Betts Road. Mr. Nourse mentioned that he obtained the quoted for Laura Lane to remove approximately 12” of materials, replace culvert and to put in new gravel. He stated the total estimate is \$70,000. Councilor Walker asked what the paving estimate would be. Mr. Nourse stated that he had not obtained a quote per for paving per the Committee guidance. He stated he could get one.

**Arena Parking Lot Paving** - Mr. Nourse stated that if there are no objections he will be working with the Recreation Department to pave the entire parking lot at the arena. The Committee was in agreement.

**Strafford Square Public Meeting** – Mr. Nourse stated that the Public Informational Meeting was held 5/29/19 with over 100 attendees. The project was described in detail and roundabout history and operation was covered. He stated that more than half of the abutters were present at the meeting. Mr. Nourse stated that the next day he sent a mailing requesting appointments and he was able to schedule all but 2 abutter meetings. He said those meetings have occurred and the have gone fairly well with 12 of the 18 waiver evaluations and abutter compensations signed. The others have taken them home for consideration or are waiting for formal appraisals. Councilor Walker stated that he had attended and that the meeting was educational and well done.

**Rt. 202A Water Main Extension** – Mr. Nourse stated that a public information meeting was held on 6/12/19 with approximately 60 people present from Winkley Farm, Fiddlehead Lane, Dustin Homestead and Rt202A. The construction schedule was discussed along with homeowner option financing and the lien process involved. He stated that he had informed residents that tie-in was optional and that some areas would be stubbed off for future tie in and others along 202A would not be.

**Colonial Pines Sewer Extension Project** - Mr. Nourse stated that the project is moving along as scheduled. The construction has passed through Birch Drive and has moved across Old Dover Road and is now ongoing within the neighborhood. Mr. Nourse stated that there was some confusion from a few residents regarding liens on properties with the homeowner financing option. He stated that this is standard operating procedure regarding these loans. Mr. Nourse stated the liens are to insure the City’s interest and will ensure payment if the property is sold or changes hands. He discussed the surface

drainage work that may need to be completed. He stated he would get back to the Committee with pricing on drainage. Councilor Keans asked about the subsurface drainage that had been recommended years ago and talked about drainage ditches and pipes in her area. Mr. Nourse stated that subsurface system is not the issue and that the surface drainage is what we will be addressing. He stated that it is a combination system with ditches and drainage pipes.

New DPW Facility – Mr. Nourse stated that the building is at 60% design. He stated that the Committee had requested that City Staff look into the purchase of a solar array or a power purchase agreement (PPA) for the building and to come back with a recommendation. Mr. Nourse stated that he has worked with Deputy Finance Direct, Mark Sullivan and with John Dunster from Revision Energy and the recommendation is for a large array which is a 335KW system using the PPA. He stated that with the PPA there is no upfront cost for the City and although there are no guarantees there would likely be some significant savings on O&M electricity costs. Mr. Sullivan spoke and was in agreement on the recommendation for the PPA. There was discussion on maintenance and other unexpected cost. Councilor Hamann asked about maintenance, snow sliding, roof leaks, roof warranty problems and generator tie-ins. Mr. Dunster addressed the concerns raised explaining that all maintenance is done by the company that owns the equipment and the roof that is planned is the ideal roof for the array. He stated that there would be no harm or warranty issues with the roof. He stated that the owner of the PPA would be responsible for all maintenance on the structures and that the snow would slide off the roof and panels in the same way and would need to be planned for during design. Mr. Dunster stated that the generator tie –in is something that has been done at numerous facilities and would not be a concern. . Mr. Cox asked how long the term of the agreement is. Mr. Dunster stated that it is a 25 year agreement and that after 5 years the company that owns the PPA will have realized all of the tax benefits and the City would have the option to buy the array at a 40% discount. He stated that if not purchased the company that owns the PPA would be required to remove the structures if not purchased by the City.

***Councilor Varney motioned to recommend that the full City Council approve the large 335kw Solar Array using a PPA for the roof of the new DPW Facility. The motion was seconded by Councilor Keans. The motion passed unanimously***

Councilor Varney asked for a concise summary document for discussion at the full City Council meeting. **(attached to these minutes).**

**Biosolids and Carbon Storage Facility** – Mr. Nourse stated that last June (2018) the Committee was briefed on the anticipated funding short fall. He stated this short fall was anticipated due to the fluctuations in steel cost needed for steel pilings, the increased construction index cost, and the cost for SRF. He stated that the City had gone out to bid



and the short fall was higher than anticipated. He stated that there were only two bidders and that the bids were within 1-2 million of each other. He stated that the low bidder is currently working on the new Portsmouth facilities. Mr. Nourse stated that the City had bid it using alternates to separate out the cost of building the Biosolids Building, the Carbon Storage Building and the cost of going SRF with or without both buildings. Mr. Nourse stated that a supplemental appropriation is necessary. He stated that the cost of going SRF is outweighed by the principal forgiveness and the cash flow needs. Mr. Nourse stated to build only the required Biosolids building would require a supplemental of \$6,700,000 and to build both buildings it would be a supplemental of \$8,750,000. Mr. Nourse stated that the priority project is the Biosolids building but that due to permitting reasons we will likely have to move on the Carbon Storage Building within the next few years, so he would like to keep the 1.3 million currently funded in the budget for later if we opt to do just the Biosolids Building. Mr. Nourse stated he has met with Mark Sullivan to discuss this and the possible sewer rate impacts. Councilor Varney asked Mr. Sullivan how this would play into our currently planned Sewer debt service calculations. Mr. Sullivan stated it will add additional issued and unauthorized debt obligations to the rate projections that are determined by the timing of the projects that are to be funded and the timing of when debt payments finish on previous project. He stated this would put us up to an approximate 30 million and each million in theory adds \$0.11 to the anticipated rates. Councilor Varney asked when the supplemental would be needed. Mr. Nourse stated that the bids are to be held for 90 days and the funds would need to be available for award by mid-August. Councilor Varney asked Mr. Sullivan for the Sewer Rate Impact information. Mr. Sullivan stated that he will be going to Utility Advisory Board (UAB) in July. Councilor Varney asked if Mr. Sullivan could get that information to the City Council in July for the workshop meeting. Mr. Sullivan stated he would.

**Commons and Hanson Pines Playground** – Councilor Varney stated that the playgrounds project funding had been moved from FY21 to this next years budget (FY20). He asked if the construction would be done in this season. Mr. Nourse stated that he was in the process of defining the project and he would report back next month.

**6. Non Public RSA 91-A:3,II(d) Real Estate**

Chairman Torr stated that the next item is for a non-public session regarding real estate. *Councilor Walker made a motion at 8:57pm to go into Non Public Session per RSA91-A:3,II (d) regarding real estate. Councilor Hamann seconded the motion. A Roll call vote was taken with Councilor Varney, Keans, Walker, Hamann and Torr voting yes.* Public Session was reconvened at 9:45pm

*Councilor Walker made a to seal the minutes indefinitely citing “to render a proposed action ineffective” Councilor Hamann seconded the motion. A Roll call vote was taken with Councilor Varney, Keans, Walker, Hamann and Torr voting yes*

7. Other

North Main Street Dam – Councilor Keans noted that there is a log that is hung up on the Dam at North Main Street and asked if it could be removed.

***Councilor Walker motioned to adjourn at 9:57 pm. Councilor Hamann seconded the motion. The motion passed unanimously***

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.

## NH MS4 Permit Overview - Rochester

Across the State of New Hampshire, approximately 44 communities are subject to the United States Environmental Protection Agency's (USEPA) Municipal Separate Storm Sewer System (MS4) permit. The following is a brief overview of the required MS4 Plan submittals and the six Minimum Control Measures (MCMs) and water quality impairments. For the City of Rochester, the primary water quality impairments include bacteria and nitrogen according to USEPA.

**Table 1: Timeline to Complete Various Plans and Submittals**

MS4 Plans / Major Tasks	Description	EPA Deadline	Submittal
Notice of Intent (NOI) Form	General Info on City MS4 System & Receiving Waters	09-30-2018	Submitted to EPA
Stormwater Management Plan (SWMP)	Describes planned BMPs for 6 MCMs and WQ impairments	07-01-2019 (and update annually at a minimum)	Post on City Web site
Illicit Discharge Detection Elimination Plan (IDDE) Plan	Dry Weather Screening and Sampling Field investigations	07-01-2019	Attach to SWMP
	Catchment Investigation Plan: Wet Weather Screening	12-30-2019	Attach to SWMP
Operations and Maintenance (O&M) Plan	Pollution Prevention Measures for City Facility O&M Practices	07-01-2020	Attach to SWMP
Annual Report	Status Update on Measures Adopted to Comply with Permit	09-30-2019; every Sept. 30 <sup>th</sup>	Submit to EPA
Stormwater Mgt Regulation Update	Update stormwater treatment requirements for new and redevelopment projects	07-01-2020	Attach to SWMP
Nitrogen Source Identification Plan	Identify nitrogen sources and various control measures to reduce nitrogen inputs	07-01-2022	Submit to EPA

**Notes:** Both the SWMP and IDDE Plan are working documents. The initial documents are nearly 100% complete and will be completed by the July 1<sup>st</sup> deadline and updated annually thereafter (as needed). The O&M Plan is in draft form and expected to be completed well in advance of the 2020 deadline.

The following is a brief description of the six MCMs and additional water quality impairment requirements.

**MCM1: Public Education and Outreach.** A program to deliver targeted educational messages to residents, businesses, institutions, developers and contractors who perform activities that may affect stormwater quality and discharges to receiving waters.

**MCM 2: Public Involvement and Engagement.** An opportunity to allow public to participate and provide comments on the Stormwater Management Plan.

**MCM 3: Illicit Discharge Detection and Elimination (IDDE) Program.** A program to effectively detect through field inspections and eliminate illicit discharges within the MS4 regulated area.

**MCM 4: Construction Site Erosion Control Review and Inspections.** A program to ensure that proper sediment and erosion control measures are included on construction projects disturbing more than one acre and inspected for effectiveness.

**MCM 5: Post-Construction Stormwater Controls.** A program to ensure that adequate post-construction stormwater measures are included on development projects in the MS4 regulated area and these stormwater controls are maintained.

**MCM 6: Good Housekeeping and Pollution Prevention for Municipal Operations.** A program to ensure that stormwater pollution sources associated with municipal properties and facility operations and maintenance activities are minimized.

**Summary of Additional Requirements for Water Quality Impaired Waters**

<b>Bacteria Impaired Waters</b>	<ul style="list-style-type: none"><li>• Sample for bacteria as part of IDDE outfall screening.</li><li>• Categorize outfalls as high priority for IDDE screening.</li><li>• Provide annual educational messages for pet waste and signs in parks &amp; other popular dog walking areas.</li><li>• Provide annual educational messages to promote septic system maintenance and routine pump outs.</li></ul>
<b>Nitrogen Impaired Waters</b>	<ul style="list-style-type: none"><li>• Sample for specific nutrient as part of IDDE outfall screening.</li><li>• Enhanced street sweeping at least twice/year for curbed streets.</li><li>• Annual educational messages for pet waste, fertilizer/grass clippings &amp; septic systems.</li><li>• Develop and implement Nitrogen Source Identification Plan.</li></ul>



# DPW SOLAR ARRAY

The Department of Public Works is planning on entering into a Power Purchase Agreement (PPA) for the installation of a Photovoltaic Solar system on the new DPW building. The goal is install an array that will offset as much of the building annual kWh consumption as possible. Based on the initial estimates by Weston & Sampson the building will use 403,000 kWhs per year the building can fit a 335KW solar array.

## PROJECT SUMMARY

SYSTEM SIZE.....335 KW  
 ESTIMATE ANNUAL PRODUCTION.....403,0000 KWHS  
 % OF ESTIMATED USAGE OFFSET.....100%  
 ESTIMATED ANNUAL SAVINGS TO THE CITY .....\$10K –15K PER YR

## PPA DETAILS

UPFRONT CAPITAL.....\$0  
 TERM.....25 YEARS  
 ESTIMATED YEAR 1 PPA RATE.....\$0.095/ KWHS (2% Annual Escalator)  
 BUYOUT OPTIONS .....ANY YEAR AFTER YEAR 5 (At Fair Market Value of System)  
 MAINTENANCE COST.....NO COST TO THE CITY WHILE UNDER THE PPA  
 ESTIMATED SAVING

25 YEAR.....\$406,000 w PPA  
 25 YEAR B/O.....\$960,000

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City Clerk's Office

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**Resolution Deauthorizing \$473.00 of a Previously Accepted Federal Forfeiture Funds**

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

That Four Hundred Seventy Three Dollars (\$473.00) previously awarded to and accepted by the City of Rochester is hereby deauthorized as the original amount accepted by the City did not reflect the amount of money retained by the Federal Government.

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.

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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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**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				-	-	-
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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City Clerk's Office

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**Resolution Authorizing Acceptance of New Hampshire Department of Justice (NHDOJ)  
Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$2,391.75**

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

WHEREAS, that NHDOJ Forfeiture Funds in the amount of Two Thousand Three Hundred Ninety One and 75/100 Dollars (\$2,391.75) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Two Thousand Three Hundred Ninety One and 75/100 Dollars (\$2,391.75) be, and hereby is, appropriated to the General Fund Unassigned Fund Balance fund; 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.

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City Clerk's Office

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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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



**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				-	-	-
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 Approving Cost Items Associated with Proposed Rochester School Department Multi-Year Collective Bargaining Agreement with the Rochester Federation of Food Service Bargaining Unit**

**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 three (3) year collective bargaining agreement between the Rochester School Board, Rochester School Department and the Rochester Federation of Food Service Bargaining Unit, covering the period beginning July 1, 2019 and ending June 30, 2022, as set forth in the proposed contract, copies of which have been provided to members of the Rochester City Council, and as more particularly detailed in a letter dated June 7, 2019, and financial summary analysis provided by the Superintendent of Schools, Rochester School Department, to the City Manager, a copy of which is annexed hereto as **Exhibit A**, is hereby approved.

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City Clerk's Office

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**EXHIBIT A****RFT Food Service Tentative Agreement**

School Health Contribution	80/20 plus \$1000/\$1500/\$ 2000 towards Deductible	86/14	83/17	80/20
Health Plan	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		FY 2020 Rates	5%	5%
MERIT				
	<b>Current FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
<b>Wages</b>				
Base Wage	\$ 507,094	\$ 549,260	\$ 581,634	\$ 612,775
Total Wages	\$ 507,094	\$ 549,260	\$ 581,634	\$ 612,775
Dollar Change		\$ 42,166	\$ 32,373	\$ 31,141
<b>% Change</b>		<b>8.3%</b>	<b>5.9%</b>	<b>5.4%</b>
<b>Benefits</b>				
FICA/Medicare	\$ 38,793	\$ 42,018	\$ 44,495	\$ 46,877
Health Insurance	\$ 203,105	\$ 206,140	\$ 208,896	\$ 211,413
Opt Out				
Dental	\$ 2,368	\$ 2,424	\$ 2,473	\$ 2,522
Total Rollups	\$ 244,266	\$ 250,582	\$ 255,864	\$ 260,812
Dollar Change				
<b>% Change</b>		<b>2.6%</b>	<b>2.1%</b>	<b>1.9%</b>
<b>Totals</b>				
Total Wages Benefits and Rollups	\$ 751,359	\$ 799,842	\$ 837,497	\$ 873,587
Dollar Change		\$ 48,483	\$ 37,655	\$ 36,090
<b>% Change</b>		<b>6.5%</b>	<b>4.7%</b>	<b>4.3%</b>

37 Total Employees

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*Intentionally  
left blank...*

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City Clerk's Office

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**Resolution Granting**  
**Discretionary Preservation Easement to the Property Located at 290 Chestnut Hill Road**  
**Under the Provisions of RSA 79-D**  
**In Connection With Its Proposed Preservation Project**

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

WHEREAS, the owner(s) of the so-called 290 Chestnut Hill Road property in Rochester, being the same property described in the Warranty Deed from David J. Torr to the Torr Family Trust, dated June 12, 2018 and recorded on June 12, 2018 at the Strafford County Registry of Deeds at Book 4575 Page 0576, is/are desirous of taking advantage of the potential opportunities and benefits available to property owners as a result of the adoption of Chapter 79-D and they have, therefore, proposed a preservation of historic agricultural structure with respect to the so-called 290 Chestnut Hill Road Historic Barn preservation; and

WHEREAS, Chapter 79-D requires that the governing body of the City of Rochester make certain findings and or determinations with regard to a proposed substantial preservation project in order for the structure subject to such preservation project to qualify for the Chapter 79-D Discretionary Preservation Easement Tax Relief Incentive;

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following determinations and findings with respect to the proposed preservation for the so-called 290 Chestnut Hill Road property contemplated by the owner's Discretionary Preservation Easement application, to wit:

(1) Any tax relief under the provisions of Chapter 79-D or this resolution that is to be accorded with respect to the so-called 290 Chestnut Hill Road project shall be accorded only after the property owners grant to the City a discretionary preservation easement pursuant to the provisions of RSA 79-D:4 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-D:1; and

(2) The Mayor and City Council find a public interest under RSA 79-D:1 in the proposed preservation project proposed with respect to the so-called 290 Chestnut Hill Road project; and

(3) The proposed historic agricultural structure preservation provides the following public benefits to Rochester:

- I. It prevents the loss of historic agricultural structures due to property taxation at values incompatible with their preservation; and
- II. It maintains the historic rural character of the City's landscape, sustaining agricultural traditions, and providing an attractive scenic environment for work and recreation of the City's citizens and visitors

(4) The specific public benefit is preserved through a discretionary preservation easement pursuant to the provisions of RSA 79-D:4 if the project is implemented consistent with (a) the aforesaid application; (b) compliance with the recommendation to the Council approved by the Historic District Commission at its May 8, 2019 meeting; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-D; and

(5) The Mayor and City Council finds that the proposed use is consistent with the City's master plan and/or development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner(s) compliance therewith, and with the provisions of Chapter 79-D, the Mayor and City Council hereby grants the requested tax relief for a period of ten (10) years during which the qualifying historic barn shall be assessed at Fifty Percent (50%) of its full value assessment, beginning with the granting of the discretionary preservation easement of the so-called 290 Chestnut Hill Road Historic Barn to the City of Rochester.

In accordance with RSA 79-D:8, III, upon the expiration of the terms of the discretionary easement, the owner(s) may apply for renewal, and the owner(s) and the City of Rochester shall have the same rights and duties with respect to the renewal application as they did with respect to the original application.



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**INTEROFFICE MEMORANDUM**

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**TO:** City Council

**FROM:** Jonathan Rice, Chief Assessor 

**DATE:** June 21, 2019

**SUBJECT:** RSA 79-D applications & Barn Preservation Easement for 290 Chestnut Hill Rd.

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Please see answers to City Council questions with regards to barn preservation easements (RSA 79-D).

Question: What were the percentages they granted on the previous 79-D applications?

Answer: All of the RSA 79-D barn preservation applications were approved at 50% of the assessed value of the qualifying barn and underlying land during my time with the City.

Question: Why does the memo letter, provided with the 79-D application, addressed to the City Manager from the Planning Department, dated May 9, 2019, contain the statement, "The barn was previously granted an easement."

Answer: A RSA 79-D barn preservation easement was granted by City Council for this barn under a prior owner. Form PA-36-A is an official document that is recorded at the registry of deeds under the name of the property owner and they are non-transferable.

FOR REGISTER OF DEEDS USE ONLY.

FORM

PA-36-A

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
DISCRETIONARY PRESERVATION EASEMENT APPLICATION

## STEP 1 PROPERTY OWNER(S)

PLEASE TYPE OR PRINT	LAST NAME Torr		FIRST NAME Franklin G.	
	LAST NAME Torr		FIRST NAME Ann M.	
	STREET ADDRESS 1 Old Littleworth Road			
	STREET (continued)			
	TOWN/CITY Dover		STATE NH	ZIP CODE 03820

## STEP 2 PROPERTY LOCATION OF LAND AND HISTORIC AGRICULTURAL STRUCTURE BEING CLASSIFIED

PLEASE TYPE OR PRINT	STREET 290 Chestnut Hill Road				
	TOWN/CITY Rochester			COUNTY Strafford	
	NUMBER OF ACRES 1.49	MAP # 0206	LOT # 0001	BOOK # 4575	PAGE # 0576
	CHECK ONE: Original Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>			Tax Year 2019	

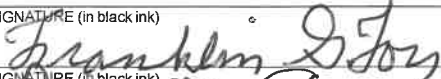

## STEP 3 REASON FOR DISCRETIONARY PRESERVATION EASEMENT APPLICATION

Describe how the Historic Agricultural Structure meets one of the tests of public benefit per RSA 79-D:3. Submit additional sheets, if necessary.

SEE ATTACHED

How many square feet will be subject to the easement?  
2752

## STEP 4 SIGNATURES OF ALL PROPERTY OWNERS OF RECORD

TYPE OR PRINT NAME (in black ink) Franklin G. Torr	SIGNATURE (in black ink) 	DATE 04/04/19
TYPE OR PRINT NAME (in black ink) Ann M. Torr	SIGNATURE (in black ink) 	DATE 04/04/19
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

FORM

PA-36-A

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**DISCRETIONARY PRESERVATION EASEMENT APPLICATION**  
 (CONTINUED)

**STEP 5 TO BE COMPLETED BY THE LOCAL ASSESSORS**

<input type="checkbox"/> APPROVED	Pending approval of Discretionary Preservation Easement Agreement by landowner and assessing officials.
<input type="checkbox"/> DENIED	
Comments:	

**STEP 6 APPROVAL OF A MAJORITY OF SELECTMEN/ASSESSORS**

TYPE OR PRINT NAME (ink black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (ink black ink) Marybeth G Walker	SIGNATURE (in black ink) <i>Marybeth G Walker</i>	DATE 4/23/19
TYPE OR PRINT NAME (ink black ink) GABRIELLE M. YADÉAG	SIGNATURE (in black ink) <i>Gabrielle M. Yadeag</i>	DATE 4/23/19
TYPE OR PRINT NAME (ink black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (ink black ink)	SIGNATURE (in black ink)	DATE

**STEP 7 DOCUMENTATION**

Is a map of the entire parcel showing the property location, orientation, overall boundaries and acreages clearly showing easement area requested submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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MEMO

Date: May 9, 2019

To: Blaine Cox  
City Manager

From: Michelle Mears, AICP  
Senior Planner

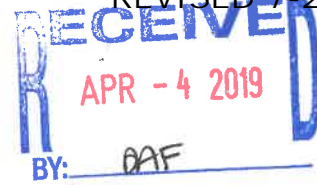
**Re: Barn Preservation (RSA 79 D) Application for the Owners of 290 Chestnut Hill Road, Franklin and Ann Torr, Map 206 Lot 1**

The owners of 290 Chestnut Hill Road applied for Discretionary Preservation Easements for their barns built in circa 1900. To assist City Council in their decision to accept the easements the **Historic District Commission voted in favor of the easements at the May 8, 2019 meeting**. These barns help to tell the story of the agricultural history for the City.

The Historic District Commission unanimously recommends (at a meeting on May 8, 2019) the following Barn Preservations 79D. The HDC reviewed the City's approved criteria for proposals regarding the level of public benefit to determine the appropriate reductions pursuant to RSA 79D.

1. 290 Chestnut Hill Road, Torr Map 206 Lot 1

Preserving these structures will maintain the historic rural character of the City's landscape, sustaining agricultural traditions, and providing an attractive scenic environment for work and recreation for residents and visitors. It is in the City's best interest to be a supporter of these cultural and historic resources.



### Discretionary Preservation Easement Application

The barn is located on property that has the oldest home in Rochester which has historical significance to both the City and the State. I believe it was built in 1774. It was recognized in approximately 1974 as a National Bicentennial Farm.

The barn has two sections, one section is beams and pegs indicating very old construction. The other is beamed and nails which is also old.

It is one of six remaining barns on Chestnut Hill Road.

The barn is part of the visual landscape on Chestnut Hill Road and the general public is able to enjoy it.

The barn will be utilized as part of an active farm housing livestock.

The barn was previously granted an easement.

Franklin & Ann Torr

Property at 290 Chestnut Hill Road

1.49 acres

Map 0206 Lot 0001

Book 4575 page 0576

April 17, 2019

To: Roland Connors, Finance Director

From: Jonathan Rice, Chief Assessor

RE: Barn Preservation (RSA 79-D) Application of Cathryn & Joseph Spreeman

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The owner of 290 Chestnut Hill Rd has applied for a Discretionary Preservation Easement for a barn built circa 1900 located on their property. To Assist the City Council in their decision to accept this easement and at what level of assessment to set the assessment for the next 10 years, I have provided the following estimation of taxes to be collected in current tax dollars using the 2018 tax rate:

Current full assessed value of land occupied by qualifying barn(s)

2,778 SF/43,560=.064 x \$45,000 = \$ 2,880

Current building value = \$22,900

Current Total Value = \$25,780

**At 25%**

\$25,780 x 0.25 = \$6,445

\$25,780 - \$6,445 = \$19,335

\$19,335 x .02752 = **\$532.00 in taxes**

**At 50%**

\$25,780 x 0.50 = \$12,890

\$25,780 - \$12,890 = \$12,890

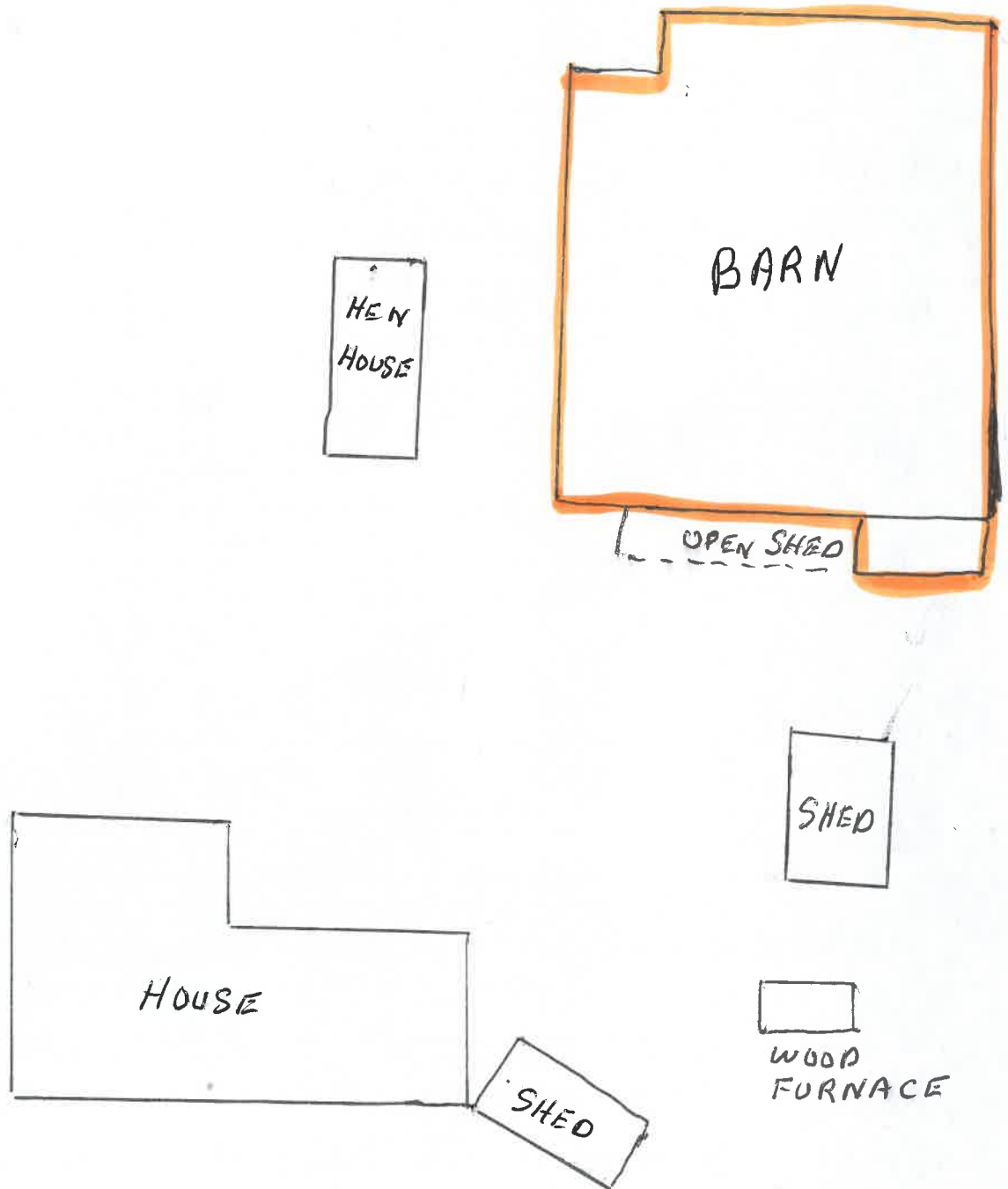
\$12,890 x .02752 = **\$355.00 in taxes**

**At 75%**

\$25,780 x 0.75 = \$19,335

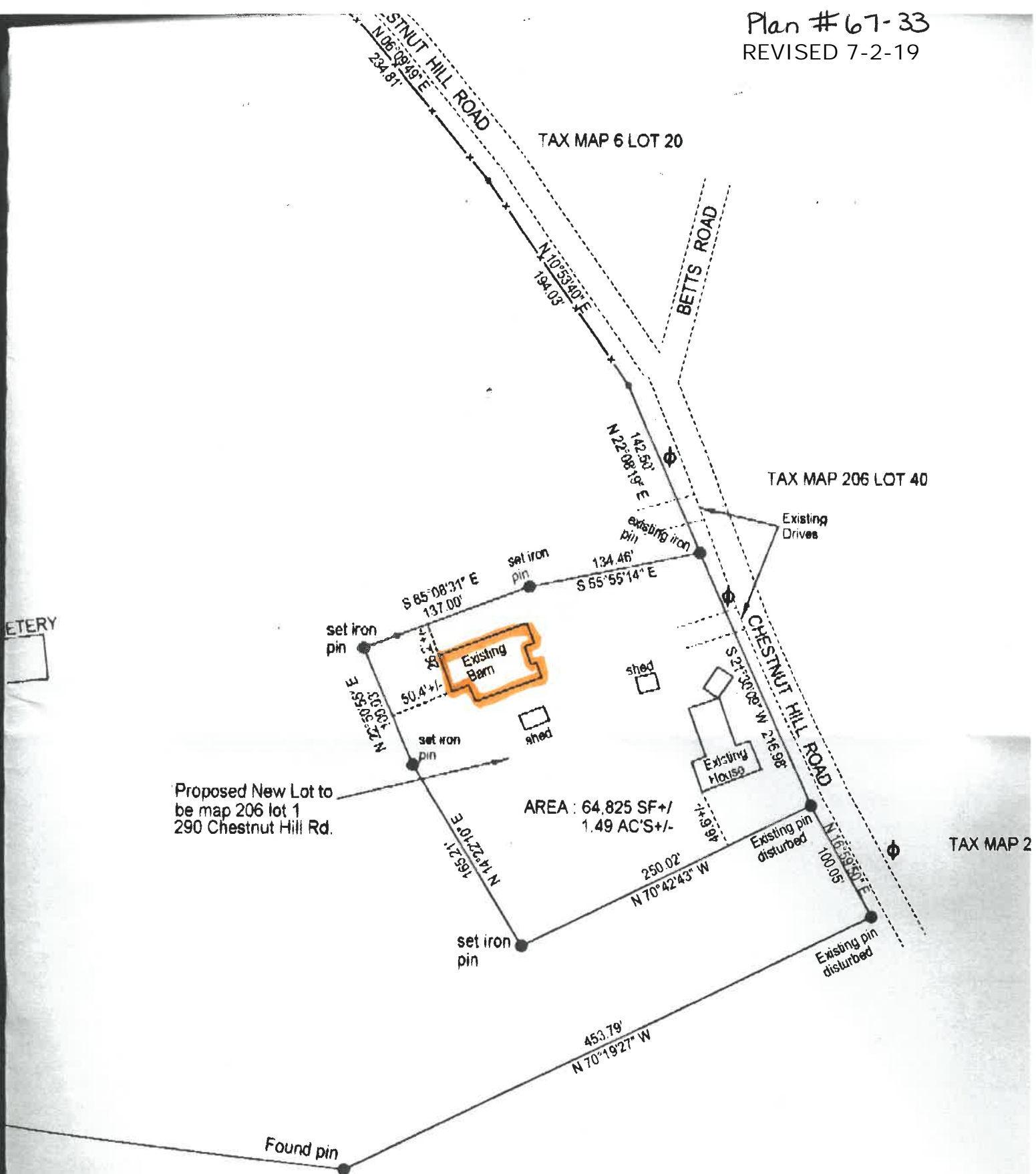
\$25,780 - \$19,335 = \$6,445

\$6,445 x .02752 = **\$177.00 in taxes**



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CHESTNUT HILLS ROAD



**SU**



## 206-1 Barn Preservation



04/29/2017 - 04/29/2017

Google Maps 290 Chestnut Hill Rd



Imagery ©2019 Google, Map data ©2019 Google 50 ft







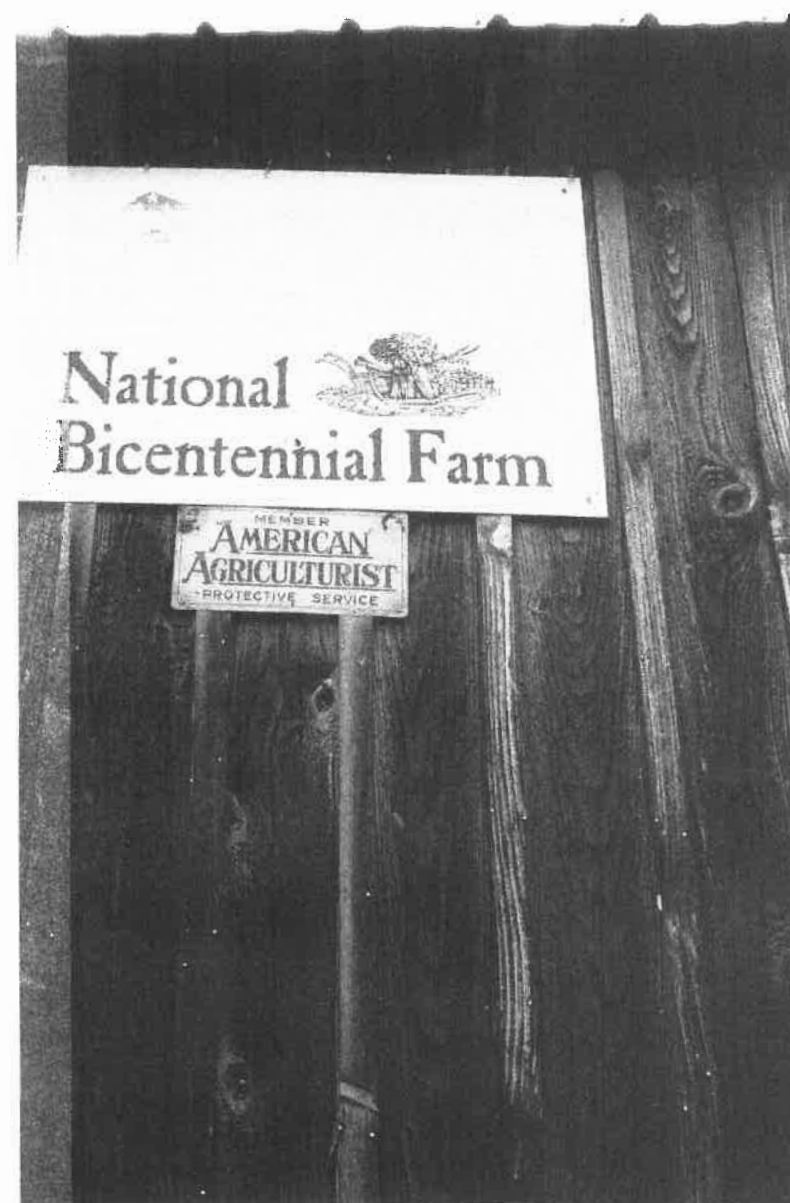














**ASSESSING REVIEW- M&L 206-1, 290 Chestnut Hill Rd****Barn Preservation Easements****Requirements.**

The application would be rejected by the Assessing Department if any of the following questions are answered no. The applicant could appeal that decision to the City Council.

1. Is the structure 75 years or older?
2. Is the structure 1,000 square feet of footprint or larger?
3. Is the structure's physical condition Fair or better as determined by the Assessing Department?
4. Is there a written plan for the repair, renovations and/or preservation of the structure?
5. Is the structure visible from a well-traveled roadway?
6. Is the owner aware of the penalties if the easement is not observed?
7. Is the barn or other structure being used today primarily for agricultural purposes?

**Evaluation factors above meeting minimum requirements:**

Factor	Meets standard	Well above	Exceptional
Age	Yes	Yes	
Size	Yes	Yes	Yes
Physical condition	Average/Yes	Yes	
Quality of Plan	Yes		
Visibility	Yes	Yes	Yes
Agricultural Purposes	Yes	Yes	Yes

These are subjective, but would be based on the application and a review of the application. For example a pre-1800 barn would be exceptional for age, a three story barn might put it in the well above category for size, if it were set on a hill and seen without obstruction from a major highway it might be exceptional for visibility, if it were an active working farm where the building was a significant factor in agricultural production it might be exceptional for agricultural purposes.

**Additional considerations that will factor into the percent assessment reduction**

1. If the structure has been adapted for other use, has the historic character of the structure been maintained?
2. Is it a familiar local landmark?
3. Does it help tell the story of agriculture in the community or region?
4. Is it a good representative of a type of barn?
5. Is it now an unusual or rare surviving type of barn or outbuilding?
6. Is it a good example of historic construction methods or materials?
7. Does it retain its historic character?
8. Is it part of a landscape or setting that retains its historic character?
9. Is the preservation plan reasonable to maintain the structure?

**Percent Assessment Recommendation:**

Since the stated purpose of RSA 79-D is “the preservation of historic agricultural structures” which provides a “demonstrated public benefit”, this program will provide a property tax incentive for preservation. As a result it is the intent of the City to provide higher levels of tax relief for preservation plans that are carried out to accomplish this task. For example a plan that take a fair structure and improve it to good would result in a higher level of tax relief as the structure is improved. Structures that meet the minimum requirements would expect a 25% assessment reduction, whereas those that not only meet the minimum but excel in some of the variable factors would receive a higher amount.

**Process:**

1. Application to Assessing Department by April 15
2. Assessing Department will forward to Historic District Commission for a recommendation.
3. Assessing Department and Historic District Commission will forward their recommendation to City Manager to be placed on Council Agenda for public hearing
4. Public Hearing by City Council
5. Council vote on approval and at what level, including the option of a graduated increase upon completion of preservation work.

0206 0001 0000  
MAP LOT SUB

LOT2 LOT3

1 of 1 RESIDENTIAL  
CARD

TOTAL ASSESSED: 213,000  
REVISED 7-2-19

Rochester

PROPERTY LOCATION

No	Alt No	Direction/Street/City
290		CHESTNUT HILL RD, ROCHESTER

OWNERSHIP

Owner 1:	TORR FAMILY TRUST %
Owner 2:	TORR FRANKLIN G & ANN M
Owner 3:	
Street 1:	1 OLD LITTLEWORTH RD
Street 2:	
Twn/City:	DOVER
St/Prov:	NH
Cntry:	
Own Occ:	N
Postal:	03820-4311
Type:	

PREVIOUS OWNER

Owner 1:	TORR DAVID J -
Owner 2:	-
Street 1:	290 CHESTNUT HILL RD
Twn/City:	ROCHESTER
St/Prov:	NH
Cntry:	
Postal:	03867-5196

NARRATIVE DESCRIPTION

This Parcel contains 1.49 AC of land mainly classified as SINGLE FAM with a(n) CAPE Building Built about 1782, Having Primarily WD SHINGLES Exterior and ASPH SHINGLE Roof Cover, with 1 Units, 1 Baths, 0 HalfBaths, 0 3/4 Baths, 5 Rooms Total, and 2 Bdrms.

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Descip	%	Item	Code	Descip
Z	A	AGRICULT	100	U	0	SEPTIC
o				t	8	WELL
n				I	6	PROPANE
Census:				Exmpt		
Flood Haz:						
D	RO	ROCHESTER		Topo	1	LEVEL
s				Street	1	PAVED
t				Traffic	4	MEDIUM

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
101	SINGLE FAM		1		PRIMARY A SITE		1.0	0	45,000.	1,000	1010									45,000						45,000	
101	SINGLE FAM		0.49		EXCESS AC SITE		1.0	0	2,500.	1,000	1010									1,225						1,200	

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description	User Acct
101	139,300	27,500	1.490	46,200	213,000		33930
							GIS Ref
							GIS Ref
							Insp Date
Total Card	139,300	27,500	1.490	46,200	213,000	Entered Lot Size	
Total Parcel	139,300	27,500	1.490	46,200	213,000	Total Land: 1.49	
Source:	Market Adj Cost	Total Value per SQ unit /Card:	113.06	/Parcel:	113.06	Land Unit Type: AC	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2018	101	FV	136,700	15600	1.49	46,200	198,500	198,500	Year End Roll	9/19/2018
2017	101	FV	136,700	8800	1.49	44,400	189,900	189,900	Year End Roll	9/7/2017
2016	101	FV	105,900	8800	1.49	44,400	159,100	159,100	Year End Roll	9/8/2016
2015	101	FV	105,900	8800	1.49	44,400	159,100	159,100	Year-end	10/1/2015
2014	101	FV	105,900	8800	1.49	44,400	159,100	159,100	Year End Roll	9/29/2014
2013	101	FV	92,400	8900	1.49	59,300	160,600	160,600	Year End Roll	9/4/2013
2012	101	FV	92,400	8900	1.49	59,300	160,600	160,600	Year End Roll	9/20/2012
2011	101	FV	92,400	8900	1.49	59,300	160,600	160,600	Year End Roll	9/27/2011

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
TORR DAVID J.	4575-576	1	6/12/2018	Fam/Rel/Affi	550,000	No	No	5		ALSO SOLD W/206-1-4 2018 V837
TORR KATHLYN A	3717-601	2	3/6/2009	Divorce		No	No	4		
TORR DAVID J &	3301-488	2	11/28/2005	Divorce		No	No	4		
TORR DAVID G,	2710-272	1	3/24/2003	Fam/Rel/Affi		No	No	4		1/2 INTEREST AS JOINT TENANTS
TORR DAVID G	2641-624	1	12/5/2002	Fam/Rel/Affi		No	No	4		1/2 INTEREST AS JOINT TENANTS
BERNICE E TORR	1665-668	99	4/2/1993	Fam/Rel/Affi		No	No	4		AS JOINT TENANTS
BERNICE E TORR	1664-87	1	3/23/1993			No	No			

BUILDING PERMITS

Date	Number	Descip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment
7/16/2002	775	ELECTRIC	200	C	3/25/2003			
4/23/2002	344	DEMOLITI	500	C	3/25/2003			
12/18/2001	1203	REPAIRS	300	C	3/19/2002			ALTERATION

ACTIVITY INFORMATION

Date	Result	By	Name
4/16/2019	MEAS+INSPECTD	DM	DARCY
6/15/2018	DEED CHANGE	DM	DARCY
5/15/2018	EXMPT OUT	DM	DARCY
1/12/2010	CORRECTION	TM	TOM
7/9/2009	DEED CHANGE	VB	VERNA
6/29/2009	EXMPT ADD	TM	TOM
3/13/2009	DEED CHANGE	VB	VERNA
12/29/2005	DEED CHANGE	GN	GAYE
9/8/2004	INTER ONLY	TM	TOM

Sign: VERIFICATION OF VISIT NOT DATA



Patriot Properties Inc.

USER DEFINED

Prior Id #1:	
Prior Id #2:	
Prior Id #3:	
Prior Id #1:	
Prior Id #2:	
Prior Id #3:	
Prior Id #1:	
Prior Id #2:	
Prior Id #3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
Land Reason:	
Bld Reason:	

