



**Regular City Council Meeting
March 6, 2018
Council Chambers
7:00 PM
Agenda**

1. Call to Order
2. Opening Prayer
 - 2.1 Spaulding High School AFJROTC Color Guard
3. Presentation of the Colors
 - 3.1 Spaulding High School AFJROTC Color Guard
4. Roll Call
5. Acceptance of Minutes
 - 5.1. February 6, 2018 – Regular City Council meeting (*motion to accept*) P.11
6. Communications from the City Manager
 - 6.1. Employee of the Month Award
 - 6.2. City Manager's Report P.29
7. Communications from the Mayor
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 - 9.1. **Resignation:** Keith Johnson, Conservation Commission
 - 9.2. Candidate(s) for the Rochester School Board Ward 1 Seat A:
 - 9.2.1. **Candidate:** Sarah Harrington, Registered Voter of Ward 1
10. Reports of Committees
 - 10.1. Appointments Committee P.45
 - 10.1.1. **Appointment:** Kristen Ebbeson, Rochester Economic Development Commission, Term to Expire 7/2/2020

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- 10.1.2. **Re-Appointment:** Robert Goldstein, Zoning Board of Adjustment, Regular Member, Term to Expire 1/2/2021
- 10.1.3. **Alternate to Regular Status Appointment:** Shon Stevens, Zoning Board of Adjustment, Regular Member, Term to Expire 1/2/2020
- 10.1.4. **Re-Appointment:** Larry Spector, Zoning Board of Adjustment, Regular Member, Term to Expire 1/2/2020
- 10.1.5. **Re-Appointment:** Ralph Sanders, Utility Advisory Board, Regular Member, Term to Expire 1/2/2018
- 10.1.6. **Appointment:** Don Hamann, Planning Board, Alternate Member, Term to Expire 1/2/2021

10.2. Codes and Ordinances Committee P. 47

- 10.2.1. **Committee Recommendation to approve:** AB 94 Amendment to Chapter 45 Of The General Ordinances Of the City of Rochester Regarding Overnight Parking, Occupancy And Camping On City Owned Property (*first reading, second reading and consideration for adoption*) P. 53
- 10.2.2. **Committee Recommendation to delete entire section of 63.2:** AB 95 Amendment to Chapter 63 of the General Ordinances of the City of Rochester Regarding The Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway (*first reading, second reading and consideration for adoption*) P. 56
- 10.2.3. **Committee Recommendation to approve:** AB 67 Amendment to Chapter 19 of the General Ordinances of the City of Rochester Regarding Storage of Containers and Dumpsters (*second reading and consideration for adoption*) P. 58
- 10.2.4. **Committee Recommendation to Approve the following Proposed Amendments to the City Council Rules of Order:**
 - 10.2.4.1. Section 1.4 Order of Business P. 63
 - 10.2.4.2. Section 4.25 Cancellation or Postponement of Meeting(s) P. 75

10.3. Community Development P. 78

- 10.3.1. **AB 86** Resolution Adopting a 2018-2019 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2018-2019 Community Development Budget for the City of Rochester (*first reading and refer to a Public Hearing*) P. 83

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10.4. Finance Committee P. 89

- 10.4.1. **Committee Recommendation 3.1:** AB 96 Resolution Authorizing Supplemental Appropriation for the Arena Capital Improvements Plan Fund for the Arena LED Lighting Project in the Amount of \$60,000 (*first reading, second reading, and consideration for adoption*) P. 93
- 10.4.2. **Committee Recommendation 3.2:** AB 97 Resolution Authorizing Increase in the Elderly Tax Exemption Asset Limitation from \$50,000 to \$100,000, increase in the Income Limitations, and Increase Exemption Amounts Taken Off Assessments (*first reading and consideration for adoption*) P. 95
 - Memorandum from City Assessor Regarding Elderly Exemption P. 96
- 10.4.3. **Committee Recommendation 3.3:** AB 98 Resolution Authorizing Increase in the Veteran Tax Exemption from \$250 to \$300 (*first reading and consideration for adoption*) P. 97
- 10.4.4. **Committee Recommendation 3.4:** Acceptance of the City Manager's Recommendation to Add the Position of GIS/Construction Technician to the City's Classification, Compensation, Merit, and Evaluation Plan as Presented (*motion to accept*) P. 90
- 10.4.5. **Committee Recommendation 3.5:** Acceptance of the City Manager's Recommendation to Add the Position of Senior Planner to the City's Classification, Compensation, Merit, and Evaluation Plan as Presented (*motion to accept*) P. 90
- 10.4.6. **Committee Recommendation 4.2:** AB 99 Resolution Authorizing Supplemental Appropriation in the amount of \$6,500 for the Resurfacing Machine and Borrowing Authority Pursuant to RSA 33:9 (*first reading and refer to a Public Hearing*) P. 91
- 10.4.7. **Committee Recommendation 4.3:** AB 90 Resolution Authorizing Supplemental Appropriation to the School Department Fiscal Year 2018 Operating Budget in the amount of \$1,200,000 (*first reading, second reading, and consideration for adoption*) P. 91
- 10.4.8. **Committee Recommendation 5.1:** That the Non-union Salary Ranges for Fiscal Year 2019 be Adjusted According to the Change in the Consumer Price Index (*first reading, second reading, and consideration for adoption*) P. 92

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- 10.5. Joint School Board Committee P. 103
- 10.6. Public Safety Committee P. 117
 - 10.6.1. **Committee Recommendation 3:** To place “no parking” signs at the corner of Daniel Court and Summer Street (*motion to accept*) P. 118
 - 10.6.2. **Committee Recommendation 4 (majority vote):** To place a street light on the pole #6/47 near the Colby Street/Main Street crosswalk (*motion to accept*) P. 118
- 10.7. Public Works and Building Committee P. 123
 - 10.7.1. **Committee Recommendation 10:** That the City Council Approve the “Read to a Child” Banners be hung in the Downtown from September 12, 2018 until the “Scarecrow” Banners are displayed (approximately three (3) weeks (*motion to approve*) P. 126
- 11. Old Business
 - 11.1. 38 Hanson Street (*sense of council*) P. 129
- 12. Consent Calendar
 - 12.1. **AB 93** Resolution Deauthorizing Borrowing Authority for the Arena Roof Structural Project funded from the Arena Capital Improvements Fund in the Amount of \$650,387 (*first reading, second reading and consideration for adoption*) P. 129
- 13. New Business
 - 13.1. **AB 82** Amendment to Chapter 42 of the General Ordinance of the City of Rochester Regarding the Location and Boundaries of Zoning Districts - Expanding the Neighborhood mixed use Zone along Wakefield Street and Columbus Avenue (*second reading and consideration for adoption*) P.135
 - 13.2. **AB 88** Resolution Authorizing the Rochester Legal Department to Apply for a Victims of Crime Act (VOCA) Continuing Grant for Fiscal Year 2018-2019 in the amount of \$25,836.00 (*first reading, second reading and consideration for adoption*) P. 139
 - 13.3. **AB 87** Resolution Authorizing Supplemental Appropriation to the Water Capital Improvements Plan Fund for the Water Treatment Plant (WTP) Low Lift Pump Station Upgrade Project and Borrowing Authority Pursuant to RSA 33:9 in the amount of \$111,823.00 (*first reading and refer to a Public Hearing*) P. 145

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- 13.4. **AB 91** Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$173,504 *(first reading, second reading, and consideration for approval 3/4 majority vote required)* P. 151
- 13.5. **AB 92** Resolution Authorizing Supplemental Appropriation to the School Department Capital Improvements Plan Fund for the Replacement of Roof Trusses at the Gonic School in the \$1,419,435.00 *(first reading, second reading, and consideration for approval)* P. 157
- 13.6. **AB 84** Resolution Accepting Donation from St. Anselm's College to the Recreation and Arena Department and Supplemental Appropriation in the amount of \$2,800 *(first reading, second reading, and consideration for adoption)* P. 163
- 13.7. **AB 89** Resolution Authorizing the Expenditure of Insurance Reimbursement Funds and Supplemental Appropriation to the 2017-2018 Police Department Capital Improvements Plan Fund for a Radar Speed Display Message Board in the amount of \$12,550 *(first reading, second reading, and consideration for adoption)* P. 169
- 13.8. **AB 100** Amendment to Chapter 42, Table 18-, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks *(first reading, refer to the Planning Board and a Public Hearing)* P. 181
- 13.9. **AB 101** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses *(first reading, refer to the Planning Board and a Public Hearing)* P. 185
- 14. Other
- 15. Non-Meeting/Non Public Session
 - 18.1 Non-Public Session, Land, RSA 91-A:3 II (d)
 - 18.2 Non-Public Session, Personnel, RSA 91-A:3,II (a)
- 16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
February 6, 2018
Council Chambers
7:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
City Attorney Terence O'Rourke
Andrew Davis, Liquor Commission

MINUTES

1. Call to Order

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

2. Opening Prayer

**2.1 Opening prayer led by Jessica Fournier, Troop Ambassador
for the Girl Scouts of the Green and White Mountains
Troop 10366**

The opening prayer was led by Jessica Fournier, Troop Ambassador of the Girl Scouts of the Green and White Mountains Troop 10366.

3. Presentation of the Colors

**3.1 Pledge of allegiance led by the Color Guard of The Girl
Scouts of the Green and White Mountains Troop 10366**

The Pledge of Allegiance was led by the Color Guard of The Girl Scouts of the Green and White Mountains Troop 10366.

Michelle Elefson, Troop Leader, thanked the Mayor and City Council for welcoming the Girl Scouts and she spoke briefly about the Girl Scouts' commitment to community service and annual cookie sale.

4. Roll Call

Cassie Givara, Deputy City Clerk, called the roll. All Councilors were present.

5. AB 82 Amendment to Chapter 42 of the General Ordinance of the City of Rochester Regarding the Location and Boundaries of Zoning Districts - Expanding the Neighborhood mixed use Zone along Wakefield Street and Columbus Avenue. (First Reading and Refer to a Public Hearing – *Abutters have been properly notified*)

Mayor McCarley reported that although this item had been on the previous month's agenda, it had not been put in for a first reading or approved for a public hearing. Councilor Lachapelle **MOVED** to read the Amendment for the first time by title only and refer to a public hearing. Councilor Hutchinson seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley read the Amendment for the first time as follows:

AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING THE LOCATION AND BOUNDARIES OF ZONING DISTRICTS

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the Neighborhood Mixed Use Zone along Wakefield Street and Columbus Avenue.

THEREFORE, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester along Wakefield Street and Columbus Avenue shall be expanded in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown properties are included in the Neighborhood Mixed Use Zone and are removed from the Residential-2 Zone.

The effective date of these amendments shall be upon passage.

6. Recess to Public Hearing

Councilor Walker **MOVED** to recess to the public hearing. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley recessed to the public hearing at 7:05 pm.

7. Reconvene the Regular City Council Meeting

Mayor McCarley reconvened the Regular City Council Meeting at 7:21 PM.

8. Acceptance of Minutes

8.1. City of Rochester Inauguration – January 2, 2018 (Motion to Approve)

Councilor Lachapelle **MOVED** to **ACCEPT** the City of Rochester Inauguration minutes of January 2, 2018. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

8.2. Reconvened Regular City Council Meeting – January 9, 2018 (Motion to Approve)

Councilor Lachapelle **MOVED** to **ACCEPT** the Reconvene Regular City Council meeting minutes of January 9, 2018. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9. Communications from the City Manager

9.1. Employee of the Month Award

City Manager Fitzpatrick invited Zeke Lapierre to come forward to accept the Employee of the Month Award for the month of February. City Manager Fitzpatrick gave an overview of the nomination letter submitted to the Employee of the Month Committee in regards to the graphic design work Mr. Lapierre had done to improve the annual Water Quality report. It was noted that had this type of design work been contracted out, it would have come at a significant cost to the City.

9.2. City Manager's Report

City Manager Fitzpatrick gave the following report:

Contracts and Documents executed since last month:

- Bridging the Gaps
 - Memorandum of Understanding between BTG and the City of Rochester
- City Manager
 - Acquisition of Cable Service letter from Atlantic Broadband

City Manager Fitzpatrick discussed the Acquisition of Cable Service Letter from Atlantic Broadway and clarified that this was Atlantic Broadband communicating to the City that they are not going away. They plan to upgrade and compete with Comcast. City Manager Fitzpatrick feels that this competition will benefit the City's cable consumers.

- Retirement Announcement

City Manager Fitzpatrick reported that his last day would be June 29th 2018, the final day of the fiscal year. Mr. Fitzpatrick intends to assist the City in any way he can with the transition process.

- Haying Agreement with Randall Parsell – Parsell Farms
- Department of Public Works
 - CWSRF Loan/Grant # CS-333122-13 –Disbursement #1
 - Security Agreements
 - 39 & 51 Salmon Falls Road
 - 21 Salmon Falls Rd and 7 Kodiak Court
 - Whitehouse Road Exploration and Reporting Services Contract
- Economic & Community Development
 - Environmental Review Supplemental – Rochester housing Authority
- Fire
 - Forest Warden Appointment Form

- Legal Department
 - Redemption – 13 Joshua Street
 - Redemption – 43 River Street
- Tax Collector
 - Citizens Self Service Contracts – Tyler Technologies
 - Citizens Self Services Contract

The following Computer Lease/Tuition Reimbursement Requests have been received:

- Tuition Reimbursement – Marsh, J – Economic Development

The following standard reports have been enclosed:

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

10. Communications from the Mayor

Mayor McCarley reported that she and several other City officials had attended a meeting with the new administration of the Region 1 EPA from Boston, DES and the Great Bay Coalition. There is a press release forthcoming, but the Mayor wanted to report that it was a productive meeting in regards to caring for the Great Bay Estuary.

Mayor McCarley updated Council on the task force for homelessness of which she took part in forming with the mayors from Somersworth and Dover. The coalition has almost completed the wording for the proposal. There will be four representatives from each community and they will be electing a chair. Social Services agencies from each of the communities will hopefully take part as support staff. There will be an announcement forthcoming with more detail. The goal is to potentially explore the idea of a larger homeless shelter in the area which will be more easily accessible and can accommodate the homeless population more than just seasonally.

Mayor McCarley briefly spoke about concerns regarding the School Board budget for the upcoming year and the likelihood of exceeding the tax cap and reported that the School Board will be submitting their budget on Wednesday February 7, 2018.

11. Presentations of Petitions and Council Correspondence

Mayor McCarley clarified that if Council accepts the petitions being presented, the petition will then follow the normal procedure for zoning amendments. If the petition is rejected, the process for a zoning amendment

doesn't go any further.

11.1. Petition for Zoning Ordinance Amendment - Expand Downtown Commercial (DC) Zone – A. Raymond Varney
(Motion to Accept or Reject)

Councilor Varney made **MOVED** to accept the petition for expanding the downtown commercial zone. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

11.2. Petition for Zoning Amendment to Chapter 42 – Ralph Torr
(Motion to Accept or Reject)

Councilor Torr gave an overview of some potential issues with the current wording of chapter 42 and how it relates to manufactured housing and acceptance of city streets.

Councilor Gray **MOVED** to accept the petition. Councilor Bogan seconded the motion.

Councilor Varney requested clarity on what happens after the petition is accepted. City Attorney O'Rourke advised that the City Council would send the petition to him to be placed in legal form. From there, it would go back to City Council for a first reading, sent to the planning board and referred to a public hearing. Finally it would come back to City Council for a second reading and potentially adoption. Attorney O'Rourke stated there is no particular timeline on this process. Councilor Torr stated there was a time limit.

Councilor Varney asked if there was a particular timeframe and expressed reluctance to begin a process for which Council might have limited time to complete. Councilor Varney stated that the changes to this zoning ordinance were significant and he doesn't feel that the process to change the zoning should be rushed. Councilor Varney asserted that a potential reason these changes were left out of the comprehensive re-zoning could be because in the agriculture zone, the minimum lot size for a single family home is 40,000 sqf whereas in a manufactured housing park the minimum lot size is 10,000 sqf. This change would allow four times as many manufactured housing units per plot as single family homes. He stated not sure the City wants that type of density in the agricultural zone.

Councilor Gray asserted that the lot size would be determined by approval of the septic system regardless of lot size. Density would be contingent on soil properties and approval of septic.

Councilor Torr said that state law has always been that the minimum lot size is 10,000 sqf but units built is still contingent on approval of septic system.

Mayor McCarley clarified that the proposed change being discussed is to section 42.20(b)(10) specifically, not to revisit chapters 42 and 43 in their entirety.

Councilor Keans requested an explanation of what the change would be because she did not have a copy of how the amendment currently reads. Councilor Keans was directed to a table supplied in the packet.

Councilor Varney **MOVED** to **TABLE**. Councilor Lauterborn seconded the motion. Mayor McCarley called for a hand count vote on the motion to table. The **MOTION** to table **FAILED**; 6 in favor, 7 opposed. Councilor Torr asked for a roll call vote on the earlier motion to accept the petition. The **MOTION CARRIED** by a majority roll call vote of 10 to 2. Councilors Hamann, Keans, Lauterborn, Walker, Gray, Abbott, Torr, Bogan, Gates, and Mayor McCarley voted in favor of the motion. Councilors Varney and Hutchinson voted against the motion.

11.3. School Department Request for Public Hearing – Shall the Rochester City Council adopt the Rochester-Wakefield AREA Agreement as amended by the AREA Agreement Review Committee and approved by the New Hampshire State Board of Education on February 18, 2015?

Council Lachapelle made a **MOTION** to send the school board agreement for public hearing. Councilor Varney seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

12. Nominations, Appointments, Resignations, and Elections

12.1. Resignation: Amy Cann, Arts and Culture Commission

Mayor McCarley **MOVED** to **ACCEPT** with regret the resignation of Amy Cann from the Arts & Culture Commission. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

12.2. Resignation: Jenn Bryant, Rochester School Board, Ward 1 Seat A

Councilor Walker **MOVED** to **ACCEPT** with regret the resignation of Jenn Bryant from School Board Ward 1, Seat A. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

12.3. Resignation: John Roesse, Library Trustee, Ward 6

Councilor Walker **MOVED** to **ACCEPT** with regret the resignation of John Roese from the Library Trustees, Ward 6. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13. Reports of Committees

13.1. Community Development

Councilor Lauterborn reported that there were no action items from Community Development. It was primarily a meeting to hear the CDBG request. There were no questions posed by Council regarding the Community Development Committee report.

13.2. Joint School Board Committee

Councilor Varney reported that the Committee is currently under budget by a few hundred thousand dollars.

Councilor Varney gave a brief presentation of the proposed renovations and design for the Creteau Technology Center. Councilor Varney reported that the next meeting would be held on February 19, 2018 and at that point the constructions slides should be completed and they can get a final cost estimate for the project. The current estimate is \$4.65 million on the City side and \$11.9 million on the State side which is under budget. There will be a remodel of the daycare area added on to the project which will cost approximately \$76,000, but even with that addition the project still comes in under budget.

13.3. Public Works and Building Committee

Councilor Torr mentioned the Berry's River Watershed. He reported that this is going to be an expensive project as the City moves along and purchases the land.

13.3.1 Committee Recommendation: Norway Plains Road Development Street Acceptance. (Refer to City Attorney to put into Legal Form)

Councilor Varney clarified that this road acceptance is at the end of Norway Plains Road in a development of 6,000 sqf lots and they have been completing them and accepting roads a section at a time. This street is an extension of an area which has already been accepted and per public works this street is in good shape and ready for acceptance.

Councilor Walker read from the Public Works Committee minutes that this acceptance is for a portion of Miller's Farm Lane and Range Way in order for the residents to get trash pickup and recycling.

Councilor Walker made a **MOTION** for the City to accept this portion of Miller's Farm Lane and Range Way. Councilor Lachapelle clarified that the Council only needs to vote on sending the street acceptance to the legal department to be put into legal form, not accept the street itself. Councilor Lachapelle **MOVED** to send the street acceptance to the legal department to be put into Legal format. Councilor Bogan seconded the motion. **MOTION CARRIED** by a unanimous voice vote.

14. Old Business

None

15. Consent Calendar

None

16. New Business

16.1. **Discussion:** Andrew Davis, NH Liquor Commission. **Proposed Signage for State Liquor Store at the Ridge Marketplace**

Mayor McCarley gave an overview of the purpose behind the discussion. There had been some concerns raised regarding the size and location of the proposed signage for the liquor store.

Councilor Varney noted that the City does not allow billboards within the City limits, but had allowed two huge electronic billboards for the Waterstone development for which a variance had been granted. There was an agreement made along with this variance stating that the billboards would only be used for stores on that site. Councilor Varney contends that this sign is more than adequate size-wise to accommodate the sign for the liquor store. This sign, the large signage on the building front, as well as the pylon signs at each entrance are more than visible from surrounding roads.

Andrew Davis, Administrator of Real Estate and Leasing for the NH Liquor Commission addressed some of the concerns discussed by council. Mr. Davis clarified that because the liquor store is a federal agency, they have a statutory exemption from zoning code and are not beholden to the same rules as other businesses. This being said, there had been ongoing correspondence between the state liquor commission and the City of Rochester and they had obtained proper approvals. At this stage, the signs have already been designed and ordered. The types of signage placed at each location are carefully considered based on demographics and synergistic relationship with other businesses in the vicinity. Mr. Davis mentioned that the state DOT had been

removing all the highway signs announcing the State Liquor Stores. Lack of this DOT signage makes it more important for this new store on the ridge to be visible.

Councilor Gray stated that he felt that most of the concern regarding signage for the liquor store was in regards to the large sign which will be on Route 11. Councilor Gray felt that the State's exemption could be used on the store front signage, but might not be applicable to the road front signage away from the business.

Councilor Keans asked if the signage on the store at the Ridge would be similar to the signage at the Epping, NH location. Mr. Davis said that it would be similar. Councilor Keans also expressed concern that giving an exemption to the State for these liquor store signs would put the City in a difficult position when other businesses in the area asked for similar signage. She also pointed out that the comparison analysis of other signs along that road which was supplied by the state only shows signage from single enterprise businesses, not malls.

Councilor Torr asked when the final decision on the signage would be made. Mayor McCarley clarified that this agenda item is strictly a discussion so the Council could have its voice heard and express some frustrations to the state, but there is nothing to vote on or decide. The signs are a done deal, already ordered and purchased. Mayor McCarley stated that even though the state went through the process of getting an approval for the signs from the City, they did not need approval and would have proceeded regardless of whether or not it was granted.

Councilor Hamann reported that he did not have any objections to the signage as it was no worse than other signs in this vicinity. Councilor Torr concurred and said that for the records he did not object to the signage.

Councilor Gray requested that the NH State Liquor Commission follow up with him to discuss their assertion that they have the authority to place such a sign along the roadway.

16.2. AB 65 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Dimensional Standards in Downtown Commercial District (Second Reading and Consideration for Adoption)

Councilor Lachapelle **MOVED** to read the amendment for the second time by title only. Councilor Bogan seconded the motion. **MOTION PASSED** by a unanimous voice vote. Mayor McCarley read the amendment for the second time by title only.

**Amendment to Chapter 42 of the General Ordinances of the
City of Rochester Regarding Dimensional Standards**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.19 Dimensional Regulations

b. Dimensional Provisions. General dimensional regulations and other regulations (as well as clarifications, notes, and references) specifically referenced to the tables follow.

- 8. Density Rings.** The density rings are shown on the Official City of Rochester's Zoning Map that is adopted as part of this Ordinance and only apply to multi-family dwellings/developments ***not within the DC Zone.*** The rings are as follows:

The minimum lot area per dwelling unit within a one (1) mile radius of the center of Rochester shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one (1) mile radius of the center of Rochester. Shall be 7,500 square feet.

The minimum lot area per dwelling unit within a one-half (1/2) mile radius of the center of Gonic and East Rochester, shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one-half (1/2) mile radius of the center of Gonic and East Rochester, shall be 7,500 square feet.

For multi-family dwellings/developments within the DC Zone, the minimum lot per dwelling unit shall be 500 square feet.

Any lot that is partially within the radius of a density ring shall be treated as if it were entirely within the radius of the density ring.

The effective date of these amendments shall be upon passage.

Councilor Lachapelle **MOVED** to **ADOPT** the amendment. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority hand count, 9 in favor, 4 opposed.

**16.3. AB 81 Resolution Authorizing Acceptance of
Donation to the Fire Department in the Amount of**

\$25.00 and authorizing increase in amount of money the Fire Department may accept in donations. (first reading, second reading, and consideration for approval)

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 Accepting Donation to the Fire Department in the Amount of \$25.00 and Supplemental Appropriation to the Fire Department Budget in the amount of \$1,000.00 related to acceptance of donations

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

That a donation in the amount of Twenty-Five Dollars (\$25.00) to the Fire Department is hereby accepted.

Further, a supplemental appropriation in the amount of One Thousand Dollars (\$1,000.00) to the Fire Department budget line item #12020054 is hereby approved reflecting that the maximum amount of donations to be accepted by the Fire Department is increased to One Thousand Five Hundred Dollars (\$1,500.00).

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.

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

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

16.4. AB 63 Amendment to the City of Rochester's General Ordinances Relative to Chapter 17.34 Entitled "Water Rate and Fee Schedule" (Second Reading and Consideration for Adoption)

Councilor Lachapelle **MOVED** to read the amendment for the second time

by title only. Councilor Walker seconded the motion. **MOTION PASSED** by a unanimous voice vote. Mayor McCarley read the amendment by the second time by title only.

Amendment to the City of Rochester's General Ordinances Relative to Chapter 17.34 Entitled "Water Rate and Fee Schedule"

THE CITY OF ROCHESTER ORDAINS:

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

17.34 Water Rate and Fee Schedule

Quarterly Water Rates

Residential Customers without	\$5.55 per 100 cu. ft. of water
Residential Customers with	\$2.40
Commercial and industrial customers:	\$5.55

Unmetered Residential

Customers: Per quarter per unit	\$148.53
Per quarter per unit with exemption:	\$74.25

Minimum Fee:

Per quarter per unit without	\$21.09
Per quarter per unit with exemption:	\$16.91

II. That this ordinance amendment shall take effect on February 1, 2018

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

16.5. AB 64 Amendment to the City of Rochester's General Ordinances Relative to Chapter 16.25 Entitled "Wastewater Rate and Fee Schedule" (*Second Reading and Consideration for Adoption*)

Councilor Lachapelle **MOVED** to read the amendment for the second time

by title only. Councilor Bogan seconded the motion. The **MOTION PASSED** by a unanimous voice vote. Mayor McCarley read the amendment by the second time by title only.

**Amendment to the City of Rochester's General Ordinances
Relative to Chapter 16.25 Entitled "Wastewater Rate and
Fee Schedule"**

THE CITY OF ROCHESTER ORDAINS:

1. That Chapter 16, Section 16.25 of the General Ordinances of the City of Rochester, entitled "Wastewater Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Wastewater Rates" and by replacing such portion of the ordinance with the following:

**16.25 Wastewater Rate and Fee
Schedule**

Quarterly Wastewater Rates

Residential Customers without	\$6.75	per	100	ft.	water use
Residential Customers with exemption:	\$4.49	per	100	ft.	water use
Commercial and industrial customers:	\$6.75	per	100	ft.	water use
High Volume Customer (I.e. customers using more than 5,000 units **monthly)	\$6.08	per	100	ft. cu. of	water use

Unmetered Residential Customers:

Per quarter per unit without \$215.9

Per quarter per unit with exemption: \$107.9

Sewer-Metered Customers: \$6.75 per 100 cu. Ft.

Minimum Fee:

Per quarter per unit without \$32.28

Per quarter per unit with exemption: \$25.70

Septage Discharge: \$52.00 per 500 gal. or portion

RV Septage Discharge: \$15.00 flat fee

Graywater Disposal \$28.00 per 2000 gal. or portion

- II. That this ordinance amendment shall take effect on February 1, 2018

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

**16.6. AB 83 Resolution Deauthorization of \$21,000 from the
CIP account for Downtown Sign and Façade**

Program to be transferred to the Economic Development Fund

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

Councilor Hamann inquired how much money was in the account originally. Deputy City Manager Blaine Cox reported that the original amount was \$25,000.

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

Resolution Deauthorizing FY 2006 Sign & Facade project in the amount of \$21,000.00 from the Economic Development Capital Improvements Plan

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

That Twenty One Thousand Dollars (\$21,000.00) is hereby deauthorized from the FY 2006 Sign and Facade CIP account and that said account is hereby closed.

Further, that the Mayor and City Council hereby authorize the transfer of Twenty One Thousand Dollars (\$21,000.00) to the Economic Development 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.

16.7. AB 56 Resolution Authorizing the Release of City Held Easement over 24 Stonewall Drive (*first reading, second reading, and consideration for approval*)

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 Authorizing the Release of City Held Easement over 24 Stonewall Drive, Rochester, New Hampshire

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

OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, do hereby authorize the release of a Fifty (50) foot wide easement over 24 Stonewall Road, Rochester, New Hampshire as shown on the "Lot Line Revision Plan, Pray Street/Stonewall Road, Rochester, NH for Gregory E. Pray," recorded at the Stafford County Registry of Deeds at Plan 81-65.

Further, the City Manager is authorized to execute any and all documents necessary to affect the purpose of this Resolution.

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

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

16.8. Discussion: NH Senate Bill 193 "Education Freedom Savings Account"

Councilor Gates made a motion to remove from the agenda Senate Bill 193 citing lack of back-up materials from opposing viewpoints and a copy of the senate bill itself for review. Councilor Torr seconded the motion. The Council determined that it is improper to remove an agenda item in this manner. In order to do so, the rules would need to be suspended, although the item can be tabled by way of a vote.

Councilor Gates withdrew his motion to remove the agenda item. Councilor Torr withdrew his second. Councilor Gates **MOVED** to table the agenda item. Councilor Torr seconded the motion. **MOTION CARRIED** by a show of hands; 7 in favor, 6 opposed.

17. Other

Councilor Varney inquired when the zoning amendment on Wakefield Street would be coming back to Council. City Attorney O'Rourke reported that the amendment would come back to Council at the first regular City Council Meeting in March for a second reading and a vote.

18. Non-Meeting/Non Public Session

18.1 Non-Public Session, Land, RSA 91-A:3 II (d)

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

Councilor Lauterborn **MOVED** to enter into a Non-Public Session, under RSA 91-A:3,II (a), for Personnel and RSA 91-A:3 II (d) for land at 8:38 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Lauterborn, Keans, Walker, Hutchinson, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Gates, Varney and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the non-public sessions at 9:07 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn **MOVED** to seal the minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hutchinson, Keans, Lauterborn, Hamann, Lachapelle, Abbott, Walker, Gates, Torr, Gray, Bogan, Varney and Mayor McCarley all voting in favor.

19. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Regular City Council meeting at 9:08 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office



City of Rochester, New Hampshire

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

6.2. CITY MANAGER'S REPORT P.29

March 6, 2018

The Employee(s) of the Month is: Don Tibbetts – Department of Public Works – Buildings & Grounds **P. 31**

Contracts and documents executed since last month:

- Assessing Department
 - Cartographic Associates – 2019 Tax Map Maintenance Proposal **P.32**
- Department of Public Works
 - CMGC Change Order 9 & 10 – Final – Annex Project **P. 33**
 - Colonial Pines Engineering Contracts – Underwood Engineers **P. 34**
 - Dewey Street Bridge – Final Survey **P. 35**
 - NHDOT Municipal Work Zone Agreement – Rt. 11 Paving **P. 36**
 - Security Agreement - 215 Salmon Falls Road **P. 37**
 - Salmon Falls Road Sewer Project – EDA Final Acceptance **P. 38**
- Information Technology
 - American Alarm – Network Upgrade **P. 39**
- Legal Department
 - Spaulding Avenue – Property Management Agreement **P. 40**
 - Settlement Agreement – Water Tank Failure **P. 41**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **none**
- Monthly Overnight Travel Summary **P. 42**
- Permission & Permits Issued **P. 43**
- Personnel Action Report Summary **P. 44**

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City Clerk's Office

EMPLOYEE OF THE MONTH NOMINATION FORM

EMPLOYEE'S NAME Don Tibbitts

DEPARTMENT DPW

Provide examples of how the employee has performed actions that were above and beyond those normally expected for the employee's position. The more examples you can give adds to the strength of the nomination. If more room is needed, please use reverse side.

SERVICE TO THE COMMUNITY

(Example: Volunteering at a blood drive, actively participating in the Adopt-a-Spot Program, chairing or sponsoring programs such as Toys for Tots or the Summer Fun Festival.)

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

(Example: A City employee helping the elderly to their car in bad weather, creating special events for staff such as the Christmas party or the Chili Cook-Off.)

We had an issue with a mouse in our office. Don not only set up multiple traps, he came in on the weekend, on his own time, to check the traps. He then cleaned up any residue including inside desks.

PROFESSIONALISM AND COMMITMENT BEYOND WHAT IS EXPECTED FOR THE EMPLOYEE'S POSITION

(Example: He/she gives extra hours to the job when necessary to get the job done.)

Don understands what we do here. When we have meetings, Don makes sure our conference table looks pristine and then immediately restores it to perfection afterwards. Don has even brought tools from home to make small repairs to our furniture.

YOUR NAME: Terence O'Rourke DATE: 8/16/17

PLEASE NOTE: You may use either this form or a letter, whichever is more convenient for you. Thank you for your time and interest in the Employee of the Month Program!

***ANY OF THE ABOVE ITEMS IS ENOUGH TO NOMINATE AN EMPLOYEE.**

3/1/18



City of Rochester, New Hampshire

ASSESSORS OFFICE

19 Wakefield Street, Rochester, NH 03867

(603) 332-5109 Assessor@rochester.net

www.rochesternh.net

CITY OF
Rochester
Received
FEB 23 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: Jonathan Rice, Chief Assessor 

DATE: February 23, 2018

SUBJECT: Cartographic Associates, Inc. (CAI)
2019 Tax Map Maintenance Proposal

Please see attached maintenance proposal and contract for to provide professional mapping services to the City of Rochester for the upcoming tax year. This is an annual agreement which is accounted for within the Assessing Departments 2018 Fiscal Budget.

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

Signature _____


Blaine M. Cox, Deputy City Manager



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

3/1/18



INTEROFFICE MEMORANDUM

TO: Daniel F. Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

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

DATE: February 1, 2018

SUBJECT: CMGC Building Corp Change Orders 9 & 10 Final
City Hall Annex Project

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

CITY OF
Received
FEB 2 2018
City Manager
ROCHESTER

Attached please find (3) three copies each of CMGC Building Corp Change Order numbers 9 and 10. These changes are necessary as they are for items not covered in the original contract. These are the final change orders for this project. There is sufficient funding in the project account 15011090-772000-16559. The changes are as follows

Change #9

Electrical Heater and insulation to Ceiling in at the Bulkhead and Wrapping of Wood Colum in Room 112 – Total \$3768.

Change #10

Extending fence and Fencing of Dumpster \$5,643

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

Signature

Blaine M. Cox, Deputy City Manager

3/1/18



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
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JAN 31 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

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

DATE: January 30, 2018

SUBJECT: Colonial Pines Engineering Contracts
Underwood Engineers
Colonial Pines Sewer Ext Proj – Railroad Ave Construction Eng.
Colonial Pines Neighborhood Sewer Extension project Design

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

Attached please find (3) three copies each of the (2) Underwood Engineers Contracts for the next phases of the Colonial Pines Sewer Extension project.

Contract #1

Construction Phase Engineering - Extension from Spaulding Turnpike Crossing down Brickyard Drive to connect with existing City Sewer \$37,500

Contract #2

Design Phase Engineering for Sewer Extension into and through the Colonial Pines Neighborhood \$126,100.

There is sufficient funding in the project account as follows:
55026020-771000- 17542

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

Signature _____

Blaine M. Cox, Deputy City Manager

3/1/18



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Rochester
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FEB 23 2018
City Manager
Rochester

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Owen Friend-Gray PE, Assistant City Engineer

DATE: 23 February 2018

SUBJECT: Dewey Street Bridge Final Survey

CC: Michael S. Bezanson PE, City Engineer

Attached is the Doucet Survey contract for the boundary survey and monumentation requirements per the easement signed with the abutter, Mr. Mauser, to the Dewey Street Bridge Project. Doucet survey already performed the control work for this project, so their existing data and knowledge of the area allows them to expeditiously perform the work and increase the consistency of the information. There is sufficient funding in the Dewey Street Pedestrian Bridge CIP budget account number 15013010-771000-17579.

If you have any questions please let me know, if not please sign and forward this document to Dan Fitzpatrick, City Manager for signature.

Blaine M. Cox, Deputy City Manager

Dan Fitzpatrick, City Manager

Please return contract to DPW for distribution and mailing



City of Rochester, New Hampshire

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3/1/18

CITY OF
Received
FEB 15 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager

FROM: Lisa J. Clark, Admin Supervisor *LJC*

DATE: February 14, 2018 

SUBJECT: NHDOT Municipal Work Zone Agreement
Route 11 Paving

CC: Michael S. Bezanson, PE Director of City Services

Attached (2) two copies of the Municipal Work Zone Agreement for Paving work to be completed on NH Rt. 11 / Farmington Road. The State of NH is now requiring signature from municipalities that is an acknowledgement that the NHDOT will have the authority to control traffic through the work zone during the proposed paving project.

There are 3 sections within Rochester for paving by the State of NH and they are as follows:

1. Begins at the Farmington Line and continues easterly to a pavement joint 350' west of 2-Rod Road near mile marker 102.8. This segment will have a 1.5" travel way inlay.
2. Begins at the pavement joint 350' west of 2-Rod Road to a pavement joint 100' west of Little Falls Bridge Road. This section will receive a full width 1.5" inlay with high strength wearing course placed.
3. Begins with a pavement joint near Crane Drive and continues easterly to a pavement joint at Cardinal Drive. This section will receive a 1.5" full width inlay.

Please sign and return document to DPW for signature.

3/1/18



City of Rochester, New Hampshire

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CITY OF
Received
FEB 22 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: February 22nd, 2018
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreements: 215 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreements for signature on the repayment plan for the water and sewer service connections at 215 Salmon Falls Rd with Mr. Harrington.

If you have any questions please let me know, if not, please sign and send to the Legal Department.

3/1/18



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

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CITY OF
Received

FEB 6 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager

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

DATE: February 6, 2018

SUBJECT: Salmon Falls Road EDA Sewer Ext Project.
EDA Final Acceptance Report Document

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

Attached please find the final acceptance document required by the US EDA in regards to the Salmon Falls & Milton Road Improvement Project.

This project is completed as attested to and documented by the SUR Construction and Wright-Pierce Engineers.

These documents should be returned to the DPW for distribution.

Thank you

3/1/18



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

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CITY OF
Rochester
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FEB 23 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: Sonja Gonzalez, Chief Information Officer

DATE: February 23, 2018

SUBJECT: American Alarm

Network Upgrade/Expansion: Upgrade Police Security - \$18,926

CC:

Attached please find one copy of the contract for Construction and Professional services for the upgrade to our Police Access Control system. The work described in this scope of services is for server installation and configuration for the Velocity server and door keypads.

There is sufficient funding in the Network Upgrade/Expansion Project Account 15011020-773800-18507.

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

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire
OFFICE OF THE CITY ATTORNEY
19 Wakefield Street • Rochester, NH 03867
(603) 335-7564
www.RochesterNH.net

3/1/18

CITY OF
Received

FEB 20 2018

City Manager
ROCHESTER

Memorandum

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: February 20, 2018
Re: 20 Spaulding Ave. Industrial Complex, LLC Bankruptcy Case

On November 1, 2017, the City received a tax deed from the Tax Collector for the property located at 20 Spaulding Avenue (the "Property"). On November 2, 2017, the former owner, Spaulding Ave, Industrial Complex, LLC ("Spaulding") filed for Chapter 11 Bankruptcy. The filing caused any actions by the City to become subject to the Automatic Stay provisions of federal law. In other words, the City could take no further action. As part of the proceedings, the City has negotiated an agreement with Spaulding which allows it to continue to operate the Property while making monthly payments to the City against the Tax Deficiency. Spaulding is responsible for all costs and liabilities associated with the Property, including payment of Property Taxes. Should Spaulding default, it will relinquish any and all claims to the Property and consent to a release of the City from the Automatic Stay. To finalize the agreement, the City Manager must sign the Property Management Agreement and the two (2) Stipulations which will be filed in the US Bankruptcy Court.



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY

19 Wakefield Street • Rochester, NH 03867

(603) 335-7564

www.RochesterNH.net

CITY OF
Received
FEB 15 2018
City Manager
ROCHESTER

Memorandum

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney
Date: February 14, 2018 *pro*
Re: City of Rochester v. Payeur and Wright-Pierce

On January 10, 2018, mediation was conducted between the City, Payeur, and Wright-Pierce in regards to the City's lawsuit over the water tank failure. The parties reached an agreement which has been approved by the City Council. In order to finalize said agreement, the City Manager needs to sign two (2) original copies of the Settlement Agreement and Release.

MONTHLY DEPARTMENT TRAVEL SUMMARY

3/1/18

[illegible]

* CADCA - Community Anti-Drug Coalitions of America

43 of 189

	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PROMOTION	OTHER	MISC. INFO
CITY CLERK	MARCIA RODDY	ELECTIONS	1			X											
CITY CLERK	DIANE MOSES	ELECTIONS	1			X											
FIRE	KENNETH HOYT	FIREFIGHTER	1	X												X	RETURN FROM MILITARY DUTY
FIRE	MIKE GEORGE	FIRE CAPTAIN	1	X											X		
FIRE	CYNTHIA POTTS	SECRETARY II	1						X								
FIRE	MARK KLOSE	CHIEF	1													X	PER OFFER OF EMPLOYMENT
FIRE	TIM WILDER	FIRE MARSHAL	1	X												X	PER OFFER OF EMPLOYMENT
FIRE	KAITLIN TAATJES	FIREFIGHTER	1	X							X						
FIRE	JARROD WHEELER	FIRE LIEUTENANT	1	X											X		
FIRE	JESSICA GRAY	SECRETARY II	1	X			X										
IT	KERN MANN	IS TECHNICIAN	1	X						X							
LIBRARY	ELLIANA MARTEL	LIBRARY PAGE	1		X		X										
POLICE	ERIC BABINE	POLICE SERGEANT	1	X									X				
POLICE	MATTHEW BAILY	PATROL OFFICER	1	X									X				
POLICE	HUNTER ROY	PATROL OFFICER	1							X							
PUBLIC WORKS	AL PLANTE	MAINTENANCE TECH	1						X								
PUBLIC WORKS	CHAD PIERCE	WWTP OPERATOR	1	X												X	GRADE 2 WWTP OPER LIC
PUBLIC WORKS	CHRIS GOODWIN	WWTP LEAD	1	X			X										
PUBLIC WORKS	JAMES ERHARD	CUSTODIAN	1	X						X							
PUBLIC WORKS	DAWN MASKELL	CUSTODIAN	1	X												X	
PUBLIC WORKS	JACQUELYN TARR	CUSTODIAN	1		X		X										
PUBLIC WORKS	THOMAS DANIELS	SEASONAL WINGMAN	1			X		X									
PUBLIC WORKS	MICHAEL JAMES	SEASONAL WINGMAN	1			X	X										
PUBLIC WORKS	KENNETH NYE	SEASONAL WINGMAN	1			X	X										
PUBLIC WORKS	ERIKA SILVIA	SEASONAL WINGMAN	1			X		X									
PUBLIC WORKS	ALEX JACOBS	SEASONAL WINGMAN	1			X	X										
PUBLIC WORKS	MATTHEW MORRISSEY	WWTP LABORER	1	X						X							
PUBLIC WORKS	BRENT LINCOLN	WWTP LABORER	1	X			X										
RECREATION	LOGON GADBOIS	REF/SCOREKEEPER	1			X	X										
RECREATION	CADE CONNELLY	REF/SCOREKEEPER	1			X	X										



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

Appointments Committee Minutes

February 14, 2018

Committee Members Present:

Sandra Keans, Chair (arrived at 6:30pm)
 Tom Abbott
 Robert Gates

Donna Bogan
 James Gray, Vice-Chair

The meeting was called to order at 6:15 p.m. on February 14, 2018.

Kristen Ebbeson – Rochester Economic Development Commission

Ms. Ebbeson has owned Riverstone Custom Framing for six years. She is very interested in seeing a vibrant downtown. She offers a different perspective on the REDC.

Robert Goldstein – Zoning Board of Adjustment

He has been a member for several years and continues to enjoy the work.

Shon Stevens – Zoning Board of Adjustment

Has been an alternate and enjoys the process and would like to continue.

Larry Spector – Zoning Board of Adjustment

Has been on the committee for over 8 years and has served previously as vice-chair. He has recently been elected as chair.

Ralph Sanders – Utility Advisory Board

He has been a licensed civil engineer. He has only been a member for about a year and has found it interesting. He is happy to lend his expertise to the city.

Councilor Gray **MOVED** to reappoint Mr. Sanders; Councilor Abbott **SECONDED** Mr. Sanders to be reappointed to the Utility Advisory Board. The Appointments Committee unanimously recommends that Mr. Sanders be reappointed to the Utility Advisory Board, term to expire 01/2/2021.

Don Hamann – Planning Board Alternate

He believes he has plenty of time to volunteer. He is already a representative of the Strafford Regional Planning Commission.

Councilor Gray **MOVED** to recommend; Councilor Bogan **SECONDED** Mr. Hamann to be appointed to the Planning Board as an alternate. The Appointments Committee unanimously recommends that Mr. Hamann be appointed to the Planning Board as an alternate, term to expire 1/2/2021.

The meeting was adjourned at 7:42 pm.

Respectfully submitted,
 Sandra B. Keans, Chair

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City Clerk's Office

Codes and Ordinances Committee

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



CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday, Feb. 1, 2017

City Council Chambers

31 Wakefield Street, Rochester, NH

MINUTES

1. Call to Order

Councilor Lachapelle called the Codes and Ordinances Committee to order at 6:00 PM. Susan Morris, City Clerk Typist, took a silent roll call. All Committee members were present. Also present were Councilor Hamann, Councilor Varney, Councilor Walker and City Attorney, Terence O'Rourke.

2. Public Input

Councilor Lachapelle opened Public Input at 6:03 pm.

The two residents present for public input intended to speak regarding agenda item #6 "Amendment to Chapter 19.8 ***Storage of Containers/Dumpsters.***" Councilor Lachapelle invited them to speak at the time that agenda item is discussed.

Councilor Lachapelle closed Public Input at 6:05 pm.

3. Acceptance of the Minutes: October 5, 2017

Councilor Lauterborn **MOVED** to **ACCEPT** the minutes of October 5 2017 Codes and Ordinances Committee meeting. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Amendment to Chapter 45 *Overnight Parking, Occupancy, and Camping on City owned Property*

Councilor Lauterborn **MOVED** to recommend this amendment to the full Council with the following correction: typo in 45.7 Removal: *Any vehicle parked*

in violation of this Ordinance ~~by~~ may be ordered towed by the Rochester Police Department at the expense of the owner or custodian of said vehicle. Councilor Gates seconded the motion.

Councilor Hamann asked why the Rochester Opera House is singled out in **45.5 Exceptions**. Councilor Lauterborn explained that there are sometimes traveling bands and shows that come to the opera house in motor homes and they occasionally stay overnight, leaving early the next morning. The Rochester Opera House does not fall under a special even permit. Further discussion was held. The **MOTION CARRIED** by a unanimous voice vote. *See attached Amendment.*

5. Amendment to Chapter 63.2 *Passing of Items from the Occupant of a Motor Vehicle*

Councilor Lauterborn **MOVED** to recommend to full Council to repeal 63.2 in its entirety. Councilor Gates seconded the motion. After discussion, the **MOTION CARRIED** by a unanimous voice vote. *See attached Amendment.*

6. Amendment to Chapter 19.8 *Storage of Containers/Dumpsters*

Recommendation was made to full Council to strike the last sentence of 19.8; *“and such containers/dumpsters are stored in such a manner as to be adequately screened from view from any public way.* The full City Council did not approve this amendment of removing the last sentence. This was sent back to the Committee for further review.

Councilor Lachapelle stated that if this sentence is left in the ordinances as it currently appears, it is going to create a burden on business owners that do not have the room for enclosures as well as the dumpster and/or the 96 gallon carts. Councilor Abbott stated that leaving this in doesn't address the issues of illegal dumping as some of the pictures in the packet show. Enclosures are not going to fix the problems that are depicted in these photos.

At this time Councilor Lachapelle called forward the residents that were present for Public Input on this item.

Kris Kozlowski of Academy Street spoke regarding the tight situation of the street on which he lives. He spoke of the by-law that requires the containers be removed within 24 hours of being emptied. Mr. Kozlowski stated this by-law is unenforceable, as Code Enforcement only enforces this if it is on a private lot. He also spoke about absentee landlords in regards to tenants moving out and the problem with bulk waste. He made suggestions to help fix this problem.. On Academy Street, which is a one-way street, a problem is created on trash/recycle day with all the containers lined up along one side of the street. Mr. Kozlowski made a suggestion that the City designates one particular area on the street to dump the rubbish.

David Clark of Academy Street spoke regarding the problem on the street as well. He stated that Mr. Kozlowski is the only single family home on the street. Mr. Clark owns a duplex next to him. He agrees with the issues brought up by Mr. Kozlowski and wanted to add to his comments. Mr. Clark stated that what he and Mr. Kozlowski are advocating for is a different approach to high density areas in the City, such as Academy Street. There are also the enforcement concerns of the toters being placed out too early for trash pickup the following day. The requirement about removing the toters within 24 hours after said “pick-up” is not being enforced either. They both would like to see something in the ordinance that would address these concerns.

Councilor Lachapelle spoke about some of the heavier congested areas in the City. He stated that as the ordinance is written, anything above 4 units is classified as commercial and would require a dumpster. Unfortunately in these areas, a dumpster would not be viable because of the tight constraints of the properties boundary lines. Councilor Lachapelle also spoke about the challenges of Bulk Waste.

Councilor Lachapelle stated he would like to keep this on the agenda for the March 1st meeting and invite Jim Grant and Joe Devine from Building, Zoning and Licensing to speak and answer questions. Councilor Lauterborn requested that the March 1st meeting start at 7pm rather than 6pm, as there is the Chamber Showcase Event at the Legion that same evening and also stated that several of the councilors attend this event. Councilor Lachapelle agreed that a 7:00 PM start would be ok.

Councilor Lachapelle recommended to send it back to Council informing them there have been no changes recommended, that toters/dumpsters need to be screened, and let codes enforce it.

Councilor Abbot **MOVED** to send it back to Council with the last sentence deleted (same as last time). The City Council can decide to vote it up or down again. Councilor Gates seconded the motion. **MOTION CARRIED** with a majority voice vote.

7. Review of Council Rules of Order

Councilor Lachapelle recommended adding a new number **12** to be titled **Consent Calendar** under **Section 1.4 Order of Business**. **Consent Calendar** would appear between **Old Business** and before **New Business**. He stated that Council is doing this currently when there are de-authorizations or similar so it makes sense to have it under **Order of Business**. **New Business** would become **13**, **Other** would become **14**, and **Adjournment** would be **15**.

Councilor Lachapelle **MOVED** to create new #12 labeled **CONSENT CALENDAR** under **Section 1.4 Order of Business**. Councilor Lauterborn seconded the motion. **MOTION CARRIED** with a unanimous voice vote.

Councilor Lauterborn spoke regarding the proposed addition to Rules of Order **New 4.25, Cancellation or Postponement of Meetings Item C**. She stated that she felt 5:00 PM was a little late for making that final decision to cancel. She liked that it was stated that the City Clerk is to notify Council Members of cancellation/postponement, and that an e-mail can be sent asking them to respond. Those who don't reply by a certain time would receive a phone call. Discussion was held about the cut-off time to make the final decision to cancel or postpone the meeting.

Councilor Gates **MOVED** to accept **4.25 Cancellation or Postponement of Meeting** with the amendment to **Item C** to change the decision time to **3:00 pm from 5:00 pm**. Councilor Bogan seconded the motion. The **MOTION CARRIED** with a unanimous voice vote. See the proposed change below:

SECTION 4.25 CANCELLATION OR POSTPONEMENT OF MEETING(S)

- (a) **The Mayor, Deputy Mayor, and City Manager shall confer and determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Council meeting.**
- (b) **The Mayor, Deputy Mayor, and City Manager shall confer and determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled Council meeting.**
- (c) **All such decisions regarding postponement or cancellation shall be made no later than 3:00 PM on the date of the scheduled meeting.**
- (d) **The City Clerk will notify Council members by both email and telephone upon determination of a meeting cancellation or postponement.**
- (e) **The City Clerk shall ensure that notification of any such cancellation or postponement shall immediately post on the City's website and Face book page.**

Councilor Hamann spoke regarding **Section 4.12 Ordinances and Resolutions**. He stated that to his knowledge Council has "suspended the rules and read by title only for a second time" every single reading for the past 10

years. If Council is going to suspend the rules every single time, why not change the rules? Councilor Lauterborn stated that some items are read and sent to committee. If it's a money issue it has to go to a public hearing and on some of the bigger financial issues Council does not suspend the rules. Rules are usually suspended on routine business items. More discussion was held on how to write this in as an exception to the rules. Councilor Lachapelle stated that this item should be kept in committee and the City Attorney could review the matter for the next Codes and Ordinances Committee meeting on March 1, 2018.

Councilor Hamann wished to address **Section 4.14 Elections by Ballot**. He inquired why the City Council is still using paper ballots for votes to be taken on members of boards and commissions. Why, as elected officials, are Council members permitted to vote privately? Councilor Lauterborn stated that these are volunteer members for boards/commissions. These are volunteers who are putting their names forward without expectation of compensation, and Council should not create an embarrassing situation. Councilor Lachapelle stated that when Council does use a paper vote, City Attorney O'Rourke and the City Manager collect the votes, count them, and the City Manager makes the announcement. For example: 12 to 1, Councilor Walker won. This way it isn't known who the 1 was. Councilor Hamann stated this is why he has a problem with this voting method. Councilor Hamann stated that the public is already losing faith and said if elected officials are there to publicly make decisions he think they should be making decisions publicly.

Councilor Varney stated that when considering the process for volunteer appointments to boards and commissions, it is not particularly rigorous now. Does the appointments committee ever turn anyone down? This has happened not more than once or twice. Rochester is a small city, and Council would not want to hurt anyone's feelings or create animosity. It only takes a few minutes to do a paper ballot; if they are done monthly and Council stays up to date on nominations, they won't have 15-20 elections in one night.

Councilor Walker stated that he understands when there are two people running for one position, there needs to be a paper ballot, but when there is only one, Council shouldn't have to do this. Councilor Lauterborn pointed out that right in the Rules of Order it states "Single candidates upon nominations ceasing will be elected by City Council Voice vote that the City Clerk Cast one ballot for that candidate."

Councilor Bogan stated that on the next Appointments Committee agenda they have nine appointments, so at the following Council Meeting there will have to be 9 ballots.

Councilor Lachapelle asked if any of the Committee members wished to make an amendment to the Rules of Order. He added that Councilor Hamann or any other Councilor would have an opportunity to make further recommendations

at the City Council meeting.

Councilor Lachapelle asked to entertain a motion to recommend the two changes; **1.4 Order of Business #12 Consent Calendar**; and addition of **NEW 4.25 Cancellation or Postponement of Meeting** made to the Council Rules of Order to the full Council. Councilor Bogan **MOVED** to recommend the changes to the full City Council. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. .

8. Other

No discussion.

9. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Committee meeting at 7:00 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Susan Morris
Clerk Typist

**AMENDMENT TO CHAPTER 45 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING OVERNIGHT PARKING, OCCUPANCY AND
CAMPING ON CITY OWNED PROPERTY**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 45 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

CHAPTER 45

**OVERNIGHT PARKING, OCCUPANCY AND CAMPING ON CITY OWNED
PROPERTY**

SECTION ANALYSIS

45.1 Authority

45.2 Purpose

45.3 Acts Prohibited

45.4 Definitions

45.5 Exceptions

45.6 Responsibility

45.7 Removal

45.8 Enforcement

45.9 Severability

45.10 Effective Date

45.1 Authority.

In accordance with and under the authority of New Hampshire Revised Statutes Annotated 41:11; 41:11-a; and 47:17, the City Council of the City of Rochester hereby adopts the following ordinance for the regulation of overnight parking or camping on all City-owned property.

45.2 Purpose.

This purpose of this Ordinance is to protect the public peace, preserve public law and order, promote safety and welfare and ensure proper and decent conduct for the residents of the City of Rochester and the general public, in the use of City-owned properties.

45.3 Acts Prohibited.

From and after the effective date of this ordinance it shall be unlawful for any person to camp, or to park, with occupancy by one or more persons, any vehicle or recreational vehicle, either overnight or for any two-hour period between dusk and dawn, on any City-owned lands within the City of Rochester.

45. 4 Definitions.

(a) *Camp*: Includes pitching a tent, placing or erecting any other camping device, or sleeping in or on the City-owned property.

(b) *Recreational vehicle*: Any vehicle fitting the definition in RSA 216-I:1, VIII.

(c) *City-owned property*: All properties owned by the City of Rochester.

45.5 Exceptions.

Restrictions in this ordinance shall not apply:

(a) When permission has been granted by the Chief of Police or designee for official or emergency purposes.

(b) When permission has been granted by the City Manager or Chief of Police in conjunction with a performance at the Rochester Opera House or with a written special event permit.

45.6 Responsibility.

All violations of parking restrictions and charges accompanied therewith shall be deemed the responsibility of the registered owner of said vehicle. Such registrations may be proven as set forth in RSA 261:60. Said registered owner shall be conclusively presumed to be in control of the vehicle at the time of the parking violation, and no evidence of actual control or culpability needs to be proven as an element of the offense in accordance with RSA 231:132-a.

45.7 Removal.

Any vehicle parked in violation of this Ordinance may be ordered towed by the Rochester Police Department at the expense of the owner or custodian of said vehicle.

45.8 Enforcement.

(a) Any person who violates this Ordinance shall be guilty of a violation and shall be fined One Hundred Dollars (\$100.00).

(b) Any duly appointed police officer for the City of Rochester may enforce this Ordinance by utilizing any process authorized by state law, including but not limited to a Local Ordinance Citation pursuant to RSA 31:39-d and Chapter 44 of the City of Rochester Ordinance.

(c) All penalties collected for violations of this Ordinance shall be for the use of the City and deposited into the City's general fund.

45.9 Severability.

The provisions of this Ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this Ordinance.

45.10 Effective Date.

This Ordinance shall take effect upon passage.

The effective date of these amendments shall be upon passage.

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

THE CITY OF ROCHESTER ORDAINS:

That Chapter 63 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

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

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

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

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

——— (3) ~~Item.~~ Any physical object.

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

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

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

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

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

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

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

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

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

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

The effective date of these amendments shall be upon passage.

**Amendment to Chapter 19 of the General Ordinances of the City of Rochester Regarding
Storage of Containers and Dumpsters**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 19 of the General Ordinances of the City of Rochester, currently before the Rochester City Council, be amended as follows:

19.8 Storage of Containers and Dumpsters. Except on the day scheduled for collection and during the time period provided in 19.6 of this chapter, no person shall place or store any refuse in any street, alley or other public place or upon any private property within the City of Rochester unless such refuse is placed in proper containers/dumpsters. ~~and such containers/dumpsters are stored in such a manner as to be adequately screened from view from any public way.~~

The effective date of these amendments shall be upon passage.

CC FY 18 2017, 12-05 AB 67

ROCHESTER NEW HAMPSHIRE



2018 CITY COUNCIL RULES OF ORDER

PROPOSED CHANGES

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**RULES OF ORDER OF THE
CITY COUNCIL
CITY OF ROCHESTER, NEW HAMPSHIRE**

**ARTICLE 1
CITY COUNCIL MEETINGS**

SECTION 1.1 REGULAR MEETINGS

Regular meetings of the City Council shall be held in the Council Chamber in City Hall on the first Tuesday of each month, at 7:00 o'clock PM, except when a state general election or a regular municipal election is held on said first Tuesday of the month of November. The November meeting date in the year in which a regular municipal election is conducted shall be the Wednesday following said municipal election, in accordance with Section 52 of the City Charter. The November meeting date in the year in which a state general election is conducted shall be the second Tuesday of that month, unless the City Council shall otherwise direct. The inaugural meeting date following the regular municipal election shall be the first Tuesday after January 1. If any such date shall fall upon a legal holiday or upon the day on which a special state or municipal election is conducted the City Council shall vote to conduct said meeting on the day following or on the Tuesday following that holiday or Election Day.

SECTION 1.2 SPECIAL MEETINGS

The City Clerk shall call a special meeting of the City Council at the written request of the City Manager, the Mayor, or at the written request of a majority of City Council. Special meetings of the City Council shall be held upon written notice being delivered by the City Clerk to each City Councilor at least forty-eight (48) hours prior to said meeting, said notice stating the purpose for which the meeting is called. The Mayor shall take the chair precisely at the hour appointed for the meeting and call the members to order, and within ten minutes or sooner if a quorum be present, shall cause the roll to be called, and the names of the members present to be recorded. The Clerk shall also record the names of the members coming in after the calling of the roll.

SECTION 1.3 ABSENCE OR DISABILITY OF MAYOR, DEPUTY MAYOR

In the absence or disability of the Mayor, the Deputy Mayor shall take the chair and preside over the meeting and shall act as Mayor during such absence or disability. In the absence or disability of both Mayor and Deputy Mayor, the Clerk shall call the Council to order and shall preside until a chairperson shall be chosen by a roll call vote and plurality of votes, who shall preside and act as Mayor during such absence or disability.

[6/4/2013]

SECTION 1.4 ORDER OF BUSINESS

(a) The order of business for regular meetings of the City Council shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Prayer
4. Roll Call
5. Approval of the minutes of the previous meeting(s)
6. Communications from the City Manager
7. Communications from the Mayor
8. Presentation of Petitions and Council Correspondence [and Disposal thereof by Reference or Otherwise]
9. Nominations, Appointments and Elections
10. Report of Committees
11. Old Business [Items Remaining from Prior Meetings]
12. ~~New Business~~

12.Consent Calendar

13.New Business

14.Other

15.Adjournment

(b) New Business: Items requiring Council action may be introduced by any member of the City Council, but may not be acted upon at the meeting in which they are introduced unless the items are properly filed in accordance with Article 4, Section 4.1 herein. The Council may act upon said items if they have not been filed in advance by suspending Council Rules by a two-third (2/3) vote of the City Council.

SECTION 1.5 PUBLIC HEARINGS

Public Hearings: To receive citizen input and feedback on certain specific matters that have been placed on the meeting agenda for consideration and action by the City Council, Public Hearings will be scheduled and held as required by law and/or whenever referred for a public hearing by simple majority vote of Council Members

present. Upon being referred by Council vote, Public Hearings will be noticed for and held during a subsequent Regular and/or Special Meeting or Committee Meeting. At the request of the presiding officer, Ordinances or Resolutions scheduled on an agenda for public hearing will be briefly introduced with appropriate explanations by staff. Citizens will then have the opportunity to address the Council speaking to the specific item(s) subject to public hearing, subject to the following guidelines: [6/4/2013]

- I. All speakers shall be residents of the City of Rochester, property owners in the City of Rochester, and/or designated representatives of recognized civic organizations or businesses located and/or operating in the City of Rochester;
- ii. All speakers shall address their comments to the presiding officer and the Council as a body and not to any individual member;
- iii. Speakers shall first recite their name and address for the record, and, if applicable, the name and address of the civic organization and/or business they have been designated to represent;
- iv. For each public hearing item, a speaker shall be provided a single opportunity for comment;
- v. Public Hearings are not intended to be utilized for a two-way dialogue between speaker(s), Council Member(s), and/or the City Manager, or administrative staff; and
- vi. The presiding officer shall preserve strict order and decorum for and by all speakers appearing before the Council.

ARTICLE 2
DUTIES AND POWERS OF PRESIDING OFFICER

SECTION 2.1 PRESIDING OFFICER - DECORUM AND ORDER

The presiding officer shall preserve decorum and order, may speak to points of order in preference to the members, and shall decide all questions of order, subject to an appeal to the Council on motion of any member, and no other business shall be in order until the questions on the appeal shall have been decided.

SECTION 2.2 PRESIDING OFFICER - DECLARING VOTES

The presiding officer shall declare all votes, but if any member doubts the vote, the presiding officer, without further debate upon the question, shall require a division and shall declare the results.

SECTION 2.3 PRESIDING OFFICER - ROLL CALL VOTES

When any member shall require a question to be put in the roll call vote, the presiding office shall so order if the request is seconded.

SECTION 2.4 PRESIDING OFFICER - ORDER OF QUESTIONS

The presiding officer shall propound all questions in the order in which they are moved, unless the subsequent motion shall be previous in its nature.

SECTION 2.5 DISPOSAL OF MOTIONS

After a motion is made and seconded, it shall be considered, and, after it is stated by the presiding officer, it shall be disposed of by vote of the City Council, unless the mover withdraws it before a decision or amendment and the second agrees to withdrawal of the motion.

SECTION 2.6 MOTION FOR ADJOURNMENT

The presiding officer shall consider a motion to adjourn as always in order, the time of the next meeting having been agreed upon, unless a member has possession of the floor, or any question has been put and not decided. The motion to adjourn, or to lay on the table, or to take from the table, if seconded, shall be decided without debate.

SECTION 2.7 PRESIDING OFFICER - RECOGNIZING MEMBERS

When two or more members ask to be recognized at the same time, the presiding officer shall name the member who shall speak first.

SECTION 2.8 COMMITTEE APPOINTMENTS

All Council committees shall be appointed and announced by the presiding officer, who shall designate the chairperson and vice-chairperson thereof. The Mayor shall be Chair of the Finance Committee and an Ex-Officio voting member of all other committees of the Council.

SECTION 2.9 ROBERT'S RULES OF ORDER

When no other provision is herein made, questions of parliamentary law shall be decided as prescribed in the most recent edition of Robert's Rules of Order.

ARTICLE 3 RIGHTS AND DUTIES OF MEMBERS

SECTION 3.1 COUNCIL MEMBER SPEAKING

When any member is about to speak in debate, or deliver any matter to the Council, the member shall use a raised hand to be recognized, shall remain seated, respectfully address the presiding officer, shall be confined to the question under debate, and shall avoid personalities. The presiding officer shall attempt to allow a particular stream of discussion to be completed prior to allowing a member to change the direction of the debate at hand.

SECTION 3.2 COUNCIL MEMBER IN DEBATE

Members in debate shall address each other as Councilor or may use a description by the ward represented, or such other designation as may be intelligible and respectful.

SECTION 3.3 INTERRUPTION OF COUNCIL MEMBER

No member speaking shall be interrupted by another, except to call to order or to correct a mistake. But if any member, in speaking or otherwise, transgresses the Rules of the Council, the member so called to order shall immediately cease speaking unless permitted to explain, and the chair shall decide the question of order. The City Council, if appealed to, shall decide the question with limited debate.

SECTION 3.4 COUNCIL MEMBER SPEAKING, LIMITATIONS

Upon a motion and 2/3 vote by the council to limit debate, the chair shall limit discussions on any motion before the council. After such vote and if no time limit is set as part of the motion, no member shall speak more than twice on the same question, or more than five minutes at one time, nor more than once, until all other members choosing to speak shall have spoken.

SECTION 3.5 PRECEDENCE OF MOTIONS

The following motions shall have precedence in the order in which they are arranged:

1. **TO ADJOURN:** A privileged motion to be voted on at once if seconded; not debatable.
2. **TO LAY ON THE TABLE/TO TAKE FROM THE TABLE:**
Requires a second, not debatable.
3. **TO CALL FOR THE PREVIOUS QUESTION/TO MOVE THE QUESTION (TO CLOSE DEBATE):**
Requires a second, not debatable.
4. **TO POSTPONE TO A TIME CERTAIN:**
Requires a second, debatable.

5. **TO REFER:** Requires a second; debatable.
6. **TO AMEND:** Requires a second; debatable.
7. **TO POSTPONE INDEFINITELY:** Requires a second; debatable.
8. **MAIN MOTION:** Requires a second; debatable.

SECTION 3.6 MOTION REDUCED TO WRITING

Every motion shall be reduced to writing, if the presiding officer directs, or if a member of the Council requests it.

SECTION 3.7 VOTING ON MOTIONS. ABSTENTIONS

Every member who shall be in the Council Chamber when a question is put shall vote, except that no member may vote on any question in which the member has a direct interest to a degree that may significantly impair the independent and impartial exercise of that member's judgment as a Councilor. If a member takes this rule for purposes of not voting, the member shall inform the City Council before a vote be taken on the motion under consideration.

SECTION 3.8 MAYORAL VETO - EXERCISE AND VOTE TO OVERRIDE

To be effective, the right of veto accorded to the Mayor under the provisions of Section 10-A of the Rochester City Charter, must be exercised, and notice of such exercise must be communicated in writing to the City Clerk, within one hundred forty-four (144) hours after action by the Council. As soon as practicable after receipt of the Mayor's written notice of exercise of the veto power, and in no event later than seventy-two (72) hours after receipt of such notice, the City Clerk shall inform the Council in writing of the Mayor's exercise of such veto. The Council may override said veto by a two-thirds (2/3) vote of all Councilors (Mayor excluded) serving in office, as provided for in Section 10-A of the Rochester City Charter, no later than the close of the next regular meeting of Council.

SECTION 3.9 DIVISION OF A QUESTION

The division of a question may be called for when the sense will admit it.

SECTION 3.10 READING OF A PAPER. OBJECTIONS

When the reading of a paper is called for, and the same is objected to by any Member, it shall be determined by a vote of the Council.

SECTION 3.11 SUSPENSION, AMENDMENT, AND REPEAL OF RULES

No standing Rule of Order of the Council shall be suspended unless two-thirds (2/3) of the members present shall consent thereto. Nor shall any Rule of Order be

repealed or amended without a motion therefore, made at a previous meeting, nor unless a majority of the whole City Council concur therein. The Rules of Order of the City Council shall be reaffirmed by the new Council following each municipal election. The Rules of the former Council shall not be binding.

SECTION 3.12 ATTENDANCE OF MEMBERS

Every member shall take notice of the day and hour to which the Council may stand adjourned, and shall give his punctual attendance accordingly.

ARTICLE 4
AGENDAS, COMMUNICATIONS, COMMITTEES,
REPORTS, RESOLUTIONS

SECTION 4.1 AGENDA PREPARATION

The agenda for each Council meeting shall be prepared by the Mayor, the Deputy Mayor and the City Manager in conjunction with the City Clerk. Any Councilor may place an item on the agenda provided that the items be submitted in writing or email to the City Clerk, the Mayor, the Deputy Mayor or the City Manager seven (7) days prior to the meeting of Council. The City Clerk shall provide Council members with copies of the agenda at least five (5) days prior to the meeting of the Council.

SECTION 4.2 MEMORIALS AND DOCUMENTS, PRESENTATION

All memorials and other documents addressed to the City Council shall be presented by the presiding officer or by a member in the presiding officer's place, who shall explain the subject thereof; and they shall lie on the table to be taken up in order in which they are presented, unless the Council shall otherwise direct.

SECTION 4.3 REPORTS AND PAPERS, LEGIBLY WRITTEN OR TYPED

All reports and other papers submitted to the City Council shall be written in fair hand or typewritten. The Clerk shall make copies on any papers to be reported by the committees, at the request of the chairs thereof. At the request of any councilor a digital copy may be provided in place of printed page.

SECTION 4.4 STANDING COMMITTEES

At the commencement of the new year following the regular municipal election, the following committees shall be appointed by the Mayor:

Finance:

Shall consist of seven (7) members including the Mayor who shall serve as chair.

Public Works and Buildings:

Shall consist of five (5) members.

Public Safety:

Shall consist of five (5) members.

Codes and Ordinances:

Shall consist of five (5) members.

Community Development:

Shall consist of five (5) members.

Appointments Review Committee:

Shall consist of five (5) members.

- A. No Council Member shall serve on more than three (3) standing committees, excluding the Finance Committee.
- B. All vacancies occurring in any standing committee shall be filled by the Mayor.

SECTION 4.5 SPECIAL COMMITTEES

Special committees shall consist of three (3) members unless a different number be ordered by the Mayor.

SECTION 4.6 REMOVAL OF A COMMITTEE MEMBER

A member of any committee may be removed by a two-thirds (2/3) vote of the entire Council.

SECTION 4.7 PUBLIC INPUT AT WORKSHOP OR COMMITTEE MEETINGS

The chair shall call the committee together and no committee shall act by separate consultations, and no report shall be received from any committee unless agreed to in committee actually assembled, and voted upon by a majority of the members thereof.

Public input on any subject appropriate to be brought before the Council shall be allowed at the beginning of every committee meeting or council workshop and shall be placed as the first item of business on the agenda of said meeting. When possible, the chair shall allow for reasonable input from the public during the meeting, to allow citizens to comment on any item appearing on the agenda, except for any items discussed in any non-public session. The chair may limit any public input to insure that the committee is able to complete its work and to provide for the decorum of the meeting.

i. Speakers shall be residents of the City of Rochester, property owners in the City of Rochester, and/or designated representatives of recognized civic organizations or businesses located and/or operating in the City of Rochester;
[6/4/2013]

ii. Speakers shall address their comments to the presiding officer and the Council as a body and not to any individual member;

iii. Speakers shall first recite their name and address for the record, and, if applicable, the name and address of the civic organization and/or business they have been designated to represent;

iv. Each speaker shall be provided a single opportunity for comment, limited to five (5) minutes with the five (5) minutes beginning after the obligatory statement of named and address by the speaker;

v. Public Input shall not be a two-way dialogue between speaker(s), Council Member(s), and/or the City Manager, or administrative staff; with the exception of Committee meetings when allowed by the Chair; and

vi. The presiding officer shall preserve strict order and decorum for and by all speakers appearing before the Council.

SECTION 4.8 SITTING OF COMMITTEE DURING COUNCIL MEETINGS

No committee shall sit during the meetings of the City Council without special leave.

SECTION 4.9 COMMITTEE REPORTS

It shall be the duty of every committee of the Council to which any subject may be specially referred to report thereon at the next meeting of the City Council, or to ask for further time.

SECTION 4.10 COMMITTEE OF THE WHOLE, COUNCIL RULES

The rules of proceedings in Council shall be observed in a committee of the whole so far as they may be applicable, excepting the rules limiting the time speaking.

SECTION 4.11 AUTHORIZATION OF EXPENDITURES, CITY DEBT

After the annual appropriations shall have been passed, no subsequent expenditure shall be authorized for any object, unless provisions for the same shall be made by a specific transfer from some of the annual appropriations or money in the treasury unappropriated or by expressly creating therefore a City debt; and no City debt shall be created except by a majority vote of the Council in the affirmative.

SECTION 4.12 ORDINANCES AND RESOLUTIONS

Every ordinance, and all resolutions imposing penalties or authorizing the expenditure of money when introduced, shall be written and shall pass through the following stages before they shall be considered as having received the final action of the Council, to wit: First reading for information, and if not rejected or otherwise disposed of, the City Attorney and City Clerk, shall carefully examine them to see that they are in technical form and that their provisions are not repugnant to the Laws and Constitution of the State of New Hampshire or to the Charter and Ordinances of the City of Rochester: They shall then be referred by the chair to the appropriate Council committee for review, public hearing (if required) and discussion. All committees shall make a report for final action to the Council. After such report, the question shall be, "Shall they be read a second time?" If not then rejected, the question shall be on the passage of the same to be enrolled. Upon an affirmative vote, the chair shall refer such ordinance or resolution to the Codes and Ordinances Committee for review as set forth in Section 4.13. and

make a report of them to the Council, at which time they shall be deemed to be enrolled. No ordinance or resolution as above referred shall be amended except on its second reading. All other resolutions shall have one reading before they shall finally be passed by the Council.

SECTION 4.13 CODES AND ORDINANCES COMMITTEE.ORDINANCE ENROLLMENT

It shall be the duty of the Codes and Ordinances Committee to examine every ordinance that shall have passed the several readings required, and if found correctly enrolled, officially made part of the general ordinances of the City of Rochester and/or the official record of the City Council and to report the same to the Council.

SECTION 4.14 ELECTIONS BY BALLOT

In all elections by ballot on the part of the City Council, blank ballots and all ballots for persons not eligible shall be reported to the Council.. To be elected any person seeking election must receive a majority of the votes of those members present and voting. Tally of the ballots shall be reported to the Council and recorded in the minutes. Unless otherwise directed by the Council all ballots shall be destroyed after being reported.

A. Boards and Commissions appointments shall be elected by ballot of the City Council with the exception of a single candidate. Single candidates upon nominations ceasing will be elected by City Council voice vote that the City Clerk cast one ballot for that candidate.

(A) Amended and adopted by the City Council on 3/04/2014.

SECTION 4.15 RECORD OF VOTES AND PROCEEDINGS

The Clerk shall keep a record of the votes and proceedings of the City Council, entering thereon all orders and resolutions, except such as it is necessary to engross; reports, memorials, and other papers submitted to the Council shall be noted only by their titles or a brief description of their purpose, but any accepted reports may be entered at length on said record.

SECTION 4.16 FUNCTIONS OF FINANCE COMMITTEE

Functions shall include: Purchasing, Trust Funds, Operating Budget, Final Capital Budget, Taxes, City Reports, Legal Affairs, Insurance, Audits, Claims, Accounts, Bids, Review of Expenditures, Receipts, Contract Change Orders, Welfare and Grants. The Finance Committee shall present a monthly report of the City accounts to the Council.

SECTION 4.17 FUNCTIONS OF CODES AND ORDINANCES COMMITTEE

Functions shall include: Municipal Elections and Returns, Charter and Ordinances, Council By-Laws, Enrolled Bills, Planning, Zoning, and such other matters as may be directed by the City Council.

SECTION 4.18 FUNCTIONS OF PUBLIC WORKS AND BUILDING COMMITTEE

Functions shall include: Roads, Sewer Systems, Water Systems, Engineering, Public Buildings, Recycling and Solid Waste, Pollution, Water Resources, Space Allocations.

SECTION 4.19 FUNCTIONS OF PUBLIC SAFETY COMMITTEE

Functions shall include: Police, Fire, Parking, Traffic, Street Signs, Street Lights, Animal Control, and Public Health Services.

SECTION 4.20 FUNCTIONS OF COMMUNITY DEVELOPMENT COMMITTEE

Functions shall include: Economic Development, Industrial Development, Land Use Policy, Technology Issues, Chamber of Commerce, Rochester Main Street, Arts and Cultural, Recreation, Parks, Adult & Youth Services, Promotional Activities and Festivals, Public Relations, COAST, CDBG and Human Services Agencies.

SECTION 4.21 FUNCTIONS OF THE APPOINTMENTS REVIEW COMMITTEE

Functions shall include: Interviewing of candidates for Council appointed positions on various boards of the City, including but not exclusive of Planning Board, Zoning Board of Adjustment, Trustees of the Trust Fund, Library Trustees, Arena Commission, Recreation, Parks and Youth Services, Welfare Appeals Board, Utility Advisory Board.

Incumbents of any Committee who have submitted Statements of Interest for reappointment and are running unopposed: the Appointments Committee reserves the right to waive the presence of the candidate.

Second paragraph amended and adopted by the City Council on 3/04/2014.

SECTION 4.22 INAUGURAL MEETING. ORDER EXERCISES

The order of exercises at the meeting held on the first Tuesday after January 1, or Wednesday, January 2, following the regular municipal election shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Prayer
4. Roll Call of Councilors-Elect
5. Mayor takes Oath of Office

6. Councilors-Elect take Oath of Office
7. Roll Call of School Board Members-Elect
8. School Board Members-Elect take Oath of Office
9. Roll Call of Police Commissioners-Elect
10. Police Commissioner-Elect takes Oath of Office
11. Election of Deputy Mayor
12. Inaugural Address
13. Old and/or New Business

SECTION 4.23 COUNCIL COMMUNICATIONS

- (a) No member shall cause to be mailed, electronically transferred, delivered, or left at City Hall any documents or correspondence for any other member or the City Manager which does not clearly identify the name of the member sending such information and, if possible, the source of such information.
- (b) No anonymous correspondence shall be placed in any member's Council mailbox. All mail, electronic media or other correspondence shall clearly identify the sender, source and date it was received.

SECTION 4.24 MINUTES

All meetings of the City Council including all standing and special committees of the Council shall take roll call at all committee meetings and record their proceedings and provide minutes of any meeting to the City Clerk's Office in a manner prescribed under NH RSA 91-A (NH Right To Know Law).

SECTION 4.25 CANCELLATION OR POSTPONEMENT OF MEETING(S)

- (a) The Mayor, Deputy Mayor, and City Manager shall confer and determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Council meeting.
- (b) The Mayor, Deputy Mayor, and City Manager shall confer and determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled Council meeting.
- (c) All such decisions regarding postponement or cancellation shall be made no later than 3:00 PM on the date of the scheduled meeting.
- (d) The City Clerk will notify Council members by both email and telephone upon determination of a meeting cancellation or

postponement.

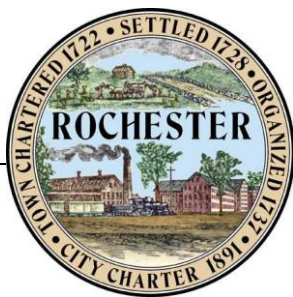
(e) The City Clerk shall ensure that notification of any such cancellation or postponement shall immediately post on the City's website and Face book page.

APPENDIX

REVISED AND ADOPTED BY CITY COUNCIL FEBRUARY 6, 1990 [1]
 AMENDED AND REAFFIRMED BY CITY COUNCIL JANUARY 14, 1992 [2]
 REAFFIRMED BY CITY COUNCIL JANUARY 11, 1994 [3]
 AMENDED BY CITY COUNCIL MARCH 1, 1994 [4]
 AMENDED AND REAFFIRMED BY CITY COUNCIL JANUARY 9, 1996 [5]
 AMENDED AND ADOPTED BY CITY COUNCIL FEBRUARY 3, 1998 [6]
 AMENDED AND ADOPTED BY CITY COUNCIL FEBRUARY 5, 2002 [7]
 AMENDED AND ADOPTED BY CITY COUNCIL MARCH 5, 2002 [8]
 AMENDED AND ADOPTED BY CITY COUNCIL FEBRUARY 3, 2004 [9]
 AMENDED AND ADOPTED BY CITY COUNCIL JANUARY 10, 2006 [10]
 AMENDED AND ADOPTED BY CITY COUNCIL JANUARY 15, 2008 [11]
 AMENDED AND ADOPTED BY CITY COUNCIL February 2, 2010 [12]
 AMENDED AND ADOPTED BY CITY COUNCIL February 7, 2012 (1.4) (3.1) (3.5) and (4.1) [13]
 AMENDED AND ADOPTED BY CITY COUNCIL June 4, 2013 (1.3) (1.5) and (4.7) [14]
 AMENDED AND ADOPTED BY CITY COUNCIL March 4, 2014 (4.21) and (4.14) [15]
 AMENDED AND ADOPTED BY CITY COUNCIL March 1, 2016 (1.4) (3.8) (4.1) and (4.7)

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City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson
Donna Bogan, Vice Chairperson
Tom Abbott
Jeremy Hutchinson
James Gray

Meeting Date:	Monday, February 12, 2018	
Members Present:	Donna Bogan James Gray Jeremy Hutchinson Elaine Lauterborn	Members Absent: Tom Abbott
Guests/Staff:	Julian Long, Community Development Coordinator Todd Marsh, Welfare Director Leah Roth, Woven Community Development Association Angela Mills, Rochester Main Street	

Councilor Lauterborn called the meeting to order at 7:01 p.m. Motion was made by Councilor Bogan and seconded by Councilor Gray to approve the January 8, 2018 minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
FY 2018-2019 GRANT APPLICATION PRESENTATION – Woven Community Development Association	<p>Ms. Roth told the Committee that Woven Community Development Association is focused on economic development in the city's downtown, including job training and neighborhood revival. Woven Community Development Association is requesting \$6,000 in Community Development Block Grant (CDBG) funds to provide transportation and tools to its clients in job training.</p> <p>Councilor Lauterborn asked where the organization is physically located. Ms. Roth replied that the organization is currently working out of the basement and garage of volunteers but plans to have a permanent space by April. Ms. Roth added that the organization is also seeking grant funding through its parent church's national denomination.</p> <p>Councilor Lauterborn asked how clients contact the organization, and Ms. Roth replied that Woven receives referrals from other organizations such as MY TURN, SHARE Fund, SOS Recovery Center, and others. Councilor Bogan asked if Woven also helps clients with job searching after job training, and Ms. Roth stated that they do.</p>

	<p>Councilor Gray asked if the purchase of tools for clients is an eligible CDBG expense. Mr. Long replied that he believed it may be eligible but would check with the city's representative at the U.S. Department of Housing and Urban Development (HUD).</p>
<p>FY 2018-2019 CDBG ANNUAL ACTION PLAN – Second Review and Approval</p>	<p>Mr. Marsh stated that all of the CDBG grant applicants are worthy of funding but that the Welfare Department sees a need for services for chronic homelessness and supportive housing. He also discussed some of the factors that lead to chronic homelessness.</p> <p>The Committee decided to recommend general city funding in the following amounts:</p> <p>Rochester Main Street: \$35,000 Cornerstone VNA: \$28,826 COAST: \$127,913 The Homemakers: \$11,500 Community Action Partnership for Strafford County: \$9,000</p> <p>The Committee decided to recommend CDBG funding in the facilities subcategory in the following amounts:</p> <p>Community Action Partnership of Strafford County – Weatherization Program: \$50,000 School Department – Maple St. Magnet School Chairlift: \$46,500 Rochester Housing Authority – Elevator for Supportive Housing for Chronically Homeless Residents - \$76,345.92</p> <p>As these funding amounts are based on estimates since HUD has not yet released the FY 2018-2019 grant award amount, the Committee agreed that if additional funding becomes available, it should go to the School Department's proposed chairlift for Spaulding High School if that funding is sufficient to cover that project's estimated cost of \$31,116. If the additional funding is less than this, it should go toward the Rochester Housing Authority project. If the actual funding is less than the current estimated amount of funds, the Rochester Housing Authority project's funding should be reduced accordingly.</p> <p>The Committee decided to recommend CDBG funding in the public service agencies subcategory in the following amounts:</p>

	<p>Cross Roads House: \$11,000 My Friends' Place: \$7,000 Community Partners: \$3,000 SHARE Fund: \$5,000 Court-Appointed Special Advocates of NH: \$2,910.50 Dover Adult Learning Center: \$5,000</p> <p>As these funding amounts are based on estimates since HUD has not yet released the FY 2018-2019 grant award amount, the Committee agreed that if additional funding becomes available, then an additional \$1,000 should be granted to Cross Roads House and any funding in excess of \$1,000 should be granted to Tri-City Co-op.</p> <p><i>Motion was made by Councilor Gray and seconded by Councilor Hutchinson to approve the above general city funding recommendations, to be submitted to the City Council for its review and approval, and to approve the above CDBG funding recommendations as part of the draft FY 2018-2019 CDBG Annual Action Plan, to be submitted to the City Council for its review and approval. The motion passed unanimously.</i></p>
PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, JOB Loan Program Report, Non-CDBG Grants	Mr. Long provided a brief overview of recent CDBG projects, including the completion of the Homeless Center for Strafford County generator project, and potential future CDBG projects, including fire code rectifications at the Rochester Child Care Center and the installation of an air conditioning system at the Rochester Head Start location. Councilor Gray suggested that Mr. Long see if the school department's safety and security grant is one that the Rochester Child Care Center might be able to apply to receive, as well. Mr. Long stated that he would make inquiries.
WORKFORCE HOUSING CHARRETTE APPLICATION – Update	Mr. Long said that a planning committee has started meeting to work on setting up the charrette to be held in September 2018. He added that the property owner of the vacant Hanson Street lot has agreed to allow his property to be used as the project site for the charrette.
OTHER BUSINESS	Ms. Mills informed the Committee of upcoming Rochester Main Street events such as the Rochester Cares Clean-up Day to be held on Earth Day, Free Comic Book Day, and some downtown business workshops. She also stated that Rochester Main Street plans to cut down on the quantity of events to focus on increasing the quality and size of the events it does hold.

	Councilor Bogan mentioned that she has received compliments from Rochester residents on downtown business and the downtown holiday lights.
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The meeting was adjourned at 9:19 p.m.

Next Meeting – Monday, March 12, 2018 at 7:00 p.m. in Isinglass Conference Room in the City Hall Annex (33 Wakefield Street)

Topics –Fitness Court Project Proposal, CDBG Projects Program Report, Workforce Housing Charrette Application

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City Clerk's Office

Resolution Adopting a 2018-2019 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2018-2019 Community Development Budget for the City of Rochester

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2018-2019 “Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant estimated budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) be, and hereby is, approved and appropriated for fiscal year 2018-2019. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 45,214.00
Public Service Agencies	\$ 33,910.50
Housing/Public Facilities/Infrastructure	\$ 146,945.50
Total	\$ 226,070.00

III. Further, that Twenty Five Thousand Nine Hundred Dollars and Forty-Two Cents (\$25,900.42) in prior year unexpended CDBG funds be repurposed for use in the FY 2018-2019 Action Plan year.

This budget and the one-year action plan for 2018-2019 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2018-2019 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) shall be drawn in their entirety from the above-mentioned 2018-2019 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

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

categories, in accordance with the guidelines established by the Community Development Committee.

CC FY 18 03-06 AB 86



3/1/18

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

First Reading of CDBG Program Annual Action Plan for FY 2018-2019

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	March 6, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	2/14/2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	76

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn, on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG (HUD)
ACCOUNT NUMBER	TBD
AMOUNT	\$251,970.42(estimated)
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

4 CFR § 91.1 requires the submission of an Annual Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

SUMMARY STATEMENT

The City of Rochester receives federal grant funding through the Community Development Block Grants (CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit an Annual Action Plan to HUD that outlines its proposed uses of the grant funding received. This will be the first reading of the Annual Action Plan, to be followed by a public hearing and second reading and adoption. The Community Development Committee voted on funding recommendations at its February meeting in the following amounts:

Community Action Partnership of Strafford County – Weatherization Program: \$50,000
 School Department – Maple St. Magnet School Chairlift: \$46,500
 Rochester Housing Authority – Elevator for Supportive Housing for Chronically Homeless Residents - \$76,345.92
 Cross Roads House: \$11,000
 My Friends' Place: \$7,000
 Community Partners: \$3,000
 SHARE Fund: \$5,000
 Court-Appointed Special Advocates of NH: \$2,910.50
 Dover Adult Learning Center: \$5,000

The Committee agreed that if additional facilities funding becomes available, it should go to the School Department's proposed chairlift for Spaulding HS if that funding is sufficient to cover that project's estimated cost of \$31,116. If the additional funding is less than this, it should go toward the RHA project. If the actual funding is less than the current estimated amount of funds, the RHA project's funding should be reduced accordingly. The Committee also agreed that if additional PSA funding becomes available, then an additional \$1,000 should be granted to Cross Roads House and any funding in excess of \$1,000 should be granted to Tri-City Co-op.

RECOMMENDED ACTION

- Step 1 (3/6/2018): Review of the draft FY 2018-2019 Annual Action Plan and referral to public hearing scheduled for April 17th.
- Step 2 (4/17/2018): Public hearing to solicit citizen feedback on adoption of the draft FY 2018-2019 Annual Action Plan.
- Step 3 (5/1/2018): Second review and adoption of the draft FY 2018-2019 Annual Action Plan.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		251,970.42 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		251,970.42 -	-	-
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

FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: February 13, 2018
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Chief Assessor Rice, Senior Accountant Sullivan, Recreation & Arena Director Bowlen, Planning Director Campbell, Public Works Director Nourse, School Superintendent Hopkins and School Business Administrator Casey. Others present were: Former City Councilor Barnett.

Agenda & Minutes

1. Call to Order

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

2. Public Input

Former City Councilor Barnett addressed the Finance Committee regarding the Elderly Exemptions agenda item.

3. Unfinished Business

3.1 Recreation and Arena Director Bowlen addressed the Finance Committee regarding the Arena LED lighting agenda item. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT \$60,000 BE APPROPRIATED FOR THE PROPOSED ARENA LED LIGHTING PROJECT AND FURTHER THAT THE FUNDS BE DERIVED FROM THE GENERAL FUND UNDESIGNATED FUND BALANCE.** The motion received a second. **THE MOTION WAS ADOPTED.**

3.2 Elderly Exemptions

The Mayor explained that this item had been kept in committee for further discussion from both the October 10, 2017 and November 14, 2017 Finance Committee meetings. **COUNCILOR LAUTERBORN MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE**

ELDERLY EXEMPTION ASSET LIMITATIONS BE INCREASED TO \$100,000 (AN INCREASE OF 100% FROM THE CURRENT LIMIT OF \$50,000). The motion received a second. THE MOTION WAS ADOPTED.

DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE INCOME LIMITATIONS BE ESTABLISHED AS FOLLOWS - INCOME SINGLE \$35,000 AND INCOME MARRIED \$50,000 (AMENDED FROM \$31,400 AND \$41,500, RESPECTIVELY). AND FURTHER, THAT THE EXEMPTION AMOUNTS OFF ASSESSMENTS BE ESTABLISHED AS FOLLOWS – AGES 65-74 \$75,000, AGES 75-79 100,000 AND AGES 80 AND UP \$125,000 (AMENDED FROM \$48,000, \$84,000 AND \$108,000, RESPECTIVELY). The motion received a second. THE MOTION WAS ADOPTED.

3.3 All Veterans' Tax Credit

The Mayor indicated that this item had been kept in committee for further discussion from the Finance Committee meetings on October 10, 2017 and November 14, 2017. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL TO AMEND THE VETERAN TAX CREDIT TO \$300 (AN INCREASE TO THE EXISTING CREDIT AMOUNT OF \$250). THE DEPUTY MAYOR CLARIFIED THAT HIS MOTION DEALT ONLY WITH THE CURRENT VETERAN CREDIT AND WAS NOT A MOTION TO ADOPT THE “ALL VETERAN” TAX CREDIT. The motion received a second. THE MOTION WAS ADOPTED.**

3.4 Position of GIS/ Construction Technician Position

The Mayor indicated that this item had been kept in committee for further discussion from the Finance Committee meeting of November 14, 2017. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL ACCEPTANCE OF THE CITY MANAGER’S RECOMMENDATION TO ADD THE POSITION OF GIS/ CONSTRUCTION TECHNICIAN TO THE CITY’S CLASSIFICATION, COMPENSATION, MERIT AND EVALUATION PLAN AS PRESENTED. The motion received a second. THE MOTION WAS ADOPTED.**

3.5 Position of Senior Planner

The Mayor indicated that this item had been kept in committee for further discussion from the Finance Committee meeting of November 14, 2017. **COUNCILOR GRAY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL ACCEPTANCE OF THE CITY MANAGER’S RECOMMENDATION TO ADD THE POSITION OF SENIOR PLANNER TO THE CITY’S**

CLASSIFICATION, COMPENSATION, MERIT AND EVALUATION PLAN AS PRESENTED.

The motion received a second. **THE MOTION WAS ADOPTED.**

4. New Business**4.1 Sale of Tax Deeded Properties by Auction**

Deputy City Manager Cox informed the Finance Committee that he and City Attorney O'Rourke are planning to use an auction process to sell several parcels taken by the City by the tax deeding process. Mr. Cox introduced Jay and Jim St. Jean representing James R. St. Jean Auctioneers and they explained to the Committee several advantages of their auction process. These included a greater number of interested buyers resulting in higher sales prices for the City and reduced City staff time expenses to carry-out the sale process for tax deeded properties. The costs for their services was included in a "buyer's premium" with no costs for the City.

4.2 Ice Arena Zamboni Funding

Recreation & Arena Director Bowlen updated the Finance Committee on the status of refurbishing one of the ice re-surfacer machines and replacing the second. The cost to refurbish one of the machines will cost approximately \$6,500. Mr. Bowlen indicated that he anticipated being able to fund this work from his current fiscal year's operating budget. The City Council provided \$120,000 in bonded appropriation for the replacement of the other ice re-surfacer machine. However, the pricing has come in at \$126,500. **COUNCILOR LAUTERBORN MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE CURRENT \$120,000 BOND APPROPRIATION BE AMENDED TO A TOTAL OF \$126,500 (AN INCREASE OF \$6,500) FOR THE PROPOSED ARENA ICE RE-SURFACER REPLACEMENT PROJECT.** The motion received a second. **THE MOTION WAS ADOPTED.**

4.3 School Department Supplemental Appropriation Request

School Superintendent Hopkins appeared before the Finance Committee to request a \$1,200,000 supplemental appropriation request to the School Department's fiscal year 2018 operating budget. Mr. Hopkins outlined the causal factors for this request, which included a revenue deficit of approximately \$214,370 largely due to reduced State Adequacy Aid. He indicated that this deficit was reduced to \$14,370 by a \$200,000 spending freeze. Mr. Hopkins went on to outline a \$1,186,510 in over expenditures related to special education expenditures. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL A**

SUPPLEMENTAL APPROPRIATION TO THE SCHOOL DEPARTMENT'S FISCAL YEAR 2018 OPERATING BUDGET OF \$1,200,000 TO BE FUNDED FROM GENERAL FUND UNASSIGNED FUND BALANCE. The motion received a second. **THE MOTION WAS ADOPTED.**

5. Finance Director's Report

5.1 Non-Union Salary Ranges CPI Adjustment

COUNCILOR WALKER MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE NON-UNION SALARY RANGES FOR FISCAL YEAR 2019 BE ADJUSTED ACCORDING TO THE CHANGE IN THE CONSUMER PRICE INDEX. The motion received a second. **THE MOTION WAS ADOPTED.**

5.2 Monthly Financial Report

There was no Finance Committee discussion regarding the monthly financial statements.

6. Other

There were no other items taken up by the Finance Committee.

7. Adjournment

Councilor Torr moved to adjourn the meeting and a second was received. The motion was adopted by a voice vote at 8:17 P.M.

**Resolution Authorizing Supplemental Appropriation to the Arena Capital Improvements
Plan Fund for the Arena LED Lighting Project in the Amount of \$60,000**

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

That the sum of Sixty Thousand Dollars (\$60,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Arena Capital Improvements Plan Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the Arena LED Lighting Project. The entire supplemental appropriation shall be funded from the General Fund unassigned fund balance.

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

CC FY18 03-06 AB 96

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City Clerk's Office

Resolution Authorizing Increase in the Elderly Tax Exemption Asset Limitation from \$50,000 to \$100,000, increase in the Income Limitations, and increase Exemption Amounts Taken Off Assessments

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

That the Elderly Tax Exemption Asset Limitation, previously authorized by the City Council pursuant to RSA 72:39-a, be increased from \$50,000.00 to \$100,000.00.

Further, that the Income Limitations be established as follows:

Single: \$35,000.00 (previously \$31,400.00)

Married: \$50,000.00 (previously \$41,500.00)

Still further, the Exemption Amounts taken off Assessments be established as follows:

Ages 65-74: \$75,000.00 (previously \$48,000.00)

Ages 75-79: \$100,000.00 (previously \$84,000.00)

Ages 80 and up: \$125,000.00 (previously \$108,000.00)

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

CC FY18 03-06 AB



City of Rochester, New Hampshire
Assessor's Office
19 Wakefield Street
Rochester, New Hampshire 03867-1915

3/1/18

Telephone
(603) 332-5109
Fax
(603) 335-7591

February 26, 2018

To: Mayor McCarley and the Rochester City Council

From: Jonathan Rice, Chief Assessor

RE: Response to Elderly Exemption Questions from the February 13, 2018 Finance Committee Meeting

Questions:

Councilor Walker asked - Can we get a report based on what was turned down last year, with these new income levels and asset limits? How many denials would be an acceptance?

Mayor McCarley added - What would the impact be if this was done last year?

Answer:

In tax year 2017 a total of 28 Elderly Exemption applicants were denied the exemption as their income or asset amounts exceeded the qualifying amounts based on current limits (see below). Based on the Chief Assessor's recommendation to increase the income, asset and exemption amounts for tax year 2018 (listed below) an additional 10 applicants or 36% (10/28) would have qualified in 2017 under the proposed guidelines.

	Income Single	Income Married	Asset Limits	Exemption 65 to 74	Exemption 75 to 79	Exemption 80 up
Current Guidelines	\$ 31,400	\$ 41,500	\$ 50,000	\$ 48,000	\$ 84,000	\$ 108,000
Assessor Recommend	\$ 35,000	\$ 50,000	\$ 100,000	\$ 75,000	\$ 100,000	\$ 125,000

The full impact of the 10 additional Elderly Exempt applicants under the newly proposed limits is listed below.

Potential Exemption Amounts for New Limits			
Parcel	Assessment	Max Exemption Amount	Amount Off Total Assessment
A	\$73,500	\$75,000	\$73,500
B	\$161,900	\$75,000	\$75,000
C	\$81,200	\$100,000	\$81,200
D	\$30,400	\$125,000	\$30,400
E	\$103,000	\$125,000	\$103,000
F	\$117,300	\$125,000	\$117,300
G	\$112,500	\$125,000	\$112,500
H	\$80,000	\$75,000	\$75,000
I	\$130,400	\$100,000	\$100,000
J	\$104,900	\$100,000	\$100,000
TOTALS	\$995,100	\$1,025,000	\$867,900
Total Amount in Assessed Value Exempted = \$867,900			

As the Max Exemption Amount exceeds the Assessment for Parcels A, C, D, E, F and G the Total Amount in Assessed Value that is Exempt is adjusted accordingly. These 10 additional parcels would have added \$867,900 in assessment that would have qualified for the Elderly Exemption if the change was imposed last year. This additional amount of exemption represents \$22,852 in taxes (($\$867,900 \text{ assessed value} / 1,000$) x \$26.33 tax rate) using the current tax rate without redistributing the tax liability.

Resolution Authorizing Increase in the Veteran Tax Exemption from \$250 to \$300

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

That the Veteran Tax Exemption, previously authorized by the City Council pursuant to RSA 72:28, be increased from \$250.00 per year to \$300.00 per year.

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

CC FY18 03-06 AB 98

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation in the amount of \$6,500 for the Ice Resurfacing Machine and Borrowing Authority Pursuant to RSA 33:9

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

That the sum of Six Thousand Five Hundred Dollars (\$6,500.00) be, and hereby is, appropriated as a supplemental appropriation to the Arena Capital Improvement Plan Project Fund of the City of Rochester for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of an Ice Resurfacing Machine. This supplemental appropriation is in addition to One Hundred Twenty Thousand Dollars (\$120,000.00) previously appropriated for the purchase.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of One Hundred Twenty Six Thousand Five Hundred Dollars (\$126,500.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the purchase outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. This represents an increase of Six Thousand Five Hundred Dollars (\$6,500.00) over the prior borrowing authorization for this purchase.

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

CC FY18 03-06 AB 99

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City Clerk's Office

**Resolution Authorizing Supplemental Appropriation to the School Department Fiscal Year
2018 Operating Budget in the amount of \$1,200,000.00**

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

That One Million Two Hundred Thousand Dollars (\$1,200,000.00) is hereby appropriated as a supplemental appropriation to the School Department Fiscal Year 2018 operating budget for the purpose of paying for costs and expenses associated with an over budgeted expenditure due to unanticipated Special Education spending, such funds to be used solely and exclusively for the purpose of paying costs associated with the same. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

CC FY18 03-06 AB 90

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City Clerk's Office

Rochester School Board / Rochester City Council

CTE Joint Building Committee Minutes

February 19, 2018

Richard Creteau Technology Center, Room T200

DRAFT**Members Present:**School Board

Mr. Matthew Pappas, Chair

Mr. Paul Lynch

Mr. Matthew Beaulieu

Mrs. Audrey Stevens

Mr. Raymond Turner

Mr. Robert Watson

Members Absent:

Ms. Caroline McCarley, Mayor

Mr. Thomas Abbot

Mr. Geoffrey Hamann

Mr. Jeremy Hutchinson

Also Present:

Mr. Michael Hopkins, Superintendent

Mr. Kyle Repucci, Asst. Superintendent

Mr. David Totty

Mrs. Robin Despina

Ms. Anne Ketterer

Mr. Lance Whitehead

Mr. Peter Bruckner

Mrs. Pam Martin

Mrs. Anne Grassie

Press & Guests

The Chair called the meeting to order at 7:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Approval of Minutes

Mr. Lynch moved, second by Mr. Watson, the Committee approve the minutes of the January 29, 2018 CTE Joint Building Committee. The motion carried unanimously.

Update from Laval/Brensinger

As requested at the last meeting, Mr. Whitehead distributed samples and literature for the proposed flooring for a portion of the CTE. He explained that that flooring is a short pile 20 year carpet that has been used for over 10 years in the industry. This flooring has been used in other Career Technical locations, has high performance and offers acoustic value. He provided two samples of similar products from two different companies and gave the specifications for both. This flooring would be used in the dining and office areas. A question was raised regarding the cleaning schedule and maintenance of the flooring. If shampooed correctly, the flooring would last a long time. The flooring is not located in high traffic areas and mats would be placed before the flooring to absorb water and dirt before anyone would walk on the carpet. Repair of flooring could be done easily. Mr. Whitehead indicated that this flooring would be used in the project unless he heard differently from the Committee.

Design Update – March 9th –John Beaver, Cost Estimator for Harvey Construction, explained the Construction Phasing. Distributed materials gave additional information on the scope and timeline of the phases. Mr. Varney suggested that a firm commitment be obtained from Unitil regarding work planned for the summer of 2018. Mr. Hopkins reminded that background checks and security

badges will be needed for those working onsite. The Rochester School District could complete the fingerprinting but Harvey Construction would have to pay for background checks.

The bid process for the project was reviewed. On March 9th, the bid documents should be finalized and available to vendors. April 11th is the target date to receive all bids for the project. They will be reviewed for compliancy and a bid tabulation will be completed for all trades. The bid tabs will be placed in a binder to be shared with the School Department and then bids would be awarded. The Committee was in agreement that they would be comfortable with a three person subcommittee selecting the bids. If anyone is interested in serving on the subcommittee, they should let Mr. Pappas know. The bidder list for all trades was reviewed. Mr. Whitehead stated that they do try to use local contractors. If there are contractors not on the list that should be, please let Mr. Whitehead know. In addition, if there are contractors that you aren't comfortable with, please contact him with that information as well. Mr. Gray suggested that the list be sent to Mr. Jim Grant at the city for his comments.

Mr. Hopkins asked if there might be interest in someone taking down the greenhouse to reuse it. It would save in demolition costs. If the Committee was in agreement, a request could be developed to see if there is any interest. All were in agreement to pursue this option.

Mr. Varney inquired about the one company listed on the bid sheet for electronic security. The vendor listed currently provides electronic security to the district. Mr. Whitehead stated that any bid submission would be reviewed to verify that it is a competitive bid. Lavallee/Brensinger would use information from other projects if necessary to make that comparison.

Other

Next meeting of the CTE Joint Building Committee has been scheduled for March 26, 2018 at 7:00 pm.

Public Comment

None.

Adjournment

Mr. Lynch moved, second by Mrs. Stevens to adjourn at 7:44 p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary

CONSTRUCTION DOCUMENT PROGRESS

February 19, 2018



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RW CRETEAU TECHNOLOGY CENTER

LAVALLÉE BRENSINGER ARCHITECTS

1

3/1/18

MEETING AGENDA

- Project Update
- Construction Phasing
- Bid List
- Bid Schedule

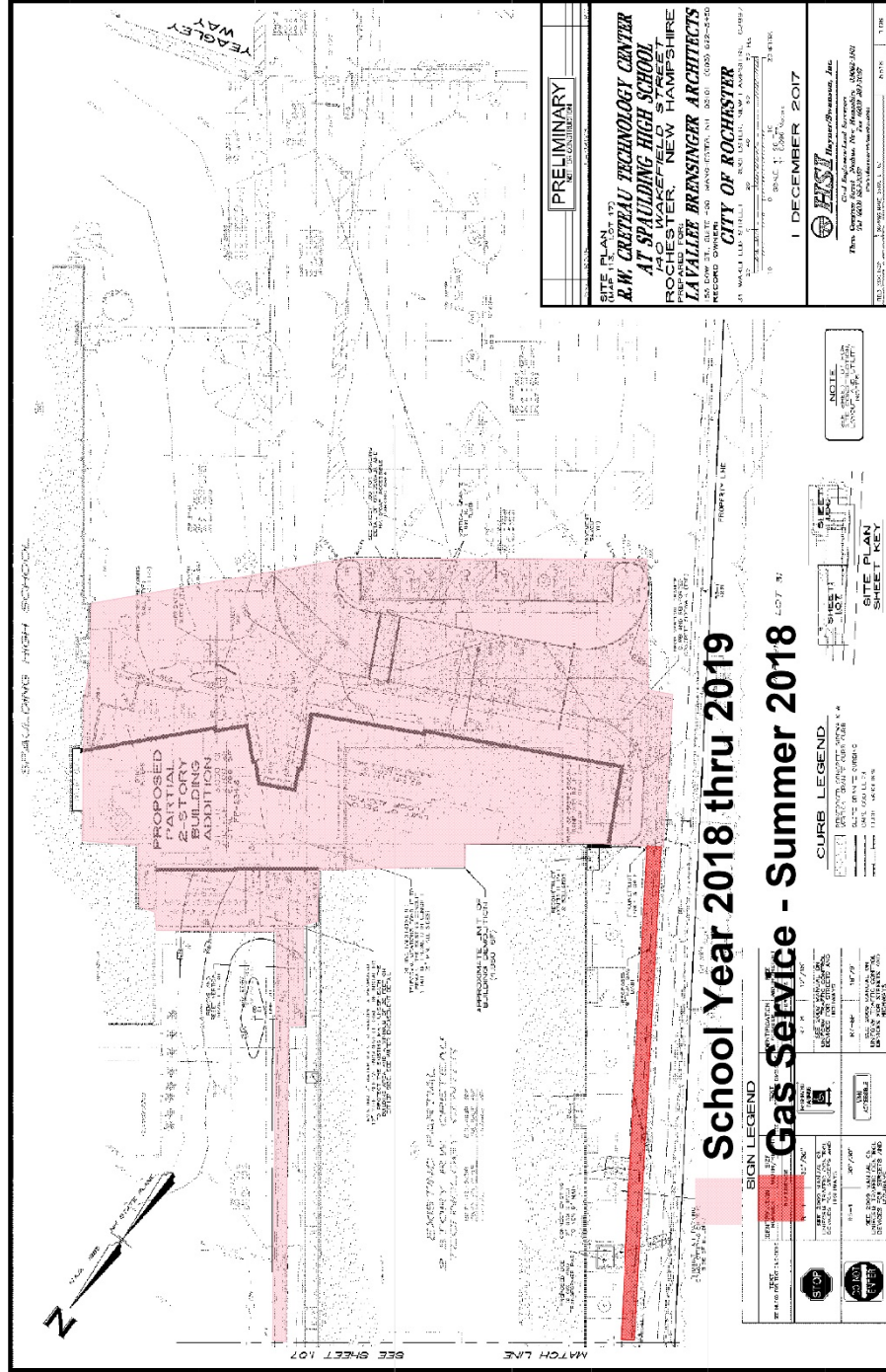


PROJECT UPDATE

- 12/20/2017 – Final Equipment Review Meeting
- 12/21/2017 - Technical Review Committee
- 12/21/2017 - Interior Design Review
- January 2018 - Planning Board
- **March 9, 2018 - 100% CD Submission**



CONSTRUCTION PHASING

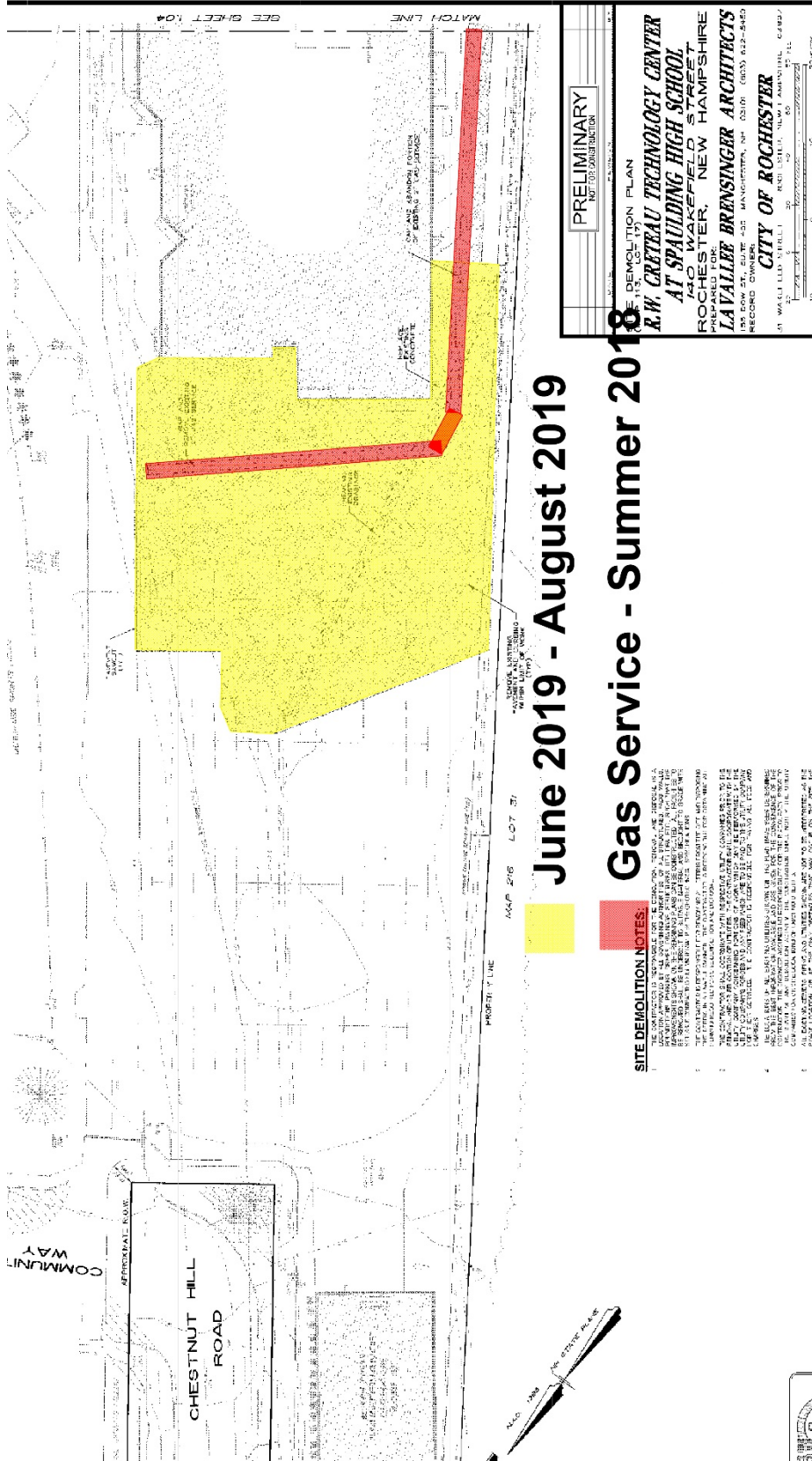


School Year 2018 thru 2019
Gas Service - Summer 2018



RW CRETEAU TECHNOLOGY CENTER

LAVALLEE BRENSINGER ARCHITECTS

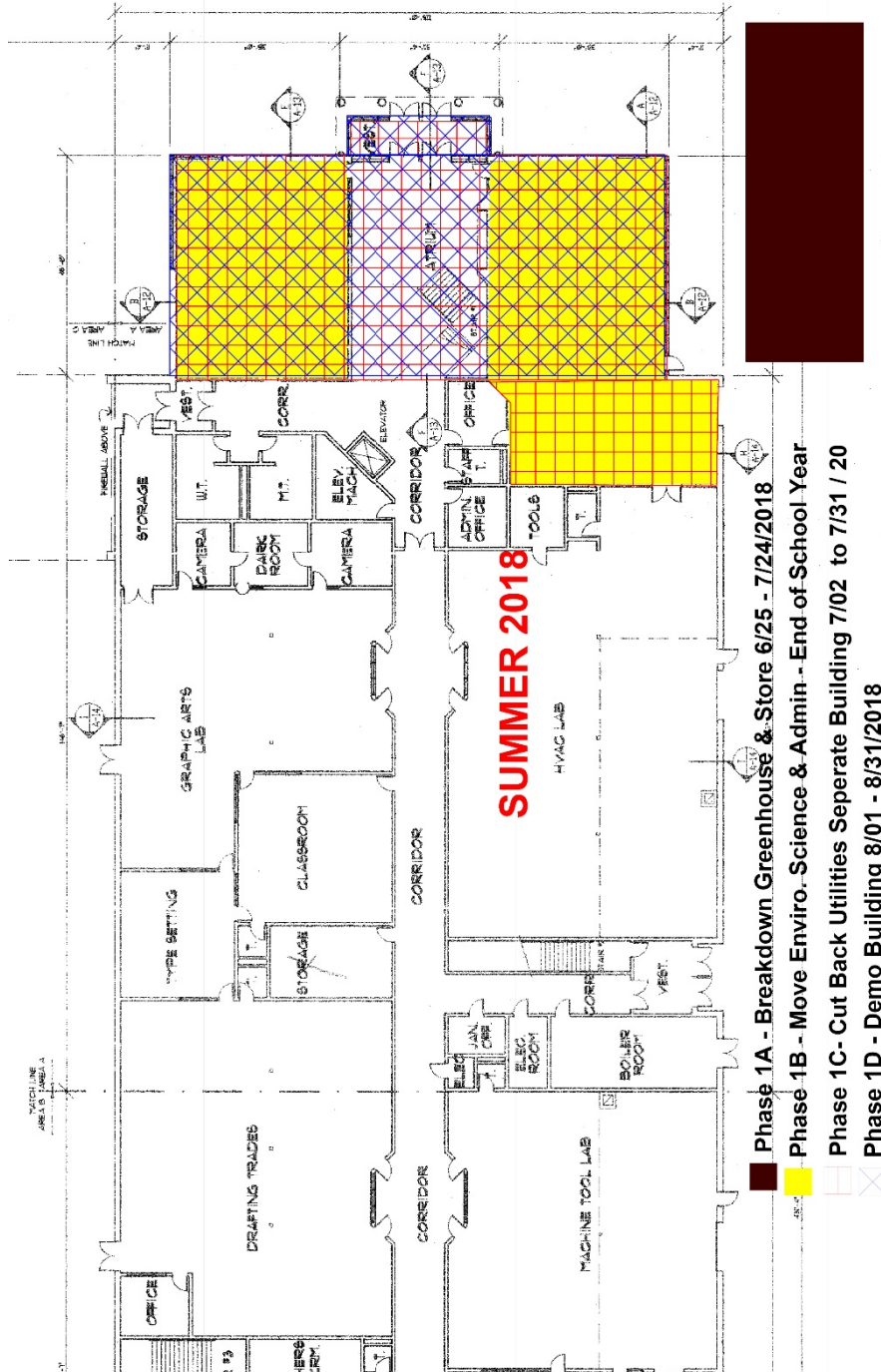


June 2019 - August 2019

Gas Service - Summer 2018



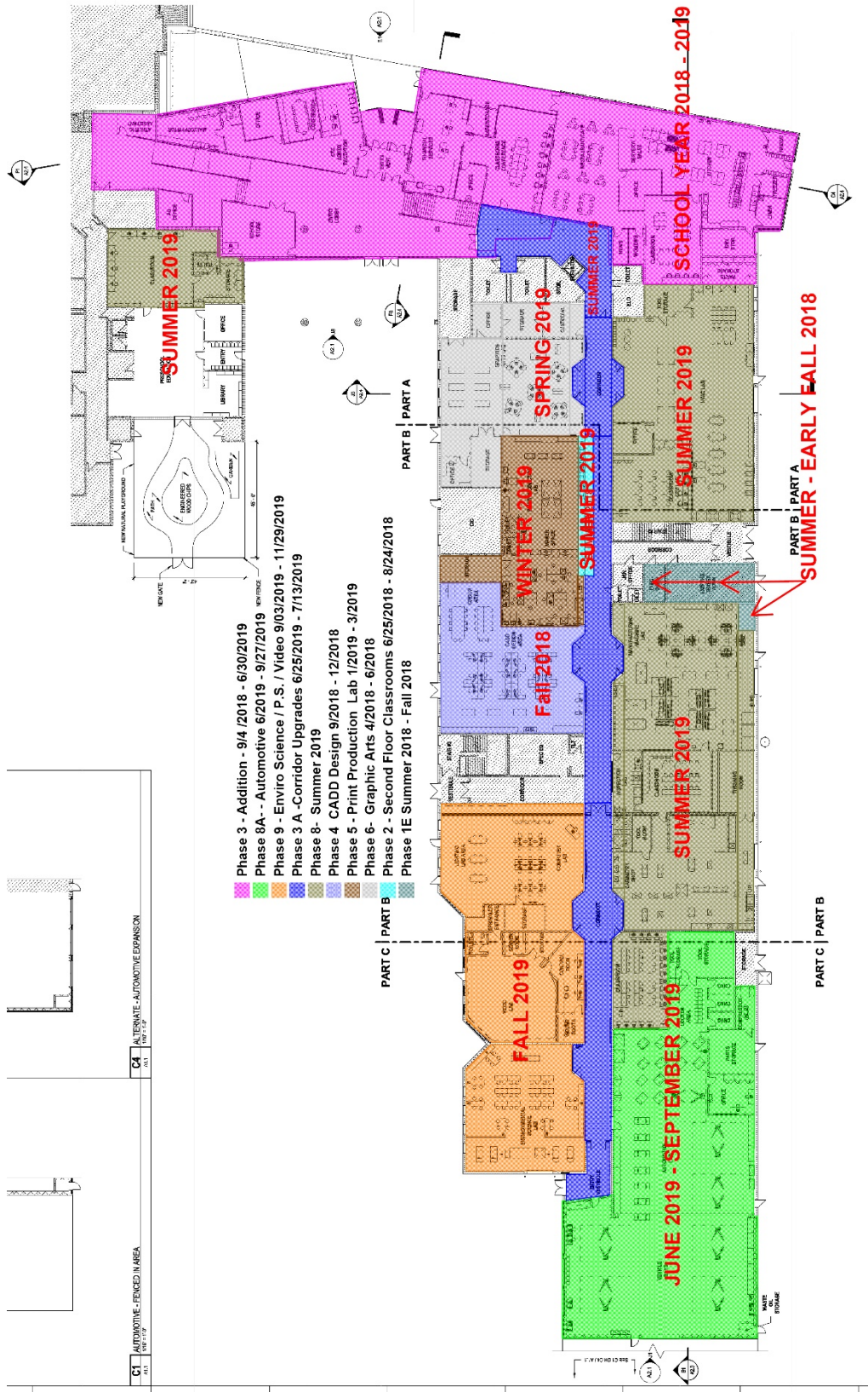
RW CRETEAU TECHNOLOGY CENTER

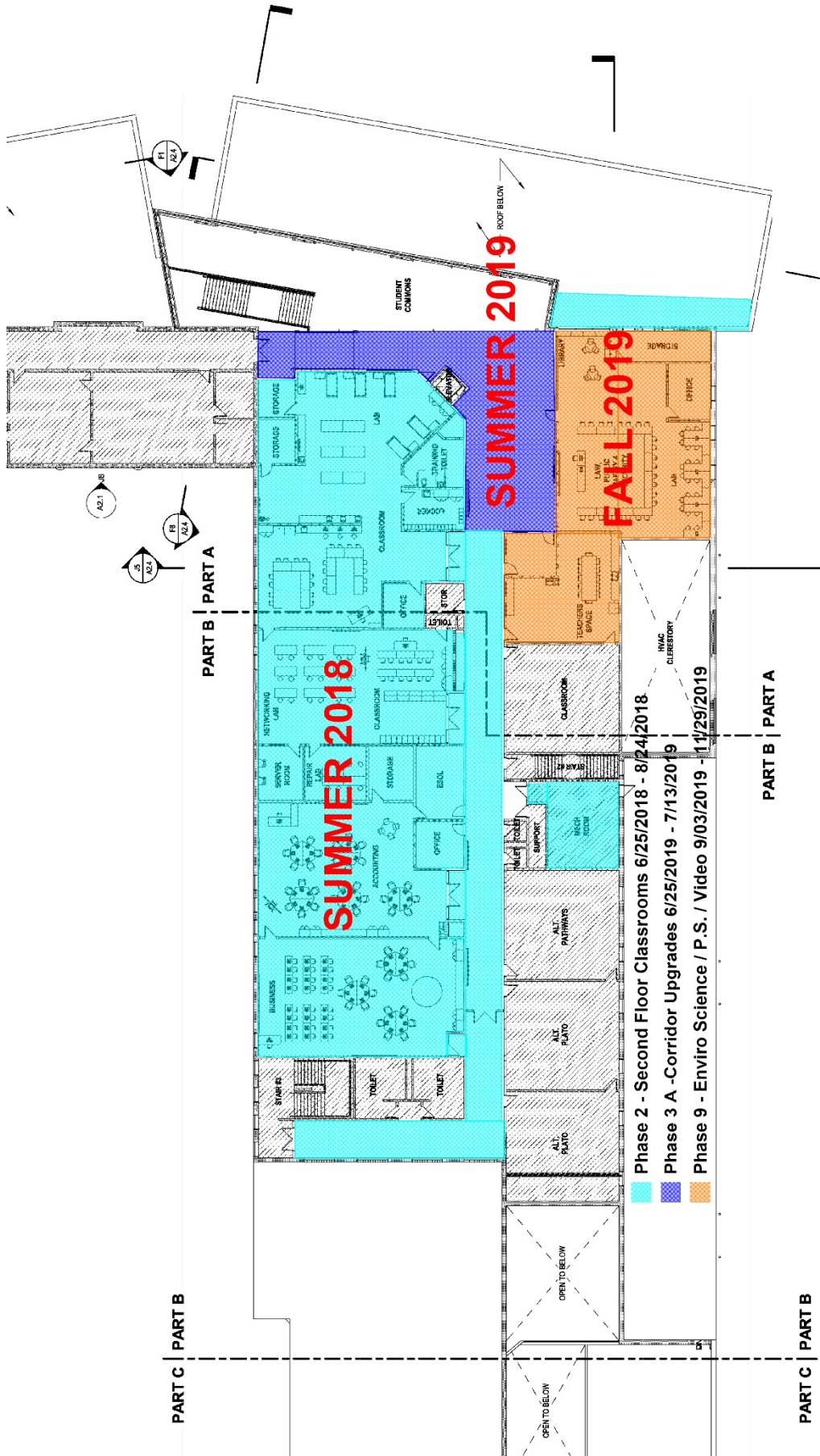


CTE Arch Plans (existing).pdf (2) (77% of Scale); Takeoff in Active Area. All Areas; Spaulding High School; car141; 2/22/2018 03:15 PM



RW CRETEAU TECHNOLOGY CENTER







BID LIST

Creteau Tech. Center at Spaulding HS - Additions & Reno's.
Proposed Subcontractor & Vendor Bidder List
JBC Review Meeting - Feb. 19, 2018

Owner
Site
Arch.
Constr. Mgr.

Rochester School District
Spaulding HS
LBPA
Harvey Construction Corp.

02 41 00

Building Knockdown & Interior Selective Demolition
Advanced Building Systems
A-Best
EnviroVantage (Lead Source)
Dave Wilson Interior Demo
USA Demolition
Kiddler Building & Wrecking
Nit Demolition
Spears Brothers

Div 03 Concrete
03100

Concrete Material

Coleman Concrete
Hissong Ready Mix & Aggregates, LLC
Manchester Ready Mix
J.G. MacLellan Concrete
Michie Corp

03100

Concrete Formwork

Cullen Concrete Forms
Crete Powers
Hicks Foundations
Norm Vetter
Sodient NH
Wilson Corp.
Premier Concrete Construction

Rebar

Harris
Harris-Heine
MacFarland HerMac
Jefferson Steel
Rebar & Mesh

Concrete Flatwork

A.P. Conc. Floors
Premier Concrete Construction
Quality Concrete Construction, Inc.
S & S Concrete Floors, Inc.
Salem North Concrete Floors

Concrete Grinding & Polishing (Ameripolish Surelock Densl Color System)

Associated Concrete Coatings
Concrete Solution of New England
JCS - Industrial Concrete Services
Premier Concrete Construction
TMC Concrete Polishing & Coating

Div. 04 Masonry
04 20 00

Creteau Tech. Center at Spaulding HS - Additions & Reno's.
Proposed Subcontractor & Vendor Bidder List

Unit Masonry

Liquidblue Masonry
Mason Corp.
Fred Meyer Masonry
S.D. Szeleka, Inc.
Pym Masonry

Div. 05 Metals
05120

Structural Steel & Misc. Metals

Bay State Industrial Welding
Novel Iron Works
American Steel & Precast Erectors
Conital
Jay Steel
Jeffords Steel
McBrady
St. Chase Welding
Ace Welding
Chambers Industrial Steel Services, LLC
Chambers Industrial Steel Design
Chambers Industrial Steel Erection
Mid City Iron Fabricators, Inc.
Multi Weld Services

Interior Architectural Woodwork, Casework & Counters

Aubin Woodworking
A.P. Dallery
Barlow Architectural
Pro Craft
School Furnishings
MS Denison Cabinets, Inc.
Wintham Millwork
Saco Bay Millwork Co.
West Minot Millwork
Chamberlain Companies

Div. 07 Thermal & Moisture
07111

Dampproofing / Air Barrier / Joint Sealants

Associated Concrete Coatings
Optimum Building Systems
New England Waterproofing
Streamline Waterproofing & Culling
Standard Waterproofing Inc

07210

Building Insulation

Bullens Insulated Products
Bullens Insulation Co. of Maine
Dunright Improvements, Inc.
Dunright Insulating Systems
Quality Insulation, Inc.
GreenStump Corp
Chew Insulation

Sprayed-on Fireproofing

07215

BID LIST

Creteau Tech. Center at Spaulding HS - Additions & Reno's.
Proposed Subcontractor & Vendor Bidder List

07412	Div. 09 Finishes 09255	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	DRF Associates
			East Coast Reproving
			Image Industries
			New England Reproving, Inc.
			Northwest Reproving
			Rebuck Construction, Inc.
			Specialty Coatings LLC
			Truopa Wall Panels
			U.S. Wall Coatings
			Shannon Corp.
07530	Div. 09 Finishes 09255	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Portland Glass
			Single Ply Membrane Roofing
			Academy Roofing
			A & B Roofing
			Al's Metal Contractors
			Harold Brothers
			Industrial Roofing
			Skyline Roofing
			Mannan Roofing
08331	Div. 08 Doors & Windows 08111	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Electronic Security
			Proshield Systems Integration (Excludes)
			Steel Doors, Wood Doors, HM Frames and Door Hardware
			Hardware Consultants (Excludes)
			James Supply
			J.S. Specialties, Inc.
			Kendry Brothers
			Overhead Door Supply
			Overhead Door Supply
			Exton Door & Frame
08800	Div. 11 Equipment 11400	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Overhead Coiling Doors
			Door Authority (Raynor Door)
			Overhead Door Supply
			Overhead Door Supply
			Overhead Door Supply
			Overhead Door Supply
			Overhead Door Supply
			Overhead Door Supply
			Overhead Door Supply
			Overhead Door Supply

Creteau Tech. Center at Spaulding HS - Additions & Reno's.
Proposed Subcontractor & Vendor Bidder List

08911	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Gypsum Board Assemblies
			Dividers Plus
			James Walls
			Johnson Building Systems
			Johnson Building Systems
			VPS Drywall
			Smith Assoc.
			Wayner Drywall, Inc.
			Wayner Drywall
			Wayner Drywall
09511	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Acoustical Wall Panels & Ceilings
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
09550	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Resilient Flooring & Tiling
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
			Dividers Plus
09900	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Painting
			PA City Painting
			PA City Painting
			PA City Painting
			PA City Painting
			PA City Painting
			PA City Painting
			PA City Painting
			PA City Painting
			PA City Painting
11400	Div. 11 Equipment 11400	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Food Service Equipment
			Optima Food Service
			Optima Food Service
			Optima Food Service
			Optima Food Service
			Optima Food Service
			Optima Food Service
			Optima Food Service
			Optima Food Service
			Optima Food Service

Creteau Tech. Center at Spaulding HS - Additions & Reno's.
Proposed Subcontractor & Vendor Bidder List

21 00 00	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Window Treatment
			Custom Window Decorators
			DWC Designs
			WCS Design Service
			WCS Design Service
			WCS Design Service
			WCS Design Service
			WCS Design Service
			WCS Design Service
			WCS Design Service
22 23	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Fire Suppression
			Fire Protection Inc.
			Fire Protection Inc.
			Fire Protection Inc.
			Fire Protection Inc.
			Fire Protection Inc.
			Fire Protection Inc.
			Fire Protection Inc.
			Fire Protection Inc.
			Fire Protection Inc.
26 Electrical	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	HVAC & Plumbing
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
			C.P. Blount Youngblood Co.
31000	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Electrical
			Electrical
			Electrical
			Electrical
			Electrical
			Electrical
			Electrical
			Electrical
			Electrical
			Electrical
32000	Div. 12 Finishes 12240	Creteau Tech. Center at Spaulding HS - Additions & Reno's. Proposed Subcontractor & Vendor Bidder List	Landscaping Work
			Landscaping Work
			Landscaping Work
			Landscaping Work
			Landscaping Work
			Landscaping Work
			Landscaping Work
			Landscaping Work
			Landscaping Work
			Landscaping Work



BID SCHEDULE



10 Harvey Road
Bedford, NH 03110
P: (603) 624-4600
F: (603) 668-0389

February 19, 2018

Creteau Technology Center Bid Process *draft* Milestone Schedule

*Some early subcontractor / vendor awards may be necessary due to long lead equipment deliveries.

Preliminary Milestone Dates

3/09/18 – LBPA to issue 100% Construction Document Bid Set.

3/12/18 – Harvey to Issue Invitations to Bid.

4/11/18 – Bid Date.

4/20/18 – Harvey Construction to complete Scope Reviews & Assemble Bid Tabs.

4/23/18 – Rochester School Dept. to review Bid Tabs & Select Subcontractors.

4/24/18 – * Harvey Construction to start subcontractor and vendor buyouts.

4/30/18 – Draft & Execute GMP Amendment.



RW CRETEAU TECHNOLOGY CENTER

LAVALLÉE BRENSINGER ARCHITECTS

11

3/1/18

NEXT MEETING?



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3/1/18



RW CRETEAU TECHNOLOGY CENTER

LAVALLÉE BRENSINGER ARCHITECTS

12

Public Safety Committee
Council Chambers
February 21, 2018
7:00 PM

MEMBERS PRESENT

Councilor David Walker
Councilor Robert Gates
Councilor Jeremy Hutchinson
Councilor Geoff Hamann

MEMBERS ABSENT

Councilor Peter Lachapelle

OTHERS PRESENT

Michael Bezanson, P.E., City Engineer
Deputy Chief Gary Boudreau, PD
Mark Klose, Fire Chief
Katherine Burnett, Tangles Hair Salon
Carol Fabian, Tangles Hair Salon
Members of Rochester Main Street
Councilor Sandra Keans

Minutes

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

1. Approve Minutes from December 20, 2017

We moved on to item #2 on the agenda.

2. Public Input

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

3. Summer Street-2 Hour Parking Signage Request in Front of Hair Salon

Councilor Walker summarized the issue. Katherine Burnett and Carol Fabian from Tangles Hair Salon at 15 Summer Street was present to discuss the parking issues in front of the Salon. Ms. Fabian discussed the issue with the cars parking in front of the hair salon near Daniel Court. Also the neighbors do not shovel the area out and one of the cars stays there all day since she works at night. Ms. Burnett stated 3 cars can park in a line if you're talented at parking.

Three people work at salon, at any given time there can be 9 people in the salon. There is also a car abandoned on the side of the road. Councilor Walker said they could install a "No Parking here to Corner" sign on Summer Street. Councilor Hutchinson asked how the 2 hour parking would be enforced. Ms. Fabian and Ms. Burnett stated that the people that go to the hair salon would not be there more than 2 hours at a time. Councilor Hutchinson asked what the citation would be. Deputy Chief Boudreau said it was a \$15.00 ticket for the first offense. Councilor Hamann asked if this area was part of the downtown district. Councilor Walker said that he thought it was. ***Councilor Hamann made a motion to place "no parking" signs at the corner of Daniel Court and Summer Street. The motion was seconded by Councilor Hutchinson. Unanimous voice vote carried the motion.***

4. Colby Street-Crosswalk Visibility/Lighting (kept in committee)

Councilor Walker summarized the issue. He stated that he did visit the area and it is pretty dark; no street light at the crosswalk. Mr. Bezanson said that there is a new LED street light on the opposite corner. Councilor Walker asked if there was a way to direct the light towards the crosswalk. Mr. Bezanson said that they have made the maximum adjustment on the angle of the LED fixture, but they could talk to Eversource about adjusting the angle of the arm. He also stated that the new LED lights do well casting light down on the street. Councilor Walker asked Mr. Bezanson if it was still approximately \$300.00 to install or move a light. Mr. Bezanson said that he believes so, however it maybe a little cheaper now that the City pays for the LED fixture upfront and currently has several in stock. Councilor Hamann said he would like to see the other street lights that are near Main Street before a decision is made. Mr. Bezanson stated that on Main Street there are street lights on every other pole. Fire Chief Klose said you cannot see children in the crosswalk. Councilor Hutchinson asked if the Committee usually lets the folks know when they install a street light near their residence. Councilor Walker said they do not usually contact the residents; as long as it doesn't shine into their house, they should be happy they have a street light.

Councilor Gates made a motion to place a street light on pole #6/47 near the Colby Street/Main Street crosswalk. The motion was seconded by Councilor Hutchinson. The motion passed 3 to 1, with Councilor Hamann opposed.

5. Downtown Crosswalks (kept and committee)

Item # 5 was included with item # 6 of the agenda.

6. Downtown Striping

Councilor Walker summarized the issue. Councilor Walker invited Rochester Main Street and the Historic District Commission to the meeting to discuss downtown signage and roadway striping. Mr. Bezanson stated that it had been decided that DPW would install a couple of pedestrian warning signs at the crosswalks on North Main Street near George and Ed's as an example of what could be install in the downtown. The signs are a fluorescent yellow diamond pedestrian walking sign with a fluorescent yellow rectangular arrow pointing down sign right at the crosswalk. These are the MUTCD standard signs for pedestrian warning at crosswalks. Councilor Walker said the most dangerous crosswalk is by the Lilac City Grill. Mr. Bezanson went over the different crosswalk and striping options for the downtown area. He presented three relocation options for the Lilac City Grill crosswalk on North Main Street: Option One was closer to the bridge,. Option Two would place the crosswalk directly in front of the Lilac City Grill, and Option Three would be place the crosswalk directly in front of the Papaya Thai restaurant. Currently the crosswalk goes driveway to driveway and is not ADA compliant. With options Two and Three there are downtown street lights that would need to be moved during construction of the new ramps. It is recommended that street lights are located at least 10 feet ahead of crosswalks. Councilor Walker said he was not on board with moving the downtown street-lights. Mr. Bezanson said a favorable aspect of the crosswalk being placed closer to the bridge (Option One) is that there would be no on-street parking blocking the view of the crosswalk as you approach it coming over the bridge; there also would not be a need to move any of the downtown street lights. Councilor Hamann asked if there was a reason why the crosswalks need to me moved. Mr. Bezanson stated that eventually all the crosswalks will have to be ADA compliant. Councilor Walker asked about the GAP project. Mr. Bezanson said that this project was not currently funded. Councilor Walker said he likes the idea of lights installed in the roadway at crosswalks. Councilor Hamann said he is not in favor of moving crosswalks and wanted to know where the money would come from. Mr. Bezanson said there are two funding sources: Crosswalk Safety Improvements and the Pavement Preservation Program. Councilor Walker asked Rochester Main Street if they had any opinions on the diagonal parking. The representatives that were present from Rochester Main Street said they had no opinion at this time. They did not know what the plans were prior to the meeting and that is why they came. They would take the information back and discuss the options at next week's Board meeting. Councilor Keans said she feels the biggest problem is that striping

needs to be done more often. She said she doesn't want all that signage downtown and that the Committee should look at using solar powered lights. She said she wants the downtown to look good. Councilor Walker asked how she likes diagonal parking. She said she thinks that the dual lane traffic in one direction is a problem. Fire Chief Klose said that the signs need to be big enough because of all the parked cars on North Main Street. Councilor Hamann wanted to know what brought the sign issues to the Committee. Fire Chief Klose said a child was struck by a vehicle on North Main Street in a crosswalk. Councilor Walker would rather have the movable pedestrian pylon signs that are placed in the middle of the crosswalks. Mr. Bezanson continued to explain the options for angled parking and parallel parking, and how they worked with dedicated bike lanes or sharrows (a shared lane for motorists and bicyclists marked with a painted bicycle symbol in the lane). Councilor Walker asked if there was enough bike traffic to warrant bike lanes. Councilor Hamann thinks that there is enough bike traffic, but doesn't like how the lanes are shown. Councilor Walker asked Mr. Bezanson to find out how much the solar lights would cost and bring a cost estimate back to the committee next month. Councilor Gates asked if the Committee would be making decisions about the angled and parallel parking, and if so could Deputy Chief Boudreau could research accident data related to the different parking types. Councilor Keans asked why Hanson Street is one way, she said it is been that way for about 14 years. Councilor Walker said it is wide enough to be a two-way street. Deputy Chief Boudreau said for the 20 years he has been with the City he remembers Hanson Street as a one way. Councilor Hamann asked Mr. Bezanson if he could email the downtown crosswalk and striping information file that was shown at the meeting. Mr. Bezanson said it was a large file and he would put on the City's webpage and send a link to the Committee. Councilor Hutchinson asked how many parking spaces there will be with the proposed configurations vs. the current parking situation. Mr. Bezanson said that there would actually be a slight decrease in the number of parking spaces with the angled parking options, but he thought that there may be an increase with better defined parallel parking downtown. Councilor Walker said as they get closer to making a decision they will have a public input meeting.

7. Hazard Mitigation Plan Updating

Councilor Walker summarized the issue. Fire Chief Klose said that this plan needs to be updated every 5 years and they are a little behind the eight ball. The last time it was updated was 2013 and needs to be done for March 2018. The Strafford Regional Planning Commission worked on the previous one and that

they will follow the same practice this time. Fire Chief Klose said that this plan takes care of the infrastructures within the City, such as DPW, Fire, Police and Economic Development departments. He said they have to form a committee with department heads and there is a grant involved. He said it is quite a large plan. He said he spoke with emergency management and as long as they are working on it they can apply for federal grants. The plan needs to be approved by the Committee. Councilor Walker asked if the plan would be ready for the April Meeting. Fire Chief Klose said he would try, it all depends on schedules. He said it cost \$3,336.00 to write the grant and one plan works off the other.

8. Other

Regenerate E911 Committee

Deputy Chief Boudreau and Fire Chief Klose said that the E911 Committee has been re-established. Deputy Chief Boudreau said they had their first meeting yesterday. Eastern Avenue has a numbering problem- a complaint came to the City Manager's office. The numbers start out odd on left side and then change to even and skip backwards. Another meeting is needed with the post office. A public hearing is not needed on a numbering issue unless they are non-compliant. Fire Chief Klose said if a street name is changing you need to have a public hearing. The Committee hasn't been active for 4 to 5 years. Councilor Walker wanted to know if Eastern Avenue could be renumbered in one month. Both Deputy Chief Boudreau and Fire Chief Klose said no. Fire Chief Klose said it is a long process. Councilor Haman asked if Columbus Avenue street numbers were fixed. Deputy Chief Boudreau said yes. Fire Chief Klose said there are 64 homes that need to be renumbered. Councilor Walker said that he wanted an E911 Update on the Public Safety Committee Agenda every month. Councilor Gates asked how many more streets have problems and how come the committee stopped. Deputy Chief Boudreau said he was not sure.

Councilor Hamann made the motion to adjourn the meeting at 8:05 PM. Councilor Hutchison seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

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City Clerk's Office

Public Works and Buildings Committee

February 15, 2018

Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney

Councilor Sandy Keans

Councilor David Walker

Councilor Geoff Hamann

OTHERS PRESENT

Councilor James Gray

Daniel Fitzpatrick, City Manager

Blaine Cox, Deputy City Manager

Peter C. Nourse PE, Director of City Service

Dan Camara, GIS Coordinator

Chris Bowlen, Director of Recreation & Arena

Michael Riley, Municipal Supervisor – Buildings & Grounds

MINUTES

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

1. Approve minutes from the January 18, 2018 Public Works & Buildings Meeting.

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

Councilor Keans made a motion to accept minutes as presented for the January 18, 201 Public Works Committee meeting. The motion was seconded by Councilor Walker. The Motion passed unanimously.

2. Public Input -

There was no one present for public input.

3. 10 North Main Street – Scenic Theater – Mr. Nourse stated that there had been a request from the Planning Department to use one thousand dollars of the funds that were set up to maintain the tax deed properties for sprucing up the building. He stated that he thought that a Planning Department Representative was going to be present to answer any specific questions the Councilor might have, but as there was no one present from that department he stated he believed the plan is to do some painting and other minor items to make the façade of building look better for the downtown area. Mr. Cox stated that he had the same recollection of Planning Department's intent. Councilor Varney stated that the building is to be sold as is at the appropriate time. Councilor Keans stated it could hurt the appearance of the downtown to do a little something to the front until it's sold.

There was some discussion of the interior and exterior structural components. Councilor Varney suggested that the Planning Department let the Committee know what specifically they wanted to do. Councilor Varney asked when the property will be sold. Mr. Cox stated that the auction is intended to be in April.

4. **Downtown Striping** - Mr. Nourse stated that this item will probably be on the Public Safety Committee agenda and he believes that it should also be presented to the Main Street Organization and the Historic District Committee. Mr. Nourse stated that the Consultants have brought back the first draft of a striping plan for the downtown area that will be painted once the area is resurfaced this construction season. He stated the plan shows parking options for angled in and parallel, and it addresses narrowing the travel lanes and includes bike lanes and sharrows for bike traffic. Councilor Walker asked if it would be possible to invite the Historic District Committee and the Main Street Organization to the Public Safety Committee Meeting for next Wednesday, February 21, 2018. Mr. Nourse stated that he would do that. Councilor Walker stated that he believes angle in parking is more dangerous for drivers and pedestrians. Councilor Gray stated that people do not know how to parallel park, never mind on the opposite side of the road, and they tend to drive in and take up too much space. He suggested angle in on one side of North Main. Councilor Walker asked Mr. Nourse to define the downtown area being discussed. Mr. Nourse showed the map and stated the area as from the bridge on North Main down to the South Main intersection of Portland Street, Union Street, and the section of Wakefield up to the Columbus Ave Intersection.
5. **NPDES Permitting** - Mr. Nourse stated that last month he updated this Committee on a positive meeting with Governor Christopher Sununu and the Great Bay Coalition (GBC) and this month on February 6th Meeting was held with the GBC and the new US EPA Region Commissioner, Ms. Dunn, and it was another very productive and positive meeting. He stated that they had reviewed the uniqueness of the Great Bay Area and the seven year history of the Coalition and why it was formed. Mr. Nourse stated that they were able to discuss the various scientific studies and the conflicting opinions with NHDES and EPA. He stated that we were able to point out the efforts that Rochester has made to reduce the phosphorus levels by 60% and the nitrogen by 82% without spending multi-millions of dollars. Mr. Nourse stated he believes that this meeting and the meeting with the Governor seem to be a very positive turn for the Coalition and he will continue to keep the Councilors informed.
6. **Marketplace Boulevard**-Mr. Nourse stated that the Developers Agreement with Waterstone Developers and the City has the City taking over maintenance of Market Place Boulevard on April 1, 2018. Mr. Nourse showed a map that he believes defines the area in question. He stated that the agreement has the City Maintaining the area within the right of way and that he has heard that Waterstone would also like to do some maintenance, especially in the round about area, as the City may not be able to keep it cleared as often Waterstone would want to see it during a storm. He stated that City staff

has been trying get with Waterstone to define the scope and they are waiting for a response from Waterstone. Mr. Nourse stated that there are other complications as well that need to be discussed. He stated the maintenance of the drainage infrastructure that is shared will also need to be discussed. Mr. Nourse stated he is concerned that this will not be worked out prior to April 1, 2018. Councilor Torr suggested that the City will need to discuss this with Walmart as well. Councilor Walker suggested an easement over the roadway for Waterstone could be allowed to plow the roundabout more frequently. pCouncilor Hamann suggested that the contractor could damage the road or infrastructure and leave it for us to repair. Councilor Varney stated that the roadway agreement said it was to be ours as of April 1 and we should take responsibility for plowing. Councilor Keans asked if the road had been accepted as a City Street. Mr. Fitzpatrick suggested keeping in Committee while it is being discussed with Waterstone and updating the Committee again in March.

7. **Farmington Watershed Property** – Mr. Nourse stated that this is property near the Tufts Pond Reservoir and it is property owned by Rochester that is in Farmington. He stated he had updated the Committee last month that the Town of Farmington had removed the “Current Use” designation from these properties because Cities cannot use that designation for land owned in other towns. He stated as a result the tax bill had gone from approximately \$250 to almost \$30,000. Mr. Nourse stated that he has proposed that Rochester sell the properties to South East Land Trust as they would have the same goal of preserving the land. He stated that we have worked with them to do this on other properties. We would want to be able to maintain the structures on the property and the forestry. He stated the issue now is that if that is not completed by the April 1, 2018 we will again have to pay the \$30,000 tax bill. Mr. Nourse mentioned that a delegation from Rochester had made an appeal to the town of Farmington that had been denied. He also stated that there is another option that he is looking into but he is not ready to discuss in a public forum yet.
8. **Whitehouse Road Paving / Unitil Agreement** – Mr. Nourse stated that in construction season 2016 the City was ready to pave Whitehouse Road and it was determined that Unitil needed to upgrade their gas main and the services on that road. The City held off and did a heavy shim pave in the area and Unitil was to make a 50/50 contribution to that paving. Mr. Nourse stated that the cost of the shim and overlay was \$90,000 and Unitil will be issuing a check in the amount of \$45,000 that he would like to see go back to the CIP Paving account. Councilor Keans suggested that this has been going on for 3 years and she would like confirmation that they will finish their work this season. Mr. Nourse stated that he will be meeting with them, but through discussions had with Unitil, he stated that it is their intent to have the work completed in July of this year.
9. **Ice Arena** – Mr. Bowlen addressed the Committee. He stated he was here to brief the Committee on his CIP Projects. He stated that the Roof Monitoring Project will be started the third weekend of March after the ice season wraps up. This project is for

installation of a monitoring tool that will measure the snow load in lieu of replacing the roof as that project was cost prohibitive. Mr. Bowlen stated that the vendor selection for the Cold Floor Replacement Project will be selected within the next week. The bids for that project have been opened and are being evaluated. He stated that dasher boards will be replaced at the same time and once that is completed they will finish up with the LED lighting of the facility. He stated that there is also an Ice Resurfacers in the budget. Mr. Bowlen stated he is working with the Finance Office and expects to have a de-authorization of funds previously appropriated for the other structural components. He stated that he expects that de-authorization to be approximately \$640,000. Councilor Varney asked what would be done with the old dasher boards. Mr. Bowlen stated that he has had contacts from interested parties regarding these boards and that there is considerable value to them. Councilor Varney suggested they should be sold.

10. **Other -**

Read to a Child Banners - Mr. Nourse stated that the department had received a request from Marty Brennan to hang the Rochester Reads Banners. He stated that he believed they were looking to be hung in September with the Rochester Fair Banners that are no longer hung. Mr. Riley stated that the request was put them up after September 11th as the US Flag banners were kept up until then. He stated that they would be up approximately 3 weeks from September 12th until the Halloween scarecrows go up. Councilor Hamann stated he was in favor of that plan.

Chairman Keans made a motion to recommend that the full City Council approve the banners be hung from September 12 until the Scarecrows go up, which is approximately 3 weeks. Councilor Hamann seconded the motion. The motion passed unanimously

Mandatory Connections to Sewer System – Mr. Nourse stated that during the process of the EDA Salmon Falls Road Sewer Extension Project the City Council had amended the ordinance from a mandatory connection at sale or fail for anyone within 200 feet of an existing sewer to mandatory connection at 100 feet and notice to connect within 90 days. The sale or fail component was removed. Mr. Nourse stated that there are approximately 23 property owners that had been notified in meetings and by door hangers to connect that have either refused or chose not to connect while the project was under construction. He stated the department will be mailing out notices of mandatory connection requirements to those property owners. Mr. Nourse stated that the letters would be mailed out around March 1st and he was seeking guidance on enforcement. Councilor Walker asked what the enforcement options in the ordinance were. Mr. Nourse stated it referred to the State Law RSA which he believed could result in fines of up to \$275 per day. He stated that the letter could state the RSA and the fines. Mr. Nourse stated that he feels that he needs to keep the Council informed as it could become a large issue. Councilor Keans asked if there were provisions for waivers for working septic systems. Mr. Nourse stated that there are for systems newer than 1985 that had

verifying inspections amongst other requirements. Councilor Hamann questioned if the City was required to enforce the RSA. Councilor Walker stated that it would not be right to reward the property owners that chose to violate the law. Councilor Walker asked if the State of NH verified with the City prior to issuing permits that might be requested in areas where there are City sewer available. Mr. Nourse stated he could check. Councilor Varney and Councilor Walker stated that the City Attorney should be consulted for enforcement. Councilor Gray stated that the MS4 permits could result in property owners with septic systems installing pretreatment systems which would be costly to those on septic. There was discussion of the environmental impacts. Councilor Walker asked the cost typically associated with tying into the City Sewer. Mr. Nourse stated it varies based on the distance to the main and whether the property owner reroutes the sewer from the back of the house to the front. He stated that there is less external digging and piping but more internal plumbing cost if the homeowner moves the connection to the front of the house. Mr. Nourse stated that the ordinance change did also reduce the homeowner's cost by removing the fee to get to the main or the cost of the stub. He stated the City now pays for the stub or bringing it all the way to the property line. There was further discussion regarding the law and enforcement Councilor Varney suggested again that the issue should be worked out by the City Attorney.

NHDOT Paving Letter – Mr. Nourse stated the City had received a Municipal Work Zone agreement document from NHDOT. Councilor Keans asked when. Mr. Nourse stated the letters states between spring and fall.

Street Acceptance Ordinance – Councilor Varney stated that he has been asked several times about the delay in street acceptance from many of the developers. He stated that he would like to see an ordinance that spells out a timeline required for the street to be completed or we should be taking surety and completing it for them. He mentioned the Chesley Hill Road development. Councilor Walker stated that the Planning Board is looking at that development for taking the surety. Councilor Varney stated that there are some trigger points that have been discussed. He stated that one is that the pavement wearing course should be required to go through one winter season prior to acceptance. He then said another is that typically ½ the lots should be built out, but that is not in writing. Mr. Nourse stated that is correct, it has been practiced but is not in writing. Councilor Varney stated another criteria could be five years after the first certificate of occupancy has been issued we could seize the surety and finish the roads. Councilor Varney stated there is another issue to address as well. He stated for example the City took the surety and finished Trinity Circle and now there is no surety and the developer is out there building, working and selling and there is no surety for the stuff going on out there. Councilor Walker stated that we took surety, which was insufficient, on another road and completed it and the developer walked away. He said that developer is now back there selling lots again. Councilor Varney proposed that he would spend some time with the City Attorney to put a draft together to be sent around to the departments for

input. He stated this needs to be done to keep the tax payers from having to do work that should be paid for by the developers. He also stated that the residents living on the streets of these developments that have lingering street acceptance are not getting the services of the City plows or City trash pickup. He stated that the developers do not provide the same standard of service. Councilor Keans asked if it was considered during the assessment process if a home was on an unaccepted street. Councilor Varney stated that the assessor could be asked if it was considered when assessing a property.

Chairman Torr made a motion to adjourn at 7:56 PM. Councilor Walker seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, Administrative & Utility Billing Supervisor.

Resolution Deauthorizing Borrowing Authority for the Arena Roof Structural Project
funded from the
Arena Capital Improvements Plan Fund in the Amount of \$650,387.00

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

Pursuant to RSA 33:9, that Six Hundred Fifty Thousand Three Hundred Eighty Seven Dollars (\$650,387.00) of previously appropriated borrowing authority for the so-called Arena Roof Structural Project #16547 is deauthorized as the projected Project costs far exceed the original authorization and are cost prohibitive at this time.

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

CC FY18 03-06 AB

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City Clerk's Office



3/1/18

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

AGENDA SUBJECT De-authorization of Arena Roof Structural Project remaining funding

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	03/06/2018		
DEPT. HEAD SIGNATURE	Chris Bowlen – On File		
DATE SUBMITTED	02/26/2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	Borrowing (Bond) Authority
ACCOUNT NUMBER	55036030-772000-16547
AMOUNT	\$650,387.00
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

City Council Action Required

SUMMARY STATEMENT

The City Council originally authorized bonding in the amount of \$750,000 to repair the structural components of the arena roof. As a result of designing and bidding the project, it was discovered that significantly more funds would be needed making the project cost prohibitive at this time. The current approach is to now install a deflection system that is capable of determining live / real-time roof conditions with regard to snow loading. The net result of putting the original project out to bid with engineering services, as well as funding the deflection system is the amount of \$650,387.00 of authorized and un-issued funding.

RECOMMENDED ACTION

Recommend that the Council approve a de-authorization of \$650,387.00.

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

Fund (select):

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

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55036030	772000	16547	-	-	650,387.00
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING THE LOCATION AND BOUNDARIES OF ZONING
DISTRICTS**

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as part of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the Neighborhood Mixed Use Zone along Wakefield Street and Columbus Avenue.

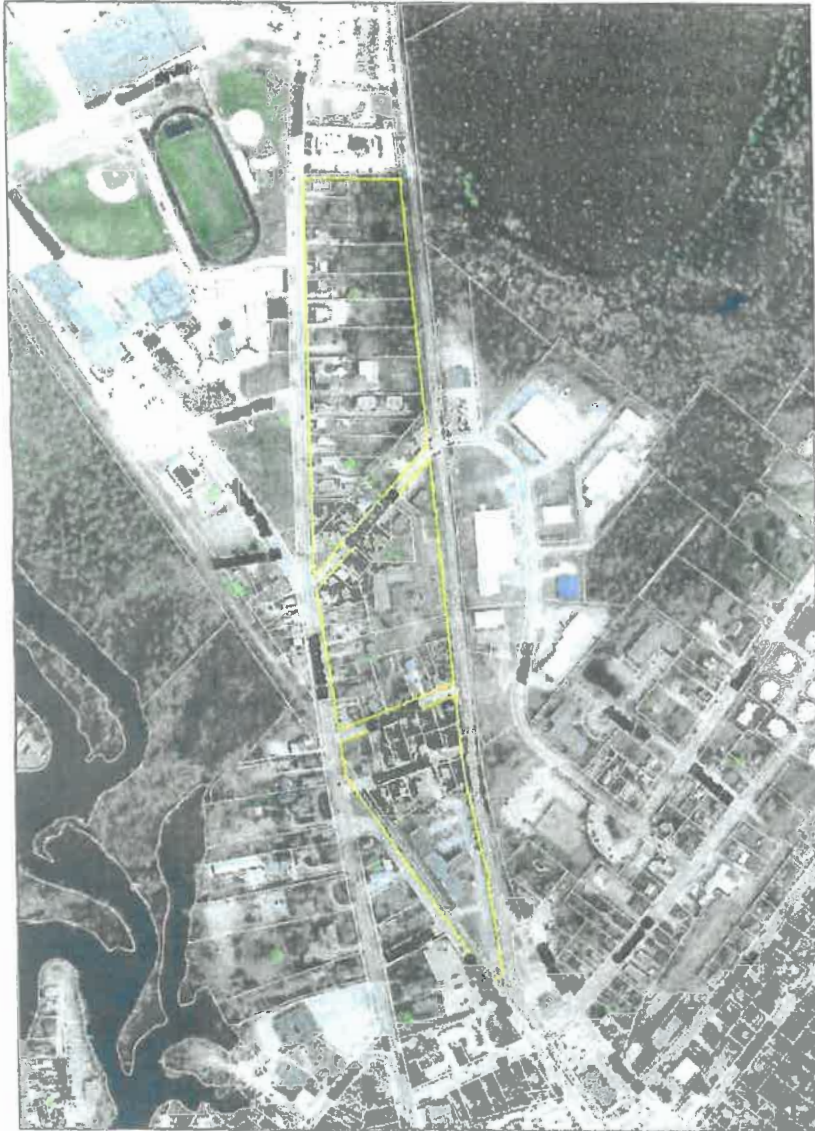
THEREFORE, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester along Wakefield Street and Columbus Avenue shall be expanded in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown properties are included in the Neighborhood Mixed Use Zone and are removed from the Residential-2 Zone.

The effective date of these amendments shall be upon passage.

EXHIBIT A

Proposed Zoning Revision



Legend

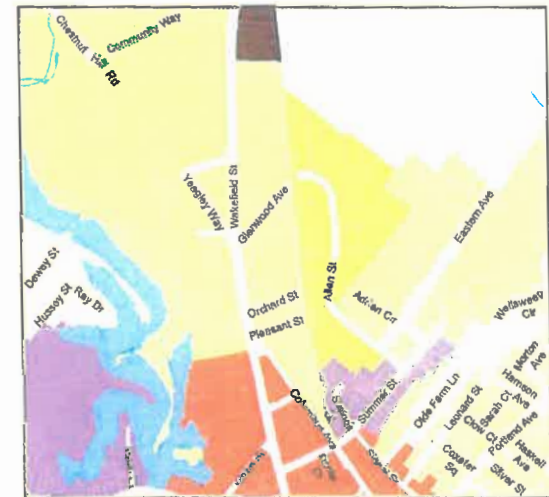
Proposed for
Zoning Revision
Parcel Boundary

Zoning Districts

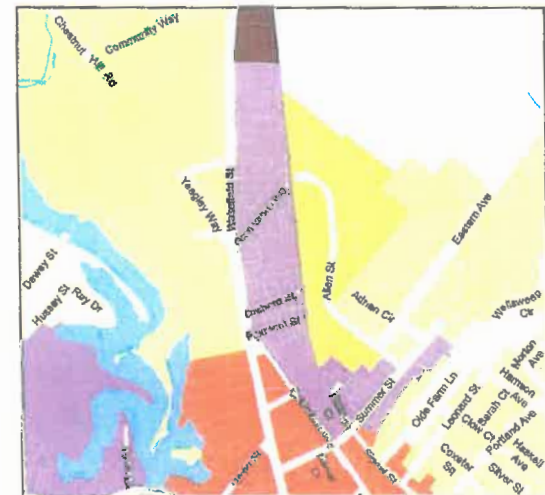
Agricultural
Residential - 1
Residential - 2
Neighborhood Mixed Use
Downtown Commercial
Highway Commercial
General Industrial



Current Zoning



Proposed Zoning





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

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

Board Members

Nel Sylvain, *Chair*
Dave Walker, *Vice Chair*
Matthew Kozinski, *Secretary*
Tim Fontneau
Rick Healey
Robert Jaffin
Robert May
Mark Sullivan
Thomas Willis, Jr.
James Gray, *Alternate*
Jeremy Hutchinson, *Alternate*
Deborah Shigo, *Alternate*

To: Dan Fitzpatrick, City Manager
From: James Campbell, Director of Planning & Development 
Re: Corey MacKoul Zoning Petition
Date: January 12, 2018

At their January 8, 2018 meeting the Planning Board voted to not recommend passage of the re-zoning of the Wakefield area from the Residential 2 (R2) District to the Neighborhood Mixed Use (NMU) District as presented in the petition. This petition was submitted by Corey MacKoul to the City Council. The vote to not recommend passage was unanimous.

As stated in Chapter 42.3 (e) (H) of the Rochester Zoning Ordinance, if the Planning Board recommends against a zoning amendment, a 2/3 vote of the City Council shall be required to adopt the amendment.

If you have any questions please do not hesitate to ask.

RECEIVED
JAN 24 2018
CITY CLERK'S OFFICE
ROCHESTER, NH

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City Clerk's Office

Resolution Authorizing the Rochester Legal Department to Apply for a Victims of Crime Act (VOCA) Continuing Grant for Fiscal Year 2018-2019 in the amount of \$25,836.00

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to Twenty-Six Thousand Eight Hundred Thirty-Six Dollars (\$25,836) to the New Hampshire Department of Justice's Victims of Crime Act Grant program in order to continue to fund the City of Rochester's Victim-Witness Advocate position.

CC FY 18 03-06 AB 88

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City Clerk's Office



3/1/18

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

VOCA Continuing Grant Application Approval for FY 18-19

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	March 6, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	February 6, 2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	NH Dept. of Justice / general City funds
ACCOUNT NUMBER	TBD
AMOUNT	\$25,836 (grant) / \$6,459 (match)
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Charter.

SUMMARY STATEMENT

The City of Rochester applied for and was awarded a Victims of Crime Act (VOCA) grant in FY 2016-2017 and a VOCA continuation grant in FY 2017-2018 to fund a part-time victim-witness advocate position housed within the Police Department and which coordinates with the Legal Department. This staff person reaches out to victims of crime to provide resources and referrals, guidance throughout the criminal justice process, and other forms of support.

This agenda bill and its attached resolution requests permission from City Council to submit a FY 2018-2019 grant application for continued funding for the City of Rochester's victim-witness advocacy program and the victim-witness advocate position.

RECOMMENDED ACTION

Approve the submission of a VOCA continuation grant application for FY 2018-2019.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		25,836.00 -	0.00 -	\$6,459.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		\$28,836.00 -	0.00 -	0.00 -
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation to the Water Capital Improvement Plan Fund for the Water Treatment Plant (WTP) Low Lift Pump Station Upgrade Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$111,823.00

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

That the sum of One Hundred Eleven Thousand Eight Hundred Twenty Three Dollars (\$111,823.00) be, and hereby is, appropriated as a supplemental appropriation to the Water Capital Improvement Plan Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the WTP Low Lift Pump Station Project.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of One Hundred Eleven Thousand Eight Hundred Twenty Three Dollars (\$111,823.00)), through the issuance of bonds and/or notes, and/or through other legal form(s), such as borrowing from Drinking Water State Revolving Fund (DWSRF), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph. Such borrowing to be on terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Still further, the City Manager or his designee is authorized to execute all documents necessary to carry out this Resolution and to act as the City's representative regarding the DWSRF.

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 as multi-year non-lapsing funds.

CC FY18 03-06 AB 87

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City Clerk's Office



3/1/18

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

WTP Low Lift Pump Station Upgrade - Supplemental Appropriation

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	March 6, 2108		
DEPT. HEAD SIGNATURE	Peter C. Nourse, signed original on file with City Clerk		
DATE SUBMITTED	February 23, 2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Borrowing
ACCOUNT NUMBER	55016010-772000-18XXX
AMOUNT	\$111,823.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Charter, Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Aldermen, and the Selectmen of Towns so far as applicable to cities.

SUMMARY STATEMENT

The Low Lift Pump Station (LLPS) pumps raw water from the Rochester Reservoir to the Water Treatment Plant (WTP). The LLPS was constructed in 1986 and many components of the LLPS are original and nearing the end of life. This pump station is critical to the operation of the City's water system, as it provides all of the water flow into the surface water treatment plant at 64 Strafford Road. Two budget appropriations have been approved to date for the WTP Low Lift Pump Station Upgrade project: FY15 - \$100,000 and FY17 - \$440,000. Total remaining appropriations: \$482,177.

The lowest responsible bid for Bid #18-19 Low Lift Pump Station Upgrade was a total cost of \$519,000. Construction Engineering costs are estimated to be \$45,000. A contingency (5% of construction costs) of \$30,000 is recommended. Total funds needed for project completion: \$594,000.

This Supplemental Appropriation request covers the difference between the total remaining appropriated funds and the total funding necessary for project completion; that difference is \$111,823. Funding source requested is Borrowing; DWSRF funds are being sought, however not yet approved.

RECOMMENDED ACTION

- 1.) City Council Resolution for a Supplemental Appropriation in the amount of \$111,823 with a funding source of Borrowing.
- 2.) City Council Resolution authorizing the City Manager and the Deputy City Manager to act as the City's representative for all documentation and execution of the amended agreements associated with the City's Low Lift Pump Station Upgrade project, if DWSRF funding is approved.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	772000	18XXX	-	111,823.00	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	550100	472000	185XX	-	111,823.00	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$173,504

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

Pursuant to New Hampshire RSA Chapter 34, that One Hundred Seventy Three Thousand Five Hundred Four Dollars (\$173,504.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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

CC FY18 03-06 AB 91

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City Clerk's Office



3/1/18

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

AGENDA SUBJECT Supplemental Appropriation - School Building Capital Reserve Fund

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

AGENDA DATE	03/06/2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	02/23/2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	\$173,504.00 Gen Fund Unassigned Fund Balance
ACCOUNT NUMBER	17040051-593011-185xx
AMOUNT	\$173,504.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITYCity Council Action Required
Public Hearing Required

RSA 34:1 (Capital Reserve Funds) and School Building Fund resolution adopted by City Council on December 15, 2015.

SUMMARY STATEMENT

Transfer of funds from the City's General Fund "Unassigned Fund Balance" to the City's School Building Capital Reserve Fund.

The General Fund Unassigned Fund Balance "surplus" for Fiscal Year 2017 was \$373,008, as confirmed by the Independent Auditor.

The School Building Fund stipulates "The City Council ... may ... transfer to such fund ...not more than 1/2 of its ... surplus ... after the annual audit presentation by the independent auditor ...

1/2 of the Fiscal Year 2017 surplus is \$173,504.

RECOMMENDED ACTION

Recommend that the Council approve a \$173,504 transfer to the School Building Capital Reserve Fund account held by the Trustees of the Trust Funds.

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 ☒ **School Building Capital Reserve Fund**Fund Type: Annual Lapsing ☒ Multi-year Non-Lapsing ☐**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	17040051	593011	185xx	-	-	173,504.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11081	406101		-	-	173,504.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation to the School Department Capital Improvements Plan Fund for the Replacement of Roof Trusses at the Gonic School in the amount of \$1,419,435.00

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

That One Million Four Hundred Nineteen Thousand Four Hundred Thirty Five Dollars (\$1,419,435.00) is hereby appropriated as a supplemental appropriation to the School Department Capital Improvements Plan Fund for the purpose of paying for costs and expenses associated with a replacement of the roof trusses at the Gonic School, such funds to be used solely and exclusively for the purpose of paying costs associated with the same. Eight Hundred Nineteen Thousand Four Hundred Thirty Five Dollars (\$819,435.00) for this supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance and Six Hundred Thousand Dollars (\$600,000.00) shall be derived from the State of New Hampshire School Infrastructure Fund.

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

CC FY18 03-06 AB 92

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City Clerk's Office



3/1/18

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

AGENDA SUBJECT Supplemental Appropriation - School CIP to Replace Gonic School Roof Trusses

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	03/06/2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	02/22/2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	\$819,435.00 Gen Fund Unassigned Fund Balance \$600,000.00 State of NH - Public School Infrastructure Fund
ACCOUNT NUMBER	15019000-745000-18109
AMOUNT	\$1,419,435.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITYCity Council Action Required
Public Hearing Required

SUMMARY STATEMENT

This request is for the City Council to consider approving a \$1,419,435.00 supplemental appropriation to the School Department Capital Improvements Project Fund for the purpose of Replacing Roof Trusses at the Gonic School.

There are two recommended funding sources for this project as follows:

\$819,435.00 General Fund Unassigned Fund Balance

\$600,000.00 State of NH - Public School Infrastructure Fund

Note: A request to change the \$819,435.00 funding source from General Fund unassigned fund balance to borrowing will be presented to the City Council at the April regular meeting. This temporary funding from GF unassigned fund balance is being requested in order to expedite the contract for the project.

RECOMMENDED ACTION

Recommend that the Council approve a \$1,419,835.00 supplemental appropriation.

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: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15019000	745000	18109	-		1,419,835.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150003	445000	18109	-	-	819,835.00
2	150002	445000	18109	-	600,000.00	-
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

**Resolution Accepting Donation from St. Anselm's College to the Recreation and Arena
Department and Supplemental Appropriation in the Amount of \$2,800.00**

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

That a donation in the amount of Two Thousand Eight Hundred Dollars (\$2,800.00) to the Recreation and Arena Department from the St. Anselm's College Road for Hope charity walk is hereby accepted.

Further, the Mayor and City Council authorize a supplemental appropriation to the Recreation and Arena Department Fiscal Year 2018 operating budget in the amount of Two Thousand Eight Hundred Dollars (\$2,800.00). The entire amount of the supplemental appropriation shall be derived from the donation from St. Anselm's College.

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.

CC FY18 03-06 AB 84

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City Clerk's Office



3/1/18

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.
CC FY 18 AB 84

AGENDA SUBJECT	Road for Hope Recreation & Arena Donation
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

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

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

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

AGENDA DATE	Tuesday, March 13 2018		
DEPT. HEAD SIGNATURE	Chris Bowlen, On File		
DATE SUBMITTED	Friday February 2, 2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Road for Hope (St Anslem College)
ACCOUNT NUMBER	61xx4020-589007-165xx
AMOUNT	\$2,800
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Rochester City Council

SUMMARY STATEMENT

This donation is a result of our involvement with St. Anselm College's charity walk, Road for Hope. Each year these college students pass through Rochester as part of their journey and our department provides them an informational overview of our services and donated lunches from a local business. Part of the Road for Hope mission is to "strengthen bonds in the community". In alignment with this mission, we will be using this money to support our community events, activities and meeting spaces.

RECOMMENDED ACTION

To accept this donation.

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: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61114020	589007	185xx	-	-	2,800.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61xx001	406207	165xx	-	-	2,800.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

**Resolution Authorizing the Expenditure of Insurance Reimbursement Funds and
Supplemental Appropriation to the 2017-2018 Police Department Capital Improvements
Plan Fund for a Radar Speed Display Message Board in the amount of \$12,550.00**

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

That a sum not to exceed Twelve Thousand Five Hundred Fifty Dollars (\$12,550.00) be, and hereby is, appropriated as a supplemental appropriation to the 2017-2018 City of Rochester Police Department Capital Improvements Plan Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the purchase of a new Radar Speed Display Message Board.

Further, that funds for such supplemental appropriation shall be derived as follows: Eleven Thousand Five Hundred Fifty Dollars (\$11,550.00) from the Primex insurance claim reimbursement and One Thousand Dollars (\$1,000.00) from the 2017-2018 Rochester Police Department Operating Budget.

Still further, that the transfer of One Thousand Dollars (\$1,000.00) from the 2017-2018 Police Department Operating Budget to the 2017-2018 Police Department Capital Improvements Plan Fund stipulated above is hereby authorized.

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

CC FY18 03-06 AB 89

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

Seeking permission from council to spend \$12,550.00 to purchase a new Radar Speed Display with message board.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next March 2018 meeting	
DEPT. HEAD SIGNATURE	<i>G. J. L.</i>	
DATE SUBMITTED	2/8/18	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	6

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Primex Ins. & FY18 PD O&M Budget
ACCOUNT NUMBER	15012010-773150-185XX
AMOUNT	\$12,550.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from council to spend the amounts listed below from the following accounts in order to purchase a new Radar Speed Display with message board per bid 18-16.

Insurance revenue account 12011-406299 = \$11,550.00

Insurance claim repairs expense account 12010053-543500 = \$1000.00

The above amounts will be moved into a new CIP account 15012010-773150-185XX in order to purchase this unit.

RECOMMENDED ACTION

Seeking permission from council to spend the \$12,550.00 to purchase the Radar display unit.

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	15012010	773150	185XX	-	-	\$12,550.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

3/1/18



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127

FAX (603) 330-7159

www.rochesterpd.org

"Dedication, Pride, Integrity"

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DEREK J. PETERS

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DAVID R. STEVENS

Vice Chairman

LISA M. STANLEY

Commissioner



PAUL R. TOUSSAINT
Chief of Police

January 24, 2018

All Traffic Solutions
3100 Research Drive
State College PA 16801

Re: Bid 18-16 "Radar Speed Display w/Message Board".

To whom it may concern:

We are pleased to announce the bid for the "Radar Speed Display w/Message Board" under the above noted bid number has been awarded by the Police Commission to your business All Traffic Solutions. You can see the bid results on our website below:

http://www.rochesternh.net/Public_Documents/RochesterNH/Purchasing/results.

We thank you for submitting your bid and look forward to our relationship with your company.

Sincerely Yours

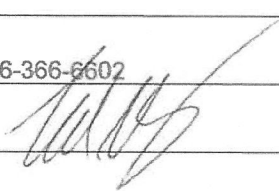
Paul R. Toussaint
Chief of Police

CITY OF ROCHESTER

RADAR SPEED DISPLAY WITH
MESSAGE BOARD

BID #18-16

Radar Speed Display w/Message Board Bid Form

Vendor Name All Traffic SolutionsAddress 3100 Research DriveState College, PA 16801Phone 866-366-6602Signature Title COODate 11/27/2017

Bid Price for new unit:

\$14,550.00

(in figures)

Fourteen thousand five hundred fifty dollars and zero cents

(in words)

Trade-in Amount: \$2,000.00

(in figures)

Two thousand dollars and zero cents

(in words)

Net bid with trade: \$12,550.00

(in figures)

Twelve thousand five hundred fifty dollars and zero cents

(in words)

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form



November 20, 2017

Deputy Chief Gary Boudreau
23 Wakefield St
Rochester, NH 03867

Deputy Chief Gary Boudreau,

As requested, All Traffic Solutions is pleased to provide the following quotation for ATS's Speed Alert 24 - Radar Variable Message Sign, ATS 5 trailer with solar augmented power, two years of TrafficCloud software and accessories. Prices include training, tech support and software.

All Traffic Solution's turnkey solution includes SIMS cards per panel, all cell network charges with no setup or overage costs and fees.

Our proposed solution includes the following:

(Additional features and benefits can be found with the attached specification sheets)

- One to three lines of text
- Meets MUTCD Specifications
- Made in USA, State College, PA
- Unlimited message storage on PC, Android device or remote server
- Internal K band radar with adjustable sensitivity
- Conditional Speed Messaging
- PremierCare for real-time monitoring and a perpetual warranty for subscribers, including a 50% discounts on accidental damage and panel accessories
- Local and remote management and monitoring options
- Display one message, up to six screens
- -40 to 160 F operating temperature range, 95% humidity, non-condensing (-20F for Bluetooth comm.)
- Withstands 70 mph winds
- Integral case handles and nylon web handles
- Day of the Week and Time of Day programming and scheduling
- Integral camera for awareness and alert driven images o 640x480 daylight images
- ATS 5 Trailer is DOT Approved red/white reflective tape
- Continuous weld steel frame, White marine grade powder coat finish
- Trade in Program for future purchases

As always, if you have any questions regarding the above quote, or if I can be of further assistance, please call me at 518-330-7574. Thank you.

Very truly yours,
Eric Newman

3/1/18

**ALL TRAFFIC
SOLUTIONS***A sign of the future.™*

All Traffic Solutions Inc.
12950 Worldgate Dr.,
Ste 310
Herndon, VA 20170
Phone: 814-237-9005
Fax: 814-237-9006

Tax ID: 25-1887906

Questions contact:
MANUFACTURER:
All Traffic Solutions
Eric Newman
(571) 321-5449

QUOTE Q-30272

DATE/TIME: 9/12/2017 **PAGE**
3:52:30 PM **NO:** 1

Independent Sales Rep:**Mail Purchase****Orders to:**

3100 Research Dr.
State College, PA
16801

BILL TO:

Rochester NH Police Department
, NH 03867

SHIP TO:

Rochester NH Police Department

Attn: Gary Boudreau

PAYMENT TERMS: **CUSTOMER:** 246083 **CONTACT:** 603-330-7176
Net 30

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000745	SpeedAlert 24 Radar Message Sign (RMS); base unit (select mount separately)	1.00	\$6,800.00	\$6,800.00
4000772	App, Traffic Suite (24mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	1.00	\$2,850.00	\$2,850.00
4000859	Trade-in CREDIT: ATS Unit, RMS purchase, requires one year TrafficCloud service	1.00	(\$2,000.00)	(\$2,000.00)
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite)	1.00	\$0.00	\$0.00
4000750	App, Mobile User Interface perpetual license (only 1 req'd per account)	1.00	\$100.00	\$100.00
4000173	Trailer, ATS5 (select power separately)	1.00	\$2,800.00	\$2,800.00
4000636	Trailer Battery kit for ATS-5, 470Ah deep cycle batteries w/cover, hold down, cables& hdwr	1.00	\$800.00	\$800.00
4000275	Solar panel, 60W; includes bracket for ATS-5 trailer and harness	1.00	\$600.00	\$600.00
4000740	Trailer Certificate of Origin	1.00	\$0.00	\$0.00

3/1/18

4000754	USB cable, 16ft, extra long for trailer or pole	1.00	\$0.00	\$0.00
4000641	Shipping	1.00	\$600.00	\$600.00

Special Notes:	SALES	\$12,550.00
	AMOUNT:	
Made in USA	SHIPPING:	
	TOTAL:	\$12,550.00

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: Unless shipping charges are specifically indicated, prices are FOB factory. Shipping charges may apply

Taxes: Taxes are not included in quote. Please provide a tax exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below I indicate that I am authorized to commit my organization to the above.

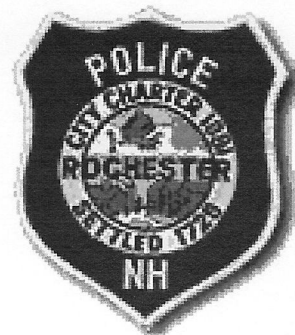
Print Name, Title

Signature

Date

Rochester Police Dept.

**23 Wakefield St., Rochester, NH 03867
603-330-7128**

**MEMORANDUM**

=====

TO: Blaine Cox Finance Director

FROM: Deputy Chief Gary Boudreau

DATE: 1/25/18

RE: Speed Trailer Bid 18-16

In reference to the above bid we received two sealed bid from two manufactures, All Traffic Solutions and Traffic Logix Corporation. In comparison on the bids All Traffic's bid was \$1,254 higher than Traffic Logix bid. After reviewing the bids it is our recommendation to go with the higher bid from All Traffic. The current speed trailer which we are replacing is an All Traffic unit. The quality of this trailer has been excellent as we have gotten several years of trouble free usage from it. In reviewing the two units the All Traffic trailer unit appears to be more robust in design and build which we believe will give us several years of trouble free operation to include the solar panels. We are familiar with the data collection software which All Traffic uses and are familiar with the operation which will be very similar. Further the data collection and distribution we are familiar and happy with, the updated software from All Traffic is very similar to what we have now with improvements. This unit will be purchased with insurance money we received from Primex for our current unit being struck by a vehicle and while the All Traffic bid price is higher it is still less than the insurance payment.

Approved.

Blaine M Cox

2018-01-26

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City Clerk's Office

Amendments to Chapter 42, Table 18-A, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

Insert the following after Section 42.20(b)(9):

10. Manufactured Housing Park – Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

Change Section 42.20(b)(10) to read:

11. Manufactured Housing Unit – **Not part of an existing Mobile Home Park**

A. Manufactured Housing Unit on own Lot

- i. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots
- ii. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of garages, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.

B. Manufactured Housing Unit in Manufactured Housing Park

- i. Shall be in accordance with the standards contained in Chapter 43, the Rochester Mobile Home Ordinance.

Renumber the rest of 42.20(b) to accommodate this insertion.

Further, the City of Rochester ordains that Table 18-A of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended that "Manufactured Housing Park" be added as permitted uses in the Agricultural Zone and that Table 18-A shall be amended to reflect said change as shown in the Attached Exhibit. (Exhibit A).

Still further, the City of Rochester ordains that Chapter 43 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

43.1 Purpose and Intent.

The purpose of this ordinance is to establish minimum standards for the construction in and maintenance of mobile home parks ~~existing (as of April 22, 2014)~~ in the City of Rochester. The intent of the ordinance is that mobile home parks ~~existing (as of April 22, 2014)~~ shall provide a healthful, safe, pleasant, and attractive residential atmosphere for their occupants, while at the same time being compatible with existing and anticipated future development in the surrounding areas."

The effective date of these amendments shall be upon passage.

TABLE 18-A RESIDENTIAL USES

RESIDENTIAL USES	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	Section Reference
Apartment, Accessory (accessory use)	E	P	P	P	P	P	P	-	-	-	-	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.33I
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	C	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	C	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P	P	P	-	-	P	-	
Dwelling, Three & Four Family	-	P	-	C	C	C	P	-	-	-	-	Sections 42.21 & 42.33
Dwelling, Two Family	-	P	P	P	P	P	P	-	-	-	-	Sections 42.21 & 42.33
Flag Lots	-	C	C		-	-	-	-	-	C	-	Section 42.21
Home Occupation - 1 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Section 42.24
Home Occupation - 2 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Sections 42.22 & 42.24
Home Occupation - 3 (accessory use)	-	E	E	P	P	P	P	-	-	E	-	Sections 42.22 & 42.24
Manufactured Housing Unit on own lot	-	-	P	-	-	-	-	-	-	-	-	Section 42.20 & 42.21
Manufactured Housing Park			P									Section 42.20
Nursing Home	-	-	C	-	-	C	-	-	-	P	-	Section 42.20 & 42.21
Outdoor Wood-Fired Hydronic Boiler	-	-	P	-	-	-	-	-	-	-	-	Section 42.20
Porkchop Subdivision	-	-	C	-	-	-	-	-	-	-	-	Section 42.21
Residential Facility	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Senior Housing	-	P	C	C	C	C	-	-	-	-	-	Section 42.21
Temporary Structure	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

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City Clerk's Office

Amendment to Chapter 42 of the General Ordinances of the City of Rochester
Regarding the Location and Boundaries of Zoning Districts and to Table 18-B,
Permitted Uses

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert the Neighborhood Mixed Use Zone between North Main Street Bridge and Holy Rosary Church to Downtown Commercial Zone.

WHEREAS, the Mayor and the City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the boundaries of the Special Downtown Overlay district to encompass the entire Downtown Commercial Zone.

WHEREAS, the Mayor and the City of Rochester desire to amend the City of Rochester Zoning Ordinance Table 18-B, Sales-Service-Office-Institutional Uses to eliminate "Gas Station" and "Vehicle Service" as permitted uses in the Downtown Commercial Zone.

THEREFORE, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester between North Main Street Bridge and Holy Rosary Church shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the Mayor and City Council of Rochester ordain that Special Downtown Overlay District shall be expanded to cover the entirety of the Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit B).

STILL FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown changes ordained by the Mayor and the City Council.

FINALLY, the Mayor and the City Council of Rochester ordain that "Gas Station" and "Vehicle Service" shall be eliminated as permitted uses in the Downtown Commercial Zone and that Table 18-B shall be reflect said change as shown in the Attached Exhibit. (Exhibit C).

The effective date of these amendments shall be upon passage.

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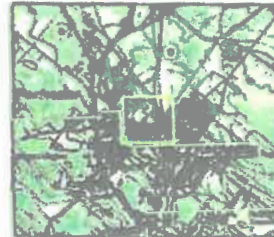
City Clerk's Office

EXHIBIT A**Proposed Zoning Revision - Downtown Commercial Zone****Legend**

Proposed for
Zoning Revision
Parcel Boundary

Zoning Districts

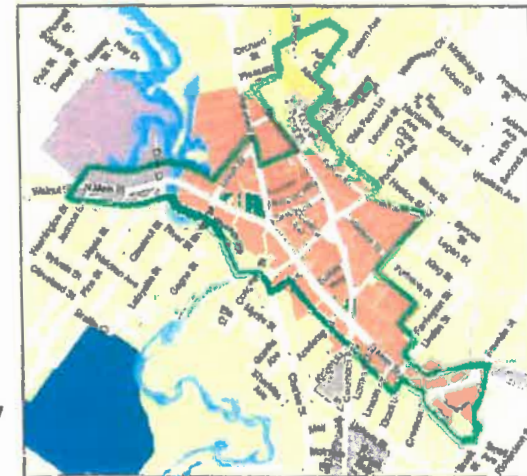
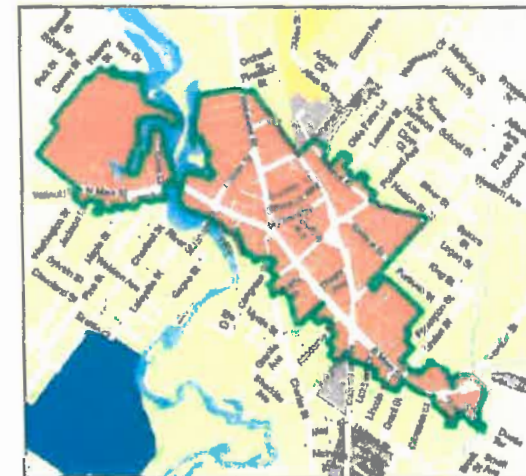
Residential - 1
Residential - 2
Neighborhood Mixed Use
Downtown Commercial
General Industrial

**Current Zoning****Proposed Zoning**

Date: 1/29/2018

EXHIBIT B**Proposed Zoning Revision - Special Downtown Overlay****Legend**

- Proposed for Zoning Revision
- Parcel Boundary
- Special Downtown Overlay
- Zoning Districts**
- Residential - 1
- Residential - 2
- Neighborhood Mixed Use
- Downtown Commercial
- Office Commercial
- General Industrial

**Current Zoning****Proposed Zoning**

Data: 1/29/2018

EXHIBIT C**TABLE 18-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES**

SALES-SERVICE-OFFICE-INSTITUTIONAL USES	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	HC	GI	RI	HS	AS	Section Reference
Adult Day Care Center	-	-	E	E	P	P	P	E	-	P	-	Section 42.22
Adult Day Care Home	-	E	E	E	P	P	P	-	-	P	-	Section 42.22
Adult Oriented Establishment	-	-	-	-	-	-	-	-	C	-	-	Section 42.22
Agricultural Building, Reuse of Existing	C	C	-	C	-	P	-	-	-	-	-	Section 42.22
Antique Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Artist Studio	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Bank	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
Convenience Store	-	C	P	-	P	E	P	-	-	-	-	Section 42.21
Day Care - 1 (Day Care Residence)	P	P	P	P	P	P	P	-	-	P	-	
Day Care - 2 (Day Care - Family)	-	E	P	E	P	P	P	-	-	P	-	Sections 42.20 & 42.21
Day Care - 3 (Day Care Center)	-	-	E	E	P	P	P	E	-	E	-	Section 42.22
Florist	-	-	P	-	P	-	P	-	-	-	-	
Funeral Home	-	-	C	-	P	P	P	-	-	P	-	
Gas Station	-	-	-	-	P	-	P	-	-	-	-	Sections 42.20 & 42.21
Grocery Store	-	-	-	-	P	-	P	-	-	-	-	
Hospital	-	-	-	-	P	P	P	-	-	P	-	
House of Worship	-	C	C	C	P	C	P	-	-	P	-	Section 42.21
Housing Unit Sales	-	-	-	-	-	-	P	P	-	-	-	
Laundry Establishment - 1	-	C	P	-	P	-	P	-	-	-	-	Section 42.21
Laundry Establishment - 2	-	-	P	-	P	-	P	-	-	-	-	
Library	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Marina	-	-	-	-	-	-	P	-	-	-	-	
Museum	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Office	-	-	P	-	P	P	P	P	P	-	-	
Office, Medical	-	-	C	-	P	P	P	C	-	P	P	Section 42.21
Office, Professional	-	-	P	-	P	P	P	P	-	-	-	
Personal Service Establishment	-	-	P	-	P	P	P	-	-	-	-	
Retail Sales (under 5,000 square feet)	-	-	P	-	P	E	P	-	-	-	-	
Retail Sales (5,000 - 30,000 square feet)	-	-	-	-	P	-	P	-	-	-	-	
Retail Sales (over 30,000 square feet)	-	-	-	-	-	-	P	-	-	-	-	
Retail Service	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
School, K-12	C	C	C	C	C	P	C	-	-	-	-	Section 42.21
School, Other	-	C	C	C	P	P	P	C	-	-	-	Section 42.21
Second Hand Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Service Establishment	-	-	C	-	C	-	C	P	-	-	-	Section 42.21
Shelter	-	-	-	-	E	E	P	E	E	E	-	
Small Wind Energy Systems	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Vehicle Sales, New	-	-	C	-	-	-	P	-	-	-	-	Sections 42.20 & 42.21
Vehicles Sales, Used	-	-	C	-	-	-	P	-	-	-	-	Section 42.20
Vehicle Service	-	-	-	-	P	-	P	P	-	-	-	
Yard Sale, Commercial	-	-	-	-	-	-	C	-	-	-	-	Sections 42.20 & 42.22

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

APPROVED APRIL 2014

C:\Users\kelly.walters\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\BV5HAHDZ\TABLE XVIII-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES - Approved April 2014