

NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: September 13, 2016
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

1. Call to Order
2. Public Input
3. Unfinished Business - none
4. New Business
 - 4.1 The Ridge Marketplace: Park/ Green Space (p.2)
 - 4.2 Retired Fire Engine 7: Bids (p.28)
 - 4.3 HUD Housing Police Officer Request & Middle School SRO Position (p.31)
 - 4.4 Denali-Kodiak-Salmon Falls-Milton Road: Sewer Connection Fee Analysis (p.37)
 - 4.5 Water & Sewer Rates: Utility Advisory Board Recommendation (p.39)
 - 4.6 Accounting Policy Manual: Review (p.40)
 - 4.7 141 Salmon Falls Road: City Owned Land Sale (p.65)
 - 4.8 Annex Project: Staff Parking at former Ben Franklin Site (p.66)
5. Finance Director's Report (p.73)
6. Monthly Financial Statements (p.76)
7. Other
8. Non-Public - none
9. Adjournment

Posted by: _____ Date: _____
Locations Posted: (1) _____ (2) _____

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: The Ridge Marketplace Park/ Greenspace

Date Submitted: August 31, 2016

Name of Person Submitting Item: Economic Development Manager Pollard

E-mail Address: Karen.pollard@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement: Mr. Josh Levy of Waterstone Retail Development has requested an opportunity to meet with the Finance Committee. Mr. Levy seeks to discuss the concept of a park at The Ridge Marketplace.

Recommended Action: None.



The Park

**Granite Ridge Development
District's only public
gathering location.**

Proposal to
Mayor Caroline
McCarley and the
Rochester City
Council

August 8, 2016



WATERSTONE
DEVELOPMENT. DONE RIGHT.

DEVELOPMENT. DONE RIGHT.

Rochester's Parks

Rochester is a city that is growing in new developments as well as in the population of residents and visitors. Local amenities, such as public municipal parks, are an important opportunity for communities to connect with each other. Rochester primarily has two public parks that provide distinct gathering options for residents:

1. **Rochester Common** - A historic park with walking path, playground and ball field. Gazebo for summertime concerts and movies. Seasonal, no restrooms.
2. **Hanson Pines** - Family recreation with swimming & bathhouse (late June – August), playground, basketball and gazebo for shade. Seasonal, restrooms in summer only.

What is not currently available is a year-round public gathering spot with restroom facilities and information center, along with infrastructure to host community events. The city does a great job with the current offerings, but is hard pressed to increase these amenities without a private partner. We are proposing a public/private partnership to build The Park at The Ridge Marketplace, centrally located in the city's premier shopping district and easily accessible by car, bike and public transportation.

Proposed Amenities and Activities

Rochester's population is growing and there is a growing demand for more entertainment and recreation. Some of the site features we propose for The Park will allow a broad range of public events and opportunities for gatherings of all types.

- ✓ Music system for outdoor music
- ✓ Stage/Performance area
- ✓ Architectural trellis & Tivoli lighting overhead
- ✓ Skating rink infrastructure
- ✓ Pedestrian friendly walkways, brick pavers (or stamped concrete)
- ✓ Raised Planters (seating), plantings & landscaping

Public restrooms: Year-round public restrooms will be donated by Waterstone in Building B, +/-500 s/f to include: 3 public restrooms; audio/visual storage room; vestibule and visitor/tourist information kiosk. This contribution by Waterstone is \$100,000.

Maintenance and management will also be donated by Waterstone, to insure that The Park is a premier public amenity and enhances the city's image with residents and visitors. The Park and the restroom maintenance and security contribution exceeds \$50,000 annually.

What public activities and events may be planned for The Park? Some fantastic ideas have been contributed by community members and the Rochester Rotary Club.

- ✓ Outdoor concerts & movies
- ✓ Author readings, book fairs, poetry readings
- ✓ Arts shows, artist demonstrations, artisans shows
- ✓ Sports demos, bike safety events, fitness demos, outdoor yoga or Zumba
- ✓ School fundraisers, non-profit events
- ✓ Laconia Bike Week events
- ✓ Cooking demos, food festivals
- ✓ Job fairs, business events
- ✓ Casual picnics, travel breaks, "pit stops"
- ✓ Meeting & event space – Girl & boy scouts, non-profit groups
- ✓ Al fresco dining, the 110 Grill to have a park view

Some great seasonal event ideas for the community:

- **The Ridge Rocks:** Rock sculpture contest to engage the community, UNH students, high schools, etc. Can be permanent or temporary ornaments throughout The Ridge, great "selfie" spots.
- **Summer Kids "Kick Off":** Partnership with Roger Allen Park to host soccer clinics and workshops, guest appearances by UNH soccer players. Attracts local families, students and visitors.

- **The Ridge Reporters:** Students from local middle and high schools will have the opportunity to be the “eyes and ears” of all of The Ridge activities, and will report back to their schools with the latest and greatest. Will also have the chance for LIVE reporting (video) from The Park, utilizing on-site A/V equipment. Partner with Creteau Tech Center broadcasting classes.
- **Cars and Coffee:** “Bring anything with wheels that you LOVE”; with coffee and great conversation. First Sundays of every month May - October. (This event is a huge success in Waterstone’s Portsmouth location)
- **Halloween “Trick or Treat” event:** Kids costume parade, games and trick or treating. (This is another well received event, dubbed *The Brickyard Scare*” from Waterstone’s Epping location, The Brickyard Square.)
- **Winter Festival:** Similar to Montreal’s event, with carolers, ice sculptures, ice skating, maple “ice”, etc.
- **Easter Egg Hunt:** A new tradition to begin for springtime.
- **Outdoor Movie series:** Movie screen and beach chairs!

The Park Design

Prellwitz Chillinski Associates (PCA) – “We design places for people”, has drafted the park amenities in conjunction with Tighe & Bond Engineers to make this public gathering space the outstanding star of the Granite Ridge Development District. Easily accessible and available to the District, this park will have resistant grass, adequate drainage, granite curbing, 14’ tall lamp posts and direct access to Marketplace Boulevard (the frontage road name) and public transportation. The COAST bus stop with shelter has been placed between Building B and the Marketplace Boulevard. The infrastructure could be complete in the Fall of 2015 with completion and kick-off activities in the Spring of 2016. This would be dependent upon the timely negotiation of the partnership and maintenance agreements. Estimated costs based on listed amenities are \$610,000, final expense based upon plan completion and bid process.

Proposed Partnership

Just as The Ridge Marketplace works because of the partnership between the City and Waterstone, The Park can financially work because of the financial efficiencies experienced by the partnership in the Tax Increment Financing (TIF) plans. Current estimates by Rochester Public Works show a significant savings of nearly \$1 Million in Contingency and Engineering fees. This savings demonstrates that the partner benefits anticipated in initial construction are valid and provides the opportunity to develop The Park.

- ✓ Remaining, Unassigned \$1,021,212 as of March 2, 2016

Property Tax Assessed Values have increased 10.19% in the Granite Ridge Development District from \$60.4 million to \$66.6 million, a jump of \$6.2 million before the stores had opened for business. This increase confirms the financial feasibility of the TIF District estimates, and adds confidence to both partners in their financial commitments to each other. It is proposed that the construction costs for The Park partnership utilizing the savings of construction on Phase 1 of the TIF.

Proposed Partnership for The Park:

Waterstone Rochester LLC		City of Rochester	
3 Restrooms, Info Kiosk	\$100,000	Construction of The Park	Up to \$610,000
Annual Maintenance (20 yrs)	\$1,000,000		
Mgmt & Programming (+20)	\$300,000		
Waterstone Contribution	\$1,400,000	TIF Funds Contributed	Up to \$610,000

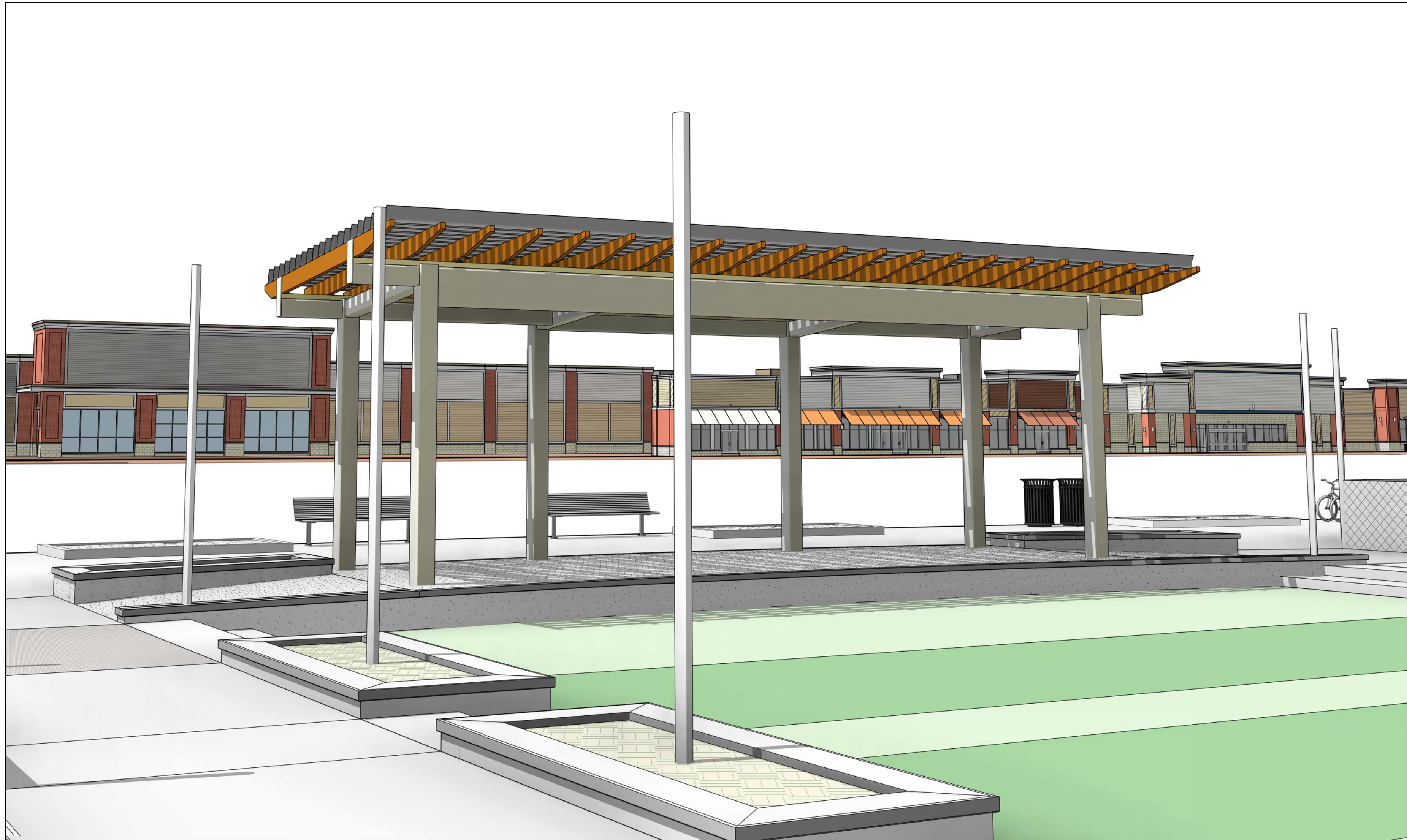
Conclusion

Waterstone Retail is an appreciative partner to the City of Rochester and believes this new public park proposal will be an asset to the City of Rochester, its residents, businesses and visitors for many years to come. This opportunity exists because of the vision and commitment by the city's leadership, especially the Mayor and City Council Members who have invested in municipal infrastructure and economic development. The Park and The Ridge would not have been possible without the city's partnership and ongoing collaboration on creating the finest shopping destination in Strafford County and the region.

THE RIDGE - SITE ELEMENTS + PARK DESIGN

92 Farmington Road (NH RT 11), Rochester, NH
PARK + CANOPY - PERIMT SET- 2016-05-25

PCA PROJECT #: 14017.05



DRAWING LIST							
REVISED	SHEET NO.	SHEET NAME	ISSUE DATE	NO.	CURRENT REVISION		DATE
						DESCRIPTION	
ARCHITECTURAL							
	A0.10	GENERAL NOTES & SYMBOLS	2016-05-25				
	A1.10	SITE ELEMENTS PLAN	2016-05-25				
	A1.20	PARK PLANS AND DETAILS	2016-05-25				
	A1.21	STRING LIGHT LOCATIONS	2016-05-25				
	A1.22	CANOPY PLANS	2016-05-25				
	A2.10	CANOPY ELEVATIONS	2016-05-25				
	A3.10	CANOPY SECTION & DETAILS	2016-05-25				
	A4.10	ENLARGED SITE FIXTURE PLANS	2016-05-25				
	A4.11	ENLARGED SITE FIXTURE PLANS	2016-05-25				
	A4.12	APRON DIMENSIONS	2016-05-25				
	A4.13	SIDEWALK WALL DETAIL @ REAR OF B2	2016-05-25				
	A5.10	CANOPY PERSPECTIVES	2016-05-25				
STRUCTURAL							
	S1.1	FOUNDATION AND ROOF FRAMING	2016-05-25				
	S2.1	GENERAL NOTES AND DETAIL S	2016-05-25				
ELECTRICAL							
	E0	ELECTRICAL LEGEND	2016-05-25				
	E1	ELECTRICAL SITE LIGHTING PLAN	2016-05-25				

ABBREVIATIONS LIST			
AFF	ABOVE FINISHED FLOOR	HWB	GYPSUM WALL BOARD
ACT	ACOUSTIC CEILING TILE	HC	HANDICAP
ALT	ALTERNATE	J-BOX	JUNCTION BOX
CL	CLOSET	MDP	MEDIUM DENSITY FIBERBOARD
CLG HT	CENTER LINE	MDO	MEDIUM DENSITY OVERLAY
CLR	CEILING HEIGHT	MECH	MECHANICAL
CMU	CLEAR	MECH RM	MECHANICAL ROOM
COMP	COMPOSITE METAL PANEL	MO	MASONRY OPENING
COORD	CONCRETE MASONRY UNIT	NA	NOT APPLICABLE
	COORDINATE	NIC	NOT IN CONTRACT
CPT	CARPET	NOM	NOMINAL
DIA	DIAMETER	NTS	NOT TO SCALE
DW	DISHWASHER	OC	ON CENTER
DWG	DRAWING	OD	OUTSIDE DIAMETER OR DIMENSION
EA	EACH	PREFAB	PREFABRICATE
EIFS	EXTERIOR INSULATION AND FINISH SYSTEM	PT	PRESSURE TREATED
EL	ELEVATION	ROP	REFLECTED CEILING PLAN
EMR	ELEVATOR MACHINE ROOM	REF	REFRIGERATOR
EPDM	ETHYLENE PROPYLENE DIENE MONOMER	RO	ROUGH OPENING
EQ	EQUAL	RTU	ROOF TOP UNIT
FF	FINISH FLOOR	SF	SQ. FT. (SQUARE FEET)
FF EL	FINISH FLOOR ELEVATION	T&G	TONGUE AND GROOVE
FO	FACE OF	TO	TOP OF
		UON	UNLESS OTHERWISE NOTED
		VIF	VERIFY IN FIELD
		VOC	VOLATILE ORGANIC COMPOUND
		W/O	WITHOUT
		WIC	WALK IN CLOSET

SYMBOLS LEGEND	
	DOOR TAG
	WINDOW TAG
	WALL TAG WITH PARTITION TYPE
	DETAIL TAG-ENLARGED PLAN DETAIL NO. ABOVE SHEET NO.
	ELEVATION TAG ELEV. NO. ABOVE SHEET NO.
	SECTION TAG SECTION NO. ABOVE SHEET NO.
	STRUCTURAL GRID LINE

CODE SUMMARY			
APPLICABLE CODES:			
BUILDING	INTERNATIONAL BUILDING CODE, 2009 EDITION WITH NEW HAMPSHIRE AMENDMENTS & NFPA 101, 2009 EDITION.		
ENERGY	INTERNATIONAL ENERGY CONSERVATION CODE, 2009 EDITION WITH NEW HAMPSHIRE AMENDMENTS		
FIRE PREVENTION	STATE FIRE CODE SAF-C6000		
ACCESSIBILITY	ACCESSIBLE & USABLE BUILDING & FACILITIES 2003 EDITION		
ELECTRICAL	NATIONAL ELECTRICAL CODE, 2014 EDITION WITH NEW HAMPSHIRE AMENDMENTS		
MECHANICAL	INTERNATIONAL MECHANICAL CODE, 2009 EDITION WITH NEW HAMPSHIRE AMENDMENTS		
PLUMBING	INTERNATIONAL PLUMBING CODE, 2009 EDITION WITH NEW HAMPSHIRE AMENDMENTS		
BUILDING DESCRIPTION:			
GENERAL	STEEL AND WOOD PERGOLA SYSTEM		
CODE SUMMARY:			
CHAPTER 3	USE OR OCCUPANCY: SECTION 302.0 CLASSIFICATION - USE GROUPS M (MERCANTILE, RETAIL - 309.0)		
CHAPTER 5	GENERAL BUILDING LIMITATIONS: SECTION 503 HEIGHT AND AREA LIMITATIONS OF BUILDINGS -TYPE V CONSTRUCTION		
CHAPTER 6	TYPES OF CONSTRUCTION: FIRE RESISTANCE RATINGS OF STRUCTURE ELEMENTS FOR TYPE 2B CONSTRUCTION - TABLE 601		
	STRUCTURE ELEMENT	REQUIRED	PROPOSED
	STRUCTURAL FRAME	0 HR	0 HR
	LOADBEARING EXT. WALLS	0 HR	0 HR
	NON-LOADBEARING EXT. WALLS*	0 HR	0 HR
	NON-LOADBEARING INT. WALLS	0 HR	0 HR
	FIRE PARTITIONS (TENANT SPACES SEPARATIONS)	0 HR	0 HR
	ROOF CONSTRUCTION (714.0)	0 HR	0 HR
* NON-LOADBEARING METAL STUD EXTERIOR WALLS ARE TYPICAL AT FRONT OF BUILDING. ALL EXTERIOR WALLS ARE REQUIRED TO HAVE A ZERO HOUR FIRE RATING BASED UPON FIRE SEPARATION DISTANCE. TABLE 602.			
CHAPTER 11	ACCESSIBILITY: ALL PUBLIC ENTRANCES/AREAS ARE DESIGNED TO BE ACCESSIBLE TO THE PHYSICALLY HANDICAPPED (ADA/AAB GUIDELINES) AND ICC/ANSI A117.1		

GENERAL NOTES	
A. ALL WORK INCLUDED IN THIS CONTRACT SHALL CONFORM TO ALL STATE, NATIONAL AND OTHER CODES, REGULATIONS, AND RESTRICTIONS WHICH APPLY TO THIS PROJECT, INCLUDING, BUT NOT LIMITED TO: MASSACHUSETTS STATE BUILDING AND SANITARY CODE AND THE FEDERAL "AMERICANS WITH DISABILITIES ACT" ADA PL101-336.	N. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF THE WORK OF ALL TRADES. THE GENERAL CONTRACTOR SHALL NOTIFY THE ARCHITECT IN WRITING OF ANY AND ALL CONFLICTS BETWEEN THE TRADES AND SHALL OBTAIN A WRITTEN RESOLUTION FROM THE ARCHITECT PRIOR TO PROCEEDING WITH CONSTRUCTION IN ALL AREAS AFFECTED BY THE CONFLICT.
B. THE GENERAL CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT. THE GENERAL CONTRACTOR SHALL PROCEED WITH THE WORK ONLY AFTER ALL DISCREPANCIES HAVE BEEN RESOLVED BY THE ARCHITECT.	O. PROVIDE ALL TEMPORARY FACILITIES AND SERVICES, CONSTRUCTION AND SUPPORT FACILITIES, AND SECURITY AND PROTECTION AS NEEDED TO PROTECT NEW AND EXISTING CONSTRUCTION FOR THE DURATION OF A COMPLETE INSTALLATION.
C. WORK FROM GIVEN DIMENSIONS AND LARGE SCALE DETAILS ONLY. DO NOT SCALE DRAWINGS.	P. EMPLOY EXPERIENCED WORKERS FOR FINAL CLEANING. CLEAN EACH SURFACE TO THE CONDITION EXPECTED IN A COMMERCIAL BUILDING CLEANING PROGRAM.
D. BUILDING OR SITE COMPONENTS WHICH ARE AFFECTED BY NEW WORK, DEMOLITION OR WHICH MAY BE DAMAGED BY THE GENERAL CONTRACTOR OR ANY SUBCONTRACTORS SHALL BE REPLACED OR RESTORED TO ORIGINAL CONDITION AND COLOR BY METHODS DESCRIBED IN THIS CONTRACT, OR AS APPROVED BY THE ARCHITECT.	Q. ALL MATERIALS & EQUIPMENT SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
E. CONSULT WITH THE ARCHITECT BEFORE PENETRATING ALL JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS.	R. GUARANTEE: ALL MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE UNLESS OTHERWISE SPECIFIED FOR A LONGER PERIOD OF TIME ON A CERTAIN ITEM.
F. SUBMIT SHOP DRAWINGS TO THE ARCHITECT FOR REVIEW PRIOR TO FABRICATIONS. SUBMITTALS REQUIRED INCLUDE, BUT ARE NOT LIMITED TO: SHOP DRAWINGS FOR ALL STEEL, MILLWORK & SIGNAGE, SAMPLES OF ALL PROPOSED PAINTS, METALS, WALL COVERINGS, LAMINATES, SOLID SURFACE MATERIALS, CERAMIC TILE, AND HARDWARE. SUBMIT MANUFACTURERS' DATA FOR ALL LIGHTING SYSTEMS, AND HARDWARE.	S. ALL MATERIAL USED FOR THE CONSTRUCTION OF THIS PROJECT, WHETHER BUILDING MATERIALS OR APPURTENANCES, SHALL BE NON-ASBESTOS CONTAINING MATERIAL.
G. THE GENERAL CONTRACTOR SHALL OBTAIN AND PAY FOR ANY BUILDING PERMITS REQUIRED AND CARRY ANY INSURANCE COVERAGES REQUIRED.	T. THE GENERAL CONTRACTOR SHALL CONFIRM THAT ALL MATERIAL AND FINISHES SPECIFIED AND THEIR FABRICATION OR INSTALLATION WILL NOT RELEASE FUMES OR AROMAS DURING CONSTRUCTION WHICH MAY BE A HAZARD OR NUISANCE TO PERSONNEL.
H. ALL INTERIOR FINISHES AND FURNISHINGS ARE TO BE CLASS 'A' FIRE-RATED AND ARE TO COMPLY WITH SECTION 920.0 BOCA (INTERIOR FLAME SPREAD). CONTRACTS IN BOSTON ARE REQUIRED TO MEET THE STANDARDS OF THE BOSTON FIRE CODE.	U. SEAL AND CAULK AROUND ALL PENETRATIONS, CRACKS AND CREVICES AND ANY OPENINGS CAPABLE OF HARBORING INSECTS/RODENTS.
I. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PANEL CONTROL AND CIRCUIT DESIGN AND FOR COMPLIANCE WITH ALL BUILDING, LIFE SAFETY, AND NATIONAL ELECTRICAL CODES WHICH MAY APPLY.	V. ALL EXPOSED UTILITY WIRES AND PIPES (ELECTRICAL, PLUMBING, ETC.) SHALL BE INSTALLED IN A WAY THAT DOES NOT OBSTRUCT OR PREVENT THE CLEANING OF FLOORS, WALLS, AND CEILING AREAS. THEY SHALL BE INSTALLED A MINIMUM OF 6" OFF FLOORS AND 1" OFF WALLS, CEILINGS AND ADJACENT PIPES.
J. ALL WOOD COMPONENTS (INCLUDING BUT NOT LIMITED TO FRAMING MILLWORK, TRIM, AND BLOCKING) SHALL BE FIRE-TREATED.	W. EQUIPMENT SUPPLIED BY THE OWNER AND INSTALLED BY THE GENERAL CONTRACTOR. EQUIPMENT INFORMATION AND SPECIFICATIONS ARE TO BE THE MOST CURRENT AVAILABLE AT THE TIME OF DOCUMENTATION PREPARATION. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING WITH THE OWNER THE EXACT DIMENSIONS AND EQUIPMENT CONNECTION REQUIREMENTS (INCLUDING ELECTRICAL CIRCUIT REQUIREMENTS) OF EQUIPMENT TO BE SUPPLIED. THE GENERAL CONTRACTOR SHALL MAKE ALL FINAL CONNECTIONS AS NOTED ON THE DRAWINGS, INSTALL THE SET UP IN WORKING ORDER, CHECK WARRANTIES, TEST AND NOTE VOID WARRANTIES. THE GENERAL CONTRACTOR SHALL COORDINATE WITH THE OWNER DELIVERY, STORAGE AND INSTALLATION OF ALL OWNER SUPPLIED EQUIPMENT. THE GENERAL CONTRACTOR SHALL STORE EQUIPMENT IF REQUESTED BY THE OWNER UNTIL INSTALLATION.
K. THE GENERAL CONTRACTOR SHALL DISPOSE OF ALL WASTE AND DEBRIS OFF THE PREMISES.	X. SEE SPECS AND DRAWINGS FOR OTHER OWNER SUPPLIED/GENERAL CONTRACTOR INSTALLED ITEMS.
L. THE GENERAL CONTRACTOR MUST COORDINATE WITH THE BUILDING FACILITIES MANAGER ALL ACTIVITIES INCLUDING BUT LIMITED TO WORK WHICH WILL GENERATE EXCESSIVE NOISE AND MODIFICATION TO UTILITIES. WORK MUST NOT INTERFERE WITH EXISTING SMOKE DETECTORS, ALARMS OR BUILDING SYSTEM MANAGEMENT.	Y. FIRE PROTECTION NOTE: FOR A RENOVATION CONTRACT, EXISTING SPRINKLERHEADS, ALARM SYSTEM AND DETECTORS ARE TO REMAIN. MODIFY LOCATIONS AS NECESSARY WHERE CEILING IS ALTERED
M. THE GENERAL CONTRACTOR SHALL REVIEW AND BE FAMILIAR WITH ANY "TENANT DESIGN AND CONSTRUCTION MANUAL" AND ANY OTHER OWNER OR BUILDING STANDARDS. THE GENERAL CONTRACTOR SHALL INCLUDE IN ITS BID ALL RELATED COSTS.	

PCAA

PRELLWITZ CHILINSKI ASSOCIATES

Architecture Planning Interiors

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617-547-8120

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(781) 559-3301

CONTRACTOR:
CONTRACTOR FIRM
Address
City, State ZIP
0000-0000-0000

REVISIONS

ORIGINAL ISSUE:
PARK + CANOPY - PERMIT SET
2016-05-25
SCALE: 1/4" = 1'-0"

GENERAL NOTES & SYMBOLS

A0.10

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THE RIDGE - SITE ELEMENTS + PARK DESIGN

PCA PROJECT #: 14017.05

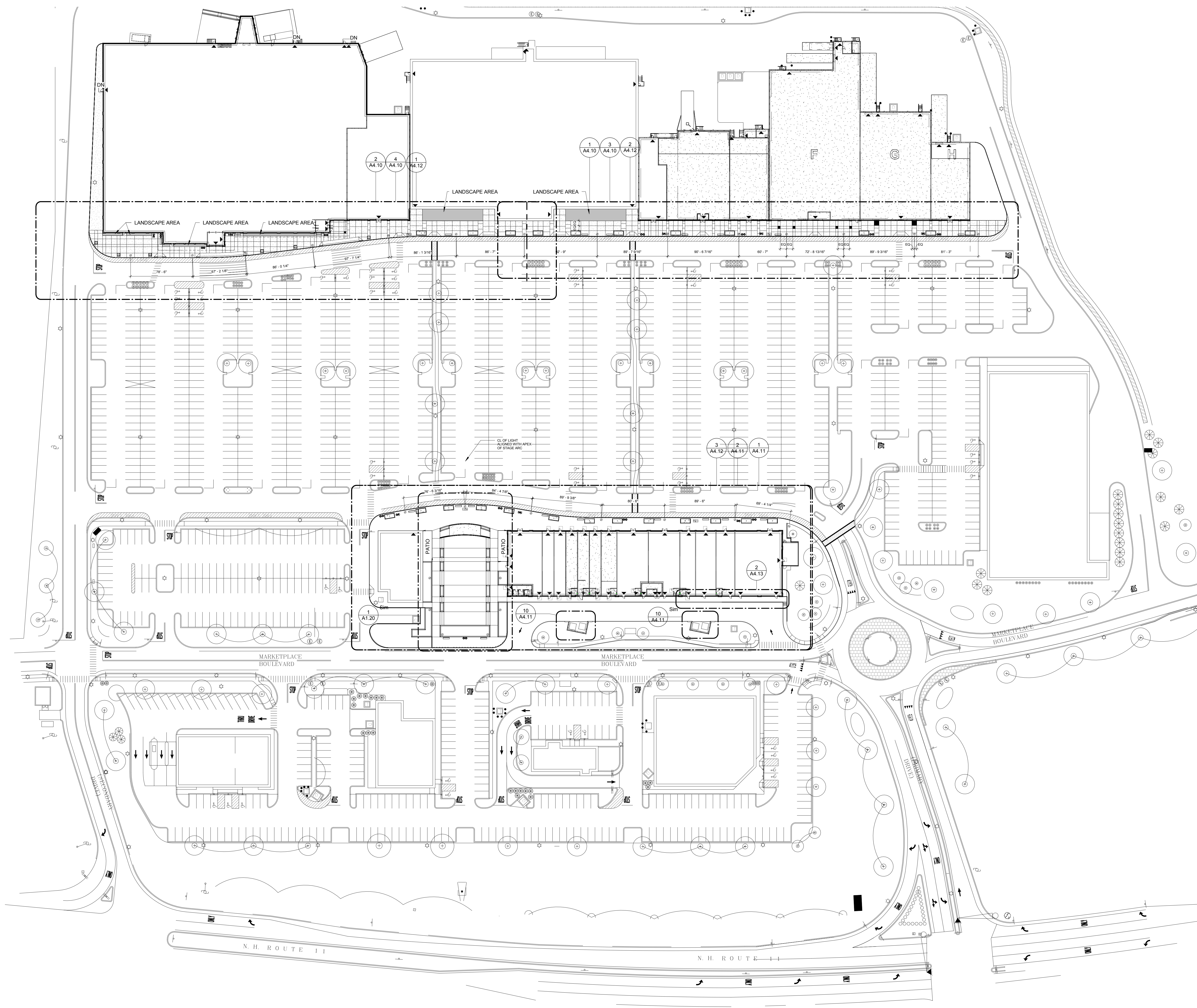
92 Farnington Road (NH RT 11), Rochester, NH

THE RIDGE - SITE ELEMENTS + PARK DESIGN

[illegible]

SITE ELEMENTS PLAN

A1.10



1 SITE ELEMENTS



3" = 1'-0"



3/4" = 1'-0"



3/4" = 1'-0"



4 $\frac{1}{8}'' = 1'-0''$



3 $1/8" = 1'-0"$



1/8" = 1'-0"



2 $1/8" = 1'-0"$

THE RIDGE - SITE ELEMENTS + PARK DESIGN

92 Farnington Road (NH RT 11), Rochester, NH

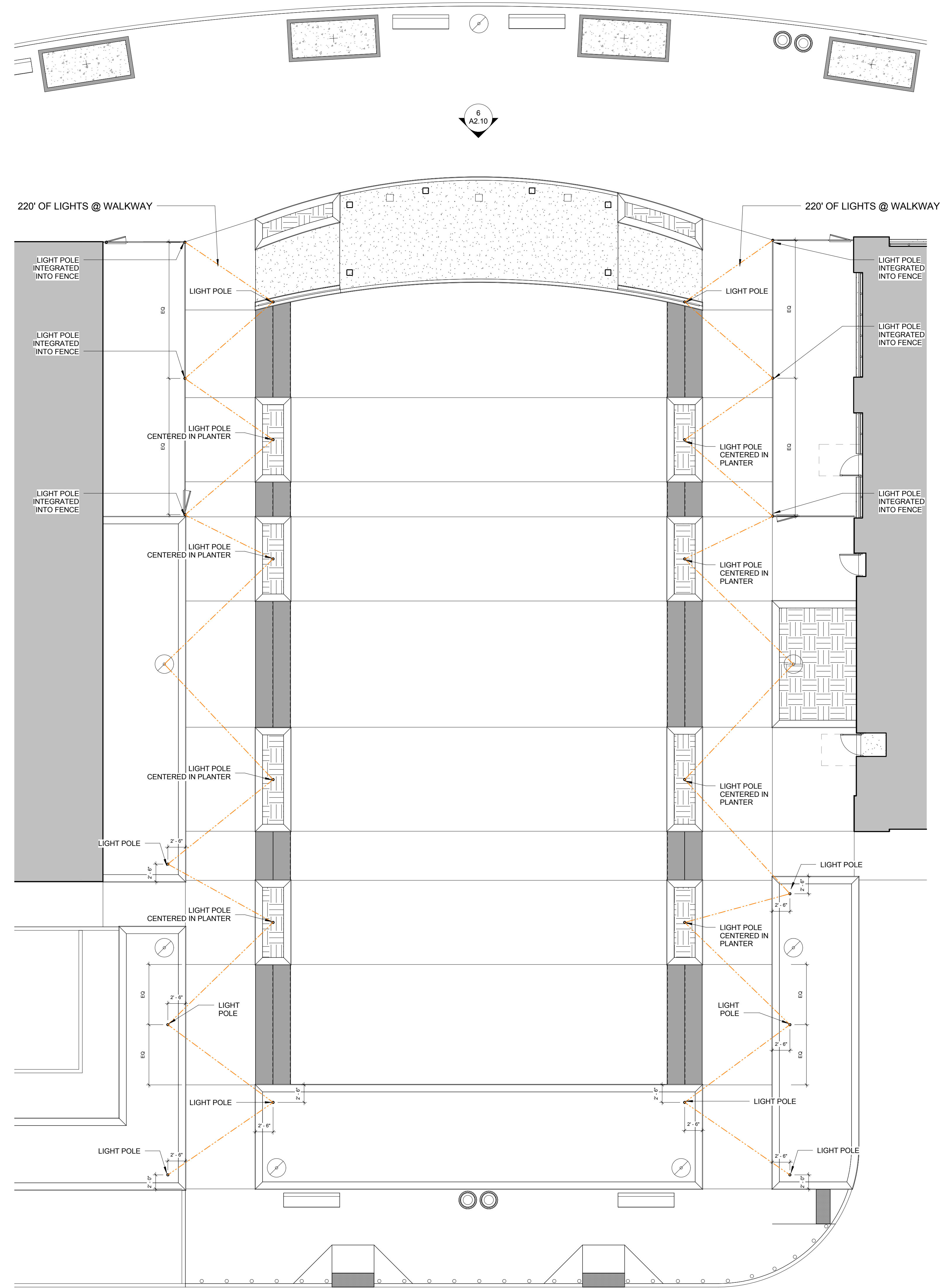
REVISIONS

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PARK + CANOPY - PERMIT
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2016-05-25
SCALE: 1/8" = 1'-0"

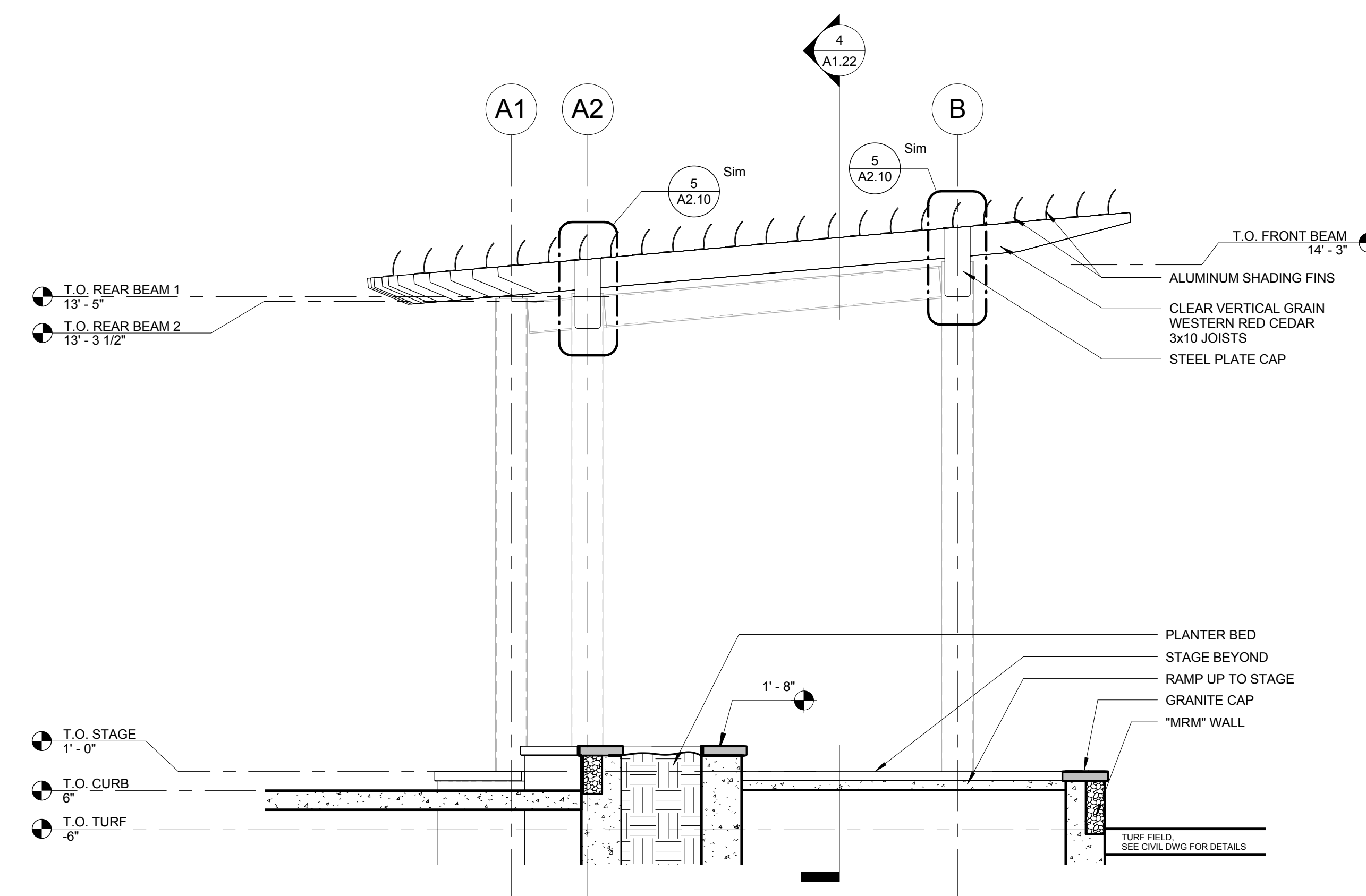
STRING LIGHT
LOCATIONS

A1.21

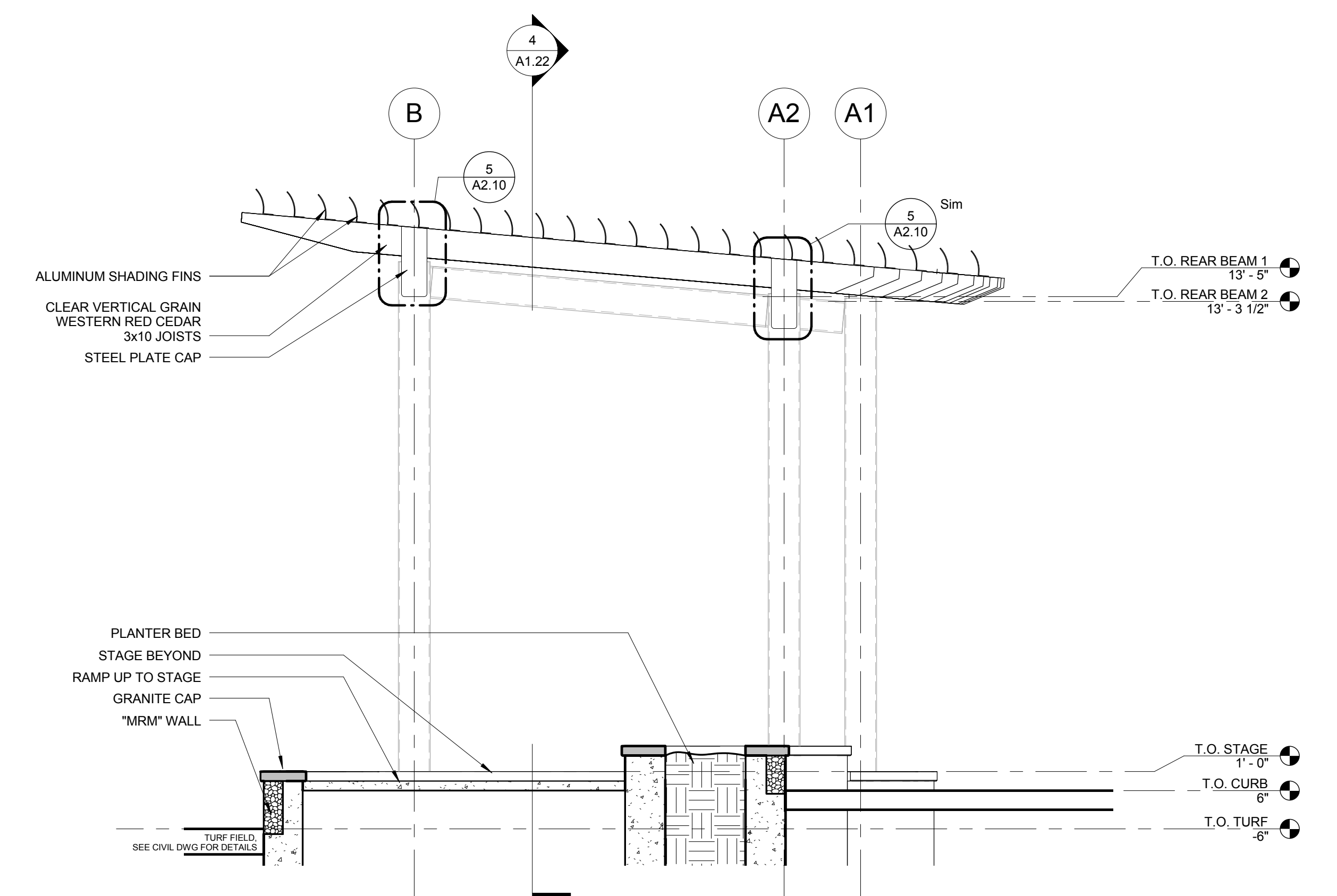
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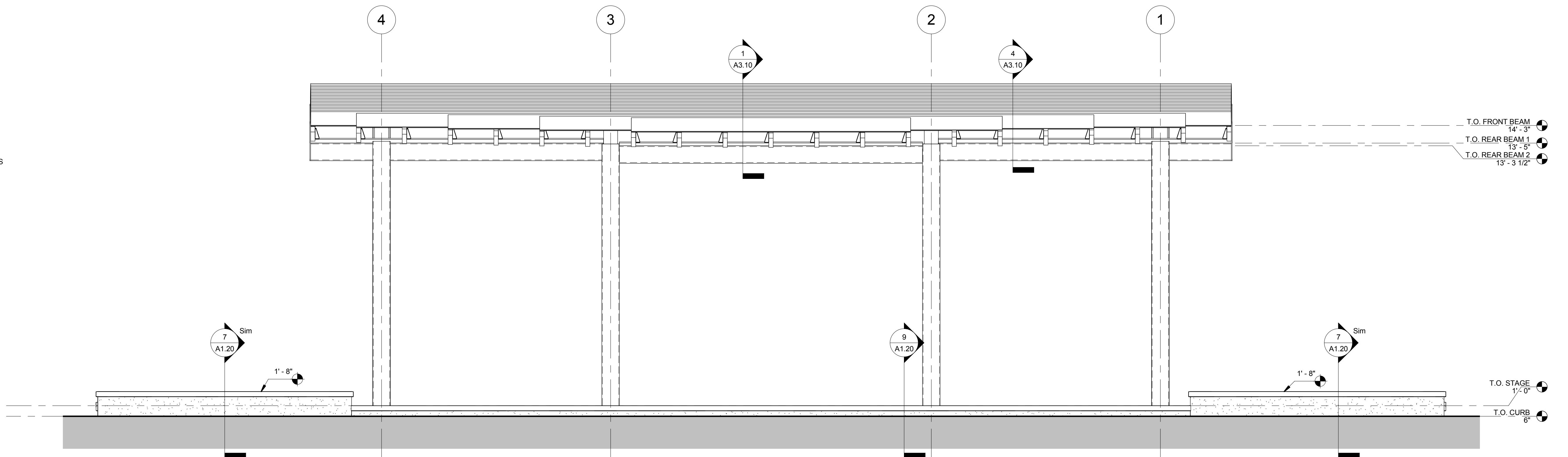
1 PARK PLAN - STRING LIGHT POLE LOCATIONS
1/8" = 1'-0"



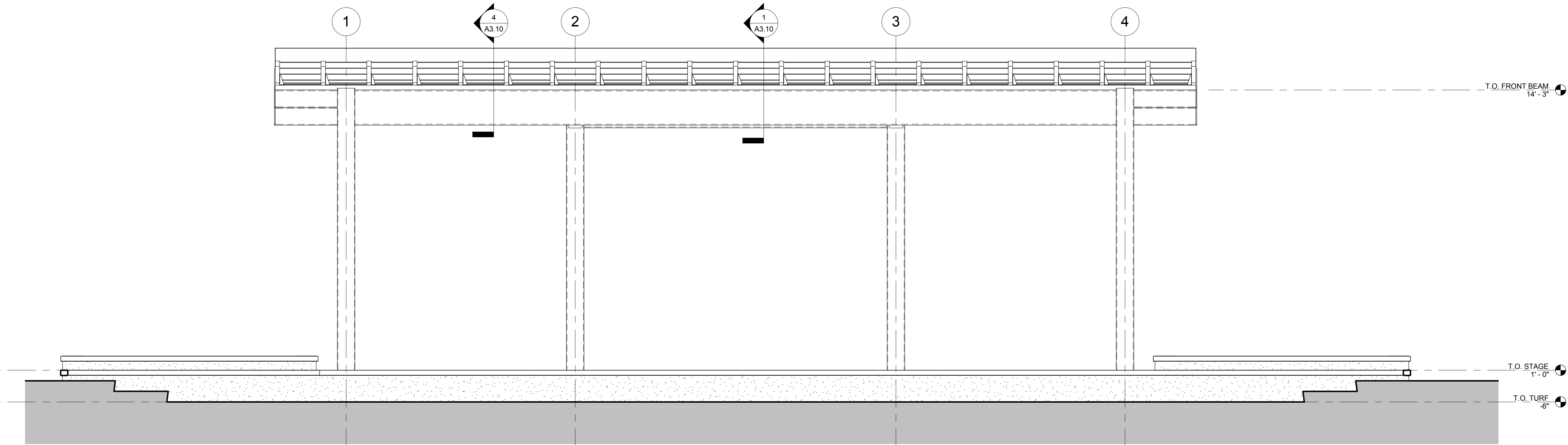
1 CANOPY ELEVATION LEFT
3/8" = 1'-0"



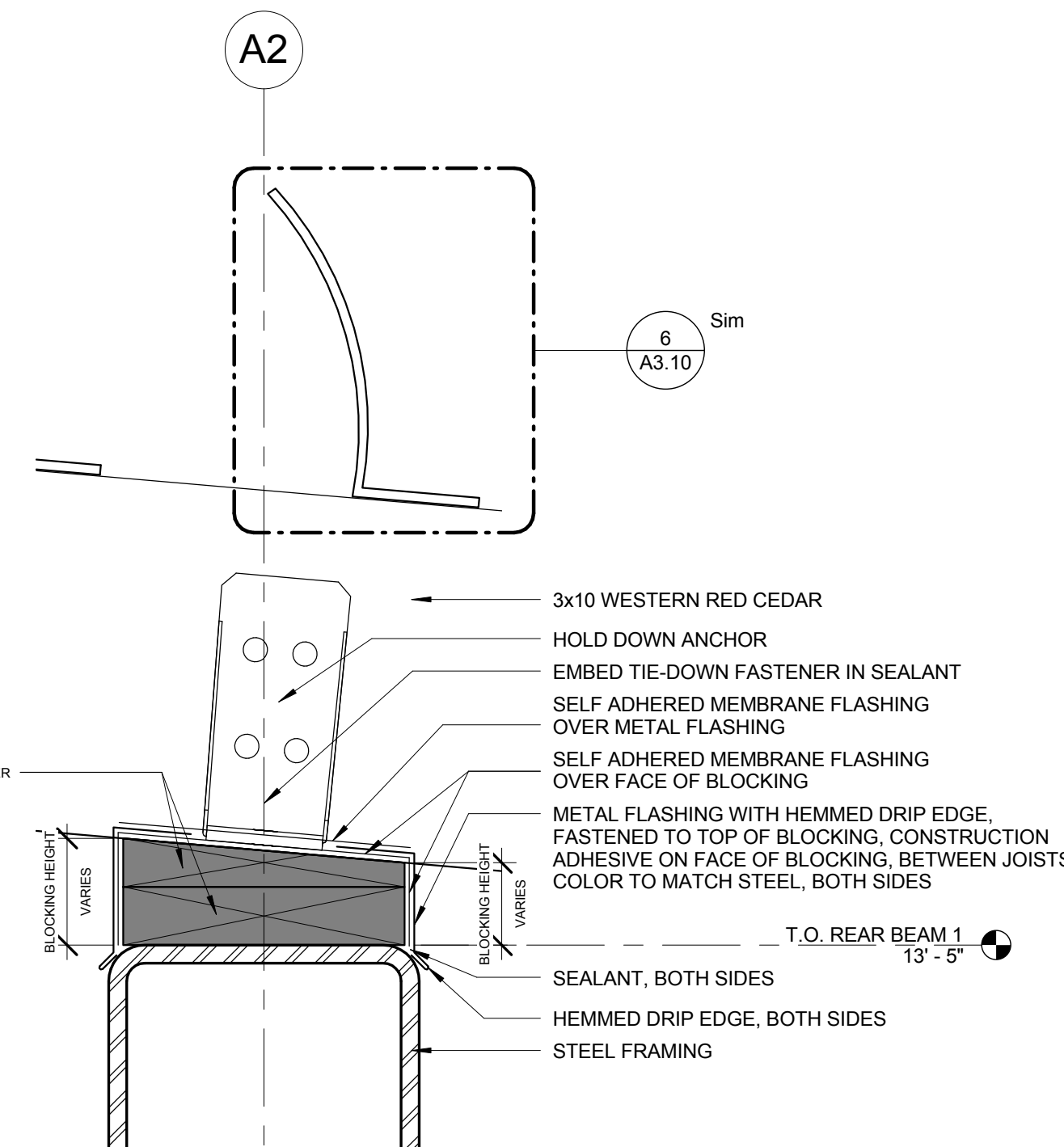
2 CANOPY ELEVATION RIGHT
3/8" = 1'-0"



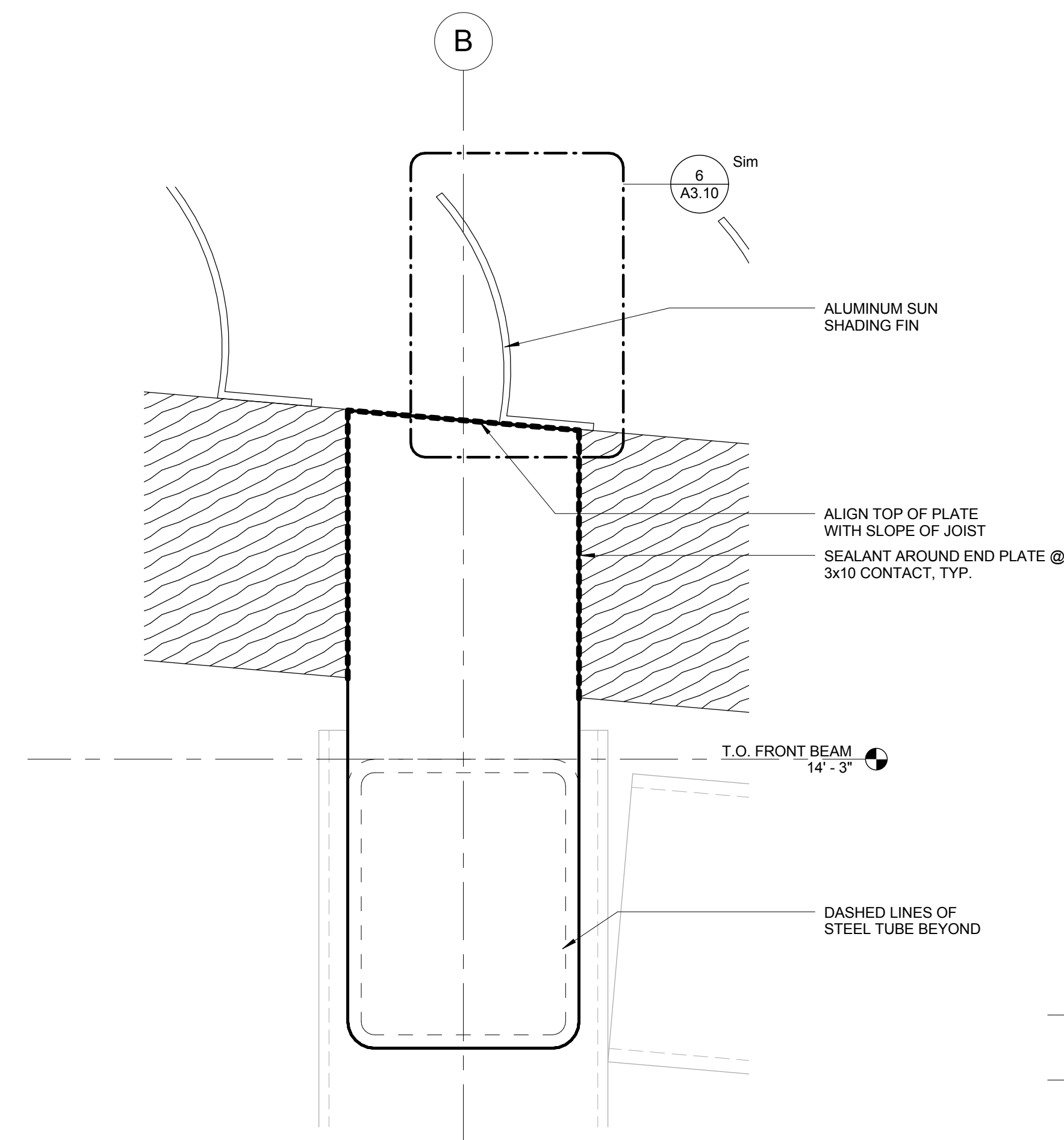
6 1PARKING LOT SIDE CANOPY ELEVATION
3/8" = 1'-0"



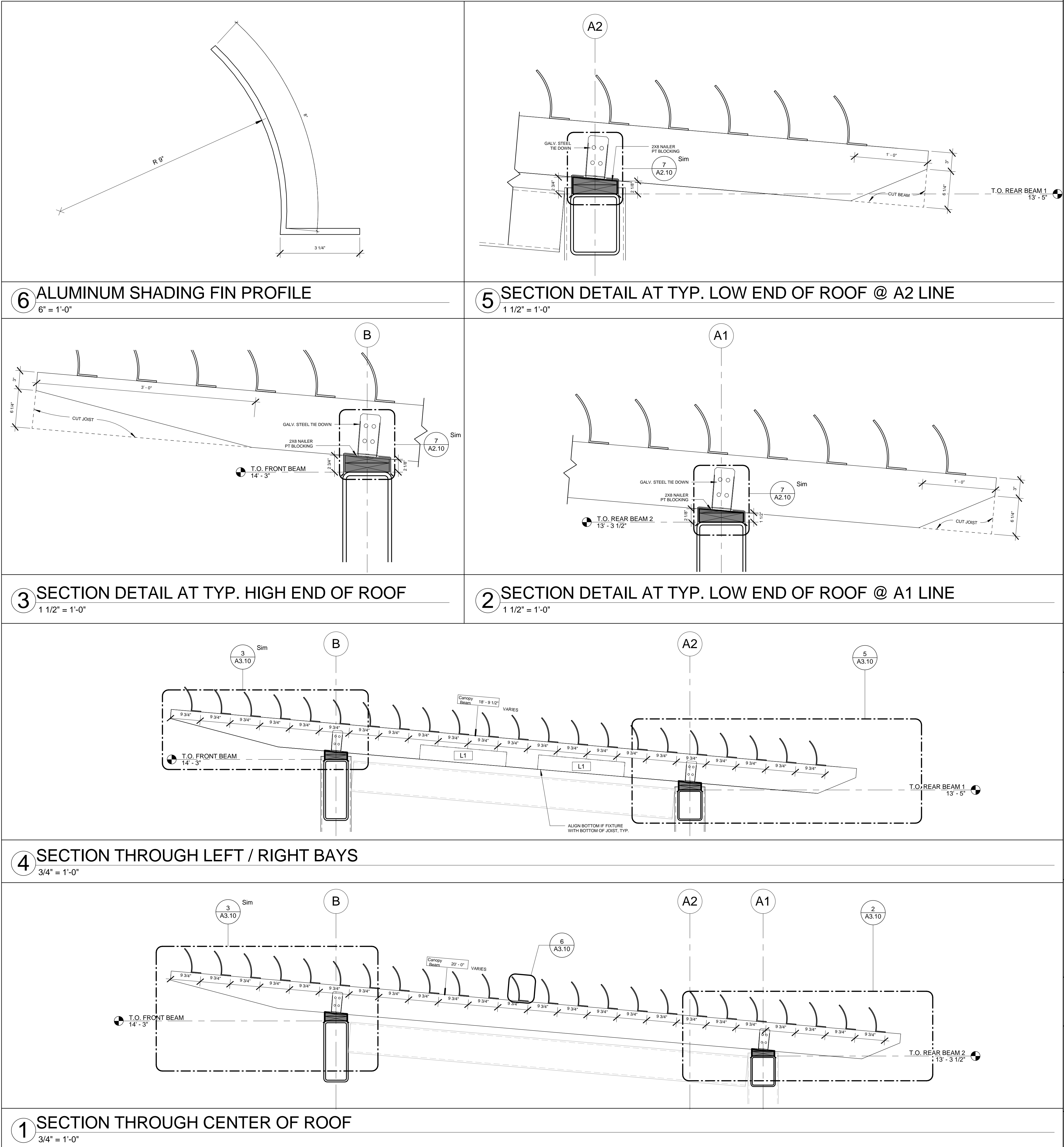
4 TURF SIDE CANOPY ELEVATION
3/8" = 1'-0"

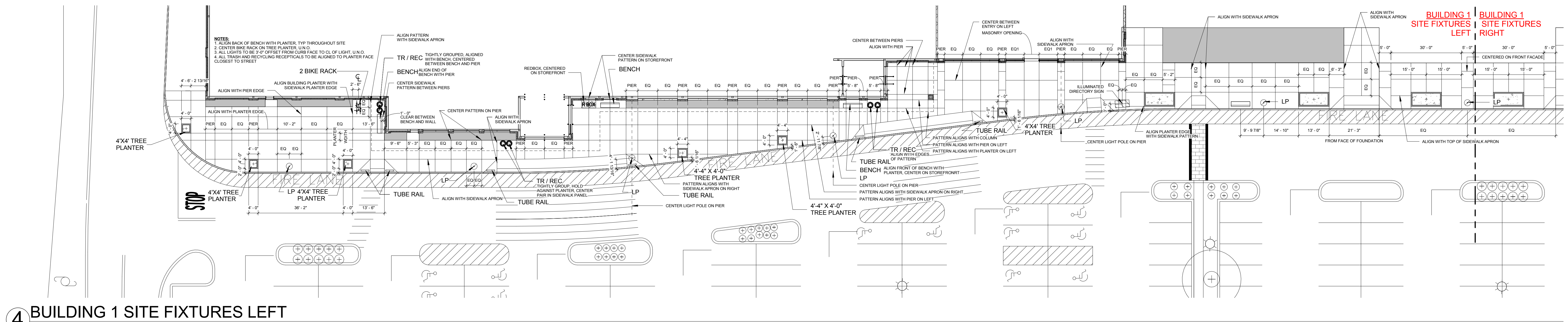


7 TYP. SECTION THROUGH 2X8 NAILER ON 8" BEAMS
3" = 1'-0"

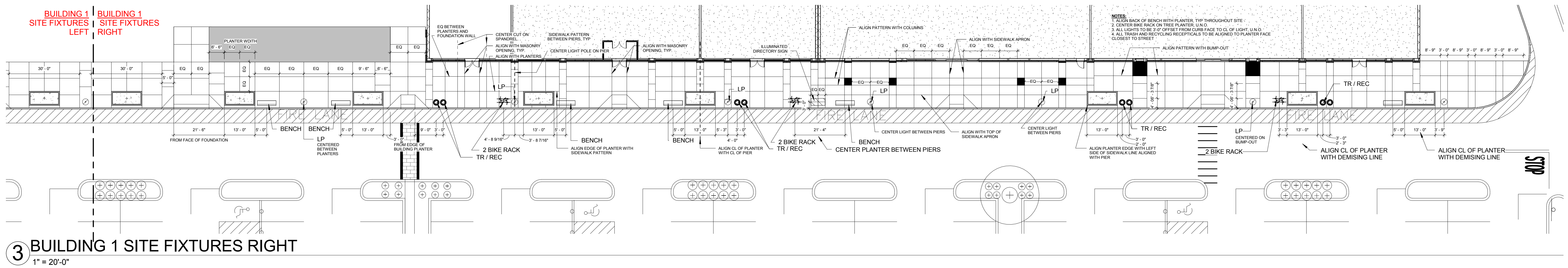


5 ENLARGED DETAIL OF STEEL END PLATE
3" = 1'-0"

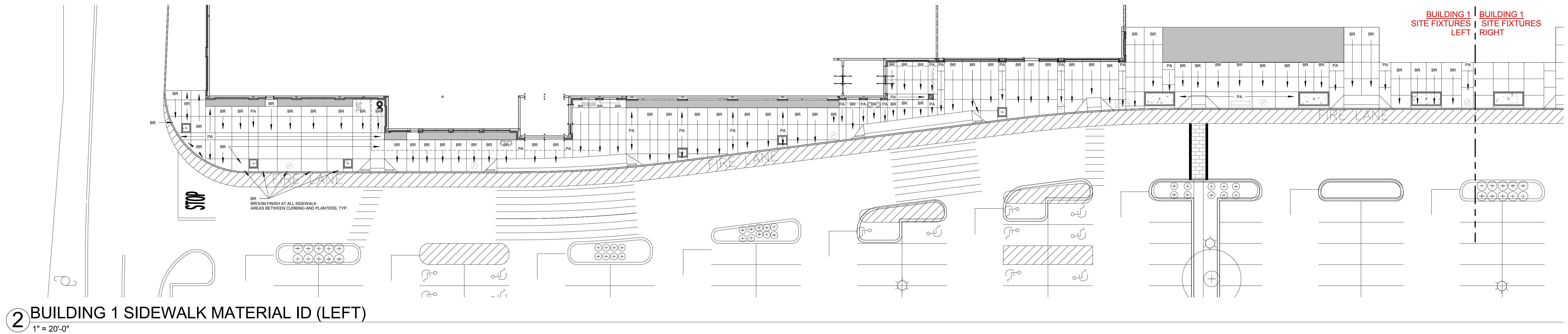




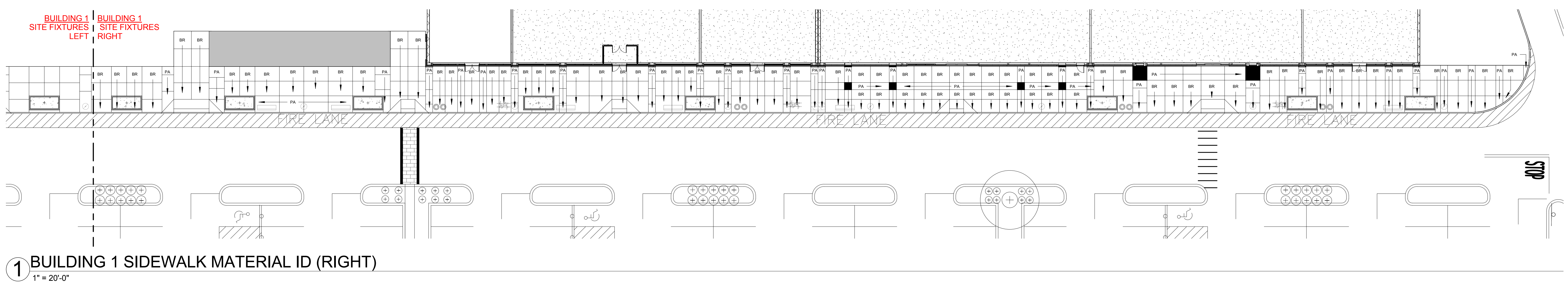
4 BUILDING 1 SITE FIXTURES LEFT
1" = 20'-0"



3 BUILDING 1 SITE FIXTURES RIGHT
1" = 20'-0"

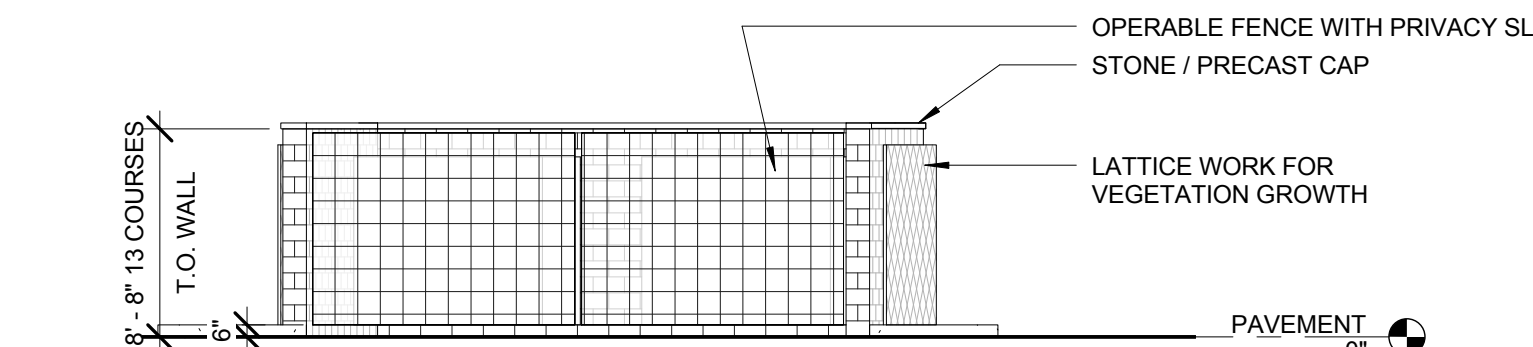


2 BUILDING 1 SIDEWALK MATERIAL ID (LEFT)
1" = 20'-0"

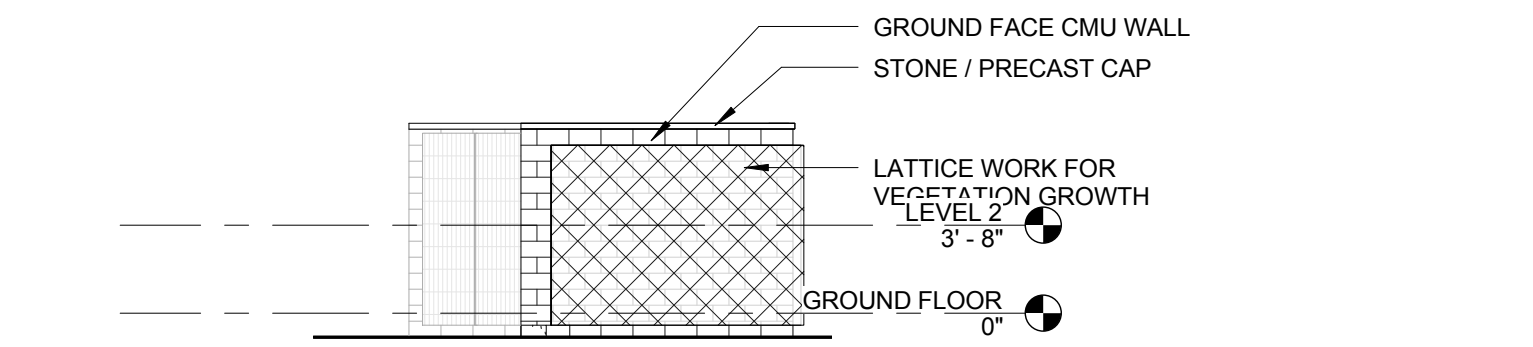


1 BUILDING 1 SIDEWALK MATERIAL ID (RIGHT)
1" = 20'-0"

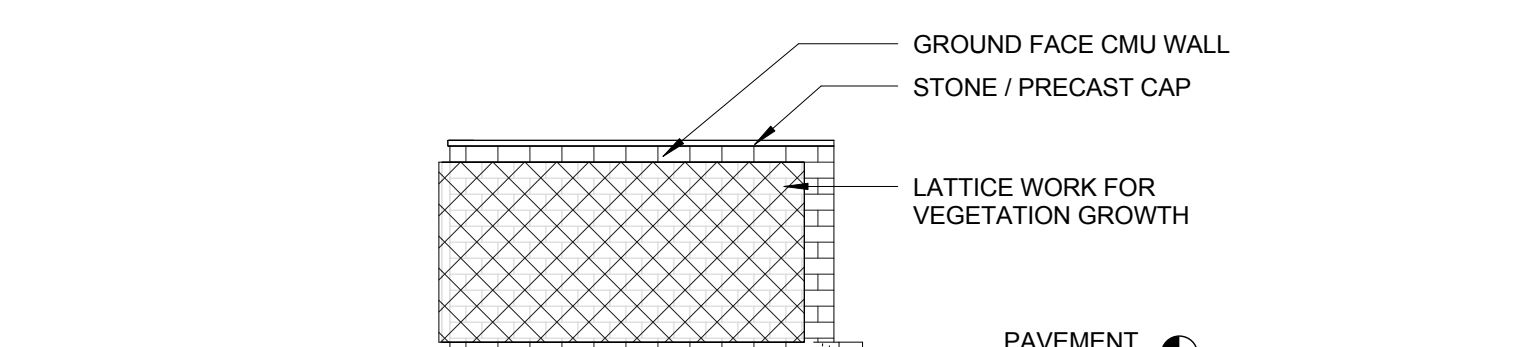
8 DUMPSTER ENCLOSURE REAR
1/8" = 1'-0"



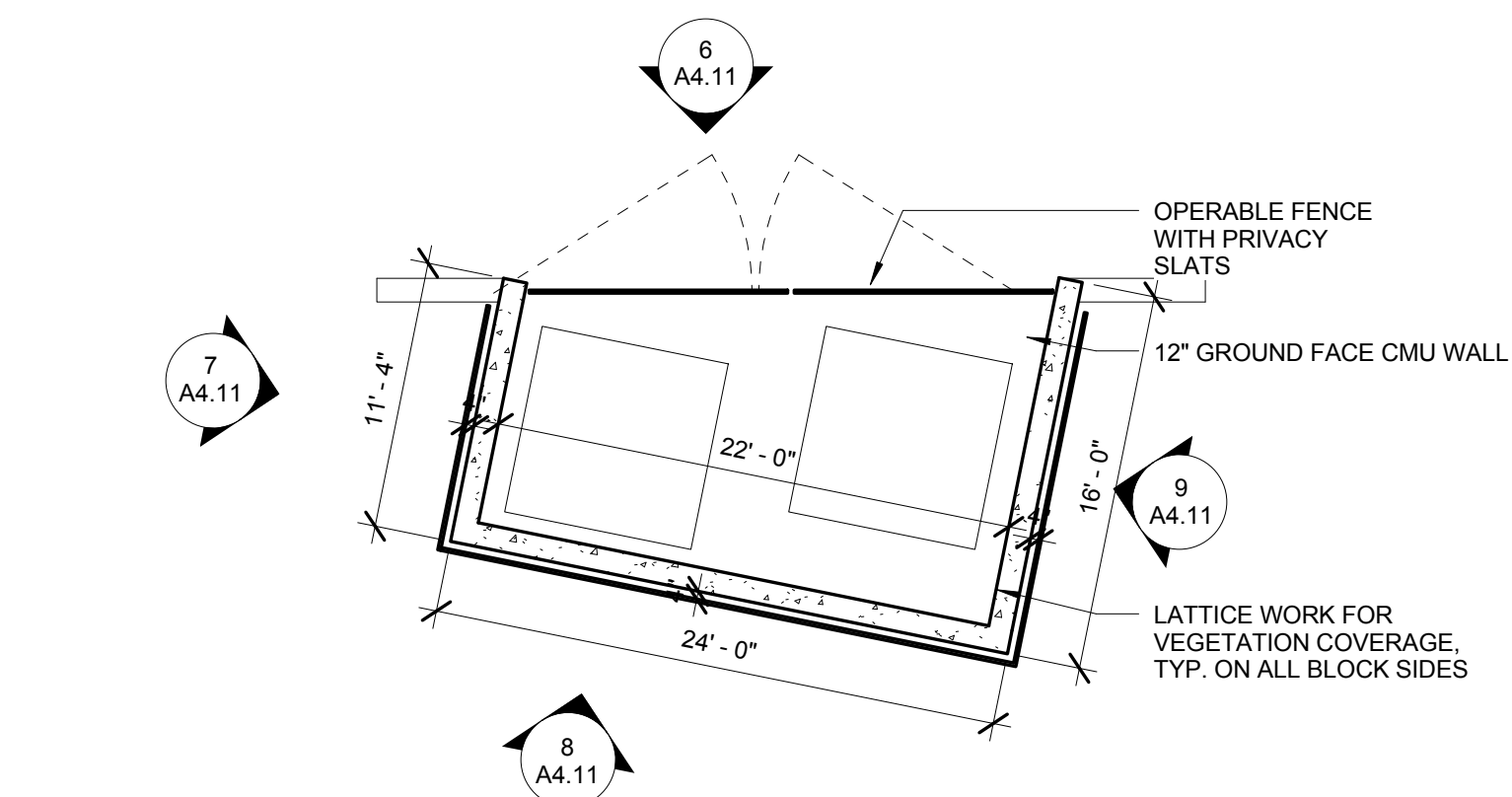
6 DUMPSTER ENCLOSURE FRONT
1/8" = 1'-0"



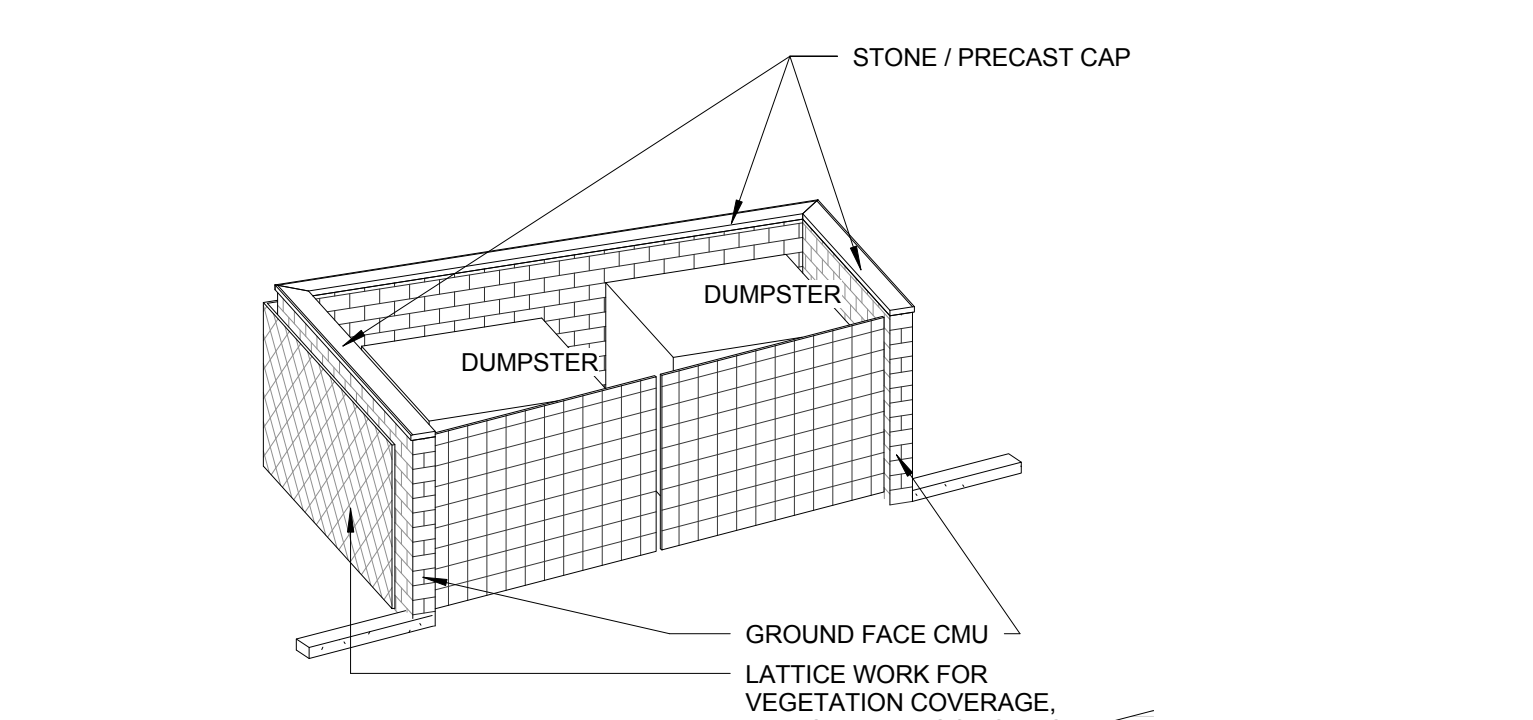
7 DUMPSTER ENCLOSURE LEFT
1/8" = 1'-0"



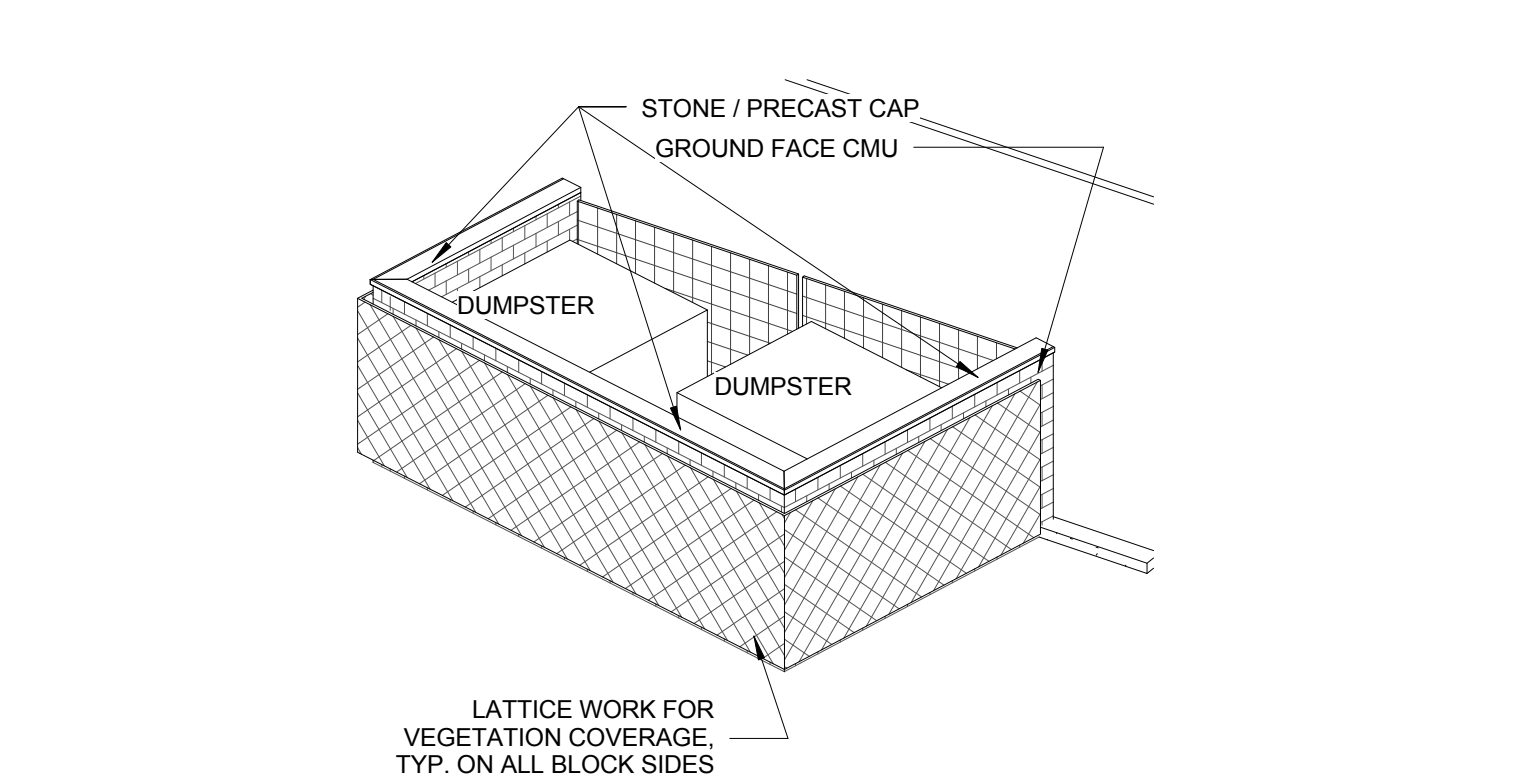
9 DUMPSTER ENCLOSURE RIGHT
1/8" = 1'-0"



10 DUMPSTER SCREENING PLAN
1/8" = 1'-0"



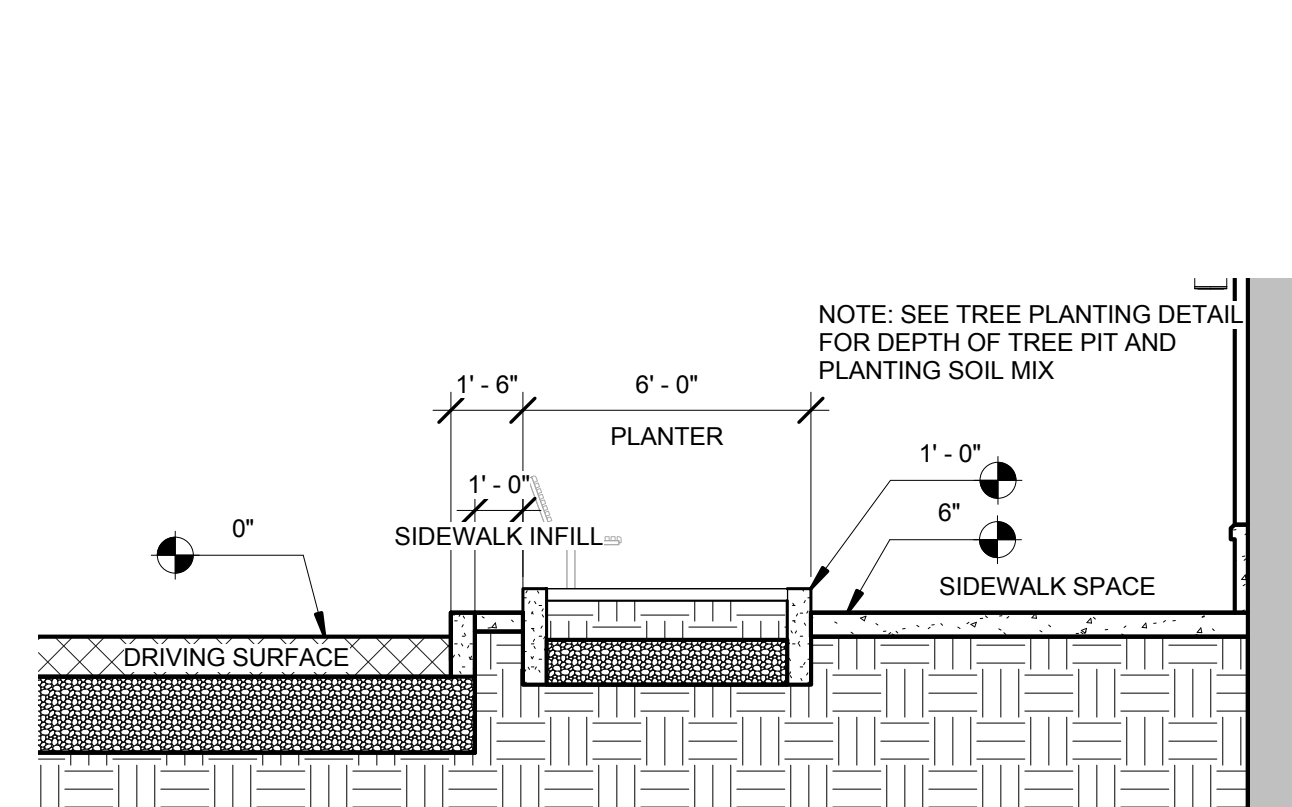
11 AXON VIEW OF DUMPSTER (FRONT)



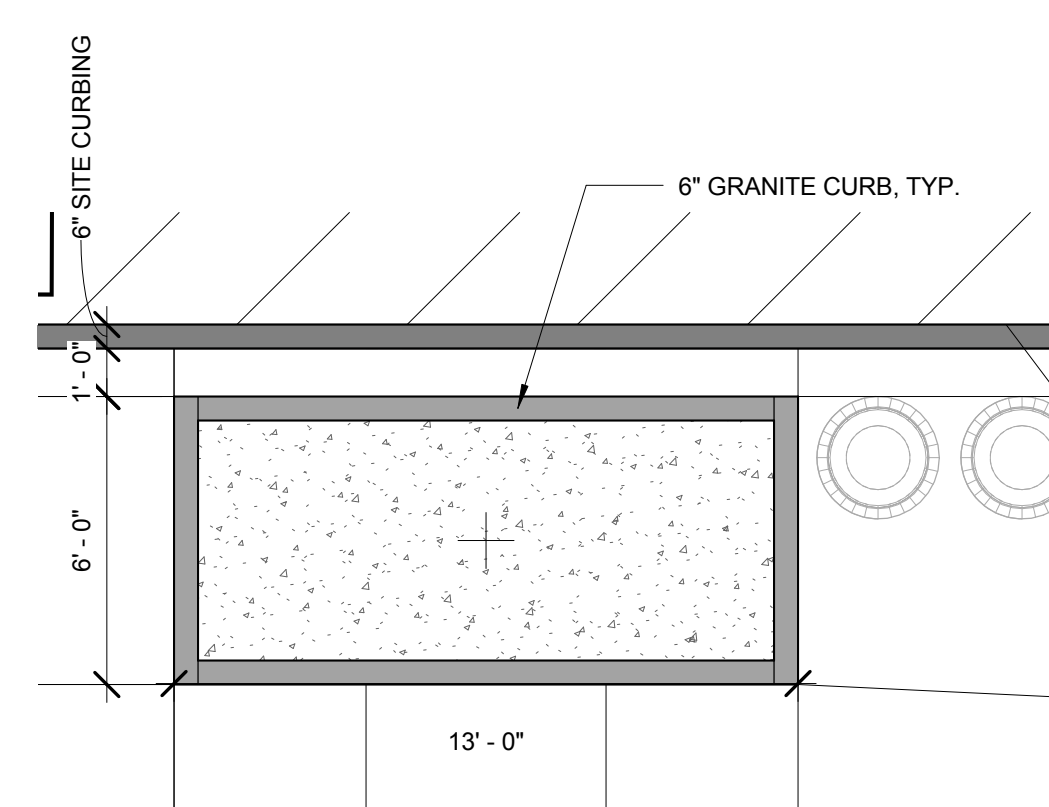
12 AXON VIEW OF DUMPSTER (REAR)



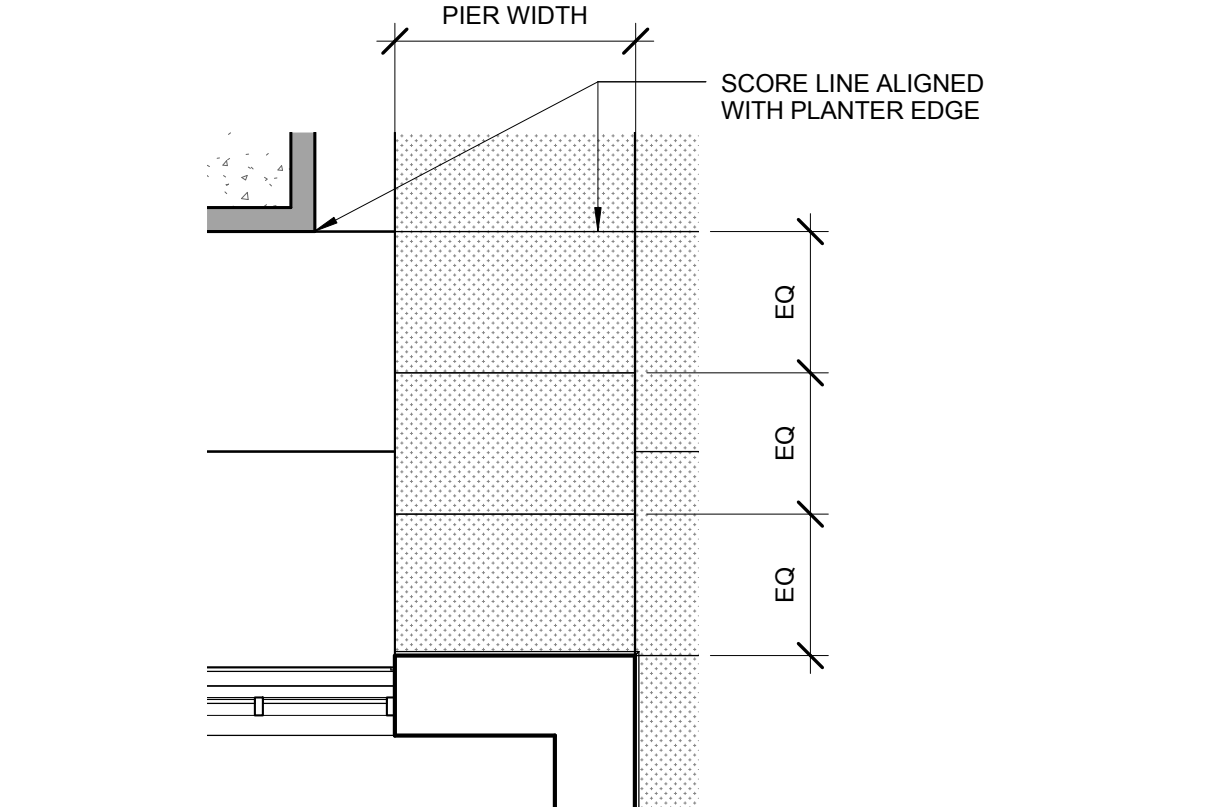
4 TYP. SIDEWALK PLANTER SECTION
1/4" = 1'-0"



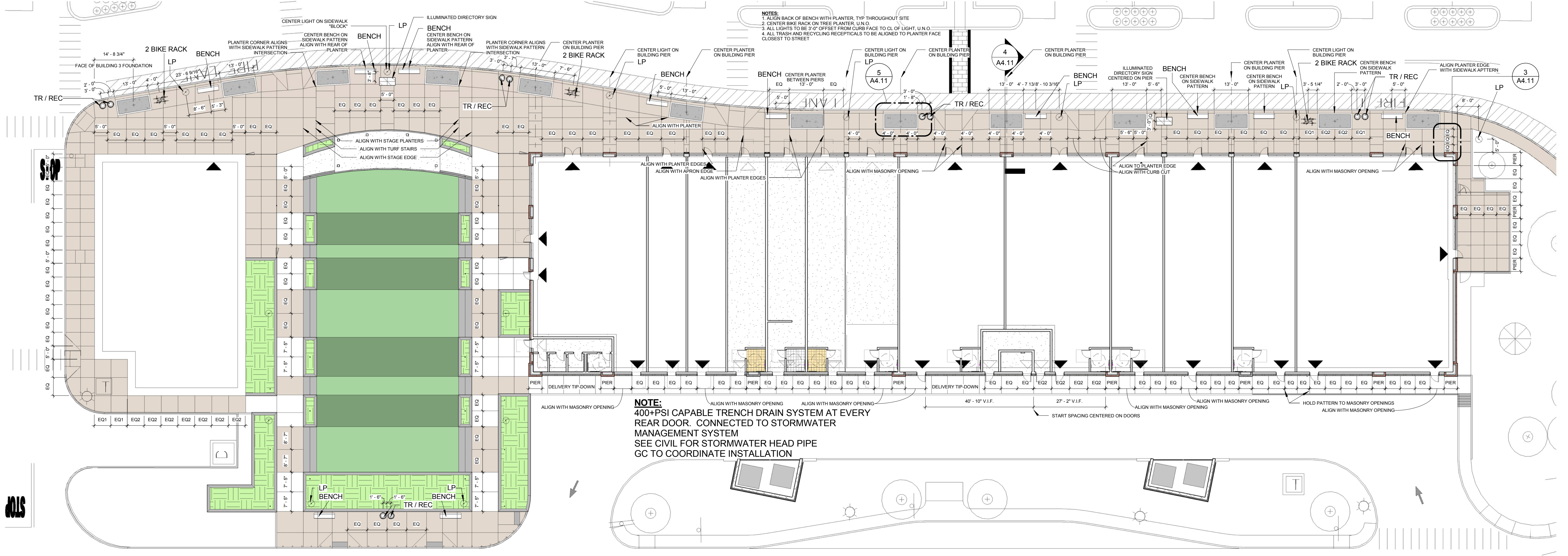
5 TYP. PLANTER DIMENSIONS
1/4" = 1'-0"



3 TYP. SIDEWALK DETAIL AT PIERS
1/4" = 1'-0"



2 BUILDING 2 STRIP - SIDEWALK MATERIAL ID
1" = 20'-0"

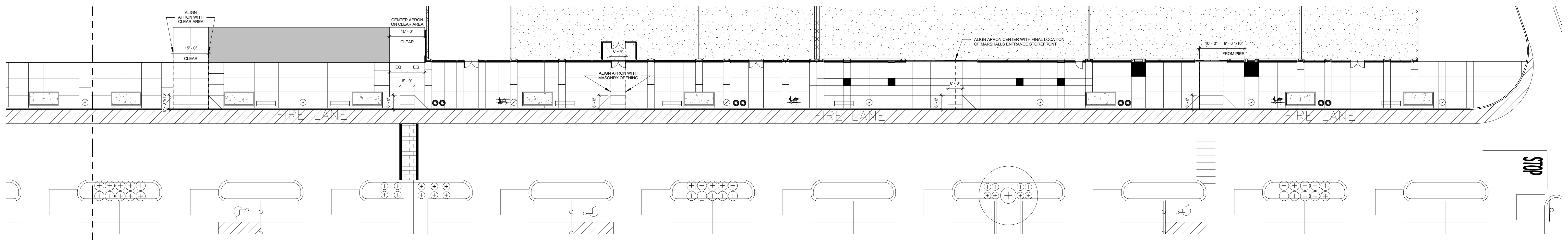


1 BUILDING 2 STRIP - SITE FIXTURES
1" = 20'-0"



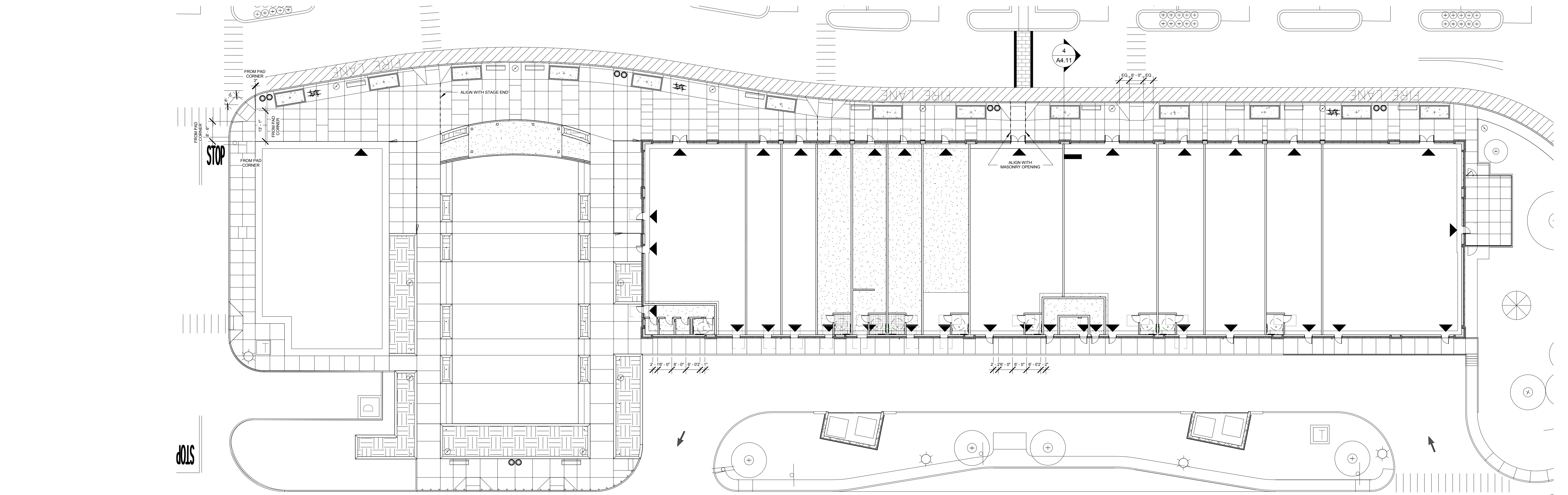
1 BUILDING 1 - APRON DIMENSIONS - LEFT

1" = 20'-0"



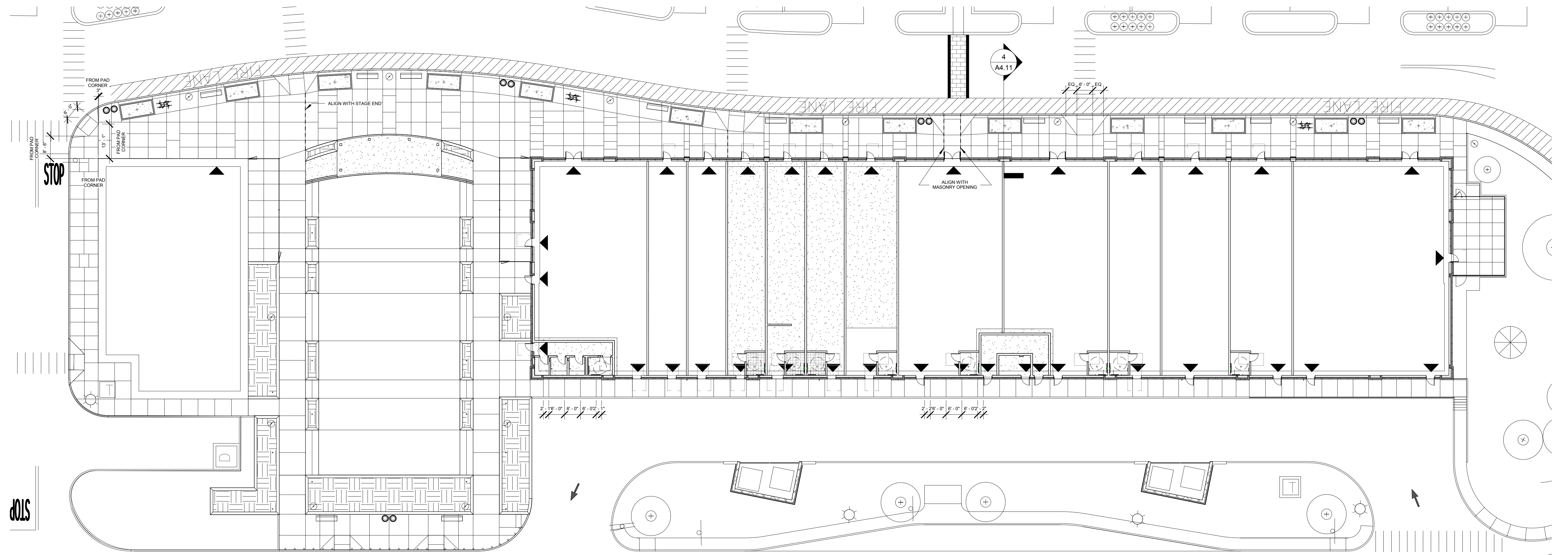
2 BUILDING 1 - APRON DIMENSIONS - RIGHT

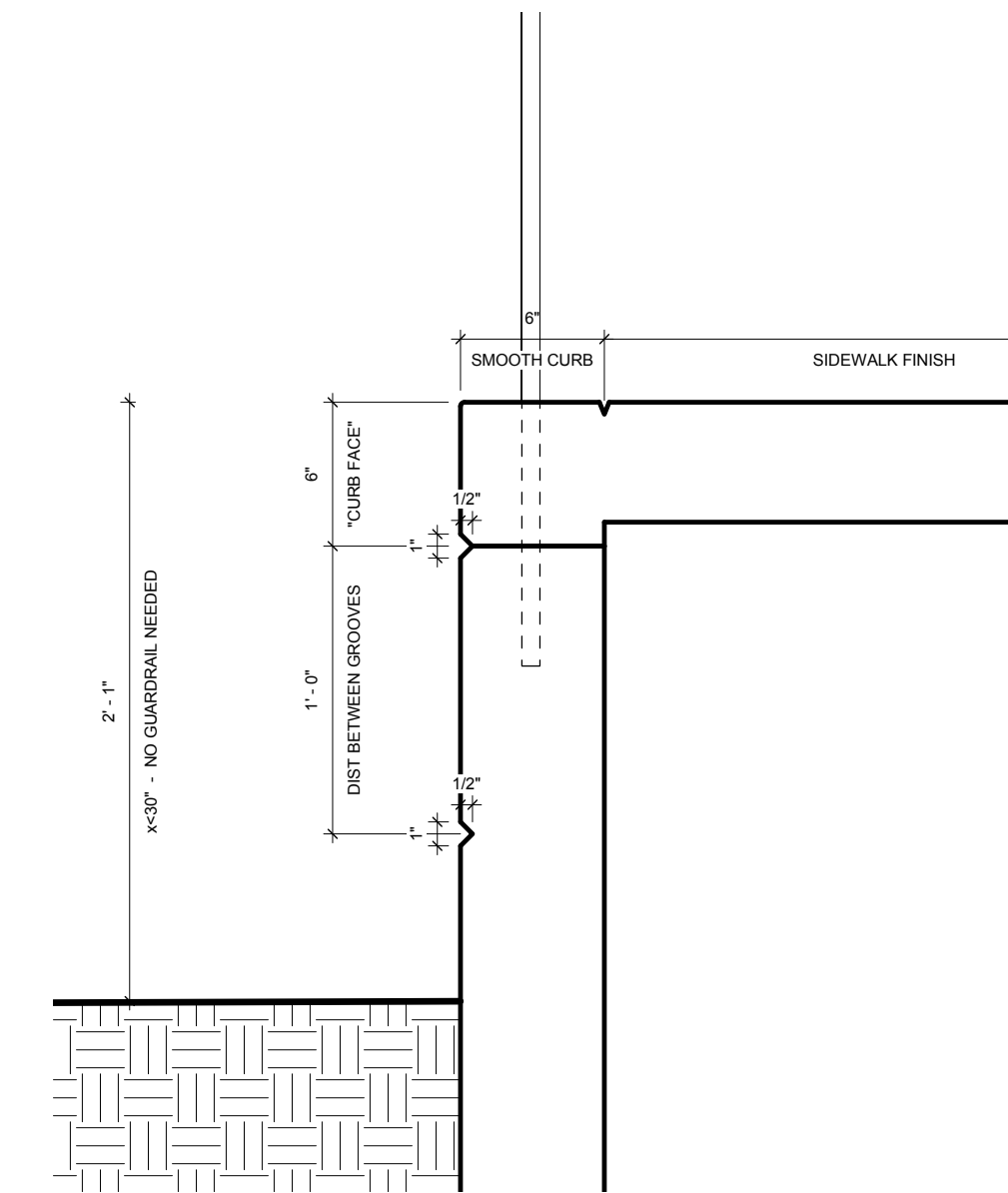
1" = 20'-0"



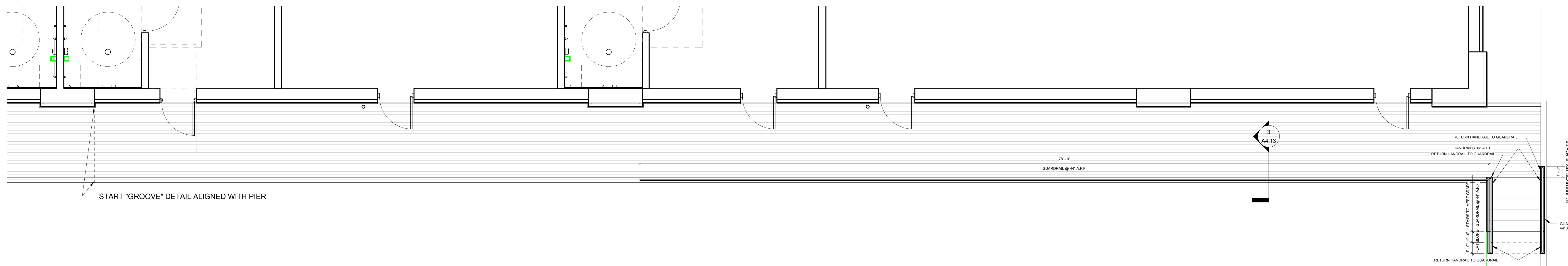
3 BUILDING 2 STRIP - APRON DIMENSIONS

1" = 20'-0"

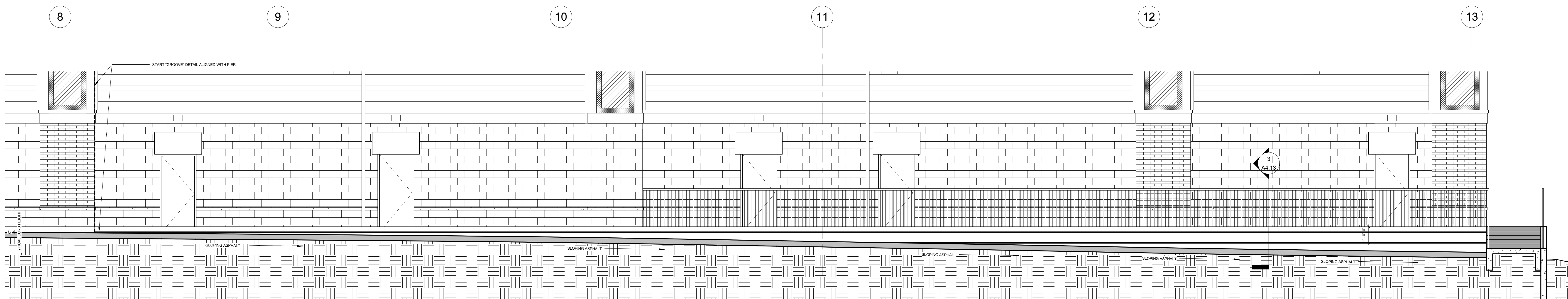




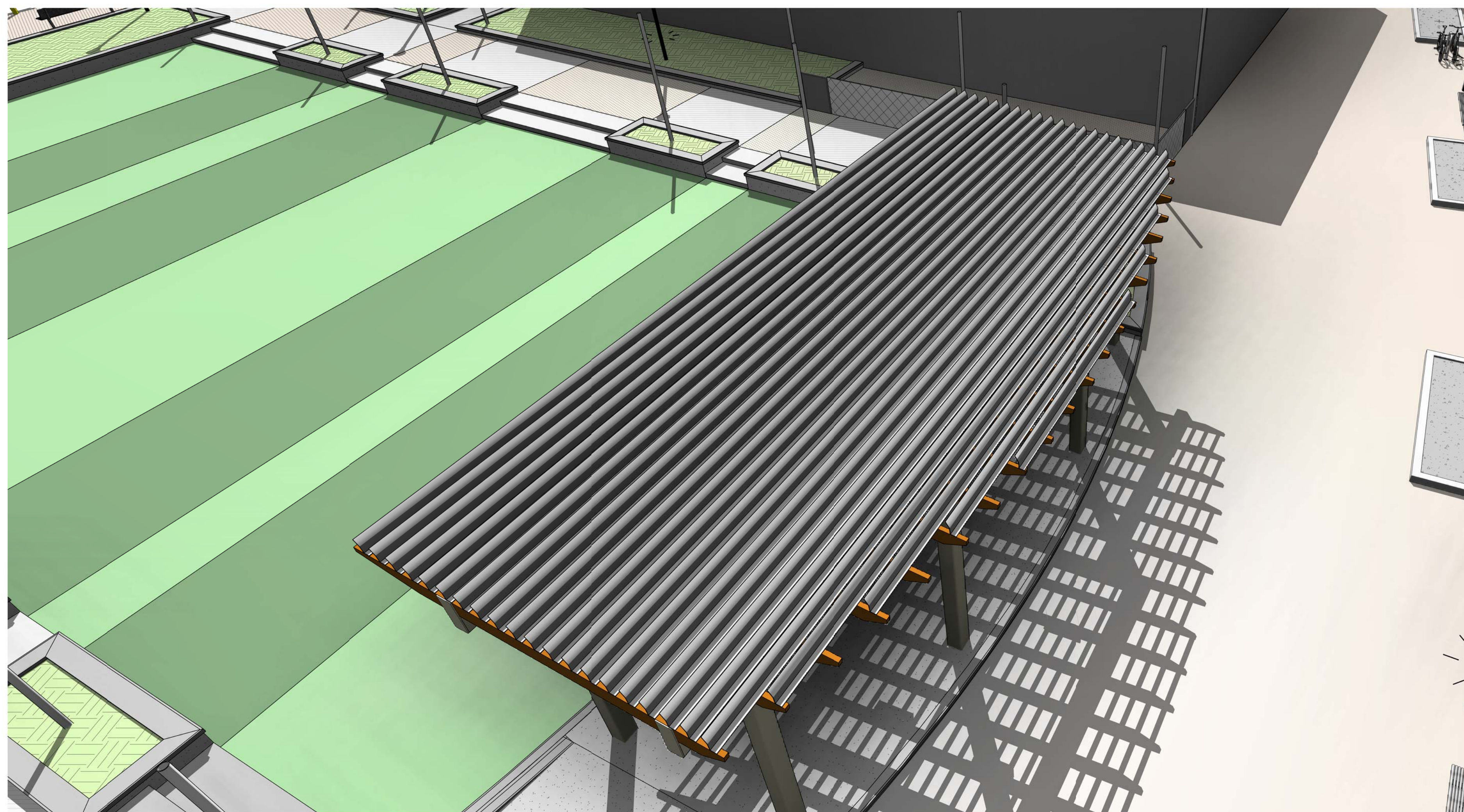
3 "GROOVE" DETAIL @ SIDEWALK WALL
1 1/2" = 1'-0"



2 PLAN OF SIDEWALK WALL DETAIL @ B2
1/4" = 1'-0"



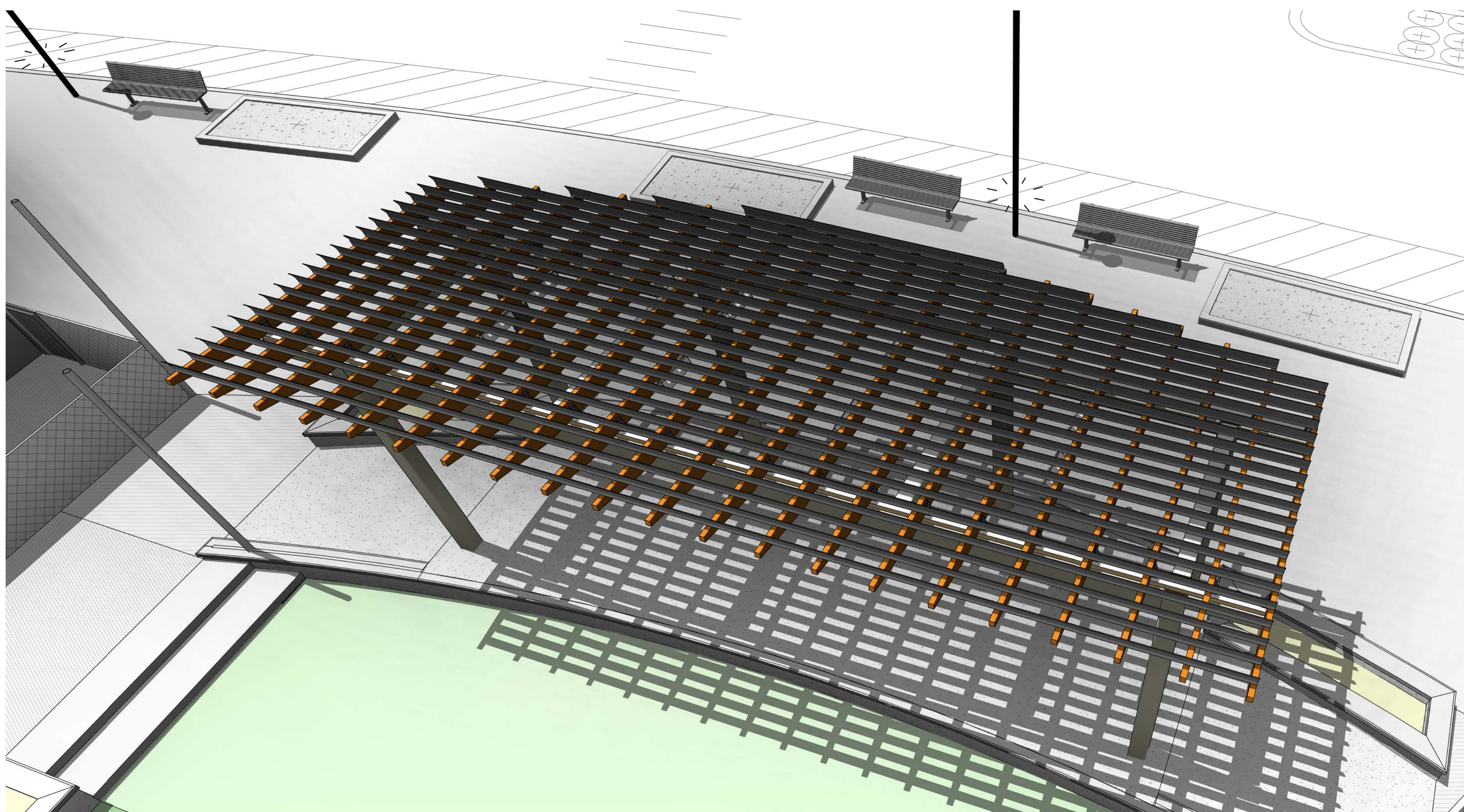
1 REAR SIDEWALK @ B2
1/4" = 1'-0"



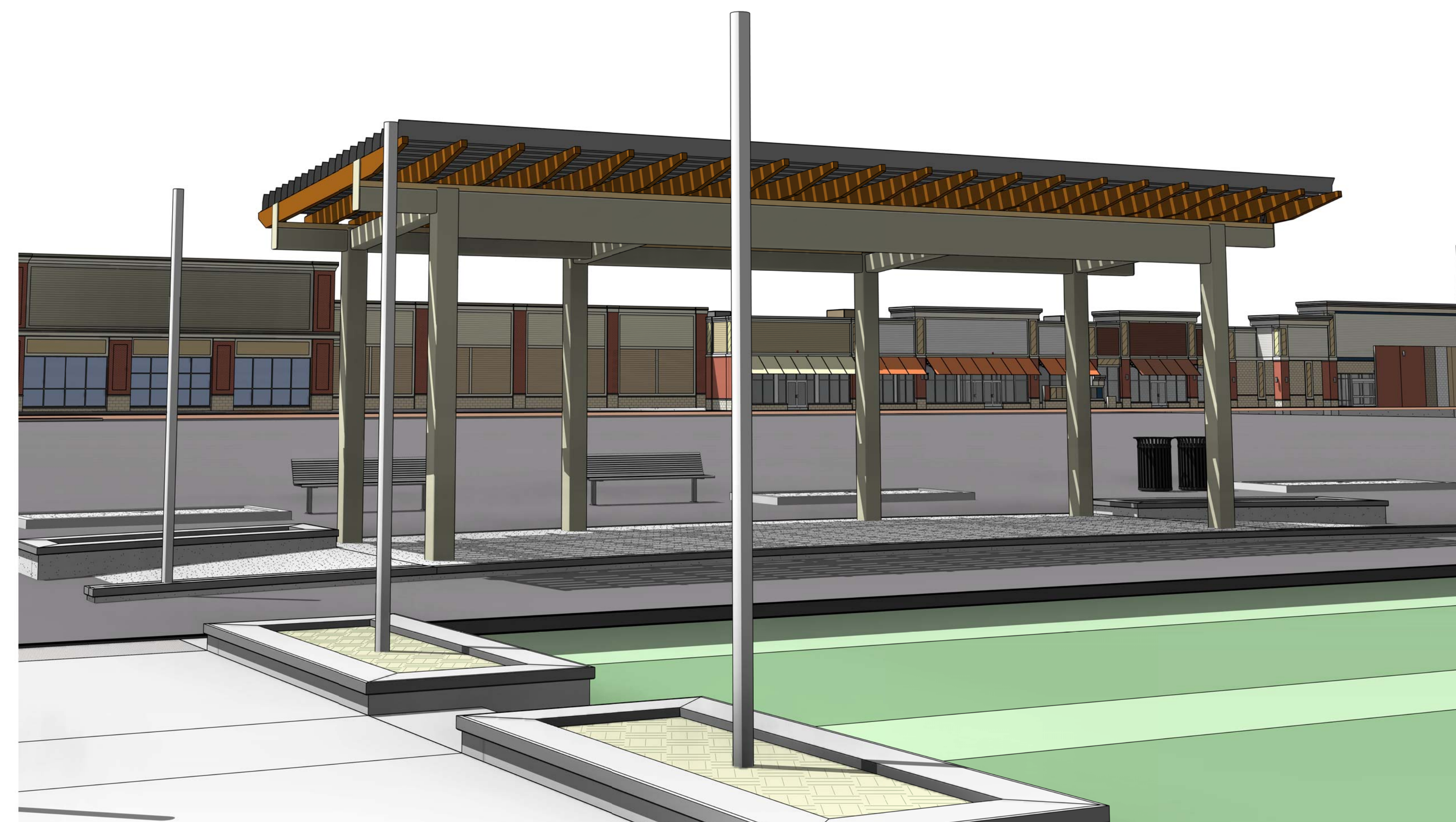
④ PARKING LOT SIDE, VIEW FROM ABOVE



② PARKING LOT SIDE, VIEW FROM GROUND



③ PARK SIDE, VIEW FROM ABOVE



① PARK SIDE, VIEW FROM GROUND

REVISIONS	CONSTRUCTION DOCUMENTS	11/25/15	2016-05-26
	Park + Canopy Permit Set		

ORIGINAL ISSUE
11/25/15

SCALE As indicated

GENERAL
NOTES &
DETAILS

S2.1

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GENERAL NOTES:

- The design is in accordance with the 2009 IBC.
- The structural drawings shall be used in conjunction with the architectural, mechanical, electrical, plumbing, and landscape drawings and specifications.
- Details shown as typical are applicable to all similar conditions.
- All dimensions, elevations and conditions shall be verified in the field by the contractors and any discrepancies shall be brought to the attention of the Engineer for clarification before proceeding with the affected part of the work. For work attached to or within existing structures, the contractors shall determine all necessary dimensions, elevations and conditions required for the accurate fabrication and erection of the building components. The contractor shall verify all dimensions and conditions at the site and report any discrepancy to the engineer before ordering material and proceeding with the work. Dimensions and elevations noted in the contract documents as (N/A) and all field conditions shall be verified in the field (V.I.F.) by the contractors prior to the submission of shop drawings. Upon receipt of shop drawings, the engineer has the right to assume that all field dimensions, elevations and conditions have been verified by the contractors and that the shop drawings accurately reflect such verifications unless stated otherwise on the shop drawings.
- All blasting shall be completed prior to the placement of concrete.
- The contractor is entirely responsible for the stability of the structure during all phases of erection.
- construction. The contractor shall take special note that the horizontal stability of the building relies on the floor slabs and the roof deck diaphragm as well as by the bracing shown on the drawings. Temporary guys and bracing shall be provided as required in the AISC Specification considering this building as a non self-supporting frame.
- Where drawings and specifications show conflicting information, it shall be brought to the attention of the Engineer for clarification.
- General Contractor to Submit a Stamped Anchor Bolt Survey Plan of Anchor Bolt As-Built.

FOUNDATIONS:

- Foundations shall bear on compacted granular fill or natural undisturbed soils having a minimum bearing capacity of 5 tons per square foot (as verified by the Geotechnical Engineer). Structural fill shall meet the requirements of the Geotechnical Report.
- All exterior foundations shall be a minimum of 4'-0" below finished grade, to provide adequate frost protection to footings.
- No foundations or slabs shall be placed in water or on frozen ground.
- The contractor should review the Geotechnical Report prepared by the Geotechnical Consultants. Any recommendations made by the Report shall become part of the job specifications.
- Backfill on both sides of foundation and retaining walls at the same time, maintaining equal heights of backfill on each side, until final grade is reached on one side.
- If rock ledge is encountered during the excavation of the foundations, the ledge shall be overexcavated by a minimum of 12 inches. A 12 inch layer of compacted gravel shall be placed as a cushion between the ledge and the bottom of footing.

REINFORCED CONCRETE:

- All structural concrete shall be normal weight, stone aggregate concrete, and shall be proportioned, mixed and placed under the supervision of a control engineer in accordance with ACI 318, 319 and 301 standards, latest editions. Concrete shall develop the following 28 day strengths:
 - Concrete Flatwork exposed to weather: 4500 psi (6% air entrained)
 - Exterior: walls, footings, and piers: 3,000 psi (6% air entrained)
 - All other concrete: 3000 psi (6% air entrained)
- Reinforcing bars including stirrups shall conform to ASTM A615 with 60,000 psi yield strength with minimum anchorage and splice requirements for reinforcing in accordance with ACI 318, latest edition. Welded wire fabric shall conform to ASTM A185.
- Concrete walls shall be cast in alternate panels not exceeding 40 ft. in length. The use of pour strips at splices in horizontal reinforcing may be used to extend the length of pours.
- Slabs on grade shall be placed in accordance with the latest ACI recommendations.
- Slabs on grade shall be placed on a layer of well graded granular material compacted to 95% of maximum dry density.
- Detailing of reinforcement shall be according to the latest edition of ACI 315 "Details and Detailing of Concrete Structures".
- Not all openings through concrete slabs and walls are shown on structural drawings. Openings indicated on the drawings or any additional openings or inserts required must be verified with respective trades before placement of concrete.
- See architectural drawings for finishes, depressions, reglets, notches, and other architectural features.
- Concrete exposed to the exterior shall be air entrained.
- Unless noted otherwise, provide the following clear cover for reinforcing steel:
 - Footings: 3"
 - Foundation Walls: 2"
 - Interior Slabs: 1"
 - Exterior Slabs: 2"
 - Columns, Piers or Pilasters: 1 1/2" to ties.
- All exposed concrete to be rubbed to a smooth finish.
- All Anchor Bolts shall be dryset (set prior to placement) (wet setting is unacceptable).

WOOD CONSTRUCTION:

- All lumber used shall conform to the following species:
 - Lumber shall be spruce-pine-fir as follows:
Fb=875psi Fv=135psi E=1,400,000psi
1. Studs - No.1 / No.2 or better
2. Joists and Rafters - No.1 / No.2 or better
3. Beams and Girders - No.1 or better
 - All pressure treated wood shall be SYP #2 or better and treated with ACQ-C or ACQ-D Carbonate preservative.
- All metal straps shall conform to the Truss Plate Institute.
- All wood in contact with concrete shall be pressure treated.
- All roof sheathing shall be 19/32" APA Exposure 1 (40/20) plywood or OSB (unless noted otherwise). Provide plywood edge clips, ridge clips and hip clips.
- Nailing Pattern for Wood Sheathing:
Roof... 3d (131) nails 6" at edges and 12" at interior, unless noted otherwise.
- All mechanical fasteners in contact with pressure treated wood shall be hot-dip galvanized or mechanically deposited zinc coated fasteners. Hot-dip galvanized fasteners should meet ASTM A153, with 3-ounces of zinc coating per square foot minimum. Mechanically deposited zinc coated fasteners shall meet ASTM B645 Class 55 or greater.
- All mechanical connectors in contact with pressure treated wood shall be hot-dip galvanized connectors. All hot-dip galvanized connectors shall meet ASTM A653, Class 510B with 1.25-ounces of zinc coating per square foot minimum or Type 304 and 316 stainless steel products.
- Fasteners and connectors used together should be of the same type (e.g. hot-dip nails with hot-dip joist hangers).
- All mechanical connectors in contact with pressure treated wood and not meeting the above corrosion protection requirements shall be isolated from contact with the pressure treated wood by means of three layers of 15-lbs felt paper.

STRUCTURAL STEEL :

- All structural steel work shall conform to the "Specifications for Design, Fabrication and Erection of Structural Steel for Buildings" of the American Institute of Steel Construction. All Joists and Joist girders shall conform to the latest Steel Joist Institute Standard Specifications.
- The structural steel shall conform to the following:
 - Structural I shapes: ASTM A572 (Grade 50) or A992
 - Plates, channels and angles: ASTM A36.
 - Structural tubing HSS: ASTM A500 Grade B or C.
 - Structural pipe: ASTM A53 Grade B.
- All column ends shall be saved or milled.
- The contractor shall supply all plates, clips, seat angles, connections, etc., as required for completion of the structure, even if such items are not explicitly called for on the architectural or structural drawings.
- All connections of non-composite beams where reactions are not given on the plans shall be designed for the Allowable Uniform Loads on Beams divided by two.
- Design and detail all connections according to the AISC specifications.
- Design all brace connections to develop the full capacity of the member unless otherwise noted.
- All connections shall be bolted with ASTM A325 or A490 high-strength bolts or welded in accordance with AWS and AISC requirements.

INTENT OF THE STRUCTURAL DRAWINGS:

- The intent of the structural drawings is to show the main structural features and structural design for the project. Architectural details are shown incidentally only and not completely. Therefore, architectural drawings must be used in conjunction with the structural drawings.

SHOP DRAWINGS:

- All shop drawings submitted to the Engineer should indicate the date, revision number and issue description of the reference drawings (the structural contract drawings used to prepare the shop drawings). If shop drawings are not prepared according to the latest structural drawings, or if shop drawings are submitted without indicating reference drawings, the shop drawings will be returned without review.
- All shop drawings shall be checked by the subcontractor and reviewed by the General Contractor prior to submission. Shop drawings which have not been checked by the Subcontractor or reviewed by the General Contractor will be returned without review.
- Review of shop drawings by the Engineer does not relieve the Contractor from full conformance to the contract documents.

DESIGN LOADS

The building has been designed to conform to the 2009 IBC and to resist the following loads:

FLOOR: Live Load = 100 psf

ROOF: Live Load = 20 psf

WIND:

- Wind Speed (3 Second Gust) V = 100 MPH
- Wind Importance Factor: W = 1.00
- Building Category: II
- Wind Exposure "B"
- Internal Pressure Coefficient = ± 0.18
- Components and Cladding
Wind Pressure See Figure 6-3 of ASCE7-05

SNOW LOADS

- Ground Snow Pg = 10 psf
- Flat Roof Snow Pf = 44 psf
- Snow Exposure Factor Ce = 1.00
- Snow Load Importance Factor I = 1.00
- Thermal Factor Ct = 1.2

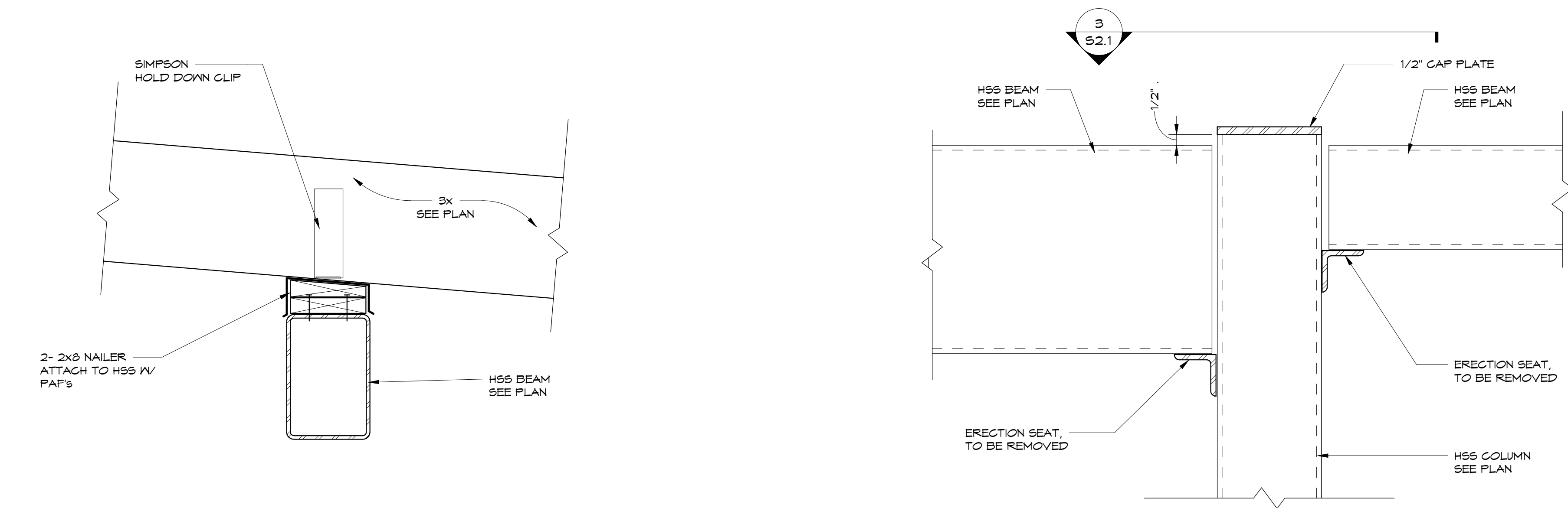
SEISMIC LOADS

- Seismic Importance Factor I = 1
- Occupancy Category: "II"
- Mapped Spectral Response Accelerations:
Ss = 0.312
S1 = 0.082
- Site Class C
- Spectral Response Coefficients:
SDS = 0.236
SD1 = 0.043
- Seismic Design Category B

ABBREVIATIONS OF STRUCTURAL DRAWINGS:

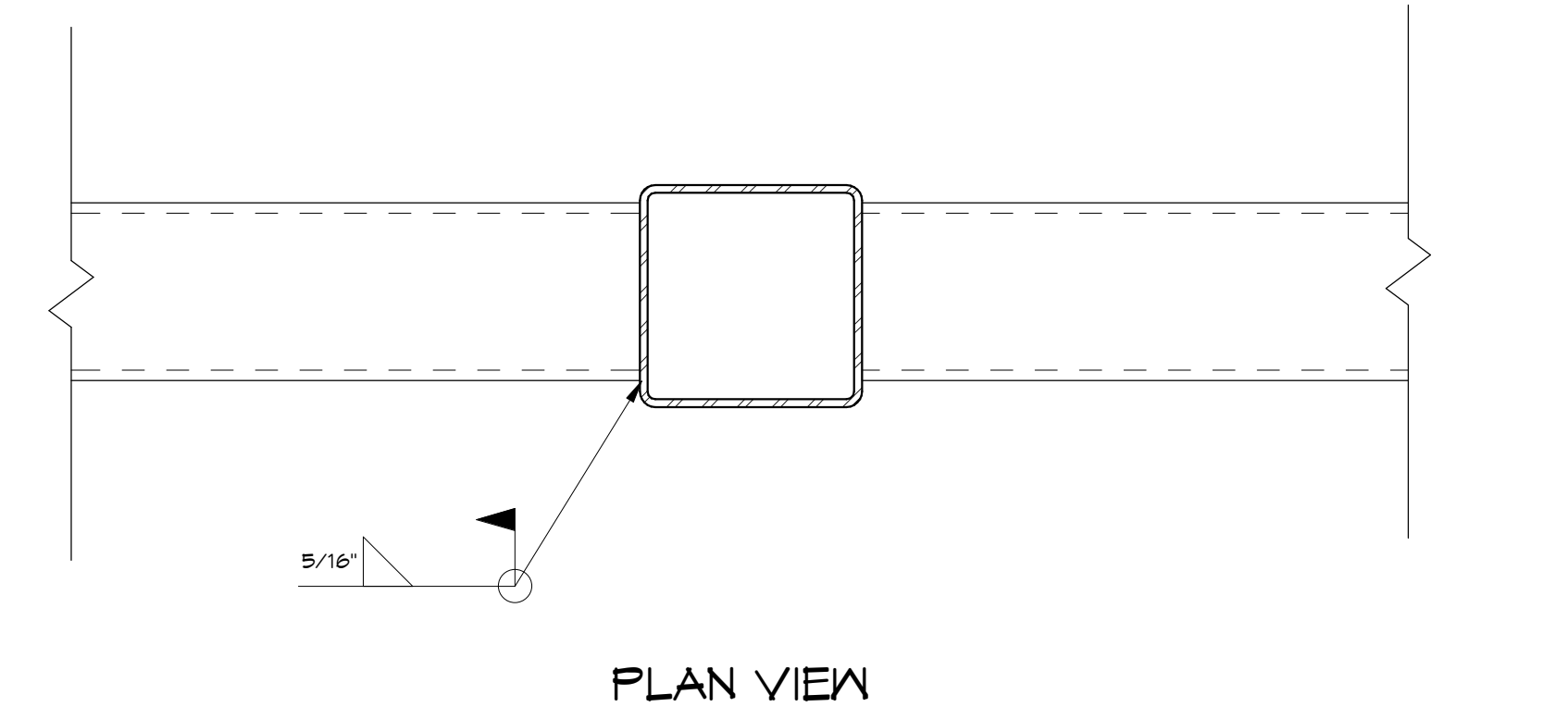
AB.	Anchor Bolt	L.P.	Low Point
AR.	Anchor Rod	LVL	Laminated Veneer Lumber
ARCH.	Architectural/Architect	MC	Moment Connection
BOF	Bottom of Footing	MIN.	Minimum
CJ	Control Joist	N.S.	Near Side
C	Center line	O.C.	On Center
CONC.	Concrete	PL	Plate
CMU	Concrete Masonry Unit	P.T.	Pressure Treated
DIA.	Diameter	RD	Roof Drain
DWGS.	Drawings	REINF.	Reinforced / Reinforcing
EF	Each Face	REQD.	Required
ELEV.	Elevation	RTU	Roof Top Unit
EOD	Edge of Deck	T4B	Top 4 Bottom
EXIST.	Existing	TOC	Top of Concrete
FDN.	Foundation	TOS	Top of Steel
F.S.	Far Side	TYP	Typical
FTG.	Footing	UNO.	Unless Noted Otherwise
H.P.	High Point	VERT.	Vertical
HSS	Hollow Structural Steel	V.I.F.	Verify in Field
HORIZ.	Horizontal	N/A	With
LAN	Parallel		
LLH	Long Leg Horizontal		
LLV	Long Leg Vertical		

Refer to project specifications for additional requirements.

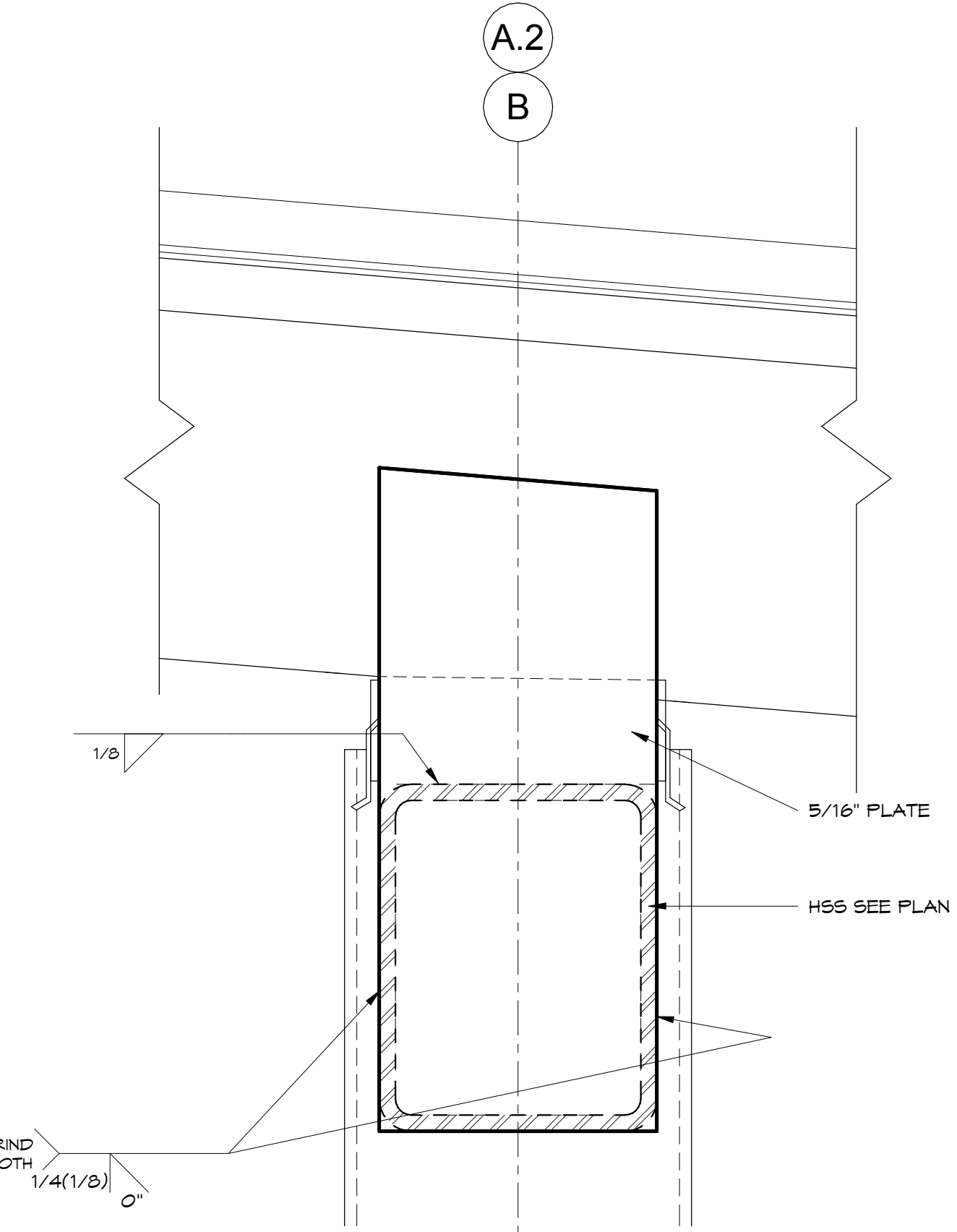


1 SECTION
1 1/2" = 1'-0"

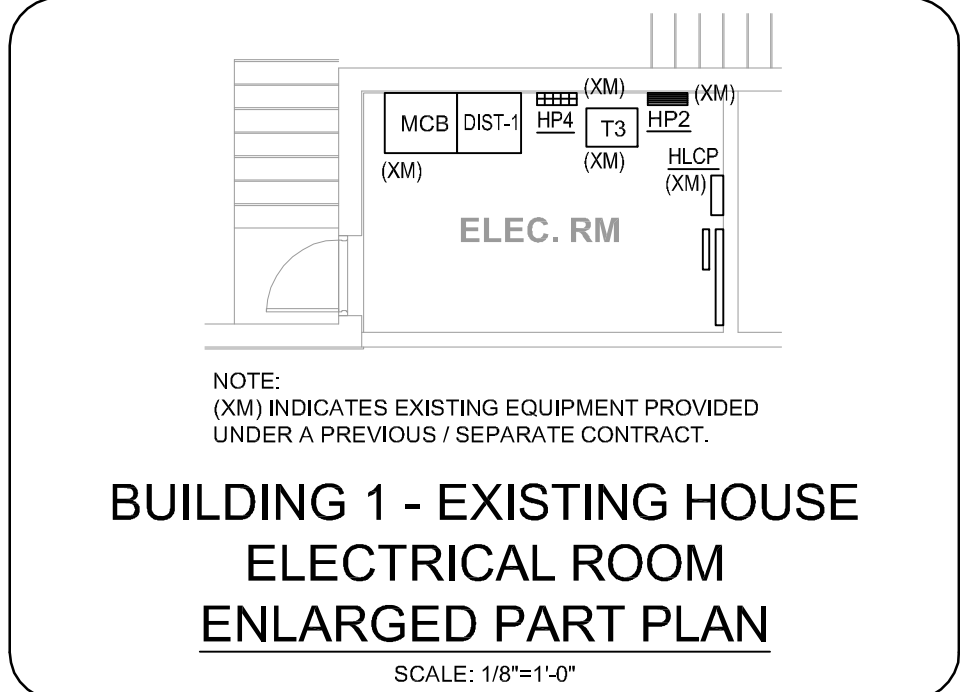
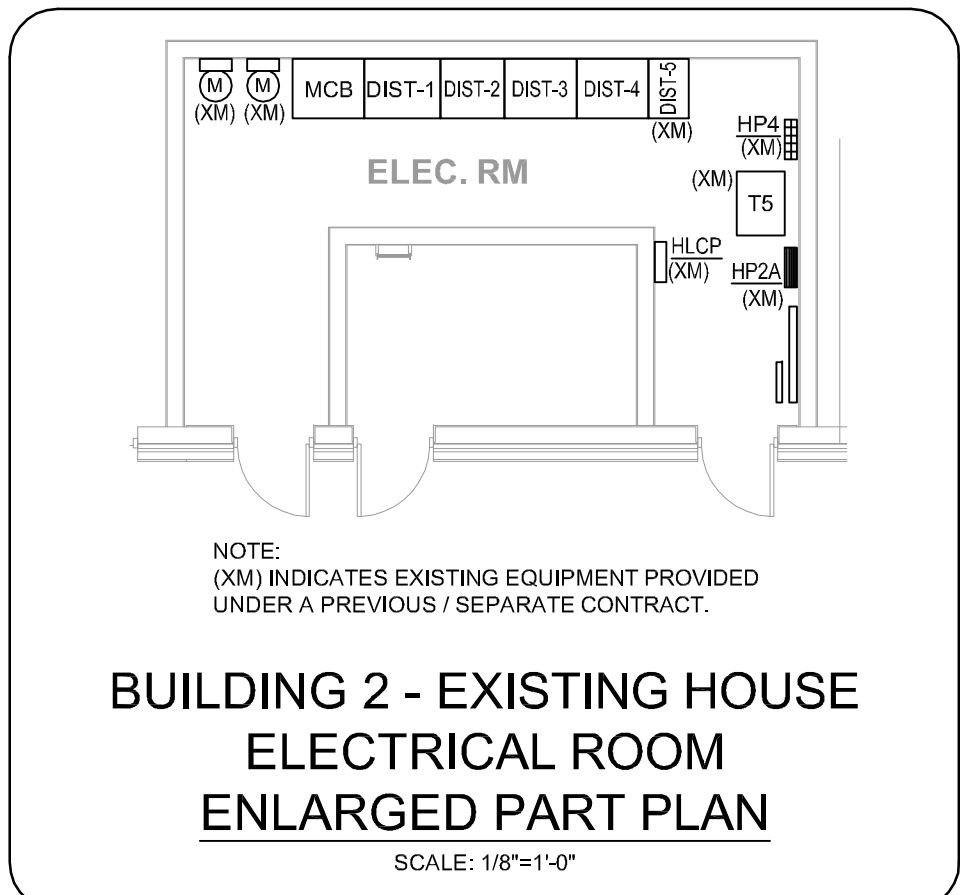
2 DETAIL
1 1/2" = 1'-0"



3 DETAIL
1 1/2" = 1'-0"

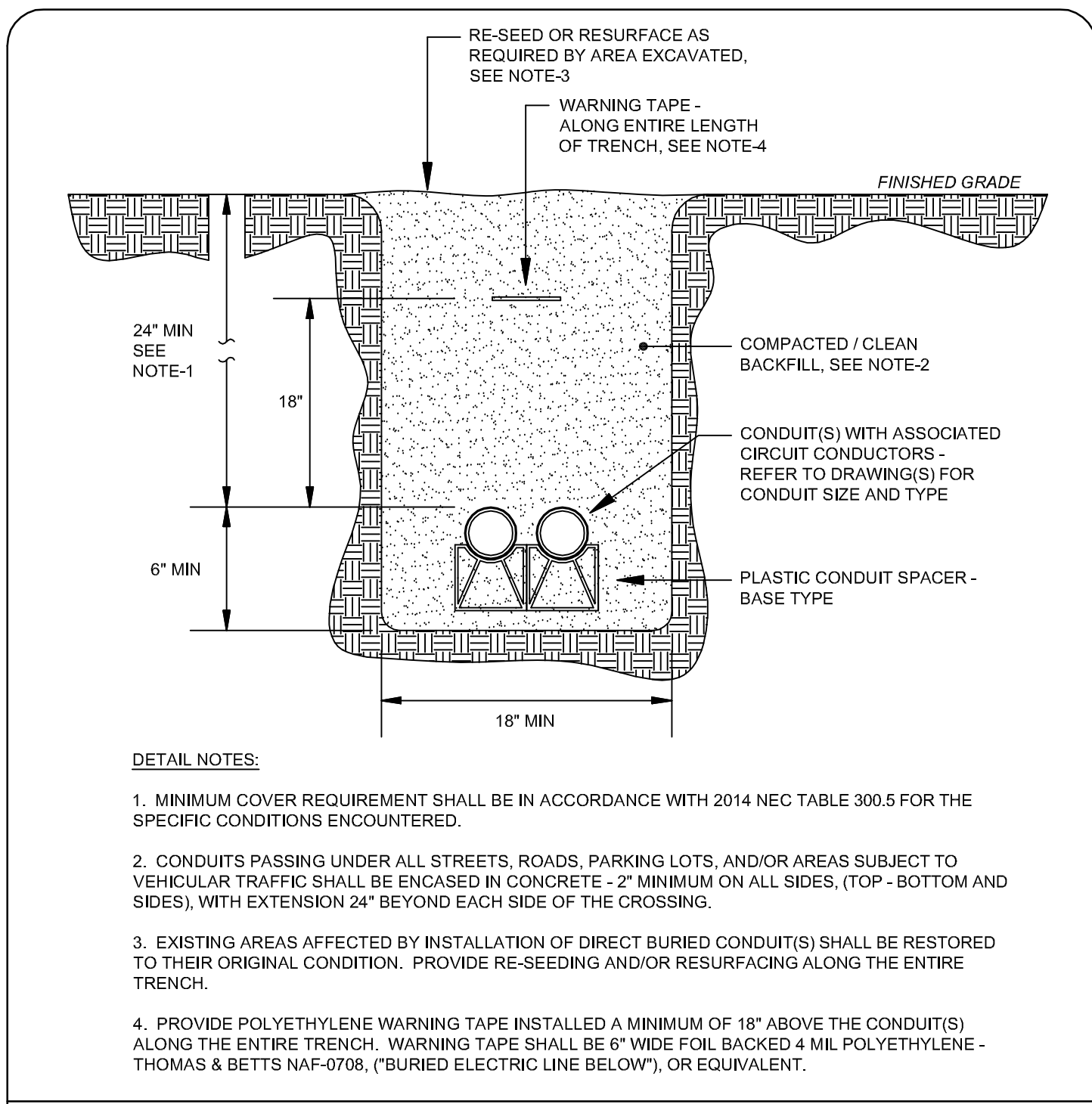
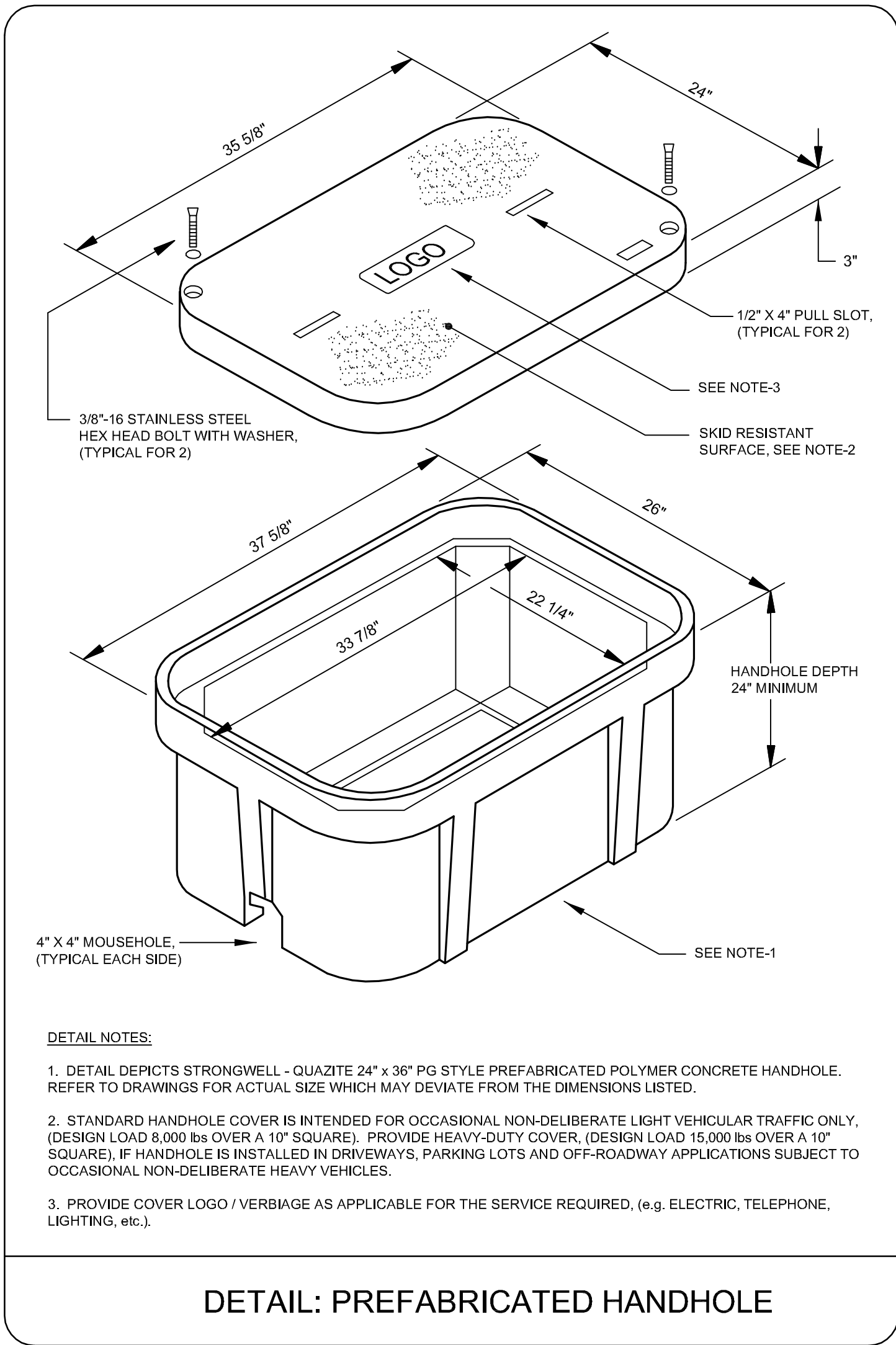


4 STEEL END PLATE DETAIL
3" = 1'-0"

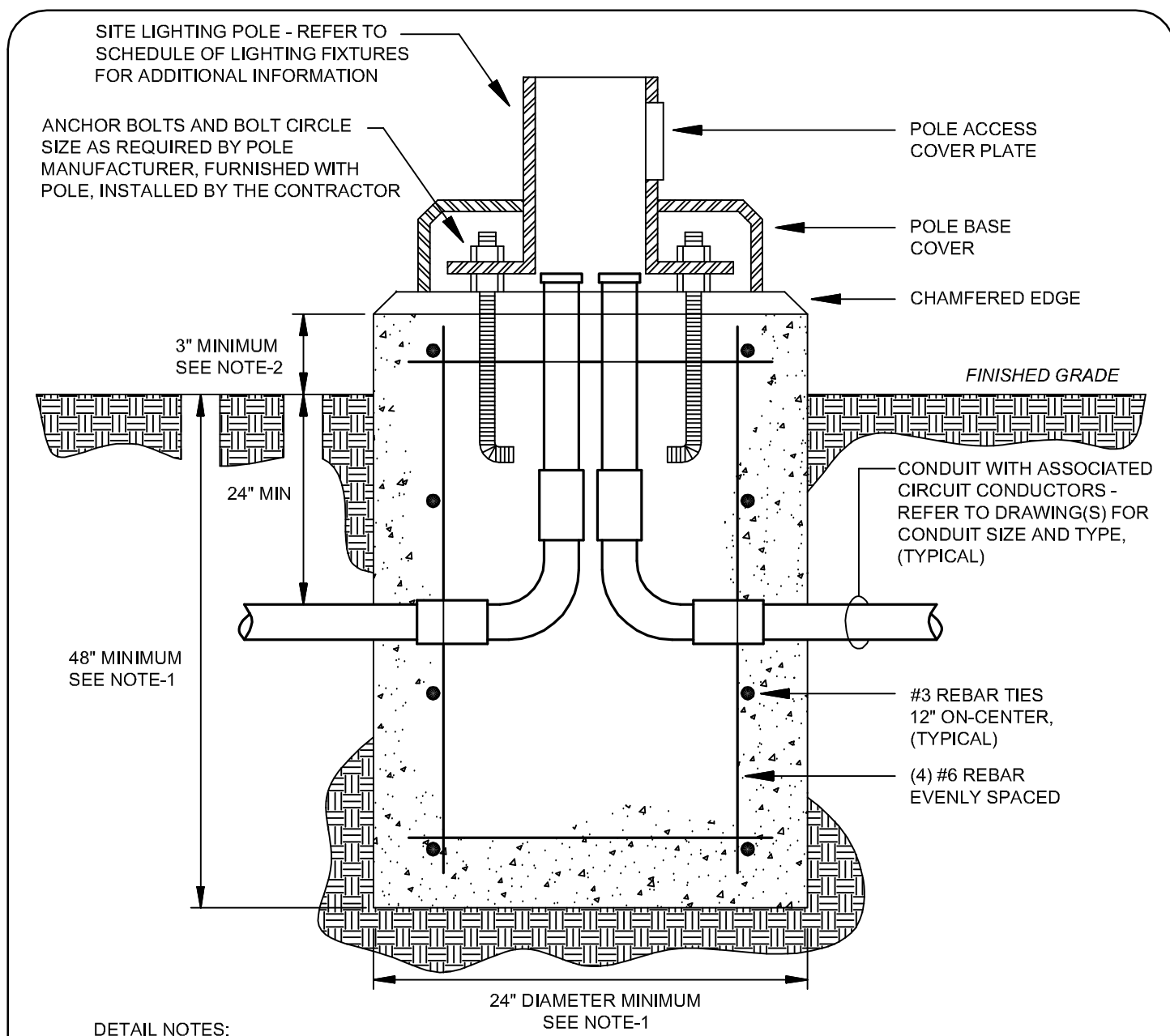


EXISTING LIGHTING CONTROL PANEL SCHEDULE - (BUILDING - 2)					
PANEL DESIGNATION:		HLCF	RELAYS:	16	
RELAY	ZONE	AREALOAD SERVED	CIRCUIT(S)	CONTROL NOTE	
1	---	EXISTING BUILDING MOUNTED LIGHTING - FRONT			
2	---	EXISTING BUILDING MOUNTED LIGHTING - FRONT			
3	---	EXISTING BUILDING MOUNTED LIGHTING - REAR			
4	---	EXISTING BUILDING MOUNTED LIGHTING - REAR			
5	---	SPARE			
6	ex	POSTS AT FRONT OF BUILDING 1	HP4-27	NOTE-2	
7	ex	MAIN PARKING LOT POLES	HP4-28	NOTE-2	
8	ex	MAIN PARKING LOT POLES	HP4-29	NOTE-2	
9	ex	MAIN PARKING LOT POLES	HP4-30	NOTE-2	
10	ex	MAIN PARKING LOT POLES	HP4-31	NOTE-2	
11	ex	LEFT SIDE PARKING LOT POLES	HP4-32	NOTE-2	
12	ex	POSTS AT FRONT OF BUILDING 2	HP4-33	NOTE-2	
13	ex	POSTS AT PRIMARY DRIVE ENTRANCE	HP4-34	NOTE-2	
14	ex	POSTS ALONG MARKET BOULEVARD	HP4-35	NOTE-2	
15	ex	REAR PARKING LOT POLES	HP4-36	NOTE-2	
16	---	SPARE			
<u>CONTROL NOTES:</u>					
1. ZONE - INDICATES SWITCH CONTROL ASSOCIATION					
2. LIGHTING ON/OFF "DUSK TIL DAWN" VIA PROGRAMMABLE TIME CLOCK.					
3. LIGHTING ON/OFF VIA PROGRAMMABLE TIME CLOCK.					

SCHEDULE OF LIGHTING FIXTURES (Fixture selection and photometrics by others, for reference only)											
TYPE	MANUFACTURER	CATALOG NUMBER	DESCRIPTION	LAMP DATA		BALLAST DATA		VOLTAGE	WATTS	MOUNTING	NOTES
				NO.	TYPE	NO.	TYPE				
S1	SUN VALLEY LIGHTING	SI62-I-64V-LED-277MM-525-PT POLE: 17-1050-16'	DECORATIVE LED POST-TOP MOUNTED ON 16' POLE	-	LED	-	-	277V	72W	POLE MOUNTED	SEE NOTE-1
S1-12	SUN VALLEY LIGHTING	SI62-I-64V-LED-277MM-525-PT POLE: 17-1050-12	DECORATIVE LED POST-TOP MOUNTED ON 12' POLE	-	LED	-	-	277V	72W	POLE MOUNTED	SEE NOTE-1
S1-12F	SUN VALLEY LIGHTING	SI62-I-64V-LED-277MM-525-PT POLE: PLYABSM12	DECORATIVE LED POST-TOP MOUNTED ON 12' FIBERGLASS POLE	-	LED	-	-	277V	72W	POLE MOUNTED	SEE NOTE-1
S1-16	SUN VALLEY LIGHTING	SI62-I-64V-LED-277MM-525-PT POLE: 17-1050-16'	DECORATIVE LED POST-TOP MOUNTED ON 16' POLE	-	LED	-	-	277V	72W	POLE MOUNTED	SEE NOTE-1
S2-12	SUN VALLEY LIGHTING	2-SI62-VS0-64V-LED-277MM-525 2-180' POLE: 17-1050-12	DOUBLE DECORATIVE LED POST-TOP MOUNTED ON 12' POLE	-	LED	-	-	277V	144W	POLE MOUNTED	SEE NOTE-1
S3	SUN VALLEY LIGHTING	SI62-VS0-64V-LED-277MM-525	DECORATIVE LED POST-TOP MOUNTED 16' A.F.S.	-	LED	-	-	277V	72W	POLE MOUNTED	SEE NOTE-2
T3	EATON - MCGRAW-EDISON	GLEON-AE-03-LED-E1-SL3	POLE MOUNTED LED TYPE 3 LUMINAIRE MOUNTED 30' A.F.G.	-	LED	-	-	277V	157W	POLE MOUNTED	SEE NOTE-3
T4	EATON - MCGRAW-EDISON	GLEON-AE-03-LED-E1-SL4	POLE MOUNTED LED TYPE 4 LUMINAIRE MOUNTED 30' A.F.G.	-	LED	-	-	277V	157W	POLE MOUNTED	SEE NOTE-3
T5	EATON - MCGRAW-EDISON	GLEON-AE-06-LED-E1-3WQ	POLE MOUNTED LED TYPE 5 SQUARE WIDE LUMINAIRE MOUNTED 30' A.F.G.	-	LED	-	-	277V	315W	POLE MOUNTED	SEE NOTE-3
L1	SOLID STATE LIGHTING	BLX2GAC-2UNW-3K126D	LINEAR LED STRIP	-	LED	-	-	120V	23W	SURFACE MOUNT	SEE NOTE-2
GENERAL NOTES (for all lighting fixtures where applicable):											
a) LIGHTING FIXTURES LISTED ON SCHEDULE OF LIGHTING FIXTURES ESTABLISH THE PROPOSED LEVEL OF QUALITY. ANYALL PROPOSED LIGHTING FIXTURE SUBSTITUTIONS SHALL BE AN APPROVED EQUAL.											
b) PROVIDE ALL ACCESSORIES AND HARDWARE TO ACCOMMODATE MOUNTING REQUIREMENTS.											
SCHEDULE OF LIGHTING FIXTURE NOTES (as specifically indicated above):											
1. CONFIRM INSTALLATION REQUIREMENTS OF DECORATIVE POLES WITH MANUFACTURER.											
2. CONFIRM MOUNTING REQUIREMENTS WITH LIGHTING DESIGNER / OWNER.											
3. CONFIRM POLE TYPE WITH LIGHTING DESIGNER / OWNER. REFER TO SITE LIGHTING POLE BASE DETAIL ON THIS DRAWING FOR ADDITIONAL INFORMATION.											



DETAIL: DIRECT-BURIED CONDUIT



DETAIL NOTES:

1. THIS DETAIL ILLUSTRATES TYPICAL CONSTRUCTION OF A SITE LIGHTING POLE BASE TO DEPICT THE GENERAL INTENT OF THE ELECTRICAL INSTALLATION. MODIFY INCREASE POLE BASE DEPTH AND DIAMETER PER MANUFACTURER'S RECOMMENDATIONS TO ACCOMMODATE SPECIFIC FIELD CONDITIONS, AND SOIL CHARACTERISTICS.

2. POLE BASE ELEVATION AFG SHALL BE 3\"/>

DETAIL: SITE LIGHTING POLE BASE

ELECTRICAL SPECIFICATIONS

PART-1: GENERAL

1. **RELATED DOCUMENTS:** THE ELECTRICAL DRAWINGS APPLY TO THE WORK OF THIS SECTION. THE CONTRACTOR SHALL NOTE THE DRAWINGS ARE DIAGRAMMATIC, AND INDICATE THE GENERAL INTENT OF THE PROJECT SCOPE. REFER TO DRAWINGS FROM OTHER DISCIPLINES FOR EQUIPMENT LOCATIONS AND/OR MOUNTING HEIGHTS.

2. **WORK INCLUDED:** PROVIDE ALL MATERIAL AND LABOR TO COMPLETE THE WORK OF THIS SECTION, AND TO ENSURE THE SYSTEMS ARE COMPLETE AND FULLY OPERATIONAL. THE SCOPE OF WORK SHALL INCLUDE, BUT IS NOT LIMITED TO:

- NAMEPLATES AND IDENTIFICATION
- RACEWAYS AND CONDUIT
- WIRE AND CABLE
- OUTLET AND JUNCTION BOXES
- LIGHTING FIXTURES

3. **QUALITY ASSURANCE:**

a) USE AN ADEQUATE NUMBER OF SKILLED LABORERS WHO ARE TRAINED AND EXPERIENCED IN THE NECESSARY CRAFTS, AND WHO ARE COMPLETELY FAMILIAR WITH THE SPECIFIED REQUIREMENTS AND METHODS NEEDED FOR THE PROPER PERFORMANCE OF THE WORK.

b) ALL WORK SHALL BE OF THE HIGHEST QUALITY IN CONFORMANCE WITH THE BEST PRACTICES OF THE TRADE, AND IN COMPLIANCE WITH GOVERNING CODES.

4. **CODES, PERMITS, FEES, REGULATIONS:**

a) ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE NEW HAMPSHIRE STATE BUILDING CODE, THE 2014 NATIONAL ELECTRICAL CODE, AND ALL OTHER APPLICABLE CODES AND REGULATIONS HAVING JURISDICTION. CONTRACTOR SHALL NOTE, THE RULES AND REGULATIONS OF THE CODE(S) PROVIDE THE MINIMUM ALLOWABLE REQUIREMENTS. THE CONSTRUCTION DOCUMENTS DEPICT THE DESIGN INTENT WHICH MAY EXCEED MINIMUM CODE REQUIREMENTS.

b) THE CONTRACTOR SHALL GIVE ALL NECESSARY NOTICES, OBTAIN ALL PERMITS, AND PAY ALL FEES, DEPOSITS AND OTHER COSTS ASSOCIATED WITH THE WORK OF THIS SECTION. FILE ALL PLANS, PREPARE ALL DOCUMENTS, AND OBTAIN NECESSARY APPROVALS FROM AGENCIES HAVING JURISDICTION. OBTAIN ALL CERTIFICATES OF INSPECTION AND APPROVALS FOR THE WORK INCLUDED UNDER THIS SECTION.

5. **SUBMITTALS:** SUBMIT MANUFACTURER'S TECHNICAL PRODUCT DATA SHEETS FOR ALL SPECIFIED MATERIALS AS LISTED BELOW:

- RACEWAYS AND CONDUIT
- WIRE AND CABLE
- LIGHTING FIXTURES

a) PROVIDE SPECIFIED EQUIPMENT/DEVICES UNLESS "OR APPROVED EQUAL" IS SPECIFICALLY INDICATED. REVISIONS RESULTING FROM DEVIATION FROM THE SPECIFICATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

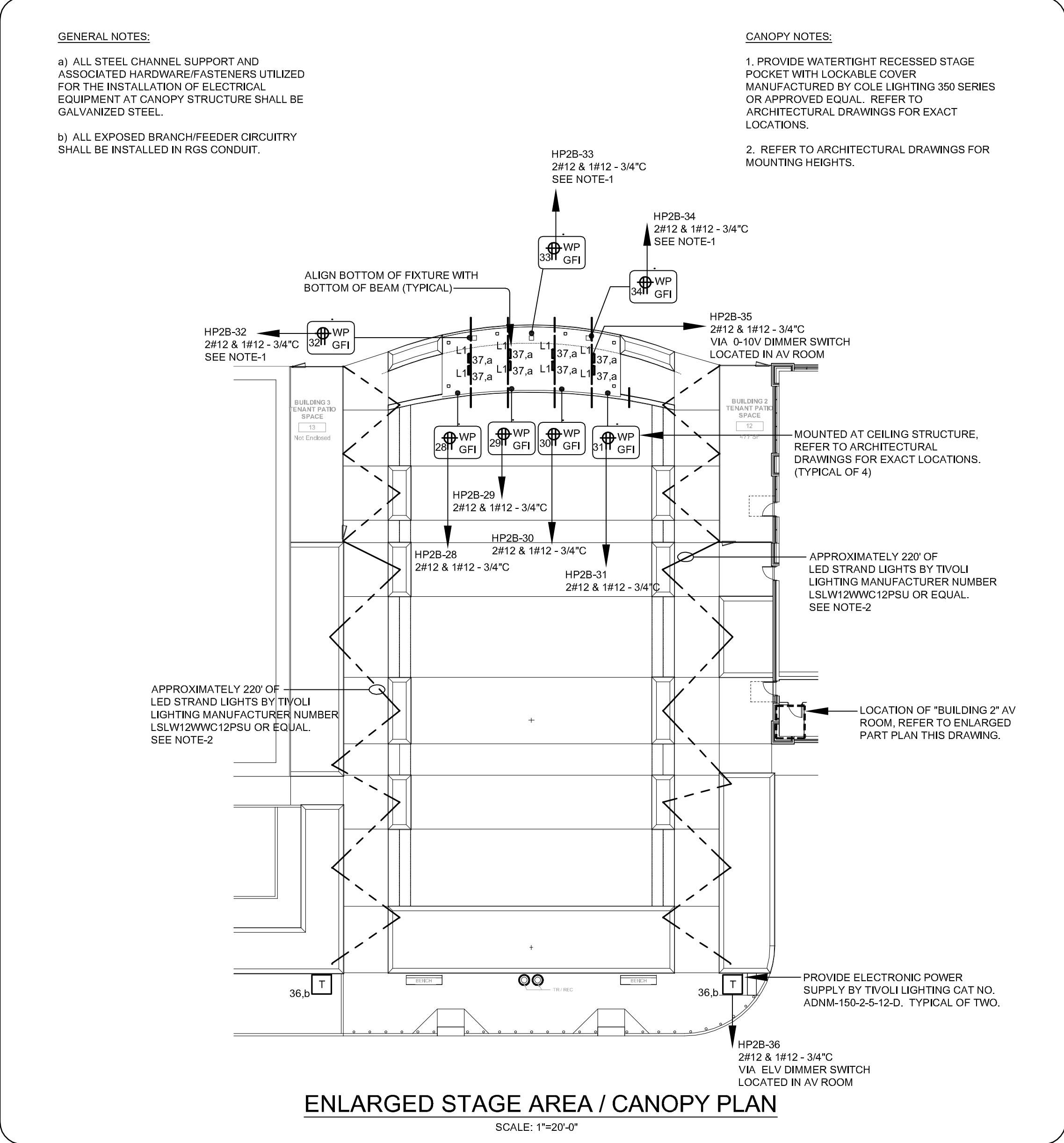
6. **STORAGE OF MATERIALS:** STORE MATERIALS AND EQUIPMENT ON THE PREMISES WHERE DIRECTED BY THE OWNER. PROVIDE STORAGE TRAILER(S) AS REQUIRED. ALL EQUIPMENT AND MATERIALS SHALL BE STORED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS, PROTECTED FROM DAMAGE. ANY EQUIPMENT AND/OR MATERIALS DAMAGED OR STOLEN BEFORE FINAL ACCEPTANCE OF THE WORK SHALL BE REPLACED AT NO COST TO THE OWNER.

7. **COORDINATION WITH OTHER TRADES:** THIS CONTRACTOR SHALL COOPERATE TO THE FULLEST EXTENT WITH OTHER TRADES. THE WORK EFFORT OF THIS SECTION SHALL BE PLANNED SO AS NOT TO DELAY ANY OTHER TRADES, OR HINDER THE PROGRESS OF THE WORK.

8. **INSPECTION OF SITE:** PROSPECTIVE BIDDERS SHALL VISIT THE SITE, AND EXAMINE THE EXISTING CONDITIONS ASSOCIATED WITH THE PROJECT SCOPE PRIOR TO SUBMISSION OF BIDS.

9. **SUPPLEMENTAL CONSTRUCTION MEANS & METHODS:**

a) **SUPPORTS:** PROVIDE ALL STEEL CHANNEL SUPPORTS AND HANGERS REQUIRED TO INSTALL THE EQUIPMENT/DEVICES SHOWN ON THE DOCUMENTS. STEEL CHANNEL SUPPORT SHALL BE GALVANIZED 1-5/8\"/>



GENERAL SITE PLAN NOTES:

a) ALL TRENCHING, EXCAVATING AND BACKFILL SHALL BE PROVIDED BY THE CONTRACTOR.

b) UNDERGROUND CONDUITS SHALL BE RGS UPON ENTERING/EXITING THE RESPECTIVE EQUIPMENT PAD, AND TRANSITION TO THE PVC SCHEDULE 40 AFTER THE FIRST QUARTER BEND.

c) UNDERGROUND CONDUITS SHALL TRANSITION FROM PVC SCHEDULE 40 TO RGS AT EACH BUILDING ENTRY AND EXIT POINT FLOOR AND/OR WALL PENETRATION. TRANSITION FROM PVC TO RGS SHALL BE MADE UNDERGROUND.

SITE PLAN / UNDERGROUND CONDUIT KEY	
— UEL —	UNDERGROUND ELECTRIC - LIGHTING
	LIGHTPOLE WITH LUMINAIRE UPPERCASE TEXT: INDICATES LIGHTING FIXTURE TYPE NUMERAL: INDICATES BRANCH CIRCUIT NUMBER
	LIGHTPOLE WITH DECORATIVE POST-TOP LUMINAIRE
	ELECTRIC HANDHOLE QUARTZITE SIZE 18" X 24" PG-STYLE ASSEMBLY #PG13248B18 WITH GASKETED COVER #PG1324CG00, OR APPROVED EQUAL
	ELECTRIC HANDHOLE QUARTZITE SIZE 24" X 36" PG-STYLE ASSEMBLY #PG2436B18 WITH GASKETED COVER #PG2436CG00, OR APPROVED EQUAL

SCHEDULE OF UNDERGROUND CONDUITS

CONDUIT TAG	DESCRIPTION	CONDUIT SIZE	FROM	TO	CONDUCTORS	NOTES
1	SITE LIGHTING CIRCUITRY	1" (PVC SCH 40)	REFER TO SITE PLAN	POLE MOUNTED SITE LIGHTING	2 #10 & 1 #10G	NOTE-1
2	SITE LIGHTING CIRCUITRY	1" (PVC SCH 40)	REFER TO SITE PLAN	POLE MOUNTED SITE LIGHTING	2 #8 & 1 #10G	NOTE-1
3	SITE LIGHTING CIRCUITRY	1" (PVC SCH 40)	REFER TO SITE PLAN	POLE MOUNTED SITE LIGHTING	2 #6 & 1 #10G	NOTE-1
4	SITE LIGHTING CIRCUITRY	1 1/4" (PVC SCH 40)	REFER TO SITE PLAN	POLE MOUNTED SITE LIGHTING	2 #4 & 1 #8G	NOTE-1

SCHEDULE NOTES:

1. CONDUCTORS SIZED TO ACCOMMODATE VOLTAGE DROP. CIRCUITRY SHALL BE TERMINATED AT THE LIGHT POLE BASE. COORDINATE FINAL CONNECTION / TERMINATION IN THE FIELD.

SITE PLAN NOTES:

1. UTILIZE EXISTING SPARE RELAY IN EXISTING LIGHTING CONTROL PANEL "HLC" AND 20A-1P, 277V SPARE BREAKER IN EXISTING PANEL "HPK". CONDUCTORS HAVE BEEN SIZED TO ACCOMMODATE VOLTAGE DROP.

2. DESIGN INTENT:

a) UTILIZE EXISTING SPARE 20A-1P, 277V CIRCUIT BREAKER IN HOUSE PANEL TO ACCOMMODATE THE POLE FIXTURES. (TOTAL LIGHTING LOAD 3.5 AMPS)

b) PROVIDE OUTDOOR PHOTOCELL MANUFACTURED BY WATTSOPPER MODEL HPSA OR EQUAL. INSTALL THE SENSOR ON THE ROOF OF THE BUILDING FACING NORTH. PROVIDE WEATHERPROOF JUNCTION BOX. SENSOR HOUSING IS EQUIPPED WITH A 1/2" NPT NIPPLE. CONNECT TO CONTROLLER MODULE WITH #20AWG, CLASS 2 WIRING.

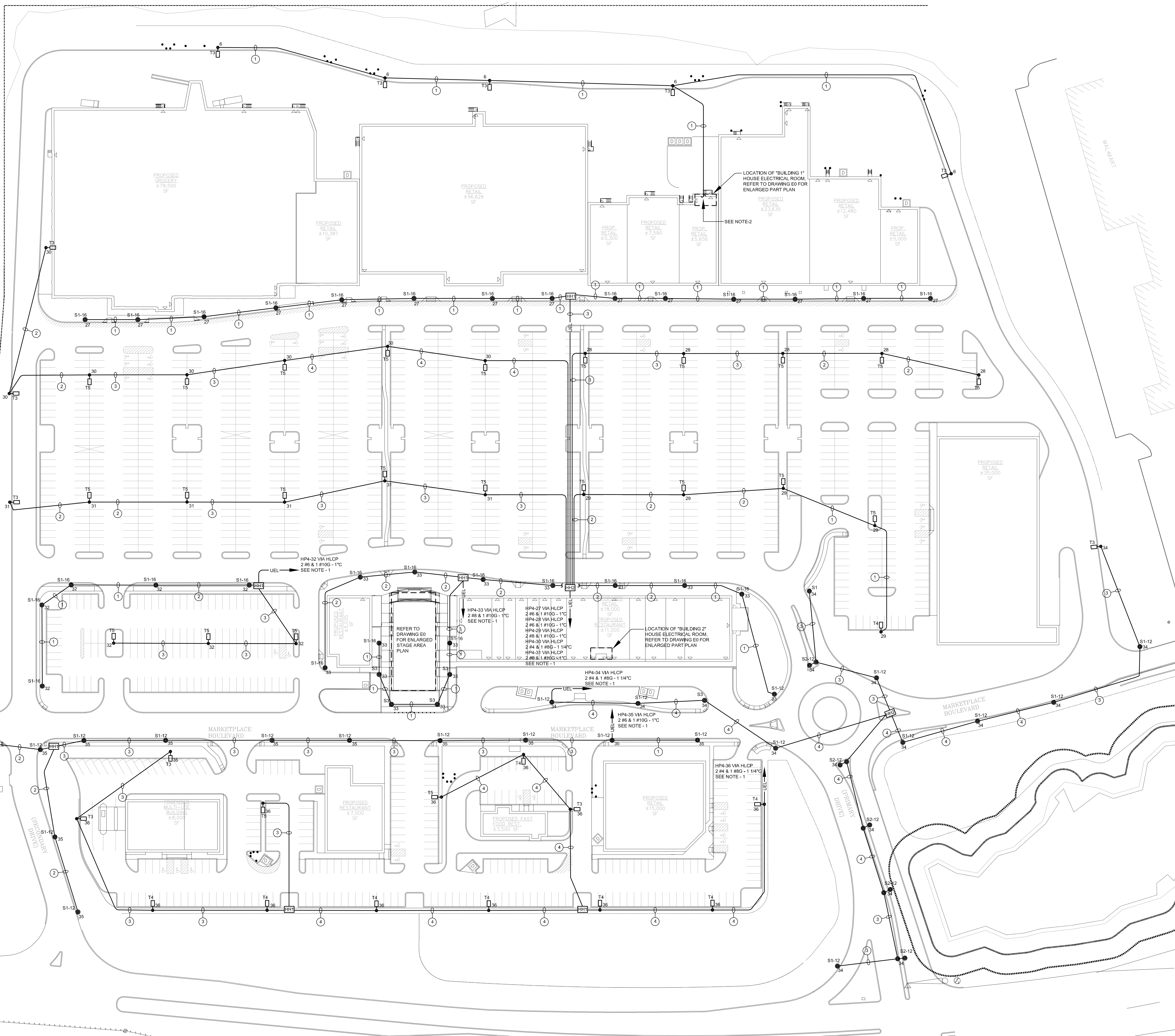
c) PROVIDE CONTROLLER MODULE HPCU38C. MOUNT IN EXISTING PANEL. UPON SIGNAL FROM PHOTOCELL, POLE FIXTURES WILL SWITCH LOAD DUSK OR DAWN OFF. REFER TO MANUFACTURERS SPECIFICATIONS FOR ADDITIONAL INFORMATION.

2. REFER TO DIRECT-BURIED CONDUIT DETAIL AND SITE LIGHTING POLE BASE DETAIL ON DRAWING E0 FOR ADDITIONAL INFORMATION.

a) COORDINATE EXACT ROUTE OF DIRECT-BURIED SITE LIGHTING BRANCH CIRCUITRY IN THE FIELD. PROVIDE ELECTRIC HANDHOLES TO FACILITATE INSTALLATION OF MULTIPLE BRANCH CIRCUITS.

b) HANDHOLES: PROVIDE COVER LOGO WITH THE VERBIAGE "ELEC LIGHTING". REFER TO PREFABRICATED HANDHOLE DETAIL ON DRAWING E0 FOR ADDITIONAL INFORMATION.

c) HANDHOLES SHALL BE INSTALLED IN AREAS NOT SUBJECT TO VEHICULAR TRAFFIC. COORDINATE EXACT LOCATION IN THE FIELD WITH CIVIL ENGINEER AND ARCHITECT.



ELECTRICAL: Site Plan - Lighting

SCALE: 1"= 50'-0"

REVISIONS:	DATE	DESCRIPTION
2016-05-25		PARK CANOPY PERMIT SET

SEVERINO

Trucking Co., Inc.

PO Box 202 Candia, NH 03034

Tel. 603 483-2133 Fax 603 483-2998

To:	City Of Rochester, NH	Contact:	Owen Friend-Grey
Address:	31 Wakefield Street Rochester, NH 03867 USA	Phone:	603-332-4096
		Fax:	
Project Name:	The Ridge - Community Park Area - VE Design	Bid Number:	2
Project Location:	The Ridge Marketplace, Rochester, NH	Bid Date:	5/23/2016

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
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Earthwork

20210	Excavation - Subgrade Park Area	115.00	CY	\$12.00	\$1,380.00
20299	Re-work Subgrade	1,500.00	SY	\$3.40	\$5,100.00

Total Price for above Earthwork Items: \$6,480.00

Drainage

20176	Install Blank Covers On Existing Manholes	4.00	EACH	\$700.00	\$2,800.00
20401	Core Existing Drain Structure	4.00	EACH	\$600.00	\$2,400.00
20430.0012	ADS 12" Drain	76.00	LF	\$41.00	\$3,116.00
20431.12	ADS 12" Underdrain	250.00	LF	\$27.00	\$6,750.00
20432.12	ADS 12" Bend	2.00	EACH	\$57.00	\$114.00
20433.12	ADS 12" Tee	4.00	EACH	\$105.00	\$420.00
20455.12	12" Nyloplast Basin	2.00	EACH	\$1,200.00	\$2,400.00

Total Price for above Drainage Items: \$18,000.00

Site Lighting And Electrical

20710	Site Lighting And Electric Excavation And Backfill	400.00	LF	\$16.00	\$6,400.00
20720.1	String Light Pole Bases	24.00	EACH	\$850.00	\$20,400.00
20720.2	Light Pole Base	2.00	EACH	\$850.00	\$1,700.00
20750	Conduit, Wiring, Outlets, Poles And Lights	1.00	LS	\$100,000.00	\$100,000.00

Total Price for above Site Lighting And Electrical Items: \$128,500.00

Canopy

21300	Cast In Place Concrete Piers	6.00	EACH	\$4,000.00	\$24,000.00
21040	Structural Steel For Canopy	1.00	LS	\$29,750.00	\$29,750.00
21050	Canopy Framing	1.00	LS	\$53,320.00	\$53,320.00

Total Price for above Canopy Items: \$107,070.00

Granite Planters And Edging

20310.02	Footing And Wall E&B For Single Walls	258.00	LF	\$23.00	\$5,934.00
20310.06	Footing And Wall E&B For Double Walls	127.00	LF	\$40.00	\$5,080.00
20843.1224	Granite Walls 12" By 24"	255.00	LF	\$225.00	\$57,375.00
20843.1236	Granite Walls 12" By 36"	315.00	LF	\$236.00	\$74,340.00

Total Price for above Granite Planters And Edging Items: \$142,729.00

Concrete Steps

20852	Crushed Gravel For Walks And Pads	22.00	CY	\$65.00	\$1,430.00
20855	Fine Grade Walks And Pads	67.00	SY	\$15.00	\$1,005.00
20857	5" Pressed Aggregate Concrete Steps	67.00	SY	\$151.00	\$10,117.00

Total Price for above Concrete Steps Items: \$12,552.00

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Concrete Flatwork					
20852	Crushed Gravel For Walks And Pads	170.00	CY	\$42.00	\$7,140.00
20855	Fine Grade Walks And Pads	513.00	SY	\$8.00	\$4,104.00
20856	5" Broom Finish Concrete Walkway	255.00	SY	\$45.00	\$11,475.00
20857	5" Pressed Aggregate Concrete Walkway	258.00	SY	\$65.00	\$16,770.00
20858	Monolithic Concrete Curb	84.00	LF	\$22.00	\$1,848.00
20871	Detectable Warning Devices ADA	20.00	SF	\$50.00	\$1,000.00
21015	Bollards	21.00	EACH	\$575.00	\$12,075.00
Total Price for above Concrete Flatwork Items:					\$54,412.00
Artificial Turf					
20821	3/4" Stone - Porous Pavement	150.00	CY	\$40.00	\$6,000.00
20823	Fine Grade Gravel's	680.00	SY	\$3.50	\$2,380.00
20825	Artificial Turf	6,100.00	SF	\$10.00	\$61,000.00
Total Price for above Artificial Turf Items:					\$69,380.00
Landscaping					
20911	Landscaping	1.00	LS	\$9,200.00	\$9,200.00
20912	Irrigation	1.00	LS	\$3,450.00	\$3,450.00
20912.1	Irrigation Sleeve	300.00	LF	\$12.00	\$3,600.00
20909	Loam For Planters	80.00	CY	\$45.00	\$3,600.00
21013.1	Bench	4.00	EACH	\$1,700.00	\$6,800.00
21013	Trash Receptacle	2.00	EACH	\$1,150.00	\$2,300.00
Total Price for above Landscaping Items:					\$28,950.00
Mobilization, Layout And Supervision					
21060	Mobilization	1.00	LS	\$41,927.00	\$41,927.00
Total Price for above Mobilization, Layout And Supervision Items:					\$41,927.00
Total Bid Price:					\$610,000.00

Notes:

- Pricing based on Value Engineering options by Severino Trucking Co., Inc.
- Replace current planter wall design with 12" wide granite curb.
 - Replace walls and granite at proposed steps with poured concrete steps.
 - Artificial turf will be as recommended by supplier. Not the turf as specified on the plans.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Severino Trucking Co., Inc</p> <p>Authorized Signature: _____</p> <p>Estimator: Thomas Severino</p>
--	--

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Retired Fire Engine 7 Bids

Date Submitted: September 6, 2016

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement:

The City recently took delivery of a new piece of fire apparatus to replace the retired engine #7. The retired vehicle was placed up for sale through a competitive bidding process. The bid document can be viewed here: [Retired Engine 7 RFP](#). The minimum acceptable bid was set at \$12,000 based upon an appraisal done for the Fire Department by a local truck dealership. However, only one bid was received for \$5,001.00. This bid can be viewed here: [1 Bid Received](#).

Subsequent to the closing of the bidding, two more bids have been received:

1. Paul LaClair for \$5,100.00
2. Acton, Maine for \$8,000.00

Recommended Action:

Authorize sale to one of the subsequent bidders.

Paul LaClair
11 Butterfly Lane
Rochester, NH 03868
C-603-534-5519

August 24, 2016

Blaine Cox
Finance Director
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Cox:

I would be interested in purchasing Rochester Fire Department's old Mack Engine 7 that is currently being offered for sale.

I would be willing to pay \$5,100.00 to purchase this.

Please let me know what the City decides.

Thank you.

Sincerely,



Paul LaClair

Received 8-24-2016
Blaine Cox

Acton Fire - Rescue

1725 Route 109

Acton, Maine 04001

Business 207-636-3230

Fax 207-636-4520

September 6, 2016

“Surplus Vehicle Bid #17-12”

Dear Sirs;

Please accept this letter on behalf of the Acton Fire Department and the Town of Acton Maine as our bid for the purchase of one 1986 Mack 3000 gallon Tanker Truck (Surplus Vehicle # 17-12) currently an asset of the City of Rochester New Hampshire. It is our intent to bid \$8000.00 for the vehicle as is with no recourse or liability held against the City of Rochester. This letter of intent does not create a binding agreement between the City of Rochester and the Town of Acton Maine but serves as a means for entering into and the setting of terms for a future purchase and sales agreement. . Upon agreeing to terms and conditions of purchase, a final binding asset purchase agreement between the Town of Acton and the City Of Rochester may be entered to and shall supersede any conditions or terms contained in this letter.

Be it know that it is also the intent of the Acton Fire Department and Town of Acton Maine that the purchase of this Apparatus is to replace our current tanker truck and will be a great resource for not only our community but for the region as an entirety. We also wish to extend our offer to Rochester to utilize this truck as a resource mutual aid when requested by Rochester.

Thank You for Your Assistance

Chief Steve Johnson

Acton Maine Fire Department

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: HUD Housing Police Officer & Middle School SRO Position

Date Submitted: September 7, 2016

Name of Person Submitting Item: Police Chief Allen

E-mail Address: michael.allen@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement:

Chief Allen seeks to discuss with the Finance Committee a request of the Rochester Housing Authority (RHA) for the addition of a Housing Officer for 10-hours per week as well as the opportunity it presents to restructure the Middle School SRO (School Resource Officer) position. Details of this issue are outlined in the attached letters from Chief Allen and Stacey Price of the RHA.

Recommended Action: None.



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

"Dedication, Pride, Integrity"

POLICE COMMISSION

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

MICHAEL J. ALLEN
Chief of Police

September 6, 2016



TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: HUD Request/Middle School SRO Position

CITY OF
Received
SEP 7 2016
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

I am requesting a matter be brought before the Finance Committee for their information and discussion. I recently received a letter of request from the Director of the Rochester Housing Authority to add an additional year round, 10-hours per week, part-time officer position to our staff that would supplement the hours of our current part-time Housing Officer.

The current Housing Officer works 32 hours per week. His hours are currently supplemented by the current part-time Middle School SRO during the school summer vacation weeks at an additional 10 hours per week. Our current Middle SRO is interested in transitioning over to that position, and resigning from his SRO position. Our current contract with RHA covers up to \$65,000 per year for the salary and benefit costs of officers working in Housing. These additional hours would allow for expanded coverage on the weekends year round. The costs associated with this change will be paid for by RHA and are still well below the \$65,000 cap set forth in the current 1 year contract. This request is supported by the Rochester Housing Authority Board of Directors and has been approved by the Rochester Police Commission. I have attached the letter I received from the RHA that outlines the request.

This change presents the department with an opportunity to restructure the rank and responsibilities of the Middle School SRO position. The position will still be part-time, but would work year round in that position and have supervisory responsibilities at the rank of Sergeant. As you know the department is introducing the new LEAD (Law Enforcement Against Drugs) program in the Rochester School System this coming school year. The curriculum will be taught at the 6th grade level by the Middle School SRO and at the 9th grade level by the High School SRO. We also have plans to introduce this program at the 3rd grade level in all elementary schools if we are awarded the COPS Hiring Grant we recently were approved to apply for and the City Council accepts the funding. This Sergeant position would directly supervise the SRO programs in addition to his Middle School SRO responsibilities. The LEAD program is a critical part of our prevention and education efforts to help stem the tide of opiate addiction in our community. It will be beneficial to have a certified instructor managing the program, as well as supervising the SRO's who teach it. During the summer months this position will work with the Recreation

Department's summer camp program, as well as the Teen Travel Camp.

This position is specialized and requires a unique skill set as well as full-time police officer certification. We currently have a Sergeant on staff that is eligible for retirement, meets the qualifications for the position, and is interested in being considered for it.

There would be an additional salary cost to this position due to its supervisory responsibilities. We are projecting a difference in salary of approximately \$6500 to make this change. With projected attrition occurring in the department we will be able to absorb this increase in our current fiscal year budget. This change is supported by the Rochester Police Commission and City Manager.

I will attend the next Finance Committee meeting to answer any questions regarding this issue.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Michael J. Allen", written over the typed name.

Michael J. Allen
Chief of Police

cc: Rochester Police Commission



Stacey Price
Executive Director

Housing Authority of the City of Rochester

77 Olde Farm Lane
Rochester, N.H. 03867
(603) 332-4126 Fax (603) 332-0039
email: Staceyp@rhanh.org Website: www.rhanh.org

August 9, 2016

RECEIVED
AUG 11 2016
OFFICE OF THE CHIEF
ROCHESTER POLICE DEPT

Chief Michael Allen
Rochester Police Department
23 Wakefield Street
Rochester, NH 03867

RE: Officer Funk

Dear Chief Allen,

The Rochester Housing Authority (RHA) Board of Commissioners met on July 20, 2016 and an item on the agenda was the 2016-2017 contract between the Rochester Police Department and the Rochester Housing Authority. During the discussion of the contract, I requested the RHA Commissioners consider and approve Officer Funk to work with the RHA on permanent part-time basis, 10 hours per week in addition to Officer Blair's 32 hours per week. The Board of Commissioners voted unanimously to approve the request. The current budget is set at \$65,000, however it is understood the 10 hours per week will increase the budgeted amount.

When the RHA started working with the RPD under a grant to provide police services to the RHA properties, one full-time police officer was assigned. Over the years, the position has changed, funding has changed, requirements have changed and the need for police presence has changed. I believe through the strong working relationship between the RHA and the RPD, all public housing properties in Rochester have seen a significant decrease in crime and it has enriched the lives of those who live in public housing.

Officer Blair and Officer Funk have provided great support to the RHA staff as well as residents. Both Officers have provided coverage at sites when needed to ensure the safety of the residents. By adding Officer Funk to the RHA for 10 hours per week allows the RHA additional coverage beyond the 32 hours that Officer Blair is allowed to work. The additional coverage would provide more hours, particularly for the weekends when activity may be higher than during the week when the RHA management offices are open.

The Rochester Recovery Center has been approved and Frisbie Memorial Hospital has signed a one-year lease to provide the much needed services to the Rochester Community. This center, as you know, will be located at the Roberge Center located next to the Wyandotte Falls public housing facility. Officer Funk working the 10 hours per week will help aide in any need for police presence at the public housing site.



Housing Authority of the City of Rochester
77 Olde Farm Lane
ROCHESTER, NH 03867



I appreciate your time and consideration to the request to add Officer Funk to the RHA for 10 hours per week. I am available if you should have any questions or concerns.

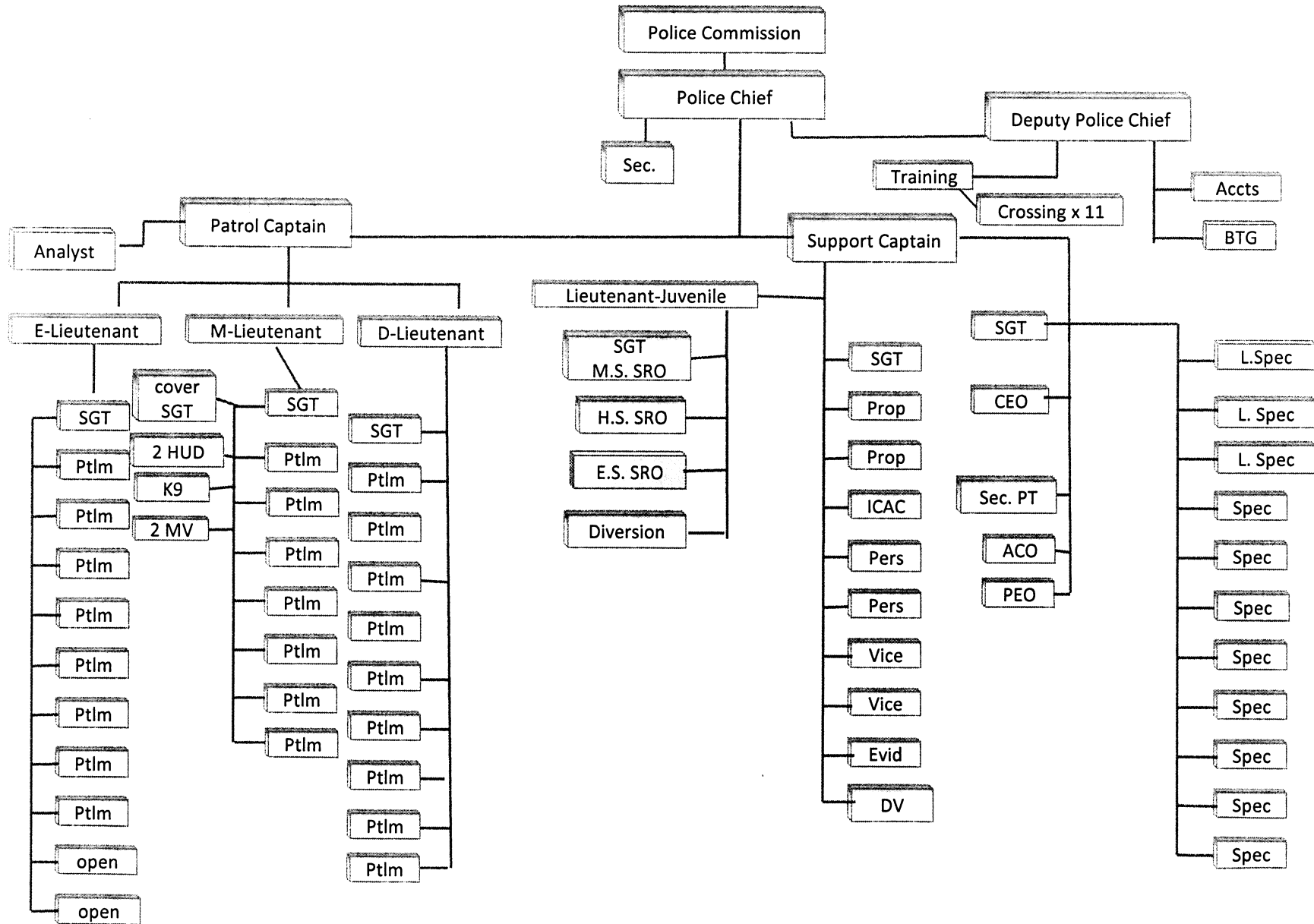
Sincerely,



Stacey Price
Executive Director



ROCHESTER POLICE DEPARTMENT ORGANIZATIONAL CHART



FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Denali-Kodiak-Salmon Falls-Milton Rd Sewer Connection Fee Analysis

Date Submitted: August 18, 2016

Name of Person Submitting Item: Public Work Committee

E-mail Address: john.storer@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement:

This item was referred from the Public Works Committee of August 18, 2016. The relevant meeting minutes are excerpted here:

Public Input Mark Sullivan of 25 Denali Drive was present to discuss the homeowner sewer tie-ins on the Salmon Falls / Milton Road Sewer Extension EDA project. Mr. Sullivan discussed his extensive research for residential impacts in this project area. Mr. Sullivan also distributed a 33 page booklet of information that he had gathered and stated that this is a complicated issue and if anyone would like other copies of his booklet he would provide them. Mr. Sullivan further stated that there are many people in the project area that would like to tie their homes into the new sewer line but the estimated cost to the homeowner for the “stub” and then the private property piece will make it too costly to do so. He also stated that he did not believe the City Ordinance that requires tie in at the time of septic failure or property transfer is fair to the home owner. He stated that the estimate for his sewer tie in is approximately ten thousand dollars. He stated that if he did not tie in now that would be ten thousand dollars of equity he would lose if he was to sell even if he had a fully functioning septic system. Mr. Sullivan discussed the different funding sources used to fund this project and stated he believed if he has to pay for the stub and the City then bonds the

project, as a new rate payer he will be paying twice. Mr. Sullivan stated that he would like to see the City Council offer incentives to get residents to tie in now and one of those incentives should be to change the policy of having the homeowner pay all charges related to the tie in. Mr. Storer explained that if the City was to fund the stubs the current rate payer would be paying the full cost of that funding. Mr. Storer stated that if the City Council considers changing the policy then they will need to consider that we are entering into the Colonial Pines Sewer Extension Project. He stated that this area will have many more homes considering the tie in and the impact of a policy change will be significant. Councilor Keans stated that fail or sale policy has been in practice for many years and if the homeowner doesn't tie in now the City will keep a record of the cost of the stub and that cost will be paid when the property changes hands and they have to tie in. Mr. Sullivan stated that he is aware of the policy, but he believes that when the policy was written it did not take into consideration a time when sewer lines would be run into neighborhoods that have lots designed for septic systems and greater distances from where the sewer main would be.

James Butterfield of 23 Denali Drive stated that the cost estimates are high and although he would like to tie in, he believes between the cost of the work that needs to be done on his property to bring the sewer to the front of the house, plus the stub fee that the City will impose, he does not think he would be able to afford the tie in. Councilor Varney voiced concern about the possibility of the homeowners paying twice and suggested that this discussion should be had at the Finance Committee. ***Councilor Hamann made a motion to recommend that the full City Council refer the discussion of Homeowner financing to the Finance Committee. The motion was seconded by Councilor Keans. The motion passed unanimously.***

The full minutes of this meeting can be found here: [PWC 8-18-2016](#)

Resident Mark Sullivan's analysis documents can be found here: [Sullivan Analysis](#)

Recommended Action: None.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Water & Sewer Rates Recommendations from Utility Advisory Board

Date Submitted: September 7, 2016

Name of Person Submitting Item: Utility Advisory Board

E-mail Address: john.storer@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement:

Per the General Ordinances pertaining to the role & responsibilities of the Utility Advisory Board (UAB), this citizen board has formulated rate adjustment recommendations pertaining to water and sewer rates for the City Council's consideration. The UAB will present said recommendations to the Finance Committee for review and recommendation to the full City Council.

Senior Accountant Mark Sullivan created financial analysis data utilized by the UAB and it can be viewed here: [2017 W & S Financial Analysis](#)

Water Rates Comparison Data can be found here: [Water Rates Comparison Data](#)

Sewer Rates Comparison Data can be found here: [Sewer Rates Comparison Data](#)

Recommended Action: Review the UAB's recommendations and convey a recommendation from the Finance Committee to the full City Council.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Accounting Policy Manual Review

Date Submitted: August 23, 2016

Name of Person Submitting Item: Deputy Finance Director Connors

E-mail Address: roland.connors@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement:

In accordance with heightened standards with regard federal annual auditing standards, the Finance Office has developed an Accounting Policy Manual. Federal requirements dictate that this manual be review by and adopted by the City Council.

Recommended Action: Review & recommend Adoption by the full City Council of the Accounting Policy Manual.



City of Rochester New Hampshire

Accounting Policy Manual

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CITY OF ROCHESTER, NH

GENERAL PRACTICES AND ACCOUNTING POLICIES

Accounting and budget practices are implemented in a manner that defines the roles and responsibilities, as well as management procedures and functions necessary to implement a high quality program. Part of these responsibilities includes ensuring that appropriate internal controls are established and implemented to safeguard all funds.

The City's accounting system shall submit to an annual audit which meets all of the standards and conditions imposed under Federal and State regulations and Rochester's City Charter and General Ordinances. The annual audit must be held in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in "Government Auditing Standards."

The City of Rochester shall develop and maintain an internal control structure that safeguards its funds, complies with laws and regulations that have an impact on financial statements, detects or prevents non-compliance, results in formal audit reports, and directs and monitors staff implementation of corrective actions.

The City of Rochester shall establish and maintain efficient and effective reporting systems, including but not limited to providing methods by which budgeted costs are compared to actual costs.

The City's Federal and State program grants and contracts will closely adhere to all mandates related to their respective agreements. This will apply as well to monitoring activities in accordance with any subcontractor agreements with the same.

ORGANIZATIONAL STRUCTURE

Role of the Rochester City Council

The Rochester City Council is the governing body which is responsible for the oversight of the organization by:

1. Planning for the future
2. Establishing and monitoring Department policies
3. Identifying and proactively dealing with emerging issues
4. Monitoring financial activities of the City

Committee Structure

The City Council shall form committees in order to assist in fulfilling its responsibilities. These committees represent vehicles for parceling out the work to smaller groups, thereby removing the responsibility for evaluating all of the details of particular issues from the Council's consideration. Standing committees consist of but are not limited to the following: Finance Committee, Public Works Committee, Codes and Ordinances Committee and Joint Building Committee.

Specific guidelines regarding the composition and election of the committees are set forth in the City Charter and General Ordinances.

Rochester School Department

The Rochester School Department is a dependent School district of the City of Rochester. The City Council has only bottom line authority in setting the School's annual operating and capital improvement budgets. The School Board is responsible for the oversight of the Rochester School Department. As such, the School Department has developed and follows its own accounting policies and procedures.

ACCOUNTING FUNCTION OVERVIEW

Organization

The accounting functions for the City of Rochester are the primary responsibility of the Deputy City Manager/Director of Finance who is also the City Treasurer. Other employees and elected officials who have financial responsibilities are as follows:

1. Payroll Clerks
2. Accounting Clerks
3. Billing Clerks
4. Administrative Secretaries
5. Accountants
6. Office Manager
7. Department Heads
8. Deputy Finance Director
9. Human Resource Manager
10. Deputy City Manager and Director of Finance
11. City Treasurer
12. City Manager
13. Utility Advisor Board
14. Board of Assessors
15. Finance Committee
16. City Council

Responsibilities

The primary accounting functions are:

1. General Ledger
2. Budgeting
3. Cash and Investment Management
4. Accounts Receivable and Billing
5. Cash Receipts
6. Accounts Payable
7. Cash Disbursements
8. Financial Statement Processing

9. Bank Reconciliation
10. Reconciliation of Sub-ledgers
11. Compliance with Government Reporting Requirements
12. Annual Audit
13. Leases
14. Payroll
15. Insurance and Benefits

City related grants and contracts are administered by the City Department Heads.

BUSINESS CONDUCT

Policies

The City of Rochester complies with the following policies.

1. Policy and Procedure Memo No. 1.012 - Gifts and Prizes
2. Policy and Procedure Memo No. 2.009 - Code of Ethics
3. Policy and Procedure Memo No. 2.010 - Ethics and Compliance Program
4. New Hampshire Government Finance Officers Association - Code of Professional Ethics Policy

Role of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of the City depend to a very large extent on the considerations that follow.

Each employee and/or elected official must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. It is each employee's and elected official's responsibility to apply common sense in business decisions where specific rules do not provide all of the answers.

Each Department Head is responsible for the ethical business behavior of her/his subordinates. Department heads and supervisors must weigh carefully all courses of action suggested in ethical as well as economic terms, and base their final decisions on the guidelines provided by this policy as well as their personal sense of right and wrong.

Conflicts of Interest

No elective or appointive officer or employee of the City shall participate in any decision concerning the business of the City in which he or she has an interest which conflicts with his or her official duties and responsibilities as described and more particularly set forth in Section 72 of the Rochester City Charter.

No elective or appointive officer or employee of the City shall participate in the selection, award or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee or elected official or any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected.

Compliance with Laws, Regulations and Organization Policies

The City of Rochester does not tolerate the willful violation or circumvention of any federal, state, local or foreign law by an employee during the course of that person's employment; nor does the City tolerate the disregard or circumvention of a policy or engagement in unscrupulous dealings. Employees should not attempt to accomplish by indirect means through agents or intermediaries, that which is directly forbidden.

SECURITY

Access to Electronically Stored Accounting Data

All City employees that perform accounting functions within the MUNIS financial management database (MUNIS) are assigned a unique MUNIS user ID. All MUNIS users are required to set a secure password. Access to the accounting information in MUNIS is limited by security permissions that are assigned by the Municipal Information Systems department. Security permissions are set according to the duties performed by the City employee. All new users and changes or deletions of existing users are approved by the Deputy City Manager/Director of Finance.

Multi-Factor Authentication

Five Finance Department employees have "Multi-Factor Authentication" (MFA) access to the City's online banking system software. The City's Deputy Finance Director is the system administrator for security permissions to the online banking. The following Finance Department positions have MFA security access:

1. City Treasurer (Deputy City Manager/Director of Finance)
2. Deputy Finance Director
3. Senior Accountant
4. Accountant assigned to Daily Deposit Verifications
5. Accountant assigned to the Monthly Bank Reconciliations

In addition to MFA security access, most online banking functions require dual approval including Wire and ACH transfers.

Storage of Backup Tapes

There are four (4) sets of backup tapes maintained for MUNIS. Backups occur each weekday and are taken offsite daily. Permanently archived backup tape sets are kept in a fire proof vault.

General Office Security

City Hall - during normal business hours, all visitors have open access to each department office. The Payroll office, the Planning office, the Building Zoning and Licensing office, the City Clerk's office, and the Welfare office all have front counters that limit visitor access. Interior movement of all visitors is monitored by office employees. After hours, all offices are locked but visitors have access to common areas such as the City Council chambers for scheduled nightly meetings and the Opera House during

scheduled events. Cash, blank checks, credit cards and other small valuables are kept in a locked desk, cabinet, or safe within each office.

Revenue Building - during normal business hours, all visitors have open access to the lobby area of the Revenue building. The Tax Collector, Utility Billing, and Assessing work spaces all have front counters that limit visitor access. Interior movement of all visitors is monitored by office employees. After hours, the Revenue building is locked and there is no visitor access. Cash, checks and other small valuables are kept in a bank vault within the Revenue building.

Video Surveillance

Current video surveillance and recording for the Revenue Building and City Hall include:

1. Viewing the Tax Collector counter area from behind the clerks (Revenue Building)
2. Viewing from the inside, the entrance from Wakefield Street (Revenue Building)
3. Viewing from the inside, the entrance from the City Hall side of the building (Revenue Building)
4. Viewing the City Clerk counter / public area (City Hall)

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is used to accumulate all of the financial transactions of the City and is supported by subsidiary ledgers that provide details for certain accounts in the general ledger. The general ledger is the foundation for the accumulation of data and reports.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system, and therefore the basis for the City's accounting system. The chart of accounts used by the City of Rochester is modeled primarily after the Department of Education because the School department is a dependent school district of the City.

General ledger accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense and gain and loss account. Account numbers include up to ten segments and up to thirty-one characters. In addition, each account number has an "Organization Code" (Org code) associated with it which is a feature in MUNIS to enhance data entry. Transactions are typically recorded using an Org code and Object segment which requires employees to have an understanding of 14 characters rather than the full account number thereby reducing the number of data entry errors. Project codes are used to record transactions for a specific project.

GL Segments

1. Fund (4 characters)
2. Level of Government (1 character)
3. Function (4 characters)
4. Level or Department (3 characters)
5. Program or Activity (3 characters)
6. Location (2 characters)

7. Grade (2 characters)
8. Revenue (1 character)
9. Object (6 characters)
10. Project (5 characters)

Additional Chart of Account Identifiers

1. Organization Code (up to 8 characters)
2. Character Code (2 characters)

Character codes are utilized to categorize expenditures and revenues and further enhance budget and financial reporting.

Distribution of Chart of Accounts

All employees involved with account coding responsibilities or budgetary responsibilities have a higher level of security permissions set in MUNIS to allow these activities. These permissions are limited to finance office employees who are under the direction of the Deputy Finance Director.

Control of Chart of Accounts

Additions, changes and deletions to the chart of accounts are the responsibility of the Deputy Finance Director (City) and the Business Administrator (School). The MUNIS database has an audit trail which tracks chart of accounts additions, changes and deletions.

Fiscal Year of Organization

The City of Rochester operates on a fiscal year that begins on July 1st and ends on June 30th.

Journal Entries

All general ledger entries that do not originate from a subsidiary ledger shall be supported by documentation for the transactions.

1. City payroll ledgers are maintained by the Payroll Clerk and are stored electronically in the MUNIS database. Payroll distribution journals require two signatures and are filed in the City payroll office.
2. Tax bills are produced and mailed to the taxpayer by the City Finance department. All billing information is retained electronically in a subsidiary ledger in the MUNIS database. The commitment books are kept by the Tax Collector and Assessor in the Revenue Building. All tax bill adjustments are processed by the Finance department and are reviewed by the Deputy Finance Director. Tax bill abatements are reviewed and approved by the Board of Assessors and then entered into MUNIS by the Chief Assessor. Copies of all abatements are sent to the Finance department and each transaction is captured in a subsidiary ledger as well as a general journal is recorded to the overlay expenditure account.

3. Water and Sewer bills are produced and mailed to the customer by the Utility Billing (UB) department employees. All billing information is retained electronically in a subsidiary ledger in the MUNIS database. The utility bill ledgers are kept by the UB department in the Revenue building. All bill adjustments require a minimum of two signatures. The bill adjustments are completed and signed by the UB clerk and reviewed and signed by the Director of Public Works or his/her designee. Further, all bill adjustments that exceed \$500 require a third review and signature by the Director of Finance.
4. Accounts Payable posting journals are kept in the City business office. All paid (original) invoices are kept in the City business office. All warrants require two signatures. All warrants are first reviewed and signed by the Deputy City Manager/Director of Finance then reviewed and signed by the City Manager or their designees.
5. All adjusting journal entries with detailed supporting documents are created by the City Finance department and require a minimum of two signatures. City journal entries are filed in the Finance offices.

ACCOUNTS PAYABLE

Overview

Invoices that are to be entered into MUNIS are received by the City Finance department.

The Finance department accounts payable clerk opens all incoming invoices. The accounts payable clerk determines the department that made the purchase, date stamps the invoice, and then forwards it to the responsible department. Invoices are then reviewed, matched with an authorized purchase order, and entered into a MUNIS accounts payable batch by the department or by the designated buyer. All payment batches are approved (signed) by the Department Head.

Invoices must be accompanied by a purchase order which was completed and approved prior to the purchase according to the following hierarchy:

Purchase Orders:	= \$1,000 or less	Department Head or his/her designee
	> \$1,000 and < \$10,000	Finance Director & City Manager
	> \$10,000	Competitive Sealed Bid

There are some exceptions to the above purchase order requirements for recurring invoices including items such as electricity and telephone and for emergency purchases. For additional details on the exceptions please refer to the Purchasing Policy document 3.004.

All transactions related to equipment or capital purchases within the operating budgets are coded to General Ledger Chart of Accounts object range 570000 - 579999 in accordance with the City's Capitalization Policy to distinguish Operating Expenses from Capital Expenses.

All transactions related to equipment or capital purchases within the capital budgets are coded to a General Ledger Chart of Accounts project which is assigned to the specific capital improvement in accordance with the City's Capitalization Policy.

Invoices are forwarded to the Department Head's designee from the City Finance office. This designee enters the invoice(s) into a payment batch. The designee is required to proof and sign the payment batch. The payment batch is then forwarded to the Department Head for review and approval.

The Department Head shall review and approve all payment batches. They are then forwarded with all supporting documentation to the Finance office accounts payable clerk.

The Finance Department accounts payable clerk receives all department payment batches, compiles, reviews and processes the warrant and then produces the checks. The warrant report is then forwarded to the Deputy City Manager/Director of Finance and the City Manager for review and approval.

CASH DISBURSEMENTS/CHECK WRITING

Check Preparation

Vendor checks are printed weekly. The City's check run is usually done every Wednesday. All approved, processed invoices are paid at each check run. The Finance department accounts payable clerk prepares the checks.

All vendor checks are issued in accordance with the following guidelines:

1. Generally, all vendors shall be paid within 30 days (or other terms as agreed to by contract) of submitting a proper invoice upon delivery of the requested goods or services.
2. Total cash requirements associated with each check run is monitored by the City's Deputy Finance Director. The available cash balance in the operating account is monitored daily and prior to the release of any checks.
3. All supporting documentation is attached to the corresponding check prior to forwarding to the City Treasurer (Deputy City Manager/Director of Finance) and City Manager.
4. Check numbers are numerically sequenced by MUNIS.
5. Checks are never signed prior to being prepared.
6. Checks are signed electronically using a USB drive which is stored in the Finance office safe.

Check Signing

All vendor checks require two signatures. Those approved to sign checks are the City Treasurer (Deputy City Manager/Director of Finance) and the City Manager.

Check signers should review all original supporting documentation to ensure that each item has been properly checked. If supporting documentation appears to be missing or there are any questions about a disbursement the check should be pulled from the warrant. If said check is not supported by proper documentation it should be voided and filed in the void check file in the Finance Office. If the check has supporting documentation, then it should be returned to the weekly warrant in order to be mailed.

Positive Pay File Transmission

1. A positive pay file is created by the accounts payable clerk who notifies the accountant in the Finance office of the filename.
2. The Finance office accountant retrieves and transmits the positive pay file to the bank.

3. The Finance office accountant sends a confirmation of the file transmission and total amount to the accounts payable clerk.
4. The accounts payable clerk shall not release any checks until the transmission of the positive pay file has been confirmed.

Mailing of Checks

Once the weekly warrants are signed by the City Treasurer (Deputy City Manager/Director of Finance) and the City Manager, the checks are returned to the Finance office accounts payable clerk for mailing. Vendor checks for City and School Departments are delivered via interoffice mail. Vendor checks are deposited in a United States Postal Service drop box in front of City Hall.

CASH RECEIPTS

Overview

All payments to the City of Rochester shall be processed by the departments accepting the payment. Most payments are entered into the MUNIS cash receipting module. Some payments that are received via Electronic Funds Transfer (Wire or ACH) are recorded in MUNIS with a journal entry.

Most payments are deposited to the General Fund cash account as a separate deposit. Some exceptions to this are reimbursements that the City receives from Community Development Block Grants (CDBG) and Bridging the GAPS (BTG) programs and performance deposits. The City has separate bank accounts for CDBG, BTG, and performance deposits.

All City departments are responsible for entering receipts into a MUNIS cash receipt batch. A payment proof batch report is created, reviewed and signed by two department employees. The receipts and reports are then delivered to the Tax Collector. The Tax Collector counts all cash and checks, reviews the batch proof reports, compiles all batches, and deposits all City receipts on a daily basis. The Tax Collector places all deposits into a bank deposit bag kept in the tax office vault. At the end of the day all cash drawers and any unprocessed payments are locked in the vault overnight.

All payments received up to the close of business on the last day of the month are entered into MUNIS before penalties are posted. All payments retrieved by staff on the first business day of the month from the Revenue Building drop box are posted to the last day of the previous month. Any unprocessed payments that are returned from the lockbox company are posted in MUNIS according to the date that they were received at the lockbox facility.

The Tax Collector forwards all original deposit slips and copies of the MUNIS batch proof summary pages to the City Finance office. The Finance department compares the deposits to the daily banking report to ensure what has been posted in MUNIS corresponds to a deposit in the City's bank account.

Cash Controls

1. City deposits are taken to the bank by the Tax Collector accompanied by a sworn police officer.
2. All checks received are endorsed by the individual department.
3. City Finance office accounts payable clerk sorts and distributes all mail from banks addressed to the City of Rochester.

4. The Deputy Finance Director receives all bank statements and forwards the general fund and payroll statements to the City accountant who is assigned the monthly reconciliations.
5. The City accountant reviews and reconciles the general fund and payroll account bank statements and advises the City Treasurer (Deputy City Manager/Director of Finance) on a monthly basis.
6. The City Treasurer reviews and signs the monthly bank reconciliations.

ANNUAL BUDGET

Preparation and Adoption

It is the policy of the City of Rochester to prepare fiscal year operational and capital budgets.

City departments gather information from all staff with budgetary responsibilities and prepare the department requested draft of the budget for review by the City Manager starting in mid December. The City Finance office and City Manager review all City department budgets.

The School department gathers information from all staff with budgetary responsibilities and prepares the department requested draft of the budget for review by the School Board starting in mid December. The School Finance office and the Superintendent review the School's budgets with the School Board. The School Board then forwards this request to the City Manager.

The City Manager presents the proposed operational and capital improvements budgets for the City and School departments to the City Council in mid April.

The City Council must approve the budget no later than June 30th.

Once approved the City and School Finance offices post the respective budgets into the MUNIS database. Financial reports comparing actual year-to-date revenue and expense amounts with budgeted year-to-date amounts are produced by the City Finance department for review by the City Council at the monthly meetings.

FINANCIAL STATEMENTS

Regular internal financial statements are generated by the Finance department. These include:

1. Weekly Cash Balance Report
2. Weekly Cash Projection Report
3. Statement of Revenue and Expenditures - Operating Budgets
4. Statement of Revenue and Expenditures - Capital Improvement Projects

The Statement of Revenue and Expenditure reports are reviewed with the City Council's Finance Committee monthly.

Bank reconciliations shall be performed within 3 weeks from receiving the statement. Documentation of adjusting entries is available for review.

Annual Report of City Receipts and Expenditures- City General Ordinance 11.13

The City Manager shall annually, before the last day of January, present the independent auditors' report, in accordance with section 11.15 of this ordinance, of the preceding year.

Audit of City Accounts - City General Ordinance 11.15

An independent audit of all accounts of the City shall be made annually by certified public accountants selected by the City Council and experienced in municipal accounting in accordance with the provisions of Section 46 of the Rochester City Charter.

Audit Presentation

A formal presentation of the City's annual financial statements shall be provided by the Independent Auditor to the City Council at the regular meeting or workshop in February.

COST ALLOCATION

Projects that will receive funds from outside of the operation of the City of Rochester will be set up under a project code. Each project code is a five character (alpha numeric) account segment which is assigned by the City Finance department. This project code is incorporated into the general ledger account number(s) that is(are) used to record revenue and expenditures associated with the project.

Direct Costs: Costs identified specifically with a particular project are charged to the corresponding project account number. All related invoices are approved by the appropriate parties and charged to the project account number. Projects typically have multiple funding sources and involve allocating multiple invoices between federal reimbursable expenditures and non-federal expenditures. A separate detailed documentation process is maintained whereby a project closeout journal entry is done to move the federal expenditures to a new line item that is associated with the project. The City recognizes the need to create reporting segregating the federal expense and revenue along with backup for these items.

Labor Costs: Hourly, non-office employees complete a time ticket each pay period allocating their time to projects worked. Labor charges to specific projects are charged to the corresponding project account number. Labor charges are keyed through the MUNIS time and attendance module. Pay type codes are created in the MUNIS payroll module which are linked to the appropriate project account number(s).

CHARGING OF COSTS TO FEDERAL AWARDS

Overview

It is the policy of the City of Rochester that only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly. All unallowable costs shall be appropriately documented and segregated, as noted above, from allowable costs by a journal entry based upon detailed documentation in the general ledger in order to assure that unallowable costs are not charged to federal awards.

Segregating Unallowable from Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Department heads shall be familiar with the allowability of costs provisions of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments as codified in 2 CFR Section 225", particularly:
 - a. The list of specifically unallowable costs found in Attachment B (Selected Items of Cost), such as alcoholic beverages, bad debts, contributions, fines and penalties, lobbying, etc.
 - b. Those costs requiring advance approval from federal agencies in order to be allowable in accordance with Attachment B, such as foreign travel, equipment purchases, etc.
3. No costs shall be charged directly to any federal award until the cost has been determined to be allowable under the terms of the award and/or OMB Circular A-87.
4. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds and similar items shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a federal award or to activity associated with a federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e. if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

Criteria for Allowability

It is the policy of the City of Rochester that all costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the organization or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:

- a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Organization, but, where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMB Circular A-87 or the Federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.
7. Costs may not be included as a cost of any other federally finance program in the current or prior periods.
8. The cost must be adequately documented.

Cost Sharing and Matching (2 CFR Section 200.306)

It is the policy of the City of Rochester to value contributed services and property that are to be used to meet a cost sharing or matching requirement at their fair market values at the time of the contribution, unless award documents or federal agency regulations identify specific values to be used.

Claim contributions as meeting a cost sharing or matching requirement of a federal award only if all of the following criteria are met:

1. They are verifiable from records.
2. They are not included as contributions for any other federally assisted project or program.
3. They are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. They are allowable under OMB Circular A-87.
5. They are not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching.
6. They are provided for in the approved budget when required by the federal-awarding agency.
7. They conform to all provisions of OMB Circular A-102 Grants and Cooperative Agreements with State and Local Governments as codified in 2 CFR Part 200 and 1500.

8. In the case of donated space, the space is subject to an independent appraisal or market survey to establish its value.

Contributed services used for cost sharing or matching purposes shall be valued at rates consistent with those rates paid for similar work in the Organizations (match up experience and skill level), including an estimate of reasonable fringe benefits. In cases in which the required skills are not found in the Organizations, rates used shall be consistent with those paid for similar work in the labor market in which it competes.

It is the policy of the City of Rochester to require volunteers to document and account for their contributed time.

SUBRECIPIENT MONITORING

In the event that the City awards subgrants to other entities, it is responsible for monitoring those grant subrecipients to ensure compliance with federal, state, and local laws. Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a program. Each City department that awards a subgrant shall have its own monitoring policy. This policy must ensure that any monitoring findings are corrected.

PAYROLL

Payroll Administration

Pay periods are bi-weekly, beginning Sunday and ending on Saturday. The City payroll is processed on the following Monday. Time cards and time sheets are filed in the payroll office by the payroll clerk.

Changes in Payroll Data

Any changes to an employee's payroll data must be authorized in writing on a payroll status change form or other appropriate form to include:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status

New hires, terminations, and changes in salaries or pay rates must be authorized by the City Manager for all City employees. Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee. Direct deposits or any changes to employee direct deposits shall be authorized in writing by the individual employee.

Documentation of all changes in payroll data authorized and initiated by the employee is maintained by the payroll clerk with the payroll records. Documentation of all changes in payroll data authorized and initiated by the City Manager is filed in the personnel file in the City Human Resources Office.

Payroll Taxes

The Human Resource Manager prepares all payroll tax forms for review by the City Treasurer. The City Treasurer and Human Resource Manager are responsible for ensuring all required tax forms are properly completed and submitted and that all required taxes are withheld and paid.

Any employee who wishes to change their tax withholding must complete and sign a W-4. Withholding of federal income tax and state income tax is based on the most current form submitted. Withholdings remain the same until the employee submits a new form.

Preparation of Time Cards and Time Sheets

All hourly employees either complete a time card or punch a time clock at beginning and end of each day and at unpaid meal breaks, except where noted below. At the end of the pay period, time cards must be signed by the employee prior to submission and reviewed and signed by the supervisor.

Payroll in MUNIS is by exception, meaning that all full time and most part time employees are setup in MUNIS and coded to the appropriate General Ledger account number(s). Some employees are allocated to more than one department and allocation codes are used to charge the appropriate General Ledger account numbers. Only exceptions (i.e. part time hours, overtime hours, compensated absences, etc.) are keyed into MUNIS through time and attendance.

Time Keeping Requirements for Federal Awards

All employees that work on federal projects are responsible for tracking and recording that time separately from their other responsibilities. All hours that are eligible for reimbursement from federal grants shall be keyed in MUNIS using a pay type code that is linked to the project number(s) assigned to the grant.

Department Head Responsibilities

Each department is responsible for keying in all exceptions through the MUNIS time and attendance module. Each department shall review the accuracy of the time and attendance batch. After the batch has been reviewed it shall be forwarded to the department head who is responsible for authentication and approval. The department head then forwards the approved department batch including the time cards and other supporting documents to the City payroll office clerk who then reviews and compiles all department batches in MUNIS.

Absentee reports must be completed by each employee and approved by the supervisor for time off (i.e. vacation, personal time, etc.). Approved absentee reports must accompany the time cards along with any other required documentation.

Completed time cards and any other required documentation must be submitted with the approved time and attendance batch report to the City payroll office no later than 10:00 AM on the Monday after the end of the pay period.

Any unpaid meal breaks taken in the field (not punched on the time clock) must be handwritten on the time cards and approved by the supervisor.

The supervisor is not authorized to sign time tickets for employees who forget to punch in and/or out by the time clock. Any missed punches require the approval of the department head. Employees who fail to punch in or out by the time clock and have not received written approval from the department head will be considered late to work or absent and subject to the Department's attendance policy, including disciplinary action, if appropriate.

Incomplete submissions to the payroll clerk will result in the return of the time cards to the supervisor for completion before payroll can be processed.

Review of Payroll

Upon production of checks and direct deposit notices the payroll clerk submits a payroll distribution report to the City Treasurer or his/her designee for review and signature.

Check Signing

All payroll checks require the signature of the City Treasurer (Deputy City Manager/Director of Finance).

Distribution of Payroll

The City payroll clerk prepares the direct deposit and vendor ACH files for transmission to the bank. The payroll clerk notifies the City Finance Office accountant of the filenames and the total amount to be transmitted. The City Finance Office accountant creates the direct deposit and vendor ACH batches through the City's online banking software and then notifies the Deputy Finance Director when the ACH's are available for release. The Deputy Finance Director reviews and releases the ACH's to the bank. The Deputy Finance Director sends a confirmation of the transmitted ACH amounts back to the payroll clerk.

City payroll checks are disbursed to the departments for distribution to the employees. Any undistributed checks are kept locked in the payroll office at night.

FIXED ASSETS

Capitalization

As part of the budget process, projects with a total cost in excess of \$10,000 will be identified and capitalized over the estimated life of the assets. Any individual purchases of equipment in excess of \$10,000 will also be capitalized over the estimated life of the asset.

Capital projects will be budgeted and expenditures and revenue tracked with a project number. Any capital asset that is charged to an operating budget shall be tracked within the 570000-579999 object range and depending on the size and complexity of the project it may also be assigned a project number.

Costs that can be capitalized include any materials and labor associated with the installation and set up of a new or refurbished department asset. Routine maintenance and repair are not capitalized.

Administration

All capital items are added to the MUNIS fixed assets module, the software used to monitor fixed assets and calculate annual depreciation. All completed projects are added to the MUNIS fixed assets module at year end. All depreciation entries for the past fiscal year are entered into the General Ledger as part of the fiscal year end close.

PURCHASING

All City Departments shall adhere to the policies and procedures more particularly set forth in the Purchasing Policy document 3.004 in completion of their designated responsibilities. In addition, the City's Department Heads shall also follow the below requirements.

Purchasing Requirements for Federal Awards:

Department Head Responsibilities

1. Review to avoid unnecessary purchases and to limit purchases to only necessary quantities.
2. Review of lease vs. purchase alternatives, when appropriate.
3. Perform and document cost or price analysis for all procurements.
4. Conduct solicitations having a clear scope of work, requirements and features prospective bidders must meet, a preference for conserving natural resources and the environment, and positive efforts to use small, disadvantaged and minority owned firms when possible.
5. Ensure that goods and services are received, approved, and acceptable before payments are made.
6. Ensure that no contract or sub-award will be entered into with parties that are debarred, suspended, or excluded from federal assistance programs.
7. Ensure provisions are included in the contract or agreement for termination and federal access to contract records.
8. Document and retain all contract files for a minimum of 3 years from the date of substantial completion or that period of time required by the federal award, whichever is longer.

Disadvantage Business Enterprise (40 CFR Part 33 and 2 CFR Section 200.321)

The City of Rochester will make a good faith effort to solicit and use Small Businesses, Minority Owned Firms, Women's Business Enterprises, and Labor Surplus Areas when procuring construction, equipment, services and supplies.

FEDERAL GRANTS

The City of Rochester follows all of the rules and regulations as stipulated by the Federal Grant.

Financial Reporting

The department head shall prepare and submit Financial Status Reports (SF-425) for the project in accordance with the stipulations of the grant agreement. This information must be collected with the frequency required by the terms and conditions of the federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances.

System for Award Management (SAM) Updates

The department head shall register and update information annually in the System for Award Management. An up-to-date SAM registration is required in order for the City of Rochester to receive payments for federal awards.

DUNS

The City of Rochester has multiple DUNS numbers. The DUNS number for General Government is 09-944-6879.

Reimbursement Requests

Disbursement requests (drawdowns) of federal cash are limited to the needs of the federal grant. Furthermore, the City of Rochester's drawdowns are requested by wire or ach transfer only after the allowable and allocable expenditure(s) has (have) occurred and has (have) been verified.

1. The department head shall create the reimbursement request(s) and gather all necessary supporting documentation as required by the grant agreement.
2. The reimbursement request shall be forwarded to the Finance department which verifies that the amount(s) being requested are traceable back to the project account(s) for the grant.
3. After verification the reimbursement request shall be forwarded to the City Treasurer for approval and signature.

STATE GRANTS

The City of Rochester follows all of the rules and regulations as stipulated by the state grant. Periodic reports are submitted to the State authorities. These reports are submitted on forms provided by the authorities.

Disbursement requests (drawdowns) of State cash are limited to the needs of the State Grant. Furthermore, the City of Rochester's drawdowns are requested by wire or ach transfer only after the allowable and allocable expenditure(s) has (have) occurred and have been verified.

OTHER ACCOUNTING PROCEDURES

PACKING SLIPS

The department that has ordered materials and/or equipment shall retain a copy of the purchase order if appropriate and the packing slips, once the items are received. Packing slips are checked and held until the department receives the stamped invoice from the Finance Office accounts payable clerk. The packing slips and purchase orders are matched to the invoice and the department enters its invoices into an accounts payable batch. The department head reviews all invoices and signs the accounts payable batch report. All invoices, packing slips, purchase orders, and the approved batch report are then forwarded to the Finance Office accounts payable clerk for payment. In the case of partial

shipments (invoices), purchase orders are retained by the departments until the final shipment (invoice) is received.

PETTY CASH

The following departments have petty cash drawers:

1. Department of Public Works
2. Finance Office
3. Library
4. Fire
5. Police
6. Assessing
7. RAYS
8. BZLS
9. Tax Collector

When the amount in the petty cash drawer is getting depleted and/or on a quarterly basis, each department shall prepare a sheet reconciling the receipts in the drawer with the amount needed to bring the amount in the petty cash drawer up to the authorized amount. The reconciliation sheet is treated as an invoice and a check is cut at the next check signing. The petty cash drawer shall be stored in a locked desk, file cabinet or vault at the individual department locations.

TRAVEL REIMBURSEMENT

All City Departments shall adhere to the policies and procedures more particularly set forth in the Travel and Employee Expense Reimbursement Policy and Procedure document 3.002 in completion of their designated responsibilities.

RECORDS RETENTION

In accordance with New Hampshire RSA 33-A the City of Rochester Records Retention Committee meets twice annually. The City of Rochester is obligated to follow the dictates of the "disposition and retention schedule" as more particularly set forth in RSA 33-A:3-a.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: 141 Salmon Falls Road City Owned Land Sale

Date Submitted: August 4, 2016

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement:

The City recently took a tax deed on the parcel of land located at 141 Salmon Falls Road. Per the City Owned Land Sale Policy, the City Manager has determined that there is no viable use of this land for the City and therefore recommends sale of the property seeks direction from the Council - approval of sale and manner of sale.

The City's Land Sale Policy can be found here: [City Owned Land Sale Policy](#).

Information from the Chief Assessor regarding 141 Salmon Falls Road can be found here: [141 Salmon Falls Rd Info](#).

Recommended Action: Review & recommendation to full City Council.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Annex Project Staff Parking at Former Ben Franklin Site

Date Submitted: September 1, 2016

Name of Person Submitting Item: City Attorney O'Rourke

E-mail Address: terence.orourke@rochesternh.net

Meeting Date Requested: September 13, 2016

Issue Summary Statement:

The Annex renovation project has temporarily reduced the parking spaces available at the City Hall parking lot. This effects residents arriving at City Hall to conduct business with City Departments, Opera House events as well as general City staff parking. In an effort to secure additional temporary parking, Economic Development Manager Pollard and City Attorney O'Rourke have been discussing the use of the former Ben Franklin site's parking lot with the property owner. City Attorney O'Rourke created a proposed agreement (copy attached). The site's owner countered with an agreement of his own (copy attached). The City Manager directed the City Attorney to send this issue to the Finance Committee for review & comment.

Recommended Action: None.

LANDOWNER

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (the "Agreement") is made effective on August __, 2016 by and between the City of Rochester, New Hampshire, a municipal corporation, (hereafter the "City") of 31 Wakefield Street, Rochester, New Hampshire 03867 and the Rochshire Trust, (hereafter the "Trust") of 1660 Soldiers Field Road, Boston, Massachusetts 02135-1108. Rochester and the Trust are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS, the City will be rehabilitating the City Hall Annex Building located next to City Hall/Opera House;

WHEREAS, City Hall will have reduced employee and Opera House parking during the course of the rehabilitation;

WHEREAS, the Trust maintains a large parking lot at 60 Wakefield Street, Rochester, NH (hereafter "the Parking Lot"), within walking distance of City Hall/Opera House; and

WHEREAS, the Parties are desirous of formalizing an arrangement pertaining to the City's and the Opera House's use of the Parking Lot, and have agreed as follows:

1. **Agreement.** The Trust agrees to open the Parking Lot to City and Opera House parking for a period of approximately ten (10) months, from August 24, 2016 to June 30, 2017. During this period, the City shall be responsible for all costs and expenses associated with the use and maintenance of the Parking Lot, including, but not limited to, those costs and expenses related to the snowplowing, snow removal and sanding of the Parking Lot and the electricity for the operation of the Parking Lot's lights. The Trust shall contract and pay for such costs and expenses directly to the service providers of the same and the City shall then reimburse the Trust for such costs and expenses within thirty (30) days of the City's receipt of a detailed invoice for the same. In the event of any damage or loss involving the City's use of the Parking Lot, the City agrees to make the Trust whole. This includes, but is not limited to, repair or replacement of damage to the Parking Lot and/or reimbursement of the Trust's insurance deductible. The City also agrees to add the Parking Lot and the Trust as additional insured.
2. **Early Termination.** Notwithstanding anything else to the contrary herein, in the event the Trust secures a tenant to lease the building owned by the Trust and located adjacent to the Parking Lot and such lease is scheduled to commence prior to the expiration of the term of this Agreement as set forth and described in Section 1 above, then, in the case of the foregoing, the Trust shall have the right to terminate this Agreement early upon providing the City with thirty (30) days' advance written notice of the same. Upon the City's receipt of such advance written notice of early termination, the City shall be obligated to fully vacate the Parking Lot prior to the expiration of the thirty (30) day

period and the City's failure to do so shall be deemed to be a default under this Agreement. The City shall have no further rights to use and access the Parking Lot after the expiration of the term of this Agreement or the early termination of the same pursuant to this Section 2.

3. **Indemnification.** The City shall fully defend, indemnify, and hold harmless the Trust from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or other misconduct related to the City's use of the Parking Lot pursuant to this Agreement. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to the Trust for all legal fees, expenses, and costs incurred by it.
4. **Authority to Enter Agreement.** Each Party warrants that the individuals who have signed this Agreement have the actual legal authority and right to make this Agreement and bind each respective Party.
5. **Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by the Parties.
6. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppels, or otherwise.
7. **Attorneys' Fees and Costs.** If any legal action or other proceeding is brought in connection with this Agreement, the successful or prevailing Party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which the Party is entitled.
8. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties related to the matters specified herein, and supersedes all prior oral or written statements or agreements between the Parties related to such matter.
9. **Enforceability, Severability, and Reformation.** If any provision of this Agreement shall be held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. The intent of the Parties is to provide as broad an indemnification as possible under the laws of the State of New Hampshire. In the event that any aspect of this Agreement is deemed unenforceable, the Court is empowered to modify this Agreement to give the broadest possible interpretation permitted by the laws of the State of New Hampshire.
10. **Applicable law.** This Agreement shall be governed exclusively by the laws of the State of New Hampshire, without regard to conflict of law considerations.

11. **Exclusive Venue and Jurisdiction.** Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the state courts of Strafford County, New Hampshire. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.
12. **Signatures.** This Agreement shall be signed on behalf of the Trust by Phillip Haughey, Jr., Trustee and on behalf of the City of Rochester, New Hampshire by Daniel W. Fitzpatrick, City Manager effective as of the date written above.

ROCHSHIRE TRUST

Acknowledged by: _____
Phillip Haughey, Jr., Trustee

Date: _____, 2016

CITY OF ROCHESTER, NEW HAMPSHIRE

Acknowledged by: _____
Daniel W. Fitzpatrick

Date: _____, 2016

CITY

MEMORANDUM OF UNDERSTANDING

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WHEREAS, the Parties are desirous of formalizing arrangement pertaining to City's and the Opera House's use of the Parking Lot, and have agreed as follows:

1. **Agreement.** The Trust agrees to open the Parking Lot to City and Opera House parking for a period of approximately ten (10) months, from August 16, 2016 to June 30, 2017. The Trust agrees that it will not bill or otherwise charge the City for use of the Parking Lot. In the event of any damage or loss involving the City's use of the Parking Lot, the City agrees to make the Trust whole. This includes, but is not limited to, repair or replacement of damage to the Parking Lot and/or reimbursement of the Trust's insurance deductible. The City also agrees to add the Parking Lot and the Trust as additional insured.
2. **Indemnification.** The City shall fully defend, indemnify, and hold harmless the Trust from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, to the City's negligent use of the Parking Lot. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to the Trust for all legal fees, expenses, and costs incurred by it.

3. **Authority to Enter Agreement.** Each Party warrants that the individuals who have signed this Agreement have the actual legal authority and right to make this Agreement and bind each respective Party.
4. **Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by the Parties.
5. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppels, or otherwise.
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ROCHSHIRE TRUST

Acknowledged by: _____
Phillip Haughey, Jr., Trustee

Date: _____, 2016

CITY OF ROCHESTER, NEW HAMPSHIRE

Acknowledged by: _____
Daniel W. Fitzpatrick

Date: _____, 2016

REPORT from FINANCE:

Finance Committee Meeting Information

Date: September 13, 2016
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Items

1. **Chief Assessor** - The City's Chief Assessor, Rick Vincent, has accepted the position of Chief Assessor for the City of Lebanon, NH ([Lebanon Announcement](#)). Rick's last day will be September 16th. A review of the position description as well as a salary survey has indicated that this position should be updated. It is anticipated that the City Manager will bring the results of these reviews with recommendations forward for Council consideration in October or November.
2. **Property & Liability (P&L) Insurance Expense** - The P&L insurance invoice was paid last month. A review of the monthly expense reports will indicate some over expended insurance accounts in several departmental budgets, especially vehicle insurance. These will exist for the remainder of the fiscal year. The FY18 (next year) budgets for these insurance expenses will be brought in line with the actual amounts being charged in FY17 (current year). The reason for this situation is because of the change Property & Liability Trust (PLT) over to Primex for our coverage. Primex has a different vehicle insurance method than the PLT method. PLT charged one flat amount for each vehicle regardless of its value. Primex has two components to its vehicle insurance, one flat amount per vehicle and a second amount based on the value of the vehicle. Hence, the departments with the larger valued vehicles are now picking up a larger portion of the annual expense. Overall, however, the City's FY2017 budget has adequate appropriations.

3. **Electronic Time & Attendance System (ETAS)** - The Council appropriated in FY2016 an amount of \$50k for the implementation of an electronic time and attendance system to replace the current use of paper time sheets and manual data entry. Now that the Planning & Permitting software project is 98% completed, we have started the process to carry out the ETAS implementation. A committee was formed representing several City departments which worked diligently for several months to develop bid specifications and execute a Request-for-Proposals process. A total of six bids were received ranging from a low of \$17,043 to a high of \$73,844. A smaller working group is now working with the low bidder, TimeClock Plus, to clarify functionality parameters, define set up policies and determine an implementation plan.
4. **Planning & Permitting Software System** - The Planning & Permitting software system web portal for "customers" is now available and can be found here: [Permits On Line](#).
5. **Safran 205C TIF** - Approximately \$500k of the bond proceeds from the Granite State Business Park bridge, road and sewer lift station work was not needed for the project and was re-purposed to the Milton Road EDA infrastructure project. The re-purposed 205 TIF debt was not factored in to NHBFA debt service payments (nor does it have to be). So we are accumulating a bit of excess TIF reserve from this. In addition, the Safran lease payments were based upon a 3% annual "tax rate" escalator, however taxes have not increased accordingly. So we are accumulating a bit of excess reserve from this as well. These factors will build TIF fund balance which could be used to pay off the NHBFA debt early (higher interest rate). The Council could also use these reserves for other capital improvements, operating costs, or vote to transfer to the general fund. The City's bonds related to this project are not callable until after ten years.

6. **Granite Ridge TIF Phase I Bonding** - Here is a breakdown of the project expenditures to date:

- Total Project Appropriation: \$5,000,000 (TIF Bond Appropriation)
- Expended to date = \$2,965,011.67
- Remaining Work in Progress = \$1,013,776 .29

Please note that there could be some final adjustments up or down, based on final pavement and completion of work.

- Estimated Total = \$3,978,787.96 (Expended + Remaining Work)
- Remaining Unassigned approximately = \$1,021,212.04 (possible de-authorization).

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary

For the full detail report, click here: [Monthly Financial Report](#)

General Fund Revenues

<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
11031 CITY CLERK REVENUE	\$ 105,320	\$ 20,705	\$ 84,615	19.7
11051 ASSESSORS REVENUES	\$ -	\$ 103	\$ (103)	100.0
11061 BUSINESS OFFICE REVENUE	\$ 55,000	\$ 10,003	\$ 44,997	18.2
11062 BUSINESS OFFICE REVENUE	\$ 1,000	\$ -	\$ 1,000	0.0
11071 TAX COLLECTOR REVENUE	\$ 29,019,981	\$ 934,808	\$ 28,085,173	3.2
11081 GENERAL OVERHEAD REVENUE	\$ 2,752,193	\$ 199,700	\$ 2,552,493	7.3
11082 GENERAL OVERHEAD REVENUE	\$ 1,441,166	\$ -	\$ 1,441,166	0.0
11091 PUBLIC BLDGS REVENUE	\$ -	\$ 230	\$ (230)	100.0
11101 PLANNING	\$ 15,250	\$ 16,771	\$ (1,521)	110.0
11201 REV LEGAL OFFICE	\$ 50,000	\$ 8,333	\$ 41,667	16.7
12011 POLICE CITY REVENUE	\$ 318,495	\$ 30,874	\$ 287,622	9.7
12021 FIRE CITY REVENUE	\$ 17,325	\$ 1,833	\$ 15,492	10.6
12022 FIRE STATE REVENUE	\$ 13,500	\$ -	\$ 13,500	0.0
12031 DISPATCH CENTER	\$ 62,044	\$ 58,785	\$ 3,259	94.7
12041 CODE ENFORCEMENT REVENUE	\$ 362,975	\$ 147,003	\$ 215,972	40.5
13011 PUBLIC WORKS REVENUE	\$ 35,200	\$ 6,942	\$ 28,258	19.7
13012 STATE HIGHWAY SUBSIDY	\$ 530,930	\$ 189,846	\$ 341,084	35.8
14011 WELFARE REVENUE	\$ 7,500	\$ -	\$ 7,500	0.0
14021 RECREATION REVENUE	\$ 130,000	\$ 78,541	\$ 51,459	60.4
14031 LIBRARY REVENUE	\$ 12,915	\$ 2,867	\$ 10,048	22.2
1000 GENERAL FUND	\$ 34,930,794	\$ 1,707,345	\$ 33,223,449	4.9

Enterprise Fund Revenues

<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
5001 WATER ENTERPRISE FUND	\$ 5,795,841	\$ 813,784	\$ 4,982,057	14.0
5002 SEWER ENTERPRISE FUND	\$ 6,877,157	\$ 918,591	\$ 5,958,566	13.4
5003 ARENA ENTERPRISE FUND	\$ 581,453	\$ 49,914	\$ 531,539	8.6

Note: Water and Sewer Fund Revenues Collected appear to fall short each fiscal year until final quarterly billings are posted in September.

General Fund Expenditures

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 399,650	\$ 54,366	\$ 6,306	\$ 338,978	15.20
11012351 ECONOMIC DEVELOPMENT	\$ 472,945	\$ 130,265	\$ 68,830	\$ 273,849	42.10
11020050 MUNICIPAL INFORMATION	\$ 412,982	\$ 65,181	\$ 33,340	\$ 314,461	23.90
11030051 CITY CLERK	\$ 289,921	\$ 36,332	\$ 31,960	\$ 221,629	23.60
11040050 ELECTIONS	\$ 46,251	\$ 1,080	\$ 9,040	\$ 36,131	21.90
11050070 ASSESSORS	\$ 408,335	\$ 73,602	\$ 6,626	\$ 328,107	19.60
11060051 BUSINESS OFFICE	\$ 509,376	\$ 103,919	\$ 2,530	\$ 402,926	20.90
11063151 HUMAN RESOURCES	\$ 139,811	\$ 20,920	\$ 5,785	\$ 113,106	19.10
11070070 TAX COLLECTOR	\$ 340,128	\$ 55,024	\$ 10,224	\$ 274,880	19.20
11080050 GENERAL OVERHEAD	\$ 908,668	\$ 64,003	\$ 182,320	\$ 662,346	27.10
11090050 PB CITY WIDE 50	\$ 583,134	\$ 115,417	\$ 4,802	\$ 462,914	20.60
11090051 PB CITY HALL 51	\$ 63,239	\$ 4,841	\$ 2,581	\$ 55,817	11.70
11090052 PB OPERA HOUSE 52	\$ 40,378	\$ 6,858	\$ -	\$ 33,520	17.00
11090053 PB OLD POLICE STATION	\$ 9,925	\$ -	\$ -	\$ 9,925	0.00
11090054 PB CENTRAL FIRE 54	\$ 16,411	\$ 1,587	\$ 1,471	\$ 13,353	18.60
11090055 PB GONIC FIRE 55	\$ 14,739	\$ 5,908	\$ 2,026	\$ 6,805	53.80
11090056 PB LIBRARY 56	\$ 38,002	\$ 3,663	\$ 3,519	\$ 30,820	18.90
11090057 PB DPW GARAGE 57	\$ 14,138	\$ 2,591	\$ 1,029	\$ 10,517	25.60
11090059 PB ER FIRE STATION 59	\$ 750	\$ 25	\$ -	\$ 725	3.30
11090061 PB HISTORICAL MUSEUM	\$ 1,600	\$ 146	\$ 1,210	\$ 244	84.70
11090063 PB HANSON POOL 63	\$ 5,005	\$ 179	\$ 1,679	\$ 3,147	37.10
11090064 PB GONIC POOL 64	\$ 2,880	\$ 40	\$ 863	\$ 1,977	31.40
11090065 PB EAST ROCHESTER POO	\$ 2,650	\$ 221	\$ 863	\$ 1,567	40.90
11090068 PB GROUNDS 68	\$ 9,960	\$ 678	\$ 320	\$ 8,962	10.00
11090069 PB DOWNTOWN 69	\$ 15,500	\$ 1,690	\$ 3,000	\$ 10,810	30.30
11090070 PB REVENUE BUILDING 7	\$ 28,687	\$ 2,781	\$ 151	\$ 25,755	10.20
11090071 PB PLAYGROUNDS 71	\$ 1,590	\$ -	\$ -	\$ 1,590	0.00
11090075 PB NEW POLICE STATION	\$ 35,796	\$ 3,432	\$ 3,281	\$ 29,083	18.80
11102051 PLANNING	\$ 357,871	\$ 58,002	\$ 7,519	\$ 292,350	18.30
11200051 LEGAL OFFICE	\$ 541,865	\$ 64,947	\$ 4,163	\$ 472,755	12.80
12010053 PD ADMINISTRATIVE SER	\$ 1,891,285	\$ 402,623	\$ 105,517	\$ 1,383,145	26.90
12012453 PD PATROL SERVICES	\$ 4,574,998	\$ 667,620	\$ -	\$ 3,907,378	14.60
12012553 PD SUPPORT SERVICES	\$ 392,773	\$ 56,223	\$ -	\$ 336,550	14.30
12020054 FIRE DEPARTMENT	\$ 4,211,028	\$ 702,200	\$ 24,427	\$ 3,484,401	17.30
12020055 FIRE DEPT 55 GONIC SU	\$ 28,556	\$ 1,892	\$ -	\$ 26,664	6.60
12020754 CALL FIRE	\$ 30,964	\$ 1,978	\$ -	\$ 28,986	6.40
12030153 DISPATCH CENTER	\$ 734,705	\$ 125,662	\$ 5,704	\$ 603,339	17.90
12040051 CODE ENFORCEMENT	\$ 564,099	\$ 106,744	\$ 3,709	\$ 453,647	19.60
12050050 AMBULANCE	\$ 56,468	\$ -	\$ 56,468	\$ -	100.00
13010057 PUBLIC WORKS	\$ 2,079,699	\$ 335,343	\$ 556,979	\$ 1,187,377	42.90
13010957 WINTER MAINTENANCE	\$ 463,953	\$ 4,262	\$ -	\$ 459,692	0.90
13020050 CITY LIGHTS	\$ 271,500	\$ 20,486	\$ 2,600	\$ 248,414	8.50
14010051 WELFARE	\$ 456,363	\$ 62,935	\$ 21,463	\$ 371,965	18.50
14022072 RECREATION ADMINISTRA	\$ 559,646	\$ 93,318	\$ 2,538	\$ 463,790	17.10
14022150 RECREATION PLAYGROUND	\$ 82,663	\$ 74,831	\$ 426	\$ 7,406	91.00
14022250 RECREATION POOLS	\$ 78,507	\$ 56,229	\$ 208	\$ 22,070	71.90
14030056 LIBRARY	\$ 1,121,163	\$ 196,930	\$ 38,314	\$ 885,919	21.00
15000051 COUNTY TAX	\$ 6,075,141	\$ -	\$ -	\$ 6,075,141	0.00
17010051 TRANSFERS/PAYMENTS DE	\$ 3,431,440	\$ 1,239,636	\$ -	\$ 2,191,804	36.10
17030050 OVERLAY	\$ 92,256	\$ -	\$ -	\$ 92,256	0.00
17040051 TRANSFER TO CIP & OTH	\$ 2,021,400	\$ -	\$ -	\$ 2,021,400	0.00
1000 GENERAL FUND	\$ 34,930,794	\$ 5,026,610	\$ 1,213,792	\$ 28,690,392	17.90

Enterprise Fund Expenditures

<u>ACCOUNT DESCRIPTION</u>	<u>REVISED BUDGET</u>	<u>YTD EXPENDED</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
5001 WATER ENTERPRISE FUND	\$ 5,795,841	\$ 749,386	\$ 155,364	\$ 4,891,091	15.60
5002 SEWER ENTERPRISE FUND	\$ 6,877,157	\$ 1,880,891	\$ 169,355	\$ 4,826,911	29.80
5003 ARENA ENTERPRISE FUND	\$ 581,453	\$ 124,356	\$ 22,313	\$ 434,784	25.20