



**City Council Public Hearing
July 6, 2021
Council Chambers
31 Wakefield Street
6:30 PM**

Agenda

- 1. Call to order**
 - 2. Resolution Authorizing Placement of Proposed Charter Amendments On The November, 2021 Municipal Ballot in Accordance With RSA 49-B:5 P. 9**
 - 3. Adjournment**
-

**Regular City Council Meeting
July 6, 2021
Council Chambers
31 Wakefield Street
*Immediately following the public hearing***

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: June 1, 2021 *consideration for approval* P. 21**
- 6. Communications from the City Manager**

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City Clerk's Office

6.1 City Manager's Report P. 83

7. Communications from the Mayor

7.1. *Announcement:* City Council, Ward 2 Seat A vacancy

8. Presentation of Petitions and Council Correspondence

9. Nominations, Appointments, Resignations, and Elections

9.1 *Resignation:* Nathaniel Byrne, School Board Ward 4, Seat A *consideration for acceptance* P. 113

9.2 *Resignation:* Caroline McCarley, Mayor *consideration for acceptance* P. 115

9.3 *Election:* Deputy Mayor

9.4 Mayoral Committee/Board Appointments

10. Reports of Committees

10.1 Community Development Committee P. 117

10.1.1 Resolution Authorizing an application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding To Support Renovation of the Gafney Home *first reading and refer to Public Hearing July 20 P. 131*

10.1.2 Resolution Amending the FY 2022 Rochester CDBG "Action Plan for the City of Rochester, N.H." and Approving and Appropriating the FY 2022 Community Development Budget for the City of Rochester *Second reading and consideration for adoption* P. 137

10.2 Fidelity Committee P. 139

10.3 Finance Committee P. 145

10.3.1 *Committee Recommendation:* Transfer of

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City Clerk's Office

\$844,000 from the school capital reserve fund into the School Department FY22 revenue account *consideration for acceptance* P. 149

10.4 Planning Board P. 151

10.5 Public Safety P. 167

10.5.1 Committee Recommendation: To place a "No Outlet" sign on Ramsey Drive at the discretion of DPW *consideration for approval* P. 167

10.5.2 Committee Recommendation: To install a streetlight at the entrance of the wastewater treatment facility on Pickering Road *consideration for approval* P. 169

10.6 Public Works P. 171

10.6.1 Committee Recommendation: To approve a waiver to the pavement moratorium on the effected downtown streets with repairs to be made per DPW specifications and direction *consideration for approval* P. 173

10.6.2 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the Route 11 Pump Station Upgrade Project *first reading and refer to Public Hearing on July 20* P. 199

11. Old Business

11.1 Resolution Authorizing Placement of Proposed Charter Amendments On The November, 2021 Municipal Ballot in Accordance With RSA 49-B:5 *second reading and consideration for adoption* P. 9

12. Consent Calendar

13. New Business

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City Clerk's Office

- 13.1 Resolution Authorizing the Acceptance of a \$125.00 Health Trust Wellness Reward by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption* P. 205
- 13.2 Resolution Authorizing the Acceptance of a \$2,500 Juvenile Court Diversion Network Program Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption* P. 211
- 13.3 City of Rochester Dog Warrant (April 30, 2020 to April 30, 2021) *motion to send warrant to the Police Department for action*
- 14. Other
- 15. Non-Public/Non-Meeting
 - 15.1 Non-Public Session – Land, RSA 91-A:3, II (d)
- 16. Adjournment

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City Clerk's Office

Resolution Authorizing Placement of Proposed Charter Amendments on the November, 2021 Municipal Ballot in Accordance with RSA 49-B:5

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

That, in accordance with RSA 49-B:5, and after a duly notice public hearing, the Proposed Charter Amendments contained in **Exhibit A** of this Resolution shall be placed on the November, 2021 Municipal Ballot.

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City Clerk's Office

Amendment to Section 5**Section 5 Election of Councilors.**

~~Beginning with the regular municipal election of 2003, two Councilors shall be elected from each ward, for terms of two years each, commencing on the first business day after January 1 following their election.~~

Beginning with the regular municipal election of 2023, each ward shall elect a Councilor A and a Councilor B, each Councilor A shall be elected for a term of four years and each Councilor B shall be elected for a term of two years, commencing on the first business day after January 1 following their election. Beginning with the regular municipal election of 2025, each Councilor B shall be elected for a term of four years, commencing on the first business day after January 1 following their election. Pursuant to Section 47 of this Charter, the City Clerk shall establish each ward seat as a separate municipal office, and shall establish a system to distinguish each separate ward seat on the municipal election ballot. Qualified persons may declare their candidacy for no more than one seat on the City Council at any municipal election.

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City Clerk's Office

Section 6 Qualifications of Councilors.

Each City Councilor and the Mayor shall be a registered voter of the City of Rochester at the time they file their declaration of candidacy, pursuant to Section 47 of this Charter. Each Ward Councilor shall be a resident and registered voter of their ward at the time they file said declaration, at the time of their election, and throughout their term of office. If a City Councilor ~~or the Mayor~~ moves their residence from the City of Rochester during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter. If a Ward Councilor moves their residence from their ward during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter.

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City Clerk's Office

Section 8 Election of Mayor.

At the municipal election to be held in November 1989, and at every regular municipal election thereafter, the Mayor shall be elected for a term of two years. *If the successful candidate for Mayor is a sitting City Councilor with more than 2 years remaining on a term in office, then a Special Election shall be held within 90 days of the successful Mayoral candidate's inauguration to elect a candidate to serve the remaining time of said City Council term of office.*

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City Clerk's Office

Section 22 Board of Library Trustees.

The Board of Library Trustees shall be comprised of the City Manager, or his designee, and six members to be elected by the City Council, one member to be elected from each ward for a term of three years, and their election so arranged that 1/3 of the members of the Board shall be elected each year. Elections by the City Council shall be conducted pursuant to Section 68 of this Charter. The duties and powers of said Board of Trustees shall be those enumerated in Chapter 202-a of the Revised Statutes Annotated, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. The Board of Trustees of the Public Library shall organize annually by the choice of a Chairman and such other officers and committees as it deems necessary. ~~The Board of Trustees of the Public Library shall elect a Library Director and such other employees as may be necessary for the efficient operation of the Public Library, as vacancies occur.~~ ***The Board of Trustees shall appoint a librarian who shall not be a trustee and their compensation and other terms of employment shall be in conformity with relevant provisions of this Charter and City Ordinances.***

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City Clerk's Office

Section 70 Removal of elected officials.

By an affirmative roll-call vote of at least nine City Councilors, the City Council may ~~remove any elected City official from office for prolonged absence, inattention to duty, mental or physical incapacity, incompetence, willful violations of state statutes, this Charter, or City ordinances, or misconduct in office. Such vote shall be on specific written charges approved by a majority of the City Council, and after due notice and hearing called upon the majority vote of the Council,~~ **on specific charges and after due notice and hearing, at any time remove the Mayor or one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in the charter.** A vacancy occasioned by removal under this section shall be filled in the manner provided in the Charter.

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City Clerk's Office

**Regular City Council Meeting
June 1, 2021
Council Chambers
6:30 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hamann
Councilor Hutchinson
*Councilor Jean
Councilor Rice
Councilor Walker
Deputy Mayor Lauterborn
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney

COUNCILORS ABSENT/EXCUSED

Councilor Lachapelle
**Councilor Lachance

Minutes

1. Call to Order

Mayor McCarley called the Regular City Council meeting to order at 6:30 PM.

2. Opening Prayer

Mayor McCarley called for a moment of silent reflection.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All City Councilors were present except for Councilor Lachapelle who had been excused, Councilor

Hutchinson, who attended remotely, and **Councilor Lachance who had recently resigned. *Councilor Jean was elected to serve as the City Councilor for Ward 1, Seat B, at 6:38 PM.

5. Acceptance of Minutes

5.1 City Council Special Meeting: April 27, 2021 ***consideration for approval***

Councilor Walker **MOVED** to **ACCEPT** the Special City Council meeting minutes of April 27, 2021. Councilor Rice seconded the motion. The **MOTION CARRIED** by an 11 – 0 roll call vote. Councilors Rice, Walker, Belken, Bogan, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, and Mayor McCarley voted in favor of the motion.

5.2 Regular City Council Meeting: May 4, 2021 ***consideration for approval***

Councilor Walker **MOVED** to **ACCEPT** the Regular City Council meeting minutes of May 4, 2021. Councilor Rice seconded the motion. The **MOTION CARRIED** by an 11 – 0 roll call vote. Councilors Lauterborn, Hainey, Rice, Walker, Hutchinson, Bogan, Abbott, Belken, Hamann, Gray, and Mayor McCarley voted in favor of the motion.

6. Communications from the City Manager

6.1 City Manager's Report

The City Manager's report is as follows:

Contracts & Documents:

Department of Public Works

- Work Agreement, Forestry Services - Charles Moreno
- Impact Study Agreement – Eversource
- Right of Entry – Prep Partners
- Certificate of Completion, River Street Pump Station – Apex Const.
- Roadway Easement – Eversource

Economic Development

- FY22 Annual Action Plan forms and certifications
- FY22 CDBG contract – My Friend's Place
- FY21 CDBG CAP Weatherization
- FY21 CDBG Environmental Review – Public Service Agency Activities
- FY22 CDBG contracts – CASA, Waypoint, CAP, Dover Adult Learning

- FY22 CDBG contracts – SHARE fund, HAVEN, Crossroads
- IT**
- Systems Engineering – Disaster Recovery Solutions bid
- Planning**
- CLG Grant

Standard Reports:

- Permission & Permits Issued -none
- Personnel Action Report Summary

7. Communications from the Mayor

Mayor McCarley commended the work done by the Vouchers for Veterans and other volunteer organizations across the City for the Memorial Day events.

Mayor McCarley stated that she would be tendering her resignation with an effect date of June 30, 2021. She gave reasons why she proposes the following outline of the proposed action to be taken during the next month:

- Mayor McCarley's resignation tendered with effective date of June 30, 2021
- Deputy Mayor Lauterborn sworn in as the Mayor on July 1, 2021
- Any Councilors interested in being elected as the Deputy Mayor must submit notification by the City Council Workshop
- Attorney O'Rourke will create a ballot with those names included and send it out and collected back through confidential email
- The results of the election of Deputy Mayor is to be announced at the first Regular Meeting in July

Mayor McCarley said the City Council will then decide to post the vacancy of the City Council Seat A for Ward 2.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

**9.1 Resignation: Taylor Poro, Zoning Board of Adjustments
*consideration for approval***

Councilor Rice **MOVED** to **ACCEPT** the resignation of Taylor Poro, Zoning Board of Adjustments, with regret. Councilor Walker seconded

the motion. The **MOTION CARRIED** by a roll call vote of 11 – 0 with Councilors Abbott, Rice, Belken, Hutchinson, Gray, Walker, Bogan, Hamann, Hainey, Lauterborn, and Mayor McCarley voting in favor of the motion.

9.2 Election: City Council Ward 1, Seat B

Councilor Walker **MOVED** to **NOMINATE** TJ Jean to fill the vacant City Council Seat of Ward 1, Seat B, and that the City Clerk cast one ballot for TJ Jean. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 11 – 0 with Councilors Hainey, Gray, Rice, Abbott, Bogan, Hutchinson, Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voting in favor of the motion.

City Attorney O'Rourke administered the Oath of Office for TJ Jean to serve as the City Councilor Ward 1, Seat B.

Mayor McCarley welcomed Councilor Jean to the City Council and appointed him to the following City Council Committees:

- Finance Committee
- Public Works Committee
- Community Development Committee
- Recreation and Arena Commission

10. Reports of Committees

10.1 Appointments Committee

10.1.1 New Appointment: Alec Taliaferro – Historic District Commission, Regular Member, *term to expire 1/2/2022 consideration for approval*

10.1.2 New Appointment: Keith Fitts – Planning Board, Alternate member, *term to expire 1/2/2022 consideration for approval*

10.1.3 New Appointment: Matthew Winders – Trustees of the Trust Fund, Regular Member, *term to expire 1/02/2024 consideration for approval*

Councilor Bogan read the above mentioned appointments and **MOVED** to **APPROVE** all three appointments. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Hamann,

Walker, Hutchinson, Belken, Jean, Abbott, Gray, Rice, Bogan, Hailey, Lauterborn, and Mayor McCarley voting in favor of the motion.

10.2 Codes & Ordinances Committee

10.2.1 Committee Recommendation: to accept the amendments to Chapter 40 (Building Construction & Property Maintenance) of the City Ordinances as presented by City staff *consideration for approval*

Councilor Lauterborn made one correction to the title of Agenda item 10.2.1 as follows: to accept the amendments to Chapter 40 (Building Construction & Property Maintenance) of the City Ordinances as presented by City staff with the changes recommended by the Codes and Ordinances Committee.

Councilor Lauterborn **MOVED** to **APPROVE** the Amendment to Chapter 40. (See Addendum A) Councilor Walker seconded the motion. Councilor Abbott questioned the need for a public hearing. City Attorney O'Rourke directed the City Council to page 83 of the City Council packet, under adoption of other codes, which adds the RSA's separate from the Building Code. He clarified that no public hearing is required.

Councilor Hamann questioned why this proposed amendment includes the previous name of the Codes Department "Building, Zoning, and Licensing Services", which is now called "Building and Licensing Services". Attorney O'Rourke replied that as part as the review of the General Ordinances, there will be a review of the Administrative portion of the Code and Department titles will be corrected throughout the ordinances. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Abbott, Hutchinson, Bogan, Lauterborn, Rice, Jean, Hamann, Belken, Walker, Gray, Hailey, and Mayor McCarley voting in favor of the motion.

10.2.2 Committee Recommendation: to accept the amendments to Chapter 218 (Stormwater Management and Erosion Control) of the City Ordinances as presented by City staff *consideration for approval*

Councilor Lauterborn **MOVED** to **APPROVE** the amendments to Chapter 218. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Bogan, Abbott, Hailey, Walker, Hutchinson, Rice, Gray, Jean, Lauterborn, Belken, Hamann, and Mayor McCarley voting in favor of the motion. (*See Addendum B*)

Councilor Lauterborn announced that the next Codes and Ordinances Committee meeting shall not occur until August 5, 2021, at 6:00 PM.

10.3 Planning Board

Councilor Walker gave an update on the recent Planning Board meeting and gave reasons why there will be a review of the process of calculating/regulations the sureties for developers.

10.4 Public Works

10.4.1 Committee Recommendation: to authorize an exception to the pavement moratorium at 10 Norway Plains Road with the developer following DPW requirements for pavement patch *consideration for approval*

Councilor Walker reviewed the Committee recommendation. He **MOVED** to **APPROVE** the Committee recommendation to authorize an exception to the pavement moratorium at 10 Norway Plains Road with the developer following the DPW requirements for pavement patch. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Gray, Rice, Hainey, Abbott, Bogan, Hutchinson, Jean, Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voting in favor of the motion.

10.4.2 Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan for the Tara Estates Pump Station Upgrade Construction Project in the Amount of up to \$1,325,000.00 *first reading and consideration for adoption*

Councilor Walker **MOVED** to read the resolution by title only. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Belken, Abbott, Rice, Hutchinson, Gray, Walker, Bogan, Hamann, Hainey, Jean, Lauterborn, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution by title only as follows:

Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan for the

**Tara Estates Pump Station Upgrade Construction Project in the
Amount of up to \$1,325,000.00**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a grant application in the amount of up to One Million Three Hundred Twenty Five Thousand Dollars (\$1,325,000.00) to the NHDES CWSRF Loan program in order to finance the Tara Estates Pump Station Upgrade Construction Project.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of up to One Million Three Hundred Twenty Five Thousand Dollars (\$1,325,000.00) from the NHDES CWSRF Loan program.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF, process disbursements and execute loan documents associated with CWSRF.

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

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Rice, Abbott, Belken, Hutchinson, Gray, Walker, Bogan, Hamann, Hainey, Jean, Lauterborn, and Mayor McCarley voting in favor of the motion.

10.5 Public Safety

**10.5.1 Committee recommendation: To remove one parking spot near the crosswalk on North Main Street
*consideration for approval***

Councilor Hamann briefed the City Council about the Committee's recommendation and directed the City Council to a map of the parking spot in question. He **MOVED** to remove one parking spot near the crosswalk on North Main Street. Councilor Rice seconded the motion. The **MOTION**

CARRIED by a 12 – 0 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Jean, Abbott, Gray, Rice, Bogan, Hainey, Lauterborn, and Mayor McCarley voting in favor of the motion.

11. Old Business

11.1 Resolution Approving Fiscal Year 2021 – 2022 Operating Budget for the City of Rochester *second reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Abbott, Hutchinson, Bogan, Lauterborn, Rice, Jean, Hamann, Belken, Walker, Gray, Hainey, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution by title only for a second time as follows:

Resolution Approving Fiscal Year 2021-2022 Operating Budget for the City of Rochester

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2021 and ending June 30, 2022 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2022 (July 1, 2021 - June 30, 2022), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.
(Proposed - See Addendum C)

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2022 (July 1, 2021 - June 30, 2022), as amended, the provisions of which are incorporated herein by reference thereto.

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

Councilor Walker **MOVED** to insert the numbers from Exhibit 1 into the Operating Budget, which are all the changes made during the Committee of

the Whole Budget Workshops. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 12 – 0 with Councilors Bogan, Abbott, Hainey, Walker, Hutchinson, Rice, Gray, Jean, Lauterborn, Belken, Hamann, and Mayor McCarley voting in favor of the motion.

Councilor Rice **MOVED** to further **AMEND** the resolution by increasing the School Department's bottom line appropriation by \$261,064 and to increase the Revenue using Unassigned Fund Balance by that same amount. Mayor McCarley seconded the motion.

Councilor Walker asked if the City Manager was comfortable adjusting the revenues that high. City Manager Cox replied yes, because it is revenue derived from Fund Balance and not an estimated amount linked to vehicle registration revenues or Host Fee revenues. Councilor Walker questioned if this was a Tax Cap override. City Manager Cox replied no because it is not changing the tax commitment. He said it is a non-property tax revenue.

Councilor Walker spoke against the motion and gave reasons why this would create a problem next year.

Councilor Rice requested to allow the Superintendent of Schools an opportunity to address the City Council about why this funding is needed this year. Councilor Rice said another option is to delay this request until the winter months.

Superintendent Repucci said one of the reasons that the School Department is concerned about not starting the fiscal year with this additional funding (\$261,064) is because the School has already had to cut the budget by \$1,300,000. He said the only place to make additional cuts would be through employee positions which will negatively impact student learning. Superintendent Repucci agreed that by using the Fund Balance there would be a negative impact on next year's budget; however, in the short term, not laying staff off is beneficial this year. He supported not using Fund Balance if possible; however, he did not know where else such an amount of funds could be supported.

Councilor Gray said he would normally agree that the City Council should not utilize the Fund Balance in this manner; however, he said it will depend upon how that money is spent as to how it will impact next year's budget. He added that there is an anticipation that money will be sent to the local schools from the State in the early part of the fiscal year. He said the amount of funds has not yet been determined. He spoke in favor of trusting the School Department with such expenditures and gave examples of how they have shown themselves to be trustworthy. The State is not yet ready to

pass its own budget, so final figures are not yet known. He said the students in Rochester deserve a quality education and the budget should be adequately funded.

Councilor Hainey asked how many and what positions are being listed as lay-offs if additional funding is not approved. Mayor McCarley said it would equate to four and a half positions. Councilor Jean said there is usually a cost savings in replacing a long time employee (retiring) with a new employee. He questioned if that cost savings was taken into consideration for this analysis. Superintendent Repucci replied yes, there will be a little cost savings; however, the School Department is seeking to hire experienced employees and that overall it was not a significant amount of savings.

Councilor Walker stated that the School Department has a track record of returning the surplus back to the City. He recalled that amount was significant even during the pandemic. He said it seems that amount is typically over a million dollars. He added that the School Department could start the year without this funding and report back to the City Council, requesting a supplemental appropriation, if they ran into financial difficulties prior to the end of the School year. Councilor Rice spoke in favor of the motions. He asked what the implications were if this funding was not available at the start of the fiscal year. Superintendent Repucci gave details about what the implications of the lack of funding would be and said that approximately 150 to 250 students could be potentially impacted if the four and a half positions were not fully funded.

Council debated the issue further. Councilor Lauterborn questioned if an adjustment could be made to the budget once the funding is finally received from the State. Mayor McCarley replied that it is unknown at this time how much funding there will be and if any contingencies will be attached as to how that specific money can or cannot be spent.

Mayor McCarley commended the School Department/Board for itemizing each line item of their budget. She said after all the cuts they have made to meet the tax cap that they find themselves approximately \$260,000 short. She said they could not find any other cuts to make other than staff. She said it is vital to have adequate support staff for the School Department, especially for this fall when all students will be back to school full time. It has been an incredibly challenge year with the pandemic. Councilor Gray reiterated that there must be trust in the School Department and gave examples of their track record.

Councilor Hamann agreed with Councilor Walker that the lack of

\$260,000 should not impact the hiring of four and a half positions. He added this is a \$68,000,000 dollar budget. He said the School Department could start out the year without the funding and seek a supplemental appropriation if necessary mid fiscal year. The City Council briefly discussed the matter.

Mayor McCarley stated that this vote will require a two-thirds vote because of the use of Fund Balance. The **MOTION CARRIED** by a 9 – 3 roll call vote with Councilors Rice, Belken, Hutchinson, Gray, Bogan, Hainey, Jean, Lauterborn and Mayor McCarley voting in favor of the motion. Councilors Abbott, Walker, and Councilor Hamann voted against the motion.

Councilor Hainey **MOVED** to direct the City Manager to move funds within the budget to fund the Issues and Options request relative to increased funds for the camera operator(s) in the amount of \$1,530.00. Councilor Lauterborn seconded the motion. Councilor Gray asked if there were new meetings being added to the Government Channel or if this request independent of that issue. Mayor McCarley recalled the argument made in the Issues and Options request is that the salary is not sufficient funding to hire anyone into the position. Councilor Lauterborn recommended using contingency funds to avoid changing the bottom line of the proposed budget. City Manager confirmed that this action would not change the bottom line of the budget. He said the Government Channel Coordinator would review the needs to broadcast new meeting and increase pay for current and new camera operators. Councilor Hainey said that line item has not been increased since 2016. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Gray, Rice, Hainey, Abbott, Bogan, Hutchinson, Jean, Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voting in favor of the motion.

Mayor McCarley called for the motion on the Fiscal Year 2021 – 2022 Operating Budget as **AMENDED** for the City of Rochester as amended. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Jean, Abbott, Gray, Rice, Bogan, Hainey, Lauterborn, and Mayor McCarley voting in favor of the motion. (See *Addendum D – Exhibit A as Adopted*)

Katie Ambrose, Deputy City Manager, indicated that Mark Sullivan, Deputy Finance Director, is working on finalizing the revised Exhibit to reflect the changes that were made to the Operating Budget, which will be available this evening.

11.2 Resolution Authorizing and Approving Fiscal Year 2021 – 2022 Capital Budget for the City of Rochester and

Authorizing Borrowing in Connection Therewith *second reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Abbott, Hutchinson, Bogan, Lauterborn, Rice, Jean, Hamann, Belken, Walker, Gray, Hainey, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a second time as follows:

**Resolution Authorizing and Approving Fiscal Year 2021-2022
Capital Budget for the City of Rochester and Authorizing Borrowing
in connection therewith**

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

That the capital budget for the City of Rochester for fiscal year 2021-2022 (July 1, 2021 to June 30, 2022) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto. *(See Addendum E – Proposed Exhibit A)*

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

Councilor Walker **MOVED** to **AMEND** the motion by including all changes to the CIP during the Committee of the Whole Budget Workshop as shown in the revised Exhibit A – (See Addendum F). Councilor Rice seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Hutchinson, Abbott, Bogan, Lauterborn, Rice, Jean, Hamann, Belken, Walker, Gray, Hainey, and Mayor McCarley voting in favor of the motion.

Mayor McCarley called for a vote on the final motion to adopt the CIP budget for FY 2021 – 2022. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Lauterborn, Bogan, Hutchinson, Abbott, Rice, Jean, Hamann, Belken, Walker, Gray, Hainey, and Mayor McCarley voting in favor of the motion.

11.3 Resolution Authorizing Certain Renumbering on Tebbetts Road *second reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Bogan, Abbott, Hailey, Walker, Hutchinson, Rice, Gray, Jean Lauterborn, Belken, Hamann, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a second time by title only as follows:

Resolution Authorizing Certain Renumbering on Tebbetts Road

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

That the following addresses on Tebbetts Road will be renumbered as follows:

10 Tebbetts Road becomes 12 Tebbetts Road
12 Tebbetts Road becomes 14 Tebbetts Road
14 Tebbetts Road becomes 20 Tebbetts Road
36 Tebbetts Road becomes 46 Tebbetts Road
50 Tebbetts Road becomes 0 Tebbetts Road
42 Tebbetts Road becomes 56 Tebbetts Road
47 Tebbetts Road becomes 57 Tebbetts Road
44 Tebbetts Road becomes 58 Tebbetts Road
57 Tebbetts Road becomes 61 Tebbetts Road
53 Tebbetts Road becomes 63 Tebbetts Road
59 Tebbetts Road becomes 65 Tebbetts Road
70 Tebbetts Road becomes 76 Tebbetts Road
74 Tebbetts Road becomes 78 Tebbetts Road
76 Tebbetts Road becomes 82 Tebbetts Road
78 Tebbetts Road becomes 84 Tebbetts Road
81 Tebbetts Road becomes 91 Tebbetts Road
85 Tebbetts Road becomes 93 Tebbetts Road
86 Tebbetts Road becomes 94 Tebbetts Road
88 Tebbetts Road becomes 96 Tebbetts Road
87 Tebbetts Road becomes 97 Tebbetts Road
91 Tebbetts Road becomes 99 Tebbetts Road
94 Tebbetts Road becomes 100 Tebbetts Road
95 Tebbetts Road becomes 103 Tebbetts Road
97 Tebbetts Road becomes 105 Tebbetts Road
100 Tebbetts Road becomes 108 Tebbetts Road
106 Tebbetts Road becomes 116 Tebbetts Road
122 Tebbetts Road becomes 127 Tebbetts Road
125 Tebbetts Road becomes 131 Tebbetts Road
127 Tebbetts Road becomes 135 Tebbetts Road

131 Tebbetts Road becomes 137 Tebbetts Road
130 Tebbetts Road becomes 138 Tebbetts Road
133 Tebbetts Road becomes 143 Tebbetts Road
142 Tebbetts Road becomes 144 Tebbetts Road
141 Tebbetts Road becomes 155 Tebbetts Road
143 Tebbetts Road becomes 161 Tebbetts Road
145 Tebbetts Road becomes 165/173 Tebbetts Road
197 Tebbetts Road becomes 191 Tebbetts Road

These changes are made in order to be in compliance with the standards articulated by the National Emergency Number Association and RSA 231:133 and 133-a.

Councilor Rice **MOVED** to **ADOPT** the motion. Councilor Walker seconded the motion. Councilor Walker asked if it was at all possible to limit the number of re-numbered houses on Tebbetts Road. Deputy Chief Wilder explained that each time the E-911 Committee must make these necessary changes, that the residents will always have issues with the unfortunate circumstances of changing their addresses. The City Council would need to give specific guidance to the E-911 Committee if it wishes to act in a different way than is recommended by the State. He gave details about how City Staff assists the residents with filling out forms to change their addresses and answering questions throughout the process. He cautioned that deviating from the plan will cause problems moving forward with E-911 Changes.

Councilor Abbott asked about utilizing GPS systems in order to find homes/property quicker than looking for house numbers. Mr. Wilder said the technology is not where it needs to be in that aspect as of yet and that the Emergency crews rely heavily upon house numbers.

Councilor Gray said some of the changes make sense; however, one house number change does not make sense. He said there seems to be some flexibility with changing house number 191 to 197 since there are no current homes located between 165 and what would be 197. He **MOVED** to **TABLE** the issue. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 7 – 5 roll call vote with Councilors Abbott, Walker, Bogan, Gray, Jean, Lauterborn, and Mayor McCarley voting in favor of the motion. Councilors Hainey, Hutchinson, Rice, Belken, and Hamann voted against the motion.

The City Council continued to discuss the matter. Mr. Wilder reiterated that there is a subdivision with five lots that do not currently have access to an approved house number. Mayor McCarley said Mr. Wilder could follow up with the E-911 Committee.

11.4 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund in the amount of \$500,000.00 *second reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Gray, Rice, Hainey, Abbott, Bogan, Hutchinson, Jean Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution by title only as follows:

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund in the amount of \$500,000.00

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

That the Mayor and City Council of the City of Rochester hereby appropriate Five Hundred Thousand Dollars (\$500,000.00) to the Sewer CIP Fund.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Five Hundred Thousand Dollars (\$500,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance

Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Hailey, Gray, Rice, Abbott, Bogan, Hutchinson, Jean Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voting in favor of the motion

12. Consent Calendar

No discussion.

13. New Business

13.1 Resolution Authorizing the Increase of Donations to the City of Rochester Library by \$5,000 and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution by title only for a first time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a Councilors Gray, Rice, Hailey, Abbott, Bogan, Hutchinson, Jean Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution as follows:

Resolution Authorizing the Increase of Donations to the City of Rochester Library by \$5,000 and Supplemental Appropriation in Connection Therewith

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

The Mayor and City Council authorize a supplemental appropriation to the FY21 Library operating budget in the amount of Five Thousand Dollars (\$5,000.00) with the entirety of the supplemental appropriation being derived from donations received by the Library. Expenditures can only occur to the extent donations are received.

To the extent not otherwise provided for in this Resolution, the Finance

Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

The City Council briefly discussed the matter. Deputy City Manager Ambrose clarified that this resolution would set up a different fund so that each donation would not need to come back to the City Council each time that a donation is received. Councilor Lauterborn questioned who is authorized to expend those funds. Deputy City Finance Director Sullivan replied the Library Director is authorized to expend the funds. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Jean, Abbott, Gray, Rice, Bogan, Hainey, Lauterborn, and Mayor McCarley voted in favor of the motion.

13.2 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement and Associated cost items with International Association of Firefighters Local 1451 *first reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution for a first time by title only Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Hutchinson, Abbot, Bogan, Lauterborn, Rice, Jean, Hainey, Belken, Walker, Gray, Hainey, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

**RESOLUTION APPROVING PROPOSED
CITY OF ROCHESTER MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT AND ASSOCIATED COST ITEMS WITH INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS LOCAL 1451**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year collective bargaining agreement and associated cost items between the City of Rochester and the INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) Local 1451 Bargaining Unit, covering the period July 1, 2021 to June

30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: IAFF LOCAL 1451 – JULY 2021**," (See *Addendum G*) which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2022 operating budget of the City.

Councilor Rice **MOVED** to **ADOPT** the resolution. Councilor Belken seconded the motion. The **MOTION CARRIED** by a 12 - 0 roll call vote with Councilors Lauterborn, Bogan, Hutchinson, Abbott, Rice, Jean Hamann, Belken, Walker, Gray, Hainey, and Mayor McCarley voting in favor of the motion.

13.3 Resolution Authorizing the Acceptance of FEMA Reimbursements of \$34,178.35 to the City of Rochester for Covid-19 Expenses *first reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Bogan, Abbott, Hainey, Walker, Hutchinson, Rice, Gray, Jean, Lauterborn, Belken, Hamann and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Authorizing the Acceptance of FEMA Reimbursements of \$34,178.35 to the City of Rochester for Covid-19 Expenses

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

The Mayor and City Council authorize the acceptance of a FEMA reimbursement of Thirty Four Thousand One Hundred Seventy Eight Dollars & Thirty Five cents (\$34,178.35) for expenditures related to Covid-19 emergency protective measures for the period of March 1, 2020 through November 9, 2020. These funds will be recorded into the General Fund as a miscellaneous/reimbursement revenue.

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

contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

Councilor Rice **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 - 0 roll call vote with Councilors Hainey, Abbott, Bogan, Walker, Hutchinson, Rice, Gray, Jean, Belken, Lauterborn, Hamann, and Mayor McCarley voting in favor of the motion.

13.4 Resolution Authorizing Placement of Proposed Charter Amendments on the November, 2021 Municipal Ballot in Accordance with RSA 49-B:5 *first reading and refer to public hearing*

Councilor Rice **MOVED** to read the resolution by title only for a first time and refer the matter to a public hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Jean, Lauterborn, Hainey, Hamann, Bogan, Walker, Gray, Hutchinson, Belken, Abbott, Rice, and Mayor McCarley voting in favor of the motion. Mayor McCarley read the resolution for a first time and said if there were no objections, this resolution would be sent to the June Workshop for a public hearing.

Resolution Authorizing Placement of Proposed Charter Amendments on the November, 2021 Municipal Ballot in Accordance with RSA 49-B:5

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

That, in accordance with RSA 49-B:5, and after a duly notice public hearing, the Proposed Charter Amendments contained in **Exhibit A** of this Resolution shall be placed on the November, 2021 Municipal Ballot. (*See Addendum H*)

13.5 Resolution Deauthorizing Rochester School Department CIP Fund Project Funding For Various Projects in the Amount of \$472,703.60 and Changing of Funding Source for Other Projects *first reading and consideration for adoption*

Councilor Rice **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a

12 – 0 roll call vote with Councilors Bogan, Abbott, Hamann, Gray, Rice, Jean, Hutchinson, Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

Resolution Deauthorizing Rochester School Department CIP Fund Project Funding For Various Projects in the Amount of \$472,703.60 and Changing of Funding Source for Other Projects

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

That Four Hundred Seventy Thousand Seven Hundred Three and 60/100 Dollars (\$472,703.60) of funding costs associated with the following School Department CIP projects are hereby deauthorized:

Project 16101: 2016 HVAC Upgrades	\$34,221.19
Project 17102: 2017 Gonic Windows	\$1,250.00
Project 17103: 2017 SHS Stair Treads	\$4,500.00
Project 18103: 2018 Door & Hardware Upgrades (district wide)	\$1,611.61
Project 18102: 2018 William Allen Roof	\$81,938.27
Project 19102: 2019 District Wide Lighting Upgrade	\$53,460.50
Project 20106: 2020 SHS Flooring	\$58,583.00
Project 17112: Creteau Tech Center Renovation	\$161,203.36
Project 20121: Creteau Tech Center Equipment	\$75,935.67

Further, the below School Department CIP projects source of funds are changed as follows:

Project 19102: 2019 District Wide Lighting Upgrade Three Hundred Ninety Six Thousand Six Hundred Ten Dollars (\$396,610.00) from borrowing to local contributions (cash from the project rebates).

Project 17112: Creteau Tech Center Renovation Four Million Eight Hundred Thousand Dollars (\$4,800,00) from borrowing to cash.

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

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Gray, Rice, Hainey, Abbott, Bogan, Hutchinson, Jean

Hamann, Lauterborn, Walker, Belken, and Mayor McCarley voting in favor of the motion.

14. Other

Councilor Belken made a public apology for comments that she made at the previous meeting.

15. Non-Public/Non-Meeting

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

Councilor Lauterborn **MOVED** to enter into a Non-Public Session at 7:40 PM under Land, RSA 91-A:3, II (d). Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 – 0 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Jean, Abbott, Gray, Rice, Bogan, Hainey, Lauterborn, and Mayor McCarley.

Councilor Lauterborn **MOVED** to exit the Non-public session at 8:34 PM. Councilor Rice seconded the motion. The **MOTION CARRIED** by a roll call vote of 12 – 0 with Councilors Belken, Abbott, Rice, Hutchinson, Gray, Walker, Bogan, Hamann, Hainey, Jean Lauterborn, and Mayor McCarley voting in favor of the motion.

Councilor Lauterborn **MOVED** to seal the Non-Public Session minutes because disclosure of the minutes could render the proposed action ineffective. Councilor Rice seconded the motion. The **MOTION CARRIED** by a 12 - 0-roll call vote with Councilors Lauterborn, Jean, Hainey, Hamann, Bogan, Walker, Gray Hutchinson, Rice, Abbott, Belken, and Mayor McCarley voting in favor of the motion.

16. Adjournment

Mayor McCarley stated if there were no objections she would **ADJOURN** the meeting at 8:35 PM.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

Addendum A - Adopted as Proposed

Amendments to Chapter 40 of the General Ordinances of the City of Rochester

THE CITY OF ROCHESTER ORDAINS:

That Chapter 40 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~ additions in **RED**):

Chapter 40

Building Construction and Property Maintenance

[HISTORY: Adopted by the City of Rochester 6-6-1995 as Ch. 40 of the 1995 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Fires and fire safety — See Ch. 75.

Health and sanitation — See Ch. 94.

Nuisances — See Ch. 149.

Sewers — See Ch. 200.

Stormwater management and erosion control — See Ch. 218.

Water — See Ch. 260.

Zoning — See Ch. 275.

§ 40-1 Statutory authority.

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

§ 40-2 Building Code Board of Appeals.

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

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

[Amended 4-19-2005]

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

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

[Amended 4-19-2005; 10-15-2013]

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

§ 40-5 Adoption of other codes.

[Amended 4-19-2005; 9-4-2007; 5-18-2010; 10-15-2013]

- A. Pursuant to the provisions of RSA 42:8, 47:17, 47:22, 674:51 and 674:51-a and any other State law delegating authority to do so, there are hereby adopted by the City of Rochester for the purpose of establishing rules and regulations, including the issuance of permits for the construction, alteration, removal, demolition, equipment, location, maintenance, use and occupancy of buildings and structures, installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electric wiring, and fire protection incident thereto and for the prevention of fires, the following codes:
- (1) International Property Maintenance Code (2006 2015 edition), published by the International Code Council, Inc., Copyright 2006 2015 with the following additions and deletions:

Section 101.1. Insert: [City of Rochester]

Section 304.14. Insert: [May 15th to September 1st]

Section 602.3. Insert: [September 1st to May 15th]

Section 602.4. Insert: [September 1st to May 15th]

[A] 102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the ~~International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code~~ and NFPA-70 State Fire Code as defined in RSA 153:1, VI-a and the State Building Code as defined in RSA 155-A:1, IV. Nothing in this code shall be construed to cancel, modify or set aside any provision of the ~~International Zoning Code~~ Rochester Zoning Ordinances contained in Chapter 275.

[A] 112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars in accordance with RSA 676:17.

Delete sections 103.5, 302.4, 304.1.1, 305.1.1, & 306.1.1

- (2) International Existing Building Code, as codified at RSA 453 155-A. [Amended 8-6-2019]
- B. Three copies of each of the aforesaid codes have been and are now on file in the office of the City Clerk of the City of Rochester and three copies of such codes are filed with the Department of Building, Zoning, and Licensing Services for the City of Rochester. Such codes are hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this section shall take effect, the provisions thereof shall be controlling on the construction of all buildings and other structures within the corporate limits of the City of Rochester. There are annexed to such of the aforesaid codes, as filed in the office of the City Clerk and the Department of Building, Zoning, and Licensing Services, as set forth below, the following exhibits setting forth the insertions in, deletions from, exceptions to and/or changes in such codes, which insertions, deletions, exceptions and/or changes are adopted as part

of the aforementioned codes:

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

§ 40-6 Life Safety Code.

[Amended 4-19-2005; 8-6-2019]

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

§ 40-7 Electrical Code and Property Maintenance Code.

[Amended 4-19-2005; 9-4-2007; 10-15-2013; 8-6-2019]

The duties defined in and the enforcement of the NEC 2005, National Electrical Code, as codified by RSA 155-A, and the International Property Maintenance Code (2006 2015 edition), or any applicable successor codes, shall be assumed by the Director of Building, Zoning, and Licensing Services or his/her authorized representative.

§ 40-8 Plumbing Code.

[Amended 4-19-2005; 9-4-2007; 10-15-2013; 3-5-2019; 8-6-2019]

The duties defined in and the enforcement of the International Plumbing Code, as codified at RSA 155-A, or any applicable successor code, shall be assumed by the Director of Building, Zoning, and Licensing Services, or his/her authorized representative, except as otherwise provided in Chapter 200, Sewers, of the Code of the City of Rochester where the same are defined as the duties of the Commissioner of Public Works, with inspections to be done by the Director of Building, Zoning, and Licensing Services or an authorized member of the Division of Water Supply Works or Division of Sewage and Waste Treatment Works.

§ 40-9 Regulation of construction storage yards.

Any individual or entity engaged in excavation, development, construction, building, and/or similar project within the City and involving the outside storage of construction and/or related equipment and/or materials shall forthwith cease to store such equipment and/or materials upon the premises involving such excavation, development, construction, building and/or similar project upon the expiration of the building permit or other similar authorization for such project, or upon the written notification by the City Engineer that such project has been completed, whichever event shall first occur. Upon removal of such equipment and/or material upon the completion of a project, the land disturbed by such storage shall be returned to its original state.

§ 40-10 Right of entry.

[Amended 10-15-2013]

The Director of Building, Zoning, and Licensing Services, the Fire Chief, or their authorized representatives in the discharge of their official duties and upon proper identification shall have authority to enter any building, structures, or premises at any reasonable hour.

§ 40-11 Definitions.

Where the word "municipality" is used in any code adopted herein, it shall be deemed to mean the City of

Rochester. Where the words "corporate counsel" or "legal representative" are used in any code adopted herein, they shall be deemed to refer to the Rochester City Solicitor.

§ 40-12 Violations and penalties.

- A. Any person who shall violate any provisions of any code adopted herein, or fail to comply therewith or with any requirements thereof, or who shall erect, construct, alter, or repair or has erected, constructed, altered, or repaired a building or structure or portion thereof in violation of a detailed statement or plan submitted and approved thereunder, or of a permit or certificate issued thereunder, shall be punishable by a civil penalty of two hundred seventy-five dollars (\$275.) for the first offense and five hundred fifty dollars (\$550.) for subsequent offenses, for each day that such violation is found by a court to continue after the conviction date or after the date on which the violator receives written notice from the City that he/she is in violation thereof, whichever date is earlier. Each day that a violation continues shall be a separate offense. The owner of a building or structure or portion thereof or of the premises where anything in violation of any code adopted herein shall be placed or shall exist, and an architect, building contractor, agent, person or corporation employed in connection therewith and who may have assisted in the commission of such violation, shall be guilty of a separate offense and upon conviction thereof shall be punishable by a civil penalty of two hundred seventy-five dollars (\$275.) for the first offense and five hundred fifty dollars (\$550.) for subsequent offenses, for each day that such violation is found by a court to continue after the conviction date or after the date on which the violator receives written notice from the City that he/she is in violation thereof, whichever date is earlier. Each day that a violation continues shall be a separate offense. **[Amended 4-5-2016; 3-5-2019]**
- B. The imposition of the penalties herein prescribed shall not preclude the City Solicitor from instituting an appropriate action or procedure to prevent any unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use, or to restrain, correct or abate a violation or to prevent the occupancy of a building, structure, or premises, or portion thereof, or of the premises, or to prevent an illegal act, conduct, business or use in or about the premises.

~~§ 40-13 Fire limits established.~~ ~~[Amended 3-5-2019]~~

~~The fire limits for the City of Rochester are hereby established as those areas classified as Downtown Commercial, Office Commercial and Highway Commercial Districts and adjacent to North and South Main Streets in Rochester proper and Main Streets in Genie and East Rochester, so called, as shown on the Zoning Maps, as an overlay, adopted as part of the Zoning Ordinance, adopted on March 4, 1986, which are incorporated herein by specific reference thereto.~~

§ 40-14 More restrictive provisions to apply.

When the provisions of any codes adopted herein cover essentially the same subject matter, the more restrictive provisions shall apply.

§ 40-15 Permits.

- A. Permits shall be obtained from the Director of Building, Zoning, and Licensing Services for the construction, alteration, removal, demolition, or repair of any foundation, footing, building or structure or for the installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electric wiring, and fire protection incident thereto for the prevention of fires, including but not limited to swimming pools, signs, and fences, except that no permit shall be required for painting, papering, laying floors, or upkeep in maintenance of any structure. Separate permits shall be required for building, electrical, plumbing, mechanical, fire protection, and demolition.

Commented [1]: Editor's Note: See Ch. 275, Zoning. Original § 40.14, Access to basements, which immediately followed this section, was repealed 9-6-2011.

Prior to the issuance of a foundation or building permit by the Director of Building, Zoning, and Licensing Services, the applicant for such permit shall file with the Department of the Building, Zoning, and Licensing Services a foundation certification plan bearing the stamp of a New Hampshire licensed land surveyor and containing a statement from such surveyor to the effect that the proposed building or structure complies with all applicable building or structure setback requirements and that no portion of the new building or structure is located within any of the setback areas required by law. The requirement for a foundation certification plan may be waived, in writing, by the Director of Building, Zoning, and Licensing Services if, in the discretion of the Director of Building, Zoning, and Licensing Services there are reasonable grounds to conclude that the preparation and submission of a foundation certification plan is unnecessary to ensure that the new building or structure does not violate any required setback. **[Amended 6-15-1999; 6-15-2004; 10-15-2013]**

- (1) The following fees shall be charged for said permits, based upon the estimated cost of construction as presented to the Director of Building, Zoning, and Licensing Services upon application forms provided by him/her: on proposed work, the fee of nine dollars (\$9.) per one thousand dollars (\$1,000.) of estimated cost of work, or any portion thereof, with a minimum fee of ten dollars (\$10.), in addition to an application fee of ten dollars (\$10.) for each permit. The following permits shall be a charged only the minimum permit fee of ten dollars (\$10.), in addition to an application fee of ten dollars (\$10.) for each permit: **[Amended 10-1-2019]**
 - (a) Fences.
 - (b) Roofing (re-shingling only).
 - (c) Siding.
 - (d) Sheds under 200 square feet.
 - (e) Window Replacements.
- (2) Each building permit shall expire 12 months from the date of issuance unless renewed by the Director of Building, Zoning, and Licensing Services prior to the expiration date. Any renewal shall require reapplication and payment of required fees based on the remaining work to be done. The Director of Building, Zoning, and Licensing Services may issue no building permit until such other permits or approvals as may be required by any code, other ordinances, or state statutes have been acquired.
- (3) ~~A separate permit shall be required for staging, scaffolding, platforms, or other similar equipment to be erected on private property that is to be erected for a period exceeding 30 days. Said permit shall expire 12 months from the date of issue and all equipment shall be removed upon said expiration or upon completion of the work, whichever comes first. The fee for said permit shall be five dollars (\$5.). The City reserves the right to revoke, deny, or not reissue said permit if work required is not being actively pursued in a timely or otherwise reasonable manner.~~
- (4) Fees for building permits shall be waived for an honorably discharged veteran or an active duty, National Guard or reserve member of the United States Armed Forces who plans to construct or have constructed for himself/herself a home or appurtenance to a home already owned by him/her for exclusive occupancy by himself/herself and his/her immediate family. **[Amended 1-12-2016]**

- (5) Permits issued to or for the City of Rochester are exempt from the above fees.
- B. The estimated cost of construction for purposes of Subsection A of this section shall be calculated on the following basis: **[Amended 9-4-2007; 1-4-2011]**
- (1) For contract work, new buildings and newly constructed additions, the building permit fee shall be based on the greater of all contract/construction costs associated with the total construction project or the cost of construction as determined using the latest "Building Valuation Data" as published periodically by the International Code Council. When construction costs are determined using the "Building Valuation Data" as published by the International Code Council, such costs shall be multiplied by a modification factor of 0.60. Construction costs shall include, but not be limited to, pile driving, foundations, structural and nonstructural framing, interior finish (as regulated by this chapter), fire protection systems and any other work which would render the building complete and ready for occupancy. **[Amended 3-5-2019]**
 - (2) For non-contract work, not covered under Subsection B(1), such as when a homeowner furnishes his/her own or has furnished free labor but purchases the materials, the fee shall be based on the actual cost of all materials with a multiplier of two applied. For example, total materials of five thousand dollars (\$5,000.): $\$5,000 \times 2 = \$10,000$. The permit fee would therefore be ninety dollars (\$90.) (or $10.0 \times \$9$). If, in the opinion of the Building Official, the cost of construction is underestimated on the application, the permit shall be denied, unless the applicant can show detailed documentation to meet the approval of the Building Official. Final building permit cost of construction shall be approved by the Building Official.
 - (3) Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, fire protection or demolition permit shall, ~~upon application for said permit(s),~~ **before issuing the permits,** be assessed a permit fee of twice the normal rate outlined in Subsection A of this section or twenty-five dollars (\$25.), whichever is greater. Example: Cost of materials = \$15,392; Labor = Self; Permit Fee = $16.0 \times \$9 \times 2$ (self labor) $\times 2$ (added fee) = \$576.
 - (4) In the case of a revocation of a permit or abandonment or discontinuance of a building project, the portion of the work actually completed shall be computed and any excess fee for the uncompleted work shall be returned to the permit holder upon written request. All plan examination and permit processing fees and all penalties that have been imposed on the permit holder under the requirements of this chapter shall first be collected. The permit processing fee shall be 10% of the building permit application fee with a minimum fee of ten dollars (\$10.). **[Amended 3-5-2019]**

§ 40-16 Prospective application.

Nothing in this chapter or in the codes hereby adopted shall be construed to affect any suit or proceeding now pending in any court or any rights acquired or liability incurred, nor any causes of action accrued or existing, under any act or ordinance repealed hereby, nor shall any right or remedy of any character be lost, impaired, or affected by this chapter. This chapter shall have prospective application only.

§ 40-17 Severability.

The invalidity of any section or provision of this chapter or of the codes hereby adopted shall not invalidate any other sections or provisions thereof.

§ 40-18 Cleanup of construction sites.
[Amended 2-4-1997; 10-15-2013]

Within 30 days of the issuance of a certificate of occupancy or, in the case of a project which is terminated or delayed indefinitely, within 30 days of appropriate notification by the Director of Building, Zoning, and Licensing Services, the land at any construction site must be reclaimed. Such reclamation includes removal of all vehicles, equipment, materials, and temporary structures related to the construction project and restoration of any disturbed land to a grassed, planted, or otherwise erosion-free condition.

Amendments effective upon passage.

Addendum B - Adopted as Proposed

Chapter 218

STORMWATER MANAGEMENT AND EROSION CONTROL

§ 218-1. Purpose and objectives	§ 218-10. Post-construction stormwater management design standards
§ 218-2. Authority; when effective	§ 218-11. Installation, construction, maintenance and inspection requirements and responsibility
§ 218-3. Jurisdiction	§ 218-12. As-built plans and certification
§ 218-4. Severability	§ 218-13. Other required permits
§ 218-5. Amendments	§ 218-14. Illicit discharge and connection
§ 218-6. Definitions and abbreviations	§ 218-15. Waivers
§ 218-7. Applicability	§ 218-16. Enforcement and penalties
§ 218-8. Application; plan review and approval	
§ 218-9. Construction site erosion control design standards	

(HISTORY: Adopted by the City of Rochester 6-6-1995 as Ch. 50 of the 1995 Code. Amendments noted where applicable.)

§ 218-1. Purpose and objectives

- A. This chapter provides for the health, safety, and general welfare of the citizens of the City of Rochester through the regulation of discharges into the City's stormwater drainage system, water bodies, streams, and wetlands in a manner compliant with the requirements of state and federal law, including the provisions of the Clean Water Act governing discharges from municipal separate storm sewer systems (MS4s), as amended. The objectives are as follows:
- (1) Prohibit unpermitted discharges.
 - (2) Set forth the legal authority and procedures to carry out all inspection, monitoring, and enforcement activities necessary to ensure compliance with this chapter and applicable state and federal laws.
 - (3) Establish design, construction, and post-construction standards for stormwater drainage systems to improve stormwater management, minimize future costs to the City, protect the integrity of the City's water resources, reduce pollution of water bodies, and be compliant with other local, state, and federal regulations. These standards shall be used as part of any Site Plan and Subdivision review processes governing new construction, redevelopment, or any land disturbance activity as well as in the issuance of a stormwater, driveway, or building permits where applicable for any land disturbances.
- B. The provisions and standards of this chapter are implemented for the following purposes:
- (1) Managing stormwater runoff to protect water quality and quantity

- (2) Reducing pollutant contributions to a waterbody that is or may become impaired
- (3) Improving water quality of stormwater runoff discharged to drainage systems, surface water bodies, or wetlands
- (4) Taking preventative measures to avoid increasing stormwater runoff volumes and peak flow rates onto adjacent property more than existing stormwater runoff volumes and peak flow rates under current developed or undeveloped conditions

§ 218-2. Authority; when effective

- A. Authority is based on the following New Hampshire statutes that enable local regulation of stormwater as a component of zoning and land use:
 - (1) RSA 674:16 – Grant of Power
 - (2) RSA 674:17 – Purposes of Zoning Ordinances
 - (3) RSA 674:21 – Innovative Land Use Controls
 - (4) RSA 674:36 – Subdivision Regulations
 - (5) RSA 674:44 – Site Plan Review Regulations
- B. Additional Authority for Regulation of Stormwater Discharge
 - (1) RSA 149-I:6 provides municipal authority to regulate stormwater, independent of land use regulations.
- C. This chapter is adopted pursuant to the authority vested in the following:
 - (1) The City Council pursuant to RSA 47:13, 47:17, 38:26, 149-I:3 and 149:1:6 **(Amended at time of adoption of Code [see Ch. 1, General Provisions, Art. II])**
 - (2) The Planning Board pursuant to RSA 674:35, 674:36, 674:44 and 155-E:11
 - (3) The Building, Zoning, and Licensing Services Department pursuant to RSA 147:1 and 147:14.1 **(Amended at time of adoption of Code [see Ch. 1, General Provisions, Art. II])**
- D. This chapter shall become effective upon adoption by the City of Rochester City Council, in accordance with the statutory sections identified above.

§ 218-3. Jurisdiction

- A. This chapter shall pertain to all land within the boundaries of the City of Rochester, New Hampshire.
- B. In any case where a provision of this chapter is found to be in conflict with a provision of any other ordinance, regulation, code, or covenant in effect in the City of Rochester or with any state statute, with particular reference to New Hampshire RSA 676:14, 674:16 and 674:17 and the relevant subsections therein, the provision which is the more restrictive shall prevail.

§ 218-4. Severability

The invalidity of any section, subsection, paragraph, sentence, clause, phrase, or word of this chapter shall not be held to invalidate any other section, subsection, paragraph, sentence, clause, phrase, or word of this chapter.

§ 218-5. Amendments

This chapter may be amended by the approval of the several boards or entities identified in § 218-2 Authority; when effective above, provided that each such agency complies with any applicable statutory or local procedures governing its authority to adopt such ordinance. Amendments to zoning aspects shall be approved by City Council.

§ 218-6. Definitions and abbreviations

As used in this chapter, the following terms shall have the meanings indicated:

BEST MANAGEMENT PRACTICE (BMP) — A proven or accepted structural, nonstructural, or vegetative measures, maintenance procedures, and other management practices, the application of which reduces or prevents discharges of pollutants, erosion, sediment, or peak storm discharges to improve the quality of stormwater runoff.

BUFFER — A designated protected area along a watercourse or wetland where development is restricted or prohibited. See the City's Conservation Overlay District Ordinance, Article XII(c) for specific details on buffer setbacks and permitted uses within buffers.

CITY — The City of Rochester, New Hampshire.

CITY ENGINEER — Intended to refer to and identify the City Engineer or his/her designee or any qualified engineering consultant which the City Council, City Manager, Planning Board, Building, Zoning, and Licensing Services Department, Commissioner of Public Works, or their designee(s) engage(s) for the purpose of reviewing any application or plan submitted in accordance with this chapter or determining compliance herewith, when, in their judgment, such review is appropriate or necessary in order to ensure compliance with this chapter or determine if the provisions hereof have been violated. **(Amended at time of adoption of Code [see Ch. 1, General Provisions, Art. II])**

CONTIGUOUS — Land sharing a common border.

CRITICAL AREAS —

Land disturbance of any size where any one of the following applies:

- 1) Within a designated Buffer as defined in the City's Conservation Overlay District Ordinance, Article XII(c).
- 2) Within 50 feet of a watercourse or a stream not identified in the City's Conservation Overlay District Ordinance
- 3) Within a 100-year floodplain identified on the most current effective Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map
- 4) Land disturbance exceeding 2,000 square feet in highly erodible soils

- 5) Land disturbance containing slope greater than 25%

CRITICAL HABITAT — Habitat needed to support recovery of listed species. When a species is listed under the Endangered Species Act, the State of New Hampshire Fish and Game is required to determine whether there are areas that meet the definition of critical habitat. These are defined as:

- 1) Specific areas within the geographical area occupied by the species at the time of listing that contain physical or biological features essential to conservation of the species and that may require special management considerations or protection; and
- 2) Specific areas outside the geographical area occupied by the species if the agency determines that the area itself is essential for conservation.

DEPARTMENT OF PUBLIC WORKS (DPW) — The term “DPW” when used in this chapter to designate the reviewing, approval, or enforcement authority hereunder, is intended to refer to and identify the City Engineer or any qualified professional engineering consultant which the City Council, City Administrator, Planning Board, Department of Building, Zoning and Licensing Services, DPW Director, or designees engage(s) for the purpose of reviewing any application or plan submitted in accordance with this chapter or determining compliance herewith.

DEVELOPMENT — Any construction or land disturbance or grading activities other than for agricultural and silvicultural practices. (See also New Development and Redevelopment below)

DISCONNECTED IMPERVIOUS COVER — The portion of impervious cover that is not hydraulically connected to a receiving body of surface water by means of continuous paved surfaces, gutters, drainage pipes or other conventional conveyance. Impervious cover that is treated by Low-Impact Development (LID), as defined in this chapter, is a disconnected impervious cover.

EFFECTIVE IMPERVIOUS COVER — The portion of impervious cover area that is hydraulically connected to the receiving body of surface water by means of continuous paved surfaces, gutters, drainage pipes or other conventional conveyance. Effective impervious cover is the area resulting from impervious cover minus disconnected impervious cover minus treated area.

ENVIRONMENTAL PROTECTION AGENCY (EPA) — The federal agency of the United States responsible for implementing the Clean Water Act, including the National Pollutant Discharge Elimination System (NPDES) program.

HIGHLY ERODIBLE SOILS — Any soil with an erodibility class (K factor) greater than or equal to 0.43 in any layer as found in Table 3-1 of the *Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire* (August 1992 or as updated).

EROSION — The detachment and movement of soil or rock fragments by water, wind, ice, or gravity.

FILTRATION — The process of physically or chemically removing pollutants from stormwater runoff. Filtration includes practices that capture and store stormwater runoff and pass it through a filtering media such as sand, organic material, or the native soil for pollutant removal. Stormwater filters are primarily water quality control devices designed to remove particulate pollutants and, to a lesser degree, bacteria, and nutrients.

GROUNDWATER RECHARGE — The process by which water seeps into the ground and eventually replenishes groundwater aquifers and surface waters such as lakes, streams, and the oceans. Groundwater recharge maintains flow in streams and wetlands and preserves water table levels that

support drinking water supplies.

GROUNDWATER RECHARGE VOLUME (GRV) — Volume of stormwater runoff to be infiltrated as calculated in accordance with New Hampshire Code Admin. R. Part Env-Wq 1504.12.

IMPERVIOUS COVER — Those surfaces that cannot effectively infiltrate rainfall consisting of surfaces such as building rooftops, pavement, sidewalks, driveways, compacted gravel (e.g., dense graded aggregate [with fines] used in walkways, driveways, and parking lots).

INFILTRATION — The process of stormwater runoff percolating into the ground (subsurface materials), including stormwater treatment practices designed to capture stormwater runoff and infiltrate it into the ground over a period of days.

LAND DISTURBANCE — Action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, and movement and stockpiling of topsoil.”

LARGER PLAN OF DEVELOPMENT — A project in which different parts of a property or properties that are under a common plan of development are either planned to be developed or are developed in geographical or time-based phases.

LOW-IMPACT DEVELOPMENT (LID) — LID is a site planning and design strategy intended to maintain or replicate predevelopment hydrology through the use of site planning, source control, and small-scale practices integrated throughout the site to prevent, infiltrate, and manage stormwater runoff as close to its source as possible. Examples of LID strategies are pervious pavement, rain gardens, green roofs, bioretention basins and swales, filtration trenches, and other functionally similar BMPs located near the stormwater runoff source.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) — A federal permit program administered by the EPA governing stormwater discharges under Section 402 of the Clean Water Act.

NEW DEVELOPMENT — Any construction, land disturbance, or improvement of a site or structure with less than 40% existing impervious cover, as described in § 218-10 Post-construction stormwater management. Calculated by dividing the total existing impervious cover by the size of the site and convert to a percentage.

NOTICE OF INTENT (NOI) — Document to apply for coverage under the EPA's construction general permit for stormwater discharges from construction activities.

NOTICE OF TERMINATION (NOT) — Document to end coverage of a construction activity under the EPA's construction general permit.

PROJECT AREA — Area within the subdivision or site plan boundaries plus any areas with associated off-site improvements.

POLLUTANT — Sediments, total suspended solids (TSS), phosphorus, nitrogen, metals, pathogens, floatable debris, thermal impacts, and oil and other petroleum products. Pollutant also means dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water. This term does not mean water, gas, other material which is injected into a well to facilitate production of oil or gas, or water derived in association with oil or gas production and disposed of in a well, if the well is used either to facilitate production or for disposal purposes is approved by authority of the State of New Hampshire and if the State determines that such injection or disposal will not result in the degradation of ground

or surface water resources.

POLLUTANT LOAD — An estimated amount of pollutants that is discharged to a receiving waterbody typically measured in units of concentration or mass per time (i.e. concentration (mg/L) or mass (lbs./day)) on an average annual basis.

QUALIFIED PROFESSIONAL — A person knowledgeable in the principles and practice of stormwater management and erosion and sedimentation control, including a Certified Professional in Erosion and Sediment Control (CPESC), a Certified Professional in Storm Water Quality (CPSWQ) or a licensed Professional Engineer (PE).

RETENTION — The amount of precipitation on a drainage area that does not escape as stormwater runoff. It can be expressed as the difference between total precipitation and the sum of the total stormwater runoff, total evaporation, and total infiltration from an area.

REDEVELOPMENT — Any construction, land disturbance, or improvement on a site that has 40% or more of existing impervious cover area, as described in § 218-10 Post-construction stormwater management. Calculated by dividing the total existing impervious cover area by the parcel size area and convert to a percentage.

SEDIMENT — Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.

SEWAGE — Domestic and industrial wastewater generated by a community and conveyed in sanitary sewer pipes to treatment facilities.

SITE — A parcel or right-of way area where construction activities are proposed including but not limited to the creation of new impervious cover and improvement of existing impervious cover

STABILIZED — When the soil erosion rate approaches that of undisturbed soils. Soils which are disturbed will be considered stabilized when one of the following is achieved:

- a. A minimum of 85% vegetative cover has been established.
- b. A minimum of 3 inches of nonerosive material such as stone or riprap has been installed.
- c. Erosion control blankets have been installed in accordance with Env-Wq 1506.03.

STEEP SLOPE — Slopes greater than 25 percent.

STORMWATER MANAGEMENT AND EROSION CONTROL PLAN (SMECP) — A plan required by the City which outlines project features, proposed temporary and permanent erosion control features, maintenance schedules and practices, and design basis used to establish temporary and permanent stormwater design features.

STORMWATER PERMIT (SWP) — A permit issued by the City of Rochester per the requirements outlined in this chapter.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) — A plan required by the Environmental Protection Agency (EPA) that clearly describes appropriate pollution control measures and includes a description of all pollution control measures (e.g., BMPs) that will be implemented as part of the construction activity to control pollutants in stormwater discharges and describes the interim and permanent stabilization practices for the site.

STORMWATER RUNOFF — The water from precipitation that is not absorbed, evaporated, retained, or otherwise stored within the contributing drainage area.

STREAM — Areas of flowing water occurring for sufficient time to develop and maintain defined channels, but which may not flow during dry portions of the year. This includes all perennial and intermittent streams located on U.S. Geological Survey Maps.

TREATED AREA — The area of impervious cover from which stormwater runoff is treated by a stormwater BMP or LID as per the requirements of this chapter.

WATERCOURSE — Any body of water flowing in an identifiable channel or course at least six months of the year.

WATER QUALITY VOLUME (WQV) — Volume of stormwater runoff to be retained or treated as calculated in accordance with New Hampshire Code Admin. R. Part Env-Wq 1504.10.

§ 218-7. Applicability (Amended at time of adoption of Code [see Ch. 1, General Provisions, Art. II])

This chapter shall apply to any action that will hinder, alter, add to, or modify the existing stormwater flow, drainage, and/or related infrastructure and any discharges into the stormwater drainage system, water bodies, watercourse, streams, and wetlands within the City of Rochester

A. Requirement for Stormwater Permit (SWP).

Except as permitted by this chapter, no person shall alter land or engage in any activity which causes or contributes to stormwater runoff discharge without first having obtained a Stormwater Permit (SWP) from DPW for the activities listed in (1) and (2) below. Activities exempt from this chapter are described in Section § 218-7, Part B.

- (1) Any land disturbance activity within a Critical Area
- (2) Any land disturbance activity more than 5,000 square feet

Nothing in this chapter shall be a defense from noncompliance associated with a stricter standard set forth in a federal NPDES permit requirement and/or imposed under the New Hampshire Department of Environmental Services (NHDES) programs.

B. Exemptions

The following allowed activities listed in (1) through (7) below are exempt from the requirements of this chapter.

- (1) Small projects that will result in less than 5,000 square feet of land disturbance and are located outside of Critical Areas, provided that minimum erosion control measures are applied (refer to § 218-9 Construction site erosion control design standards).
- (2) Normal maintenance and improvement of land in agricultural use provided in the *Manual of Best Management Practices (BMP's) for Agriculture in New Hampshire* as established by the New Hampshire Department of Agriculture, Markets and Food dated June 2011, or as amended.
- (3) Maintenance of existing landscaping, gardens, or lawn areas.
- (4) The construction of any fence that will not alter existing terrain or drainage patterns.

- (5) Construction of utilities (gas, water, sewer, electric, telephone, storm drainage, etc.), disturbing less than 20,000 contiguous square feet, within the limits of an existing paved roadway that will not increase impervious area, or permanently change drainage patterns, and where construction trenches are stabilized at the end of each working day.
- (6) Disturbance solely related to maintenance and improvement of an existing street or road unless an increase in impervious area is proposed and the disturbance is greater than 20,000 square feet. This exemption applies for roadway projects that do not disturb highly erodible soils (e.g., reclaim and pave, resurfacing, milling).
- (7) Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the Department of Building, Zoning and Licensing Services and DPW.

C. Requirement for Stormwater Management and Erosion Control Plan

Proposed projects meeting one or more of the following conditions listed below shall also, as part of the SWP application, submit a Stormwater Management and Erosion Control Plan (SMECP) to the DPW.

- (1) A cumulative land disturbance exceeding 20,000 square feet, whether the project is or is not part of a larger plan of development.
- (2) A subdivision of four or more lots (i.e., Major Subdivision).
- (3) Phasing of three or more contiguous lots per year of an existing or proposed subdivision.
- (4) Construction of utilities (gas, water, sewer, electric, drainage, telephone, etc.) requiring contiguous land disturbance of greater than 20,000 square feet.
- (5) Any land disturbance activity within a Critical Area.

§ 218-8. Application submittal and approval requirements

A. Stormwater Permit

For projects that require a Stormwater Permit as listed under § 218-7 Applicability, Part A and are not otherwise listed as exempt under § 218-7 Applicability Part B, applicants shall submit a completed SWP application¹ to the DPW or through the City's Online Permit Center on the City's website².

At a minimum, the Applicant shall include the following in the SWP application:

- (1) A description of the proposed construction erosion and sediment controls which meet § 218-9 Construction Site Erosion Control Design Standards.
- (2) A description of the proposed post-construction stormwater management measures which meet § 218-10, Part B. Additional post-construction stormwater management controls may be required, at the discretion of the DPW.

¹

https://www.rochesternh.net/sites/g/files/vyhlf1131/f/file/stormwater_management_erosion_control_permit_application_3-27-15.pdf

² <https://rochesternh.viewpointcloud.com/>

B. Stormwater Management and Erosion Control Plan

For projects that require a SMECP as listed under § 218-7 Applicability, Part C and are not otherwise listed as exempt under § 218-7 Applicability, Part B, applicants shall submit at a minimum a SMECP to the DPW the items listed in (1) and (2) below. Additional requirements may be requested by the DPW, at its discretion.

If a project requires submission of a SWPPP under federal law, the applicant may completely incorporate SMECP requirements into the SWPPP and request that the SWPPP cover both the SWPPP and SMECP requirements.

(1) Narrative Stormwater Management and Erosion Control Report (Report)

The Report shall contain the following items:

- (a) Description of construction period and earth movement schedule, including anticipated project start and completion dates, sequence and duration of grading and construction activities, and sequence and timing of installation and/or application of soil erosion and sediment control measures as well as sequence for final stabilization of the project site.
- (b) Description of the on-site and adjacent wetlands, streams, water bodies, or other natural resources; including the date and methods used to identify/delineate these resources; a description of any buffer setbacks that may apply, steep slopes, critical habitat, critical areas, existing vegetation, and 100-year floodplain limits and whether any downstream water bodies are listed as impaired and their impairment according to NHDES's most recent 303(d) list.
- (c) Description of existing drainage patterns, receiving water bodies, or drainage infrastructure and soil types (as described in § 218-8.B(2)(g), below).
- (d) Description of BMP and LID measures that were considered and are proposed to limit the development footprint, preserve existing vegetation, and mimic existing hydrology to the extent feasible. Describe BMP and LID measures that were considered but determined not to be feasible.
- (e) Description of proposed changes in impervious cover and any changes in pre- and post-development drainage patterns.
- (f) Description of the methods, calculations, and proposed measures to demonstrate how the proposed project meets:
 - (i) Construction site erosion control design standards (§ 218-9).
 - (ii) Post-construction stormwater management design standards (§ 218-10).
- (g) Description of the following procedures:
 - (i) Limit and/or optimize the use of deicing materials and minimize off-site increases in chloride levels in adjacent surface and groundwater.
 - (ii) Control waste such as discarded building materials, concrete

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washout, chemicals, litter, and sanitary waste during the construction process that may cause adverse impacts to water quality.

- (h) An Inspection and Maintenance Plan consistent with § 218-11 Installation, construction, maintenance, and inspection requirements
- (i) Copies of pertinent state and federal permits (as referenced in § 218-13 Other required permits)
- (j) Any other specific study, calculation, or investigation as requested by the City
- (k) Certification by a Qualified Professional.

(2) Site Development Plan

The Site Development Plan shall meet the qualifications as outlined in the Site Plan or Subdivision Regulations. The following items are specific to this chapter:

- (a) Project limit or boundary
- (b) Critical Areas
- (c) Limits of surface waters, wetlands, and drainage patterns, including direction of flow of stormwater runoff using arrows, within the project area and 200 feet outside of project boundary
- (d) Limits of watershed delineation any off-site and upstream areas contributing flow to shared drainage channels and/or infrastructure.
- (e) Limits and type of existing vegetation (including invasive species)
- (f) Extent of 100-year floodplain boundaries, if published or determined.
- (g) Soils
 - (i) Areas of poorly and very poorly drained soils and areas proposed to be filled
 - (ii) Soils information for proposed land disturbance from a National Cooperative Soil Survey soil series map (web based or hard copy) or a High Intensity Soil Map of the site, prepared in accordance with Society of Soil Scientists of Northern New England Special Publication No. 1
 - (iii) Highly erodible soils shall be determined by soil series
- (h) Earth Disturbance
 - (i) Limits and areas of soil disturbance
 - (ii) Areas of cut and fill
- (i) Erosion and Sediment Control
 - (i) Location of perimeter controls
 - (ii) Locations of earth stockpiles
 - (iii) Locations of equipment storage and staging
 - (iv) Locations of proposed construction and vehicle or equipment fueling areas
 - (v) Locations of waste disposal facilities for solid waste, construction debris, sanitary waste, concrete washout, and a plan for stump disposal

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- (vi) Methods of site stabilization
- (j) Location of temporary and permanent snow management areas
- (k) The location, elevation, and size of all existing and proposed stormwater infrastructure and control measures (e.g., catch basins, drywells, drainage ditches, retention ponds)

C. Plan review and approval

- (1) The Planning Board, Building, Zoning, and Licensing Services Department, and Director of DPW, or designees, may, if in their judgment deem it necessary or helpful to assist in their review of the SMECP, require it be reviewed by a third-party registered Professional Engineer or other professional consultant acceptable to them, the cost of which shall be borne by the applicant.

This review cost would be in addition to applicant borne costs associated with site inspections and water quality monitoring (as applicable), to ensure sensitive resources are adequately protected where proposed projects are deemed to pose a higher risk of potential impacts due to factors, including but not limited to the project size, location, duration and history of the contractor's performance.

- (2) The DPW or other agency having jurisdiction shall indicate approval of the SMECP, as filed, if it complies with the requirements and objectives of this chapter. As applicable, such approval shall be a component of Site Plan or Subdivision approval.
- (3) Final SMECP approval shall be contingent upon collection of any required fees or escrow amounts related to technical review of the SWP prepared under this chapter.

D. Preconstruction meeting

- (1) The applicant and the applicant's engineer (or technical representative) may be required to schedule and attend a mandatory preconstruction meeting with DPW prior to commencement of construction. All required documents to be recorded, escrow deposits and bonding shall be in place prior to the scheduled meeting. Three copies of the SMECP (including the SWPPP and NOI, if required), up-to-date construction schedule, and associated construction documents shall be provided at that time. The SMECP shall bear the seal and signature of the New Hampshire Registered Professional Engineer preparing the documents. The SMECP may be combined with the SWPPP, if labeled as both and meeting the requirements of both. Prior to commencement of construction, the Department of Planning and Development will confirm that the documents submitted meet the conditions of Planning Board approval. An appropriate notation will be made on the official construction set used by the Code Enforcement and DPW. (Note: Preconstruction conferences will typically not be required for construction of one single-family home or one residential duplex, not part of a larger plan of construction.)
- (2) The Department of Planning and Development and DPW reserve the right to prepare and request the applicant's acknowledgement of a preconstruction checklist.

§ 218-9. Construction site erosion control design standards

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A. Temporary construction stormwater management design

The following design standards shall be applied in Planning for stormwater management and erosion control as related to construction.

(Note: These standards are in addition to requirements that may be found in other sections of the Site Plan, Subdivision, and other land use regulations or ordinances. These standards are also in addition to requirements set forth in the NH Small MS4 NPDES General Permit, NPDES General Permit for Discharges from Construction Activities, NHDES Wetlands Permits [RSA 482-A] and the NHDES Alteration of Terrain Rules [RSA 485-A:17]).

- (1) All measures in the plan shall meet, as a minimum, the BMPs set forth in the *New Hampshire Stormwater Manual, Volume 3* (2008 or as updated) A copy of the *New Hampshire Stormwater Manual* is available from the NHDES website at:

<https://www.des.nh.gov/water/stormwater>

Note: The manuals and website links in this section are provided for information and are subject to change. The most current version of the manual and link reference should be used by the applicant.

- (2) Erosion and sediment control measures shall be installed prior to any soil disturbance and shall be reviewed and approved by DPW prior to any land disturbance.
- (3) Whenever practical, natural vegetation shall be maintained, protected, or supplemented. Stripping of vegetation shall be done in a manner that minimizes soil erosion. Natural buffers shall be maintained.
- (4) The area of disturbance shall be kept to a minimum and be limited to an area only large enough to accommodate construction activities for a particular construction phase.
- (5) Measures shall be taken to control erosion within the project area. Sediment in stormwater runoff shall be trapped and retained within the project area. Wetland areas and surface waters shall be protected from sediment. Soil disturbance shall be avoided within established buffer setbacks as defined and consistent with the provisions included in the Conservation Overlay District (Zoning Ordinance § 275-12).
- (6) Off-site surface water and stormwater runoff shall be diverted away from areas of land disturbance where feasible or implement measures to convey stormwater through the project area without causing erosion of sediment shall be included. Integrity of downstream drainage systems shall be maintained.
- (7) Perimeter Controls
 - (a) Install sediment controls along any perimeter areas of the site that will receive stormwater runoff.
 - (b) Perimeter controls shall not be placed within wetland areas, stream channels, or wetland buffers.
- (8) Stabilization
 - (a) In areas where final grading has not occurred, temporary stabilization measures should be in place within 5 calendar days for exposed soil areas that are within 100 feet of a surface waterbody or a wetland and no more than 14 calendar days for all other areas. Permanent stabilization should be

- in place within 3 calendar days following completion of final grading of exposed soil areas.
- (b) Stabilization measures shall be provided with the submission for any disturbance on slopes equal to or steeper than 3H:1V.
 - (c) Specify permanent and temporary erosion and sedimentation control measures, seeding mixtures and rates, types of sod, methods of seedbed preparation, expected seeding dates (or limitations on seeding timeframes), type and rate of lime and fertilizer application, and type and quantity of mulching for temporary and permanent control facilities.
- (9) Winter Construction
- (a) For construction during the winter season, an additional erosion and sedimentation control plan and timeline shall be submitted by September 1 to the DPW.
 - (b) Additional temporary stabilization shall be deployed for the winter season consistent with *New Hampshire Stormwater Manual* guidelines for land disturbance that are not permanently stabilized by October 1 or implemented per the discretion of DPW.
 - (c) Active construction areas should be limited to the area necessary to gain access and sustain planned improvements that will be completed during the winter season.
- (10) Sediment Basins and Traps
- (a) Use of temporary sediment basins should avoid any additional vegetation clearing or site disturbance not otherwise needed for post-construction. Sediment basin locations shall be reviewed by DPW prior to construction and shall consider the potential for off-site impacts, including public safety, especially as it relates to sediment movement or sediment basin failure, and alternative sediment controls approved by DPW shall be used where site limitations preclude a safe design.
- (11) Waste Control
- (a) Procedures shall be implemented to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste during the construction process that may cause adverse impacts to water quality.
- (12) Inspection Schedule
- (a) All temporary erosion and sediment control measures shall be maintained in functioning condition until final site stabilization is accomplished. A proposed inspection schedule, in accordance with the guidelines of the *New Hampshire Stormwater Manual*, or NPDES General Permit for Discharges from Construction Activities shall be included in the submittal.
- (13) Removal of temporary controls
- (a) All temporary erosion and sediment control measures shall be removed after the site is stabilized unless the measures are intended to be left in place and approved by DPW on a case-by-case basis. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall

be permanently stabilized within three (3) calendar days unless conditions dictate otherwise.

§ 218-10. Post-construction stormwater management design standards

The following design standards shall be applied for post-construction stormwater management.

(Note: These standards are in addition to requirements that may be found in other sections of the Site Plan, Subdivision, and other land use regulations or ordinances. These standards are also in addition to requirements set forth in the NH Small MS4 NPDES General Permit, NPDES General Permit for Discharges from Construction Activities, NHDES Wetlands Permits [RSA 482-A], and the NHDES Alteration of Terrain Rules [RSA 485-A:17]).

A. Design Guidelines

- (1) All proposed stormwater treatment practices and measures shall be appropriately selected, designed, installed, and maintained in accordance with manufacturers' specifications and performance specifications in the *New Hampshire Stormwater Manual, Volume 2* (2008 or as updated), a copy of which is available from the NHDES website at:
<https://www.des.nh.gov/water/stormwater>
- (2) Innovative stormwater practice design standards that have been demonstrated to have treatment benefits in accordance with the purpose and objectives of this chapter may be accepted at the discretion of the DPW and may include techniques or practices in use and accepted by other jurisdictions (e.g., state agencies, municipalities, EPA). This may include proprietary and nonproprietary allowing for the continued advancement of the practice.
- (3) Annual pollutant removal from structural and nonstructural BMPs shall be calculated using methods consistent with the following:
 - (a) Attachment 3 to Appendix F of the 2017 New Hampshire Small MS4 General Permit (as modified Jan. 6, 2021), the Stormwater BMP Performance Analysis for EPA Region 1, or other tools provided by EPA Region 1 consistent with these resources.
 - (b) If the specified EPA Region 1 tools do not provide annual pollutant load removal performance data for planned or installed BMP types, the *New Hampshire Stormwater Manual, Volume 2* (2008 or as updated) BMP design guidance or performance standards may be used.
- (4) Design storm depths shall be based on local rainfall amounts using the extreme precipitation table provided by the Northeast Regional Climate Center located at <http://precip.eas.cornell.edu/>.
- (5) The design of the stormwater drainage system shall provide for the discharge of stormwater without flooding or functional impairment to streets, adjacent properties, downstream properties, soils, or vegetation.
- (6) Stormwater management systems designed to treat stormwater runoff generated from new development and redevelopment sites discharging to water bodies that are water quality limited due to nitrogen or their tributaries without an approved total maximum daily load (as listed on the most current version of the NHDES 303(d) list) shall additionally optimize stormwater treatment practices for nitrogen

removal.

B. Low-Impact Development (LID) Design Strategies

- (1) LID site planning and design strategies shall be used to the maximum extent practicable for both New Development and Redevelopment projects to reduce the discharge of stormwater runoff volume, protect water quality, and maintain predevelopment site hydrology. LID techniques include preserving existing vegetation, reducing impervious footprint, disconnecting impervious area, and using enhanced stormwater BMPs (such as raingardens, bioretention, tree box filters and similar stormwater practices) in landscaped areas. Applicants shall document why LID strategies are not feasible if not used to manage stormwater, and such documentation shall be approved by DPW during review of the stormwater management system.
- (2) Whenever practicable, native site vegetation shall be maintained, protected, or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion.

C. Stormwater Management Design Standards for New Development

For proposed projects that meet the definition of New Development or meet the requirements for a SMECP (§ 218-7 Applicability, Part C), the following standards shall be met:

- (1) Pollutant Discharge Minimization Requirements
 - (a) Stormwater runoff from the total post-construction impervious area shall be treated on the development site to achieve at least 80% removal of the average annual load of Total Suspended Solids (TSS) AND 50% removal of both Total Phosphorus (TP) and Total Nitrogen (TN) using appropriate stormwater treatment measures and pollutant removal calculation methods consistent with this chapter.
 - (b) Stormwater runoff shall not be discharged to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands, unless it meets the minimum pollutant discharge requirements in (a) above or is from a vegetated area conveyed as sheet flow.
 - (c) Stormwater treatment practices shall be designed for the water quality volume (WQV) or water quality flow (WQF), as applicable, calculated in accordance with Env-Wq 1504.10 and Env-Wq 1504.11, respectively.
 - (d) No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, noxiousness, toxicity, or temperature that may run off, seep, percolate, or wash into surface water or groundwater so as to contaminate, pollute, harm, impair, or not meet water quality standards of such waters.
 - (e) All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials shall meet the regulations of NHDES, including those involving underground storage tanks, aboveground storage tanks, hazardous waste, and required BMPs for groundwater protection (Env-Wq 401).

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- (f) The physical, biological, and chemical integrity of the receiving waters shall not be degraded by the stormwater runoff from the development site.
- (2) Groundwater Recharge Requirements
 - (a) Measures shall be taken to protect groundwater resources by reducing the post-development stormwater runoff volume by infiltrating the Groundwater Recharge Volume (GRV) according to the following ratios of Hydrologic Soil Group (HSG) type versus infiltration rate multiplier: HSG-A: 1.0; HSG-B: 0.75; HSG-C: 0.4; HSG-D: 0.15.
 - (b) For sites where infiltration is limited or not practical, the applicant shall demonstrate that the stormwater volume discharged from the site will not cause adverse impacts to downstream properties, infrastructure, aquatic habitat, or water quality degradation in downstream water bodies.
- (3) Peak Stormwater Runoff and Volume Control Requirements
 - (a) Measures shall be taken to control the post-development peak rate of stormwater runoff and volume so that it does not exceed the pre-development peak rate of stormwater runoff and volume for the 2-year, 10-year, and 25-year, 24-hour design storm.
 - (b) Runoff shall not be discharged to surface water bodies or wetlands more than volumes discharged under existing conditions (developed condition or undeveloped condition).
 - (c) If an increase in post-development peak rate or volume is anticipated due to site constraints that limit the ability to implement LID measures, the applicant shall demonstrate that the project will not cause adverse impacts to downstream properties, infrastructure, aquatic habitat or water quality degradation in downstream water bodies.
- (4) Flooding Impacts
 - (a) Where proposed changes are anticipated within mapped limits of the 100-year floodplain, provide hydrologic and hydraulic analysis to show no net increase in flood elevations for the 100-year flood.
- D. Stormwater Management Design Standards for Redevelopment
 - (1) For sites meeting the definition of a Redevelopment site, the project shall meet one of the following stormwater treatment standards:
 - (a) Implement measures on-site that result in disconnection or treatment of at least 30% of the existing impervious cover and 50% of the additional proposed impervious cover and pavement areas preferably using infiltration or filtration practices.
 - (b) Implement other LID techniques on-site to the maximum extent practicable to provide treatment for at least 50% of the entire site area.
 - (c) Provide off-site mitigation if (a) or (b), above, cannot be met due to site constraints. Off-site mitigation shall be equivalent to no less than the total area of impervious cover or site area not treated on-site in accordance with (a) or (b) above.
 - (i) An approved off-site location shall be identified, the specific

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Shanna will reach out to FIRM people

management measures identified, and an implementation schedule developed in accordance with Planning Board approval. The applicant shall also demonstrate that there are no downstream drainage or flooding impacts because of not providing on-site management for large storm events.

- (ii) Off-site mitigation must be implemented within the same United States Geological Survey HUC10 or smaller watershed, within the project's drainage area or within the drainage area of the receiving waterbody. To comply with local watershed objectives the mitigation site should be in the same watershed as the development and impact/benefit the same receiving water.

E. Stormwater Treatment Practice Selection and Specifications

- (1) Existing surface waters including lakes, ponds, rivers, perennial and intermittent streams, and wetlands (including vernal pools) shall be protected by the minimum buffer setbacks as specified in the Conservation Overlay District Zoning Ordinance. Stormwater management BMPs shall be located outside the specified buffer zone unless otherwise approved by the Planning Board. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered whenever possible. When necessary, as determined by the Planning Board or their representative, stream and wetland crossings shall comply with state stream crossing rules (Env-Wt 900), as appropriate, and, the recommended design standards to minimize impacts to flow and enhance animal passage (see the University of New Hampshire's *New Hampshire Stream Crossing Guidelines* (May 2009, as updated) available from the NHDES website at:
<http://des.nh.gov/organization/divisions/water/wetlands/documents/nh-stream-crossings.pdf>
- (2) Selection of stormwater treatment practices shall consider the use pervious parking surfaces as an alternative to impervious asphalt or concrete for general and overflow parking areas. Pervious pavement shall be appropriately sited and designed for traffic and vehicle loading conditions. Pervious pavement shall be maintained, and a Post-Construction Inspection and Maintenance Agreement prepared in accordance with § 218-11.C.
- (3) Selection and design of stormwater treatment and infiltration practices shall follow guidance in the *New Hampshire Stormwater Manual Volume 2* (2008 or as updated). Design considerations shall include the following, as appropriate:
 - (a) Where practical, the use of natural, vegetated filtration and/or infiltration BMPs or subsurface gravel wetlands for water quality treatment is preferred.
 - (b) Infiltration BMPs shall be in locations with the highest permeability on the site. If these areas are needed for other use, documentation shall be provided to DPW detailing the reasons the infiltration BMPs are located outside the highest permeability area and that the permeability of the soil is sufficient for the intended use.
 - (c) All infiltration areas shall be designed to drain within a maximum of 72 hours for water quality and flood control.

- (d) BMP design shall account for frozen ground conditions when the devices may not function at their optimal design.
 - (e) For sites where infiltration is limited due to existing soil conditions and increases in post-development stormwater runoff volumes are expected, the applicant shall demonstrate with supporting calculations that the increased stormwater volume to be discharged will not cause adverse impacts to downstream properties, infrastructure, aquatic habitat or water quality degradation in downstream water bodies.
 - (f) All vegetated stormwater management systems shall be planted with native plants appropriate for the site conditions: grasses, shrubs, trees and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section.
- (4) The design of the stormwater treatment systems shall account for upstream and upgradient stormwater runoff that flows onto, over, or through the site to be developed or redeveloped and provide for this contribution of stormwater runoff.
 - (5) Stormwater runoff shall be directed into recessed vegetated and landscape areas designed for treatment and/or filtration to minimize effective impervious cover and reduce the need for irrigation systems.
 - (6) Access for maintenance of stormwater facilities shall be provided as part of the design. Access easements may be required.
 - (7) Deicing material storage areas shall be located under cover and loading, and offloading areas shall be designed and maintained such that untreated stormwater runoff is not discharged to receiving waters. Snow storage areas shall be located such that no direct untreated discharges to receiving waters are possible from the storage site. Stormwater runoff from snow and deicing storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater. See NHDES guidance facts sheet on storage and management of deicing materials, a copy of which is available on the NHDES website at:
<https://www4.des.state.nh.us/nh-ms4/wp-content/uploads/2020/11/Salt-Storage.pdf>

F. Stormwater Drainage System Specifications

- (1) Drainage design should follow the design guidelines contained in the *Manual on Drainage Design for Highways*, as published by the State of New Hampshire Department of Transportation or the *New Hampshire Stream Crossing Guidelines*, as published by the University of New Hampshire.
- (2) Design criteria
 - (a) All closed drainage systems shall be sized for the 25-year, 24-hour storm frequency. All drainage pipes larger than 48 inches shall be designed to accommodate a 50-year, 24-hour storm frequency event.
 - (b) All drainage culverts shall be sized in accordance with the *New Hampshire Stream Crossing Guidelines*. Calculations should also be provided to demonstrate that the proposed culvert can safely convey the 25-year, 24-

hour storm frequency for culverts with an opening equivalent to a pipe diameter less than 48 inches. For culvert openings equivalent to a pipe diameter greater than 48 inches, calculations should be provided for the 50-year, 24-hour storm frequency.

- (c) If the project will affect drainage flow to an existing roadway culvert or if a detention or retention area is proposed, a minimum of a 25-year storm shall be used to evaluate potential off-site effects. If a state-owned or -maintained culvert is affected by the development, State of New Hampshire Department of Transportation (NHDOT) guidelines shall be used for evaluation of the culvert. Written approval from the NHDOT shall be submitted before final approval is granted.
- (d) All slopes equal to or steeper than 2:1 adjacent to a public right-of-way shall have stabilization details provided with the submission.
- (e) Proposed riprap within a public right-of-way shall be placed a minimum of 12 inches deep.
- (2) Velocities
 - (c) For open channel systems (e.g., swales), velocities less than 10 feet per second are required prior to entering a swale. Maximum design velocity within the swale shall be 1.0 foot per second during passage of the 25-year, 24-hour storm.
 - (d) For closed drainage systems, a minimum velocity of 2 feet per second is required. Velocities of greater than 10 feet per second may be allowed, at the discretion of DPW.
- (3) Access for maintenance of stormwater facilities shall be included as part of the design, where necessary. Access easements may be required.

§ 218-11. Installation, construction, maintenance and inspection requirements and responsibility

A. Requirements

- (1) Site development shall not begin before the SMECP has been reviewed and approved by the City and if applicable, all Planning Board conditions have been fulfilled. BMPs shall be installed as designed and scheduled as a condition of final approval of the SMECP. In cases where a SWPPP is provided to comply with the EPA Construction General Permit, the SWPPP contents can be used to fulfill components of the SMECP in the final review and approval of the SMECP. In addition, site development shall not begin until a NOI has been acknowledged by the EPA (if applicable).
- (2) The DPW or Department of Planning and Development may require a bond or other security with surety conditions in an amount satisfactory to the City, providing for the actual construction, installation, and removal of such measures within a period specified by the City and expressed in the bond or the security.
- (3) The Department of Planning and Development, DPW, or Office of Code

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Enforcement may require the owner or his/her authorized agent to deposit in escrow with the City an amount of money sufficient to cover the City's cost for inspection and any professional assistance required for site compliance and monitoring.

- (4) The owner of record of the property shall record the Notice of Decision and a Stormwater Inspection and Maintenance Agreement at the Registry of Deeds. The Stormwater Inspection and Maintenance Agreement shall include a Maintenance and Inspection Plan meeting all requirements in Part E(1), below.

B. Responsibility

(1) Responsible Parties During Construction

(a) Commercial and Industrial Development and/or Redevelopment

The owner, and owner's legally designated representative (if any) shall all hold responsibility for implementing the SMECP. This includes but is not limited to the installation, construction, inspection, and maintenance of all stormwater management and erosion control measures required by the provisions of this chapter.

(b) Residential Development and Redevelopment

The owner is responsible for implementing the SMECP. Excluding any post-development requirements of plan implementation, there are two ways for the City to consider an owner to be removed as the responsible party (the owner may also be required to comply with other regulating entities' additional requirements):

- (i) The owner completes the project in a manner satisfactory to the City and if a NOI has been filed for the project, the NOI permittee files a Notice of Termination (NOT) with the EPA in accordance with the terms of the federal requirements.
- (ii) The owner passes legal responsibility for the SMECP to another competent party. In the case of a new subdivision where lots may be transferred to a different entity for construction of the buildings, it is the owner's responsibility to ensure that the owner has a legal basis to require compliance by the new entity.

(c) Individual Homeowner Development

The homeowner or a homeowner who has taken control of a subdivided property bears responsibility for compliance with the approved SMECP. If the homeowner is contracting building services to another person or entity, the homeowner may choose to pass legal responsibility of compliance to the contracted entity. If the responsibility is not passed, the homeowner remains the responsible party and shall comply with the terms of the original SMECP.

(2) Responsible Parties - Post-construction / Long -term maintenance.

Long-term maintenance of approved stormwater practices shall be ensured through the Stormwater Inspection and Maintenance Plan as described in Part D(1), below. Responsibility for implementing the Inspection and Maintenance Plan is as follows:

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(a) Commercial and Industrial Development and/or Redevelopment

The owner, and owner's legally designated representative (if any) shall all hold responsibility for implementing the Maintenance and Inspection Plan. The responsible party(ies) may contract with one or more third parties to conduct the inspection and maintenance activities but shall remain responsible for ensuring long-term effectiveness and maintaining records as required by Part D(1), below.

(b) Residential Development and/or Redevelopment

For residential development and/or redevelopment where a homeowners' association will not be established, the individual homeowners share joint and several liability for implementing the Maintenance and Inspection Plan. For residential developments where a homeowners' association will be established the following applies:

- (i) The homeowners' association shall assume responsibility and be specified as such in the documentation that establishes the association.
- (ii) If the homeowners' association is dissolved or discontinued, the individual homeowners share joint and several liability for maintenance and inspection activities.

The responsible party(ies) may contract with one or more third parties to conduct the inspection and maintenance activities but shall remain responsible for ensuring long-term effectiveness and maintaining records as required by Part D(1), below.

C. Post-Construction Inspection and Maintenance

- (1) The Stormwater Inspection and Maintenance Agreement shall include an Inspection and Maintenance Plan for post-construction monitoring of stormwater BMPs to ensure long-term performance and functionality, including the following:
 - (a) Details of each BMP, including a plan showing the location of each BMP
 - (b) Name of responsible party for inspections and maintenance
 - (c) Proposed schedule of inspection frequency consistent with the *New Hampshire Stormwater Manual*
 - (d) Inspection checklist and photo documentation requirements
 - (e) A sample log to document each inspection and maintenance activity
 - (f) A sample deicing log to track amount and type of deicing materials applied to the site
 - (g) Description of maintenance response actions, including actions to be taken if invasive species begin to grow in the BMPs
 - (h) Documentation of how reports will be completed, submittal and retention procedures, and contingency plans if future maintenance is required
- (2) The owner of record of the property shall record the approved Stormwater Inspection and Maintenance Agreement at the Registry of Deeds.

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- (3) Inspections shall be conducted by a third party, Qualified Professional.
- (4) Responsible party(ies) shall remain responsible for ensuring long-term effectiveness and maintaining records as required by the Inspection and Maintenance Plan.
- (5) Inspections of the post-construction BMPs shall be conducted at the frequency specified in the Inspection and Maintenance Plan. Copies of inspection reports shall be made available upon request to DPW.

D. Providing Site Access for Maintenance and Inspection

Municipal staff or their designated agent shall have site access to complete routine inspections to ensure compliance with the approved SMECP. Such access shall be implied with the issuance of a SWP and/or as indicated in development approvals. Such inspections shall be conducted at a time agreed upon with the owner of record. If permission to inspect is denied by the landowner, it shall be deemed a violation.

Municipal staff or their designated agent reserve the right to secure an administrative inspection warrant from the district or superior court under RSA 595-B Administrative Inspection Warrants. Expenses associated with inspections shall be the responsibility of the property owner.

E. Notification for Spills or Other Non-Stormwater Discharges

As soon as any owner, owner's agent, or designated person responsible for a facility, site, activity, or operation has information of any known or suspected release of pollutants or non-stormwater discharges which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the municipal storm drain system, State waters, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release to minimize the effects of the discharge. If said individual is not competent to assess, contain, or clean up, that person shall immediately notify another competent individual or firm. If the substance poses an immediate health or safety concern (emergency situation), the City of Rochester Emergency Services shall immediately be notified, and then notification shall be made to the City of Rochester Office of Building, Zoning and Licensing Services, and the DPW. Notifying the City of Rochester does not preclude, supersede, or provide any liability coverage for any federal- or state-required notifications related to material spills. In nonemergency situations, notification should be made as soon as possible; however, no later than the next business day following an event.

§ 218-12. As-built plans and certification

As-built plans shall be provided for all projects which require a SMECP. As-builts shall be provided in the format outlined in the Site Plan or Subdivision Regulations.

§ 218-13. Other required permits

In addition to local approval, copies of the following permits shall be required if applicable:

- A. Alteration of Terrain Permit. RSA 485-A:17 requires a permit from NHDES for "*any person proposing to significantly alter the characteristic of the terrain, in such a manner as to impede natural runoff or create an unnatural runoff.*" Regulations require this permit for any project involving more than 100,000 contiguous square feet of disturbance or

50,000 contiguous square feet in the protected shoreland.

- B. EPA Construction General Permit for Stormwater Discharges associated with Construction Activity under the NPDES Program. A permit issued by EPA or by the State under authority delegated pursuant to 33 U.S.C. § 1342(b) that authorizes the discharge of pollutants to waters of the United States. For a cumulative disturbance of one acre or more of land that EPA considers "construction activity," which includes but is not limited to clearing, grading, excavation, and other activities that expose soil typically related to landscaping, demolition, and construction of structures and roads, a federal permit will be required. Consult EPA for specific rules. This EPA permit is in addition to any State or local permit required. To apply, the entity or individual responsible for construction site operations shall file a NOI with the EPA at least seven (7) days prior to initiating work. Discharge is authorized when the application status is listed as "authorized" in the EPA public NOI database or when the applicant receives an EPA authorization letter by mail.
- C. Wetlands permit. RSA 482-A requires a permit from the NHDES for any person desiring to *"excavate, remove, fill, dredge or construct any structures in or on any bank, flat, marsh, or swamp in and adjacent to any waters of the state."*

§ 218-14. Illicit discharge and connection

- A. Prohibition of Illegal Discharges
 - (1) No person shall allow or cause to be allowed any discharge into the municipal storm drain system or watercourses that is not composed entirely of stormwater, or any stormwater containing any pollutants that cause or contribute to a violation of applicable water quality standards. The commencement, conduct, or continuance of any such discharge is prohibited except as follows:
 - (a) Water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration to storm drains, uncontaminated pumped groundwater, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioner condensate, springs, individual resident car washing, material riparian habitat or wetland flows, dechlorinated swimming pool water (less than 1 part per million [ppm] chlorine), firefighting activities, street wash waters and residential building wash waters without detergents or other pollutants, and any other water source not containing pollutants.
 - (b) Discharges specified in writing by the City and other governing bodies as being necessary to protect public health and safety.
 - (c) Dye testing is an allowable discharge but requires written and verbal notification to DPW at least 10 days prior to testing. DPW reserves the right to require additional information prior to testing and such information shall be provided at least 2 business days prior to testing.
 - (d) In the event the City determines that any of the above discharges is causing or contributing to the violation of any applicable water quality standards, the City may order the discharger to immediately cease such discharge.
 - (2) Any non-stormwater discharge permitted under an NPDES stormwater discharge, waiver, or Consent Order issued to the discharger and administered under the authority of the EPA, provided that the discharger is in full

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compliance with all requirements of the permit, waiver or order and other applicable laws and regulations, and, provided that written approval has been granted for any discharge to the storm sewer system.

B. Prohibition of Illicit Connections

- (1) An illicit connection is any connection to the municipal storm drain system that is not composed entirely of stormwater or contains a discharge that is prohibited in Part A(1)(a), above.
- (2) The construction, use, maintenance, or continued existence of illicit connections to the storm drain system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

C. Watercourse Protection

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly restrict the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

§ 218-15. Waivers

A. Conditions for Granting of Waivers

The Planning Board or DPW may waive any provision of these regulations herein where the board or DPW finds that:

- (1) Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of these regulations; or
- (2) Specific circumstances relative to the SMECP or the conditions of the land in the SMECP indicate that the waiver will properly carry out the spirit and intent of these regulations.

The basis for any waiver granted by the Planning Board shall be recorded in the minutes of the board or DPW shall record with the conditions in the permit.

§ 218-16. Enforcement and penalties

- A.** The Department of Building, Zoning and Licensing Services, DPW Director, City Engineer, Planning Board, or their designee, and subject to the provisions below, shall have the authority to enforce all aspects of this chapter. In that regard, said official(s) shall be empowered hereby to invoke all statutory enforcement prerogatives that may be applicable to the purported violation as it relates to any plan submitted hereunder or activity regulated hereby. By way of illustration and not by way of limitation, it is contemplated that the following statutory enforcement prerogatives would apply:

Type of Proposal	Applicable Board or Authority	Applicable Enforcement Statute
Site Plan & Subdivision Proposals	Planning Board	RSA 676:15, 16, 17, 17-a, & 17-b
Proposals affecting single existing tracts	Building, Zoning and Licensing, Planning Board	RSA 147:9RSA 676:17, RSA 673:1(V), and RSA 676
Proposals affecting existing public roads or public stormwater systems in place	City Council or DPW	RSA 47:17, RSA 25:9-V-a.
Proposals affecting any water/sewer infrastructure in place	City Council or DPW	RSA 38:26, II, and RSA 149-1:6,III
Proposals involving Earth Material Removal Permits or other mining activities regulated by RSA 155-E	Planning Board	RSA 155-E:10

- B. The Department of Building, Zoning and Licensing Services, DPW Director, Health Officer, or their designee is authorized by means of this chapter to take any action to enforce this chapter and to act on behalf of the various boards or agencies identified above. It is intended that said Department of Building, Zoning and Licensing Services, DPW Director, Health Officer, or their designee shall have the authority to seek individual specific remedies, including, where appropriate, suspension or revocation of any permit or approval issued hereunder, additional monitoring, injunctive relief, the issuance of Notices of Violation, the pursuit of civil and/or criminal sanctions, or, without limitation, any other sanction as authorized by applicable law, regulation or statute. Nothing herein shall be interpreted to limit or otherwise curtail any statutory authority which the City is entitled to exercise independent of this chapter.
- C. Nothing in this section is intended to limit in any way the Department of Building, Zoning and Licensing Services, DPW Director, Health Officer, or their designee from exercising any authority that state law allows them to exercise on behalf of any state agency which has preemptive or concurrent jurisdiction over any conduct that would be considered a violation of this chapter.
- D. Notwithstanding anything to the contrary, nothing herein is deemed to affect the enforcement discretion of the City under applicable law.

PROPOSED 2021-2022 OPERATING BUDGET-EXHIBIT A**OPERATING BUDGET SUMMARY**

Appropriations:	Proposed	Adopted	Change
City	\$ 36,916,125	\$ 37,028,625	\$ 112,500
County Tax	\$ 6,921,341	\$ 6,921,341	\$ -
Overlay	\$ 350,000	\$ 350,000	\$ -
Estimated Veteran's Credits	\$ 706,525	\$ 706,525	\$ -
School	\$ 68,610,769	\$ 68,905,448	\$ 294,679
School Federal Grants	\$ 3,470,000	\$ 3,470,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
School State Property Tax	\$ 4,928,157	\$ 4,928,157	\$ -
City Grants & Special Revenues	\$ 70,000	\$ 70,000	\$ -
Tax Incremental Financing Districts	\$ 1,197,912	\$ 1,197,912	\$ -
Water Fund	\$ 6,889,755	\$ 7,058,755	\$ 169,000
Sewer Fund	\$ 8,231,998	\$ 8,231,998	\$ -
Arena Special Revenue Fund	\$ 433,212	\$ 433,212	\$ -
Community Center	\$ 920,523	\$ 920,523	\$ -
Economic Development Fund	\$ -	\$ -	\$ -
Sub Total	\$ 141,546,317	\$ 142,122,496	\$ 576,179
Revenues:			
City	\$ 11,726,001	\$ 11,838,501	\$ 112,500
Use of Fund Balance	\$ 2,786,000	\$ 3,047,064	\$ 261,064
School	\$ 33,726,925	\$ 33,726,925	\$ -
School Federal Grants	\$ 3,470,000	\$ 3,470,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
City Grants and Donations	\$ 70,000	\$ 70,000	\$ -
Tax Incremental Financing Districts	\$ 1,197,912	\$ 1,197,912	\$ -
Water Fund	\$ 6,889,755	\$ 7,058,755	\$ 169,000
Sewer Fund	\$ 8,231,998	\$ 8,231,998	\$ -
Arena Special Revenue Fund	\$ 433,212	\$ 433,212	\$ -
Community Center	\$ 920,523	\$ 920,523	\$ -
Amount to be Raised by Taxes *	\$ 70,193,991	\$ 70,227,606	\$ 33,615
Sub Total	\$ 141,546,317	\$ 142,122,496	\$ 576,179

Addendum D - EXHIBIT A - **ADOPTED**

07/01/2021

PROPOSED 2021-2022 OPERATING BUDGET-EXHIBIT

OPERATING BUDGET SUMMARY

Appropriations:

Adopted

City	\$	37,028,625
County Tax	\$	6,921,341
Overlay	\$	350,000
Estimated Veteran's Credits	\$	706,525
School	\$	68,905,448
School Federal Grants	\$	3,470,000
School Lunch	\$	1,900,000
School State Property Tax	\$	4,928,157
City Grants & Special Revenues	\$	70,000
Tax Incremental Financing Districts	\$	1,197,912
Water Fund	\$	7,058,755
Sewer Fund	\$	8,231,998
Arena Special Revenue Fund	\$	433,212
Community Center	\$	920,523
Economic Development Fund	\$	-
Sub Total	\$	142,122,496

Revenues:

City	\$	11,838,501
Use of Fund Balance	\$	3,047,064
School	\$	33,726,925
School Federal Grants	\$	3,470,000
School Lunch	\$	1,900,000
City Grants and Donations	\$	70,000
Tax Incremental Financing Districts	\$	1,197,912
Water Fund	\$	7,058,755
Sewer Fund	\$	8,231,998
Arena Special Revenue Fund	\$	433,212
Community Center	\$	920,523
Amount to be Raised by Taxes *	\$	70,227,606
Sub Total	\$	142,122,496

ADOPTED 2021-2022 CAPITAL BUDGET-EXHIBIT A

CAPITAL BUDGET SUMMARY

	<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
Capital Appropriations:			
City	\$ 7,587,000	\$7,566,184	\$ (20,816)
School	\$ 1,423,000	\$1,423,000	\$ -
Water Works	\$ 1,235,000	\$ 2,379,000	\$ 1,144,000
Sewer Works	\$ 2,881,000	\$ 2,381,000	\$ (500,000)
Arena	\$ 80,000	\$ 80,000	\$ -
Community Center	\$ 305,000	\$ 305,000	\$ -
Total Appropriations	\$ 13,511,000	\$ 14,134,184	\$ 623,184
Source of Revenues			
General Fund			
Bonding and/or other Borrowing	\$ 5,954,000	\$5,954,000	\$0
Operating Budget	\$ 3,414,000	\$3,393,184	(\$20,816)
Other Sources	\$ 27,000	\$ 27,000	\$0
Subtotal General Fund Revenues	\$ 9,395,000	\$ 9,374,184	(\$20,816)
Enterprise Funds & Tax Incremental Financing			
Bonding and/or other Borrowing	\$ 3,895,000	\$ 4,370,000	\$475,000
Operating Budget	\$ 221,000	\$ 390,000	\$169,000
Subtotal Enterprise Funds & Tax Incremental Financing	\$ 4,116,000	\$ 4,760,000	\$644,000
Total Revenues	\$ 13,511,000	\$ 14,134,184	\$ 623,184

ADOPTED 2021-2022 CAPITAL BUDGET-EXHIBIT A**CAPITAL BUDGET SUMMARY****Adopted****Capital Appropriations:**

City	\$7,566,184
School	\$1,423,000
Water Works	\$ 2,379,000
Sewer Works	\$ 2,381,000
Arena	\$ 80,000
Community Center	\$ 305,000
Total Appropriations	<u>\$ 14,134,184</u>

Source of Revenues**General Fund**

Bonding and/or other Borrowing	\$5,954,000
Operating Budget	\$3,393,184
Other Sources	\$ 27,000
Subtotal General Fund Revenues	<u>\$ 9,374,184</u>

Enterprise Funds & Tax Incremental Financing

Bonding and/or other Borrowing	\$ 4,370,000
Operating Budget	\$ 390,000
Subtotal Enterprise Funds & Tax Incremental Financing	<u>\$ 4,760,000</u>

Total Revenues	<u>\$ 14,134,184</u>
-----------------------	-----------------------------

Exhibit A: IAFF LOCAL 1451 - JULY 2021

City Health Contribution	80/20	80/20	80/20
	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Health Plan			
Projected Health Increase		4.6%	5.0%
	Current FY21	FY22	FY23
Wages			
Base Wage	2,035,234	2,144,163	2,209,264
Educational Incentive	22,600	19,900	16,300
On-call incentive	5,000	-	-
Total Wages	2,062,834	2,164,063	2,225,564
Dollar Change		101,229	61,501
% Change		4.91%	2.84%
Benefits			
Medicare	29,911	31,379	32,271
Health Insurance	387,568	405,274	425,537
Opt Out	21,000	21,000	21,000
Dental	6,900	6,900	6,900
Total Rollups	445,379	464,553	485,708
Dollar Change		19,173	21,155
% Change		4.30%	4.55%
Totals			
Total Wages Benefits & Rollups	2,508,213	2,628,615	2,711,272
Dollar Change		120,402	82,657
% Change		4.80%	3.14%

40 Total Employees - 100% full-time

Exhibit A**Amendment to Section 5****Section 5 Election of Councilors.**

~~Beginning with the regular municipal election of 2003, two Councilors shall be elected from each ward, for terms of two years each, commencing on the first business day after January 1 following their election.~~

Beginning with the regular municipal election of 2023, each ward shall elect a Councilor A and a Councilor B, each Councilor A shall be elected for a term of four years and each Councilor B shall be elected for a term of two years, commencing on the first business day after January 1 following their election. Beginning with the regular municipal election of 2025, each Councilor B shall be elected for a term of four years, commencing on the first business day after January 1 following their election. Pursuant to Section 47 of this Charter, the City Clerk shall establish each ward seat as a separate municipal office, and shall establish a system to distinguish each separate ward seat on the municipal election ballot. Qualified persons may declare their candidacy for no more than one seat on the City Council at any municipal election.

What a “yes” vote means: This would start the process of staggering terms for the Councilors: At the 2023 Municipal Election the ballot/filing period would include all twelve Councilors and the Mayor; however, the Councilor Seat A’s would be set at four-year terms and the six Councilor Seat B’s would be set for two-year terms. Subsequently, at the 2025 Municipal Election the ballot would be set to include only six vacant seats (B’s) which would then be set to full four year terms. This would not impact the Mayoral race which is set at two year terms. This would also allow the Clerk to correct any spelling errors, redundancies, surplus wording, and updating terminology.

What a “no” vote means: The City Charter would remain unchanged with the current wording and spelling.

Amendment of Section 6**Section 6 Qualifications of Councilors.**

Each City Councilor and the Mayor shall be a registered voter of the City of Rochester at the time they file their declaration of candidacy, pursuant to Section 47 of this Charter. Each Ward Councilor shall be a resident and registered voter of their ward at the time they file said declaration, at the time of their election, and throughout their term of office. If a City Councilor ~~or the Mayor~~ moves their residence from the City of Rochester during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter. If a Ward Councilor moves their residence from their ward during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter.

What a “yes” vote means: This would correct a conflict with Section 9 “Deputy Mayor”. This would also allow the Clerk to correct any spelling errors, redundancies, surplus wording, and updating terminology.

What a “no” vote means: The City Charter would remain unchanged with the current wording and spelling.

Amendment of Section 22

Section 22 **Board of Library Trustees.**

The Board of Library Trustees shall be comprised of the City Manager, or his designee, and six members to be elected by the City Council, one member to be elected from each ward for a term of three years, and their election so arranged that 1/3 of the members of the Board shall be elected each year. Elections by the City Council shall be conducted pursuant to Section 68 of this Charter. The duties and powers of said Board of Trustees shall be those enumerated in Chapter 202-a of the Revised Statutes Annotated, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. The Board of Trustees of the Public Library shall organize annually by the choice of a Chairman and such other officers and committees as it deems necessary. ~~The Board of Trustees of the Public Library shall elect a Library Director and such other employees as may be necessary for the efficient operation of the Public Library, as vacancies occur.~~ ***The Board of Trustees shall appoint a librarian who shall not be a trustee and their compensation and other terms of employment shall be in conformity with relevant provisions of this Charter and City Ordinances.***

What a “yes” vote means: This would change the City Charter to be in conformity with the provisions of RSA 202-A:11, V.

What a “no” vote means: The City Charter would remain unchanged with the current wordings and spellings.

Amendment of Section 70

Section 70 **Removal of elected officials.**

By an affirmative roll-call vote of at least nine City Councilors, the City Council may ~~remove any elected City official from office for prolonged absence, inattention to duty, mental or physical incapacity, incompetence, willful violations of state statutes, this Charter, or City ordinances, or misconduct in office. Such vote shall be on specific written charges approved by a majority of the City Council, and after due notice and hearing called upon the majority vote of the Council,~~ **on specific charges and after due notice and hearing, at any time remove the Mayor or one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in the charter.** A vacancy occasioned by removal under this section shall be filled in the manner provided in the Charter.

What a “yes” vote means: This section is in conflict with RSA 49-C:13. The proposed change would correct that conflict.

What a “no” vote means: The City Charter would remain unchanged with the current wording and spelling.

Amendment of Section 57

~~Section 57 Supervisors of the Checklist, election day duties.~~

~~The Chairman of said Board, with the advice and consent of the other members, shall, at every election, select one of their number to serve in each ward, whose duty shall be to decide such contested cases as may arise by reason of the omissions specified in Section 55 of this act.~~

What a “Yes” vote means: This would eliminate an elected position which is not currently active.

What a no vote means: The charter would remain unchanged with the current wording and spelling.

Amendment of Sections 47, 51, 53, 54, 55, 56

Section 47 **Municipal election filing period, ballot preparation.**

The name of any qualified person shall be printed upon the municipal election ballot upon his filing with the City Clerk not later than five o'clock in the afternoon of the 45th day, nor earlier than nine o'clock in the forenoon of the 60th day prior to the date of said municipal election, his declaration in writing that he is a candidate for an office to be filled at the next succeeding municipal election. Each candidate shall pay to the City Clerk a filing fee in an amount established by ordinance, but which in no event shall exceed \$50 for any office.⁽¹⁾ The City Clerk shall prepare the ballots to be used at the municipal election. The ballot shall contain the names, ~~in alphabetical order~~ **according with RSA 656:5-a**, without party designation, of all persons who qualify with the City Clerk as a candidate for any office to be voted on at said municipal election. Below the list of names of candidates for each office there shall be as many blank spaces for write-in votes as there are votes permitted for such office.



Section 51 **Absentee voting.**

Any registered voter in the City of Rochester who-qualifies, **under RSA 657:4**, for an absentee ballot ~~is absent from the City on the day of the municipal election or any City election, or who cannot appear in public on an election day because of his observance of a religious commitment, or who, by reason of physical disability, is unable to vote in person,~~ may vote at such election by absentee ballot. The provisions of RSA 669:26 through 669:29 as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated shall apply to such absentee balloting, except that the duties performed therein by the Town Clerk shall be performed by the City Clerk.

~~Section 53 **Election of Supervisors of the Checklist.**~~

~~Each ward at every regular municipal election shall choose, by ballot and plurality vote, one Supervisor of Checklists, and the City Council shall also, in January following each regular municipal election, by ballot and majority vote, choose one Supervisor of Checklists for all the wards of the City, and the member chosen by the City Council shall be Chairman of the Board. All vacancies occurring in the Board shall be filled by the City Council by ballot and majority vote.~~



Section 54 **Voter checklist preparation.**

~~Said Supervisor, The City Clerk having been first duly sworn to the faithful discharge of the duties of their office, and a certification thereof recorded by the City Clerk,~~ shall, previous to every election, prepare, revise, and post up, in the manner required by law, an alphabetical list of the legal voters in each ward. ~~In preparing~~

said list they shall record in full the first or Christian name of each voter, but may use initial letters to designate the middle name of any voter.

Section 55 **Supervisors' session, voter registration.**

For each municipal election said Board of Supervisors shall be in session for the purpose of revising and correcting the list of voters at such places as they shall designate in accordance with the requirements of RSA 654:27, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. In the preparation of said list the said Board of Supervisors shall have all of the powers granted to and perform all of the duties imposed upon such Supervisors by the provisions of Chapter 654 of the New Hampshire Revised Statutes Annotated, so far as the same are not inconsistent with the provisions hereof. ~~Any person of legal age who shall present either his birth certificate or other evidence of birth in the United States or naturalization papers to the City Clerk and shall sign a written affidavit as to his Rochester residence under oath before either said City Clerk or justice of the peace or notary public or commissioned officer of the armed forces for those in the military service shall be registered to vote in the forthcoming elections. The Board of Supervisors of the Checklist shall receive said affidavit and certification from said City Clerk on forms to be prepared by said Board of Supervisors of the Checklist. The City Clerk shall receive such applications at any time, but no applications received within 10 days of the next election shall be considered for said election.~~



Section 56 **Voter checklist, election day.**

~~Said Supervisors shall deliver to t~~The City Clerk **shall provide** attested copies of the list of voters in each ward, prepared and corrected as aforesaid, before the hour of meeting, and said checklist so corrected, and no others, shall be used at the election. After the closing of the polls at said election, the Moderator and the Ward Clerk in each ward shall certify on the checklist used by them that such checklist is in fact the one used by them at said election and that it contains a corrected and complete list of the legal voters in their ward. One marked copy of each checklist used in said election shall be turned over to the City Clerk by the Supervisors. The City Clerk shall preserve such checklists in his custody for a public record for a period of no less than ~~five~~ **seven** years. Immediately after the ballots cast at a municipal election have been tabulated and the result have been announced, the Moderator or his designee, in the presence of the Selectman or their designees, shall seal and certify the ballots as provided by RSA 659:95 and shall deliver them to the City Clerk in the manner prescribed by RSA 659:98.

What a “Yes” vote means: This would amend Sections 47, 51, 53, 54, 55 and 56 to conform to State laws and current practice of the City Clerk. This would allow the Clerk to correct any spelling errors, redundant and surplus wording and updating terminology.

What a no vote means: The charter would remain unchanged with the current wording and spelling.



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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CITY MANAGER'S REPORT

June 2021

Contracts and documents executed since last month:

- **Department of Public Works**

- Easement Agreement– Unitil gas line **P. 85**
- Change Orders – Hutter Construction, New DPW **P. 86**
- Compliance Report – AOC related to NPDES Permit **P. 87**
- Recommendation of Bid award – SUR **P. 88**
- Scope of Services/Agreement – Geosyntec Consultants **P. 89**
- Software & Hardware contract – EJ Prescott **P. 90**
- Software Contract – Esri GIS Enterprise Software **P. 91**
- Professional Services Contract – Honeywell **P. 92**
- Right-of-Way Certificate – Strafford Square Improvements **P. 93**
- Scope of Services/Agreement – Weston & Sampson **P. 94**
- Scope of Services/Design engineering – Weston & Sampson **P. 95**
- Water/Sewer work force study – Jacobs Consulting **P. 96**
- Notice to Proceed – SUR, Strafford Square Project **P. 97**
- Community Center Lease Renewals **P. 98**
- USGS Annual Joint Funding Agreement **P. 99**
- MOU – Granite State Credit Union **P. 100**
- Conceptual Design Agreement – Ledgeview Dr Sewer Pump **P. 101**
- Master Service Agreement - Stantec **P. 102**
- Annual Lab Analysis Agreement – Granite State Analytical **P. 103**

- **Economic Development**

- FY22 CDBG contract – Meals on wheels **P. 104**
- FY22 CDBG contracts – HCSC and My Turn **P. 105**
- FY21 CDBG Environmental Review – CAP weatherization **P. 106**

- **IT**

- Service Agreement – RecDesk Recreation Software **P. 107**
- Equipment Quote – Patrol PC, Spare parts **P. 108**
- System Engineering Licensing – KnowBe4 **P. 109**

- **Planning**

- Service agreement for temporary staffing – Kelly Services **P. 110**

The following standard reports have been enclosed:

- Permission & Permits Issued -none
- Personnel Action Report Summary **P. 111**

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left blank...*

City Clerk's Office



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

FROM: Peter C. Nourse, Director of City Services

DATE: May 27, 2021

SUBJECT: Unitil Gas Line Easement for 45 and 51 Old Dover Rd.

CC: Terence O'Rourke, City Attorney

Your signature is requested on the attached easements. The easements allow new gas main to run from Old Dover Rd. across both 45 and 51 Old Dover Rd. properties, both owned by the City. The gas line crosses through these contiguous easements and under the Cocheco River to the new sub station currently under construction.

The City Attorney and I have reviewed this document.

Enclosed:

1. Gas Line Utility Easement Deed 51 Old Dover Road (Unitil)
2. Easement Plan for Process Pile Line, Sebago Technics, 3-2-21



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

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

DATE: June 1, 2021

SUBJECT: Hutter Construction – New DPW Facility
Change Order #6 Completion Time change
Change Order #8 Amount \$24,357.28

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

Attached please find one copy of Change Order #8 in the amount of \$24,357.28. The changes included are for vehicle exhaust system changes, flooring finishes, glass and wall partition in administration, facility sign change, meter bench testing equipment, and shower partitions. The facility is more than 57% completed and currently has 75% of contingency remaining.

The Original Contract value	\$17,674,000.00
Previous Changes totaled	\$151,722.33
This Change amount	<u>\$24,357.28</u>
Adjusted Contract total	\$17,850,079.61

The funding is available as budgeted in the following CIP Accounts:

15013010-772000-18526 = \$10,112.40
15013010-772000-20584 = \$2,066.24
55016010-772000-18526 = \$5,056.20
55016010-772000-20584 = \$1,033.12
55026020-772000-18526 = \$5,056.20
55026020-772000-20584 = \$1,033.12

If you have any question, please call, if not please sign electronically and pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration).



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Bezanson, PE, City Engineer *MSB*
DATE: May 28, 2021
SUBJECT: **AOC related to NPDES Permit NHG58A001**
June 1, 2021 Compliance Report (May 1, 2021 – May 31, 2021)
CC: Peter Nourse, PE, Director of City Services
Terence O'Rourke, City Attorney

Attached please find one (1) original of the City's June 1, 2021 Compliance Report for the City's Administrative Order on Consent (AOC) with USEPA related to the NPDES General Permit regulating nitrogen discharges from the WWTF (reporting period May 1, 2021 – May 31, 2021). This is the first compliance report for this AOC, for which compliance reports are due twice annually on June 1st and December 1st of each year.

This compliance report has been drafted with input from our engineering consultants and with the assistance of our environmental attorneys. Please sign the original document and return the Compliance Report to me at Public Works.

This Compliance Report will be submitted to both the EPA and NHDES (due date: June 1, 2021).

Please contact me with any questions. Thank you.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
 Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: May 26, 2021

SUBJECT: Recommendation to Award Bid #21-35 Strafford Square Intersection – Utility Relocation Project

CC: Peter Nourse, PE, Director of City Services

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #21-35 to SUR Construction, Inc. Enclosed please find a memo from our consultant, Stantec, summarizing their bid review and analysis; a memo from Director Nourse detailing the Department's approach regarding the bid review and contract award, which was approved by the City Attorney and the Finance Department; and, one (1) original Notice of Award for signature.

The total award is for \$2,997,150.00. Although the specific allocation has yet to be finalized, funds are available in the following three CIP account lines:

- Public Works 15013010-771000-16531
- Sewer Fund 55026020-771000-20555
- Water Fund 55016010-772000-19529

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original Notice of Award document should be returned to DPW for distribution.

Signature _____

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachments: Notice of Award for Bid No. 21-35 dated 5/26/21

Stantec and Director Nourse's Bid Review & Analysis memos



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: June 1, 2021

SUBJECT: Geosyntec Consultants
NPDES Municipal Storm Sewer System (MS4) Stormwater Permitting
Amount \$245,400.00

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

Attached please find (1) one copy of the scope of services / agreement for Geosyntec Consultants. This Consultant was select for NPDES MS4 Compliance and Stormwater Issues per RFQ 21-19. The tasks included are as follows:

- 3 Year MS4 Permit Requirements and minimum control measures (MCMs) that are to be completed by June 30, 2021 through preparation and implementation of required plans.
- High priority catchment investigation, storm water Best Management Practices (BMP) inspection and wet weather sampling to comply with the MS4 Permit
- Support for year 4 Good Housekeeping elements
- Permit compliance tracking and reporting assistance through September 30, 2021
- As needed technical support for compliance with the 2020 Final TN General Permit Part III

Funds for this project are available as Follows:

15013010-771000-21521 = \$245,400.00

If you have any question, please call, if not please pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 10, 2021

SUBJECT: EJ Prescott
Annual Sensus Software & Hardware Support (Metering Equip & Software)
Amount \$2,500.00

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

Attached please find (1) one copy of the EJ Prescott annual software and hardware contract. This annual agreement is effective July 2, 2021 through 6/30/2022. This has been budgeted for in the FY22 Billing Office Accounts in both water and sewer as follows:

51601570-543000 \$1,250.00
52602470-543000 \$1,250.00

This budget was approved by the City Council at the 6/1/2021 meeting.

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 10, 2021

SUBJECT: Esri GIS Enterprise Software 3yr Contract
Amount \$127,500.00

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

Attached please find (1) one copy of the Esri GIS Software Contract for 3year's service billed annually (FY's 2022, 2023, and 2024) at \$42,500 each year. This 3 year contract price is effective July 1, 2021 through 6/30/2024 and has been reviewed internally by our IT Representative for our GIS program. Note section 3.4 which gives us the ability to terminate the contract based on Funding. This has been budgeted across three O&M budgets (highway general fund, water and sewer) in the Software expense accounts (534003) and has been approved by the City Council at the 6/1/2021 meeting.

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 10, 2021

SUBJECT: Honeywell HVAC Contract
City Agreement
Amount \$158,458.96

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

Attached please find (1) one copy of the Honeywell Professional Service Contract for FY's 2022, 2023, 2024. This contract price reflects a 3% increase on the FY2021 City and Opera House Contract and adds additional equipment at the Community Center. This is a three year contract effective July 1, 2021. The contracted annual increase is 3% as negotiated by the Department of Public Works and provides the ability to cancel the contract with 60 days' notice. This has been budgeted for in the Buildings and Grounds FY2022 budget approved by the City Council at the 6/1/2021.

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
 Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: June 15, 2021

SUBJECT: **Strafford Square Intersection Improvements Project
 Right-Of-Way Certificate**

CC: Peter Nourse, PE, Director of City Services

Attached is a Right-Of-Way Certificate for the Strafford Square Intersection Improvements project, which is required by NHDOT for Local Public Agency (LPA) projects. This Certificate summarizes the parcels impacted by this project by permanent and temporary easements, as well as acquisitions, and the total costs thereof. Our engineering consultant, Stantec, has prepared this document in consultation with the Department of Public Works staff. A portion of the expended right-of-way costs were eligible for reimbursement at a set percentage by the NHDOT ("participating costs").

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original Right-Of-Way Certificate should be returned to me at DPW for processing. Thank you.

Signature_____

Katie Ambrose
 Deputy City Manager/ Director of Finance & Administration

Attachment: Strafford Square Intersection Improvements, Right-Of-Way Cert.



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: June 15, 2021

SUBJECT: Weston & Sampson
Sewer System Master CWSRF Contract
Contract Amount \$76,847.00

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

Attached please find (1) one copy of the scope of services / agreement for the Sewer System Master Plan Project. Weston and Sampson was selected for this project as part of the RFQ 21-19 Process. The funds are available in the following account

55026020-776001-19545 = \$76,847.00

If you have any question, please call, if not please pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: June 15, 2021

SUBJECT: Weston & Sampson
Tara Estates CWSRF Design Contract
Amount \$138,650.00

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

Attached please find (1) one copy of the scope of services / agreement for design engineering for the Tara Estates Pump Station Project. This contract was originally signed in 11/4/2021, the amount and scope has not change. The reason for the re-signing is that the project has been approved for a Clean Water SRF Loan and in order to have this contract included in the total to be submitted for State Aid Grant Funds (SAG) it must be executed using the CWSRF format for contract documents. I have attached the previously signed contract for your reference.

The purchase order for the full contract amount is already approved (FY21 PO#3445). Current expended amount is \$39,736.45 and remaining amount is \$96,913.55. The account used for the full amount of \$138,650 is as follows:

55026020-772000-21536 = \$138,650.00

If you have any question, please call, if not please pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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07/01/2021

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 16, 2021

SUBJECT: Jacobs Consulting
Water & Sewer Work Force Study
Amount \$75,000.00

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

Attached please find (1) one copy of the Jacob's agreement for the planned Water and Sewer Work for study as described in the attached agreement. Mr. Nourse requested and received your approval for a procurement waiver back on April 7, 2021. See attached approval. The funds are available as follows:

Water Work Force Study 55016010-776001-21529 = \$25,000.00
Sewer Work Force Study 55026020-776001-21529 = \$50,000.00

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
 Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MB*

DATE: June 17, 2021

SUBJECT: **Strafford Square Intersection Improvements –Utility Relocation Project (#21-35), Construction Agreement and Notice To Proceed**

CC: Peter Nourse, PE, Director of City Services

Attached please find two (2) originals of the Agreement between S.U.R. Construction, Inc. and the City of Rochester for the Strafford Square Intersection Improvements – Phase 1 – Utility Relocation project (Bid No. 21-35). This project was publicly bid and awarded to S.U.R. Construction, Inc. on June 2, 2021.

Also attached are two (2) originals of the Notice To Proceed to S.U.R. Construction, Inc. for the construction of the Strafford Square Intersection Improvements – Phase 1 – Utility Relocation project stating that the contract time will commence to run on June 17, 2021.

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed originals of the Agreement and Notice To Proceed should be returned to me at DPW for processing. Thank you.

Signature_____

Katie Ambrose
 Deputy City Manager/ Director of Finance & Administration

Attachments: Strafford Square Intersection Improvements, Agreement & NTP



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07/01/2021



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 30, 2021

SUBJECT: Community Center Lease Renewals

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

Attached please find Lease renewals for the following to leased spaces at the Community Center:

- Strafford Regional Planning Commission – Two Year Lease
- Crosspoint Church – Two Year Lease
- Sterling Drive Flagpole – 99 Years (Property sold and leased to new owner same terms)

The leased revenues have not changed and are per anticipated revenues in the FY2022 Budget.

If you have any question, please call, if not please pass on to the City Manager for signature. Please return documents to me at the DPW for Distribution **NOTE these do require Notary Signatures.**

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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07/01/2021

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 24, 2021

SUBJECT: United States Department of Interior
US Geological Survey
Annual Joint Funding Agreement
Amount = \$15,700

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

Attached please find (1) one copy of the annual USGS annual joint funding agreement. This agreement is for a stream gage station set up on the Cocheco River. This agreement is for all cost associated with the equipment, as well as all field and analytical work pertaining to the equipment and data acquired. This agreement is budgeted in both the water and sewer O&M funds annually as follows.

Water Account 51601073-533000 \$7,850
Sewer Account 52602074-559000 \$7,850

The funds for this effort is available in the following account:

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: June 23, 2021

SUBJECT: **Two Rod Road – Class VI Road**
Memorandum of Understanding with Granite State Credit Union

CC: Peter Nourse, PE, Director of City Services
Terence O'Rourke, City Attorney
Shanna Saunders, Planning Director

Attached is a Memorandum of Understanding (MOU) between the City of Rochester and Granite State Credit Union (GSCU) related to a proposed driveway connection to Two Rod Road. The MOU contemplates a NHDOT Driveway Permit Application that will be filed by the City as the owner of the Two Rod Road right-of-way as a result of proposed increased traffic due to the GSCU driveway. The MOU serves to indemnify the City of any responsibilities that may be related to a NHDOT Driveway Permit and states that the status of Two Rod Road as a Class VI Road will not change solely as a result of adding a driveway for GSCU. The City Attorney has reviewed and approved the language of this Memorandum of Understanding. No funds are required in connection with this MOU.

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original of this Memorandum of Understanding should be returned to DPW for processing. Thank you.

Signature _____

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: MOU with Granite State Credit Union, Two Rod Road Driveway



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: June 25, 2021

SUBJECT: Ledgeview Drive Sewer Pump Station Rehabilitation
Conceptual Design Agreement

CC: Peter Nourse, PE, Director of City Services

Attached is one (1) original Agreement for Engineering Services for the conceptual design of the Ledgeview Drive Sewer Pump Station Rehabilitation project. This contract is between the City and Weston & Sampson Engineers, Inc. for engineering design services in the amount of \$28,595.00. Funds are available for this contract in the following account line:

- Sewer Fund CIP account line: 55026020-772000-21536

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original of this contract should be returned to DPW for distribution. Thank you.

Signature _____

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Ledgeview PS Conceptual Design Services Agreement with W&S



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 25, 2021

SUBJECT: Professional Master Service Agreements for Consulting Engineers
Awards Based on Request for Qualifications RFQ 21-19

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

Per NHDOT LPA Grant Funded Projects, State of NH SRF Projects and all State and Federal Grant Project guidelines, the City of Rochester must follow a Request for Qualifications process when selecting Consulting Engineers. The Department of Public Works has recently completed that process and has selected the following firm for engineering consulting work associated with Capital Improvement Projects. You have previously executed ten contracts. This is the last of a total of 11 Contracts to be executed.

Attached Agreements:

Stantec Engineers

If you have any question, please call, if not please pass on to the City Manager for signature. Please return documents to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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07/01/2021

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

DATE: June 30, 2021

SUBJECT: Granite State Analytical
Annual Lab Analysis Agreement
Amount \$14,877 1year

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

Attached please find (1) one copy of the Granite State Analytical 1 year agreement for locked pricing. This agreement is effective July 1, 2021 through 6/30/2022. This has been budgeted for in the FY22 Water Treatment Plant O&M Account as follows:

Lab Services 51601073-533006

This budget was approved by the City Council at the 6/1/2021 meeting.

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

Date: June 3, 2021

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Contracts – Strafford Nutrition Meals on Wheels

Please see attached the signed copy of the FY 2022 Community Development Block Grant (CDBG) contract between the City of Rochester and Strafford Nutrition Meals on Wheels. City Council approved funding for this activity at the May 4, 2021 City Council meeting.

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

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

Date: May 27, 2021

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Contracts – HCSC and MY TURN

Please see attached the signed copy of the FY 2022 Community Development Block Grant (CDBG) contract between the City of Rochester and My Friend's Place, and the city and MY TURN. City Council approved funding for these activities at the May 4, 2021 City Council meeting.

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

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

Date: June 30, 2021

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental review for the ductwork replacement in a manufactured home located in Briar Ridge Estates, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 5, 2020 City Council meeting.

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



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: James Quinn

DATE: 5/27/2021

SUBJECT: RecDesk Recreation Software – Service Agreement

CC:

Attached please find one copy of the service agreement with RecDesk and one copy of RecDesk's Cyber and Basic Liability Certificates of Insurance. RecDesk will be providing the Recreation Department a software as a service solution to replace their current MaxGalaxy Software.

Funding was acquired in a separate purchase order created by the Recreation Department.

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

Signature _____

Katie Ambrose, Finance Director



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

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INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: June 11, 2021

SUBJECT: Patrol PC-Spare parts for PD Cruisers- \$1,513.60

CC:

Attached please find one copy of Patrol PC's quote for tablet equipment. The products described are spare/replacement parts for the PD cruiser tablets.

Currently, there is an open purchase order 419, with a balance of \$ 2,964.62 allocated specifically for this spare/replacement equipment.

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

Signature_____

Katie Ambrose, Finance Director



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: June 21, 2021

SUBJECT: Systems Engineering – KnowBe4 Licensing - \$4,999

CC:

Blaine will be receiving an electronic signature request from Systems Engineering for the purchase of KnowBe4 licensing. A copy of it is attached here as reference only.

There is sufficient funding in the IT Account 11020500-532200 Contracted Services.

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

Signature_____

Katie Ambrose, Finance Director

Finance Notes: Approved for FY22



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

FROM: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

DATE: June 30, 2021

RE: Kelly Services Agreement

Attached please find a customer service agreement and pricing agreement with Kelly Services for administrative staffing services for the Planning Department. These services would be funded from Planning's Other Professional Services 11102051-533000.

Feel free to let me know if you have any questions. If you concur, please sign and return to me for distribution.

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Customer Service Agreement
Pricing Agreement/Exhibit A

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
BLS	ROB LYNCH	COMPLIANCE OFFICER	1	X									X					ANNIVERSARY DATE 1/3/2021
COMMUNICATIONS	ELLEN SPICER	COMMUNICATION SPECIALIST	1	X									X					ANNIVERSARY DATE 2/28/2021
DPW	GEORGE STEELE	HEAVY EQUIPMENT OPERATOR	1	X													X	INCENTIVE
DPW	KEN BRISSON	FLEET MECHANIC	1	X												X		PROMOTED TO LEAD FLEET MECHANIC
DPW	JOHN ENGLAND	MUNICIPAL SERVICES SUPERVISOR-UTILITIES	1	X						X								
DPW	TIMOTHY ROBARE	WWTP MAINTENANCE MECHANIC	1	X						X								
FINANCE	ROLAND CONNORS	FINANCE TEMP	1			X				X								
FINANCE	DIANE HOYT	HUMAN RESOURCE TEMP	1		X	X	X											
FIRE	JULIA LIBBY	EXECUTIVE SECRETARY	1	X						X								
FIRE	JAMES COON	FIREFIGHTER	1	X							X							
FIRE	LILAH CHERIM	FIREFIGHTER	1	X							X							
FIRE	BRANDT BERRY	FIREFIGHTER	1	X						X								
FIRE	JB RILEY	FIREFIGHTER	1	X													X	MILITARY LEAVE
PLANNING	CRYSTAL GALLOWAY	ADMINISTRATIVE ASSISTANT II	1	X									X					ANNIVERSARY DATE 4/11/2021
PLANNING	SETH CREIGHTON	CHIEF PLANNER	1	X						X								
POLICE	ERIC BALL	PATROL OFFICER	1	X					X									
POLICE	ADAM GOVONI	PATROL OFFICER	1	X									X					
POLICE	MIKE MIEHLE	PATROL SERGEANT	1	X									X					
POLICE	ERIC BALL	PT PATROL OFFICER PER DIEM	1		X		X											
POLICE	BRIAN BROWN	SCHOOL CROSSING GUARD	1			X				X								
RECREATION		AQUATIC FACILITY OPERATOR	2			X		X										
RECREATION		AQUATICS SUPERVISOR	1			X		X										
RECREATION		CAMP COUNSELOR	5			X		X										
RECREATION		CAMP COUNSELOR	10			X	X											
RECREATION		CAMP COUNSELOR	1			X										X		PROMOTED TO HEAD COUNSELOR
RECREATION		CAMP DIRECTOR	4			X		X										
RECREATION		HEAD COUNSELOR	2			X		X										
RECREATION		HEAD COUNSELOR	2			X	X											
RECREATION		HEAD LIFEGUARD	1			X		X										
RECREATION		LIFEGUARD	8			X		X										
RECREATION		LIFEGUARD	2			X	X											
RECREATION		LIFEGUARD	5			X				X								
RECREATION		LIFEGUARD	2			X										X		PROMOTED TO HEAD LIFEGUARD
RECREATION		POOL ATTENDANT	3			X	X											
RECREATION		POOL ATTENDANT	4			X		X										
RECREATION		PROGRAM LEAD	1			X		X										
RECREATION	CINDY LAMIE	RECREATION PROGRAM COORDINATOR	1	X									X					ANNIVERSARY DATE 6/19/2021
RECREATION		RED CROSS CERTIFIED INSTRUCTOR	2			X	X											
RECREATION		SUPPORT STAFF II	2			X		X										
RECREATION		POOL ATTENDANT	1			X								X				PT PAY ADJ PER K. AMBROSE
RECREATION		PROGRAM LEAD	4			X								X				PT PAY ADJ PER K. AMBROSE
RECREATION		SUPPORT STAFF II	3			X								X				PT PAY ADJ PER K. AMBROSE
TAX COLLECTOR	PAULINE ROSEBERRY	ADMINISTRATIVE TECHNICIAN I	1		X				X									
TAX COLLECTOR	LINDSAY PARKER	ADMINISTRATIVE TECHNICIAN I	1		X		X											

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City Clerk's Office

6.10.21

Dear Rochester School Board Chair,

First, I'd like to thank you for the opportunity to learn and grow both personally and professionally while serving my community on the Rochester School Board over the past three and a half years. I have learned a lot during this time that will be invaluable in my future, and I am confident that this experience has prepared me well for future opportunities.

With mixed emotions and after careful consideration, I have decided to inform you of my decision to resign from my position on the board due to an upcoming career opportunity.

I am willing to stay until June 21st to do what I can for my community.

Sincerely,

Nate Byrne

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City Clerk's Office

To: City Council
From: Caroline McCarley
CC: Blaine Cox
Re: Resignation

Effective June 30, 2021, I resign my elected position of Mayor of the City of Rochester. I will be moving out of the city in July and by the city charter, I can no longer hold my office as Mayor.

I do this with a great deal of regret. I have enjoyed serving as Mayor for the past five and a half years. The city council has had to contend with a year and a half of times not ever seen before and I believe we have come through it well. Thy city has a great future and the city manager and staff have worked tirelessly to keep us moving forward. We are in a very sound financial condition and the multiple projects underway across the city suggest we have exciting challenges like parking that we have been wanting to have for a long time. The challenges will be hard and there will be disagreement, but I am totally confidence that you will all make the best decisions for the citizens of Rochester.

I wish you nothing but the best and I will be back to visit. Brewster is not that far away so please drop in anytime, although I do not recommend making the trip in the middle of the summer. The bridges can be brutal.

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City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
 Donna Bogan, Vice Chair
 Laura Hailey
 Palana Belken
 T. J. Jean

Meeting Date:	Monday, June 21, 2021	
Members Present:	Donna Bogan Laura Hailey Elaine Lauterborn	Members Absent: Palana Belken T. J. Jean
Guests/Staff:	Julian Long, Rochester Community Development Coordinator Betsey Andrews Parker, Chief Executive Officer, Community Action Partnership of Strafford County	

Councilor Lauterborn called the meeting to order at 6:00 p.m. Councilor Bogan made a motion to approve the March 15, 2021 committee meeting minutes, and Councilor Hailey seconded the motion. The motion passed unanimously.

PUBLIC INPUT	No public input was received.
POTENTIAL PARTNERSHIP WITH COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY	<p>Councilor Lauterborn moved to amend the meeting agenda to add this agenda item before the "FY 2022 CDBG Award Revision" agenda item, and the motion was seconded by Councilor Bogan. The motion passed unanimously.</p> <p>Ms. Andrews Parker provided an overview of the Community Action Partnership of Strafford County (CAP) proposed project to turn the Gafney Home building into affordable housing units for senior residents. CAP has a number of funding sources in progress, including Low Income Housing Tax Credits, but currently has a funding gap of \$1.1 million. CAP is requesting to partner with the City of Rochester to apply for state Community Development Block Grant (CDBG) COVID-19 funds, which are available to entitlement communities, to help bridge the funding gap. The City of Rochester would be the grant applicant and, if awarded funds, a subrecipient of the New Hampshire Community Development Finance Authority. There is \$500,000 available in state CDBG COVID-19 funds.</p> <p>Councilor Lauterborn asked about the process of applying for the funds. Ms. Andrews Parker answered that there will need to be a formal public hearing prior to the application. Councilor Hailey asked about whether there is available time in which to apply for funds and to manage the grant. Ms. Andrews Parker answered that CAP and Strafford Regional</p>

	<p>Planning Commission would be drafting the grant application and overseeing the project, so the city's necessary involvement would be minimal.</p> <p>Councilor Lauterborn asked Mr. Long to request the input of City Manager Blaine Cox and Deputy City Manager Katie Ambrose. Mr. Long stated that he would do so.</p> <p><i>Motion was made by Councilor Bogan to recommend that the City Council approve a state CDBG grant application for funds for the Gafney Home affordable senior housing project, and the motion was seconded by Councilor Hainey. The motion passed unanimously.</i></p>
FY 2022 CDBG AWARD REVISION – Review and Funding Recommendations	<p>The City of Rochester has received notice that HUD has made an error in determining the annual CDBG allocations. Originally, the city was informed that its FY 2022 CDBG allocation was \$268,898. The revised allocation for FY 22 is \$272,861. The revised breakdown by funding subcategory is:</p> <p><u>Administration</u>: \$54,572.20 (+ \$792.60)</p> <p><u>Public Services</u>: \$40,929.15 (+ \$594.45)</p> <p><u>Housing Rehab and Public Facilities</u>: \$177,359.65 (+ \$2,575.95)</p> <p>The committee discussed the additional available funds and the FY 2022 CDBG grant applications. <i>Motion was made by Councilor Lauterborn and seconded by Councilor Bogan to make the following funding recommendations. The motion passed unanimously.</i></p> <ul style="list-style-type: none"> • <u>Administration</u> – Planning and administration activities, to be allocated to subfunds by the Finance Department: \$792.60 • <u>Public Services</u> – My Friend's Place: \$594.45 • <u>Housing Rehab and Public Facilities</u> – Waypoint NH – New Drop-in Center for Homeless Youth: \$2,575.95
COMMUNITY DEVELOPMENT PROGRAM REPORT	<p>Mr. Long provided a brief overview of recent CDBG program activity. There has been a longer than usual annual CDBG monitoring process this program year, due to the extra CDBG subrecipients who have received CDBG COVID-19 funding. There have been no findings identified during the monitoring meetings thus far. Mr. Long also provided updates on the Rochester Child Care Center's fire sprinklers update project and new fire doors project.</p>
OTHER BUSINESS	<p>The committee discussed resident concerns regarding the new SOS Recovery Center location and the nearby syringe exchange program.</p>

The meeting was adjourned at 6:42 p.m.

Next Meeting – Monday, July 19, 2021, at 6:00 p.m., Cocheco Conference Room, City

Hall Annex, 33 Wakefield St.

Topics – Community Development Program Report

**Administrative Offices:**

577 Central Avenue, Suite 10
Dover, NH 03820
603-435-2500

Head Start Centers:

577 Central Avenue, Suite 50
Dover, NH 03820
603-285-9460

120 Main Street
Farmington, NH 03835
603-755-2883

150 Wakefield Street
Rochester, NH 03867
603-285-9461

46 Stackpole Road
Somersworth, NH 03878
603-817-5458

Childcare Centers:

Farmington Childcare Center
120 Main Street
Farmington, NH 03835
603-755-2883

Dover Children's Center
43 Back River Road
Dover, NH 03820
603-742-7637

Outreach Offices:

577 Central Avenue, Suite 16
Dover, NH 03820
603-435-2500

Food Pantries:

577 Central Avenue, Suite 10
Dover, NH 03820
M-F; 8:30-4:30

10 Cold Spring Manor
Rochester, NH 03867
W & F; 9-11, 1-3

MEMO

TO: Julian Long, CDBG / Grants Manager
FROM: Betsey Andrews Parker, CEO
RE: CDBG application for Gafney Home Renovation
DATE: June 23, 2021

Community Action Partnership of Strafford County (CAPSC) is seeking to partner with the City of Rochester (the City) on an application to the NH Community Development Finance Authority (CDFA) to assist with the renovation of the Gafney Home.

CAPSC is in the process of applying for Low Income Housing Tax Credits (LIHTC) for the rehabilitation and renovation of the Gafney Home, to create 21 apartments within the existing structures on the property for an income qualified, age 62+ population. LIHTC funding is available via a state-wide competitive process through NH Housing Finance Authority (NHHFA). A successful application will yield approximately \$2,800,000 in tax credit equity that will be applied to the total anticipated budget of \$3,975,000. The unfunded balance, around \$1,175,000 needs to be sourced elsewhere via permanent loans or grants before construction can begin.

Funding is available to support the unfunded balance from the CDFA under the housing funding allocation. CDFA administers the State of New Hampshire's annual federal allocation of Community Development Block Grant (CDBG) funds for eligible municipalities. Typically, Rochester is not eligible for the funds because it is an entitlement community with its own separate allocation. However additional money under the CARES Act is available in the state including entitlement communities addressing housing and covid mitigation issues. This project falls into the category of housing particularly for persons of low and moderate income. If awarded, CDFA directly awards CDBG to the City and CAPSC would be the subgrantee.

There are no additional cost to the City and any direct expenses to establish the grant (newspaper advertisement, legal fees, etc.) are covered by the grant award. There are no additional staff expense of time or grant administration. Strafford Regional Planning Commission will be contracted as the grant administrator for this project.

The application for funding is due July 26th. As part of the process, the City and CAPSC must adhere to strict public notice guidelines as well as public hearings which is critical to the application process. We appreciate the City's willingness to entertain this application and expedited process.

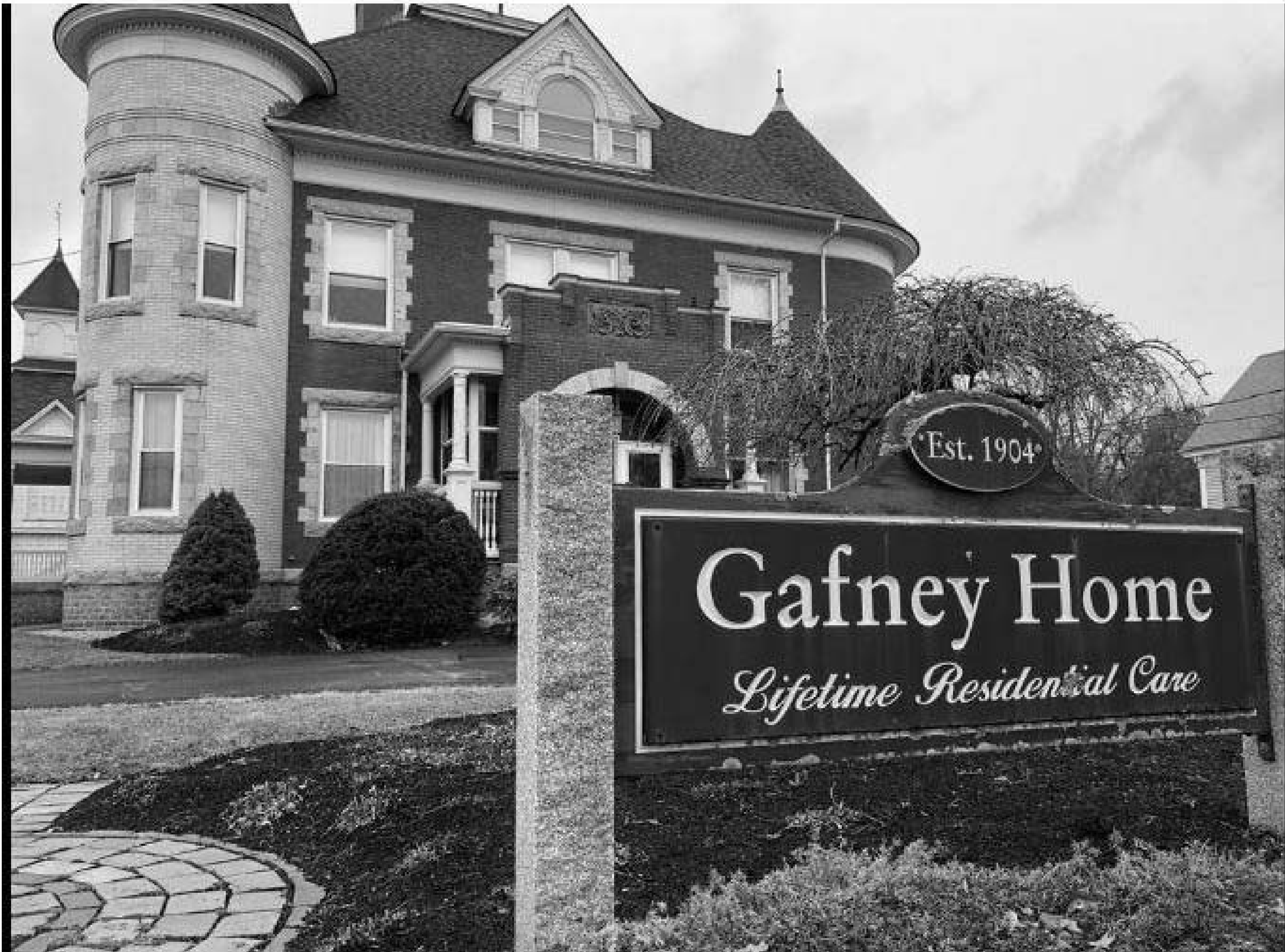
Please contact me at bandrewsparker@straffordcap.org or 435-2500 ext. 8135 with additional questions.

Additional Background:

The Gafney Home, consists of its 1897 construction Victorian mansion, a 1960's built annex and its detached Carriage House. The property served the greater Rochester community as a low (or no) cost assisted living facility for 115 years until the spring of 2019, when it closed. The property was transferred to Community Action Partnership of Strafford County (CAPSC) by the Gafney Board expressly so it could be used to benefit the CAPSC mission. The transfer contemplated CAPSC seeking LIHTC funds to rehabilitate the buildings and create apartments withing the existing structures for an income qualified, age 62+ population. Owing to the buildings being in near constant use/occupancy for the past 115 years, they are in fairly good repair, due to ongoing maintenance. Substantial demolition of interior walls is anticipated to accommodate reconfiguration for apartments. The wood paneled main entry, sitting room, office and parlor of the mansion are being preserved for tenant use and a community room.

Please see accompanying design for renovation plans.

GAFNEY HOUSE



SCHEMATIC DESIGN 6-25-2020

UNIT MIX	
STUDIO	10
1 BEDROOM	9
1 Bedroom units meet the 120sf bedroom requirement - excludes closet space from calculation	
2 BEDROOM	2
TOTAL	21

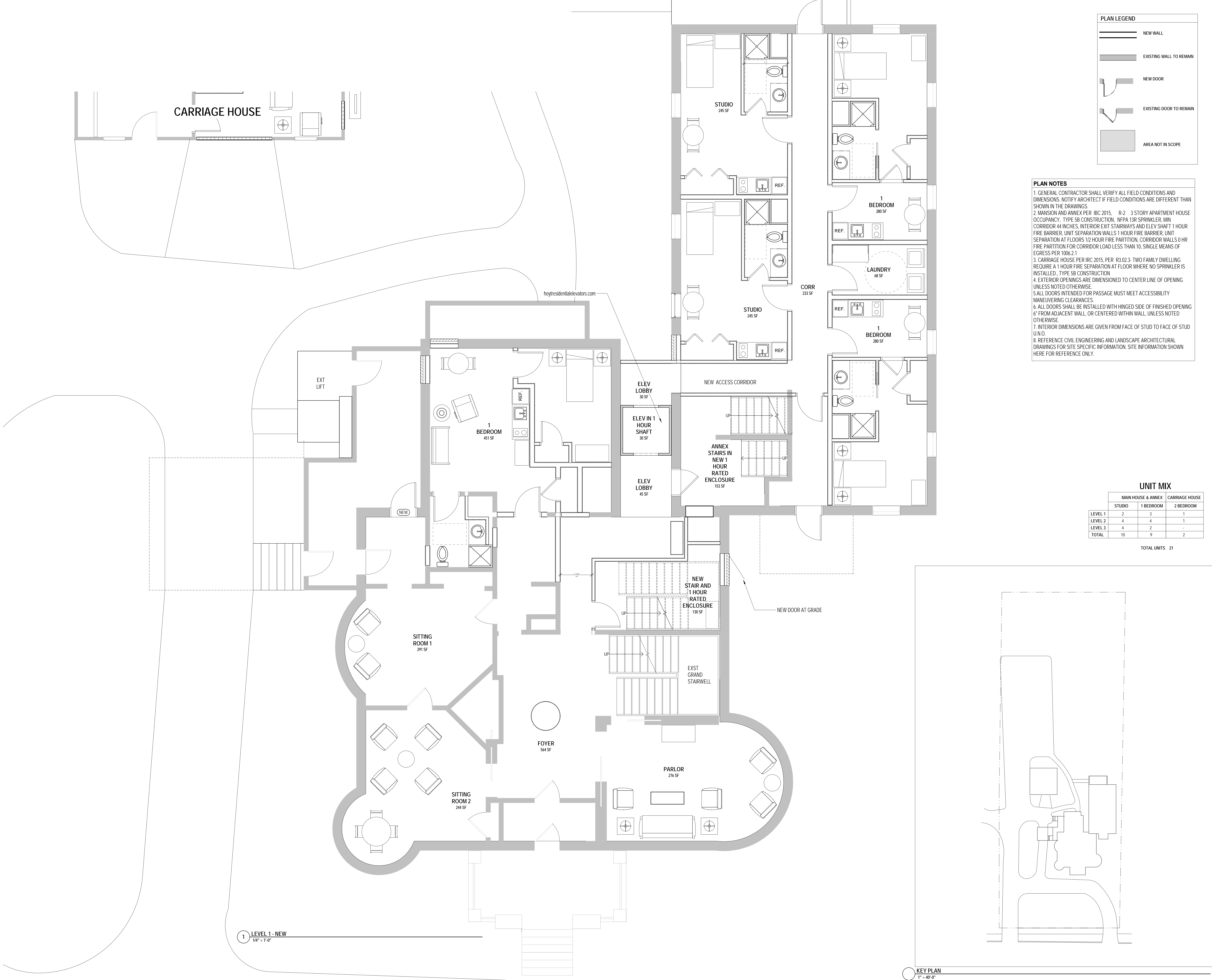
ADA UNIT MIX	
STUDIO	1
1 BEDROOM	1
TOTAL	2

AVERAGE SF PER UNIT TYPE	
STUDIO	302
1 BEDROOM	353
2 BEDROOM	853

GROSS SQUARE FOOTAGE	
Calculation taken to the exterior face of the exterior walls.	
MAIN HOUSE & ANNEX	
LEVEL 1	4690
LEVEL 2	4435
LEVEL 3	4246
TOTAL	13371
CARRIAGE HOUSE	
LEVEL 1	1045
LEVEL 2	1045
TOTAL	2090
PROJECT TOTAL	15461

NET RENTABLE SQUARE FOOTAGE		
Calculation taken from inside face of GWB from demising wall to demising wall within each unit.		
MAIN HOUSE & ANNEX		
	STUDIO	1 BEDROOM
LEVEL 1	490	1011
LEVEL 2	1263	1348
LEVEL 3	1262	820
SUBTOTAL	3015	3179
TOTAL		6194
CARRIAGE HOUSE		
	2 BEDROOM	
LEVEL 1	768	
LEVEL 2	937	
TOTAL		1705
PROJECT TOTAL		7899

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07/01/2021

JSA

ARCHITECTS
INTERIORS
PLANNERS

273 CORPORATE DRIVE
PORTSMOUTH, NH 03801
T 603.436.2551
F 603.436.6973
www.jsainc.com

CONSULTANT NO. 1 NAME
CONSULTANT NO. 1 TYPE
CONSULTANT NO. ADDRESS

GAFNEY HOUSE

90 WAKEFIELD STREET
ROCHESTER, NH
C. A. P. of Strafford

CLIENT LOGO

ARCHITECT'S
STAMP

Scale: As indicated
Date: 6-25-2020
Project Number: P142.00

REVISIONS		
NO.	DESCRIPTION	DATE

VOLUME 1

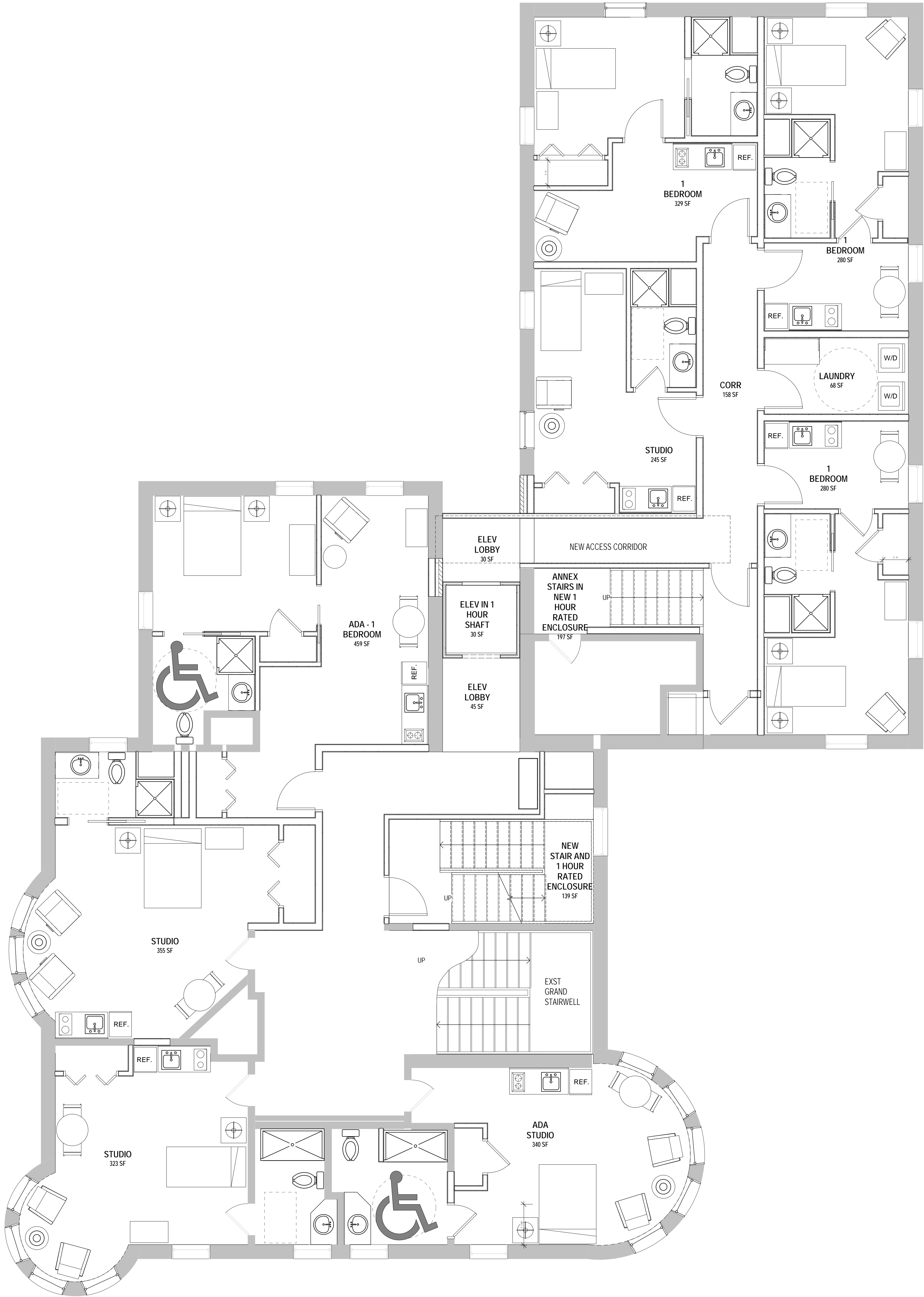
SCHEMATIC DESIGN

LEVEL 1

A1

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PLAN LEGEND

- NEW WALL
- EXISTING WALL TO REMAIN
- NEW DOOR
- EXISTING DOOR TO REMAIN
- AREA NOT IN SCOPE

PLAN NOTES

1. GENERAL CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT IF FIELD CONDITIONS ARE DIFFERENT THAN SHOWN IN THE DRAWINGS.

2. MANSION AND ANNEX PER IBC 2015, R-2 3 STORY APARTMENT HOUSE OCCUPANCY, TYPE 5B CONSTRUCTION, NFPA 13R SPRINKLER, MIN CORRIDOR 44 INCHES, INTERIOR EXIT STAIRWAYS AND ELEV SHAFT 1 HOUR FIRE BARRIER, UNIT SEPARATION WALLS 1 HOUR FIRE BARRIER, UNIT SEPARATION AT FLOORS 1/2 HOUR FIRE PARTITION, CORRIDOR WALLS 0 HR FIRE PARTITION FOR CORRIDOR LOAD LESS THAN 10, SINGLE MEANS OF EGRESS PER 1006.2.1

3. CARRIAGE HOUSE PER IRC 2015, PER R3.02.3- TWO FAMILY DWELLING REQUIRE A 1 HOUR FIRE SEPARATION AT FLOOR WHERE NO SPRINKLER IS INSTALLED, TYPE 5B CONSTRUCTION

4. EXTERIOR OPENINGS ARE DIMENSIONED TO CENTER LINE OF OPENING UNLESS NOTED OTHERWISE.

5. ALL DOORS INTENDED FOR PASSAGE MUST MEET ACCESSIBILITY MANEUVERING CLEARANCES.

6. ALL DOORS SHALL BE INSTALLED WITH HINGED SIDE OF FINISHED OPENING 6" FROM ADJACENT WALL, OR CENTERED WITHIN WALL, UNLESS NOTED OTHERWISE.

7. INTERIOR DIMENSIONS ARE GIVEN FROM FACE OF STUD TO FACE OF STUD UNO.

8. REFERENCE CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURAL DRAWINGS FOR SITE SPECIFIC INFORMATION. SITE INFORMATION SHOWN HERE FOR REFERENCE ONLY.

UNIT MIX			
	MAIN HOUSE & ANNEX		CARRIAGE HOUSE
	STUDIO	1 BEDROOM	2 BEDROOM
LEVEL 1	2	3	1
LEVEL 2	4	4	1
LEVEL 3	4	2	-
TOTAL	10	9	2

TOTAL UNITS 21

GAFNEY HOUSE

90 WAKEFIELD STREET
ROCHESTER, NH
C. A. P. of Strafford

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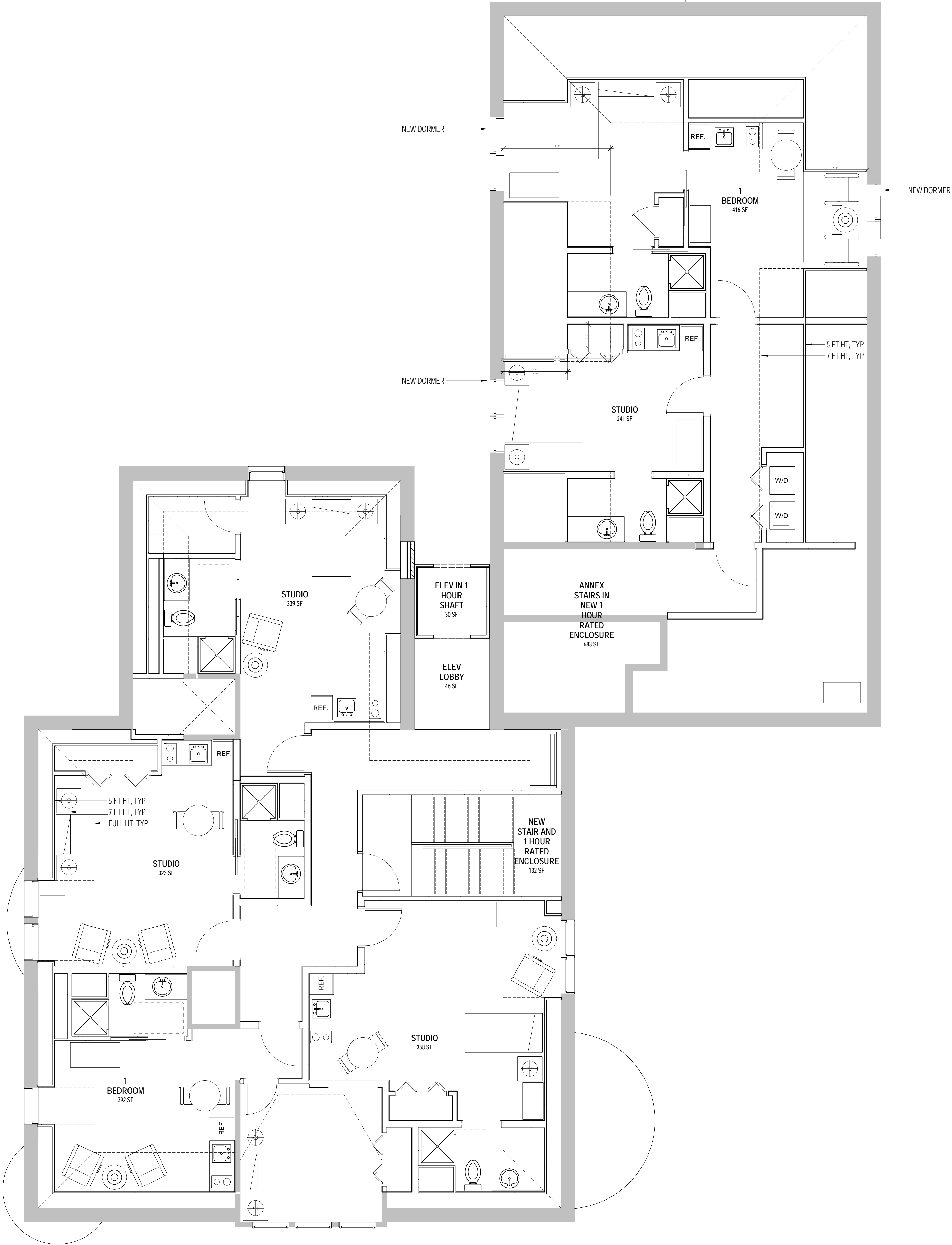
VOLUME 1

SCHEMATIC DESIGN

LEVEL 2

A2

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PLAN LEGEND

- NEW WALL
- EXISTING WALL TO REMAIN
- NEW DOOR
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- AREA NOT IN SCOPE

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UNIT MIX			
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LEVEL 1	2	3	1
LEVEL 2	4	4	1
LEVEL 3	4	2	-
TOTAL	10	9	2

TOTAL UNITS 21

GAFNEY HOUSE

90 WAKEFIELD STREET
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VOLUME 1

SCHEMATIC DESIGN

LEVEL 3

A3

DEMOLITION LEGEND	
	EXISTING WALL TO BE REMOVED
	EXISTING WALL TO REMAIN
	EXISTING WINDOW & FRAME TO BE REMOVED
	EXISTING DOOR TO REMAIN
	EXISTING DOOR AND FRAME TO BE REMOVED
	AREA NOT IN SCOPE
	PLUMBING FIXTURE TO BE DEMOLISHED

- DEMO NOTES**
- BEFORE PROCEEDING- CONFIRM THAT ALL ITEMS TO BE DEMOLISHED ARE NOT STRUCTURAL
 - OWNER IS RESPONSIBLE FOR HAZARDOUS MATERIAL SURVEY. CONFIRM THAT ANY DEMOLITION HAS BEEN SURVEYED AND ABATED BEFORE PROCEEDING
 - BEFORE STARTING WORK, THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS, INCLUDING DIMENSIONS AND ELEVATIONS. THE CONTRACTOR SHALL PREPARE A LIST OF EXISTING DAMAGED AREAS, DOCUMENTED BY DATED PHOTOGRAPHS AND SIGNED BY THE PERSON CONDUCTING THE INVESTIGATION. PRESENT TO OWNER FOR VERIFICATION PRIOR TO STARTING DEMOLITION.
 - ALL DEMOLITION WORK SHALL CONFORM TO ALL APPLICABLE LOCAL, STATE AND NATIONAL SAFETY CODES
 - ALL WORK SHALL BE DONE IN AN ORDERLY AND PROFESSIONAL MANNER. THE DEMOLITION CONTRACTOR IS RESPONSIBLE FOR COORDINATING WORK PERFORMED BY SUBCONTRACTORS WITH LOCAL AUTHORITIES, STATE AGENCIES OR UTILITY COMPANIES THAT MAY HAVE JURISDICTION OVER THIS PROJECT DURING DEMOLITION OPERATIONS.
 - THE INTENT OF THE DRAWINGS IS TO INCLUDE ITEMS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE DEMOLITION WORK. THE DEMOLITION CONTRACTOR SHALL REVIEW ALL DRAWINGS, AND CAREFULLY VERIFY EXISTING CONDITIONS FOR COORDINATION BEFORE PROCEEDING WITH THE WORK. THE ARCHITECT SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCY.
 - COORDINATE WORK AND ESTABLISH PRIOR APPROVAL FROM THE OWNER FOR ALL DEMOLITION PROCEDURES AND FOR THE USE OF THE BUILDING FACILITY INCLUDING STAIRS.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND DISPERSAL OR DISPOSAL OF ALL DEMOLISHED ITEMS. VERIFY WITH OWNER EXTENT OF SALVAGED ITEMS BEFORE DEMOLITION. ALL SALVAGED ITEMS SHALL BE TURNED OVER TO THE OWNER AT TIME OF REMOVAL.
 - WHERE MECHANICAL, ELECTRICAL AND PLUMBING FIXTURES AND EQUIPMENT ARE REMOVED, PATCH AND PREPARE FOR NEW FINISH. SEE MEP DRAWINGS TO ADDRESS SPECIFIC CONDITIONS.
 - EQUIPMENT AND FURNISHINGS REMOVED AND NOT RESCHEDULED FOR RELOCATION SHALL BE TURNED OVER TO THE OWNER.
 - PRIOR TO THE DEMOLITION, COORDINATE REMOVAL OF EXISTING STRUCTURAL ELEMENTS SUCH AS COLUMNS, POSTS, BEAMS OR LOAD BEARING WALLS, WITH STRUCTURAL SHORING REQUIREMENTS. STRUCTURAL SHORING IS BY CONTRACTOR.
 - ANY WALL PARTITION, FLOOR, CEILING OR CONSTRUCTION NOT SCHEDULED FOR DEMOLITION WHICH IS DAMAGED OR REMOVED DURING DEMOLITION IS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER.
 - DIMENSIONS FOR CUT OPENINGS ARE TO CLEAR MINIMUM. OPENINGS MAY BE OVER CUT AND PATCHED TO ALLOW FOR A CLEAN FINISH.
 - REPAIR & PREPARE EXISTING WALLS, FLOORS, AND CLGS. TO RECEIVE NEW FINISHES.
 - AFTER DEMOLITION, ALL ABANDONED PENETRATIONS SHALL BE PATCHED AND FIRE PROTECTED ACCORDING TO CODE.
 - COORDINATE DUST CONTROL MEASURES WITH OWNER.
 - COORDINATE INTERIM LIFE SAFETY MEASURES (LSM) WITH OWNER AND LOCAL OFFICIALS AS REQUIRED PRIOR TO IMPLEMENTING WORK

GAFNEY HOUSE

90 WAKEFIELD STREET
ROCHESTER, NH
C. A. P. of Strafford

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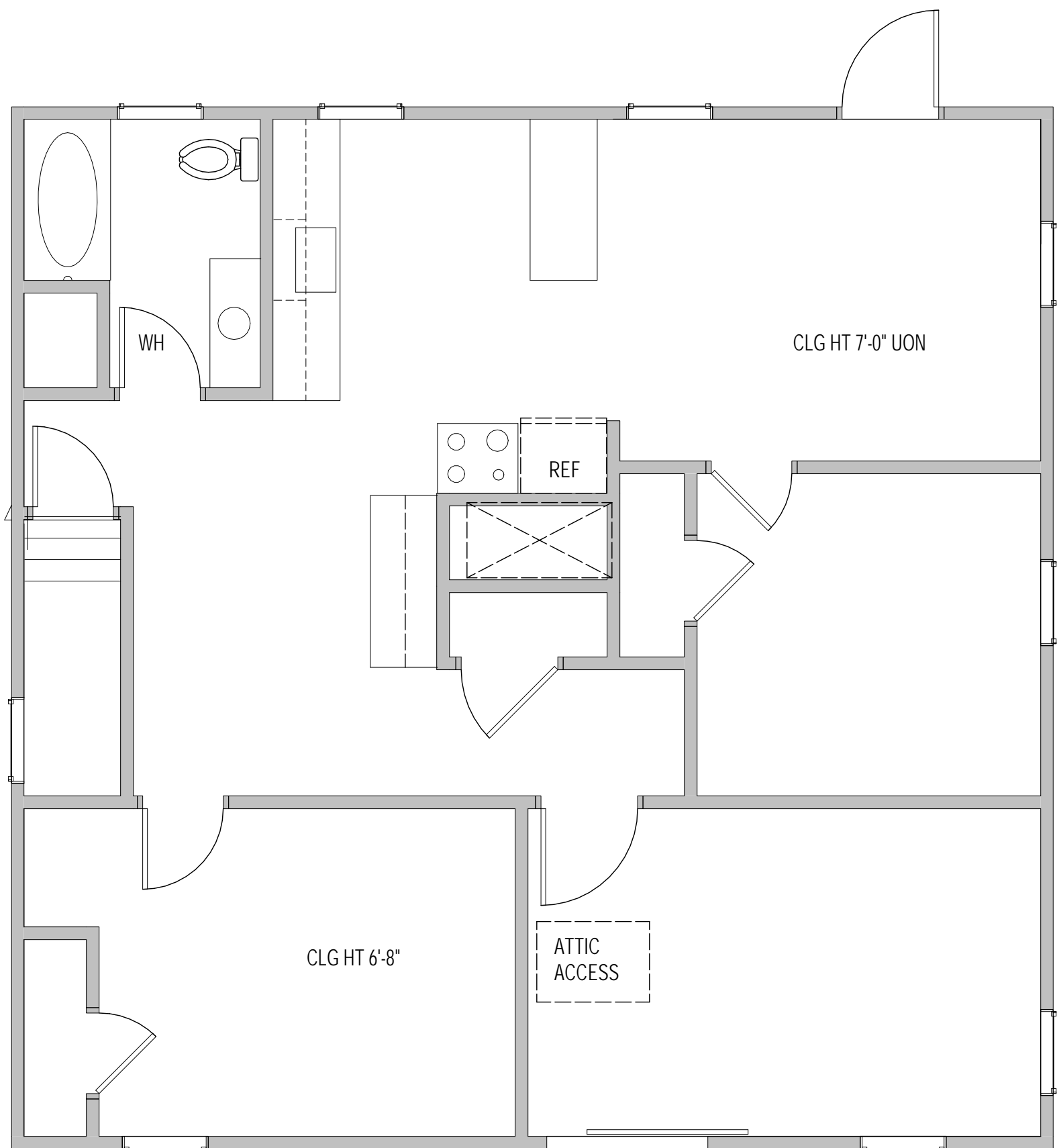
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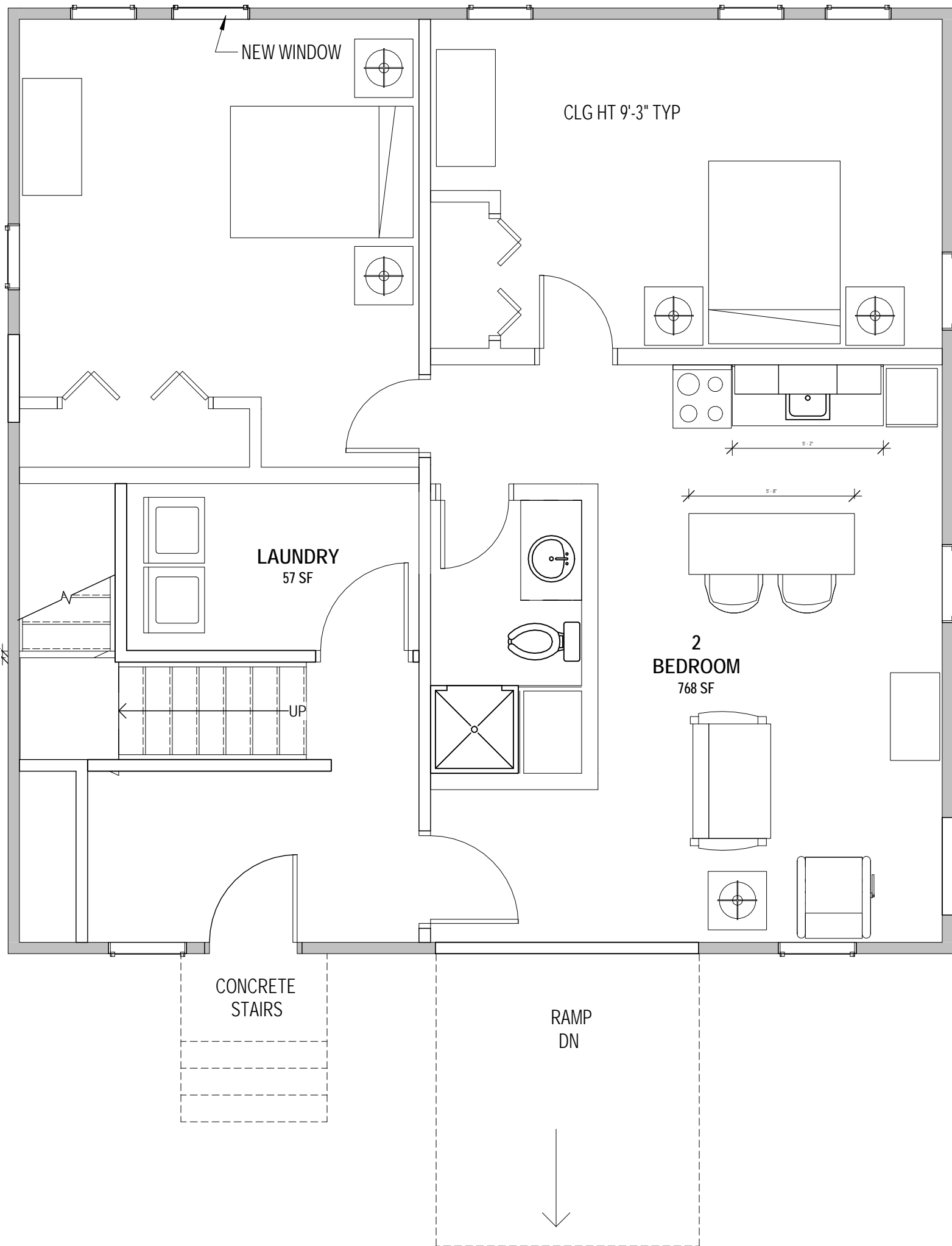
CARRIAGE
HOUSE

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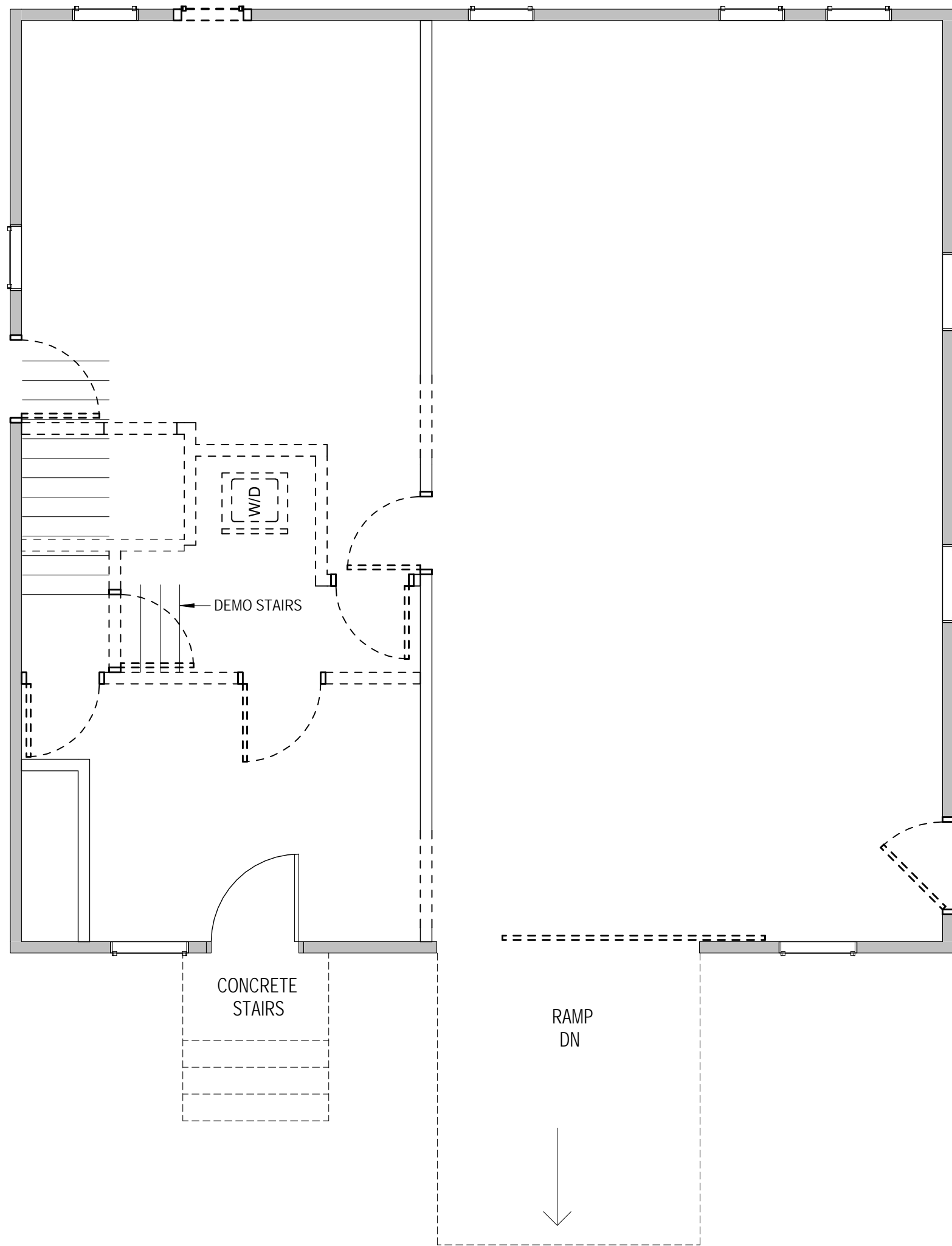
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2 CARRIAGE HOUSE LEVEL 2
1/4" = 1'-0"



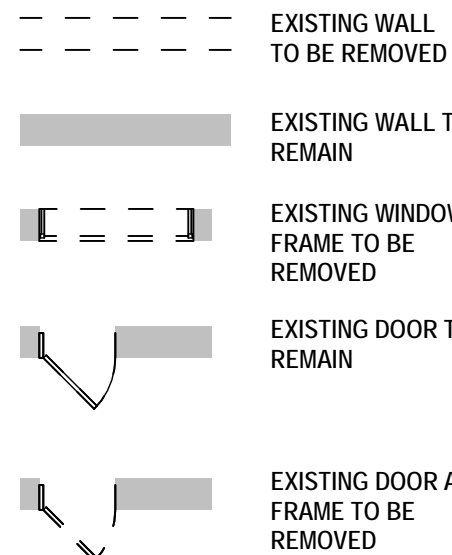
1 CARRIAGE HOUSE LEVEL 1
1/4" = 1'-0"




3 CARRIAGE HOUSE LEVEL 1 - DEMO
1/4" = 1'-0"

PLAN LEGEND	
	NEW WALL
	EXISTING WALL TO REMAIN
	NEW DOOR
	EXISTING DOOR TO REMAIN
	AREA NOT IN SCOPE

- PLAN NOTES**
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 - INTERIOR DIMENSIONS ARE GIVEN FROM FACE OF STUD TO FACE OF STUD U.N.O.
 - REFERENCE CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURAL DRAWINGS FOR SITE SPECIFIC INFORMATION. SITE INFORMATION SHOWN HERE FOR REFERENCE ONLY.



 DEMO LEGEND
1/4" = 1'-0"

DEMO NOTES

1. BEFORE PROCEEDING- CONFIRM THAT ALL ITEMS TO BE DEMOLISHED ARE NOT STRUCTURAL.
2. OWNER IS RESPONSIBLE FOR HAZARDOUS MATERIAL SURVEY. CONFIRM THAT ANY DEMOLITION HAS BEEN SURVEYED AND ABATED BEFORE PROCEEDING
3. BEFORE STARTING WORK, THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS, INCLUDING DIMENSIONS AND ELEVATIONS. THE CONTRACTOR SHALL PREPARE A LIST OF EXISTING DAMAGED AREAS, DOCUMENTED BY DATED PHOTOGRAPHS AND SIGNED BY THE OWNER CONDUCTING THE INVESTIGATION. PRESENT TO OWNER FOR VERIFICATION PRIOR TO STARTING DEMOLITION.
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7. COORDINATE WORK AND ESTABLISH PRIOR APPROVAL FROM THE OWNER FOR ALL DEMOLITION PROCEDURES AND FOR THE USE OF THE BUILDING FACILITY INCLUDING STAIRS.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND DISPERSAL OR DISPOSAL OF ALL DEMOLISHED ITEMS. VERIFY WITH OWNER EXTENT OF SALVAGED ITEMS BEFORE DEMOLITION. ALL SALVAGED ITEMS SHALL BE TURNED OVER TO THE OWNER AT TIME OF REMOVAL.
9. REMOVE MECHANICAL, ELECTRICAL AND PLUMBING FIXTURES AND EQUIPMENT ARE REMOVED, PATCH AND PREPARE FOR NEW FINISH. SEE MEP DRAWINGS TO ADDRESS SPECIFIC CONDITIONS.
10. EQUIPMENT AND FURNISHINGS REMOVED AND NOT RESCHEDULED FOR RELOCATION SHALL BE TURNED OVER TO THE OWNER.
11. PRIOR TO THE DEMOLITION, COORDINATE REMOVAL OF EXISTING STRUCTURAL ELEMENTS SUCH AS COLUMNS, POSTS, BEAMS OR LOAD BEARING WALLS, WITH STRUCTURAL SHORING REQUIREMENTS. STRUCTURAL SHORING IS BY CONTRACTOR.
12. PRIOR TO PARTIAL OR FULL CEILING CONSTRUCTION NOT SCHEDULED FOR DEMOLITION WHICH IS DAMAGED OR REMOVED DURING DEMOLITION IS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER.
13. DIMENSIONS FOR CUT OPENINGS ARE TO CLEAR MINIMUM. OPENINGS MAY BE OVER CUT AND PATCHED TO ALLOW FOR A CLEAN FINISH.
14. REPAIR & PREPARE EXISTING WALLS, FLOORS AND CLGS. TO RECEIVE NEW FINISHES.
15. AFTER DEMOLITION, ALL ABANDONED PENETRATIONS SHALL BE PATCHED AND BE PROTECTED AGAINST CORROSION.
16. COORDINATE STUTT CONTROL MEASURES WITH OWNER.
17. COORDINATE INTERIM LIFE SAFETY MEASURES (LSM) WITH OWNER AND LOCAL OFFICIALS AS REQUIRED PRIOR TO IMPLEMENTING WORK.

GAFNEY HOUSE

90 WAKEFIELD STREET
ROCHESTER, NH
C. A. P. of Strafford

CLIENT LOGO

ARCHITECT'S
STAMP

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REVISIONS

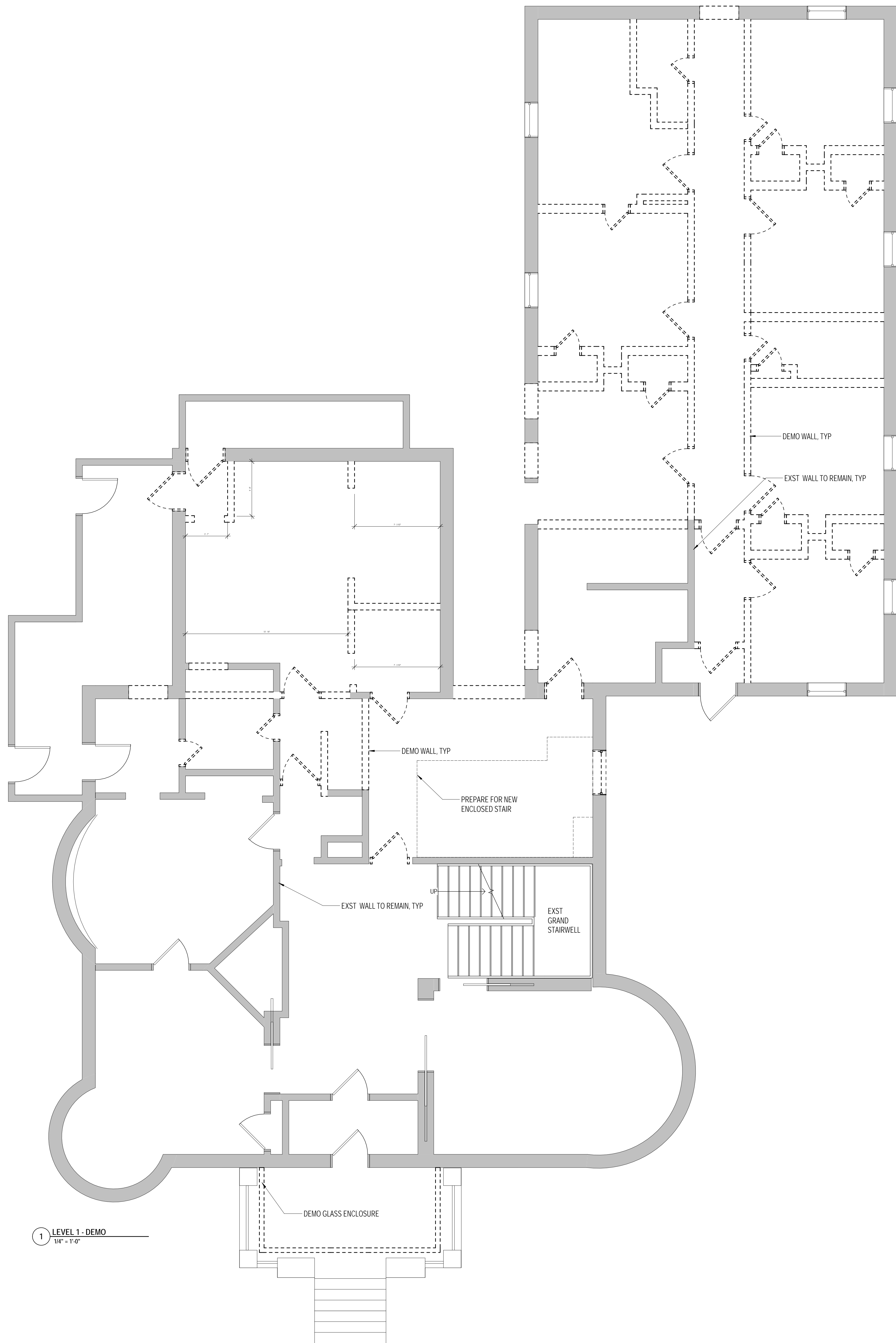
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VOLUME 1

SCHEMATIC DESIGN

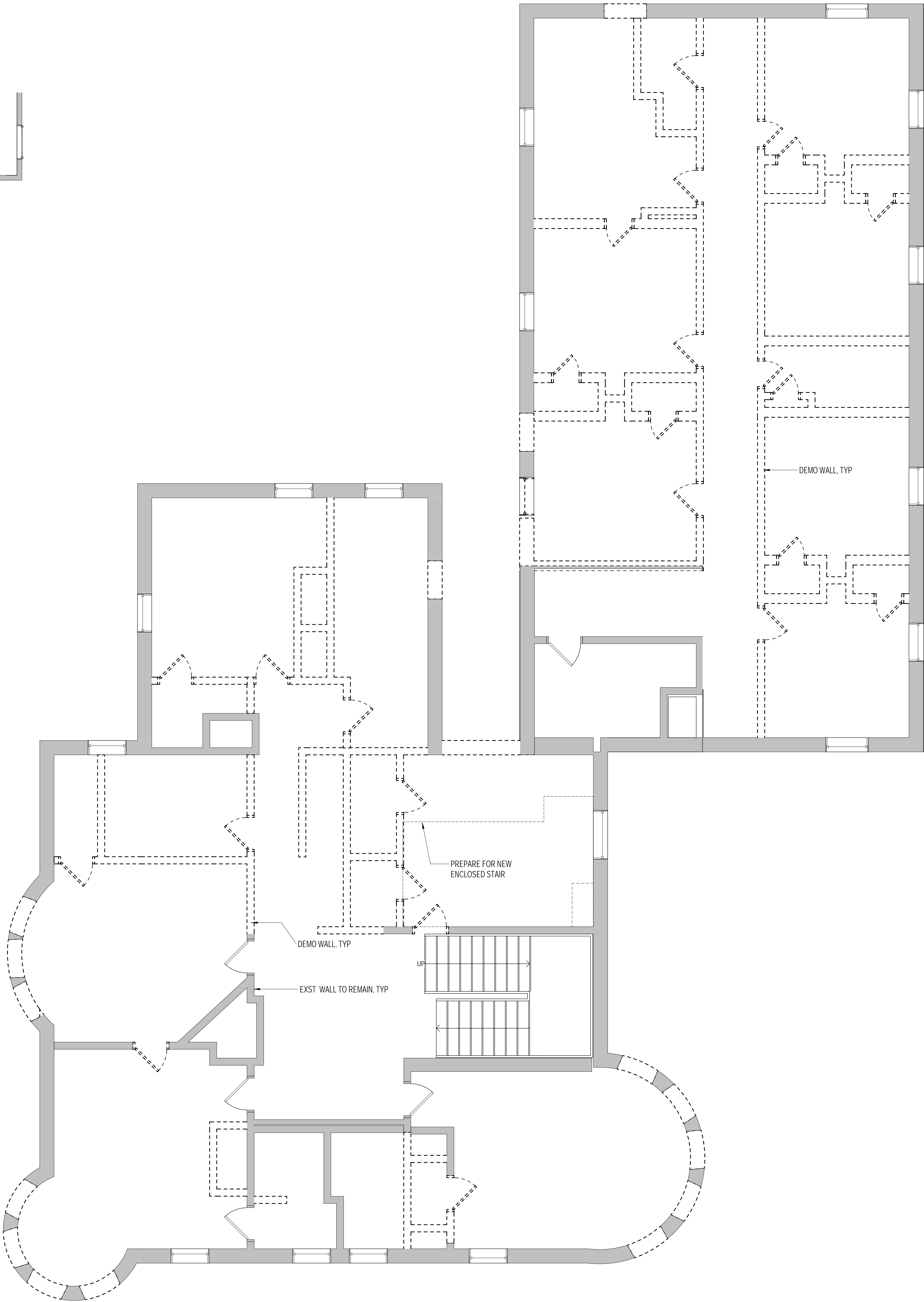
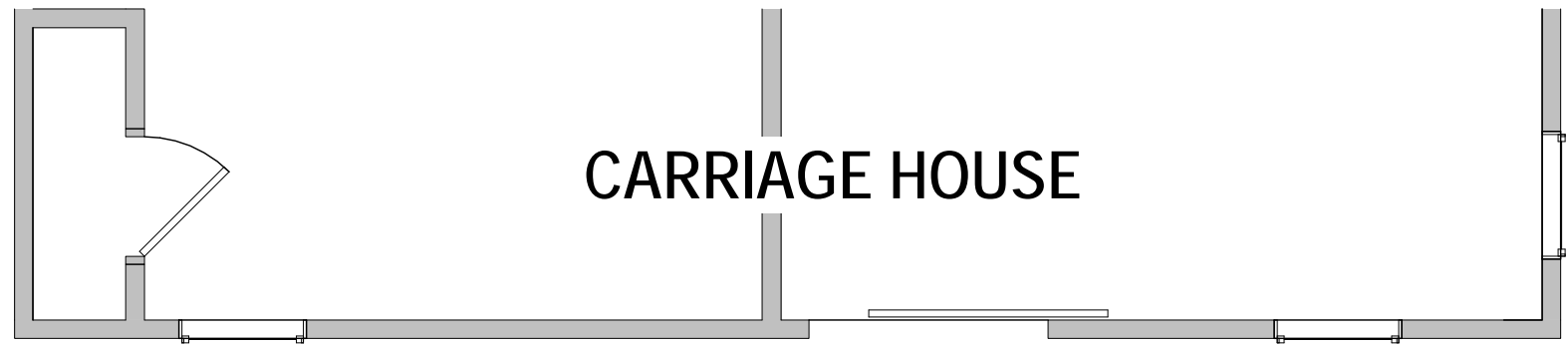
LEVEL 1 - DEMO

D1



1 LEVEL 1 - DEMO
1/4" = 1'-0"

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DEMOLITION LEGEND	
	EXISTING WALL TO BE REMOVED
	EXISTING WALL TO REMAIN
	EXISTING WINDOW & FRAME TO BE REMOVED
	EXISTING DOOR TO REMAIN
	EXISTING DOOR AND FRAME TO BE REMOVED
	AREA NOT IN SCOPE
	PLUMBING FIXTURE TO BE DEMOLISHED

DEMOLITION LEGEND
1/4" = 1'-0"

- DEMO NOTES**
1. BEFORE PROCEEDING- CONFIRM THAT ALL ITEMS TO BE DEMOLISHED ARE NOT STRUCTURAL
 2. OWNER IS RESPONSIBLE FOR HAZARDOUS MATERIAL SURVEY. CONFIRM THAT ANY DEMOLITION HAS BEEN SURVEYED AND ABATED BEFORE PROCEEDING
 3. BEFORE STARTING WORK, THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS, INCLUDING DIMENSIONS AND ELEVATIONS. THE CONTRACTOR SHALL PREPARE A LIST OF EXISTING DAMAGED AREAS, DOCUMENTED BY DATED PHOTOGRAPHS AND SIGNED BY THE PERSON CONDUCTING THE INVESTIGATION. PRESENT TO OWNER FOR VERIFICATION PRIOR TO STARTING DEMOLITION.
 4. ALL DEMOLITION WORK SHALL CONFORM TO ALL APPLICABLE LOCAL, STATE AND NATIONAL SAFETY CODES
 5. ALL WORK SHALL BE DONE IN AN ORDERLY AND PROFESSIONAL MANNER. THE DEMOLITION CONTRACTOR IS RESPONSIBLE FOR COORDINATING WORK PERFORMED BY SUBCONTRACTORS WITH LOCAL AUTHORITIES, STATE AGENCIES OR UTILITY COMPANIES THAT MAY HAVE JURISDICTION OVER THIS PROJECT DURING DEMOLITION OPERATIONS.
 6. THE INTENT OF THE DRAWINGS IS TO INCLUDE ITEMS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE DEMOLITION WORK. THE DEMOLITION CONTRACTOR SHALL REVIEW ALL DRAWINGS, AND CAREFULLY VERIFY EXISTING CONDITIONS FOR COORDINATION BEFORE PROCEEDING WITH THE WORK. THE ARCHITECT SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCY.
 7. COORDINATE WORK AND ESTABLISH PRIOR APPROVAL FROM THE OWNER FOR ALL DEMOLITION PROCEDURES AND FOR THE USE OF THE BUILDING FACILITY INCLUDING STAIRS.
 8. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND DISPERSAL OR DISPOSAL OF ALL DEMOLISHED ITEMS. VERIFY WITH OWNER EXTENT OF SALVAGED ITEMS BEFORE DEMOLITION. ALL SALVAGED ITEMS SHALL BE TURNED OVER TO THE OWNER AT TIME OF REMOVAL.
 9. WHERE MECHANICAL, ELECTRICAL AND PLUMBING FIXTURES AND EQUIPMENT ARE REMOVED, PATCH AND PREPARE FOR NEW FINISH. SEE MEP DRAWINGS TO ADDRESS SPECIFIC CONDITIONS.
 10. EQUIPMENT AND FURNISHINGS REMOVED AND NOT RESCHEDULED FOR RELOCATION SHALL BE TURNED OVER TO THE OWNER.
 11. PRIOR TO THE DEMOLITION, COORDINATE REMOVAL OF EXISTING STRUCTURAL ELEMENTS SUCH AS COLUMNS, POSTS, BEAMS OR LOAD BEARING WALLS, WITH STRUCTURAL SHORING REQUIREMENTS. STRUCTURAL SHORING IS BY CONTRACTOR.
 12. ANY WALL PARTITION, FLOOR, CEILING OR CONSTRUCTION NOT SCHEDULED FOR DEMOLITION WHICH IS DAMAGED OR REMOVED DURING DEMOLITION IS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER.
 13. DIMENSIONS FOR CUT OPENINGS ARE TO CLEAR MINIMUM. OPENINGS MAY BE OVER CUT AND PATCHED TO ALLOW FOR A CLEAN FINISH.
 14. REPAIR & PREPARE EXISTING WALLS, FLOORS, AND CLGS. TO RECEIVE NEW FINISHES.
 15. AFTER DEMOLITION, ALL ABANDONED PENETRATIONS SHALL BE PATCHED AND FIRE PROTECTED ACCORDING TO CODE.
 16. COORDINATE DUST CONTROL MEASURES WITH OWNER.
 17. COORDINATE INTERIM LIFE SAFETY MEASURES (ILSM) WITH OWNER AND LOCAL OFFICIALS AS REQUIRED PRIOR TO IMPLEMENTING WORK

1 LEVEL 2 - DEMO
1/4" = 1'-0"

07/01/2021

JSA

ARCHITECTS
INTERIORS
PLANNERS

273 CORPORATE DRIVE
PORTSMOUTH, NH 03801
T 603.436.2551
F 603.436.6973
www.jsainc.com

CONSULTANT NO. 1 NAME
CONSULTANT NO. 1 TYPE
CONSULTANT NO. ADDRESS

GAFNEY HOUSE

90 WAKEFIELD STREET
ROCHESTER, NH

C. A. P. of Strafford

CLIENT LOGO

ARCHITECT'S
STAMP

Scale: As indicated
Date: 6-25-2020
Project Number: P142.00

REVISIONS		
NO.	DESCRIPTION	DATE

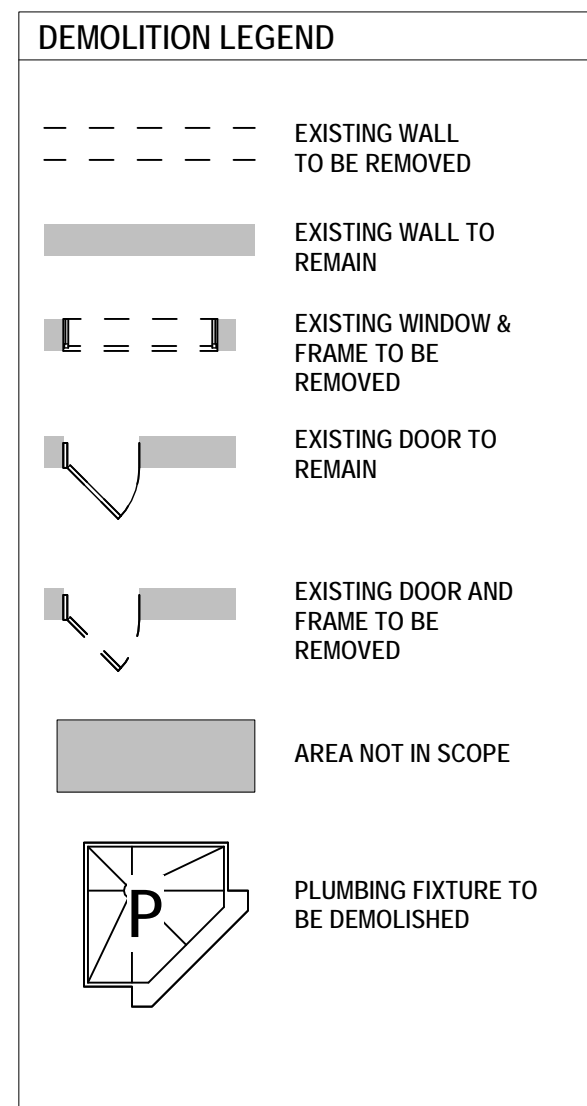
VOLUME 1

SCHEMATIC DESIGN

LEVEL 2 - DEMO

D2

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 DEMO LEGEND
1/4" = 1'-0"

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16. COORDINATE STAFF CONTROL MEASURES WITH OWNER.
17. COORDINATE INTERIM LIFE SAFETY MEASURES (ILSM) WITH OWNER AND LOCAL OFFICIALS AS REQUIRED PRIOR TO IMPLEMENTING WORK.

90 WAKEFIELD STREET
ROCHESTER, NH
C. A. P. of Strafford

CLIENT LOGO

ARCHITECT'S
STAMP

Scale: As indicated
Date: 6-25-2020
Project Number: P142.00

REVISIONS		
NO.	DESCRIPTION	DATE

VOLUME 1

SCHEMATIC DESIGN

LEVEL 3 - DEMC

D3

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City Clerk's Office

**RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY
DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOUSING FUNDING TO
SUPPORT RENOVATION OF THE GAFNEY HOME**

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and
- WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for housing grants of up to \$500,000; and
- WHEREAS: A primary component of the CARES Act is assistance to State, Local, Territorial, and Tribal Government for the direct impact of the COVID-19 pandemic; and
- WHEREAS: Community Action Partners of Strafford County (CAPSC) own the location at 90 Wakefield Street Rochester, NH 03867, also known as the Gafney Home (hereafter the “Gafney Home”); and
- WHEREAS: CAPSC propose to renovate the Gafney Home to create 21 apartments to serve an income-qualified population of residents aged 62 and older; and
- WHEREAS: The Gafney Home and its services will benefit a limited clientele made up entirely of individuals or families aged 62 and older; and
- WHEREAS: Elderly persons are presumed by HUD to be low- to moderate-income for the purposes of CDBG eligibility; and
- WHEREAS: An application for a CDBG-CV grant has been prepared by Strafford Regional Planning Commission (SRPC) on behalf of the City of ~~Rochester~~^{Dover} and in collaboration with CAPSC; and
- WHEREAS: A duly-noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program is to be ~~was~~ held on July 20, 2021.

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

- I. That the City of Rochester will submit an application for Community Development Block Grant COVID-19 funds of up to \$500,000 for the purpose of renovating the property at 90 Wakefield Street, Rochester, NH 03867 in partnership with Community Action Partners of Strafford County, who intends to create 21 apartments to serve income-qualified elderly persons
- II. The City Manager is authorized to apply for, accept, and expend the CDBG-CV funds of up to \$500,000 and to officially represent the City of Rochester in connection with the application, including execution of contracts on behalf of the

City and any other related documents necessary or convenient to carry out the intent of said grant agreement (including acting as the certifying officer for HUD environmental documents) without further action of the City Council for the purposes set forth in the grant agreement.

- III. The City Manager is hereby authorized to enter into agreement(s) with Community Action Partners of Strafford County as subrecipients and Strafford Regional Planning Commission as grant-writers and grant administrators for the purposes of this grant.



07/01/2021

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

RESOLUTION AMENDING THE FY 2022 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE FY 2022 COMMUNITY DEVELOPMENT
BUDGET FOR THE CITY OF ROCHESTER

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2022 (July 1, 2021—June 30, 2022) “Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Seventy Two Thousand Eight Hundred Sixty One Dollars (\$272,861.00) be, and hereby is, approved and appropriated for fiscal year 2022 (July 1, 2021—June 30, 2022). Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 54,572.20
Public Service Agencies	\$ 40,929.15
Housing/Public Facilities/Infrastructure	\$ 177,359.95
Total	\$ 272,861.00

III. Further, that One Hundred Forty Three Thousand Eight Hundred Sixty Five Dollars and Ninety Cents (\$143,865.90) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2022 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

IV. Further, that Ten Thousand Six Hundred One Dollars and Sixteen Cents (\$10,601.16) in prior year unexpended Community Development Block Grant Funds be appropriated for use in the FY 2022 Action Plan for housing rehabilitation and public facilities activities.

This budget and the one-year action plan for FY 2022 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2022 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Seventy Two Thousand Eight Hundred Sixty One Dollars (\$272,861.00) shall be drawn in their entirety from the above-mentioned FY 2022 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

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



**Fidelity Committee
of the
Tri-City Joint Mayors' Task Force on Homelessness
Remote Meeting Via Microsoft Teams
June 10, 2021
6:00 PM**

MAYORS

Mayor Caroline McCarley
Mayor Robert Carrier
Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
(Chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh
(Vice Chairman)

Dina Gagnon

Others Present. Dave Balian, Dover Welfare. Julian Long, Rochester Economic Development.

MINUTES

1. Call to Order

Chair Jeremy Hutchinson called the meeting to order at 6:04 PM and read the following preamble:

Good Evening, as Chairperson of the Fidelity Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Cassie Givara, Deputy City Clerk of Rochester, took the roll. All members were present and indicated that they were alone in the location from which they were connecting. Additionally, Mayor Carrier of Dover was present.

2. Public Input (3-minute maximum and/or submit a statement)

There was no written or voicemail correspondence received and there was no one on the conference line who wished to speak.

3. Communications from the Mayors

No discussion.

4. Communications from the Chairs

Chair Hutchinson opened the floor to discussion regarding resuming in-person meetings. With higher percentages receiving vaccines and most municipal meetings transitioning to an in-person format, the committee discussed the potential of starting to meet in person again. Ms. Andrews Parker suggested delaying a month or two over the summer because there may be difficulty getting a quorum with the holiday and other events scheduled. Dina Gagnon questioned whether there may be restrictions in place for larger groups and/or unvaccinated people meeting at school facilities; in the past the Fidelity Committee had met at the Somersworth Middle school, but this may not be advisable. The consensus of the committee was to skip July and meet again in August. This first in person meeting will be held at CAP on Central Avenue in Dover at 6 PM. There was a brief discussion regarding reinstating the rotating schedule of meetings through the three communities and potential locations.

Vice Chair Marsh reported that he continued to participate in the Governor's Council for Housing Stability and was looking forward to their final proposals and recommendations. He said that their plan focuses on developing affordable housing and supportive housing, both of which are in Master plan for the Fidelity Committee.

Mr. Marsh also spoke about impending House Bill 126 which would allow tenants to pay rents up to the date of an eviction court hearing, giving people more time to avoid eviction from

housing and agencies more time to try to work the situation out. It will also disallow municipalities from requiring an eviction notice in order to provide assistance.

Chairman Hutchinson spoke about the State funding from the recently passed rescue plan bill and how the money could be allocated. He suggested the Committee could start thinking about potential proposals which could be made to the tri cities, especially in the area of affordable housing, using these funds.

Ms. Andrews Parker said that part of the State plan was authorization to go to CMS (Medicaid and Medicare services) for Medicaid reimbursement for supportive housing. This passed the CMS in July which means homeless and housing issue will now become a Medicaid-reimbursable events. This will increase enrollment in Medicaid and Medicare and will allow agencies to be reimbursed for some of these funds as well.

Ms. Andrews Parker spoke briefly about the meaning of “affordability.” According to HUD, the median family income in the seacoast area is \$102,000 and how it compares to the other NH and MA communities (\$83,000 in Manchester, Boston \$119,000). She gave the figures for a single person to qualify; for 30% of their adjusted income they would need to make no more than \$19,850. She spoke about a property in Rochester on Academy Street where the rent is based off the tenants making no more than 30% of the adjusted area income. This means two people living in one of these rentals they can make no more than \$24,000 combined. She said it was very difficult finding tenants who qualified using this criteria, and with upcoming projects they are going to adjust the requirements to 50% or 60% to allow more people to qualify.

Vice Chair Marsh said that in Somersworth there is a joint meeting between School Board and City Council upcoming where they will hear a presentation from the Dover Mental Health Alliance to start discussing mental health wellbeing.

4.1 Update: Planning Department(s) recommendation request

Vice Chair Marsh said that the letter which was sent to the Planning Departments in December requested that they present their findings by June 30, 2021. He said the cities do still have several more weeks, but that he would follow up directly to determine the status.

5. Update: Season’s End wrap up and future plans: Willand Warming Center and Garrison Shelter

Ms. Andrews Parker reported that while the Garrison Shelter had been a great opportunity and worked well while it was in use, after the closing of operations the owner of the hotel attempted to get them to renovate the entire wing at a charge of \$57,000 to replace bedding, mattresses, hardware and fixtures. Ms. Andrews Parker clarified that there was reasonable wear and tear from use of the rooms, but nothing significant. They were able to reduce this amount requested to \$21,000, but these were still unexpected fund which needed to be sourced. She stated there have been reports of this happening at other facilities because it becomes known that there is federal funding available so false charges are manufactured. Ms. Andrews Parker stated that they will not be utilizing the Garrison Hotel in the future.

She said that they would be operating a warming center next year, although the details of how it will work, where it will be located, and the logistics are still to be determined by the three cities. The start date would be at the beginning of December 2021. The three communities agreed that CAP would run the facility at the same location and that they will be looking for a more long term solution.

6. Report from Local Welfare

Vice Chair Marsh stated that requests for assistance continue to be slower than prior to the pandemic, presumably due to the federal funds available.

Vice Chair Marsh reported that Nancy Poulin, former Somersworth Welfare officer, Director of the Homeless Center of Strafford County, and Rochester welfare social worker, had died after a long battle with cancer.

6.1 Homeless resource/service trailers

Ms. Andrews Parker opened the discussion for placement of these shower, laundry and kitchen trailers. These units were purchased during COVID and can continue to be used if a location can be determined. In order for the shower trailer to be utilized, there needs to be a location with sewer access and a water hookup. If these utilities are not available, the trailer can only be used for three showers before it needs to be unhooked for the gray water to be drained. There is also a generator which runs the trailer which is fairly loud, so it cannot be placed in a residential area. She outlined the areas which had been considered as locations, but for one reason or another cannot be used, and she asked for suggestions for other locations. Ms. Andrews Parker also spoke about the need for a qualified person to be available to move, park, and hook up these trailers which makes the

Barbara Holstein asked about the potential of Charles Street in Rochester, the empty parking lot and building owned by the Housing Authority. She said that this is on the edge of a residential area and this would likely be an issue. Mayor Carrier suggested the C&J lot as a possibility. Chairman Hutchinson asked if the Foley Community Center in Rochester had been ruled out. Ms. Andrews Parker stated it was a possibility. Dave Balian, Dover Welfare, said there have been a number of conversations with Rochester regarding using the Charles Street lot, the Community Center, or potentially the Salvation Army. Mr. Balian said that although Rochester had given the go-ahead for the Salvation Army location, they would still need permission from the regional office of the SA, and then additional site work would need to be done to allow sewer and water access to the location. Mr. Balian said that one of the possibilities they had explored was the site of the Willand Warming Center, but it has not been determined if there is sewer access.

Dina Gagnon asked if the Somersworth Armory had been considered as a location. It was determined that it is currently still owned by the government; and while the plan is to turn it over

to the city, this has not occurred yet. Ms. Andrews Parker said that the Lilac Mall could also be considered as a location.

Chairman Hutchinson stated that he would go back to the Rochester Council with the request of using the Community Center because a definitive answer had never been given. Even if it is just used as a temporary option, it may be a good location to start. Vice Chair Marsh clarified that the Community Center had been the location of Rochester's previous showers.

Mayor Carrier asked if there was a reason why the Willand facility could not be used. Ms. Andrews Parker cautioned that there had been a compromise made with the three communities and that facility to be used as a winter shelter. She wanted to be careful going back on the terms of the agreement and trying to add additional conditions, potentially harming the agreement already in place and affecting future use.

7. Discussion: Tenant screening and selection - recommendations for improvement

Julian Long, Rochester Economic Development, gave a brief overview of the topic. He referenced a report, which was based out of Minneapolis. The City of Minneapolis passed an ordinance which would require landlords provide tenants with the basis of their denial if they were not granted residency. He said that based on the tenant screening report, there are two categories; mandates and incentives. In the Seacoast area, a good example of incentives is the Home 4 All affordable housing incentives program which provides damage loss mitigation funds, sign on bonuses, and several other incentive programs. Mr. Long said he would provide the report to the Committee for their review.

Barbara Holstein stated that there is a new director for Home 4 All and suggested that the Committee reach out to them to see if they can give an update on how this program has been going over the past several months.

8. Regional data/statistics

No discussion.

9. Other

Charlie Reynolds asked if there was any reason why the Cities can't write into their ordinances that if a development is of a certain size, a certain portion needs to be designated for affordable housing. There was a brief discussion about this type of activity happening in Dover and Rochester. Vice Chair Marsh suggested the Committee look into whether or not this is already in the City codes as well as determining what is considered "affordable" in these circumstances. Mr. Reynolds felt that if there is nothing but continued talk on the issue of affordable housing with no action, that several years down the road the cities would be in the same situation of opening warming centers and shelters as well as a lack of adequate affordable housing.

Mr. Reynolds spoke about his work with Ms. Andrews Parker to work towards a criminal records annulment program or clinic. He said they have made progress, but have had to reconfigure parts of the process and continue work on until it can come back to the Committee. Ms. Andrews Parker said the catch is that the documentation required is sent to an applicants' home address, which is an issue if the person is transient or unsheltered. They are working to determine if these documents can be sent to a service agency, city welfare, or similar services. There is also an issue of three separate records being required at a cost of approximately \$100 each. Mr. Reynolds and Ms. Andrews Parker are trying to source a test case to work with to help work through the setbacks.

Chairman Hutchinson referenced LEAD, which the Committee had discussed in the past but had tabled due to the pandemic and other more pressing projects. He felt that they should look into the program again in the near future and do some research on potentially starting it up in more communities. Ms. Holstein reported the LEAD is not currently working out in the area and suggested that Chairman Hutchinson reach out to John Burns of SOS to discuss the program and what had happened recently.

Mr. Balian spoke about mail services for the homeless population and the different organizations which allow mail to be delivered on others behalf, but the lack of a central area which will allow this. Ms. Holstein spoke about a waiver which has been used by clients to authorize mail delivery to certain service agencies while freeing the agency of any liability if there is mail missing. The waiver also requires the client to come into the agency directly to pick up their deliveries and this helps to keep them engaged and to offer services and programs while they are present. Ms. Andrews Parker stated that for formal programs, they need to carry additional D&O insurance to offer this service.

There was a brief discussion about post offices receiving "general delivery" for homeless residents.

Ms. Andrews Parker stated that CAP is continuing to look for case managers and has open positions.

10. Closing Public Input

No discussion.

11. Adjournment

The next meeting will be held at CAP, 577 Central Avenue, Dover, NH, at 6 PM on August 12th.

Chairman Hutchinson **ADJOURNED** the Fidelity Committee meeting at 7:43 PM.

Respectfully Submitted,

Cassie Givara, Deputy City Clerk of Rochester

DRAFT

Finance Committee

Meeting Minutes

Meeting Information

Date: June 8, 2021

Time: 6:30 P.M.

Location: Council Chambers, 31 Wakefield Street

Committee members present: Mayor McCarley, Deputy Mayor Lauterborn, Councilor Walker, Councilor Gray, Councilor Bogan, and Councilor Hamann.

City staff present: Finance Director Katie Ambrose, Deputy Finance Director Mark Sullivan.

Others present: Ray Barnett, resident.

Agenda & Minutes**1. Call to Order**

Mayor McCarley called the Finance Committee meeting to order at 6:30 PM. Deputy City Clerk Cassie Givara took a silent roll call. All members were present except for Councilor Jean, who was excused.

2. Acceptance of Minutes-April 13, 2021

Councilor Lauterborn **MOVED** to **ACCEPT** the minutes of the April 13, 2021 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

Ray Barnett, resident, addressed the committee in regards to the elderly tax exemption and how Rochester's rates relate to other comparable communities. Mr. Barnett also spoke about salaries and merit increases for City staff.

4. Unfinished Business-None

No discussion.

5. New Business-

5.1 Elderly Exemptions-Discussion

Mayor McCarley referenced a memo distributed by Chief Assessor Jon Rice in regards to the current elderly exemption limits and when they had been adopted by City Council. Mayor McCarley stated that the Chief Assessor is looking for guidance on whether the City wanted to remain at the current exemption level or reevaluate.

Councilor Lauterborn stated that it is important to review these levels every few years; however they had been reviewed and raised two years ago in order to make Rochester more competitive with neighboring communities and there was no need currently to readjust the rates.

5.2 School Building Capital Reserve Fund Transfer Authorization

Mayor McCarley advised the committee that action was needed in order to direct the full Council to transfer \$844,000 from the School Capital Reserve fund into the School Department FY22 revenue account.

Councilor Lauterborn asked if this was a routine motion which occurs regularly. Mayor McCarley stated that this transfer has been occurring annually since 2016. The amount was included in the budget process which was just completed by City Council and had been included in the school department's budget calculations. Councilor Lauterborn **MOVED** to recommend to full Council the transfer of \$844,000 from the school capital reserve fund into the school department FY22 revenue account. Councilor Walker seconded the motion. Finance Director Ambrose summarized the process and stated that the transfer is not able to occur without authority from the Finance Committee and minutes reflecting the approval.

Councilor Gray asked for clarification on where the amount being transferred originated and how the school department surplus from the prior year would come into play. Mayor McCarley stated that the school department did not have a surplus in the prior fiscal year to add to their capital reserve fund. The transfer in question is unexpended funds from two years prior, although the school department had not asked for it to be transferred until now. She said that in the past, the school department has used these funds as revenues to help with debt service.

Finance Director Ambrose gave an outline of how this figure was calculated. Mayor McCarley said that in the past when there have been surplus funds at the end of the fiscal year being returned back to the City, the City has allowed for up to half of these funds to be placed in the School Department's Capital Reserve Fund. The City Council then needs to authorize the transfer of money from this Capital Reserve Fund to be placed into the school's operating budget for use.

Councilor Gray asked if the School Department were to receive a supplemental appropriation during the year, if that money would effect this money being transferred. Mayor McCarley confirmed that the school's supplemental appropriations are attached to specific projects and therefore would not be associated with the capital reserve fund nor would it effect this calculation.

DRAFT

Councilor Walker asked for clarification on where this \$844,000 was going. Finance Director Ambrose stated that it was being used for debt service for capital items. Councilor Gray said that it would go into the Capital Reserve Fund, and although it has been used in the past to reduce debt service, it is the school department's decision on how these funds will be used. The **MOTION CARRIED** by a unanimous voice vote.

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summaries May 31, 2021

5.2.1 (a) May 31, 2021 Revenues

5.2.1 (b) May 3, 2021 Expenses

Deputy Finance Director Sullivan stated that the non-property tax revenues such as motor vehicles, building permits and waste management fees are remaining strong. The only "soft" area is interest income. Expenses are trending 5% under budget. Councilor Gray asked for the report of unpaid taxes which is normally distributed around this time of year. Deputy Sullivan confirmed he could get this report to the committee.

6. Other

Finance Director Ambrose gave a reminder of the low and moderate income homeowner's property tax relief program. She stated that information and the application form (DP-8) can be found at revenue.nh.gov or by calling (603) 203-5001. The deadline to file in June 30th. Information is also available on the City of Rochester Assessing page.

7. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee meeting at 6:51 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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left blank...*

City Clerk's Office



07/01/2021

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

City of Rochester Planning Board
Monday June 7, 2021
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on June 21, 2021)

Members Present

Nel Sylvain, *Chair*
Mark Collopy, *Vice Chair*
Peter Bruckner
A. Terese Dwyer
Tim Fontneau
Mark Sullivan
Dave Walker

Members Absent

Robert May, *excused*
Daniel Rines, *excused*
Lance Whitehill, *excused*

Alternate Members Present

Paul Giuliano
Donald Hamann

Staff: Shanna B. Saunders, *Director of Planning & Development*
Crystal Galloway, *Planning Administrative Assistant II*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City clerk's office for reference purposes. It may be copied for a fee.)

Mr. Sylvain called the meeting to order at 7:00 p.m.

The Secretary conducted roll call.

III. Seating of Alternates

Mr. Giuliano voted in place of Mr. May.

IV. Communications from the Chair

There were no communications for the Chair.

V. Approval of Minutes

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the May 17, 2021 meeting minutes. The motion carried unanimously by a roll call vote.

VI. Discussion on surety for Chesley Farm Estates

Mr. Sylvain let the Board know this discussion is being moved to the June 21, 2021 meeting.

VII. Consent Agenda

A. Chesley Hill Partners, LLC and James & Mackenzie Colby, 233 & 247 Washington Street

A motion was made by Mr. Collopy and seconded by Mr. Walker to approve the consent agenda. The motion carried unanimously.

VIII. New Applications

A. Rochester Security Systems, LLC, 195 Milton Road

Christopher Berry of Berry Surveying & Engineering present the plans for a 3-lot subdivision. He explained the property had been mined in the past with material being taken out of the center of the property but has ceased operations about 15 years ago. Mr. Berry said his office has surveyed the property for both topographics and wetlands to do a 3-lot subdivision. He explained they are proposing to subdivide off from the Milton Road frontage and will use the existing curb cut to provide the three driveways. He explained the lots will be serviced by municipal water but each lot will have their own septic systems.

Ms. Saunders told the Board there are no conditional use permits proposed or waiver requests. She said staff recommends the Board accept the application as complete.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the Board.

A motion was made by Mr. Walker and seconded by Mr. Collopy to accept the application as complete. The motion carried unanimously.

Ms. Saunders went through the conditions of approval. She said in addition to the standard precedent conditions the City will need copies of the draft access and utility easements and a road maintenance agreement. Ms. Saunders explained under general and subsequent conditions, once it has been determined where the driveway will be located the Planning Department will provide an address. She said driveway permits will be applied for and granted by the Department of Public Works for each driveway. The shared drive will be considered a private road so there will be some criteria that will need to be met.

Mr. Fontneau asked what it will look like with one curb cut and three driveways. Mr. Berry explained there will be one cut and branch off quickly to each of the three lots.

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the 3-lot subdivision with the conditions set forth. The motion carried unanimously.

B. Andre & Edwinna Vanderzanden, 1225 Salmon Falls Road

Edwinna Vanderzanden presented the plan for a 2-lot subdivision. She explained the intent is to subdivide off 19+/- acres off a 78 acre parcel that has been in conservation easement for the last 20 years. Ms. Vanderzanden explained the purpose for the subdivision is to be clear what is and what is not part of the conservation easement.

Ms. Saunders told the Board the applicant is not seeking any waiver requests or conditional use permits. She said staff recommends the application be accepted as complete.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the Board.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to accept the application as complete. The motion carried unanimously.

Ms. Saunders reviewed the conditions of approval. She said there was a discrepancy regarding the acreage on the plan; plan notes including the future development of the buildable lot will need to meet the requirements of NFP1 Chapter 18. Ms. Saunders said any future development with the lot shall preserve the stone walls and to post "protected natural area" signs every 100 feet along the 5 foot wetland buffer.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the 2-lot subdivision with the conditions set forth. The motion carried unanimously.

C. Housing Authority of City of Rochester, 143 Brock Street

Doug Larosa of Civil Works New England explained the proposal is to provide a utility storage building. He said the building and pavement will cause some additional drainage runoff which will run towards the credit union. Mr. Larosa said there will be a bio-retention pond that will run along the back of the pavement. Mr. Larosa went on to explain the proposed landscaping.

Ms. Saunders said Staff recommends the Board accept the application as complete.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the Board.

A motion was made by Mr. Walker and seconded by Mr. Collopy to accept the application as complete. The motion carried unanimously.

Ms. Saunders said aside from the standard conditions of approval staff will need a contingency plan for any contamination from the salt shed.

Mr. Collopy asked if the color scheme will match the existing structures. Mr. Larosa said it will and showed the Board the architectural renderings.

Mr. Fontneau asked how trucks will access the site. Mr. Larosa explained there will be two ways to access the site, the first is along the side of the maintenance building, and the second is next to the laundry mat.

Mr. Sylvain told the applicant there is to be no deviation from the approved plan unless they come back before the Board.

Mr. Walker asked what type of material will be used for the fence. Mr. Larosa said concrete embedded galvanized posts with six foot high stockade wood.

A motion was made by Mr. Walker and seconded by Mr. Bruckner to approve the site plan with the conditions set forth. The motion carried unanimously.

D. Ronald & Michelle Balcar, 20 Peaslee Road

Scott Lawler of Norway Plains Associates explained the amendment to a 2008 subdivision to relocate the driveway. He said the Department of Public Works has found the proposed location acceptable and the applicant has submitted a driveway permit.

Mr. Lawler said the proposed driveway will be 16 feet wide with 2 foot shoulders on each side and paved. He said they are proposing a small retaining wall to minimize impacts to the wetland buffer. Mr. Lawler said there are some buffer impacts at the beginning of the driveway from Peaslee Road as well as further up the driveway.

Ms. Saunders explained the Conservation Commission reviewed and approved this design because there will be little to no impact on the wetland buffer and the driveway was designed to carry stormwater away from the wetland.

Ms. Saunders said staff recommends the application be accepted as complete.

Mr. Sylvain opened the public hearing.

Mark Vander-Heyden spoke on behalf of his daughter and son in-law who reside at 214 Old Dover Road. He said they are concerned about potential runoff from the proposed driveway into the stream and affecting their well.

There was no one further from the public to speak; Mr. Sylvain brought the discussion back to the Board.

Ms. Saunders said staff recommends the Board approve the amendment. She said the conditions of approval are standard conditions.

Ms. Saunders spoke to some of the concerns from the abutter. She said this was reviewed by the Conservation Commission and Public Works who recommended approval.

Mr. Bruckner asked Mr. Lawler to address the concerns from the abutter. Mr. Lawler said stormwater will be collected at two locations along the driveway to eliminate the amount that would end up in the cross culvert.

Mr. Fontneau asked how long the driveway will be. Mr. Lawler said it will be 450 feet from the road to the buildable area. Mr. Lawler said they have tried to minimize the runoff that would end up at the culvert by dispersing it at two locations.

Mr. Sylvain asked what the distance is from the abutters well to the proposed driveway. Mr. Lawler said by looking at the aerial photo the abutter supplied it appears to be a sizeable piece of land between the abutters house and Peaslee Road and the development.

Ms. Dwyer asked where a potential third culvert could be located. Mr. Lawler explained they could put another cross culvert part way down the driveway.

A motion was made by Mr. Walker seconded by Ms. Dwyer to accept the application as complete. The motion carried unanimously.

A motion was made by Mr. Walker and seconded by Mr. Sullivan to approve the conditional use permit. The motion carried unanimously.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the subdivision amendment with the conditions stated as well as requiring a third culvert. The motion carried unanimously.

E. Granite State Credit Union, 148 & 150 Farmington Road

Scott Lawler of Norway Plains Associates presented the plan to construct a 2,985 square foot credit union branch office. He explained there will be three designated drive up lanes on the back side of the office and the front will face Route 11. Mr. Lawler said they will have access from both Route 11 and Two Rod Road. He said there has been a trip analysis which concluded there would be 28 peak hour morning trips and 61 peak hour afternoon trips.

Mr. Lawler said stormwater will be captured via curbing and a closed drainage system and directed to a stormwater management system located in the northwesterly corner of the property. He said they are seeking a conditional use permit to allow for greater than 20 percent in the aquifer protection overlay, saying this development will yield approximately 39 percent total impervious coverage.

Mr. Lawler explained this project will be tied into City water at the main on Route 11. He said due to no accessible City sewer in the area they have designed a septic system.

Mr. Lawler said they have submitted a full lighting and landscaping plan in the application packet as well as a plan for a lot merger.

Ms. Saunders explained the City is involved in the driveway permit for access to Two Rod Road because it is a class six road. She said because it's a class six it's a little more complicated and not just a Planning Board decision, City Council has to get involved with issuing the permit.

Ms. Saunders told the Board staff recommends approving the conditional use permit because it is not a high hazard use in the aquifer protection overlay and believe the sites proposed drainage plan demonstrates stormwater will be sufficiently treated before being infiltrated.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the Board.

A motion was made by Mr. Walker and seconded by Mr. Collopy to accept the application as complete. The motion carried unanimously.

Ms. Saunders reviewed the conditions of approval. She said there will need to be an agreement stating the City isn't liable for any requirements NHDOT may put on the Two Rod Road driveway permit.

Ms. Saunders explained the applicant will also have to apply for a Chapter 218 Stormwater permit.

Mr. Collopy expressed his concern for the amount of impervious surface. He said it's a lot of pavement for the size of the proposed building and lot. Mr. Lawler explained the owner feels comfortable with the number of parking spaces that are proposed.

Mr. Giuliano said he is concerned about the shared maintenance agreement. He said it seems a little too vague. Ms. Saunders explained the City had entered into an agreement with Tractor Supply when they built and will now add the credit union in as well.

Mr. Walker asked why the entrance and exit lanes onto Route 11 are only 12 feet wide. Mr. Lawler said a 24 foot wide access onto Route 11 is a standard roadway width.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the conditional use permit. The motion carried. Mr. Collopy opposed.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the site plan with the conditions stated. The motion carried. Mr. Giuliano opposed.

Mr. Sylvain called a recess at 7:55pm

Mr. Sylvain called the meeting back to order at 8:03pm

F. Easter Seals New Hampshire, Inc., 215 Rochester Hill Road

The Board combined this item with item G for discussion.

A motion was made by Mr. Fontneau and seconded by Ms. Dwyer to approve the subdivision with the conditions set forth. The motion carried unanimously.

G. Easter Seals New Hampshire, Inc., 215 Rochester Hill Road

Scott Lawler of Norway Plains Associates presented the plan for a 2-lot subdivision and site plan to construct a 25,000 square foot senior housing facility.

Mr. Lawler explained they are proposing a subdivision of the 142 acre parcel which has frontage on both Rochester Hill Road and Tebbetts Road. He said the front half of the subdivision is 21.17 acres and will be associated with the proposed site plan development. Mr. Lawler said the remaining 121.63 acres has frontage off from Tebbetts Road and has a purchase and sales signed agreement with The Society for the Protection of New Hampshire Forests for conservation.

Mr. Lawler explained the site plan to construct an 80-unit senior housing facility. He said it will consist of three stories, 74 units will be one bedroom and 6 two bedroom units.

Mr. Lawler said the existing driveway will be terminated by means of a crash gate to only be used for emergencies. He said they will construct Healthcare Drive to extend it down to the proposed development due to better site distance for traffic.

Mr. Lawler said they have submitted a parking waiver to allow for 109 parking spaces.

Mr. Lawler went on to explain the stormwater management system. He said they have designed the system to collect the runoff of impervious surfaces and direct it to either of two infiltration basins located at the toe of the slopes. He said the basins have been designed to meet the City of Rochester Chapter 218 as well as NHDES Alteration of Terrain bureau.

Mr. Lawler said the new building will be serviced by municipal water as well as underground utilities. He went on to explain the sanitary sewer for the new building and the existing home health care facility will be collected gravity collection system then pumped up to a manhole on Rochester Hill Road.

Mr. Lawler explained they are requesting a waiver to allow 20-foot high pole lights rather than the 15-foot that is allowed. He said they feel the taller light poles would match the height of the building better.

Mr. Lawler told the Board there are two conditional use permits requested. The first is to allow senior housing in the agricultural zone. The second is for impacts in the Conservation Overlay District.

Mr. Lawler said they are applying for an AoT permit, NHDES Waste Water Bureau for the design of the pump station, NHDOT for the expansion of Healthcare Drive, FAA for obstruction evaluation, and the Construction General permit associated with the movement of earth being greater than one acre.

Ms. Saunders said staff recommends the subdivision application as well as the site plan application be accepted as complete.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the Board.

A motion was made by Mr. Walter and seconded by Mr. Collopy to accept both the subdivision and site plan applications be accepted as complete. The motion carried unanimously.

Ms. Saunders went through the conditions of approval for the subdivision. She said subsequent conditions # 4, 5, and 6 regarding construction cost estimate and performance guarantee need to be removed.

Ms. Saunders went on to review the conditions of approval for the site plan. She said a white stop line needs to be added to the end of Healthcare Drive and Route 108. The Fire Department has asked that on the northwest side of the building at least a 25-foot minimum path be required. They have also asked that one or two more fire hydrants be added to the site as well.

Ms. Saunders said she is in discussions with the City Attorney regarding senior housing. She asked the applicant if they are proposing a deed restriction. Christopher Mill of Easter Seals New Hampshire explained the funding requirements will run for 99 years and will require targeting to individuals 62 years or older.

Ms. Saunders continued reviewing the conditions of approval and said staff recommends approval of both the subdivision and site plan.

Ms. Dwyer asked where staff and guests for the building will park. Mr. Lawler explained there is some shared overflow parking with the Homemakers building. He said there would be limited staff at the facility.

Mr. Fontneau asked about the request from the Fire Department to increase the walking path around the building to 20 feet. Ms. Saunders said she believes it is so they are able to get fire apparatus around the building.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the Conditional Use Permits to allow Senior Housing in the Agricultural Zone and for Impacts to the Conservation Overlay District. The motion carried unanimously.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the waiver requests for Site Plan Regulation Section 6(6)(a) and Site Plan Regulation Section 10(A). The motion carried unanimously.

A motion was made by Mr. Fontneau and seconded by Mr. Bruckner to approve the site plan with the conditions set forth. The motion carried unanimously.

H. Green & Company, 19 Old Gonic Road

Joe Coronati of Jones and Beach Engineers presented the plans for a preliminary site plan. He explained the property is located along Axe Handle Brook and has frontage on both Old Gonic Road and Emerson Avenue. Mr. Coronati said they are looking to develop a rental townhouse community that connects from Old Gonic Road to Emerson Avenue. Mr. Coronati said they are looking for feedback from the Board and abutters as they start the design process. He said they attended the TRG meeting with staff and have some detailed comments to start working from.

Mr. Coronati explained the parcel is approximately 32 acres made up of mostly woodlands, a little bit of wetlands and floodplain, and field. He said the proposal is to create a couple neighborhoods with looping roadways. He told the Board all the units they are proposing will be three bedroom, all with two car garages, and space for two cars in each driveway. Mr. Coronati said the roads will be privately owned and maintained including for trash pick-up.

Mr. Coronati showed the Board architectural renderings of the proposed units. He said each unit will have a deck on either the front or the back of the unit depending on which site has more privacy. He said they will keep as many of the existing trees as possible and where needed they will add more for buffering.

Mr. Coronati said they are proposing installing walking trails along the brook.

Mr. Sylvain opened the public hearing.

Paul Pratt of Cedarbrook Village asked approximately how far off from the stonewall to the complex the units will be. Mr. Coronati said they are approximately 50 feet off from the right-of-way line plus the width of Old Gonic Road.

Sandy Fournier of Cedarbrook Village asked how long the project will take to complete. Mr. Coronati said approximately 3 to 4 years for the buildout.

There was no one further from the public to speak; Mr. Sylvain brought the discussion back to the Board.

Mr. Giuliano asked if they have a management plan for the rental units. Mr. Coronati explained the applicant has an in house management group that would handle rental issues internally.

Mr. Walker asked about buffers to the neighboring homes on State Street. Mr. Coronati said they will be using fencing and tall trees.

Mr. Collopy expressed concerns over traffic on Brock Street from both Route 125 and Washington Street. He also asked the applicant to look at sidewalks on Emerson Avenue.

Mr. Coronati said they have hired a Traffic Engineer who will look at both intersections.

Mr. Fontneau said if they are going to build these multifamily rental units between two different types of uses there needs to be more than just the setbacks, there needs to be a buffer zone.

Mr. Sylvain asked for a larger setback for the units that abut the properties on State Street.

Mr. Sullivan asked in the Department of Public Works has looked at the streets and given an indication of what might be entailed.

I. 10 Farmington Road, LLC, 14 & 10 Farmington Road

Mr. Sylvain told the Board the applicant had requested a continuation the July 12th meeting.

A motion was made by Mr. Walker and seconded by Mr. Giuliano to continue the application the July 12, 2021 meeting as requested. The motion carried unanimously.

IX. Continued Applications

A. EFI Express, LLC, 0 Tebbetts Road

Robin Wonderlick explained the layout of the building. He said the owner's apartment will be above the maintenance bays and office. Mr. Wonderlick said the building will be made of pre-fabricated corrugated steel that is dove grey with a black roof and trim.

Ms. Saunders said the plans before the Board are the last piece needed. She said there is still a conditional use permit and waivers that need to be approved.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the Board.

Mr. Fontneau asked about the tower on the plan. Mr. Wonerlick explained it's a stairwell access to the roof and the apartment.

A motion was made by Mr. Fontneau and seconded by Ms. Dwyer to approve the conditional use permit. The motion carried unanimously.

A motion was made by Mr. Fontneau and seconded by Ms. Dwyer to approve waivers for Site Plan Regulation Section 10(A) Parking and Site Plan Regulation Section 7(F) Signage Design. The motion carried. Mr. Walker opposed.

A motion was made by Mr. Fontneau and seconded by Ms. Dwyer to approve the site plan with the conditions set forth. The motion carried. Mr. Walker and Mr. Sylvain opposed.

B. JRS, LLC, 14 Wadleigh Road

The applicant's engineer was not present at the meeting. Mr. Sylvain suggested continuing the application to the workshop meeting on June 21st.

A motion was made by Mr. Collopy and seconded by Mr. Walker to continue the application to the June 21, 2021 meeting. The motion carried unanimously.

C. Farmington Associates Properties, LLC, 68 Farmington Road

Mr. Sylvain told the Board the applicant had requested a continuance to the July 12th meeting.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to continue the application to the July 12, 2021 meeting as requested. The motion carried unanimously.

X. Other Business

A. Recommendation for re-appointment for Donald Hamann to the Strafford Regional Planning Commission

A motion was made by Mr. Walker and seconded by Mr. Fontneau to recommend Donald Hamann for re-appointment to the Strafford Regional Planning Commission. The motion carried unanimously.

B. Planning Update

Ms. Saunders informed the Board that Seth Creighton, Chief Planner has taken a position with the town of Franklin and his last day with Rochester would be June 11th.

Mr. Bruckner said Mr. Creighton is a very talented, professional, capable person and the Board should express it's gratitude for his service.

C. Other

Mr. Sullivan asked when impact fees will be going to City Council. Ms. Saunders it is on her plate to get it to Council as soon as she can.

XI. Adjournment

A motion was made by Ms. Dwyer and seconded by Mr. Walker to adjourn at 9:23 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development

City of Rochester Planning Board

Monday June 21, 2021

City Hall Council Chambers

31 Wakefield Street, Rochester, NH

(These minutes were approved on, 2021)

Members Present

Nel Sylvain, *Chair*

Mark Collopy, *Vice Chair*

Peter Bruckner

Tim Fontneau

Robert May

Daniel Rines

Mark Sullivan

David Walker

Members Absent

Terry Dwyer, excused

Alternate Members Present

Keith Fitts

Paul Giuliano

Donald Hamann

Lance Whitehill

Staff: Shanna B. Saunders, *Director of Planning & Development*

Crystal Galloway, *Planning Administrative Assistant II*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City clerk's office for reference purposes. It may be copied for a fee.)

Mr. Sylvain called the meeting to order at 7:00 p.m.

The Secretary conducted roll call.

III. Seating of Alternates

Mr. Whitehill voted in place of Ms. Dwyer.

IV. Communications from the Chair

Mr. Sylvain welcomed Keith Fitts to the Board as an alternate member.

Mr. Sylvain announced the Board will be holding a workshop meeting on July 19th.

V. Opening Discussion/Comments

A. Public Comment

Item XII Compliance Hearing was moved up on the agenda for discussion.

Elizabeth Croy said she and her family have been waiting two years to move into the home they purchased at 24 Eisenhower Drive. She said at this time they are homeless because they had been renting a condo for three years while their house was being built but it was sold on May 21st. Ms. Croy said they were not made aware of the ongoing issues between the City and the developer.

Mr. Sylvain said this discussion will be continued to the July 12th meeting in order to have a representative from Public Works and Mr. Stricker present.

He apologized that this is happening but explained things need to be done correctly.

Ms. Croy said she understands it is not the City's fault, it's the developers fault for not communicating. She said had they known about everything two years ago they could have taken their money and gone elsewhere.

Tamsen Alper purchased 22 Eisenhower Drive thanked Ms. Saunders for the work and communication she's done for her and her husband.

Ms. Alper said there has been consistent inaccuracies, not only with what the City has been asking the developer to do, it's what has been happening with their house.

Mr. Sylvain asked for no further permits to be issued. Ms. Saunders said she would check with legal counsel to make sure there isn't another process that needs to be done to stop building permits.

A motion was made by Mr. Walker and seconded by Mr. Collopy to stop issuing building permits at Highfield Commons. The motion carried unanimously.

B. Discussion of general planning issues

There were no issues to be discussed.

VI. Approval of minutes

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the June 7, 2021 meeting minutes. The motion carried unanimously.

VII. Discussion on surety for Chesley Farm Estates

Ms. Saunders informed the Board the surety discussion will be continued to the July 19th workshop meeting. She said the residents and the developer are working with SUR on completion items and as built plans.

A motion was made by Mr. Walker and seconded by Mr. Fontneau to continue the discussion to the July 19, 2021 meeting. The motion carried unanimously.

VIII. Granite Ridge Development District – Residential Zoning change discussion

Economic Development Director Michael Scala explained this is a continuation of a discussion to allow residential units in the Granite Ridge Development District. He said the Planning Department and Economic Development worked on putting together a draft ordinance for the Board. Mr. Scala said they have addressed a variety of items including use, setbacks, density, landscaping, green space, parking, height, and architectural

requirements. He explained this is just a first draft as they are still seeking the Board input in order to design what is best for the City.

Ms. Saunders said she is hoping to gather enough input to be able to have the final draft to the Board by the next meeting and then pass along to the City Council.

She explained residential will be permitted by conditional use permit, not permitted by right. She said residential can include large scale big-box (single floor units) and townhouse style (multi floor units) and shied away from single family and duplex units like at Point Place in Dover.

Ms. Saunders said there must be a 500 foot setback from Farmington Road/Route 11 in order to allow some of the smaller lots the ability to get in on residential units. She said there must be a 50 foot vegetated buffer from agricultural and residential-1 zoned properties. Mr. Fontneau suggested adding language describing what type of vegetated buffer would be required.

Ms. Saunders explained there will be two types of density, the first is the ratio of residential units to land area, and the second is ratio of residential square footage to commercial square footage.

Mr. Sylvain asked if they are attempting to require commercial on the ground floor with residential above. Ms. Saunders said yes in some. She said exclusive residential will be allowed as well as mixed use buildings. Mr. Scala explained some of the lots are large enough to have standalone residential and commercial units where some other lots are not large enough and would require a mixed use building.

Ms. Saunders said any parcel with access to the frontage road must have a commercial on the first floor. Mr. Sullivan referenced the former Economic Development managers 2017 plan to allow 60 percent commercial, 40 percent residential with a minimum unit size of 500 square feet with the theory that would control the density. He went on to say the residential/commercial timing and build whether its first floor or a standalone should be part of what the developer presents to the Board. Mr. Sylvain said he is concerned if the Board doesn't push the commercial aspect enough there will be nothing but residential units. Mr. Scala explained Dover allowed the developers of Point Plan to develop 50 percent of the residential to get a base but were not allowed to build any more until the commercial aspect was built. Mr. Bruckner suggested working with an Urban Design Consultant.

Ms. Saunders moved on to speak about sidewalks. She said there is to be sidewalks from the main entrance to any residential building and parking lot.

Ms. Saunders spoke about dumpsters and loading areas. She used phase I of the Ridge Marketplace as an example where a building fronts on two roadways but has utilities showing where it could have been easily screened with a façade.

Ms. Saunders said staff is recommending 20,000 square feet of amenity per 100 units to include walking trails, playgrounds, tennis/pickleball, ballfields, and swimming pools.

Mr. Collopy asked about solar, saying he doesn't want the towers that have been popping up in the city.

Mr. May said he is concerned with competing with downtown and slowing the efforts to revitalize downtown.

Mr. Scala explained the number of projects going on right now with downtown.

Mr. Walker asked how much of phase II of the Ridge Marketplace is going towards residential. Mr. Scala said approximately 45,000 square feet.

IX. Discussion on building height requirements in the Downtown Commercial zone

Ms. Saunders informed the Board the Historic District Commission had a very robust discussion at their last meeting. She said she invited them to the meeting to share their ideas.

The Chair of the Historic District Commission Molly Meulenbroek said the Commission realizes the city is entering a new phase and will see more development and redevelopment of properties that will require additional stories. She said it's important to honor the properties the City already has so it's important that any new building or addition doesn't overshadow some of the anchor buildings.

Ms. Meulenbroek said the church steeples are a prominent part of the city's streetscapes and views, so when thinking about adding height to buildings you need to think about how it will obstruct the view coming into town and iconic Rochester views.

Ms. Meulenbroek said Mr. Bruckner put together a visualization how different heights of buildings would change the center of North Main Street.

Ms. Saunders let the Board know a representative from the Fire Department was also present to answer and questions they might have.

Mr. Sylvain asked if the required sprinkler system would be adequate to slow down a fire. Assistant Fire Chief Tim Wilder explained due to the codes that are in effect now yes, the systems would be adequate.

Mr. Fontneau asked if new equipment would be needed if there is a seven story building. Mr. Wilder said buildings will get larger than the equipment can operate, that's where the building code takes over which increases the safety margins.

Mr. Bruckner showed the Board an aerial view of North Main Street with visuals of what buildings would like at 75 feet tall. He showed the Board different elevations in comparison to what is existing and some options to break it up. Mr. Bruckner suggested allowing a 55 foot elevation, have a ten foot setback then go up to 75 feet. He said there are a lot of issues the Board will want to bring into the mix such as facades.

Ms. Meulenbroek said they talk about feet instead of stories because the height of each story could vary. She said at the street level the commercial story is higher and the residential units above are typically smaller but it could vary.

There was discussion regarding future development and whether or not the existing buildings would be torn down and rebuilt to the new height.

Mr. Sylvain asked about parking. Mr. Scala told the Board some of the developers he is working with have plans for parking under the buildings.

Ms. Saunders asked the Board their thoughts regarding height. Mr. Sylvain said to start with the suggestions of Mr. Bruckner and Ms. Meulenbroek of 55 feet with a 10 foot setback and up to 75 feet.

X. Consent Agenda

A. EIP Communications II, LLC, 156 Lowell Street

A motion was made by Mr. Collopy and seconded by Mr. Walker to approve the consent agenda. The motion carried unanimously.

Mr. Sylvain called a recess at 8:52pm

Mr. Sylvain called the meeting back to order at 9:02pm

XI. Continued Applications

A. JRS, LLC, 14 Wadleigh Road

Mr. Lala of Lala Associates Engineering explained the proposal to add a second story on the main building of the existing motel. He said both existing pavement is adequate for the additional parking spaces that will be needed. Mr. Lala said there is a small pond on the site, further explaining where the wetland is located.

Ms. Saunders explained they are requesting a waiver request from Site Plan Regulation Article II for surveyed property line. She said staff supports the request because the property was surveyed in the past and the City has plans on file. Ms. Saunders said staff feels the application is complete enough for the Board to accept it as complete.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the Board.

A motion was made by Mr. Walker and seconded by Mr. Collopy to accept the waiver as complete. The motion carried unanimously.

Ms. Saunders reviewed the conditions of approval. She said Public Works has noted the backflow prevention devices on both domestic and fire need to be upgraded.

Ms. Saunders explained one of the conditions states this property is a lodging facility only, which means there are to be no long term stays or apartment use.

Mr. Fontneau asked what the definition of long term stay would be. Ms. Saunders explained visitors to a lodging facility have their primary residence elsewhere, there is to be no registering of vehicles. Owner Mr. Patel explained right now he has nine rooms that are rented to a group from General Linen, they leave around 4:30 in the morning and return around 5:00 in the evening. He said they could be there for 2 to 3 months for their project.

A motion was made by Mr. Fontneau and seconded by Mr. May to approve the waiver request. The motion carried unanimously.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the site plan application with the conditions set forth. The motion carried unanimously.

XII. Compliance Hearing

SDJ Development of Rochester, LLC, Fillmore Boulevard/Eisenhower Drive

This item was moved and discussed under item V opening discussions.

XIII. Review of May 2021 surety and inspections

Ms. Saunders explained the Village at Clark Brook has asked for a draw down which she is in the process of reviewing.

Ms. Saunders said continuation bonds have been received for all outstanding sureties from Waste Management.

XIV. Other Business

A. Update from Planning Staff

Ms. Saunders did not have an update.

B. Other

Mr. Sylvain asked if there have been any applications for Planners. Ms. Saunders said there is an interview scheduled for the week of June 28th.

XV. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Collopy to adjourn at 9:39 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development

**Public Safety Committee
Meeting Minutes
June 16, 2021
6:00 PM
Council Chambers**

Members Present

Councilor Don Hamann, Chair
Councilor Peter Lachapelle, Vice-chair
Councilor Palana Belken

Members Absent

Councilor Jeremy Hutchinson (unexcused)
Councilor Chris Rice

Others Present

Michael Bezanson, PE, City Engineer(Remote)
Dan Camara, GIS Asset Mgmt. (Remote)
Deputy Chief Gary Boudreau, PD

Minutes

Councilor Hamann brought the meeting to order at 6:00 PM. **Roll Call attendance was taken.**

Councilor Lachapelle	Present
Councilor Belken	Present
Councilor Hamann	Present
Councilor Hutchinson	Absent
Councilor Rice	Absent

- 1. Approve Minutes from May 19, 2021 Public Safety Meeting**
Councilor Lachapelle made a motion to approve the minutes from May 19, 2021. The motion was seconded by Councilor Belken. *Unanimous voice vote carried the motion.*
- 2. Public Input**
There were no members of the public present.
- 3. Crosswalk Request Linscott Court Apartments across Columbus Avenue (kept in Committee)**
Councilor Hamann summarized the issue. Mr. Bezanson was having technical difficulties with joining the meeting, this was **Kept in Committee** until next month, so Mr. Bezanson can give the Committee an update.
- 4. Norman Street “Dead End”**
Councilor Hamman summarized the issue. A resident of Norman Street is requesting a “Dead End” sign on Norman Street in hopes that will stop trucks from going down the street and turning around at the end which is digging up the road. Councilor Lachapelle stated it may make more sense to have a “No Outlet” sign on Ramsey Drive. Mr. Camara stated that Mr. Bezanson and he were

talking earlier and Mr. Bezanson's recommendation was to place a "No Outlet" sign at the beginning Ramsey Drive. ***Councilor Lachapelle made a motion to place a "No Outlet" sign on Ramsey Drive at the discretion of DPW. The motion was seconded by Councilor Belken. Unanimous voice vote carried the motion.***

5. **E911 Update**

Deputy Chief Boudreau said that the Tebbetts Road renumbering was tabled at the last City Council meeting. The E911 committee met this month and they met with the state 911 committee regarding their process and state regulations on renumbering a street. They are going to address the City Council with the process and state regulations on renumbering a street. Deputy Chief Boudreau said they hope to have this on the next workshop agenda and they are currently working on an agenda bill for it. Councilor Belken asked about what the further discussion was for, was it to adopt the process or what happens at the state regarding renumbering. Deputy Chief Boudreau said it was to talk about the state standards the reasoning behind it and how it was set up.

6. **Emergency Management Update**

There was no one present to give an emergency management update.

7. **COVID-19 Statistics Update**

There was no update on the COVID-19 statistics.

8. **OTHER**

Sampson Road Speeding Complaint

Deputy Chief Boudreau had a follow-up to the Samson Road speed complaint. The speed trailer was put on Sampson Road for 7 days. There was a total of 1,445 vehicles in the seven days with an average of 200 a day. The 85th percentile was 37.6 mph and the 50th percentile was 31.3 mph. They were some high speeds had various times and the highest was 98 mph. Councilor Lachapelle said a resident on the street had reached out to him, so he went out to check the area and he was going 35 mph and a car passed him on a double yellow. Deputy Chief Boudreau said they have the New Hampshire Highway Safety grant related to speed issues, Deputy Chief Boudreau gave the person managing this grant Sampson Road to add to the list.

Speed Trailer Request Form on Website

Deputy Chief Boudreau said that Councilor Rice had asked if the speed trailer request link could be added to the city webpage. He has been working with Matt Wyatt to get this up and running. It is now up and functional under the Resources tab on the PD webpage. Anyone can click on "Speed Trailer", and there is a fillable form to submit on line that sends an email directly to Deputy Chief Boudreau.

Charles Street

Councilor Hamann was called out to the area on Charles Street near the grange with Councilor Lauterborn to review a parking issue. When the area is under construction, the request was made to remove the grass strip between the curb and sidewalk to allow more space on Charles Street for vehicle parking. Councilor Hamann said he would bring this up at the Public Works & Buildings Committee meeting tomorrow night as well.

Street Light Request on Pickering Road at the Entrance of the Wastewater Treatment Facility

Mr. Camara relayed a request that came from Mr. Bezanson who was having difficulties on the Teams meeting. The Chief Operator of the Wastewater Treatment Facility would like a streetlight placed at the entrance of the Wastewater Treatment Facility on Pickering Road. At night, when the on-call has to respond it gets rather dark in this area. Councilor Lachapelle asked how far down the road was there another streetlight and asked if there were any utility poles in the area. Mr. Camara said there is a utility pole across the street from the Wastewater Treatment Facility entrance. ***Councilor Lachapelle made a motion to install a streetlight at the entrance of the Wastewater Treatment Facility. The motion was seconded by Councilor Belken. Unanimous voice vote carried the motion.***

Councilor Hamann adjourned the meeting at 6:19 PM.

These minutes were respectfully submitted by Laura J. McDormand, Admin Assistant II

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left blank...*

City Clerk's Office

Public Works and Buildings Committee
City Hall Council Chambers & Virtual
Meeting Minutes
June 17, 2021

MEMBERS PRESENT

Councilor David Walker, Chairman
Councilor Jim Gray- Vice Chairman
Councilor Don Hamann
Councilor Chris Rice

MEMBERS ABSENT

Councilor Thomas Jean

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management
David McNamara, PE – Stantec Engineers (Virtual)
Bill Creteau – SUR Construction
Nick Costco, Eversource

MINUTES

Councilor Walker called the Public Works and Building Committee to order at 7PM

1. Public Input

Councilor Walker asked if there were any members at City Hall waiting to speak. There were none.

2. Stafford Square Utilities Relocation Project

Mr. Nourse explained the multi-year, two phase, project for the Stafford Square Round About. He stated that the project has been awarded to SUR Construction for the Utility Relocation portion of the project and it is set to start up July. He stated this phase is for undergrounding of the aerial utilities and upgrading of aged water, sewer and drainage infrastructure. He further stated that the work will take approximately one year. Mr. Nourse explained that after this phase is completed the second phase to build the actual round about will follow. He stated that the second phase will also take approximately a year or two construction seasons. Mr. Nourse stressed the high impact to motorist through both phases of this project. He introduced the Engineer, Dave McNamara, from Stantec Engineers and Bill Creteau from SUR Construction to walk the Committee through the traffic plan for the first phase of the project. Mr. McNamara displayed plans on the screen and Mr. Creteau discussed the traffic plan. Mr. Creteau stated that there are 5 work zones where varying levels of work are necessary and each zone will require different traffic plans while work is in progress. SUR will be building a temporary road through the job site that will be used when needed and he stated there will be north bound traffic out of town at all times during the project. Mr. Creteau explained there would be many message boards used to guide the traffic and he stated there will be south bound detours when needed. Specifically they will be using Twombly Street to get the Walnut

Street Traffic over to North Main and Brock Street at various times to get traffic to the downtown. Mr. Creteau noted that the businesses that may see the most impacts will be Subway Restaurant and Ms. Dehart's Law firm. He stated that he has spoken to both business owners and they have come up with a plan to accommodate business at both locations. They will be using signage that shows how to access both open businesses. Mr. Creteau indicated that the traffic will be an issue and that they will be working to keep traffic flowing and modifying the plan based on what zone they are working in and updating the plan and the City as needed. Councilor Walker asked about day time work schedules. Mr. Creteau stated that they will be out there 6:30 am to 5pm and that the roadway will be back to normal traffic pattern each night. He stated they would not be working on weekends. Councilor Rice asked if we had reached out to emergency vehicles and departments to make them aware and to have input on the planning. Mr. Nourse stated that he had met with Assistant Chief Boudreau and Captain Thomas and they were going to notify all other emergency vehicles and offices as well as the bus companies. Councilor Hamann asked that the plan and updates be posted on the website. Mr. Creteau suggested weekly updates for zones and traffic patterns. Councilor Walker asked for the plan to be included with minutes. See Attached

3. **DPW Facility Update**

Mr. Nourse stated that the facility is at 63% complete and he reminded the Committee of the Schedule Site meeting on June 21, 2021 at 10PM. He stated that the contingency is at 75% remaining. He stated that the building is fully enclosed and that they are putting up the final roof panels and the septic system is completed. Mr. Nourse explained that the construction focus currently is on finishing sheet rock and painting in administration area, overhead doors on garage will be going in and they will be back working on site work to install light posts in parking lot. Mr. Nourse stated that we are still on track for November 8 move in date. Mr. Camara displayed a picture of the V-plow obtained for the onsite DPW display.

4. **2020 Water Quality Report / Consumer Confidence Report (CCR)**

Mr. Camara displayed the Consumer Confidence Report on the monitors. Mr. Nourse explained that NHDES mandates this report annually to inform our water system users of all testing and results associated with water quality. He stated that our CCR is exceptional in its design and that it provides the required information and additional information that the customers may be interested in. The report supplies water quality testing results and infrastructure improvements completed, ongoing and planned. Mr. Nourse encouraged the Committee and the Public to view the report on the City's website. Councilor Rice inquired about the City water reservoir supply level. Mr. Nourse reported that our supply is good and there is no cause for concern. Report attached to minutes.

5. **2021 Construction Projects** –Mr. Nourse stated that there are many project going on this summer into the winter and listed them:

- **Pavement Rehab Program** – 18 roads and/or sections of roads slated for paving this includes all of Four Road Road.
- **Intersection Project at Little Falls Bridge and Chestnut Hill Road** –realignment and delineation of intersection.
- **DPW Facility** status above
- **Rt 202A Water Main Extension and Tank Project** – Working with the developer

and hoping to be out to bid this year.

- **Strafford Square Utility Relocation Project** status above
- **Woodman, Myrtle Area Reconstruction Project** –waiting on State of NH approvals and bid to go out later this month or next. – Councilor Hamann discussed a parking issue in the area of the Grange Hall that had been brought to his attention. Mr. Nourse explained the plan for the area and noted that there will a new parking lot on Liberty Street.
- **Sidewalk Oak Street** – This is in progress and with the FY22 funds we are looking to finish the sidewalk all the way to Ledgeview Drive.
- **Biosolids & Carbon Facilities at WWTP** – Hoping to get a new contractor out on this project to try to finish this up by years end.
- **Inflow and Infiltration Program-** 25 Flow meters have been inserted into catchment areas of the sewer system. These meters will monitor and track the flow. This information will assists us with determining the areas with the highest infiltration and inflow into the system and it will assist us to plan future CIP Projects to target those areas. Mr. Nourse stated that at various times it is estimated that 1/2 of the flow being treated is from the infiltration in inflow.
- **Colonial Pines Phase 3** – Bidding next month for the next phase that includes approximately 70 homes. Mr. Nourse stated that a letter to determine interest for phase 4 should be going out soon.

6. **Eversource Right of Way (ROW) Project 45 Wakefield Street**

Nick Costco from Eversource spoke on the significant multi-year updates planned to the downtown area electrical infrastructure. He stated that these updates to some antiquated facilities are necessary now and to facilitate the anticipated growth in Rochester. He describe sidewalk, roadway and tree impacts that would need to occur in order complete the planned work. He stated that the trees at 45 Wakefield Street would need to be removed and Eversource would replace both the sidewalks and trees at that location.

Councilor Hamann made a motion to recommend that the full City Council approve a waiver to the pavement moratorium on the effected downtown streets. The motion stated that Eversource would make the repair as specified by the DPW Staff. Councilor Gray seconded the motion. The motion passed unanimously.

7. **Other**

Street Light at Roulx Drive / Vernon Ave – Councilor Gray stated that this light continues to be on during the day and asked staff look in to repairs.

Street Light at WWTP – Councilor Hamann stated that the Staff at the WWTP has requested a street light be added at the entrance to the WWTP and that this was discussed at the Public Safety Committee. He stated that he will bring it to the full City Council.

Summer St. Sidewalks – Councilor Walker stated that the resident is happy with the repairs but would like this area to be considered for sidewalk replacement in the future.

RT11 Capacity & Safety Enhancement Project – Mr. Nourse stated that our Congressman have advised that this \$5.6 million dollar project is included in the House

Transportation Bill, HR3684 Investing in a New Vision for Environmental and Surface Transportation Act in America.

EPA Permits – Mr. Nourse stated that the New General Permit for Nitrogen is in effect now for the 13 included Communities, he stated that it took more than 10 years of negotiations to get through that process. He went on to say that EPA has just reached out to the City in preparation of issuing our individual NPDES Permit. This permit expired in 2002 and is regards to level limits for metals, suspended solids, dissolve oxygen, ph and others. He stated that while we knew this was pending we were not expecting it this soon. He stated that the concern for us is the phosphorus and aluminum limits and he expects a similar prolonged legal process.

RT11 Pump Station Project – Supplemental Appropriation request – Mr. Nourse stated that the construction bids have been received and he stated that we intend to go with the low bidder for construction at \$1,140,400, He futher stated that with the Construction Administration Contract and 7.5% estimated for contingency the total amount needed for the project is \$1,371,176.00. and available funds are \$1,171,176.00, leaving a short fall of \$200,000. Mr. Nourse stated that he discussed the funding with the Finance Office and they recommended that the Sewer Fund finance the project upfront and if the TIF has sufficient funding it can pay it back.

Councilor Rice made motion to recommend that the full City Council approve a supplemental in the amount of \$200,000 from the sewer fund. Council Hamann seconded the motion. The motion passed unanimously.

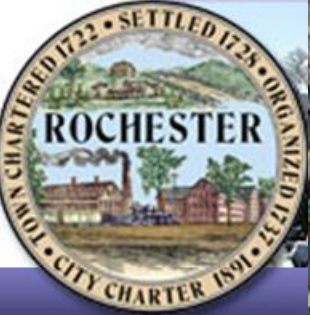
Downtown Decorative Lighting – Mr. Nourse stated that we had a request from the Cigar Bar downtown to keep the decorative lighting on through his closing time at 1a.m. After some discussion Councilor Gray suggested DPW have discussions with Main Street group to see if this would suit them as well.

East Rochester Dewatering Project – Mr. Nourse stated that there is a resident willing to host the dewatering site on the right of way near them, however we have been delayed waiting on parts.

Strafford Square Utility Relocation Project Bidding – Mr. Nourse stated that he had advised the Committee that we had prequalified two bidders for this project and he stated that he had discussed with the Committee the reasons and the decision that was made to award the contract. Mr. Nourse stated that the City Manager suggested that the Committee be made aware that the non-selected contractor had obtained legal counsel. He stated that the City has no concerns and is moving on with the project.

Councilor Hamann made a motion to adjourn at 7:56 pm. Councilor Rice seconded the motion. The motion passed unanimously.

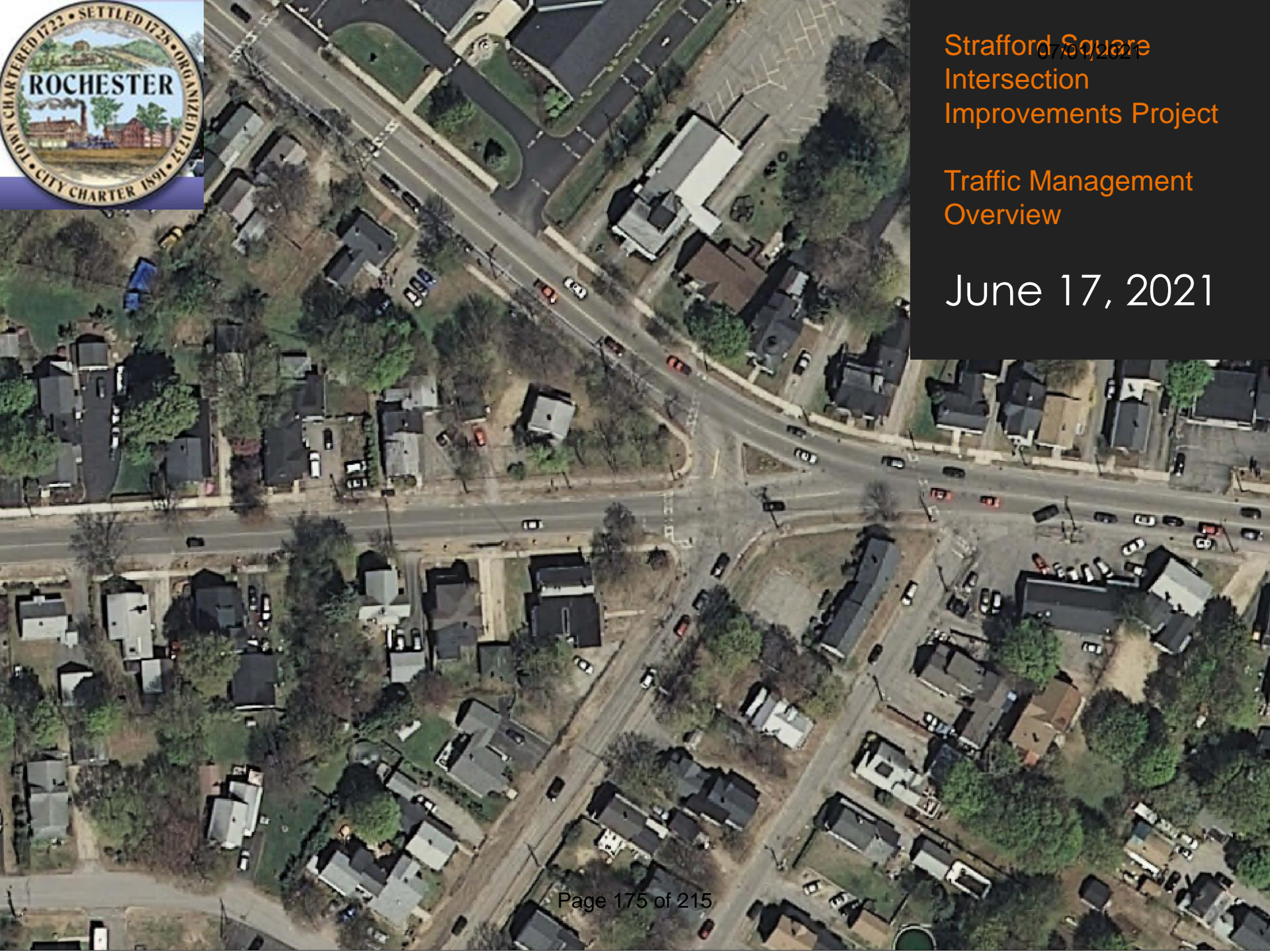
Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.



Strafford Square Intersection Improvements Project

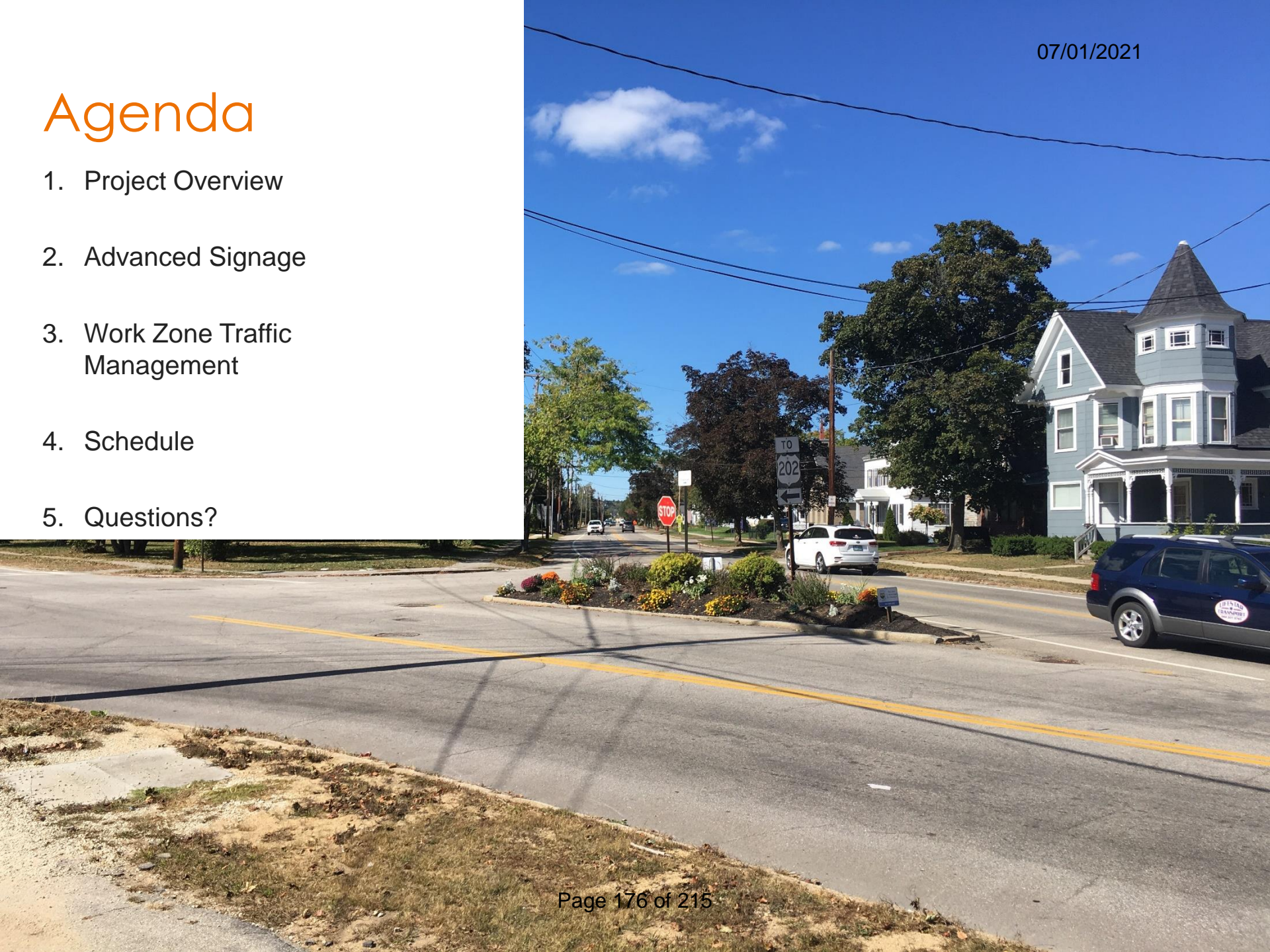
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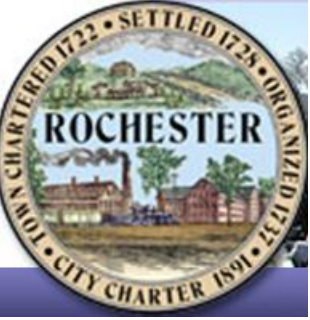
June 17, 2021



Agenda

1. Project Overview
2. Advanced Signage
3. Work Zone Traffic Management
4. Schedule
5. Questions?





07/01/2021

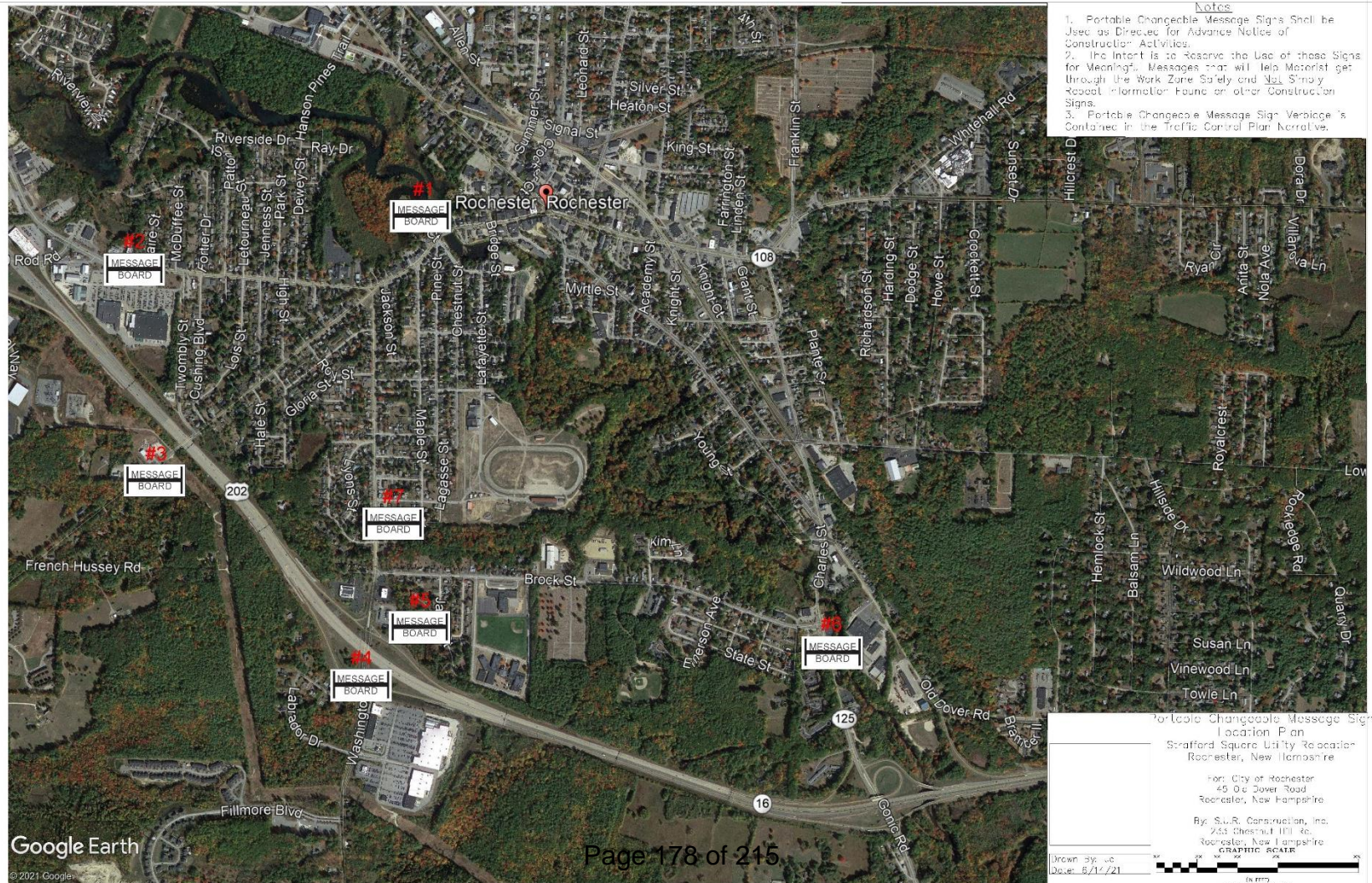
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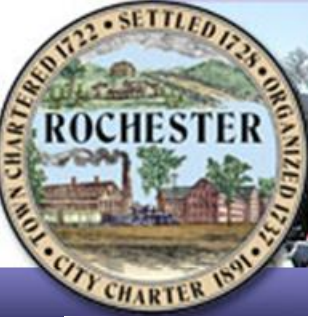




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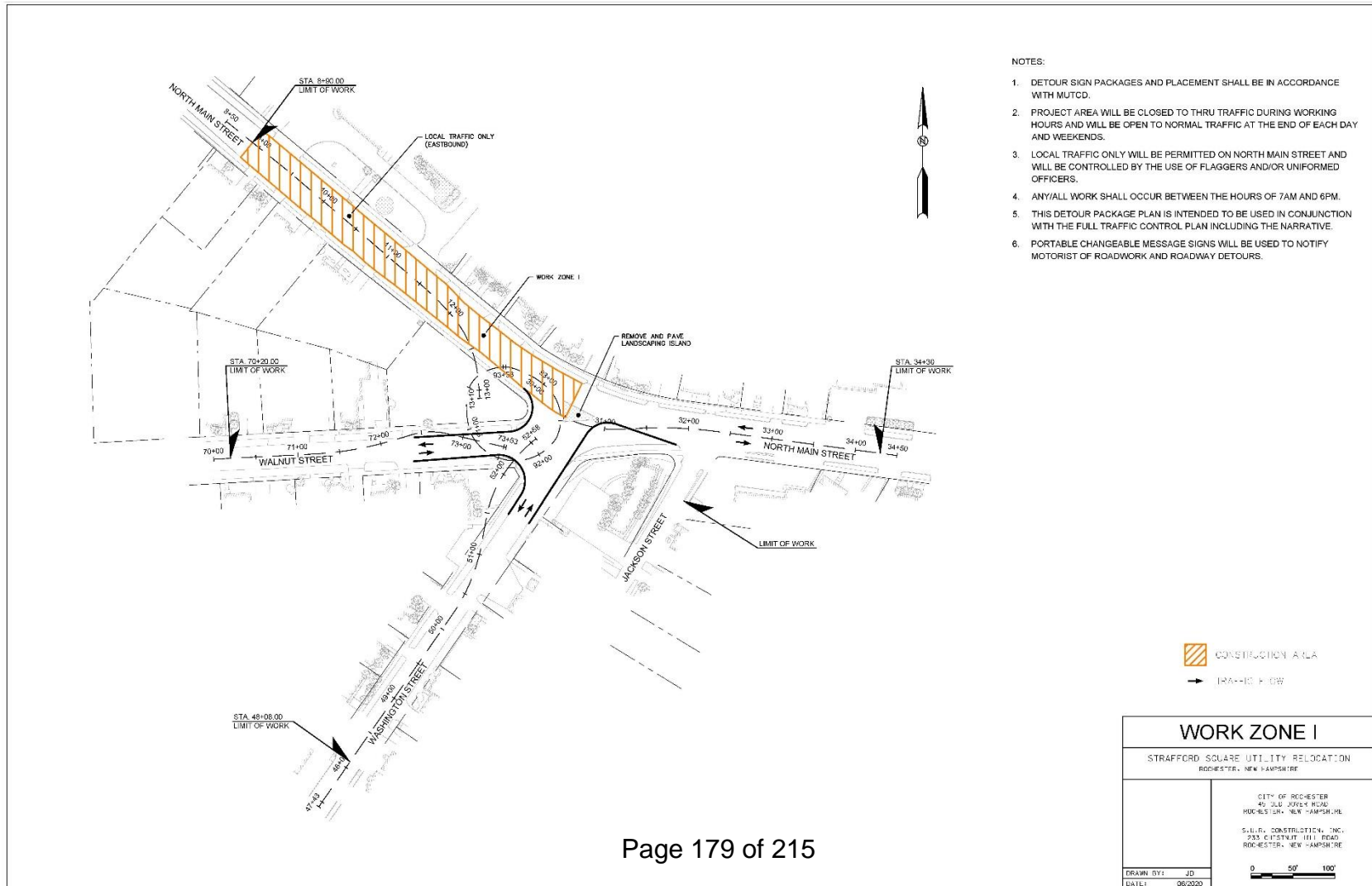
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Traffic Management Plan

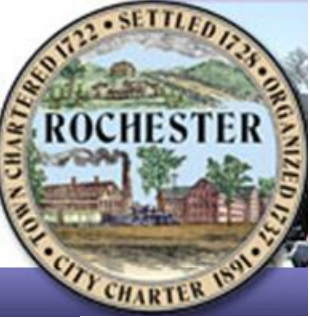




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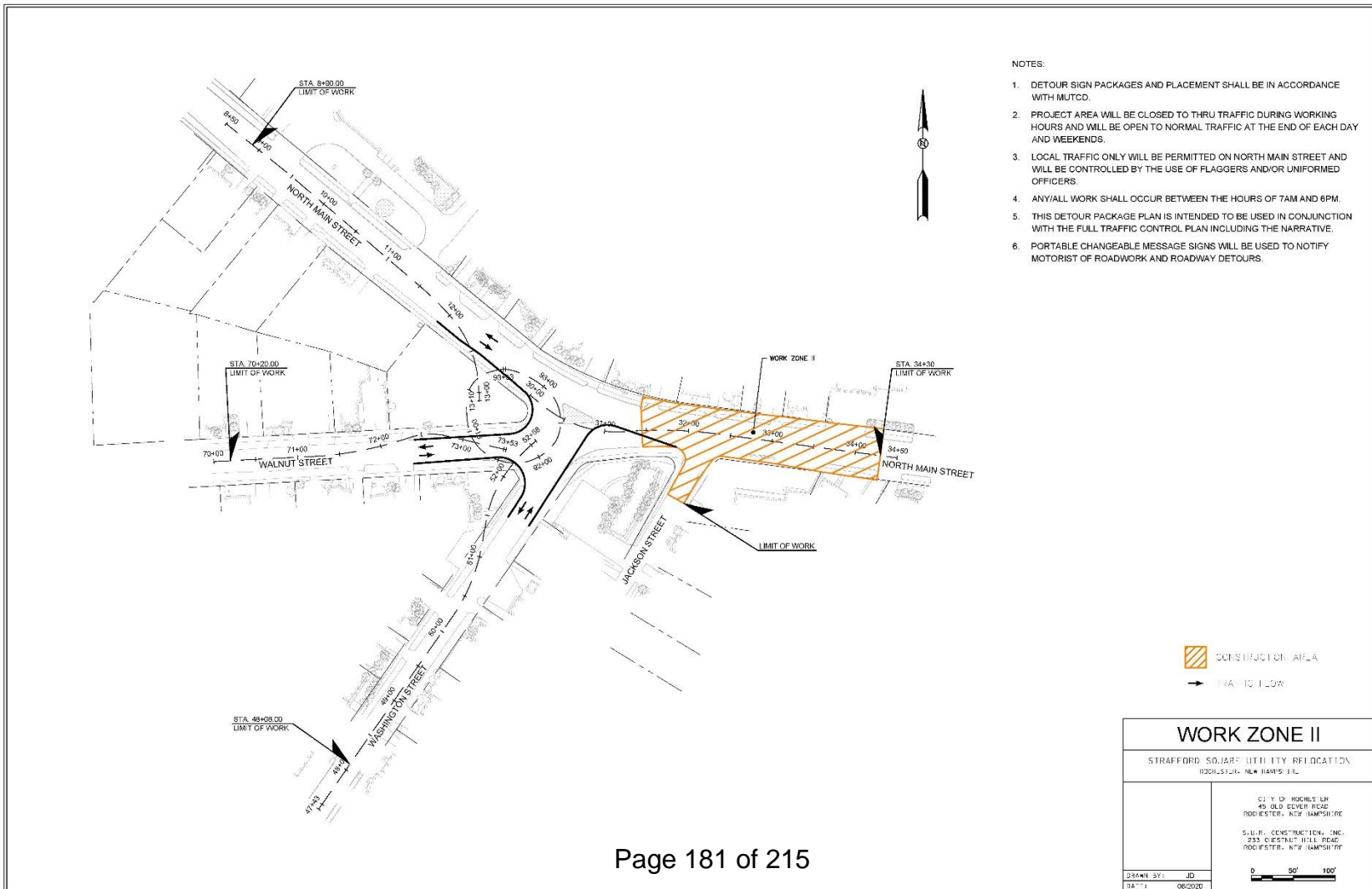
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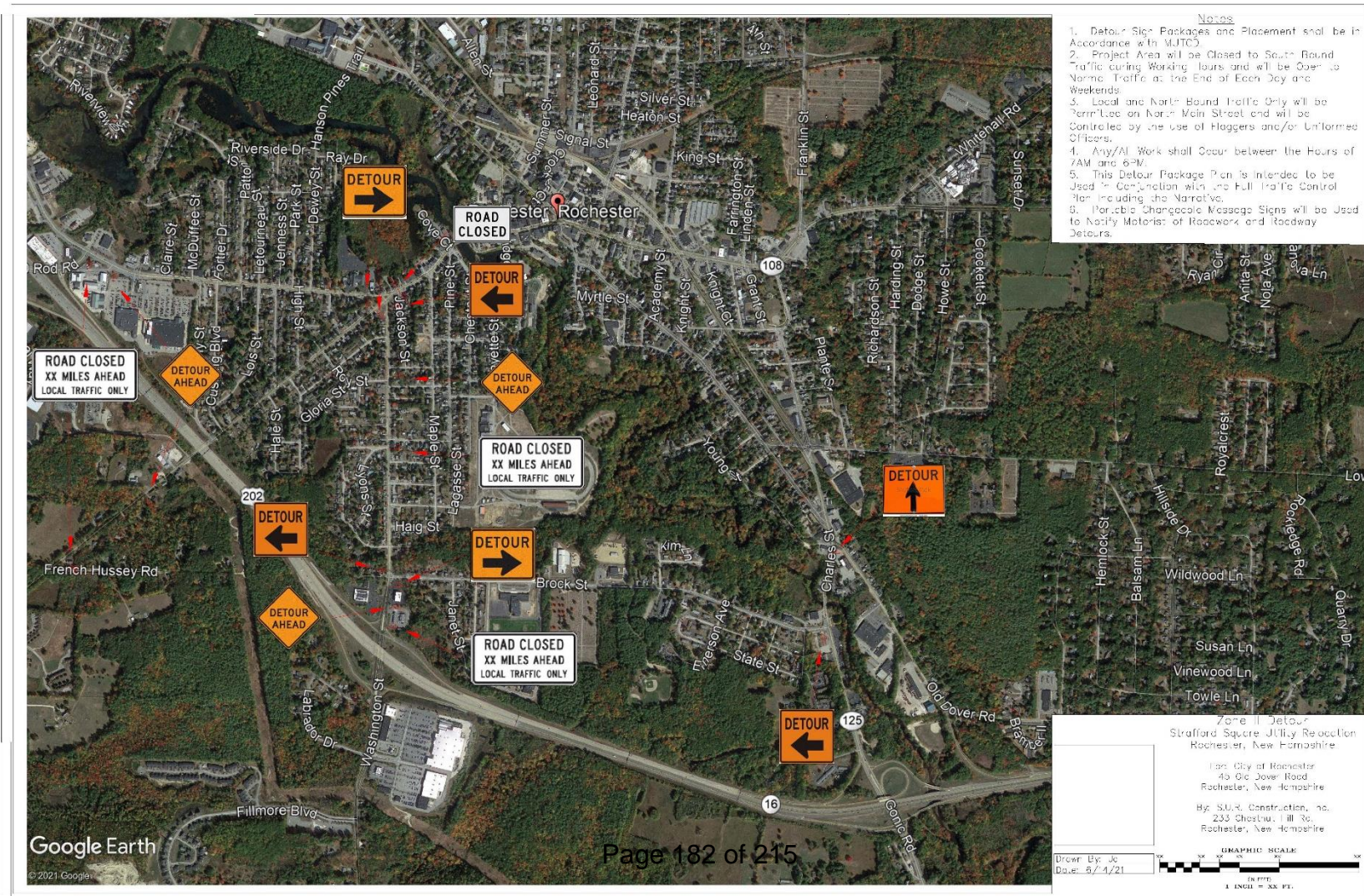
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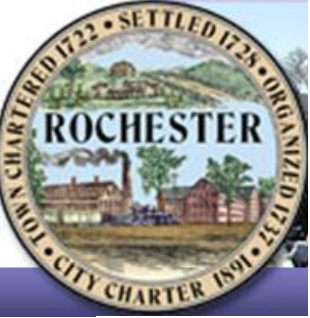




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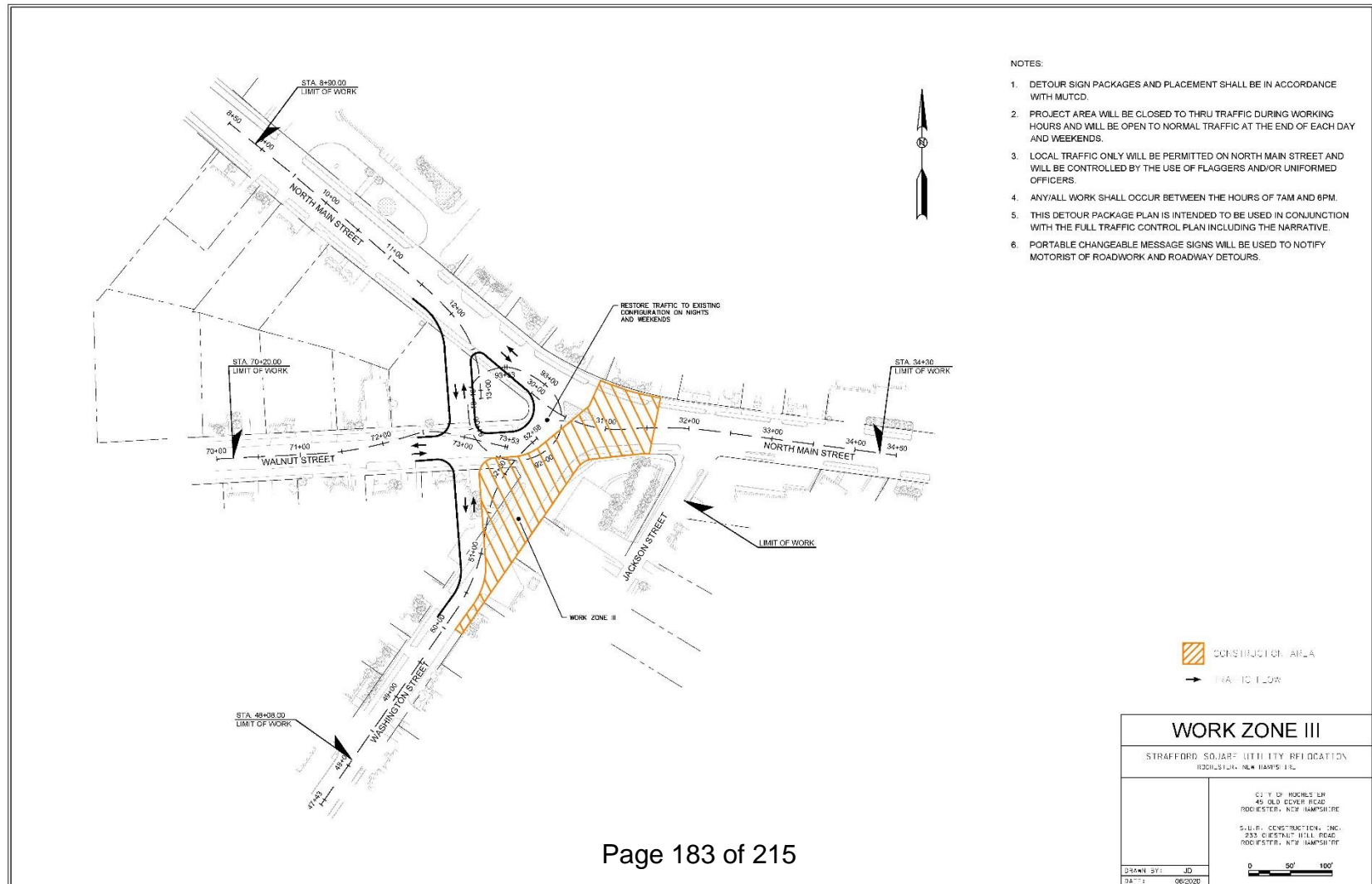
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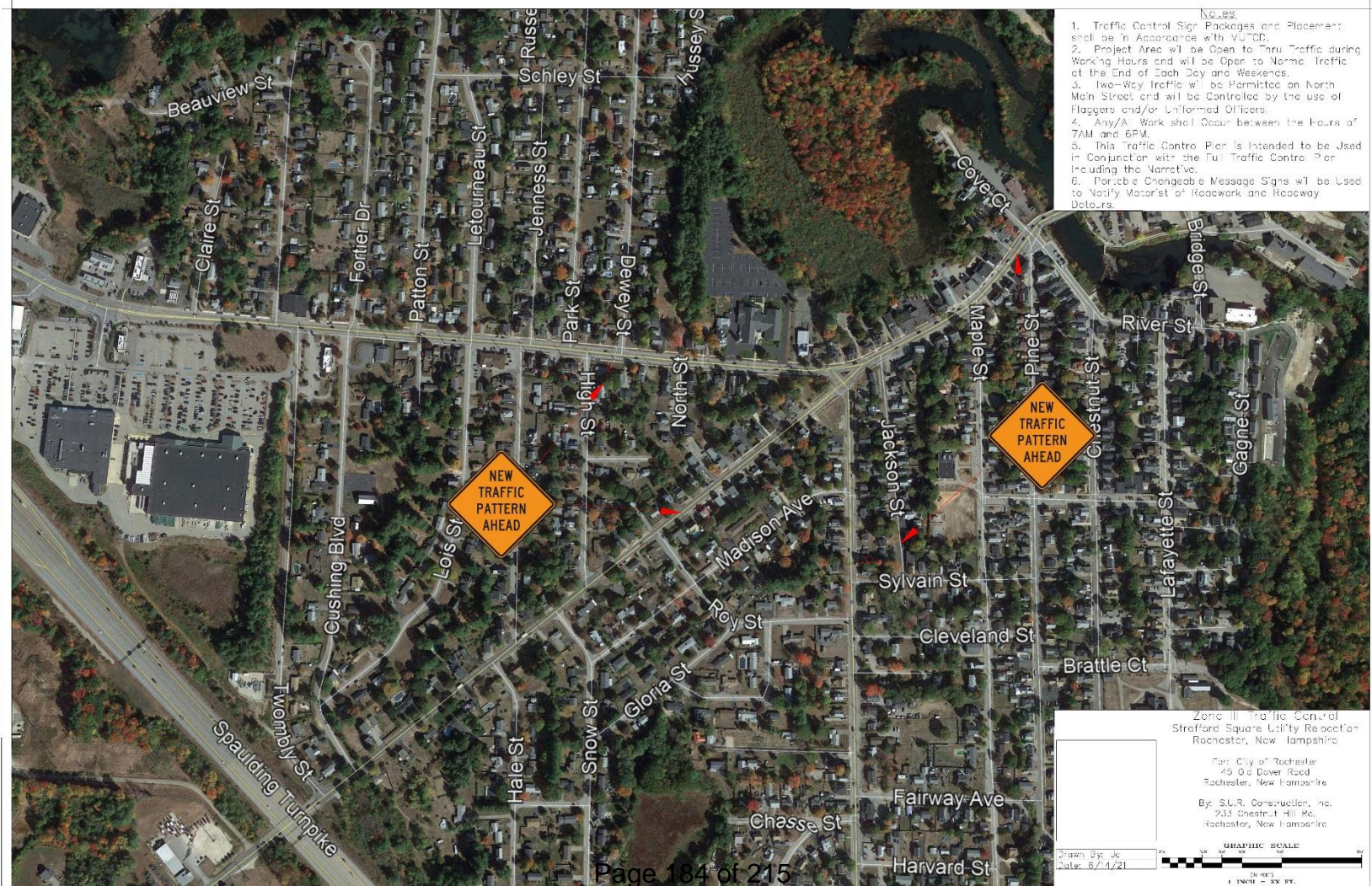
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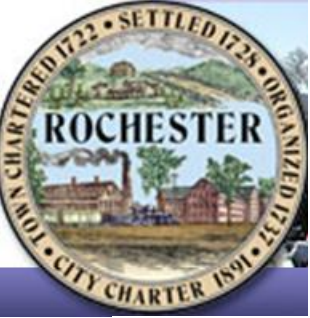




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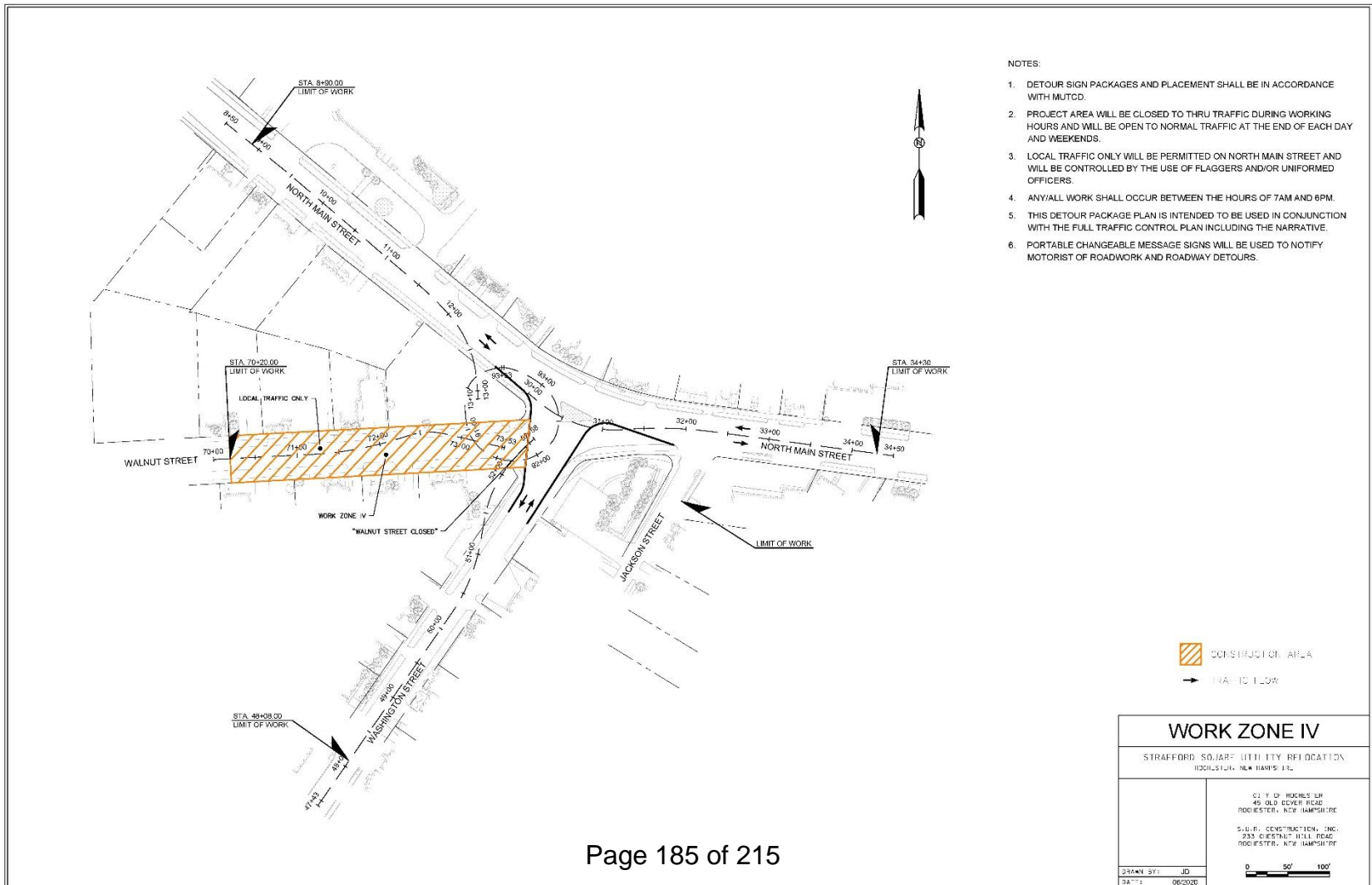
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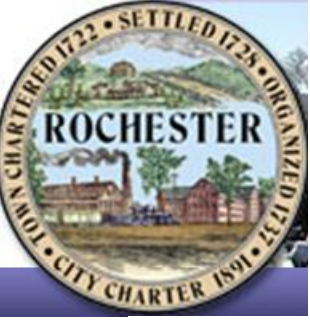




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Traffic Management Plan





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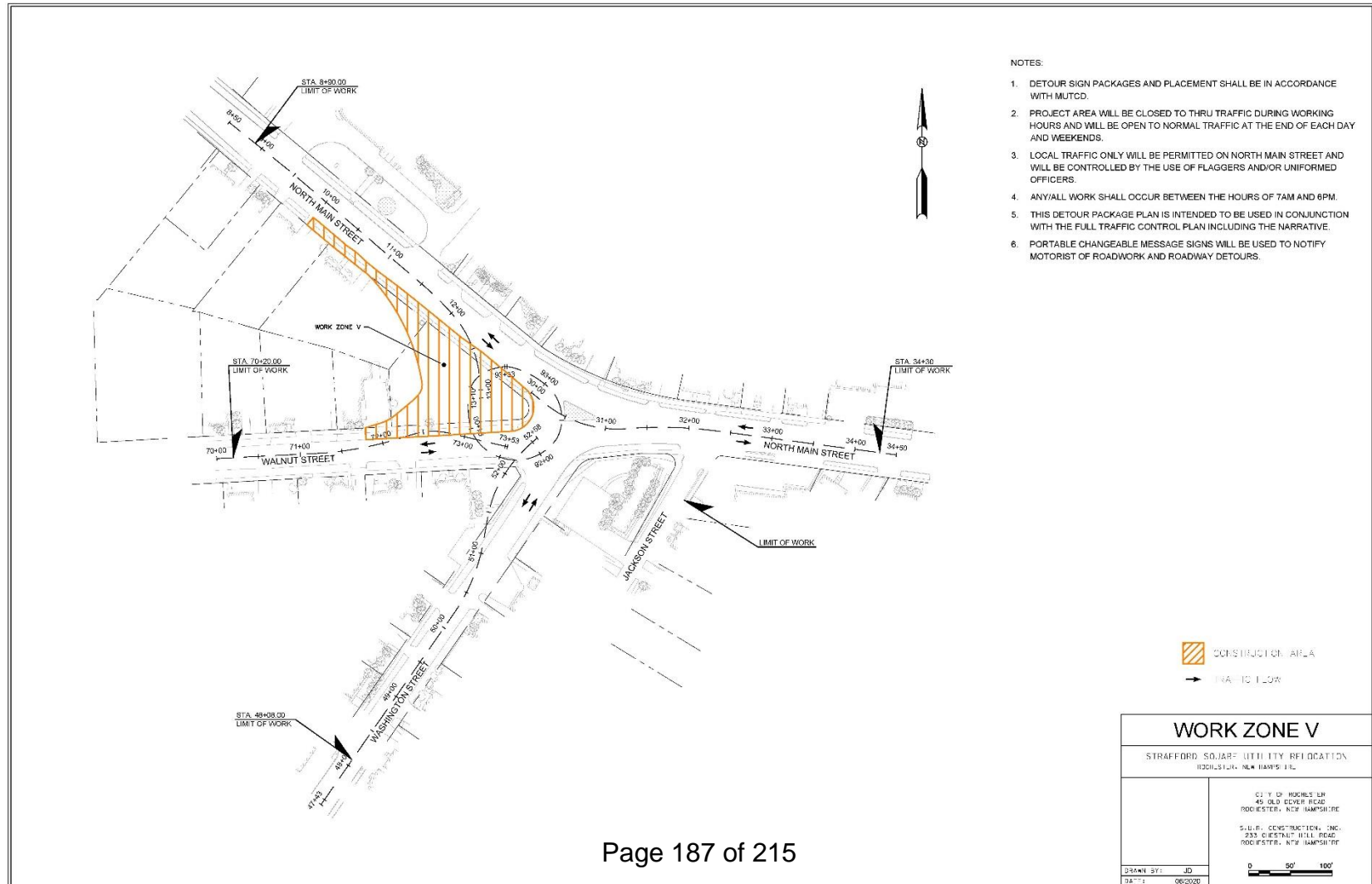
Traffic Management Plan





07/01/2021

Traffic Management Plan





Schedule

Mobilization

- June - July 2021

Construction Start

- July 2021

Construction Complete

- June 2022

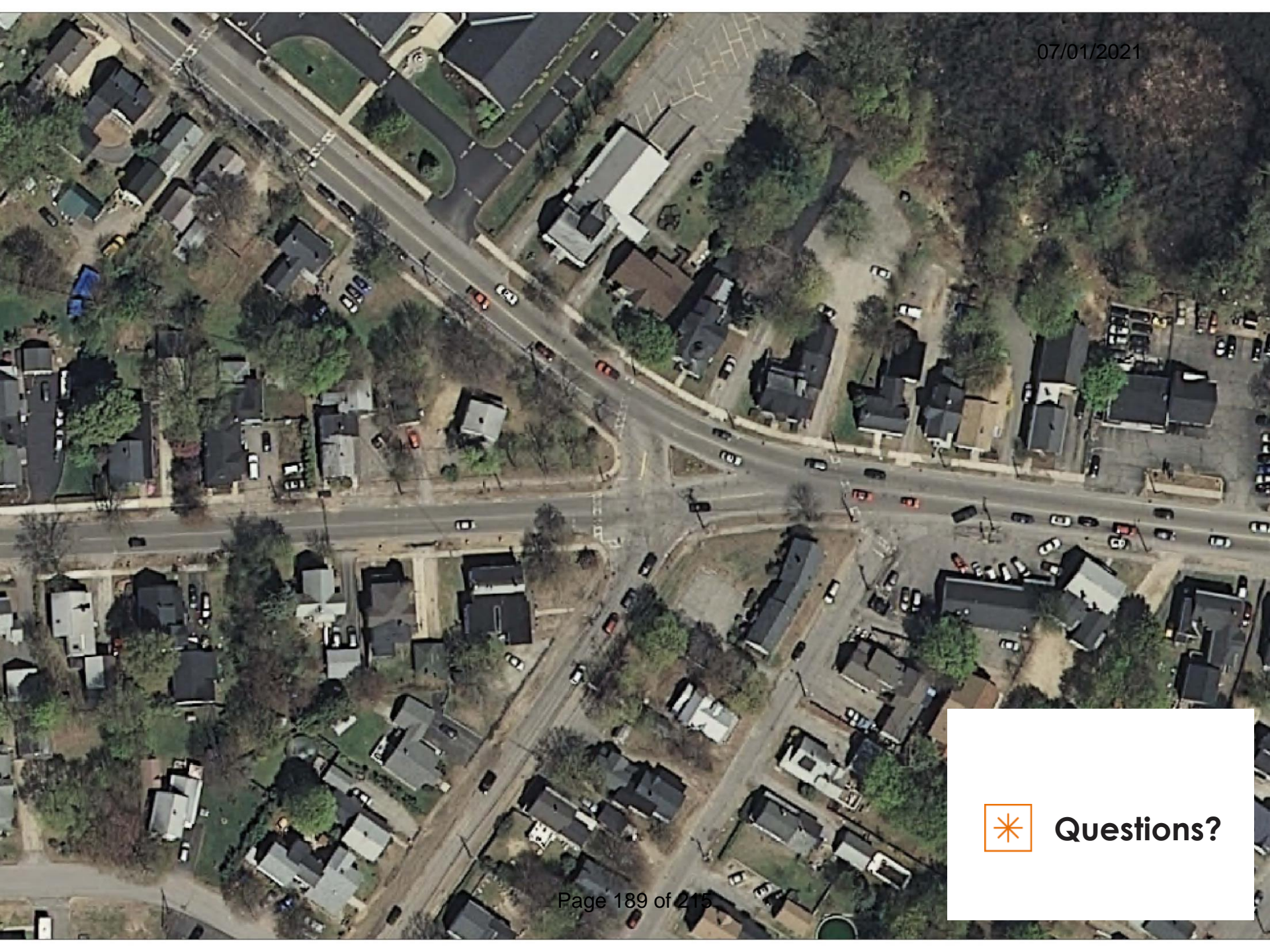
Winter – Limited off-road activities

- December 2021 – April 2022

Construction Process

- Sewer Services
- Water Services and Main work
- Drainage
- Utility Conduit and Duct Banks

07/01/2021



Questions?



07/01/2021

Roundabout Rendering



Water Quality Report

City of Rochester, NH

Water Testing Performed in 2020
Prepared by the Rochester Water Treatment Facility
PWS ID: NH2001010

"Water is the Driving Force of All Nature"
-Leonardo da Vinci



Drinking Water Sources

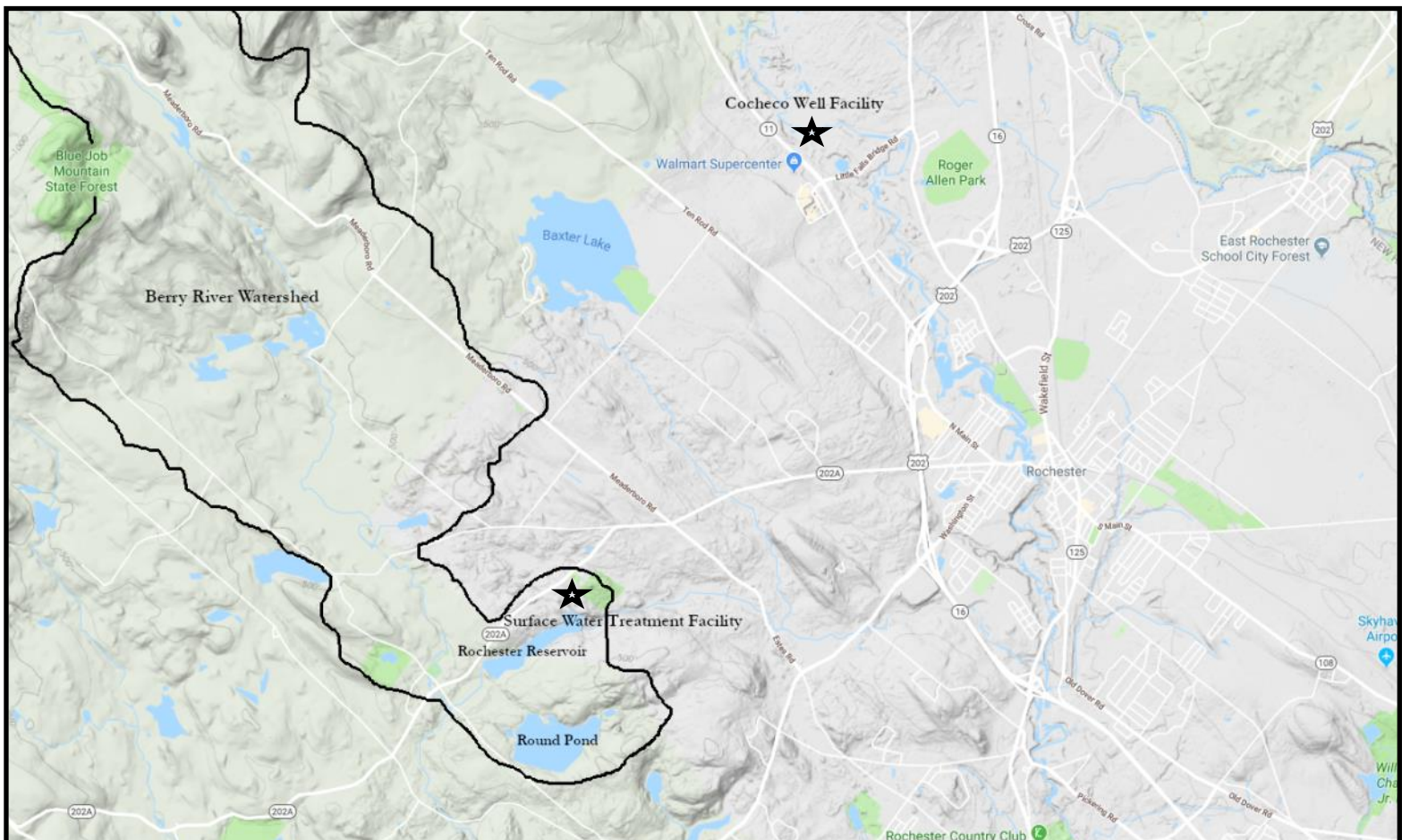
The City of Rochester consumed approximately 802 million gallons of drinking water in 2020. The surface water treatment facility is our primary supply, which draws from the Rochester Reservoir. Water is diverted from the Berry River watershed and stored in both the Reservoir and Round Pond. The City also produces drinking water from the Cocheco Well treatment plant. The distribution system supplies potable water to every tap and hydrant and consists of approximately 130 miles of water main, three water storage tanks, six water booster stations and approximately 7,500 service connections.

The City of Rochester operates the surface water filtration facility 24 hours per day, seven days per week. Our operators are required to maintain certifications and participate in training programs. Our two water treatment facilities are capable of treating approximately 5.5 million gallons of water per day. The treatment process at the surface water plant removes impurities from the water through oxidation, coagulation, flocculation, settling and filtration. Water then flows by gravity into the distribution system to your home or business. Treatment at the well consists of aeration to remove dissolved carbon dioxide and is pumped from the site into the distribution system. Both facilities add chlorine for disinfection, fluoride to promote strong teeth, sodium bicarbonate to increase the alkalinity, and blended phosphate for corrosion control.

Raw surface water quality fluctuates seasonally, with turbidity and color averaging 1.5NTU and 40ptcu; TOC from 4-7mg/l; and pH from 5.5 to 6.5. Raw groundwater quality, specifically dissolved carbon dioxide and manganese, fluctuates based on withdrawal rates.

Water Source Map

The City of Rochester map below shows most of the Berry River Watershed, which is outlined in black and located in Rochester, Barrington, Farmington and a bit of Strafford. The drinking water treatment facilities that supply the City of Rochester and a small corner of Lebanon, Maine are represented by the star icons.



How's My Water?

From source to tap, the City of Rochester is committed to providing our customers with the highest quality drinking water that meets or exceeds state and federal requirements. We continue to work on your behalf to ensure delivery of a quality product. Throughout 2020 we conducted more than 2200 tests for over 175 drinking water compounds and sampled continuously throughout the distribution system.

Our mission as a responsible public water system is to deliver the best-quality drinking water and reliable service at an economical cost. We rely on instrumentation, equipment and training, along with communication from our customers, for successful operations.

The water treatment facility operates at or below projected O&M costs, due to the skill, planning, effort, and training of our innovative and dedicated staff. Maintenance and efficiency remain a primary focus for the staff, who are invested in the customers, department, and each other. Our pursuit of excellent water quality and efficient operations never ceases.

As a Rochester water customer, your investment in a safe and sustainable water supply allowed the City to make considerable improvements in source water protection, GIS and Asset Management initiatives, and treatment process optimization.

Major capitol projects undertaken or advanced this year included a comprehensive inspection and surface recoating of our chemical and process storage areas at the main treatment campus. The coatings protect our infrastructure and staff, adding years to the life of your investment.

Handling, storage, and disposal of hydrosolids—the waste left over after the treatment process is completed—has been an ever increasing concern for drinking water facilities. We are in the design and engineering phases of several projects that aim to further reduce waste through settling and recycling, improved conveyance pipelines, and optimized disposal methods. These projects include pipe relining, lagoon enhancements, and construction of an on site attenuation tank.

Attention to advancements in public health regulation of drinking water supplies is a primary duty of our staff, which often drives investments in laboratory analysis and process control instrumentation. This year we added real-time Iron and Manganese analyzers to our control system which will provide cost savings through tighter oxidant dosing and will also capture manganese

concentration trends ahead of the recently promulgated state-level MCL. Revisions to the Lead and Copper Rule will be triggering several changes over the next 3 years to our sampling sites and procedures, including a full inventory of service line components for which we will be asking assistance from our customers.

We continued with various improvements in the health and capacity of the distribution system. Construction finished on the Granite State Business Park water main loop, which enabled us to begin conceptual designs for the Salmon Falls Booster Pump Station upgrade project; crews continued valve exercising and hydrant maintenance; and our optimized seasonal adjustments in the hydraulic behavior of our pipelines has continued to improve water quality throughout the system.

When considering the high value we place on water, it is truly a bargain to have water service that protects public health, fights fires, supports businesses and the economy, and provides us with the high-quality of life we enjoy. Your water is a valuable, plentiful, and cost effective resource.

Investing in drinking water from Source to Tap!



Water Quality Monitoring & Sourcewater Assessment

Water is one of the world's most precious resources and we take seriously the integrity and conservation of our supply. In 2002, the NH Department of Environmental Services (DES) prepared the most recent Source Water Assessment Report for our surface water supply, which evaluated the source's vulnerability to contamination. The results of the assessment, prepared on 10/29/02, are as follows: Berrys River received 1 high susceptibility rating, 3 medium susceptibility ratings and 8 low susceptibility ratings. Source water assessment information and comprehensive water quality data may be obtained from the Water Department, please call 603-335-4291 for more information or visit NH Department of Environmental Services Drinking Water and Groundwater Bureau web site at: <http://des.nh.gov/organization/divisions/water/dwgb/dwspp/dwsap.htm>

In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. The United States Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

We continually refine and advance water treatment techniques in response to new regulations and our duty to provide safe and clean water for our customers. This requires us to perform extensive water sample collection and analysis for many different waterborne substances including: pH, Color, Turbidity, Coliform, Cryptosporidium, Total Organic Carbon, Disinfection Byproducts (TTHM/HAA5), Lead and Copper, Iron, Manganese, Nitrates, Volatile/Synthetic Organic and Inorganic Chemicals, Per- and Poly-Fluorinated Compounds, and Alkalinity.



Mission Control & SCADA Boxes

Health Information

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline 800-426-4791.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include: **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife. **Inorganic contaminants**, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming. **Pesticides and herbicides**, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses. **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems. **Radioactive contaminants**, can be naturally occurring or be the result of the oil and gas production and mining activities.

Do I need to take special precautions? Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons, such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Tap vs. Bottled

Thanks in part to aggressive marketing, the bottled water industry has successfully convinced us all that water purchased in bottles is a healthier alternative to tap water. However, according to a four-year study conducted by the Natural Resources Defense Council, bottled water is not necessarily cleaner or safer than most tap water. In fact, about 25 percent of bottled water is actually just bottled tap water (40 percent, according to government estimates).

The Food and Drug Administration is responsible for regulating bottled water, but these rules allow for less rigorous testing and purity standards than those required by the U.S. EPA for community tap water. For instance, the high mineral content of some bottled water makes them unsuitable for babies and young children. Furthermore, the FDA completely exempts bottled water that's packaged and sold within the same state, which accounts for 70 percent of all bottled water sold in the United States.

People spend 10,000 times more per gallon for bottled water than they typically do for tap water. If you get your recommended eight glasses a day from bottled water, you could spend up to \$1,400 annually. The same amount of tap water would cost about 49 cents. Even if you installed a filter device on your tap, your annual expenditure would be far less than what you'd pay for bottled water.



We'd like to thank all of our sample site hosts!

Burger King, McDonald's on North Main Street, Holiday Inn, Shell Station On Route 11, Nantucket Beadboard, Tara Estates, James Foley Community Center, Rochester Post Office, City Hall, Blue Seal Feeds, Subway on North Main Street, Dunkin' Donuts on Washington Street, Public Works, Cumberland Farms on Knight Street, Varney's Laundry Center, Granite State Glass, Skyhaven Airport, Rochester Public Library, Progressive Aesthetics, Fallen Leaf Bistro, Dunkin' Donuts on Highland Street, Cumberland Farms on Highland Street, The Rubber Group, Gonic Post Office, Rte. 125 RV & Marine, Dunkin' Donuts Rte.125 and Holy Rosary Credit Union.

"There is no wasted investment when in the pursuit of safe and quality water"
-anonymous

City of Rochester Water Treatment Facility

64 Strafford Road Rochester, NH 03867

PWS ID: NH2001010

Owner: Peter Nourse, PE, Director of City Services

Owner's Rep.: Michael Bezanson, PE, City Engineer

Primary Operator: Ian Rohrbacher, Chief Operator

Phone: 603-335-4291 (M-F 7am-3pm) Fax: 603-335-9286

E-mail: ian.rohrbacher@rochesternh.net

<http://www.rochesternh.net>

Questions or Concerns

If you are interested in a tour of the facilities or have questions on water quality and our treatment and supply systems, please call Ian Rohrbacher, Chief Operator, at 335-4291 Monday through Friday 7:00am to 3:00pm. We will be pleased to answer all of your questions.



Water Quality Results for 2020

This table lists all drinking water contaminants we detected during the 2020 calendar year. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in the table is from testing done January 1 through December 31, 2020. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old.

Finished water production typically enters the distribution system at less than 0.06 NTU, 0ptcu, <2.1mg/l TOC, 7.3 pH, 1.80 mg/l free chlorine, 0.03 mg/L manganese, and a hardness of 20-30 mg/L.

Detected Analyte / Contaminant	Our Water	MCL	MCLG	Meets Limits?	Typical Source of Contamination	Health Effects
Microbiological Contaminants						
E. coli Bacteria	0	0	0	Y	Human and animal fecal waste	E. coli are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Human pathogens in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a greater health risk for infants, young children, the elderly, and people with severely compromised immune systems.
Turbidity (NTU)	100% compliance Avg: 0.066 Max: 0.103	TT (0.3)	N/A	Y	Soil runoff	Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.
Total Organic Carbon (TOC, mg/L)	Avg: 2.0 Range: 1.4-2.7	TT	N/A	Y	Naturally present in environment	Total organic carbon (TOC) has no health effects. However, total organic carbon provides a medium for the formation of disinfection byproducts. These byproducts include trihalomethanes (THMs) and haloacetic acids (HAAs). Drinking water containing these byproducts in excess of the MCL may lead to adverse health effects, liver or kidney problems, or nervous system effects, and may lead to an increased risk of getting cancer.
Radioactive Contaminants						
Compliance Gross Alpha(pCi/L)-(Surface Water)	0.6	15	0	Y	Erosion of natural deposits.	Certain minerals are radioactive and may emit a form of radiation known as alpha radiation. Some people who drink water containing alpha emitters in excess of the MCL over many years may have an increased risk of getting cancer.
Compliance Gross Alpha(pCi/L)-(Cocheco Well)	ND			Y		
Uranium(ug/L)-(Surface Water)	ND	30	0	Y	Erosion of natural deposits.	Some people who drink water containing uranium in excess of the MCL over many years may have an increased risk of getting cancer and kidney toxicity.
Uranium(ug/L)-(Cocheco Well)	ND			Y		
Combined Radium 226+228 (pCi/L)-(Surface Water)	0.6	5	0	Y	Erosion of natural deposits.	Some people who drink water containing radium 226 or 228 in excess of the MCL over many years may have an increased risk of getting cancer.
Combined Radium 226+228 (pCi/L)-(Cocheco Well)	1			Y		
Lead and Copper						
Copper (2020) (mg/L)*	0.178	1.3mg/L (AL)	1.3	Y	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives	Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.
Lead (2020) (ppb)**	0	15ppb (AL)	0	Y	Corrosion of household plumbing systems; Erosion of natural deposits	(15 ppb in more than 5%) Infants and young children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home's plumbing.
Inorganic Contaminants						
Chlorine (ppm) (Distribution System Average)	0.86			Y		
(Surface Water Plant ppm range)	1.20-2.00	MRDL=4	MRDLG=4	Y	Water additive used to control microbes	Some people who use water containing chlorine well in excess of the MRDL could experience irritating effects to their eyes and nose. Some people who drink water containing chlorine well in excess of the MRDL could experience stomach discomfort.
(Cocheco Well ppm range)	0.44-1.45			Y		
Barium (mg/L) - (Surface Water)	0.0081	2	2	Y	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits	Some people who drink water containing barium in excess of the MCL over many years could experience an increase in their blood pressure.
Barium (mg/L) - (Cocheco Well)	0.0087					
Fluoride (mg/L) - (Surface Water)	0.57	4	4	Y	Erosion natural deposits; additive to promote strong teeth.	Your public water supply is fluoridated. According to the Centers for Disease Control and Prevention, if your child under the age of 6 months is exclusively consuming infant formula reconstituted with fluoridated water, there may be an increased chance of dental fluorosis. Consult your child's health care provider for more information.
Fluoride (mg/L) - (Cocheco Well)	0.68					
Nickel (mg/L) - (Surface Water)	<0.001	NA	N/A	Y	Erosion of natural deposits; runoff from orchards, power plants, metal factories, waste incinerators	Monitoring required (MCL and MGL were removed from State/Federal regulations)
Nickel (mg/L) - (Cocheco Well)	0.0017					
Nitrate (mg/L) - (Surface Water)	ND	10	10	Y	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits	(5 ppm through 10ppm) Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should ask for advice from your health care provider. (Above 10 ppm) Infants below the age of six months who drink water containing nitrate in excess of the MCL could become seriously ill and, if untreated, may die. Symptoms include shortness of breath and blue baby syndrome.
Nitrate (mg/L) - (Cocheco Well)	ND					
Nitrite (mg/L) - (Surface Water)	<0.2	1	1	Y	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits	Infants below the age of six months who drink water containing nitrite in excess of the MCL could become seriously ill, and, if untreated, may die. Symptoms include shortness of breath and blue baby syndrome.
Nitrite (mg/L) - (Cocheco Well)	ND					
Synthetic Organic Contaminants (including Pesticides and Herbicides)						
No Detects	ND	N/A	N/A	Y		N/A
Volatile Organic Contaminants						
THMs [Total trihalomethanes] (ug/L)***	Highest Avg: 62 Range: 2.1-102	80ug/L	N/A	Y	By-product of drinking water chlorination	Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.
HAAs [Haloacetic Acids] (ug/L)***	Highest Avg: 44 Range: 0-55	60ug/L	N/A	Y	By-product of drinking water chlorination	Some people who drink water containing haloacetic acids in excess of the MCL over many years may have an increased risk of getting cancer.

Water Quality Results for 2020

Secondary Contaminants				
Detected Analyte / Contaminant	Our Water	SMCL	TT	Specific contaminant criteria and reason for monitoring
Chloride (mg/L) - (Surface Water)	13	250	N/A	Runoff from road de-icing, use of inorganic fertilizers, landfill leachates, septic tank effluents, animal feeds, industrial effluents, irrigation drainage, and seawater intrusion in coastal areas
Chloride (mg/L) - (Cocheco Well)	53			
Iron (mg/L) - (Surface Water)	0.014	0.3	N/A	Erosion of natural geological deposits; corrosion of cast iron pipes
Iron (mg/L) - (Cocheco Well)	0.412			
Manganese (mg/L) - (Surface Water)	ND	0.05	N/A	Erosion of natural geological deposits
Manganese (mg/L) - (Cocheco Well)	0.114			
Sodium (mg/L) - (Surface Water)	18.4	250	N/A	Natural sources; runoff from use as salt on roadways; by-product of treatment process
Sodium (mg/L) - (Cocheco Well)	26.9			
Sulfate (mg/L) - (Surface Water)	21	250	N/A	Natural sources
Sulfate (mg/L) - (Cocheco Well)	6			
Zinc (mg/L) - (Surface Water)	0.0227	5	N/A	Erosion of natural deposits; leaching from plumbing materials, galvanized pipe
Zinc (mg/L) - (Cocheco Well)	0.0230			
Additional Testing				
Per- and Polyfluoroalkyl Substances (PFAS)				
Analyte	Result	MCL	Meets Limits?	Specific contaminant criteria and reason for monitoring
Perfluorooctanoic acid (PFOA) (ppt)				Some people who drink water containing perfluorooctanoic acid (PFOA) in excess of the AGQS over many years could experience problems with their liver, endocrine system, or immune system, may experience increased cholesterol levels, and may have an increased risk of getting certain types of cancer. It may also lower a women's chance of getting pregnant.
Surface Water Treatment Facility Finish Water	ND	12	Y	
Surface Water Treatment Facility Raw Water	ND	12	Y	
Cocheco Well Groundwater	4.07	12	Y	
Perfluorooctane sulfonic acid (PFOS) (ppt)				Some people who drink water containing perfluorooctane sulfonic acid (PFOS) in excess of the AGQS over many years could experience problems with their liver, endocrine system, or immune system, may experience increased cholesterol levels, and may have an increased risk of getting certain types of cancer. It may also lower a woman's chance of getting pregnant.
Surface Water Treatment Facility Finish Water	ND	15	Y	
Surface Water Treatment Facility Raw Water	ND	15	Y	
Cocheco Well Groundwater	2.90	15	Y	
Perfluorononanoic acid (PFNA) (ppt)				Discharge from industrial processes, wastewater treatment, residuals from firefighting foam, runoff/leachate from landfills and septic systems
Surface Water Treatment Facility Finish Water	ND	11	Y	
Surface Water Treatment Facility Raw Water	ND	11	Y	
Cocheco Well Groundwater	ND	11	Y	
Perfluorohexane sulfonic acid (PFHxS) (ppt)				Discharge from industrial processes, wastewater treatment, residuals from firefighting foam, runoff/leachate from landfills and septic systems
Surface Water Treatment Facility Finish Water	ND	18	Y	
Surface Water Treatment Facility Raw Water	ND	18	Y	
Cocheco Well Groundwater	ND	18	Y	
N-Ethyl Perfluorooctanesulfonamidoacetic Acid (NEtFOSAA) (ppt)				The City of Rochester has committed to sampling for 18 specific per- and poly-fluorinated compounds, including the 4 regulated by statute. Of those additional 14 compounds, N-Ethyl Perfluorooctanesulfonamidoacetic Acid (NEtFOSAA) was detected in the groundwater supply during Q1 sampling.
Cocheco Well Groundwater	2.92	NA	NA	
N-Methyl Perfluorooctanesulfonamidoscetic Acid (NMEFOSAA) (ppt)				The City of Rochester has committed to sampling for 18 specific per- and poly-fluorinated compounds, including the 4 regulated by statute. Of those additional 14 compounds, N-Methyl Perfluorooctanesulfonamidoscetic Acid (NMEFOSAA) (ppt) was detected in the groundwater supply during Q1 sampling.
Cocheco Well Groundwater	2.18	NA	NA	
Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR)				
Raw Cryptosporidium (Oocysts/L) (data from 2018)	0	NA	NA	The public water supply completed a 24 month sample schedule for cryptosporidium from 2016-2018. Results showed concentrations of 0 cysts/L in discrete samples.
Unregulated Contaminants (UCMR4 Assessment Monitoring 1 - Metals, Pesticides, Alcohols, SVOCs & Assessment Monitoring 2 - HAA Group)				
Manganese (Surface Water Finish) (ug/L)	30.2 (2.5-98.5)	NA	Unregulated contaminants are those for which EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist EPA in determining the occurrence of unregulated contaminants in drinking water and whether future regulation is warranted. In 2020 the Rochester Water Department participated in the fourth round of the Unregulated Contaminant Monitoring Rule (UCMR 4).	
Manganese (Cocheco Well Finish) (ug/L)	101.4 (98.8-104)	NA		
Total Organic Carbon (Berry River Raw) (ug/L)	4908 (4010-6090)	NA		
Haloacetic Acids (HAA5) (ug/L)	28.5 (0.68-56.5)	NA		
Haloacetic Acids (HAA9) (ug/L)	33.3 (1.62-63.7)	NA		
Haloacetic Acids (HAA6Br) (ug/L)	4.88 (0.77-7.2)	NA		
Footnotes:				
* Copper content in the treated water prior to entering the distribution system was 0.0221mg/L from surface water and 0.0024mg/L from groundwater . Corrosion of household plumbing contributes to the higher average.				
** Lead: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. This contaminant is tested for once every three years, on the corresponding dates per regulation. The next monitoring period is 2023. This water system is responsible for high quality drinking water, but can not control the variety of materials used in your plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing cold water your tap for at least 30 seconds				
*** For TTHM and HAA5 results it is possible to get a slightly higher level at one site and still be within MCL range. This level is derived from samples taken at 4 locations monthly and is a locational running annual average of sample site specific disinfection byproduct (DBP) concentrations.				
Definitions and Abbreviations				
MCLG – Maximum Contaminant Level Goal, or the level of a contaminant in drinking water below which there are no known or expected health risks. MCL – Maximum contaminant level, the highest level of a contaminant that is allowed in drinking water. AL - Action level, or the concentration of a contaminant which, when exceeded, triggers treatment or other requirements which a water system must follow. TT – Treatment technique, or required process intended to reduce the level of a contaminant in drinking water. MRDLG – Maximum residual disinfectant level goal or the level of drinking water disinfectants below which there is no known or expected health risk. MRDL – Maximum residual disinfectant level or the highest level of a disinfectant allowed in drinking water. NA – not applicable, ND – none detected, NR – not regulated, NTU – Nephelometric Turbidity Units, ppm – parts per million, ppb – parts per billion, ppt- parts per trillion, ppq- parts per quadrillion, MFL – million fibers per liter, pCi/L – pico curies per liter, a measurement of radioactivity.				
Radon – EPA sets drinking water standards and has determined that radon is a health concern at certain levels of exposure. Radon is a naturally occurring radioactive contaminant that occurs in groundwater. It is a gas and is released from water into household air during water use. Radon has been found in epidemiology studies to cause lung cancer in humans at high exposure levels. At lower exposure, the risk of lung cancer is reduced. The City of Rochester is supplied by surface water and groundwater from a gravelly sand aquifer. High levels of radon are typically associated with deep bedrock wells.				
Turbidity is a measure of the cloudiness of the water. We monitor it because it is a good indicator of water quality and the effectiveness of filtration. High Turbidity can hinder the effectiveness of disinfectants.				

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the
Route 11 Pump Station Upgrade Project**

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

That the amount of Two Hundred Thousand Dollars (\$200,000.00) is hereby appropriated as a supplemental appropriation to the DPW Sewer CIP Fund for the purpose of paying costs associated with the Route 11 Pump Station Upgrade Project. The funding for this supplemental appropriation shall be derived in its entirety from borrowing.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Hundred Thousand Dollars (\$200,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

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City Clerk's Office



07/01/2021

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution Authorizing the Acceptance of a \$125.00 HealthTrust Wellness Reward by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith

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

That a One Hundred Twenty Five Dollar (\$125.00) HealthTrust Wellness Reward is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD Health Trust Special Revenue Fund (6013) in the amount of One Hundred Twenty Five Dollar (\$125.00) with the entirety of the supplemental appropriation being derived from said Reward.

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

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City Clerk's Office



07/01/2021

City of Rochester Formal Council Meeting


AGENDA BILL

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

AGENDA SUBJECT

Seeking permission from Council to accept a HealthTrust check in the amount of \$125.00 for wellness accomplishments within the department.

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

AGENDA DATE	Next July 2021 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	06/2/21	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	HealthTrust Wellness Program
ACCOUNT NUMBER	60132041-589000
AMOUNT	\$125.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept a check from HealthTrust in the amount of \$125.00. This check is for wellness accomplishments within the Police Department. We will be purchasing wellness equipment for the in house department gym.

RECOMMENDED ACTION

Accept a check in the amount of \$125.00.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	60132041	589000		-	-	\$125.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6013241	406218		-	-	\$125.00 -
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

*Intentionally
left blank...*

City Clerk's Office

**Resolution Authorizing the Acceptance of a \$2,500.00 Juvenile Court Diversion Network
Program Grant by the Rochester Police Department (RPD) and Supplemental
Appropriation in Connection Therewith**

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

That a Two Thousand Five Hundred Dollar (\$2,500.00) Juvenile Court Diversion Network Program Grant is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD Juvenile Alcohol Grant fund 6128 in the amount of Two Thousand Five Hundred Dollar (\$2,500.00) with the entirety of the supplemental appropriation being derived from said Grant.

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

*Intentionally
left blank...*

City Clerk's Office



07/01/2021

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

Seeking permission from Council to accept a maximum fund amount of \$2,500.00 for the NH Juvenile Court Diversion Network Program.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next July 2021 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	6/23/21	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State Governor's Commission Alcohol Fund
ACCOUNT NUMBER	Fund 6128 Project 22XXX
AMOUNT	\$2,500.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept a maximum fund amount of \$2,500.00 for the NH Juvenile Court Diversion Network Program. These funds are for the Juvenile Alcohol Grant the State Governor has allotted us. This funding is used for prevention programming during the Summer Teen Travel Camp; an extension of the Rochester Teen Night Program. These funds help strengthen existing Teen Programming and allow for our Juvenile Diversion program to participate in data collection that is already being done at the State level, such data to be used in national conversations on the use of SBIRT (Screening Brief Intervention and Referral to Treatment) in juvenile justice. NH is one of the first States to participate in this level of screening and intervention.

RECOMMENDED ACTION

Accept funds in the amount of \$2,500.00.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61282010	589007	22XXX	-	2,500.00	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6128002	402148	22XXX	-	\$2,500.00	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned